IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

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:

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:

The following screen will appear:

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:

The following screen will appear:

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

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.

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**:

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:

The following message will appear:

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.

- 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.