IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

ENTERPRISE PARTNERSHIP SCHEME
POSTGRADUATE SCHOLARSHIP

2019

GUIDE FOR APPLICANTS
Including details of the ONLINE APPLICATION SYSTEM (OLS)

Important dates

Call open	16:00 (Irish time), 25 July 2018
FAQ deadline	16:00 (Irish time), 22 August 2018
Applicant deadline	16:00 (Irish time), 5 September 2018
Academic Supervisor/Enterprise Mentor/ Referees deadline	16:00 (Irish time), 12 September 2018
Research Office endorsement deadline	16:00 (Irish time), 19 September 2018
Outcome	30 November 2018
Scholarship start date	1 March 2019

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.

CONTENTS

1. About the Guide for Applicants

- This guide provides practical information to potential applicants in preparing and submitting an application for an Irish Research Council Enterprise Partnership Scheme Postgraduate Scholarship.
- The Irish Research Council Enterprise Partnership Scheme is governed by the Terms and Conditions and award acceptance form. The content of this guide is for general information purposes only. In the event of a discrepancy arising between this guide and the Terms and Conditions and/or Award Acceptance Form, the latter documents will prevail.
- Applicants are strongly recommended to familiarise themselves with the Terms and Conditions and carefully read any frequently asked questions (FAQ) before submitting their application. All documents are available on the Irish Research Council website.
- The Council reserves the right to revise this guide for applicants.

2. Important application advice

- Applications for an Enterprise Partnership Scheme Scholarship can be made in any discipline. Please consult the research categorisation document in Appendix 1 for further descriptions of the primary areas, disciplines and other research areas covered.
- For reasons of transparency and fairness to all applicants, **the Council will not enter into written or telephone correspondence with individual applicants.** In particular, the Council will not be in a position to review any eligibility issues.
- While the call is open, you should contact the research office with questions, i.e. the office of the Vice-President/Dean of Research, as applicable in your proposed higher education institution for information and clarification on the call. It is highly recommended that applicants contact the office well in advance of submitting an application.
- If your research office is unable to answer your query, they should email it to schemes@research.ie for answer through the **frequently asked questions (FAQ) process.** An updated FAQ document will be published weekly on the Council website. The FAQ process will close at exactly **16:00 (Irish time), 22 August 2018**.
- Prior to creating an application, you must contact and discuss your research project with your proposed academic supervisor(s) and enterprise mentor. Please do not add an academic supervisor to your application without their prior approval. It is the sole responsibility of the applicant to inform the proposed supervisor(s) and referees of their nomination. This should be done well in advance of completing the online application process.
- The Council **strongly encourages the submission of applications and participant forms well in advance of the relevant deadline** as heavy server traffic on the day may slow down their submission. Applicants are advised not to wait until the day of the deadline to register on the system or submit their application. If you need to submit your application on the closing day, please allow at least six hours before the deadline.

Applications to the scheme will be deemed ineligible and will not be considered for funding if:

- an applicant submits more than one application to the 2019 call;
- an application has not been submitted via the online system by the deadline of exactly **16:00 (Irish time), 5 September 2018.** No hardcopies or email forms will be accepted;
- an application does not have all the required participant forms (primary supervisor, enterprise partner and two referee forms) completed in full and submitted via the online system by the deadline of exactly **16:00 (Irish time), 12 September 2018**. No hardcopies or email forms will be accepted;
- an application is incomplete or exceeds the word limits;
- an application includes additional materials other than those requested;
- an application includes materials in a format other than requested;
- any section of an application has been plagiarised;
- any information supplied in an application is false, misleading or unverifiable with appropriate documentation;
- the research project as proposed in the application form has previously been funded in full or in part by the Council or another funding agency;
- the application is not endorsed by the applicant's higher education institution, i.e. the Vice-President/Dean of Research or their authorised nominees, via the online system by the deadline of exactly **16:00 (Irish time), 19 September 2018**;
- canvassing on behalf of applicants occurs.

3. Using the online application system

- Before using the system, please clear your cache and download the most recent version of Chrome. The online system is operational using the following browsers:
    - Google Chrome: two most recent versions
    - Microsoft Internet Explorer: version 9.0 and higher
    - Mozilla Firefox: two most recent versions
    - Safari: two most recent versions
- If you have a technical issue regarding use of the online system, please read these guidelines and the FAQ document available on our website. If your issue is not addressed through either of these mechanisms, only then should you email schemes@research.ie with an outline of your technical issue and a screenshot.
- Applicants should not log into their profile or application form in different browsers at the same time. This may cause the system to invalidate your login session and any information you have entered will be lost.
- If you enter information and do not click the 'save' button before navigating away from the page, this information will be lost.

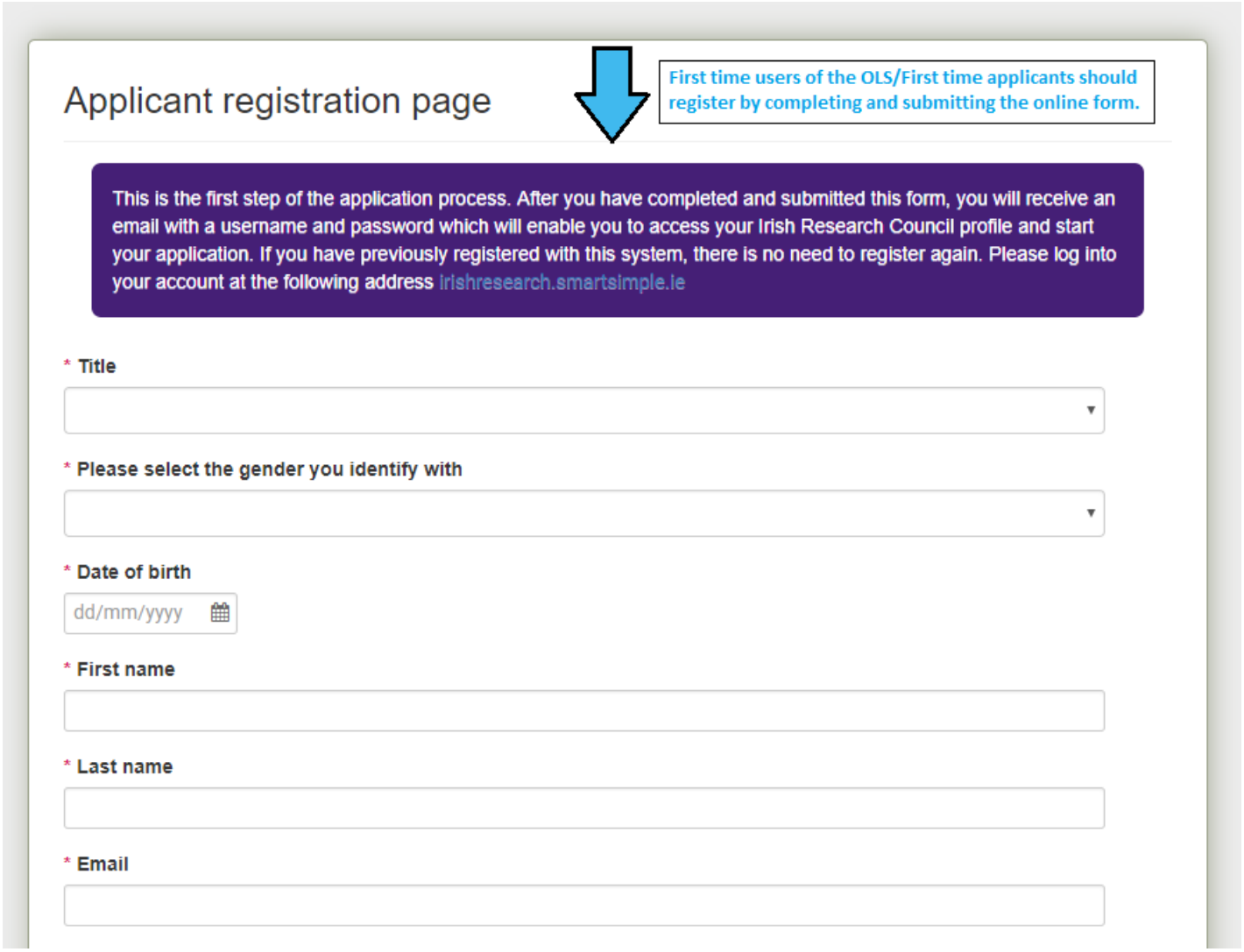
Overview of the application steps:

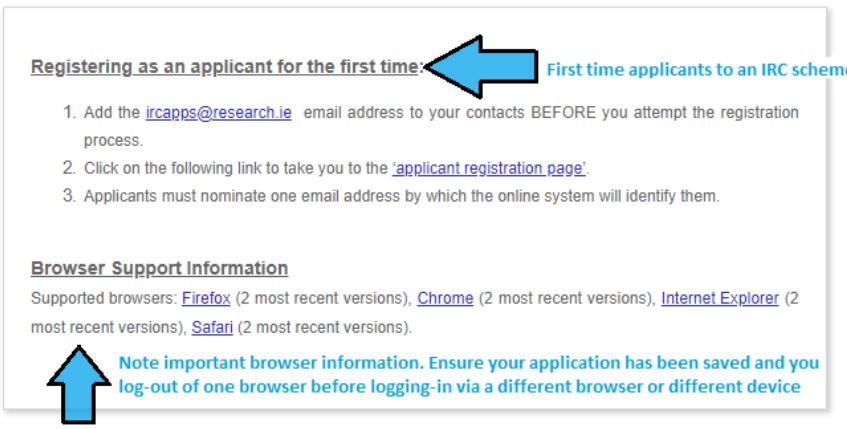
1. Read the Terms and Conditions to ensure your suitability and eligibility for the scheme
2. Contact your supervisor to discuss your application and gain permission **before** adding them to your application discuss your application and gain permission **before** adding them to your application
3. Contact your enterprise partner and gain permission **before** adding them to your application
4. Contact your referees discuss your application and gain permission **before** adding them to your application. Ensure your referees have added ircapps@research.ie as a safe sender before adding them
5. Log on, click "open calls"
6. Beside the programme name, click "apply"
7. Select Irish Research Body and click "save draft"
8. Enter 'Project Title'
9. Select whether your application is in Irish
10. Add an 'Academic Supervisor'
11. Add an 'Enterprise Partner'
12. Add 'Enterprise Mentor'
13. Add two 'Referees'
14. Add your Academic Qualifications, Research Achievements and Work Experience
15. Complete the 'Proposed Research' section
16. Complete the 'Personal Statement', 'Ethical Statement', 'Sex/Gender Dimension Statement'
17. Complete the declaration
18. Check your entire application
19. Click "Submit Application"

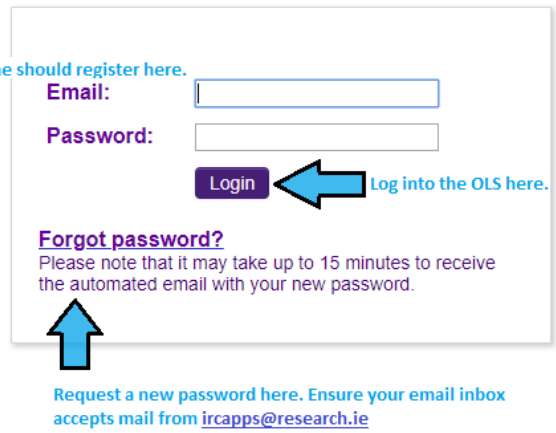
4. Registering as an applicant for the first time

- In order to register as an applicant on the online system for the first time, navigate to this link and complete the applicant registration form as prompted.
- Once you have filled in all the required details, click 'submit' at the bottom of the registration page. A confirmation email with the subject 'Irish Research Council, applicant registration' will automatically be sent to the email address you have provided. This email confirms that you have successfully registered for the online system and will issue you with a username and password.
- If you do not receive this email, please check your spam folder and ensure that the ircapps@research.ie email address is on your 'safe senders' list. If you are using an institutional or work email account, you may need to check with your IT department to ensure there is no issue with your organisation's internal firewall.

- If you have lost or forgotten your password, navigate to this link and click 'Forgot password?'. A system-generated password will be forwarded to your email address. If you do not receive this email, please check your spam folder. Please note that it may take up to 15 minutes to receive the email containing your new password.

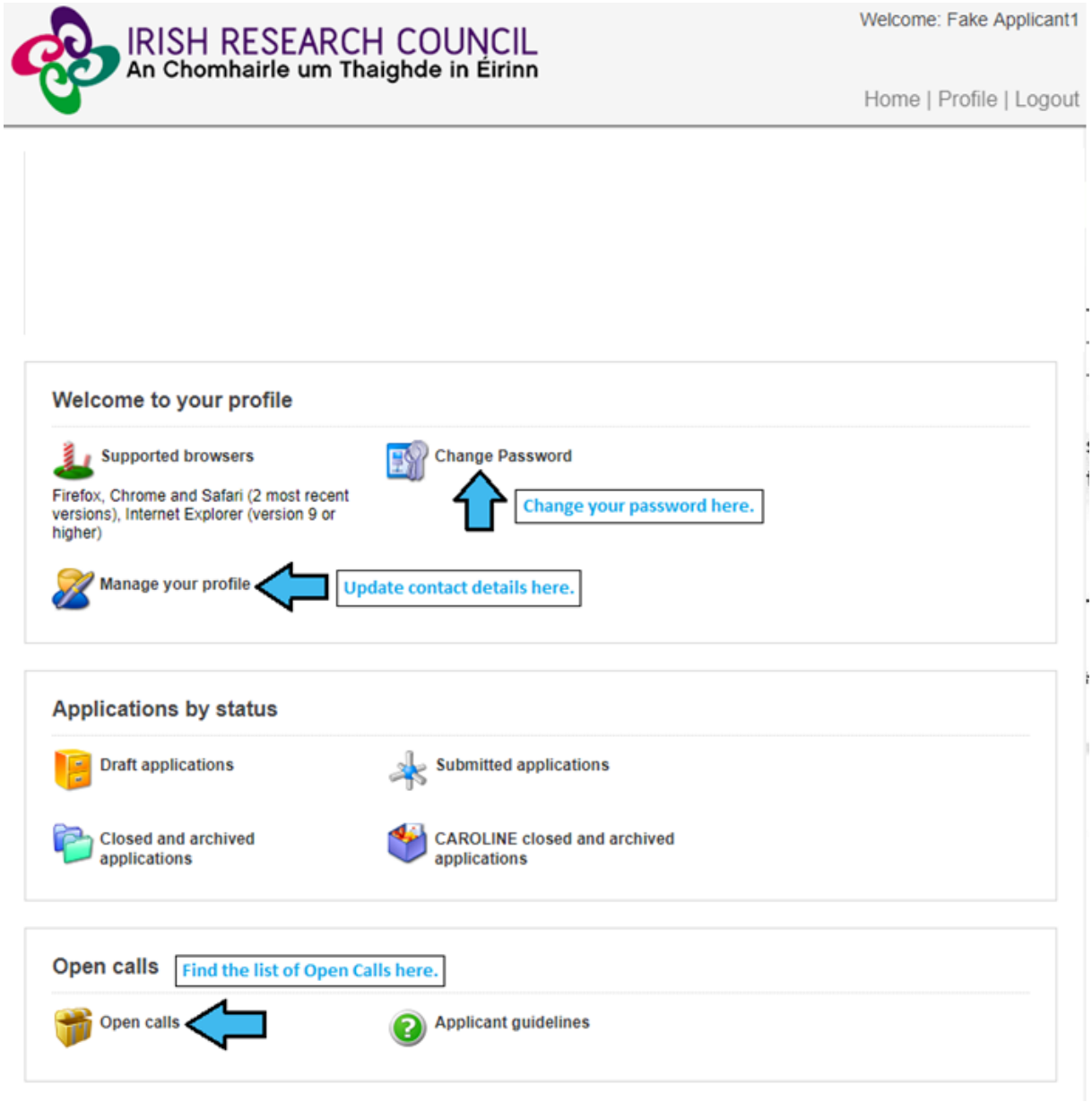






5. Creating an application

When you log in, you will be presented with the 'home' screen below where you can create and edit your application prior to the applicant deadline. 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.

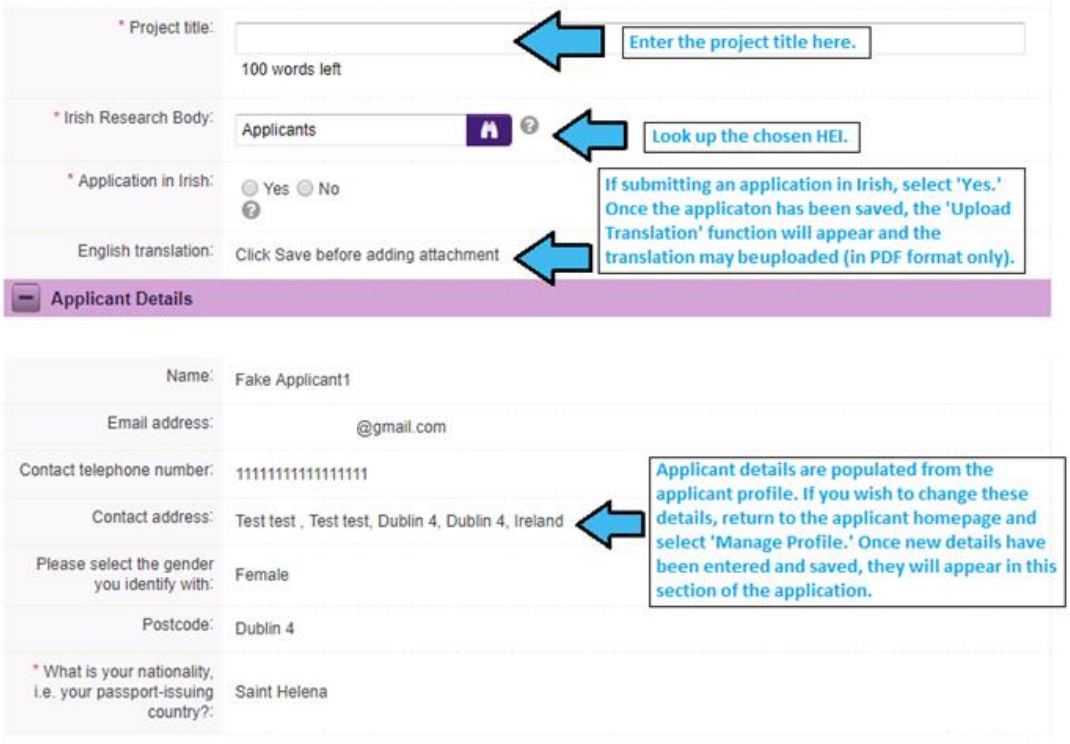


To Create the Application Form

Click on 'Open Calls'. The following screen will appear:

- The 'applicant details' section on the first page of the application form is largely populated based on your personal profile details. If you would like to update any of this information, click 'save draft' and navigate back to the home screen where you can find the 'manage your profile' icon.

- Your proposed higher education institution can be selected by clicking the 'lookup' button followed by the 'show all' button on the new window that subsequently appears. Select the appropriate check box next to your higher education institution and it will be associated with your application. Should you wish to change your nominated HEI, please ensure your supervisor is located at the new HEI. Applications with supervisors who are not listed at the HEI will be deemed ineligible.

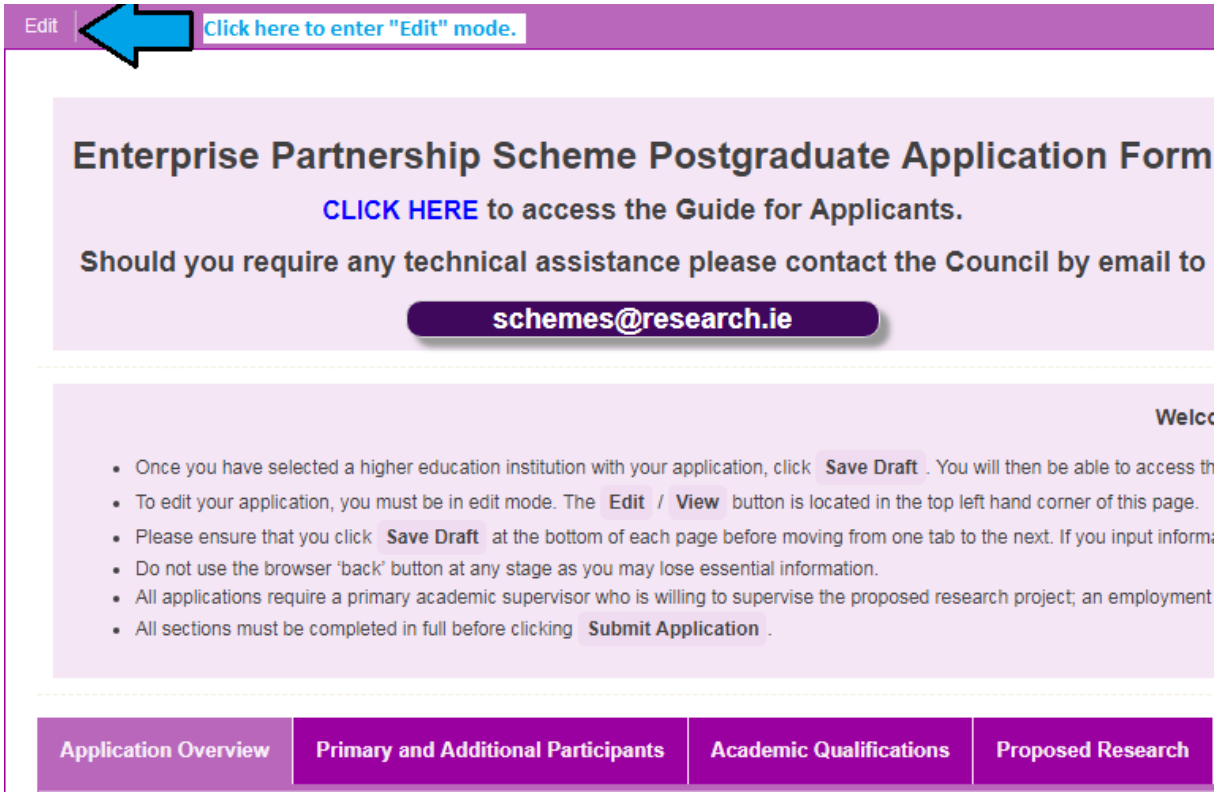


- ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognised. If you do not currently have an ORCID, please register for one at www.orcid.org.

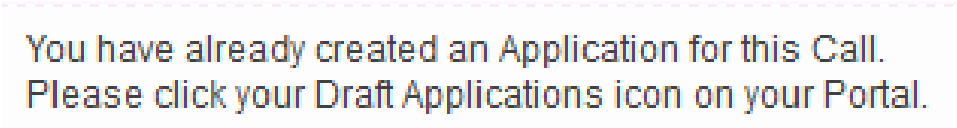
6. Editing an application

You can access and edit your application as often as you like prior to the applicant deadline so long as the application has not been submitted and remains in draft status. Do not use the browser 'back' button at any stage as you may lose essential information. From the home screen, click on the 'My Applications' icon.

You must be in 'edit' mode to input information to your application form. You can switch between the 'view' and 'edit' modes at the top left of the 'application start' tab on the home screen.

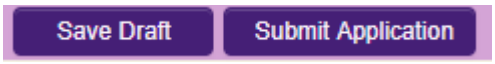


As each applicant can only submit one application to a scheme, the message below will now appear if you click on the 'open calls' icon on your home page.



All tabs will need to be completed prior to submitting your form.

Please ensure that you press the **'save draft'** button at the bottom of each page before moving from one tab to the next. If you input information on a tab and switch to another without pressing 'save', this information will be lost.



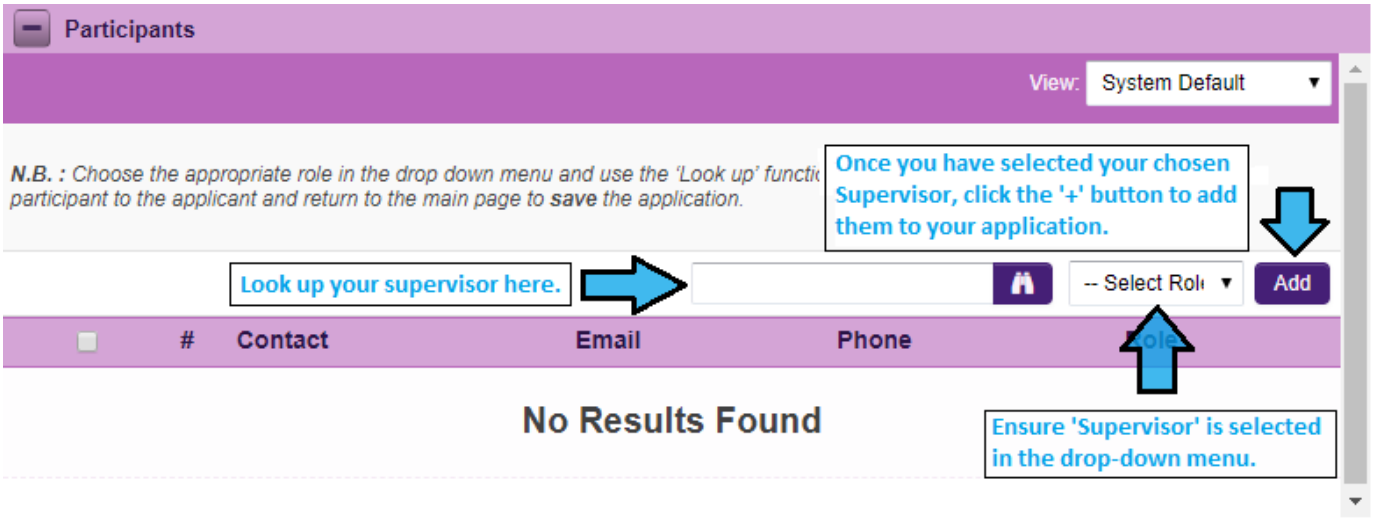
7. Adding supervisor(s) to an application

Once you have gained permission from the supervisor, you must associate a pre-registered primary academic supervisor with your application through the participants section at the top of the page. All applications require a primary academic supervisor who is willing to supervise the proposed research project and two referees who know you sufficiently well to provide you with a reference. Your primary academic supervisor may NOT act as one of these referees, however a secondary academic supervisor is permitted to do so. Please note that the Council is not in a position to recommend supervisors.

You can add your supervisor by following these steps:

- Click the "primary and additional participants" tab
- In the "participants" field, select "supervisor from the drop-down field to the right of the 'lookup' button. If you cannot find your chosen primary academic supervisor, please contact them to ensure they have registered through the research office in their higher education institution.
- Click the "lookup" binoculars icon and select your supervisor's name, then click "ok"
- Click "add" then "save draft". An email will be sent to your supervisor.
- Contact your supervisor to check that they have received this email. If they do not receive this email, they should check their spam folder and ensure that the ircapps@research.ie email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.
- If an incorrect email address is supplied for your primary academic supervisor, they will not receive login details for the online system and will not be able to complete their participant form**. Please ensure all email addresses are correct prior to submitting your application**. As stated above, **once the application has been submitted, no alterations are possible.**
- It is the **applicant's responsibility** to ensure that their primary **academic supervisor completes their reference** form through the online system by the deadline of exactly **16:00 (Irish time), 12 September 2018**. This form will not be accepted by email, in hardcopy or by any other

means. The Council is not responsible for ensuring that participant forms are submitted on time through the online system.



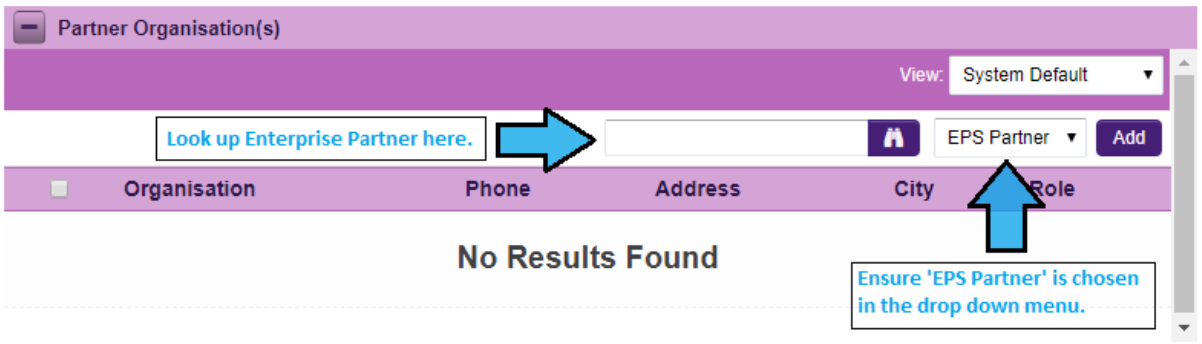
Changing your supervisor

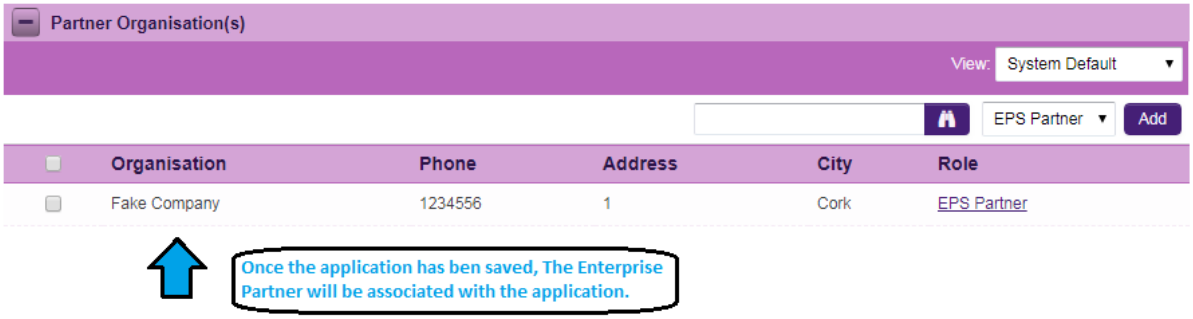
As a courtesy to the supervisor you have already added, please contact them and tell them you are removing them from the application. If you want to update your primary supervisor details:

- Go to the 'participants' section at the bottom of the 'application start' page. Select the check box beside the participant you wish to remove, click the 'remove' button and 'save' your application.

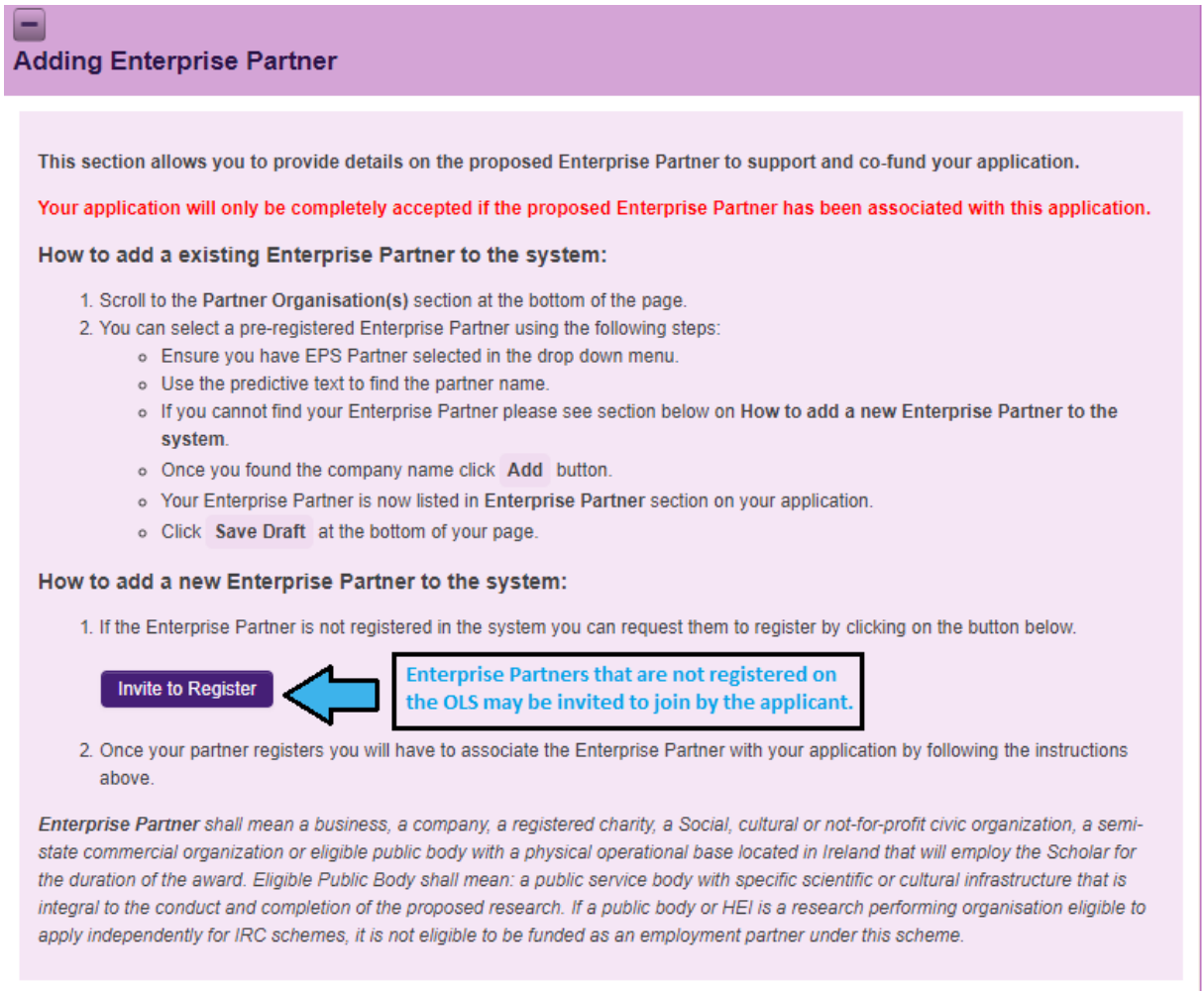
Adding an Enterprise Partner

If your Enterprise Partner is already preregistered on the OLS click on the 'Partner Organisation(s)' tab. Use the Look up(binoculars) button to find the chosen partner. Ensure that "EPS Partner" is selected in the drop-down menu. Once they have been identified click the 'Add' button to add them to the application. Save your application. The partner should ensure their mail box can accept notification emails from ircapps@research.ie





If your Enterprise Partner is not registered on the OLS the applicant must send the partner an invitation to register.

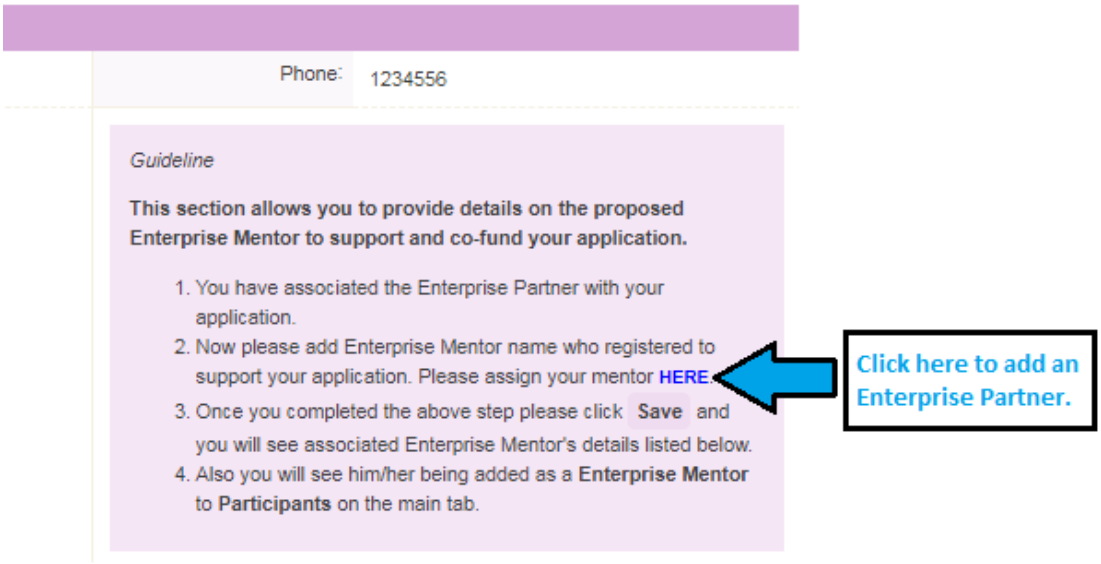


- Please click and complete the '**REQUEST ENTERPRISE PARTNER REGISTRATION**" form. This will be sent to your Enterprise Mentor so that the Enterprise Mentor/Primary Contact can complete the registration form for their organisation.
- Enterprise Partners only need to register once, even if they participate in multiple schemes.
- Once registered, the organisation will then be viewable as an Enterprise Partner in the OLS.
- Once registered, Enterprise Partners can be added by clicking **"Lookup" (binoculars)** on the Enterprise Partner panel (under the participants section on the 'Project/Application Start Page').

Adding an Enterprise Mentor

An enterprise mentor can only be added once the enterprise partner is added. On the **'Primary and Additional Participants'** tab scroll down to the '**Enterprise Mentor'** section.

- Click the icon to complete the form to add your mentor
- Ensure the email address is correct
- Click "add" then "save draft". An email will be sent.
- Contact your enterprise mentor to check that they have received this email. If they do not receive this email, they should check their spam folder and ensure that the ircapps@research.ie email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.
- If an incorrect email address is supplied, they will not receive login details for the online system and will not be able to complete their participant form**. Please ensure all email addresses are correct prior to submitting your application**. As stated above, **once the application has been submitted, no alterations are possible.**
- It is the applicant's responsibility to ensure Enterprise Mentor completes their respective form through the online system by exactly **16:00 (Irish time), 12 September 2018**. **These forms will not be accepted by email, in hardcopy or by any other means.** The Council is not responsible for ensuring that participant forms are submitted on time through the online system.

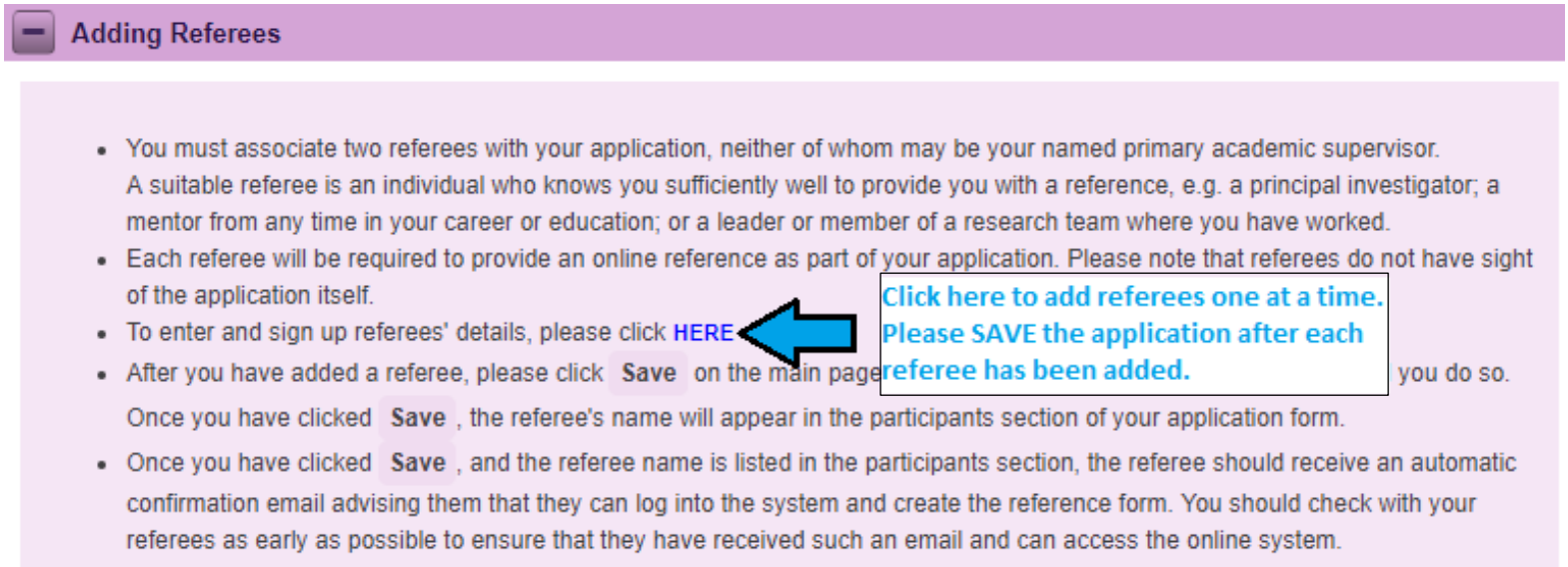


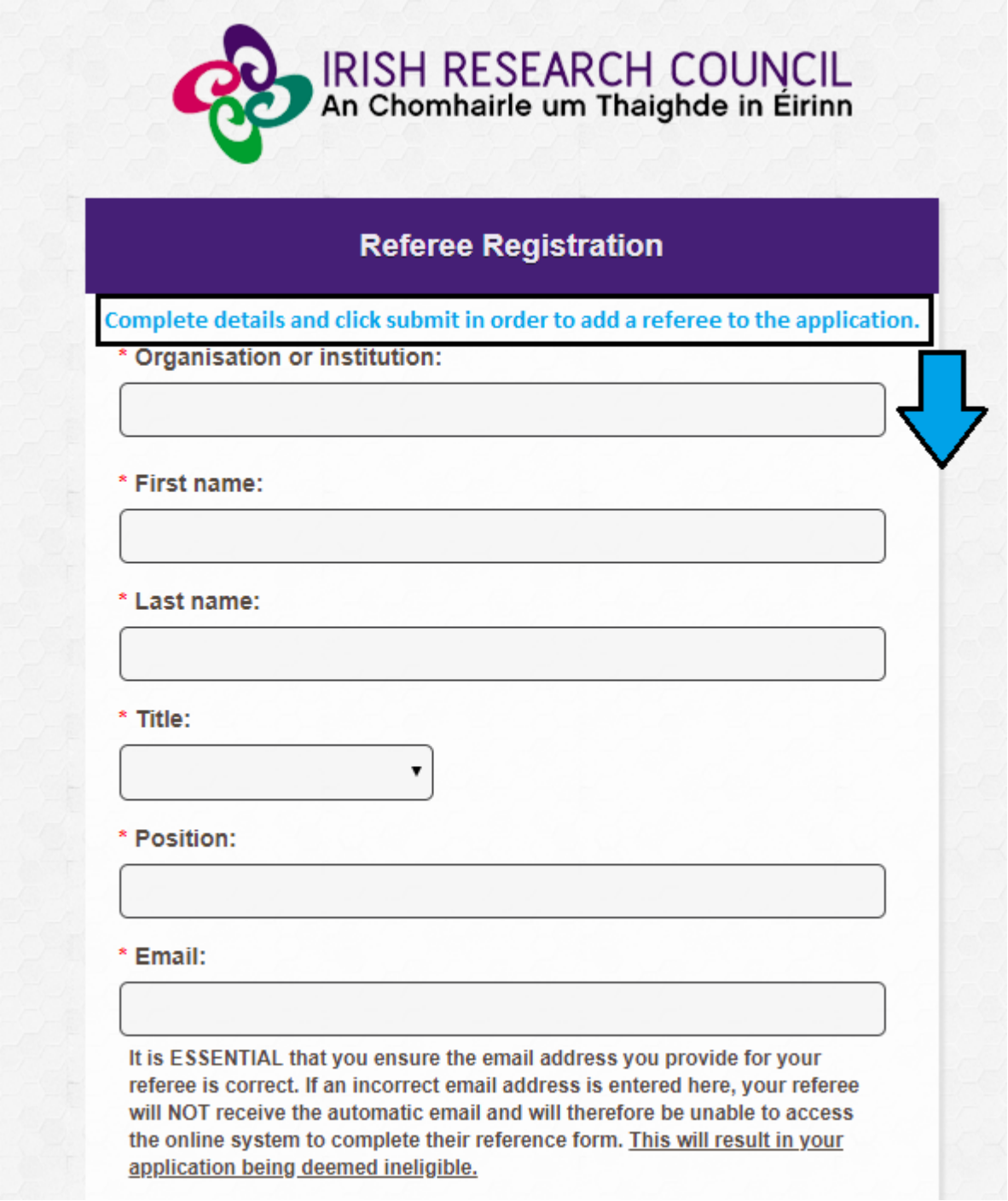
Changing your enterprise partner/mentor

If you want to change your nominated Enterprise Partner, then select the check box beside your Enterprise Partner and click "remove" and "save draft". You can then lookup the details for your new Enterprise Partner.

8. Adding referees to an application

- Referees must be different to your supervisor and enterprise mentor. Please seek permission before adding them, as an automated email is sent to them as soon as you click "save draft".
- Click the blue 'here' link on tab 1 (primary and additional participants) as pictured below and enter the contact details for referees one at a time.
- After adding referee 1, click "save draft". An automated email is sent to the referee.
- Check with the referees that they have received this email. If they do not receive this email, they should check their spam folder and ensure that the ircapps@research.ie email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.
- If the application is submitted where an incorrect email address is supplied for either referee, they will not receive login details for the online system and will not be able to complete their participant form. **Please ensure all email addresses are correct prior to submission.** As stated above, once the application has been submitted, no alterations are possible. Once all the relevant participants have been added to an application, their details will be listed in the 'participants' section of the 'application start' page.
- It is the applicant's responsibility to ensure referees complete their respective forms through the online system by exactly **16:00 (Irish time), 12 September 2018**. These forms will not be accepted by email, in hardcopy or by any other means. The Council is not responsible for ensuring that participant forms are submitted on time through the online system. Referees do not need to be pre-registered on the online system.





Changing your referee

If you want to change or update your referee details:

- As a courtesy to your previous referee(s), please notify the referee that they are no longer assigned to an application. If you remove a referee from your application, they will not be automatically notified
- Navigate to the 'participants' section at the bottom of the 'application start' page.
- Select the check box beside the participant you wish to remove, click the 'remove' button and 'save' your application. The participant will be removed, and you can add an alternative as per the instructions above.

9. Academic Qualifications tab

Click on the "academic qualifications" tab and enter your qualifications as appropriate. Note that examination results must correspond exactly with the full academic transcripts. If an applicant is successful, these results will be verified through the submission of full academic transcripts. Should results not match, the application will be deemed ineligible and the offer withdrawn.

10. Personal statement

The personal statement section is an opportunity to highlight additional information that has not already been provided elsewhere in the application.

11. Proposed research

Please consult the research categorisation document in the appendices for further descriptions of primary area, discipline and other research areas. For scholars who have already completed part of the postgraduate degree for which they are seeking funding, the duration of funding to be awarded is dependent on the type of postgraduate degree being pursued and the date of first registration. **It is important to enter the date of first registration correctly as it is used to assess your eligibility for the type of degree selected and, if eligible, the duration of funding applicable.**

12. Ethical and Gender Statements

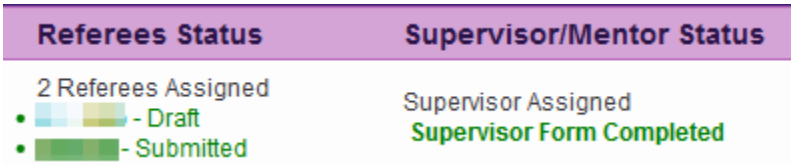
When completing the ethics, and sex/gender dimension, please consult the sex/gender dimension statement in the appendices for further information.

13. Completing the application

- **No alterations can be made to an application once it has been submitted.** It is therefore important to check and re-check the application form until you are fully satisfied with all sections before submitting. If successful, you will only be offered funding to carry out the project as detailed in the application.
- Any evidence of plagiarism will result in the applicant being prevented from applying to Council funding in the future.
- In order to submit the application form, you must scroll to the bottom of the page and click ‘submit application’.
- The following message will be displayed once your application has been submitted successfully.

14. Checking the status of reference forms

- The status of these forms can be checked at any stage by logging into the online system and clicking on the 'submitted applications' icon on the 'home' screen. The information contained in the 'referees status' and 'supervisor/mentor status' columns confirm who has been assigned to the application and the status of their reference form.
- If the form is listed as 'in preparation' or 'draft', it has not been received by the Council. If the form is listed as 'submitted' or 'completed', it has been received by the Council. If necessary, you should contact your proposed primary academic supervisor, enterprise mentor and/or referees to ensure their forms will be submitted before the deadline.
- The online application system will automatically shut down after the deadline passes.
- **It is the responsibility of the applicant to ensure that the primary academic supervisor, enterprise mentor and referee forms are submitted by the deadline of exactly 16:00 (Irish time) on 12 September 2018.**



15. Endorsement of applications

The research office endorsement is the final step in the application process. All applications must be endorsed on behalf of the proposed higher education institution by the office of the Vice-President/Dean of Research as applicable.

- Applications missing referee, enterprise mentor and primary academic supervisor forms will be deemed ineligible.

- Once the research office has endorsed an application, the status of the application will change from 'application received' to 'ready for review'. If the research office rejects the application, the status will be updated to 'ineligible application'.
- Applicants will receive an automated email from the online system once the research office has submitted their endorsement decision.

16. Notification and feedback

- The Council is precluded from discussing results of the competition or the outcome of individual applications over the telephone or in writing. Feedback to unsuccessful candidates will consist of the quantitative score assigned by the IAB.
- Additional qualitative feedback will not be provided. Under no circumstance will feedback provided by the Council compromise the confidentiality of a participant form submitted to Council.
- Feedback will consist of a score assigned by the anonymised assessors. Additional qualitative feedback will not be provided. Under no circumstance will feedback provided by the Council compromise the confidentiality of a participant form submitted to the Council.

17. Information for successful applicants

- The Council will make conditional award offers subject to the terms of the letter of offer, application and the 2019 Terms and Conditions.
- Any conditional offer is subject to the acceptance form being signed by the scholar, higher education institution and supervisor, and returned to the Council on time. Subject to meeting the conditions of offer, all scholarships will commence on 1 March 2019.
- Any conditional offer is also subject to submission of a certified copy of any undergraduate or postgraduate degree transcripts as outlined in your application. These transcripts must be appropriately stamped or endorsed and are non-returnable.
- Where a scholar's research proposal requires approval by the institutional Ethics Committee, or 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.

APPENDIX I: Research Categorisation

The Irish Research Council schemes are open to all disciplines.

Applicants are required to indicate the 'primary area', 'discipline' and 'other research area' that their proposed research programme fits under.

If the research proposed is interdisciplinary, applicants should indicate this by categorising their research via the drop-down menus provided and then by using the 'second categorisation if interdisciplinary' free form box in the application form to indicate a second categorisation. For the first categorisation, please select the primary area, discipline and other research area that the research is most closely associated with. The second categorisation should also be provided on the basis of the primary areas, disciplines and other research areas provided below.

Primary areas

Applicants are required to select a primary area from the following defined list:

- Biological Sciences A
- Biological Sciences B
- Chemistry
- Computer Science
- Earth and Environmental Sciences
- Engineering
- Mathematics
- Physics
- Study of the Human Past
- Cultures and Cultural Production
- Individuals, Institutions, Markets, Values, Behaviour the Mind and Environment

Disciplines

Under each primary area, there is a defined list of disciplines to select from. These are listed in the tables that follow. Applicants should choose the discipline that most closely matches his/her proposed research. In considering the selection, the applicant should consider the methodology and techniques used in the research project.

Other Research Areas

An indicative list of typical other research areas is also provided under the primary areas and disciplines in order to further categorise the research and aid in the selection of peer-reviewers.

Primary Area: **Biological Sciences A**	
Disciplines	Other Research Areas
Agricultural Biotechnology	including but not limited to: Agricultural Biotechnology Diagnostics (incl. Biosensors); Agricultural Marine Biotechnology; Agricultural Molecular Engineering of Nucleic Acids and Proteins; Genetically Modified Technology; Livestock Cloning; Marker Assisted Selection; Biomass Feedstock Production Technologies; Biopharming.
Biology (Theoretical, Mathematical, Thermal, Cryobiology, Biological Rhythm)	including but not limited to: Theoretical Biology; Mathematical Biology; Thermal Biology; Cryobiology; Biological Rhythm.
Environmental Biotechnology	including but not limited to: Biodiscovery; Biological Control; Bioremediation; Environmental Biotechnology Diagnostics (incl. Biosensors); Environmental Marine Biotechnology; Environmental Molecular Engineering of Nucleic Acids and Proteins.
Evolutionary Biology	including but not limited to: Animal Systematics and Taxonomy; Biogeography and Phytogeography; Biological Adaptation; Ethology and Socio-biology; Evolution of Developmental Systems; Evolutionary Impacts of Climate Change; Host-Parasite Interactions; Life Histories; Phylogeny and Comparative Analysis; Plant Systematics and Taxonomy; Speciation and Extinction.
Marine Biology, Freshwater Biology	including but not limited to: Marine Biology, Freshwater Biology.
Microbiology, Mycology and Virology	including but not limited to: Bacteriology; Infectious Agents; Microbial Ecology; Virology; Mycology.
Microbial Genetics	including but not limited to: Microbial Genetics.
Plant Sciences, Botany	including but not limited to: Phycology (incl. Marine Grasses); Plant Cell and Molecular Biology; Plant Developmental and Reproductive Biology; Plant Pathology; Plant Physiology; Botany.
Zoology, Ornithology, Entomology, Behavioural Sciences Biology	including but not limited to: Animal Behaviour; Animal Cell and Molecular Biology; Animal Developmental and Reproductive Biology; Animal Immunology; Animal Neurobiology; Animal Physiological Ecology; Animal Structure and Function; Invertebrate Biology; Vertebrate Biology.

Primary Area: **Biological Sciences B**	
Discipline	Other Research Areas
Biochemical Research Methods	including but not limited to: Biochemical Research Methods.
Biochemistry and Molecular Biology	including but not limited to: Analytical Biochemistry; Bioinformatics (Bioinformatics Software to be Computer Science); Enzymes; Protein Trafficking; Proteomics and Intermolecular Interactions; Receptors and Membrane Biology; Signal Transduction; Structural Biology (incl. Macromolecular Modelling); Synthetic Biology; Systems Biology.
Cell Biology	including but not limited to: Cell Development, Proliferation and Death; Cell Metabolism; Cell Neurochemistry; Cellular Interactions (incl. Adhesion, Matrix, Cell Wall).
Developmental Biology	including but not limited to: Developmental Biology.
Genetics and Heredity	including but not limited to: Anthropological Genetics; Cell and Nuclear Division; Developmental Genetics; Epigenetics (incl. Genome Methylation and Epigenomics); Gene Expression (incl. Microarray and other genome-wide approaches); Genetic Immunology; Genome Structure and Regulation; Genomics; Molecular Evolution; Neurogenetics; Population, Ecological and Evolutionary Genetics; Quantitative Genetics (incl. Disease and Trait Mapping Genetics).
Industrial Biotechnology	including but not limited to: Bio catalysis and Enzyme Technology; Bioprocessing, Bioproduction and Bioproducts; Fermentation; Industrial Biotechnology Diagnostics; Industrial Microbiology (incl. Biofeedstocks); Industrial Molecular Engineering of Nucleic Acids and Proteins.
Medical Biotechnology	including but not limited to: Gene and Molecular Therapy; Medical Biotechnology Diagnostics; Medical Molecular Engineering of Nucleic Acids and Proteins; Regenerative Medicine (incl. Stem Cells and Tissue Engineering).
Reproductive Biology	including but not limited to: Reproductive Biology.

Primary Area: **Chemistry**	
Discipline	Other Research Areas
Analytical Chemistry	including but not limited to: Analytical Spectrometry; Electro analytical Chemistry; Flow Analysis; Immunological and Bioassay Methods; Instrumental Methods; Quality Assurance, Chemo metrics, Traceability and Metrological Chemistry; Sensor Technology; Separation Science.
Colloid and Nanochemistry	including but not limited to: Colloid and Surface Chemistry; Nanochemistry; Molecular and Organic Electronics; Nanotoxicology (chemical aspects).
Electrochemistry	including but not limited to: Dry Cells; Batteries; Fuel cells; Corrosion metals; Electrolysis.
Inorganic, Organometallic and Nuclear Chemistry	including but not limited to: Bioinorganic Chemistry; f-Block Chemistry; Inorganic Green Chemistry; Main Group Metal Chemistry; Non-metal Chemistry; Solid State Chemistry; Transition Metal Chemistry; Inorganic Chemistry; Organometallic Chemistry, Supramolecular Chemistry (inorganic and organometallic aspects); Nuclear Chemistry.
Macromolecular and Materials Chemistry	including but not limited to: Chemical Characterisation of Materials; Supramolecular Chemistry (materials chemistry aspects); Optical Properties of Materials; Physical Chemistry of Materials; Polymerisation Mechanisms; Synthesis of Materials; Theory and Design of Materials; Molecular and Organic Electronics.
Medicinal and Biomolecular Chemistry	including but not limited to: Biologically Active Molecules; Biomolecular Modelling and Design; Characterisation of Biological Macromolecules; Cheminformatics and Quantitative Structure-Activity Relationships; Molecular Medicine; Proteins and Peptides.
Organic Chemistry	including but not limited to: Free Radical Chemistry; Natural Products Chemistry; Organic Chemical Synthesis; Organic Green Chemistry; Physical Organic Chemistry.
Physical Chemistry	including but not limited to: Catalysis and Mechanisms of Reactions; Chemical Thermodynamics and Energetics; Solution Chemistry; Structural Chemistry and Spectroscopy; Transport Properties and Non-equilibrium Processes.
Theoretical and Computational Chemistry	including but not limited to: Quantum Chemistry; Radiation and Matter; Reaction Kinetics and Dynamics; Statistical Mechanics in Chemistry.

Primary Area: **Computer Science**	
Discipline	Other Research Areas
Artificial Intelligence and Image Processing	including but not limited to: Adaptive Agents and Intelligent Robotics; Artificial Life; Computer Graphics; Computer Vision; Expert Systems, Image Processing; Natural Language Processing; Neural, Evolutionary and Fuzzy Computation; Pattern Recognition and Data Mining; Simulation and Modelling; Virtual Reality and Related Simulation.
Computation Theory and Mathematics	including but not limited to: Analysis of Algorithms and Complexity; Applied Discrete Mathematics; Computational Logic and Formal Languages; Mathematical Software; Numerical Computation.
Computer Software	including but not limited to: Bioinformatics Software; Computer System Architecture; Computer System Security; Concurrent Programming; Multimedia Programming; Open Software; Operating Systems; Programming Languages; Software Engineering.
Data Format	including but not limited to: Coding and Information Theory; Data Encryption; Data Structures; Markup Languages.
Distributed Computing	including but not limited to: Distributed and Grid Systems; Mobile Technologies; Networking and Communications; Ubiquitous Computing; Web Technologies.
Information Systems	including but not limited to: Computer-Human Interaction; Conceptual Modelling; Database Management; Decision Support and Group Support Systems; Global Information Systems; Information Engineering and Theory; Information Systems Development Methodologies; Information Systems Management; Information Systems Organisation; Information Systems Theory; Interorganisational Information Systems and Web Services.

Primary Area: **Earth and Environmental Sciences**	
Discipline	Other Research Areas
Biodiversity Conservation	including but not limited to: Conservation and Biodiversity.
Ecology	including but not limited to: Behavioural Ecology; Community Ecology; Ecological Physiology; Freshwater Ecology; Marine and Estuarine Ecology (incl. Marine Ichthyology); Paleoecology; Population Ecology; Terrestrial Ecology. Ecological Impacts of Climate Change; Ecosystem Function; Invasive Species Ecology.
Environmental Sciences	including but not limited to: Environmental Impact Assessment; Environmental Management; Environmental Monitoring; Environmental Rehabilitation; Natural Resource Management; Wildlife and Habitat Management.
Geochemistry	including but not limited to: Exploration Geochemistry; Inorganic Geochemistry; Isotope Geochemistry; Organic Geochemistry.
Geophysics	Electrical and Electromagnetic Methods in Geophysics; Geodynamics; Geophysical Fluid Dynamics; Geothermics and Radiometrics; Gravimetrics; Magnetism and Palaeomagnetism; Seismology and Seismic Exploration.
Geology	including but not limited to: Basin Analysis; Extraterrestrial Geology; Geochronology; Igneous and Metamorphic Petrology; Marine Geoscience; Ore Deposit Petrology; Petroleum and Coal Geology; Sedimentology; Stratigraphy (incl. Biostratigraphy and Sequence Stratigraphy); Structural Geology; Tectonics, Volcanology.
Meteorology and Atmospheric Sciences	including but not limited to: Atmospheric Aerosols; Atmospheric Dynamics; Atmospheric Radiation; Climate Change Processes; Climatology (excl. Climate Change Processes); Cloud Physics; Meteorology; Tropospheric and Stratospheric Physics, Atmospheric Chemistry.
Mineralogy	including but not limited to: Mineralogy and Crystallography.
Oceanography, Hydrology, Water Resources	including but not limited to: Biological Oceanography; Chemical Oceanography; Physical Oceanography, Hydrology: Surface water Hydrology, Water Resources.
Palaeontology	including but not limited to: Palaeontology; Palynology.
Physical Geography	including but not limited to: Geomorphology and Regolith and Landscape Evolution; Glaciology; Hydrogeology; Natural Hazards; Palaeoclimatology; Quaternary Environments; Surface Processes.

Primary Area: **Engineering**	
Discipline	Other Research Areas
Chemical Engineering	including but not limited to: Chemical engineering (plants, products); Chemical Process Engineering.
Civil Engineering	including but not limited to: Civil engineering; Architecture engineering; Construction Engineering, Municipal and Structural Engineering; Transport Engineering; Geotechnics.
Electrical Engineering, Electronic engineering, Information Engineering	including but not limited to: Electrical and Electronic Engineering; Robotics and Automatic Control; Automation and Control Systems; Communication Engineering and Systems; Telecommunications; Computer Hardware and Architecture;
Environmental Engineering	including, but not limited to: Environmental and Geological Engineering, Petroleum Engineering (fuel, oils); Energy and Fuels; Remote Sensing; Mining and Mineral Processing; Marine Engineering, Sea Vessels; Ocean Engineering.
Food and Beverage Engineering	including but not limited to: Food Engineering; Beverage Engineering.
Materials Engineering	including but limited to: Materials Engineering; Ceramics; Coating and Films; Composites (including laminates, reinforced plastics, cermets, combined natural and synthetic fibre fabrics; filled composites); Paper and Wood; Textiles (including synthetic dyes, colours and fibres); Nanoscale Materials (engineering aspects only).
Mechanical Engineering	including but not limited to: Mechanical Engineering; Applied Mechanics; Thermodynamics; Aerospace Engineering; Nuclear-related Engineering; (Nuclear Physics to be Physics); Audio Engineering, Reliability Analysis.
Medical and Biomedical Engineering	including but not limited to: Medical Engineering; Medical Laboratory Technology (including laboratory samples analysis; diagnostic technologies).
Primary Area: **Mathematics**	
Disciplines	Other Research Areas
Applied Mathematics	including but not limited to: Approximation Theory and Asymptotic Methods; Biological Mathematics; Calculus of Variations, Systems Theory and Control Theory; Dynamical Systems in Applications; Financial Mathematics; Operations Research; Theoretical and Applied Mechanics; Numerical Analysis; Numerical Solution of Differential and Integral Equations; Optimisation.

Pure Mathematics	including, but not limited to: Algebraic and Differential Geometry; Category Theory, K Theory, Homological Algebra; Combinatorics and Discrete Mathematics; Group Theory and Generalisations; Lie Groups, Harmonic and Fourier Analysis; Mathematical Logic, Set Theory, Lattices and Universal Algebra; Operator Algebras and Functional Analysis; Ordinary Differential Equations; Difference Equations and Dynamical Systems; Partial Differential Equations; Real and Complex Functions (incl. Several Variables); Topology.
Statistics and Probability	including but not limited to: Applied Statistics; Biostatistics; Forensic Statistics; Probability Theory; Statistical Theory; Stochastic Analysis and Modelling.
Primary Area: **Physics**	
Disciplines	Other Research Areas
Acoustics	including but not limited to: Acoustics and Acoustical Devices; Waves.
Astronomy and Space Science	including but not limited to: Astrobiology; Astronomical and Space Instrumentation; Cosmology and Extragalactic Astronomy; Galactic Astronomy; General Relativity and Gravitational Waves; High Energy Astrophysics; Cosmic Rays; Mesospheric, Ionospheric and Magnetospheric Physics; Planetary Science; Space and Solar Physics; Stellar Astronomy and Planetary Systems.
Atomic, Molecular and Chemical Physics	including but not limited to: Magnetic Resonances; Moessbauer effect; Atomic and Molecular Physics; Chemical Physics.
Biophysics	including but not limited to: Biological Physics; Medical Physics.
Condensed Matter Physics	including but not limited to: Condensed Matter Characterisation Technique Development; Condensed Matter Imaging; Condensed Matter Modelling and Density Functional Theory; Electronic and Magnetic Properties of Condensed Matter; Superconductivity; Soft Condensed Matter; Surfaces and Structural Properties of Condensed Matter.
Fluids and Plasma Physics	including but not limited to: Surface Physics; Plasma Physics; Fusion Plasmas; Electrical Discharges; Fluid Physics.
Nuclear Physics	including but not limited to: Nuclear Physics.
Optics	including but not limited to: Laser Optics; Quantum Optics; Classical and Physical Optics; Lasers and Quantum Electronics; Nonlinear Optics and Spectroscopy; Photonics, Optoelectronics and Optical Communications.
Particles and Fields Physics	including but not limited to: Particle Physics; Degenerate Quantum Gases and Atom Optics; Field Theory and String Theory.

Theoretical Physics	including but not limited to: Mathematical Aspects of Classical Mechanics, Quantum Mechanics and Quantum Information Theory; Mathematical Aspects of General Relativity; Mathematical Aspects of Quantum and Conformal Field Theory, Quantum Gravity and String Theory; Statistical Mechanics, Physical Combinatorics and Mathematical Aspects of Condensed Matter; Electrostatics and Electrodynamics; Thermodynamics and Statistical Physics.
Primary Area: **Study of the Human Past**	
Disciplines	Other Research Areas
Archaeology Celtic Studies History	including but not limited to: Archaeology, Archaeometry, Landscape Archaeology Prehistory and Protohistory Ancient History Medieval History Early Modern History Modern and Contemporary History Colonial and Post-colonial History, Global and Transnational History, Entangled Histories Social and Economic History Sex/Gender History History of Ideas, Intellectual History, History of Sciences and Techniques Cultural History, History of Collective Identities and Memories Historiography, Theory and Methods of History.
Primary Area: **Cultures and Cultural production**	
Disciplines	Other Research Areas
Classics Cultural Studies Film Studies Folklore Studies French German Irish Language Studies Italian Langauges Literature Musicology Philosophy Spanish Theatre Studies	including but not limited to: Classics, Ancient Greek and Latin literature and Art History of Literature Library and Information Studies Literary Theory and Comparative Literature, Literary Styles Textual Philology, Palaeography and Epigraphy Visual Arts, Performing Arts, Design Philosophy, History of Philosophy Philosophy of Mind, Epistemology and Logic Museums and Exhibitions Music and Musicology, History of Music History of Art and Architecture Cultural Studies, Cultural Diversity Cultural Heritage, Cultural Memory.

Primary Area: **Individuals, Institutions, markets, values, behaviour the mind and environment**	
Disciplines	Other Research Areas
Anthropology Business & Management Economics Education Environmental Studies Geography Law Linguistics, Media Politics Psychology Sociology Theology Equality Studies	**including but not limited to:** Macroeconomics, Development, Economic Growth, Microeconomics, Behavioural Economics Marketing Political Economy, Institutional Economics, Law and Economics Econometrics, Statistical Methods, Financial Markets, Asset Prices, International Finance, Banking, Corporate Finance, Accounting, Competitiveness, Innovation, Research and Development, Organization Studies: Theory & Strategy, Industrial Organization, Labour Economics, Income Distribution and Poverty Public Economics, International Trade, History of Economic Thought and Quantitative Economic History, Social Structure, Inequalities, Social Mobility, Interethnic Relations, Social Policies, Work and Welfare, Kinship, Cultural Dimensions of Classification and Cognition, Identity, Sex/gender, Myth, Ritual, Symbolic Representations, Religious Studies, Democratization, Social Movements, Violence, Conflict and Conflict Resolution Political Systems and Institutions, Governance Legal Studies, Constitutions, Comparative Law, Human Rights Global and Transnational Governance, International Studies Communication Networks, Media, Information Society Social Studies of Science and Technology Environment, Resources and Sustainability Environmental Change and Society Environmental Regulations and Climate Negotiations Social and Industrial Ecology Population Dynamics, Aging, Health and Society Households, Family and Fertility Migration Mobility, Tourism, Transportation and Logistics Spatial Development and Architecture, Land Use, Regional Planning Urban Studies, Regional Studies Social Geography, Infrastructure, Geo-information and Spatial Data Analysis

	including but not limited to: Evolution of Mind and Cognitive Functions, Animal Communication Human Life-span Development Neuropsychology Cognitive and Experimental Psychology: Perception, Action, and Higher Cognitive Processes Social and Clinical Psychology Linguistics: Formal, Cognitive, Functional and Computational Linguistics Linguistics: Typological, Historical and Comparative Linguistics Psycholinguistics and Neurolinguistics: Acquisition and Knowledge of Language, Language Pathologies Use of Language: Pragmatics, Sociolinguistics, Discourse Analysis, Second Language Teaching and Learning, Lexicography, Terminology Education: Systems and Institutions, Teaching and Learning Women's Studies, Gender Studies Pedagogy International Development Childhood Studies Criminology Government, Political Science, Political Theory Health Promotion Religious Studies Social and Economic Geography Social Policy Social Work

APPENDIX II: Guidance on the Sex/Gender Dimension Statement

While there are research projects in which biological sex and/or gender may not be relevant in terms of the research content, it is well established that, where relevant, not integrating sex and gender analysis into the design, implementation, evaluation and dissemination of the research can lead to poor results and missed opportunities.

The following is provided to help applicants complete the sex/gender dimension statement in the application. This is taken from the Toolkit Gender in EU-funded research[2], which aims to give the research community practical tools to integrate gender aspects into their research, including gender equality (equal outcomes for women and men) and integration of sex/gender analysis in research content. Please also refer to http://genderedinnovations.stanford.edu/ for examples of case studies in Science, Health and Medicine, Engineering and Environment.

A Summary from the 'Toolkit Gender in EU-funded research'

The best possible research validity: Research should take into account the differences between men and women in the research population, the results will be more representative. General categories such as 'people', 'patients' or 'users' do not distinguish between men and women. Research based on such categories may well draw partial conclusions based on partial data. For example, research on a new breast cancer treatment should include male patients, so as to draw a complete picture. Most basic research with animal models focuses on males to the exclusion of females (Zucker et al., 2010; Marts et al., 2004). Research on economic migrants cannot limit itself to male points of view if it wants to understand the whole migrant population.

Research ideas and hypotheses: The relevance of biological sex and/or gender for and within the subject matter needs to be analysed and an assessment made as to whether these are relevant variables. The formulation of hypotheses can draw upon previous research and existing literature. Indeed, the body of knowledge on sex/gender issues has been steadily growing over recent decades and can serve as interesting reference material to build new hypotheses for future research.

Project design and research methodology: While research methodologies may vary, they all strive to represent (aspects of) reality. Whenever this reality concerns humans, any sound methodology should differentiate between the sexes and take into account the men's and women's situations equally. Groups such as 'citizens', 'patients', 'consumers', 'victims' or 'children' are therefore too general as categories.

Research implementation: Data collection tools (such as questionnaires and interview checklists) need to be gender-sensitive, use gender neutral language, and should make it possible to detect the different realities of men and women. This will help to avoid gender bias. For example, answers to be provided by the 'head of household' are not necessarily valid for all household members.

Data analysis: In most research concerning human subjects, data is routinely disaggregated by sex, which would logically lead to analyses according to sex. However, to date this is still not common practice. Systematically taking sex as a central variable and analysing other variables with respect to

[2] http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf

it (e.g. sex and age, sex and income, sex and mobility, sex and labour) will provide significant and useful insights. Involving gender-balanced end-user groups in the course of the research is also a good way of guaranteeing the highest impact.

Dissemination phase – reporting of data: Collecting and analysing sex and/or gender specific data is not enough if they are omitted from the published results. Sex and/or gender should be included in 'mainstream' publications as it is as much part of daily reality as any other variable studied. Specific dissemination actions (publications or events) for sex and/or gender findings can be considered. Institutions and departments that focus on gender should be included in the target groups for dissemination. Publications should use gender-neutral language.

CHECKLIST FOR SEX AND/OR GENDER IN RESEARCH CONTENT

Research ideas phase:

- If the research involves humans as research objects, has the relevance of biological sex and/or gender to the research topic been analysed?
- If the research does not directly involve humans, are the possibly differentiated relations of men and women to the research subject sufficiently clear?
- Have you reviewed literature and other sources relating to differences in the research field?

Proposal phase:

- Does the methodology ensure that (possible) sex/gender differences will be investigated: that sex/gender differentiated data will be collected and analysed throughout the research cycle and will be part of the final publication?
- Does the proposal explicitly and comprehensively explain how sex/gender issues will be handled (e.g. in a specific work package)?
- Have possibly differentiated outcomes and impacts of the research on women and men been considered?

Research phase:

- Are questionnaires, surveys, focus groups, etc. designed to unravel potentially relevant sex and/or gender differences in your data?
- Are the groups involved in the project (e.g. samples, testing groups) gender-balanced? Is data analysed according to the sex variable? Are other relevant variables analysed with respect to sex?

Dissemination phase:

- Do analyses present statistics, tables, figures and descriptions that focus on the relevant sex/gender differences that came up in the course of the project?
- Are institutions, departments and journals that focus on gender included among the target groups for dissemination, along with mainstream research magazines?
- Have you considered a specific publication or event on sex/gender-related findings?