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

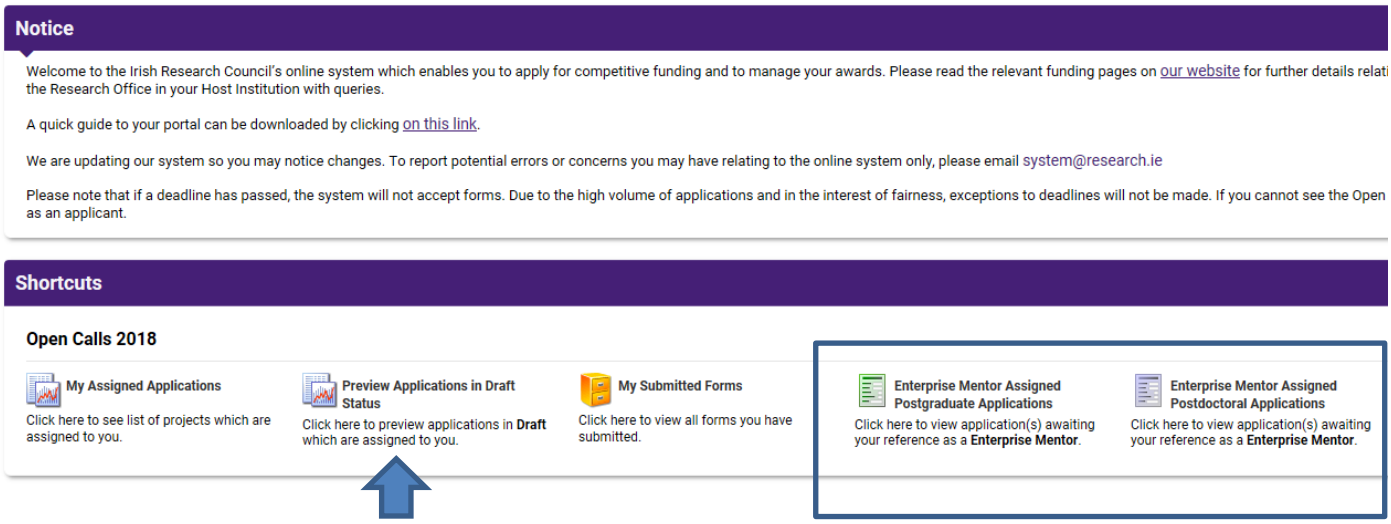
- This guide provides practical information to enterprise mentors for submitting a reference form for an applicant to the Irish Research Council Enterprise Partnership Scheme.
- The Irish Research Council Enterprise Partnership Scheme is governed by the 2022 Call Document, Terms and Conditions and award 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

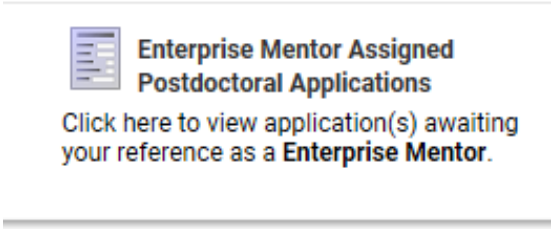
- When you have logged on, the following screen will be displayed. Note Enterprise Mentor is interchangeable with Employment Mentor in the system.



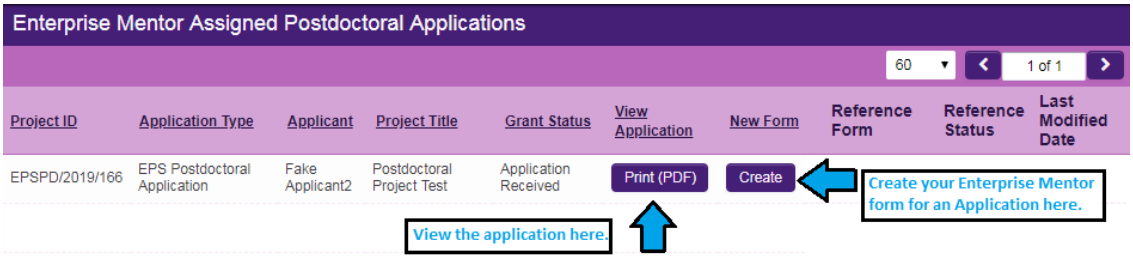
- **You can create your Enterprise Mentor form once you have been assigned to an application.**
- If you have been assigned to an application, you can preview the application details by clicking on the 'Preview Applications in Draft Status' icon on the home page.

Creating your Enterprise Mentor Form

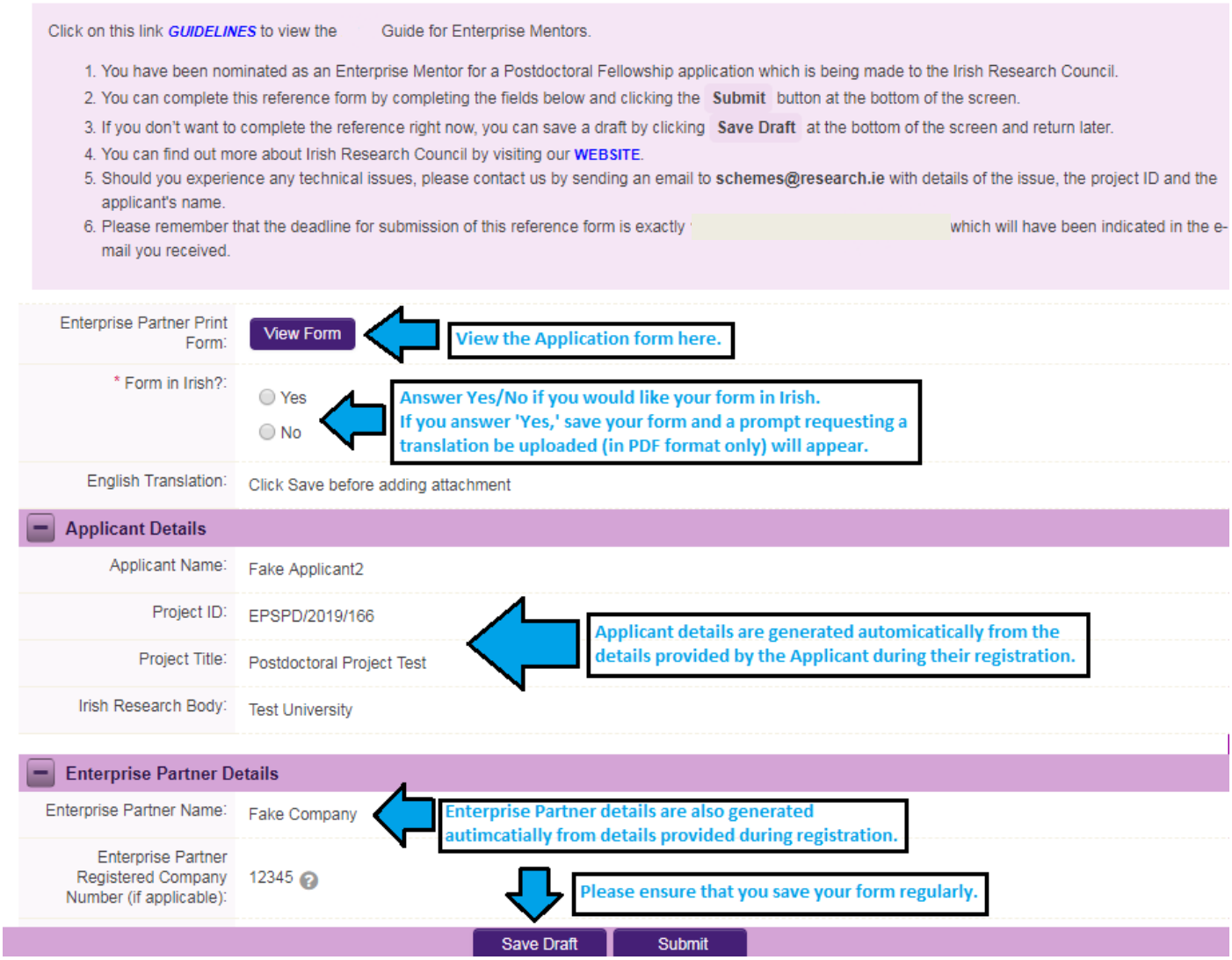
- Select 'Enterprise Mentor Asssigned Postdoctoral Applications' on your Home Page for postdoctoral applications



- 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.

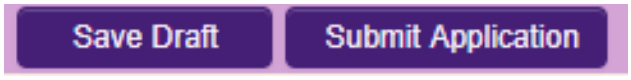


- Select 'Create' to create and complete your Enterprise Mentor form for an application assigned to you.
- You will now see the below form. Note: The screenshot below is just an example of the sections that are required and does not include all the sections that need to be filled out. Please scroll the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

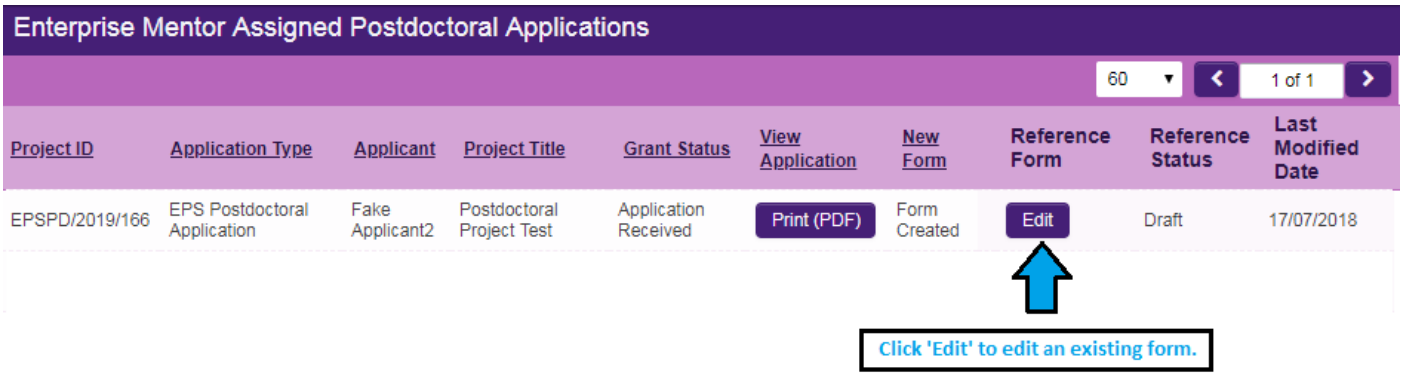


- Fill in the required sections. Your data can be saved by clicking on the '**Save Draft'** button at the bottom corner of the screen.

- 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.



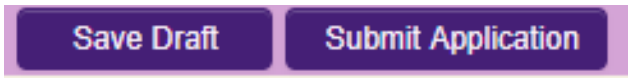
- Once you have saved a draft, you will see your Reference form as *Form Created* within the '**Enterprise Mentor Assigned Postdoctoral Applications'** section. Click on '**Edit'** to edit the form (see below). **Save Draft** must be used to save the information you have entered.



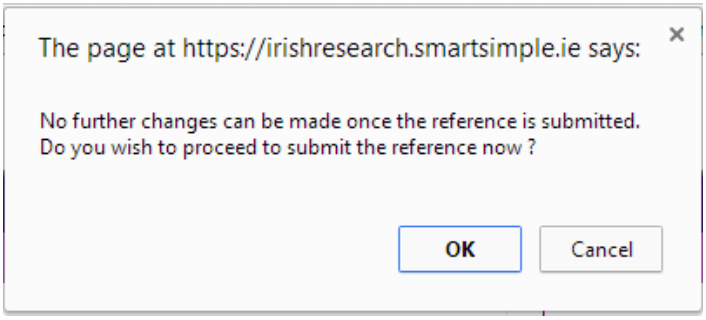
Submitting the Enterprise Mentor Form

- **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.



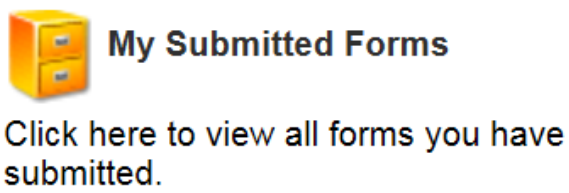
- The following message will appear:



- 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.



- 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.