New Foundations Scheme 2019

Including the ‘Engaging Civic Society’ Strand
in partnership with the Wheel and Dóchas

and

the ‘Networking and Collaboration Grant’ in partnership with
The Department of Foreign Affairs & Trade

Guide for Applicants 2019
1. Important deadlines for this call

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2. Purpose of the Guide for Applicants

This guide provides practical information to potential applicants in preparing and submitting an application for the Irish Research Council New Foundations Scheme. In addition, it provides a general overview of the Irish Research Council assessment process.

The Irish Research Council New Foundations Scheme is governed by the particular Terms and Conditions underlying the award, and the Award Acceptance Form. The contents of this guide are for general information purposes and the assistance of applicants. In the event of any discrepancy arising between this guide and the Terms and Conditions/Acceptance Form, the latter will prevail.

Accordingly, applicants are strongly recommended to familiarise themselves FULLY with the Terms & Conditions, and also to read carefully any Frequently Asked Questions (FAQ), before completing and submitting applications.

The Council reserves the right to revise this Guide for Applicants.
4. Eligibility check

All applicants should check they are eligible to apply by carefully studying the ‘New Foundations Eligibility Flowchart’ and ‘Section C’ of the New Foundations 2019 Terms & Conditions.

4.1. New Foundations Scheme Eligibility Flowchart

Are you an academic or researcher who currently hold a contract of sufficient duration with an eligible Higher Education Institution (HEI) or recognised Research Performing Organisation (RPO) (as defined in the 2019 Terms & Conditions) to carry out the proposed research from the project start date of 1st May 2020 until the project end date?

Yes
- An applicant is eligible to apply. The applicant may apply for any of the available strands, so long as they meet all other eligibility requirements.

No
- An applicant is ineligible, unless the applicant is a postgraduate researcher at an eligible HEI or RPO—in which case, the applicant may apply under Strands 2 or 3 only.

5. Using the OLS (Online System)

5.1. Registering as an applicant for the first time

Before you start, please ensure you are using the correct browser. The OLS can only be guaranteed to be fully operational on the following browsers:

- Chrome (Latest Version)
- Safari (Latest Version)
- Firefox (Latest Version)

**WizeHive does not recommend the use of Internet Explorer due to variances in display and capabilities that may be experienced.**

The link for the OLS portal is available on the New Foundations funding page from the time of the call opening, [here](#).

Step 1:

To begin, click the ‘Sign Up’ button under ‘Need an Account?’. Enter your email and desired password, click the box confirming that you have read the Privacy Notice, then click ‘Sign Up’ at the bottom of the page.
Tick the box to certify that you understand and agree with the Privacy Notice and click on ‘Continue’. For further information on the data that the Irish Research Council collects and processes, please see the Council’s Privacy Notice.
If you are an existing user, sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click ‘Forgot your password?’ and follow the prompts to reset your password.

5.2. Creating a Profile

Once you have logged in, you will be asked to create a profile. This is simply your email, first and last names, title, and gender with which you identify. This profile section can be edited at any time.

When you have entered your profile information, click the ‘Save’ button to progress.
5.3. Editing your profile and accessing the Application page

You will see that there are two buttons on the right-hand side of your ‘Profile’ section. The button that looks like an eye and says ‘View’ can be used to view the details you have entered. The button that looks like a pencil and says ‘Edit’ can be used to edit your profile.

When you are ready, you can begin work on your application. Click on the box that says ‘+ Get Started’.
5.4. Navigating the New Foundations Application and Submission page:

You will see a page that outlines the steps of the New Foundations application process.

Similar to your ‘Profile’ on the previous page, you can use the ‘View’ and ‘Edit’ buttons (which appear on the right-hand side of the section) to either preview or to make edits to your application.

In the section titled ‘Applicant submission’, you will be able to view how many days are remaining to submit your application before the applicant deadline. It also contains the ‘Submit’ button, which will remain inactive and ‘grey’ until all required fields of the application have been completed.
The 'New Foundations 2019 Application' form is composed of five sections. All fields marked with a red asterisk are mandatory and must be completed.

'Help' text appears below some fields and is a smaller, light grey font. It contains further explanation/information or links to aid in the completion of fields.

Please note: Click ‘Save Draft’ before clicking links located in any of the ‘help’ text as the links will NOT open in a new window and you may lose your work.

1. Applicant Details and Strand Choice – fields include your HEI/RPO, your position in said HEI/RPO, whether or not you are a previous awardee of the New Foundations Scheme and which Strand you are making your application under.¹

Please note: An applicant may make only one application to the scheme: applications can be made under any Strand, but no more than one application to the Scheme in total can be made.

¹ For further information and description of the strands, please see the 2019 New Foundations Terms & Conditions.
2. Applicant Research Track Record— information on a selection of your publications. These publications can be your most recent outputs and/or deliverables or a list of the publications that are most relevant to the aims of your selected New Foundations strand.

You may add up to five publications by clicking ‘Yes’ under ‘Would you like add a second [third, fourth, fifth] publication’.

If you do not have any publications, please leave these fields blank.

However, all applicants must provide a summary of other relevant research outputs and/or deliverables to date. This can include but is not limited to previous awards won, conferences organised, contributions to teaching & learning, public engagement activities, etc.
3. Project Details— Information on your New Foundations proposal including: proposed project title, the area/discipline of your proposal, a lay and detailed proposal abstract, and ethical approval requirements. The detailed proposal description should include a clear description of the aims and objectives of the proposal; the proposal implementation plan; the expected outputs and outcomes of the proposal; the potential impacts and benefits of the proposal.
Depending on which Strand you are applying for, additional questions and/or upload requests will appear. Per the Terms & Conditions, Strand 1a and 1b applicants are required to upload a scanned pdf document of the official endorsement form signed by the proposed registered charity, Civic Voluntary Organisation (CVO) or Non-Governmental Organisation (NGO) Partner.

Strand 4 applicants are required to upload a scanned endorsement form of proposed Partner Institution(s)/Organisation(s) for Strand 4 Applications.
The endorsement forms are available on the New Foundations page of the Irish Research Council webpage, [here](#).

Where ethical issues may arise in the research, applicants are required to submit to the Council a written statement that full consideration has been given to the ethical implications of the research proposal. Full ethical approval from the relevant HEI Ethics Committee is not required at the application stage. However, if the application is successful, evidence of full ethical approval (including details of data management plans/issues) will be required as part of the Award Acceptance (as per the 2019 TERMS AND CONDITIONS).

4. Proposed Budget—details of your proposed project’s budget.

For each budgetary section, please provide an itemised breakdown and detailed justification for that expense. Below the detail text field, there is a ‘total cost’ field where the total amount requested under that category should be entered in EUR.

The cost categories are travel (including accommodation costs), research consumables, dissemination costs, general and/or specialist disciplinary skill costs, and other costs.

The free text fields and their corresponding total fields must not be left blank. If your project has no expenses under a particular heading, please type ‘N/A’ in the free textbox and ‘0’ in the corresponding total field.

The total travel cost to be entered should be the sum of the itemised travel costs described in the above field (e.g. €300+€500= €800.00)

If no expenses exist for the heading, type N/A and enter 0.00 in the total field.
The ‘Total Amount Requested’ field will auto-populate based on the amounts entered in the individual ‘total costs’ requested for each category.

Please ensure that you have not requested more than the maximum amount available for your chosen strand. The maximum amounts are listed in the New Foundations Terms & Conditions, under the ‘Strand being applied for’ field and on the New Foundations page of the Irish Research Council website.

5. Applicant Declarations—Declarations concerning the accuracy of the information included in the application, permission for the Council to verify any of the information supplied in the application and permission to make your application available to other Funding Agencies and/or Enterprise Partners for funding consideration.

As you progress through your application, you will see two buttons at the bottom-right of each individual section: one labelled ‘Save Draft’ and the other labelled ‘Save’. The ‘Save Draft’ button is used to save that section of your application while allowing you to remain on that page.

Use the ‘Save Draft’ button if you have not input information/answered all required fields. Once you see the green ‘Saved’ message next to the ‘Save Draft’ button, you can navigate back to the previous screens by clicking the blue link stating ‘New Foundations 2019’ at the top of the page.

The ‘Save’ button is used to save your application and return you to the ‘Nominee Details’ section. It may only be selected successfully if all required fields contain data/are answered.

The form can be saved as draft and edited as many times as necessary within the submission deadline.

Once the form is complete, ‘Save’ (the blue button) the information and the form will be ready for submission.
5.5. Submitting your Application

When you have completed all required fields and saved your application, you will be taken back to the New Foundations Application page. The message on the left-hand side of the ‘View’ and ‘Edit’ buttons will now say ‘Complete’ in green. The ‘Submit’ button on the right-hand side of the box titled ‘Application Submission’ will now be green, indicating you can now submit your application.

**Your application is not fully submitted until you click the green ‘Submit’ button.**

**Once you click ‘Submit’, the application will no longer be editable.** However, you may view your application at any time by clicking on the ‘View’ button.

Once you submit your application, you will see the submission confirmation ‘This has been submitted’ where the button ‘Submit’ was. This means your application has been submitted successfully. At this stage, the Research Office of your selected HEI/RPO will be notified of the submission to the New Foundations Scheme.

Please note that applications received after the deadline will not be considered and will not progress for further endorsement or assessment.
Click the ‘Logout’ button at the top-right of the screen to safely log out and leave the website.

6. Assessment Process

Applications deemed eligible by the Council will be assigned to an international assessment panel. Those found ineligible will not proceed to the assessment phase. For more in-depth information, please refer to ‘Section E: Evaluation Procedures’ of the Terms & Conditions’.

Applicants may check the status of their application by logging onto the OLS.

7. Notification and feedback

Once the assessment process is complete, applicants will be informed of the outcome by email and their status will be updated on the OLS. For reasons of transparency and fairness to all applicants, the Irish Research Council will not enter into written or telephone correspondence with any individual about the assessment process or their eligibility to apply.

If you have a technical issue regarding use of the online system, please read these guidelines and the FAQ document available on our website. If your issue is not addressed through
either of these mechanisms, only then should you email system@research.ie with an outline of your technical issue.

For any technical query, please include:
> your project ID;
> the browser you are using;
> and, if appropriate, a screenshot of any error messages.

**Feedback will not be provided to applicants under this scheme (qualitative or numerical).** Please note that this decision is final and that no correspondence will be undertaken in relation to individual assessments or scoring.

8. Information for successful award holders

For details on the award acceptance process and cessation of award conditions, see ‘Section F: Information for Successful Award Holders’ of the Terms & Conditions.