

## NEW FOUNDATIONS 2019: Frequently Asked Questions (FAQs)

**Updated: 22/11/2019**

The deadline for receipt of FAQs is **21<sup>st</sup> November 2019**. FAQs must be submitted no later than this date.

Similar questions have been grouped below in the following theme(s):

1. CVO & Strand-related Queries
2. Eligibility Criteria
3. Eligible Expenditure
4. Applying to the Scheme

Newly submitted Queries/Answers are highlighted in **yellow**.

### 1. CVO & STRAND-RELATED QUERIES

One of our potential applicants plans to work with several partners on the proposed project. They wonder if IRC requires stamps from all of them or just one? If it is multiple, is the IRC happy for the applicant to duplicate the signature page for Strand 4, for example?

For Strand 1 applicants, the signature of the partner organisation must be provided and uploaded onto the online system (OLS) as part of their application. For strand 4, the signature of at least one partner institution/organisation relevant to the strand theme must be provided.

Additional endorsements may be added to the application (such that the signature page would be duplicated), but these additional endorsements are not compulsory. The pages are available for download on the New Foundations webpage [here](#).

N.B. Only **one** pdf file may be uploaded into an individual's application on the OLS; therefore, if the applicant wishes to provide more than one endorsement, all signatory pages must be combined into a single pdf file.

Applicants to Strands 1 and 4 are required to submit an endorsement form to be completed by the NGO/CVO partners or partner organisations. Could you advise if it's okay to leave the 'Organisational Stamp' section blank if there is the organisation does not have one?

For Strand 1 applicants, the signature of the partner organisation must be provided. For strand 4, the signature of at least one partner institution/organisation relevant to the strand theme must be provided.

If the organisation does not have a stamp, a signature from the relevant authority at the organisation will suffice.

I am interested in applying to IRC New Foundations Strand 1: Engaging Civic Society. The civic partner is a registered Charity, I would like to clarify whether the charity must be a member of Wheel or Dóchas to be eligible.
The charity does not need to be a member of The Wheel or Dóchas in order to be eligible.
What is the definition of a community/voluntary organisation (CVO) for the purposes of Strand 1? And/or is there a list of CVOs eligible for participation in Strand 1?
At the time of application, a CVO <b>must be a registered charity with a CHY number</b> . The Irish Research Council does not provide a list of eligible CVOs. However, the applicant may find the <a href="#">Charities Register</a> useful.
Strand 1A – Is it possible to have more than one name listed on the application for the HEI and also to include more than one registered charity?
This Strand supports applications from researchers in partnership with a CVO/NGO. The latter must be a registered charity. The proposal may include the involvement of other groups; however, only one may be named as the partner in the proposal.  No more than one applicant/HEI can be named on the application.
The civil society organisation I am looking to partner with is already committed to partnering with another academic organisation in a separate application to this scheme for another project (also under section 1). I can see from the scheme documentation that 'an applicant may make only one application to the scheme'. Does this only refer to the lead academic applicant? Or does it also apply to the civil society organisation? Basically, I am asking if a civil society organisation can be involved in multiple applications to this scheme, if they are for distinctly different projects with different academic lead applicants?
Civil society organisations can be associated with more than one application.
Strand 1(b): This strand references 'societal challenges' and 'is intended as a 'priming' measure to enable collaboration internationally between researchers and CVOs/NGO'. I was wondering if the reference to societal challenges means that it is only aimed at fostering collaborations/consortia that will ultimately be applying to the Horizon 2020 scheme? Our team would probably be aiming to apply to a DG Justice action grant with European partners (other NGOs and researchers) – would this or other non-H2020 European funding schemes be suitable future funding options?
Applications that are aimed at cultivating future proposals to address societal challenges from funding lines other than Horizon 2020 are eligible.
For strand 4, 'Networking & Collaboration Grants for prospective North-South Research Partnerships (awards up to a maximum of €10,000)'. Does North-South mean the Global North and Global South (as opposed to the North of Ireland and South of Ireland)?

<p>This Strand addresses Global North and Global South as per the Department of Foreign Affairs and Trade’s mandate. Eligible partner countries are Vietnam, Palestine and any country on the African continent.</p>
<p>Is a library or museum able to apply for Strand 2: Knowledge exchange for impact if they are hoping to host an international research symposium?</p>
<p>No. Per the Terms &amp; Conditions, applications to all strands <b>must</b> be submitted by a single Principal Investigator (PI) who must hold a contract of sufficient duration with an eligible HEI or a recognized RPO to carry out the proposed research from the project start date of 1<sup>st</sup> May 2020 until the project end date.</p>
<p>If an organisation is not a charity but does have a charity (CRO) number, can they be a partner on a Strand 1a or 1b application?</p>
<p>Per page 7 of the Terms and Conditions, the ‘civic society partner must be a registered charity’.</p> <p>If the organisation is a registered charity, they are eligible to be a partner on a Strand 1 application.</p> <p>While a higher education institution may indeed be a registered charity, this would go against the spirit of the strand – ‘engaging civic society’. So, although such an application would not be strictly ineligible, it would be unlikely to be awarded funding.</p>
<p>I note that the academic researcher must apply for the funding. Please clarify the definition of academic research for the purposes of the call. Can it be anyone at any level working in academia, for example, a freelance researcher who has a Masters and Undergraduate degree in a field relevant to the CVO/NGO organisation but who is currently undergoing further training to qualify as a Barrister?</p>
<p>Per page 10 of the Terms and Conditions, applicants must, on the call deadline of 2<sup>nd</sup> December 2019, hold a contract of sufficient duration with an eligible HEI or a recognised RPO to carry out the proposed research from the project start date of May 1<sup>st</sup>, 2020 until the project end date.</p>
<p>Can the letter of endorsement/support be from an Irish 'CVO/NGO' or would an international/EU registered charity be acceptable also for an application under Strand 1?</p>
<p>Per the Terms &amp; Conditions, ‘the civic society partner must be a registered charity’.</p> <p>At the time of application, a CVO must be a registered charity with a CHY number or its international equivalent. The Irish Research Council does not provide a list of CVOs. However, the applicant may find the <a href="#">Irish Charities Register</a> useful.</p> <p>Applicants partnering with a CVO outside of Ireland must provide an equivalent registration number for that organisation in the relevant country or equivalent evidence of registration with which the Council may verify.</p> <p>It is advisable that the uploaded letter of support/endorsement would be supplied by this registered charity, whether in Ireland or abroad.</p>
<p>What partner countries are eligible for partnership under Strand 4 in partnership with the Department of Foreign Affairs and Trade (DFAT)?</p>
<p>Per the Terms &amp; Conditions updated on 31<sup>st</sup> October 2019, the list of eligible DFAT Strand 4 partner countries are Palestine, any country on the continent of Africa, Vietnam, Cambodia, Laos and Myanmar.</p>

Can a Strand 1 applicant list a UK-based charity with an international focus as a partner charity under Strand 1a?

A UK-based charity may participate as a partner charity on Strand 1, provided that the CVO is a registered charity at the call close date.

As stated above, applicants partnering with a CVO outside of Ireland must provide an equivalent registration number for that organisation in the relevant country or equivalent evidence of registration with which the Council may verify.

Per the Terms and Conditions, Strand 1a sets out to enhance civic society within a *national* context.

So, to partner with a UK-based charity on a proposal with an *international* focus, the applicant should apply under Strand 1b: Enhancing Civic Society within an international context.

Strand 4 calls for 'North-South Research Partnerships'. Does this mean that a Strand 4 application has to have a partner in the North of Ireland as well as from the Republic of Ireland and a listed partner country?

In Strand 4, 'North-South Research Partnerships' are in reference to the *global North and global South*.

Per the Terms & Conditions, Strand 4 DFAT awards are to 'support collaboration between Irish and partner research institutions.' Eligible partner countries are Vietnam, Palestine, Laos, Cambodia, Myanmar and any country on the African continent.

Would Strand 1a 'Engaging Civic Society within a national context' allow for a project aimed at developing a research proposal for a large investigator-led grant to submit in late 2020 or early 2021 (e.g. ERC Consolidator grant; Health Research Board investigator-led project)?

Yes. An application submitted under Strand 1a may develop a research proposal for a large investigator-led grant for submission in late 2020 or early 2021.

The proposal submitted to Strand 1a of New Foundations 2019 should have a national focus and should adhere to the spirit of the strand. To bolster a proposal of this kind, the applicant should demonstrate how the proposed New Foundations project will feed into a future proposal for a larger grant, which will benefit from the input of the identified CVO/NGO.

## 2. ELIGIBLE EXPENDITURE

Can you please advise if international travel, accommodation/subsistence are eligible costs for potential consortia members/ stakeholders associated to the applications who will be visiting the applicant to partake in a symposium?

Requests for travel and accommodation costs may be included. Applicants should provide details of the number and duration of trips being proposed. Travel and accommodation, where required, will only be provided for on a vouched basis.

Per diem/subsistence rates are not eligible costs.

Every effort must be made to ensure that air travel, where used, is economical. Requests must take regard of institutional norms.

Relevant travel/accommodation costs for consortia members should be listed and clearly justified in the application and should comply with the reimbursement rules of the host institution.

A Strand 2 applicant wishes to organise a conference which would be the starting point for the development of an international research network on a specific aspect of his discipline. Are catering and accommodation for the speakers during the conference eligible research expenses?

Catering and accommodation costs may be included where relevant to the validity of the proposal and where specified and fully justified.

Would you mind advising if the following items might be categorised as either 'consumables' or 'equipment'? These are digital items, such as arduinos, raspberry pis, wiring, dmx controllers, various leds lighting, cables, microphones, small portable amplifiers, etc. The total value would not exceed €1.5-2K.

These items would be classified as equipment. **Please note that equipment is not an eligible research expense under this scheme.**

Are personnel costs allowed?

Awards are valued at up to a maximum for each strand. All costs sought must be detailed and justified in the 'Project Budget' portion of the online application form. Applicants must clearly demonstrate that any costs sought are necessary to carry out the proposal. Demonstration of value for money is an important consideration under the evaluation and assessment process.

Where not covered by the categories outlined in the Terms and Conditions and clearly relevant to the viability of the proposal, other costs such as staff costs can be considered. All such costs must be specified and fully justified.

Irish Research Council/institutional rates should be used for all research staff costs sought. Recruitment to these posts should be in accordance with the scheme's Terms and Conditions and institutional norms. Irish Research Council rates are as follows:

Staff Costs	Maximum cost for 1 calendar year	Maximum cost for ½ calendar year
Academic replacements	€24,353 (inclusive of PRSI & Employer Pension Contribution)	€12,177 (inclusive of PRSI & Employer Pension Contribution)
Research Assistant (can be pro-rata)  Postdoctoral Researcher (can be pro-rata)	HEIs should use the institutional researcher salary scale for research assistants and postdoctoral researchers. These costs must be clearly justified in the application form. The salary requested must include provisions for PRSI & Employer Pension Contribution. As part of the award acceptance process, the research office must confirm that the requested salary is in line with the institutional researcher salary scale and provide documentary evidence.	
Other	Other personnel costs may be considered such as technicians, digital archivists. These costs must be explicitly justified, and institutional salary scales can be used for this category. As part of the award acceptance process, the research office must provide documentary evidence of the salary scale used.	

Staff costs should be included in the 'Other' cost heading of the application.

According to Council documentation, figures are provided for academic replacements based on one year or half a year, but you do not state that these figures may be pro-rata (while it is explicitly stated that the research assistant can be pro-rata). Given that a half year buy out (€12,000) eats up most of the budget, can teaching be bought out for a lesser period of, for example, three months?

Yes, academic replacement costs may be pro-rata.

Can a budget include incentives for charities participating in a survey e.g. three of the charities are randomly selected to each receive a €300 donation?

Per the Terms and Conditions (page 11 & 12), all costs sought must be detailed and justified in the proposed budget. Applicants must clearly demonstrate that any costs sought are necessary to carry out the proposal.

Participants in surveys/focus groups/workshops or other such project related activities may not be paid; however, costs incurred as a result of participation in the survey (i.e. travel costs for focus group members) may be included in the budget so long as they are detailed and fully justified. Charitable donations are not an eligible expense.

Are project overheads eligible costs in the budget or are they considered ineligible indirect costs?

Overheads are not covered by this Scheme. Per the Terms and Conditions, all costs sought must be detailed and justified in the proposed budget, and these costs must fall into one of the eligible categories:

- Travel costs
- Research Consumables
- General and/or Specialist Disciplinary Skill Training
- Dissemination
- Other

Costs that do not fit clearly into a category should be listed and justified under the 'Other' category. Please note that equipment is not an eligible research expense under this scheme.

An applicant to Strand 1b is proposing a project partnering with an NGO that works in an African context. Are the costs of part-time Research Assistants in Africa eligible expenditures? If so, how would the Research Assistants employed locally outside of Ireland be costed?

Costs sought must be fully justified and align with the individual's proposed time commitment to the project. Any employment costs sought must be in line with relevant local salary scales applicable to the career stage of the individual.

Please note that funds can be transferred from the IRC to HEI/RPOs in the Republic of Ireland only. Personnel should be employed by, or their services arranged/procured through, the Irish HEI/RPO.

Can the public service stability hourly rates be used to calculate the cost of the academic replacement or how should the €24,353 be converted into an hourly rate?

Irish Research Council/institutional rates should be used for all research staff costs sought. Recruitment to these posts should be in accordance with the scheme's Terms and Conditions and institutional norms. Irish Research Council rates are as follows:

Staff Costs	Maximum cost for 1 calendar year	Maximum cost for ½ calendar year
Academic replacements	€24,353 (inclusive of PRSI & Employer Pension Contribution)	€12,177 (inclusive of PRSI & Employer Pension Contribution)
Research Assistant (can be pro-rata)  Postdoctoral Researcher (can be pro-rata)	HEIs should use the institutional researcher salary scale for research assistants and postdoctoral researchers. These costs must be clearly justified in the application form. The salary requested must include provisions for PRSI & Employer Pension Contribution. As part of the award acceptance process, the research office must confirm that the requested salary is in line with the institutional researcher salary scale and provide documentary evidence.	
Other	Other personnel costs may be considered such as technicians, digital archivists. These costs must be explicitly justified, and institutional salary scales can be used for this category. As part of the award acceptance process, the research office must provide documentary evidence of the salary scale used.	

Staff costs should be included in the 'Other' cost heading of the application. Staff costs may be pro-rata. It is a matter for the applicant, with the support of the HEI/RPO, to convert replacement costs into an hourly rate, bearing in mind the maximum costs listed above.

The T&Cs state that subsistence/per diems are not eligible expenses; however, are reasonable vouched meal costs allowable while abroad?

Subsistence/per diems are not an eligible expense. Vouched meals are not an eligible expense.

Can New Foundations applicants who wish to claim 'Academic Replacement' time, claim for this during the summer as well as the teaching term (they may be correcting Masters theses and carrying out supervision and administration duties during that time)?

Requests for 'Academic Replacement Costs' may be for teaching buy out and/or for administrative duties, thesis/project supervision and other support work usually undertaken by the applicant. Irish Research Council/institutional rates must be utilised.

Is the cost of a Visa and travel insurance for the PI an eligible expense under 'Travel Costs'?

Per the Terms and Conditions (page 11 & 12), all costs sought must be detailed and justified in the proposed budget. Applicants must clearly demonstrate that any costs sought are necessary to carry out the proposal.

Visa and travel insurance are eligible costs under 'Travel Costs' if they are relevant and necessary to the project. These costs must be fully detailed and justified in the application. Subsistence/per diems, however, are not an eligible expense.

### 3. ELIGIBILITY CRITERIA

In the 2019 Call of New Foundations, applicants were required to hold a competitively awarded research grant within the last three years in order to be eligible to apply to New Foundations. Is this still the case for the 2019 Call?

No, it is **not** necessary for applicants to hold a competitively awarded research grant to be eligible to apply for the 2019 New Foundations Call.

Applicants must meet all other requirements for their Strand.

The Terms & Conditions state that the applicant cannot submit more than one application. Does that mean to the scheme as a whole or each individual strand? For instance, could an applicant submit one application to Strand 1 and a separate one to Strand 3?

An eligible applicant may make up to a maximum of **one application to the scheme**: applications can be made for any Strand, provided that the applicant is eligible to do so, but no more than one application to the Scheme can be made in total.

Can an applicant on a fixed term contract with an HEI apply for strand 4? If so, is there a requirement in terms of the end date of their current contract?

As per the Terms and Conditions, this scheme will offer research opportunities for academic researchers affiliated with, or supported by, a recognised higher-education institution (HEI) or research-performing organisation (RPO) in Ireland to pursue research and dissemination activities. All awards are up to a maximum of 9 months' duration. **The applicant's affiliation with the**



<p><b>HEI/RPO must be of sufficient duration to carry out the proposed project from the project start date until the project end date.</b></p>
<p>Eligibility of a potential applicant to the New Foundations scheme. Would a postdoctoral independent scholar be eligible to apply to the New Foundations scheme. If so, would a mentor based in an HEI be required as for a postgraduate applicant?</p>
<p>Researchers without a host institution are not eligible to apply.</p>
<p>I note that an applicant cannot submit more than one application. However, is it acceptable for someone to be named Lead Applicant on one application, and as a team member (not the main named applicant) on another application?</p>
<p>The scheme is aimed at individual applicants rather than joint proposals (even if the applicant is seeking to form a consortium). No more than one applicant can be named on an application.</p>
<p>Would an hourly-paid research assistant be eligible to apply for this call? If not, can they still apply if they have a willing mentor/supervisor?</p>
<p>An applicant who is a postgraduate scholar but not a member of staff affiliated to such an eligible institution must, as part of their application, identify an appropriate, named individual who is willing to act as a supervisor/mentor for the purposes of an award under this scheme. Such applicants are eligible to apply to Strands 2 and 3, but not Strands 1 and 4. The applicant must meet all other eligibility criteria.</p>
<p>According to the IRC Statement on STEAM Research, social sciences are classed under the letter 'A' of 'STEAM', which stands for Arts – therefore, social science falls under AHSS. However, on the New Foundations Homepage, social science is classed as Science, and therefore falls under STEM. Thus, would you mind confirming if (for the purposes of this call) Social Sciences are classed as STEM or AHSS?</p>
<p>As stated in the scheme's Terms and Conditions, the purpose of Strand 3 is to bring science (including social science) and Art/Design/Humanities together to work on new ways of communicating scientific concepts and/or complex societal challenges for a lay audience. So, for the purpose of this Call, social science is classified as 'STEM'.</p>
<p>Can you confirm that for all New Foundations streams, applicants are only eligible if they have a contract of employment with an HEI that covers the duration of the award, with the sole exception of current postgraduate students (under strands 2 and 3 only) who have identified a mentor based in the HEI for the duration of the award?</p> <p>If an applicant, who is a permanent member of staff in an HEI, is not usually in receipt of salary outside of term time, can they budget for their own salary outside of term time? What rate should apply in this instance?</p>
<p>We confirm that the first statement is correct.</p>

Academic replacements are eligible costs, but the applicant cannot apply to cover his/her salary where he/she is not ordinarily employed by the host institution.

Do applicants have to be affiliated with an eligible HEI? —i.e. do they have to be current staff members when applying?

Researchers without a host institution are not eligible to apply.

An applicant who is a postgraduate scholar but not a member of staff affiliated to an eligible institution must, as part of their application, identify an appropriate, named individual who is willing to act as a supervisor/mentor for the purposes of an award under this scheme. Such applicants are eligible to apply to Strands 2 and 3, but not Strands 1 and 4. The applicant must meet all other eligibility criteria.

I currently hold an IRC scholarship. Am I still eligible to apply to the New Foundations scheme? If so, will it positively or adversely affect my application?

Yes, you may apply to the New Foundations Scheme if you currently hold an IRC scholarship. Per page 10 of the Terms & Conditions, applicants must, on the call deadline of 2<sup>nd</sup> December 2019, hold a contract of sufficient duration with an eligible HEI or a recognised RPO to carry out the proposed research from the project start date of May 1<sup>st</sup>, 2020 until the project end date.

An applicant who is a postgraduate scholar but not a member of staff affiliated to such an eligible institution must, as part of their application, identify an appropriate, named individual who is willing to act as a supervisor for the purposes of an award under this scheme. Such applicants are eligible to apply to Strands 2 and 3, but not Strands 1 and 4.

Evidence of holding an IRC scholarship may be included as part of the 'Track Record' section of the application form to be assessed by the international assessment panel.

The applicant may wish to demonstrate in the New Foundations application how this award would complement or enhance the funded research currently being undertaken. Double funding of the same initiative is not permitted.

Do applicants who are lecturers with contracts of sufficient duration at eligible HEIs/RPOs but do not have PhDs eligible to apply to the Scheme?

Per the Terms & Conditions, all applicants must, on the call deadline of 2<sup>nd</sup> December 2019, hold a contract of sufficient duration with an eligible HEI or a recognised RPO to carry out the proposed research from the project start date of 1<sup>st</sup> May 2020 until the project end date.

An applicant who is a postgraduate scholar but not a member of staff affiliated to such an eligible institution must, as part of their application, identify an appropriate, named individual who is willing to act as a supervisor for the purposes of an award under this scheme. Such applicants are eligible to apply to Strands 2 and 3, but not Strands 1 and 4.

Please note that Strand 4, funded by the Department of Foreign Affairs and Trade (DFAT), is a pipeline mechanism for COALESCE Strand 2B. It is anticipated that successful 2019 awardees of New Foundations Strand 4 may apply to COALESCE Strand 2B. Applicants to COALESCE Strand 2B must, at the time of application, satisfy the eligibility conditions of that scheme.

Do lead applicants for Strand 4 have to hold a PhD at the time of making a New Foundations application?

Per the Terms & Conditions, all applicants must, on the call deadline of 2<sup>nd</sup> December 2019, hold a contract of sufficient duration with an eligible HEI or a recognised RPO to carry out the proposed research from the project start date of 1<sup>st</sup> May 2020 until the project end date.

Postgraduate students may not apply to Strand 1a, 1b or 4.

Please note that Strand 4, funded by the Department of Foreign Affairs and Trade (DFAT), is a pipeline mechanism for COALESCE Strand 2B. It is anticipated that successful 2019 awardees of New Foundations Strand 4 may apply to COALESCE Strand 2B. Applicants to COALESCE Strand 2B must, at the time of application, satisfy the eligibility conditions of that scheme.

Can a contract career researcher with a contract of sufficient duration at an eligible HEI/RPO apply to Strand 4 of New Foundations as part of a consortium that will submit to a future COALESCE call?

Per the Terms & Conditions, all applicants must, on the call deadline of 2<sup>nd</sup> December 2019, hold a contract of sufficient duration with an eligible HEI or a recognised RPO to carry out the proposed research from the project start date of 1<sup>st</sup> May 2020 until the project end date.

Strand 4, funded by the Department of Foreign Affairs and Trade (DFAT), is a pipeline mechanism for COALESCE Strand 2B. It is anticipated that successful 2019 awardees of New Foundations Strand 4 would apply to COALESCE Strand 2B in 2020 as the **lead PI**. Applicants to COALESCE Strand 2B must, at the time of application to the scheme, satisfy the eligibility conditions of the COALESCE scheme.

If making a request for staff costs within the 'other' category on the budget—can those personnel costs be associated with the NGO/charity or do they have to be within the academic institution?

Personnel should be employed by, or their services arranged/procured through, the HEI/RPO. (Funds can be transferred from the IRC to HEI/RPOs in the Republic of Ireland only.) All costs should be clearly justified.

#### 4. Applying to the Scheme

Will the application be run on the Irish Research Council portal of the SmartSimple website like COALESCE and other Council programmes?

No. All 2019 New Foundations Call applications must be made on the Irish Research Council portal of WiseHive, available [here](#).

All applications and Research Office endorsements must be submitted through the WiseHive portal.

For details on using the online system (OLS), see the applicant and Research Officer guides available on the [New Foundations webpage](#).

If someone wishes to include a bibliography/references, can they attach a separate document via the PDF upload, or do they need to include the references in the text?

Applicants should only upload requested endorsement documents if relevant to their strand and requested on the OLS. Per the Terms and Conditions, an application to this scheme will not be assessed if 'the incorrect or additional materials are uploaded to the application form.'

If they would like to include a list of references/bibliography, they should include it within the text of their application.