

# IRISH RESEARCH COUNCIL GOVERNMENT OF IRELAND POSTDOCTORAL FELLOWSHIP SCHEME

2019

# GUIDE FOR APPLICANTS Including details of the ONLINE APPLICATION SYSTEM (OLS)

# PLEASE READ THIS DOCUMENT <u>CAREFULLY</u> BEFORE YOU REGISTER AS AN APPLICANT TO THE COMPETITION

#### Important dates

FAQ Deadline	16:00 (GMT) Wednesday 21 November 2018
Applicant Deadline	16:00 (GMT) Thursday 29 November 2018
Mentor in Ireland/Referees Deadline	16:00 (GMT) Thursday 6 December 2018
Research Office Endorsement Deadline	16:00 (GMT) Thursday 13 December 2018
Outcome of Scheme	April 2019

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.

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#### 1. 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 <u>Terms & Conditions</u>, 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. INTRODUCTION TO THE IRISH RESEARCH COUNCIL

The mission of the Council is to enable and sustain a vibrant and creative research community in Ireland<sup>2</sup>. 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

#### 3. ELIGIBILITY CHECK

Before starting an application, all applicants should check they are eligible to apply by carefully studying the 'Postdoctoral Fellowship Eligibility Flowchart' and the 'Important Application Advice' Table below.

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.

#### GOVERNMENT OF IRELAND POSTDOCTORAL FELLOWSHIP ELIGIBILITY FLOWCHART

1. Have you previously submitted an application to the Irish Research Council Government of Ireland Postdoctoral Fellowship Scheme and been unsuccessful?

<sup>&</sup>lt;sup>2</sup> http://research.ie/about-us/

- a. **Yes:** unsuccessful applicants may only re-apply to each Council Scheme on one subsequent occasion (with effect from 21 October 2009). Ineligible applications do not count towards this limit.
  - i. If you have previously submitted more than one application to a scheme and were unsuccessful, you are <u>not</u> eligible to apply again under that scheme.
  - ii. If you have previously submitted only one application, you can apply one more time to that Scheme. A description of modifications made to the previously submitted proposal will be required, go to 2.
- b. **No:** go to 2.
- 2. Have you been awarded your Doctoral Degree within the five-year period before the 31 May 2019? For the purposes of this condition, the date of graduation will be taken into account.
  - a. **Yes**, go to 4.
  - **b. No**, go to 3.
- 3. Will you have been certified as having fulfilled all the requirements for the award of a Doctoral Degree, including the submission of the hardbound corrected thesis, but have not yet graduated within the five-year period before the 31 May 2019?
  - a. **Yes**, go to 4.
  - b. **No** = you are <u>not</u> eligible to apply for a Government of Ireland Postdoctoral Fellowship.
- 4. Have you authored or co-authored at least one published peer-reviewed research publication?
  - a. **Yes**, go to 7.
  - b. **No**, go to 5.
- 5. Have you demonstrable equivalent intellectual property output?
  - a. **Yes**, go to 7.
  - b. **No**, go to 6.
- 6. Can you provide samples of your written research work as follows: a copy of the table of contents from your doctoral thesis and; one chapter from your doctoral thesis and; one further sample of written research work?
  - a. **Yes**, go to 7.
  - b. **No** = you are <u>not</u> eligible to apply for a Government of Ireland Postdoctoral Fellowship.
- 7. Do you hold or have you previously held an Irish Research Council Government of Ireland Postdoctoral Fellowship or Enterprise Partnership Scheme Postdoctoral Fellowship?
  - a. **Yes** = you are <u>not</u> eligible to apply for a Government of Ireland Postdoctoral Fellowship
  - b. **No**, go to 8.

- 8. Have you been employed as a Postdoctoral researcher for more than 5 years (eligible career breaks<sup>3</sup> of up to 5 years are taken into account) at the 31 May 2019?
  - a. **Yes** = you are <u>not</u> eligible to apply for a Government of Ireland Postdoctoral Fellowship.
  - b. **No** = you are eligible to apply for a Government of Ireland Postdoctoral Fellowship.

#### IMPORTANT APPLICATION ADVICE

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

- 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) Thursday 29 November 2018;
- 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 on the Council <u>website</u> by the deadline of **4pm (Ireland time) Thursday** 6 December 2018. (No hardcopies or email forms will be accepted);
- 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;
- 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 Council<sup>4</sup> 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 <a href="website">website</a> by the deadline of 4pm (Ireland time) Thursday 13 December 2018.
- canvassing on behalf of applicants occurs.

<sup>3</sup> Eligible career breaks include: Maternity leave, Paternity leave, Adoptive leave, Parental leave, Prolonged sick leave, and Carer's leave. Exceptions will not be made for part-time working (e.g. 2 years of part-time working will count as 2 full-time years).

<sup>&</sup>lt;sup>4</sup> Following the merger of IRCHSS and IRCSET, Irish Research Council schemes subsume previous IRCHSS and IRCSET schemes.

#### 4. 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 (RO) will have to endorse your application once you have submitted it, 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. These queries should be sent by your Research Office to <a href="mailto:postdoc@research.ie">postdoc@research.ie</a> with the subject line 'GOI Postdoc 2019 FAQ'. A set of Frequently Asked Questions (FAQs) and answers will then be posted on the <a href="mailto:website">website</a>. The FAQ deadline for Research Offices is 4pm (Ireland time) Wednesday 21 November 2018.

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) Thursday 6 December 2018** will result in the application being deemed ineligible.

> The Referees can create the Referee form once their details have been added

and saved to the application form (once the Referee details have been saved to the system the Referee receives an automatic email confirming that they have been added as a Referee and prompting them to log in to the online system).

➤ The Mentor can only create and submit the Mentor form once the application has been submitted and before the Mentor deadline.

#### 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) Thursday 29 November 2018** to allow the upload to complete.

Applicants should carefully read the <u>Terms and Conditions</u> before completing and submitting an application.

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.

#### 5. EVALUATION PROCEDURE

#### **Assessment Process**

For a flowchart of the assessment process please see the 'Postdoctoral 2019 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 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 ranking of the applications referred to it and arrive at an overall judgment of standard and make final recommendations to Council.

<u>Please note:</u> 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 and Scoring

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'; The international assessors consider all four headings and allocate scores as per the 'Postdoctoral Fellowship Criteria & Detail' in Appendix IV.

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.

#### 6. DATA COLLECTION AND DATA PROTECTION

Most of the data that you enter into the online application system will be accessible to your academic mentor, secondment mentor, placement mentor, authorised staff in the research office in your proposed Irish home host organisation, authorised staff of the Council, and international evaluators assigned to your application. Only the applicant and the authorised Council staff will have access to sensitive personal details, such as your date of birth, sex, and details entered in relation to requests for extension of the eligibility window. Referees will not have access to your application details but will be provided with key identifiers of your application, such as your name and the project ID.

The Council requires that evaluators accept our data protection and confidentiality policy before they are granted access to applications. Please be aware that some of the international evaluators are located in countries outside of European Union.

Applicants are required to liaise with their proposed mentors and referees before adding them to an application. If an applicant assigns a mentor or a referee to their application without their consent and they subsequently object to being associated with an application and raise this with the Council, the Council will remove that

mentor/referee from the concerned application and will notify the applicant. The Council will not provide assistance with securing alternative mentors/referees or engage in matchmaking or mediation between applicants and mentors/referees. It is therefore critical that applicants add mentors and referees to their applications after they have gained their explicit consent.

Please read carefully the data collection notice available in the online system and on the Council's website.

#### 7. REGISTERING AS AN APPLICANT FOR THE FIRST TIME<sup>5</sup>

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:

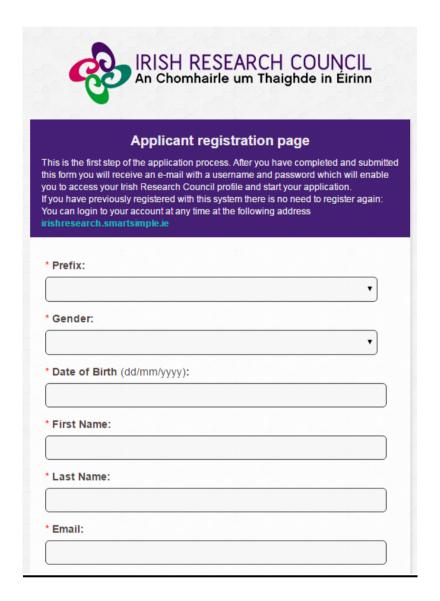
- Internet Explorer: version 10.0 and higher
- Firefox download: two most recent versions\*
- Google Chrome download: two most recent versions\*
- Safari download: two most recent versions\*

\*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 <u>ircapps@research.ie</u> 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.

<sup>&</sup>lt;sup>5</sup> 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.



#### **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.

#### 8. USING THE ONLINE APPLICATION SYSTEM (OLS)

Please note the following when using the system:

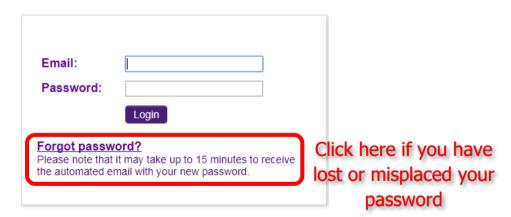
- No alterations can be made to an application once it has been submitted.
  Therefore, it is important to check and re-check the application form until you are fully satisfied with all sections of your application before you click 'Submit Application'.
- If you enter information into the OLS application 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**) **Thursday 6 December 2018.** 

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 <a href="website">website</a>. If your issue is not clarified through any of these mechanisms, only then should you email <a href="meshotoleogree="postdoc@research.ie">postdoc@research.ie</a> 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.

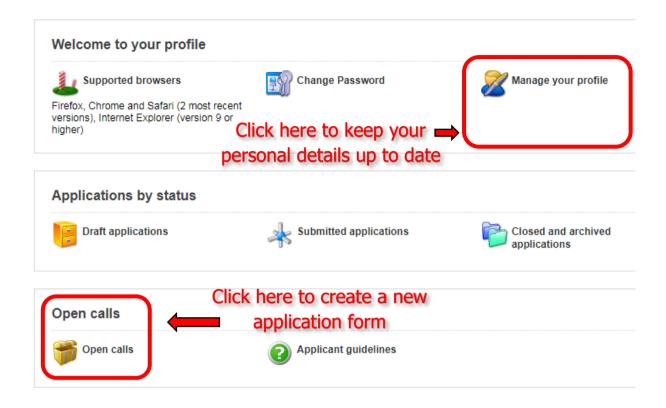
#### To Log in:

- Once you have received your username and password, access the OLS on the Irish Research Council website <a href="https://irishresearch.smartsimple.ie/s\_Login.jsp">https://irishresearch.smartsimple.ie/s\_Login.jsp</a>
- 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.



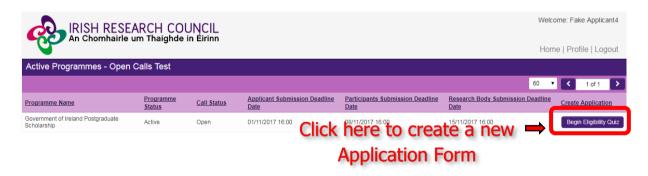
#### Creating a new Application:

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

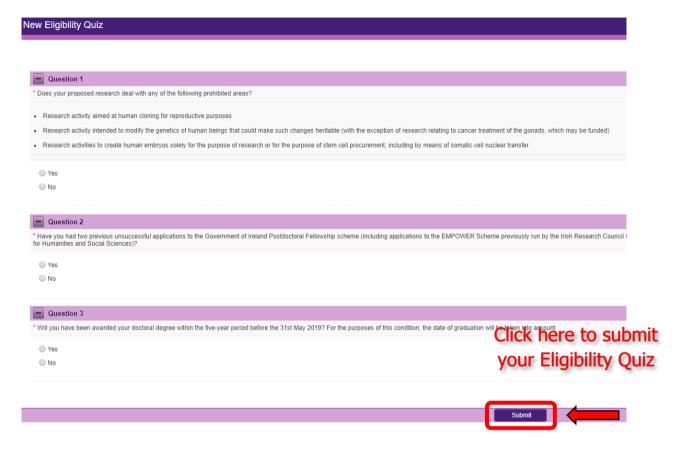


This is your 'Home Page' and you can access and edit your application prior to submission and prior to the Applicant deadline through this screen. If you want to change any of your personal details you can click on the 'Manage your Profile' icon on this page.

• Select 'Open Calls'; you will be presented with the following screen:

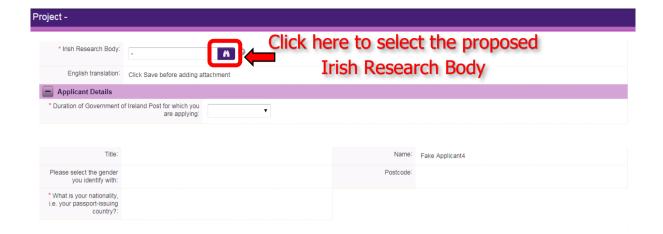


- Select the appropriate postdoctoral application type and then click 'Apply'.
- You will then be required to complete an eligibility guiz.
- To complete the application form, please answer questions on the quiz and then hit the submit button. If you meet all requirements you will be permitted to proceed to the application.

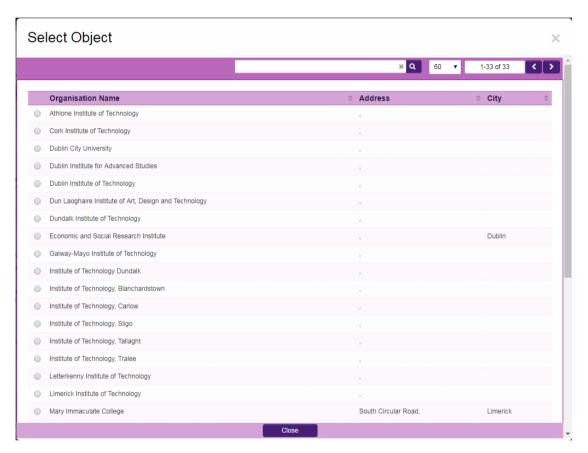


Important System Note: If you enter information into the OLS application form and DO NOT SAVE before navigating away from the tabbed page, THIS INFORMATION WILL BE LOST! Also, you can click 'Application Overview' button on the application form to return to the summary page at the start of the application, but **DO NOT** use the browser back button at any stage as you may lose essential information.

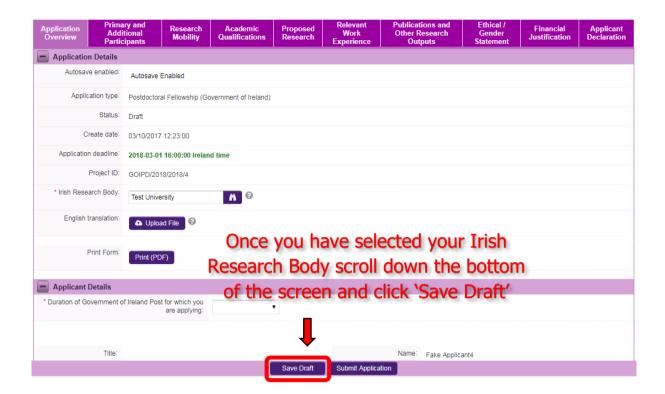
 At the beginning of the application select the Irish Research Body (i.e. the Higher Education Institution 'HEI', or Research Performing Organisation, 'RPO') where you propose to be based for your Fellowship by selecting the 'Lookup' button;



You will then be presented with the following screen:



 Select the check box next to the relevant institution name. If you cannot find your Institution name, please contact the Research Office (RO) of your HEI/PRO to make sure they are registered in the Irish Research Council OLS.



Next, scroll down to the bottom of the screen and click 'Save Draft'. At this point, your draft application has been created. As each applicant can only submit ONE application to the Postdoctoral call, the button to 'Apply' will no longer be visible on your home page from this point onwards.

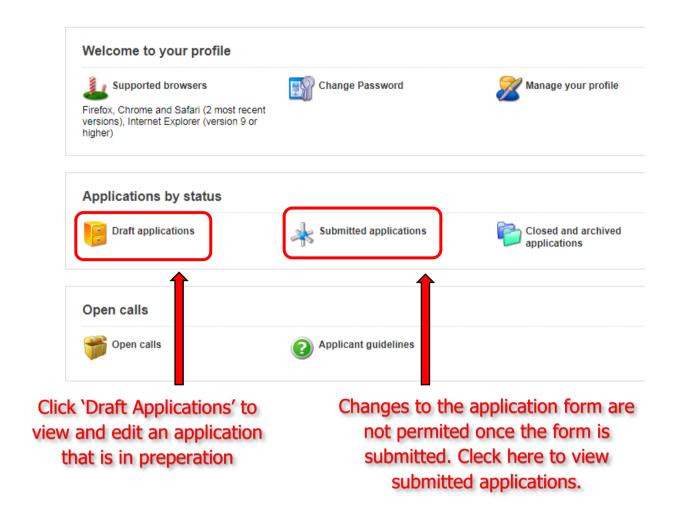


Applicants may only create one application per Call

#### Editing a Draft Application:

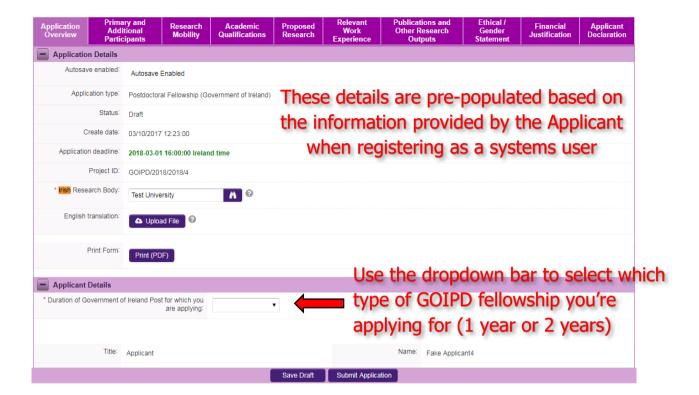
You may log on, access and edit your draft application as many times as you wish prior to the applicant deadline so long as the application has not been submitted and remains a 'Draft Application'.

• Edit your draft application by selecting the '**Draft Applications**' icon on your '**Home**' page. Then click on the 'Edit' button to the right of the screen.



This will bring you to the top of the 'Application Overview' page of your draft application. This page will already be in edit mode which will allow you to add information to your draft application:

- Select whether your application is in Irish. You have the option to upload your own English translation. In order to do so you must first select 'Yes', then click 'Save Draft' at the bottom of the screen and then upload your document with the translation. The system will only accept documents in PDF format. If you do not wish to submit an English translation then ignore the upload button that appears after you click 'Save Draft'.
- The first thing you'll need to do is select whether you're applying for a one year or two year fellowship.



#### Duration of Government of Ireland Fellowship

- Select the appropriate duration of Fellowship. The Government of Ireland Postdoctoral Fellowship can be held for either:
  - one year, in order to prepare a doctoral dissertation for publication through a variety of high quality published outputs e.g. monographs, peer-reviewed articles, edited volumes;

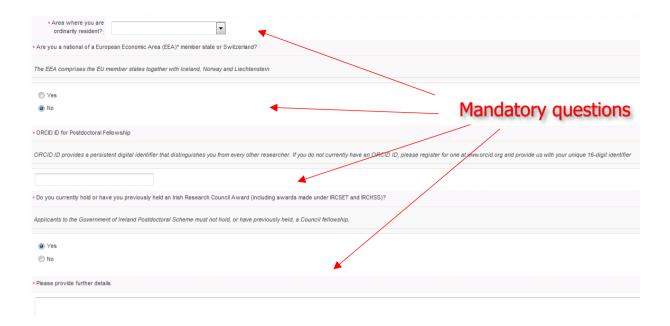
or

 two years, in order to develop either a new research project or a research project that demonstrates a significant development of the subject of the doctorate through a variety of appropriate, feasible and clear published outputs.

#### Personal Details:

The majority of details appearing in the 'Applicant Details' section lower down the page are populated based on the personal profile details entered when the Applicant registered at the beginning of this process.

Check that the 'Area where you are ordinarily resident (EU/non-EU)', 'Are you a
national of a European Economic Area (EEA) member state or Switzerland',
'ORCID ID for Postdoctoral Fellowship', 'Do you currently hold or have you
previously held an Irish Research Council Award' and 'Employment Status'
questions have been inputted correctly.



 ORCID ID is 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 recognized. You can register for an ORCID ID here: <a href="https://orcid.org/register">https://orcid.org/register</a>.

#### Managing your Personal Profile Details:

Please note if you want to change any of your pre-populated personal details, navigate to your Home Page by clicking 'Home' on the top right hand corner of the screen.



Then click on the 'Manage your Profile' icon.



#### Adding your Mentor in Ireland

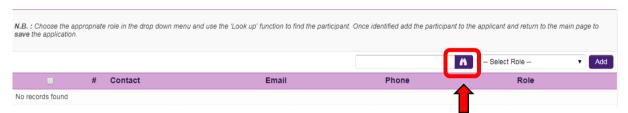
Scroll down to the bottom of the 'Application Overview' page to the 'Participants' section where you have an opportunity to add your 'Mentor in Ireland' to your draft application.

#### IF YOU CANNOT FIND YOUR MENTOR IN IRELAND'S NAME

- Please contact your proposed Mentor in Ireland and ask him/her to contact their HEI/RPO Research Office, who will provide them with details of the registration process for Mentors in Ireland.
- Mentors need to be pre-registered on the OLS through the Research Office in their HEI/RPO before they can be selected and added to your application.

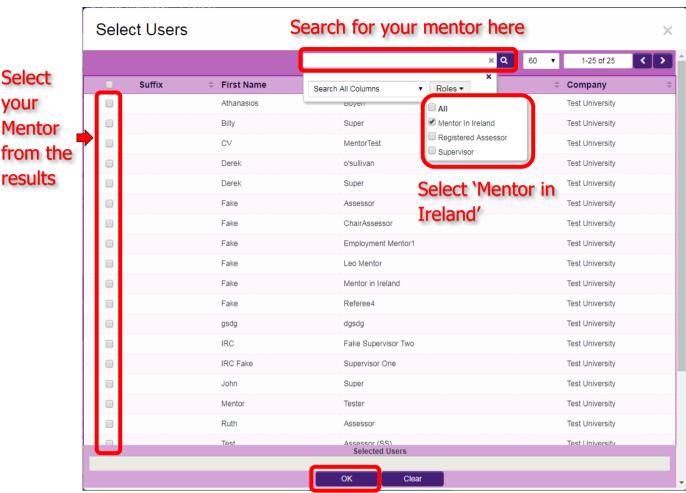
Mentors who have previously registered do not have to do so again.

• Once registered, Mentors in Ireland can be added by clicking **the binoculars symbol** on the 'Participants' section.



Click here to search for Mentor in Ireland

 Click on 'Role' button and select 'Mentor in Ireland', click on next button and select the criteria under which you wish to search e.g. First Name or Surname, and then type in the details and click 'Find'. Then select the name of your Mentor in Ireland, click 'Ok' and close the pop-up window.



When you've selected your mentor, click 'Ok'

Click 'Add' and then click 'Save Draft'.

Select

your



Your Mentor in Ireland has been successfully added to your application and should now show up in the 'Participants' list. See image below.



Check and ensure both the email address and associated 'role' are correct

Once your Mentor in Ireland has been added to the application s/he will receive an email notification to confirm that s/he has been added to your application as an Mentor in Ireland. Also, from this point onwards, your Mentor in Ireland can log in to the system and view your draft application by clicking on 'My Assigned Applications in Draft'.

It is essential to check the Mentor in Ireland's email address at this point, to ensure that you have selected the correct Mentor from the list (e.g. there may be two or more Academics with the same name in the same Irish HEI/RPO) and also to ensure that the correct email address has been registered in the system. If an incorrect email address is being displayed, your Mentor in Ireland will not receive the automatic email with the necessary details to log in and complete their Mentor Form, so it is essential to check the correct details are there.

If your Mentor's email appears to be incorrect, then contact your Research Office to check the email address. If the Mentor in question has been registered with the incorrect email address, then the Research Office should contact the Council to amend the Mentor's registered details in the OLS before you re-select them in your application form.

If you want to change your nominated Mentor then select the check box beside your Mentor's details and click 'Remove'. You can then lookup the details for your new Mentor. Please see screenshot in later section.

Mentors must submit a completed Mentor's form via the OLS by the Mentor deadline of **4pm (Ireland time) Thursday 6 December 2018**. This confirms their willingness to mentor the applicant after the applicant has completed his/her part of the application process. The OLS will contact the nominated Mentor using the email address registered in the OLS to notify the Mentor that he/she needs to access the OLS to complete their Mentor Form. This will be sent as soon as the applicant has submitted his/her application to the OLS.

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.

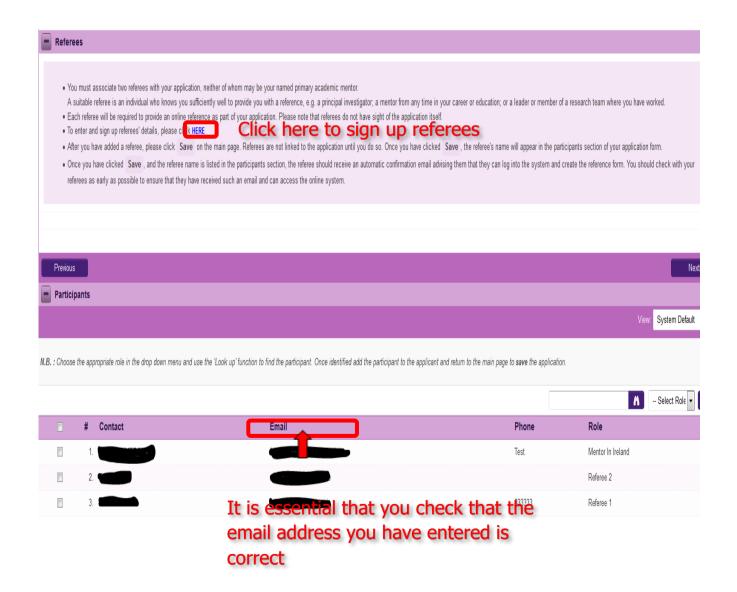
#### Adding your two Referees

To add your Referees, click on the Tab '2. **Primary and Additional Participants**' at the top of the screen and then click on the '**Referees**' tab. Click on the relevant link '**CLICK HERE**' to enter the name and Referee details.

Click 'Save' at the bottom of the screen to populate the 'Referees Details' section below on this page and also to automatically add this participant to the 'Participant' list on your 'Application Overview' page.

Referees do not need to have pre-registered with the OLS. Applicants enter the name and contact details of their Referees and the OLS will use the email address supplied by the applicant and provide the Referees with login details to access the OLS as soon as the applicant has saved the Referee details to the application on the OLS.

If an incorrect email address is provided, then Referees will not receive the automatic email with the necessary login details to complete their reference, so it is essential that you provide the correct details.



#### Changing your Participants' Details

Once you've added all the participants required for your application type (i.e. Mentor in Ireland and two Referees) their names are listed in the 'Participants' section of the 'Application Overview' page of your application.

You can only change the named participants while your application is still draft. If you need to change a named participant, you should navigate to the 'Participants' section on the 'Application Overview' page and select the name of the participant you wish to change by selecting the check box beside the name, and then click 'Remove' button which should appear. To add the relevant Participant back in again, you should repeat the process outlined above in the relevant section specific to each Participant type.



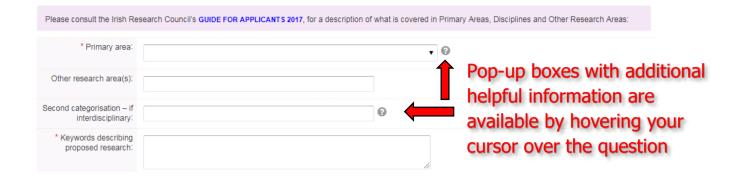
#### **Completing the Application Form**

To complete the application form, you will need to complete the following tabs (the numbers denote the numbering on the OLS):

- 2. Primary and Additional Participants
- 3. Research Mobility
- 4. Academic Qualifications
- 5. Proposed Research
- 6. Relevant Work Experience
- 7. Publications and Other Research Outputs
- 8. Ethical/Gender Statement
- 10. Applicant Declaration

Within each tab are sub-tabs which must be fully completed. There is helpful information available through pop-up boxes which appear when your cursor is hovered over particular questions.

The Council operates a gender-blind assessment process. Applicants should avoid including personal information such as name or gender in the content of their application e.g. on training and career development plan.



Also, please see supplementary guidance below on the completion of key guestions.

#### **Completing the Research Mobility Section**

Please keep in mind that this section refers both to international and intranational research mobility.

#### **Completing the Academic Qualification Section**

This section should contain details of all the applicant's qualifications. Applicant's should make sure that when filling out the 'Final grade or grade point average' section that they use the overall final grade/GPA associated with their qualification. Not just the GPA/grade associated with the last year of their qualification or the GPA/grade associated with their major. This GPA/final grade should match the one listed on the applicant's transcripts/degree certificate.

Examination results, qualification names and other information provided in this section must correspond exactly with that on relevant official transcripts. Successful applicants will be required to provide official transcripts/parchments before awards are confirmed. In case of discrepancies between results provided in the application form and those on official transcripts, offers of awards will be withdrawn. If the language of a transcript/parchment is not English, the name of the degree and overall result if expressed verbally (such as "mention très honorable avec félicitations du jury" or "отлично/otlichno") must be provided in the language of the transcript/parchment as well as in English. It is not sufficient to provide only English translation/equivalent of the name of the degree or result. For major awards provide also equivalency of the degree to the Irish National Framework of Qualifications.

#### Completing the Proposed Research Section

What Kind Of Research Can Be Funded?

Please see Appendix I for an extensive list of the Primary Areas and Disciplines supported by the IRC. It is the responsibility of the applicant to select the Primary Area and Discipline most closely aligned to their proposal.

In particular, applications of an interdisciplinary nature that cross the boundaries between different fields of research, pioneering proposals addressing new and emerging fields of research or proposals introducing unconventional, innovative approaches and scientific inventions are welcomed. There is a section in the application form to enter a second categorisation if the application is interdisciplinary

#### **Completing the Publication and Other Research Outputs**

When filling in this section, please make sure to remember <u>you should only attach a PhD chapter if you have no other relevant publications</u>. Attaching a PhD chapter when you have already listed other publications can negatively affect your application.

#### Completing the Ethical and Sex/Gender Dimension Statement

Ethics Statement

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 2019 TERMS AND CONDITIONS).

Sex/Gender Dimension Statement

All applicants to Council schemes are required to complete the Sex/Gender Dimension statement in the application. This is also a requirement for Horizon 2020 proposals. Please refer to Appendix II 'Guidance on the Sex/Gender Dimension Statement', which summarises the Toolkit Gender in EU-funded research<sup>6</sup>, for help on how to do this.

#### **Completing the Declaration**

Guidance on Data Management, Protection and Security

The Council often has queries from interested enterprise partners about the possibility of working with Postdoctoral Fellows and from interested funding agencies that would like to co-fund awards with the Council.

Applicants will be asked at the end of their application form whether or not they would like the Council to make their application available to other funding agencies and/or employment or enterprise partners for funding consideration. This consideration is in addition to the current Council Postdoctoral Fellowships on offer and will not affect assessment of your application in any other way. (See our <a href="website">website</a> for a list of our current employment and enterprise partners).

6http://www.yellowwindow.be/genderinresearch/downloads/YW2009 GenderToolKit Module1.pdf

#### Submitting your application

Scroll to the bottom of the page and click 'Submit Application'.



No alterations can be made to an application once it has been submitted. If successful, you will only be offered funding to carry out the project as detailed in the application.

Therefore it is important to check and re-check the application form until you are fully satisfied with all sections of your application <u>before</u> you click 'Submit Application'. Please refer to Appendix III for the 'Applicant Submission Checklist'.

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.

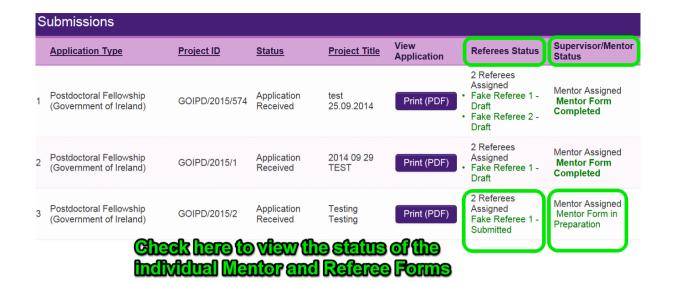
#### **Next steps**

Once an applicant has submitted his/her application, the OLS generates a number of automated emails to the participants that are nominated in the application.

Applicants should note that the proposed Mentor can complete his/her respective part (participant form) of the online application process only after the applicant has completed his/her part of the online process. In contrast, the Referees can complete their forms once their details have been saved to the application form.

The deadline for submission of the Mentor form and the Referee forms is exactly **4pm** (Ireland time) on Thursday 6 December 2018.

You should check what participant forms have been submitted by clicking on the 'Submitted Applications' icon on the 'Home' screen. If necessary contact your Mentor and/or Referees to ensure their forms are submitted before the deadline.



All applications must be endorsed on behalf of the proposed host institution by the office of the Vice-President/ Dean of Research / Head of Development as applicable. Applications that do not fulfil this condition will be deemed ineligible. After the respective applicant, Mentor, and Referee deadlines have passed, the OLS will provide the responsible Research Officer of that applicant's proposed institution with logon details to access the OLS in order to endorse the application. It is best to contact your RO when you start thinking about applying, so that you can make sure that you have covered all the things your RO will require before they can endorse your application.

This is the final step in the OLS process, after which the applicant will receive an automated email informing them that the application process is now complete.

#### **Notification & Feedback**

Once the assessment process is complete, applicants will be informed of the outcome by email and their status will be updated on the OLS. The Executive are precluded from discussing the results of the competition over the telephone or discussing the outcome of individual applications via email or post.

Feedback to candidates will consist of the score that the IAB assigned the application and the decision of the Council in relation to funding. Additional feedback will not be provided beyond that which is provided with the assessment result. Under no circumstance will feedback provided by the Council compromise the confidentiality of a participant form submitted to Council.

Please note that this decision is final and that no correspondence will be undertaken in relation to individual assessments or scoring. Under no circumstance will feedback provided by Council compromise the confidentiality of a reference submitted to Council.

#### 9. INFORMATION FOR SUCCESSFUL AWARD HOLDERS

Once recommended for funding, successful applications will appear in the OLS as 'conditional'. The Council will issue a Letter of Offer and an Acceptance Form outlining the approved budget for the Award to the successful applicants. Each award is made subject to the terms of the Letter of Offer, the application, the approved budget, and the Terms and Conditions for this Scheme.

The conditional offer is subject to the Acceptance Form being signed by the successful Fellow, the HEI and the Mentor, and returned to the Council on time. It is also subject to any other required documentation (e.g. academic transcripts) being supplied to the Council in a timely fashion.

Once these conditions have been met, the Fellowship can commence. All Fellowships must commence on 1 October 2019.

#### **Submission of Ethical Approval**

If successful in the competition, a full ethical report and approval from an ethical review committee will need to be received by the Council within three months of the start date. As ethical review committees only meet sporadically each year, it is recommended that applicants start thinking about this process early.

#### 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		
Disciplines	Other Research Areas	
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	
Discipline	Other Research Areas
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	
Discipline	Other Research Areas
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 and Materials Chemistry	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	
Discipline	Other Research Areas
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	
Discipline	Other Research Areas
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	
Discipline	Other Research Areas
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	
Disciplines	Other Research Areas
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.

	including	but	not	limited	to:	Applied	Statistics;
Statistics and Probability	Biostatisti	cs; F	orens	sic Statis	stics;	Probabili	ty Theory;
	Statistical Theory; Stochastic Analysis and Modelling.						

Primary Area: <b>Physics</b>			
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
	Electrodynamics; Thermodynamics and Statistical Physics.

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	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		
Philosophy	History of Art and Architecture		

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 Social Studies of Science and Technology 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			

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

Anthropology

Management

**Environmental Studies** 

Business &

**Economics** 

Education

Geography

Linguistics,

Psychology

**Equality Studies** 

Sociology

Theology

Law

Media

**Politics** 

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

#### APPENDIX II

#### **Guidance on the Sex/Gender Dimension Statement**

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 research<sup>7</sup>, 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 <a href="http://genderedinnovations.stanford.edu/">http://genderedinnovations.stanford.edu/</a> 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.

<sup>&</sup>lt;sup>7</sup> 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) genderbalanced? 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?

#### APPENDIX III

#### APPLICANT SUBMISSION CHECKLIST

#### Step 1:

Ensure you are using the correct browser. The online application system (OLS) can only be guaranteed to be fully operational on Internet Explorer (version 9.0 or higher), Firefox (two most recent versions), Google Chrome (two most recent versions) and Safari (two most recent versions).

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

#### Step 2:

or

- A) Register on the OLS as a new applicant
- B) Use your existing OLS log in to create a new application.

#### Step 3:

Log on and create a New Application

- 1. Click icon 'Create New Application Form'
- 2. Select application type
- 3. Click 'Create New'
- 4. Select Irish Research Body
- 5. Enter 'Project Title'
- 6. Select whether your application is in Irish
- 7. Check your 'Applicant Details' and amend where appropriate
- 8. Add a 'Mentor in Ireland'
- 9. Add two 'Referees'
- 10. Complete the 'Research Mobility' section
- 11. Add your Academic Qualifications, Research Achievements and Work Experience
- 12. Complete the 'Proposed Research' section
- 13. Complete the 'Ethical Statement', 'Sex/Gender Dimension Statement'
- 14. Complete the Declaration
- 15. Check your entire application
- 16. Click Submit Application



### **APPENDIX IV**

# Postdoctoral Evaluation Criteria & Detail

POSTDOCTORAL FELLOWSHIP MAXIMUM 100 MARKS				
Track Record /Research Potential of the Applicant (30 marks)	Training and Career Development Aspects and Impact of the Fellowship (25 marks)	Quality of the Research Project (35 Marks)	Suitability of the Mentor/Implementa tion of the Fellowship (10 marks)	
Research experience (based on their academic CV), including transnational mobility, inter-sectoral mobility, scientific/practical/management experience.	Clarity and quality of objectives in the applicant's career development and training plan, including the extent to which specific training activities have been scheduled.	Research quality, including consideration of ethical and sex/gender issues and any interdisciplinary and multidisciplinary aspects of the proposal.	Suitability of the proposed Mentor: track record of the Mentor (including research output record); experience in developing researchers; capacity to provide mentoring; international linkages with appropriate partners.	
Research results (publications record, invited contributions, patents, teaching, monographs, data sets etc.) in relation to the level of research experience.	Potential acquisition of new research related and transferable skills. Particular attention will be paid to aspects of the proposed fellowship which allow the fellow to gain skills relevant to employment outside the traditional academic sector.	Potential of the research to advance fundamental understanding of the topic and/or potential for research impact and the degree to which the proposal addresses present or future socioeconomic needs.	Ability of Host Organisation(s) to allow full implementation of all aspects of the fellowship, such as the provision of all necessary facilities/equipment for the fellow to carry out the project.	
Evidence of independent thinking and leadership qualities.	Potential to acquire new knowledge.	Originality (relationship to the 'state-of –the-art') and innovative nature of the project.		
Match between the researcher's profile and the project.	Impact of the proposed fellowship on the applicant's career path: potential	Suitability of the proposed methodology and approach for the		

to acquire competencies that improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence.	project, including the clarity of short and long term research objectives.	
	Feasibility of the project.	