



**IRISH RESEARCH COUNCIL**  
An Chomhairle um Thaighde in Éirinn

**GOVERNMENT OF IRELAND POSTGRADUATE  
SCHOLARSHIP PROGRAMME 2019**

**TERMS AND CONDITIONS**



**An Roinn Oideachais  
agus Scileanna**  
Department of  
Education and Skills

## TABLE OF CONTENTS

1.	DEFINITIONS .....	3
2.	OVERVIEW OF THE SCHOLARSHIP .....	3
3.	ELIGIBILITY REQUIREMENTS .....	3
4.	VALUE OF THE SCHOLARSHIP .....	4
5.	DURATION OF THE SCHOLARSHIP .....	5
6.	GENERAL CONDITIONS OF THE SCHOLARSHIP .....	6
7.	LOCATION OF THE SCHOLARSHIP.....	7
8.	FINANCIAL ADMINISTRATION AND AUDIT .....	8
9.	REVIEW OF PROGRESS .....	9
10.	ADDITIONAL DUTIES OUTSIDE THE REMIT OF THE SCHOLARSHIP .....	9
11.	ADDITIONAL AWARDS.....	10
12.	SUSPENSION OF THE SCHOLARSHIP .....	10
13.	TERMINATION OF THE SCHOLARSHIP .....	11
14.	COMPLETION OF THE SCHOLARSHIP .....	11
15.	RESPONSIBILITIES OF THE SUPERVISOR .....	11
16.	ETHICS AND QUALITY ASSURANCE .....	12
17.	RESEARCH INTEGRITY.....	12
18.	KNOWLEDGE TRANSFER.....	13
19.	OPEN ACCESS.....	13
20.	SEX/GENDER DIMENSION .....	13
21.	ACKNOWLEDGEMENT OF COUNCIL FUNDING.....	13
22.	DIGNITY IN THE CONDUCT OF RESEARCH .....	14
	APPENDIX I.....	15
	APPENDIX II.....	16

## 1. DEFINITIONS

- 1.1. **Council** shall mean the Irish Research Council.
- 1.2. **Funding term** shall mean the period between the official start date and agreed end date of the scholarship.
- 1.3. For the purpose of these scholarships, **higher education institution (HEI)** shall mean a higher education institution in Ireland within the meaning of Section 1 of the Higher Education Authority Act, 1971; and/or approved for the purposes of the Free Fees Initiative; and/or in receipt of some other form of public funding from the Department of Education and Skills. A list of eligible Irish HEIs is available [here](#).
- 1.4. For the purpose of these scholarships, **Ireland** shall mean the Republic of Ireland.
- 1.5. **Research project** shall mean the research work proposed by the scholar and approved by the Council.
- 1.6. **Scholar** shall mean the person awarded a scholarship.
- 1.7. **Scholarship** shall mean the Irish Research Council Government of Ireland Postgraduate Scholarship.
- 1.8. **Scholarship fund** shall mean the funding for the scholarship.
- 1.9. **Supervisor** shall mean the person(s) responsible for supporting and guiding the scholar and ensuring the quality of the research produced under the scholarship.

## 2. OVERVIEW OF THE SCHOLARSHIP

- 2.1. The Government of Ireland Postgraduate Scholarship Programme is an established national initiative, funded by the Department of Education and Skills and managed by the Council.
- 2.2. The aim of the Irish Research Council Government of Ireland Postgraduate Scholarship Programme is to support suitably qualified research master's and doctoral candidates pursuing, or intending to pursue, full-time research in any discipline<sup>1</sup>. The programme provides outstanding students with the opportunity to direct their own research project at the early-career stage, working with a supervisor, in their chosen area of interest.
- 2.3. A number of government departments and agencies partner with the Council to support this programme as a mechanism to deliver on our shared national objectives. The Council's strategic funding partners for 2019 are the Environmental Protection Agency (EPA), the Department of Foreign Affairs and Trade (DFAT) and the Department of Children and Youth Affairs (DCYA).

## 3. ELIGIBILITY REQUIREMENTS

- 3.1. All applicants:
  - 3.1.1. must have a first class or upper second-class honours bachelor's, or the equivalent, degree<sup>2</sup>. If undergraduate examination results are not known at the time of application, the Council may make a provisional offer of a

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<sup>1</sup> The Council does not fund taught master's.

<sup>2</sup> Degree results as entered in the application form and endorsed by the HEI must be the applicant's overall results and verifiable as such on official transcripts. If official transcripts do not confirm the applicant's overall result and date of award **exactly** as detailed in the application, any conditional offer of a scholarship will be withdrawn. Supporting, non-returnable material must be forwarded to the Council for inspection before the scholarship can commence. All transcripts must be appropriately stamped and signed to confirm that they are official documents of the institution.

scholarship on condition that the scholar's bachelor's, or the equivalent, degree result is a first class or upper second-class honours. If a scholar does not have a first class or upper second-class honours bachelor's, or the equivalent, degree, they must possess a master's degree. The Council's determination of an applicant's eligibility on these criteria is final;

- 3.1.2. must not have had two previous unsuccessful applications to the programme, including strategic partner themes;
- 3.1.3. in the case of applications for a research master's, must not currently hold, or have previously held, a Council scholarship;
- 3.1.4. in the case of applications for a doctoral degree, must not currently hold, or have previously held, any Council scholarship other than that which would have enabled them to obtain a research master's degree.

3.2. Applicants will fall under one of two categories based on nationality and residency. For category one, applicants must meet **BOTH** of the following criteria:

- be a national of a European Union member state **OR** Iceland, Norway, Liechtenstein or Switzerland

**AND**

- have been ordinarily resident<sup>3</sup> in a European Union member state **OR** Iceland, Norway, Liechtenstein or Switzerland for a continuous period of three of the five years preceding 1 October 2019.

All other applicants will fall under category two. The Council reserves the right to request documented evidence of an applicant's nationality and residence.

3.3. While the majority of scholarships will be awarded to applicants who fall under category one, a proportion of scholarships will also be made to exceptional applicants who fall under category two.

## 4. VALUE OF THE SCHOLARSHIP

4.1. The total value of the scholarship fund will be up to a maximum of €24,000 in any approved year and consist of the following:

- 4.1.1. a stipend of €16,000 per annum;
- 4.1.2. a contribution to fees, including non-European Union scholarship fees, paid to the HEI up to a maximum of €5,750 per annum. Any differential must be paid by the scholar and/or HEI. Scholars who hold a fee waiver from their HEI, or where no fee is required, or where fees are paid in full or in part by a third party, must inform the Council and the appropriate offices in their HEI and will not be eligible for the fee portion of the scholarship;

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<sup>3</sup> 'Ordinarily resident' refers to the applicant's place of legal and permanent residence. This will not be deemed as having been interrupted if an absence from the country of ordinary residency has been caused by the training, education or employment of the applicant or the applicant's spouse or parents.

- 4.1.3. eligible direct research expenses of €2,250 per annum to enable the scholar to carry out the research project. Please see Appendix I for guidance on what is considered an eligible direct research cost.

## 5. DURATION OF THE SCHOLARSHIP

- 5.1. The scholarship will support suitably qualified research master's and doctoral candidates pursuing, or intending to pursue, full-time research in any discipline<sup>4</sup>.
- 5.2. A scholar who is a new entrant to the postgraduate degree for which they are seeking funding is entitled to apply for funding for the full duration of the degree as outlined below:

Degree type	Duration of funding to be awarded
Research master's degree	1 year
Structured research master's degree	2 years
Traditional doctoral degree	3 years
Structured doctoral degree	4 years

- 5.3. For scholars who have already completed part of the postgraduate degree for which they are seeking funding, the duration of funding to be awarded is dependent on the type of degree being pursued and the date of first registration as outlined below:

Degree type	Date of first registration	Duration of funding to be awarded
Structured research master's degree	1 September 2018 to 31 August 2019 (registrations prior to 1 September 2018 are ineligible)	1 year
	1 September 2018 to 31 August 2019	2 years
Traditional doctoral degree	1 September 2017 to 31 August 2018 (registrations prior to 1 September 2017 are ineligible)	1 year
	1 September 2018 to 31 August 2019	3 years
Structured doctoral degree	1 September 2017 to 31 August 2018	2 years
	1 September 2016 to 31 August 2017 (registrations prior to 1 September 2016 are ineligible)	1 year
	1 September 2018 to 31 August 2019	3 years

The office of the vice president/dean of research will be required to confirm the scholar's participation on the specified degree type and date of first registration for this degree as outlined in the application. Exceptions to the above dates of first registration may only

<sup>4</sup> The Council does not fund taught master's.

be made for those who have taken an eligible career break<sup>5</sup> from their degree programmes.

- 5.4. Where a scholar is on a structured degree programme, the office of the vice president/dean of research will be required to confirm that the programme includes the development of discipline-specific knowledge, research and transferable skills in line with the national definition of a structured research programme as outlined in Appendix II. The Council reserves the right to suspend or terminate a scholarship if this requirement is breached.

## **6. GENERAL CONDITIONS OF THE SCHOLARSHIP**

- 6.1. All scholarships must commence on 1 September 2019. Scholarships may only be deferred for reasons of an eligible career break<sup>5</sup>.
- 6.2. A scholar's first duty is to the successful completion of the scholarship for which they have been awarded funding.
- 6.3. Scholarships are held subject to these Terms and Conditions and any supplementary conditions set out in the scholarship offer. If any of these Terms and Conditions are breached, the Council reserves the right to suspend or terminate the scholarship and may require reimbursement of such payments as have already been made.
- 6.4. The Council reserves the right to make amendments to these Terms and Conditions without prior notice.
- 6.5. These Terms and Conditions will be governed by and construed in accordance with the laws of Ireland, and all parties will expressly and irrevocably submit to the jurisdiction of the Irish courts.
- 6.6. The Council will strive to adopt procedures that are consistent with the policies of the Irish government in relation to the development of the information society and, accordingly, properly authenticated electronic communications will be treated as legally equivalent to paper submission.
- 6.7. Scholarship awards are made to the individual scholar, noting clause 8.1 below.
- 6.8. It is the responsibility of the scholar to inform the Council of any change of address, telephone number, or email address within two weeks of such a change. This should be done via the online system.
- 6.9. The HEI is responsible for ensuring that scholars have access to effective procedures for resolving problems arising from the administration or supervision of their scholarship.
- 6.10. In the event of a scholar experiencing serious problems with supervision or any other academic matter that cannot be resolved at the department level, they should follow the HEI's own grievance procedures. Should these problems prove to be intractable, the scholar should inform the Council directly.

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<sup>5</sup> Eligible career breaks include maternity leave, paternity leave, adoptive leave, prolonged sick leave and carer's leave. Provision of documented evidence of an eligible career break will be required if an exception is to be requested.

- 6.11. The HEI should ensure that a clear and reasonable policy on annual leave entitlement exists and that this is made known to the scholar at the start of their scholarship.
- 6.12. Should a scholar be unable to pursue their project in accordance with these Terms and Conditions, the scholar and their supervisor must inform the Council and the relevant office(s) in their HEI. The scholar must do this no later than two weeks of such a situation arising. The Council will have regard to the usual conventions of the scholar's HEI; however, it reserves the right to suspend or terminate the scholarship.

## **7. LOCATION OF THE SCHOLARSHIP**

- 7.1. Scholars must:
  - 7.1.1. be full-time students registered with an eligible HEI in Ireland;
  - 7.1.2. maintain their principal residence in Ireland (as defined) during the scholarship;
  - 7.1.3. maintain an actual presence within their respective departments throughout their scholarship and reside within a reasonable travelling distance of the HEI;
  - 7.1.4. satisfy the State's regulations on immigration if not a national of a European Union member state, Iceland, Norway, Liechtenstein or Switzerland. Arrangements with respect to immigration will be a matter for settlement between the scholar, their HEI and the relevant immigration authorities of the State.
- 7.2. Notwithstanding clause 7.1, it is recognised that scholars may benefit from spending part of the scholarship away from their HEI. Such periods may involve:
  - 7.2.1. attending courses relevant to the scholar's training. The Council will not normally sanction such courses longer than four weeks in duration;
  - 7.2.2. spending part of the academic year engaged in research in Ireland or abroad.
- 7.3. In order to take up such an opportunity of more than four weeks in duration, the scholar must apply in advance to the Council for permission and include the written support of their supervisor. The Council will not be liable for any additional fees or expenses associated with such opportunities. Furthermore, travel and personal accident insurance cover while taking up such an opportunity is a matter for agreement between the scholar and their HEI. Information regarding any research-related trips must be documented as part of the required progress reporting.
- 7.4. While scholars are expected to complete their research at the HEI as originally proposed in their application, it is recognised that exceptional circumstances may call for a change of location or supervisor. In these cases, the scholar and proposed new supervisor and/or HEI must write to the Council stating the case for change. The Council will examine the submission on its merits and respond with a decision on whether funding will continue in the new circumstances.

## 8. FINANCIAL ADMINISTRATION AND AUDIT

- 8.1. While the award is made to the individual scholar, the scholarship fund will be administered through the appropriate office within their HEI.
- 8.2. Subject to compliance with these Terms and Conditions and to receipt of satisfactory progress reports, the scholarship fund will be paid to the scholar's HEI, quarterly in advance, with the first instalment to be made as soon as the scholarship commences. It is the HEI's responsibility to coordinate payment of the scholarship fund to the scholar in a timely manner.
- 8.3. Payment of the scholarship fund is wholly subject to the continued receipt of funding by the Council from the Department of Education and Skills and the strategic funding partner (where relevant). In the event of such funding being reduced or discontinued, neither the Department of Education and Skills, the strategic funding partner, nor the Council will be under any liability to provide funding or to compensate a scholar for any reduction or cessation of such funding.
- 8.4. The HEI is responsible and accountable for the proper use of the scholarship fund. No funds may be used by the HEI to cover overhead or administrative costs.
- 8.5. The scholar, in collaboration with their supervisor, is responsible for appropriate financial planning during the scholarship.
- 8.6. Compliance with Irish laws and regulations on taxation will be a matter for the scholar, the HEI and the Office of the Revenue Commissioners.
- 8.7. Any materials or equipment purchased using the scholarship fund will remain the property of the scholar.
- 8.8. Funding will only be provided for the research project as presented in the application. The written consent of the Council must be sought in advance of any significant departures from the research project during the funding term. Such requests will be independently peer-reviewed and the Council's decision on whether to approve the proposed change(s) will be final.
- 8.9. Funds may only be carried forward from the previous year of the scholarship under the eligible direct research expenses heading. It will not be possible to carry forward funds awarded for the stipend or fee contribution.
- 8.10. The Council reserves the right to ask for confirmation from the HEI's external auditors:
  - 8.10.1. that the annual accounts of the HEI are up to date and have been approved by the auditors without qualification;
  - 8.10.2. that the management letter from the auditors raised no matters that did or could significantly affect the administration of a scholarship awarded by the Council;
  - 8.10.3. that monies received under the scholarship have been used for the purpose for which they were awarded.
- 8.11. The Council reserves the right to commission audits of the participating HEI for financial or other compliance. The HEI undertakes to fully facilitate these reviews.

- 8.12. The Council accepts no responsibility, financial, ethical, legal or otherwise, for expenditure or liabilities arising out of work funded by scholarships. The HEI must fully indemnify the Council against all such expenditure or liabilities and against any actions, proceedings, costs, damages, expense claims and demands arising including, in particular, but without limitation, any claims for compensation for which the HEI may be liable as an employer or otherwise, or any claims in relation to intellectual property.
- 8.13. The HEI should ensure that all unspent funds are returned to the Council within six months of the end of a scholar's funding term or early withdrawal from their scholarship.

## **9. REVIEW OF PROGRESS**

- 9.1. The Council attaches considerable importance to procedures for monitoring research performance and ensuring effective progress under the scholarship.
- 9.2. Both the scholar and supervisor, together with their HEI, will be required to submit a comprehensive annual progress and a financial report. Failure to supply these reports will result in payment of the scholarship being suspended until such a time as they are received.
- 9.3. If unsatisfactory progress reports are submitted, the Council reserves the right to convene a review committee to evaluate the scholarship in accordance with the deliverables outlined in the original proposal. If asked to do so, the scholar and their supervisor must attend to provide an account of the progress made to date. The Council will then provide feedback to the scholar indicating either that the scholarship be:
  - 9.3.1. renewed for a further limited period after which the scholar's progress will be reviewed again; or
  - 9.3.2. terminated.

## **10. ADDITIONAL DUTIES OUTSIDE THE REMIT OF THE SCHOLARSHIP**

- 10.1. Scholars must engage full-time in their scholarship during the funding term and not assume any other duties that would adversely affect their ability to engage in their research during the normal working hours of their HEI. The Council expects scholars to complete the postgraduate degree for which they have been awarded funding within the funding term.
- 10.2. Teaching is an essential means for the structuring and dissemination of knowledge and should be considered valuable within the scholar's career. The Council permits scholars to undertake such duties, including supervision, education provision and support activities, in the second and subsequent years of their degree, provided the following conditions are met:
  - 10.2.1. the scholar obtains prior approval from their supervisor and retains a record of same;
  - 10.2.2. the additional duties do not exceed a total of 50 hours per academic term and do not adversely affect the scholar in carrying out their research;

- 10.2.3. the additional duties are relevant to the research funded by the scholarship and consistent with the training and career development plan agreed by the scholar and their supervisor.

Where scholars undertake such teaching or demonstration duties as listed above, they should be appropriately remunerated by their HEI. Any such payments will not affect the scholar's total amount of scholarship. Compliance with Irish laws and regulations on taxation will be a matter for the scholar, the HEI and the Office of the Revenue Commissioners.

- 10.3. From time to time, the Council will require the scholar to attend events or meetings as arranged by the Council.
- 10.4. Recipients of scholarships from the EPA, DFAT and DCYA may be required to provide project updates to their relevant strategic funding partner, or attend events or meetings as required. These activities will not exceed 12 hours in any given month and may include presentations, briefings and research papers.

## **11. ADDITIONAL AWARDS**

- 11.1. A scholar will not be eligible to hold a Council scholarship if during the funding term they are in receipt of another bursary or scholarship or a combination of other bursaries or scholarships with a total value greater than €16,000 per annum. This €16,000 limit per annum is inclusive of stipend, fees and research expenses.
- 11.2. Scholars must inform the Council about the amount and source of any awards or bursaries obtained before or during the funding term. This information must also be recorded in the appropriate progress reports.
- 11.3. Should the scholar apply to another source for an additional award during the funding term, they must state as part of the application (whether or not they are required to do so) that they hold an Irish Research Council Government of Ireland Postgraduate Scholarship and notify the Council prior to submitting the application. The other funder(s) must agree that the Council scholarship can be held alongside their award(s). In no circumstances will the Council involve itself in the decisions of other funding agencies.
- 11.4. The Council recognises that, from time to time, awards exceeding the €16,000 per annum limit may independently recognise the outstanding merit of a scholar. Scholars are advised that only in exceptional cases and on a case-by-case basis can such individual awards be held in conjunction with a Council scholarship. The acceptance of such awards during the funding term of the scholarship is subject to prior approval by the Council.

## **12. SUSPENSION OF THE SCHOLARSHIP**

- 12.1. The Council expects scholars to complete their scholarship in a single continuous period and does not encourage the suspension of awards. Where suspensions are approved, total periods of suspension must not normally exceed one calendar year during the lifetime of the award.
- 12.2. Scholars may apply to the Council to suspend their award:

- 12.2.1. for reasons of an eligible career break<sup>5</sup>; or
- 12.2.2. in order to undertake an internship, where such an internship contributes and is directly relevant to the research project, consistent with the training and career development plan, and does not exceed nine months in duration. Insurance cover in respect of participation in an internship is a matter for agreement between the scholar and their HEI.

The decision to grant a suspension is at the discretion of the Council. The scholarship fund is not payable during such periods.

- 12.3. Scholars are entitled to suspend their award for a period of up to one calendar year for reasons of maternity leave. The scholarship fund is not payable during such periods. Scholars are referred to the Council's Maternity Leave Policy, which is available [here](#).
- 12.4. Additional registration or academic fees incurred by the scholar as a result of suspending their award are a matter for agreement between the scholar and their HEI. The Council will not be liable for any such additional fees.

### **13. TERMINATION OF THE SCHOLARSHIP**

- 13.1. The Council recognises that, for personal or professional reasons, a scholar may wish to terminate their scholarship prematurely. This action should not be taken without prior consultation with the Council.
- 13.2. Where the scholar intends to prematurely terminate their scholarship, the Council will require evidence of academic progress to the date of departure. In the event that the Council deems the scholar's progress inadequate, the Council may pursue the scholar, HEI, or both for reimbursement of the amounts expended.

### **14. COMPLETION OF THE SCHOLARSHIP**

- 14.1. Where a scholar submits a soft bound copy of their thesis for examination before the specified end date of the funding term, they must inform the Council in writing and cease drawing any remaining funds from their scholarship account at the end of the calendar month in which the soft bound thesis was submitted.
- 14.2. Scholars are required to inform the Council of the successful completion of their postgraduate degree in writing. The Council is also entitled to obtain this information directly from the scholar's HEI.
- 14.3. The Council periodically carries out a destination survey of its scholars. The scholar shall agree to cooperate in responding to this survey.
- 14.4. Where a scholar's contact details change following completion of their award, they should provide updated details via the online system.

### **15. RESPONSIBILITIES OF THE SUPERVISOR**

- 15.1. The Council requires scholars and their supervisors to have regular contact. Supervisors must be based at the same HEI as the scholar.

- 15.2. It is the responsibility of the scholar's supervisor to ensure that if the scholar leaves their HEI, or is not dedicating sufficient time or effort to the scholarship, the Council is informed immediately.

## 16. ETHICS AND QUALITY ASSURANCE

- 16.1. The Council is not in a position to award funding for research activity under any of the following prohibited areas:
  - 16.1.1. human cloning for reproductive purposes;
  - 16.1.2. genetic modification of human beings that could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be funded);
  - 16.1.3. creation of human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.
- 16.2. The HEI is responsible for ensuring that ethical issues relating to a scholar's research are identified and brought to the attention of the relevant approval or regulatory body. Approval to undertake the research must be granted before any work requiring approval begins. Ethical issues should be interpreted broadly and may encompass, among other things, relevant codes of practice; the involvement of human participants, tissue or data in research; the use of animals; research that may result in damage to the environment; and the use of sensitive economic, social or personal data. Where necessary, scholars will be required to confirm that they have obtained the appropriate ethical approval to carry out their research project from the relevant approval or regulatory body at their HEI.
- 16.3. The HEI is responsible for ensuring that the scholar's research complies with all national and international regulation requirements governing the use of sensitive materials or processes, for example radioactive isotopes, ionising radiation, laboratory animals or other animals, pathogenic organisms, genetically manipulated organisms, toxic and hazardous substances, and research on human subjects and human embryos.
- 16.4. The HEI is responsible for the local implementation of the [Quality & Qualifications Ireland/Irish Universities Quality Board National Guidelines: Good Practice in the Organisation of PhD Programmes in Irish Universities](#) and for endorsing the appointment of an appropriate supervisor to support and guide the scholar's work.
- 16.5. The scholar must be familiar with national guidelines such as Quality and Qualifications Ireland's [Research Degree Programme Policy and Criteria](#).
- 16.6. The scholar and their HEI must follow good practice on data protection, management and security. The Council cannot be held legally liable for interference by any third party.

## 17. RESEARCH INTEGRITY

- 17.1. The HEI must ensure that the highest quality of research conduct is maintained and that there are formal, fair and effective processes in place for the investigation of allegations of research misconduct if they arise. The systems in place to manage research

misconduct should align with the basic principles that underpin all research integrity and good practice as outlined in the national policy statement on [Ensuring Research Integrity in Ireland](#) and [The European Code of Conduct for Research Integrity](#).

- 17.2. The HEI is required to report to the Council all findings of any proven case of research misconduct arising from a Council-funded research project.

## **18. KNOWLEDGE TRANSFER**

- 18.1. The Council encourages the commercialisation of research output as outlined in [Inspiring Partnership – the National IP Protocol 2016](#) and [Putting public research to work for Ireland: Policies and procedures to help industry make good use of Ireland’s public research institutions](#).
- 18.2. The Council does not make any claim to intellectual property arising from the scholarship.
- 18.3. The HEI must establish rules and procedures for protecting and managing any intellectual property arising during the scholarship. These rules and procedures must be in accordance with national guidelines.

## **19. OPEN ACCESS**

- 19.1. Scholars are expected to adhere to the Council’s policy relating to the placement of research publications in open access repositories, which is available [here](#). It is accepted that there will be recognised instances in which this might not be feasible; in these cases, the scholar should contact their supervisor for advice.

## **20. SEX/GENDER DIMENSION**

- 20.1. The Council supports gender equality in the research and innovation system. The Council’s *Gender Strategy & Action Plan 2013–2020* is available [here](#). All scholars are required to give careful consideration to whether there is a potential sex or gender dimension that may arise in the course of their research.
- 20.2. Where the scholar is involved in the organisation of conference, networking or dissemination panels connected with their research project, due regard should be given to gender balance within any such panel(s).

## **21. ACKNOWLEDGEMENT OF COUNCIL FUNDING**

- 21.1. All publicity, including interviews, email signatures, letterheads, office signs, public lectures, publications, monographs, print materials, online materials, press releases, television and radio advertisements, websites, film, and video/audio recordings associated with or arising from the research undertaken by the scholar must contain acknowledgement of funding received from the Council. Where possible, the Council’s logo should be included in any such acknowledgement.
- 21.2. In the case of strategic funding partner scholarships, all publicity (as listed in clause 21.1) must also contain acknowledgement of funding received from the relevant strategic funding partner.

- 21.3. Scholars are expected to adhere to the Council's policy relating to the acknowledgement of its funding at all times. The policy is available [here](#).

## **22. DIGNITY IN THE CONDUCT OF RESEARCH**

- 22.1. The Council supports a research system in which individual researchers are enabled to reach their full potential at all stages of their career. Scholars and their supervisors are entitled to carry out their research free from any form of harassment, victimisation, or bullying. HEIs have the responsibility to ensure an appropriate work environment and to deal with any complaints or issues speedily, in line with agreed grievance procedures. The Council's full statement on dignity in the conduct of research is available [here](#).
- 22.2. All Council staff are entitled to be treated with courtesy and respect at all times and, accordingly, are encouraged to report any instances of infractions to management. In cases where staff experience abusive or inappropriate behaviour, the Council reserves the right to report any such behaviour to the relevant personnel in the HEI or other organisation connected with the individual.

## APPENDIX I

- Only vouched expenses incurred in carrying out the research project during the agreed funding term are permissible.
- These may include, but are not limited to:
  - > materials and consumables;
  - > equipment costs;
  - > software and hardware critical for the proposed research<sup>6</sup>;
  - > pay-as-you-go access to national research infrastructures;
  - > archival research costs;
  - > reasonable travel, subsistence and conference costs<sup>7</sup>;
  - > skills training directly related to the objective(s) of the scholarship;
  - > publishing and write-up costs;
  - > reasonable travel and refreshment costs for subjects and volunteers in studies<sup>8</sup>.
- Living costs (e.g. rent) are not permissible.
- Awardees must adhere to institutional guidelines in relation to eligible direct research expenses at all times.
- The HEI must ensure proper financial management of the award and accountability for the use of public funds. It should also ensure that all unspent funds are returned to the Council at the end of the funding term.

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<sup>6</sup> A maximum limit of €1,000 for computers or laptops applies unless required for high-performance computing.

<sup>7</sup> Only reasonable and vouched travel and subsistence expenses for travel directly related to the scholarship are permissible. A per diem rate will not be offered to scholars in cases where vouched receipts are not provided.

<sup>8</sup> Incentives (such as cash or gift vouchers) for participation are not considered eligible costs.

## APPENDIX II

The following are key characteristics of a structured PhD programme in Irish HEIs. Such programmes may involve inter-institutional collaboration:

- The core component of a structured PhD programme is the advancement of knowledge through original research; at the same time the structured PhD is designed to meet the needs of an employment market that is wider than academia;
- It provides a high-quality research experience, training and output consistent with international norms and best practice;
- A structured PhD programme, in support of the original research activity, must include the following elements:
  - > a formalised integrated programme of education, training and personal and professional development activities;
  - > the development of discipline-specific knowledge, research skills and generic/transferrable skills;
  - > declared outcomes and graduate attributes in line with national and international best practice;
- Supervision is provided by a principal supervisor(s), normally with a supporting panel approved by the institution;
- Progress to completion is formally monitored against published criteria and supported by formal institutional arrangements in line with national and international best practice;
- Successful completion and examination of the research thesis is the basis for the award of the PhD degree. Professional doctorates are not excluded from the consideration of a structured PhD definition; alternative forms of theses are also acceptable;
- Appropriate placements, rotations and assignments across wide sectors of the economy are encouraged for inclusion as part of the structured PhD programme.