



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

**IRISH RESEARCH COUNCIL
GOVERNMENT OF IRELAND POSTGRADUATE SCHOLARSHIP PROGRAMME
INCLUDING STRATEGIC FUNDING PARTNER THEMES**

2018

TERMS AND CONDITIONS



**AN ROINN | DEPARTMENT OF
OIDEACHAIS | EDUCATION
AGUS SCILEANNA | AND SKILLS**

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1. DEFINITIONS

- 1.1. **Academic supervisor** shall mean the person or persons responsible for supporting and guiding the scholar and ensuring the quality of the research produced under the scholarship.
- 1.2. **Council** shall mean the Irish Research Council.
- 1.3. **Funding term** shall mean the period between the official start date and agreed end date of the scholarship.
- 1.4. For the purpose of these scholarships, **higher education institution (HEI)** shall mean a higher education institution in Ireland (as defined in clause 1.5) 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](#).
- 1.5. For the purpose of this programme, **Ireland** shall mean the Republic of Ireland.
- 1.6. **Research project** shall mean the research work proposed by the scholar and approved by the Council.
- 1.7. **Scholar** shall mean the person awarded a scholarship.
- 1.8. **Scholarship** or **Council Scholarship** shall mean the Irish Research Council Postgraduate Scholarship as outlined in the Letter of Offer.
- 1.9. **Scholarship fund** shall mean the funding for the scholarship.

2. INTRODUCTION TO THE COUNCIL

- 2.1. The mission of the Council is to enable and sustain a vibrant and creative research community in Ireland. The Council is an agency of the Department of Education and Skills and operates under the aegis of the Higher Education Authority. The core function of the Council is to support excellent frontier research across all disciplines and career stages. It places a particular focus on early-stage career researchers and promotes diverse career opportunities for researchers by partnering with enterprise. The Council also has a particular role in supporting research with a societal focus, and has established partnerships across government and civic society.

3. DESCRIPTION OF SCHOLARSHIPS

- 3.1. The aim of the Irish Research Council Government of Ireland Postgraduate Scholarship, hereinafter referred to as the Government of Ireland Postgraduate Scholarship, is to support suitably qualified research master's and doctoral candidates pursuing, or intending to pursue, full-time research in any discipline¹.
- 3.2. A number of other national organisations partner with the Council and support the Government of Ireland Postgraduate Scholarship programme as a mechanism to deliver on our shared national objectives. The Council's strategic funding partners for 2018 are:
 - 3.2.1. The Conflict Resolution Unit of the Department of Foreign Affairs and Trade (DFAT), in partnership with the Council, will fund research to examine areas relevant to the work of the Conflict Resolution Unit, as outlined in Appendix 1. Scholars under this theme will hold an Andrew Grene Postgraduate Scholarship in Conflict Resolution.

¹ The Council does not fund taught master's

3.2.2. The Environmental Protection Agency (EPA), in partnership with the Council, will fund research under the [‘EPA Research Programme \(2014–2020\)’](#) pillars of climate, water and sustainability, as outlined in Appendix 2. Scholars under this theme will hold an Environmental Protection Agency Postgraduate Scholarship, hereinafter referred to as an EPA Postgraduate Scholarship.

3.2.3. The Department of Children and Youth Affairs (DCYA), in partnership with the Council, will fund research directly related to [‘Better Outcomes Brighter Futures: The National Policy Framework for Children and Young People \(2014–2020\)’](#), as outlined in Appendix 3. Scholars under this theme will hold a Department of Children and Youth Affairs Growing Up in Ireland Postgraduate Scholarship, hereinafter referred to as a DCYA Growing Up in Ireland Postgraduate Scholarship. Please note that applicants to this theme may only apply for a traditional or structured doctoral degree.

3.3. Awards under the programme are made to the individual scholar; however, note clauses 7.6 and 9.2 below.

4. SCHOLARSHIP TYPES AND DURATION OF FUNDING AVAILABLE

4.1. All scholarships must commence on 1 October 2018.

4.2. The scholarship is not intended to substitute for, or augment, funds available under programmatic research actions, such as research project grants from other national agencies.

4.3. A scholar who is a new entrant to the postgraduate degree for which the Council has awarded funding is entitled to funding for the full duration of the degree subject to these Terms and Conditions. For scholars who have already completed part of the postgraduate degree for which they have been awarded Council funding, the duration of funding to be awarded is dependent on the type of postgraduate degree being pursued and the date of first registration as detailed in the table below:

Degree type	Duration of full degree	Date of first registration	Indicative duration of funding to be given
Research master’s degree	12 months	September/October 2018	ONE year
		<i>Registrations prior to September 2018 are ineligible</i>	
Structured research master’s degree	24 months	September/October 2018	TWO years
		September/October 2017	ONE year
		<i>Registrations prior to September 2017 are ineligible</i>	

Traditional doctoral degree	36 months	September/October 2018	THREE years
		September/October 2017	TWO years
		September/October 2016	ONE year
		<i>Registrations prior to September 2016 are ineligible</i>	
Structured doctoral degree	48 months	September/October 2018	FOUR years
		September/October 2017	THREE years
		September/October 2016	TWO years
		September/October 2015	ONE year
		<i>Registrations prior to September 2015 are ineligible</i>	

- 4.4. Exceptions to the above date of first registration may be made for those who have taken eligible career breaks from their degree programmes. 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.
- 4.5. The office of the Vice President/Dean of Research, as applicable, will be required to endorse an application on behalf of their HEI and must confirm the scholar's participation on the specified type of degree being pursued.
- 4.6. Where a scholar is on a structured degree programme, the Dean of Graduate Studies (or their equivalent) will be required to confirm that the scholar's programme includes the development of discipline-specific knowledge, research skills and generic/transferable skills in line with the national definition in Appendix 4 and meets institutional requirements for a structured programme, including coursework requirements. This requirement may be the subject of audit by the Council. The Council reserves the right to suspend or terminate a scholarship if this requirement is breached.

5. APPLICANTS

- 5.1. Applicants must fulfil the following criteria:

- 5.1.1. have a first class or upper second-class honours bachelor's, or the equivalent, degree². If undergraduate examination results are not known at the time of application, the Council may make a provisional offer of a scholarship on condition that the scholar's bachelor's, or the equivalent,

² Degree results entered in the application form and endorsed by the authorised contact in the HEI 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. Supporting materials and non-returnable transcripts of the academic record must be forwarded to the Council for inspection before the scholarship can commence. All transcripts must be appropriately stamped or endorsed confirming that they are official documents of the institution.

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;

- 5.1.2. must not have had two previous unsuccessful applications to the programme, including strategic partner themes. This includes applications since 2009 to the EMBARK Scheme previously run by the Irish Research Council for Science, Engineering and Technology, and the Government of Ireland Scholarship Scheme previously run by the Irish Council for Humanities and Social Sciences;
- 5.1.3. in the case of applications for a research master's scholarship, applicants must not currently hold, or have previously held, a Council Postgraduate Scholarship;
- 5.1.4. in the case of applications for a doctoral degree scholarship, applicants must not currently hold, or have previously held, any Council Postgraduate Scholarship other than those which would enable them to obtain a research master's degree.

5.2. 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, Iceland, Norway, Liechtenstein or Switzerland

AND

- have been ordinarily resident³ in a European Union member state, Iceland, Norway, Liechtenstein or Switzerland for a continuous period of three of the five years preceding 1 October 2018.

All other applicants will fall under category two.

5.3. While the majority of scholarships will be awarded to applicants who fall under category one, a proportion of awards will also be made to exceptional applicants who fall under category two. Please note that the Council may request documented evidence of an applicant's nationality and residence.

6. SCHOLARS

- 6.1. Scholars are selected in accordance with the Council's application and assessment process.
- 6.2. Scholars must be full-time students registered with an eligible HEI in Ireland.

³ '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.

- 6.3. Scholars of any nationality may hold a Council Postgraduate Scholarship. However, scholars must:
 - 6.3.1. maintain their principal residence in Ireland (as defined) during the period of the scholarship;
 - 6.3.2. satisfy the State's regulations on immigration and have the support of their HEI with respect to these regulations and requirements if not a national of a European Union member state, Iceland, Norway, Liechtenstein or Switzerland.
- 6.4. Arrangements with respect to immigration will be a matter for settlement between the scholar, their HEI and the relevant immigration authorities of the State.
- 6.5. Acceptance of the award is subject to these Terms and Conditions and the Guide for Applicants which, in conjunction with the Letter of Offer and completed and signed Acceptance Form, constitute the basis on which the award is held.
- 6.6. Scholarships are held subject to these Terms and Conditions. If any of these are breached by a scholar, the Council will suspend or terminate the scholarship and/or may require reimbursement of such payments as have already been made to the scholar.

7. SCHOLARSHIP STRUCTURE

- 7.1. The total value of the Government of Ireland Postgraduate Scholarship and all Strategic Funding Partner Scholarships will be up to a maximum of €24,000 in any approved year and will consist of the following:
 - 7.1.1. a stipend of €16,000 *per annum* within the funding term;
 - 7.1.2. 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;
 - 7.1.3. eligible direct research expenses of €2,250 *per annum* to enable the scholar to carry out the research project. Please see Appendix 5 for guidance on what is considered an eligible direct research cost.
- 7.2. Funds may only be carried forward from the previous year of the scholarship under the direct research expenses heading. It will not be possible to carry forward funds awarded for stipends or fee contributions.
- 7.3. No funds provided by the Council as part of the scholarship may be used by the HEI to cover overhead or administrative costs.

- 7.4. Funding will only be provided for the research project as presented in the application. If it is proposed to make any significant departures from the research project during the funding term, the consent of the Council must be sought in advance. Proposals for changes in research project will be independently peer-reviewed and the Council's decision on whether to approve the proposed change(s) will be final.
- 7.5. Expenses that occur outside the funding term are not eligible under the scholarship.
- 7.6. While the award is made to the individual scholar, the scholarship fund is administered through the appropriate office within the HEI.

8. CONDITIONS OF SCHOLARSHIP

Location of scholarship

- 8.1. Scholarships must be held at an eligible HEI as defined in clause 1.4.
- 8.2. Scholars must maintain an actual presence within their respective departments/schools throughout their scholarship and reside within a reasonable travelling distance of the HEI.
- 8.3. The Council requires scholars and academic supervisors to have regular contact. Academic supervisors must be based at the same HEI as the scholar.
- 8.4. Notwithstanding clauses 8.2 and 8.3, the Council recognises that the scholars may benefit from spending part of the scholarship away from their HEI. Such periods may involve:
 - 8.4.1. attending courses which are relevant to the scholar's training. The Council will not normally sanction such courses longer than four weeks' in duration and will not be liable for paying any additional fees or expenses associated with such courses;
 - 8.4.2. spending part of the academic year engaged in research in Ireland or abroad in an organisation other than the HEI.
- 8.5. In order to take up such an opportunity of more than four weeks' duration, the scholar must apply in advance to the Council for permission and include the written support of their academic supervisor. A template will be available for this purpose. The Council will not be liable for any additional fees or expenses associated with such opportunities. Information regarding any research-related trips must be documented as part of the required progress reporting.
- 8.6. While the Council expects scholars to complete their research at the HEI as originally proposed in their application, the Council recognises that exceptional circumstances may call for a change of location or of academic supervisor. In these cases, the scholar and proposed new academic supervisor and/or HEI (department/school), must write to the Council stating the case for the change. The Council will examine the submission on its merits and respond with a decision on whether funding will continue in the new circumstances.

Training and career development plan

- 8.7. The scholar and academic supervisor are required to create a training and career development plan as a method for developing a comprehensive work plan for the life of the scholarship and with a view to a viable career beyond the scholarship.
- 8.8. A record must be kept of training and career development activities completed by the scholar and these must be detailed in any progress reports submitted to the Council.

Additional duties outside the remit of the scholarship

- 8.9. A scholar's first duty is to the successful completion of the scholarship for which s/he has been awarded Council funding.
- 8.10. Scholars must engage full-time in research during the funding term. Scholars must not assume any other duties that would adversely affect their ability to engage in the scholarship on a full-time basis. This includes undertaking remunerative employment (with the exception of that pertaining to teaching-related duties as per clause 8.12) during the funding term.
- 8.11. The first year of the degree should be devoted exclusively to the development of the research project and the training and career development plan⁴.
- 8.12. Teaching is an essential means for the structuring and dissemination of knowledge and should be considered valuable within the scholar's career. The Council therefore allows scholars to undertake such additional duties, for example teaching duties, supervision, education provision and support activities, in the second and subsequent years of their degree, provided the following conditions are met:
 - 8.12.1. the scholar obtains prior approval from their academic supervisor and retains a record of same;
 - 8.12.2. the additional duties do not exceed a total of 50 hours per academic term and do not adversely affect the scholar, particularly at the beginning of their career, in carrying out their research activities;
 - 8.12.3. 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 academic supervisor.
- 8.13. HEIs must keep and hold records and approvals of additional duties by scholars and should ensure that they are taken into account in relevant evaluation systems and contribute to the professional development of the scholar.
- 8.14. Suitable training should be provided for teaching activities as part of the professional development of scholars.

⁴ An exception to this may be made for scholars on a structured degree programme where part of the course curriculum involves teaching in the first year of the degree. Provision of documented evidence of this requirement will be required if an exception is to be requested.

- 8.15. The Council will monitor teaching and other such agreements as part of its progress reporting mechanisms.
- 8.16. Contractual and remuneration matters in respect of additional duties are a matter for agreement between the scholar and the HEI. Any such payments will not affect the scholar's total amount of scholarship.
- 8.17. From time to time the Council will require the scholar to attend events or meetings as arranged by the Council.
- 8.18. Andrew Grene Scholars in Conflict Resolution, EPA Postgraduate Scholars and DCYA Growing Up in Ireland Postgraduate Scholars may be required to provide project updates to their relevant strategic funding partner as required. These activities will not exceed 12 hours in any given month and may include presentations, briefings and research papers.

Additional awards

- 8.19. 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 (including travel bursaries or equipment grants) 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.
- 8.20. 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.
- 8.21. 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 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 the other award(s). In no circumstances will the Council involve itself in the decisions of other funding agencies.
- 8.22. Tax issues which may arise from such bursaries or awards are a matter for the individual scholar and not the Council or HEI.
- 8.23. 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.

Knowledge transfer

- 8.24. 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 \(2012\)'](#).

8.25. The Council does not make any claim to intellectual property arising from the scholarship.

8.26. 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.

Open Access Policy

8.27. The Council has established and will promote the following [Open Access Policy](#) relating to the placement of research publications and outputs in open access repositories. It is accepted that there will be recognised instances in which the following might not be feasible – in this instance the scholar should contact their academic supervisor for advice:

8.27.1. All scholars must lodge their publications and other research outputs resulting entirely, or in part, from Council-funded research, in an open access repository and should make such publications publicly discoverable, openly accessible and re-usable as soon as is possible.

8.27.2. All peer-reviewed journal articles and conference publications should be deposited as soon as possible, ideally at the time of acceptance by the journal or conference and no later than the date of formal publication.

8.27.3. Other research outputs such as monographs, books, book chapters, research theses and reports should be deposited where possible.

8.27.4. The repository should ideally be a local institutional repository to which the appropriate rights must be granted to replicate to other repositories. However, suitable repositories are those, both local and other, that provide free public access to, and make provision for long-term preservation of, published research findings.

8.27.5. Repositories should release the metadata immediately upon deposit. Open access to the full text paper should be made immediately upon deposit or once access restrictions, as required by certain publishers, have expired.

8.27.6. Scholars should agree terms of deposit with publishers. Clarity should be sought on copyright, licensing and embargo policies and agreed policies with publishers must be respected. Access restrictions to full text articles may be applied as required by certain publishers; however, these restrictions should not normally exceed six months after publication for scientific, technical and health science research publications and twelve months for arts, humanities and social sciences research outputs. However, the Council recognises that this may not be a feasible option in all cases, and in such a case, an expected embargo of up to 24 months may be facilitated in the arts, humanities and social sciences, but this will be subject to ongoing review.

Ethical approval

- 8.28. The Council is not in a position to award funding for research activity under any of the following prohibited areas:
- 8.28.1. human cloning for reproductive purposes
 - 8.28.2. 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)
 - 8.28.3. 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
- 8.29. The Council is committed to the maintenance of high ethical standards in the research it funds. Research involving humans and animals will require ethical review; however, other types of research may often have ethical considerations which should be carefully considered.
- 8.30. The HEI must have clear ethical guidelines and assurance procedures in place designed to manage research under its direction.
- 8.31. Scholars should adhere to the recognised ethical practices and fundamental principles appropriate to their discipline(s), as well as to ethical standards as documented in the different national, sectorial or institutional Codes of Ethics.
- 8.32. If ethical issues arise in their research, scholars are required to submit a written statement to the Council to the effect that full consideration has been given to the ethical implications of the research proposal. This statement must further demonstrate the scholar's proposed resolution of the ethical issues arising.
- 8.33. Where a scholar's research proposal requires approval by the institutional Ethics Committee, or the equivalent, written evidence of such ethical approval should be submitted to the Council before activities for which ethical approval are required commence, or no later than three months after the start date of the scholarship.
- 8.34. The HEI and scholar must make sure that the research complies with all national and international regulation requirements governing the use of sensitive materials or processes, for example (and not intended to be a complete list), 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.
- 8.35. If access to archival material in private custodianship, or archival material with restricted access, is required for the research project, written evidence of appropriate permission to consult such material must be furnished to the Council.

Sex/gender dimension

- 8.36. The Council supports gender equality in the research and innovation system. The Council's ['Gender Strategy & Action Plan 2013–2020'](#) is available on the Council website.

- 8.37. 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.
- 8.38. 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).

Research integrity

- 8.39. The HEI must ensure that the highest quality of research conduct is maintained. The HEI must ensure that there are formal, fair and effective processes in place for the investigation of allegations of research misconduct (for example, plagiarism, falsification or fabrication of data, improper data selection, misuse of research funds) if they arise. These processes, together with the agreed procedures for investigating allegations of research misconduct, must be transparent and clearly publicised.
- 8.40. 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’](#).
- 8.41. 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.

Quality assurance

- 8.42. The HEI is responsible for the local implementation of the ‘Quality & Qualifications Ireland/Irish Universities Quality Board National Guidelines of Good Practice in the Organisation of PhD Programmes in Irish Higher Education’; for endorsing the appointment of a principal academic supervisor to support and guide the scholar’s work; to provide initial induction; and to administer the scholar’s fund on their behalf.
- 8.43. The scholar must be familiar with national guidelines such as the Higher Education & Training Award Council’s [‘Research Degree Programme Policy and Criteria’](#).

Acknowledgement of Council scholarship support

- 8.44. All proposed publications arising from the research project must have the approval of the academic supervisor prior to publication.
- 8.45. 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 while in receipt of a Council scholarship must contain acknowledgement of funding received from the Council. Where possible the Council logo should always be included in any such acknowledgement.

8.46. In the case of Strategic Funding Partner Scholarships, all publicity (as listed in clause 8.45) must also contain acknowledgement of funding received from the relevant strategic funding partner.

8.47. Notwithstanding the requirement to report on all publicity or achievements through progress reporting (see Section 10), scholars are also required to notify the Council in advance of their participation in any significant events, including receipt of an award or medal, public dissemination of the scholar's research, or media coverage of same.

9. FINANCE

Payment of scholarship

9.1. Subject to the compliance of the scholar and HEI with these Terms and Conditions and to receipt by the Council 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.

9.2. All amounts payable in respect of the scholarship are made to the scholar's HEI. The Council does not transfer any monies directly to the scholar.

9.3. The HEI will coordinate payment of the award to the scholar. It is the responsibility of the scholar to contact the relevant office at the HEI with regard to administration at the HEI level.

9.4. The scholar, in collaboration with their academic supervisor, is responsible for appropriate financial planning and spending under clause 7.1 during the funding term of the scholarship.

9.5. 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.

9.6. The scholar should refer to the Office of the Revenue Commissioners in order to confirm the tax exemption status of their scholarship.

9.7. Compliance with Irish laws and regulations on taxation will be a matter for resolution between the scholar, the HEI and the Irish Revenue Commissioners.

Financial accountability

9.8. The HEI is responsible and accountable for the proper use of the scholarship fund.

9.9. The Council reserves the right to ask for confirmation from the HEI's external auditors for the following:

9.9.1. that the annual accounts of the HEI are up to date and have been approved by the auditors without qualification;

- 9.9.2. 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;
 - 9.9.3. that monies received under the scholarship have been used for the purpose for which they were awarded.
- 9.10. 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.
- 9.11. The Council accepts no responsibility, financial 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, expenses 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.
- 9.12. The HEI will return all unspent funds to the Council at the end of the funding term.

10. REVIEW OF PROGRESS

- 10.1. The Council attaches considerable importance to procedures for monitoring research performance and ensuring effective progress under the scholarship.
- 10.2. The scholar will be required to submit a comprehensive annual progress and financial report.
- 10.3. It will be the responsibility of the scholar to make sure that all progress reports are submitted on time. The timely submission of these reports is a condition of the continuation of the scholarship. Failure to supply these progress reports to the Council will result in payment of the scholarship being suspended until such a time as they are received.
- 10.4. These reports must be accompanied by a confidential evaluation of the progress of the scholarship from the scholar and the academic supervisor.
- 10.5. Reports will be requested by the Council and submitted by the scholar and academic supervisor through the online system.
- 10.6. Such reports, combined with other evidence of attainment such as formal institutional approval, are a condition of continuation of funding.
- 10.7. If the scholar submits an unsatisfactory progress report, the scholar will be asked to resubmit an amended report. The Council reserves the right to convene a review committee to evaluate the scholarship in accordance with the deliverables outlined in the original proposal, including the research plan, proposed outputs and the training and career development plan.

- 10.8. If asked to do so, the scholar and academic supervisor must attend meetings with the Council to provide an account of the progress or outcomes of the scholarship.
- 10.9. If a review committee is convened by the Council, this committee can draw as necessary on disciplinary inputs from experts who have acted as evaluators. The Council will provide feedback to the scholar indicating either:
 - 10.9.1. report satisfactory in all respects and continuation of scholarship confirmed;
 - 10.9.2. report deficient in some areas and specific actions for resolution indicated within a defined time period;
 - 10.9.3. report indicates evidence of unsatisfactory progress and the scholarship may be suspended or terminated.
- 10.10. All scholarships may be subject to an external research and financial audit.
- 10.11. It will be the responsibility of the scholar's academic 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.
- 10.12. The scholar must contact the appropriate office in their HEI if they have any concerns about their scholarship. If concerns continue, the scholar must contact the Council directly.
- 10.13. 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 scholar's profile page on the online system. For ease of contact, scholars are requested to use a single email address for all correspondence from application to award and for the duration of the scholarship.
- 10.14. Scholars are required to inform the Council of the successful completion of their postgraduate degree in writing. Scholars who submit their thesis for examination before the specified end of the funding term must inform the Council in writing and immediately cease drawing any remaining funds from their scholarship account.
- 10.15. Scholars are required to provide follow-up contact details for the purpose of researcher career tracking in their final report or as otherwise requested by the Council. The Council will periodically carry out a destination survey of those who have received and completed scholarships, and the scholar shall agree to cooperate in responding thereto. Where a scholar's contact details change post-completion of their award, the scholar is asked to provide updated details via the scholar's profile page on the online system.

11. DEFERRAL, SUSPENSION AND TERMINATION OF SCHOLARSHIP

Deferral or suspension of scholarship

- 11.1. Scholarships may not be deferred or suspended, other than for eligible career breaks or, in the case of suspensions, to undertake an internship. 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 a deferral

or suspension is to be granted. A template form is available for the purpose of requesting a deferral or suspension. The decision is at the discretion of the Council whose decision on the matter will be final.

11.2. Scholars may apply to the Council to suspend their award in order to undertake an internship, where such an internship meets the following conditions:

- 11.2.1. The proposed internship contributes and is directly relevant to the research project and consistent with the training and career development plan agreed by the scholar and academic supervisor.
- 11.2.2. The scholar provides the Council with a written statement of support from their academic supervisor and obtains written permission from the Council prior to commencement of the internship. A template request form will be available for the purpose of requesting approval from the Council to undertake an internship.
- 11.2.3. The proposed internship does not exceed nine months' duration.
- 11.2.4. Additional registration or academic fees incurred by the scholar as a result of participating in an internship are a matter for agreement between the scholar and the HEI. The Council will not be liable for any such additional fees.
- 11.2.5. Strategic funding partners will be consulted for approval for internships requested by any scholar funded through their scholarships.
- 11.2.6. Insurance matters in respect of participation in an internship are a matter for agreement between the scholar and the HEI.

Maternity Leave Policy

11.3. Scholars wishing to take maternity leave will be entitled to request a suspension of their award for a period of up to one year. A template request form is available for the purpose of requesting approval from the Council. Once approved, the scholarship will be suspended for the period of maternity leave requested and a new award end date will be calculated. The Council must be informed, in writing, of the expected commencement date of maternity leave at least four weeks in advance. Scholars should contact the Department of Social Protection directly to enquire if they are entitled to maternity benefits. No financial support is available from the Council to the scholar whilst on maternity leave. Scholars are referred to the Council's Maternity Leave Policy which is available [here](#).

Termination of scholarship

11.4. Should a scholar be unable for any reason, including medical reasons, to pursue their project in accordance with these Terms and Conditions, the scholar and academic supervisor must inform the Council and the research office or its equivalent in their HEI. The scholar must do this no later than two weeks of such a situation coming to their attention. In such situations, the Council will have regard to the usual conventions of the

scholar's HEI. However, given the basis on which scholarships are awarded, the Council reserves the right to withdraw or suspend the scholarship.

- 11.5. The Council recognises that for personal, professional or other reasons a scholar may wish to terminate their scholarship prematurely. This action should not be taken without prior consultation with Council.
- 11.6. Where the scholar intends to prematurely terminate the 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.
- 11.7. If the scholar terminates a scholarship, the Council is not responsible for continuing to pay funds to the HEI. The Council may seek to recover some or all of the funds allocated or used.
- 11.8. The Council reserves the right to suspend or terminate the scholarship and/or require reimbursement by the HEI if, in the opinion of the Council, there has been a material breach of the Terms and Conditions as outlined in this document.

12. RESPONSIBILITIES OF THE HIGHER EDUCATION INSTITUTION

- 12.1. The HEI must accept full accountability for managing, monitoring and controlling all research work funded under the scholarship and management of the scholarship fund.
- 12.2. The HEI must ensure an academic supervisor is appointed with responsibility for supporting and guiding the scholar and ensuring the academic quality of the research fully meets the academic requirements of the award of a postgraduate degree. This supervisor would normally be a principal investigator or other suitably qualified person.
- 12.3. The HEI is responsible for providing facilities and access to the equipment needed for the scholar to carry out the research, ensuring that all items of equipment and materials provided for the scholarship are adequately maintained and are accessible on reasonable terms and conditions to other researchers.
- 12.4. The HEI must obtain and comply with all necessary and statutory permissions laid down by local and national authorities in relation to protecting the environment, preventing pollution and ensuring wider societal health and safety protection.

13. GENERAL SCHOLARSHIP CONDITIONS

- 13.1. 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.
- 13.2. 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.

- 13.3. The Council and HEI must follow good practice on data protection, management and security. The Council cannot be held legally liable for interference by any third party.
- 13.4. It is a condition of acceptance of a scholarship that scholars grant permission to the Council to share data about the application with government departments and other national funding agencies for statistical and policy formation purposes.
- 13.5. The Council reserves the right to revise the Terms and Conditions of this scholarship at any time. Any such revisions will be notified to participating HEIs and posted on the Council's website.

14. DIGNITY IN THE CONDUCT OF RESEARCH

- 14.1. 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](#).
- 14.2. 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 1

Andrew Grene Postgraduate Scholarship in Conflict Resolution

The Conflict Resolution Unit of the Department of Foreign Affairs and Trade, in partnership with the Irish Research Council, invites applications for the Andrew Grene Postgraduate Scholarship in Conflict Resolution 2018.

Conflict Resolution Unit (CRU) was established in 2008 to advance Ireland's contribution to international conflict resolution by drawing on:


- Ireland's tradition of UN peacekeeping
- Our commitment to overseas development aid
- Our experience of the peace process in Northern Ireland
- Our commitment to human rights and the international rule of law

Applicants' proposed research must examine areas relevant to the work of the Conflict Resolution Unit, as outlined below. This year, the Conflict Resolution Unit will award funding to projects undertaking research with an emphasis on the following:

- **Women, peace and security:** The implementation of UN Security Council Resolution 1325 and related resolutions is a priority for Conflict Resolution Unit. Ireland's second National Action Plan on Women, Peace and Security was launched in January 2015. This Plan centres around four pillars:
 - a. prevention of conflict, including gender-based violence and sexual exploitation and abuse;
 - b. participation of and representation of women in decision-making;
 - c. protection from gender-based violence and sexual exploitation and abuse and other violations of women's human rights and international humanitarian law, and relief, recovery and rehabilitation;
 - d. promotion of the women, peace and security agenda in international regional and national arenas.

Research is encouraged in particular in improving the evidence-base for women's participation in decision-making around peace and security.

- **Mediation:** Mediation in intra-state conflicts is one of the most important tools for conflict resolution, ranging from initial engagement with conflicting parties to the implementation of peace agreements. Mediation engages many actors, from regional organisations and governments to NGOs and private individuals, and these actors all have various advantages and disadvantages when it comes to mediation processes. Research is encouraged in the areas of mediation support, dialogue facilitation, good offices, and special political missions.
- **Post-conflict reconciliation:** Reconciliation involves rebuilding relationships and trust damaged during conflict, whether between different groups or between citizens and the state. As each conflict is unique, reconciliation takes different forms in various post-conflict settings: as national political dialogue; truth-telling; transitional justice and prosecutions; reparations (individual and collective); reintegration; peace education; and human rights-sensitive institutional reform. Reconciliation is context-specific and context-sensitive, meaning that each society must find its own way towards reconciliation, informed by the particular nature of the conflict or the character of the transition. Ireland has actively sought to engage in two-way



lesson-sharing with countries that have gone through and/or are going through their own reconciliation processes. Research is encouraged on comparative lessons in these contexts and in particular relating to Ukraine; Colombia; Middle East and North Africa region; and the Korean Peninsula.

- **Conflict prevention:** There are many ways for state and civil society actors to prevent conflict, to avoid escalation of conflict and to mitigate its effects on civilians, including in situations of fragility. These include early warning mechanisms, reporting and communication networks and post-conflict rehabilitation. Strategies in conflict prevention must address the structural and proximate causes of conflict and its triggers. Goal 16 of the United Nations 2030 Sustainable Development Agenda relates to the building of peaceful and inclusive societies and accountable institutions. The Organisation for Security and Co-operation in Europe is active in a range of conflict prevention activities. With its network of institutions and field operations, the Organisation closely monitors tensions that could develop into a conflict within the OSCE area. Research is encouraged into the areas of Early Warnings and Conflict Analysis; and Confidence and Security Building Measures.

Appendix 2

Environmental Protection Agency Postgraduate Scholarship

The Environmental Protection Agency (EPA) is an independent public body established in July 1993 under the Environmental Protection Agency Act, 1992. Its sponsor in Government is the Department of the Communication, Climate Action and Environment (DCCAE). The EPA is a statutory body responsible for protecting the environment in Ireland and ensuring that development is sustainable. It regulates and polices activities that might otherwise cause pollution and ensures there is solid evidence on environmental trends so that necessary actions can be taken. The EPA has the role of coordinating environmental research in Ireland and supports R&D activities (mainly via its Annual Competitive Research Calls) in a range of environmental areas. The EPA Research Programme aims to identify pressures, inform policy and develop solutions.

Environmental Research Programme 2014-2020

The EPA published its [Research Strategy 2014-2020](#), a process which involved substantial stakeholder engagement (over 600 stakeholders attended seven workshops). The research programme is based around “three pillars” (climate, water and sustainability), representing the key research priorities associated with delivering a protected Irish environment.

- **Climate Research**

The Climate Change Research Pillar is directed at addressing specific knowledge gaps of direct relevance to the National Climate Change Strategy. It is an essential component of Ireland’s role in meeting its requirements under [The Paris Agreement 2015](#), the [Climate Action and Low Carbon Development Act \(2015\)](#), the [UNECE Air Convention](#), the [EU Clean Air Package](#) and the [United Nation’s Sustainable Development Goals](#) and is committed to aligning our research to assist in the delivery of these goals.

Research proposals are invited which would lead to scholarships under the following areas:

- > [Theme 1: Carbon stocks, GHG emissions, sinks and management options](#);
- > [Theme 2: Ireland’s future climate, its impacts, and adaptation options](#);
- > [Theme 3: Climate solutions, transition management and opportunities](#); and
- > [Theme 4: Air science](#).

- **Water Research**

The EPA Research Programme has a strong focus on policy and is driven by national regulations and European directives. A sustained Water Research Programme is an essential component of Ireland’s role in protecting its water resources and meeting its requirements under water-related EU directives, the United Nation’s Sustainable Development Goals and national polices. The overall aim of the water pillar is to support relevant water policy and to protect our water environment, contributing to achieving excellent water quality in Ireland. The EPA Research Water Pillar deals with groundwater, surface water, transitional and coastal water; as well as wastewater, drinking, bathing and shellfish waters.

Research proposals are invited which would lead to scholarships under the following areas:

- > [Theme 1: Safe water](#);

- > [Theme 2: Ecosystem services and sustainability;](#)
- > [Theme 3: Innovative water technologies;](#)
- > [Theme 4: Understanding, managing and conserving our water resources;](#) and
- > [Theme 5: Emerging and cross-cutting issues.](#)

- **Sustainability**

The EPA Research Programme has a strong focus on policy and is driven by national policy and strategy, European Directives and International Policy commitments, such as the UN Sustainable Development Goals. The EPA recognises the importance of Ireland's role and the role of research in advancing the Sustainable Development Goals to protect the planet from degradation, sustainably managing its natural resources and taking urgent action on climate change, so that it can support the needs of the present and future generations.

Research proposals are invited which would lead to scholarships under the following areas:

- > [Theme 1: Resource efficiency;](#)
- > [Theme 2: Health & wellbeing \(including Radiation Protection\);](#)
- > [Theme 3: Natural capital and ecosystem services including soils and biodiversity;](#) and
- > [Theme 4: Socio-economic aspects of a sustainable environment.](#)

Appendix 3

DCYA Growing Up in Ireland Postgraduate Scholarship

Please note that applicants to this theme may only apply for a traditional or structured doctoral degree.

The Research and Evaluation Unit of the Department of Children and Youth Affairs, in partnership with the Irish Research Council, invites applications for the DCYA Growing Up in Ireland Postgraduate Scholarship. A substantive part of the applicant's proposed doctoral research must be based on an analysis of data from Growing Up in Ireland and the research must relate directly to Better Outcomes Brighter Futures: The National Policy Framework for Children and Young People (2014 – 2020) specifically, its national outcomes for children and young people, which include:

Children and young people:

1. Are active and healthy, with positive physical and mental well-being
2. Are achieving their full potential in all areas of learning and development
3. Are safe and protected from harm
4. Have economic security and opportunity
5. Are connected, respected and contributing to their world

Doctoral research (through either a traditional or structured doctoral degree) based on analysis of data from *Growing Up in Ireland* and relating to one or more of these outcomes will be considered eligible for the DCYA Growing Up in Ireland Postgraduate Scholarship.

A copy of the *Better Outcomes Brighter Futures: The National Policy Framework for Children and Young People (2014 – 2020)* is available for download [here](#).

What is Growing Up in Ireland?

Growing Up in Ireland is the national longitudinal study of children. This study examines the factors which contribute to or undermine the well-being of children in contemporary Irish families.

Growing Up in Ireland data contribute to the setting of effective and responsive policies relating to children and to the design of services for children and their families.

Growing Up in Ireland is funded by the Department of Children and Youth Affairs in association with the Central Statistics Office. A part funding contribution towards Phase 2 of the Study was also made by the Atlantic Philanthropies.

What are the key elements of *Growing Up in Ireland*?

- *Growing Up in Ireland* includes two cohorts, an infant cohort (recruited at 9 months) and a child cohort (recruited at 9 years).
- *Growing Up in Ireland* includes five waves of data collection, three with the infant cohort (at 9 months, 3 years and 5 years) and two with the child cohort (at 9 years and 13 years). Further collections are planned or underway for the infant cohort (at age 9 years) and for the child cohort (at age 17 years and 20 years)

- *Growing Up in Ireland* collects data from multiple informants including parents (both resident and non-resident), teachers, principals, childcare providers and children themselves.
- *Growing Up in Ireland* provides access to data to support applied and academic research.

How can the data be accessed?

Two types of *Growing Up in Ireland* datafiles can be accessed: Anonymised Microdata Files and Researcher Microdata Files.

- The Anonymised Microdata File (AMF) is a publicly available anonymised dataset. Researchers wishing to access the AMF should apply to the Irish Social Science Data Archive (ISSDA) at www.ucd.ie/issda
- The Researcher Microdata File (RMF) is a more detailed dataset. Access to the RMF is subject to appointment of the researcher as an Officer of Statistics by the Central Statistics Office, meaning that the researcher is subject to the full rigour and penalties of the Statistics Act, 1993. Researchers wishing to access the RMF should apply to the Department of Children and Youth Affairs at www.dcyu.ie

Appendix 4

The following are key characteristics of a structured PhD programme in Irish higher-education institutions. 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;
- 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 / transferable skills,
 - > declared outcomes and graduate attributes in line with national and international best practice;
- Supervision 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.

Appendix 5

- 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 research⁵;
 - > pay-as-you-go access to national research infrastructures;
 - > archival research costs;
 - > reasonable travel, subsistence and conference costs⁶;
 - > 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 studies⁷.
- 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.

⁵ A maximum limit of €1,000 for computers or laptops applies unless required for high-performance computing.

⁶ 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.

⁷ Incentives (such as cash or gift vouchers) for participation are not considered eligible costs.