IRISH RESEARCH COUNCIL

NEW HORIZONS RESEARCH PROJECT SCHEME
&
RESEARCH FOR POLICY & SOCIETY AWARDS

2016

GUIDE FOR APPLICANTS FOR THE ONLINE APPLICATION SYSTEM (OLS)

PLEASE READ THIS DOCUMENT <u>CAREFULLY</u> BEFORE YOU REGISTER AS AN APPLICANT TO THE COMPETITION

Expression of Interest form deadline	4pm, Friday 30th September 2016
FAQ Deadline	4pm Friday 21st October 2016
Applicant Deadline	**4pm Friday 28th October 2016**
Research Office Endorsement Deadline	4pm Friday 4th November 2016
Outcome of Scheme	End of November 2016
Project Commencement Date	**12th December 2016**

Due to heavy server traffic on the closing day of the competition, applicants are strongly advised to submit applications well in advance of the closing day of the competition.

Before you start……..

Please ensure you are using the correct internet browser. The Online Application System can only be guaranteed to be fully operational on the following browsers:

- Internet Explorer: version 7.0 and higher
- Firefox download: two most recent versions*
- Google Chrome download: two most recent versions*
- Safari download: two most recent versions*

*Firefox, Google Chrome and Safari support applies to the two most recent versions published by the manufacturer excluding beta releases, Also, please ensure your JavaScript is both turned on and up to date.

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1. PURPOSE OF THE GUIDE FOR APPLICANTS

This guide provides practical information to potential applicants in creating and submitting an application for the **New Horizons Research Project Scheme and the Research for Policy & Society Awards (Pilot Scheme).**

The Irish Research Council New Horizons Research Project Scheme and Research for Policy & Society Awards are governed by the particular Terms and Conditions underlying each scheme, and the Award Acceptance Form. The contents of this guide are for general information purposes and the assistance of applicants.

Applicants are accordingly strongly recommended to familiarise themselves FULLY with the **2016 Terms & Conditions** for the scheme to which they are applying, and also to read carefully any **Frequently Asked Questions (FAQ)** before completing and submitting applications.

The Council reserves the right to revise this Guide for Applicants.

2. INTRODUCTION TO THE IRISH RESEARCH COUNCIL

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

The Council was established and mandated to –

1. Fund excellent research within, and between, all disciplines, and in doing so to enhance Ireland's international reputation as a centre for research and learning.
2. Support the education and skills development of excellent individual early stage researchers and cultivate agile independent researchers and thinkers, whilst offering a range of opportunities which support diverse career paths.
3. Enrich the pool of knowledge and expertise available for addressing Ireland's current and future challenges, whether societal, cultural or economic and deliver for citizens through collaboration and enabling knowledge exchange with government departments and agencies, enterprise and civic society.
4. Provide policy advice on postgraduate education and on more general research matters to the HEA and other national and international bodies. In giving the Council this role, the Minister for Research and Innovation requested that particular attention be given to the arts, humanities and social sciences (AHSS).

3. ELIGIBILITY CHECK

Before starting an application, all applicants should check they are eligible to apply by carefully studying the relevant 2016 Terms & Conditions.

4. THINKING ABOUT APPLYING

Contact your Research Office (RO)

In the first instance, you should contact the Research Office (i.e. the office of the Vice-President/Dean of Research/Head of Development, as applicable) in your proposed Higher Education Institution (HEI) or Research Performing Organisation (RPO) for information and clarification on the call. The Research Office (RO) will have to endorse your application once you have submitted it, so it is highly recommended that applicants contact them before preparing an application.

Frequently Asked Questions (FAQs)

If you have any questions regarding the application process, please address them to your RO. If your RO is unable to answer your query, they should send the query to the Council for answer through the Frequently Asked Questions process. These queries should be sent by your Research Office to projects@research.ie with the subject line **'Research for Policy & Society/New Horizons 2016 FAQ' as appropriate**. A set of Frequently Asked Questions (FAQs) and answers will then be posted on the website www.research.ie. The deadline for Research Office FAQ is **4pm Friday 21st October 2016**.

Please note that, for reasons of transparency and fairness for all applicants, **the Council will not enter into individual written or telephone correspondence** with any individual applicant. In particular, the Council will not be in a position to review any eligibility issues. Please be advised that, should an applicant contact the IRC by telephone, they will be advised in the first instance to contact their RO.

Applications will be accepted in either the Irish or the English Language only

In order to facilitate evaluation by the International Assessment Board in English, applicants submitting Irish language applications are invited to submit an English language translation of their application. If an English translation is not be provided by an applicant, the Council will provide a translation to the International Assessment Board.

Application deadline:

The Council strongly encourages the submission of applications well in advance of the closing date for the competition, as on the day that the call closes there will be heavy traffic on the server, which may slow down the submission of your application. To prevent problems with heavy server traffic, do not wait until the final day of the call to submit your application. If you need to upload your application on the closing day, please allow at least 6 hours before the deadline of **4pm FRIDAY 28TH OCTOBER 2016** to allow the upload to complete.

Applicants should carefully read the relevant 2016 Terms and Conditions available at http://www.research.ie/ before completing and submitting an application.

All applications will be assessed solely on the basis of the material available to the Irish Research Council ('Council') at the time of the application deadline.

5. REGISTERING AS AN APPLICANT

(This includes researchers who have an existing profile as Mentor/ Supervisor/ Referee but have not previously applied using the OLS in their own right to submit an application.)

1. Next, add the **ircapps@research.ie** email address to your contacts/address book <u>BEFORE</u> you attempt the registration process to ensure you receive the automated email with your login and system password.

2. Use the following link to take you to the '**Applicant registration page**' or alternatively click on the relevant link on the Smart Simple login page (as per the screenshot below).

3. Applicants must nominate one email address by which the OLS will identify them. This will ensure that all icons for an applicant who may also be a supervisor or mentor for existing awardees will be visible on the home page.

Please note: Researchers who register as an Applicant using a different email address from the one they already have as mentor or supervisor will effectively create a new profile within the system and this is discouraged.

- Please fill in the form as prompted as per the following screenshot.

Definition of Ordinarily Resident

The last field, 'Area where you are ordinarily resident (EU/Non-EU)' seeks to determine your EU status based on the country within which you have been resident for the last number of years.

Applicants deemed to be citizens of the EU are those applicants who are either citizens of Ireland or of a Member State of the European Union AND have been ordinarily resident within a Member State of the EU/Ireland for a continuous period of three out of the five years prior to the application deadline. 'Ordinarily resident' shall be deemed to refer to the applicant's place of legal and permanent residence. The 'ordinarily resident' period for EU citizens will not be deemed as having been interrupted if an absence from that residence has been caused by: training or employment of the applicant or the applicant's spouse or parents; the full-time education of the applicant or her/his spouse; an absence or absences for cultural or personal reasons. All other applicants should indicate that they are non-EU.

➢ Once you have filled in all the requested details, click 'SUBMIT'; the following screen will then be displayed:

➢ An email from '*ircapps@research.ie*' with the subject '**Irish Research Council Registration Details'** will be automatically sent to the email address you have provided. Please be advised it can take up to 10 minutes to receive the email.

➢ This email will:

  ➢ confirm that you have successfully registered as an applicant to the Irish Research Council Online Application System (OLS). You only need to do this once.

  ➢ issue you with a username and password.
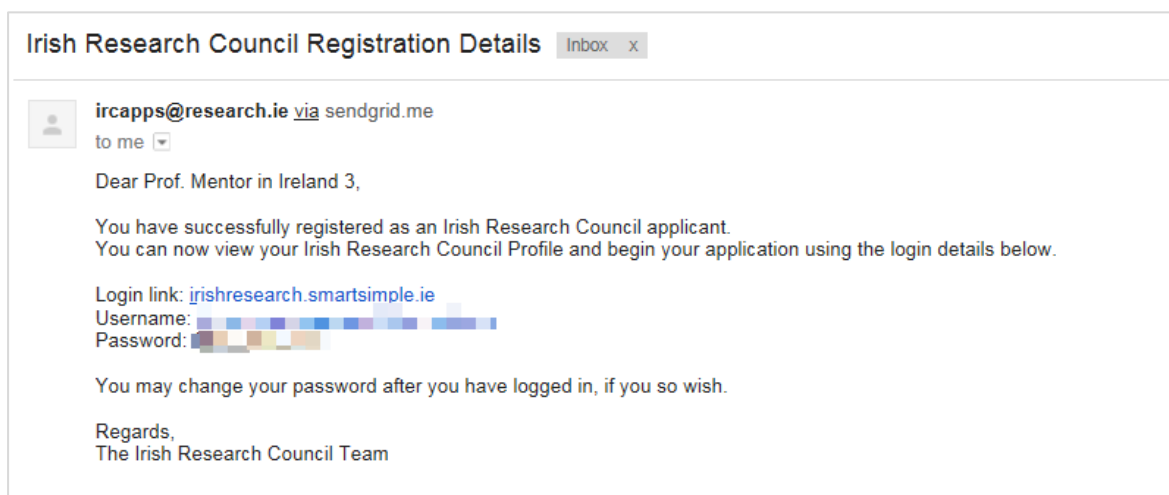
IF YOU DO NOT RECEIVE THIS EMAIL:

1. Please check your SPAM FOLDER; and if you have not already done so, add the ircapps@research.ie email address to your contacts/address book now.
2. If you are using an institutional/work email account, the email may be blocked by the institution's firewall. Please contact your I.T. support to ask for the email to be released.

6.   USING THE ONLINE APPLICATION SYSTEM (OLS)
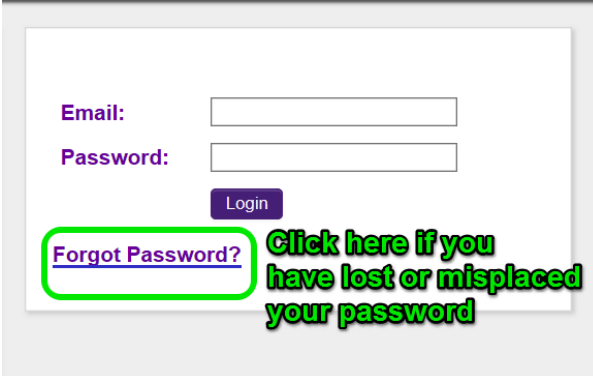
Please note the following when using the system:

•   **No alterations can be made to an application once it has been submitted.** Therefore, it is important to check and re-check the application form until you are fully satisfied with all sections of your application before you click 'Submit Application'.

•   If you enter information into the OLS application form and **do not save** before navigating away from the tabbed page, this information may be lost.

As detailed under 'Thinking about Applying' heading, you should direct any queries about the scheme and application process to your Research Office. However, if you have a technical issue regarding the use of the OLS, please read these Guidelines and the FAQ document which are available on our website www.research.ie. If your issue is not clarified through any of these mechanisms, only then should you email projects@research.ie with an outline of your query. Please include your Project ID, the browser you are using, and if appropriate, a screenshot of the OLS and any error messages.

To Log in:

➢ Once you have received your username and password, access the OLS on the Irish Research Council website https://irishresearch.smartsimple.ie/s_Login.jsp

➢ Please enter the username and password that were supplied to you in the '**Irish Research Council Registration Details'** email and then click '**Log in**'.

➢ If you have misplaced your password use the '**Forget Your Password?**' link on the login page (just under the login button). An email containing these details will be automatically sent to the email address you have supplied but please be advised it can take up to 10 minutes to receive the email.

Creating a new Application:

When you log in, you will be presented with the following 'Home' screen:
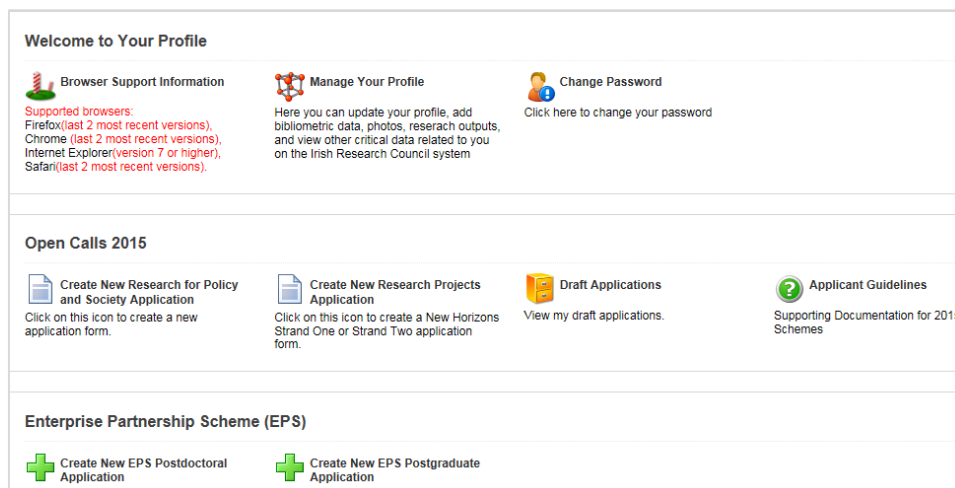
This is your 'Home Page' and you can access and edit your application prior to submission and prior to the Applicant deadline through this screen.

- The number of different icons you can see on your homepage depends on the number of roles you have in the system.

- To create a New Horizons Research Project application click on the icon 'Create New Research Projects Application'
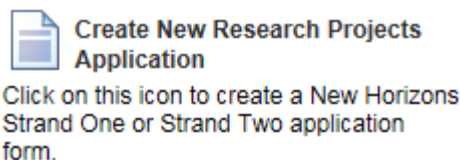
- To create a Research for Policy & Society application click on the icon 'Create New Research Projects Application'
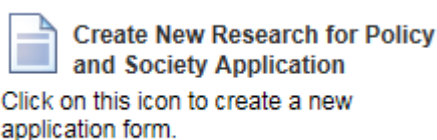
- Once you have clicked on the relevant create new application icon, you will see the following screen

The system will default to **'Edit'** mode and you can now input information into your new application form and save it by using the '**Save Draft**' button at the bottom of the form. You must be in 'Edit' mode to edit information in the application form.

Important System Note: If you enter information into the OLS application form and DO NOT SAVE before navigating away from the tabbed page, THIS INFORMATION MAY BE LOST!

NEVER use the browser back button at any stage as you may lose essential information. Click on the relevant tab headings to move from one section to another.

- At the beginning of the application select the Irish Research Body (i.e. the Higher Education Institution 'HEI', or Research Performing Organisation, 'RPO' as defined in the Terms & Conditions) where you are currently employed by selecting the **'Lookup'** button;

- You will then be presented with the following screen:

  ➢ Click on 'Show All' at the top right hand corner of the screen and then select the check box next to the relevant institution name. If you cannot find your Institution name, please contact the Research Office (RO) of your HEI/PRO to make sure they are registered in the Irish Research Council OLS.

- Once you have selected your Irish Research Body you should scroll down to the bottom of the screen and click on the Save Draft button at the bottom of the screen. Once you have clicked Save Draft, the draft application form will be saved and there will be a unique project id attached to the application.

- As each applicant can only submit ONE application to each scheme, the icon to create a new application will no longer be visible on your home page once you have created and save a draft application.

Project Overview Section

- Enter Project Title

- Select whether your application is in Irish. You have the option to upload your own English translation. In order to do so you must first select 'Yes', then click 'Save Draft' at the bottom of the screen and then upload your document with the translation. The system will only accept documents in PDF format. If you do not wish to submit an English translation then ignore the upload button that appears after you click 'Save Draft'.

Applicant Details:

The majority of details appearing in the 'Applicant Details' section lower down the page are populated based on the personal profile details entered when the Applicant registered at the beginning of this process.

- Check that the 'Date of Birth', 'Country of Nationality' and 'Do you currently hold or have you previously held an Irish Research Council Award' questions have been inputted correctly.

Managing your Personal Profile Details:

Please note if you want to change any of your personal details, navigate to your Home Page by clicking 'Home' on the top right hand corner of the screen.

Then click on the 'Manage your Profile' icon.

Editing a Draft Application:

You may log on, access and edit your draft application as many times as you wish prior to the Applicant Deadline so long as the application has not been submitted and remains a 'Draft Application'.

- Edit your draft application by selecting the '**Draft Applications**' icon on your '**Home**' page**.** Then click on the 'Edit' button to the right of the screen.

This will bring you into your draft application. This page will already be in edit mode which will allow you to add information to your draft application. However, if you find the form is not in edit mode then click on the edit button at the top left hand side of the form.

Click here if you need to change into 'edit' mode

Completing the Application Form

To complete the application form, you will need to complete the following tabs:

- Project Overview
- Project Details
- Ethical/Sex-Gender Statements
- Project Budget
- Applicant Declaration

Note that there is helpful information available throughout the application in the form of pop-up boxes, which appear when your cursor is hovered over particular questions.

Also, please see supplementary guidance below on the completion of key questions.

Completing the Financial Justification

- When you click on the Project Budget tab you should initially see the proposed budget summary. In order to input your proposed budget details you must click on the 'Open Budget' button and the budget editor will open as follows:

1. Budget Summary View

2. Budget Editor

Budget Editor View

Budget Details for REPRO/2015/1

Eligible Costs:	Total cost requested for the full duration of the award:	Justification. Please provide itemised breakdown of costs and reason needed (justification fields cannot be left blank. Enter 'n/a' if necessary):
* Personnel/Staff:	1,000.00	Justification
* Collaboration:	1,000.00	Justification
* Dissemination:	0.00	n/a
* Travel Costs:	0.00	n/a
* Consultancy:	1,000.00	Justification
* Consumables:	1,000.00	Justification
Overheads:	1,000.00	25% of direct cost excluding equipment.
* Equipment:	0.00	n/a
Total:	5,000.00	

1. 'Justification' fields can't be empty.

2. 'Overheads' and the 'Total' are calculated automatically by the system.

3. Advisory Information provided below the budget table.

Advisory Note on Staff Costs Staffing Requirements

Costs may include staff-replacement costs which facilitate participation in the project, but these must be clearly justified. All staff replacements ('buy-out' costs) must be accounted for according to approved Irish Research Council staff rates.

IRC Staff Costs	1 Calendar Year	1/2 Calendar Year
Academic Replacements	20,443 (inclusive of PRSI 10.75% Employer Pension Contribution 20%	10,222 (inclusive of PRSI 10.75% Employer Pension Contribution 20%
Research Assistant (can be pro-rata)	25,712 (inclusive of PRSI 10.75% Employer Pension Contribution 20%)	12,856 (inclusive of PRSI 10.75% Employer Pension Contribution 20 %)
Postdoctoral Researcher (can be pro-rata)	40,885 (inclusive of PRSI 10.75% Employer Pension Contribution 20%)	20,443 (inclusive of PRSI 10.75% Employer Pension Contribution 20%)

3. Click 'Save' and then 'Close' to save the budget and return to the main application form.

Budget Details for REPRO/2015/1

Eligible Costs:	Total cost requested for the full duration of the award:	Justification. Please provide itemised breakdown of costs and reason needed (justification fields cannot be left blank. Enter 'n/a' if necessary):
* Personnel/Staff:	1,000.00	Justification
* Collaboration:	1,000.00	Justification
* Dissemination:	0.00	n/a
* Travel Costs:	0.00	n/a
* Consultancy:	1,000.00	Justification
* Consumables:	1,000.00	Justification
Overheads:	1,000.00	25% of direct cost excluding equipment.
* Equipment:	0.00	n/a
Total:	5,000.00	

Click 'Save' and then 'Close' to return to the budget summary

Save   Clear   Close

Submitting your application

No alterations can be made to an application once it has been submitted. If successful, you will only be offered funding to carry out the project as detailed in the application.

Therefore it is important to check and re-check the application form until you are fully satisfied with all sections of your application <u>before</u> you click 'Submit Application'.

Do not click out of the screen while the application is saving. Once the application has successfully saved, the screen will display a 'Submission Successful' confirmation notice.

The status of submitted applications in the system will automatically change from 'Draft' status to 'Application Received' status.

Next steps

All applications must be endorsed on behalf of the proposed host institution by the office of the Vice-President/ Dean of Research / Head of Development as applicable. Applications that do not fulfil this condition will be deemed ineligible. After the respective Applicant deadlines have passed, the OLS will provide the responsible Research Officer of that applicant's proposed institution with logon details to access the OLS in order to endorse the application.

It is best to contact your RO when you start thinking about applying, so that you can make sure that you have covered all the elements that your RO will require before they can endorse your application.

This is the final step in the OLS process. Applicants will receive an automatic email to confirm whether the research office has endorsed their application or not. The status of applications that have been positively endorsed will automatically be updated from 'Application Received' status to 'Ready for Review' status.