



IRISH RESEARCH COUNCIL
Laureate Awards Programme 2021/22

**Guide to Using the Online Application System
For Applicants**

**PLEASE READ THIS DOCUMENT CAREFULLY
BEFORE SUBMITTING APPLICATIONS**

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1. The Online Application System: *SmartSimple*

The Online Application System *SmartSimple* is the portal through which all proposals are submitted and through which all reviews of your application are completed. The portal contains all necessary forms required to submit proposals and templates for file uploads to the system are available on the Laureate website [click here](#).

You **must** submit proposals using the online system, which takes the form of drop-down menu selections, file upload sections, and comment boxes.

By blinding certain fields to certain participants in the application review process, and by having functionality that can delete or anonymise records over time, the Online Application System ensures the compliance of the Irish Research Council with respect to data protection requirements under Irish and EU law (incl. General Data Protection Regulation). The data collected are detailed in the [Data Collection Notice](#), available on the Laureate website.

2. Logging in to *SmartSimple* and creating an Applicant Profile

The link to the login page is [here](#).

To log in, ensure the following:

1. The email address ircapps@research.ie is on your 'safe senders' list in your email account.
2. You are using an approved internet browser. The online application system, *SmartSimple*, is only designed to operate on recent versions of *Google Chrome*, *Safari* and *Firefox*
3. JavaScript is turned on and up to date.

To register as an applicant on the online system for the first time, navigate [to this link](#) and complete the applicant registration form as prompted.

Note: Applicants who have previously registered as mentors, supervisors, or other non-applicant roles, should contact the Laureate Team directly at Laureate@research.ie . The system no longer supports self-registration of these people as applicants. Please check that your contact details are up to date after the Laureate Team upgrades your access. Please also read the guidance below.

Please note that 'ordinarily resident' refers to the applicant's place of legal and permanent residence. This will not be deemed as having been interrupted if an absence from the country of ordinary residency has been caused by the training, education or employment of the applicant or the applicant's spouse or parents.

Applicants deemed to be citizens of the EU are those applicants who are either citizens of Ireland or of a Member State of the European Union AND have been ordinarily resident within a Member State of the EU/Ireland for a continuous period of three out of the five years prior to the application deadline.

Once you have filled in all the required details, click 'submit' at the bottom of the registration page. A confirmation email with the subject 'Irish Research Council, applicant registration' will automatically be sent to the email address you have provided. This email confirms that you have successfully registered for the online system and will issue you with a username and password.

If you do not receive this email, please check your spam folder and ensure that the ircapps@research.ie email address is on your 'safe senders' list. If you are using an institutional or work email account, you may need to check with your IT department to ensure there is no issue with your organisation's internal firewall.

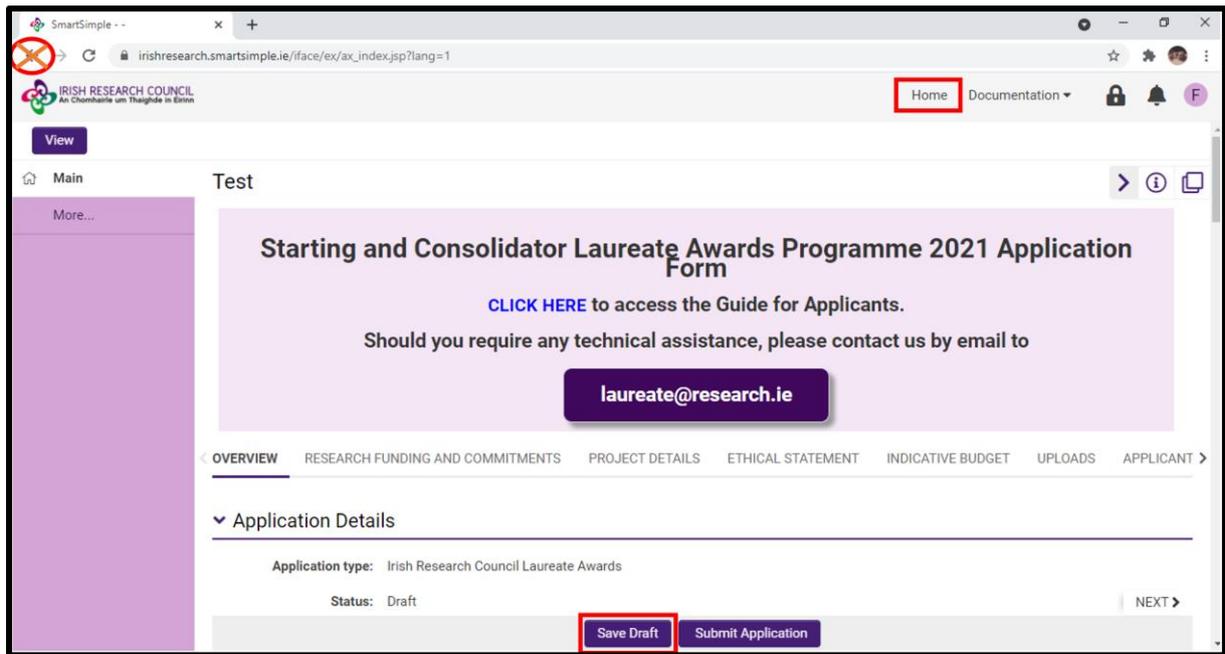
Once you have received your username and password, you should access the online system using the login details provided.

If you have lost or forgotten your password, navigate to this link 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.

Please note: Researchers who register as an Applicant using a different email address from the one they already have as mentor or supervisor will effectively create a new profile within the system and this is discouraged.

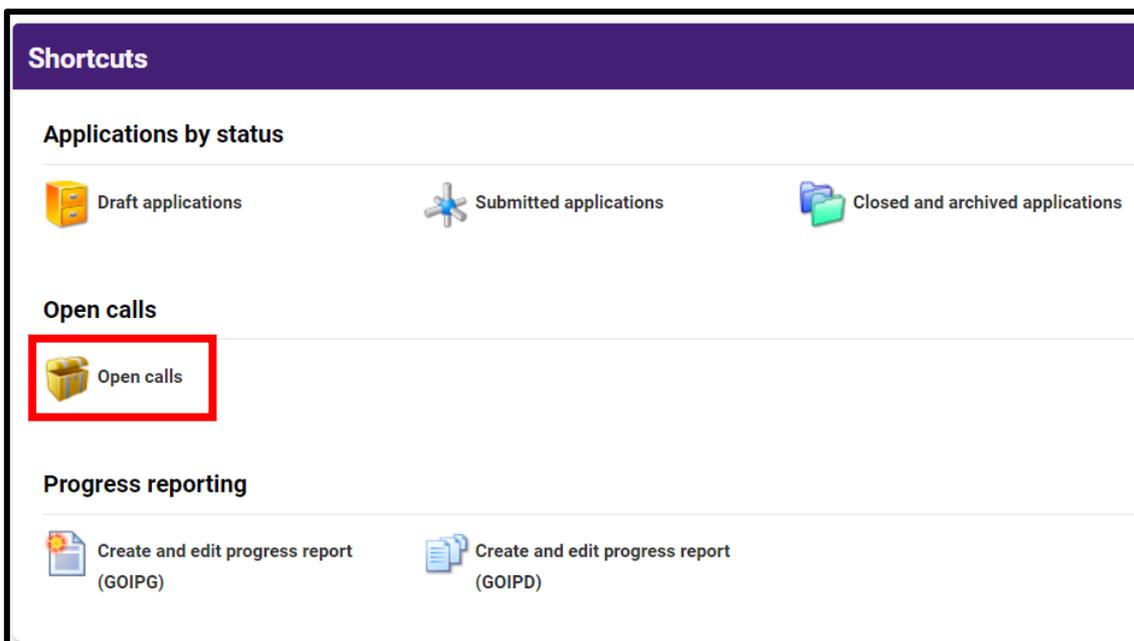
Contact laureate@research.ie if you experience any difficulties. If you can't remember your password there is a 'forgot password' facility. By clicking the 'forgot password' button a system-generated password will be sent to your email address.

Once you have logged in, NEVER use the "back" button on your internet browser while submitting a proposal, as you may lose essential information. Always click "Save Draft" and navigate away from the page by selecting the "Home" button indicated below.

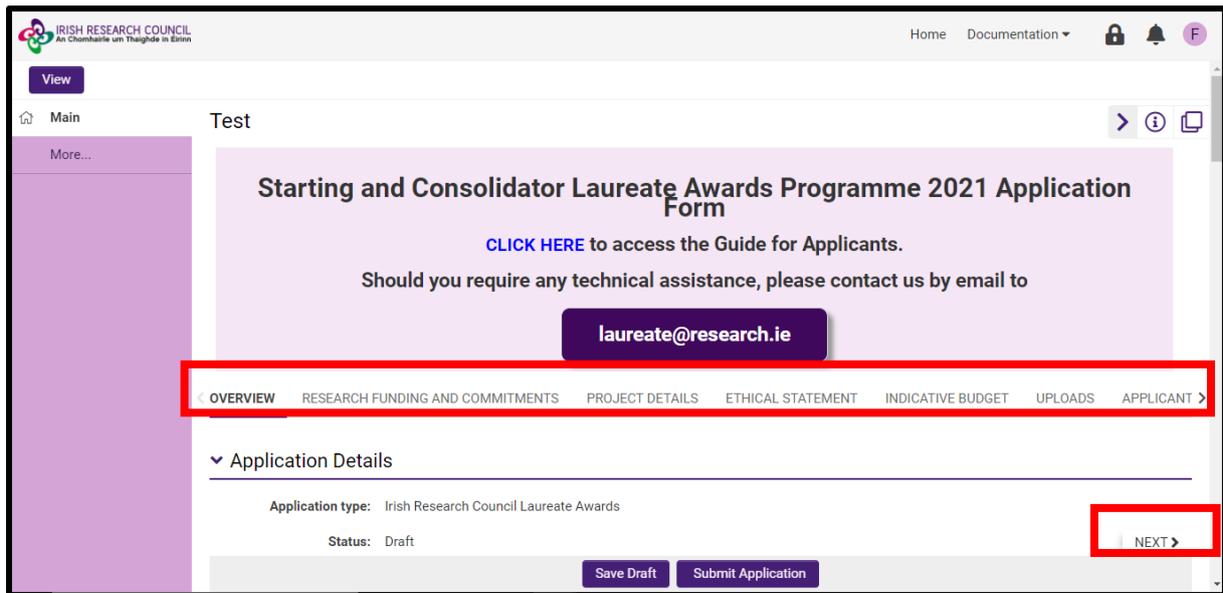


3. Navigating *SmartSimple* and Creating your Proposal Form

After logging in to the online application system, *SmartSimple*, search for eligible calls using the 'open calls' icon and select the *Starting and Consolidator Laureate Awards*. Please be aware that it may take a few seconds (up to 20-30s) for eligible calls to appear after selecting the 'open calls' icon.



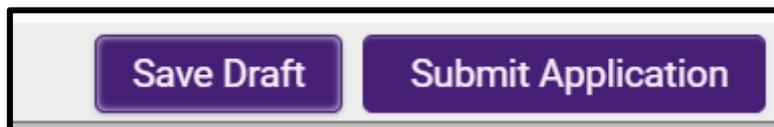
A blank proposal form is now created for you to fill in. The beginning of the form looks like this:



You can navigate to the different sections that need to be completed by using the “NEXT” button at the bottom of the screen or by selecting the relevant tab from the ribbon highlighted in red in the image above. The Application Status will remain in ‘draft’ until you have submitted your proposal.

4. Saving Drafts

At any time, you may save your proposal and come back to it later, by clicking the ‘Save Draft’ icon at the bottom of your screen. If this icon does not appear, it may be a browser or screen resolution issue. Try minimising and maximising your screen, or changing to a different browser if this issue occurs.



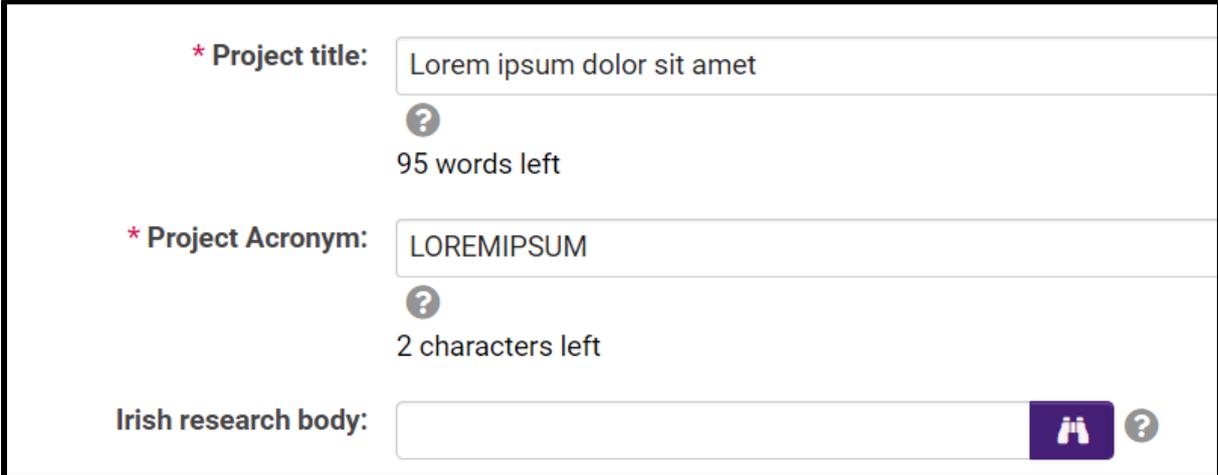
After you have saved a draft, and perhaps logged out of SmartSimple. You can access the draft proposal you have created by selecting ‘Draft Applications’ under the Applications by Status heading on the SmartSimple homepage.

5. Completing the Proposal Form

In the draft proposal, fill in your project details as appropriate. Most of the sections of the proposal form are either self-explanatory, explained on the assessment form itself (e.g., pay attention to the  icons – these provide clarifications when you hover your pointer over them), or are described in detail in the Call Document, available on the Laureate Awards call [web page](#).

A handful of clarifications are provided here:

1. For the section 'Irish Research Body', please use the search function (binoculars) to select the appropriate body. This body is the institution where you propose to carry out the work set out in your proposal. Your proposal will be visible to the research office in the institution you select. **Do not select your current institution if that is different to the institution you propose to hold your Laureate award in.**

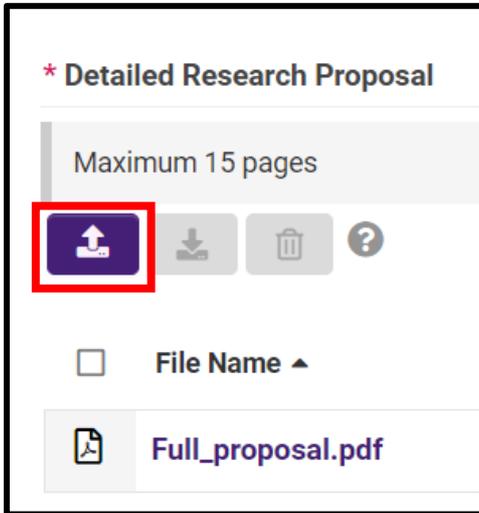


The screenshot shows a form with three input fields. The first field is labeled '* Project title:' and contains the text 'Lorem ipsum dolor sit amet'. Below it is a question mark icon and the text '95 words left'. The second field is labeled '* Project Acronym:' and contains the text 'LOREMIPSUM'. Below it is a question mark icon and the text '2 characters left'. The third field is labeled 'Irish research body:' and is currently empty. To the right of this field is a purple button with a white binoculars icon and a question mark icon.

2. For the 'applicant details' section, note the following:

The above fields in the **Applicant Details** section are populated based on your personal profile. If you would like to update this section, please click **Save Draft** below and navigate back to the **Home** screen where you can find the **Manage Your Profile** icon.

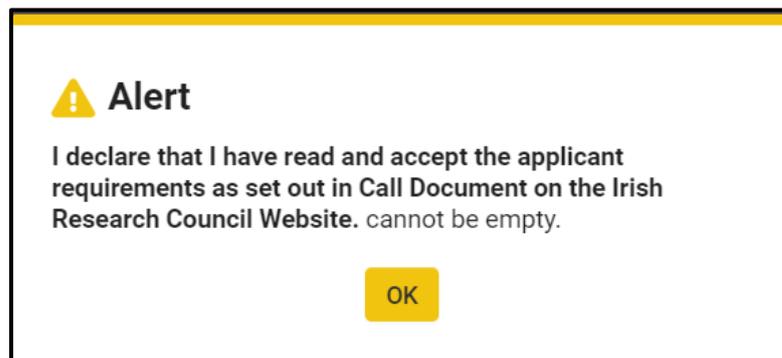
3. Documents are uploaded using the purple upload button, SmartSimple will only allow documents in PDF. Format to be uploaded so please convert any word documents before submitting:



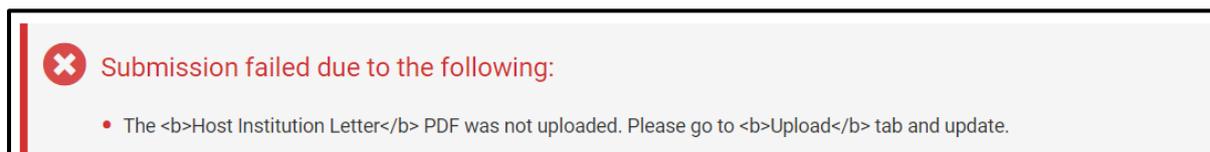
The screenshot shows a document upload interface. At the top, it says '* Detailed Research Proposal'. Below that, there is a grey bar with the text 'Maximum 15 pages'. Underneath is a row of four buttons: a purple button with a white upload icon (highlighted with a red square), a grey button with a white download icon, a grey button with a white trash icon, and a grey button with a white question mark icon. Below the buttons is a checkbox labeled 'File Name' with a small upward-pointing triangle. At the bottom, there is a document icon followed by the text 'Full_proposal.pdf'.

4. this symbol: * | represents a mandatory field. Application submission will fail if fields containing this symbol are unfilled or unanswered, or if a document is not uploaded to the relevant document upload section.

Alerts will appear when you try to submit an application with unfilled mandatory fields. For text and tick boxes the alerts look like this:



If an important document is not uploaded, the warning will appear like this:



6. Submitting the Proposal and Viewing it

Once all fields are filled in, and you are ready to submit, select 'Save Draft' one more time.

Now click 'Submit Application'.

A message will appear confirming your submission.

The .pdf compiled from your submitted proposal form and uploaded documents may be viewed under 'submitted applications' on the homepage of the *SmartSimple* portal.