2025 ENTERPRISE PARTNERSHIP SCHEME (POSTGRADUATE)

APPLICANT'S 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
Research office endorsement deadline	16:00 (Irish time) 24 April 2025
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

Due to heavy server traffic on the day of the applicant and academic supervisor/mentor deadlines, all participants are strongly advised to submit their forms well in advance of the relevant deadline. Applications cannot be submitted once the deadline has passed. Academic supervisor/mentor forms cannot be submitted once the deadline has passed.

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1. USING THE ONLINE APPLICATION SYSTEM

The grants management system is only compatible with the two most recent versions of Firefox, Chrome, Internet Explorer and Safari.
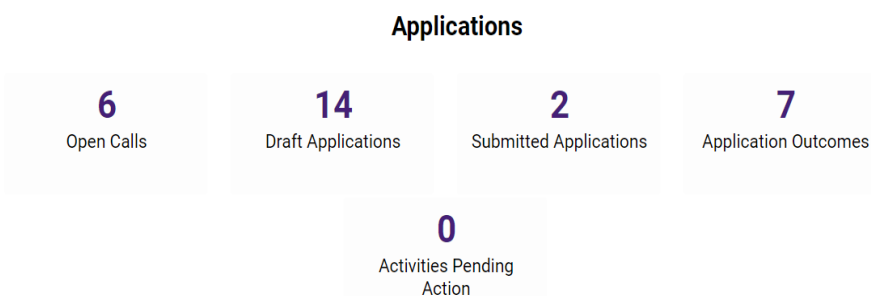
- If you have a technical issue regarding use of the online system, please read these guidelines and the FAQ document available on our website. If your issue is not addressed through either of these mechanisms, only then should you email system@researchireland.ie with an outline of your technical issue.
- For any technical query, please include:
    > your project ID
    > the browser you are using
    > and, if appropriate, a screenshot of any error messages.
- **Applicants should not log into their profile or application form in different browsers at the same time.** This may cause the system to invalidate your login session and any information you have entered will be lost.
- If you enter information and do not click the 'Save Draft' button before navigating away from the page, the information will be lost.
- **No alterations can be made to an application once it has been submitted. It is therefore important that you check and re-check the application form until you are fully satisfied with all sections before submitting.**

2. REGISTERING AS AN APPLICANT FOR THE FIRST TIME

- In order to register as an applicant on the online system for the first time, click here and complete the applicant registration form as prompted.
- Once you have filled in the required details, click 'submit' at the bottom of the registration page. A confirmation email will automatically be sent to the email address you have provided. This email confirms that you have successfully registered for the online system and will issue you with a username and password.
- If you do not receive this email, please check your spam folder and ensure that the donotreply@researchireland.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.
- Once you have received your username and password, you should access the online system here using the login details provided.
- If you have lost or forgotten your password, navigate to this link 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.

3. CREATING AN APPLICATION

When you log into the online system, you will be presented with the 'Home' screen where you can create and edit your application prior to the applicant deadline.

Applications

6 Open Calls	**14** Draft Applications	**2** Submitted Applications	**7** Application Outcomes

0 Activities Pending Action

- Begin creating your application by clicking on the **Open Calls** icon
- Please select the relevant call, i.e. EPS Postgraduate Application and Click **APPLY**
- This will automatically open the application form which will auto-save after 2 to 3 seconds, after which it will become available under the '**Draft Applications**' icon in the homepage as seen above

When you are in your Draft Application, the first tab you will be in is the 'Overview' tab. Begin by entering your **Project title**.

- Next, you should enter in the '**Irish research body**' of your proposed eligible research body. Use the predictive text field or click the 'lookup' button and select the appropriate check box next to your proposed eligible research body.

Irish research body: | Test University

- Once the name of your institution appears in the box, select **Save Draft** at the bottom of the screen, this will then associate the institution with your application and allow you to select your academic supervisor in the following tab.
- If you have selected 'Yes' to your application being in Irish, you now have the option to 'upload' your own English translation in PDF format.
- The 'Applicant details' section is largely populated based on your personal profile. If you would like to update any of this information, click 'Save Draft' and navigate back to the 'Home' screen where you can access your profile by clicking on your initial, at the top-right corner of the page.
- You must include your 'ORCID identifier'. ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognised. If you do not currently have an ORCID, please register for one at www.orcid.org.
- As detailed in the Call Document, the duration of funding to be awarded is dependent on the type of degree being pursued. If the application is successful, funding will only be provided for the degree type requested in the original application.
- For applicants who have already completed part of the postgraduate degree for which they are seeking funding, the duration of funding to be awarded is dependent on the type of postgraduate degree being pursued and the date of first registration. **It is important to enter the date of first registration correctly as it is used to assess your eligibility for the type of degree selected and, if eligible, the duration of funding applicable.**
- If you enter information and do not click the 'Save Draft' button before navigating away from the page, the information will be lost.

4. EDITING AN APPLICATION

- You can access and edit your application as often as you like prior to the applicant deadline so long as the application has not been submitted and remains in draft status. To access your application from the home screen, click on '**Draft Applications'** icon and then on '**Open'**
- Please ensure that you click the '**Save Draft**' button at the bottom of each page before moving from one tab to the next. If you input information on a tab and switch to another without clicking 'Save Draft', this information will be lost. Do not use the browser 'back' button at any stage as you may lose essential information.
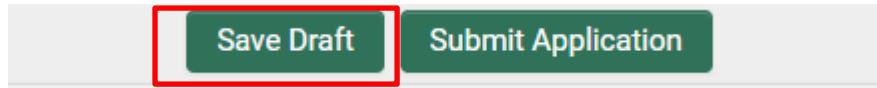
- You must be in '**Edit**' mode to input information to your application form. You can switch between the '**View**' and '**Edit**' modes at the top left of the browser window:
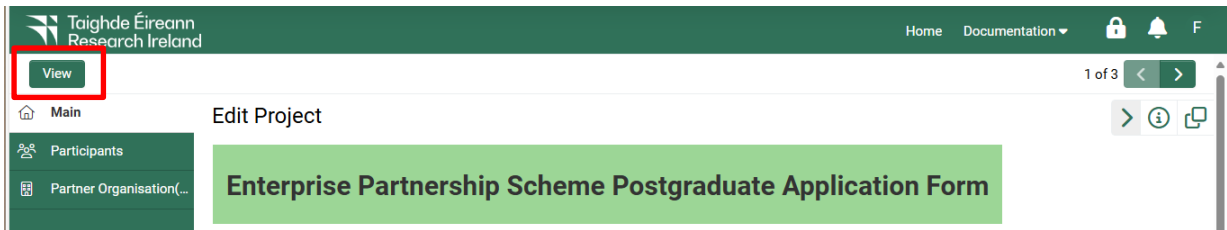

5. ADDING SUPERVISOR(S), ENTERPRISE PARTNER ORGANISATION AND ENTERPRISE MENTOR TO AN APPLICATION

Important Note all applicants must gain the permission of their proposed **Academic Supervisor and Enterprise Mentor** <u>BEFORE</u> adding them to an application. Please note Research Ireland is not in a position to recommend Academic Supervisors or Enterprise Mentors.

It is the applicant's responsibility to ensure that their supervisor team completes their reference forms through the online system by the relevant. **Any application which does not have all the required participant forms**, i.e. forms from the Academic Supervisor and the Enterprise Mentor, completed in full and submitted via the online system **by the relevant deadline will be deemed ineligible**. These forms will NOT be accepted by email, in hardcopy or by any other means. Research Ireland is not responsible ensuring that participant forms are submitted on time through the online system.

<u>**You can add your Primary Supervisor by following these steps:**</u>

- Once you have gained permission, you must associate a <u>pre-registered Academic Supervisor</u> with your application through the participants section to the left of the 'primary and additional participants' tab.
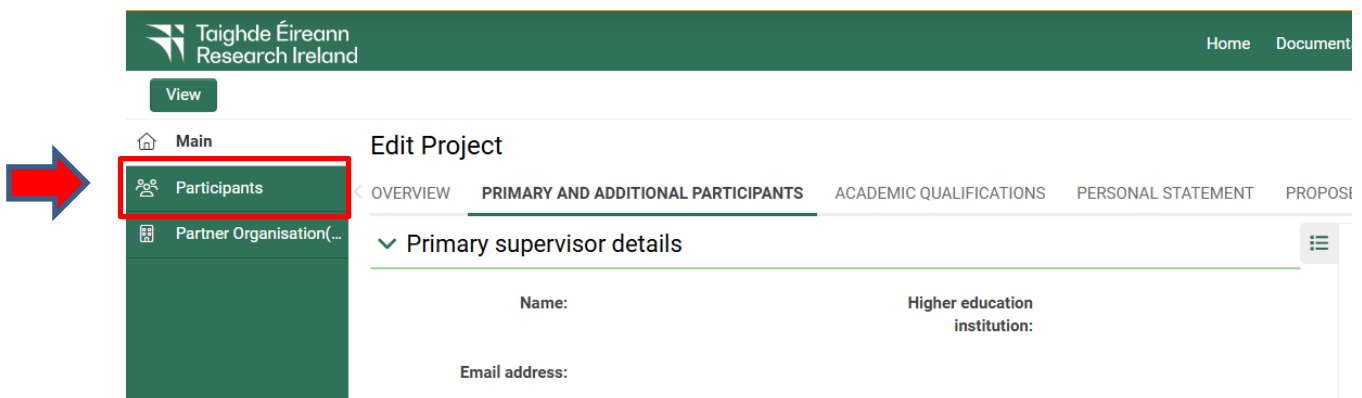
- It is important that you ensure that 'Supervisor' is displayed in the drop-down field to the right of the 'lookup' button when adding a primary supervisor to your application. Please do not add any other roles to your application.


- Use the predictive text field or click the 'lookup' button to find and 'add' your chosen primary supervisor to your application, by clicking on the **Add Contact** button to the right of the drop-down field. Go back to the 'main' section of the application and click '**Save Draft'**. Your Primary Supervisor will now be associated with your application.
- **If you cannot find your chosen primary supervisor, please contact them to ensure they have been registered through the research office in their higher education institution.**
- Your Primary Supervisor is now an associated participant on your application and will receive an automatically generated email notifying them that they have been added as a participant to your application. They will be notified to complete their supervisor reference form once the application is submitted.
- Applicants are advised to check with their Primary Supervisors that they have received this email. If they do not receive the email, they should check their spam folder and ensure that the donotreply@researchireland.ie email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.
- One secondary supervisor may be associated with your application, who can be based in any higher education institution in Ireland or abroad. Please note that secondary supervisors will **NOT** receive an email notifying them that they have been added as a participant to your application. Secondary supervisors are added using the free text boxes, they <u>do not</u> need to be added through the Participant mechanism.
- If you want to remove the Primary Supervisor you have associated with your application while it is still in draft status, select the check box beside their name in the participants section, click the 'remove' button and save your application. The Primary Supervisor will then be removed, and you can add an alternative as per the instructions above. **If you remove a primary supervisor from your application, they will not be automatically notified. It is the applicant's responsibility to notify the primary supervisor that they are no longer assigned to an application**.
- If the Primary Supervisor in question has been registered with the incorrect email address, then the research office should contact Research Ireland to amend the primary supervisor's contact details on the online system.

- **Please note that supervisors cannot create or submit their reference form until <u>after you submit your application</u>**. Prior to submitting your application, your primary supervisor can view your application in draft status.
- Primary Academic Supervisors must submit a completed form via the online system by the Primary Academic Supervisors deadline. It is the applicant's responsibility to ensure the Primary Supervisor completes their form through the online system by exact stated deadline. **<u>These forms will not be accepted by email, in hardcopy or by any other means.</u>** Research Ireland is not responsible for ensuring that participant forms are submitted on time through the online system.

<u>You can add your Enterprise Partner by following these steps:</u>

Please Note: All applicants must gain the permission of their proposed **Enterprise Partner <u>BEFORE</u>** adding them to an application.

If your Enterprise Partner is already **preregistered** on the online system, click on the 'Partner Organisation(s)' tab on the left of the screen.
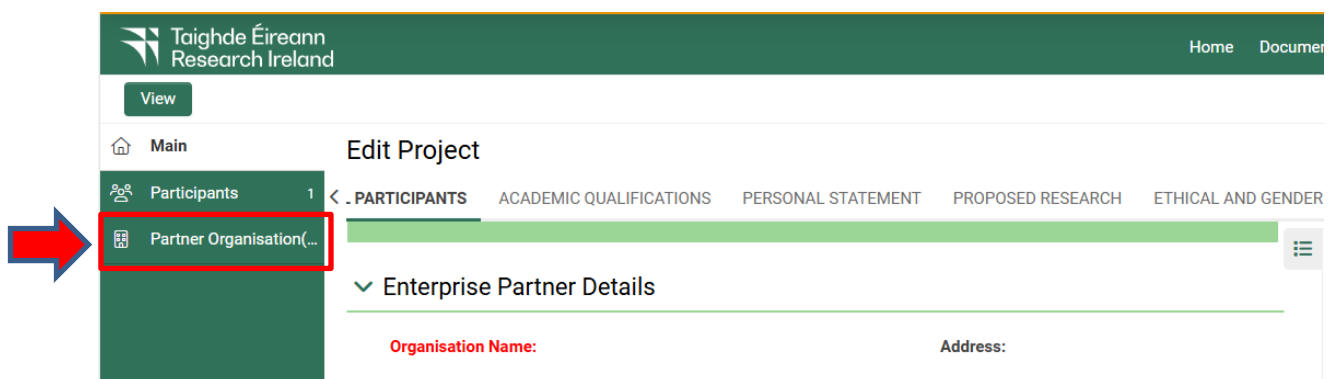
Use the look up (binoculars) button to find the chosen partner. Ensure that "**EPS Partner**" is selected in the drop-down menu.
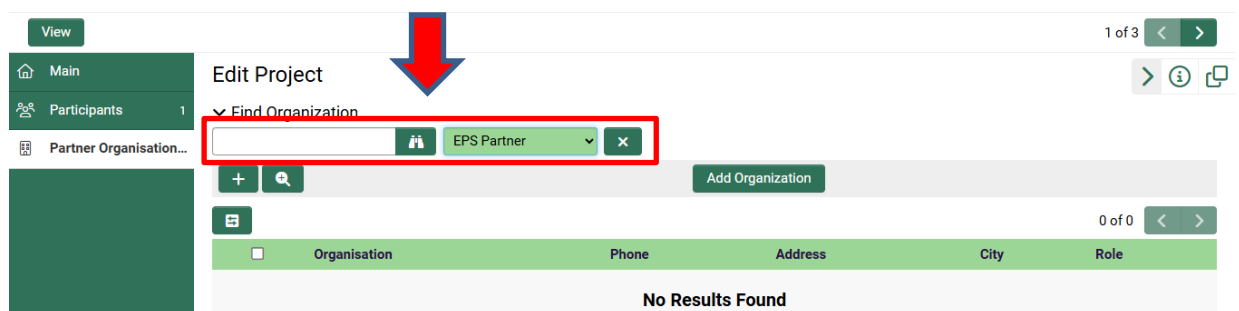
Once they have been identified click the [Add Organization] button and the company name will appear in the list below. Navigate back to the **Main** page in the lefthand side navigation bar and then click **'Save Draft'.** Your Enterprise Partner will be associated with your application.

If you want to change your nominated Enterprise Partner then select the check box beside your Enterprise Partner (in 'Partner Organisation' at the left of the page] and click **'-' (remove)**. You can then lookup the details for your new Enterprise Partner.

If your Enterprise Partner is NOT registered on the online system the applicant must complete the 'Invite to Register' form.

How to add a new Enterprise Partner to the system:

1. If the Enterprise Partner is not registered in the system you can request them to register by clicking on the button below.

Invite to Register

2. Once your partner registers you will have to associate the Enterprise Partner with your application by following the instructions above.

Invite a new organisation to register

Please use the fields below to enter details of the organisation which you wish to invite to register on our system. Once you have entered the details click the 'Send Invite' button below to send your invitation.

Organisation Name

Contact Full Name

Contact Email

@xml.EnterpriseFinancialReport.Costs.html@

Send Invite

- The **primary contact** should be someone who has the authority to agree to our conditions on behalf of the organisation.
- The link in the resulting email will allow the primary contact to set up a profile on behalf of the Enterprise Partner.
- Enterprise Partners only need to register once, even if they participate in multiple schemes.
- Once registered, the organisation will then be viewable as an Enterprise Partner in the online system. ***Please note that organisations listed here may not all be eligible partners.***

  Once registered, Enterprise Partners can be added by clicking **Lookup (binoculars)** on the Partner Organisations panel on the left of the screen.

Adding your Enterprise Mentor

On the **'Primary and Additional Participants'** tab scroll down to the **'Adding an Enterprise Mentor'** section. To add your Enterprise Mentor, click on the link ('Here') provided to enter the name and Enterprise Mentor details. Enterprise Mentors do no need to have pre-registered with the online system but the system requires that you assign the proposed Enterprise Partner before you can add an Enterprise Mentor.

Complete the Enterprise Mentor Registration in the box provided:

- Applicants should enter the name and contact details of their Enterprise Mentor. The online system will use the email addresses supplied by the applicant and will provide the Enterprise Mentor with log-on details to access the online system as soon as the applicant has submitted their application to the online system. **If an incorrect email address is provided, then the Enterprise Mentor will not receive the automatic email with the necessary details. It is therefore essential to provide the correct details.** As stated above, **once the application has been submitted, no alterations are possible. We expect the email address of the Enterprise Mentor to match the Enterprise Partner**

organisation (e.g. a company specific email address, not a personal account, i.e. gmail or yahoo accounts).

- Click **"Save Draft".** The Enterprise Mentor should now be added to your Participants tab.
- Contact your Enterprise mentor to check that they have received this email. If they do not receive this email, they should check their spam folder and ensure that the donotreply@researchireland.ie email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.
- Enterprise Mentors must submit a completed form via the online system by the deadline. It is the applicant's responsibility to ensure Enterprise Mentor completes their respective form through the online system by exact stated deadline. **These forms will not be accepted by email, in hardcopy or by any other means.**

If you want to change your nominated Enterprise Partner, then select the check box beside your Enterprise Partner and click "remove" and "save draft". You can then lookup the details for your new Enterprise Partner as per the instructions above.

We do not recommend changing supporting participants on an application in case a form is submitted by the wrong party.
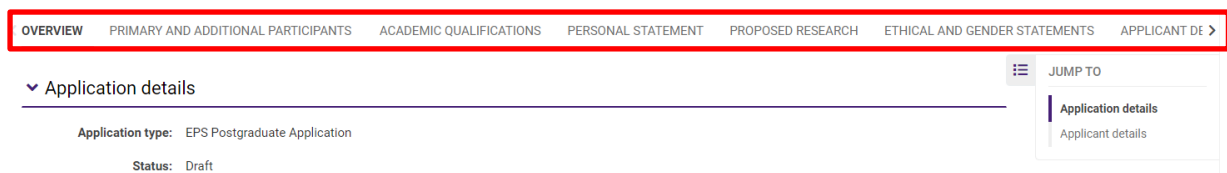
Once you have added all the relevant participants their names are listed in the 'Participants' section of the 'Project/Application Start' page of the application.

6. COMPLETING THE APPLICATION

To complete the application form, you will need to complete the following tabs:

- Overview
- Primary and additional participants
- Academic qualifications
- Personal statement
- Proposed research (includes Training and career development plan)
- Ethical and Gender Statements
- Applicant declaration

All tabs will need to be completed prior to submitting your form – scroll to see all tabs.

OVERVIEW	PRIMARY AND ADDITIONAL PARTICIPANTS	ACADEMIC QUALIFICATIONS	PERSONAL STATEMENT	PROPOSED RESEARCH	ETHICAL AND GENDER STATEMENTS	APPLICANT DE >

˅ Application details

JUMP TO

Application details
Applicant details

Application type: EPS Postgraduate Application

Status: Draft

- As per the call document, in order to ensure a level playing field for all applicants Research Ireland seeks to gender-blind the assessment process for these programmes. As such, applications must be anonymous and free from pronouns or other words which would identify the applicant's identity and gender. In order to comply with these guidelines, we

ask that you do not use your name or give any clue as to your identity and gender - **e.g.: use 'the applicant' instead of your name if including any of your own publications.**

- **All degree results as entered in the application form and endorsed by the higher education institution must be the applicant's overall results and verifiable as such on official transcripts.** Regardless of whether or not they are relevant to the eligibility requirements for the programme, the applicant must submit to their proposed higher education institution for verification the official transcripts of each degree listed, confirming the overall result, date of graduation and awarding institution. This includes any degrees finished after the call closing date.

- If your degree results refer to a grading system other than the Irish honours system (first class honours, upper second class (2.1) honours etc.) or the 4.0 grade point average scale, **please enter them exactly as they appear on your transcripts**, but explain the grading system being referred to in the free text box provided, including the link to any grade converter website used.

- When completing the 'sex/gender dimension' section, please consult the sex/gender dimension statement in the call document for further information.

- **No alterations can be made to an application once it has been submitted. It is therefore important to check and re-check the application form until you are fully satisfied with all sections before submitting. If successful, you will only be offered funding to carry out the project as detailed in the application.**

- In order to submit your application, click '**submit application'** at the bottom of the form.

- You will be prompted to ensure you are aware that no further changes can be made, press OK to continue.
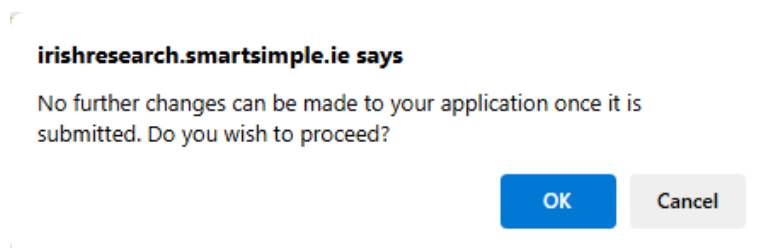
- The following message will be displayed once your application has been submitted successfully.

Submission Successful

Project ID:

EPSPG/2025/2201

Project Title:

Test

- Once an application has been submitted, the online system generates a number of automated emails to the participants included on the application to inform them their endorsement forms are now available.

7. CHECKING THE STATUS OF REFERENCE FORMS

- It is the responsibility of the applicant to ensure that the primary supervisor forms are submitted **by the relevant deadline** (see the key dates listed at the top of this Guide**).**
- The status of these forms can be checked at any stage by logging into the online system and clicking on the 'Submitted Applications' icon on the 'home' screen. The information contained in the 'supervisor/mentor status' columns confirm who has been assigned to the application and the status of their reference form.
- If the form is listed as 'in preparation' or 'draft', it has not been received by Research Ireland. If the form is listed as 'submitted' or 'completed', it has been received by Research Ireland.
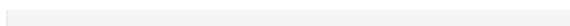
Supervisor/Mentor Form Status

Supervisor Assigned
Supervisor Form Completed

International Mentor/Enterprise Partner Forms Status

Enterprise Mentor Assigned
Enterprise Partner Form in Preparation

- If necessary, you should contact your proposed primary supervisor to ensure their forms will be submitted before the deadline. The online application system will automatically prevent submission of these forms after the deadline has passed.

8. ENDORSEMENT OF APPLICATIONS

- The research office endorsement is the final step in the application process. All applications must be endorsed on behalf of the proposed higher education institution by the office of the vice-president/dean of research as applicable.
- Once the research office has endorsed an application, the status of the application will change from 'application received' to 'ready for review'.
- If the research office rejects the application, the status will be updated to 'ineligible application'.