



IRISH RESEARCH COUNCIL

An Chomhairle um Thaighde in Éirinn

GUIDE FOR APPLICANTS

Including details of the ONLINE APPLICATION SYSTEM (OLS)

**PLEASE READ THIS DOCUMENT CAREFULLY BEFORE YOU
REGISTER AS AN APPLICANT TO THE COMPETITION**

Important dates

FAQ Deadline	16:00 (GMT) Wednesday 13 November 2019
Applicant Deadline	16:00 (GMT) Wednesday 20 November 2019
Mentor in Ireland/Referees Deadline	16:00 (GMT) Wednesday 27 November 2019
Research Office Endorsement Deadline	16:00 (GMT) Wednesday 4 December 2019
Outcome of Scheme	May 2020

Due to heavy server traffic on the closing day of the competition, applicants are strongly advised to submit applications well in advance of the closing day of the competition. Please do not submit applications on the OLS using a Tablet or a Smartphone device.

Table of Contents

PURPOSE OF THE GUIDE FOR APPLICANTS.....	3
INTRODUCTION TO THE IRISH RESEARCH COUNCIL.....	3
ELIGIBILITY CRITERIA.....	3
IMPORTANT APPLICATION ADVICE	4
THINKING ABOUT APPLYING	5
Contact your Research Office (RO)	5
Frequently Asked Questions (FAQs)	6
Contact your proposed Mentor and two Referees	6
Applications will be accepted in either the Irish or the English Language only	6
Application deadline:	7
EVALUATION PROCEDURE	7
Assessment Process	7
Evaluation Criteria	8
REGISTERING AS AN APPLICANT FOR THE FIRST TIME.....	8
Definition of Ordinarily Resident	9
USING THE ONLINE APPLICATION SYSTEM (OLS)	10
To Log in:	11
Creating a new Application:	11
EDITING YOUR APPLICATION	14
ADDING A REFEREE TO YOUR APPLICATION	16
APPENDIX I	22
RESEARCH CATEGORISATION	22
APPENDIX II	33
<i>GUIDANCE ON SEX/GENDER DIMENSION QUESTION</i>	33

PURPOSE OF THE GUIDE FOR APPLICANTS

This guide provides practical information to potential applicants in preparing and submitting an application for the **Irish Research Council Government of Ireland (GOI) Postdoctoral Fellowship**. In addition, it provides a general overview of the Irish Research Council assessment process.

The Irish Research Council Postdoctoral Fellowships are governed by the particular Terms and Conditions underlying the Fellowship, and the Award Acceptance Form. 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/Acceptance Form, the latter will prevail.

Applicants are accordingly strongly recommended to familiarise themselves FULLY with the **2020 Terms & Conditions**, and also to read carefully any **Frequently Asked Questions (FAQ)** before completing and submitting applications.

The Council reserves the right to revise this Guide for Applicants.

INTRODUCTION TO THE IRISH RESEARCH COUNCIL

The **mission of the Council is to enable and sustain a vibrant and creative research community in Ireland²**. The Council is an agency of the Department of Education and Skills and operates under the aegis of the Higher Education Authority. The core function of the Council is to support excellent frontier research across all disciplines and career stages. It places particular focus on early-stage researchers and promotes diverse career opportunities for researchers by partnering with enterprise. The Council also has a particular role in supporting research with a societal focus, and has established partnerships across government and civic society

ELIGIBILITY CRITERIA

- Before starting an application, all applicants should check they are eligible to apply by carefully studying the 2020 Terms and Conditions AND the information below **before** beginning the Eligibility Quiz included on the OLS.
- Applicants that do not meet the eligibility criteria as per the 2020 Terms and Condition should **not** attempt to submit an application.
- **If an applicant fails the Eligibility Quiz, they will not be allowed to proceed and create an application in the online system.**
- Unsuccessful applicants may only re-apply to each scheme on one subsequent occasion (with effect from **21 October 2009**). A description of modifications made to the proposal will be required if the proposal has been previously submitted and was unsuccessful.

² <http://research.ie/about-us/>

- Applicants to the programme must have been awarded their doctoral degree within the 5-year period before **31 May 2020**. For the purposes of this condition, the date of graduation will be taken into account **OR** must have been certified as having fulfilled within the 5-year period before 31 May 2020 all the requirements for the award of a doctoral degree, including the submission of the hardbound corrected thesis, but have not yet graduated.
- Applicants must not have had two previous unsuccessful applications to the programme. This includes applications since 2009 to the EMPOWER Scheme previously run by the Irish Research Council for Science, Engineering and Technology, and the Government of Ireland Fellowship Scheme previously run by the Irish Research Council for Humanities and Social Sciences.
- Applicants must not hold or have held an Irish Research Council Government of Ireland Postdoctoral Fellowship or Enterprise Partnership Scheme Postdoctoral Fellowship.
- Applicants must not have been employed as a postdoctoral researcher for more than 5 years at 31 May 2020.
- Applicants must have authored or co-authored at least one published peer-reviewed research publication or have demonstrable equivalent intellectual property output or have provided samples of their written research work e.g. chapter of PhD.
- Applicants research must not deal with any of the following prohibited areas.
 - Research activity aimed at human cloning for reproductive purposes.
 - Research activity intended to modify the genetics of human beings that could make such changes heritable (with exception to research relating to cancer treatment of the gonads, which may be funded)
 - Research activities to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

IMPORTANT APPLICATION ADVICE

Applications to this scheme will ***be deemed ineligible and will not be considered for funding if:***

- Applicants failing the Eligibility Quiz will not be allowed to proceed and create an application in the online system.
- The applicant submits more than one application.
- An application has not been submitted via the OLS. No hardcopies or email forms will be accepted;
- An application is late or otherwise submitted subsequent to the advertised applicant closing date of **4pm (Ireland time) Wednesday 20 November 2019;**
- An application does not have all the required participant forms (Mentor and two

- Referee Forms) completed in full, within the word counts and submitted via the OLS only by the deadline of **4pm (Ireland time) Wednesday 27 November 2019**. (No hardcopies or email forms will be accepted);
- An application where the Academic Mentor name and their email address at Eligibility Quiz stage is different from the Academic Mentor name and email address used in the application form.
 - If an applicant assigns an Academic Mentor AND/OR Referees to their application without their prior consent, the application will be made ineligible.
 - If an incorrect email address is supplied for a Referee, the Referee will not receive login details for the OLS and will not be able to complete their participant form. Please ensure all email addresses are correct **prior** to submission. Once submitted, **no** alterations to the Referees (including email addresses) are possible.
 - An application is incomplete (e.g. does not have all documents requested);
 - An application exceeds the word/page limits;
 - An application includes sections that are incomplete;
 - An application includes additional materials other than those requested;
 - When completing the 'Publication and Other Research Outputs' section, you should only attach additional samples of your written work if you have NO other relevant publications. Attaching samples of written work when you have already listed your publications will result in your application being deemed ineligible. Attaching more than one chapter from your PhD will result in your application being deemed ineligible.
 - An application includes materials in a format other than as requested (PDF format must be used);
 - The research project as proposed in the application form has previously been funded in full or in part, by the Council³ or by another Funding Agency/Department;
 - the application is not endorsed by the applicant's institution, by the Vice-President/Dean of Research, or by their authorised nominees (to be authorised by the VP/Dean of Research only) via the OLS only on the Council website www.research.ie by the deadline of **4pm (Ireland time) Wednesday 4 December 2019**.
 - Canvassing on behalf of applicants occurs.

THINKING ABOUT APPLYING

Contact your Research Office (RO)

In the first instance, you should contact the Research Office (i.e. the office of the Vice-President/Dean of Research/Head of Development, as applicable) in your proposed Higher Education Institution (HEI) or Research Performing Organisation (RPO) for information and clarification on the call. The Research Office will have to endorse your application once you have submitted it, so it is highly recommended that applicants contact them before preparing an application.

³ Following the merger of IRCHSS and IRCSET, Irish Research Council schemes subsume previous IRCHSS and IRCSET schemes.

Frequently Asked Questions (FAQs)

If you have any questions regarding the application process, please address them to your Research Office. If your Research Office is unable to answer your query, they should send the query to the Council for answer through the Frequently Asked Questions process. These queries should be sent by your Research Office to postdoc@research.ie with the subject line '**GOI Postdoc 2020 FAQ**'. A set of Frequently Asked Questions (FAQs) and answers will then be posted on the website www.research.ie. The deadline for Research Office FAQ is **4pm (Ireland time) Wednesday 13 November 2020**.

Please note that, for reasons of transparency and fairness for all applicants, **the Council will not enter into individual written or telephone correspondence with any individual applicant**. In particular, the Council will not be in a position to review any eligibility issues. Please be advised that, should an applicant contact the IRC by telephone, they will be advised in the first instance to contact their RO.

Contact your proposed Mentor and two Referees

All applications require a nominated 'Mentor in Ireland' who is willing to mentor you for the proposed research project, and two nominated Referees who know you sufficiently well to provide you with a character reference.

In addition, note that Mentor(s) may **not** act as Referees.

Prior to creating an application, you **must** contact and discuss your Research Project with your proposed Mentor(s); the Council is not in a position to recommend Mentors.

It is the sole responsibility of the Applicant to inform the proposed Mentor in Ireland and Referees of his/her nomination. This should be done well in advance of completing the online application process.

The Mentor and Referees will be required to complete their participant forms through the OLS. It is essential that the participants you nominate in your application will be available to complete their relevant forms during the relevant time periods (see notes below) prior to the deadline. Submission of these forms is an integral part of a fully completed application and failure to submit these forms by the participant deadline of exactly **4pm (Ireland time) Wednesday 27 November 2019** will result in the application being deemed ineligible.

- **If an applicant assigns an Academic Mentor AND/OR Referees to their application without their prior consent, the application will be made ineligible.**

Applications will be accepted in either the Irish or the English Language only

In order to facilitate evaluation by the International Assessment Board in English, applicants submitting Irish language applications are invited to submit an English language translation of their application. Should an English translation not be provided by an applicant, the Council will provide a translation to the International Assessment Board.

Application deadline:

The Council strongly encourages the submission of applications well in advance of the closing date for the competition, as on the day that the call closes there will be heavy traffic on the server, which may slow down the submission of your application. To prevent problems with heavy server traffic, do not wait until the final day of the call to submit your application. If you need to upload your application on the closing day, please allow at least 6 hours before the deadline of **4pm (Ireland time) Wednesday 20 November 2019** to allow the upload to complete.

All applications will be assessed solely based on the material available to the Irish Research Council ('Council') at the time of the application deadline.

EVALUATION PROCEDURE

Assessment Process

For a flowchart of the assessment process please see the 'Postdoctoral 2020 Application assessment process flowchart' on our website.

There are two separate funding streams for AHSS and STEM applications. Each stream of applications is assessed independently on a competitive basis.

All applications are first reviewed for eligibility and adherence to Terms and Conditions of this Scheme. Applications are then sent for remote evaluation to an Outer International Assessment Board (Outer IAB). Each application is read by at least two independent, international reviewers who review the application on the basis of the materials supplied. Each assessor submits their qualitative and quantitative evaluation and the applications are ranked within each of the two separate funding streams.

If a large number of applications are received, only the top ranked applications (e.g. top 40%) will be referred on to an Inner International Assessment Board (Inner IAB). Otherwise all applications will be referred to the Inner IAB and read by two independent, international reviewers who then discuss the applications at either the STEM Inner IAB meeting, or the AHSS Inner IAB meeting (according to the funding stream that they are in). The primary responsibility of each Inner IAB is to determine a quantitative and qualitative ranking of the applications referred to it and arrive at an overall judgment of standard and make final recommendations to Council.

Please note that while the Outer IAB members may be more familiar with your specific research field, the Inner IAB will be made up of representatives with significant overarching experience who will have a general understanding of your research field. Thus, it is important that you write your application so that both Outer and Inner IAB members can clearly understand the research proposed therein and form a fair evaluation and assessment of whether it is of a sufficient standard to recommend to Council for funding.

The Council's decision on whether to award a fellowship under this Scheme shall be final.

Evaluation Criteria

Applications are assessed under four headings including *'Track Record/Research Potential of the Applicant'*, *'Training and Career Development Aspects and Impact of the Fellowship'*, *'Quality of the Research Project'* and the *'Suitability of the Mentor/Implementation of the Fellowship'*

Applications can be made in any discipline. See Appendix I for a description of what is covered in Primary Areas, Disciplines, and Other Research Areas.

In particular, applications of an interdisciplinary nature that cross boundaries between different fields of research, pioneering proposals addressing new and emerging fields of research, proposals introducing unconventional, innovative approaches and scientific inventions are welcomed.

REGISTERING AS AN APPLICANT FOR THE FIRST TIME⁴

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:

- Internet Explorer: version 10.0 and higher
- Firefox download: two most recent versions*
- Google Chrome download: two most recent versions*
- Safari download: two most recent versions*

*Firefox, Google Chrome and Safari support applies to the two most recent versions published by the manufacturer excluding beta releases, Also, please ensure your JavaScript is both turned on and up to date.

Next, add the ircapps@research.ie email address to your contacts/address book **BEFORE** you attempt the registration process.

- Use the following link to take you to the ['Applicant registration page'](#)
- Please fill in the form as prompted.

⁴ Applicants who have previously applied to IRCSET schemes **do not need** to register with the Online Application System (OLS) before proceeding as their original profile will be used. Applicants who have previously applied to IRCHSS but not to IRC schemes **need** to register with the Online Application System (OLS) before proceeding.



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Applicant registration page

This is the first step of the application process. After you have completed and submitted this form you will receive an e-mail with a username and password which will enable you to access your Irish Research Council profile and start your application. If you have previously registered with this system there is no need to register again: You can login to your account at any time at the following address irishresearch.smartsimple.ie

* Prefix:

* Gender:

* Date of Birth (dd/mm/yyyy):

* First Name:

* Last Name:

* Email:

Definition of Ordinarily Resident

The last field, 'Area where you are ordinarily resident (EU/Non-EU)' seeks to determine your EU status based on the country within which you have been resident for the last number of years.

Applicants deemed to be citizens of the EU are those applicants who are either citizens of Ireland or of a Member State of the European Union AND have been ordinarily resident within a Member State of the EU/Ireland for a continuous period of three out of the five years prior to the application deadline. 'Ordinarily resident' shall be deemed to refer to the applicant's place of legal and permanent residence. The 'ordinarily resident' period for EU citizens will not be deemed as having been interrupted if an absence from that residence has been caused by: training or employment of the applicant or the applicant's spouse or parents; the full-time education of the applicant or her/his spouse; an absence or absences for cultural or personal reasons. All other applicants should indicate that they are non-EU.

- Once you have filled in all the requested details, click '**SUBMIT**'; the following screen will then be displayed:



- An email from ircapps@research.ie with the subject '**Irish Research Council Registration Details**' will be automatically sent to the email address you have provided.
- This email will:
 - confirm that you have successfully registered as an applicant to the Irish Research Council Online Application System (OLS). You only need to do this once.
 - issue you with a username and password.

IF YOU DO NOT RECEIVE THIS EMAIL:

- Please check your SPAM FOLDER; and if you have not already done so, add the ircapps@research.ie email address to your contacts/address book now.
- **If you are using an institutional/work email account, the email may be blocked by the institution's firewall. Please contact your I.T. support to ask for the email to be released.**

USING THE ONLINE APPLICATION SYSTEM (OLS)

Please note the following when using the system:

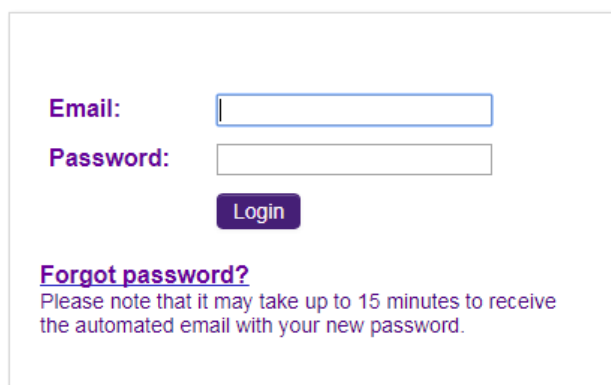
- **No alterations can be made to an application once it has been submitted.** Therefore, it is important to check and re-check the application form until you are fully satisfied with all sections of your application before you click 'Submit Application'.
- If you enter information into the OLS application form and **do not save** before navigating away from the tabbed page, this information will be lost
- Click on 'Application Overview' to navigate back to the start of the application form. **Do not** use the browser 'back' button at any stage as you may lose essential information.
- **If an incorrect email address is supplied for a Referee, the Referee will not receive login details for the OLS and will not be able to complete their participant form. Please ensure all email addresses are correct prior to submission. Once submitted, no alterations (including email addresses) are possible.**

- All participants **must** complete their forms through the OLS. The Council will not be responsible for ensuring that participant online forms are submitted on time. It is the responsibility of the **Applicant** to ensure the Mentor and Referees submit their forms through the OLS by the deadline of exactly **4pm (Ireland time) Wednesday 27 November 2019**.

As detailed under 'Thinking About Applying' (pg. 7), you should direct any queries about the scheme and application process to your Research Office. However, if you have a technical issue regarding the use of the OLS, please read these Guidelines and the FAQ document, both of which are available on our website www.research.ie. If your issue is not clarified through any of these mechanisms, only then should you email postdoc@research.ie with an outline of your query. Please include your Project ID, the browser you are using, and if appropriate, a screenshot of the OLS and any error messages.

To Log in:

- Once you have received your username and password, access the OLS on the Irish Research Council [website](http://www.research.ie)
- Please enter the username and password that were supplied to you in the 'Irish Research Council Registration Details' email and then click 'Log in'.
- If you have misplaced your password use the '**Forget Your Password? – Please Click Here**' link on the login page (just under the login button). An email containing these details will be automatically sent to the email address you have supplied but it can take up to 10 minutes to receive.




The screenshot shows a login form with the following elements:

- Email:** A text input field.
- Password:** A text input field.
- Login:** A purple button.
- Forgot password?:** A purple link.
- Text below the link:** "Please note that it may take up to 15 minutes to receive the automated email with your new password."


Creating a new Application:

- When you log in, you will be presented with the following 'Home' screen:


Welcome to your profile



Supported browsers
Firefox, Chrome and Safari (2 most recent versions), Internet Explorer (version 9 or higher)




Change Password




Manage your profile


Applications by status



Draft applications




Submitted applications




Closed and archived applications

Open calls



Open calls



Applicant guidelines

- Begin creating your application by clicking on the 'open calls' icon
- Click on the 'Begin Eligibility Quiz' button to access a short quiz which will determine whether you are eligible to apply to the programme. **It is imperative that you treat this Eligibility Quiz seriously as failing it will mean that you will not be allowed to apply to the scheme.**

Government of Ireland Postdoctoral Fellowship	Active	Draft	20/11/2019 16:00	27/11/2019 16:00	04/12/2019 16:00	Begin Eligibility Quiz
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- Potential applicants who are not eligible to apply to the programme will receive the following message and will not be able to complete an application form.

You are not eligible for the Government of Ireland Postdoctoral Fellowship, please click Return to Portal button below.

- Potential applicants who are eligible to apply to the programme will receive the following message.

You Passed the Eligibility Quiz for the Government of Ireland Postdoctoral Fellowship. Click the Continue to Application button below to proceed and **DO NOT** close the window before Saving Draft.

- Applicants must click the 'continue to application' icon at the bottom the page and then click 'save draft'. Failure to complete this final step will mean that the Eligibility Quiz will not be saved, and your application will be deemed ineligible.
- The application form can be accessed as pictured below:

New Project

* Project title:
100 words left

* Irish research body:  

* Application in Irish: Yes No 

English translation: Click Save before adding attachment

- Your proposed higher education institution should be selected using the 'Irish research body' field. Use the predictive text field or click the 'lookup' button and select the appropriate check box next to your proposed higher education institution and it will be associated with your application.
- Once you have associated a higher education institution with your application, click 'save draft'. At this point, your draft application has been created. The tabs below will appear at the top of the application form. The system will default to 'edit' mode and you can input information and save it by clicking the 'save draft' button at the bottom of the page.
- If you have selected 'yes' to your application being in Irish, you now have the option to 'upload' your own English translation in PDF format.

New Project

OVERVIEW

PRIMARY AND ADDITIONAL PARTICIPANTS

ACADEMIC QUALIFICATIONS

PROPOSED RESEARCH

- The 'applicant details' section is largely populated based on your personal profile. If you would like to update any of this information, click 'save draft' and navigate back to the home screen where you can find the 'manage your profile' icon.

Applicant details

* Type of Government of Ireland Fellowship for which you are applying:

Title: Dr

Email address: ircfakeapplicant2@gmail.com

Postcode: TEST

- The 'applicant details' section is also where you select the type of Government of Ireland Postdoctoral Fellowship that you are applying for i.e. the *GOI 1 Year*, *GOI 2 Year* or the *Department of Rural and Community Development 2 Year Fellowship* also referred to as the *DRCD 2 Year Fellowship*.
- ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognised. If you do not currently have an ORCID, please register for one at www.orcid.org.
- As detailed in the 2020 Terms and Conditions the duration of funding to be awarded is dependent on the type of fellowship being pursued. If the application is successful, funding will only be provided for the degree type requested in the original application.

EDITING YOUR APPLICATION

- You can access and edit your application as often as you like prior to the applicant deadline so long as the application has not been submitted and remains in draft status.
- Do not use the browser 'back' button at any stage as you may lose essential information.
- From the home screen, click on the 'draft applications' icon. You must be in 'edit' mode to input information to your application form. You can switch between the 'view' and 'edit' modes at the top left of the browser window.
- As each applicant can only submit one application, the message below will now appear if you click on the 'open calls' icon on your home page.
- Please ensure that you click the 'save draft' button at the bottom of each page before moving from one tab to the next. If you input information on a tab and switch to another without clicking 'save draft', this information will be lost.

ADDING A MENTOR TO YOUR APPLICATION

- It is the applicant's responsibility to ensure that their Academic Mentor completes their reference form through the online system by the deadline of exactly 16:00 (Irish time) on 27 November 2019. This form will not be accepted by email, in hardcopy or by any other means. The Council is not responsible for ensuring that participant forms are submitted on time through the online system.
- You must associate a pre-registered Academic Mentor with your application through the participants section at the bottom of the 'primary and additional participants' tab.
- Academic Mentor details must be the same as those input at 'Eligibility Quiz' stage. Applications with a discrepancy in Academic Mentor details will be deemed ineligible.
- It is important that you ensure that Academic Mentor is displayed in the drop-down field to the right of the 'lookup' button when adding a Mentor in Ireland to your application. Please do not add any other roles (e.g. supervisor) to your application.

- Use the predictive text field or click the 'lookup' button to find and 'add' your chosen Mentor in Ireland to your application. Click 'save draft' and your Academic Mentor will be associated with your application.

- If you cannot find your chosen Academic Mentor, please contact them to ensure they have registered through the research office in their higher education institution.
- Your Academic Mentor is now an associated participant on your application and will receive an automatically generated email notifying them that they have been added as a participant to your application. This email will contain login details for the online system where they will be able to complete their mentor reference form.
- Applicants are advised to check with their Academic Mentor that they have received this email. If they do not receive the email, they should check their spam folder and ensure that the ircapps@research.ie email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.
- Additional mentors may be associated with your application. Please note that secondary mentors will NOT receive an email notifying them they have been added as a participant to your application. Applicants should note that, in the event of joint mentorship or a panel of mentors, the applicant must nominate one Mentor to be provided with logon details to access the system during the initial application phase. This mentor will be designated the Principal Mentor and must serve as the applicant's named Mentor for the purposes of the application process. Details of other mentors can be written into the 'Proposed Research' section.
- If you want to remove the Academic Mentor you have associated with your application while it is still in draft status, select the check box beside their name at the bottom of the participants tab, click the 'remove' button and save your application. The Academic Mentor will then be removed, and you can add an alternative as per the instructions above. If you remove an Academic Mentor from your application, they will not be automatically notified. It is the applicant's responsibility to notify the Academic Mentor that they are no longer assigned to an application.
- If the primary Academic Mentor in question has been registered with the incorrect email address, then the research office should contact the Council to amend the primary Academic Mentor's contact details on the online system.
- Please note that Mentors cannot create or submit their reference form until **after** you submit your application.
- Once all the relevant participants have been added to your application, their details will be listed in the 'participants' section of the bottom of the 'primary and additional participants' tab.

ADDING A REFEREE TO YOUR APPLICATION

- **It is the applicant's responsibility to ensure referees complete their respective forms through the online system by the deadline of exactly 16:00 (Irish time) on**

27 November 2019. These forms will not be accepted by email, in hardcopy or by any other means. The Council is not responsible for ensuring that participant forms are submitted on time through the online system.

- Referees do not need to be pre-registered on the online system. Click the blue 'HERE' link under the 'adding referees' section on the 'primary and additional participants' tab and enter the contact details for referees one at a time.

■ Referees

- You must associate two referees with your application, neither of whom may be your named primary academic mentor.
- A suitable referee is an individual who knows you sufficiently well to provide you with a reference, e.g. a principal investigator; a mentor from any time in your career or education; or
- Each referee will be required to provide an online reference as part of your application. Please note that referees do not have sight of the application itself.
- To enter and sign up referees' details, please click [HERE](#)
- After you have added a referee, please click **Save** on the main page. Referees are not linked to the application until you do so. Once you have clicked **Save**, the referee's name will
- Once you have clicked **Save**, and the referee name is listed in the participants section, the referee should receive an automatic confirmation email advising them that they can log in and can access the online system.

- **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.**
- The last dropdown box on the referee registration page gives two options: 'referee 1' and 'referee 2'. Please ensure you select 'referee 1' for your first referee, and 'referee 2' for your second. Once you have registered your referees by entering their information and clicking 'submit', please click 'save draft' at the bottom of the page. Only by doing this will the referees be added to your application.
- Please note that your Academic Mentor may NOT act as one of your referees, however your secondary supervisor IS permitted to do so.
- An automated email will be sent to each referee as soon as they have been added to the application. This email will contain their login details for the online system where they will be able to complete their reference form. Referees can create and submit their forms as soon as they receive this email.
- Applicants are advised to check with their referees that they have received this email. If they do not receive the email, they should check their spam folder and ensure that the ircapps@research.ie email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.
- **Referees do not have access to your application form, either in draft status or when submitted.**
- Should a referee's email address be incorrect while the application is still in draft status, this can be corrected by removing the referee in question and re-adding them with the correct details.

- If you want to remove a referee you have associated with your application while it is still in *draft status*, select the check box beside their name at the bottom of the participants tab, click the 'remove' button and save your application. The referee will then be removed, and you can add an alternative as per the instructions above. If you remove a referee from your application, they will not be automatically notified. It is the applicant's responsibility to notify the referee that they are no longer assigned to an application.
- If the application is submitted where an incorrect email address is supplied for either referee, they will not receive login details for the online system and will not be able to complete their participant form. Please ensure all email addresses are correct prior to submission. As stated above, once the application has been submitted, no alterations are possible.
- Once all the relevant participants have been added to your application, their details will be listed in the 'participants' section of the bottom of the 'primary and additional participants' tab.

New Project

OVERVIEW **PRIMARY AND ADDITIONAL PARTICIPANTS** ACADEMIC QUALIFICATIONS PROPOSED RESEARCH

COMPLETING THE APPLICATION

- Degree results as entered in the application form and endorsed by the HEI must be your overall results and verifiable as such on coloured-scanned copy of official transcripts. If official transcripts do not confirm your overall result and year 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.
- When completing the 'proposed research' tab, please consult the research categorisation document in Appendix 1 for further descriptions of primary area, discipline and other research areas.
- When completing the 'personal, ethical and sex/gender statements' tab, please consult the sex/gender dimension statement in Appendix 3 for further information.
- When completing the 'Publication and Other Research Outputs' section, you should only attach a PhD chapter if you have NO other relevant publications. Attaching a PhD chapter when you have already listed other publications will result in your application being made ineligible.
- When completing the 'proposed research' tab it is imperative that you select the correct fellowship for which you want to apply to. In this section, different

questions are asked depending on whether you are applying to the *GOI 1 Year Fellowship*, the *GOI 2 Year Fellowship* or the *DRCD 2 Year Fellowship*.

- Under the 'applicant declaration' tab, applicants are asked whether they would like the Council to make their application available to other agencies and/or employment or enterprise partners for funding consideration. This consideration is in addition to the current Council scholarships on offer and will not affect assessment of your application in any way.
- Random sampling for evidence of plagiarism will be carried out during the assessment process. Applicants who have been found to plagiarise will be prohibited from applying for Council funding in the future. Suspected instances of plagiarism will be brought to the attention of the higher education institution.
- Where ethical issues may arise in the research, applicants are required to submit to the Council a written statement that full consideration has been given to the ethical implication of the research proposal. Full ethical approval from the relevant HEI Ethics Committee is not required at the application stage. However, if the application is successful, evidence of full ethical approval will be required as part of the Award Acceptance (as per the 2020 Terms and Conditions).
- **No alterations can be made to an application once it has been submitted. It is therefore important to check and re-check the application form until you are fully satisfied with all sections before submitting. If successful, you will only be offered funding to carry out the project as detailed in the application.**
- In order to submit your application, click 'submit application' at the bottom of the form. The following message will be displayed once your application has been submitted successfully.



Submission Successful

Project ID:

Project Title:

- Once an application has been submitted, the online system generates a number of automated emails to the participants included on the application.
- Referees can create and submit their forms as soon as they have been added to the application. Please note that the Academic Mentor can only complete their form after the application has been submitted.

CHECKING THE STATUS OF REFERENCES

- **It is the responsibility of the applicant to ensure that the Academic Mentor and referee forms are submitted by the deadline of exactly 16:00 (Irish time) on 27 November 2019.**
- The status of these forms can be checked at any stage by logging into the online system and clicking on the 'submitted applications' icon on the 'home' screen. The information contained in the 'referees' status' and 'supervisor/mentor status' columns confirm who has been assigned to the application and the status of their reference form.
- If the form is listed as 'in preparation' or 'draft', it has not been received by the Council. If the form is listed as 'submitted' or 'completed', it has been received by the Council.

Referees Status	Supervisor/Mentor Status
2 Referees Assigned •  - Draft •  - Submitted	Supervisor Assigned Supervisor Form Completed

- If necessary, you should contact your proposed primary supervisor and/or referees to ensure their forms will be submitted before the deadline. The online application system will automatically shut down after the deadline passes.

ENDORSEMENT OF APPLICATIONS

- The research office endorsement is the final step in the application process. All applications must be endorsed on behalf of the proposed higher education institution by the office of the vice-president/dean of research as applicable.
- Applications missing a referee or Academic Mentor form will be deemed ineligible.

- Once the research office has endorsed an application, the status of the application will change from 'application received' to 'ready for review'.
- If the research office rejects the application, the status will be updated to 'ineligible application'.

NOTIFICATION OF FEEDBACK

- The Council is precluded from discussing results of the competition or the outcome of individual applications over the telephone or in writing.
- Feedback to unsuccessful candidates will be provided in soft copy format only. If you want to receive your feedback it is crucial that you provide an up to date email account in your applicant profile.
- Under no circumstance will feedback provided by the Council compromise the confidentiality of a participant form submitted to Council.

INFORMATION FOR SUCCESSFUL APPLICANTS

- The Council will make conditional award offers subject to the terms of the award acceptance documentation and the 2020 Terms and Conditions.
- Any conditional offer is subject to the acceptance form being signed by the scholar, higher education institution and Academic Mentor, and returned to the Council on time.
- Any conditional offer is also subject to submission of coloured-scanned copies of original or certified copies of any undergraduate or postgraduate degree transcripts exactly as outlined in your application. These transcripts must be appropriately stamped or endorsed and are non-returnable.
- Subject to meeting the terms of the award acceptance documentation, all scholarships will commence on 1 October 2020.

APPENDIX I

RESEARCH CATEGORISATION

Irish Research Council Government of Ireland schemes are open to all disciplines.

Applicants are required to indicate the 'primary area', 'discipline' and 'other research area' that their proposed research programme fits under.

If the research proposed is interdisciplinary, applicants should indicate this by categorising their research via the drop-down menus provided and then by using the 'second categorisation if interdisciplinary' free form box in the application form to indicate a second categorisation. For the first categorisation, please select the primary area, discipline and other research area that the research is most closely associated with. The second categorisation should also be provided on the basis of the primary areas, disciplines and other research areas provided below.

Primary areas

Applicants are required to select a primary area from the following defined list:

- Biological Sciences A
- Biological Sciences B
- Chemistry
- Computer Science
- Earth and Environmental Sciences
- Engineering
- Mathematics
- Physics
- Study of the Human Past
- Cultures and Cultural Production
- Individuals, Institutions, Markets, Values, Behaviour the Mind and Environment

Disciplines

Under each primary area there is a defined list of disciplines to select from. These are listed in the tables that follow. Applicants should choose the discipline that most closely matches his/her proposed research. In considering the selection, the applicant should consider the methodology and techniques used in the research project.

Other Research Areas

An indicative non-exhaustive list of typical other research areas is also provided under the primary areas and disciplines in order to further categorise the research and aid in the selection of peer-reviewers. In the application form this is a free text box. So if you don't see an 'Other Research Area' which you feel matches your particular area, then please type in what you feel is an accurate descriptor for your research area.

Primary Area: Biological Sciences A	
<i>Disciplines</i>	<i>Other Research Areas</i>
Agricultural Biotechnology	including but not limited to: Agricultural Biotechnology Diagnostics (incl. Biosensors); Agricultural Marine Biotechnology; Agricultural Molecular Engineering of Nucleic Acids and Proteins; Genetically Modified Technology; Livestock Cloning; Marker Assisted Selection; Biomass Feedstock Production Technologies; Biopharming.
Biology (Theoretical, Mathematical, Thermal, Cryobiology, Biological Rhythm)	including but not limited to: Theoretical Biology; Mathematical Biology; Thermal Biology; Cryobiology; Biological Rhythm.
Environmental Biotechnology	including but not limited to: Biodiscovery; Biological Control; Bioremediation; Environmental Biotechnology Diagnostics (incl. Biosensors); Environmental Marine Biotechnology; Environmental Molecular Engineering of Nucleic Acids and Proteins.
Evolutionary Biology	including but not limited to: Animal Systematics and Taxonomy; Biogeography and Phytogeography; Biological Adaptation; Ethology and Socio-biology; Evolution of Developmental Systems; Evolutionary Impacts of Climate Change; Host-Parasite Interactions; Life Histories; Phylogeny and Comparative Analysis; Plant Systematics and Taxonomy; Speciation and Extinction.
Marine Biology, Freshwater Biology	including but not limited to: Marine Biology, Freshwater Biology.
Microbiology, Mycology and Virology	including but not limited to: Bacteriology; Infectious Agents; Microbial Ecology; Virology; Mycology.
Microbial Genetics	including but not limited to: Microbial Genetics.
Plant Sciences, Botany	including but not limited to: Phycology (incl. Marine Grasses); Plant Cell and Molecular Biology; Plant Developmental and Reproductive Biology; Plant Pathology; Plant Physiology; Botany.
Zoology, Ornithology, Entomology, Behavioural Sciences Biology	including but not limited to: Animal Behaviour; Animal Cell and Molecular Biology; Animal Developmental and Reproductive Biology; Animal Immunology; Animal Neurobiology; Animal Physiological Ecology; Animal Structure and Function; Invertebrate Biology; Vertebrate Biology.

Primary Area: Biological Sciences B	
<i>Discipline</i>	<i>Other Research Areas</i>
Biochemical Research Methods	including but not limited to: Biochemical Research Methods.
Biochemistry and Molecular Biology	including but not limited to: Analytical Biochemistry; Bioinformatics (Bioinformatics Software to be Computer Science); Enzymes; Protein Trafficking; Proteomics and Intermolecular Interactions; Receptors and Membrane Biology; Signal Transduction; Structural Biology (incl. Macromolecular Modelling); Synthetic Biology; Systems Biology.
Cell Biology	including but not limited to: Cell Development, Proliferation and Death; Cell Metabolism; Cell Neurochemistry; Cellular Interactions (incl. Adhesion, Matrix, Cell Wall).
Developmental Biology	including but not limited to: Developmental Biology.
Genetics and Heredity	including but not limited to: Anthropological Genetics; Cell and Nuclear Division; Developmental Genetics; Epigenetics (incl. Genome Methylation and Epigenomics); Gene Expression (incl. Microarray and other genome-wide approaches); Genetic Immunology; Genome Structure and Regulation; Genomics; Molecular Evolution; Neurogenetics; Population, Ecological and Evolutionary Genetics; Quantitative Genetics (incl. Disease and Trait Mapping Genetics).
Industrial Biotechnology	including but not limited to: Bio catalysis and Enzyme Technology; Bioprocessing, Bioproduction and Bioproducts; Fermentation; Industrial Biotechnology Diagnostics; Industrial Microbiology (incl. Biofeedstocks); Industrial Molecular Engineering of Nucleic Acids and Proteins.
Medical Biotechnology	including but not limited to: Gene and Molecular Therapy; Medical Biotechnology Diagnostics; Medical Molecular Engineering of Nucleic Acids and Proteins; Regenerative Medicine (incl. Stem Cells and Tissue Engineering).
Reproductive Biology	including but not limited to: Reproductive Biology.

Primary Area: Chemistry	
<i>Discipline</i>	<i>Other Research Areas</i>
Analytical Chemistry	including but not limited to: Analytical Spectrometry; Electro analytical Chemistry; Flow Analysis; Immunological and Bioassay Methods; Instrumental Methods; Quality Assurance, Chemo metrics, Traceability and Metrological Chemistry; Sensor Technology; Separation Science.
Colloid and Nanochemistry	including but not limited to: Colloid and Surface Chemistry; Nanochemistry; Molecular and Organic Electronics; Nanotoxicology (chemical aspects).
Electrochemistry	including but not limited to: Dry Cells; Batteries; Fuel cells; Corrosion metals; Electrolysis.
Inorganic, Organometallic and Nuclear Chemistry	including but not limited to: Bioinorganic Chemistry; f-Block Chemistry; Inorganic Green Chemistry; Main Group Metal Chemistry; Non-metal Chemistry; Solid State Chemistry; Transition Metal Chemistry; Inorganic Chemistry; Organometallic Chemistry, Supramolecular Chemistry (inorganic and organometallic aspects); Nuclear Chemistry.
Macromolecular Materials Chemistry and	including but not limited to: Chemical Characterisation of Materials; Supramolecular Chemistry (materials chemistry aspects); Optical Properties of Materials; Physical Chemistry of Materials; Polymerisation Mechanisms; Synthesis of Materials; Theory and Design of Materials; Molecular and Organic Electronics.
Medicinal and Biomolecular Chemistry	including but not limited to: Biologically Active Molecules; Biomolecular Modelling and Design; Characterisation of Biological Macromolecules; Cheminformatics and Quantitative Structure-Activity Relationships; Molecular Medicine; Proteins and Peptides.
Organic Chemistry	including but not limited to: Free Radical Chemistry; Natural Products Chemistry; Organic Chemical Synthesis; Organic Green Chemistry; Physical Organic Chemistry.
Physical Chemistry	including but not limited to: Catalysis and Mechanisms of Reactions; Chemical Thermodynamics and Energetics; Solution Chemistry; Structural Chemistry and Spectroscopy; Transport Properties and Non-equilibrium Processes.
Theoretical and Computational Chemistry	including but not limited to: Quantum Chemistry; Radiation and Matter; Reaction Kinetics and Dynamics; Statistical Mechanics in Chemistry.

Primary Area: Computer Science	
<i>Discipline</i>	<i>Other Research Areas</i>
Artificial Intelligence and Image Processing	including but not limited to: Adaptive Agents and Intelligent Robotics; Artificial Life; Computer Graphics; Computer Vision; Expert Systems, Image Processing; Natural Language Processing; Neural, Evolutionary and Fuzzy Computation; Pattern Recognition and Data Mining; Simulation and Modelling; Virtual Reality and Related Simulation.
Computation Theory and Mathematics	including but not limited to: Analysis of Algorithms and Complexity; Applied Discrete Mathematics; Computational Logic and Formal Languages; Mathematical Software; Numerical Computation.
Computer Software	including but not limited to: Bioinformatics Software; Computer System Architecture; Computer System Security; Concurrent Programming; Multimedia Programming; Open Software; Operating Systems; Programming Languages; Software Engineering.
Data Format	including but not limited to: Coding and Information Theory; Data Encryption; Data Structures; Markup Languages.
Distributed Computing	including but not limited to: Distributed and Grid Systems; Mobile Technologies; Networking and Communications; Ubiquitous Computing; Web Technologies.
Information Systems	including but not limited to: Computer-Human Interaction; Conceptual Modelling; Database Management; Decision Support and Group Support Systems; Global Information Systems; Information Engineering and Theory; Information Systems Development Methodologies; Information Systems Management; Information Systems Organisation; Information Systems Theory; Interorganisational Information Systems and Web Services.

Primary Area: Earth and Environmental Sciences	
<i>Discipline</i>	<i>Other Research Areas</i>
Biodiversity Conservation	including but not limited to: Conservation and Biodiversity.
Ecology	including but not limited to: Behavioural Ecology; Community Ecology; Ecological Physiology; Freshwater Ecology; Marine and Estuarine Ecology (incl. Marine Ichthyology); Paleoecology; Population Ecology; Terrestrial Ecology. Ecological Impacts of Climate Change; Ecosystem Function; Invasive Species Ecology.

Environmental Sciences	including but not limited to: Environmental Impact Assessment; Environmental Management; Environmental Monitoring; Environmental Rehabilitation; Natural Resource Management; Wildlife and Habitat Management.
Geochemistry	including but not limited to: Exploration Geochemistry; Inorganic Geochemistry; Isotope Geochemistry; Organic Geochemistry.
Geophysics	Electrical and Electromagnetic Methods in Geophysics; Geodynamics; Geophysical Fluid Dynamics; Geothermics and Radiometrics; Gravimetrics; Magnetism and Palaeomagnetism; Seismology and Seismic Exploration.
Geology	including but not limited to: Basin Analysis; Extraterrestrial Geology; Geochronology; Igneous and Metamorphic Petrology; Marine Geoscience; Ore Deposit Petrology; Petroleum and Coal Geology; Sedimentology; Stratigraphy (incl. Biostratigraphy and Sequence Stratigraphy); Structural Geology; Tectonics, Volcanology.
Meteorology and Atmospheric Sciences	including but not limited to: Atmospheric Aerosols; Atmospheric Dynamics; Atmospheric Radiation; Climate Change Processes; Climatology (excl. Climate Change Processes); Cloud Physics; Meteorology; Tropospheric and Stratospheric Physics, Atmospheric Chemistry.
Mineralogy	including but not limited to: Mineralogy and Crystallography.
Oceanography, Hydrology, Water Resources	including but not limited to: Biological Oceanography; Chemical Oceanography; Physical Oceanography, Hydrology: Surfacewater Hydrology, Water Resources.
Palaeontology	including but not limited to: Palaeontology; Palynology.
Physical Geography	including but not limited to: Geomorphology and Regolith and Landscape Evolution; Glaciology; Hydrogeology; Natural Hazards; Palaeoclimatology; Quaternary Environments; Surface Processes.

Primary Area: Engineering	
<i>Discipline</i>	<i>Other Research Areas</i>
Chemical Engineering	including but not limited to: Chemical engineering (plants, products); Chemical Process Engineering.
Civil Engineering	including but not limited to: Civil engineering; Architecture engineering; Construction Engineering, Municipal and Structural Engineering; Transport Engineering; Geotechnics.

Electrical Engineering, Electronic engineering, Information Engineering	including but not limited to: Electrical and Electronic Engineering; Robotics and Automatic Control; Automation and Control Systems; Communication Engineering and Systems; Telecommunications; Computer Hardware and Architecture;
Environmental Engineering	including, but not limited to: Environmental and Geological Engineering,; Petroleum Engineering (fuel, oils); Energy and Fuels; Remote Sensing; Mining and Mineral Processing; Marine Engineering, Sea Vessels; Ocean Engineering.
Food and Beverage Engineering	including but not limited to: Food Engineering; Beverage Engineering.
Materials Engineering	including but limited to: Materials Engineering; Ceramics; Coating and Films; Composites (including laminates, reinforced plastics, cermets, combined natural and synthetic fibre fabrics; filled composites); Paper and Wood; Textiles (including synthetic dyes, colours and fibres); Nanoscale Materials (engineering aspects only).
Mechanical Engineering	including but not limited to: Mechanical Engineering; Applied Mechanics; Thermodynamics; Aerospace Engineering; Nuclear-related Engineering; (Nuclear Physics to be Physics); Audio Engineering, Reliability Analysis.
Medical and Biomedical Engineering	including but not limited to: Medical Engineering; Medical Laboratory Technology (including laboratory samples analysis; diagnostic technologies).

Primary Area: Mathematics	
<i>Disciplines</i>	<i>Other Research Areas</i>
Applied Mathematics	including but not limited to: Approximation Theory and Asymptotic Methods; Biological Mathematics; Calculus of Variations, Systems Theory and Control Theory; Dynamical Systems in Applications; Financial Mathematics; Operations Research; Theoretical and Applied Mechanics; Numerical Analysis; Numerical Solution of Differential and Integral Equations; Optimisation.
Pure Mathematics	including, but not limited to: Algebraic and Differential Geometry; Category Theory, K Theory, Homological Algebra; Combinatorics and Discrete Mathematics; Group Theory and Generalisations; Lie Groups, Harmonic and Fourier Analysis; Mathematical Logic, Set Theory, Lattices and Universal Algebra; Operator Algebras and Functional Analysis; Ordinary Differential Equations; Difference Equations and Dynamical Systems; Partial Differential Equations; Real and Complex Functions (incl. Several Variables); Topology.

Statistics and Probability	including but not limited to: Applied Statistics; Biostatistics; Forensic Statistics; Probability Theory; Statistical Theory; Stochastic Analysis and Modelling.
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Primary Area: Physics	
Disciplines	Other Research Areas
Acoustics	including but not limited to: Acoustics and Acoustical Devices; Waves.
Astronomy and Space Science	including but not limited to: Astrobiology; Astronomical and Space Instrumentation; Cosmology and Extragalactic Astronomy; Galactic Astronomy; General Relativity and Gravitational Waves; High Energy Astrophysics; Cosmic Rays; Mesospheric, Ionospheric and Magnetospheric Physics; Planetary Science; Space and Solar Physics; Stellar Astronomy and Planetary Systems.
Atomic, Molecular and Chemical Physics	including but not limited to: Magnetic Resonances; Moessbauer effect; Atomic and Molecular Physics; Chemical Physics.
Biophysics	including but not limited to: Biological Physics; Medical Physics.
Condensed Matter Physics	including but not limited to: Condensed Matter Characterisation Technique Development; Condensed Matter Imaging; Condensed Matter Modelling and Density Functional Theory; Electronic and Magnetic Properties of Condensed Matter; Superconductivity; Soft Condensed Matter; Surfaces and Structural Properties of Condensed Matter.
Fluids and Plasma Physics	including but not limited to: Surface Physics; Plasma Physics; Fusion Plasmas; Electrical Discharges; Fluid Physics.
Nuclear Physics	including but not limited to: Nuclear Physics.
Optics	including but not limited to: Laser Optics; Quantum Optics; Classical and Physical Optics; Lasers and Quantum Electronics; Nonlinear Optics and Spectroscopy; Photonics, Optoelectronics and Optical Communications.
Particles and Fields Physics	including but not limited to: Particle Physics; Degenerate Quantum Gases and Atom Optics; Field Theory and String Theory.

Theoretical Physics	including but not limited to: Mathematical Aspects of Classical Mechanics, Quantum Mechanics and Quantum Information Theory; Mathematical Aspects of General Relativity; Mathematical Aspects of Quantum and Conformal Field Theory, Quantum Gravity and String Theory; Statistical Mechanics, Physical Combinatorics and Mathematical Aspects of Condensed Matter; Electrostatics and Electrodynamics; Thermodynamics and Statistical Physics.
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Primary Area: Study of the Human Past	
Disciplines	Other Research Areas
Archaeology Celtic Studies History	including but not limited to: Archaeology, Archaeometry, Landscape Archaeology Prehistory and Protohistory Ancient History Medieval History Early Modern History Modern and Contemporary History Colonial and Post-colonial History, Global and Transnational History, Entangled Histories Social and Economic History Sex/Gender History History of Ideas, Intellectual History, History of Sciences and Techniques Cultural History, History of Collective Identities and Memories Historiography, Theory and Methods of History.

Primary Area: Cultures and Cultural production	
Disciplines	Other Research Areas
Classics Cultural Studies Film Studies Folklore Studies French German Irish Language Studies Italian Langauges Literature Musicology Philosophy Spanish Theatre Studies	including but not limited to: Classics, Ancient Greek and Latin literature and Art History of Literature Literary Theory and Comparative Literature, Literary Styles Textual Philology, Palaeography and Epigraphy Visual Arts, Performing Arts, Design Philosophy, History of Philosophy Philosophy of Mind, Epistemology and Logic Museums and Exhibitions Music and Musicology, History of Music History of Art and Architecture Cultural Studies, Cultural Diversity Cultural Heritage, Cultural Memory.

Primary Area: Individuals, Institutions, markets, values, behaviour the mind and environment	
Disciplines	Other Research Areas
Anthropology Business & Management Economics Education Environmental Studies Geography Law Linguistics, Media Politics Psychology Sociology Theology Equality Studies	including but not limited to: Macroeconomics, Development, Economic Growth, Microeconomics, Behavioural Economics Marketing Political Economy, Institutional Economics, Law and Economics Econometrics, Statistical Methods, Financial Markets, Asset Prices, International Finance, Banking, Corporate Finance, Accounting, Competitiveness, Innovation, Research and Development, Organization Studies: Theory & Strategy, Industrial Organization, Labour Economics, Income Distribution and Poverty Public Economics, International Trade, History of Economic Thought and Quantitative Economic History, Social Structure, Inequalities, Social Mobility, Interethnic Relations, Social Policies, Work and Welfare, Kinship, Cultural Dimensions of Classification and Cognition, Identity, Sex/gender, Myth, Ritual, Symbolic Representations, Religious Studies, Democratization, Social Movements, Violence, Conflict and Conflict Resolution Political Systems and Institutions, Governance Legal Studies, Constitutions, Comparative Law, Human Rights Global and Transnational Governance, International Studies Communication Networks, Media, Information Society Social Studies of Science and Technology Environment, Resources and Sustainability Environmental Change and Society Environmental Regulations and Climate Negotiations Social and Industrial Ecology Population Dynamics, Aging, Health and Society Households, Family and Fertility Migration Mobility, Tourism, Transportation and Logistics Spatial Development and Architecture, Land Use, Regional Planning Urban Studies, Regional Studies Social Geography, Infrastructure, Geo-information and Spatial Data Analysis <i>table continues overleaf</i>

<p>Anthropology Business & Management Economics Education Environmental Studies Geography Law Linguistics, Media Politics Psychology Sociology Theology Equality Studies</p>	<p>including but not limited to: Evolution of Mind and Cognitive Functions, Animal Communication Human Life-span Development Neuropsychology Cognitive and Experimental Psychology: Perception, Action, and Higher Cognitive Processes Social and Clinical Psychology Linguistics: Formal, Cognitive, Functional and Computational Linguistics Linguistics: Typological, Historical and Comparative Linguistics Psycholinguistics and Neurolinguistics: Acquisition and Knowledge of Language, Language Pathologies Use of Language: Pragmatics, Sociolinguistics, Discourse Analysis, Second Language Teaching and Learning, Lexicography, Terminology Education: Systems and Institutions, Teaching and Learning Women's Studies, Gender Studies Pedagogy International Development Childhood Studies Criminology Government, Political Science, Political Theory Health Promotion Religious Studies Social and Economic Geography Social Policy Social Work</p>
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APPENDIX II

GUIDANCE ON SEX/GENDER DIMENSION QUESTION

While there are research projects in which biological sex and/or gender may not be relevant in terms of the research content, it is well established that, where relevant, not integrating sex and gender analysis into the design, implementation, evaluation and dissemination of the research can lead to poor results and missed opportunities.

The following is provided to help applicants complete the sex/gender dimension statement in the application. This is taken from the Toolkit Gender in EU-funded research⁵, which aims to give the research community practical tools to integrate gender aspects into their research, including gender equality (equal outcomes for women and men) and integration of sex/gender analysis in research content. Please also refer to <http://genderedinnovations.stanford.edu/> for examples of case studies in Science, Health and Medicine, Engineering and Environment.

A Summary from the ‘Toolkit Gender in EU-funded research’

The best possible research validity: Research should take into account the differences between men and women in the research population, the results will be more representative. General categories such as ‘people’, ‘patients’ or ‘users’ do not distinguish between men and women. Research based on such categories may well draw partial conclusions based on partial data. For example, research on a new breast cancer treatment should include male patients, so as to draw a complete picture. Most basic research with animal models focuses on males to the exclusion of females (Zucker et al., 2010; Marts et al., 2004). Research on economic migrants cannot limit itself to male points of view if it wants to understand the whole migrant population.

Research ideas and hypotheses: The relevance of biological sex and/or gender for and within the subject matter needs to be analysed and an assessment made as to whether these are relevant variables. The formulation of hypotheses can draw upon previous research and existing literature. Indeed, the body of knowledge on sex/gender issues has been steadily growing over recent decades, and can serve as interesting reference material to build new hypotheses for future research.

Project design and research methodology: While research methodologies may vary, they all strive to represent (aspects of) reality. Whenever this reality concerns humans, any sound methodology should differentiate between the sexes and take into account the men’s and women’s situations equally. Groups such as ‘citizens’, ‘patients’, ‘consumers’, ‘victims’ or ‘children’ are therefore too general as categories.

Research implementation

Data collection tools (such as questionnaires and interview checklists) need to be gender-sensitive, use gender neutral language, and should make it possible to detect the different realities of men and women. This will help to avoid gender bias. For example, answers to be provided by the ‘head of household’ are not necessarily valid for all household members.

⁵ http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf

Data analysis: In most research concerning human subjects, data is routinely disaggregated by sex, which would logically lead to analyses according to sex. However to date this is still not common practice. Systematically taking sex as a central variable and analysing other variables with respect to it (e.g. sex and age, sex and income, sex and mobility, sex and labour) will provide significant and useful insights. Involving gender-balanced end-user groups in the course of the research is also a good way of guaranteeing the highest impact.

Dissemination phase – reporting of data: Collecting and analysing sex and/or gender specific data is not enough if they are omitted from the published results. Sex and/or gender should be included in ‘mainstream’ publications as it is as much part of daily reality as any other variable studied. Specific dissemination actions (publications or events) for sex and/or gender findings can be considered. Institutions and departments that focus on gender should be included in the target groups for dissemination. Publications should use gender-neutral language.

CHECKLIST FOR SEX AND/OR GENDER IN RESEARCH CONTENT

Research ideas phase:

- o If the research involves humans as research objects, has the relevance of biological sex and/or gender to the research topic been analysed?
- o If the research does not directly involve humans, are the possibly differentiated relations of men and women to the research subject sufficiently clear?
- o Have you reviewed literature and other sources relating to differences in the research field?

Proposal phase:

- o Does the methodology ensure that (possible) sex/gender differences will be investigated: that sex/gender differentiated data will be collected and analysed throughout the research cycle and will be part of the final publication?
- o Does the proposal explicitly and comprehensively explain how sex/gender issues will be handled (e.g. in a specific work package)?
- o Have possibly differentiated outcomes and impacts of the research on women and men been considered?

Research phase:

- o Are questionnaires, surveys, focus groups, etc. designed to unravel potentially relevant sex and/or gender differences in your data?
- o Are the groups involved in the project (e.g. samples, testing groups) gender-balanced? Is data analysed according to the sex variable? Are other relevant variables analysed with respect to sex?

Dissemination phase:

- o Do analyses present statistics, tables, figures and descriptions that focus on the relevant sex/gender differences that came up in the course of the project?
- o Are institutions, departments and journals that focus on gender included among the target groups for dissemination, along with mainstream research magazines?
- o Have you considered a specific publication or event on sex/gender-related findings?

[ENDS]

