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| **Employment Based Postgraduate Programme 2019**  **Indicative Postgraduate Scholarship Application Form** |

This form applies to the Employment Based Postgraduate (EBP) Programme only. This Word document is provided solely for information purposes. All applicants must complete and submit their application through the online application system by the stated deadline. The online system (OLS) can be accessed here: <https://irishresearch.smartsimple.ie> by the deadline of **16:00 (Irish Time), 28 February 2019**. There will be no exceptions to this deadline for any reason. Please see the guidance documents online or contact your host research office for queries. This indicative form is for information purposes only as there may be minor differences with the OLS.

**Please Note:** Wherever the OLS uses the terminology ‘Enterprise Partner’ or ‘Enterprise Mentor’, it should be considered to mean ‘Employment Partner’ and ‘Employment Mentor’, as per the Terms and Conditions for this programme.

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| **Overview** |

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| **Project Title:**  **[Max 100 words]** |

Responses are required for:

* Irish Research Body [select]
* Department
* Application in Irish? [Yes/No] There is an option at this point to upload an English translation. This will accompany your research proposal. The system will only accept documents in PDF format

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| **Aplicant Details** |

The following details will be pre-populated by the OLS from the applicant’s profile: name, gender, date of birth and postcode.

Details are required for:

* ORCID identifier
* What is your nationality, i.e. your passport-issuing country? [select]
* Are you a national of a European Economic Area (EEA)\* member state or Switzerland [Yes/No]
* Will you have been ordinarily resident\* in an EEA member state or Switzerland for a continuous period of three of the five years preceding 1 September 2019 [Yes/No]
* Have you had two previous unsuccessful applications to the Employment Based Partnership scheme? [Yes/No] Applicants who have previously made two unsuccessful applications to the EBP scheme are ineligible
* Employment status [permanent/indefinite duration/fixed term contract/not currently employed]
* Are you currently employed by the proposed Employment Partner to be added in the section below? [Yes/No] If answering yes, please include details of employment, job title, nature of duties, duration of employment etc. **[Max 500 words]**

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| **Primary and Additional Participants** |

There is a lookup function to search for your Academic Supervisor with the role of ‘Supervisor’ and Partner Organisation with a role of ‘EPS Partner’. These sections are pre-populated by the OLS from the profile of your Academic Supervisor and Partner Organisation who must have registered on the system. Please see the Guide for Applicants for more information on how to register these participants and press ‘Save Draft’ after each step.

**Academic Supervisor Details**

This section requires academic supervisor details: academic supervisor name, Higher Education Institution and email address.

**Secondary Supervisor Details**

This section allows for details to be added of a secondary supervisor (if applicable): name, higher education institution, email address and contact number.

**Referees**

You must associate two referees with your application, neither of whom may be your primary supervisor. There is a function to allow you to invite your referees to register on the OLS.

Details on two referees are required**:** organisation or institution, first name, last name, title, position, email and role [Referee 1/Referee 2].

**Employment Partner Details**

This section requires Employment Partner details: Employment Partner name, phone and address.

**Employment Mentor**

You have to assign the proposed Employment Partner before you can add Employment Mentor.

Enterprise Partner (Organisation) name, Enterprise Partner Mentor name, Enterprise Mentor email.

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| **Academic qualifications** |

**Academic Qualifications**

Degree results entered here must be the applicant’s overall results and be verified as such on official transcript(s). If official degree transcript(s) do not confirm the applicant’s final grade and date of award exactly as detailed in the application, any conditional offer of a scholarship will be withdrawn.

**Undergraduate Qualifications**

**Undergraduate Qualifications – Bachelor’s degree (or equivalent)**

This section requires details on undergraduate qualifications – bachelor’s degree or equivalent: institution [dropdown – if ‘Other’ is selected, there is a new field for ‘Institution Name’], year registered from, year registered to, graduation date, qualification type and name, final grade or grade point average. Any additional information relating to this degree or your final grade can be included here (e.g. project title, area of study, etc.) **[Max 300 words]**

**Undergraduate Qualifications – Second bachelor’s degree (if applicable)**

This section requires details on undergraduate qualifications – second bachelor’s degree (if applicable): institution [dropdown – if ‘Other’ is selected, there is a new field for ‘Institution Name’], year registered from, year registered to, graduation date, qualification type and name, final grade or grade point average. Any additional information relating to this degree or your final grade can be included here (e.g. project title, area of study, etc.) **[Max 300 words]**

**Postgraduate Qualifications**

**Masters degree (if applicable)**

This section requires details on masters degree: Type [Taught/Research], institution name, date registered from (xx/xx/xxxx), date registered to (xx/xx/xxxx), qualification type & name, final grade or grade point average.

Additional information:(e.g. project title, area of study, etc.) **[Max 300 words].**

**Second masters degree (if applicable)**

This section requires details on second masters degree (if applicable): Type [Taught/Research], institution name, date registered from (xx/xx/xxxx), date registered to (xx/xx/xxxx), qualification type & name, final grade or grade point average.

Additional information:(e.g. project title, area of study, etc.) **[Max 300 words].**

**Other Education**

Please include any additional information relevant to your academic background (e.g. training courses – please provide name, location and dates) **[Max 300 words].**

**Research Achievements**

Please provide any additional information regarding your research achievements: e.g. publications to date, research awards achieved, creation of data sets & databases, conference papers, patents, excavations, public broadcasts, stage performances, creative writing (such as novels, poetry), creative productions, exhibitions, etc **[Max 500 words].**

**Work Experience**

Please include details of any relevant work experience (including voluntary work) to date. This should include employer names, job titles, nature of duties and responsibilities, as well as duration of employment **[Max 500 words].**

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| **Personal statement** |

Please highlight any additional information which has not been included elsewhere in the application, e.g.:

* Why do you wish to pursue a higher degree by research?
* Why have you proposed this research topic?
* Why do you feel there is a specific demand for the skill set that you wish to build?
* Why are you particularly suited to this research field?
* Which of your attributes demonstrate your capability to be a good researcher e.g. motivation, commitment, thirst for knowledge?
* Why have you chosen an employment-based research award?

**[Max 500 words]**

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| **Training and career development plan** |

Please provide a training and career development plan which addresses the following:

* What are your career goals and how would this award help you to achieve them?
* How will you go about acquiring the expert knowledge and transferable skills necessary for your professional development, e.g. technical skills, communication skills, analytical skills?
* How would this award enable you to gain skills relevant to employment outside the traditional academic sector?

**[Max 1000 words]**

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| **Proposed research** |

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| ***Degree Type:***  ***Please check with your institution and ensure you select the correct option.***  12 Month Masters  (does not include structured programme)  24 Month Masters  (includes structured programme)  36 Month PhD  (does not include structured programme)  48 Month PhD  (includes structured programme) |

This section informs the duration of funding for which you are eligible to apply – please consult with EBP Terms and Conditions 2019 and check with your higher education institution.

The sections on ‘higher education institution’ and ‘project title’ are pre-populated from a previous tab.

Please include details on: registration date (dd/mm/yyyy), finish date (dd/mm/yyyy), primary area [dropdown] and discipline [dropdown].

Details are requested for:

* Other research area(s)
* Second categorisation – if interdisciplinary

Please consult listing provided on the Irish Research Council for a full description of what is covered in Primary Areas, Disciplines and Other Research Areas. The registration date may inform the duration of funding for which you are eligible to apply – please consult with EBP Terms and Conditions 2019. All awards must commence on 2 September 2019.

Responses are required for:

* **Abstract**. Please bear in mind this could be read by non-specialists, as well as peers, and should be written in order to communicate with them effectively **[Max 300 words].**
* Please provide **details of your proposed research**, to include: aims, objectives and central research questions **[Max 500 words].**
* Please describe the **research design and methodologies**, to be employed in carrying out your fellowship which should be described in sufficient detail to demonstrate your thorough understanding of the research topic **[Max 500 words].**
* Please provide a **schedule** to include (a) milestones and deliverables for completion of the proposed fellowship, (b) risks that might endanger reaching these deliverables and (c) the contingency plans to be put in place in order to mitigate these risks **[Max 500 words].**
* **Please describe how the proposal relates to existing research in this area**. Suggest how the project will make a new contribution to knowledge. Do not provide bibliographical lists or footnotes here. **[Max 500 words].**
* Please describe any **specialist knowledge, data, access to specialist equipment/facilities** and similar that are required for successful completion of the proposed research, including but not limited to language competencies, technical skills or use of specialist software. If the relevant knowledge, data or access to specialist equipment/facilities is not already in place, details should be provided as to how it will be acquired. **[Max 500 words].**
* Please outline your plans for the dissemination and knowledge exchange of your research, including publications, conference attendance, poster presentations, reports and outreach activities. Details should also be provided as to how the impact of your research will be measured. **[Max 500 words].**
* Please outline your reasons for choosing (i) the proposed Higher Education Institution, (ii) the proposed Academic Supervisor and (iii) the proposed Enterprise/Employment Partner and Enterprise/Employment Mentor (if relevant) for the project **[Max 800 words].**
* Please provide details of any proposed research trip(s) of more than four weeks' duration which you believe will be necessary for the successful completion of your project **[Max 300 words].**

If you have supplementary information, e.g. diagrams or a bibliography, which accompany your research proposal, there is an opportunity to upload them in PDF format. Supplementary material should ONLY include essential information required for the interpretation and understanding of the proposed research. Applications will be deemed ineligible and will not be considered for funding if they include additional information about the research proposal or applicant.

A Gantt chart may be uploaded here.

Responses are required for:

* Have you previously submitted all or part of this proposal to an Irish Research Council Scheme and been unsuccessful? [Yes/No]
* If answering yes, description of modifications made to this proposal if the proposal was previously submitted but was unsuccessful under an Irish Research Council scheme. Please note that unsuccessful applicants may only re-apply to the scheme on one subsequent occasion **[Max 300 words].**
* Have you commenced the course of research for which you are applying? [Yes/No]
* If answering yes, please outline the source and duration of your funding to date, if in receipt of any (including start/finish dates), outline the progress made to date and include completed tasks, chapters etc **[Max 500 words].**

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| **Ethical and Sex/Gender Statements** |

**Ethical Statement**

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| **Does your research involve any of the following ethical issues of special relevance?** | |
| Informed consent | 🞏 |
| Human embryonic stem cells | 🞏 |
| Privacy and data protection | 🞏 |
| Use of human biological samples and data | 🞏 |
| Research on animals | 🞏 |
| Research in developing countries | 🞏 |
| Dual use (possible military/terrorist application) | 🞏 |
| None of the above | 🞏 |

* Does the research proposal outlined in this submission require approval by the relevant University/Institutional Ethics committee? [Yes/No]
* Please provide a statement detailing the careful consideration you have given to the ethical implications of the proposed research (where ethical issues may arise) and how you plan to address these over the course of your award **[Max 500 words]**

**Sex/Gender Dimension**

**Note:** Please read carefully the section on ‘Sex/Gender Dimension Statement’ in the Terms & Conditions and Guide for Applicants for help in answering this question.

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| **Does your proposed research programme involve any of the following?**   1. Humans as the research focus 2. Animals as the research focus 3. Human samples and/or data 4. Humans involved as consumers, users, patients, participants, or in trials/interviews 5. Research on animals, animal samples and/or data 6. Research outputs with implications for both men and women 7. Research outputs with implications for end users or consumers   Yes  No |

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| Please provide a statement detailing whether there is a potential sex/gender dimension to be considered in carrying out your research. If your research involves any of the above, please indicate how potential sex/gender issues will be handled. In particular, you are asked to reference the points mentioned in the 'checklist for sex/gender in research content' in the Guide for Applicants  **[Max 500 words]** |

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| Please provide a data management plan which addresses the following:   * How will data be exploited and/or shared/made accessible for verification and reuse? * How data will be curated and preserved? * If applicable, how do you plan to make data FAIR (findable, accessible, interoperable and reusable)? * If data cannot be made available, why?   **[Max 300 words]** |

**Data management**

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| **Declaration** |

* **I confirm that the information supplied in this application is correct –** I agree
* **I hereby declare that I have read and accept the Applicant requirements as set out in the Terms and conditions and Guide for Applicants on the Irish Research Council**[**WEBSITE**](http://www.research.ie/scheme/employment-based-programme) **LINK –** I agree

Does your application feature an employment partner that is a public body? [Yes/No]. If answering yes, please outline how the public body has specific cultural or scientific infrastructure that is integral to the conduct and completion of the proposed project, i.e. without which the project could not be realised **[Max 200 words]**

\* Would you like the Irish Research Council to make your application available to other Funding Agencies and/or Enterprise Partners for funding consideration? [Yes/No]