

**Irish Research Council
Employment Based Programme (Postgraduate) 2020**

Guide for Employment Mentors

This document is provided to assist you in submitting an Employment Mentor's form for applications under the Employment Based Postgraduate Programme 2020.

The deadline for submitting your Employment Mentor form is no later than:

16:00 (Irish time) Thursday 5 March 2020

The Council will only accept forms submitted to the Online System (OLS), as explained below. Please do not send emails or hard copies of your Employment Mentor Form. Applications to the scheme will be deemed ineligible and will not be considered for funding if they do not have all the required participant forms completed in full and submitted via the OLS by this deadline.

**Please read this document prior to completing your form
and ensure you have read the
Employment Based Programme 2020 Terms and Conditions.**

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 continue to experience any difficulties.

Once an applicant adds you to their application as an Employment Mentor, you will receive an email containing your username (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 9 and higher), [FireFox](#) (2 most recent versions), [Google Chrome](#) (2 most recent versions) or [Safari](#) (2 most recent versions). Do not use a mobile phone or tablet to submit form.

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

Please ensure to provide an appropriate email address as we will be eliminating applications where the enterprise mentor or enterprise partner is using generic email addresses (e.g. gmail).

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.

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[Click here if you have forgotten or lost your password](#)

Email:
Password:

[Forgot Password?](#)

Registering as an Applicant for the first time:

- Add the ircapps@research.ie email address to your contacts/address book **BEFORE** you attempt the registration process.
- Click on the following link to take you to the [Applicant registration page](#)

Applicants who have previously applied to IRCSET schemes **do not need** to register with the Online Application System (OLS) before proceeding as their original profile will be used. Applicants who have previously applied to IRCHSS but not to IRC schemes **need** to register with the Online Application System (OLS) before proceeding.

When you have logged on, the following screen will be displayed:

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Notice

Welcome to the Irish Research Council's online system which enables you to apply for competitive funding and to manage your awards. Please read the the Research Office in your Host Institution with queries.

A quick guide to your portal can be downloaded by clicking [on this link](#).

We are updating our system so you may notice changes. To report potential errors or concerns you may have relating to the online system only, please email [support@irc.ie](#)

Please note that if a deadline has passed, the system will not accept forms. Due to the high volume of applications and in the interest of fairness, except as an applicant.

Please note: It is imperative that applicants engage with the call documentation prior to completing the Government of Ireland Eligibility Quiz and the Application 'Continue to Application' followed by 'Save Draft' in order to complete the eligibility process.

Shortcuts

Open Calls 2018

Preview Applications in Draft Status
Click here to preview applications in **Draft** which are assigned to you.

Enterprise Mentor Assigned Postgraduate Applications
Click here to view application(s) awaiting your reference as a **Enterprise Mentor**.

Open calls

My assigned applications My submitted forms Create postdoctoral referee forms

Creating your Employment Mentor Form

Click on the icon '**Enterprise Mentor Assigned Postgraduate Applications**' in order to view any postgraduate applications awaiting your completion of an Employment Mentor form. This will bring you to the following screen where you can create your Employment Mentor form by clicking the '**Create**' button.

Application Type	Applicant	Project Title	Grant Status	View Application	New Form
Employment Based Postgraduate Programme	Fake Applicant 1	title	12197	Print (PDF)	Create

Editing the Employment Mentor Form

On clicking 'Create', the Employment Mentor form will open in edit mode.

New Activity

Back | View Project

Employment Partner Print Form: [View Form](#)

* Form in Irish?:

Applicant Details

Applicant Name: Fake Applicant1

Project Title: test

Employment Partner Details

Employment Partner Name: test

Employment Partner Registered Company Number: 54654564

Approved By Irish Research Council: Yes

Company Type: Social organisation

Company Size: SME

SME Size: Micro Enterprise

Company Sector: Medical Technology

Principal Activity: ygjhhjg

* How long has the organisation been operating in Ireland/aboard (as appropriate)?

Employment Mentor Details

The Employment Partner will nominate a research mentor from within the organisation to assist the applicant, to act as part of the supervisory team and to contribute to the overall development of the applicant.

Employment Mentor Name: Fake Enterprise Mentor1

* Employment Mentor Job Title:

* Contact Telephone:

Contact E-mail: ircfakeesupervisor1@gmail.com

* Please provide details of relevant mentoring experience to date:

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.

* Please provide details as to why you decided to work with this particular applicant. Please use 'the applicant' rather than the person's name, s/he, or his/her.

Click here to Save details

499 words left

* Do you agree to mentor and host the postgraduate applicant should the applicant be successful in the competition?

Yes ▾

Save Draft
Submit

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

GOIPG/2015/1576	Postgraduate (Government of Ireland)	Fake Applicant2	Lorem ipsum dolor sit amet, ex ea commodo consequat.
		Reference Form	Referee Recommendation
EBPPG/2015/4	Employment Based Postgraduate Programme	Fake Applicant1	Test Application 10.12.14
		Reference Form	Referee Recommendation
		Edit	Yes

Click here to Edit existing form

→

Submitting the Employment 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.

* Please provide details as to why you decided to work with this particular applicant. Please use 'the applicant' rather than the person's name s/he or his/her.

x

Click here to Submit completed form

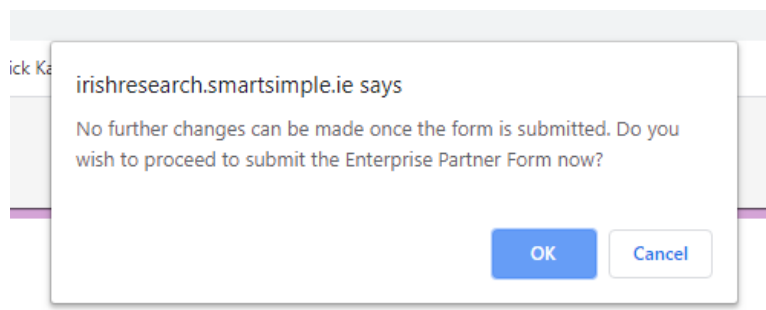
499 words left

* Do you agree to mentor and host the postgraduate applicant should the applicant be successful in the competition?

Yes ▾

Save Draft Submit

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 Employment 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.