



CALL FOR PROPOSALS for the award of a *Department of Finance History Fellowship*

Conducted by:

**Irish Research Council
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Call open: 10 January 2019

FAQ deadline: 21 February 2019

Application submission deadline: 28 February 2019 - 5pm GMT

Outcome of scheme: 28 March 2019

Fellowship start date: by 29 April 2019



Please read this document fully in advance of application. The Council will not answer FAQs that are already addressed in these Terms and Conditions.

IRISH RESEARCH COUNCIL

Call for Proposals: *Department of Finance History Fellowship*

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1. Introduction

1.1 Background

The *History of the Department of Finance: 1922 - 1958* by the late Professor Ronan Fanning, is regarded as the seminal history of an Irish Government Department and was published by the Institute of Public Administration (IPA) in 1978. The work is currently out of print.

The Department of Finance wishes to commission a new history of the Department covering the years 1959-1999. This book would be a companion piece to Professor Fanning's original history. The Department considers it an appropriate time to commission an updated history of the Department given that both the state and the Department will celebrate their 100th anniversary in 2022. It is planned that the second volume will be published in this centenary year (publisher to be confirmed).

The Irish Research Council has entered into a partnership with the Department of Finance in respect of this project. On behalf of the Department, the Council will oversee a competitive process for the award of this fellowship to an experienced researcher to undertake the completion of the second history volume of the Department, for publication. The Fellowship will be funded by the Department of Finance. This Call Document provides information to potential applicants who are considering applying for this Fellowship.

The award will be an excellent opportunity for a researcher to undertake the completion of a written work that will chart the second phase of development of a Department at the centre of Ireland's economic development and modernisation, including in relation to our role within Europe. The work has the potential to have a particular profile as its completion will align with the centenary of the Department itself.

The Call for the Department of Finance History Fellowship is governed by the Terms and Conditions in this document and the Award Acceptance Form. The contents of this document are for general information purposes and the assistance of applicants.

The Council reserves the right to revise this Call Document.

1.2 Conflict of Interest

The Irish Research Council is committed to implementation of all its calls in an open and transparent manner. In this regard, applicants are required to indicate whether they are aware of any potential material conflict of interest. Failure to disclose a material conflict of interest may disqualify an applicant or result in the termination of a compensation for losses incurred.

1.3 Criteria for call

Applications for this award will be evaluated by an Assessment Board, appointed by the Council, following which a recommendation will be made to the Department of Finance. The Assessment Board will use only the information provided in the application form and accompanying requested materials. The Fellowship will be awarded on the basis of the following criteria:

- Track record & demonstrable suitability of the applicant
- Quality of the proposal
- Feasibility of the management of project and coordination arrangements

Criteria	Description	Scoring
Track record & demonstrable suitability of the applicant	<p>The applicant will be assessed on experience and expertise relevant to the role, including but not limited to:</p> <ul style="list-style-type: none">• Background and track record/academic output in a relevant field including but not limited to economic history, history or political science;• Demonstrable knowledge of Irish government and political matters during this period, and the evolution of Irish institutions;• Evidence of the ability to combine writing to the highest academic standards with the need to effectively communicate with a wider public readership for this work;• Evidence of the ability to independently manage the research project.	40/100
Quality of proposal	<p>The quality of the application will be assessed on the basis of criteria that include but are not limited to:</p> <ul style="list-style-type: none">• The quality and completeness of the response provided and compliance with the specified application format;	40/100

	<ul style="list-style-type: none"> • Comprehensiveness and quality of the approach to be adopted including research methodology and any limitations of the approach to be adopted. 	
Feasibility of the management of project and coordination arrangements	<p>The application will be assessed on the basis of the proposed management of the project including the ability to deliver key outputs on time, clarity of description of milestones and feasibility and suitability of timescales. In particular the applicant will be assessed on:</p> <ul style="list-style-type: none"> • Evidence of the ability to successfully deliver the project outputs within the planned timeframe; • Evidence of the ability to work collaboratively as required with Departmental officials, including retired officials, and other stakeholders, over the course of the research. 	20/100

2. About the Irish Research Council

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

The 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. The Council has a strategic objective to partner and collaborate with societal stakeholders, including enterprise, government and civic society, so as to address their needs.

The Council assists a diverse range of partner Department and agencies to meet their research objectives, mainly through including partner research topics within policy-orientated research programmes, the most recent being COALESCE (Collaborative Alliances for Societal Challenges). The Council has also run standalone calls, a recent example being a research project commissioned by the Secretariat to the Citizens' Assembly.

3. Summary of Requirements and Resources

3.1 Duration

The fellowship will be tenable for three years from 29 April 2019. It would be expected that the final draft text of the work is submitted within approximately 2 ½ years to allow for review and final editing by the fellow.

3.2 Minimum candidate criteria

The candidate will:

- Have a PhD in a relevant topic together with a minimum of two years' full-time postdoctoral research experience;
- Have a background, track record and knowledge of contemporary Irish history, government and political matters;
- Maintain their principal residence in the Republic of Ireland during the fellowship;
- Maintain an actual presence within their respective department throughout their fellowship and reside within a reasonable travelling distance of the HEI/RPO;
- Satisfy the State's regulations on immigration if not a national of a European Union member state, Iceland, Norway, Liechtenstein or Switzerland. Arrangements with respect to immigration will be a matter for settlement between the awardee, their HEI and the relevant immigration authorities of the State;
- Have expertise and experience in comparable research of this kind;
- Possess a strong track record of working in collaboration with stakeholders, to include those outside academia.

In line with Irish Research Council standard practice, the award will be made through an Irish Higher Education Institution or Independent Research Institute eligible for the receipt of research funding. Irish Research Council research funding rules will apply, unless otherwise agreed.

Consideration can be given to awarding the Fellowship to a researcher who has other commitments and/or who already holds an academic position in a research-performing organisation that is eligible for Council funding. Candidates in this position would have to demonstrate clearly in their application that they could devote the minimum required time to this project. Sub-contracting of work is not permissible under this award.

Where the applicant already holds a contract of employment, temporary or permanent, in a research-performing institution eligible for Council funding, the applicant may propose the allocation of funds from the Fellowship salary award to buy out the teaching time of the applicant, if successful, in order to facilitate the implementation of this project.

3.3 Budget

The maximum award value per annum is outlined below.

The salary award is benchmarked to the Irish Universities Association salary scale at the Research Fellow grade. This grade commands a salary of €53,776 (Point 1) per annum wholetime as at 1.10.2018.

Fellowship Components	Cost
Research Fellowship Salary award ¹	€53,776
Employer's PRSI @ 10.85% of salary	€5,835
Employer's Pension Contribution @ 20% of salary	€10,755
Research Expenses: €5,000	€5,000
Total value of Fellowship per annum (excluding overhead)	€75,366

Appendix 1 provides important information on eligible research costs.

3.4 Institutional Endorsement and Hosting Agreement

The Irish Research Council must receive formal assurance from the applicant's host institution of its willingness to host the project and of its readiness to provide appropriate accommodation. Confirmation of the employment/contractual status of the coordinator must be furnished by the institution in addition to notice of the institution's agreement to participate in the proposed project.

3.5 Timeline

Applications (with host endorsement) must be submitted to Irish Research Council by 5pm GMT on 28 February 2019 via the dedicated email address financehistory@research.ie. The Irish Research Council expects to notify applicants of the outcome of the Call by 28 March 2019.

The project will commence by 29 April 2019. A summary of the key dates for this project is as follows:

Call Open	10 January 2019
FAQ deadline	21 February 2019
Deadline for online submission of applications	5pm Irish time 28 February 2019
Notification of award	28 March 2019
Project commencement	By 29 April 2019
Project completion	By 29 April 2022

Dates may be subject to change

¹ Point 1 of IUA Research Fellow Scale as at 1.1.19

3.6 Support from the Department

The Department of Finance is committed to ensuring that all reasonable research resources are made available to the Fellow over the duration of the Fellowship. In addition to information relevant to the history of the Department over the period 1959-1999 in the public domain and in existing collection/archives, the Department will assist the Fellow in accessing other relevant documents, and in facilitating access to individuals in the Department or relevant to the work of the Department, pertaining to the period in question.

3.7 Grant Administration, Reporting Requirements/Outputs, Advisory Structure and Dissemination

3.7.1 *Grant Administration*

Awards under this Scheme are subject to receipt of funding by the Irish Research Council from the Department of Finance. In the event of such funding being reduced or discontinued, neither the Department of Finance nor the Irish Research Council will be under any liability to provide funding or to compensate the Research Leader or their host institution for any reduction or cessation of such funding.

Should the appointed Fellow be unable for any reason (including medical reasons) to carry out the project in accordance with the requirements, he/she must inform the Director of the Irish Research Council within two weeks of such a situation coming to his/her attention. In such situations, the Irish Research Council will have regard to the usual conventions of the host institution. However, given the basis on which awards are made, the Irish Research Council reserves the right to withdraw funding support.

The Irish Research Council recognises that for personal or professional reasons, a Fellow may wish to terminate his/her award early. This should not be done without *prior* consultation with the Irish Research Council as it may involve reimbursement by the host institution to the Irish Research Council if the use of the funding made available up to the date of termination cannot be justified in accordance with the project's stated objectives.

3.7.2 *Reporting Requirements, Outputs and Termination*

Funding over the duration of the Fellowship will be dependent on outputs (i.e. content for the history volume) being drafted and completed in a phased manner, along with project reports. It is the responsibility of the Fellow to ensure that outputs and reports are filed by the due dates.

Applicants should set out how they propose to phase the completion of outputs over the initial 30 month period of the Fellowship (final 6 months for review and editing). The final structure in this regard will be agreed between the parties at the award offer stage.

Six-monthly project reports will be required by the Irish Research Council; in addition, a final project report after the completion of the project will be required.

Failure to meet project deliverables by the required dates or submission of an unsatisfactory report may, following consultation with the Department of Finance, result in the Irish Research Council terminating the award. Where the award is cancelled, Irish Research Council reserves the right to seek recovery of monies which have been awarded under this Scheme. The funds may be reclaimed on a pro-rata basis. The award may be subject to an external research audit and/or financial audit.

The Council reserves the right to terminate awards where necessary and without prejudice.

3.7.3 *Advisory Structure*

Two elements are proposed to form an advisory framework to assist the Fellow in their research and drafting. Firstly, a small advisory group will be in place over the duration of the fellowship, comprising current or former officials from the Department of Finance and/or experts nominated by the Department. It is envisaged that this group would meet every six months.

In addition, the Department will nominate an independent expert to review outputs and chapters of the volume and provide periodic support for the Fellow over the duration of the award.

Applicants may draw on suitably qualified person(s) to provide academic/peer support at institutional level during the Fellowship. Details of such proposed arrangements, including the name, position and expertise of any such person(s) should be set out in the application form.

3.7.4 *Dissemination*

Dissemination will be via publication of the volume, which will be after the completion of the award. An annual public lecture during the course of the fellowship will be considered. The Fellow will also be invited to present key aspects of the volume to the Department management team at an appropriate time.

4. Instructions to Applicants

4.1 Format

Applications must be submitted by email to financehistory@research.ie by 5pm Irish time on 28 February 2019. Submitted applications cannot be changed and can only be submitted once.

Required documents to be submitted:

- Signed (by applicant and Research Office) scanned PDF version of a completed application form (see Appendix 2)
- C.V., no more than 10 pages in length.
- 2 samples of published written work within a period not exceeding five years previous to 28 February 2019. Each should not exceed 5,000 words in length.

Applicants may not provide information and appendices in addition to the required documents.

The Council will not be liable for any costs incurred by proposers in the preparation and submission of response(s), including any work, effort or expenses required to complete the proposal.

The Council reserves the right to amend or alter any information contained in these documents at any time. Participating proposers will be informed of any amendments or alterations.

Unwarranted or inappropriate attempts (including canvassing) to influence the decision of the Council by proposers, or by any party acting on behalf of a proposer will automatically disqualify the proposer.

During the evaluation process, the applicant is likely to be required to give a formal presentation of their proposal to the Council and the Department of Finance.

Information provided in proposals and in subsequent discussions and written communications, rates, availability dates and services offered by the applicants will be considered to form part of the basis of any contractual arrangements in the event of a proposal or proposals being accepted by the Council.

The following will form part of the contract document for the proposed project:

- This call documentation;
- Applicant responses to the call;
- Modifications and amendments to the above documents formally agreed between the parties to the contract;
- The final terms and conditions agreed between the parties to the contract;
- The official contract letter for the project issued by the Council.

4.2 Institutional Endorsement

For this call the Head of Department and Vice-President for Research (or equivalent, or their authorised signatory) must endorse the application. If the applicant is the Head of Department, then a higher authority, such as the Head of School, must endorse the application instead.

By signing and endorsing an application the applicant's institution agrees to accommodate, participate in and support the proposed project should funding be awarded. In addition, this signature will verify the current or contingent contractual/employment status of the applicant.

4.3 Frequently Asked Questions (FAQs)

All reasonable requests for additional information will be addressed and such information will be made available to all other applicants in all cases (via www.research.ie). FAQs on information which is already clearly stated in this document will not be answered.

The Council will accept FAQs until 21 February 2019. FAQ responses will be made available via the Council website (www.research.ie).

4.4 Contractual Arrangements

The applicant must provide a copy of the proposed terms and conditions (if appropriate) for the contract with their proposal. This should include the provision of appropriate working papers and files being made available to the Council, if requested. It should also outline a proposed process for arbitration in the case of disputes or other difficulties that may arise.

4.5 Disclosure of Interest

Applicants should declare whether they are aware of any material conflict of interests in relation to their proposal.

4.6 Freedom of Information Act

The Irish Research Council endeavours to hold confidential any information provided by any firm in response to this award is subject to its obligations under law, including the Freedom of Information Act, which became applicable to the Irish Research Council in October 2001. Please note that, in response to a request under the Freedom of Information Act, information not identified as sensitive (with supporting reasons) could be released. You should accordingly identify in your proposal any specific information which you do not wish to disclose specifying the reasons why such information is sensitive. The Irish Research Council will consult you about this sensitive information in the event of it being subject to a request under the Freedom of Information Act.

Appendix 1: Eligible research expenses

a. Staff replacement costs for applicants with existing commitments

Costs may include staff-replacement costs which facilitate participation in the project, but these must be clearly justified.

Staff Costs	1 calendar year	1/2 calendar year
Academic Replacements	€24,353 (inclusive of PRSI 10.85% & Employer Pension Contribution 20%)	€12,177 (inclusive of PRSI 10.85% & Employer Pension Contribution 20%)

b. Research costs

Only vouched expenses incurred in carrying out the research project during the agreed funding term are permissible.

These may include, but are not limited to:

- materials and consumables;
- equipment costs;
- software and hardware critical for the proposed research;²
- pay-as-you-go access to national research infrastructures;
- archival research costs;
- reasonable travel, subsistence and conference costs;³
- skills training directly related to the objective(s) of the fellowship;
- publishing and write-up costs;
- reasonable travel and refreshment costs for subjects and volunteers in studies.

Living costs (e.g. rent) are not permissible.

Awardees must adhere to institutional guidelines in relation to eligible direct research expenses at all times.

The HEI must ensure proper financial management of the award and accountability for the use of public funds. It should also ensure that all unspent funds are returned to the Council at the end of the funding term.

c. Institutional overhead

Institutional overhead must not exceed a maximum of 20% of modified direct costs. Overhead does not apply to equipment costs.

² A maximum limit of €1,000 for computers or laptops applies unless required for high-performance computing.

³ Only reasonable and vouched travel and subsistence expenses for travel directly related to the fellowship are permissible. A *per diem* rate will not be offered to fellows in cases where vouched receipts are not provided.

Appendix 2: Indicative Application form

Department of Finance History Fellowship

INDICATIVE APPLICATION FORM

DEADLINE FOR SUBMISSION: 5pm Irish time on 28 February 2019

APPLICANT DETAILS:	
Full Name (including title)	
Current position (including department and institution i.e. where the prospective grant will be held and administered)	
Address	
Department/Institution where award will be hosted and administered (if different from above)	
Telephone (Landline)	
Telephone (Mobile)	
Email address	

PROFILE:	
Title of proposed project	Department of Finance History Fellowship
Research qualification(s) (title, year awarded and institution)	
Discipline/Subject Area(s)	
Total Budget requested	€
Summary of your proposal to undertake this work (max. 300 words)	

<p>Please list your top research outputs over the last five years and describe the impact of your work on the area of research (max. 300 words)</p>	
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<p>LIST RESEARCH PROJECTS (national and international) IN WHICH YOU ARE CURRENTLY INVOLVED OR FOR WHICH YOU HAVE RESPONSIBILITY.</p> <p>(Indicate under Title of Project if you are coordinator or partner of the project.)</p>			
<i>Title of Project</i>	<i>Source of Award</i>	<i>Amount</i>	<i>Duration</i>

<p>How many researchers do you currently supervise/mentor, if applicable, or have you supervised within the last five years?</p>			
Senior Research Fellows:		Postdoctoral Researchers:	
Postgraduate Students:		Other:	

METHODOLOGY: Outline the proposed methodology to successfully implement the work of the project and to a high standard over the project period. Plans and timelines should be clearly set out. (max. 400 words)

PROJECT SKILLS AND RESOURCES: Outline the skills and resources that will be brought to the project, including those of the institutional host organisation (max. 400 words)

CO-ORDINATION WITH DEPARTMENT OF FINANCE: Outline the proposed approach(es) to ensure effective coordination and communication with the Department over the duration of the project (max. 300 words)

IN ADDITION TO COMPLETION OF THE SECOND HISTORY VOLUME FOR PUBLICATION, DO YOU HAVE PLANS/MEASURES FOR FURTHER DISSEMINATION OF THE OUTPUTS OF THIS WORK?

**IF SO PLEASE DESCRIBE
(max. 300 words).**

DOES THE RESEARCH PROPOSAL OUTLINED IN THIS SUBMISSION REQUIRE APPROVAL BY THE RELEVANT UNIVERSITY/INSTITUTIONAL ETHICS COMMITTEE? (tick)	YES	NO
<i>If there are ethical implications of the research project, please provide details of what they are and how they will be addressed:</i>		

DOES YOUR INSTITUTION HAVE A POLICY ON GOOD CONDUCT IN RESEARCH? (tick)	YES	NO
<i>If yes, please indicate where these policies can be accessed:</i>		

EXTERNAL REFEREE 1: CONTACT DETAILS (whom the Council may contact). Please inform the referee of this possibility.	
Full Name (including title)	
Position Held (including department and institution)	
Full address	
Telephone (Landline)	
Telephone (Mobile)	
Email address	

EXTERNAL REFEREE 2: CONTACT DETAILS (whom the Council may contact).
Please inform the referee of this possibility.

Full Name (including title)	
Position Held (including department and institution)	
Full address	
Telephone (Landline)	
Telephone (Mobile)	
Email address	

APPLICANT'S DECLARATION

I declare that the above particulars are correct. I accept that failure to abide by the terms and conditions may disqualify me from this scheme. I authorise the Irish Research Council to verify, if necessary any of the information supplied in this application.

Signature of applicant	
Date	

ENDORSEMENT BY HOST INSTITUTION

I hereby endorse this application to the Irish Research Council in accordance with the terms and conditions. By endorsing this application, I am confirming that the institution will, if this proposal is successful, discharge its obligations as required under terms and conditions as set out.

Signature of Head of Department/ Head of School/Faculty or equivalent (please indicate position held)	
Date	

Signature of Vice-President for Research or equivalent; or authorised signatory (please indicate position held)	
Date	

Institutional Stamp

