



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

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

Guide for Referees

This document is provided to assist you in submitting a Referee reference for applications under the 2020 Employment Based Postgraduate Programme.

Please read this document carefully prior to completing the Reference.

**The deadline for submitting your reference is no later than:
16.00 (Irish Time) Thursday 5 March 2020.**

The Irish Research Council will only accept references through the online application (OLS) system, as explained below. Please do not send any hard copies of your form to the Irish Research Council. 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 reference
and ensure you have read the
Employment Based Programme 2020 Terms and Conditions.**

Technical issues:

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

If you experience any technical issues, please clear the cache in your browser and continue. If the issue persists, please contact schemes@research.ie – where possible please include the Project ID of the application, the browser you are using, and if appropriate, a screenshot of the OLS and any error messages.

Logging on to the system

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 9.0 and higher
- Firefox download: two most recent versions*
- Google Chrome download: two most recent versions*
- Safari download: two most recent versions*

*Firefox, Google Chrome and Safari support applies to the two most recent versions published by the manufacturer excluding beta releases, Also, please ensure your JavaScript is both turned on and up to date. **Do not use a phone or tablet.**

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.

IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

Click here if you have forgotten or lost your password

Forgot Password?

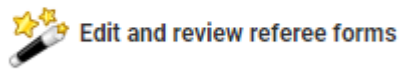
Registering as an Applicant for the first time:

- 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 IRCSS but not to IRC schemes **need** to register with the Online Application System (OLS) before proceeding.

Editing the Referee Form

When you have logged on, click on the following icon displayed on the main screen:



On clicking 'Edit', the reference form will open in edit mode.

Referee Form

Owner: Fake referee1 Referee1

Please review the **Guide for Referees** available on our [WEBSITE](#)

1. You have been nominated as a referee for a Postgraduate Scholarship application
2. You can complete this reference form by completing the fields below and clicking 1
3. If you don't want to complete the reference right now, you can save a draft by clicki
4. You can find out more about Irish Research Council by visiting our [WEBSITE](#).
5. Should you experience any technical issues please contact us by sending an email
6. Please remember that the deadline for submission of this reference form is by the

Referee form: [View Form](#)

* Form in Irish?: Yes
 No

English translation:  

Applicant details

Applicant's name: Fake Applicant 1

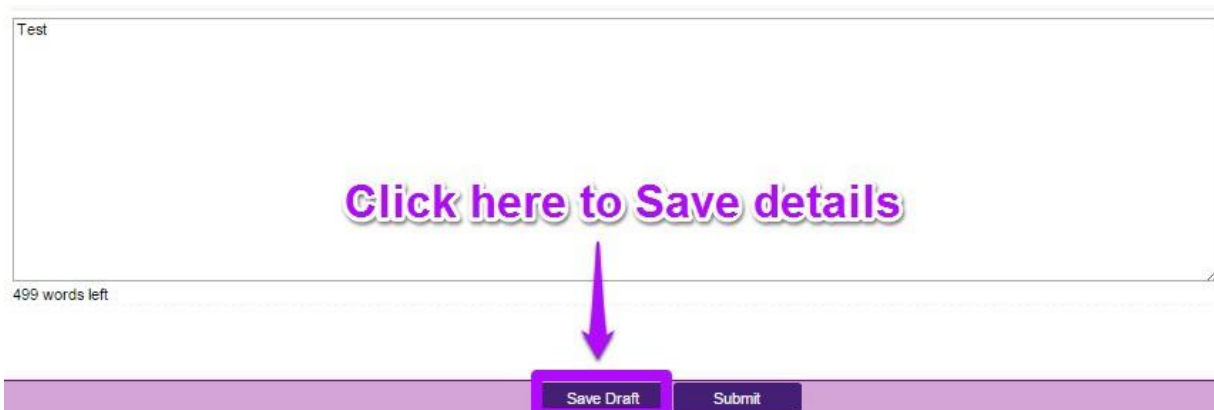
Project title: title

Higher education institution: Test University

Referee details

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.

Referee Form

Exceptional

The Council maintains **gender-blinding of applications** for evaluation purposes to mitigate any gender bias in the assessment of excellence. As such, our other words which would identify the applicant's gender. In order to comply with these guidelines, we ask that you use *the applicant, s/he* and *his/her* who would identify their gender.

* Please provide your observations on the characteristics and achievements of the applicant and comment on their suitability for a career in research:

Observations

499 words left

Declaration

[Click here to submit your reference](#)

* I confirm that the information supplied in this reference form is correct and recognise that should it become apparent that any of the information provided application automatically being deemed ineligible:

I agree

Save Draft

Submit

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 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.