



Irish Research Council Employment Based Programme (Postgraduate) 2020

Guide for Academic Supervisors

This document is provided to assist you in submitting an Academic Supervisor Form for applications under the Employment Based Postgraduate Programme 2020.

Please read this document carefully before submitting your supervisor form.

**The deadline for submitting your Academic Supervisor form is no later than:
16:00 (Irish time) Thursday 5 March 2020.**

The Irish Research Council will only accept forms 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 form
and ensure you have read the
Employment Based Programme 2020 Terms and Conditions.**

Technical note:

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 your form.

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.

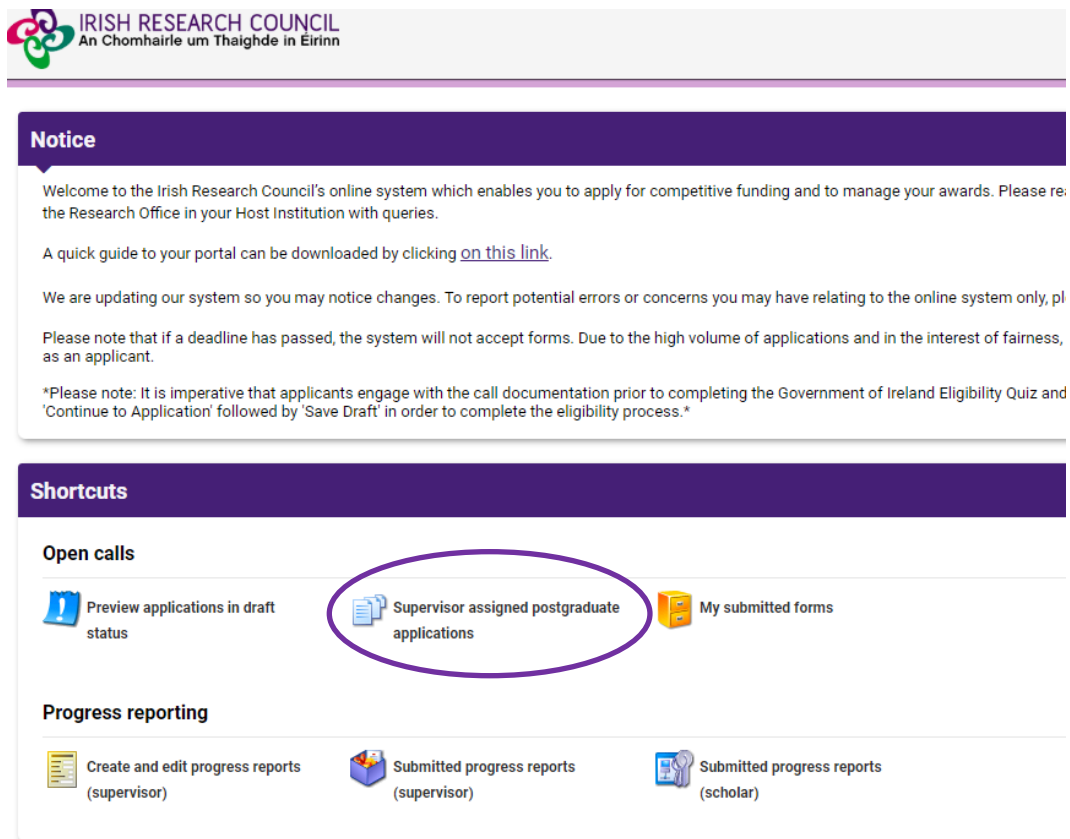
Logging on to the system

Each higher education institution (HEI) is responsible for registering their Supervisors on the online system. When you were initially registered as a Supervisor, 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

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

If you are not yet registered on the online system, please contact your Research Office and they will register you on the system.

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



The screenshot shows the user interface of the Irish Research Council's online system. At the top, the logo and name "IRISH RESEARCH COUNCIL An Chomhairle um Thaighde in Éirinn" are displayed. Below this is a purple header for the "Notice" section, which contains a welcome message and instructions. The "Shortcuts" section is divided into "Open calls" and "Progress reporting". In the "Open calls" section, the "Supervisor assigned postgraduate applications" shortcut is circled in purple. The "Progress reporting" section includes shortcuts for supervisors and scholars to create and edit reports.

IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

Notice

Welcome to the Irish Research Council's online system which enables you to apply for competitive funding and to manage your awards. Please refer to 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 contact the Research Office.

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, 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 'Continue to Application' followed by 'Save Draft' in order to complete the eligibility process.

Shortcuts

Open calls

- Preview applications in draft status
- Supervisor assigned postgraduate applications**
- My submitted forms

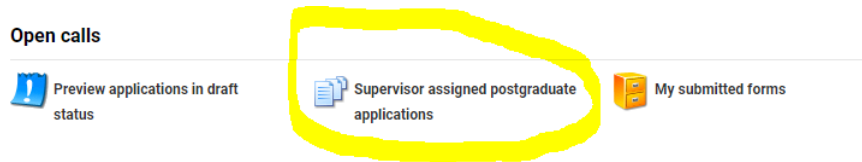
Progress reporting

- Create and edit progress reports (supervisor)
- Submitted progress reports (supervisor)
- Submitted progress reports (scholar)

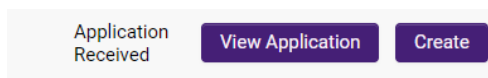
Once the applicant has submitted their application, you will receive an email inviting you to create and complete your form.

Creating your Supervisor Form

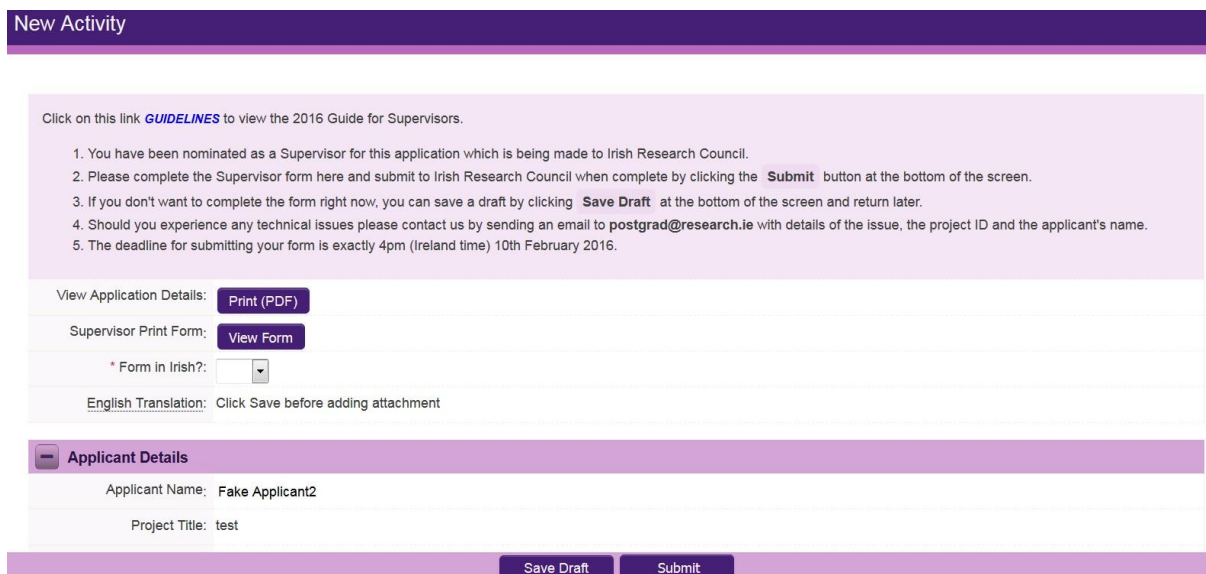
To create your Supervisor form, click on the 'Supervisor Assigned Postgraduate Applications' icon on the 'Home' screen:



The following screen will appear:



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



The image shows a purple header bar with 'New Activity'. Below it is a light purple box with instructions: 'Click on this link [GUIDELINES](#) to view the 2016 Guide for Supervisors.' followed by a numbered list of five points. Below the instructions are several sections: 'View Application Details' with a 'Print (PDF)' button; 'Supervisor Print Form' with a 'View Form' button; a dropdown menu for '* Form in Irish?'; and 'English Translation' with the text 'Click Save before adding attachment'. A purple bar separates this from 'Applicant Details', which shows 'Applicant Name: Fake Applicant2' and 'Project Title: test'. At the bottom are 'Save Draft' and 'Submit' buttons.

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.

Activity

- affirm that the necessary resources (e.g. books, equipment) are available to progress the work.
- the assistance that the applicant will receive to help them integrate into their new environment (if applicable)? For example, assistance with setting up tax arrangements, language courses etc.

Supervisor Declaration


* I hereby declare that I have read and accept the Supervisor requirements for this scheme as set out in the associated Terms and Conditions and Guide for Applicants Research Council [WEBSITE](#):

I Agree

* I confirm that the information supplied in this Supervisor Form is correct:

I agree

[Click here to save your form](#)



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**:

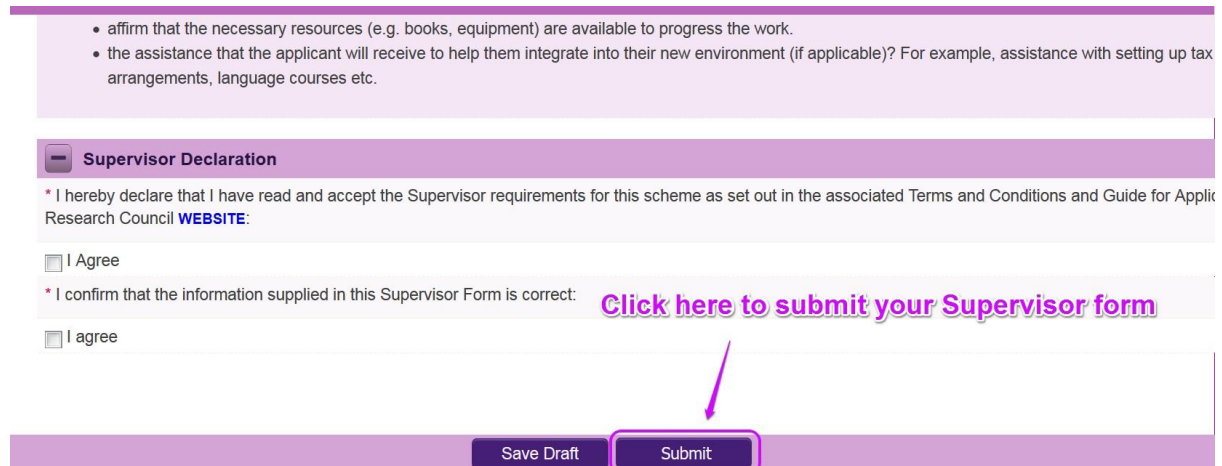
Form Created I agree Draft 29/01/20

Once you click the 'Edit' button, your previously saved form will open.

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 finally 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:



• affirm that the necessary resources (e.g. books, equipment) are available to progress the work.

• the assistance that the applicant will receive to help them integrate into their new environment (if applicable)? For example, assistance with setting up tax arrangements, language courses etc.

Supervisor Declaration

* I hereby declare that I have read and accept the Supervisor requirements for this scheme as set out in the associated Terms and Conditions and Guide for Applicant Research Council [WEBSITE](#):

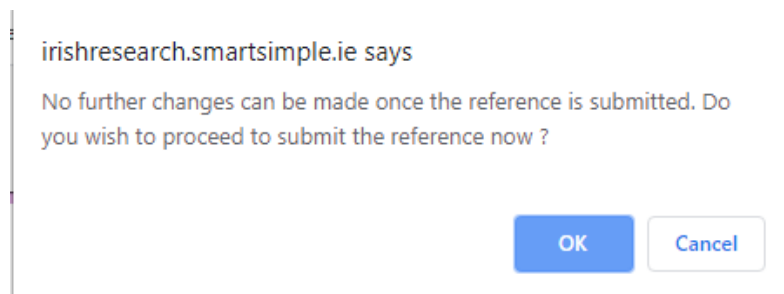
I Agree

* I confirm that the information supplied in this Supervisor Form is correct: [Click here to submit your Supervisor form](#)

I agree

Save Draft Submit

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 ?

OK Cancel

If you are happy with the content of the form, **click OK**. Once you submit your form there will be no further changes permitted so please ensure you are satisfied with all the content of the form before you click 'Submit' and 'OK'.

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 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.