



An Chomhairle um Thaighde in Éirinn

*Irish Research Council*

**'New Foundations' Scheme**

**2016**

**Including the 'Engaging Civic Society' Strand in partnership with the Wheel and Dóchas**

**TERMS AND CONDITIONS**

*(including application process)*



*This document sets out details of the 2016 'New Foundations' call for proposals administered by the Irish Research Council. This document sets out the terms and conditions of awards, eligibility criteria, the application process, evaluation criteria and advance information for successful applicants. The Irish Research Council reserves the right to revise the terms and conditions of this scheme.*

## IRISH RESEARCH COUNCIL - NEW FOUNDATIONS SCHEME 2016

### **IMPORTANT ADVICE**

Applicants should carefully read these terms and conditions before completing and submitting applications. Applications that are deemed to be ineligible under the terms and conditions of this scheme will not be considered for funding. Please note that the Irish Research Council will not enter into individual written or telephone correspondence and, in particular, will not be in a position to review any eligibility issues with applicants following the application submission.

### **APPLICATION PROCESS**

Applicants are advised to carefully read the instructions provided to ensure correct completion. Incorrect or incomplete applications will NOT be assessed.

<b>Submission details</b>	
<b>Application documents:</b>	<p><b><i>Please note that 'application' refers to both the Part A form (word document) and Part B (excel spreadsheet). Both documents MUST be submitted to constitute an application to the scheme.</i></b></p> <p><b><i>A completed application must include all required original (i.e. not electronic) signatures along with an endorsement by institutional authorities in the form of the original signature of a VP/Dean of Research or their authorised signatory, or their equivalent, and an institutional stamp. For Strands where partners are included (see description below) the partner signature and stamp is also required.</i></b></p> <p><b>Please submit:</b> A PDF version of Application Form Part A (including signatures and stamps) and Application Form Part B (excel spreadsheet) to an online system (details below). Please do not PDF Part B.</p>
<b>Deadline:</b>	The application (Part A and B) must be received by the Council by <b>4pm, 21<sup>st</sup> October 2016</b>
<b>Submit to:</b>	Applications must be uploaded to the online system: <a href="#">IRC New Foundations Scheme 2016</a> . N.B. Please consult the document 'IRC Instructions for submitting New Foundations 2016 proposals' before uploading your application.

## General Instructions:

- Please complete both Part A (Word form) AND Part B (Excel spreadsheet). Original signatures and stamp of the institution must be included.
- Applicants must not exceed the stated word limit of the categories.
- Please note that only items presented in the application documents will be evaluated by the assessment panel. Please do not provide additional sheets/appendices etc. Inclusion of such additional items will render an entire application ineligible.
- Applications may be submitted in Irish or English only. In order to facilitate evaluation by the assessment panel in English, applicants submitting Irish language applications are invited to submit an English language translation of their application. Should an English translation not be provided by an applicant, the Irish Research Council may provide a translation to the assessment panel.

An application to this scheme will not be assessed if:

- the applicant is not eligible;
- the incorrect application form is submitted;
- the application is not uploaded to the online system by **4pm on 21<sup>st</sup> October 2016**;
- the application is incomplete;
- additional materials other than those requested are attached to the application form, or if sections of the application form are appended rather than included in the form (additional appended materials will render an entire application ineligible);
- does not include one original signed version (pro persona i.e. a pp signature is unacceptable) of the application form;
- it exceeds the word limit;
- it contains any handwriting, other than the appropriate signatures.

## **Important Dates**

<b>FAQ deadline</b>	<b>4pm 7<sup>th</sup> October 2016</b>
<b>Application deadline</b>	<b>4pm, 21<sup>st</sup> October 2016</b>
<b>Outcome of scheme</b>	<b>End November 2016</b>
<b>Commencement date</b>	<b>End December 2016</b>

## **Frequently Asked Questions**

In the first instance, applicants should consult the Terms and Conditions of the scheme for further detail. Applicants seeking advice or clarification should consult with the Research Office (or equivalent) in their institution in the first instance. Unresolved queries can be sent to [newfoundations@research.ie](mailto:newfoundations@research.ie). Frequently Asked Questions (FAQs) and answers will be posted on our website [www.research.ie](http://www.research.ie)

## INTRODUCTION

The **Irish Research Council** ('the Council') was established in March 2012. The Council was formed through the merger of the Irish Research Council for Humanities and Social Sciences (IRCHSS) and the Irish Research Council for Science, Engineering and Technology (IRCSET). Building on solid foundations laid down by the former councils, the Irish Research Council will deliver enhanced opportunities and benefits to the Irish research community. The Irish Research Council will enable the Irish research community to contribute to the body of global knowledge across the diversity of disciplines, recognising the importance of research and scholarship for all aspects of cultural, economic and societal development ([www.research.ie](http://www.research.ie)).

## SECTION A: DESCRIPTION OF SCHEME

The 2016 New Foundations Scheme comprises four strands (not including sub-strands):

1. **Engaging Civic Society** (In sponsorship with the Wheel and Dóchas)
  - a. Enhancing Civic Society within a national context ( **max €20K**)
  - b. Enhancing Civic Society within an international context (**max €25K**)
2. Marking the National Decade of Centenaries 1917-22 ( **max 15K**)
3. Research Without Borders – Cross Border Engagement ( **max €10k**)
  - a. Encouraging Knowledge Exchange and collaboration between research institutions north and south
  - b. Supporting participation of Irish researchers in HERANet and NORFACE ERA-Net
4. Knowledge Exchange for Impact ( **max €5K** )

**N.B: All awards are of a maximum of 9 months duration. Any previous or current recipients of a New Foundations award are not eligible to apply to Strand 4. Successful applicants must have their contract signed and returned by end December 2016**

An applicant may make only one application to the scheme: applications can be made under any Strand but no more than one application to the Scheme in total can be made.

### **Strand 1: Enhancing Civic Society within a national or International context**

Run in partnership with the Wheel and Dóchas, this strand will support small, discrete collaborative projects between postdoctoral or senior researchers (acting as the applicant to the Council) and a community/voluntary organisation (CVO) or NGO. The Civic society partner must be a registered charity.

The Wheel is a support and representative body connecting community and voluntary organisations and charities across Ireland. Established in 1999, The Wheel has evolved to become a resource centre and forum for the community and voluntary sector.

Dóchas is the Irish Association of Non-Governmental Development Organisations. It is a meeting place and a leading voice for organisations that want Ireland to be a world leader in efforts to bring about global justice. Under the partnership the two organisations will work together to promote this strand of New Foundations, enhance engagement between academic researchers and NGOs through the scheme, and contribute to the dissemination of research outcomes for the benefit of practice and policy.

The objectives of this Strand are to:

- Develop networks between academia and civic society groups in the community and voluntary sector
- Encourage knowledge exchange between these groups
- Develop expertise to support the engagement of civic society organisations;
- Develop networks between academia and civic society organisations;
- Develop expertise to support the work of these organisations within the higher education community;
- Develop capacity and routes for engagement with these organisations on a longer-term basis for participation in EU funded projects.

CVOs or NGOs interested in participating in this strand must collaborate with an Academic Partner based in a higher education institution (HEI) or other eligible research-performing organisation (see [www.research.ie](http://www.research.ie) for details). Those seeking an Academic Partner can complete an expression of interest form detailing their area of interest. Completed expressions of interest will be posted on the Council website and social media. For further information, please consult the terms and conditions of the scheme and the Frequently Asked Questions. Additional queries should be forwarded by email to [newfoundations@research.ie](mailto:newfoundations@research.ie). All queries will be addressed via the FAQ system on a weekly basis.

This strand has two options:

**Strand 1a: Enhancing Civic Society within a national context (awards up to a maximum of €20,000)**

Applications to this Strand should develop a research idea or project, test a concept or theory and/or develop partnerships through activities. Applications should clearly indicate why the project is important and how it speaks to the issues and concerns of the partner community/voluntary organisation or NGO with a focus on national collaboration.

**Strand 1b: Enhancing Civic Society within an international context (awards up to a maximum of €25,000)**

The aim of this strand is to build engagement of Irish CVOs and NGOs in research projects being developed collaboratively at an international level to address European or global societal challenges. The European Union envisages multi-stakeholder consortia on projects, reflecting the perspective that a variety of social partners are both at the coalface of challenges and are critical to developing and implementing solutions. Therefore, CVOs and NGOs are encouraged to engage in

these Societal Challenges. The funding available under this strand is intended as a 'priming' measure to enable collaboration internationally between researchers and CVOs/NGOs.

It is a condition of acceptance of Strand 1 awards that the applicant contribute material/information on project outputs for dissemination activities and/or publications undertaken jointly by the Irish Research Council, the Wheel and Dóchas.

### **Strand 2: Marking the National Decade of Centenaries (awards up to a maximum of €15,000)**

This strand supports activities designed specifically to contribute to the Decade of Centenaries Programme 1917-1922 (see [www.decadeofcentenaries.com](http://www.decadeofcentenaries.com) for more information on the Programme). This strand provides support for research, networking, conference development, conference participation or attendance, workshops and/or more general dissemination activities relevant to the Decades of Centenaries. Proposals addressing the experience of women during this period are welcomed.

### **Strand 3a: Encouraging Knowledge Exchange and collaboration between research institutions north and south (awards up to a maximum of €10,000)**

This strand supports eligible researchers who intend to conduct knowledge exchange, networking and/or dissemination activities with research partners in the North within and across the diversity of disciplines.

This strand provides support for the development of networks, conference development, conference participation or attendance, workshops and/or more knowledge exchange and general dissemination activities designed to better communicate the potential of research and/or the outcomes and value of research between North and South. In addition, the Council welcomes applications that seek to develop projects or networks in support of a future cross border application to Horizon 2020.

### **Strand 3b: Supporting participation of Irish researchers in council-supported SSH ERA-nets (awards up to a maximum €10,000)**

The Irish Research Council welcomes applications that seek to develop on an international basis proposals or networks in support of an application in the near future to Council supported SSH ERA-nets. These are:

- HERA (Humanities in the European Research Area) joint research programmes ([www.heranet.info](http://www.heranet.info))
- NORFACE (New Opportunities for Research Funding Agency Cooperation in Europe) ([www.norface.net](http://www.norface.net))

Please see attachments on our webpage for additional information also

The strand is designed to enhance the success of Ireland-based principal investigators in these ERA-nets, either as consortium coordinators or partners. Details on upcoming calls are available on the websites of the respective ERA-nets.

#### **Strand 4: Knowledge Exchange for Impact (awards up to a maximum of €5,000)**

**Note: Previous awardees under New Foundations schemes are not eligible to apply to this strand. This policy is designed to ensure that a wider range of researchers across all disciplines, in particular early-stage researchers seeking to establish their careers, can benefit from New Foundations.**

This strand is designed to enhance the impact internationally of Irish research through knowledge exchange. Applications will propose selected actions or activities providing exposure for the researcher to world-class networks or facilities that will enhance their research and support the further development of their career and international competitiveness. Proposals may include as their focus access to world-class infrastructures.

Proposals should clearly describe the nature of the knowledge exchange and the intended impact. Proposals seeking support solely for conference attendance will not be supported.

#### **SECTION B: ELIGIBILITY**

This scheme will offer research opportunities for academic researchers affiliated with, or supported by, a recognised higher-education institution in Ireland to pursue research and dissemination activities. See [www.research.ie](http://www.research.ie) for a list of eligible institutions.

An applicant who is a postgraduate scholar but not a member of staff affiliated to such an eligible institution must, as part of their application, identify an appropriate named individual willing to act as a mentor and principal investigator for the purposes of an award under this scheme. Such applicants are eligible to apply to Strands 2 and 4, but not Strands 1 and 3.

Given that the Irish Research Council's stated mission is to enable the Irish research community to contribute to the body of global knowledge across the diversity of disciplines, recognising the importance of research and scholarship for all aspects of cultural, economic and societal development, applications from any field will be accepted under this scheme.

Potential applicants **MUST**:

- a) Currently hold or have held a competitively acquired research award<sup>†</sup> within the three-year period prior to 21<sup>st</sup> October 2016. Extensions to this three-year period can be considered on provision of documented evidence of an eligible career break including those who have temporarily withdrawn from their

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<sup>†</sup> For the purposes of this scheme, a competitively acquired research award could be an individual or PI type award from, for example, either of the former research councils (IRCHSS/IRCSET, [www.research.ie](http://www.research.ie)), the Health Research Board ([www.hrb.ie](http://www.hrb.ie)), Science Foundation Ireland ([www.sfi.ie](http://www.sfi.ie)), Teagasc ([www.teagasc.ie](http://www.teagasc.ie)), the Marine Institute ([www.marine.ie](http://www.marine.ie)) or any other such national or international research funder.

research for duly certified medical reasons<sup>‡</sup>. No allowance will be made for part-time working (1 year of part-time working counts as 1 full-time year).

- Verification for maternity leave must be provided in the form of a copy of the birth certificate and proof of accumulation of actual time off, maximum of one year per child born after the research award.
  - Verification for paternity leave must be provided in the form of a copy of the birth certificate and proof of accumulation of actual time off, maximum of one year per child born after the research award.
  - Verification for long-term illness must be provided in the form of a medical certificate.
  - Verification for leave taken for unavoidable statutory reasons must be provided in an appropriate form, e.g. clinical qualifications.
- b) Ensure that their application is endorsed by institutional authorities in the form of the VP/Dean of Research or their equivalent or their authorised signatory, an institutional stamp and, where required, the signature of a proposed mentor. For Strand 1 applicants, the signature of the partner organisation must also be provided.

Awards may not be held or continued at an institution other than the host institution(s) specified in the application form, except with the *prior* agreement of the Irish Research Council. Funding will only be provided for the proposal that has been presented in the application form.

#### Applicant Nationality

Applicants from any country may apply to this scheme. However, successful applicants must:

- Maintain their principal residence in Ireland during the term of the award and
- In the case of a national of a member state outside of the European Union (EU), satisfy the State's regulations on immigration and also have the support of his/her host institution(s) with respect to these regulations and requirements.

Arrangements with respect to immigration will be a matter for settlement between the proposed award holder and his/her host institutions. Guidance on immigration mobility issues can be found on the Irish Researcher Mobility Portal: <http://www.euraxess.ie>.

### **SECTION C: Eligible Expenditure**

For Strand 1, awards are valued at up to a maximum of €20,000 for Strand 1a and up to €25,000 for Strand 1b. For Strand 2 and 3 awards are valued up to a maximum of €15,000 and €10,000 respectively. Strand 4 is an open call for application up to a maximum of €5,000. Awards are not intended to substitute or to augment funds available under national and international programmatic research actions.

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



Costs may be sought for expenditure on travel for conference attendance or network development (see exception for Strand 4), conference support or management, archival research, equipment purchase (see limits), publication or dissemination costs, or other such costs as an applicant may appropriately justify in an application to this scheme.

All costs sought must be detailed and justified in Part B of the application. Applicants must clearly demonstrate that any costs sought are necessary to carry out the proposal and that such facilities are not available to the researcher(s) via any other means. Demonstration of value for money is an important consideration under the evaluation and assessment process. Only eligible costs as set out in the table below will be considered. Applicants should ensure that their budget calculations are correct.

<b>Eligible Research Expenses</b>	
Collaboration (Strands 1 and 4 ONLY)	Please provide details of expenditure to be incurred in terms of collaborative activities, where relevant. These will primarily consist of travel, networking and/or dissemination activities and must be strongly demonstrated.
Travel Costs	Requests for travel and accommodation costs may be included and should provide details of the number and duration of trips being proposed. Travel and accommodation where required will only be provided for on a vouched basis. Per diems/subsistence rates will not be provided. Every effort must be made to ensure that air travel, where used, is economical. Requests must take regard of institutional norms and civil service rates must be used.
Research Consumables	Where relevant to the viability of the proposal, the following essential research supplies are eligible: small consumables; books and journals; pay as you go access to national research infrastructure. Only vouched expenses incurred in carrying out the research proposal will be funded.
General and/or Specialist Disciplinary Skill Training	Where relevant to the viability of the proposal, expenditure to be incurred as a result of general and/or specialist disciplinary skill training can be included.
Dissemination	Where relevant to the viability of the proposal, expenditure to be incurred for dissemination of outcomes and the channels which will be used can be included.
Equipment	Where relevant to the viability of the proposal, hardware and software are eligible. Fieldwork, data collection, archival and digitisation costs may be included under this heading. Equipment requests will require a strong rationale and an account of why such items might not be available to an applicant from elsewhere. A limit of €1,000 will apply to equipment items and these must be purchased within the first three months of the proposal.
Other	Where not covered by the categories above, and relevant to the viability of the proposal, other costs can be considered. All costs must be specified and fully justified.

### Ethical Approval

The Irish Research Council is committed to the maintenance of high ethical standards in the research it funds through this scheme. All applicants are required to give careful consideration to ethical issues that may arise in the course of their research. If ethical issues arise in their research, applicants will be required to submit a written statement to the Irish Research Council to the effect that full consideration has been given to the ethical implications of the research proposal. This statement must further demonstrate the applicant's proposed resolution of the ethical issues arising. Where an applicant's research proposal requires approval by the University Ethics Committee or the equivalent body in his/her institution, written evidence of such ethical approval will have to be received by the Irish Research Council in the event of a successful outcome prior to confirmation of the award.

If a research proposal requires access to archival material in private custodianship or archival material with restricted access, written evidence of appropriate permission to consult such material must be furnished to the Irish Research Council.

### **SECTION D: EVALUATION PROCEDURES**

All eligible applications received will be referred to an assessment panel convened by the Irish Research Council. The primary responsibility of the assessment panel is to determine a qualitative ranking of the applications referred to it. The assessment panel will rank the applications on the basis of the materials supplied, arrive at an overall judgement of standard and make final recommendations to the Irish Research Council. Feedback will not be provided to applicants under this scheme. All awards will be made only on the basis of excellence. Irish Research Council deliberations in this regard will be final and the Irish Research Council or its Executive will not enter into discussion or correspondence on the outcomes of any application to this scheme.

Application to this scheme indicates acceptance of all these conditions.

### Evaluation Criteria and Scoring:

All applications will be evaluated, using only the information provided in the application form and written samples, on the basis of four main criteria with weighted scores as follows:

<b>Criteria</b>	<b>Description</b>	<b>Scoring</b>
<b>Quality of proposal and applicant</b>	Description of the proposal and quality of the proposal. Including originality, innovative nature and significance of the proposal in the context of research. Match between applicant's profile and proposal. Research track record and outputs to date. Consideration of ethics. Relevance to Strand as set out in Terms & Conditions, where appropriate.	40/100

<b>Impact and outcomes</b>	<p>The development of, or attendance at, networks and/or conferences (note in particular requirements for Strand 4). The quality and value of proposed partnerships or networks, motivation for this choice and contribution of proposal towards future research funding applications or opportunities. The clarity and quality of plans for dissemination of outputs and/or promotion of academic research within and across the diversity of disciplines.</p> <p>Impact of the proposal is identified and justified, including the planned outputs and deliverables.</p> <p>Impacts may include but are not limited to:</p> <ul style="list-style-type: none"> <li>Research capacity impacts</li> <li>Teaching and Learning impacts</li> <li>National Policy impacts</li> <li>Profile and Reputational impacts</li> <li>Commercial Impacts</li> <li>Wider economic impacts</li> <li>Quality of Life impacts</li> <li>Cultural Impacts</li> <li>Human capital impacts</li> </ul>	40/100
<b>Implementation</b>	The feasibility and credibility of the proposal plan, including practical arrangements of the implementation and management of the proposal.	10/100
<b>Proposed costs</b>	Levels of funding support sought and value for money.	10/100

#### **SECTION D: INFORMATION FOR SUCCESSFUL AWARD HOLDERS**

All applicants, successful and unsuccessful, will be informed by letter of the outcome of the evaluation process in early December 2016. A letter of award and an award acceptance form will issue to successful applicants. Successful projects will commence no later than 1<sup>st</sup> January 2017 and will be of up to a maximum of nine months duration.

Successful applicants will hold an 'Irish Research Council New Foundations Award'. The recognised higher-education institution where the award is to be held is referred to as the 'host institution'. **Evidence of this award must be submitted with the application form and uploaded to the system.**

### Award Acceptance:

Acceptance of the award is subject to these terms and conditions, which in conjunction with the letter of offer, will form the basis for the contract with the awardee's host institution. The award is held subject to these terms and conditions. If any of these are breached by an award holder, the Irish Research Council may suspend or terminate the award and/or may require reimbursement of such payments as have already been made to the host institution.

Applications for awards to recognise events already in planning may also be considered. Payments under this scheme will only commence once an appropriate letter of contract has been issued and an acceptance form received by the Irish Research Council. The duration of an award should be no more than nine calendar months and must be completed by 30th September 2017.

Awards may not be held or continued at an institution other than the host institution(s) specified in the application form, except with the *prior* agreement of the Irish Research Council. Funding will only be provided for the proposal as presented in the application form.

### Award Progression

Should an award holder under this scheme be unable for any reason (including medical reasons) to pursue his/her proposal in accordance with the terms and conditions of the scheme, he/she must inform the Irish Research Council Director within two weeks of such a situation coming to his/her attention. In such situations, the Irish Research Council will have regard to the usual conventions of the host institution. However, given the basis on which grants are awarded, the Irish Research Council reserves the right to withdraw the award.

The Irish Research Council recognises that for personal or professional reasons, an awardee under this scheme may wish to terminate his/her award. This should not be done without *prior* consultation with the Irish Research Council as it may involve reimbursement by the host institution to the Irish Research Council of some or all funding made available up to the date of termination. Awards may not be deferred or transferred.

It is the responsibility of the award holder to inform the Irish Research Council in writing of any change of address, telephone, or e-mail.

### Grant Monitoring:

The Irish Research Council attaches considerable importance to procedures for monitoring and renewing its awards. Funding will be dependent on the demonstration of sufficient progress and a final written progress and financial report will be required. Such reports are evaluated by an Irish Research Council Review Committee based upon the deliverables outlined in the original proposal to the Irish Research Council. A template for this final report will be provided at the appropriate time by the Irish Research Council. The report should be accompanied by a financial report clearly related to the progress of the research. It is the responsibility of the awardee solely to ensure that such reports are filed by the due dates. Failure to file these reports by the required date or submission of an unsatisfactory report may result in the Irish Research Council terminating an award. Where an award is cancelled, the Irish Research Council will have leave to seek recovery of monies

which have been awarded under this Scheme. All awards may be subject to an external research audit and financial audit.

As the timely submission of satisfactory reports by the award holder and by his/her host institution will be regarded as a condition of holding the award, failure to do so will oblige the Irish Research Council to seek reimbursement of all monies already paid by the Irish Research Council.

The Council reserves the right to terminate awards where necessary and without prejudice.

#### Acknowledgement of Irish Research Council Funding

It is an explicit requirement for successful awardees to acknowledge funding received from the Irish Research Council. All publicity, including public lectures, email signatures, office signs, publications, monographs, print materials, online materials and press releases, television and radio advertisements, websites, film, video and audio recordings associated with or arising from the research undertaken by the award holder while in a receipt of Irish Research Council funding must contain acknowledgement of funding received from the **'Irish Research Council'**. In this instance the recipient will utilise the Irish Research Council New Foundations Award title when communicating in any format on the project and Award. Where possible the Council logo and any associated campaign logos should always be included in any such acknowledgement (the Council logo available to download from the website).

Awardees are also required to notify the Council in advance of their participation in any significant events, for example, attaining an award of significant merit or substantial participation in events of national interest or impact that is connected to their IRC-funded research. This can be done by emailing [newfoundations@research.ie](mailto:newfoundations@research.ie).

#### Sex/Gender Dimension

All awardees are required to give careful consideration to whether there is a potential sex/gender dimension that may arise in the course of their project. Where the awardee is involved in the organisation of conference, networking or dissemination panels connected with IRC-funded research, due regard should be given to gender balance within any such panel. The Council's [Gender Strategy & Action Plan 2013 – 2020](#) is available on the Council website.

#### Intellectual Property/Knowledge Transfer

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

Where appropriate, 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 \(2012\)'](#). On that basis, for projects funded under this Scheme, foreground intellectual property generated will be owned by the HEI/RPO. The Council requires that background IP is captured clearly prior to initiation of the project, that there is clarity on who has access to background IP and declarations made on basis of same. Good practice through the maintenance of notebooks and records must be adhered to. Preferential terms may be negotiated if the HEI is of the view that the best interests of the state are advanced. The Host

Organisation(s) must establish rules and procedures for protecting and managing any intellectual property arising during the Award. These rules and procedures must be in accordance with national guidelines.

In the case of collaborative research where more than one Host Organisation is involved, a research agreement (including reference to intellectual property rights and confidentiality) must be in place before the Award can commence. The terms of any such agreement must not conflict with those outlined in this document.

A copy of any research agreements established in relation to awarded projects under this Scheme must be made available to the Council.

### Open Access Policy

The Council has established and will promote the following 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 researcher should contact their Research Office or equivalent, where relevant, for advice):

- All researchers must lodge their publications and other research outputs, resulting in whole 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.
- All peer reviewed journal articles and conference publications should be deposited as soon as possible, ideally at the time of acceptance by the journal/conference and no later than the date of formal publication.
- Other research outputs such as monographs, books, book chapters, research theses and reports should be deposited where possible.
- 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.

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.

Researchers 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 6 months after publication for scientific, technical and health science research publications and 12 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 on-going review.

More information on the Open Access Policy is available on the Council's website at [www.research.ie](http://www.research.ie).

Whenever data is to be collected with the support of a grant awarded by the Council and/or partners, applicants must specify the means by which that data will be made available as a public good for use by other researchers, via the Irish Social Science Data Archive (ISSDA) or other appropriate channels.

#### Award Funding

All awards under this scheme are subject to receipt of continued funding by the Irish Research Council from the Department of Education and Skills. In the event of such funding being reduced or discontinued, neither the Department nor the Irish Research Council will be under any liability to provide funding or to compensate an awardee or their host institution for any reduction or cessation of such funding.

All amounts payable in respect of the award are paid directly to the host institution which co-ordinates the payments under the award. Any disbursements by a host institution of this scheme may only be made in accordance with usual institutional practice and Department of Finance guidelines.

#### Research integrity

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. 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](#)'. 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.

#### Dignity in the Conduct of Research

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](#).

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.

ENDS

16 September 2016