



Guide for Research Offices

## **COALESCE** 2025 Research Fund **Collaborative Alliances** for **Societal Challenges**

**GUIDE FOR RESEARCH OFFICES**

**The deadline for submitting your research office  
endorsement is:  
4pm (Ireland time)  
Thursday 12<sup>th</sup> December  
2024**

This document is provided to assist you in submitting a research office endorsement for applications under the 2025 COALESCE Research Funding Scheme.

Taighde Éireann-Research Ireland will only accept endorsements through the online application system, as explained below. Please do not send any hard copies of your reference to Taighde Éireann-Research Ireland.

Please read this document carefully prior to completing the research office/university decision. By logging in you will be able to view all applications awaiting completion within your institution and access all complete applications that are available for your endorsement decision.

## **Logging on to the system**

Please note that the online system can only be successfully accessed and supported through the following browsers:

- \* Internet Explorer (version 11 and higher),
- \* Firefox (2 most recent versions),
- \* Google Chrome (2 most recent versions)
- \* Safari (2 most recent versions)

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's no issue with your organisation's internal firewall.

When you were initially registered as a Research Officer, you should have received an email containing your user name (your email address) and password, and a link to the login page: [https://irishresearch.smartsimple.ie/s\\_Login.jsp](https://irishresearch.smartsimple.ie/s_Login.jsp)

If you have forgotten your password or the email with the password, then enter the above URL and click on the 'Forgot password?' link. A system-generated password will be forwarded to your email address.

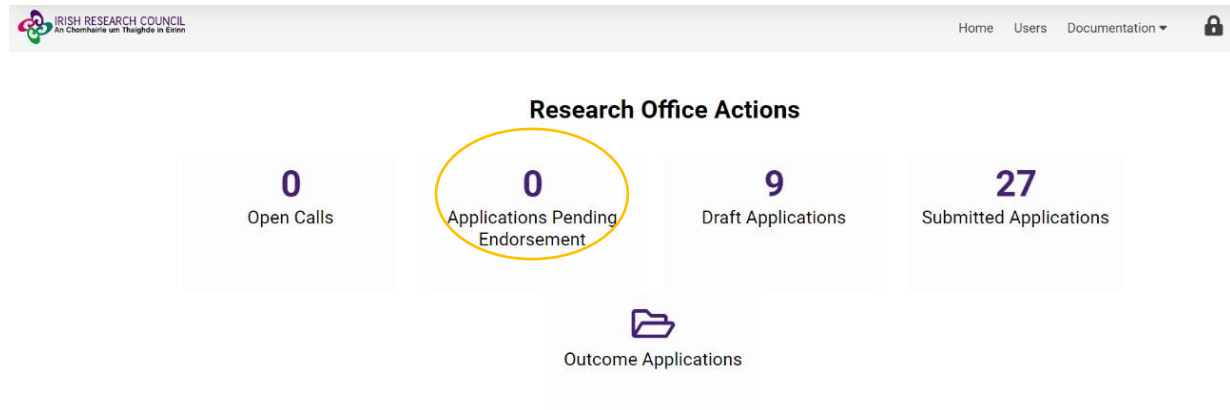
When you log in to the system, the following screen will be displayed:

The screenshot shows the 'Research Office Actions' dashboard. At the top left is the IRISH RESEARCH COUNCIL logo with the tagline 'An Chomhairle um Thuaglaí in Éirinn'. At the top right are navigation links for 'Home', 'Users', and 'Documentation' with a dropdown arrow, and a lock icon. The main content area is titled 'Research Office Actions' and contains five cards. The first four cards are arranged in a row: 'Open Calls' with a large '0', 'Applications Pending Endorsement' with a large '0', 'Draft Applications' with a large '9', and 'Submitted Applications' with a large '27'. Below these is a fifth card, 'Outcome Applications', which features a folder icon.

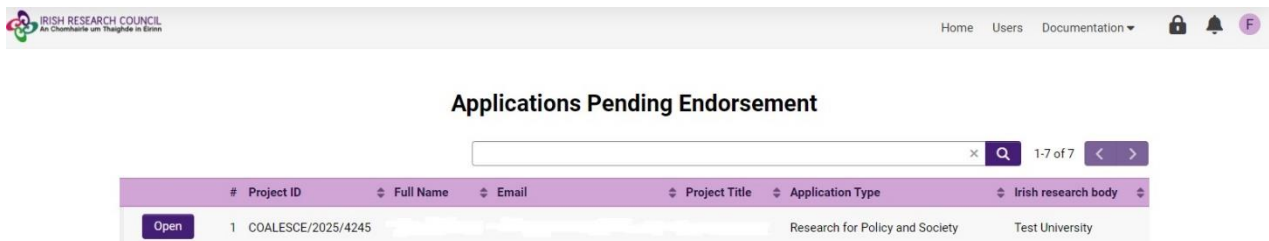
Category	Count
Open Calls	0
Applications Pending Endorsement	0
Draft Applications	9
Submitted Applications	27
Outcome Applications	-

## Viewing Draft Application Information

In order to view the content and other relevant details of all draft applications please click on the 'Applications Pending Endorsement' icon on the home page.



You will then be presented with the 'Applications Pending Endorsement' screen below.



## Submitting a Research Office Endorsement Decision

Select the COALESCE 2025 Applications pending endorsement. **Please note applications will only appear after an application has been submitted.**

Click on 'Open' in order to view the application.

The Research Officer should answer whether they support this applicant's application to carry out research at their institution, by selecting 'yes' or 'no'.

You can submit your application by clicking the 'Submit Decision' button at the end of the page:

The screenshot shows a navigation menu at the top with the following items: OVERVIEW, PROJECT DETAILS, ETHICAL STATEMENT, PROJECT BUDGET, ACADEMIC QUALIFICATIONS, ETHICAL TABLE AND SEX/GENDER STATEMENT, APPLICANT DECLARATIONS, and ENDORSEMENT. Below the menu, there is a section titled 'Endorsement Agreement' with a dropdown arrow. Underneath, a question is posed: '\* Do you support this candidate's application to carry out research at your institution?'. A dropdown menu is provided for the answer. At the bottom left, there is a '< BACK' link. At the bottom right, there are two buttons: 'Save Draft' and 'Submit Decision'.

### **Effects of Submitting the Research Office Endorsement**

- The research office endorsement will be 'locked' and further edits will no longer be possible.
- You can contact [projects@research.ie](mailto:projects@research.ie) if you have any questions.

### **Technical**

If you experience any problems, please clear the cache in your browser and continue. Please contact [projects@research.ie](mailto:projects@research.ie) should you experience any difficulties.

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