UK-Ireland Collaboration in the Digital Humanities Research Networking Call: Frequently Asked Questions

Version Control

Version	Date	Author	Primary Changes
1.0	29/11/19	AHRC/IRC	Original Version
2.0	09/01/20	AHRC/IRC	Added 1e-f
			Added 2g-k

Overview:

This FAQ document is intended to support the UK-Ireland Collaboration in the Digital Humanities Research Networking Call funded by the Arts and Humanities Research Council (AHRC) and the Irish Research Council (IRC). It should be read in conjunction with the Call Guidance Document. It is anticipated that these FAQs will be a 'living document' that will be regularly updated in response to questions received by the AHRC and IRC. Changes will be recorded in the version control table above. It is therefore recommended that applicants refer back to the document regularly during the application process.

Where the information provided below or in the Call Guidance Document raises further questions, applicants should contact the AHRC or IRC. In the first instance, questions relating to Irish applicants should be directed to the IRC at: digital.humanities@research.ie . Likewise, any questions relating to UK applicants should be directed to AHRC at fic@ahrc.ukri.org or telephone: 01793 416060.

1. Focus & framing

a) *Our theme does not fit into one of the 3 priority themes, does that mean we cannot apply?*

Yes. The 3 themes have been specifically identified due to the manner in which they build on the workshop held in October 2019 and as priorities identified by the AHRC and IRC.

The workshop report can be found on the call page on the AHRC website. It is acceptable to include activity that sits across or outside of these themes where there is a clear rationale to do so, but projects must be principally framed around one single theme. Applicants are encouraged to recognise the breadth and inclusivity of the themes.

b) *I did not attend the workshop in Dublin in October 2019, can I apply?*

Yes- applications to the call are welcome from researchers who did not attend the workshop in October 2019. The workshop report can be found on the call page on the AHRC website.

c) *What activities should be included as part of a research networking proposal?*

Research Networking awards are intended to support forums for the discussion and exchange of ideas on a specified thematic area, issue or problem. The intention is to facilitate interactions between researchers and stakeholders through, for example (non-restrictive list), a short-term series of workshops, seminars, networking activities, pilot studies or other events. The aim of these activities is to scope original forms of cooperation and stimulate new debate across boundaries, for example: disciplinary, conceptual, theoretical, methodological, and/or international.

Proposals should explore new areas, be multi-institutional and can include creative or innovative approaches. Proposals must justify the approach to be taken and clearly explain the novelty or added value for bringing the network participants together.

Specifically, the call aims to support a diverse range of projects that:

- Build on the momentum of the workshop and establish new networks around defined thematic areas which generate new lines of enquiry and stimulate new debate;
- Build and consolidate new partnerships between researchers and stakeholders in the UK and Ireland and provide a platform for longer-term collaboration;
- Deliver innovative research networking activities that are appropriately tailored to the themes and areas being addressed, such as workshops, seminars and / or other events and outreach, engagement and knowledge exchange activity;
- Are genuinely collaborative and involve a balance of Research Organisations and stakeholders in both countries;
- Promote the sharing of best practice and knowledge exchange between institutions in the UK and Ireland and clearly demonstrate the specific added value of enhanced collaboration in the field.

d) *Should I include costs for the planned Mid-Award Conference?*

In Autumn 2020, the AHRC and IRC plan to hold a Mid-Award Conference for the successful UK-Ireland networks. The conference will bring together award holders from this call, digital humanities experts and stakeholders including non-academic partners from the UK and Ireland. This will allow for award holders to share some of the outcomes already yielded from the successful networks and support the wider UK-Ireland networking and partnership development of this collaborative funding programme. Costs for attending this conference

should not be included in your proposal as there will be a separate EOI and expenses reimbursement process.

e) *The networking call is the 2nd stage in an AHRC-IRC Collaboration DH programme. What is the intended/likely relationship between this stage and the following stages, in particular the larger Research Grants call?*

They are two separate grants, independent from each other. It would be possible for PIs, teams or institutions to change between this stage and any subsequent stages. Applicants not funded under the Networking call are eligible to apply for a larger research grant.

f) *Are networking grants exclusively for new collaborations and networks, are applications from already existing networks eligible to apply?*

Applicants from existing networks are eligible to apply. In this case, applicants should explain how this grant will build upon existing synergies/collaboration and what the added value will be.

2. Eligibility and assessment

a) *Why does the Irish PI need to be recorded as a co-investigator in J-eS? How should this be recorded in J-eS?*

The J-eS submission portal allows for only one Principal Investigator to be included in a proposal. For this AHRC-IRC call, there is to be one Principal Investigator from the UK and one from Ireland. Given the restrictions on J-eS, the proposal is to be completed jointly by the two PIs and submitted to J-eS by the UK PI and then submitted to the Irish Research Council by the Irish PI. On the J-eS form the Principal Investigator is therefore the UK PI and the Irish PI needs to be recorded as a Co-Investigator.

All Investigators who will be named on the application form, whether based in the UK or Ireland, must have a Je-S account. Where a named investigator does not already have a Je-S account, one can easily be set up, but please note that the process can take a number of days. It is therefore strongly recommended that the process is started well before the application deadline. Je-S accounts can be created on the Je-S site here. During account set-up, an account type of 'An Applicant on a Standard/Outline Proposal' must be selected. If you require assistance with the process, please contact the Je-S Helpdesk at JeSHelp@je-s.ukri.org or +44 (0)1793 44 4164.

No staff costs should be included for the Irish PI/ Co-I in the Je-S form. In the Investigator section, zero should be entered into the fields which ask for 'Salary Rate' and 'Total number of hours to be charged to the grant over the duration of the grant' for the Irish PI. No costs should be included on the JeS form that will be incurred by the Ireland-based members of the project team - only costs incurred by the UK team should be included.

b) *Is it possible for HEIs, IROs and industry partners to be involved in more than one application?*

Yes. It is acceptable for a HEI or IRO to be involved more than one bid. Investigators can be involved in more than one application where they can clearly demonstrate that they have the capacity to do so, should more than one be successful. However, academics can be named as Principal Investigator on one bid only. It is also acceptable for a project partner to be named on more than one application, but only where it can be demonstrated that there is capacity to undertake responsibilities as defined for all projects, should more than one be successful, and where there is a clear commitment to the partner's role within each separate project.

c) *Can non-academic partners be included as subcontractors/consultants?*

This is allowed but you will need to justify the cost (explaining why there is a need to charge their time rather than listing them as an in-kind project partner), and explain why it is essential to have their expertise on the project and delivery of certain activities.

d) *Can Irish Investigator time be charged against the UK grant?*

Given the support from the IRC, investigator time for Irish Investigators cannot be charged against the UK grant.

e) *Why are Irish investigators suggested to give benefits in kind?*

Due to different funding capacities and procedures, the IRC is not in a position to compensate for items such as researchers' time and use of venues. However, Irish participants are invited to list out these items (in the budget form for Irish costs), so to formally quantify the extent of their contribution.

f) *Is there any provision in place for sharing costs between UK and Irish institutions?*
No, the totality of each cost must be included either on the Irish or UK budget.

g) *Can small equipment items (e.g. laptops) be included as part of Irish budgets to the AHRC-IRC Networking call.*

This grant is not meant to fund items that would ordinarily be found in a department, such as non-specialist computers. Any proposals requesting these items should elaborate on their eligibility under the 'Irish budget rules' (for instance, explaining why they are indispensable for the organisation of joint events). Please keep in mind that evaluators are asked to assess the 'value for money' of the budgeted items'.

h) Are Irish Institutions required to endorse applications once submitted to the Je-S system, or is the onus for online endorsement on the UK HEIs? If not, is there a section of the application which the Irish HEI must sign?

The UK PI will need to submit the application to Je-S through the HEI's research office (therefore, the relevant operational staff must be involved). The Irish PI is required to set up

a Je-S profile by himself/herself (all the other activities on Je-S will be responsibility of the UK PI), so that the UK PI can add them to the Je-S application.

i) *The T&C docs refer to Project Partner Letters of Support (page 7, 9 and 10) being a mandatory part of the application. Can you confirm that these letters are not required from the PI/Co-PI (UK and Ireland) institutions but refer to all other partner organisations and institutions involved in the proposed networking activities?*

In case of the Irish PI, an institutional letter of support can be included but it is not mandatory (please refer to page 10 of the call specification document). While no formal endorsement by the Irish HEI is required at application stage, we suggest keeping communication channels open at all stages. For instance, the Irish PI might choose to cc the research officer when emailing the PDF application to the IRC.

j) *Irish applicants can include teaching buyout as an eligible cost (to a max of €2,500). How are Irish PIs to calculate these costs – by using actual costs of PIs (inc. employer PRSI and pension) or by using the IRC teaching buyout rate cited in previous IRC calls (e.g. €24,353 [incl PRSI & pension] for 100% replacement over 12 months – as quoted in 2019 IRC COALESCE call).*

It is a matter for the applicant, with the support of their Irish HEI, to convert replacement costs into an hourly or other rate, bearing in mind the maximum permissible cost of €2,500. Recruitment should be in accordance with the scheme's Terms and Conditions and institutional norms.

k) *At time of application the applicant will not be on a contract of sufficient duration to carry out the project activities but if successful at the time of the project start date will be on a contract of sufficient duration to carry out the project activities. Will this applicant be eligible to apply as PI?*

The applicant's affiliation with the Irish HEI must be of sufficient duration to carry out the proposed project from the project start date until the project end date. In supporting the application, their Irish HEI must be satisfied that this eligibility criterion is met.

Finding Researchers to Collaborate With JISC Email List

In order to help researchers or interested partners to find partners in the UK and Ireland, an email group (called DH-UKIreland) has been set up so that researchers can subscribe to receive such requests, and to post requests themselves.

To use this service, you need to subscribe at the following link: www.jiscmail.ac.uk/DH-UKIRELAND

Once you have subscribed to the service, you can then click on 'post new message' to send a message to all subscribers.

When sending a message please include the following information:

• your contact details

• what type of researchers/partners you are seeking

• a short summary of your idea (maximum 200 words).

We ask you use this format because it will make it easier for subscribers to quickly see if a request/post is relevant to them.

When responding to a post please use the contact details provided in the post and do not reply to the whole group.

This email group is only being used to support researchers or interested partners to find partners in either country for the Networking and Research Grants Calls. It will, therefore, be closed shortly after the deadline of the Research Grants Call in 2020.

Common Questions

1. Who can subscribe to the DH-UKIreland email group?

Anyone interested in the AHRC-IRC Digital Humanities programme can join the email group.

2. Who can send messages to the list?

Anyone who has subscribed to the email group.

3. How can I find the list?

You can use the link at www.jiscmail.ac.uk/DH-UKIRELAND or you can search on the JISC website at www.jisc.ac.uk.

4. How do I reply to a post?

Please use the individual's contact details on their post to reply, rather than replying to the whole email group.

5. If someone replies to a message on the email group, who will see it?

Replies are sent to everyone on the email group so we would ask you use the individual's contact details to reply.

6. Who can view the subscriber names/emails?

Only the email group owner(s) – in this case AHRC, UK.

7. Can I send messages with attachments/documents via the email group?

No.