{Print on the official letterhead of the institution and delete this text. Letters not submitted using official institution letterhead, or not signed, will render the Laureate’s application incomplete}

**Application for an Irish Research Council Laureate award by [insert applicant’s full name]: Letter of Endorsement**

To the Director, Irish Research Council

I hereby endorse the above named applicant in their application for an Irish Research Council Laurate Award (2018) on behalf of [insert institution name], the proposed host institution for the award.

**Part A: Employment status**  
I confirm on behalf of [insert institution name] one of the following by marking ‘X’ in the relevant box:

[Insert applicant’s full name] is, at the time of application to the Irish Research Council 2018 Laureate awards programme:

* Category 1: a permanent member of staff in the institution
* Category 2: a member of staff in the institution with a contract of employment and who, if successful, will be employed by the institution as host for the duration of the Laureate award
* Category 3: not a member of staff in the institution but who, if successful, will be employed by the institution as host for the duration of the Laureate award

**Part B: Endorsement of application**

I hereby confirm by signing this letter the following:

* [Insert institution name] has checked and confirmed the eligibility of the applicant to apply
* [Insert institution name] is satisfied, based on information available to it, that the above named applicant is not the subject of a current investigation for scientific misconduct nor has been found guilty of scientific misconduct in the past
* The above named applicant, if successful, will be based in [insert institution name] for the duration of the award
* The requested budget in the application is consistent with institutional policies
* Ethical approval, where required, will be addressed and approved within six months of the commencement date of the award.

**Part C: Funding of employment costs   
(Category 2 and 3 applicants)**

*This section should only be completed for applicants falling into either Category 2 or Category 3 above.*

Should [insert applicant’s full name] be successful in securing a Laureate award and be designated as an Irish Research Council Laureate, I confirm by signing this letter that any resulting new contract of employment awarded to the Laureate by [insert institution name] under which the Laureate’s employment costs will be charged to the award will be in line with the Irish Research Council’s Terms and Conditions for the award. I further confirm that employment costs for the Laureate sought against the award reflect a salary which is consistent with institutional remuneration policies.

**Part D: Commitment to host**

Should [insert applicant’s full name] be successful in securing a Laureate award and be designated as an Irish Research Council Laureate, this institution hereby commits to hosting the award for its duration, unless other arrangements transpire under the portability measure. In particular, in hosting the award, [Insert institution name] gives an undertaking to:

1. Ensure that the research project will be directed and performed under the guidance of the laureate.
2. Guarantee the laureate’s academic independence, in particular for the:
   1. Use of the budget to achieve the project objectives;
   2. Authority to publish as senior author and invite as co-authors those who have contributed substantially to the work;
   3. Preparation of progress reports (narrative and financial) for the project;
   4. Recruitment and supervision of the other team members (hosted and engaged by the [insert institution name]) in line with the profiles needed to conduct the research and in accordance with its normal policies and practices;
   5. Possibility to independently apply for funding; and
   6. Access to appropriate space and facilities for conducting the research.
3. Provide for the duration of the project research support to the laureate and the team members regarding infrastructure; equipment; access rights; products and other services necessary for conducting the research.
4. Support the laureate and his/her team and provide administrative support, in particular for the successful execution of:
   1. General management of the work;
   2. Reporting milestones, including providing timely and clear financial information, as required by the Irish Research Council;
5. Ensure that the laureate adheres to all terms and conditions associated with the award
6. Allow the transfer of the award to a new institution following formal application for such and subsequent approval by the Council.

**Part E: Endorsement of applicant credentials in the absence of a PhD (or equivalent) qualification**

I hereby confirm by signing this letter the following:

* [Insert institution name] has checked the applicant has more than 20 years of research experience and has confirmed the eligibility of the applicant to apply against all other criteria.

**I understand that if any part of this document is submitted incomplete, it will render the entire application incomplete.**

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Vice-President for Research or equivalent

Print name:

Position:

Date:

Institutional Stamp: