

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

INCLUDING STRATEGIC FUNDING PARTNER THEMES

2017

**GUIDE FOR PRIMARY ACADEMIC SUPERVISORS
(including details of the online application system)**

Please note that the deadline for submitting your supervisor reference form online is exactly 16:00 (Irish time) on 9 November 2016. 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 (i.e. a supervisor and two referee forms) completed in full and submitted via the online system by this deadline.

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1. HELP WITH TECHNICAL ISSUES

- This document is provided to assist you in submitting a primary academic supervisor's reference form for applications under the 2017 Government of Ireland Postgraduate Scholarship Scheme. Please read it carefully before submitting your form online. **The Irish Research Council will only accept reference forms submitted through the online application system. Please do not send your reference form to the Irish Research Council by email or in hard copy.**
- 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 is 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 postgrad@research.ie. Where possible, please include the project ID of the application, the browser you are using and, if appropriate, a screenshot of any error messages.
- The online system can only be successfully accessed and supported through the following browsers:
 - > Internet Explorer: version 9.0 and higher
 - > Firefox: two most recent versions*
 - > Google Chrome: two most recent versions*
 - > Safari: two most recent versions*

* Firefox, Google Chrome and Safari support applies to the two most recent versions published by the manufacturer which excludes beta releases. Please ensure your JavaScript is turned on and up to date.

2. LOGGING INTO THE ONLINE SYSTEM

- Each higher education institution is responsible for registering their supervisors on the online system. When initially registered, you should have received an email containing your username (which is your email address), password, and a link to the [login page](#). If you are not yet registered on the online system, please contact your research office to find out why.
- If you have lost or forgotten your password, navigate to the [login page 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.
- You will not be able to create and submit your supervisor form until the applicant has submitted their application. Once logged in, the screen below will be displayed. Details of the application can be previewed by clicking on the 'preview applications in draft status' icon.

Open Calls 2016



My assigned applications



Preview applications in draft status

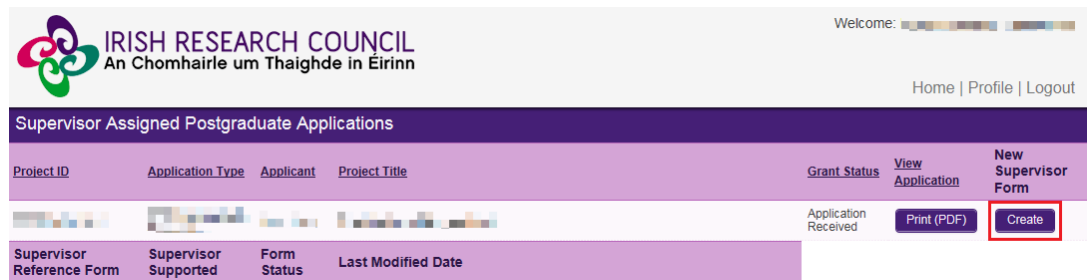


Supervisor assigned postgraduate applications

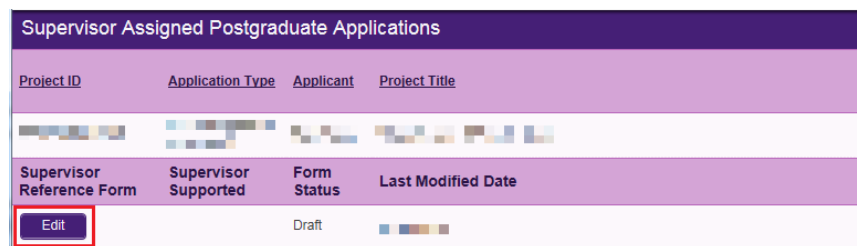
- Click on the 'application PDF' button beside an application in order to preview it. The status of the application to which you have been assigned is also detailed on this page.

3. CREATING AND EDITING YOUR SUPERVISOR FORM

- Click on the 'supervisor assigned postgraduate applications' icon in order to view any postgraduate applications awaiting your reference.
- This will bring you to the following screen where you can create your reference form by clicking the 'create' button.

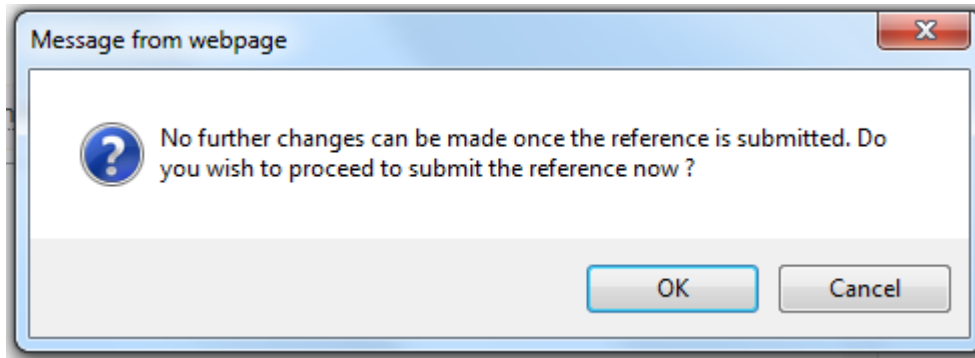


- Once you have clicked 'create', the reference form will open in edit mode. You can then complete your reference. This reference is an essential element of the application and all sections should be completed in full. The information you have entered can be saved at any time by clicking on the 'save draft' button at the bottom of the screen. Please do not navigate to any other tab or browser until all the information you have entered has been saved.
- Supervisors can access and edit their forms as often as necessary prior to submission by logging into the 'supervisor assigned postgraduate applications' section of the online system and clicking on the 'edit' button below the relevant application.



4. SUBMITTING YOUR SUPERVISOR FORM

- Click 'submit' at the bottom of the page in order to submit your reference form.
- The following message will appear:



- If you are happy with the content of the form, click 'ok'. **Please note that no changes can be made to a reference form once it has been submitted. It is therefore vital that you are completely satisfied with the content of your form prior to final submission.**
- Once submitted, you will receive an automated email confirming receipt of your form.
- The following message will be displayed once your form has been submitted successfully.



Submission Successful

Project ID:




Project Title:



5. EFFECTS OF SUBMITTING YOUR SUPERVISOR FORM

- Once submitted, you can view your form by clicking on the 'my submitted forms' icon on your home page.
- Click the 'view form' button beside the relevant application. Please note that you will not be able to edit the form at this stage.

My Submitted Forms

<u>Project Type</u>	<u>Project ID</u>	<u>Project Title</u>	<u>Form Name</u>	<u>Date Submitted</u>	<u>View Form</u>
1 Postgraduate (Government of Ireland)			Supervisor Reference Form	07/09/2016	View Form

- Once submitted, you will receive an automated email confirming receipt of your form.
- The applicant's online profile will be updated to confirm your form has been submitted.
- Please note that the applicant does not have visibility of information you have entered in your form at any stage.