



**IRISH RESEARCH COUNCIL GOVERNMENT OF IRELAND POSTGRADUATE  
SCHOLARSHIP SCHEME**

**INCLUDING STRATEGIC FUNDING PARTNER THEMES**

**2017**

**GUIDE FOR RESEARCH OFFICERS  
(including details of the online application system)**

**Please read this document carefully before endorsing applications on behalf of your higher education institution. The deadline for endorsement of applications is exactly 16:00 (Irish time) on 16 November 2016.**

## LOGGING INTO THE ONLINE SYSTEM:

- Please note that the online system can only be successfully accessed and supported through [Internet Explorer](#) (version 9 and higher), [Firefox](#), [Google Chrome](#) or [Safari](#) (two most recent versions).
- Research officers who have been registered on the Council's [online system](#) should have received a confirmation email containing their username (email address) and password.
- If you have lost or forgotten your password, navigate to the link above and click 'Forgot password?'. A system-generated password will be forwarded to your email address. If you do not receive this email, please check your spam folder. Please note that it may take up to 15 minutes to receive the email containing your new password.
- If you do not receive this email, please check your spam folder and ensure that the [ircapps@research.ie](mailto:ircapps@research.ie) email address is on your 'safe senders' list. If you are using an institutional or work email account, you may need to check with your IT department to ensure there is no issue with your organisation's internal firewall.
- If you have a technical issue with registering for the online system, please email [postgrad@research.ie](mailto:postgrad@research.ie) for further assistance.

## VIEWING APPLICATIONS IN DRAFT STATUS:

- To view draft applications associated with your higher education institution, click on the 'view draft applications' icon on your home page. The following information will be visible for applications in draft status:
  1. Project ID
  2. Applicant's name and email address
  3. The number of referees assigned to the application
  4. The status of the referee forms
  5. Primary academic supervisor's name and email address
- All applications require a primary academic supervisor and two referees to be added as participants. In addition, one secondary supervisor can be associated with each application.
- Please note that referees can create and submit their forms as soon as they have been added to the application. The primary academic supervisor can only complete their form once the application has been submitted.
- Please note that secondary supervisors will **NOT** receive an email notifying them they have been added as a participant to an application.
- Primary academic supervisors may **NOT** act as referees, however secondary academic supervisors **ARE** permitted to do so.
- Under the 'view draft applications' icon on your home page, click the 'application PDF' button in the 'view' column to view a PDF of the draft application.

## SUBMITTING A RESEARCH OFFICE ENDORSEMENT DECISION:

- By endorsing an application on behalf of your higher education institution, you are confirming that the organisation supports the application. You are also confirming the eligibility and suitability of the proposed academic supervisor to support the scholar.
- Institutional endorsement should be declined where significant shortcomings are identified in an application including, but not limited to, non-compliance with institutional research ethics policies and/or the Terms and Conditions for the scheme.
- Applications that are not endorsed by the higher education institution by the **deadline of exactly 16:00 (Irish time) on 16 November 2016** will be automatically deemed ineligible.
- In order to view the list of submitted applications awaiting endorsement from your higher education institution, click on the 'applications ready for review' icon on the home page.

### Projects Awaiting Research Office Decision (3)

#### Submit Research Office Decision:

Project Type:	Postgraduate (Government of Ireland)	Project ID:	GOIPG/2017/638
Applicant:	Secondment M2 Test 4	Supervisor/Mentor:	Fake Supervisor2
Title:	AV test	<a href="#">Application PDF</a>	
		<a href="#">Open Endorsement Form</a>	

- Applications without the required participant forms (primary supervisor and two referee forms) completed in full and submitted via the online system will automatically be deemed ineligible and will not be considered for funding.
- Click the 'application PDF' button if you wish to view a PDF of the submitted application.
- Click on 'open endorsement form' beside each application to view the screen below:

\* Do you support this candidate's application to carry out research at your institution?

\* Decision:

\* - Mandatory fields

[Submit Decision](#)

- Select 'yes' or 'no' to whether or not your higher education institution wishes to support the candidate's application.
- Should you decide to 'reject' an application on behalf of your higher education, you will be asked to provide a reason for this decision.
- Click the 'submit decision' button once complete.
- At this stage, the endorsement form will be 'locked' and no further edits will be possible.
- You will receive an automated email confirming receipt of your decision.
- The applicant will also receive an automated email confirming the decision. If the application is not endorsed, the reason will not be automatically communicated to the applicant.
- You can view all institutional decision statuses by clicking on the 'reviewed applications' icon on your home screen.