



2022 Enterprise Partnership Scheme (Postgraduate)

ACADEMIC SUPERVISOR'S 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 Supervisors

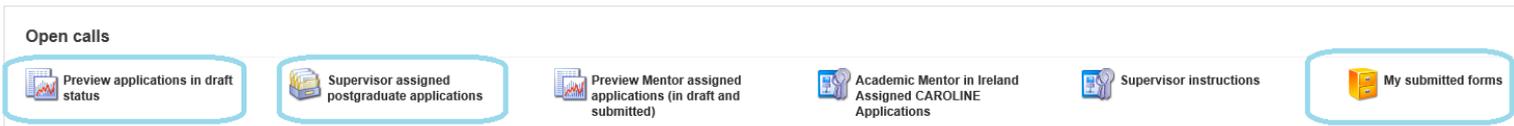
- This guide provides practical information to supervisors for submitting a reference form for an applicant to the Irish Research Council Enterprise Partnership Scheme Postgraduate Scholarship.
- Supervisors will be able to access their form once the applicant submits their application.
- Supervisors can view the draft and submitted application through the system.
- 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

- Each higher education institution is responsible for registering their supervisors on the online system. When initially registered, you should have received an email containing your username (which is your email address), password, and a link to the login page. If you are not yet registered on the online system, please contact your research office to find out why.
- 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.
- You 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 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 in

- When you log in to the [system](#), the following screen will be displayed:



If the applicant has submitted their application:

- Select 'Supervisor Assigned postgraduate applications'.
- Applications may be viewed by clicking on 'Print (PDF)' and the supervisor reference form can be created by clicking on 'Create'. Once a form has been created it should be saved. It can then be updated by clicking on 'Edit'.

The screenshot shows a table of applications with columns for Application Type, Applicant, Project Title, Grant Status, View Application, New Supervisor Form, Supervisor Reference Form, Supervisor Supported, Form Status, and Last Modified Date. A single application is listed with the status 'Application Received'. Below the table, there are buttons for 'Print (PDF)' and 'Create'. Callout boxes with arrows point to these buttons and the 'Form Created' status in the table, providing instructions on how to view, create, and edit forms.

Application Type	Applicant	Project Title	Grant Status	View Application	New Supervisor Form	Supervisor Reference Form	Supervisor Supported	Form Status	Last Modified Date
EPS Postgraduate Application	Fake Applicant 1	Hum & drum	Application Received	Print (PDF)	Form Created	Edit	I agree		

Once a form has been created, it will appear as 'Form Created.'

View your assigned application by clicking 'Print (PDF).'

Create a supervisor form by clicking 'Create.'

Edit your created forms by clicking 'Edit.'

Creating your Supervisor Form

- Once you click on 'Create', the supervisor form will appear. Please complete this as instructed:

The screenshot shows a web interface for creating a supervisor form. At the top right, it says "Welcome: Fake Academic Supervisor1" and "Home | Profile | Logout". Below this is a purple "Activity" header. The main content area shows the form details for "Owner: Fake Academic Supervisor1".

Instructions and links are provided in a light purple box:

- Please refer to the Guide for Supervisors available on our website. www.research.ie/funding/eps-postgrad/ to find the Guide for Supervisors.
- 1. You have been nominated as a Supervisor for this application which is being made to Irish Research Council.
- 2. Please complete the Supervisor form here and Submit to Irish Research Council when complete by clicking the **Submit** button at the bottom of the screen.
- 3. If you don't want to complete the form right now, you can save a draft by clicking **Save Draft** at the bottom of the screen and return later.
- 4. 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.

Below the instructions are several form sections:

- View application details:** Includes a "Print (PDF)" button. An annotation points to this button with the text "View the Application here (in PDF format)."
- Supervisor reference form:** Includes a "View Form" button.
- * Form in Irish?:** Radio buttons for "Yes" and "No". An annotation points to this section with the text "Fill out all required fields (indicate with an asterix [*])".
- English translation:** Includes a file upload icon and a help icon.

At the bottom, there is a purple "Applicant Details" section with the following information:

Applicant name:	Fake Applicant 1
Project title:	Hum & drum
Project ID:	EPSPG/2019/398
Primary area:	
Discipline:	

- 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. Your form can be saved by clicking on the **Save Draft** button at the bottom of the screen. Do not click away to another tab or desktop until information has been saved, as you may lose information.

Save Draft

Submit Application

Editing the Supervisor form

- Once you have created and saved a draft of your form, you can log out and back in as many times as you wish prior to the deadline and edit the form by clicking on **Edit**. You can then complete your form.

Submitting the Supervisor 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 submit the form, open the draft form and check you are satisfied with the information you have inputted. If satisfied, click the **Submit** button at the bottom right of the screen:
- The following message will appear:

irishresearch.smartsimple.ie says

No further changes can be made once the reference is submitted. Do you wish to proceed to submit the reference now ?



- If you are happy with the content of the form, **click OK**. Once submitted, the following message will appear:



Submission Successful

Project ID:



Project Title:



- You will also 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.



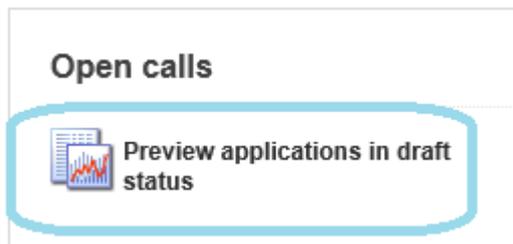
My Submitted Forms

Click here to view all forms you have submitted.

- You will receive an email confirming receipt of your form.
- The applicant's profile page 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.

If the application is in draft:

- **You will not be able to provide your supervisor 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 view applications assigned to you click on 'Supervisor assigned applications' and the following page will appear:

Welcome: Fake Academic Supervisor2
Home | Profile | Logout

My Assigned Applications in Draft

Project ID	Application Type	Applicant	Project Title	Grant Status	My Association with Project	Preview Project
EPSPD019/164	EPS Postdoctoral Application	Fake Applicant 1	Lorem ipsum	Application Received	Mentor In Ireland	Print (PDF)
EPSPG019/398	EPS Postgraduate Application	Fake Applicant 1	Hum & drum	Draft	Supervisor	Print (PDF)

The system automatically closes on the deadline. It is not possible to submit references after the deadline.