



## 2025 ENTERPRISE PARTNERSHIP SCHEME (POSTGRADUATE)

### RESEARCH OFFICES' GUIDE TO THE ONLINE SYSTEM

Key Dates	
Call open	12:00 (Irish time) 26 February 2025
FAQ deadline	16:00 (Irish time) 3 April 2025
Applicant deadline	16:00 (Irish time) 10 April 2025
Supervisor and mentor deadline	16:00 (Irish time) 17 April 2025
<b>Research office endorsement deadline</b>	<b>16:00 (Irish time) 24 April 2025</b>
Waiver deadline	16:00 (Irish time) 15 May 2025
Outcome of scheme	End of June 2025
Grant start date	1 September 2025 or 1 March 2026

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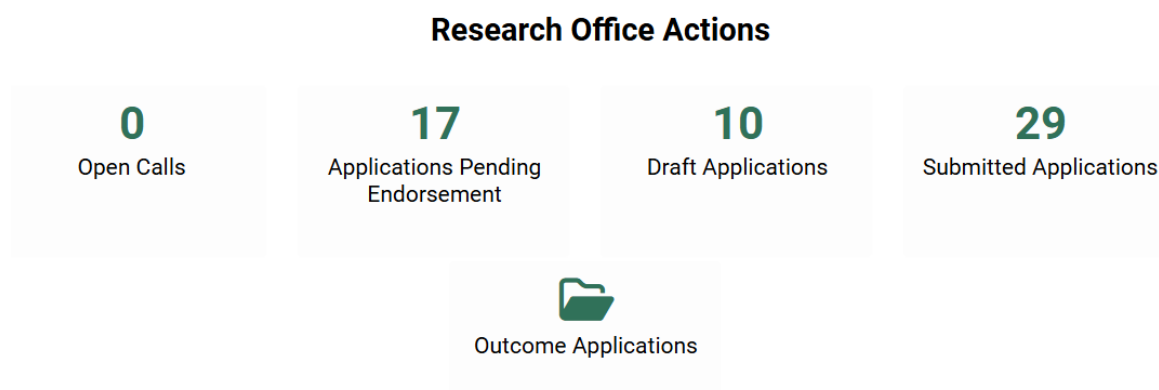
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### 1. LOGGING INTO THE ONLINE SYSTEM

- The grants management system is only compatible with the two most recent versions of Firefox, Chrome, Internet Explorer and Safari.
- Research officers who are registered on the [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 [donotreply@researchireland.ie](mailto:donotreply@researchireland.ie) email address 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 have a technical issue registering for the online system, please email [system@researchireland.ie](mailto:system@researchireland.ie) for further assistance.

### 2. VIEWING APPLICATIONS IN DRAFT STATUS:

- Once logged in, the screen below will be displayed:



- Click on the ‘draft applications’ icon in order to view any draft applications associated with your higher education institution.
- The following information will be visible for applications in draft status:
  1. Project ID
  2. Applicant’s name and email address
  3. Project title
  4. Application type (eg. Postgraduate – Government of Ireland)
  5. A PDF of the draft application (‘Print (PDF)’ button)
- All applications require a primary academic supervisor to be added as a participant. In addition, one secondary supervisor may be associated with each 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. Secondary supervisors do **NOT** have to submit a supervisor form.




### **3. 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 Call Document and Terms and Conditions for the programme.
- Applications which are not endorsed by the higher education institution by the deadline indicated in the Call Document will automatically be deemed ineligible.
- In order to view the list of submitted applications awaiting endorsement from your higher education institution, click on the ‘applications pending endorsement’ icon on the home page.
- Applications without the required participant forms (primary supervisor forms) completed in full and submitted via the online system will automatically be deemed ineligible and will not be considered for funding. Please also see section 8 of the Call Document for additional information
- on applications that will be deemed ineligible and will not be considered for funding.

- Click the 'open' button beside the relevant application in order to view it:

**Applications Pending Endorsement**

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#	Project ID	Full Name	Email	Project Title	Application Type	Irish research body	
	1	EPSPG/2025/2201	Fake Applicant5	ircfakeapplicant5@research.ie	Test	EPS Postgraduate Application	Test University
	2	GOIPG/2025/5548	Fake Applicant2	ircfakeapplicant2@research.ie		Postgraduate (Government of Ireland)	Test University
	3	COALESCE/2025/4243	Fake Applicant5	ircfakeapplicant5@research.ie	Fake	Research for Policy and Society	Test University

- You will then have full visibility of the application by working across the tabs at the top of the page (or clicking on the 'Print (PDF)' button):

Taighde Éireann  
Research Ireland
Home Users Documentation

View
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Home Main  
Partner Organisatio... 1

## Test

Applicant: Fake Applicant5

### Enterprise Partnership Scheme Postgraduate Application Form

< OVERVIEW
PRIMARY AND ADDITIONAL PARTICIPANTS
ACADEMIC QUALIFICATIONS
PERSONAL STATEMENT
>

v Application details

Application type: EPS Postgraduate Application

Status: Pending Endorsement

JUMP TO

- Application details
- Applicant details

- Under the endorsement tab you should select 'yes' or 'no' to whether your higher education institution wishes to support the candidate's application

< IT
PROPOSED RESEARCH
ETHICAL AND GENDER STATEMENTS
APPLICANT DECLARATION
ENDORSEMENT
>

to carry out research at your institution and select 'endorse' or 'reject' under the decision heading.

- 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 ‘submitted applications’ icon on your home screen

#### 4. INDICATIVE ENDORSEMENT FORM FOR RESEARCH OFFICES:

<b>Do you support this candidate's application to carry out research at your institution?</b>	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

<b>Decision?</b>	
Endorse	<input type="checkbox"/>
Reject	<input type="checkbox"/>
<b>Comments:</b>	

<b>Please review the answers to the Conflict-of-Interest questions submitted in the application.</b>	
<p>Is there any potential conflict of interest between the applicant, enterprise partner, enterprise mentor or academic supervisor? A conflict of interest arises when an individual holds a direct or indirect personal interest which, in the opinion of a reasonably-informed and well-advised person, is sufficient to call into question the independence, impartiality and objectivity that the individual is obliged to exercise in the performance of his/her duties. Conflicts of interest may be financial, non-financial or both. For example, if your academic supervisor is the founder of the Enterprise Partner.</p> <p>Yes/No</p> <p>If yes, please outline the nature of the potential conflict of interest and explain how this will be managed.</p> <p>Open text</p>	
<b>Do you support these answers given?</b>	
Yes	<input type="checkbox"/>

No

**If an RPO carries out an economic activity, the funding of those activities by the state, or an arm of the state, will usually be State aid to the RPO, but it will not necessarily be unlawful. Where an RPO carries out almost exclusively non-economic activities or where research infrastructure is used almost exclusively for non-economic activities, the economic activity may fall outside State aid rules. The capacity allocated each year to the economic activities must not be more than 20% of the relevant entity's overall annual capacity. See [KTI Practical Guide to State Aid Considerations in Research, Development & Innovation for RPOs and Industry](#) for more information.**

**Is this research body in receipt of de minimis aid?**

Yes

No

**Does any economic activity taking place within this institution fall within the 80/20 rule?**

Yes

No