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**2026 GOVERNMENT OF IRELAND POSTDOCTORAL**

**FELLOWSHIP SCHEME**

MENTOR’S GUIDE TO THE ONLINE SYSTEM

**Key Dates**

Call Open: 12:00 (Irish time) 11 September 2025

FAQ deadline: 16:00 (Irish time) 16 October 2025

Applicant deadline: 16:00 (Irish time) 23 October 2025

Mentor deadline: 16:00 (Irish time) 06 November 2025

Research Office Endorsement deadline: 16:00 (Irish time) 13 November 2025

Call outcome: End of April 2026

Award start date: 01 September 2026

**Due to heavy server traffic on the day of the applicant and mentor deadlines, all participants are strongly advised to submit their forms well in advance of the relevant deadline. The mentor’s form cannot be submitted once the deadline has passed.**

# Help with technical issues

* This document is provided to assist you in submitting a mentor’s reference form for applications under the 2026 Government of Ireland Postdoctoral Fellowship Scheme. Please read it carefully before submitting your reference form online. **Research Ireland will only accept reference forms submitted through the online application system. Please do not send your reference form to Research Ireland by email or in hard copy.**
* **Mentors may support no more than one applicant to the Government of Ireland Postdoctoral Fellowship programme.  As such, Mentors should endorse only one submitted application.** **If the Research Office endorses multiple applications with the same Mentor, all applications will be deemed ineligible.**
* Please ensure that the email address noreply@researchireland.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 system@researchireland.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 grants management system is only compatible with the two most recent versions of Firefox, Chrome, Internet Explorer and Safari.**

# Logging into the online system

* Each Eligible Research Body is responsible for registering their mentors 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](https://irishresearch.smartsimple.ie/s_Login.jsp). **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 the ‘forgot password?’ icon. 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 mentor form until the applicant has submitted their application.** Once logged in, the home screen will be displayed with the following icons:
* Open Calls
* Draft Applications Assigned
* Assigned Applications
* Activities Pending Action
* Submitted Activities



* Details of the application can be previewed while it is in draft status by clicking on the ‘Activities Pending Action’ icon.
* Once the ‘Activities pending Action’ icon has opened, applications requiring activity should appear under the following headings:

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Project ID

Project Title

Status

Application Type

Irish research body

View Application PDF

Activity Type



* Once the applicant has submitted their application, you should be able to log in and submit your mentor form. Click on the ‘*activities pending action*’ icon on the home page in order to view any postdoctoral applications awaiting your reference. If you wish to view the application as it was submitted, please click on the ‘View Application PDF’ button.
* The status of the application to which you have been assigned is also detailed on this page under the ‘Status’ heading.

# Creating and EDITING your MENTOR form

* Mentors may support no more than **one** applicant to the Government of Ireland Postdoctoral Fellowship programme.  As such, Mentors should endorse only **one** submitted application. **If the Research Office endorses multiple applications with the same Mentor, all applications will be deemed ineligible.**
* Applicants are instructed by Research Ireland to gain the consent of any proposed mentor before adding them to an application. While the majority of applicants follow these instructions, there are instances where applicants assign mentors to applications without obtaining their consent. **If you have received an email in error and do not know the applicant,** they may have mistakenly associated you with their application. You may find it reassuring to know that the applicant’s error will not have any detrimental effect on future Research Ireland applications submitted by you, or on the application that is legitimately assigned to you. In cases where applications have not received a mentor reference, they do not proceed to the Research Office endorsement decision stage nor the assessment stage.
* Once the applicant has submitted their application, you should be able to log in and submit your mentor form. If you wish to view the application as submitted, please click on the ‘View Application PDF’ button.
* Once you have clicked ‘open’, 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.
* Research Ireland maintains ‘gender-blinding’ of applications for evaluation purposes to mitigate any gender bias in the assessment of excellence. As such, our assessors review applications that are anonymous and free from pronouns or other words which would identify the applicant’s gender. In order to comply with these guidelines, **we ask that you use ‘the applicant’, ‘s/he/they’ and ‘his/her/their’ when providing your observations rather than the person’s name or pronouns which would identify their gender.**
* Mentors can access and edit their forms as often as necessary prior to submission by logging into the ‘activities pending action’ section of the online system and clicking on the ‘edit’ button.

# Submitting your MENTOR form

* Click ‘submit’ to submit your reference form.
* A message stating ‘No further changes can be made once the reference is submitted. Do you wish to proceed to submit the reference now?’.
* **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.**
* If you wish to proceed and submit the reference, please select the ‘OK’ button displayed below the message. If you do not wish to proceed with the submission, please select the ‘Cancel’ button displayed below this message.



* Once submitted, you will receive an automated email confirming receipt of your form.
* A message stating the following will be displayed once your form has been submitted successfully: ‘Mentor Form Submission Successful’ with the Project ID and Project Title listed below it.



# Effects of submitting your mentor form

* Once submitted, you can view your form by clicking on the ‘submitted activities’ icon on your home page.
* Click the ‘view’ button beside the relevant application. Please note that you will not be able to edit the form at this stage.
* The applicant’s online profile will be updated to confirm your form has been submitted.
* Please note that the mentor’s form will not be visible to the applicant.