Environmental Protection Agency
An Ghníomhaireacht um Chaomhnú Comhshaoil

EPA's Grant Management System-User Registration Guide

Updated March 2024

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Purpose

This document is a guide to registering as a user of the EPA's Grant Management and Application Portal in the following roles:

1. Applicant
2. Research Proposal Authoriser
3. Finance Office Contact
4. Evaluator/Reviewer

> **Please read this document carefully prior to registering on the EPA's Grant Management and Application Portal.**

This document does not replace, but is complimentary to the:

1. EPA's Grant Management System – User Guide for Applicants
2. EPA's Grant Management System – User Guide for Grantees
3. EPA's Grant Management System – User Guide for Research Proposal Authorisers
4. EPA's Grant Management System – User Guide for Finance Office Contacts
5. EPA's Grant Management System – User Guide for Evaluators & Reviewers

The above documents are available to download from the Portal or the [EPA's Grant Management and Application portal user guidance web page](#) on the EPA website.

More Information

Additional information is available from the [EPA Research Calls section of the EPA website](#) and the EPA Research call [Frequently Asked Questions (FAQs) web page](#). For any information or assistance not covered in the above documents or web pages please contact: [research@epa.ie](#).

Disclaimer

Although every effort has been made to ensure the accuracy of the material contained in this document, complete accuracy cannot be guaranteed. The Environmental Protection Agency does not accept any responsibility whatsoever for loss or damage occasioned or damages claimed to have been occasioned, in part or in full, as a consequence of any person acting, or refraining from acting, as a result of a matter contained in this document.

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Introduction

The EPA's Grant Management and Application portal is a web-based system that enables the online submission, evaluation and ongoing management of applications for research funding. You can access the EPA's Grant Management and Application Portal at https://epa.smartsimple.ie

User Types

The following table lists the user types can be registered as contacts for your organisation:
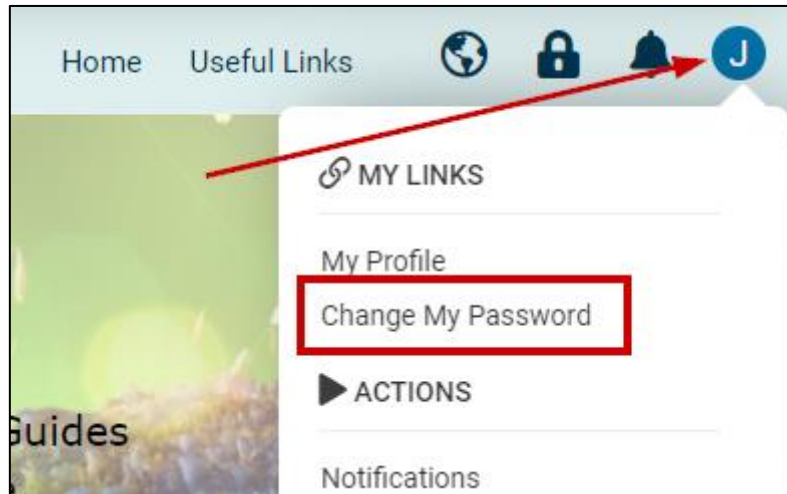
User Type	Purpose	Registration
Applicant	An applicant can create and submit a grant application under their own name and own organisation and administer their own grants that have been awarded by the EPA (including financial activities).	Via button on the portal login page
Research Proposal Authoriser	This is the person (or persons) authorised on behalf of the Applicant's organisation to confirm support of the application and agreement with the Applicant's declarations. This person will also accept grant offers made via the system.	By invitation only.
Finance Office Contact	This is the person (or persons) within the Applicant's organisation authorised to assist with the financial reporting requirements of a grant application and other financial-related requests. This person will have access to sensitive financial information.	By invitation only.
Evaluator/ Reviewer	This is a person who has been invited by the EPA to act as an Evaluator, Reviewer or Steering Committee Member, and who may be asked to evaluate new applications for research funding, review reports and other deliverables submitted by grantees, or attend Steering Committee Meetings for awarded grants.	By invitation only.

IMPORTANT – PLEASE READ

1. Typically, your registration request will be reviewed within 2 working days of being submitted. However; during peak periods this make take longer – please ensure you take this into account if you are interested in applying for EPA funding.

2. The EPA may seek additional information and verification regarding your registration request – the EPA's decision on whether to approve a request will be final.

3. The EPA may, at its sole discretion, revoke or suspend your access to the system at any time.
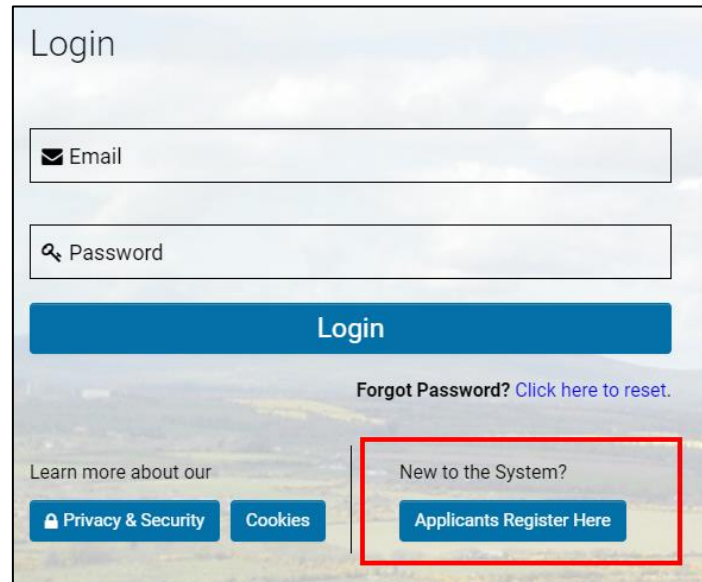

Passwords

Your username and password are unique to you and **must not be disclosed to anyone under any circumstances**. If you suspect your password may have been accidentally disclosed, you should change it immediately by using the Forgot Password? link on the login screen, or if logged into the system by clicking on your profile icon in the top right-hand corner of the screen and selecting Change My Password.

New Applicant Registration

To register as an applicant under an organisation that is already registered on our system, click on the **Applicants Register Here button** on the portal login page (https://epa.smartsimple.ie):

You will now see the following EPA policies displayed on screen:

1. Privacy Policy
2. Terms of Use
3. Confidentiality Declaration
4. Conflict of Interest

Before you can complete your registration request you will be required to confirm acceptance of these policies by clicking on the **Accept button** at the bottom of the screen.

Completing the Registration Form

IMPORTANT:

1. You must register as an Applicant under your own organisation only – if your organisation is not registered on the system please refer to page 5 (New Applicant and New Organisation Registration)

2. You must provide an email address that confirms your affiliation with your organisation and identifies you as the user e.g. (your name)@(your organisation).xxx – generic email addresses will not be accepted by the EPA (e.g. info@, research@, etc.). Additionally, personal emails (@gmail, @hotmail etc) are not acceptable.

3. Providing incomplete or incorrect information will delay your registration request and may result in the request being declined by the EPA.

4. To avoid delays in processing, or rejection of your request please ensure you follow the instructions on the registration form.

1. Begin typing your organisation name into the Organisation Name field (1)

2. A list of matching organisations will be displayed below the field – click on an option to select it (2)

   OR

3. If no match is found, click on the Create your organisation here link (3) – refer to page 5 (New Applicant and New Organisation Registration) for notes on this process

4. Complete the fields under the heading Applicant Contact Information.

5. Submit your registration request for review. Requests will typically be reviewed within two working days however during peak periods this may take longer. When you have successfully submitted your request the following message will appear on screen:
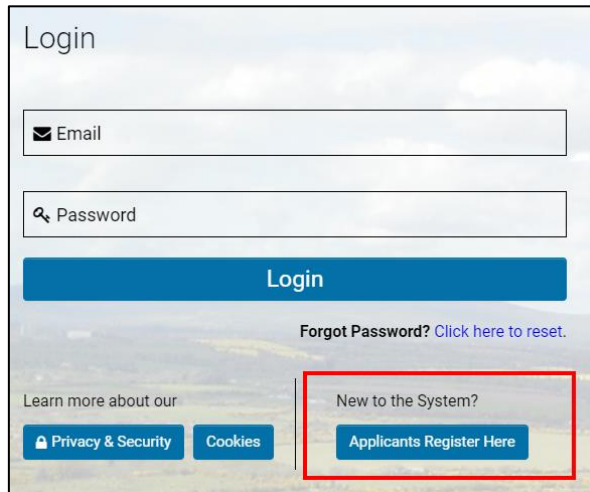

EPA Review

The EPA will review your request and:

1. **Approve it** – you will receive a notification from donotreply.epa@smartsimple.ie that includes your username and a link to complete your account setup NOTE: the account setup link is valid for 24 hours only.

   OR

2. **Query it** – we may contact you for additional information

   OR

3. **Decline it** – you will receive a notification from donotreply.epa@smartsimple.ie that includes the reason why your request was declined

New Applicant and New Organisation Registration

To register as a new applicant with a new organisation (i.e. one that is not already registered on the EPA's Grant Management System) click on the **Applicants Register Here button** on the portal login page (https://epa.smartsimple.ie).

You will now see the following EPA policies displayed on screen:

1. Privacy Policy

2. Terms of Use

3. Confidentiality Declaration

4. Conflict of Interest

Before you can complete your registration request you will be required to confirm acceptance of these policies by clicking on the **Accept button** at the bottom of the screen.

Completing the Registration Form

IMPORTANT:

1. To avoid delays in processing, or rejection of your request please ensure you follow the instructions on the registration page.

2. As a minimum, you must provide details of the proposed Applicant and the proposed Research Proposal Authoriser. You can also provide details of the proposed Finance Office Contact, however this is optional.

3. You must provide an email address that confirms your affiliation with your organisation and identifies you as the user e.g. (your name)@(your organisation).xxx – generic email addresses will not be accepted by the EPA (e.g. info@, research@, etc.). Additionally, personal emails (@gmail, @hotmail etc) are not acceptable.

4. Providing incomplete or incorrect information will delay your registration request and may result in the request being declined by the EPA.

1. Begin by clicking on the **Crete your organisation here link** at the bottom of the instructions section:

2. Complete all of the organisation fields (compulsory fields are marked with a red asterisk (*)).

3. Provide details of a Research Proposal Authoriser for your organisation – please note:

     I.   A Research Proposal Authoriser is a person authorised on behalf of your organisation to confirm support of an application for funding and agreement with the lead applicant's declarations.

     II. The Research Proposal Authoriser email address cannot be the same as an Applicant or Finance Office Contact email address.

     III. You must provide an email address that identifies the user and confirms their affiliation with the organisation e.g. (name)@(organisation).xxx – generic email addresses will not be accepted by the EPA (e.g. info@, research@, etc.). Additionally, personal emails (@gmail, @hotmail etc) are not acceptable.

4. Additionally, you may also provide details of a Finance Office Contact for your organisation – please note:

     I.   A Finance Office Contact is a person within your organisations who is authorised to assist with the financial reporting requirements of EPA-funded research projects and with other financial-related requests or queries.

     II. The Finance Office Contact email address cannot be the same as an Applicant or Research Proposal Authoriser email address.

     III. You must provide an email address that identifies the user and confirms their affiliation with the organisation e.g. (name)@(organisation).xxx – generic email addresses will not be accepted by the EPA (e.g. info@, research@, etc.). Additionally, personal emails (@gmail, @hotmail etc) are not acceptable.

5. Complete the fields under the heading Applicant Contact Information.

6. Submit your registration request for review. Requests will typically be reviewed within two working days however during peak periods this may take longer. When you have successfully submitted your request the following message will appear on screen:

Registration Request Submitted

Thank you for submitting your request to register on the EPA's Grant Management and Application Portal. Your request will be reviewed and if accepted we will forward a link to activate your account. ==Please note - your registration request will typically be reviewed within two working days, however during peak periods this make take longer.== If you have any queries regarding the status of your request please contact research@epa.ie.

Log in here

EPA Review

The EPA will review your request and:

1. **Issue registration invitations** to the nominated Research Proposal Authoriser and Finance Office Contact for your organisation (as applicable)

   THEN (when the user registration is completed)

2. **Approve it** – you will receive a notification from donotreply.epa@smartsimple.ie to confirm that your organisation has been approved.

   OR

3. **Query it** – we may contact you for additional information

   OR

4. **Decline it** – you will receive a notification from donotreply.epa@smartsimple.ie that includes the reason why your request was declined.

New Research Proposal Authorisers – Existing Organisations

If you need to add a new Research Proposal Authoriser to your organisation please contact research@epa.ie with details of the request, including the new user's name and email address. The EPA will issue a registration invitation to the person that you have nominated.

PLEASE NOTE:

1. You must provide an email address that identifies the user and confirms their affiliation with the organisation e.g. (name)@(organisation).xxx – generic email addresses will not be accepted by the EPA (e.g. info@, research@, etc.). Additionally, personal emails (@gmail, @hotmail etc) are not acceptable..Providing incomplete or incorrect information will delay the registration request and may result in the request being declined by the EPA.

2. Requests will only be considered from known/verifiable contacts (e.g. users who are already registered on our system in the same role).

Once the registration is complete, the user will receive a notification from donotreply.epa@smartsimple.ie that includes their username and a link to complete the account setup **NOTE:** the account setup link is valid for 24 hours only.

New Finance Office Contacts – Existing Organisations

If you need to add a new Finance Office Contact to your organisation please contact research@epa.ie with details of the request, including the new user's name and email address. The EPA will issue a registration invitation to the person that you have nominated.

PLEASE NOTE:

1. You must provide an email address that identifies the user and confirms their affiliation with the organisation e.g. (name)@(organisation).xxx – generic email addresses will not be accepted by the EPA (e.g. info@, research@, etc.). Additionally, personal emails (@gmail, @hotmail etc) are not acceptable. Providing incomplete or incorrect information will delay the registration request and may result in the request being declined by the EPA.

2. Requests will only be considered from known/verifiable contacts (e.g. users who are already registered on our system in the same role).

Once the registration is complete, the user will receive a notification from donotreply.epa@smartsimple.ie that includes their username and a link to complete the account setup NOTE: the account setup link is valid for 24 hours only.

New Evaluator/Reviewer Registration

If you have been invited to register as an Evaluator/Reviewer on the EPA's Grant Management and Application System, the EPA will forward a registration link to your email address.

PLEASE NOTE:

1. You must provide an email address that identifies you as the user and confirms your affiliation with your organisation e.g. (name)@(organisation).xxx – generic email addresses will not be accepted by the EPA (e.g. info@, research@, etc.). Providing incomplete or incorrect information will delay the registration request and may result in the request being declined by the EPA.

2. If you are not located in a country that is In the EU, EEA, or that has been recognised as an Adequate Country by the European Commission you will also be required to complete and return a copy of the EPA's Standard Contractual Clauses document – if this document is required it will be included with the email that contains your registration link.

Once the registration is complete, you will receive a notification from donotreply.epa@smartsimple.ie that includes your username and a link to complete your account setup NOTE: the account setup link is valid for 24 hours only.

End of document: EPA's Grant Management System - User Registration Guide

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