



ENERGY21 PROGRAMME

Marie Skłodowska-Curie COFUND Action

HELP MANUAL FOR THE ENERGY21 ONLINE APPLICATION SYSTEM

30th July 2014

PRELIMINARY NOTICES:

- All applicants wishing to apply for the UCD ENERGY21 Fellowships must submit electronic applications using Online Application System available on the Programme website: www.ucd.ie/energy21.
- All information entered into the online forms and submitted as attachments is confidential and available only to the project applicant and the ENERGY21 Programme Management Team. It will only be used for the purpose of the evaluation.
- For applications to be eligible and included in the selection procedure, the applicants are required to fully complete all mandatory fields in the online form and submit the research proposal and the academic CV in a pdf format no later than 30th September 2014 at 23.30 (UTC + 1h).

TABLE OF CONTENTS

1. Accessing the online application system	2
2. Registration on the system	2
3. Login to the system	3
4. Creating an application	5
5. Submitting an application	8
6. Viewing the application	9
7. OTHER ISSUES	10





ENERGY21 PROGRAMME

Marie Skłodowska-Curie COFUND Action

1. ACCESSING THE ONLINE APPLICATION SYSTEM

1.1 The online application system can be accessed via the **Apply** or **Login/Registration** button on the ENERGY21 website (www.ucd.ie/energy21) and through a link in the **Apply Now** section (<http://www.ucd.ie/energy21/applicationprocess/applynow>).

ENERGY21 HOME UCDIE SITE MAP CONTACT

UCD DUBLIN ENERGY21 PROGRAMME Marie Skłodowska-Curie COFUND Action

ABOUT FELLOWSHIPS APPLICATION PROCESS AWARDED FELLOWS NEWS & EVENTS ENERGY INSTITUTE FAQ

APPLICATION PROCESS

APPLICATION PROCESS TIMETABLE

APPLICATION DOCUMENTS

ASSESSMENT CRITERIA

APPLY NOW

RESOURCES

APPLY NOW

Click [here](#) to go to the online application system.

Co-funded by Marie Skłodowska Curie COFUND Action of the European Union.

2. REGISTRATION ON THE SYSTEM

2.1 In order to prepare and submit an application an applicant is required to register their profile in the Online Application System by creating a **new account**.

UCD Research Fellowships

Please login or create an account to access this page

Use an existing Account

Email or UCD Fellowship ID

Password

Forgot Password

Login

Click here to login

Create a new Account

Creating a new account is easy and only takes a minute - you will be asked simply for your email address, Password, name and security question

Create a New Account



This project is co-financed by the Marie Curie FP7-PEOPLE-2013-COFUND Action. Grant agreement no.: 609401.



ENERGY21 PROGRAMME

Marie Skłodowska-Curie COFUND Action

2.2 In the next step an applicant needs to complete all required fields and then click “**Create Account**”. NOTE: *If an applicant is a UCD student, alumnus or staff member they can use their existing UCD Connect account or UCD email, however, they are not obliged to do so.*

Create a new Account

If you are a UCD student, alumnus or staff member then you should use your existing account.

Please enter the details requested below including a password, security question and answer.

* indicates a required field.

First Name *	<input type="text"/>	Also known as Given Name
Last Name *	<input type="text"/>	Also known as Family Name or Surname
Email *	<input type="text"/>	
Mobile Number	<input type="text"/>	
Phone Number	<input type="text"/>	
Password *	<input type="password"/>	
Re-enter Password *	<input type="password"/>	
Security Question *	<input type="text"/>	
Security Answer *	<input type="text"/>	
<input type="button" value="Create Account"/>		

If you need help on Fellowship Applications, visit www.ucd.ie/energy21, e-mail energy21@ucd.ie or phone +353-1-716 4062

2.3 Once the account is created, an email will be sent to an applicant to confirm the registration on the system. The email will include the email address submitted, password, identification number and the link to the online application system. NOTE: *Please keep the registration email for your records, as you may require information included in the future.*

UCD Research Fellowship

Your account has been successfully created.

An email has been sent to [REDACTED] with your account details.

If you need help on Fellowship Applications, visit www.ucd.ie/energy21, e-mail energy21@ucd.ie or phone +353-1-716 4062

3. LOGIN TO THE SYSTEM

3.1 To login to the system after an account was created; the applicant can use the “Login” or “Apply” button on the Programme website. To login, an applicant can use an email address registered to the account or the identification number included in the confirmation email. NOTE: *if an applicant used an UCD email address to register, it is strongly advised to use identification number for login to the system, as using the email address may create some difficulties.*



This project is co-financed by the Marie Curie FP7-PEOPLE-2013-COFUND Action. Grant agreement no.: 609401.



ENERGY21 PROGRAMME

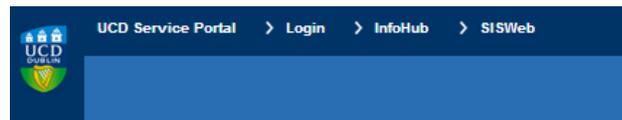
Marie Skłodowska-Curie COFUND Action

UCD Research Fellowships

Please login or create an account to access this page

The image shows a login and account creation interface. On the left, under the heading "Use an existing Account" (circled in red), there are input fields for "Email or UCD Fellowship ID" and "Password", a "Forgot Password" button, and a "Login" button. On the right, under the heading "Create a new Account", there is a paragraph of text and a "Create a New Account" button. A red arrow points from the "Use an existing Account" heading to the "Email or UCD Fellowship ID" field.

3.2 To logout from the online application system please click the “Logout” button on top the screen. It is possible to login to the system again using the “Login Again” button on the Logged out screen (not recommended).

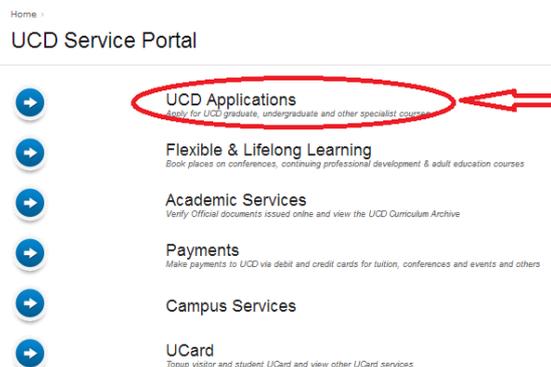


Logged out of UCD Service Portal

Thank you for using UCD Service Portal.
If you are finished, please close your browser to protect your privacy.

[Login Again](#)

Clicking on “Login Again” button will bring you to the UCD Service Portal where you should click on “UCD Applications” and then “UCD Research Fellowship Applications”, which will bring you to the Login screen from the section 3.1.



This project is co-financed by the Marie Curie FP7-PEOPLE-2013-COFUND Action. Grant agreement no.: 609401.



ENERGY21 PROGRAMME

Marie Skłodowska-Curie COFUND Action

Home >

Applications



- [My Applications](#)
View applications which are in progress or that you submitted previously
 - [Course Finder](#)
Search for courses to apply for
 - [Start a new Course Application](#)
Apply for a graduate or undergraduate course in UCD
- For help during the application process please click [here](#)
For help with Scholarship Applications, please click [here](#) for contact details.

- [Scholarship Applications](#)
Apply for a Scholarship in UCD
 - [UCD Research Fellowship Applications](#)
Apply for a UCD Research Fellowship
- 

4. CREATING AN APPLICATION

4.1 To create a new application applicants can either click “Continue” when they reach the screen in the Point 2.3 or login to the system using the ENERGY21 website button, if they logout directly after registering. Once, logged in they should click on “Start a new ENERGY21 Application 2014”.

Home >

UCD Research Fellowships



- [My Applications](#)
View details of any existing applications which you have made
- If you need help on Fellowship Applications, visit www.ucd.ie/energy21, e-mail energy21@ucd.ie or phone +353-1-716 4062

- [Start a new ENERGY21 Application 2014](#)
Click to commence an application for Energy21
- 

4.2 The next screen will present the full outline of the application that needs to be completed. The applicants will see the following fields (headings in blue):

- Personal Details
- General Questions
- Application Checklist
- Declaration

From this screen applicants can edit all three parts of the application that need to be completed. The editing can be done in any order that applicants choose.



This project is co-financed by the Marie Curie FP7-PEOPLE-2013-COFUND Action. Grant agreement no.: 609401.



ENERGY21 PROGRAMME

Marie Skłodowska-Curie COFUND Action

Home > Applications > UCD Research Fellowships > My Applications
Application for final test

PDF of Application Form

Personal Details		Contact Details	
Please fully complete personal details			
Application Number	155583	Email	enricou@tormal.com
Application Status	Not Submitted	Mobile	
Applicant	[Redacted]	Phone Number	
Applicant ID	V10037107	Home Address	
Gender		Citizenship	

General Questions

Question	Answer
Personal Details	
Process Title	
Process Summary	
Scientific field	
Relevance?	
Are there?	
Type of Fellowship	
Proposed UCD PI	
Proposed Ongoing host institution	
Ongoing host PI	
Other?	
Does your research involve human embryonic stem cells (hESC)?	
Does your research involve human embryos?	
Does your research involve human foetal tissue?	
I confirm that my research DOES NOT involve human embryonic stem cells (hESC), human embryos, or human foetal tissues.	
Does your research involve human participants?	
Are the objectives for access to human resources research?	
Are the persons unable to give informed consent?	
Are the vulnerable individuals or groups?	
Are they children or minors?	
Are they parents?	
Are they healthy volunteers for medical studies?	
Does your research involve physical interactions on the study participants?	
Does your research involve personal data collection and/or processing?	
Does your research involve further processing of previously collected personal data (secondary use)?	
Does your research involve animals?	
Will your research (in part or in full) be conducted in one or more non-EU countries?	
Is any of the research material collected in any non-EU country?	
Is any of the research material applied to any other country (including EU member states and non-EU countries)?	
Does your research involve the use of elements that may cause harm to the environment, animals or plants?	
Does your research deal with endangered fauna, flora, or protected areas?	
Does your research involve the use of elements that may cause harm to humans, including research staff?	
Does your research have the potential for military applications?	
Does your research have the potential for mass destruction, crime or terrorist abuse?	

Application Checklist

Your application form can be submitted once the form itself is complete. Any checklist items not currently available to you must be supplied afterwards.

Requirement	Status	Special Instructions	Documents Uploaded
Fellowship Proposal Document	Outstanding	Please upload your full proposal document, using the structure outlined here. * Maximum number of pages for proposal document is 12. Font size to be used is 11 for main text and 10 for tables. * Literature should be listed in footnotes, font size 8 or 9. All literature references will count towards the page limit.	Upload
Academic CV	Outstanding	Please upload an academic CV, using the format outlined here. Font: Arial, Font size: 11	Upload
Letters of Support	Outstanding	If applicable, please upload letter(s) to support your application (Please note that this is optional) - i.e. you are not required to include this with your application.	Upload

Declaration

By clicking SUBMIT below, I confirm the following:

- I certify that the information provided in the application form is correct.
- I have read and understood the Terms and Conditions for the UCD Skłodowska-Curie Fellowship Programme.
- I understand that UCD may withdraw any offer of a place or discontinue the Fellowship where supplied information is found to be incorrect, misleading or false.

I have read: proceed to next

For help during the application process, please click here
For help with Sponsorship Applications, please click here for contact details.

4.3 To edit and complete **Personal Details** applicants should click on “Add/Edit Personal Details”.

Home > UCD Research Fellowships > Application for [Redacted]

PDF of Application Form

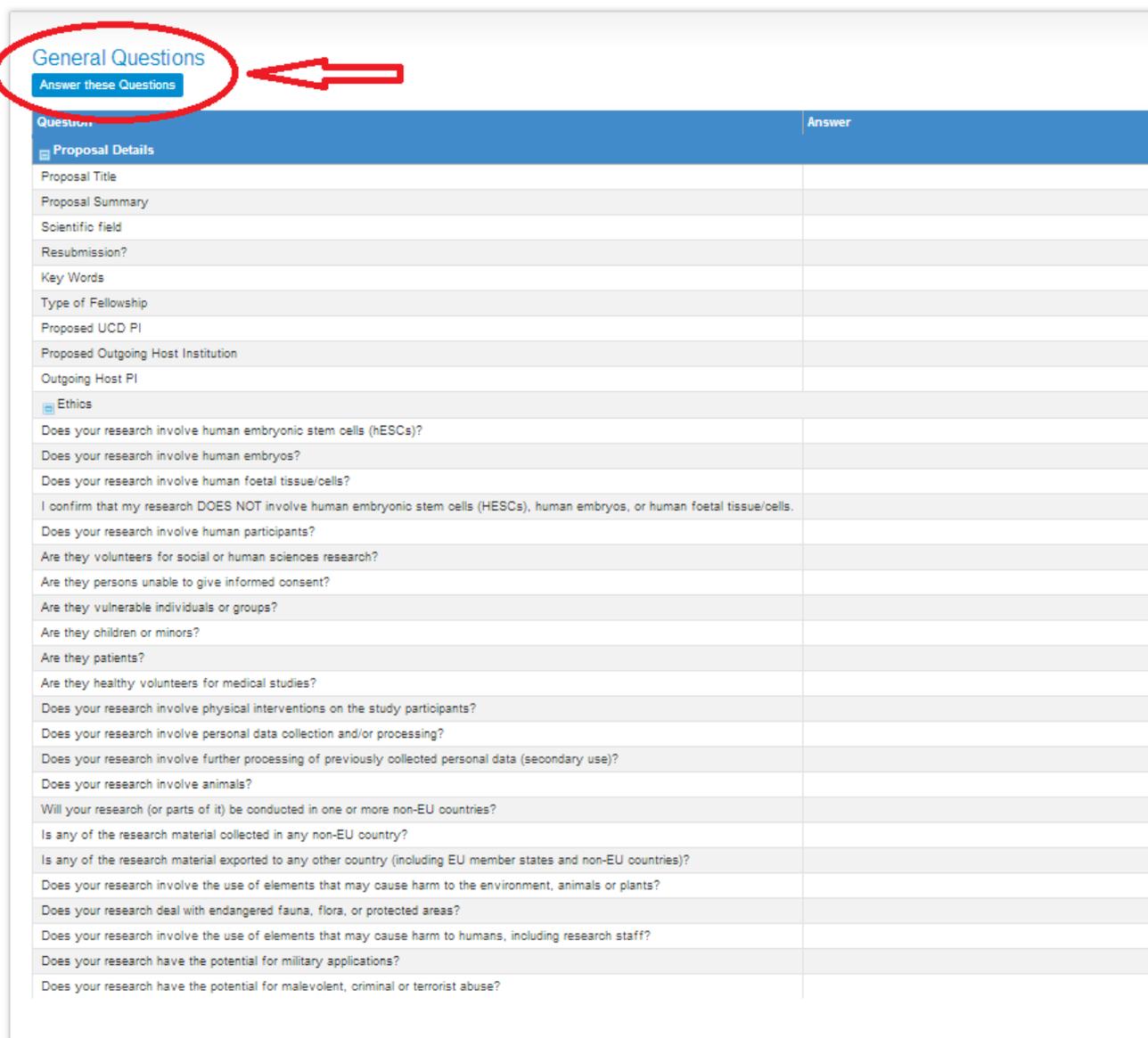
Personal Details		Contact Details	
Add / Edit Personal Details			
Application Number	155583	Email	[Redacted]
Application Status	Not Submitted	Mobile	
Applicant	[Redacted]	Phone Number	
Applicant ID	V10037107	Native Language	
Date of Birth		Home Address	
Gender			
Surname at Birth			



This project is co-financed by the Marie Curie FP7-PEOPLE-2013-COFUND Action. Grant agreement no.: 609401.

4.4 Please ensure that all mandatory fields are completed before “Save and return” button is clicked. If any fields are missing, all entries will have to be re-entered. Once Personal Details are saved they can be edited before the deadline for applications as well as after to ensure that all contact and other personal details are up to date.

4.5 To edit and complete **General Questions** applicants should click on “Answer these Questions”. The General Questions section consists of two parts: **Proposal Details** and **Ethics**. Please ensure that all mandatory fields are completed before “Save and return” button is clicked. If any fields are not completed, all entries will have to be re-entered. Once General Questions are saved they can be edited before the deadline for applications, but once an applicant submits the application (by clicking “Submit” button) these details can no longer be edited).



Question	Answer
Proposal Details	
Proposal Title	
Proposal Summary	
Scientific field	
Resubmission?	
Key Words	
Type of Fellowship	
Proposed UCD PI	
Proposed Outgoing Host Institution	
Outgoing Host PI	
Ethics	
Does your research involve human embryonic stem cells (hESCs)?	
Does your research involve human embryos?	
Does your research involve human foetal tissue/cells?	
I confirm that my research DOES NOT involve human embryonic stem cells (hESCs), human embryos, or human foetal tissue/cells.	
Does your research involve human participants?	
Are they volunteers for social or human sciences research?	
Are they persons unable to give informed consent?	
Are they vulnerable individuals or groups?	
Are they children or minors?	
Are they patients?	
Are they healthy volunteers for medical studies?	
Does your research involve physical interventions on the study participants?	
Does your research involve personal data collection and/or processing?	
Does your research involve further processing of previously collected personal data (secondary use)?	
Does your research involve animals?	
Will your research (or parts of it) be conducted in one or more non-EU countries?	
Is any of the research material collected in any non-EU country?	
Is any of the research material exported to any other country (including EU member states and non-EU countries)?	
Does your research involve the use of elements that may cause harm to the environment, animals or plants?	
Does your research deal with endangered fauna, flora, or protected areas?	
Does your research involve the use of elements that may cause harm to humans, including research staff?	
Does your research have the potential for military applications?	
Does your research have the potential for malevolent, criminal or terrorist abuse?	



ENERGY21 PROGRAMME

Marie Skłodowska-Curie COFUND Action

4.6 To upload the research proposal document and academic CV please click on relevant “Upload” button in the Application Checklist section of the application. Letters of Support (e.g. from the proposed Outgoing Host Institution) can also be uploaded as part of this application, however, this is optional.

Requirement	Status	Special Instructions	Documents Uploaded
Fellowship Proposal Document	Outstanding	Please upload your full proposal document, using the structure outlined here . • Maximum number of pages for proposal document is 12. Font size to be used is 11 for main text and 10 for tables. • Literature should be listed in footnotes, font size 8 or 9. All literature references will count towards the page limit.	
Academic CV	Outstanding	Please upload an academic CV, using the format outlined here . Font: Arial, Font size: 11	
Letters of Support	Outstanding	If applicable, please upload letter(s) to support your application Please note that this is optional - i.e. you are <i>not required</i> to include this with your application.	

4.7 Once the documents (Proposal and CV and Letters of Support (optional)) are uploaded they can be removed and new versions can be re-uploaded. This can only be done before the application is submitted.

Requirement	Status	Special Instructions	Documents Uploaded
Fellowship Proposal Document	Received on 30 July 2014	Please upload your full proposal document, using the structure outlined here . • Maximum number of pages for proposal document is 12. Font size to be used is 11 for main text and 10 for tables. • Literature should be listed in footnotes, font size 8 or 9. All literature references will count towards the page limit.	EH_testProposal.docx
Academic CV	Outstanding	Please upload an academic CV, using the format outlined here . Font: Arial, Font size: 11	
Letters of Support	Outstanding	If applicable, please upload letter(s) to support your application Please note that this is optional - i.e. you are <i>not required</i> to include this with your application.	

5. SUBMITTING AN APPLICATION

5.1 Before submitting an application an applicant should ensure that all online fields are completed with correct information and correct files are uploaded in the Application Checklist.

5.2 To submit, click the “Submit” button. By clicking the SUBMIT button an applicant confirms the following:

1. I certify that the information provided in the application form is correct
2. I have read and understood the Terms and Conditions for the UCD ENERGY21 Fellowship Programme
3. I understand that UCD may withdraw any offer of a place or discontinue the Fellowship where supplied information is found to be incorrect, misleading or falsified.

Declaration

By clicking SUBMIT below, I confirm the following:

1. I certify that the information provided in the application form is correct
2. I have read and understood the Terms and Conditions for the UCD ENERGY21 Fellowship Programme
3. I understand that UCD may withdraw any offer of a place or discontinue the Fellowship where supplied information is found to be incorrect, misleading or falsified

1 rows took .01 seconds to run

For help during the application process, please click [here](#)
For help with Scholarship Applications, please click [here](#) for contact details.



This project is co-financed by the Marie Curie FP7-PEOPLE-2013-COFUND Action. Grant agreement no.: 609401.



ENERGY21 PROGRAMME

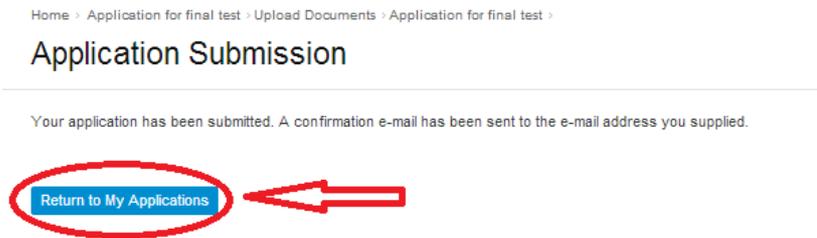
Marie Skłodowska-Curie COFUND Action

5.3 Once the application is submitted an applicant will be sent a confirmation email.

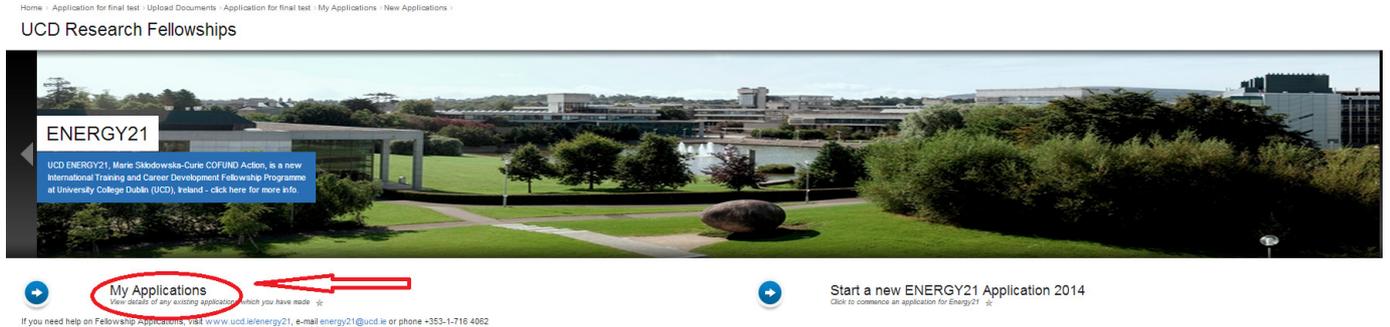
6. VIEWING THE APPLICATION

6.1 An applicant can view the application and its status by the following means:

a) straight after submitting the application using the “Return to my applications” button on the Application Submission screen.

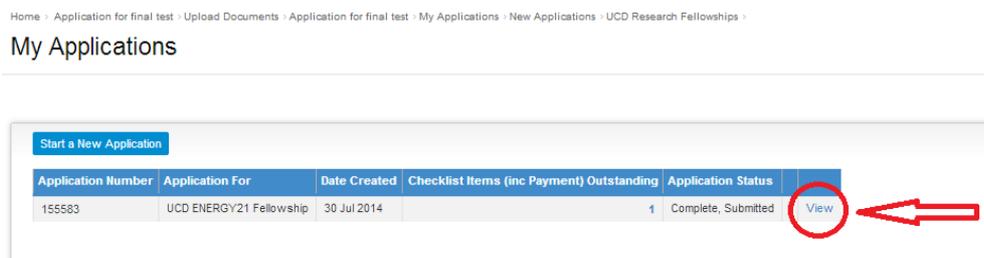


b) by logging into the system again and using “My Applications” button.



Both ways will bring an applicant to the screen listing application(s) created by him/her.

6.2 To edit an application that has not yet been submitted or to view submitted application click on “View”.



For help during the application process, please click [here](#)
For help with Scholarship Applications, please click [here](#) for contact details.





ENERGY21 PROGRAMME

Marie Skłodowska-Curie COFUND Action

6.3 Applications status can be checked in the Personal Details section.

Personal Details		Contact Details	
Please fully complete personal details			
Application Number	155583	Email	ekrawczyk@hotmail.com
Application Status	Complete, Submitted Withdraw	Mobile	1 111 111 111
Applicant	Dr final test	Phone Number	1 111 111 111
Applicant ID	V10037107	Home Address	final, test, test, Co Dublin
Gender	Female	Citizenship	Ireland

6.4 An applicant can withdraw their application at any stage by clicking the “Withdraw” button.

Personal Details		Contact Details	
Please fully complete personal details			
Application Number	155583	Email	ekrawczyk@hotmail.com
Application Status	Complete, Submitted Withdraw	Mobile	1 111 111 111
Applicant	Dr final test	Phone Number	1 111 111 111
Applicant ID	V10037107	Home Address	final, test, test, Co Dublin
Gender	Female	Citizenship	Ireland

7. OTHER ISSUES

7.1 At the bottom of the application screen the following text appears:

“For help during the application process, please click [here](#)
For help with Scholarship Applications, please click [here](#) for contact details.”

Requirement	Status	Special Instructions	Documents Uploaded
Fellowship Proposal Document	Received on 30 July 2014	Please upload your full proposal document, using the structure outlined here. • Maximum number of pages for proposal document is 12. Font size to be used is 11 for main text and 10 for tables. • Literature should be listed in footnotes, font size 8 or 9. All literature references will count towards the page limit.	EH_testProposal.docx Upload
Academic CV	Received on 30 July 2014	Please upload an academic CV, using the format outlined here. Font: Arial, Font size: 11	EH_testCV.docx Upload
Letters of Support	Outstanding	If applicable, please upload letter(s) to support your application Please note that this is optional - i.e. you are not required to include this with your application.	Upload

For help during the application process, please click [here](#)
For help with Scholarship Applications, please click [here](#) for contact details.

Please note that this text does not relate to the UCD ENERGY21 Fellowship online application system but the entire UCD Online Applications System, therefore clicking on “here” will not provide a link to information related to ENERGY21 Fellowships.

7.2 Applicants can save the online application form by clicking on “PDF of Application Form” button.





ENERGY21 PROGRAMME

Marie Skłodowska-Curie COFUND Action

Home > Applications > My Applications >

Application for [REDACTED]

[PDF of Application Form](#)

Personal Details		Contact Details	
Add / Edit Personal Details			
Please fully complete personal details			
Application Number	155583	Email	ekrawczyk@hotmail.com
Application Status	Complete, Submitted Withdraw	Mobile	1 111 111 111
Applicant	Dr final test	Phone Number	1 111 111 111
Applicant ID	V10037107	Home Address	final, test, test, Co Dublin
Gender	Female	Citizenship	Ireland

7.3 In case of any difficulties or technical problems related with the ENERGY21 Online Application System please contact the Programme Manager, Ela Hogan at:

E: energy21@ucd.ie

T: +353-1-716 4062

Skype: [UCD ENERGY21](#)



This project is co-financed by the Marie Curie FP7-PEOPLE-2013-COFUND Action. Grant agreement no.: 609401.