



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

COALESCe Research Fund

Collaborative Alliances for Societal Challenges

GUIDE FOR APPLICANTS

**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

Launch of Call	June 2019
FAQ deadline	1 st August 2019
<u>APPLICANT DEADLINE</u>	
	8th August 2019 at 16:00pm
Research Office endorsement deadline	19 th August 2019 at 16:00pm
Outcome of scheme	December 2019

Sláinte Ghnéis &
Clár um Thoirchis Ghéarchóime
**Sexual Health &
Crisis Pregnancy Programme**



Coimisiún na hÉireann um Chearta
an Duine agus Comhionannas
Irish Human Rights and Equality Commission



An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade



An Roinn Leanaí
agus Gnóthaí Óige
Department of Children
and Youth Affairs

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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.

Accordingly, applicants are 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 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, Creative Connections 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 will be incomplete at the proposed project start date, the applicant is ineligible.

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

Strand 1C, 1E, 1F, & 1J: Is your PhD graduation date before 1st November 2017?

Yes -An applicant is eligible to apply.

No -An applicant is **ineligible**.

Strand 2B: Is your PhD graduation date before 1st November 2016?

Yes -An applicant is eligible to apply.

No -An applicant is **ineligible**.

Strand 1C, 1E, 1F, & 1J: Are you an academic or researcher who, on the call deadline 8th August 2019, holds a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the 2019 Terms & Conditions) to carry out the proposed research from the project start date of March 1st 2020 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 8th August 2019, holds a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the 2019 Terms & Conditions) to carry out the proposed research from the project start date of March 1st 2020 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 is at least 3 years post-PhD, has won and been the lead PI on a grant with a minimum value of €100K, has 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 Department of Foreign Affairs and Trade themes for this strand?

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 11.0 and higher

Firefox download: two most recent versions*

Google Chrome download: two most recent versions*

Safari download: two most recent versions*

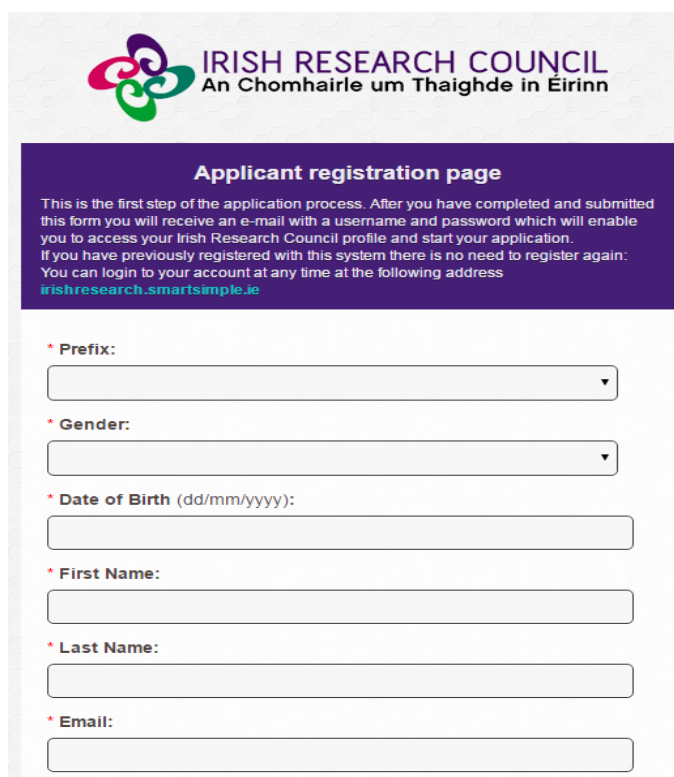
*Firefox, Google Chrome and Safari support applies to the two most recent versions published by the manufacturer excluding beta releases. Also, please ensure your JavaScript is both turned on and up to date.


Internet Explorer **Compatibility Mode should **NOT** be enabled for access to SmartSimple, as some items such as icons displayed on buttons (Font Awesome) and other aspects of the system will not render correctly.

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, 16:00 on 8th August 2019.

Applicants to Coalesce Research Fund may apply to more than one strand. Applying to more than one

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.

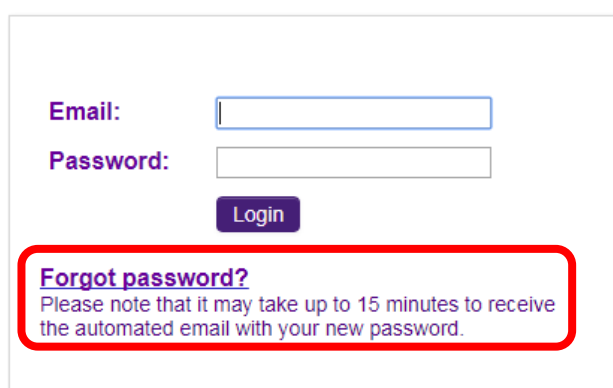
strand requires the applicant to create a new application per strand.

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.

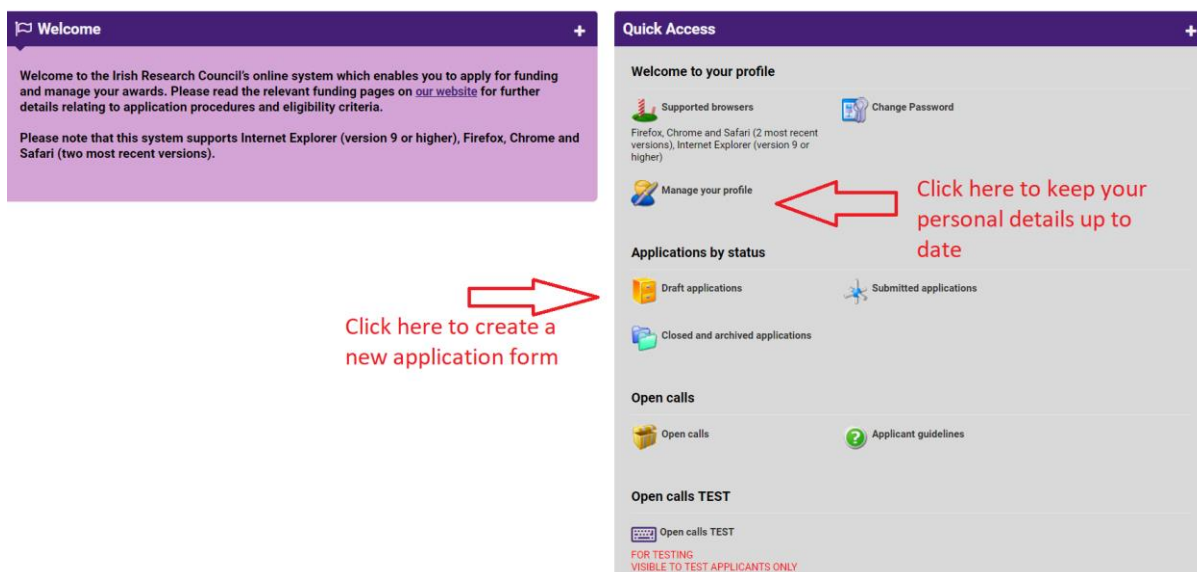


The screenshot shows a login form with two input fields: 'Email:' and 'Password:'. Below these fields is a purple 'Login' button. Under the 'Login' button, there is a red-bordered box containing the text 'Forgot password?' followed by a note: 'Please note that it may take up to 15 minutes to receive 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:



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

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;

OVERVIEW PROJECT DETAILS ETHICAL STATEMENT PROJECT BUDGET ACADEMIC QUALIFICATIONS ETHICAL TABLE AND SEX/GENDER STATEMENT APPLICANT DECLARATIONS

Application details

Application type: Research for Policy and Society

Status: Draft

Create date: 05/06/2019 10:27:00

Application deadline: **2019-08-08 16:00:00 Ireland time**

Project ID: COALESCE/2020/176

* Project title:

100 words left

* Irish research body:

English translation: [Test_doc.pdf](#)

Print form: [Print \(PDF\)](#)

You will then be presented with the following screen:

Select Object

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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

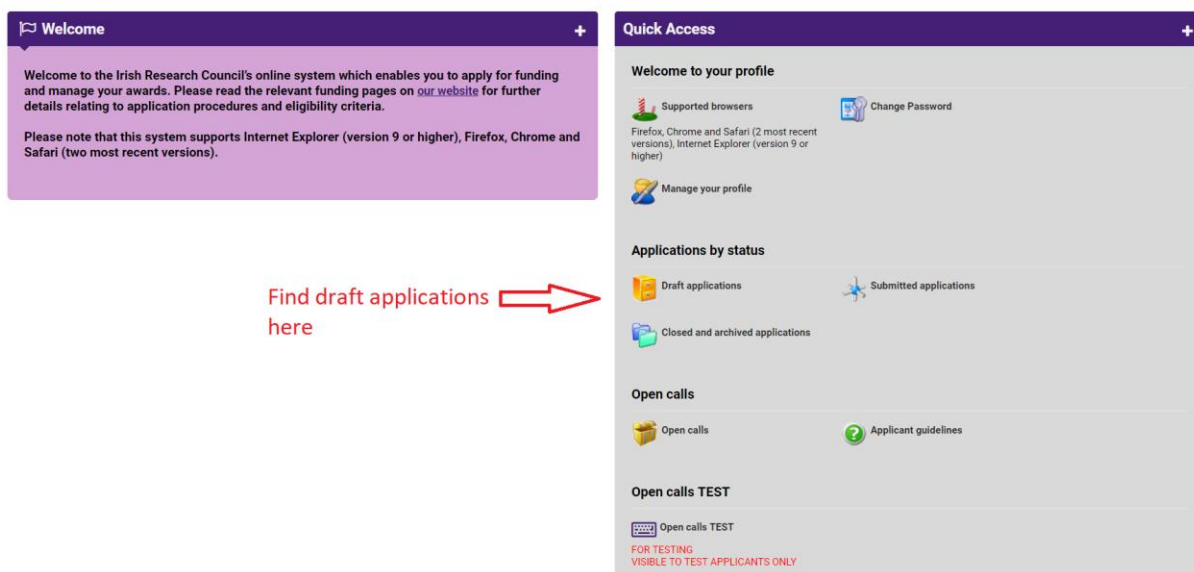
Close

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.

5.6 Editing a draft application

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

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



This will bring you 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.

PLEASE NOTE: There are two buttons at the bottom of the screen labelled 'Save Draft' and 'Submit Application'. Take caution when saving your draft that you do not accidentally submit an incomplete application.

5.7 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 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.

OVERVIEW PROJECT DETAILS ETHICAL STATEMENT PROJECT BUDGET ACADEMIC QUALIFICATIONS ETHICAL TABLE AND SEX/GENDER STATEMENT APPLICANT DECLARATIONS

Applicant details

Name: Fake Applicant 1

Email address: ircfakeapplicant1@gmail.com

Please select the gender you identify with: Female

Date of birth: 24/09/1986

Postcode: Dublin 4

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

This section is automatically filled from your profile

Please provide the name of 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: 666

* 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 1 March 2020 will be ineligible with the exception of a New Foundations grant, a Creative Connections grant and/or Illness award

ORCID 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 here: <https://orcid.org/register>.

5.8 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.

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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

5.9 Completing the application


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

- Overview
- Project Details
- Ethical Statement
- Project Budget
- Academic Qualifications
- 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, a Council Award? Note applicants in receipt of Council funding at the proposed start date of the project.

☐ 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.

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

5.10 Completing the Overview Tab

In the second 'Applicant details' section on the Overview tab, applicants should answer applicable Yes/No questions relating to their eligibility to this programme.

All applicants must confirm that the information supplied in this application is correct.

OVERVIEW	PROJECT DETAILS	ETHICAL STATEMENT	PROJECT BUDGET	ACADEMIC QUALIFICATIONS	ETHICAL TABLE AND SEX/GENDER STATEMENT	APPLICANT DECLARATIONS
<p>* 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 1 March 2020 will be ineligible with the exception of a New Foundations grant, a Creative Connections grant and/or Ulysses award</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>						
<p>* Please provide further details including the project end date</p> <p>www</p> <p>499 words left</p>						
<p>* Are you an academic or researcher who, on the call deadline 8th August 2019, holds a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the 2019 Terms & Conditions) to carry out the proposed research from the project start date 1st March 2020, until the project end date</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>						
<p>Please note that you are INELIGIBLE to apply to this scheme. As per the 2019 Terms & Conditions, an applicant must on the call deadline, hold a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the 2019 Terms & Conditions) to carry out the proposed research from the project start date, 1st March 2020, until the project end date.</p>						
<p>Is any identified co-PI an academic or a researcher who, on the call deadline 8th August 2019, holds a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the 2019 Terms & Conditions) to carry out the proposed research from the project start date of 1st March 2020, until the project end date</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>						
<p>Please note that you are INELIGIBLE to apply to this scheme. As per the 2019 Terms & Conditions, an Applicant and an identified co-PI must on the call deadline, hold a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the 2019 Terms & Conditions) to carry out the proposed research from the project start date, 1st March 2020, until the project end date.</p>						
<p>Strand 2B Only: Are you an academic or researcher who has at least three years' experience as a PI, experience of collaboration with research consortia with an international focus and/or international research development project/s and who has a track record in research under one or more of the DFAT themes for this strand?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>						
<p>Please note that you are INELIGIBLE to apply to this scheme. As per the 2019 Terms & Conditions, an applicant to strand 2B and an identified co-PI must on the call deadline, have at least three years' experience as a PI, experience of collaboration with research consortia with an international development focus and/or international development research track record in research under one or more of the DFAT themes for the strand.</p>						
<p>Strand 2B Only: Is the co-PI an academic or researcher who has at least three years' experience as a PI, experience of collaboration with research consortia with an international development focus and/or international research development project/s and who has a track record in research under one or more of the DFAT themes for this strand?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>						
<p>Please note that you are INELIGIBLE to apply to this scheme. As per the 2019 Terms & Conditions, an Applicant to Strand 2B and an identified co-PI must on the call deadline, have at least three years' experience as a PI, experience of collaboration with research consortia with an international development focus and/or international research development track record in research under one or more of the DFAT themes for the strand.</p>						
<p>* Please specify your PhD graduation date. (Note: As per the 2019 Terms & Conditions, Applicants must hold a doctoral degree which was awarded no later than 1st November 2017 for applicants to Strands 1C, 1D, 1E and 1J and no later than 1 November 2016 for applicants to Strand 2B. For the purposes of this condition, a certified copy of the PhD certificate must be submitted with the application.)</p>						

5.11 Completing the Project Details Tab

All applicants must indicate which funding strand to which they are applying.

Please note: Applicants to Strand 2B planning to make an application to FP9 (Horizon Europe) should include this intention in the project description.

Please note: Applicants to Strand 1E should review the following resources as well as the policy documents and publications identified in the Terms and Conditions:

- Published reports on sexualwellbeing.ie
- https://irl.eu-supply.com/app/rfq/publicpurchase_frameset.asp?PID=148221&B=ETENDERS_SIMPLE&PS=1&PP=ctm/Supplier/publictenders
- https://irl.eu-supply.com/app/rfq/publicpurchase_frameset.asp?PID=147371&B=ETENDERS_SIMPLE&PS=1&PP=ctm/Supplier/publictenders

It is the applicant's responsibility to ensure that prospective proposals will contribute to the current evidence base and that the proposals do not duplicate current evidence.

All applicants must select a proposed award duration in number of months. Ensure that your choice is in line with the maximum project durations in the Terms & Conditions for your chosen strand.

All applicants must select the primary area, discipline, and other research area that relates to their proposal.

* Please select the appropriate funding strand for which you are applying

* Proposed award duration in number of months

Please consult the Irish Research Council's [Annex A](#) and [Annex B](#) for a description of what is covered in Primary Areas, Disciplines and Other Research Areas:

* Primary Area:

Other Research Area:

* Keywords describing proposed research (<10 words)

10 words left

* Abstract. Please provide a short description of the proposed research project

300 words left

* Lay Abstract. Please provide a short description of the proposed research project for a non-expert reader (300 words)

300 words left

* Outline of the value collaboration with the Strategic Funding Partner on this strand will bring to the project.

Abstract

Lay Abstract

Outline of the value collaboration

All applicants must provide a short description of their proposed research project.

All applicants must provide a short description of their proposed research project for a non-expert reader.

All applicants must also provide an outline of the value collaboration with the Strategic Funding Partner on their chosen strand will bring to the project.

OVERVIEW PROJECT DETAILS ETHICAL STATEMENT PROJECT BUDGET ACADEMIC QUALIFICATIONS ETHICAL TABLE AND SEX/GENDER STATEMENT APPLICANT DECLARATIONS

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 in the 2019 Terms and Conditions. A detailed Project Description should be uploaded as one single PDF document (**strictly maximum 14 pages**). This document should include the following:

Strand One (1C,1E,1F & 1J):	<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 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 are 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 Three (2b):	<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 DFAT 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 FP9 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.

* Detailed Project Description Upload

Test_doc.pdf



Click left button to upload pdf file

A 'Detailed Project Description' must be uploaded by all applicants. It can be uploaded in pdf only and cannot exceed 14 pages. **At least two of the 14 pages should be dedicated to providing a detailed description of methods and analysis to be used in the proposed project.** Methods and analysis should be clearly mapped onto overall objectives and proposed research question(s).

Further details including a 'Research Schedule' and a 'Data Management Plan' must also be provided. Applicants should outline the step by step plan of action for their project, demonstrating how the stated research questions will be answered. This includes details of the project's location in existing literature, the methodology(ies) to be used, detailed implementation and dissemination plans, major project milestones and how intended project outputs and impact will be achieved.

Per Section 5.1 of the Terms & Conditions, the Data Management Plan must describe the data management life cycle for the data to be collected, processed and/or generated by a research project. As part of making research data *findable, accessible, interoperable and re-usable* (FAIR). See the Terms & Conditions for further details.

5.12 Completing the Ethical 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 2019 TERMS AND CONDITIONS).

The screenshot shows a web-based application form with a navigation bar at the top containing the following tabs: OVERVIEW, PROJECT DETAILS, ETHICAL STATEMENT (which is currently selected and highlighted), PROJECT BUDGET, ACADEMIC QUALIFICATIONS, ETHICAL TABLE AND SEX/GENDER STATEMENT, and APPLICANT DECLARATIONS. Below the navigation bar, the section is titled 'Ethical Statement'. A light purple box contains the instruction: 'Please read carefully the section on Research Ethics in the Terms and Conditions.' Below this, a question is posed: '* Does the research proposal outlined in this submission require approval by the relevant University/Institutional Ethics committee?'. There are two radio button options: 'Yes' (which is selected) and 'No'. A second instruction follows: '* If funded, any ethical issues relating to your proposed research programme will be subject to the rules and regulations of your Irish Host organisation. You must agree to abide by these rules and regulations, including any full ethical review which it requests prior to embarking on your research programme.' Below this, there is a checkbox labeled 'I Agree to abide by the ethical rules and regulations of my proposed Host Organisation', which is checked. At the bottom of the form, there are two buttons: 'Save Draft' and 'Submit Application'. Navigation links '< BACK' and 'NEXT >' are also present.

5.13 Project Budget

All applicants must upload a detailed, itemised project budget with justification for the costs requested.

OVERVIEW PROJECT DETAILS ETHICAL STATEMENT **PROJECT BUDGET** ACADEMIC QUALIFICATIONS ETHICAL TABLE AND SEX/GENDER STATEMENT APPLICANT DECLARATIONS

Budget: [Open Budget](#)

Click this button to open budget entry window

Eligible Costs:	Total cost requested for the full duration of the award:	Justification. Please provide itemised breakdown of costs and reason needed (justification fields cannot be left blank. Enter 'n/a' if necessary):
Personnel/Staff:	€330.00	ttttt
Collaboration:	€330.00	tt
Dissemination and Knowledge Exchange:	€33.00	tt
Travel Costs:	€33.00	tt
Consumables: Maximum €1,000 on Strands 1C, 1E, 1F and 1J; Maximum €5,000 on Strand 2B	€440.00	tt
Consultancy: Maximum €5000 on Strands 1C, 1E, 1F and 1J and €10,000 on Strand 2B	€440.00	tt
Publications and Research Outputs:	€440.00	tt
Access to Research Infrastructure:	€440.00	tt
Overheads:	€621.50	25% of direct cost excluding equipment.
Equipment:	€440.00	tt
Total:	€3,547.50	

Always click **Save** button before moving to a new section.

◀ BACK NEXT ▶

Click button labelled 'Open Budget' to open itemised budget entry window.

Budget Details for COALESCE/2020/1/6

Eligible Costs:	Total cost requested for the full duration of the award:	Justification. Please provide itemised breakdown of costs and reason needed (justification fields cannot be left blank. Enter 'n/a' if necessary):
* Personnel/Staff:	<input type="text"/>	<input type="text"/>
* Collaboration:	<input type="text"/>	<input type="text"/>
* Dissemination and Knowledge Exchange:	<input type="text"/>	<input type="text"/>
* Travel Costs:	<input type="text"/>	<input type="text"/>
* Consumables: Maximum €1,000 on Strands 1C, 1E, 1F and 1J and Maximum €5,000 on strand 2B	<input type="text"/>	<input type="text"/>
* Consultancy: Maximum €5000 on Strands 1C, 1E, 1F and 1J and €10,000 on Strand 2B	<input type="text"/>	<input type="text"/>
* Publications and Research Outputs:	<input type="text"/>	<input type="text"/>
* Access to Research Infrastructure:	<input type="text"/>	<input type="text"/>
* Overheads:	0.00	25% of direct cost excluding equipment.
* Equipment:	<input type="text"/>	<input type="text"/>
Total:	0.00	

The bottom of this window also has advisory notes on staff costs and staffing requirements.

Advisory Note on Staff Costs Staffing Requirements

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

IRC Staff Costs	1 Calendar Year	1/2 Calendar Year
Academic Replacements	€24,353 (inclusive of PRSI Employer Pension Contribution)	€12,177 (inclusive of PRSI Employer Pension Contribution)
Research Assistant (can be pro-rata)	HEIs should use the institutional researcher salary scale for research assistants and postdoctoral researchers. These costs 20 Postdoctoral Researcher (can be pro-rata) must be clearly justified in the application form. The salary requested must include provisions for iPRSI Employer Pension Contribution. As part of the award acceptance process, the research office must confirm that the requested salary is line with the institutional researcher salary scale and provide documentary evidence.	
Postdoctoral Researcher (can be pro-rata)	HEIs can use their own institutional researcher salary scale for research assistants and postdoctoral researchers. These costs must be clearly justified in the application form. The salary requested must include provisions for PRSI Employer Pension Contribution%. As part of the award acceptance process, the research office must confirm that the requested salary is line with the institutional researcher salary scale and provide documentary evidence.	

The recruitment of any staff to this project must be openly recruited through public advertisement. Staff must be recruited for the specific project and awarded topic only.

An **Employment Control Framework (ECF)** The Department of Education and Skills and the Department of Public Expenditure and Reform have agreed a new ceiling for core funded posts for HEA designated institutions for 2019. The HEA will write to individual institutions regarding approved ceilings for 2019 shortly. The DES and DPER will be looking at a mechanism to replace/update the existing ECF.

In the interim, institutions must continue to adhere to the principles of the ECF. The HEA will inform institutions of any new arrangements as soon as clarification is received from the DES.

Other Eligible Research Expenses

Please note that all research expenses must be strongly justified. Should a particular expense be insufficiently justified within an otherwise successful application, the Council reserves the right to remove/reduce this particular expense item at award-offer stage.

A table of other eligible research expenses are set out below:

Expense Type	Eligibility Criteria
Collaboration	Please provide details of expenditure to be incurred in terms of collaborative activities, where relevant. These will primarily consist of travel, networking and/or dissemination activities and must be strongly demonstrated. Maximum of 10% of the overall budget
Dissemination	Details of costs proposed and channels to be used.
Travel Costs	Travel and accommodation costs may be included as part of the proposal. Details on the number and duration of trips being proposed are required. Every effort must be made to ensure that travel expenses are minimised (e.g. economy fares only).
Consumables	Maximum €1,000 on Strands 1C, 1E, 1F and 1J; Maximum €5,000 on strand 2B.
Overheads	These must NOT exceed maximum of 25% of modified direct costs . Overhead does not apply to equipment costs
Equipment	Please provide details and justification for any items of equipment being sought. Computer equipment, fieldwork, data collection, archival

When finished entering your budgetary information, ensure that you click 'Save' **before** clicking 'Close' at the bottom of the window.

Dissemination	Details of costs proposed and channels to be used.
Travel Costs	Travel and accommodation costs may be included as part of the proposal. Details on the number and duration of trips being proposed are required. Every effort must be made to ensure that travel expenses are minimised (e.g. economy fares only).
Consumables	Maximum €1,000 on Strands 1C, 1E, 1F and 1J; Maximum €5,000 on strand 2B.
Overheads	These must NOT exceed maximum of 25% of modified direct costs . Overhead does not apply to equipment costs
Equipment	Please provide details and justification for any items of equipment being sought. Computer equipment, fieldwork, data collection, archival and digitisation costs may be included under this heading. The Council will pay particular attention to any equipment sought (e.g. laptops, tablets, scientific tools etc.). Any such requests will require a strong rationale and an account of why such items might not be available to an applicant from any other source.

Click **SAVE**

before closing
the window



Save

Clear

Close



AFTER clicking SAVE,
click Close

5.14 Academic Qualifications

All applicants must provide details of their academic qualifications. Successful applicants will be required to provide official transcripts/parchments before awards are confirmed.

All applicants must also provide additional information regarding relevant research achievements since beginning a career as a researcher (since you completed the degree that qualifies you to embark on doctoral studies in Ireland or in the country of the proposed secondment/placement).

OVERVIEW

PROJECT DETAILS

ETHICAL STATEMENT

PROJECT BUDGET

ACADEMIC QUALIFICATIONS

ETHICAL TABLE AND SEX/GENDER STATEMENT

APPLICANT DECLARATIONS

Doctoral Degree

Or degree equivalent to the Doctoral Degree level 10 on the Irish National Framework of Qualifications NFQ, see <http://www.nfq.gov.ie/index.html>

* Qualification Type and Name:

* Institution:

* Country:

Select One

* Supervisor:

* Doctoral thesis title:

* Abstract:

300 words left

* Has your doctorate been awarded?

☐ Yes

☒ No

If no, you do not meet the eligibility requirements for the strand to which you are applying and any submitted application will be ineligible

* Select yes if you comply with ALL of the above eligibility requirements

Note: It is important to provide accurate information at this point. Should your application be recommended for funding you will be asked to provide evidence that your viva/thesis defence took place before the stated date in the terms and conditions. Should it subsequently emerge that the information provided was inaccurate at the submission deadline, the application will be withdrawn from the process.

☒ Yes

☐ No

Other Education

Please provide any additional information relevant to your academic background which should include the name, location and dates for each relevant course listed. For major awards provide also equivalency of the degree to the [Irish National Framework of Qualifications](#).

300 words left

Research Achievements

Please provide any additional information regarding your relevant research achievements since beginning a career as researcher (since you completed the degree that qualifies you to embark on doctoral studies in Ireland or in the country of the proposed secondment/placement).

300 words left

BACK

NEXT

5.15 Ethical Table and Sex/Gender Statement

All applicants must answer Yes/No questions in this section concerning the ethics of their proposed research. For further information on ethics eligibility see the Terms & Conditions.

OVERVIEW PROJECT DETAILS ETHICAL STATEMENT PROJECT BUDGET ACADEMIC QUALIFICATIONS **ETHICAL TABLE AND SEX/GENDER STATEMENT** APPLICANT C

Ethics Issues Table

1. HUMAN EMBRYOS / FOETUSES

* Does your research involve Human Embryonic Stem Cells (hESCs)?

- ☒ Yes
☐ No

* Will they be directly derived from embryos within this project?

- ☒ Yes
☐ No

* Are they previously established cells lines?

- ☒ Yes
☐ No

* Does your research involve the use of human embryos?

- ☒ Yes
☐ No

* Will the research lead to their destruction?

- ☒ Yes
☐ No

* Does your research involve the use of human foetal tissues / cells?

- ☒ Yes
☐ No

2. HUMANS

* Does your research involve human participants?

< BACK

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 4 'Guidance on the Sex/Gender Dimension Statement', which summarises the Toolkit Gender in EU-funded research¹, for help on how to do this.

OVERVIEW PROJECT DETAILS ETHICAL STATEMENT PROJECT BUDGET ACADEMIC QUALIFICATIONS **ETHICAL TABLE AND SEX/GENDER STATEMENT** APPLICANT DECLARATIONS

Sex / Gender Dimension Statement

Please read carefully Appendix 1 - Sex/Gender Dimension in the Terms & Conditions for help in answering this question.

Does your proposed research programme involve any of the following?

1. Humans as the research focus.
2. Animals as the research focus.
3. Human samples and/or data.
4. Humans involved as consumers, users, patients, or in trials.
5. Research on animals, animal samples and/or data.
6. Research outputs with implications for end users or consumers.

If your proposed research programme involves one of the above, note that your proposed research may have a potential biological sex or social gender dimension.

- ☒ Yes 
☐ No

* If you have answered NO to the questions above, please explain why there is no potential biological sex and/or gender dimension to be considered in your proposed research. If you have answered YES to the questions above, indicate how potential biological sex and/or gender issues will be handled. In particular, you are asked to reference the points mentioned in the 'Checklist for sex/gender in research content' in the Irish Research Council's Terms and Conditions.

< BACK

NEXT >

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

5.16 Applicant Declarations and Submission

All applicants must answer the questions on this tab and confirm that all information provided is accurate before submission.

The screenshot shows a web form with a navigation bar at the top containing the following tabs: OVERVIEW, PROJECT DETAILS, ETHICAL STATEMENT, PROJECT BUDGET, ACADEMIC QUALIFICATIONS, ETHICAL TABLE AND SEX/GENDER STATEMENT, and APPLICANT DECLARATIONS. The APPLICANT DECLARATIONS tab is currently selected. The form contains three sections of questions, each with a radio button for 'Yes' and a radio button for 'No'. The first question is: 'Would you like the Irish Research Council to make your application available to other Funding Agencies and/or Enterprise Partners for funding consideration?'. The second question is: 'I hereby declare that I have read and accept the Applicant requirements as set out in the Terms and Conditions on the Irish Research Council WEBSITE'. The third question is: 'I confirm that the information supplied in this application is correct (NOTE: Should it become apparent that any of the information provided in the application is inaccurate or is not verifiable with appropriate documentation, it will result in the application automatically being deemed ineligible)'. Below the questions, there is a 'BACK' button and two buttons: 'Save Draft' and 'Submit Application'.

Once you have completed this page, click 'Save Draft'. From this point, you will be able to navigate back and edit other sections of the application, return to your application at a later point, or submit your application by clicking 'Submit Application'. **Please note, once you submit your application, you will no longer be able to edit it or upload documents.**

6 Assessment 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. For more in-depth information, please refer to Appendix 3 'Evaluation Procedures and Criteria'. Applicants may check the status of their application by logging onto the OLS.

7 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.

8 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.

8.1 Submission of Ethical Approval, a Data Management Plan and a Research Agreement

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 six 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.

A detailed Data Management Plan (DMP) will need to be submitted with the first progress report at six months after the commencement of the project. The DMP should describe the data management life cycle for the data to be collected, processed and/or generated by a research project. As part of making research data findable, accessible, interoperable and re-usable (FAIR), a DMP should include information on:

- the handling of research data during and after the end of the project;
- what data will be collected, processed and/or generated;
- which methodology and standards will be applied;
- whether data will be shared/made open access. If data cannot be made available, explain why;
- how data will be curated and preserved (including after the end of the project).

For further information and advice concerning DMPs, see sections 5.1: Data management plans and Appendix 7 of the COALESCE 2019 Terms & Conditions.

Where more than one institution is involved in an award, a Research Agreement must be submitted before the award can commence.

9 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.

9.1 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.

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

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.

9.2 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?