



ONLINE APPLICATION SYSTEM: GUIDELINES FOR EXPERT READERS

1. BEING ADDED AS A SYSTEM USER

Expert readers are added as users of our translation grant application system by a staff member who has received prior permission from you to use the following details in your registration as a system user:

- First name
- Surname
- Email address.

This data is protected by encryption. You may request a copy of all your data at any time. You may request that your data be deleted from the system at any time.

Once a staff member has added your name and email address to the system, you will receive an automated email asking you to validate the email provided by clicking on a link. The email will also contain your username and a temporary password, which you can change (see section 2), and links to guidelines and our privacy policy.

Dear Lingnan Zhang,

This email is being sent to you to validate the email address you provided for your Literature Ireland translation grant system login.

To ensure the security of the account information associated with your login, please take a moment to click through the link below and verify that we have the correct email address.

Please note that if you do not confirm your email address, your login details will eventually be automatically disabled.

<https://www.literatureirelandgrantapplication.com/ILGAS/VerifyRegisteredEmailHash?scope=activation&userId=ZhangLingnan&hash=en5tx32xh5d5en9pcb5okdpel82u1>

To log into the system, you can use the following account information:

Your login: ZhangLingnan

Your email address: zhang.lingnan2020@gmail.com

Your interim password: ZhangLingnan1

Some guidelines on how to use the system (e.g. uploading your report and bank details form) are available online at <http://www.literatureirelandgrantapplication.com/reader/info>

Should you have additional questions, please do not hesitate to contact info@literatureireland.com or online@literatureireland.com

You can find a copy of our privacy policy on our website at:

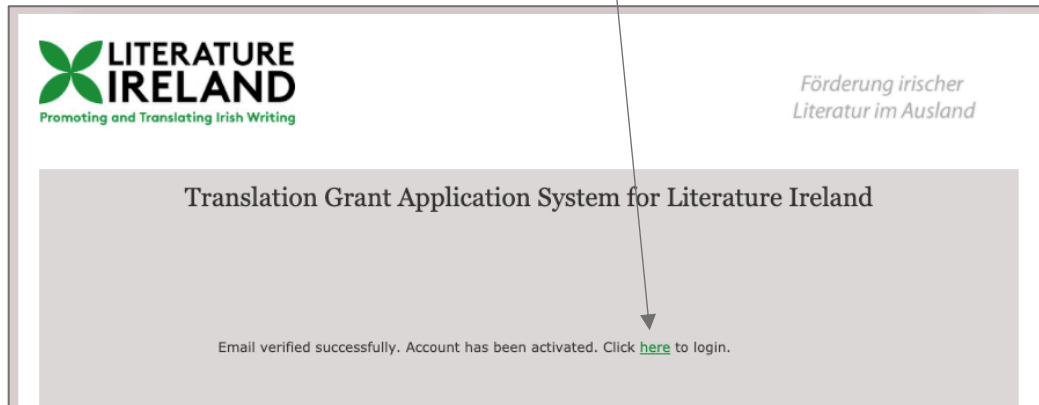
<http://www.literatureirelandgrantapplication.com/reader/info>

Thank you and best wishes from Literature Ireland.

 Reply

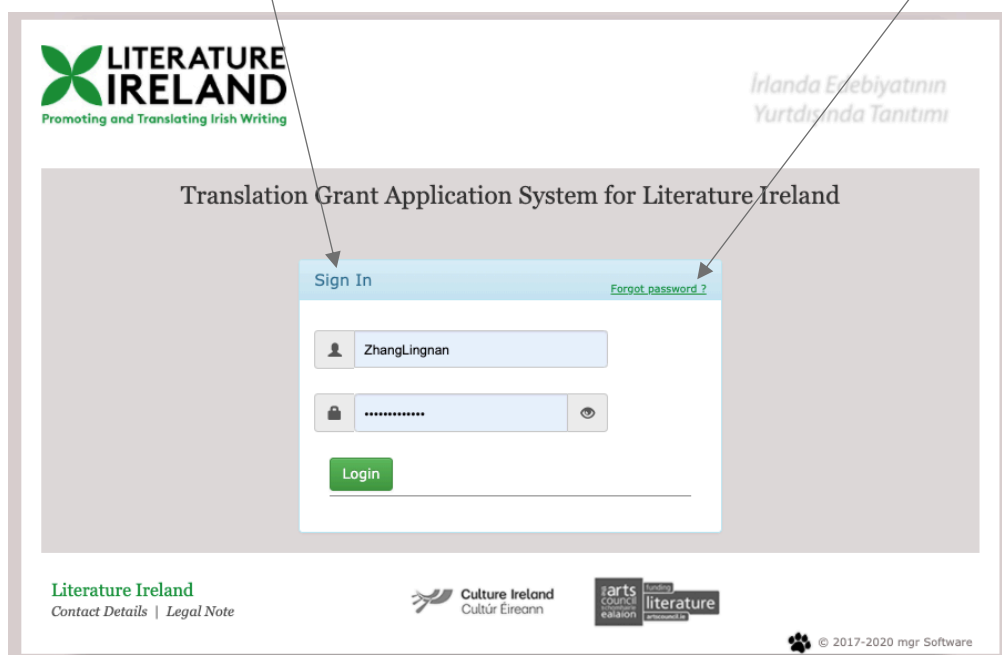
 Forward

When you click on the link in the email to confirm the email address registered is correct (<https://www.literatureirelandgrantapplication.com/ILGAS/VerifyRegisteredEmailHash?scope=activation&userId=ZhangLingnan&hash=en5txs32xh5d5en9pcb5okdpel82u1>), you will be directed to the online translation grant system. You will be presented with a link that will take you to the login page. The 'here' link will bring you to this web address: <https://www.literatureirelandgrantapplication.com/ILGAS/>. This is the login page that you will use to upload your reports and bank details forms (you do not need to log in otherwise as the source and target texts will be emailed to you).



2. LOGGING INTO THE SYSTEM

When you click on the 'here' link above, you will be brought to the system's login page. You will enter the login details provided in the automated email (see section 1 above). As noted in section 1, you are provided with a temporary password when you are first registered with the system. To change the password, click on the 'Forgot password?' link.



3. SUBMITTING A REPORT AND BANK DETAILS FORM

As previously, a member of Literature Ireland staff will email you to ask about your availability to take on a given report. If you are available, the staff member will assign you to the application in the online system.

You will then receive an automated email with the report guidelines and deadline. The source and target texts (i.e. original and translation sample) will be sent as attachments to this email.

Dear Lingnan Zhang,

Many thanks for agreeing to take on this task. Please find attached a sample translation of the above mentioned title in German together with a copy of the original work. Please supply a report of no more than two pages on the sample translation enclosed, addressing the points below.

Your report will be taken into account by the Board of Literature Ireland (formerly Ireland Literature Exchange) when assessing this application. The report may also be made available, anonymously, to the publisher and/or translator of the work. For this reason, we would recommend that an objective tone be maintained throughout. **Please do not sign your name to the report.** Use the project reference number only.

1. Is the literary quality of the translation of an acceptable standard? Is the quality maintained consistently throughout the enclosed extract?
2. Is the translation readable, i.e. does it flow?
3. Does the style of the translation reflect that of the original?
4. Is the translation complete, correct and accurate?
5. Does the original pose specific difficulties, e.g. specialised terminology, culture-specific vocabulary, dialect? Does the translator resolve these difficulties adequately? Does the translator demonstrate complete creative command of his/her own language?
6. If applicable, please comment on register, rhyme, rhythm, alliteration, word order and other poetic devices, or is the translation a free interpretation?
7. Would you recommend publication of the translation? If yes, please specify whether you would recommend publication a) as it stands or b) with revisions.

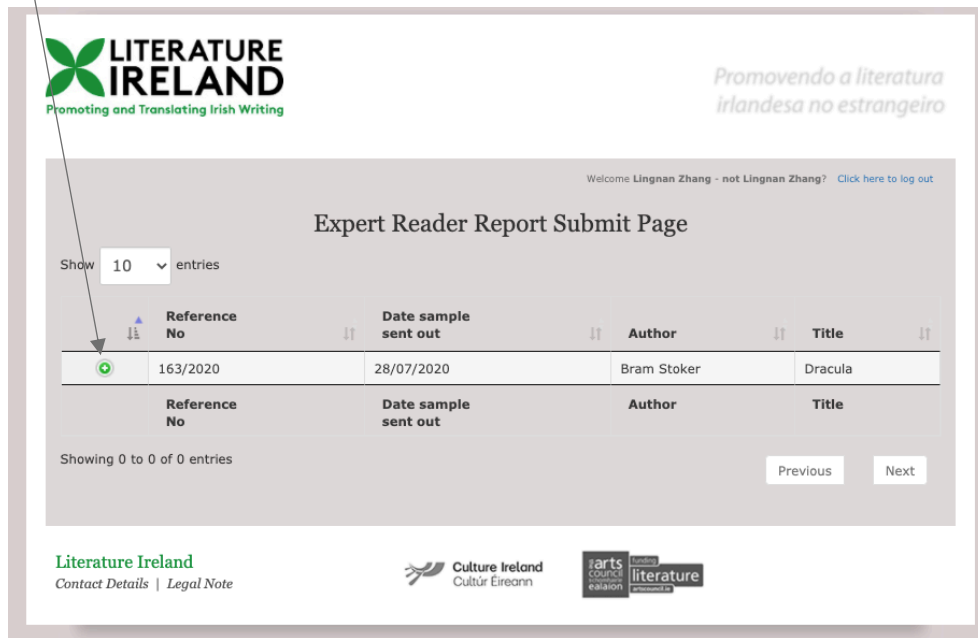
Please supply concrete textual examples both in the language of the original and in that of the translation to illustrate your assessment, bearing in mind that the board and staff of Literature Ireland may not be familiar with the language of the translation in question. In other words, we would ask you to furnish explanations in English for what in your opinion are grounds for praise or criticism. Also, if you can see an improved solution, we would ask you to provide concrete suggestions.

The fee for the report will be EUR €125. We would be grateful if you could return your report to me as a **Word document** (or equivalent but not PDF) by **14/08/2020**. Please let me know if you would like to receive a gratis copy of the finished translation on publication.

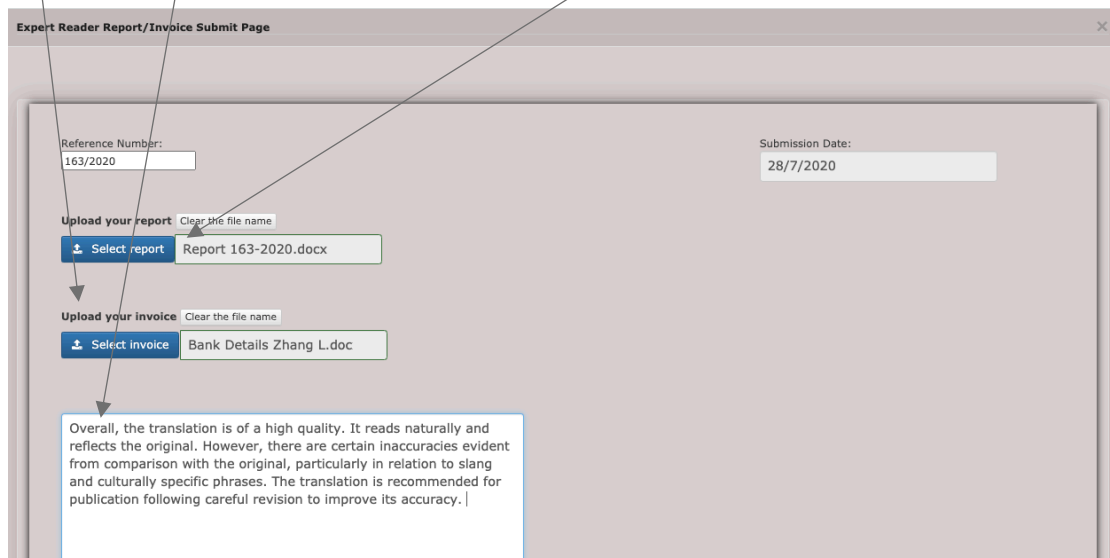
We ask that submit an invoice, citing the project reference number, at the same time as your report, along with a completed bank details form. A copy of this form can be requested via email to info@irelandliterature.com.

Please review the details to ensure they are correct, for example, that the language and deadline are right and that you have no problems opening the attachments.

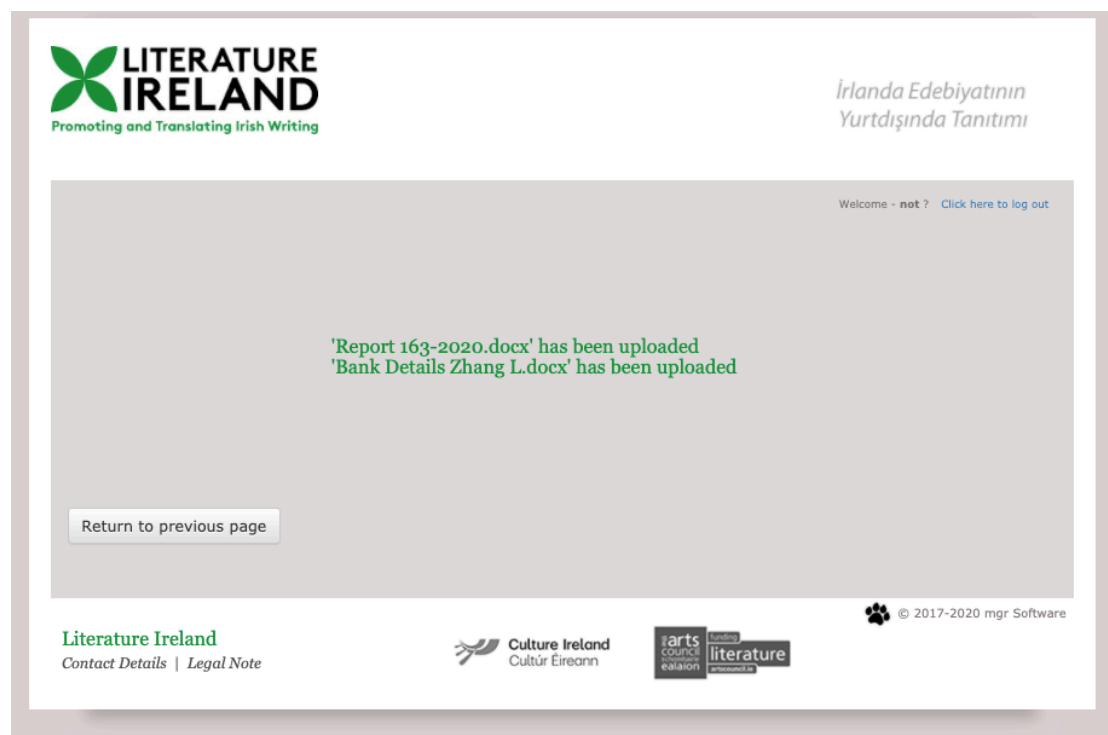
When you have finished your report and your bank details form, please go to <https://www.literatureirelandgrantapplication.com/ILGAS/> to log into the system using your username and password. You will see the report assignment in the list. Click on the + symbol to open the record.



When the record is opened, you will see the report reference and submission date. There will be two upload buttons so that you upload the report and the invoice (i.e. the bank details form). There is also a text box into which you are kindly requested to provide a summary of the findings of your report.



When finished, hit the 'Submit' button at the bottom of the page. The system will confirm the submission.



The system will automatically alert Literature Ireland staff to the submission of your report and bank details form. Payment for the report will be issued to you within thirty (30) days of submission.

NOTE: Once downloaded, the bank details form will be deleted from the system.

If you have any questions about your registration as a user or about submitting a report, bank details form and summary, please email online@literatureireland.com.

If you encounter any issues in accessing or using the system, we would be very grateful to you for reporting the issue to online@literatureireland.com at your earliest convenience.

To view Literature Ireland's privacy policy, please visit <http://www.literatureireland.com/about/policies>.

This user guide and the current template for the bank details form are also available on Literature Ireland's website at <http://www.literatureireland.com/grants/translation-grant-programme/expert-readers>.