

2022 Enterprise Partnership Scheme (Postdoctoral)

ENTERPRISE MENTOR GUIDE TO THE SYSTEM

Key Dates	
Call open	21 October 2021
FAQ deadline	16:00 (Irish time) 25 November 2021
Applicant deadline	16:00 (Irish time) 2 December 2021
Supervisor, mentor and referee deadline	16:00 (Irish time) 9 December 2021
Research office endorsement deadline	16:00 (Irish time) 16 December 2021
Outcome of scheme	End of March 2022
Award start date	1 September 2022

Due to heavy server traffic on the closing day of the competition, applicants are strongly advised to submit applications well in advance of the closing day of the competition.

About the Guide for Enterprise Mentors

- This guide provides practical information to enterprise mentors for submitting a reference form for an applicant to the Irish Research Council Enterprise Partnership Scheme.
- The Irish Research Council Enterprise Partnership Scheme is governed by the 2022 Call Document, Terms and Conditions and award acceptance form. The content of this guide is for general information purposes only. In the event of a discrepancy arising between this guide, the 2022 Call Document and the Terms and Conditions or award acceptance form, the latter documents will prevail.

Using the online application system

- Before using the system, please clear your cache and download the most recent version of Chrome. The online system is operational using the following browsers:
 - Google Chrome: two most recent versions
 - Microsoft Internet Explorer: version 10.0 and higher
 - Mozilla Firefox: two most recent versions
 - Safari: two most recent versions
- If you have a technical issue regarding use of the [online system](#), please read these guidelines and the FAQ document available on our website. If your issue is not addressed through either of these mechanisms, only then should you email schemes@research.ie with an outline of your technical issue and a screenshot.
- Do not log into your profile in different browsers at the same time. This may cause the system to invalidate your login session and any information you have entered will be lost.
- If you enter information and do not click the 'save' button before navigating away from the page, this information will be lost.
- 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 have mislaid your password, go to the [login page](#) and select '**Forgot password?**'. A system-generated password will be forwarded to your email address. If you do not receive this automated email, please check your spam folder.

Logging into the system

- When you have logged on, the following screen will be displayed. Note Enterprise Mentor is interchangeable with Employment Mentor in the system.

Notice

Welcome to the Irish Research Council's online system which enables you to apply for competitive funding and to manage your awards. Please read the relevant funding pages on [our website](#) for further details relating to the Research Office in your Host Institution with queries.

A quick guide to your portal can be downloaded by clicking on [this link](#).

We are updating our system so you may notice changes. To report potential errors or concerns you may have relating to the online system only, please email system@research.ie

Please note that if a deadline has passed, the system will not accept forms. Due to the high volume of applications and in the interest of fairness, exceptions to deadlines will not be made. If you cannot see the Open as an applicant.

Shortcuts

Open Calls 2018

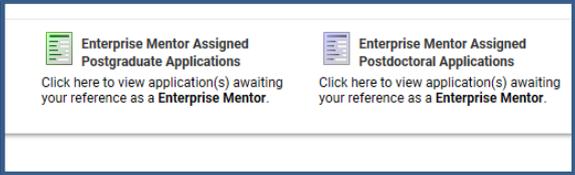
 **My Assigned Applications**
Click here to see list of projects which are assigned to you.

 **Preview Applications in Draft Status**
Click here to preview applications in **Draft** which are assigned to you.

 **My Submitted Forms**
Click here to view all forms you have submitted.

 **Enterprise Mentor Assigned Postgraduate Applications**
Click here to view application(s) awaiting your reference as a **Enterprise Mentor**.

 **Enterprise Mentor Assigned Postdoctoral Applications**
Click here to view application(s) awaiting your reference as a **Enterprise Mentor**.



- You can create your Enterprise Mentor form once you have been assigned to an application.**
- If you have been assigned to an application, you can preview the application details by clicking on the 'Preview Applications in Draft Status' icon on the home page.

Creating your Enterprise Mentor Form

- Select 'Enterprise Mentor Assigned Postdoctoral Applications' on your Home Page for postdoctoral applications



Enterprise Mentor Assigned Postdoctoral Applications

Click here to view application(s) awaiting your reference as a **Enterprise Mentor**.

- The following screen will appear. Click on the 'Print (PDF)' button beside any application to see the application. The status of applications to which you have been assigned is also indicated on this page.

Enterprise Mentor Assigned Postdoctoral Applications									
						60	<	1 of 1	>
Project ID	Application Type	Applicant	Project Title	Grant Status	View Application	New Form	Reference Form	Reference Status	Last Modified Date
EPSPD/2019/166	EPS Postdoctoral Application	Fake Applicant2	Postdoctoral Project Test	Application Received	Print (PDF)	Create			

[View the application here.](#) 

[Create your Enterprise Mentor form for an Application here.](#) 

- Select 'Create' to create and complete your Enterprise Mentor form for an application assigned to you.
- You will now see the below form. Note: The screenshot below is just an example of the sections that are required and does not include all the sections that need to be filled out. Please scroll the page to see all questions.

Click on this link [GUIDELINES](#) to view the Guide for Enterprise Mentors.

1. You have been nominated as an Enterprise Mentor for a Postdoctoral Fellowship application which is being made to the Irish Research Council.
2. You can complete this reference form by completing the fields below and clicking the **Submit** button at the bottom of the screen.
3. If you don't want to complete the reference right now, you can save a draft by clicking **Save Draft** at the bottom of the screen and return later.
4. You can find out more about Irish Research Council by visiting our [WEBSITE](#).
5. Should you experience any technical issues, please contact us by sending an email to schemes@research.ie with details of the issue, the project ID and the applicant's name.
6. Please remember that the deadline for submission of this reference form is exactly [redacted] which will have been indicated in the e-mail you received.

Enterprise Partner Print Form:	View Form	← View the Application form here.
* Form in Irish?:	<input type="radio"/> Yes <input type="radio"/> No	← Answer Yes/No if you would like your form in Irish. If you answer 'Yes,' save your form and a prompt requesting a translation be uploaded (in PDF format only) will appear.
English Translation:	Click Save before adding attachment	
Applicant Details		
Applicant Name:	Fake Applicant2	
Project ID:	EPSPD/2019/166	
Project Title:	Postdoctoral Project Test	
Irish Research Body:	Test University	
Enterprise Partner Details		
Enterprise Partner Name:	Fake Company	← Enterprise Partner details are also generated automatically from details provided during registration.
Enterprise Partner Registered Company Number (if applicable):	12345 ?	↓ Please ensure that you save your form regularly.
		Save Draft Submit

- Fill in the required sections. Your data can be saved by clicking on the 'Save Draft' button at the bottom corner of the screen.
- You can access your application as many times as you wish prior to the deadline by logging onto the system, making sure to save the information you have entered using the 'Save Draft' button at the bottom of the form each time. Do not click away to another tab or desktop until information has been saved, as you may lose information.



- Once you have saved a draft, you will see your Reference form as *Form Created* within the 'Enterprise Mentor Assigned Postdoctoral Applications' section. Click on 'Edit' to edit the form (see below). **Save Draft** must be used to save the information you have entered.

Enterprise Mentor Assigned Postdoctoral Applications

Project ID	Application Type	Applicant	Project Title	Grant Status	View Application	New Form	Reference Form	Reference Status	Last Modified Date
EPSPD/2019/166	EPS Postdoctoral Application	Fake Applicant2	Postdoctoral Project Test	Application Received	Print (PDF)	Form Created	Edit	Draft	17/07/2018



Click 'Edit' to edit an existing form.

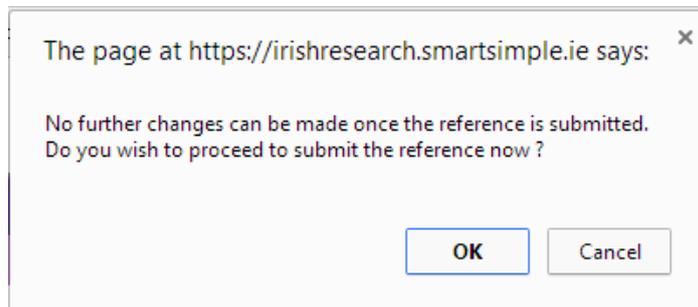
Submitting the Enterprise Mentor Form

- **Once you submit your form, no changes can be made: so, please ensure you are satisfied with all the content of the form before you click 'Submit' and 'OK'.**
- To finally submit your form, you must first open the form by clicking the 'Edit' button below the chosen application. Then, select the 'Submit' button at the bottom of the screen. You must click 'Submit' in order for the application to proceed to assessment.

Save Draft

Submit Application

- The following message will appear:



- Click 'OK'. When you have done this, the form will save and will now be submitted to the online system. You will no longer have access to edit the form.

Effects of Submitting the Form

- Once submitted, you will be able to view the form in the **My Submitted Forms** section on your home page. However, you will **not** be able to edit it.



My Submitted Forms

Click here to view all forms you have submitted.

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- You will receive an email confirming receipt of your Enterprise Mentor Form.
 - The applicant's online profile will be updated to confirm that you have submitted the form.
 - The applicant will not have visibility of any information you have entered at any stage.