



## Employment-Based Postgraduate Programme 2021

### Indicative Postgraduate Scholarship Application Form

This form applies to the Employment-Based Postgraduate (EBP) Programme only. This Word document is provided solely for information purposes. All applicants must complete and submit their application through the online application system by the stated deadline of **16:00 (Irish Time), 2 December 2020**. The online system (OLS) can be accessed here: <https://irishresearch.smartsimple.ie>. There will be no exceptions to this deadline for any reason. Please see the guidance documents online or contact your host research office for queries. This indicative form is for information purposes only as there may be minor differences with the OLS.

**Please Note:** Wherever the OLS uses the terminology 'Enterprise Partner' or 'Enterprise Mentor', it should be considered to mean 'Employment Partner' and 'Employment Mentor', as per the Terms and Conditions for this programme.

#### Overview

**Project Title:** \*The project title should be understandable to a lay reader

**[Max 100 words]**

Responses are required for:

- Irish Research Body [select] \*Where the award will be held
- Department
- Application in Irish? [Yes/No] There is an option at this point to upload an English translation. This will accompany your research proposal. The system will only accept documents in PDF format

## Applicant Details

The following details will be pre-populated by the OLS from the applicant's profile: name, gender, date of birth and postcode.

Details are required for:

- ORCID identifier (with no hyphens) \*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](http://www.orcid.org) and provide us with your unique 16-digit identifier without hyphens.
- What is your nationality, i.e. your passport issuing country? [select]
- Are you a national of a European Economic Area (EEA)\* member state or Switzerland? [Yes/No]
- Will you have been ordinarily resident\* in an EEA member state or Switzerland for a continuous period of three of the five years preceding 1 September 2021? [Yes/No]
- Have you had two previous unsuccessful applications to the Employment-Based Programme Scheme? [Yes/No] Applicants who have previously made two unsuccessful applications to the EBP scheme are ineligible.
- Employment status [permanent/indefinite duration/fixed term contract/not currently employed]
- Are you currently employed by the proposed Employment Partner to be added in the section below? [Yes/No] If answering yes, please include details of employment, job title, nature of duties, duration of employment etc. **[Max 500 words]**

## Primary and Additional Participants

There is a lookup function to search for your Academic Supervisor with the role of 'Supervisor' and Partner Organisation with a role of 'EPS Partner'. These sections are pre-populated by the OLS from the profile of your Academic Supervisor and Partner Organisation who must have registered on the system. Please see the Guide for Applicants for more information on how to register these participants and press 'Save Draft' after each step.

### Academic Supervisor Details

This section requires academic supervisor details: academic supervisor name, Higher Education Institution and email address.

### Secondary Supervisor Details (if applicable)

This section allows for details to be added of a secondary supervisor (if applicable): name, higher education institution, email address and contact number.

### Referees

You must associate two referees with your application, neither of whom may be your primary supervisor. There is a function to allow you to invite your referees to register on the OLS.

**It is ESSENTIAL that you ensure that the email addresses you provide for your referees are correct. If an incorrect email address is entered, your referee will NOT receive the automatic email and will therefore be unable to access the online system to complete their reference form. This will result in your application being deemed ineligible.**

Please assign one referee under the Role of **Referee 1** and a second referee under the Role of **Referee 2**.

Details on two referees are required: organisation or institution, first name, last name, title, position, email and role [Referee 1/Referee 2].

### **Employment Partner Details**

***Employment Partner** shall mean a company; a registered charity; a social, cultural or not-for-profit civic organization; a state-owned company; or eligible public body with a physical operational base located in Ireland that will employ the scholar for the duration of the award. **Eligible Public Body** shall mean: a public service body with specific scientific or cultural infrastructure that is integral to the conduct and completion of the proposed research. If a public body or HEI is a research performing organization normally eligible to apply independently for IRC schemes, it is not eligible to be funded as an employment partner under this scheme.*

This section requires Employment Partner details: Employment Partner name, phone and address.

### **Employment Mentor**

**You have to assign the proposed Employment Partner before you can add Employment Mentor.**

Enterprise Partner (Organisation) name, Enterprise Partner Mentor name, Enterprise Mentor email.

## **Academic qualifications**

### **Academic Qualifications**

**Degree results entered here must be the applicant's overall results and be verified as such on official transcript(s). If official degree transcript(s) do not confirm the applicant's final grade and date of award exactly as detailed in the application, any conditional offer of a scholarship will be withdrawn.**

If your degree results refer to a grading system other than the 0 – 4 Grade Point Average scale or the Irish honours grading system (first class honours, Upper Second Class (2.1) Honours . . .), please explain the grading system being referred to in the free text box provided.

## **Undergraduate Qualifications**

### **Undergraduate Qualifications – Bachelor’s degree (or equivalent)**

This section requires details on undergraduate qualifications – bachelor’s degree or equivalent: institution [dropdown – if ‘Other’ is selected, there is a new field for ‘Institution Name’], year registered from, year registered to, graduation date, qualification type and name, final grade or grade point average.

\* Degree results as entered in the application form and endorsed by the HEI must be the applicant’s overall results and verifiable as such on official transcripts. If official transcripts do not confirm the applicant’s overall result and date of award exactly as detailed in the application, any conditional offer of a scholarship will be withdrawn. Supporting, non-returnable material must be forwarded to the Council for inspection before the scholarship can commence. All transcripts must be appropriately stamped and signed to confirm that they are official documents of the institution.

Any additional information relating to this degree or your final grade can be included here (e.g. project title, area of study, etc.) **[Max 300 words]**

### **Undergraduate Qualifications – Second bachelor’s degree (if applicable)**

This section requires details on undergraduate qualifications – second bachelor’s degree (if applicable): institution [dropdown – if ‘Other’ is selected, there is a new field for ‘Institution Name’], year registered from, year registered to, graduation date, qualification type and name, final grade or grade point average.

\* Degree results as entered in the application form and endorsed by the HEI must be the applicant’s overall results and verifiable as such on official transcripts. If official transcripts do not confirm the applicant’s overall result and date of award exactly as detailed in the application, any conditional offer of a scholarship will be withdrawn. Supporting, non-returnable material must be forwarded to the Council for inspection before the scholarship can commence. All transcripts must be appropriately stamped and signed to confirm that they are official documents of the institution.

Any additional information relating to this degree or your final grade can be included here (e.g. project title, area of study, etc.) **[Max 300 words]**

## **Postgraduate Qualifications**

### **Masters degree (if applicable)**

This section requires details on masters degree: Type [Taught/Research], institution name, year registered from, year registered to, qualification type & name, final grade or grade point average.

\* Degree results as entered in the application form and endorsed by the HEI must be the applicant's overall results and verifiable as such on official transcripts. If official transcripts do not confirm the applicant's overall result and date of award exactly as detailed in the application, any conditional offer of a scholarship will be withdrawn. Supporting, non-returnable material must be forwarded to the Council for inspection before the scholarship can commence. All transcripts must be appropriately stamped and signed to confirm that they are official documents of the institution.

Any additional information relating to this degree or your final grade can be included here:(e.g. project title, area of study, etc.) **[Max 300 words]**.

### **Second masters degree (if applicable)**

This section requires details on second masters degree (if applicable): Type [Taught/Research], institution name, year registered from, year registered to, qualification type & name, final grade or grade point average.

\* Degree results as entered in the application form and endorsed by the HEI must be the applicant's overall results and verifiable as such on official transcripts. If official transcripts do not confirm the applicant's overall result and date of award exactly as detailed in the application, any conditional offer of a scholarship will be withdrawn. Supporting, non-returnable material must be forwarded to the Council for inspection before the scholarship can commence. All transcripts must be appropriately stamped and signed to confirm that they are official documents of the institution.

Any additional information relating to this degree or your final grade can be included here:(e.g. project title, area of study, etc.) **[Max 300 words]**.

### **Other Education**

Please provide any additional information relevant to your academic background which should include the name, location and date(s) of any training courses attended:

\*If your degree results refer to a grading system other than the 0-4 Grade Point Average scale or the Irish honours grading system (first class honours, Upper Second Class (2.1) Honours...), please explain the grading system being referred to in the free text box provided. **[Max 300 words]**.

### **Research Achievements**

Please provide any additional information regarding your research achievements to date: e.g. publications, research awards, creation of data sets & databases, conference

papers, patents, excavations, public broadcasts, stage performances, creative writing, creative productions, exhibitions, etc. **[Max 300 words]**.

### **Work Experience**

Please include details of any relevant work experience, including voluntary work, to date. This should include employer names, job titles, nature of duties and responsibilities, as well as duration of employment **[Max 300 words]**.

## Personal statement

Please highlight any additional information which has not been included elsewhere in the application, e.g.:

- Why do you wish to pursue a higher degree by research?
- Why have you proposed this research topic?
- Why do you feel there is a specific demand for the skill set that you wish to build?
- Why are you particularly suited to this research field?
- Which of your attributes demonstrate your capability to be a good researcher e.g. motivation, commitment, thirst for knowledge?
- Why have you chosen an employment-based research award?

**[Max 500 words]**

## Training and career development plan

Please highlight any additional information which has not been included elsewhere in the application, e.g.:

- What are your career goals and how would this award help you to achieve them?
- How will you go about acquiring the expert knowledge and transferable skills necessary for your professional development, e.g. technical skills, communication skills, analytical skills?
- How would this award enable you to gain skills relevant to employment outside the traditional academic sector?

**[Max 1000 words]**

## Proposed research

### **Degree Type:**

**Please check with your institution and ensure you select the correct option. Select the duration of the programme studies for which you are seeking funding, whether you are a new entrant or previously registered.**

- |   |                          |
|---|--------------------------|
| 12 Month Masters<br>(does not include structured programme) | <input type="checkbox"/> |
| 24 Month Masters<br>(includes structured programme)         | <input type="checkbox"/> |
| 36 Month PhD<br>(does not include structured programme)     | <input type="checkbox"/> |
| 48 Month PhD<br>(includes structured programme)             | <input type="checkbox"/> |

This section informs the duration of funding for which you are eligible to apply – please consult with EBP Terms and Conditions 2021 and check with your higher education institution.

The sections on 'higher education institution' and 'project title' are pre-populated from a previous tab.

Please include details on: registration date (dd/mm/yyyy), finish date (dd/mm/yyyy).

\*The duration of funding for the scholarship is dependent on the type of degree being pursued and the date of first registration. Scholarships are to start on 1 September 2021. For applicants that have or will have commenced their studies prior to this date, please specify the registration date that must be verifiable.

Details are requested for:

- Primary area \*A choice of disciplines will appear once your primary area has been chosen.
- Discipline.
- Other research area(s)
- Second categorisation – if interdisciplinary \*If your proposed research is interdisciplinary, please list its second categorization here i.e., primary area and discipline.



Please consult listing provided on the Irish Research Council for a full description of what is covered in Primary Areas, Disciplines and Other Research Areas. The registration date may inform the duration of funding for which you are eligible to apply – please consult with EBP Terms and Conditions 2021. All awards must commence on 1 September 2021.

Responses are required for:

- **Keywords** describing proposed research
- **Abstract.** Please bear in mind this could be read by non-specialists, as well as peers, and should be written in order to communicate with them effectively [**Max 300 words**].
  
- Please provide **details of your proposed research**, to include: aims, objectives and central research questions [**Max 500 words**].
- Please describe the **research design and methodologies** that will be used as part of your research project., These should be described in sufficient detail so as to demonstrate your thorough understanding of the research topic [**Max 500 words**].
- Please provide a **schedule** to include (a) milestones and deliverables for completion of the proposed award, (b) risks that might endanger reaching these deliverables and (c) the contingency plans to be put in place in order to mitigate these risks [**Max 500 words**].
- **Please describe how the proposal relates to existing research in this area.** Suggest how the project will make a new contribution to knowledge. Do not provide bibliographical lists or footnotes here. [**Max 500 words**].
- Please describe any **specialist knowledge, data, access to specialist equipment/facilities** and similar that are required for successful completion of the proposed research, including but not limited to language competencies, technical skills or use of specialist software. If the relevant knowledge, data or access to specialist equipment/facilities is not already in place, details should be provided as to how it will be acquired. [**Max 500 words**].
- Please outline your plans for the **dissemination and knowledge exchange** of your research, including publications, conference attendance, poster presentations, reports and outreach activities. Details should also be provided as to how the impact of your research will be measured. [**Max 500 words**].
- Please outline your reasons for choosing (i) the proposed Higher Education Institution, (ii) the proposed Academic Supervisor and (iii) the proposed Enterprise/Employment Partner and Enterprise/Employment Mentor (if relevant) for the project [**Max 800 words**].
- Please provide details of any proposed research trip(s) of more than four weeks' duration which you believe will be necessary for the successful completion of your project [**Max 300 words**].

Please upload a GANTT chart to illustrate the project timelines, milestones and deliverables, in PDF format. If you have supplementary information, e.g. [diagrams or a](#)

bibliography, which accompany your research proposal, there is an opportunity to upload them in PDF format. Supplementary material should **ONLY** include essential information required for the interpretation and understanding of the proposed research. **Applications will be deemed ineligible and will not be considered for funding if they include additional information about the research proposal or applicant, such as CV.** Please do not disclose your gender in uploaded PDFs, e.g. use initials instead of first names if you have a publication listed in the bibliography.

Responses are required for:

- Have you previously submitted all or part of this proposal to an Irish Research Council Scheme and been unsuccessful? [Yes/No]
- If answering yes, description of modifications made to this proposal if the proposal was previously submitted but was unsuccessful under an Irish Research Council scheme. Please note that unsuccessful applicants may only re-apply to the scheme on one subsequent occasion (with effect from 21 October 2009) **[Max 400 words]**.
- Have you commenced the course of research for which you are applying? [Yes/No]
- If answering yes, please outline the source and duration of your funding to date, if in receipt of any (including start/finish dates), outline the progress made to date and include completed tasks, chapters etc **[Max 500 words]**.

## Ethical and Sex/Gender Statements

### Ethical Statement

Does your research involve any of the following ethical issues of special relevance?	
Informed consent	<input type="checkbox"/>
Human embryonic stem cells	<input type="checkbox"/>
Privacy and data protection	<input type="checkbox"/>
Use of human biological samples and data	<input type="checkbox"/>
Research on animals	<input type="checkbox"/>
Research in developing countries	<input type="checkbox"/>
Dual use (possible military/terrorist application)	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

- Does the research proposal outlined in this submission require approval by the relevant University/Institutional Ethics committee? [Yes/No] \* Please note that a full ethical report and approval from the relevant institutional Ethics Committee should be received by the Council before activities for which ethical approval are

required commence or no later than six months after the start date of the scholarship.

- Please provide a statement detailing the careful consideration you have given to the ethical implications of the proposed research (where ethical issues may arise) and how you plan to address these over the course of your award **[Max 500 words]**

### **Sex/Gender Dimension**

**Note:** Please read carefully the section on 'Sex/Gender Dimension Statement' in the Terms & Conditions and Guide for Applicants 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, participants, or in trials/interviews
5. Research on animals, animal samples and/or data
6. Research outputs with implications for both men and women
7. Research outputs with implications for end users or consumers
8. None of the above

Please provide a statement detailing whether there is a potential sex/gender dimension to be considered in carrying out your research. If your research involves any of the above, please indicate how potential sex/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 Guide for Applicants  
**[Max 500 words]**

### **Data Management**

Please provide a data management plan which addresses the following:

- How will data be exploited and/or shared/made accessible for verification and reuse?
- How data will be curated and preserved?

- If applicable, how do you plan to make data FAIR (findable, accessible, interoperable and reusable)?
- If data cannot be made available, why?

**[Max 300 words]**

## Applicant Declaration

Does your application feature an employment partner that is a public body? [Yes/No]. If answering yes, please outline how the public body has specific cultural or scientific infrastructure that is integral to the conduct and completion of the proposed project, i.e. without which the project could not be realised **[Max 200 words]**

Would you like the Irish Research Council to make your application available to other Funding Agencies and/or Enterprise Partners for funding consideration? [Yes/No]

- I agree to the use of the data; as supplied in this application, support forms, progress reports etc.; as described in the Terms & Conditions and the Privacy Notice

Is there any potential conflict of interest between the applicant, employment partner, employment mentor or supervisor? [Yes/No] \* A conflict of interest arises when an individual holds a direct or indirect personal interest which, in the opinion of a reasonably-informed and well-advised person, is sufficient to call into question the independence, impartiality and objectivity that the individual is obliged to exercise in the performance of his/her duties. Conflicts of interest may be financial, non-financial or both. For example, if you academic supervisor is the founder of the Enterprise Partner. [Yes/No]

If **yes**, please outline the nature of the potential conflict of interest and explain how this will be managed. \*Disclose any prior relationship (e.g. consultancy role, founder) that may exist. **[Max 200 words]**.

- **I confirm that the information supplied in this application is correct – I agree**
- **I hereby declare that I have read and accept the Applicant requirements as set out in the Terms and conditions and Guide for Applicants on the Irish Research Council WEBSITE LINK – I agree**