



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

**CALL FOR APPOINTMENT OF NATIONAL
COORDINATOR FOR IRELAND**

EUROPEAN SOCIAL SURVEY (ESS)

31st January 2018

Awarding Authority: Irish Research Council
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Application deadline: 27th February 2018
Outcome announced: Mid-March 2018

IRISH RESEARCH COUNCIL

EUROPEAN SOCIAL SURVEY ROUND 9

Call for Appointment for National Coordinator

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1. **Introduction**

1.1 **Purpose of Call Documentation**

The purpose of this document is to instruct applicants in preparing proposals for role of the national coordinator for Ireland's participation in Round 9 of the European Social Survey.

This scheme is managed and directed by the Irish Research Council. This document remains the property of the Awarding Authority and is issued only to assist you in submitting a detailed response to the requirements specified.

All queries with respect to the scheme documentation and requests for additional information should be made to info@research.ie

1.2 **Awarding Authority.**

The awarding authority is The Irish Research Council (Higher Education Authority).

1.3 **Conflict of Interest**

The Irish Research Council requires that all its schemes are conducted in an open and transparent manner. In this regard you are required to indicate whether you are aware of any potential material conflict of interest. Failure to disclose a material conflict of interest may disqualify an applicant or result in the termination of a compensation for losses incurred.

1.4 **Overview of Contents.**

The scheme documentation contains five sections as outlined below. Section 4 requires specific proposal responses.

Section 1 explains the purpose of the document, provides general instruction on the preparation of proposals and gives guidance on how they will be evaluated;

Section 2 provides background information on the Council;

Section 3 provides background information on the ESS;

Section 4 gives details of the requirements for this particular call;

Section 5 provides instructions for applicant responses.

1.5 Instructions to Applicants

- 1.5.1 Applicants must provide all the information requested in Section 4.
- 1.5.2 All reasonable requests for additional information will be addressed and such information will be made available to all other applicants in all cases (via www.research.ie).
- 1.5.3 An electronic version must be submitted to meet the deadline to info@research.ie.

Deadline for receipt of proposals is 4pm, Friday 27th February 2018.

- 1.5.4 The Awarding Authority will not be liable for any costs incurred by proposers in the preparation and submission of response (s), including any work, effort or expenses required to complete the proposal.
- 1.5.5 The Awarding Authority reserves the right to amend or alter any information contained in these documents at any time. Participating proposers will be informed of any amendments or alterations.
- 1.5.6 Unwarranted or inappropriate attempts (including canvassing) to influence the decision of the Awarding Authority by proposers, or by any party acting on behalf of a proposer will automatically disqualify the proposer.
- 1.5.7 During the evaluation process, the applicant may be required to give formal presentations of their proposals to representatives of the Awarding Authority. Reference site visits may also be undertaken.
- 1.5.8 Information provided in proposals and in subsequent discussions and written communications, prices, availability dates and services offered by the applicants will be considered to form part of the basis of any contractual arrangements in the event of a proposal or proposals being accepted by the Awarding Authority.
- 1.5.9 The following will form part of the contract document for the proposed services:

This call documentation and

- Applicant responses to the call;
- Modifications and amendments to the above documents formally agreed between the parties to the contract;
- The final terms and conditions agreed between the parties to the contract,
- The official order for the services issued by the Awarding Authority.

1.6 Qualification process and award criteria

Any contract (s) that may be awarded will be awarded on the basis of the most qualified advantageous proposal (s) taking into account:

- Costs to include sub-contracting fees and any other expenses such as advertising, travel etc.;
- Ability to commence the project by end of 1st April 2018;
- Capability to meet deadlines and schedules;
- Quality of the proposal;
- Previous relevant experience in the conduct of work of this nature and track record.

1.7 Main selection criteria

Applications will be evaluated by an Assessment Board, which will make a recommendation to the Irish Research Council. The following matters will be among the selection criteria for the award of any contract:

- 1.7.1 The capability of the applicant to satisfy the requirements specified in this document, and the call application form.
- 1.7.2 The proven capability of the applicant to develop and deliver the services specified in this document within specified timelines and budget. Proposers may be required to provide evidence of competence and experience of providing similar services by providing details of reference sites and contacts, and by demonstrating the presence of a sufficient number of suitably qualified and experienced personnel to provide such services. Details of the personnel who will be undertaking this assignment and their experiences to date will be required.
- 1.7.3 Evidence that the applicant has a good understanding of the Irish public sector (in particular the higher education, research and broader social sciences sectors) and experience of operating in this type of environment.
- 1.7.4 Costs including Fees, Advertising, Travel and Subsistence, other related costs (inclusive of Value Added Tax, as appropriate).
- 1.7.5 Agreement of appropriate contractual arrangements between the applicant and the Awarding Authority.
- 1.7.6 The quality and completeness of the response provided and compliance with the specified application format.

2. **The Role and Mandate of Irish Research Council**

Established in mid-2012 under the Government's Public Sector Reform Plan, the Irish Research Council ('the Council'), a merger of two former councils (the Irish Research Council for Humanities and Social Sciences, IRCHSS, and the Irish Research Council for Science, Engineering and Technology, IRCSET), is an associated agency of the Department of Education and Skills (DES) and operates under the aegis of the Higher Education Authority (HEA).

The Council was established and mandated to –

Fund excellent research within, and between, all disciplines, and in doing so to enhance Ireland's international reputation as a centre for research and learning.

Support the education and skills development of excellent individual early stage researchers and cultivate agile independent researchers and thinkers, whilst offering a range of opportunities which support diverse career paths.

Enrich the pool of knowledge and expertise available for addressing Ireland's current and future challenges, whether societal, cultural or economic and deliver for citizens through collaboration and enabling knowledge exchange with government departments and agencies, enterprise and civic society.

3 **Background to the European Social Survey**

The **European Social Survey (ESS)** is an academically-driven social survey designed to chart and explain the interaction between Europe's changing institutions and the attitudes, beliefs and behaviour patterns of its diverse populations. The Survey employs the most rigorous methodologies. Seven rounds have taken place to date and over 30 countries have participated in at least one round and most of these are expected to take part in round eight.

The principal long-term aim of the project is to chart and explain the interaction between Europe's changing institutions, its political and economic structures, and the attitudes, beliefs and behaviour patterns of its diverse populations. But an equally important shorter-term aim is to develop and demonstrate an approach to the conduct of rigorous quantitative multinational social surveys in Europe, which matches that of the best national surveys in Europe and the USA. The data and other outputs are freely available to the research and policy communities throughout Europe and beyond via www.europeansocialsurvey.org. Now that the ESS biennial time-series has built survey upon survey, it is starting to provide a unique long term account of change and development in the social fabric of modern Europe. In addition, it will help to activate research networks across Europe and the participation of young researchers in the substance and methodology of rigorous comparative research.

Through the ESFRI roadmap process the Irish Research Council identified the ESS as a priority infrastructure project for the Social Sciences, and to date has

funded projects for Ireland's participation, in previous rounds of the survey. The Irish Research Council now invites applications for a national coordinator to oversee and implement round nine of the survey.

The project is directed by a Core Scientific Team or Central Co-ordination Team (CCT) led by Rory Fitzgerald from the Centre for Comparative Social Surveys at City University London, UK. The seven other institutions represented are: NSD, Norway, GESIS, Germany, The Netherlands Institute for Social Research/SCP, Netherlands, Universitat Pompeu Fabra, Spain, University of Leuven, Belgium, University of Ljubljana, Slovenia and the University of Essex, UK. For more details see <http://www.europeansocialsurvey.org>

The CCT will be supported by a number of advisory and consultative groups, principal among which is a **Scientific Advisory Board (SAB)** under the chairmanship of Professor Jacqueline Scott and consisting of ten members appointed by the General Assembly following nominations from its members. The CCT also has at its disposal expert advisory panels on methodological and translation issues. Separate questionnaire design teams have been selected by a competitive process to help frame the variable elements for this sweep of the questionnaire.

The coordination of this first phase of the ESS project is again being financed by a grant from the European Commission (under its Framework Programme), supplemented by a grant from the Economic and Social Research Council (ESRC) in the UK. The European Science Foundation (ESF) covers the costs of scientific liaison. Each national survey and coordinator is funded by an appropriate national research agency. In the case of Ireland the Irish Research Council has agreed to take on this role for round nine of the survey.

There is also a Funders' Forum, at which the various funding agencies, including Irish Research Council, are represented.

Further information about the ESS may be found at <http://www.europeansocialsurvey.org>

4. Requirements

- 4.1 The Irish Research Council Sciences is inviting applications for the appointment of a national coordinator to act as its agent for the supervision of round nine of the Ireland component of the European Social Survey. National coordinators, funded by national funding agencies, are being appointed in each participating country.
- 4.2 The coordinator for Ireland will be appointed by the Irish Research Council as its agent to supervise the data collection by the survey organisation, ensure that the ESS is carried out to a comparable standard, and liaise with the Central Coordinating Team (CCT) - see *paragraph above, for further information*. He or

she will be responsible to the Irish Research Council for the oversight of the Survey including the implementation of a rigorous, standardised set of procedures and methods to a pre-specified design and timetable.

4.3 The National Coordinator will be:

- An academic of standing within the social science community who is a full-time member of the staff, engaged in teaching and/or research, either on a permanent basis or a temporary contract of sufficient duration to cover the period of the proposed project, at a third-level institution within the meaning of Section One of the Higher Education Authority Act, 1971 *and/or* in receipt of public funding *and/or* approved by the Minister for Education and Science for the purposes of the Free Fees Initiative. Applications will also be accepted from permanent members of the academic research staff at the Economic and Social Research Institute (ESRI);
- Familiar at first hand with survey methodology and procedures;
- Knowledgeable about past national or sub-national studies of a similar nature and, ideally, with experience of cross-national research;
- Fluent in spoken and written English;
- Be willing to oversee the work of the survey organisation including the progress of fieldwork;
- Have experience of cross-national research;
- Be accepting of the ESS Specifications;
- Act as a data processor in full compliance with the General Data Protection Regulation.

NB The National Coordinator should **not** have any other key role within the ESS organisational structure (e.g. should not also represent Ireland as a member of the Scientific Advisory Board). Please see Section 5.1 of the Specification for Participating Countries for further details.

4.4 A national ESS Round 9 steering committee for Ireland shall be established:

- (i) this committee must be chaired by the Irish Research Council scientific advisory board member and comprise the national coordinator, members and / or nominees of the Irish Research Council; and other relevant expertise;
- (ii) the secretariat and administration of this steering committee will be provided by the National Coordinator.

4.4.1 NC Activities

Liaise, communicate, meet and advise

- i. serve as the link between the national survey operation, national steering committee and the CST;
- ii. meet with and advise 'ESS sample panel experts' on appropriate local procedures to comply with ESS sampling requirements, including maximising

- effective sample size and ensure that the sampling design is formally signed off prior to the start of fieldwork;
- iii. meet with and advise 'ESS question module design teams' on question construction and provide detailed comments on two or more drafts of the questionnaire (see section 5.1 of Specification for Participating Countries);
 - iv. liaise with the CST on best implementation strategies to meet ESS requirements for data collection;
 - v. liaise with the CST on best implementation strategies to meet ESS requirements for education measurement;
 - vi. liaise as necessary with the ESS data archive (NSD Norway) about data deposit and data processing queries;
 - vii. provide the name and e-mail address of a responsible contact person at the fieldwork organisation to the ESS data archive (NSD). This contact person will only be included in correspondence directly related to deliverables and processing of data and documentation;
 - viii. liaise with the 'ESS translation team' while preparing and executing the translation of the ESS survey instruments into the national language versions and during the translation verification process;
 - ix. attend meetings of the ESS ERIC NC Forum (expected to take place in November 2017, April 2018, (possibly November 2018), and April 2019).
 - x. Possibly represent the NC Forum in other countries (e.g. CST, GA)

4.4.2 Coordinate, monitor, support, provide and react

The NC will:

- i. complete the fieldwork questionnaire and discuss matters arising with the CST **(ensuring sign-off at least two weeks before the fieldwork starts);**
- ii. Send the fieldwork projections to the fieldwork team **at least two weeks before fieldwork is planned to start;**
- iii. Play a key role in the design and the delivery of face-to-face fieldwork briefings for interviewers, focusing on respondent recruitment, the conducting of the interview and recording of contact attempts;
- iv. Select the survey agency (if necessary);
- v. Explain and discuss ESS procedure and their rationale with the survey agency (including the completion and use of the Contact Forms);
- vi. submit the contract agreed with the fieldwork agency to the CST;
- vii. co-ordinate translation from the English source questionnaires, including verification and SQP;
- viii. coding;
- ix. co-ordinate and interpret national pre-tests;
- x. liaise with their assigned sample expert when producing a sample design **(fieldwork should not start before the sampling design has been signed off);**
- xi. plan and either conduct or attend the fieldwork briefings for interviewers;
- xii. one month prior to fieldwork commencing agree projections for fieldwork with the fieldwork contact point of the CST;

- xiii. monitor fieldwork and data preparation operations, ensuring contract compliance and optimum response and providing the CST with fortnightly updates;
- xiv. Check the data files as specified in the ESS Data Protocol, preparation for public use and quality control analysis aimed at improving ESS data collection in further rounds;
- xv. Liaise as necessary with the SWEP about the calculation of post-stratification weights;
- xvi. Code media claims for 10 weeks starting **one week before the start of fieldwork** and provide the CST with an overview of the national media landscape and media claims data;
- xvii. provide the CST with all the electronic deliverables as specified in the Data Protocol;
- xviii. provide the CST with the sample design data file (note this is a requirement in order to produce the design weights and be included in the combined data set);
- xix. authorise code book, data documentation and fieldwork documentation;
- xx. provide the CST with population data necessary for coverage and response assessment and weighting;
- xxi. provide the CST with pre-specified country-specific context variables if these are not centrally available provide the CST with contact form data;
- xxii. prepare a full technical report (to a pre-specified format and standard) containing details of national sampling, fieldwork, response rates, etc.;
- xxiii. advise on post-stratification of national data and any weighting required;
- xxiv. provide the CST with household income range frequency tables for the source of the income range; categories in the main questionnaire along with full details about the source used;
- xxv. Liaise as necessary with the ESS Archive about the data deposit and data processing queries, including advising on post-stratification of national data and any weighting required;
- xxvi. Act as the first national point of contact for queries relating to earlier waves of ESS data collection regardless of whether they were the NC at that time.

NB: The NC MUST ensure that national data (including summary outcomes and overviews) are not published or reported in any way before the release of the harmonised data file comprising their national data.

4.4.3 Data protection and ethics

- i. Sign a data handling agreement in their capacity as a Data Processor with the ESS ERIC Director (Data Controller) and ensure compliance within the NC team and by the survey agency with the GDPR;
- ii. Ensure compliance by the national team, and survey agency with the General Data Protection Regulation including documentation of all data breaches with that relevant parties are informed of any breaches;
- iii. Ensure that institutional ethical approval for the ESS is obtained where required.

- 4.5** Some of the tasks above may, by written agreement with the Irish Research Council, be transferred to the survey organisation, but the responsibility to the Irish Research Council for their delivery and for liaison with the CST must continue to reside with the National Coordinator.
- 4.6** It should be noted that appointment as Coordinator for this phase of the ESS will carry with it no obligations on Irish Research Council or the appointee in respect of the coordination of any further phases of the survey.
- 4.7** In line with Irish Research Council usual practice, it is expected that an appointment will be made through an Irish Higher Education Institution or Independent Research Institute eligible for the receipt of research funding. Irish Research Council research funding rules will apply, unless otherwise agreed.

4.8 Data collection for Ireland Survey

The national steering committee for Ireland will be responsible for seeking applications from survey organisations for the collection of data for the Ireland component of the Survey. The coordinator will oversee and implement this process through the chairmanship of the national steering committee.

4.9 Budget

The Irish Research Council will award costs for completion of the ESS Round 9 fieldwork for the period 2018. The total award will not exceed €400,000 per year and this will be inclusive of staff replacement costs at Irish Research Council rates. The workload of the National Coordinator will vary over the period of the survey. Full eligible cost details are available in the appendix I below.

4.10 Institutional Endorsement

The Irish Research Council must receive formal assurance from the applicant's institution of its willingness to host the project and of its readiness to provide accommodation appropriate to the project. Confirmation of the employment/contractual status of the coordinator must be furnished by the institution in addition to notice of the institution's agreement to participate in the proposed project.

4.11 Timeline

Applications must be submitted to Irish Research Council by **4pm, 27th February 2018** using the call submission template document and emailed to info@research.ie to meet the deadline. The Irish Research Council will notify applicants of the process outcome shortly thereafter.

The award must commence by the beginning of April 2018 with a completion date of no later than 31st October 2019. A final report will be requested by the Irish Research Council for submission by 30th November 2019. The progress of this award must adhere to the following dates:

Deadline for receipt of applications	27 th February 2018
Notification of Appointment	Mid-March 2018
Award commencement	1 st April 2018
Preparation for Fieldwork	April – August 2018
Round 9 fieldwork period commences	September 2018
Round 9 fieldwork period ends	December 2018
Data and documentation to be delivered to ESS Archive (NSD)	January – October 2019
Award completion	31 st October 2019
Final Report	30 th November 2019

4.12 Grant Administration, Reporting

This programme requires that the corresponding ESS programme should be carried out. If the ESS Round 9 process does not succeed, Irish Research Council funds will be reclaimed. In the case that the corresponding ESS grant terminates earlier than scheduled, or is moved to any other host institution, funds may be reclaimed on a pro-rata basis.

The Irish Research Council attaches considerable importance to procedures for monitoring and renewing its awards. Funding will be dependent on the demonstration of sufficient progress through regular written reports. Please see table below for information on progress report due dates. These progress and final reports are evaluated by the Irish Research Council Projects Review Committee. Templates for these written reports will be provided at the appropriate times by the Irish Research Council. It is the responsibility of the ESS National Coordinator (NC) holder, to ensure that reports are filed by the due dates.

Failure to file these reports by the required dates or submission of an unsatisfactory report may result in the Irish Research Council terminating an award. Where an award is cancelled, Irish Research Council will have leave to seek recovery of monies which have been awarded under this Scheme. All awards may be subject to an external research audit and/or financial audit.

Stage	Reporting task	Date due at IRC
1.	Interim progress and financial report <i>Templates will be sent in advance.</i>	30 th September 2018

2.	Interim progress and financial report <i>Templates will be sent in advance.</i>	30 th April 2019
3.	Final progress and financial report <i>Templates will be sent in advance.</i>	30 th November 2019

- 4.13** The Council reserves the right to terminate awards where necessary and without prejudice.
- 4.14** Awards under this Scheme are subject to receipt of funding by the Irish Research Council from the Department of Education and Skills. In the event of such funding being reduced or discontinued, neither the Department Education and Skills nor the Irish Research Council will be under any liability to provide funding or to compensate an ESS NC or their host institution for any reduction or cessation of such funding.
- 4.15** Should an ESS NC recognised under this Scheme be unable for any reason (including medical reasons) to pursue his/her project in accordance with the Terms and Conditions of the Scheme, he/she must inform the Director of the Irish Research Council within two weeks of such a situation coming to his/her attention. In such situations, the Irish Research Council will have regard to the usual conventions of the host institution. However, given the basis on which awards are made, the Irish Research Council reserves the right to withdraw funding support.
- 4.16** The Irish Research Council recognises that for personal or professional reasons, an ESS awardee recognised under this Scheme may wish to terminate his/her award. This should not be done without *prior* consultation with the Irish Research Council as it may involve reimbursement by the host institution to the Irish Research Council if the use of the funding made available up to the date of termination cannot be justified in accordance with the project's stated objectives.

5. Instructions to Applicants

5.1 Proposed format

The applicant's submission should be structured using the **application form**. Please note no other format will be accepted.

5.2 Proposal Team

Applicants must identify by name those people who will be assigned to this project should they be successful.

5.3 Contractual Arrangements

The applicant must provide a copy of the proposed terms and conditions (if appropriate) for the contract with their proposals. This should include the provision of appropriate working papers and files being made available to the Council, if requested. It should also outline a proposed process for arbitration in the case of disputes or other difficulties that may arise.

5.4 Additional information and appendices

Applicants may provide additional information and appendices as they consider appropriate.

5.5 Disclosure of Interest

Applicants should declare whether they are aware of any material conflict of interests in relation to their proposal.

5.6 Freedom of Information Act

The Irish Research Council undertakes to use its best endeavours to hold confidential any information provided by any firm in response to this call is subject to its obligations under law, including the Freedom of Information Act, which became applicable to the Irish Research Council in October 2001. Please note that, in response to a request under the Freedom of Information Act, information not identified as sensitive (with supporting reasons) could be released. You should accordingly identify in your proposal any specific information which you do not wish to disclose specifying the reasons why such information is sensitive. The Irish Research Council will consult you about this sensitive information in the event of it being subject to a request under the Freedom of Information Act.

Appendix 1 Additional Information for applicants

1. Eligible costs

Staff Costs	<p>Please provide details on the staff numbers involved and the salary levels being applied. All staff must be costed according to approved IRC staff rates (see below)</p> <p>As other staff must be recruited to work exclusively on the proposed project recruitment costs may be provided where necessary.</p>
Staff Replacement Costs	<p>Costs may include staff replacement costs which facilitate participation in the project, provided that these costs do not exceed ONE-THIRD of the total award. All staff replacements must be costed according to approved IRC staff rates.</p> <p>Where staff replacement affects persons who are currently, or have been during the last three years in receipt of an award from the IRC, the Principal Investigator must secure the formal agreement of the IRC before such a replacement is proposed.</p>
Travel Costs	<p>Costs for travel, subsistence and accommodation may be requested. Details on the number of trips, location, purpose and duration of the trips should be provided by team members involved. Requests for travel and accommodation should be in line with institutional rates and norms for travel and accommodation. Business class travel is NOT an eligible cost.</p>
Consumables	<p>Where relevant to the viability of the proposal, detailed costs up to a maximum of €500 per annum may be included.</p>
Equipment	<p>Details and justification of the items which will be purchased during each year of the project. Computer equipment, fieldwork, data collection, archival and digitisation costs may be included under this heading.</p>
Collaboration	<p>Details of expenditure incurred through any collaboration.</p>
Dissemination	<p>Detailed costing and information on which channels to be used for dissemination.</p>

Overheads	<p>These must NOT exceed maximum of 20% of modified direct costs. Equipment costs are not applicable.</p> <p>In collaborative and cross-institutional projects, overhead costs must be shared proportionately between partners. This must be agreed prior to the commencement of the project and noted in the application.</p>
Subcontracting	Costs associated with the fieldwork agency recruited to complete the survey.

2. IRC approved staff costs

IRC approved staff costs	1 calendar year	1/2 calendar year
Academic staff	<p>€47,709 (inclusive of PRSI 10.75 % & Fixed Term 20 %) Applicants can use the IUA researcher salary scale for research assistants and postdoctoral fellows. The point on the scale should be determined by qualifications and experience and the rationale for selecting this point should be explained in the budget justification. The requested salary must include provisions for PRSI (10.75%) and Employer Pension Contribution (20%). These costs can be pro-rated where appropriate.</p>	<p>€23,854.50 (inclusive of PRSI 10.75 % & Fixed Term 20 %)</p>
Research Associate/Consultant/Postdoctoral		
<i>This rate may be used on a pro-rata basis where appropriate</i>		
Postdoctoral Fellows		

3 Institutional Endorsement

For this call the Head of Department and Vice-President for Research (or

equivalent, or their authorised signatory) must endorse the application. If the applicant is the Head of Department, then a higher authority, such as the Head of School, must endorse the application instead.

By signing and endorsing an application the PI's institution agrees to accommodate and participate in the proposed project should funding be awarded. In addition, this signature will verify the contractual/employment status of the PI.

4 ESS National Coordinator Ireland and team

The successful ESS national coordinator and their team will be funded in accordance with the detailed eligible costs, as set out in appendix I, and will undertake the duties as described in the invitation to proposal.

Applicants are advised that they must be in a position to devote adequate time to the management and realisation of their projects. Principal and Associate Investigators are also advised that in submitting applications in their own names, they undertake to develop the project themselves, with due attention and viable commitments of time and without subcontracting the project to another party or parties. Applicants are required to list all other research projects, funded from whatever source, for which they are contracted, and demonstrate that they will have adequate time to realise the proposed project (s). The scope of involvement by the Principal Investigators will be considered by the International Assessment Board (IAB) in their evaluation of the expertise of the proposed research team.

5 ESS National Steering Committee

In accordance with conditions outlined in Section 4.4 of the proposal, applicants to the call will propose a suggested national steering committee in their application. Applicants must have prior agreement of all members named in the proposal; letters of evidence are not required at proposal submission phase; however named members may be contacted by the Irish Research Council for endorsement of their role as positioned in the proposal.

Appendix 2 Application form

IRC EUROPEAN SOCIAL SURVEY ROUND 9

APPLICATION FORM

Deadline: 27th February 2018

NATIONAL COORDINATOR CONTACT DETAILS:	
Full Name (including title)	
Position Held (including department and institution, i.e. where the prospective grant will be held and administered)	
Full address	
Telephone	
Fax	
Email address	

PROJECT DETAILS:	
Title of proposed project	European Social Survey Round 9
Discipline/Subject Area(s)	
Key Words (3-5)	
Proposed project start date	
Proposed duration (<i>Round 8 commitments to be completed by 30th September 2019</i>)	
Total Budget requested	€
Short Description of proposed project (max. 300 words)	

TEAM MEMBERSHIP/All Applicants roles, including proposed National Steering Committee Members:

<i>Role (include PI listed above)</i>	<i>Name</i>	<i>Organisation</i>	<i>Division or Department</i>	<i>How many hours a week will the person work on the project?</i>

ROLE OF NATIONAL STEERING COMMITTEE: How will the coordinator establish a proactive steering committee; effectively implement their recommendations; report to them on the progress or problems of the survey; and engage them in dissemination activities (max. 400 words)

DETAILED PROJECT DESCRIPTION (strictly max. 2,500 words). This should include:

I. Description of topic

- Aims and objectives;
- Central research questions.

II. Methodology, including for example

- Investigative and analytic methods;
- Theoretical frameworks;
- Detailed plan of the survey fieldwork to be undertaken.

III. Research plan

Including a detailed timeline for the completion of ESS Round Nine, in line with CCT timelines, and a plan for the efficient management, and reporting, of the research to the IRC, SAB and CCT.

IV. Description of the relationship of the project to existing research, either nationally and/or internationally, and how the project will contribute to knowledge.

V. Applicant(s)' research and other expertise **relevant to the project proposal.**

POTENTIAL IMPACT OF RESEARCH PROJECT ON INDIVIDUAL/TEAM RESEARCH PROGRAMME including potential for further research activity and alignment with Institutional research strategy (max. 400 words).

POTENTIAL IMPACT ON TEACHING PROGRAMME including courses taught and students supervised (max. 300 words).

PLANS FOR DISSEMINATION AND DIRECT OUTPUTS ENVISAGED (max. 300 words).

INDICATE HOW THIS PROPOSAL DEMONSTRATES PROGRESSION AND WILL BUILD ON RESEARCH UNDERTAKEN IN PREVIOUS ROUNDS OF THE ESS (max. 300 words).

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LIST RESEARCH PROJECTS FOR WHICH PRINCIPAL INVESTIGATOR IS CURRENTLY INVOLVED IN OR HAS RESPONSIBILITY FOR.

<i>Title of Project</i>	<i>Source of Award</i>	<i>Amount</i>	<i>Duration</i>

DOES THE RESEARCH PROPOSAL OUTLINED IN THIS SUBMISSION REQUIRE APPROVAL BY THE RELEVANT UNIVERSITY/INSTITUTIONAL ETHICS COMMITTEE? (tick one)

YES

NO

If there are ethical implications of the research project please provide details of what they are and how they will be addressed:

--

DOES YOUR INSTITUTION HAVE A POLICY ON GOOD CONDUCT IN RESEARCH? (tick one)	YES	NO
<p><i>If yes, please indicate where these policies can be accessed:</i></p>		

EXTERNAL REFEREE CONTACT DETAILS (whom the IRC may contact). Please inform the referee of this possibility:	
Full Name (including title)	
Position Held (including department and institution)	
Full address	
Telephone	
Fax	
Email address	

APPLICANT'S DECLARATION

I declare that the above particulars are correct and understand that the circulated 'Terms and Conditions' apply. I accept that failure to abide by the 'Terms and Conditions' may disqualify me from this Scheme. I also authorise the Irish Research Council to verify, if necessary any of the information supplied in this application.

Signature of proposed National Co-ordinator	
Date	

ENDORSEMENT BY INSTITUTIONAL AUTHORITIES

I hereby endorse this application to the Irish Research Council in accordance with the 'Terms and Conditions'.

Signature of Head of Department/ Head of School/Faculty or equivalent (please indicate position held)	
Date	

Signature of Vice-President for Research or authorised signatory (please indicate position held)	
Date	

Institutional Stamp

