



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

COALESCe Research Fund

Collaborative Alliances for Societal Challenges

GUIDE FOR APPLICANTS

Including details of the ONLINE APPLICATION SYSTEM (OLS)

**PLEASE READ THIS DOCUMENT CAREFULLY BEFORE YOU REGISTER AS AN
APPLICANT TO THE COMPETITION**



Rialtas na hÉireann
Government of Ireland



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



1 Important deadlines for this call

<u>Launch of Call</u>	1 June 2018
<u>Expressions of Interest deadline</u>	16:00pm 28 June 2018
Opening of OLS	9 July 2018
FAQ deadline	16:00pm 20 August 2018
<u>APPLICANT DEADLINE</u>	16:00pm 3 September 2018
Research Office endorsement deadline	16:00pm 11 September 2018
Outcome of scheme	December 2018
Contract signing/project commencement	Before end 2018



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2 Purpose of the Guide for Applicants

This guide provides practical information to potential applicants in preparing and submitting an application for the Irish Research Council Coalesce Research Fund. In addition, it provides a general overview of the Irish Research Council assessment process.

The Irish Research Council Coalesce Research Fund is governed by the particular Terms and Conditions underlying the award, and the Award Acceptance Form. The contents of this guide are for general information purposes and the assistance of applicants. In the event of any discrepancy arising between this guide and the Terms and Conditions/Acceptance Form, the latter will prevail.

Applicants are accordingly strongly recommended to familiarise themselves FULLY with the Terms & Conditions, 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.

3 Introduction to the Irish Research Council

The mission of the Irish Research Council is to enable and sustain a vibrant and research community in Ireland. It seeks to enrich the pool of knowledge and expertise available and accessible for addressing Ireland's current and future needs, whether societal, cultural or economic, by funding excellent research and researchers. In order to deliver on this part of its mandate, the Council has a strategic objective to partner and collaborate with societal stakeholders, including enterprise, and with a particular focus to be given to government and civic society so as to address their needs. Council programmes addressing the latter groups include Research for Policy and Society and New Foundations.

Innovation 2020 (the national strategy for research and development) has stressed the necessity of research to address societal challenges facing Ireland, at a national and global level: "Over the coming decades, we will face profound challenges, and innovation and research will be centre-stage in developing our national responses". The strategy acknowledges that it is imperative to foster a broad-based research capacity to support national and international policy goals. The Council has been assigned a number of actions in Innovation 2020 to increase the engagement of public entities and civic society in public policy and societal challenge-based research, which will ultimately strengthen public policy and societal impact. Supporting the development of the capacity of the research system to respond to societal challenges is both an international imperative as well as a national one. Accordingly, the Council's programmes have increasingly emphasised wider frameworks, such as Horizon2020 Societal Challenges (New Horizons Call) and the Sustainable Development Goals (CAROLINE MSCA CO-FUND Call).

As part of its overall mandate and to deliver on the objectives of Innovation 2020, the Council is further building on Research for Policy and Society, and New Horizons by bringing the programmes together into a new initiative, COALESCE: Collaborative Alliances for Societal Challenges.

4 ELIGIBILITY CHECK

All applicants should check they are eligible to apply by carefully studying the 'Coalesce Eligibility Flowchart' and the 'Important Application Advice' Table below.

4.1 Coalesce Research Funding Eligibility Flowchart

Do you currently an Irish Research Council Award?

- Yes** – if the funding is New Foundations or a Ulysses an applicant is eligible to apply .
–if the funding is complete by the call deadline an applicant is eligible to apply.
-If an applicant holds award funding other than a New Foundations grant and/or a Ulysses award from the Irish Research Council and it incomplete at the proposed project start date the applicant is ineligible.
- No** - an applicant is eligible to apply.

Is your PhD graduation date before November 1st 2016?

- Yes** -an applicant is eligible to apply.
- No** -an applicant is **ineligible**.

Strand 1 and 2A: Are you an academic or researcher who, on the call deadline 3rd September 2018, holds a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the 2018 Terms & Conditions) to carry out the proposed research from the project start date of December 2018, until the project end date?

- Yes** -an applicant is eligible to apply.
- No** -an applicant is **ineligible**.

Strand 2A: Are you an academic or researcher who, on the call deadline 3rd September 2018, holds a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the 2018 Terms & Conditions) to carry out the proposed research from the project start date of December 2018, until the project end date?

- Yes** -an applicant is eligible to apply.
- No** -an applicant is **ineligible**.

Strand 2B: Are you an academic or researcher who, on the call deadline 3rd September 2018, holds a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the 2018 Terms & Conditions) to carry out the proposed research from the project start date of December 2018, until the project end date?

Yes -an applicant is eligible to apply.

No -an applicant is **ineligible**.

Strand 2B: Are you an academic or researcher who has at least two years' experience as a PI, experience of collaboration with research consortia and/or international research projects and who has a track record in research under one or more of the Irish Aid themes for this strand?

Yes -an applicant is eligible to apply.

No -an applicant is **ineligible**.

Did you submit and Expression of Interest form along with a Reviewer Nomination Template on or before the deadline of 4pm on June 28th 2018?

Yes -an applicant is eligible to apply.

No -an applicant is **ineligible**.

Have you informed the Research Office in the (proposed) host institution of your intention to submit an application to the COALESCE Programme?

Yes -an applicant is eligible to apply.

No -an applicant is **ineligible**.

5 Using the OLS (Online System)

5.1 Registering as an applicant for the first time

Before you start, please ensure you are using the correct browser. The OLS can only be guaranteed to be fully operational on the following browsers:

Internet Explorer: version 10.0 and higher

Firefox download: two most recent versions*

Google Chrome download: two most recent versions*

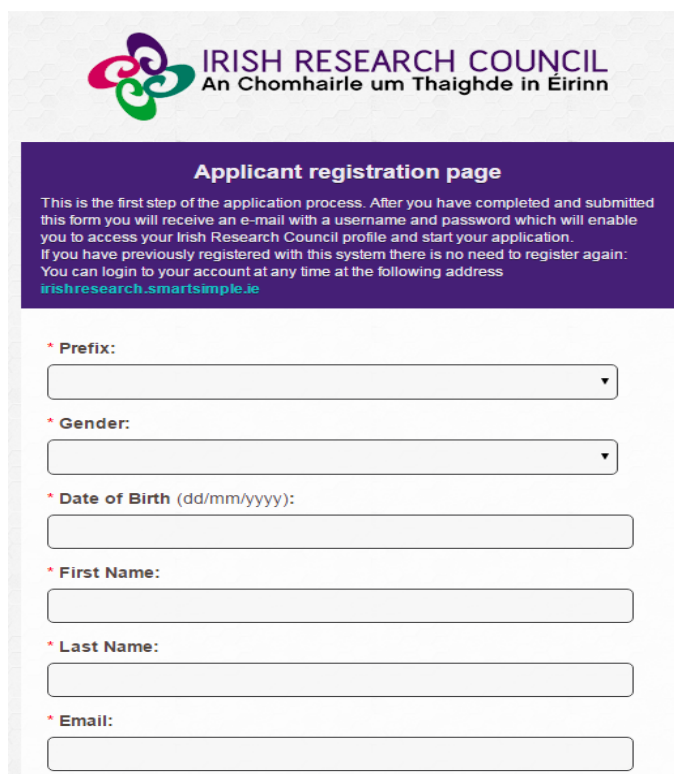
Safari download: two most recent versions*


*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.

Next, add the ircapps@research.ie email address to your contacts/address book BEFORE you attempt the registration process.

Use the following link to take you to the '**Applicant registration page**'
https://irishresearch.smartsimple.ie/s_signup.jsp?token=XVtQC1oGYFpfRxNZXxVSSIbSZg%3D%3D

Please fill in the form as prompted.



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Applicant registration page

This is the first step of the application process. After you have completed and submitted this form you will receive an e-mail with a username and password which will enable you to access your Irish Research Council profile and start your application. If you have previously registered with this system there is no need to register again: You can login to your account at any time at the following address irishresearch.smartsimple.ie

* Prefix:

* Gender:

* Date of Birth (dd/mm/yyyy):

* First Name:

* Last Name:

* Email:

5.2 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.

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:

- 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.
- 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.

5.3 Using the OLS to create an application

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 will be lost

Click on 'Application Overview' to navigate back to the start of the application form. **Do not** use the browser 'back' button at any stage as you may lose essential information.

All participants **must** complete their forms through the OLS. The Council will not be responsible for ensuring that participant online forms are submitted on time. It is the responsibility of the **Applicant** to ensure their application is submitted by the scheme deadline, 4pm on September 3rd 2018.

Applicants to Coalesce Research Fund may apply to more than one strand. Applying to more than one strand requires the applicant to create a new application per strand.

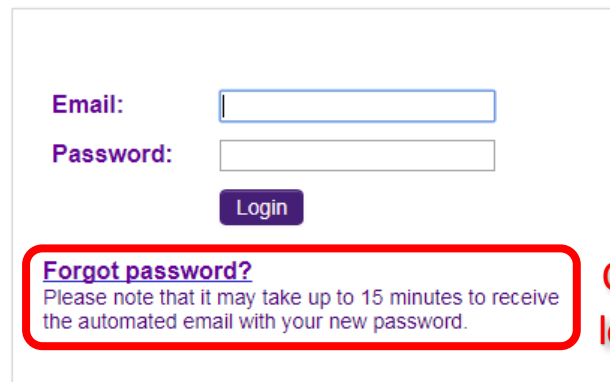
As detailed in the Terms and Conditions you should direct any queries about the scheme and application process to your Research Office. However, if you have a technical issue regarding the use of the OLS, please read these Guidelines and the FAQ document, both of which are available on our website www.research.ie. 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.

5.4 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? – Please Click Here**' 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 it can take up to 10 minutes to receive.

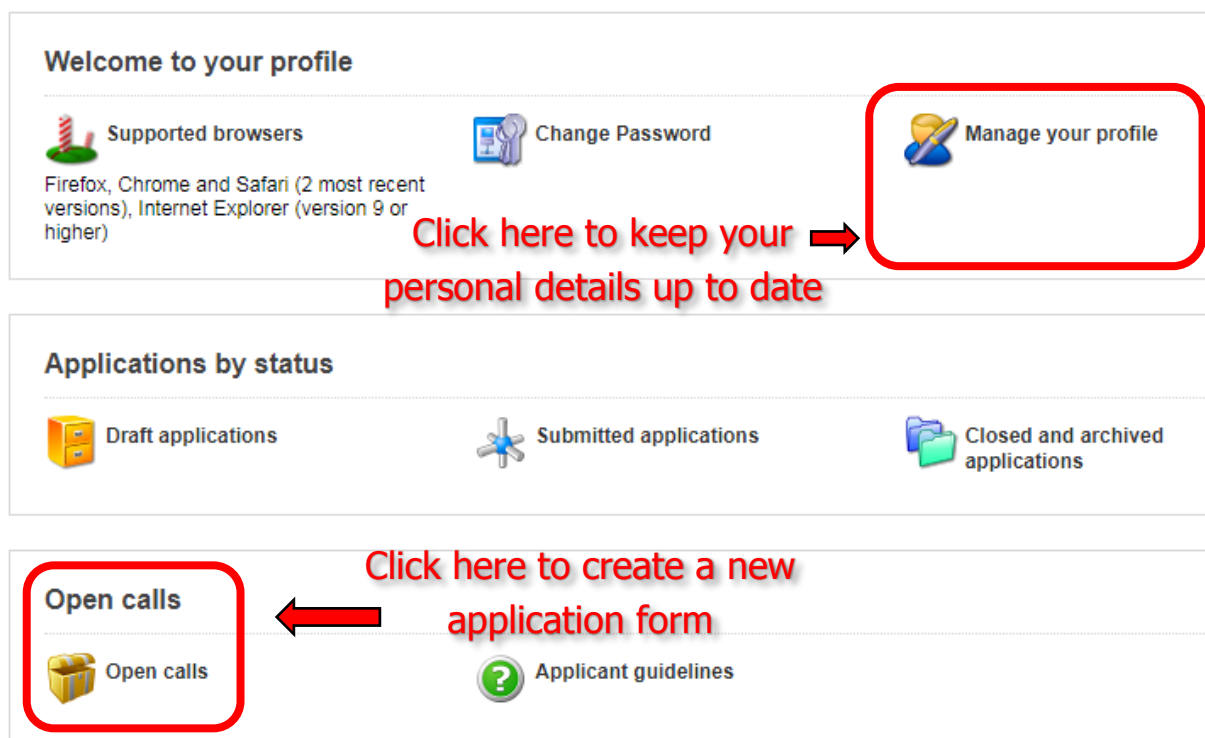


The login form contains two input fields: 'Email:' and 'Password:'. Below these is a purple 'Login' button. A red box highlights the '[Forgot password?](#)' link, which includes a note: 'Please note that it may take up to 15 minutes to receive the automated email with your new password.'

Click here if you have lost or misplaced your password

5.5 Creating a new Application:


When you log in, you will be presented with the following 'Home' screen:



The 'Home' screen is divided into three main sections. The top section, 'Welcome to your profile', contains three links: 'Supported browsers' (with a warning icon), 'Change Password' (with a key icon), and 'Manage your profile' (with a person icon). The 'Manage your profile' link is highlighted with a red box and an arrow pointing to it with the text 'Click here to keep your personal details up to date'. The middle section, 'Applications by status', contains three links: 'Draft applications' (with a folder icon), 'Submitted applications' (with a star icon), and 'Closed and archived applications' (with a folder icon). The bottom section contains two links: 'Open calls' (with a box icon) and 'Applicant guidelines' (with a question mark icon). The 'Open calls' link is highlighted with a red box and an arrow pointing to it with the text 'Click here to create a new application form'.

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. If you want to change any of your personal details you can click on the 'Manage your Profile' icon on this page.

➤ Select **‘Open Calls’**; you will be presented with the following screen:

Programme Name	Programme Status	Call Status	Applicant Submission Deadline Date	Participants Submission Deadline Date	Research Body Submission Deadline Date	Create Application
EPS Postdoctoral Application	Draft	Open	17/09/2018 16:00	24/07/2018 16:00	31/07/2018 16:00	Apply
EPS Postgraduate Application	Draft	Open	17/07/2018 16:00	24/07/2018 16:00	31/07/2018 16:00	Apply
Government of Ireland Postgraduate Scholarship	Active	Draft	07/11/2018 16:00	14/11/2018 16:00	21/11/2018 16:00	You have already created an Application for this Call. Please click your Draft Applications icon on your Portal. Click to apply.
COALESCE	Active	Draft	03/09/2018 16:00	03/09/2018 00:00	11/09/2018 16:00	Apply 

You have already created an Application for

Select the appropriate Postdoctoral Application Type and then click **‘Apply’**.

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 WILL BE LOST! Also, you can click ‘Application Overview’ button on the application form to return to the summary page at the start of the application, but **DO NOT** use the browser back button at any stage as you may lose essential information.

In order to complete the application form, please answer the relevant questions in the ‘Project – New Project’ section.

At the beginning of the application select the Irish Research Body (i.e. the Higher Education Institution ‘HEI’, or Research Performing Organisation, ‘RPO’) where you propose to be based for your Fellowship by selecting the **‘Lookup’** button;

Project - New Project

* Project title: The title should be no longer than 100 words and should be understandable to the non-specialist in your field:

100 words left

* Irish Research Body:

HEI/RPO Lookup

English translation:

Click Save before adding attachment

Project title

Applicant Details

Name:

Fake Applicant2

Please select the gender you identify with:

Female

Postcode:

TEST

* What is your nationality, i.e. your passport-issuing country?:

The above fields in the **Applicant Details** section are populated based on your personal profile. If you would like to update this section, please click **Save Draft** below and navigate back to the **Home** screen where you can find the **Manage Your Profile** icon.

* ORCID identifier:

You will then be presented with the following screen:

Select Object

Q

60

1-33 of 33

<

>

Organisation Name	Address	City
<input type="radio"/> Athlone Institute of Technology		
<input type="radio"/> Cork Institute of Technology		
<input type="radio"/> Dublin City University		
<input type="radio"/> Dublin Institute for Advanced Studies		
<input type="radio"/> Dublin Institute of Technology		
<input type="radio"/> Dun Laoghaire Institute of Art, Design and Technology		
<input type="radio"/> Dundalk Institute of Technology		
<input type="radio"/> Economic and Social Research Institute		Dublin
<input type="radio"/> Galway-Mayo Institute of Technology		
<input type="radio"/> Institute of Technology Dundalk		
<input type="radio"/> Institute of Technology, Blanchardstown		
<input type="radio"/> Institute of Technology, Carlow		
<input type="radio"/> Institute of Technology, Sligo		
<input type="radio"/> Institute of Technology, Tallaght		
<input type="radio"/> Institute of Technology, Tralee		
<input type="radio"/> Letterkenny Institute of Technology		
<input type="radio"/> Limerick Institute of Technology		
<input type="radio"/> Mary Immaculate College	South Circular Road,	Limerick

Close

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.

Application Overview	Primary and Additional Participants	Research Mobility	Academic Qualifications	Proposed Research	Relevant Work Experience	Publications and Other Research Outputs	Ethical / Gender Statement	Financial Justification	Applicant Declaration
<div>Application Details</div> <div> <div>Autosave enabled:</div> <div>Autosave Enabled</div> </div> <div> <div>Application type:</div> <div>Postdoctoral Fellowship (Government of Ireland)</div> </div> <div> <div>Status:</div> <div>Draft</div> </div> <div> <div>Create date:</div> <div>03/10/2017 12:23:00</div> </div> <div> <div>Application deadline:</div> <div>2018-03-01 16:00:00 Ireland time</div> </div> <div> <div>Project ID:</div> <div>GOIPD/2018/2018/4</div> </div> <div> <div>* Irish Research Body:</div> <div> <div>Test University</div> <div></div> <div></div> </div> </div> <div> <div>English translation:</div> <div> <div>Upload File</div> <div></div> </div> </div> <div> <div>Print Form:</div> <div>Print (PDF)</div> </div>									

5.3 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.


Programme:	Applicant deadline:
Laureate Awards 2018	Open


IMPORTANT: Should you have any technical queries in relation to the funding calls, please email laureate@research.ie

Welcome to your profile


 Supported browsers
Firefox, Chrome and Safari (2 most recent versions), Internet Explorer (version 9 or higher)


 Change Password


 Manage your profile


 Find draft applications here.

Applications by status

 Draft applications

 Submitted applications

 Closed and archived applications

 CAROLINE closed and archived applications

This will bring you to the top of the '**Application Overview**' page of your draft application. This page will already be in edit mode which will allow you to add information to your draft application.

5.4 Personal Details

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'.

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 'Area where you are ordinarily resident (EU/non-EU)', 'Are you a national of a European Economic Area (EEA) member state or Switzerland', 'ORCID ID for Postdoctoral Fellowship', 'Do you currently hold or have you previously held an Irish Research Council Award' and 'Employment Status' questions have been inputted correctly.

Applicant Details

Name: Fake Applicant2

Please select the gender you identify with: Female

Date of birth: 01/01/1990

Postcode: TEST

* What is your nationality, i.e. your passport-issuing country?:

The above fields in the **Applicant Details** section are populated based on your personal profile. If you would like to update this section, please click **Save Draft** below and navigate back to the **Home** screen where you can find the **Manage Your Profile** icon.

* ORCID identifier:

121356

* Do you currently hold, or have you previously held, an Irish Research Council Award? Note applicants in receipt of Council funding at the proposed start date of December 2018 will be ineligible with the exception of New Foundations grants and/or Ulysses award

☐ Yes

☒ No

ORCID ID is 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 recognized. You can register for an ORCID ID here: <https://orcid.org/register>.

5.5 Managing your personal details

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

IRISH RESEARCH COUNCIL
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Welcome: Fake Applicant

Project - USA

Applicant Details

Name: Fake Applicant2

Please select the gender you identify with: Female

Date of birth: 01/01/1990

Postcode: TEST

* What is your nationality, i.e. your passport-issuing country?:

The above fields in the **Applicant Details** section are populated based on your personal profile. If you would like to update this section, please click **Save Draft** below and navigate back to the **Home** screen where you can find the **Manage Your Profile** icon.

* ORCID identifier:

Then click on the 'Manage your Profile' icon:

Welcome to your profile

Supported browsers
Firefox, Chrome and Safari (2 most recent versions), Internet Explorer (version 9 or higher)

Change Password

Manage your profile

5.5 Completing the application

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

- Project Details
- Ethical Statement
- Project Budget

- Ethical Table and Sex/Gender Statement
- Applicant Declarations

Within each tab are sub-tabs which must be fully completed. There is helpful information available through pop-up boxes which appear when your cursor is hovered over particular questions.

The above fields in the **Applicant Details** section are populated based on your personal profile. If you would like to update this section, please click **Save**

ORCID identifier:

121356

Do you currently hold, or have you ever held, an ORCID ID?

☐ Yes

☒ No

ORCID ID provides a persistent digital identifier that distinguishes you from every other researcher. If you do not currently have an ORCID ID, please register for one at www.orcid.org and provide us with your unique 16-digit identifier.

Council Award? Note applicants in receipt of Council funding at the proposed start date of the project.

Click on 'Tool Tips' by hovering over the question mark.

Are you an academic or researcher who, on the call deadline 3rd September 2018, holds a contract of sufficient duration with a Higher Education Institution or

5.6 Uploading a detailed project description

Detailed Project Description

An application will be assessed as a whole including a detailed project description, data management details and research schedule. Please consult the Evaluation Criteria for the relevant strand on pages 67-69 of the Terms and Conditions. A detailed Project Description should be uploaded as one single PDF document (**strictly maximum 12 pages**). This document should include the following:

Strand One:	<ul style="list-style-type: none"> Demonstrate the suitability of the proposal's concept and objectives in relation to the intentions of the scheme. Demonstrate the potential of the proposed research to inform policy and/or practice within the chosen National Strategic Outcome(NSO) or partner theme. Demonstrate the potential of the project to contribute to the future development of research in the topic area. Provide comprehensive details of the proposed approach and research methodology. Demonstrate how the applicant's experience and expertise is relevant to the proposed project including details of a proven ability to carry out the work in an impartial and objective manner. Provide evidence of the integration of cross-sectoral collaboration including coherence and credibility of collaboration on the project. Identify and elaborate on the innovative aspects, on policy collaboration and on the impact the project will make. Outline the proposed management of the project. Specific milestones of project management should be included in the Research Schedule section which may be supported with a Gantt chart.
Strand Two:	<ul style="list-style-type: none"> Suitability of the proposal's concept in relation to the intentions of the scheme. Include the significance and contribution of the proposed project to the specific field of research or research topic. Provide details of the interdisciplinary approach and its relevance to the SDG addressed by the proposal. Provide comprehensive details of the proposed approach including the research methodology. Demonstrate how the applicant's experience and expertise is relevant to the proposed project including a demonstration of a proven ability to carry out the work in an impartial and objective manner. Identify and elaborate on the potential of the proposed research for further capacity building (for example consortia building on interdisciplinary projects for FPI). Provide evidence of the integration of cross-sectoral collaboration including coherence and credibility of collaboration including on innovative aspects of the project. Outline the proposed management of the project. Specific milestones of project management should be included in the Research Schedule section which may be supported with a Gantt chart.
Strand Three:	<ul style="list-style-type: none"> Suitability of the proposal's concept in relation to the intention of the scheme. Identify and elaborate on significance and contribution of the proposed project to the chosen Irish Aid thematic focus. Provide comprehensive details of the proposed approach including the research methodology. Provide comprehensive details of the proposed approach including the research methodology. Provide evidence of the potential for the project to support enhanced research capacity in partner countries. Demonstrate the project's potential to enhance global north south partnership targeting future applications to FPI and/or other international funding opportunities. Provide evidence of cross-sectoral policy or civil society partnerships. Outline the proposed management of the project. Specific milestones of project management should be included in the Research Schedule section which may be supported with a Gantt chart.

Issues in each strand that should be addressed in the 'Detailed Project Description'.

Detailed Project Description Upload

A 'Detailed Project Description' should be uploaded in pdf only here. Submit a maximum of 12 pages.

A 'Detailed Project Description' must be uploaded. It can be uploaded in pdf only and cannot exceed 12 pages.

Further details including a 'Research Schedule' and a 'Data Management Plan' must also be provided.

* Research Schedule (including a detailed timetable for the project commencement, and a plan for the efficient management and reporting of the research project)

500 words left

You may upload a GANTT chart to illustrate the project timelines, milestones and deliverables. The system will only accept a PDF file for upload.

A supporting GANTT chart may be uploaded here.

* DATA Management plan

Provide a 'Data Management Plan' here.

- Please provide details of the following:
- What standards will be applied?
- How will data be exploited and/or shared/made accessible for verification and reuse? If data cannot be made available, why?
- How will data be curated and preserved?
- If applicable, how do you plan to make the research data FAIR (findable, accessible, interoperable and reusable). Applicants should be cognisant of the General Data Protection Regulations (GDPR) and any other national guidelines that may be applicable in your jurisdiction. Funded proposals should meet the required standards in this regard.

5.7 Completing the Ethical and Sex/Gender Dimension Statement

Ethics Statement

Where ethical issues may arise in the research, applicants are required to submit to the Council a written statement that full consideration has been given to the ethical implication of the research proposal. Full ethical approval from the relevant HEI Ethics Committee is not required at the application stage. However, if the application is successful, evidence of full ethical approval will be required as part of the Award Acceptance (as per the 2018 TERMS AND CONDITIONS).

Sex/Gender Dimension Statement

All applicants to Council schemes are required to complete the Sex/Gender Dimension statement in the application. This is also a requirement for Horizon 2020 proposals. Please refer to Appendix II 'Guidance on the Sex/Gender Dimension Statement', which summarises the Toolkit Gender in EU-funded research¹, for help on how to do this

5.8 Completing the Declaration

Guidance on Data Management, Protection and Security

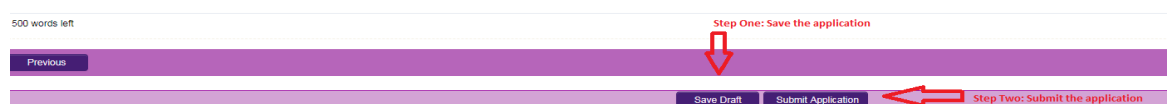
The Council often has queries from interested enterprise partners about the possibility of working with Postdoctoral Fellows and from interested funding agencies that would like to co-fund awards with the Council.

Applicants will be asked at the end of their application form whether or not they would like the Council to make their application available to other funding agencies and/or employment or enterprise partners for funding consideration. This consideration is in addition to the current Council Postdoctoral Fellowships on offer and will not affect assessment of your application in any other way. (See www.research.ie for a list of our current employment and enterprise partners).

¹http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf

5.9 Submitting your application

Scroll to the bottom of the page save the application and then click 'Submit 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 before you click 'Submit Application'. Please refer to the 'Applicant Submission Checklist'.

Next steps

Once an applicant has submitted his/her application, the OLS generates an automated email to the HEI/RPO nominated in the application.

The Research Office in the HEI/RPO will undertake the endorsement process. Once an application is endorsed it will be checked for eligibility by the Council. Proposals rejected by the HEI/RPO will not proceed to the next step in the process.

Applications deemed eligible by the Council will be assigned to international remote reviewers. Those found ineligible will not proceed to the assessment phase. When all remote reviewers are complete a short list of applications will be compiled. These applications will pass into the next phase of assessment. An international panel will assess the shortlisted applications.

Applicants may check the status of their application by logging onto the OLS.

5.10 Notification and feedback

Once the assessment process is complete, applicants will be informed of the outcome by email and their status will be updated on the OLS. The Executive are precluded from discussing the results of the competition over the telephone or discussing the outcome of individual applications via email or post.

Feedback to candidates will consist of the score that the IAB assigned the application and the decision of the Council in relation to funding. Additional feedback will not be provided beyond that which is provided with the assessment result.

Please note that this decision is final and that no correspondence will be undertaken in relation to individual assessments or scoring. Under no circumstance will feedback provided by Council compromise the confidentiality of a reference submitted to Council.

5.11 Information for successful award holders

Once recommended for funding, successful applications will appear in the OLS as 'conditional'. The Council will issue a Letter of Offer and an Acceptance Form outlining the approved budget for the Award to the successful applicants. Each award is made subject to the terms of the Letter of Offer, the application, the approved budget, and the Terms and Conditions for this Scheme.

The conditional offer is subject to the Acceptance Form being signed by the successful Fellow, the HEI and the Mentor, and returned to the Council on time. It is also subject to any other required documentation (e.g. academic transcripts) being supplied to the Council in a timely fashion.

5.12 Submission of Ethical Approval

If successful in the competition, a full ethical report and approval from an ethical review committee will need to be received by the Council within three months of the start date. As ethical review committees only meet sporadically each year, it is recommended that applicants start thinking about this process early.

5.12 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 research², 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.

5.13 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;

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

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 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.

5.14 Checklist for Sex and/or Gender in Research content

Research ideas phase:

- o If the research involves humans as research objects, has the relevance of biological sex and/or gender to the research topic been analysed?

- o If the research does not directly involve humans, are the possibly differentiated relations of men and women to the research subject sufficiently clear?
- o Have you reviewed literature and other sources relating to differences in the research field?

Proposal phase:

- o 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?
- o Does the proposal explicitly and comprehensively explain how sex/gender issues will be handled (e.g. in a specific work package)?
- o Have possibly differentiated outcomes and impacts of the research on women and men been considered?

Research phase:

- o Are questionnaires, surveys, focus groups, etc. designed to unravel potentially relevant sex and/or gender differences in your data?
- o 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:

- o 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?
- o Are institutions, departments and journals that focus on gender included among the target groups for dissemination, along with mainstream research magazines?
- o Have you considered a specific publication or event on sex/gender-related findings?

5.15 APPLICANT SUBMISSION CHECKLIST

Step 1:

Ensure you are using the correct browser. The online application system (OLS) can only be guaranteed to be fully operational on Internet Explorer (version 9.0 or higher), Firefox (two most recent versions), Google Chrome (two most recent versions) and Safari (two most recent versions).

Firefox, 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.

Step 2:

A) Register on the OLS as a new applicant

or

B) Use your existing OLS log in to create a new application.

Step 3:

Log on and create a New Application

1. Click icon 'Create New Application Form'
2. Select application type
3. Click 'Create New'
4. Select Irish Research Body
5. Enter 'Project Title'
6. Select whether your application is in Irish
7. Complete the 'Project section'.
8. Upload a 'Detailed Project Description'.
9. Complete the 'Ethical Statement', 'Sex/Gender Dimension Statement'
10. Complete the Declaration
11. Check your entire application
12. Click Submit Application