



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

**IRISH RESEARCH COUNCIL LAUREATE AWARDS PROGRAMME
2017/18**

GUIDE FOR APPLICANTS

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE YOU

REGISTER AS AN APPLICANT

Call opening	6th April 2017
FAQs open	24 th April 2017
FAQ final deadline	4pm 2nd June 2017
DEADLINE FOR APPLICATIONS	4pm 29th June 2017
Outcome of Phase 1 Assessment	Quarter 4 2017
Panel interviews	Quarter 1 2018
Outcome of selection process	Quarter 1 2018
Award commencement date	By 31 May 2018

Due to heavy server traffic on the closing day of the competition, applicants are strongly advised to submit applications well in advance of the deadline.

1. PURPOSE OF THE GUIDE FOR APPLICANTS

- This guide provides practical information to potential applicants in creating and submitting an application for the **Irish Research Council Laureate Awards programme**.
- The **Irish Research Council Laureate Awards programme** is governed by the Terms and Conditions, the Guide for Applicants and the Award Acceptance Form. The contents of this guide are for general information purposes and the assistance of applicants. In the event of a discrepancy arising between this guide and the [2017/18 Terms and Conditions](#), the latter will prevail.
- Applicants are accordingly strongly recommended to familiarise themselves FULLY with the [2017/18 Terms & Conditions](#) for the programme to which they are applying, 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.

2. ELIGIBILITY CHECK

- Before starting an application, all applicants should check their eligibility to apply to the programme by carefully studying the relevant Terms & Conditions.

3. THINKING ABOUT APPLYING

Contact your Research Office (RO)

- In the first instance, you should contact the Head of School and Research Office (i.e. the office of the Vice-President/Dean of Research/Head of Development, as applicable) in your proposed host institution for information and clarification on the call.
- The Head of School of your (proposed) institution and the Vice-President/Dean of Research/Head of Development will have to provide letters of support for your application, so it is highly recommended that applicants contact them before preparing an application.

Frequently Asked Questions (FAQs)

- If you have any questions regarding the application process, please address them to your RO. If your RO is unable to answer your query, they should send the query to the Council for answer through the Frequently Asked Questions process.
- 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. In the first instance, you should contact the research office, i.e. the office of the Vice-President/Dean of Research, as applicable in your proposed higher education institution for information and clarification on the call. It is highly recommended that applicants contact the office well in advance of submitting an application.
- Please be advised that, should an applicant contact the IRC by telephone, they will be advised in the first instance to contact their RO.
- If your research office is unable to answer your query, they should email it to laureate@research.ie for answer through the **frequently asked questions (FAQ) process**. An updated FAQ document will be published weekly on the Council website. The FAQ process will close at 16:00 (Irish time) on 2nd June 2017.

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

- Applications will be accepted in either the Irish or the English language only. In order to facilitate evaluation by the Panel Members and remote peer reviewers in English, applications submitted in Irish must be provided with a translation of the documents in English.
- Copies of official documents, e.g. PhD degree certificate, can be submitted in any of the EU languages. Official document(s) in any other language must be provided together with a certified translation in English.

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 THURSDAY 29th JUNE 2017** to allow the upload to complete.
- All applications will be assessed solely on the basis of the material available to the Irish Research Council ('Council') at the time of the application deadline.

Please note that the Irish Research Council will not follow up any supporting documentation related to the application, for example, CV, track record, etc. It is the sole responsibility of the applicant to upload all supporting documentation prior to submission. If the documentation is not submitted by stated deadlines, the application will be deemed ineligible and will not proceed to the evaluation stage.

4. USING THE ONLINE APPLICATION SYSTEM

- The online system can only be guaranteed to be fully operational using the following browsers:
 - > Internet Explorer: version 9.0 and higher
 - > Firefox: two most recent versions
 - > Google Chrome: two most recent versions
 - > Safari: two most recent versions¹
- If you have a technical issue regarding use of the online system, please read these guidelines and the FAQ document available on our website. If your issue is not addressed through either of these mechanisms, only then should you email laureate@research.ie with an outline of your technical issue. For any technical query, please include your project ID, the browser you are using, and, if appropriate, a screenshot of any error messages.
- Applicants should not log into their profile or application form in different browsers at the same time. This may cause the system to invalidate your login session and any information you have entered will be lost.
- If you enter information and do not click the 'save' button before navigating away from the page, this information will be lost.
- No alterations can be made to an application once it has been submitted. It is therefore important that you check and re-check the application form until you are fully satisfied with all sections before clicking 'submit application'.

¹ *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.

5. REGISTERING AS AN APPLICANT²

- In order to register as an applicant on the online system for the first time, navigate to [this link](#) and complete the applicant registration form as prompted.
- Please note that 'ordinarily resident' refers to the applicant's place of legal and permanent residence. This will not be deemed as having been interrupted if an absence from the country of ordinary residency has been caused by the training, education or employment of the applicant or the applicant's spouse or parents. 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.
- Once you have filled in all the required details, click 'submit' at the bottom of the registration page. A confirmation email with the subject 'Irish Research Council, applicant registration' will automatically be sent to the email address you have provided. This email confirms that you have successfully registered for the online system and will issue you with a username and password.
- If you do not receive this email, please check your spam folder and ensure that the ircapps@research.ie email address is on your 'safe senders' list. If you are using an institutional or work email account, you may need to check with your IT department to ensure there is no issue with your organisation's internal firewall.
- Once you have received your username and password, you should access the online system [here](#) using the login details provided.
- If you have lost or forgotten your password, navigate to this [link](#) and click 'Forgot password?' A system-generated password will be forwarded to your email address. If you do not receive this email, please check your spam folder. Please note that it may take up to 15 minutes to receive the email containing your new password.
- **Please note: Researchers who register as an Applicant using a different email address from the one they already have as mentor or supervisor will effectively create a new profile within the system and this is discouraged.**

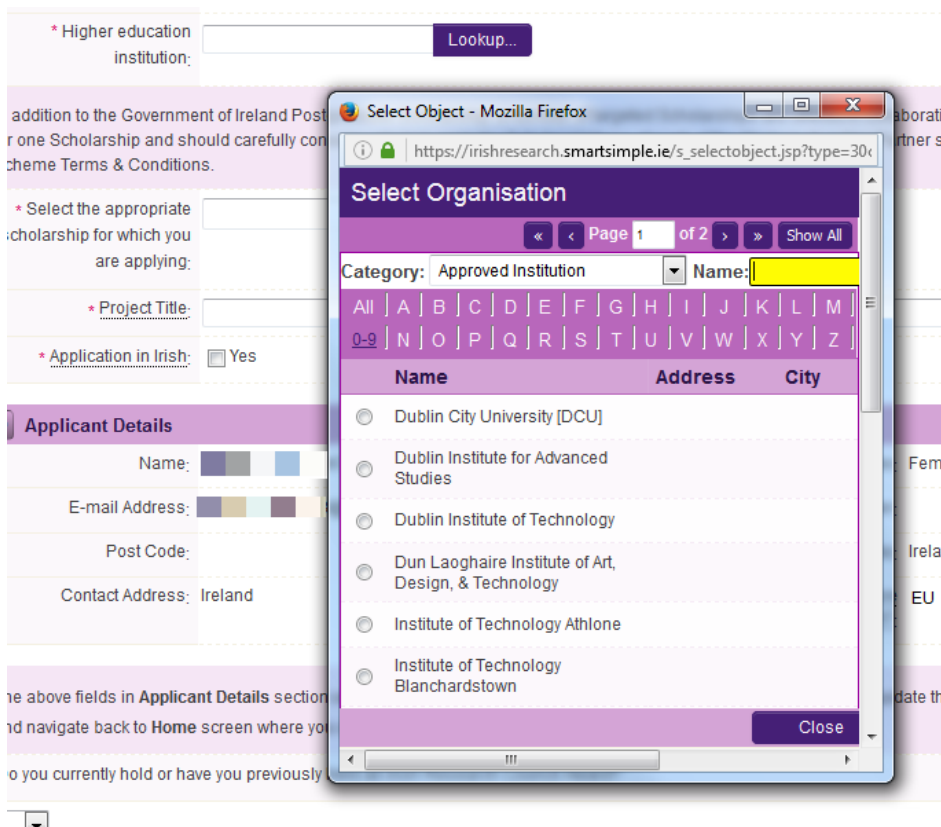
6. CREATING AN APPLICATION

- When you login, you will be presented with the 'home' screen below where you can create and edit your application prior to the applicant deadline.

The screenshot shows the home page of the Irish Research Council's online system. At the top left is the logo and name 'IRISH RESEARCH COUNCIL An Chomhairle um Thaighde in Eirinn'. To the right are navigation links: 'Home', 'Open Calls', 'My Applications', and 'My Awards'. Below the header are two main panels. The 'Welcome' panel on the left contains a message: 'Welcome to the Irish Research Council's online system which enables you to apply for funding and manage your awards. Please read the relevant funding pages on our website for further details relating to application procedures and eligibility criteria.' It also includes a note: 'Please note that this system supports Internet Explorer (version 9 or higher), Firefox, Chrome and Safari (two most recent versions).' The 'Quick Access' panel on the right contains several icons and links: 'Manage your profile' (with subtext 'Update your contact details here'), 'Change password', 'Open Calls Test' (with subtext 'FOR TESTING VISIBLE TO TEST APPLICANTS ONLY'), 'New applicant portal guide' (with subtext 'A quick start guide to your new portal is available here.'), and 'Logout'.

² This includes researchers who have an existing profile as Mentor/ Supervisor/ Referee but have not previously applied using the OLS in their own right to submit an application.

- Begin creating your application by clicking on the 'Open Calls' icon.
- The 'applicant details' section on the first page of the application form is largely populated based on your personal profile details. 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.
- Your proposed host institution can be selected by clicking the 'lookup' button followed by the 'show all' button on the new window that subsequently appears. Select the appropriate check box next to your higher education institution and it will be associated with your application.



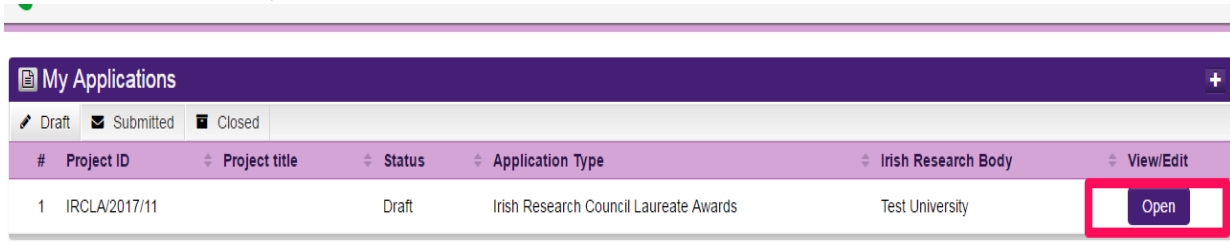
- At this point, your draft application has been created. The system will default to 'edit' mode and you can input information and save it by clicking the 'save draft' button at the bottom of the page. Once you have selected your Irish Research Body you should scroll down to the bottom of the screen and click on the **Save Draft** button at the bottom of the screen. Once you have clicked **Save Draft**, the draft application form will be saved and there will be a unique project id attached to the application.
- As each applicant can only submit ONE application to each scheme, the icon to create a new application will no longer be visible on your home page once you have created and save a draft application.

7. EDITING AN 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 'My Applications' icon.

My Applications

- To edit your application, click 'Open'.



#	Project ID	Project title	Status	Application Type	Irish Research Body	View/Edit
1	IRCLA/2017/11		Draft	Irish Research Council Laureate Awards	Test University	Open

- You must be in 'edit' mode to input information to your application form.
- As each applicant can only submit one application to a scheme, the message below will now appear if you click on the 'open calls' icon on your home page.

You have already created an Application for this Call.
Please click your Draft Applications icon on your Portal.

- Please ensure that you press the 'save' 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 pressing 'save', this information will be lost.
- All tabs will need to be completed prior to submitting your form.



Project Overview	Research Funding and Commitments	Project Details	Ethical Statement	Indicative Budget	Uploads	Applicant Declaration
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8. COMPLETING THE APPLICATION

- To complete the application form, applicants will need to complete the following tabs:
 - Project Overview
 - Research funding and commitments
 - Project Details
 - Ethical/Sex-Gender Statements
 - Indicative Budget
 - Uploads
 - Applicant Declaration

8.1 Project Overview

- Applicants must select the Laureate award they wish to apply for.

*** Please select the Laureate award you wish to apply for:**

Starting Laureate

Consolidator Laureate

?

- Applicants must enter the project title. The proposal title should be understandable to the non-specialist in your field.

*** Project title:**

? 100 words left

- Applicants must enter the project acronym of no more than 12 characters. The project acronym will be used to identify your proposal in the call.

*** Project Acronym:**

? 12 characters left

- 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.

*** ORCID identifier**

- The 'applicant details' section on the first page of the application form is largely populated based on your personal profile details. 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.
- Applicants are required to provide details on their current academic position.

*** Position**

- Postdoctoral Researcher
- Lecturer
- Senior Lecturer
- Associate Professor
- Professor
- Other

*** Please specify your current position**

- Please enter details of your current employer.

Current Organisation Name

Current Department/Faculty/Institute Name

Organisation Address (street name, city, country, postcode)

- Applicants are required to select their current employment status.

*** Employment status**

- Permanent
- Indefinite duration
- Fixed term contract
- Not currently employed

- Applicants must specify if they hold a medical degree or degree in medicine. If yes, applicants must indicate if they held a position that requires doctoral equivalence (e.g. post-doctoral fellowship, professorship appointment). For medical doctors, a medical degree will not be accepted by itself as equivalent to a PhD.
- Applicants must specify the date of award of the earliest degree (PhD or equivalent doctoral degree) that makes them eligible for an IRC Starting Laureate Award or Consolidator Laureate Award:
 - Starting Laureate Award: the applicant shall have been awarded his/her first PhD at least 3 and up to 8 years prior to 1 January 2018. Cut-off dates: 1 January 2010 to 1 January 2015 (inclusive).
 - Consolidator Laureate Award: the applicant shall have been awarded his/her first PhD at least 8 and up to 15 years prior to 1 January 2018. Cut-off dates: 1 January 2003 to 1 January 2010 (inclusive).
 - For medical doctors, this may be your medical degree or your PhD - depending on whether you have held a position requiring doctoral equivalence and when. Please note that if your medical degree is the earliest degree that makes you eligible for the call, the **certified date of the MD completion plus two years** is the time reference for calculation of the eligibility time-window and the date that needs to be entered in this field (i.e. **5-10 years past MD** for Starting Laureates, and over **10-17 years past MD** for Consolidator Laureates).
- The date should correspond to the date on the actual original certificate. Wrong or missing information may result in your application being declared ineligible.
- If an applicant wishes to request an extension of the PhD eligibility window,³ they select yes. If yes, applicants must indicate the reason(s) for requesting an extension and indicate the number of days requested. Please note that verification documents have to be uploaded.
- For applicants who hold medical degrees, supporting documentation for any position that requires doctoral equivalence (certificates of both a medical doctor degree and a PhD or proof of an appointment that requires doctoral equivalency (e.g. postdoctoral fellowship, professorship appointment) must be uploaded.

³ Please see Section 3.1 (ii) Eligible Career Breaks of the Terms and Conditions for examples of eligible career breaks.

* With respect to the earliest award (PhD or equivalent), I request an extension to the eligibility window. Please see the Terms and Conditions for more information about eligible career breaks.

- Yes
- No

* Please indicate the reason (s) for requesting the extension and the number of days. Please note that verification documents must be uploaded.

- Applicants must inform the Research Office in the (proposed) host institution of their intention to apply to the programme.

8.2 Research funding and commitments

- Applicants should include details of any current research awards, or received to date. This should include competitive research funding received from funding agencies (international and national), charities, industry, etc.
- Only awards (expired and current) where the applicant is either the Principal Investigator or Co-Investigator should be listed.
- Award value: The portion of research funding claimed in an applicant's name must be an accurate and fair reflection of their responsibility in the projects listed. For consortium projects, e.g. under Horizon 2020 international joint programmes, applicants should only list the portion of the research funding allocated to them, not the full amount awarded to the consortium.
- Role of the applicant: Principal Investigator; Co-Principal Investigator. If the applicant individually won a research scholarship or fellowship, then 'Research Scholar' or 'Research Fellow' should be used as appropriate.
- Applicants must also indicate their percentage time commitment to current research projects, as a function of 100% of their total working time.
- Applicants must indicate if any of the expired and current research awards have any relation to the proposal being submitted.
- If an applicant is proposing to change host institution for the Laureate application, they must provide details of their plans in respect of transferring the currently-held research awards.

Project Title	Title of award (e.g. IRC GOIPD)	Funding source	Award value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input style="background-color: #4a4a8a; color: white; padding: 2px 5px; border: none; border-radius: 3px;" type="button" value="+"/>			

8.3 Project Details


- Applicants must select the duration of the project in full months (1-48 months).

*** Proposed award duration in number of months**

 ?

- Applicants must insert the proposed start date for the project. Projects must start between 1st April and 31st May 2018. Other dates are ineligible.

*** Please select a start date**

  ?

- Applicants must select the domain panel to which they will submit the application for assessment.

*** Please choose the domain panel to which you are submitting your application for assessment.**

- Life Sciences
- Physical Sciences and Engineering
- Social Sciences and Humanities

- Applicants are required to indicate the primary area, discipline and other research area under which their proposed research programme fits. This will allow the Council to select the appropriate remote peer reviewers. Applicants should consult Annex A – AHSS Disciplines and Annex B - STEM Disciplines for further information.
- In addition, applicants can enter free text keywords that they consider best characterise the scope of the proposal.

*** Primary Area:**

*** Discipline:**

*** Keywords:**

*** In addition, please enter free text keywords that you consider best characterise the scope of your research proposal.**

*** Abstract. Please provide a short summary of your proposed research programme.**

* Discipline: History

* Keywords: Archaeology
History

* Keywords:

Historiography, Theory and methods in history, including the analysis of digital data

Classical archaeology, history of archaeology

General archaeology, archaeometry, landscape archaeology

Prehistory, palaeoanthropology, palaeodemography, protohistory

Ancient history

Medieval history

Early modern history

Modern and contemporary history

Colonial and post-colonial history

Global history, transnational history, comparative history, entangled histories

Social and economic history

Gender history, cultural History, history of collective identities and memories

History of Ideas, Intellectual History, history of economic thought

Celtic Studies

History of Science, Medicine and Technologies

- The abstract should provide the reader with a clear understanding of the objectives of the research proposal and how they will be achieved. The abstract will be used as the short description of the research proposal in the evaluation process and when contacting remote peer reviewers. It must be short and precise and it should not contain confidential information. There is a limit of 2000 characters (spaces and line breaks included). The abstract must be written in English.
- Applicants are asked to indicate whether they agree to the project title and abstract (without disclosing their identity) being used when contacting remote peer reviewers, please indicate yes or no.
- Applicants must indicate if this proposal or a very similar one has been submitted to call for proposals in the past two years. Please indicate yes or no. If yes, please provide the following details: project title, funding programme, funding agency and status (funded, reserve, unsuccessful, result pending).
- Applicants are required to provide the name, institution and e-mail address of both the nominated and/or excluded peer reviewers via the online system. Please see sections 4.2.5 and 4.2.6 of the Terms and Conditions for more guidance on the selection of international peer reviewers.

Peer Reviewers

Please read Section 4 of the Terms and Conditions for guidance.

Nominated International Peer Reviewers

Please list your **nominated peer reviewers** here.

You may nominate up to five international peer reviewers.

Name	Position	Institution	Country	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Excluded International Peer Reviewers

- A single submission of the full proposal will be followed by a two-stage evaluation approach. A complete proposal will comprise the documents listed in section 4.2.4 of the Terms and Conditions, uploaded in PDF (Word documents will not be accepted).
- Applicants must submit scanned copies of documents proving their eligibility for the award, i.e. the PhD certificate, clearly indicating the date of award and, in the case of an extension of the eligibility period has been requested, the relevant documentary evidence.
- For the extended synopsis (five pages max.) and the detailed research proposal (15 pages max.) the following formatting constraints must be adhered to: Arial, at least font size 11, margins (2.0cm side, 1.5cm top and bottom), single line spacing. References do not count towards the page limit.
- Each uploaded document (where appropriate) shall carry a header with the applicant's last name and the acronym of the proposal.
- Please provide only the documents requested in section 4.2.4 of the Terms and Conditions. If additional materials other than those requested are uploaded, all additional materials will deem an entire application ineligible.

8.4 Ethical statement and sex/gender dimension

- The self-assessment table must be completed even if there are no issues (simply confirm that none of the ethical issues apply to the proposal). Please note that, in case you answer YES to any of the questions, you are requested to provide a statement on ethical issues to be addressed.
- Applicants are advised to consult the [H2020 Guidance document How to complete your ethics self-assessment](#) before completing the ethics self-assessment.

Ethics Self-Assessment/Sex-Gender Statements

1. HUMAN EMBRYOS / FOETUSES

* Does your research involve Human Embryonic Stem Cells (hESCs)?

- Yes
 No

* Does your research involve the use of human embryos?

- Yes
 No

* Does your research involve the use of human foetal tissues / cells?

- Yes
 No

2. HUMANS

* Does your research involve human participants?

- Yes
 No

* Does your research involve physical interventions on the study participants?

- When completing the sex/gender dimension, please consult the sex/gender dimension statement in Appendix 1 of the Terms and Conditions for further information.

8.5 Indicative Budget

- When you click on the Indicative Budget tab you should initially see the proposed budget summary. In order to input your proposed budget details you must click on

the plus sign.



- The budget editor will open as follows:

Open Budget

Eligible Costs:	Year 1:	Year 2:
Personnel:		
Travel Costs:		
Materials and Consumables:		
Publication Costs:		
Dissemination & Knowledge Exchange Costs:		
Access to Research Infrastructures:		
Relocation Expenses:		
Overheads:		
Equipment:		
Grand Total:		


- Please see section 3.2 of the Terms and Conditions for more information on eligible costs.
- The figures (for each category and the grand total) should match the figures included in the resources section of the detailed research proposal.
- Relocation expenses can only be requested in Year 1.
- The overheads will be automatically calculated at 25% (direct costs less equipment).
- Click 'Save' and then 'Close' to save the budget and return to the main application form.

8.6 Uploads

- Applicants must upload the following documents in **PDF only** in order to submit a complete application:
 - Extended Synopsis - 5 pages max.
 - CV - 2 pages max.
 - Track Record – 2 pages max.
 - Data Management Plan – 2 pages max.
 - Statement on ethical issues to be addressed – 2 pages max.
 - Two letters of support from the Host Institution.
 - PhD certificate (and supporting documentation if applicable).
 - Detailed Research Proposal – 15 pages max.
- Applications submitted in Irish must be provided with a translation of the documents in English. The translated documents must also adhere to the page limits as specified in the Terms and Conditions.
- Copies of official verification documents, e.g. PhD degree certificate, can be submitted in any of the EU languages. These documents submitted in any language other than English must be accompanied by a certified translation in English.



*** Extended synopsis**

Maximum 5 pages

 Upload



*** Curriculum Vitae**

Maximum 2 pages

 Upload 



*** Track Record**

Maximum 2 pages

 Upload 

*** Data Management Plan**

Maximum 2 pages

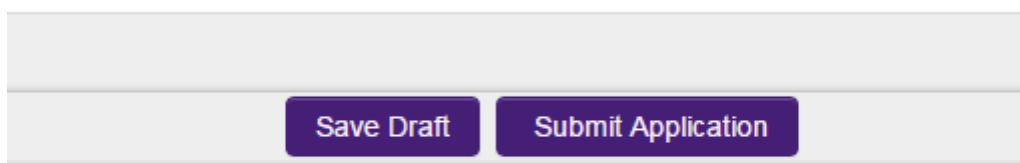
 Upload 

8.7 Applicant Declaration

- The applicant is responsible for the correctness of the information relating to the application. Any evidence of misleading or incorrect information will result in the application being deemed ineligible.
- Applicants must tick the boxes indicating that they agree with the statements.

8.8 Submitting the Application

- **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 the application form, you must scroll to the bottom of the page and click 'submit application'.



The image shows a horizontal bar at the bottom of the page with two buttons. The left button is labeled 'Save Draft' and the right button is labeled 'Submit Application'. Both buttons are purple with white text.

- The following message will be displayed once your application has been submitted successfully.

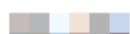


Submission Successful

Project ID:



Project Title:



9. EVALUATION AND SELECTION OF PROPOSALS

9.1 Eligibility Check

- All proposals are first checked to ensure that all of the eligibility criteria are met.
- A proposal must fulfil all of the following eligibility criteria:
 - It must be submitted on or before the call deadline.
 - It must be complete, readable and printable (i.e. all of the requested forms, parts or sections of the proposal, and supporting documents must be completed and present).
 - It must meet the eligibility requirements of the respective award being applied for (PhD or equivalent eligibility) as well as other criteria (requests to take account of career break(s) and funding awards (ERC)) mentioned in the call for proposals.
- The eligibility is checked on the basis of the information provided by the applicant in the proposal. Where there is a doubt about the eligibility of a proposal, the peer review evaluation may proceed pending a final decision. If it becomes clear before, during or after the peer review evaluation phase, that one or more of the eligibility criteria has not been met (for example due to misleading or incorrect information), the proposal will be declared ineligible and not considered any further.

9.2 Peer review evaluation of proposals

- A single submission of an IRC Starting or Consolidator Laureate Award proposal will be followed by a two-step peer review evaluation.
- All applications to the programme will be evaluated by an international panel supported by remote peer reviewers, across three panel domains:
 - Humanities and Social Sciences (HSS)

- Life Sciences (LS)
- Physical Sciences and Engineering (PE).
- The composition of each panel will broadly reflect the disciplines within the respective domain.
- Any direct or indirect contact about the peer review evaluation of a proposal between an applicant or their host institution and a peer reviewer involved in the peer review evaluation may result in the decision of the Council to exclude the proposal concerned from the evaluation.
- In view of the confidentiality of the evaluation process, applicants who participate in a step 2 interview are advised not to share the identity of panel members until their names have been published on the IRC website.
- In summary, the evaluation process will be implemented as follows:
 - Evaluation Step 1: the extended synopsis, the track record and CV of all applications will be evaluated by the relevant domain panel as selected by the applicant, supported by remote peer reviewers. Based on the outcome of the evaluation and indicative budgetary parameters, a cohort of applications (Rated 'A', see below) will be retained for step 2.
 - Evaluation Step 2: for retained applications, the full proposal (extended synopsis, detailed proposal, track record and CV) will be reviewed by the relevant domain panel, supported by remote peer reviewers. Retained applicants will be required to attend an interview to present their project to the domain panel and answer questions:
 - Interview: the peer review evaluation includes interviews with applicants of proposals retained at step 2. Interviews will last approximately 30 minutes in total, comprising a presentation (5-10 minutes and the remaining time devoted to a question and answer session). The applicant should expect questions related to all aspects of the proposal including the budget. Panels will take into account the results of interviews alongside the individual reviews. Candidates based outside of Ireland may elect to have the interview with the domain panel conducted via video-conferencing. Should a planned interview not be possible for reasons beyond the control of the Council, the panel will have to take its decision based on the information made available to it.

9.3 Outcome of evaluation and feedback

- At the end of each step, each domain panel will rank its applications on the basis of the panel's overall judgment on their strengths and weaknesses, taking into account the marks each application has received. Excellence is the sole criterion of evaluation for the Irish Research Council Laureate Awards programme. The criterion will be applied to both the research project and the applicant.
- Outcome of Step 1: At the end of Step 1, applicants will be notified that their application has been categorised as one of the following:
 - 'A' rating: Proposal is of excellent quality and will pass to Step 2 of the evaluation process.
 - 'B' rating: Proposal is of high quality but not sufficient to pass to Step 2 of the evaluation process. Applicants may apply for the same award on one subsequent occasion.
 - 'C' rating: Proposal is not of sufficient quality to pass to Step 2 of the evaluation. Applicants may apply for the same award on one subsequent occasion.
- Outcome of Step 2: At the end of Step 2, applicants will be notified that their application has been categorised as one of the following:

- 'A' rating: Proposal fully meets the excellence criterion and is recommended for funding subject to available budget.
- 'B' rating: Proposal meets some but not all elements of the excellence criterion and will not be funded. Applicants may apply for the same award on one subsequent occasion.
- Applicants are provided with feedback on the outcome of the peer review evaluation through an evaluation report. The evaluation report indicates whether the proposal meets the quality threshold and is retained, and provides the score and comments given by panel members.
- It is important to note that comments by individual reviewers may not necessarily be convergent. Differences of opinion about the merits of a proposal are legitimate among evaluators and it can be potentially beneficially for an applicant to be aware of the various opinions.
- The panel comment is the key element of the information provided to the applicants at the end of the evaluation. It should clearly explain the decision adopted by the panel substantiating the reasons which led to the panel decision. The panel comments reflect the consensus decision taken by the panel as a whole based on prior remote assessments from remote peer reviewers, and on a thorough discussion and on the ranking against other proposals during the panel meeting.

9.4 Appeals

- The Irish Research Council has a 'Declined Funding' Appeals Policy. The primary function of the appeals procedure is to ensure that the Council's review process has been fair and reasonable, and that the Council's review procedures were followed. The appeal procedure is not a peer review process itself and will not re-open such a process. Rather it is designed to examine the possibility of procedural errors that may have occurred during assessment and other aspects of proposal review including: unaccounted-for conflicts of interest, inappropriate consideration of extraneous information / rumour / hearsay or incomplete / inconsistent documentation being made available to the reviewers.

10. INFORMATION FOR SUCCESSFUL APPLICANTS

- The Council will make conditional award offers subject to the terms of the letter of offer, application, approved budget and the 2017/18 Terms and Conditions.
- Any conditional offer is subject to the acceptance form being signed by the applicant and higher education institution, and returned to the Council on time. Subject to meeting the conditions of offer, all scholarships will commence by 31st March 2018.

Annex A: Arts, Humanities & Social Sciences Disciplines

Primary Area: Study of the Human Past	
Disciplines	Fields of Research
<p>Archaeology History</p>	<p>including but not limited to: Historiography, Theory and methods in history, including the analysis of digital data Classical archaeology, history of archaeology General Archaeology, archaeometry, landscape archaeology Prehistory, paleoanthropology, palaeodemography, 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 Gender History, Cultural History, History of Collective Identities and Memories History of Ideas, Intellectual History, history of economic thought Celtic Studies History of Science, Medicine and Technologies.</p>

Primary Area: Cultures and Cultural production	
Disciplines	Fields of Research
Cultural Studies Philology Literature Philosophy Anthropology Study of the arts	including but not limited to: Classics, ancient literature and art Theory and history of Literature, comparative literature Philology and palaeography; historical linguistics Visual and performing arts, film, design History of Philosophy Social anthropology, religious studies, theology, symbolic representation Metaphysics, philosophical anthropology; aesthetics Ethics; social and political philosophy Museums, exhibitions, conservation and restoration Music and Musicology, History of Music History of Art and Architecture, arts based research Cultural Studies, cultural identities and memories, cultural heritage Computational modelling and Digitisation in the cultural sphere Theatre Studies Folklore Studies Languages (ancient and modern) Irish Language Studies

Primary Area: Individuals, Markets and Organisation	
Disciplines	Fields of Research
Economics Finance and management	including but not limited to: Macroeconomics; monetary economics; economic growth International trade; international business; international management; spatial economics Development economics, health economics, education economics Financial economics; banking; corporate finance; international finance; accounting; auditing; insurance Labour and demographic economics; human resource management Econometrics; operations research Behavioural economics; experimental economics; neuro-economics Microeconomics; game theory Industrial organisation; strategy; entrepreneurship Management; marketing; organisational behaviour; operations management Technological change, innovation, research & development Agricultural economics; energy economics; environmental economics Public economics; political economics; law and economics

Primary Area: Institutions, Values, Environment and Space	
Disciplines	Fields of Research
Political science Law Sustainability science Geography Regional studies and planning	including but not limited to: Political systems, governance Democratisation and social movements Conflict resolution, war Legal studies, constitutions, human rights, comparative law International relations, global and transnational governance Sustainability sciences, environment and resources Environmental and climate change, societal impact and policy Energy, transportation and mobility Urban, regional and rural studies Land use and regional planning Human, economic and social geography GIS, spatial analysis; big data in political, geographical and legal studies

Primary Area: The Social World, Diversity, Population	
Disciplines	Fields of Research
Sociology Social psychology Demography Education Communication	including but not limited to: Social structure, social mobility Inequalities, discrimination, prejudice, aggression and violence, antisocial behaviour Social integration, exclusion, prosocial behaviour Attitudes and beliefs Social influence; power and group behaviour; classroom management Diversity and identities, gender, interethnic relations Social policies, welfare Population dynamics; households, family and fertility Health, ageing and society Social aspects of learning, curriculum studies, educational policies Communication and information, networks, media Digital social research Science and technology studies

Primary Area: The Human Mind and Its Complexity	
Disciplines	Fields of Research
Cognitive Science Psychology Linguistics Philosophy of Mind	including but not limited to: Cognitive basis of human development and education, developmental disorders; comparative cognition Personality and social cognition; emotion Clinical and health psychology Neuropsychology Attention, perception, action, consciousness Learning, memory; cognition in ageing Reasoning, decision-making; intelligence Language learning and processing (first and second languages) Theoretical linguistics; computational linguistics Language typology Pragmatics, sociolinguistics, discourse analysis Philosophy of mind, philosophy of language Philosophy of science, epistemology, logic

Annex B Science Technology Engineering & Mathematics Disciplines

Physical Sciences and Engineering

Primary Area: Mathematics	
Disciplines	Fields of Research
All areas of mathematics, pure and applied, plus mathematical foundations of computer science, mathematical physics and statistics	including but not limited to: Logic and foundations Algebra Number theory Algebraic and complex geometry Geometry Topology Lie groups, Lie algebras Analysis Operator algebras and functional analysis ODE and dynamical systems Theoretical aspects of partial differential equations Mathematical physics Theoretical physics Probability Statistics Discrete mathematics and combinatorics Mathematical aspects of computer science Numerical analysis Scientific computing and data processing Control theory and optimisation Application of mathematics in sciences Application of mathematics in industry and society

Primary Area: Fundamental Constituents of Matter	
Disciplines	Fields of Research
Particle, nuclear, plasma, atomic, molecular, gas, and optical physics	including but not limited to: Fundamental interactions and fields Particle physics Nuclear physics Nuclear astrophysics Gas and plasma physics Electromagnetism Atomic, molecular physics Ultra-cold atoms and molecules Optics, non-linear optics and nano-optics Quantum optics and quantum information Lasers, ultra-short lasers and laser physics Acoustics Relativity

	Thermodynamics Non-linear physics General physics Metrology and measurement Statistical physics (gases)
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Primary Area: Condensed Matter Physics	
Disciplines	Fields of Research
structure, electronic properties, fluids, nanosciences, biophysics	including but not limited to: Structure of solids and liquids Mechanical and acoustical properties of condensed matter, Lattice dynamics Transport properties of condensed matter Electronic properties of materials, surfaces, interfaces, nanostructures, etc. Semiconductors and insulators: material growth, physical properties Macroscopic quantum phenomena: superconductivity, superfluidity, etc. Spintronics Magnetism and strongly correlated systems Condensed matter – beam interactions (photons, electrons, etc.) Nanophysics: nanoelectronics, nanophotonics, nanomagnetism, nanoelectromechanics, etc. Mesoscopic physics Molecular electronics Structure and dynamics of disordered systems: soft matter (gels, colloids, liquid crystals, etc.), glasses, defects, etc. Fluid dynamics (physics) Statistical physics: phase transitions, noise and fluctuations, models of complex systems, etc. Physics of biological systems

Primary Area: Physical and Analytical Chemical Sciences	
Disciplines	Fields of Research
Analytical chemistry Chemical theory Physical chemistry/chemical physics	including but not limited to: Physical chemistry Spectroscopic and spectrometric techniques Molecular architecture and Structure Surface science and nanostructures Analytical chemistry Chemical physics Chemical instrumentation Electrochemistry, electro dialysis, microfluidics, sensors Method development in chemistry Heterogeneous catalysis Physical chemistry of biological systems Chemical reactions: mechanisms, dynamics, kinetics and catalytic reactions Theoretical and computational chemistry Radiation and Nuclear chemistry Photochemistry Corrosion Characterisation methods of materials Environment chemistry

Primary Area: Synthetic Chemistry and Materials	
Disciplines	Fields of Research
Materials synthesis Structure-properties relations Functional and advanced materials Molecular architecture Organic chemistry	including but not limited to: Structural properties of materials Solid state materials Surface modification Thin films Ionic liquids New materials: oxides, alloys, composite, organic-inorganic hybrid, nanoparticles Biomaterials, biomaterials synthesis Intelligent materials – self assembled materials Coordination chemistry Colloid chemistry Nanochemistry Biological chemistry Chemistry of condensed matter Homogeneous catalysis Macromolecular chemistry Polymer chemistry Supramolecular chemistry Organic chemistry Molecular chemistry Combinatorial chemistry

Primary Area: Computer Science and Informatics

Disciplines	Fields of Research
informatics and information systems, computer science, scientific computing, intelligent systems	including but not limited to: Computer architecture, pervasive computing, ubiquitous computing Computer systems, parallel/distributed systems, sensor networks, embedded systems, cyber-physical systems Software engineering, operating systems, computer languages Theoretical computer science, formal methods, and quantum computing Cryptology, security, privacy, quantum crypto Algorithms, distributed, parallel and network algorithms, algorithmic game theory Artificial intelligence, intelligent systems, multi agent systems Computer graphics, computer vision, multimedia, computer games Human computer interaction and interface, visualisation and natural language processing Web and information systems, database systems, information retrieval and digital libraries, data fusion Machine learning, statistical data processing and applications using signal processing (e.g. speech, image, video) Scientific computing, simulation and modelling tools Bioinformatics, biocomputing, and DNA and molecular computation

Primary Area: Systems and Communication Engineering	
Disciplines	Fields of Research
electrical, electronic, communication, optical and systems engineering	including but not limited to: Control engineering Electrical engineering: power components and/or systems Simulation engineering and modelling (Micro and nano) systems engineering (Micro and nano) electronic, optoelectronic and photonic components Communication technology, high-frequency technology Signal processing Networks (communication networks, sensor networks, networks of robots, etc.) Man-machine-interfaces Robotics Components and systems for applications (in e.g. medicine, biology, environment) Electrical energy production, distribution, application

Primary Area: Products and Process Engineering	
Disciplines	Fields of Research
product design, process design and control, construction methods, civil engineering, energy process, material engineering	including but not limited to: Aerospace engineering Chemical engineering, technical chemistry Civil engineering, architecture, maritime/hydraulic engineering, geotechnics, waste treatment Computational engineering Fluid mechanics, hydraulic-, turbo-, and piston engines Energy processes engineering Mechanical and manufacturing engineering (shaping, mounting, joining, separation) Materials engineering (biomaterials, metals, ceramics, polymers, composites, etc.) Production technology, process engineering Industrial design (product design, ergonomics, man-machine interfaces, etc.) Sustainable design (for recycling, for environment, eco-design) Lightweight construction, textile technology Industrial bioengineering

Primary Area: Universe Sciences	
Disciplines	Fields of Research
astro-physics/chemistry/biology, solar system, stellar, galactic and extragalactic astronomy, planetary systems, cosmology, space science, instrumentation	including but not limited to: Solar and interplanetary physics Planetary systems sciences Interstellar medium Formation of stars and planets Astrobiology Stars and stellar systems The Galaxy Formation and evolution of galaxies Clusters of galaxies and large scale structures High energy and particles astronomy – X-rays, cosmic rays, gamma rays, neutrinos Relativistic astrophysics Dark matter, dark energy Gravitational astronomy Cosmology Space Sciences Very large data bases: archiving, handling and analysis Instrumentation - telescopes, detectors and techniques

Primary Area: Earth System Science	
Disciplines	Fields of Research
physical geography, geology, geophysics, atmospheric sciences, oceanography, climatology, cryology, ecology, global environmental change, biogeochemical cycles, natural resources management	including but not limited to: Atmospheric chemistry, atmospheric composition, air pollution Meteorology, atmospheric physics and dynamics Climatology and climate change Terrestrial ecology, land cover change Geology, tectonics, volcanology Palaeoclimatology, palaeoecology Physics of earth's interior, seismology, volcanology Oceanography (physical, chemical, biological, geological) Biogeochemistry, biogeochemical cycles, environmental chemistry Mineralogy, petrology, igneous petrology, metamorphic petrology Geochemistry, crystal chemistry, isotope geochemistry, thermodynamics Sedimentology, soil science, palaeontology, earth evolution

	Physical geography Earth observations from space/remote sensing Geomagnetism, palaeomagnetism Ozone, upper atmosphere, ionosphere Hydrology, water and soil pollution Cryosphere, dynamics of snow and ice cover, sea ice, permafrosts and ice sheets
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Life Sciences

Primary Area: Molecular and Structural Biology and Biochemistry	
Disciplines	Fields of Research
molecular synthesis, modification and interaction, biochemistry, biophysics , structural biology, metabolism, signal transduction	including but not limited to: Molecular interactions General biochemistry and metabolism DNA synthesis, modification, repair, recombination and degradation RNA synthesis, processing, modification and degradation Protein synthesis, modification and turnover Lipid synthesis, modification and turnover Carbohydrate synthesis, modification and turnover Biophysics (e.g. transport mechanisms, bioenergetics, fluorescence) Structural biology (crystallography and EM) Structural biology (NMR) Biochemistry and molecular mechanisms of signal transduction

Primary Area: Genetics, Genomics, Bioinformatics and Systems Biology	
Disciplines	Fields of Research
molecular and population genetics, genomics, transcriptomics, proteomics, metabolomics, bioinformatics, computational biology, biostatistics, biological modelling and simulation, systems biology, genetic epidemiology	including but not limited to: Genomics, comparative genomics, functional genomics Transcriptomics Proteomics Metabolomics Glycomics Molecular genetics, reverse genetics and RNAi Quantitative genetics Epigenetics and gene regulation Genetic epidemiology Bioinformatics Computational biology Biostatistics Systems biology Biological systems analysis, modelling and simulation

Primary Area: Cellular and Developmental Biology	
Disciplines	Fields of Research
<p>cell biology, cell physiology, signal transduction, organogenesis, developmental genetics, pattern formation in plants and animals, stem cell biology</p>	<p>including but not limited to: Morphology and functional imaging of cells Cell biology and molecular transport mechanisms Cell cycle and division Apoptosis Cell differentiation, physiology and dynamics Organelle biology Cell signalling and cellular interactions Signal transduction Development, developmental genetics, pattern formation and embryology in animals Development, developmental genetics, pattern formation and embryology in plants Cell genetics Stem cell biology</p>

Primary Area: Physiology, Pathophysiology and Endocrinology

Disciplines	Fields of Research
organ physiology, pathophysiology, endocrinology, metabolism, ageing, tumorigenesis, cardiovascular disease, metabolic syndrome	including but not limited to: Organ physiology and pathophysiology Comparative physiology and pathophysiology Endocrinology Ageing Metabolism, biological basis of metabolism related disorders Cancer and its biological basis Cardiovascular diseases Non-communicable diseases (except for neural/psychiatric, immunity-related, metabolism-related disorders, cancer and cardiovascular diseases)

Primary Area: Neurosciences and Neural Disorders

Disciplines	Fields of Research
neurobiology, neuranatomy, neurophysiology, neurochemistry, neuropharmacology, neuroimaging, systems neuroscience, neurological and psychiatric orders	including but not limited to: Neuroanatomy and neurophysiology Molecular and cellular neuroscience Neurochemistry and neuropharmacology Sensory systems (e.g. visual system, auditory system) Mechanisms of pain Developmental neurobiology Cognition (e.g. learning, memory, emotions, speech) Behavioural neuroscience (e.g. sleep, consciousness, handedness) Systems neuroscience Neuroimaging and computational neuroscience Neurological disorders (e.g. Alzheimer's disease, Huntington's disease, Parkinson's disease) Psychiatric disorders (e.g. schizophrenia, autism, Tourette's syndrome, obsessive compulsive disorder, depression, bipolar disorder, attention deficit hyperactivity disorder)

Primary Area: Immunity and Infection	
Disciplines	Fields of Research
the immune system and related disorders, infectious agents and diseases, prevention and treatment of infection	including but not limited to: Innate immunity and inflammation Adaptive immunity Phagocytosis and cellular immunity Immunosignalling Immunological memory and tolerance Immunogenetics Microbiology Virology Bacteriology Parasitology Prevention and treatment of infection by pathogens (e.g. vaccination, antibiotics, fungicide) Biological basis of immunity related disorders (e.g. autoimmunity) Veterinary medicine and infectious diseases in animals

Primary Area: Diagnostics, Therapies, Applied Medical Technology and Public Health	
Disciplines	Fields of Research
aetiology, diagnosis and treatment of disease, public health, epidemiology, pharmacology, clinical medicine, regenerative medicine, medical ethics	including but not limited to: Medical engineering and technology Imaging for medical diagnostics Pharmacology, pharmacogenomics, drug discovery and design, drug therapy Analgesia and Surgery Toxicology Gene therapy, cell therapy, regenerative medicine Radiation therapy Health services, health care research Public health and epidemiology Environment and health risks, occupational medicine Medical ethics

Primary Area: Evolutionary, Population and Environmental Biology	
Disciplines	Fields of Research
<p>evolution, ecology, animal behaviour, population biology, biodiversity, biogeography, marine biology, microbial ecology</p>	<p>including but not limited to: Ecology (theoretical and experimental; population, species and community level) Population biology, population dynamics, population genetics Systems evolution, biological adaptation, phylogenetics, systematics, comparative biology Biodiversity, conservation biology, conservation genetics, invasion biology Evolutionary biology: evolutionary ecology and genetics, co-evolution Biogeography, macro-ecology Animal behaviour Environmental and marine biology Microbial ecology and evolution Species interactions (e.g. food-webs, symbiosis, parasitism, mutualism)</p>

Primary Area: Applied Life Sciences and Non-Medical Biotechnology	
Disciplines	Fields of Research
<p>applied plant and animal sciences, food sciences; forestry; industrial, environmental and non-medical biotechnologies, nanotechnologies, bioengineering, synthetic and chemical biology, biomimetics and bioremediation</p>	<p>including but not limited to: Non-medical biotechnology and genetic engineering (including transgenic organisms, recombinant proteins, biosensors, bioreactors, microbiology) Synthetic biology, chemical biology, bio-engineering and nanobiotechnology Animal sciences (including animal husbandry, aquaculture, fisheries, animal welfare) Plant sciences (including crop production, plant breeding, agroecology, soil biology) Food sciences (including food technology, nutrition) Forestry and biomass production (including biofuels) Environmental biotechnology (including bioremediation, biodegradation) Biomimetics Biohazards (including biological containment, biosafety, biosecurity)</p>