

Environmental Protection Agency
An Ghníomhaireacht um Chaomhnú Comhshaoil



EPA's Grant Management System- User Registration Guide

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EPA's Grant Management System- User Registration Guide

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

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 Research Call Technical Description Document
2. EPA Research Guidelines and Terms & Conditions
3. EPA's Grant Management System – User Guide for Applicants
4. EPA's Grant Management System – User Guide for Grantees
5. EPA's Grant Management System – User Guide for Research Proposal Authorisers
6. EPA's Grant Management System – User Guide for Finance Office Contacts

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 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:

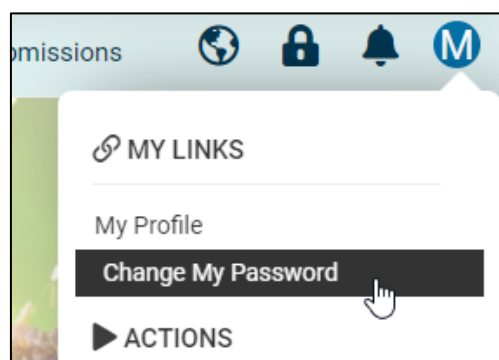
User Type	Purpose	Registration
Applicant	An applicant can create and submit a grant application under their own name and own organisation, and administer their own grants that have been awarded by the EPA.	Via button on the portal login page
Research Proposal Authoriser	This is the person (or persons) 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.	By invitation only.

IMPORTANT – PLEASE READ

1. 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.
2. The EPA may, at its sole discretion, revoke or suspend your access to the system at any time.

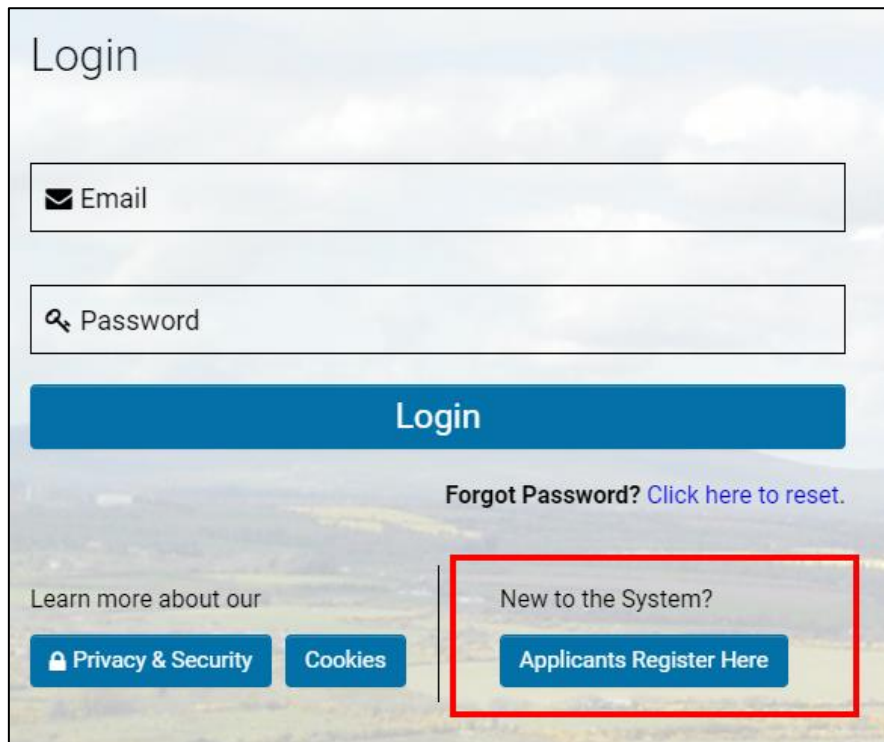
Passwords

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>):



The screenshot shows a login form titled "Login" with a background image of a landscape. It includes an "Email" input field with an envelope icon, a "Password" input field with a magnifying glass icon, and a blue "Login" button. Below the button is a link: "Forgot Password? Click here to reset." At the bottom left, there are links for "Learn more about our" (with a lock icon), "Privacy & Security", and "Cookies". At the bottom right, there is a section titled "New to the System?" with a blue button labeled "Applicants Register Here", which is highlighted with a red rectangular border.

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 4 (New Applicant and New Organisation Registration)
2. You must provide an email address that identifies you as the user – generic email addresses will not be accepted by the EPA (e.g. info@, research@, etc.). Providing incomplete or incorrect information will delay your registration request and may result in the request being declined by the EPA.
3. To avoid delays in processing, or rejection of your request please ensure you follow the instructions at the top of the page.

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 4 (New Applicant and New Organisation Registration) for notes on this process

PLEASE NOTE: Generic email addresses (e.g. research@, finance@ or info@) will not be accepted - individual user details must be provided.

Can't find your organisation? [Create your organisation here](#) 3

* Organisation Name 1

EPA Research

Organisation Name: EPA Research Test Organisation
 Address: PO Box 3000, Johnstown Castle Estate 2
 City: Wexford

Organisation Name: EPA Research TEST UK Organisation
 Address: 1 Sesame Street
 City: Leeds

* First Name

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

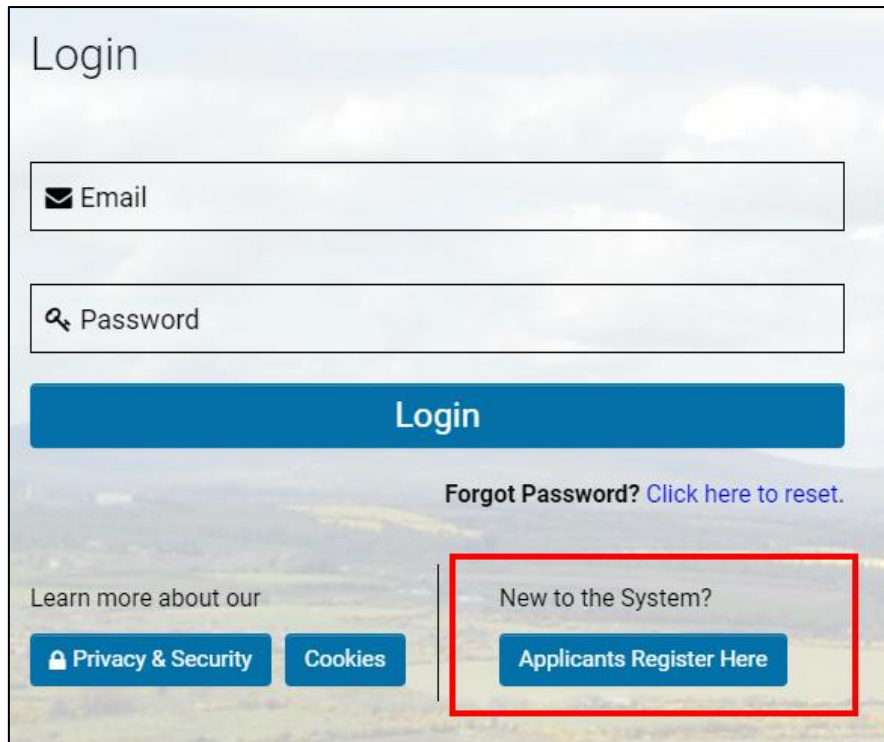
EPA Review

The EPA will review your request and:

1. **Approve it** – you will receive a notification from donotreply.epa@smartsimple.ie that includes your one-time-only password and login details
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 at the top of the page.
2. You must provide email addresses that identify the users – generic email addresses will not be accepted by the EPA (e.g. info@, research@, etc.). 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 **Create your organisation here link** at the bottom of the instructions section:

Organisation Lookup

i **Instructions**

The organisation to which you belong must be registered before you as an individual can register.

If your organisation is already registered in the system it will appear once you begin to type it in the field entitled Organisation Name.

If your organisation does not appear on the list please click on the link located under the field entitled Organisation Name. This will bring you to a registration page that will allow you to simultaneously register yourself and your organisation.

Once you have received your login details and confirmation that your organisation has been registered (this may take up to one working day) you will be able to log in and use the system.

Note: Please ensure that your spam filter will not block the email address donotreply.epa@smartsimple.ie. Preferably add this address to your contacts/address book before registering.

PLEASE NOTE: Generic email addresses (e.g. research@, finance@ or info@) will not be accepted - individual user details must be provided.

Can't find your organisation? Create your organisation here

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 the application 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 – generic email addresses will not be accepted by the EPA (e.g. info@, research@, etc.)
4. Additionally, you can 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 – generic email addresses will not be accepted by the EPA (e.g. info@, research@, etc.)

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.

PLEASE NOTE:

1. You must provide an email address that identifies the user – 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. Requests will only be considered from known/verifiable contacts (e.g. users who are already registered on our system in the same role).

The EPA will issue a registration invitation to the person that you have nominated. Once the registration is complete, the user will receive a notification from donotreply.epa@smartsimple.ie that includes their one-time-only password and login details.

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.

PLEASE NOTE:

1. You must provide an email address that identifies the user – 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. Requests will only be considered from known/verifiable contacts (e.g. users who are already registered on our system in the same role).

The EPA will issue a registration invitation to the person that you have nominated. Once the registration is complete, the user will receive a notification from donotreply.epa@smartsimple.ie that includes their one-time-only password and login details.

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