



2024 ENTERPRISE PARTNERSHIP SCHEME (POSTGRADUATE)

SUPERVISOR'S GUIDE TO THE ONLINE SYSTEM

Key dates	
Call open	12:00 (Irish time) 5 October 2023
FAQ deadline	16:00 (Irish time) 9 November 2023
Applicant deadline	16:00 (Irish time) 16 November 2023
Academic Supervisor & Enterprise Mentor deadline	16:00 (Irish time) 23 November 2023
Research office endorsement deadline	16:00 (Irish time) 30 November 2023
Waiver Deadline	16:00 (Irish time) 31 January 2024
Call outcome	April 2024
Award start date	1 September 2024

Due to heavy server traffic on the day of the applicant, academic supervisor and enterprise mentor deadlines, all participants are strongly advised to submit their forms well in advance of the relevant deadline.

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1. HELP WITH TECHNICAL ISSUES

- This document is provided to assist you in submitting a primary supervisor’s reference form for applications under the 2024 Enterprise Scheme Programme. Please read it carefully before submitting your reference form online. **The Irish Research Council will only accept reference forms submitted through the online application system. Please do not send your reference form to the Council by email or in hard copy.**
- Please ensure that the email address ircapps@research.ie is on your ‘safe senders’ list. You may need to check with your IT department to ensure there is no issue with your organisation’s internal firewall.
- If you experience any technical issues, please clear the cache in your browser and continue. If the issue persists, please contact system@research.ie. Where possible, please include:
 - the Smart Simple project ID of the application,
 - the browser you are using
 - and, if appropriate, a screenshot of any error messages.
- The grants management system is only compatible with the two most recent versions of Firefox, Chrome, Internet Explorer and Safari.

2. LOGGING INTO THE ONLINE SYSTEM

- Each higher education institution is responsible for registering their supervisors on the online system. When initially registered, you should have received an email containing your username (which is your email address), password, and a link to the [login page](#). If you are not yet registered on the online system, please contact your research office to find out why.
- If you have lost or forgotten your password, navigate to the [login page above](#) and click ‘forgot password?’. A system-generated password will be forwarded to your email address. If you do not receive this email, please check your spam folder. Please note that it may take up to 15 minutes to receive the email containing your new password.

- **You will not be able to create and submit your supervisor form until the applicant has submitted their application.** Once logged in, you will see this screen.


Mentor/Supervisor Actions

The image shows three action cards in a row. The first card has a large purple '1' and the text 'Draft Applications Assigned'. The second card has a large purple '1' and the text 'Activities Pending Action'. The third card has a large purple '3' and the text 'Submitted Activities'.

- Details of the application can be previewed while it is in draft status by clicking on the ‘Draft Applications Assigned’ icon.
- Click on the ‘View Application PDF’ PDF icon button beside an application in order to preview it. The status of the application to which you have been assigned is detailed on this page.

Draft Applications Assigned

Search bar: [] x Q 1-1 of 1 < >

#	Project ID	Project Title	Application Type	Applicant	Irish research body	View Application PDF
1	[REDACTED]	adsfasdfasdf	EPS Postgraduate Application	Fake Applicant4	Test University	

A red arrow points to the PDF icon button in the table row.

3. CREATING AND EDITING YOUR SUPERVISOR FORM

- Once the applicant has submitted their application, you should receive an automated email asking you to log in and submit your supervisor form. Click on the ‘Activities Pending Action’ icon on the home page in order to view any applications awaiting your reference.

The image shows a card with a large purple '3' at the top, followed by the text 'Activities Pending Action' in a bold, sans-serif font.

- If you wish to view the application as it was submitted, please click on the View Application PDF button.

Supervisor Reference Form Submission Successful

Project ID:



Project Title:



[Return to Portal](#)

5. EFFECTS OF SUBMITTING YOUR SUPERVISOR FORM

- Once submitted, you can view your form by clicking on the 'Submitted Activities' icon on your home page.
- Click the 'form' button beside the relevant application Project ID. Please note that you will not be able to edit the form at this stage.
- Once submitted, you will receive an automated email confirming receipt of your form.
- The applicant's online profile will be updated to confirm your form has been submitted.
- Please note that the applicant does not have visibility of information you have entered in your form at any stage.