Guide for Referees 2017

This document is provided to assist you in submitting a Referee form for applications under the 2016 Irish Research Council Enterprise Partnership Scheme Postgraduate Scholarship.

The deadline for submitting your reference is exactly:

16:00 (Ireland time), 15th June 2016

The Irish Research Council will only accept references through the online application system, as explained below. Please do not send any hard copies of your reference to the Irish Research Council.

Please read this document carefully prior to completing the form.
**Logging on to the system**

If you experience any problems, please clear the cache in your browser and continue. Please contact schemes@research.ie should you experience any difficulties.

Once an applicant adds you to their application as a referee, you will receive an email containing your username (which is your email address) and password, and a link to the login page: https://irishresearch.smartsimple.ie/s_Login.jsp

The online system can only be successfully accessed and supported through the following browsers: Internet Explorer (version 7 and higher), FireFox (2 most recent versions), Google Chrome (2 most recent versions) or Safari (2 most recent versions).

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 lost or forgotten your password, go to the above URL and click ‘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 irapns@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). NB: Browser info.

Email: referee1.rc_ir@yahoo.ie
Password: ...

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

Log in here.
Request a new password here.
When you have logged on, the following screen will be displayed:
Creating your Referee Form

Click on the icon ‘Referee Assigned EPS Applications’ in order to view any postgraduate applications awaiting your reference. This will bring you to the following screen where you can create your referee report by clicking the ‘Create’ button.
Editing the Referee Form

On clicking ‘Create’, the reference form will open in edit mode.
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 then complete your reference. This reference is an essential element of the application. Your data 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 otherwise.
Before submitting your reference, you can access and edit your form as many times as you wish by logging in and clicking below the chosen application.

**Submitting the Referee 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 the form, you must first open the form by clicking the ‘Edit’ button below the chosen application, as indicated above. Then select the ‘Submit’ button at the bottom of the screen. You must click ‘Submit’ in order for the application to proceed to assessment.
Once the form has been submitted the following message will appear.
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.

The following list will appear.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Project ID</th>
<th>Project Title</th>
<th>Form Name</th>
<th>Date Submitted</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPS Postdoctoral Application</td>
<td>EPS/DD012/784</td>
<td>Project text Dsep PD</td>
<td>Referee Form</td>
<td>05/04/2017</td>
<td>View</td>
</tr>
<tr>
<td>Employment Based Postgraduate Programme</td>
<td>EBP02017/405</td>
<td>800</td>
<td>Referee Form</td>
<td>11/04/2017</td>
<td>View</td>
</tr>
<tr>
<td>CAROLINE Fellowship</td>
<td>CLNE2017/477</td>
<td>CAROLINE Project</td>
<td>Referee Form</td>
<td>02/12/2016</td>
<td>View</td>
</tr>
<tr>
<td>CAROLINE Fellowship</td>
<td>CLNE2017/477</td>
<td>Test of the CAROLINE Application on 30th Nov 2016</td>
<td>Referee Form</td>
<td>01/12/2016</td>
<td>View</td>
</tr>
<tr>
<td>CAROLINE Fellowship</td>
<td>CLNE2017/505</td>
<td>Testing the application for CAROLINE first call</td>
<td>Referee Form</td>
<td>01/12/2016</td>
<td>View</td>
</tr>
<tr>
<td>Postdoctoral Fellowship (Government financed)</td>
<td>G03FD2017/1249</td>
<td>aghv withholding</td>
<td>Referee Form</td>
<td>30/11/2016</td>
<td>View</td>
</tr>
<tr>
<td>CAROLINE Fellowship</td>
<td>CLNE2017/119</td>
<td></td>
<td>Referee Form</td>
<td>25/10/2016</td>
<td>View</td>
</tr>
<tr>
<td>CAROLINE Fellowship</td>
<td>CLNE2017/106</td>
<td>T infraleading CAROLINE</td>
<td>Referee Form</td>
<td>20/10/2016</td>
<td>View</td>
</tr>
</tbody>
</table>

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