



# 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 14<sup>th</sup> 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 14<sup>th</sup> 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:



### Sign In/Sign Up Instructions

#### For New Users:

Please enter your email address and we will verify if you are in our system. If your email is part of our system, a confirmation will be sent to that address. *If your email is not in our system or you do not receive a confirmation email, please contact your administrator.*

Upon confirmation of your email, you will be taken to the **Sign Up** screen where you can choose a password to create an account. Once you have chosen your password, your account will be created and you will gain access to the portal.

#### For Returning Users:

Please enter your email address to the right, and we will verify if you are in our system. When found, you can enter your password and then gain access to the portal.

### Welcome!

To get this process started, new and returning users please enter your email address below.

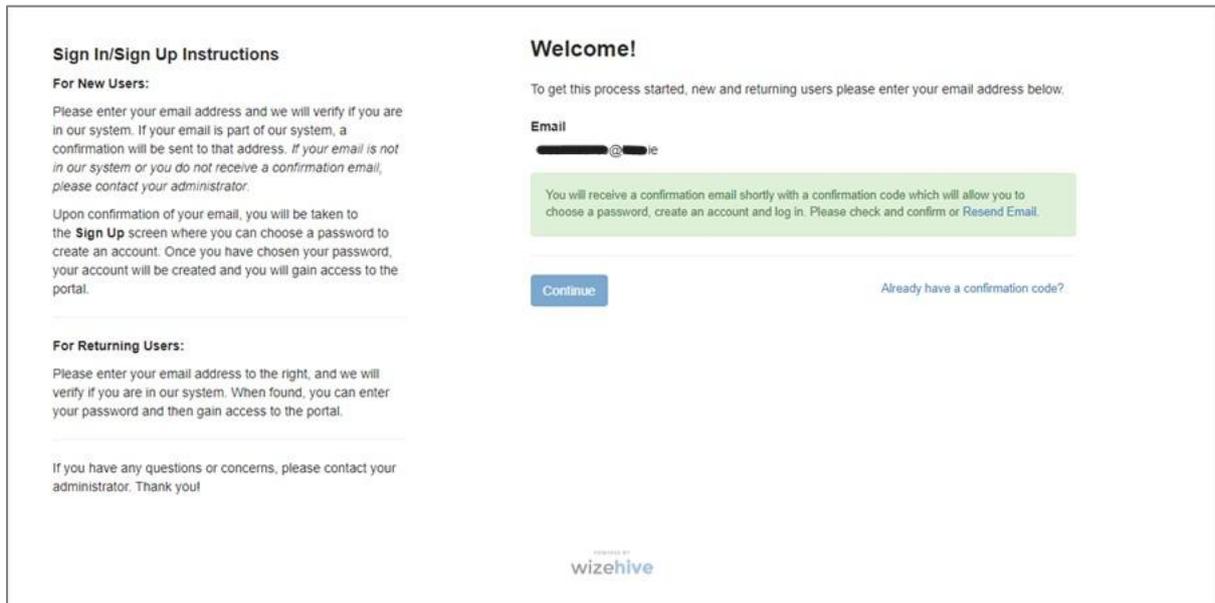
Email

Continue

[Already have a confirmation code?](#)

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](mailto:research@hea.ie) before the 14<sup>th</sup> of March 2025 review deadline.

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

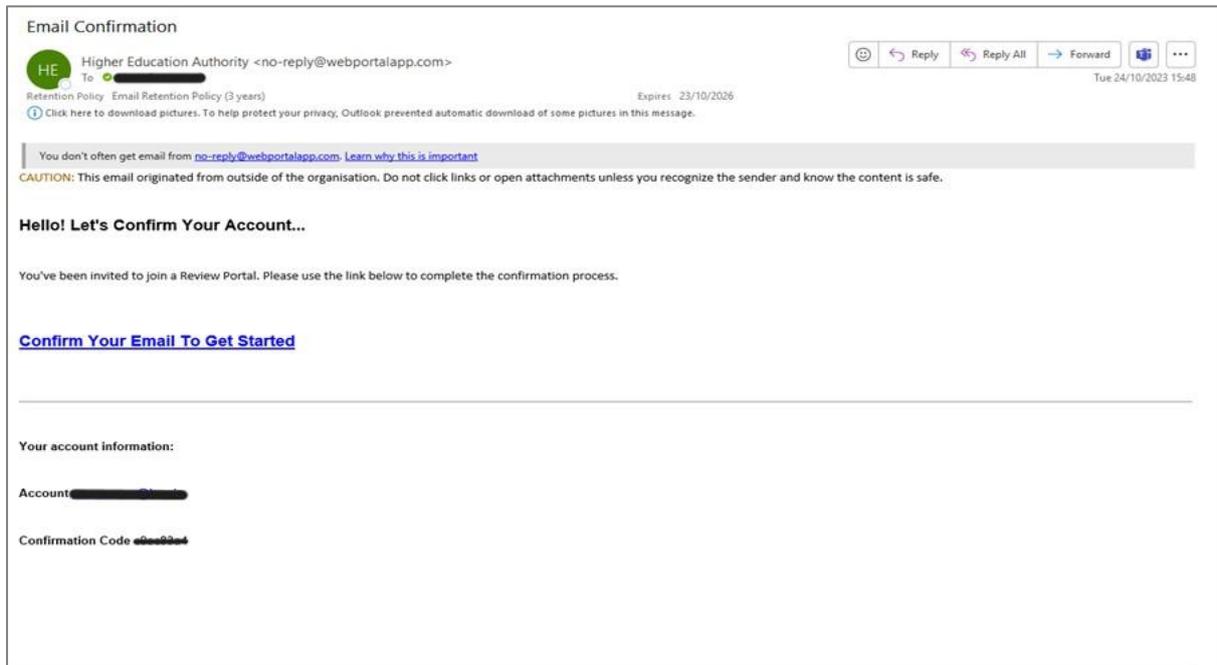


The screenshot shows a web portal interface for sign-up. On the left, under 'Sign In/Sign Up Instructions', there are sections for 'For New Users' and 'For Returning Users'. The 'For New Users' section explains that an email confirmation will be sent and that users will be taken to a 'Sign Up' screen to create an account. The 'For Returning Users' section explains that users can enter their email and password to verify their account. At the bottom of the instructions, it says to contact the administrator if there are any questions. On the right, under 'Welcome!', there is a text prompt: 'To get this process started, new and returning users please enter your email address below.' Below this is an 'Email' input field with a masked email address. A green message box states: 'You will receive a confirmation email shortly with a confirmation code which will allow you to choose a password, create an account and log in. Please check and confirm or Resend Email.' Below the input field is a blue 'Continue' button and a link that says 'Already have a confirmation code?'. At the bottom center, it says 'POWERED BY wizehive'.

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](mailto: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](mailto: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.

### Sign In/Sign Up Instructions

#### For New Users:

Please enter your email address and we will verify if you are in our system. If your email is part of our system, a confirmation will be sent to that address. *If your email is not in our system or you do not receive a confirmation email, please contact your administrator.*

Upon confirmation of your email, you will be taken to the **Sign Up** screen where you can choose a password to create an account. Once you have chosen your password, your account will be created and you will gain access to the portal.

#### For Returning Users:

Please enter your email address to the right, and we will verify if you are in our system. When found, you can enter your password and then gain access to the portal.

If you have any questions or concerns, please contact your administrator. Thank you!

### Sign Up

Choose a password below. Once your account is created you will be logged into the portal.

#### Email

deirdrequinnzz@gmail.com

#### Password

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

#### Confirm Password

- Passwords must match

- The HEA as data controller at all times processes personal data in line with the requirements of GDPR and the Data Protection Act 2018. For more information, please see our [HEA Data Privacy Notice](#) and the HEA North South Research Programme 2024 Data Collection Notice which are available on the HEA website.

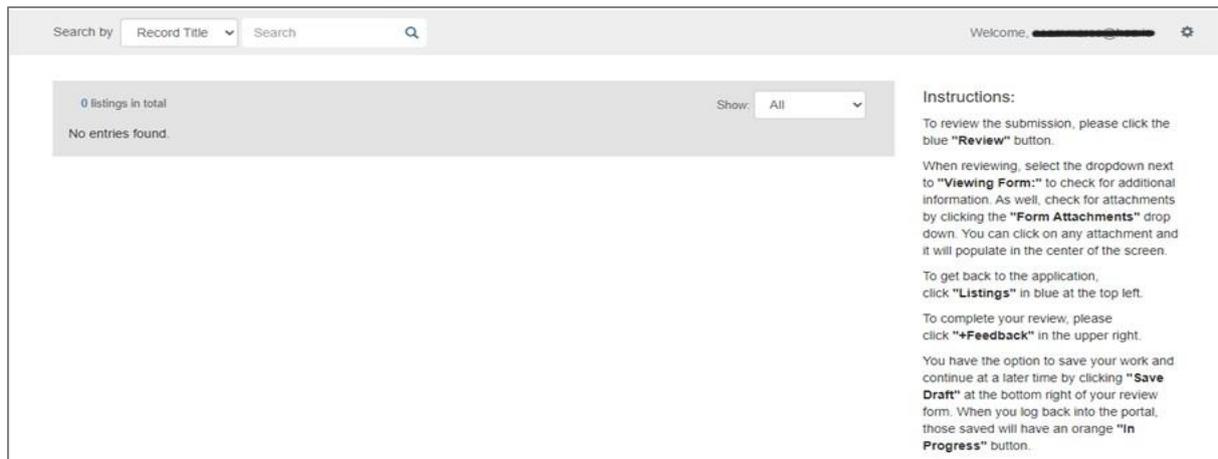
Reviewers should only provide the data requested and avoid including data of any identifiable third-party subjects unless necessary to the assessment.

[Create 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.



The screenshot shows a web interface for the online review portal. At the top, there is a search bar with a dropdown menu set to "Record Title" and a search icon. To the right, it says "Welcome: [username]" with a settings gear icon. Below the search bar, there is a summary box that says "0 listings in total" and "No entries found." To the right of this box is a "Show:" dropdown menu set to "All". On the right side of the page, there is a section titled "Instructions:" with the following text:

To review the submission, please click the blue **"Review"** button.

When reviewing, select the dropdown next to **"Viewing Form:"** to check for additional information. As well, check for attachments by clicking the **"Form Attachments"** drop down. You can click on any attachment and it will populate in the center of the screen.

To get back to the application, click **"Listings"** in blue at the top left.

To complete your review, please click **"Feedback"** in the upper right.

You have the option to save your work and continue at a later time by clicking **"Save Draft"** at the bottom right of your review form. When you log back into the portal, those saved will have an orange **"In Progress"** button.

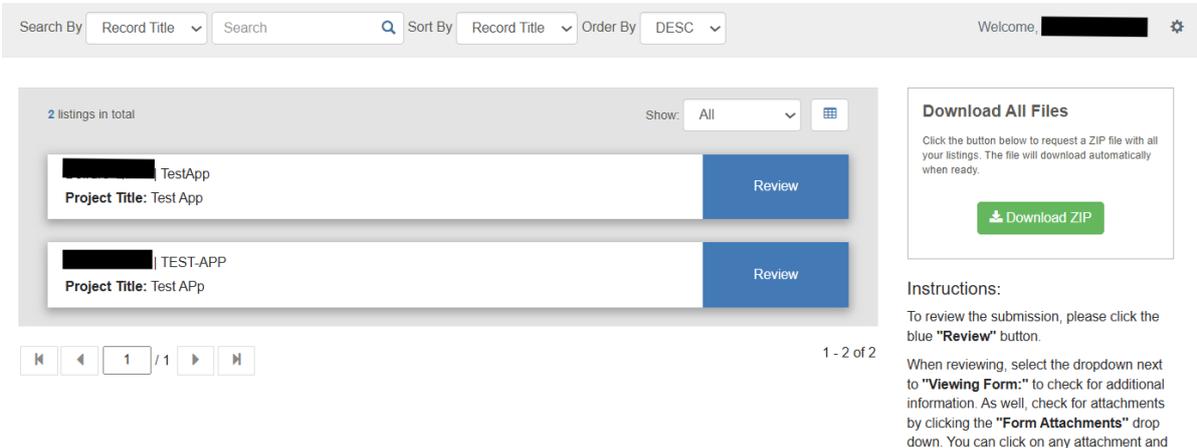
A record will appear on the portal only once it has been successfully assigned by the HEA to the Research Officer

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 14<sup>th</sup> 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.



The screenshot shows a search interface with the following elements:

- Search By: Record Title (dropdown), Search (input field), Sort By: Record Title (dropdown), Order By: DESC (dropdown)
- Welcome, [redacted] (user name), [gear icon] (settings)
- 2 listings in total (summary), Show: All (dropdown), [grid icon] (view toggle)
- Two record entries, each with a blue 'Review' button.
- Navigation: [back] [1 / 1] [forward]
- Page indicator: 1 - 2 of 2

**Download All Files**

Click the button below to request a ZIP file with all your listings. The file will download automatically when ready.

[Download ZIP](#)

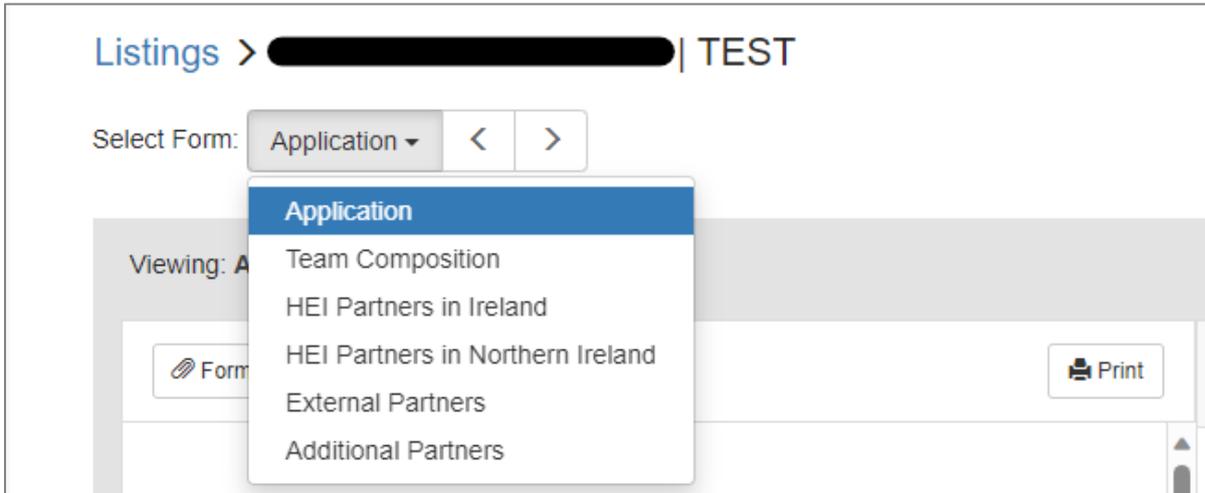
**Instructions:**

To review the submission, please click the blue "Review" button.

When reviewing, select the dropdown next to "Viewing Form:" to check for additional information. As well, check for attachments by clicking the "Form Attachments" dropdown. You can click on any attachment and it will populate in the center of the screen.

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



The screenshot shows the 'Viewing Form' dropdown menu with the following options:

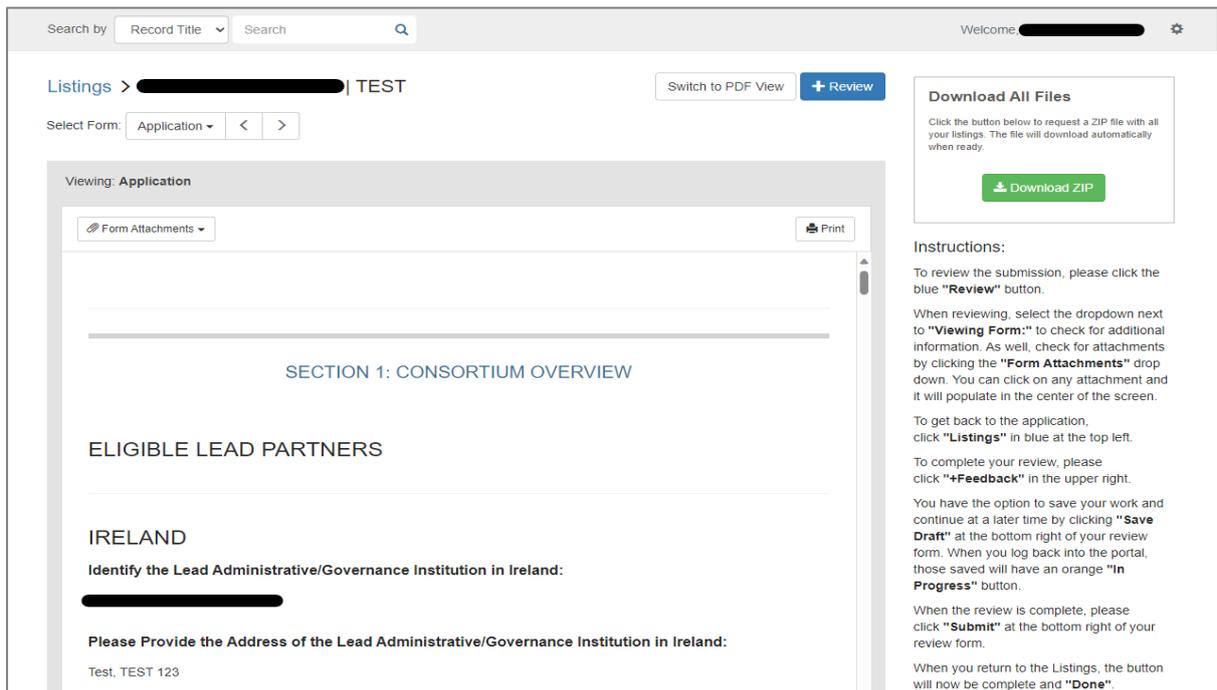
- Application (selected)
- Team Composition
- HEI Partners in Ireland
- HEI Partners in Northern Ireland
- External Partners
- Additional Partners

Other visible elements include: Listings > [redacted] | TEST, Select Form: Application (dropdown), < > navigation buttons, and a Print button.

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.



The screenshot shows a web interface for reviewing an application. At the top, there is a search bar with 'Record Title' selected and a search icon. Below the search bar, the breadcrumb 'Listings > [redacted] | TEST' is visible, along with a 'Switch to PDF View' button and a '+ Review' button. A 'Select Form:' dropdown is set to 'Application'. On the right, there is a 'Download All Files' section with a 'Download ZIP' button and instructions. The main content area is titled 'Viewing: Application' and contains a form with the following sections:

- SECTION 1: CONSORTIUM OVERVIEW**
- ELIGIBLE LEAD PARTNERS**
- IRELAND**
- Identify the Lead Administrative/Governance Institution in Ireland: [redacted]
- Please Provide the Address of the Lead Administrative/Governance Institution in Ireland:

At the bottom left of the form, it says 'Test, TEST 123'. On the right side of the form, there are instructions for reviewers, including how to use the 'Review', 'Form Attachments', 'Listings', '+Feedback', 'Save Draft', and 'Submit' buttons.

#### Step 4 – Completing a Review

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



This screenshot shows the top portion of the application review interface. It includes the search bar with 'Record Title' selected and a search icon. Below the search bar, the breadcrumb 'Listings > [redacted] | TEST' is visible. To the right of the breadcrumb, there is a 'Switch to PDF View' button and a '+ Review' button, which is highlighted with a blue border.

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

Listings > [REDACTED] TEST Switch to PDF View

Select Form: Application < >

Viewing: Application

Form Attachments
Print

SECTION 1: CONSORTIUM OVERVIEW

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ELIGIBLE LEAD PARTNERS

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**IRELAND**

**Identify the Lead Administrative/Governance Institution in Ireland:**

[REDACTED]

**Please Provide the Address of the Lead Administrative/Governance Institution in Ireland:**

Test, TEST 123

**Total Number of Partners in Ireland**

This field cannot be edited. It is automatically generated from data provided in the linked form 'HEI Partners in Ireland'.

Review

**Identify the Lead Administrative/Governance Institution in Ireland: \***

[REDACTED]

**Full Name of the Research Office Reviewer: \***

[REDACTED]

**Role of the Reviewer within the Higher Education Institution: \***

[REDACTED]

**To the best of your knowledge, can you confirm that the proposal is eligible for assessment as outlined in the terms and conditions stipulated in the Call Document: \***

If eligibility cannot be confirmed, the HEA reserves the right to not progress the application for assessment by the panel members.

Yes, I can confirm eligibility of the proposal

No, I cannot confirm eligibility

**Resources required to facilitate this proposal have been discussed with the Lead Administrative/Governance Institution in Ireland and Lead Institution in Northern Ireland: \***

I Agree

I Disagree

Close Save Draft Submit

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.

Search by Record Title Search

2 listings in total Show: All

<p>[REDACTED] TEST</p> <p><b>Project Title:</b> test title</p>	Continue
<p>[REDACTED] TEST</p> <p><b>Project Title:</b> Test Title</p>	Done

⏪ ⏩ 1 / 1 ⏪ ⏩

1 - 2 of 2

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

Search by  Search

Listings >  | TEST

**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.

Viewing: Application

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SECTION 1: CONSORTIUM OVERVIEW

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ELIGIBLE LEAD PARTNERS

Review

Thank you, your feedback has been submitted. You are no longer able to make changes to your review.

END