



**IRISH RESEARCH COUNCIL**  
An Chomhairle um Thaighde in Éirinn

## **2022 Enterprise Partnership Scheme (Postgraduate)**

### **ENTERPRISE MENTOR GUIDE TO THE SYSTEM**

<b>Key Dates</b>	
Call open	21 October 2021
FAQ deadline	16:00 (Irish time) 25 November 2021
Applicant deadline	16:00 (Irish time) 2 December 2021
<b>Supervisor, mentor and referee deadline</b>	<b>16:00 (Irish time) 9 December 2021</b>
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 and the 2022 Call Document, 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](mailto:schemes@research.ie) with an outline of your technical issue and a screenshot.
- Applicants should not log into their profile or application form 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](mailto: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 above URL 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.

### Registering as an applicant for the first time:

1. Add the [ircapps@research.ie](mailto:ircapps@research.ie) email address to your contacts BEFORE you attempt the registration process.
2. Click on the following link to take you to the '[applicant registration page](#)'.
3. Applicants must nominate one email address by which the online system will identify them.

### Browser Support Information

Supported browsers: [Firefox](#) (2 most recent versions), [Chrome](#) (2 most recent versions), [Internet Explorer](#) (2 most recent versions), [Safari](#) (2 most recent versions).

Email:

Password:

Login

### Forgot password?

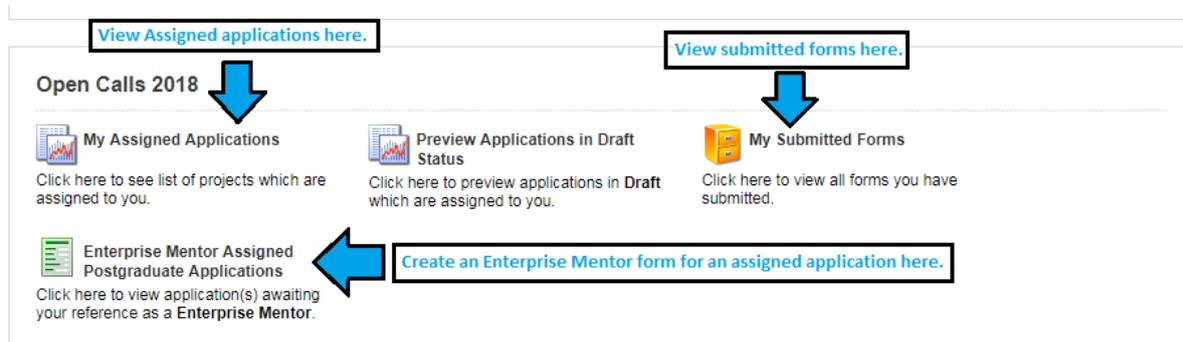
Please note that it may take up to 15 minutes to receive the automated email with your new password.



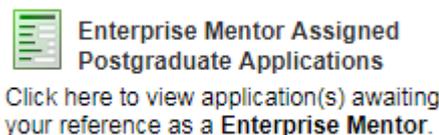
Request a new password here. Ensure your email inbox accepts mail from [ircapps@research.ie](mailto:ircapps@research.ie)

**After logging into the system**

- You will not be able to provide your Enterprise Mentor form until the applicant has submitted their application. However, you can preview the application details by clicking on the ‘Preview Applications in Draft Status’ icon on the home page:



- To create an Enterprise Mentor form for an application assigned to you, click on ‘Enterprise Mentor Assigned Postgraduate Applications.’



- The following screen will appear:

Enterprise Mentor Assigned Postgraduate Applications									
Project ID	Application Type	Applicant	Project Title	Grant Status	View Application	New Form	Reference Form	Reference Status	Last Modified Date
EPSPG/2019/399	EPS Postgraduate Application	Fake Applicant2	waer	12197	Print (PDF)	Create			

Callouts in the image: 'View Application here.' points to the 'View Application' column. 'Create Enterprise Mentor form here.' points to the 'Create' button.

- 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.

**Creating your Enterprise Mentor Form**

- When the application has been submitted by the applicant and you have logged on, the following screen will be displayed:

Enterprise Partner Print Form: [View Form](#)  [View the Application form here.](#)

\* Form in Irish?:  Yes  No

English Translation:  [Answer Yes/No. If a translation is to be uploaded, select 'Yes' and the 'Upload PDF' button will appear after you have saved the form.](#)

**Applicant Details**

Applicant Name:	Fake Applicant2
Project ID:	EPSPG/2019/399
Project Title:	waer
Irish Research Body:	Test University
Primary Area:	Biological Sciences B
Discipline:	

**Enterprise Partner Details**

Enterprise Partner Name:	TEST CO INTERNATIONAL
Enterprise Partner Registered Company Number (if applicable):	9999999999 
Company Type:	Social organisation
Enterprise Partner Size:	Large Non Irish Company
Enterprise Partner Sector:	Pharmaceutical
Principal Activity:	TEST

 [Enterprise Partner details are pulled from the organisation's initial registration as an Enterprise Partner on SmartSimple.](#)

\* How long has the Company/Organisation been operating in Ireland/abroad (as appropriate)?  [Indicate the relevant duration of operation here.](#)

[Please remember to save 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. Note: The screenshot above 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.
- 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 Postgraduate 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 Postgraduate Applications									
Project ID	Application Type	Applicant	Project Title	Grant Status	View Application	New Form	Reference Form	Reference Status	Last Modified Date
EPSPG/2019/399	EPS Postgraduate Application	Fake Applicant2	waer	12197	<a href="#">Print (PDF)</a>	Form Created	<a href="#">Edit</a>	Draft	09/07/2018

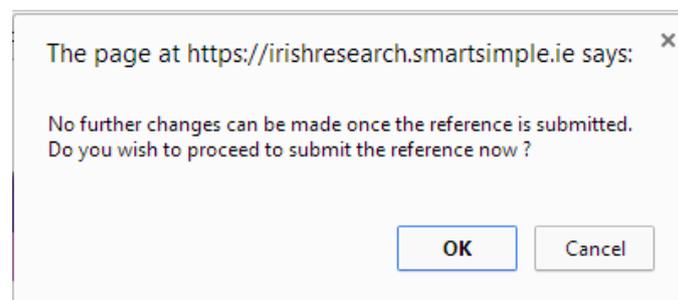
  
[Click here to Edit a Draft Form before submitting.](#)

### Submitting the Enterprise Mentor Form

- Ensure the completed form is 'Saved' before clicking 'Submit.'
- **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.



### **My Submitted Forms**

Click here to view all forms you have submitted.

- 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.