



Guide for Academic Supervisors 2016

This document is provided to assist you in submitting an Academic Supervisor Form for applications under the 2016 Irish Research Council Enterprise Partnership Scheme Postgraduate Scholarship.

The deadline for submitting your form is exactly:

16:00 (Ireland time), 17th June 2016

The Irish Research Council will only accept forms through the online application system, as explained below. Please do not send any hard copies of your form to the Irish Research Council.

Please read this document carefully prior to completing the form.

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 experience any difficulties.

The online system can only be successfully accessed and supported through the following browsers: [Internet Explorer](#) (version 7 and higher), [FireFox](#) (2 most recent versions), [Google Chrome](#) (2 most recent versions) or [Safari](#) (2 most recent versions).




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.

When you were initially registered as a Supervisor, you should have received an email containing your username (i.e. 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.

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

Welcome to Your Profile

 Browser Support Information Supported browsers: Firefox(last 2 most recent versions), Google Chrome (last 2 most recent versions), Internet Explorer(version 7 or higher).	 Current Researchers Click here for a list of all currently funded researchers.	 Change Password Click here to change your password researchers.
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Open Calls

 Preview Applications in Draft Status Click here to preview applications in Draft which are assigned to you.	 Supervisor Assigned Postgraduate Applications Click here to view postgraduate applications for which you have been nominated as a Supervisor .	 My Submitted Forms Click here to view all forms you have submitted.
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You will not be able to provide your Supervisor form until the applicant has submitted their application. However, you can preview the application details by clicking on the 'Preview Applications in Draft Status' icon on the home page:

Welcome to Your Profile



Browser Support Information

Supported browsers:
Firefox (last 2 most recent versions),
Google Chrome (last 2 most recent versions),
Internet Explorer (version 7 or higher).



Current Researchers

Click here for a list of all currently funded researchers.



Change Password

Click here to change your password

Open Calls



Preview Applications in Draft Status

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



Supervisor Assigned Postgraduate Applications

Click here to view postgraduate applications for which you have been nominated as a **Supervisor**.



My Submitted Forms

Click here to view all forms you have submitted.

Click here to see draft applications assigned to you as supervisor

The following screen will appear:

Annotations on the screenshot:

- Red arrow pointing to the 'Draft' status in the 'Grant Status' column: "Status of all applications is shown here"
- Red arrow pointing to the 'Draft' status in the 'Grant Status' column: "Click to view specific draft application"
- Red box around the 'Print (PDF)' button: "Print (PDF)"

Project ID	Application Type	Applicant	Project Title	Grant Status	My Association with Project	Preview Project
GOFG20151574	Research for Policy	Fake Applicant2	Test Application 4.12.14	Draft	Supervisor	
EPSPG20151	EPS Postgraduate Application	Fake Applicant1	Test	Draft	Supervisor	Print (PDF)

Click on the 'Print (PDF)' button beside any application to see the application. The status of applications to which you have been assigned is also indicated on this page.

Creating your Supervisor Form

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

Open Calls



Preview Applications in Draft Status

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



Supervisor Assigned Postgraduate Applications

Click here to view postgraduate applications for which you have been nominated as a **Supervisor**.



My Submitted Forms

Click here to view all forms you have submitted.

The following screen will appear:

Supervisor Assigned Postgraduate Applications						
Project ID	Application Type	Applicant	Project Title	Grant Status	View Application	New Supervisor Form
EPSPG20152	EPS Postgraduate Application	Fake Applicant1	Test	Application Received	Print (PDF)	Create
Supervisor Reference Form	Supervisor Supported	Form Status	Last Modified Date			

Click on 'Create' to create a Supervisor form for a specific applicant

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

New Activity

[Back](#) | [View Project](#)

View Application Details: [Print \(PDF\)](#)

Supervisor Print Form: [View Form](#)

* Form in Irish?:

[English Translation](#): Click Save before adding attachment

Applicant Details

Applicant Name: Fake Applicant2

Project Title: Test Application 4.12.14

Primary Area: Biological Sciences A

Discipline: Agricultural Biotechnology

Supervisor Details

* Sex:

* Job Title:

Name of Irish Research Body: Test University

[Save Draft](#)

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

Back | View Project

Supervisor Experience

* How many Research Masters and/or PhD students have successfully completed their degrees under your supervision?:

* Name of Head of School Department / Principal Investigator (PI):

How many researchers do you currently supervise/mentor, if applicable?

* Senior Research Fellows:

* Postdoctoral Researchers:

* Postgraduate Students:

[Click here to save your draft 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**:

Welcome: Fake Academic Supervisor1
Home | Profile | Logout

Supervisor Assigned Postgraduate Applications

Project ID	Application Type	Applicant	Project Title	Grant Status	View Application	New Supervisor Form
EPSPG2015Z	EPS Postgraduate Application	Fake Applicant1	Test	Application Received	<input type="button" value="Print (PDF)"/>	Form Created
Supervisor Reference Form	Supervisor Supported	Form Status	Last Modified Date			
<input type="button" value="Edit"/>	Yes	Draft	28/03/2015			

[Click here to edit your supervisor form](#)

You can then complete your form. This is an essential element of the application.

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:

Activity

Back | View Project

- the training and career development opportunities that will be provided to the applicant in your school/ department/ and/or institution e.g. training courses;
- 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 and social security 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 on the Irish Research Council [WEBSITE](#):

I Agree

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

I agree

Save Draft | **Submit**

The following message will appear:

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**.

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.