



Guide for Research Offices

COALESCE 2024 Research Fund **Collaborative Alliances for Societal Challenges**

GUIDE FOR RESEARCH OFFICES

**The deadline for submitting your research office endorsement is:
4 pm (Ireland time)
Thursday 7th December 2023**

This document is provided to assist you in submitting a research office endorsement for applications under the 2024 COALESCE Research Funding Scheme.

The Irish Research Council will only accept endorsements through the online application system, as explained below. Please do not send any hard copies of your reference to the Irish Research Council.

Please read this document carefully prior to completing the research office/university decision. By logging in you will be able to view all applications awaiting completion within your institution and access all complete applications that are available for your endorsement decision.

Logging on to the system

Please note that the online system can only be successfully accessed and supported through the following browsers:

- * Internet Explorer (version 11 and higher),
- * Firefox (2 most recent versions),
- * Google Chrome (2 most recent versions)
- * Safari (2 most recent versions)

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's no issue with your organisation's internal firewall.

When you were initially registered as a Research Officer, you should have received an email containing your user name (your email address) and password, and a link to the login page: https://irishresearch.smartsimple.ie/s_Login.jsp

If you have forgotten your password or the email with the password, then enter the above URL and click on the 'Forgot password?' link. A system-generated password will be forwarded to your email address.

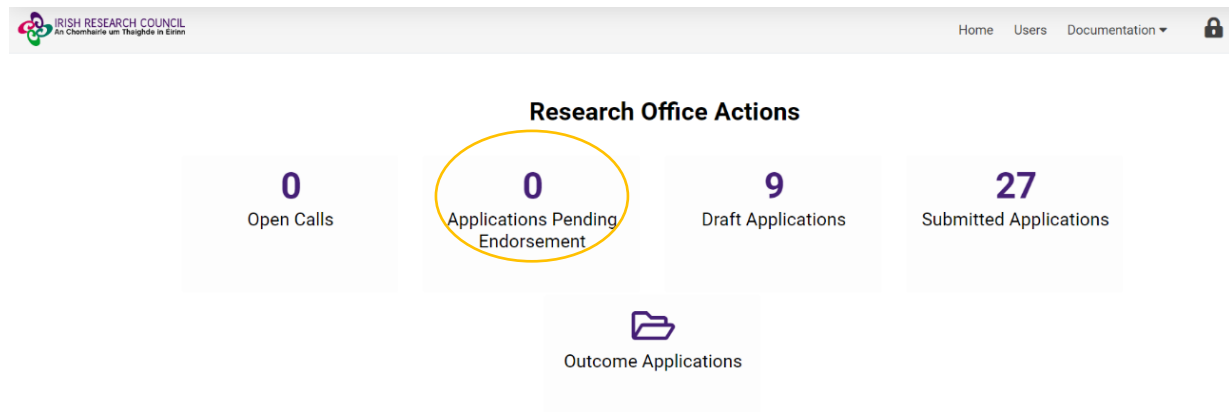
When you log in to the system, the following screen will be displayed:

The screenshot shows the 'Research Office Actions' dashboard. At the top left is the logo for the Irish Research Council, 'An Chomhairle um Theaghlac in Éirinn'. At the top right are navigation links for 'Home', 'Users', and 'Documentation', along with a lock icon. The main content area is titled 'Research Office Actions' and contains five cards. The first four cards are arranged in a row: 'Open Calls' with a count of 0, 'Applications Pending Endorsement' with a count of 0, 'Draft Applications' with a count of 9, and 'Submitted Applications' with a count of 27. Below these is a fifth card for 'Outcome Applications' with a folder icon.

Category	Count
Open Calls	0
Applications Pending Endorsement	0
Draft Applications	9
Submitted Applications	27
Outcome Applications	-

Viewing Draft Application Information

In order to view the content and other relevant details of all draft applications please click on the 'Applications Pending Endorsement' icon on the home page.



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

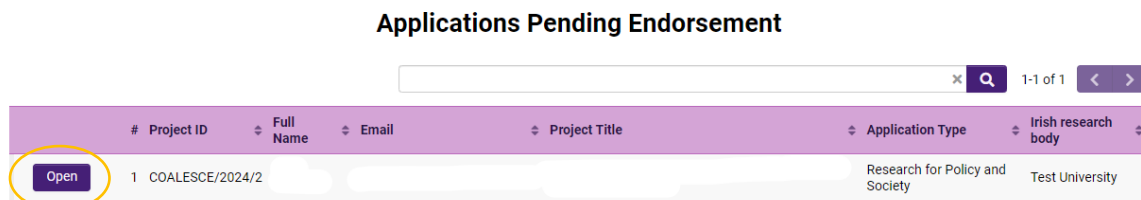
Home Users Documentation ▾ 🔒

Research Office Actions

- 0 Open Calls
- 0 Applications Pending Endorsement
- 9 Draft Applications
- 27 Submitted Applications

Outcome Applications

You will then be presented with the 'Applications Pending Endorsement' screen below.



Applications Pending Endorsement

Search: [] 1-1 of 1 < >

#	Project ID	Full Name	Email	Project Title	Application Type	Irish research body
1	COALESCE/2024/2				Research for Policy and Society	Test University

Open

Submitting a Research Office Endorsement Decision

Select the COALESCE 2024 Applications pending endorsement. **Please note applications will only appear after an application has been submitted.**

Click on 'Open' in order to view the application.

The Research Officer should answer whether they support this applicant's application to carry out research at their institution, by selecting 'yes' or 'no'.

You can submit your application by clicking the 'Submit Decision' button at the end of the page:

The screenshot shows a navigation bar with the following tabs: OVERVIEW, PROJECT DETAILS, ETHICAL STATEMENT, PROJECT BUDGET, ACADEMIC QUALIFICATIONS, ETHICAL TABLE AND SEX/GENDER STATEMENT, APPLICANT DECLARATIONS, and ENDORSEMENT. Below the navigation bar, there is a section titled 'Endorsement Agreement' with a dropdown arrow. Underneath, a question is displayed: '* Do you support this candidate's application to carry out research at your institution?'. Below the question is a dropdown menu. At the bottom left of the form area, there is a '< BACK' link. At the bottom right, there are two buttons: 'Save Draft' and 'Submit Decision'.

Effects of Submitting the Research Office Endorsement

- The research office endorsement will be 'locked' and further edits will no longer be possible.
- You can contact projects@research.ie if you have any questions.

Technical

If you experience any problems, please clear the cache in your browser and continue. Please contact projects@research.ie should you experience any difficulties.

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