North South Research Programme 2024 Strand II: Emerging Hubs of Excellence and Strand III: Partnerships of Scale

Online Portal User Guide for Research Offices

Process closes at 4pm on the 14th of March 2025.

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Please note that a reviewer downloads an application, it should be stored securely then deleted once the Research Office Endorsement process is complete. To comply with data protection requirements, personal data should not be kept for longer than necessary. If downloaded records are retained by the Research Office for the purpose of institutional records, they must be stored and destroyed in line with institutional policies.

Purpose

The purpose of this document is to guide Research Officers through the online 'HEI review' stage of applications made to the North South Research Programme Call 2.

Research Officers will be required to complete the 'HEI Review' stage of the application process well in advance of the review deadline of **4pm on the 14th of March 2025**.

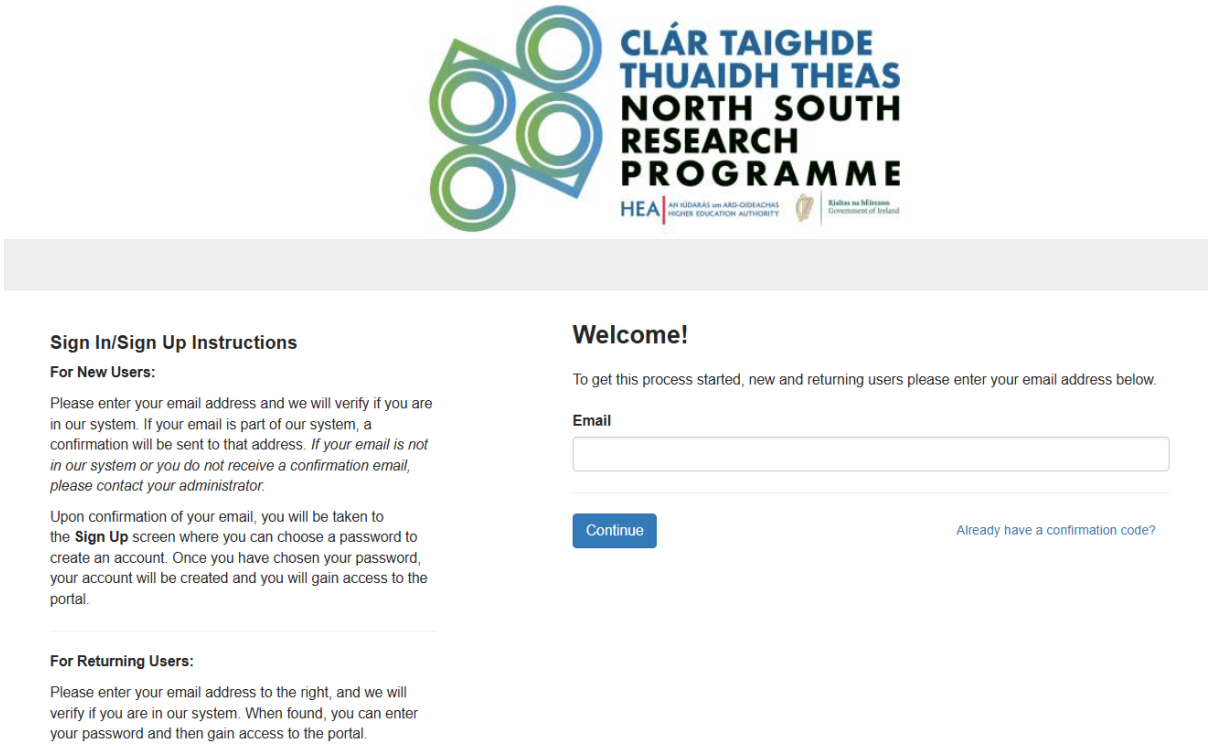
Before you start:

Only Research Officers who are based at a Lead Administrative/Governance Institution in Ireland and have been identified to the HEA by their institution as being responsible for the completion of application reviews will be granted access to the review portal.

Please note that where a Research Office Reviewer has submitted an application on behalf of the Lead Administrative/Governance Institution in Ireland, that Reviewer will not be assigned the application for review and will be required to nominate another reviewer.

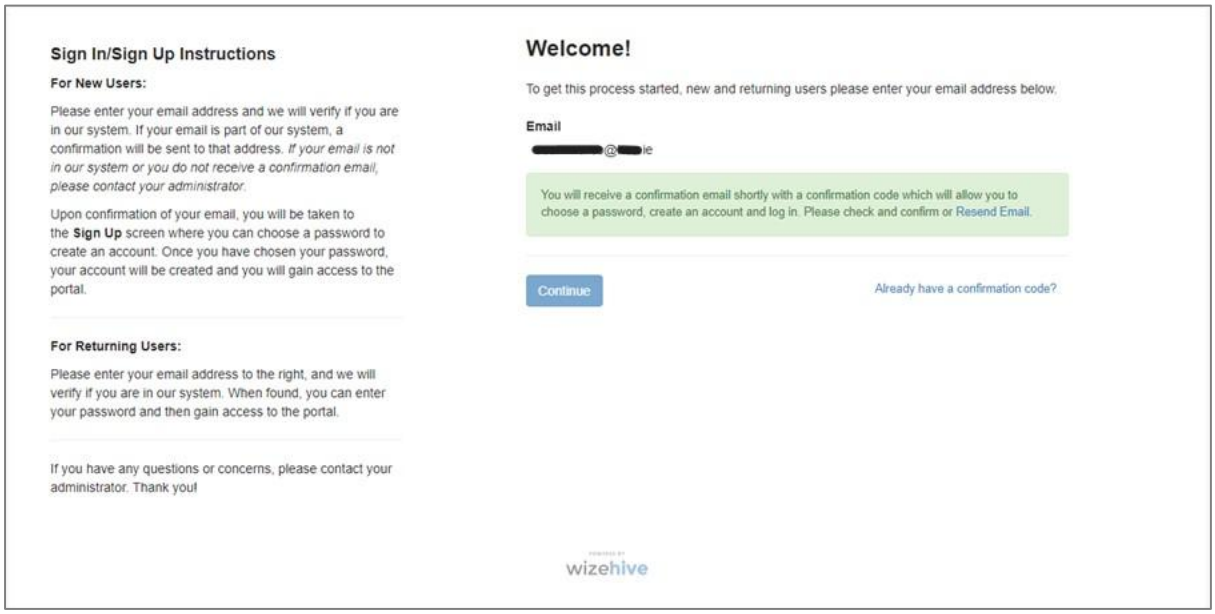
Step 1 – Sign In/Sign Up to the online portal

The NSRP Team will provide the link to the online portal to each HEI's selected Research Officers who will take part in the 'HEI Review' stage. When clicking on the link, Research Officers will be asked to Insert the same institutional e-mail address that was provided to the HEA in preparation for the 'HEI Review' stage:



N.B. If an e-mail address is not on the approved list of Research Office Reviewers, it will not be recognised in the review portal and the creation of the profile will not be possible. If any issues are encountered, please contact research@hea.ie before the 14th of March 2025 review deadline.

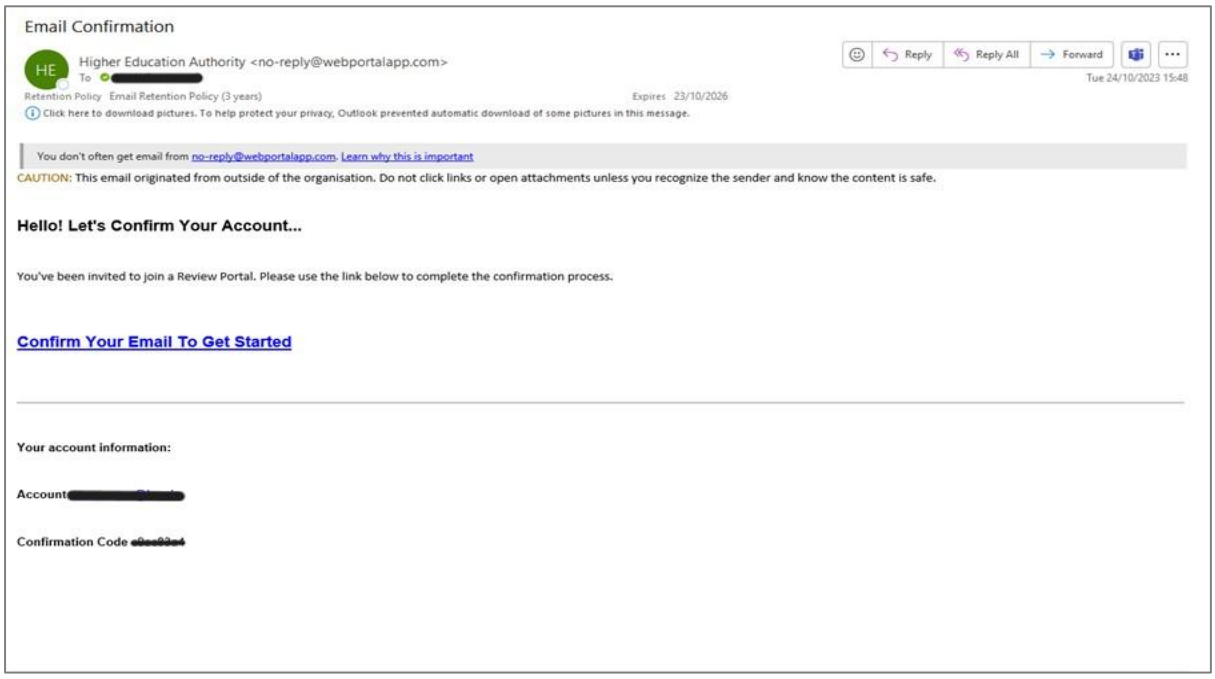
After clicking on "Continue", an e-mail will be sent to the address provided:



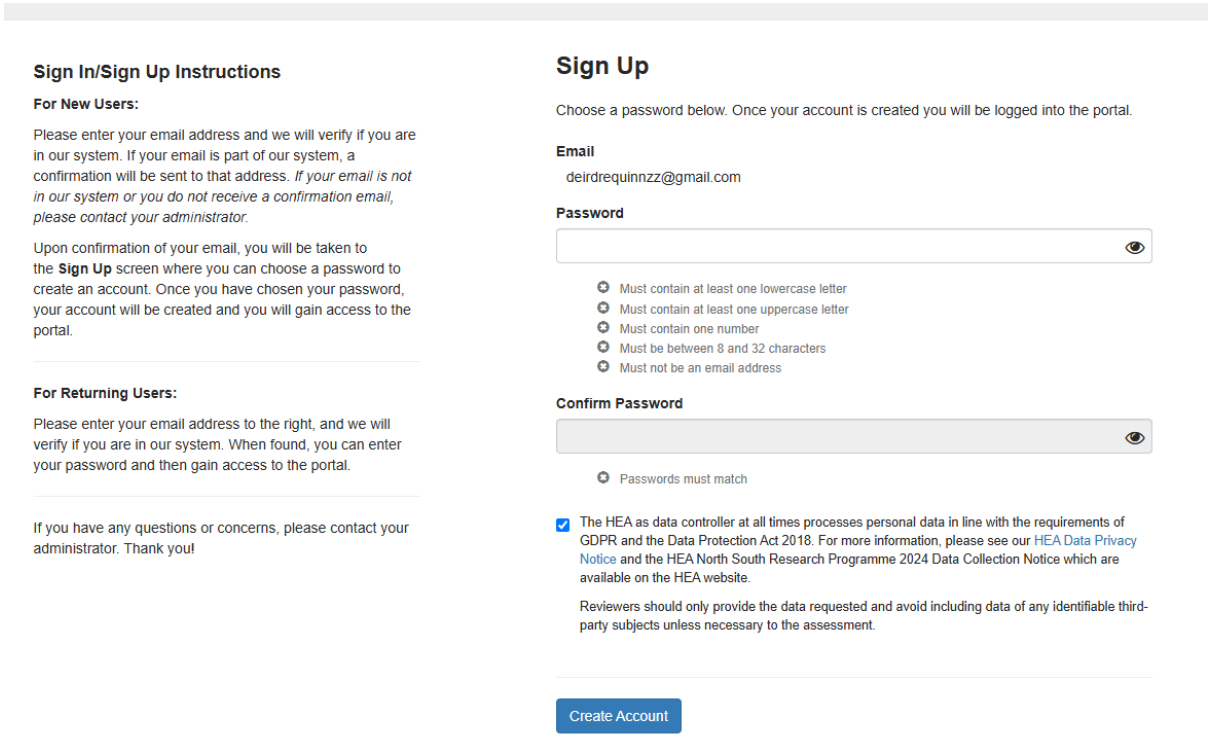
The e-mail may take a few minutes to arrive. Please check Junk/Spam folders in case the email was not received in the main inbox.

Please be aware that during the portal sign up process, your activation e-mail might be quarantined by your e-mail systems. Look out for an e-mail from no-reply@webportalapp.com If you have not received a confirmation of your portal sign up, please inform your ICT department. If you should require any further assistance, please contact research@hea.ie.

Once the e-mail is received and opened, click on the hyperlinked text "Confirm Your E-mail To Get Started".



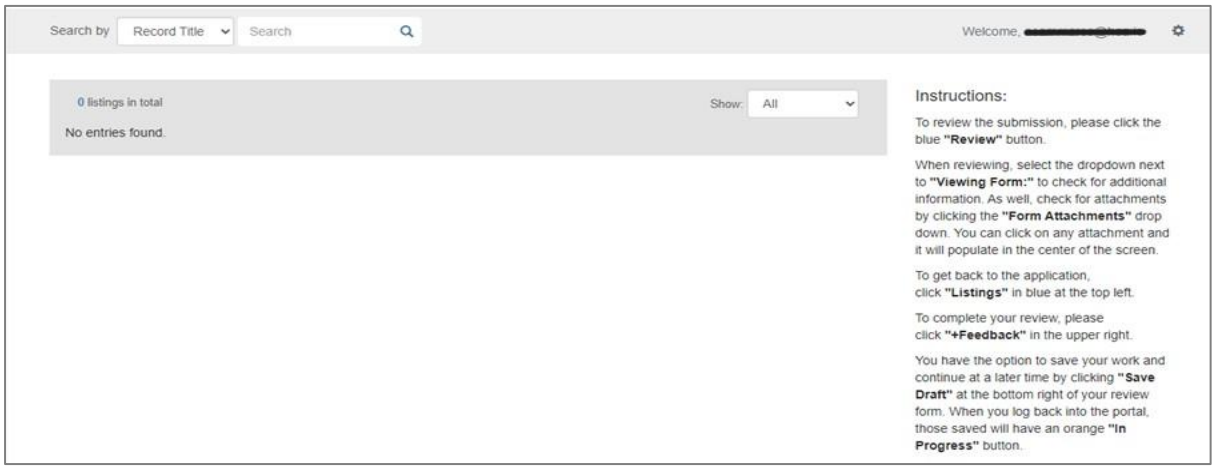
The user will be redirected to the online portal 'Sign Up' page where the user will be prompted to create a password for their account.



Once the account is created, access will be granted to the review portal. For future log-in attempts, users may simply log in by providing the e-mail address and password used for account creation.

Step 2 – Assigned Applications

The homepage of the online review portal will present a list of applications assigned to the Research Office Reviewer by the HEA. All of these proposals will have identified the Research Officer's institution as the **Lead Administrative/Governance Institution in Ireland** for the proposal. The list can be searched by record title (which is composed of the applicant's name and the project's abbreviated title) or by the project title.



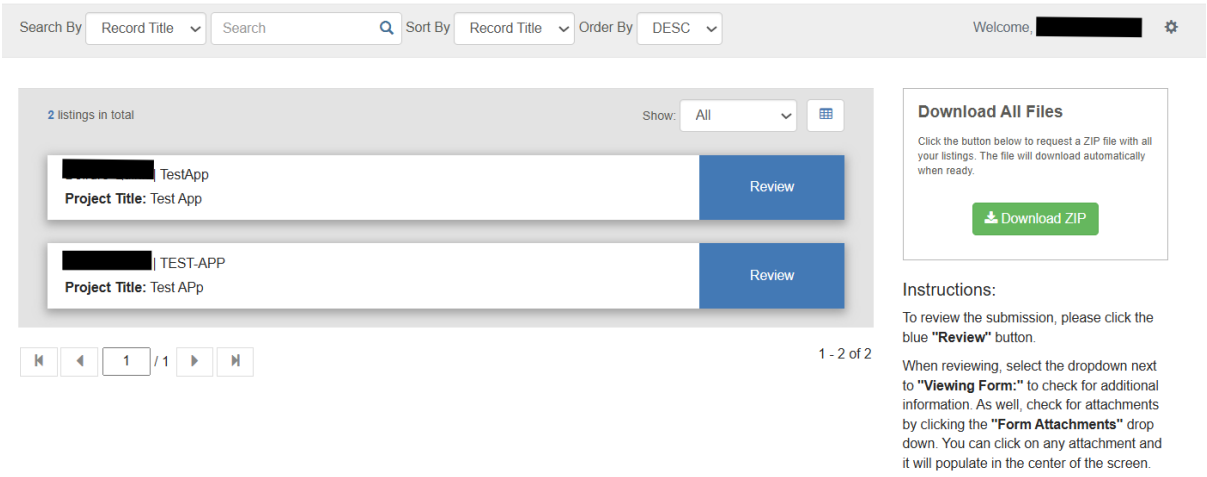
A record will appear on the portal only once it has been successfully assigned by the HEA to the Research Officer

Applications may be moved to HEI Review stage in a staggered manner, and therefore, the list may change for reviewers up until the application deadline has passed. Once the deadline for applicants has passed, all applications will be moved into the HEI Review stage and will be visible to the assigned research officer once they log on to the review portal. Applications will only be accessible via the review portal during the review period which closes at **4pm** on the **14th of March 2025**.

The HEA will confirm with HEI Research Offices when **all** applications have been moved into the HEI review stage.

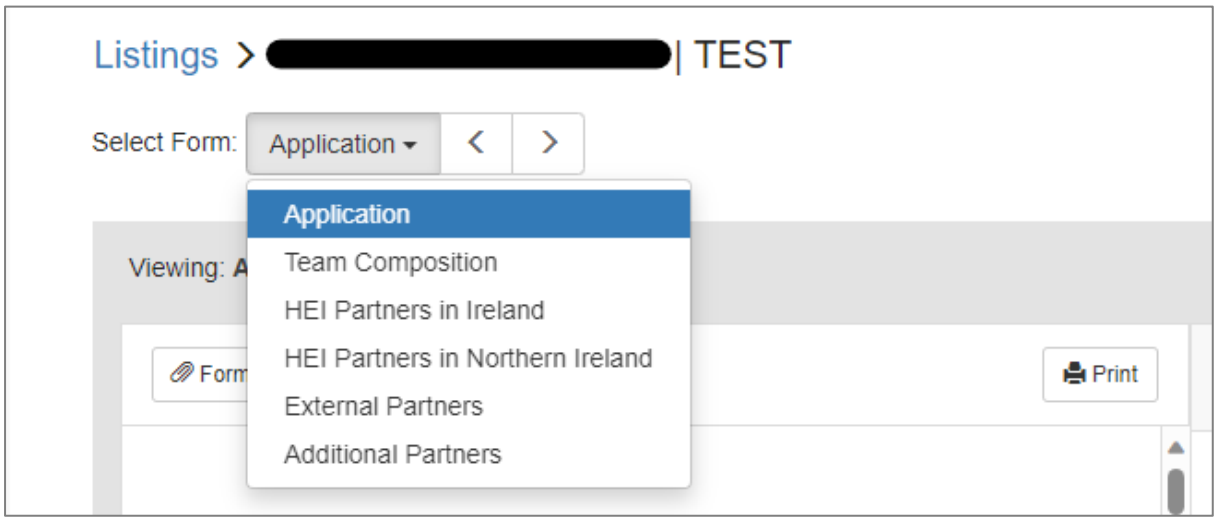
Step 3 – Preparing for a Review

To open and view a record, click on the 'Review' button.



Once open, the reviewer will be able to scroll through the submission forms, which include:

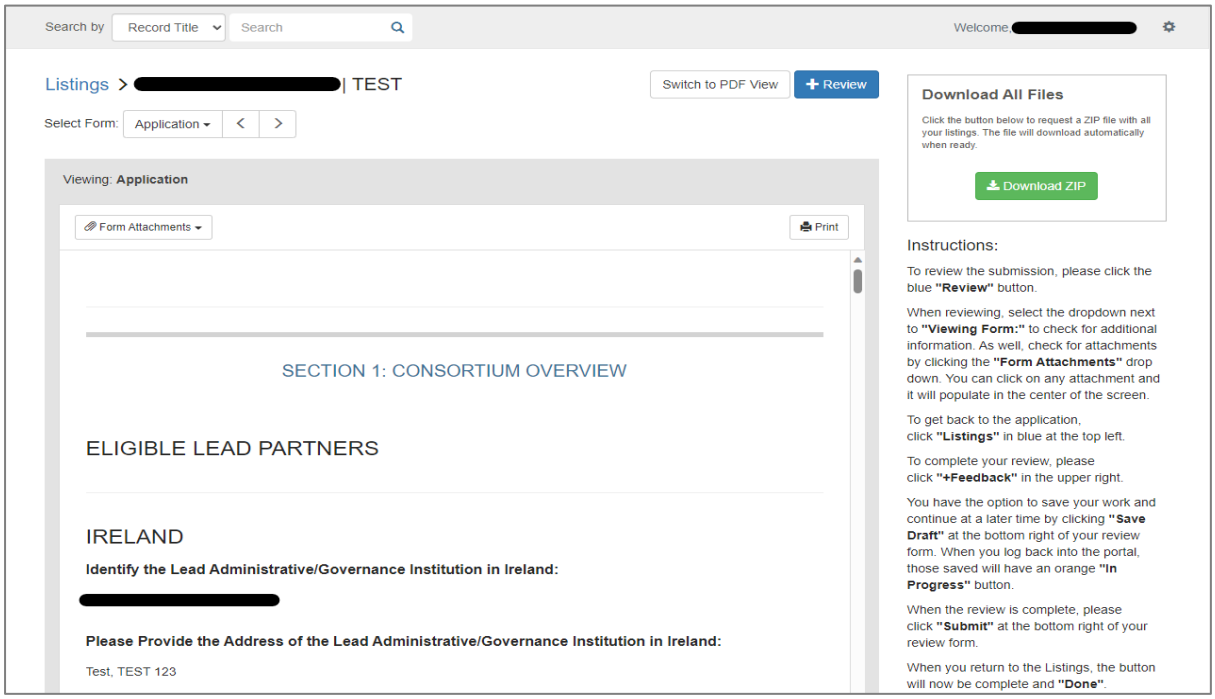
- Application Form
- Team Composition
- HEI Partners in Ireland
- HEI Partners in Northern Ireland
- External Partners
- Additional Partners



Prior to commencing the review, Reviewers can read through all the forms comprising the application in question. These may be viewed in the windowpane created by the portal in 'Interactive View', or 'Switch to PDF View'.

Reviewers also have the option to download all the applications assigned to them in a ZIP folder by clicking on the 'Download Zip' button located to the right of the Listings page.

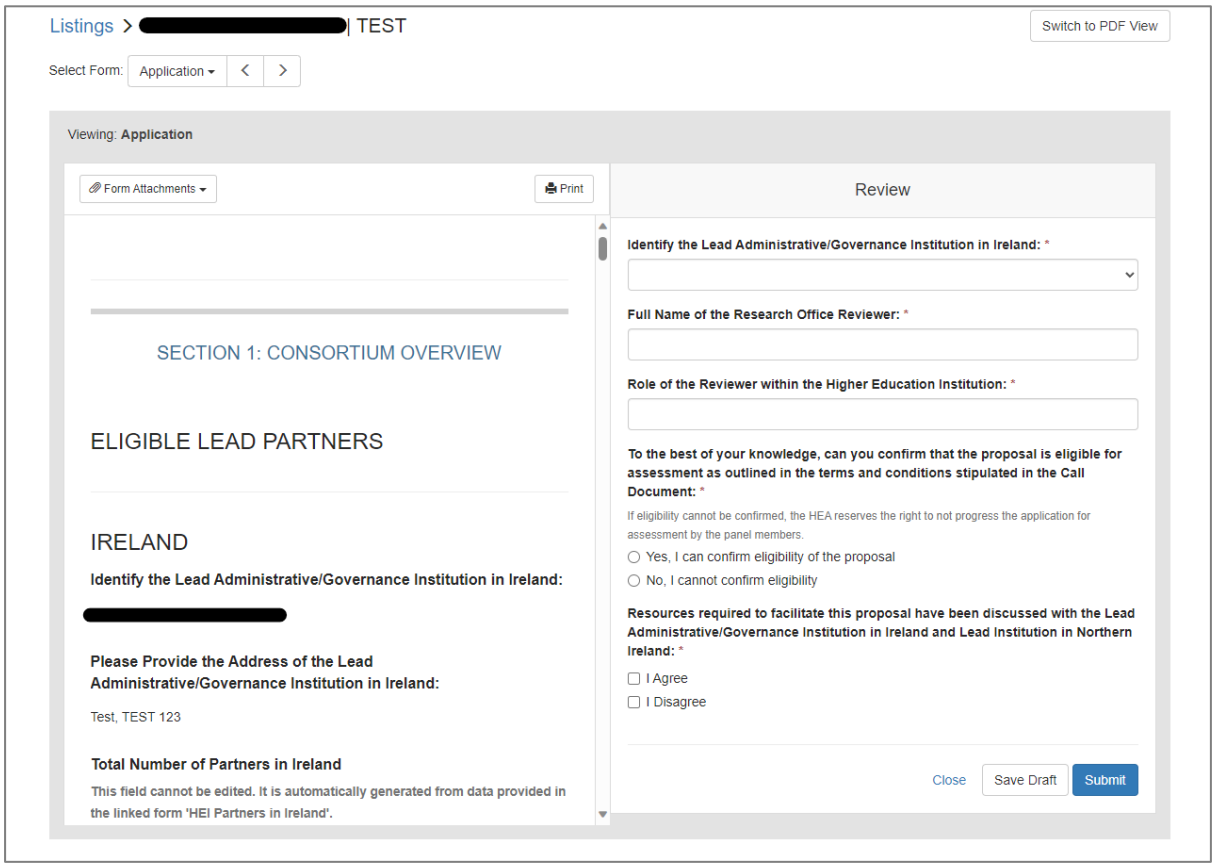
Please note that if you download an application, it should be stored securely then deleted once the Research Office Endorsement process is complete. To comply with data protection requirements, personal data should not be kept for longer than necessary. If downloaded records are retained by the Research Office for the purpose of institutional records, they must be stored and destroyed in line with institutional policies.



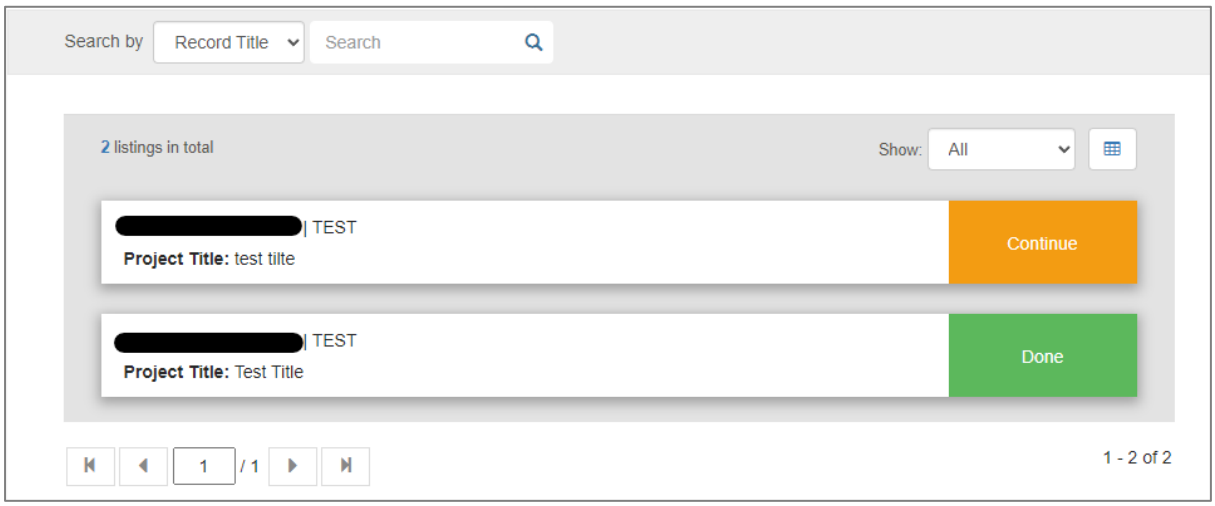
Step 4 – Completing a Review

To begin the review, select the '+ Review' button at the top of the record.

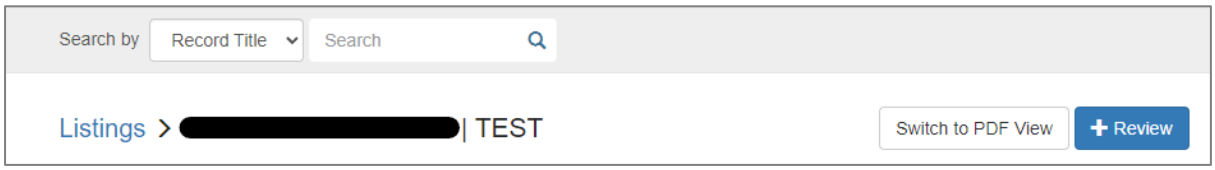
The 'Review Form' will appear on the right-hand side of the windowpane where reviewers must answer all required questions for each proposal.



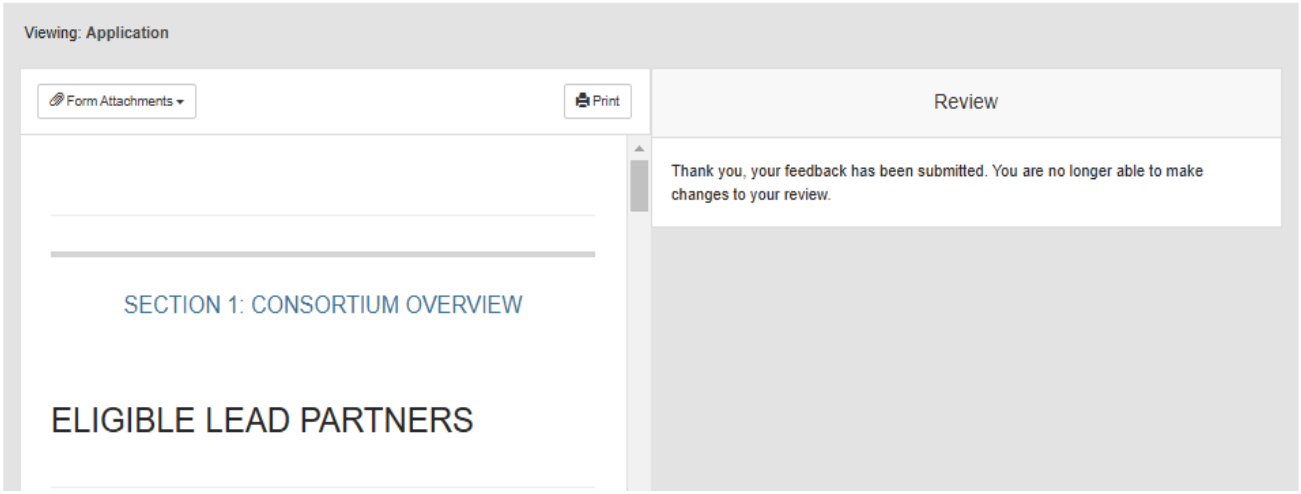
Reviewers have the option to fully complete the form and submit it by clicking on the 'Submit' button or can 'Save Draft' and 'Close' and return to it later by clicking on 'Continue' from the listings page.



To make edits to a draft 'Review Form', you must click on the '+Review' button for it to reappear in the windowpane.



N.B. Edits can still be made to the draft review until the record is submitted. Once a review is submitted, a message will pop up notifying the reviewer that they are no longer able to make changes to their review.



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