



Research Recruitment Submission Portal – Training Manual

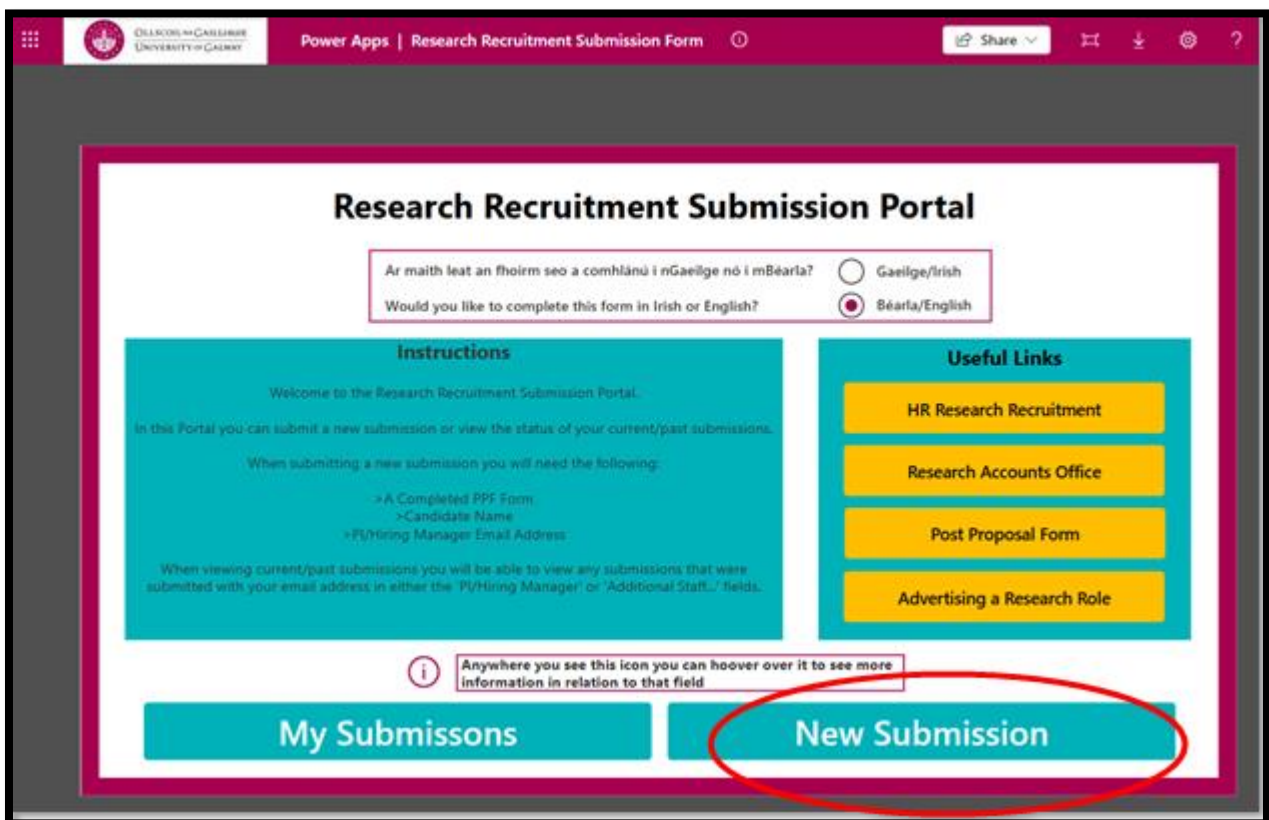
All Post Proposal Forms must be submitted via our Research Recruitment Submission Portal [access here](#)

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.

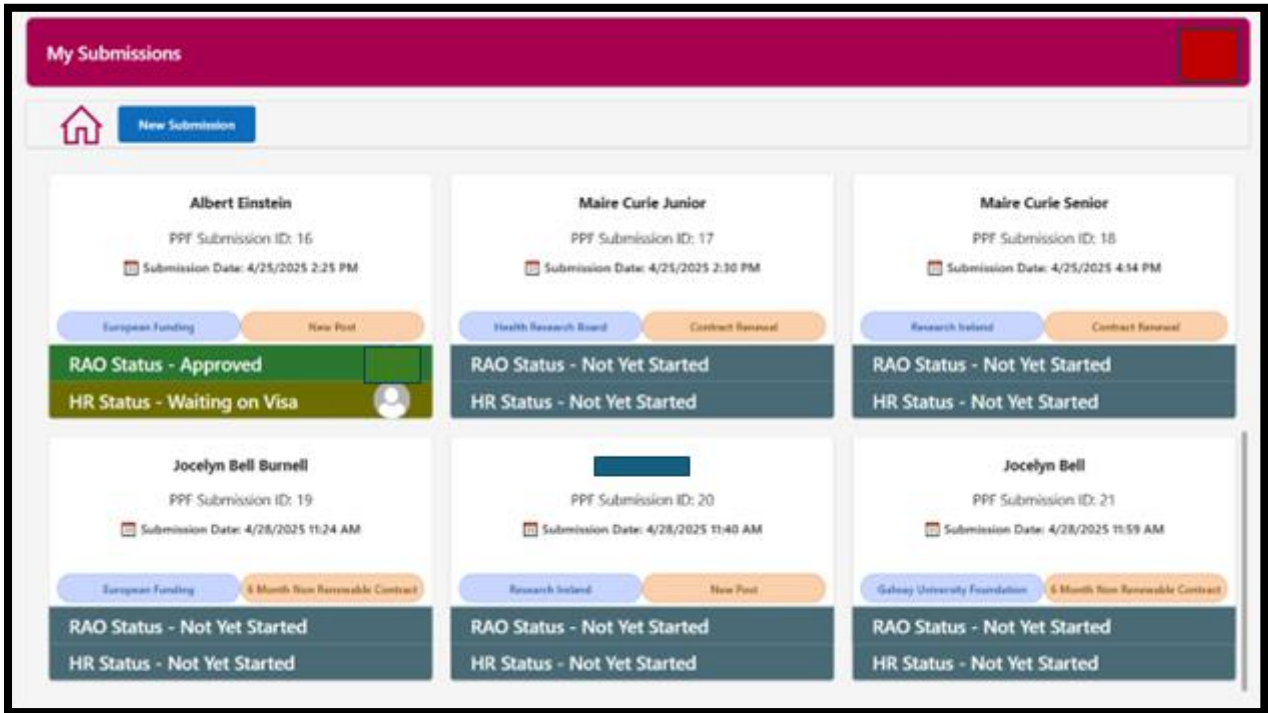
Clear instructions are displayed in the centre of the screen.

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.





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.



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.



Research Recruitment Submission

* PI/Hiring Manager to be kept notified (i)
Enter Email Address

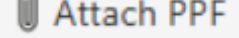
Additional Staff Memebers to be kept notified (i)
Enter Email Address (You may select multiple email address)

* Name of the person being hired (i)

* Funding Type (i) * Contract Type (i)
Choose Funding Type Choose Contract Type

* Please attach PPF (i)
There is nothing attached.
Attach PPF

Home **University of Galway** Submit

To attach your completed PPF, click  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 notified ⓘ
[Redacted]@universityofgalway.ie ▼

Additional Staff Memebers to be kept notified ⓘ
mary.henry@universityofgalway.ie ▼

* Name of the person being hired ⓘ
Catherine Murphy

* Funding Type ⓘ * Contract Type ⓘ
Research Ireland ▼ New Post ▼

* Please attach PPF ⓘ
Post_Proposal_Form_University-of-Galway_Scales-March-2025.xls *Unsaved* ✕
Attach PPF

Home **University of Galway** Submit

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.



Thank you for submitting!

You will be notified via automatic emails as your submission progresses through the approval process in the HR/RAO offices.

You can also view the status of your submissions by navigating to the 'My Submissions' section of the Portal.

[Home](#) [New Submission](#) [Close](#)

[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.