IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

FAPESP
SÃO PAULO RESEARCH FOUNDATION

IRC-SPRINT

Networking Grant
1st Edition 2020

Irish Research Council – FAPESP
São Paulo Researchers in International Collaboration

Guide for Applicants 2020

1. Important deadlines for this call

IMPORTANT DEADLINES FOR THIS CALL	
Launch of Call	28 January 2020
FAQ Deadline	24 April 2020 at 4:00pm (Irish time)
APPLICANT DEALINE	**28 April at 4:00PM** (Irish time)
Research Office Endorsement Deadline	5 May 2020 at 4:00pm (Irish time)
Outcome of Scheme	31 July 2020

Contents

2. Purpose of the Guide for Applicants

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

The IRC-SPRINT is governed by the Terms and Conditions underlying the award. 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, the latter will prevail.

Accordingly, applicants are strongly recommended to familiarise themselves **FULLY** with the Terms & Conditions, and 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. Eligibility check

All applicants should check they are eligible to apply by carefully studying the 'Section 5-Eligibility' of the IRC-SPRINT Terms & Conditions.

3.1. IRC-SPRINT Scheme Eligibility Flowchart
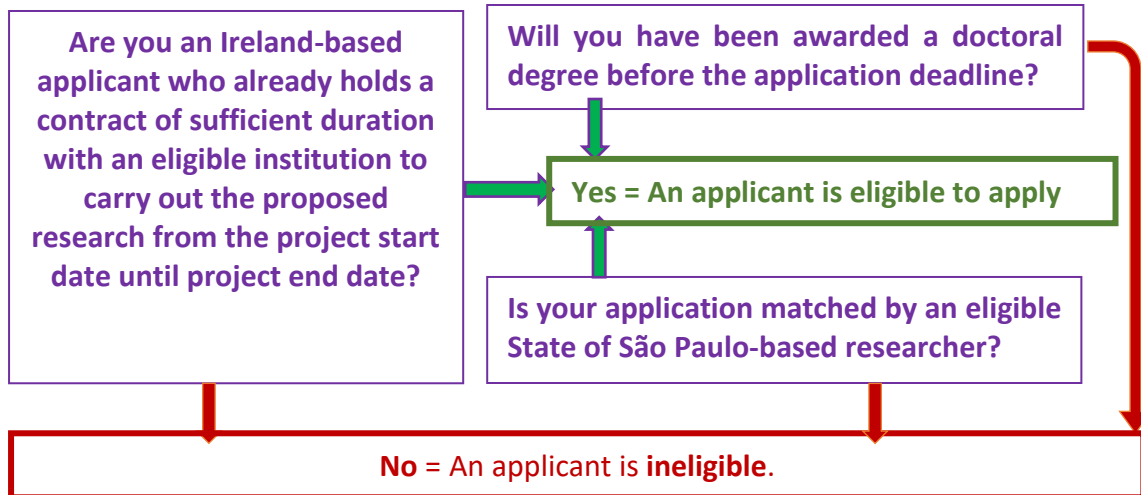
4. Using the OLS (Online System)

4.1. 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:

- Chrome (Latest Version)
- Safari (Latest Version)
- Firefox (Latest Version)

**WizeHive does not recommend the use of Internet Explorer due to variances in display and capabilities that may be experienced.

The link for the OLS portal is available on the IRC-SPRINT funding page from the time of the call opening, here.

Step 1:

To begin, click the '**Sign Up**' button under '**Need an Account?**'. Enter your email and desired password, click the box confirming that you have read the **Data Collection Notice**, then click '**Sign Up**' at the bottom of the page.

For further information on the data that the Irish Research Council collects and processes, please see the Council's **Privacy Notice**.

If you are an IRC-SPRINT existing user, sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click '**Forgot your password?**' and follow the prompts to reset your password.

4.2. Creating a Profile

Once you have logged in, you will be asked to '**Create a profile**'. This is simply your email, first and last names and gender with which you identify. This profile section can be edited at any time.

When you have entered your profile information, click the '**Save**' button to progress.

4.3. Editing your profile and accessing the Application page

You will see that there are two buttons on the right-hand side of your '**Profile**' section. The button that looks like an eye and says '**View**' can be used to view the details you have entered. The button that looks like a pencil and says '**Edit**' can be used to edit your profile.

When you are ready, you can begin to work on your application.

Click on the box that says '**+ Get Started**'.

4.4. Navigating the IRC-SPRINT Application and Submission page:

You will see a page that outlines the steps of the IRC-SPRINT application process.

Similar to your '**Profile**' on the previous page, you can use the '**View**' and '**Edit**' buttons (which appear on the right-hand side of the section) to either preview or to make edits to your application.

In the section titled '**Submission'**, you will be able to view how many days are remaining to submit your application before the applicant deadline.

It also contains the '**Submit**' button, which will remain inactive and 'grey' until all required fields of the application have been completed.

The 'IRC-SPRINT Application' form is composed of five sections. All fields marked with a red asterisk are mandatory and **must** be completed.

'Help' text appears below some fields and is a smaller, light grey font. It contains further explanation/information or links to aid in the completion of fields.

Please note: Click 'Save Draft' before clicking links located in any of the 'help' text as the links will NOT open in a new window and you may lose your work.

Section 1. Partner Details – fields include your HEI/RPO, details on your current position in said HEI/RPO, curriculum vitae, list of other team members/participants in the project (if applicable) and their curriculum vitae.

The Council kindly asks applicants to enter the list of other team members/participants in the project in the format below:

Title/ Name/ Institution/ Department/ Email address

e.g.: Professor Martin Luther, University of Web, School of Application, address@email.com

Section 1 - Partner Details

1.1 - Ireland

Project Leader *   Red asterisks indicate a
                        required field.

Current Position *

Start Date at Current Position *

Project Leader CV (Ireland) *
Maximum 4 pages

+ Select a file   ❷

Institution (Ireland) *
                                                                    ▼

Irish Eligible Higher Education Institutions (HEIs) and Research-Performing Organisations (RPOs) - http://research.ie/funding/eligible-higher-education-institutions-and-research-performing-organisations/

Department *

Email (Ireland) *

All other team members/participant(s) in the project (Ireland)

Title/ Name/ Institution/ Department/ Email address

Team Members CV (Ireland)
Upload CVs of all team members in a single .pdf file. (Max. 4 pages each)

+ Select a file   ❷

The **same information** will be asked in relation to the eligible State of São Paulo- based research partner.

To find an eligible State of São Paulo- based research partner, please refer to Research Supported by FAPESP (bv-cdi). Applicants can find a link to the bv-cdi platform in the application form as per below. Please refer to Guide to BV_CDI_FAPESP Partner Search.

1.2 - State of São Paulo/Brazil

Click here to find an eligible State of São Paulo- based research partner, refer to Research Supported by FAPESP (bv-cdi)

Project Leader *

Current Position *

Section 2. Project Information — information on the project team that will be working together, including Disciplinary Area(s), Abstract and Project Description are required under this section.

The project description must be written for a general research audience. This description should be **no longer than 1,000 words**, excluding references, and should cover the following headings, where relevant:

- The research idea, its aims and objectives
- Proposed methodology
- Research plan including a schedule for task completion
- Reason for collaboration and complementary team requirements
- Facilities and equipment available for the project where appropriate (both in Ireland and São Paulo)
- Key research outputs of the lead applicant both in Ireland and São Paulo (five maximum)
- Rationale for application, indicating why funds are not available from other funding streams (e.g. Research Centre/institutional resources).

Section 3. Resources Required — Budget

The **Irish Research Council** will provide funding of **up to €8,000** (eight thousand euro) per proposal per year for the duration of the grant (12-18-24 months) for the **Ireland-based** team and **FAPESP** will provide funding of **up to €8,000** (eight thousand euro) per proposal per year for the duration of the grant (12-18-24 months) for the **State of São Paulo-based** team.

Please ensure that you have not requested more than the maximum amount available.

Please refer to the Terms and Conditions for eligible costs.

In this section, please give a breakdown of the overall costs per category in accordance for **both** the Irish-based Researcher going to the State of São Paulo/Brazil (3.1) and the State of São Paulo/Brazil-based Researchers going to Ireland (3.2).
The overall costs requested under 3.1 and 3.2 should reflect the number of researchers for both teams including the Project Leader. A detailed justification for the amounts requested is mandatory.

 The total amount requested for 3.1 and 3.2 will **auto-populate** based on the amounts entered in the individual 'Overall Costs'.

Section 3 - Resources Required

Total request (maximum €8,000 for each partner))

3.1 - Irish-based Researcher going to State of São Paulo/Brazil

Number of Researchers (Ireland) *

[   ]

Overall Travel Cost (All Irish-based researchers) *

€ [   ]

Overall Research Expenses (All Irish-based researchers) *

€ [   ]

Overall Subsistence Costs (All Irish-based researchers)

€ [   ]

Total Irish-based Researcher going to State of São Paulo/Brazil

[   ]

Detailed Justification for the Requested Costs *

[   ]

Section 4. Projected Outcomes

Project Leaders are asked to answer four questions in relation to the Projected Outcomes. The first three questions are mandatory and have a word limit of 500 words.

Section 4 - Projected Outcomes

__The attention of researchers is drawn to the need to take steps to protect intellectual property and the possibility of transfer of technology to another country.__

Will this project afford training and career development opportunities for early-stage researchers? If yes, please provide a brief summary: *

> Mandatory

Word Count: 1 / 500

Will this project involve training through research, in particular co-supervision of a thesis? If yes, please provide a brief summary in addition to the names of the relevant postgraduate student(s), together with their research subject(s): *

> Mandatory

Word Count: 1 / 500

Please detail the expected outcomes of the proposed collaboration, e.g. journal articles, conference and seminar papers, seminars, training, economic, social, industrial viability, patents, proposals under Horizon 2020, etc.: *

> Mandatory

Word Count: 1 / 500

Where appropriate, please detail any industrial partners and beneficial outcomes expected:

Word Count: 0 / 500

Section 5. Applicant Declarations—Declarations concerning the accuracy of the information included in the application and permission for the Council to verify any of the information supplied in the application.

Section 5 - Applicant Declaration

I declare that the above particulars are correct, and I understand that Terms and Conditions apply. I accept that failure to abide by the Terms and Conditions may disqualify me from this scheme. I also authorise the Council to verify, if necessary, any of the information supplied in this application: *

☐ Yes

Signature of Project Leader in Ireland *

Saved at 12:39:25 PM

Save Draft   Save

As you progress through your application, you will see two buttons at the bottom-right of each individual section: one labelled '**Save Draft**' and the other labelled '**Save**'. The '**Save Draft**' button is used to save that section of your application while allowing you to remain on that page.

Use the '**Save Draft**' button if you have not input information/answered all required fields. Once you see the green '**Saved**' message next to the 'Save Draft' button, you can navigate back to the previous screens by clicking the blue link stating '**IRC-SPRINT Networking Grant**' at the top of the page.

The '**Save**' button is used to save your application and return you to the '**Application**' section. It may only be selected successfully if all required fields contain data/are answered.

The form can be saved as draft and edited as many times as necessary before the submission deadline.

Once the form is complete, '**Save**' (the blue button) the information and the form will be ready for submission.

4.5. Submitting your Application

When you have completed all required fields and saved your application, you will be taken back to the IRC-SPRINT Application page. The message on the left-hand side of the '**View**' and '**Edit**' buttons will now say '**Complete**' in green. The '**Submit**' button on the right-hand side of the box titled '**Submission**' will now be green, indicating you can now submit your application.
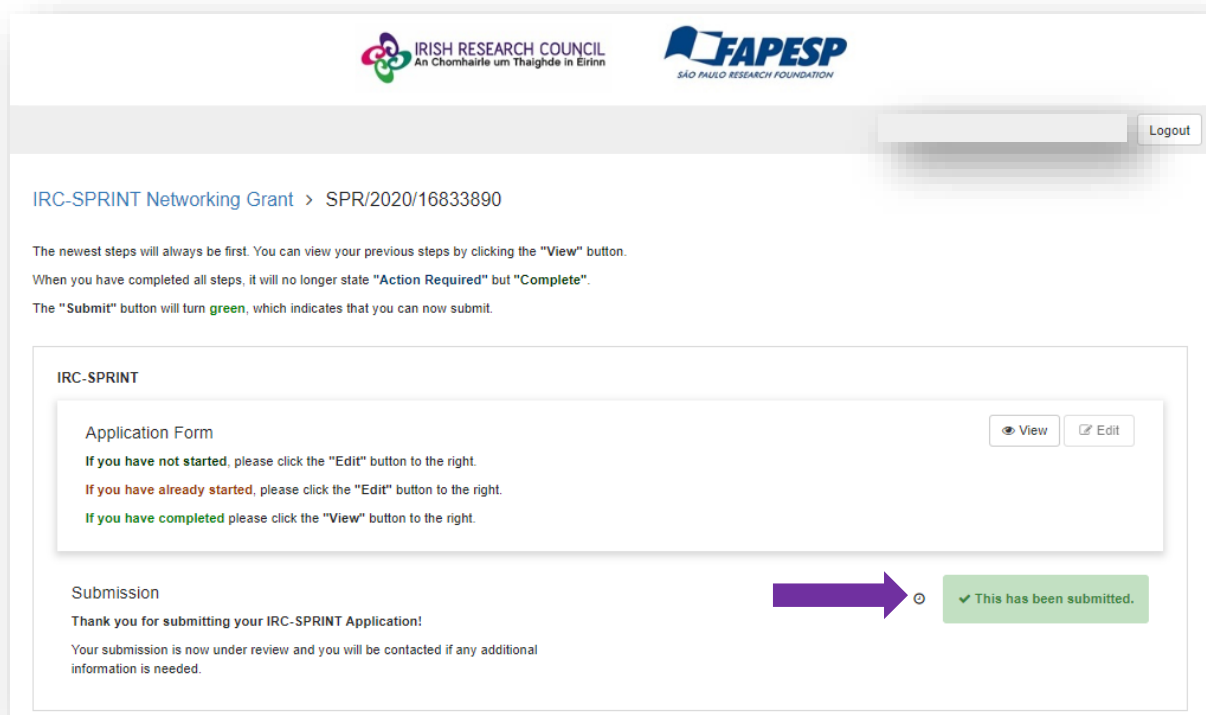
Your application is not fully submitted until you click the green 'Submit' button.

Once you click 'Submit', the application will no longer be editable. However, you may view your application at any time by clicking on the '**View**' button.

Once you submit your application, you will see the submission confirmation 'This has been submitted' where the button 'Submit' was. This means your application has been submitted successfully. At this stage, the Research Office of your selected HEI/RPO will be notified of the submission of your application to the IRC-SPRINT Scheme.

Please note that applications received after the submission deadline will not be considered and will not progress to the next stage of endorsement or assessment.

Click the 'Logout' button at the top-right of the screen to log out and leave the website.

5. Assessment Process

Following the deadline for submission, all applications will be checked for eligibility. Applications deemed eligible by the Council will be assigned to an independent peer review panel. Those found ineligible will not proceed to the assessment phase. For more in-depth information, please refer to 'Article 9 – Assessment Process' in the IRC-SPRINT Terms and Conditions.

The matching application submitted by the State of São Paulo-based researcher will be processed, assessed and ranked in accordance with FAPESP's own procedures.
Only the proposals selected by both Agencies will be funded.

6. Notification and feedback

Once the assessment process is complete, the results will be announced on the FAPESP (www.fapesp.br) and the Irish Research Council (www.research.ie) websites and by means of email communication with applicants. For reasons of transparency and fairness to all applicants, the Irish Research Council will not enter written or telephone correspondence with any individual about the assessment process or their eligibility to apply.

If you have a technical issue regarding use of the online system, please read these guidelines and the FAQ document available on our website. If your issue cannot be addressed through either of these mechanisms, only then should you email system@research.ie with an outline of your technical issue.

For any technical query, please include:
> your project ID;
> the browser you are using;
> and, if appropriate, a screenshot of any error messages.

Feedback will not be provided to applicants under this scheme (qualitative or numerical). Please note that this decision is final and that no correspondence will be undertaken in relation to individual assessments or scoring.