

OLLSCOIL NA GAILLIMHE UNIVERSITY OF GALWAY

**Research Recruitment Submission Portal – Training Manual** 

## All Post Proposal Forms must be submitted via our Research Recruitment Submission Portal access here

Upon clicking into the Portal, you will be directed to the home screen.

You have the choice to complete the form in either English or Irish – please select your preferred language.

Clear instructions are displayed in the centre of the screen.

On the right-hand side yellow boxes provide useful links. Please ensure that you complete and attach the most current **Post Proposal Form (PPF)**, as this is a mandatory component of your submission through this PowerApp.





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The 'My Submissions' button displays all your current and past submissions. It clearly indicates both the RAO and HR status, offering greater transparency and ease of tracking.

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New Submittation		
Albert Einstein PPF Submission ID: 16	Maire Curie Junior PPF Submission ID: 17 I Submission Date: 4/25/2025 2:30 PM	Maire Curie Senior PPE Submission ID: 18 Submission Date: 4/25/2025 4:34 PM
European Funding New Post	Halth Research Roard Contract Research	Research belond Contract Research
RAO Status - Approved	RAO Status - Not Yet Started	RAO Status - Not Yet Started
HR Status - Waiting on Visa	HR Status - Not Yet Started	HR Status - Not Yet Started
Jocelyn Bell Burnell PPF Submission ID: 19	PPF Submission ID: 20	Jocefyn Bell PPF Submission ID: 21
European Funding 6 Marsh Tean Reconsider Cantract	Research Indeed New Post	Galaxy University Franklation 6 Month Nam Revenable Cartie
RAO Status - Not Yet Started	RAO Status - Not Yet Started	RAO Status - Not Yet Started
HR Status - Not Yet Started	HR Status - Not Yet Started	HR Status - Not Yet Started

To initiate a new submission, click the 'New Submission' button.

After clicking 'New Submission' you will be taken to a new screen where you are required to enter and upload all relevant information in relation to your post.

**NOTE:** You must complete all fields marked with an asterisk (\*) before submission is possible.



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To attach your completed PPF, click Attach PPF then select your completed PPF.

Once all required fields are completed and your PPF is attached, the 'Submit' button will become active (blue). You may then click it to submit your application.

To return to the home screen at any time, click 'Home' on the bottom left.



Research Recruitment Submission				
PI/Hiring Manager to be kept no	tified	()		
@universityofga	shway.ie	~		
Additional Staff Memebers to be	e kept notified	()		
mary.henry@universityofgalway.	ie	~		
Name of the person being hired		0		
Catherine Murphy				
Funding Type	i · Contract Type	()		
Research Ireland	✓ New Post	~		
Please attach PPF		()		
Post_Proposal_Form_Unive	ersity-of-Galway_Scales-March-2025.xls Unsaved	×		
Attach PPF				
Home	University of (	Galway		

After submission, you will be notified on-screen that your application has been successfully submitted. Additionally, both you and any individuals you requested to be notified will receive a confirmation email containing your reference number.



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You progre You car	will be notified via automatic emails as your submission isses through the approval process in the HR/RAO offices. n also view the status of your submissions by navigating to the 'My Submissions' section of the Portal.	
Ho	ome New Close Submission Leave Feedback	

We welcome your input as part of our commitment to continuous improvement. Please click the 'Leave Feedback' button to access the feedback form. Your suggestions are greatly appreciated and help us further enhance our processes.