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 Research Offices 2019

The deadline for submitting your research office endorsement is:
exactly 4pm (Ireland time) Monday 9th December 2019.
1. Important deadlines for this call and General Information

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This document is provided to assist you in submitting a Research Office endorsement for applications under the 2019 New Foundations Scheme.

The Irish Research Council will only accept endorsements through the online application system. Please do not send emailed or hard copies of your endorsement to the Irish Research Council.

**The email request for Research Officer registration was sent to all Research Offices on 14/10/19 with the subject line: ‘New Foundations 2019 Launch and Request for Research Officer Nomination’. For further details of first-time logging into the online system, see Section 2.2 (pg. 3).**

Please read this document carefully prior to completing the research office/university decision. By logging in, you will be able to view all draft applications within your institution and to access all submitted applications that are available for your endorsement decision.
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2. Logging onto the system
Please note that the online system can only be successfully accessed and supported through 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 New Foundations Research Officer portal can be found in each notification email that arrives to the nominated inbox upon a new relevant application submission.

Additionally, the portal link will be included in the email response to the request for endorser nomination email sent on 14/10/19 with the subject ‘New Foundations 2019 Launch and Request for Research Officer Nomination’.

Once a response to the above email has been received including the full name of at least one nominated research officer, their position in the research office and their email, the New Foundations team will register the user to login to the system and reply with a confirmation and the link to the portal.

Ensure that the email addresses newfoundations@research.ie, no-reply@webportalapp.com and no-reply@email.zenginehq.com are on your ‘safe senders’ list. You may need to check with your IT department to ensure that there is no issue with your organisation’s internal firewall.
2.2 Logging in for the first time
The New Foundations team will have registered you on the WizeHive system based on the response given to the email request sent to all Research Offices to nominate an institutional representative to endorse New Foundations applications.

If you or someone in the Research Office at your institution did not receive the request for Research Officer nomination, please contact newfoundations@research.ie with the full name of a nominated officer, their position in the Research Office, and their email address.

The nominated email contact will automatically receive an email each time an application is ready for Research Office endorsement. Each email will contain the Research Officer portal link.

On the login page, you will see Sign In/Sign Up Instructions on the left-side of the screen and a field to input the nominated Research Officer email on the right-hand side. Enter the email address and click ‘Continue’.

Once you have clicked ‘Continue’, you will see a message stating that you have received a confirmation link to your email.
The email confirmation will contain a link. Click ‘Confirm Your Email to Get Started’ to complete the account setup in a new window.

**Hello! Let’s Confirm Your Account…**

You’ve been invited to join a Review Portal. Please use the link below to complete the confirmation process.

**Confirm Your Email To Get Started**

In the new ‘Sign Up’ window, you will be prompted to create and confirm a password and agree to a Privacy Notice before your account can be completed. Once you have created an approved password and agreed to the privacy notice, click the button ‘Create Account’.
Once you have clicked ‘Create Account’, you will see a listing of all the submitted applications ready for endorsement who have identified their HEI/RPO as your institution. The listed candidates have completed and submitted the application form within the deadline.

3. Endorsing Applications
Each application will state the Project ID (Record Label) and the HEI/RPO it is associated with.

Click on the blue ‘Review’ button on the right-hand side of each application to view it and approve or decline your endorsement.
By clicking on the ‘Review’ button, you will see two Viewing Forms: NF Application (Primary) and Applicant Details. You can select both by clicking on the dropdown and/or the arrows.

Begin reviewing the application and submit your endorsement.
3.1 Viewing Forms

1. ‘Applicant Details’ form contains information as completed by the applicant.

2. ‘NF Application’ form contains the applicant’s New Foundations application as completed by the applicant and any ‘Form Attachments’ relevant to their chosen strand.

   **N.B. Applicants to Strands 1a, 1b, and 4 are required to upload a signed and scanned endorsement form relevant to their Strand.** No upload is required by applicants under Strands 2 and 3.

   Click on ‘Print’ to print a pdf of the application.
New Foundations 2019 Application

Higher Education Institution (HEI) or Research Performing Organisation (RPO)

Your HEI/RPO will appear here.

If the applicant is a postgraduate scholar and not a member of staff of an eligible institution, they must identify an appropriate named individual willing to act as a supervisor/mentor for the purposes of an award (Section C: Eligibility, Terms and Conditions). Such applicants are eligible to apply for funding under Strands 2 and 3 only.

Have you previously been awarded a New Foundations award?

Yes

Year:
2000

Title of previously awarded New Foundations project:
Test

Strand under which previous award was made:
Test

Current or previous awardees of a New Foundations grant are NOT eligible to apply to Strand 2.
Strand being applied for:
Applicant Research Track Record:

In the following boxes, please provide information for up to 5 selected research publications. This selection can be a list of the applicant's most recent outputs or a selection of the most relevance to the aims of the selected New Foundations Strand. If you do not have any publications, leave this section blank.

**Publication Type:**
Book/Monograph

**Publication Title:**
test

**Publication Status:**
Submitted

**Publisher:**
test

**Publication Year**
Publication Year
2018

Relevance/significance of the publication:
Test

Would you like to add a second publication?
Yes

Publication Type:
Journal Article

Publication Title:
Test

Publication Status:
In Press

Journal Title:
Test

Number and Issue:

Publication Year
2017

Relevance/significance of the publication:
Test

Would you like to add a third publication?
No

Please provide a summary of other relevant research outputs to date. This can include but is not limited to previous awards won, conferences organised, contributions to teaching & learning, public engagement activities, etc.
Use this space to provide further evidence of a relevant research track record.
Test

Project Details

Title of proposed project:
Test

Abbreviation of proposed title:
This short title or acronym will be used to identify your proposal in this call. It should be no more than 12 characters. The same acronym should be used in the spreadsheet to be uploaded to this application form.
Primary area/Discipline of proposal:
Mathematics

Secondary area/Discipline of proposal:
Statistics and Probability

The lay abstract should provide a clear understanding of the objectives of the proposal and how they will be achieved. It will be used as the short description of the proposal in the assessment process. It must not contain confidential information.

Lay Proposal Abstract:
Test

This 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.

Detailed Proposal Description
Test

How is your proposal relevant to the aims of Strand 1b: Engaging Civic Society within an international context?
Test

Supply clear evidence of input by Civic/Voluntary Organisation (CVO)/ Non-Governmental Organisation (NGO) partners into the proposal; details on how project will result in expected benefits for the CVO; evidence/reference to future research opportunities.

Signed and scanned endorsement form of proposed CVO or NGO Partner for Strand 1 Applications
File must be a PDF. Downloadable form available at: http://research.ie/funding/new-foundations/.

TEST UPLOAD.pdf

Does your proposed project require ethical approval?
Please also consider issues around data collection, management and processing when assessing the ethical requirements of your project.
No

In the event of a successful outcome to this application, where relevant, written evidence of such ethical approval must be received by the Research Council before activities for which ethical approval are required commence, but no later than three months after the start date of the award.

Proposed Budget

In the following text boxes, please provide itemised descriptions of your proposed costs in each category. Below each description, enter the total price in EUR for that category. These fields may not be left blank. If you have no expenses under a particular heading, please type 'N/A' in the text box and '0' in the corresponding total fields. The total amount requested will be calculated automatically.
Please provide itemised breakdown of travel (including accommodation costs) and reason needed:

Flights from Birmingham to Dublin for expert conference keynote speakers, Dr Joe Bloggs and Professor Jane Doe: €300.00
Accommodation for Professor Jane Doe for night before and night after conference: €500.00

Total travel cost requested for the full duration of the award:
€800.00

Please provide itemised breakdown of research consumables and reason needed (MAX €1000.00):
N/A

Total research consumables cost requested for the full duration of the award:
€0.00

Please provide itemised breakdown of dissemination costs and reason needed:
Publication of proceedings in open-access science journal: €250.00

Total dissemination costs requested for the full duration of the award:
€250.00

Please provide itemised breakdown of general and/or specialist disciplinary skill costs and reason needed:
test €2500

Total dissemination costs requested for the full duration of the award:
€2500

Please provide itemised breakdown of general and/or specialist disciplinary skill costs and reason needed:
test €2500

Total general and/or specialist disciplinary skill training cost requested for the full duration of the award:
€2000.00

Please provide itemised breakdown of all other costs (please specify) costs and reason needed:
N/A

Total other costs requested for the full duration of the award:
€0.00

Total Amount Requested:
€3550

Please ensure that you have not requested more than the maximum amount available for your chosen strand.
When you have reviewed the application, click the blue ‘+Endorsement’ button in the upper, right-hand corner to complete your review.

Once clicked, the option to provide your endorsement and either save a draft or submit your endorsement will appear.

3. Submitting a Research Office Endorsement Decision

By selecting ‘Yes’, the Research Officer endorses the application and, in so doing, confirms the following statement:

‘I declare that all of the information in this form is correct. I confirm that should it become apparent that any of the information herein is inaccurate or unverifiable with appropriate documentation, it will result in the application automatically being deemed ineligible.’

If the Officer selects ‘No’, they must provide precise details as to why they are not endorsing the application in the textbox that appears.

When you are satisfied with your response, click the blue ‘Submit’ button to complete the endorsement process for that individual application.

This endorsement decision is final and cannot be altered after you click ‘Submit’.
Once you click ‘Submit’, the following message will appear, confirming that it has been submitted successfully.
To return to the listing of your applications to endorse, click the blue word ‘Listings’ in the upper left-hand corner.

Applications that have been endorsed will display a green ‘Done’ button where the blue ‘Review’ button had previously been.

**You may view endorsed applications at any point by clicking the ‘Done’ button, but you cannot alter your endorsement submission.**

You can return to this portal at any time to endorse newly submitted applications and view applications that have been endorsed by entering your email address and the password you created during your registration process.

Your email address will receive a notification each time an application is ready for your endorsement.
4. Technical Queries & Next Steps
If you experience any technical problems, please clear the cache in your browser and continue.

Please contact newfoundations@research.ie, should you experience any technical difficulties.

The outcome of the call will be sent to all Research Offices and Applicants in March 2020.