



IRISH RESEARCH COUNCIL

An Chomhairle um Thaighde in Éirinn

IRISH RESEARCH COUNCIL GOVERNMENT OF IRELAND POSTGRADUATE SCHOLARSHIP PROGRAMME

INCLUDING STRATEGIC FUNDING PARTNER THEMES

2021

GUIDE FOR APPLICANTS (including details of the online application system)

**PLEASE READ THIS DOCUMENT CAREFULLY BEFORE
REGISTERING AS AN APPLICANT**

Important dates	
FAQ deadline	22 October 2020
Applicant deadline	16:00 (Irish time) 29 October 2020
Supervisor and referee deadline	16:00 (Irish time) 5 November 2020
Research office endorsement deadline	16:00 (Irish time) 12 November 2020
Scheme outcome	End of March 2021
Scholarship start date	1 September 2021

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.

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1. PURPOSE OF THE GUIDE FOR APPLICANTS

- This guide for applicants provides practical information to potential applicants in preparing and submitting an application for an Irish Research Council Government of Ireland Postgraduate Scholarship. It also provides a general overview of the assessment process.
- The Irish Research Council Government of Ireland Postgraduate Scholarship programme is governed by the [2021 Terms and Conditions](#) and award acceptance documentation. The content of this guide is for general information purposes only. In the event of a discrepancy arising between this guide and the [2020 Terms and Conditions](#) or award acceptance documentation, the latter will prevail.
- Applicants are strongly recommended to familiarise themselves with the [2021 Terms and Conditions](#) and carefully read any frequently asked questions (FAQ) before submitting their application. Both documents are available [on the Irish Research Council website](#).
- The Council reserves the right to revise this guide for applicants.

2. ELIGIBILITY

- All potential applicants should carefully ascertain whether or not they are eligible to apply to the programme by studying the [Eligibility Flowchart](#) on page 4 and the IMPORTANT APPLICATION ADVICE section below.
- Applicants not meeting the eligibility criteria as per the 2021 Terms and Conditions and ineligible according to the flowchart and the Eligibility Quiz should **not** attempt to submit an application.
- **Applicants failing the Eligibility Quiz will not be allowed to proceed and create an application in the online system.**

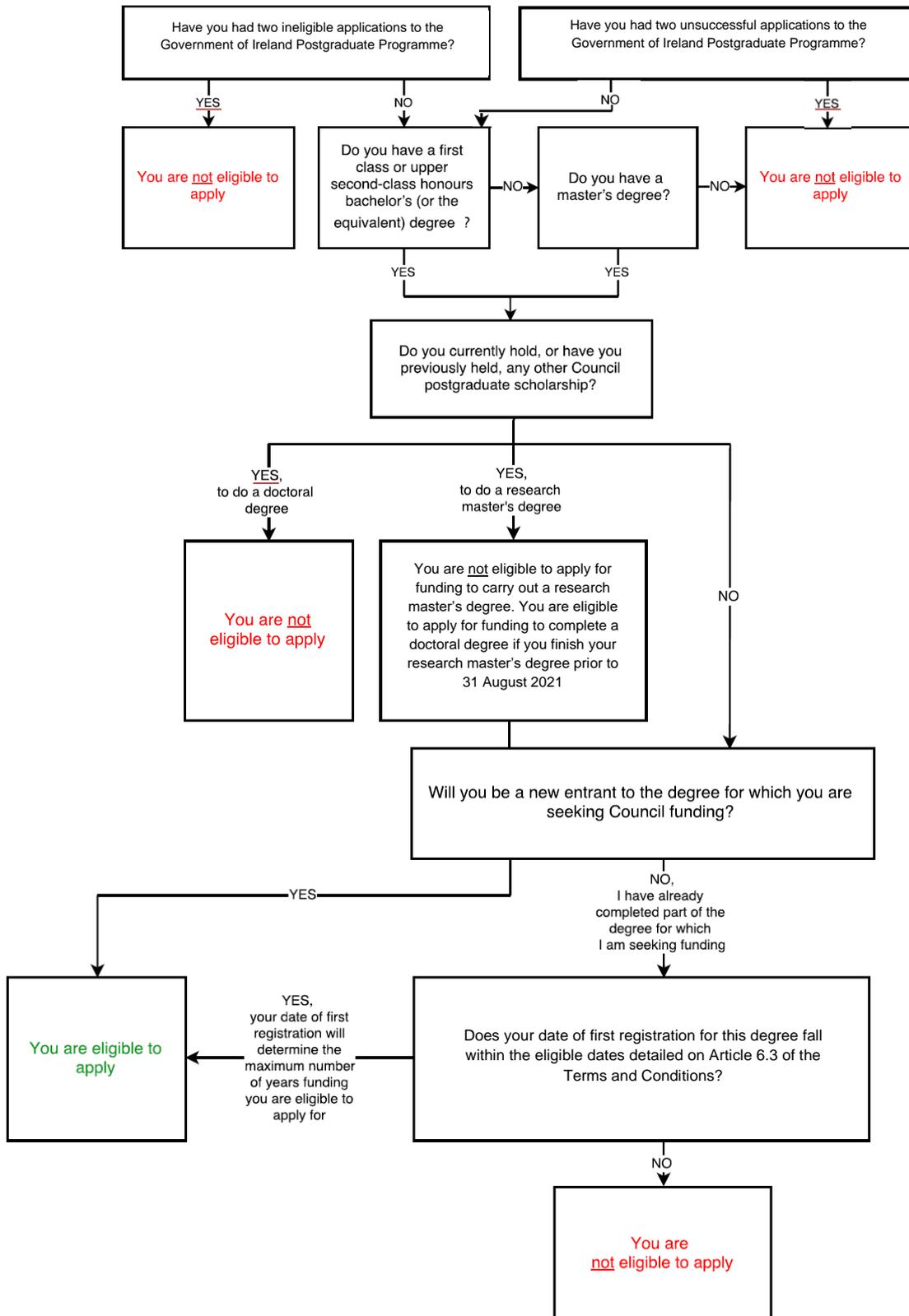
3. IMPORTANT APPLICATION ADVICE

Applications will be deemed ineligible and will not be considered for funding if:

- an applicant submits more than one application to the 2021 call
- an application has not been submitted via the online system by the deadline of exactly 16:00 (Irish time) on 29 October 2020. No hardcopies or email forms will be accepted
- an application does not have all the required participant forms (primary supervisor and two referee forms) completed in full and submitted via the online system by the deadline of exactly 16:00 (Irish time) on 5 November 2020. No hardcopies or email forms will be accepted
- an application with the Primary Supervisor name at Eligibility Quiz different from the Primary Supervisor name at the Application form.
- an application is incomplete or exceeds the word limits
- an application includes additional materials other than those requested
- an application includes materials in a format other than those requested
- any section of an application has been plagiarised
- any information supplied in an application is false, misleading or unverifiable with appropriate documentation
- the research project as proposed in the application form has previously been funded in full, or in part, by the Council

- the application is not endorsed by the applicant's higher education institution (HEI), i.e. the vice-president/dean of research or their authorised nominees, via the online system by the deadline of exactly 16:00 (Irish time) on 12 November 2020
- canvassing on behalf of applicants occurs.

ELIGIBILITY FLOWCHART



3. THINKING ABOUT APPLYING?

- In addition to Government of Ireland Postgraduate Scholarships, a number of targeted scholarships are offered in collaboration with our **strategic funding partners**. Please see [here](#) for a full list of targeted scholarships available. Applicants will be asked to choose which scholarship theme they wish to apply for. While applicants may apply for one scholarship theme only, those who choose to apply for a strategic funding partner scholarship will also be considered for a Government of Ireland Postgraduate Scholarship.
- Applications will only be accepted in either the **Irish or English language**. In order to facilitate evaluation by the International Assessment Board, those submitting Irish language applications are invited to accompany them with an English language translation. **Should an English translation not be provided by the applicant, the Council will provide a translation to the International Assessment Board.**
- Applications for a Government of Ireland Postgraduate Scholarship can be made in **any discipline**. Please consult the research categorisation document in Appendix 1 for further descriptions of the primary areas, disciplines and other research areas covered. Applications of an interdisciplinary nature that cross the boundaries between different fields of research are strongly welcomed.
- **For reasons of transparency and fairness, the Council will not enter into written or telephone correspondence with individual applicants.** In particular, the Council will not be in a position to review any eligibility issues you may have. 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.
- If your research office is unable to answer your query, they should email it to postgrad@research.ie for answer through the **frequently asked questions (FAQ) process**. An updated FAQ document will be published weekly on the [Council website](#).
- All applications require a **primary supervisor** who is willing to supervise the proposed research project and two **referees** who know you sufficiently well to provide you with a reference. Your primary supervisor may **NOT** act as one of these referees, however a secondary supervisor **IS** permitted to do so. Please note that the Council is not in a position to recommend supervisors.
- Prior to creating an application, you must contact and discuss your research project with your proposed supervisor(s). Please do **NOT** add a supervisor to your application without their prior approval. It is the sole responsibility of the applicant to inform the proposed supervisor(s) and referees of their nomination. This should be done well in advance of completing the online application process.
- The Council **strongly encourages the submission of applications and participant forms well in advance of the relevant deadline** as heavy server traffic on the day may slow down their submission. Applicants are advised not to wait until the day of the deadline to register on the system or submit their application. If you need to submit your application on the closing day, please allow at least six hours before the deadline.

Category Two applicants (see Clause 2 of Appendix II – GOIPG Programme Specific Information of the 2021 Terms and Conditions)

While the majority of scholarships will be awarded to applicants who fall under Category One, a proportion of scholarships will also be made to exceptional applicants who fall under Category Two. The number of awards that can be made to this category of applicant is small in comparison to the typical number of eligible applications in this category.

In 2020, the success rates for the programme were as follows:

	Overall success rate ¹	Success rate for Category Two applicants ²
STEM	18%	5.3%
AHSS	18%	8.5%

¹All awards as a percentage of all eligible applications

²Category Two awards as a percentage of Category Two eligible applications

4. ASSESSMENT PROCESS

- All applications will be assessed solely on the basis of the material provided to the Council at the time of submission.
- There are separate funding streams for ‘Arts, Humanities and Social Sciences’ and ‘Science, Technology, Engineering and Mathematics’. Each stream is assessed independently on a competitive basis.
- Applications are first reviewed by the Council for eligibility and adherence to the [2021 Terms and Conditions](#).
- Applications are then sent for remote evaluation to an Outer International Assessment Board (OAB). Each application is assessed by at least two remote independent, international reviewers. Each assessor submits their evaluation and the applications are ranked within each of the independent funding streams.
- The top ranked applications are then referred to an Inner International Assessment Board (IAB) where they are assessed by two further independent, international reviewers before being discussed at an Inner IAB panel meeting relevant to the particular funding stream.
- The primary responsibility of the Inner IAB is to determine a quantitative ranking of the applications presented to it, arrive at an overall judgement of standard and make final recommendations to Council.
- The Council’s decision on whether to award a scholarship under this programme is final.
- Applications are assessed under four headings: (1) applicant; (2) project; (3) training and career development aspects of the proposal; and (4) environment. Assessors consider all four headings and allocate scores as per the evaluation criteria detailed in Appendix 2. Applicants are advised to familiarise themselves fully with the evaluation criteria prior to making an application to the programme
- **If total average score is the same between two or more applications, applications with the same average scores will be ranked according to their Project average score.**

5. 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 versions
- 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 system@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 draft' button before navigating away from the page, the 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 submitting.**

6. REGISTERING AS AN APPLICANT FOR THE FIRST TIME

- In order to register as an applicant on the online system for the first time, click [here](#) and complete the applicant registration form as prompted.
- Once you have filled in the required details, click 'submit' at the bottom of the registration page. A confirmation email 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.

7. CREATING AN APPLICATION

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

Welcome to Your Profile

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

 **Change Password**

 **Manage your profile**

Applications by status

 **Draft applications**

 **Submitted applications**

 **Closed and archived applications**

Open calls

 **Open calls**

 **Applicant guidelines**

- Begin creating your application by clicking on the 'open calls' icon.
- Click on the 'Begin Eligibility Quiz' button to access a short quiz which will determine whether or not you are eligible to apply to the programme.

<u>Programme Name</u>	<u>Call Status</u>	<u>Applicant Submission Deadline Date</u>	<u>Participants Submission Deadline Date</u>	<u>Research Body Submission Deadline Date</u>	
Government of Ireland Postgraduate Scholarship	Open	01/11/2018 16:00	08/11/2018 16:00	15/11/2018 16:00	Begin Eligibility Quiz

- Potential applicants who are not eligible to apply to the programme will receive the following message and will **not** be able to complete an application form:

You are not eligible for the Government of Ireland Postgraduate Scholarship, please click [Return to Portal](#) button below.

- Potential applicants who are eligible to apply to the programme will receive the following message and should click the 'continue to application' button at the bottom of the page:

You are eligible for the Government of Ireland Postgraduate Scholarship, please click the [Continue to Application](#) button below.

- Once the application form is open, **MAKE SURE** you click on **'Save Draft'** before closing the application window. Failure to do so will stop re-submitting the Eligibility Quiz and from opening a new application. **The Council will not reset Eligibility Quiz or Applications.**
- After clicking **'Save Draft'**, the application form can then be accessed as pictured below:

* Please select the appropriate scholarship theme for which you are applying:	-- Select one --
* Project title:	<input type="text"/> 100 words left
* Irish research body:	<input type="text"/>  
* Department:	<input type="text"/>
* Application in Irish:	<input type="radio"/> Yes <input type="radio"/> No 
English translation:	Click Save before adding attachment

- Begin by selecting the appropriate scholarship theme for which you are applying and entering your project title.
- Your proposed higher education institution should be selected using the 'Irish research body' field. Use the predictive text field or click the 'lookup' button and select the appropriate check box next to your proposed higher education institution and it will be associated with your application.
- Once you have associated a higher education institution with your application, click 'save draft'. At this point, your draft application has been created. The tabs below will appear at the top of the application form. The system will default to 'edit' mode and you can input information and save it by clicking the 'save draft' button at the bottom of the page.

- If you have selected 'yes' to your application being in Irish, you now have the option to 'upload' your own English translation in PDF format.
- The 'applicant details' section is largely populated based on your personal profile. If you would like to update any of this information, click 'save draft' and navigate back to the home screen where you can find the 'manage your profile' icon.
- ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional

activities ensuring that your work is recognised. If you do not currently have an ORCID, please register for one at www.orcid.org.

- As detailed in the [2021 Terms and Conditions](#) the duration of funding to be awarded is dependent on the type of degree being pursued. If the application is successful, funding will only be provided for the degree type requested in the original application.
- For scholars who have already completed part of the postgraduate degree for which they are seeking funding, the duration of funding to be awarded is dependent on the type of postgraduate degree being pursued and the date of first registration. **It is important to enter the date of first registration correctly as it is used to assess your eligibility for the type of degree selected and, if eligible, the duration of funding applicable.**
- Please only add participants to your application form under the 'primary and additional participants' tab. The participants section should be ignored on all other tabs.

8. EDITING AN APPLICATION

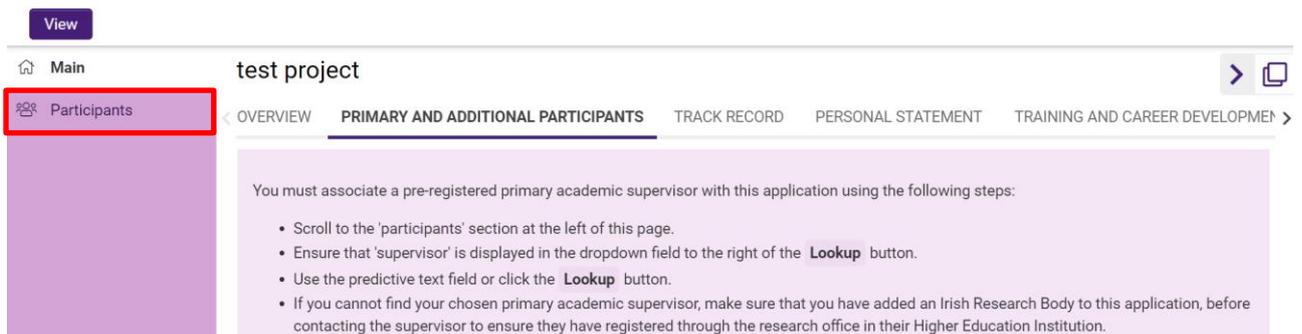
- You can access and edit your application as often as you like prior to the applicant deadline so long as the application has not been submitted and remains in draft status.
- Do not use the browser 'back' button at any stage as you may lose essential information.
- From the home screen, click on the 'draft applications' icon.
- You must be in 'edit' mode to input information to your application form. You can switch between the 'view' and 'edit' modes at the top left of the browser window.
- As each applicant can only submit one application, the message below will now appear if you click on the 'open calls' icon on your home page.

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

- Please ensure that you click the 'save draft' button at the bottom of each page before moving from one tab to the next. If you input information on a tab and switch to another without clicking 'save draft', this information will be lost.

9. ADDING SUPERVISOR(S) TO AN APPLICATION

- **It is the applicant's responsibility to ensure that their primary supervisor completes their reference form through the online system by the **deadline of exactly 16:00 (Irish time) on 5 November 2020**. This form will **not** be accepted by email, in hardcopy or by any other means. The Council is not responsible for ensuring that participant forms are submitted on time through the online system.**
- You must associate a pre-registered primary supervisor with your application through the participants section at the bottom of the 'primary and additional participants' tab.
- **Primary supervisor details must be the same as those input at 'Eligibility Quiz' stage. Applications with a discrepancy in Primary Supervisor details will be deemed ineligible.**
- **To add the primary supervisor, scroll to the 'participants' section at the left of the 'primary and additional participants' page, and click on 'participants'.**



- It is important that you ensure that 'supervisor' is displayed in the drop-down field to the right of the 'lookup' button when adding a primary supervisor to your application. Please do not add any other roles (e.g. academic mentor) to your application.



- Use the predictive text field or click the 'lookup' button to find and 'add' your chosen primary supervisor to your application, by clicking on the '+' button to the right of the drop-down field. Go back to the 'Main' section of the application and click 'save draft': your primary supervisor will be associated with your application.
- **If you cannot find your chosen primary supervisor, please contact them to ensure they have registered through the research office in their higher education institution.**
- Your primary supervisor is now an associated participant on your application and will receive an automatically generated email notifying them that they have been added as a participant to your application. This email will contain login details for the online system where they will be able to complete their supervisor reference form.
- Applicants are advised to check with their primary supervisors that they have received this email. If they do not receive the email, they should check their spam folder and ensure that the ircapps@research.ie email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.
- One secondary supervisor may be associated with your application. Please note that secondary supervisors will **NOT** receive an email notifying them they have been added as a participant to your application.
- If you want to remove the primary supervisor you have associated with your application while it is still in draft status, select the check box beside their name at the bottom of the participants tab, click the 'remove' button and save your application. The primary supervisor will then be removed, and you can add an alternative as per the instructions above. If you remove a primary supervisor from your application, they will not be automatically notified. It is the applicant's responsibility to notify the primary supervisor that they are no longer assigned to an application.
- If the primary supervisor in question has been registered with the incorrect email address, then the research office should contact the Council to amend the primary supervisor's contact details on the online system.
- Please note that supervisors cannot create or submit their reference form until after you submit your application. Prior to submitting your application, your primary supervisor can view your application in draft status.

- Once all the relevant participants have been added to your application, their details will be listed in the 'participants' section of the bottom of the 'primary and additional participants' tab.

10. ADDING REFEREES TO AN APPLICATION

- It is the applicant's responsibility to ensure referees complete their respective forms through the online system by the **deadline of exactly 16:00 (Irish time) on 5 November 2020**. These forms will not be accepted by email, in hardcopy or by any other means. The Council is not responsible for ensuring that participant forms are submitted on time through the online system.
- Referees do not need to be pre-registered on the online system. Click the blue '**HERE**' link under the 'adding referees' section on the 'primary and additional participants' tab and enter the contact details for referees one at a time.

Referees

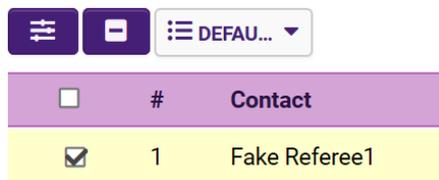
- You must associate two referees with your application, neither of whom may be your primary supervisor.
- A suitable referee is an individual who knows you sufficiently well to provide you with a reference, e.g. a principal investigator or a mentor from any time in your career or education.
- Each referee will be required to provide an online reference as part of your application.
- To enter and sign up your referees, please click [HERE](#)
- After you have added a referee, please click **Save Draft** at the bottom of this page. Referees are not linked to your application until you have done so. Once you have clicked **Save Draft**, the referee's name will appear in the participants' section of your application form.
- Once the referee's name is listed in the participants' section of your application form, they will receive an automatic email advising them to log into the system and create a reference form. You should check with your referees as early as possible to ensure that they have received this email and can access the online system.
- **It is ESSENTIAL that you ensure the email addresses you provide for your referees are correct. If an incorrect email address is entered, your referee will NOT receive the automatic email and will therefore be unable to access the online system to complete their reference form. This will result in your application being deemed ineligible.**

- The last dropdown box on the referee registration page gives two options: 'referee 1' and 'referee 2'. **Please ensure you select 'referee 1' for your first referee, and 'referee 2' for your second.** Once you have registered your referees by entering their information and clicking 'submit', please click 'save draft' at the bottom of the page. Only by doing this will the referees be added to your application.
- Please note that your primary supervisor may **NOT** act as one of your referees, however your secondary supervisor **IS** permitted to do so.
- An automated email will be sent to each referee as soon as they have been added to the application. This email will contain their login details for the online system where

they will be able to complete their reference form. Referees can create and submit their forms as soon as they receive this email.

- Applicants are advised to check with their referees that they have received this email. If they do not receive the email, they should check their spam folder and ensure that the ircapps@research.ie email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.
- **Referees do not have access to your application form, either in draft status or when submitted.**
- Should a referee's email address be incorrect while the application is still in draft status, this can be corrected by removing the referee in question and re-adding them with the correct details.
- If you want to remove a referee you have associated with your application while it is still in draft status, select the check box beside their name at the bottom of the participants tab, click the 'remove' button and save your application. The referee will then be removed, and you can add an alternative as per the instructions above. If you remove a referee from your application, they will not be automatically notified. It is the applicant's responsibility to notify the referee that they are no longer assigned to an application.
- **If the application is submitted where an incorrect email address is supplied for either referee, they will not receive login details for the online system and will not be able to complete their participant form. Please ensure all email addresses are correct prior to submission. As stated above, once the application has been submitted, no alterations are possible.**
- Once all the relevant participants have been added to your application, their details will be listed in the 'participants' section of the bottom of the 'primary and additional participants' tab.

- If you wish to change one of the participants, simply select the participant you wish to replace, and click on the 'minus' sign that appear above the list of participants. Once this is done you can then repeat the process of adding either a supervisor or a referee.



- Please note that you will not be able to submit the applications if you have added more than two referees. Check that you have the correct number of participants (3) by clicking on the 'participants' section to the left of the 'primary and additional participants' tab.

11. COMPLETING THE APPLICATION

- **Degree results as entered in the application form and endorsed by the HEI must be your overall results and verifiable as such on coloured-scanned copy of official transcripts.** If official transcripts do not confirm your overall result and year of award **EXACTLY** as detailed in the application, any conditional offer of a scholarship will be withdrawn. Supporting, non-returnable material must be forwarded to the Council for inspection before the scholarship can commence. All transcripts must be appropriately stamped and signed to confirm that they are official documents of the institution.
- If your degree results refer to a grading system other than the 0-4 Grade Point Average scale or the Irish honours grading system (first class honours, Upper Second Class (2.1) Honours...), please explain the grading system being referred to in the free text box provided.
- When completing the 'proposed research' tab, you must answer 'yes' to the question 'Will you be a new entrant to the degree for which you are seeking Council funding?' **only if you will be registering for your PhD from the 1st September 2021.**
- When completing the 'proposed research' tab, please consult the research categorisation document in Appendix 1 for further descriptions of primary area, discipline and other research areas.
- When completing the 'personal, ethical and sex/gender statements' tab, please consult the sex/gender dimension statement in Appendix 3 for further information.
- Under the 'applicant declaration' tab, applicants are asked whether or not they would like the Council to make their application available to other agencies and/or employment or enterprise partners for funding consideration. This consideration is in addition to the current Council scholarships on offer and will not affect assessment of your application in any way.
- **Random sampling for evidence of plagiarism will be carried out during the assessment process.** Applicants who have been found to plagiarise will be prohibited from applying for Council funding in the future. Suspected instances of plagiarism will be brought to the attention of the higher education institution.
- **No alterations can be made to an application once it has been submitted. It is therefore important to check and re-check the application form until you are fully satisfied with all sections before submitting. If successful, you will only be offered funding to carry out the project as detailed in the application.**
- In order to submit your application, click 'submit application' at the bottom of the form.
- The following message will be displayed once your application has been submitted successfully.



Submission Successful

Project ID:

Project Title:

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

12. CHECKING THE STATUS OF REFERENCE FORMS

- **It is the responsibility of the applicant to ensure that the primary supervisor and referee forms are submitted by the deadline of exactly 16:00 (Irish time) on 5 November 2020.**
- The status of these forms can be checked at any stage by logging into the online system and clicking on the 'submitted applications' icon on the 'home' screen. The information contained in the 'referees' status' and 'supervisor/mentor status' columns confirm who has been assigned to the application and the status of their reference form.
- If the form is listed as 'in preparation' or 'draft', it has not been received by the Council. If the form is listed as 'submitted' or 'completed', it has been received by the Council.

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

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

13. ENDORSEMENT OF APPLICATIONS

- The research office endorsement is the final step in the application process. All applications must be endorsed on behalf of the proposed higher education institution by the office of the vice-president/dean of research as applicable.
- **Applications missing a referee or primary supervisor form will be deemed ineligible.**
- Once the research office has endorsed an application, the status of the application will change from 'application received' to 'ready for review'.
- If the research office rejects the application, the status will be updated to 'ineligible application'.

14. NOTIFICATION AND FEEDBACK

- **The Council is precluded from discussing results of the competition or the outcome of individual applications over the telephone or in writing.**
- Information on the assessment process may be found on the [Irish Research Council website](#).
- Feedback to unsuccessful candidates will consist of the score assigned by the IAB. Additional **qualitative feedback will not be provided.**

- Under no circumstance will feedback provided by the Council compromise the confidentiality of a participant form submitted to Council.

15. INFORMATION FOR SUCCESSFUL APPLICANTS

- The Council will make conditional award offers subject to the terms of the award acceptance documentation and the [2021 Terms and Conditions](#).
- Any conditional offer is subject to the acceptance form being signed by the scholar, higher education institution and primary supervisor, and returned to the Council on time.
- Any conditional offer is also subject to submission of coloured-scanned copies of original or certified copies of any undergraduate or postgraduate degree transcripts exactly as outlined in your application. These transcripts must be appropriately stamped or endorsed and are non-returnable.
- Subject to meeting the terms of the award acceptance documentation, all scholarships will commence on **1 September 2021**.

APPENDIX 1

Research categorisation

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

If the proposed research is interdisciplinary, applicants should indicate this by initially categorising their research via the drop-down menus provided and then by using the 'second categorisation – if interdisciplinary' free text box to indicate a second categorisation. For the first categorisation, please select the primary area, discipline and other research area which the research is most closely aligned 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 their proposed research.

Other research areas

An indicative list of other research areas is also provided under the primary areas and disciplines to further categorise the research and aid in the selection of peer reviewers.

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

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

Primary Area: Chemistry	
<i>Discipline</i>	<i>Other Research Areas</i>
Analytical Chemistry	including but not limited to: Analytical Spectrometry; Electro analytical Chemistry; Flow Analysis; Immunological and Bioassay Methods; Instrumental Methods; Quality Assurance, Chemo metrics, Traceability and Metrological Chemistry; Sensor Technology; Separation Science.

Colloid and Nanochemistry	including but not limited to: Colloid and Surface Chemistry; Nanochemistry; Molecular and Organic Electronics; Nanotoxicology (chemical aspects).
Electrochemistry	including but not limited to: Dry Cells; Batteries; Fuel cells; Corrosion metals; Electrolysis.
Inorganic, Organometallic and Nuclear Chemistry	including but not limited to: Bioinorganic Chemistry; f-Block Chemistry; Inorganic Green Chemistry; Main Group Metal Chemistry; Non-metal Chemistry; Solid State Chemistry; Transition Metal Chemistry; Inorganic Chemistry; Organometallic Chemistry, Supramolecular Chemistry (inorganic and organometallic aspects); Nuclear Chemistry.
Macromolecular 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	
<i>Discipline</i>	<i>Other Research Areas</i>
Artificial Intelligence and Image Processing	including but not limited to: Adaptive Agents and Intelligent Robotics; Artificial Life; Computer Graphics; Computer Vision; Expert Systems, Image Processing; Natural Language Processing; Neural, Evolutionary and Fuzzy Computation; Pattern Recognition and Data Mining; Simulation and Modelling; Virtual Reality and Related Simulation.
Computation Theory and Mathematics	including but not limited to: Analysis of Algorithms and Complexity; Applied Discrete Mathematics; Computational Logic and Formal Languages; Mathematical Software; Numerical Computation.

Computer Software	including but not limited to: Bioinformatics Software; Computer System Architecture; Computer System Security; Concurrent Programming; Multimedia Programming; Open Software; Operating Systems; Programming Languages; Software Engineering.
Data Format	including but not limited to: Coding and Information Theory; Data Encryption; Data Structures; Markup Languages.
Distributed Computing	including but not limited to: Distributed and Grid Systems; Mobile Technologies; Networking and Communications; Ubiquitous Computing; Web Technologies.
Information Systems	including but not limited to: Computer-Human Interaction; Conceptual Modelling; Database Management; Decision Support and Group Support Systems; Global Information Systems; Information Engineering and Theory; Information Systems Development Methodologies; Information Systems Management; Information Systems Organisation; Information Systems Theory; Interorganisational Information Systems and Web Services.

Primary Area: Earth and Environmental Sciences	
<i>Discipline</i>	<i>Other Research Areas</i>
Biodiversity Conservation	including but not limited to: Conservation and Biodiversity.
Ecology	including but not limited to: Behavioural Ecology; Community Ecology; Ecological Physiology; Freshwater Ecology; Marine and Estuarine Ecology (incl. Marine Ichthyology); Paleocology; Population Ecology; Terrestrial Ecology. Ecological Impacts of Climate Change; Ecosystem Function; Invasive Species Ecology.
Environmental Sciences	including but not limited to: Environmental Impact Assessment; Environmental Management; Environmental Monitoring; Environmental Rehabilitation; Natural Resource Management; Wildlife and Habitat Management.
Geochemistry	including but not limited to: Exploration Geochemistry; Inorganic Geochemistry; Isotope Geochemistry; Organic Geochemistry.
Geophysics	Electrical and Electromagnetic Methods in Geophysics; Geodynamics; Geophysical Fluid Dynamics; Geothermics and Radiometrics; Gravimetrics; Magnetism and Palaeomagnetism; Seismology and Seismic Exploration.
Geology	including but not limited to: Basin Analysis; Extraterrestrial Geology; Geochronology; Igneous and Metamorphic Petrology; Marine Geoscience; Ore Deposit Petrology; Petroleum and Coal Geology; Sedimentology; Stratigraphy (incl. Biostratigraphy and Sequence Stratigraphy); Structural Geology; Tectonics, Volcanology.

Meteorology and Atmospheric Sciences	including but not limited to: Atmospheric Aerosols; Atmospheric Dynamics; Atmospheric Radiation; Climate Change Processes; Climatology (excl. Climate Change Processes); Cloud Physics; Meteorology; Tropospheric and Stratospheric Physics, Atmospheric Chemistry.
Mineralogy	including but not limited to: Mineralogy and Crystallography.
Oceanography, Hydrology, Water Resources	including but not limited to: Biological Oceanography; Chemical Oceanography; Physical Oceanography, Hydrology: Surfacewater Hydrology, Water Resources.
Palaeontology	including but not limited to: Palaeontology; Palynology.
Physical Geography	including but not limited to: Geomorphology and Regolith and Landscape Evolution; Glaciology; Hydrogeology; Natural Hazards; Palaeoclimatology; Quaternary Environments; Surface Processes.

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

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

Primary Area: Physics	
<i>Disciplines</i>	<i>Other Research Areas</i>
Acoustics	including but not limited to: Acoustics and Acoustical Devices; Waves.
Astronomy and Space Science	including but not limited to: Astrobiology; Astronomical and Space Instrumentation; Cosmology and Extragalactic Astronomy; Galactic Astronomy; General Relativity and Gravitational Waves; High Energy Astrophysics; Cosmic Rays; Mesospheric, Ionospheric and Magnetospheric Physics; Planetary Science; Space and Solar Physics; Stellar Astronomy and Planetary Systems.
Atomic, Molecular and Chemical Physics	including but not limited to: Magnetic Resonances; Moessbauer effect; Atomic and Molecular Physics; Chemical Physics.
Biophysics	including but not limited to: Biological Physics; Medical Physics.
Condensed Matter Physics	including but not limited to: Condensed Matter Characterisation Technique Development; Condensed Matter Imaging; Condensed Matter Modelling and Density Functional Theory; Electronic and Magnetic Properties of Condensed Matter; Superconductivity; Soft Condensed Matter; Surfaces and Structural Properties of Condensed Matter.
Fluids and Plasma Physics	including but not limited to: Surface Physics; Plasma Physics; Fusion Plasmas; Electrical Discharges; Fluid Physics.
Nuclear Physics	including but not limited to: Nuclear Physics.

Optics	including but not limited to: Laser Optics; Quantum Optics; Classical and Physical Optics; Lasers and Quantum Electronics; Nonlinear Optics and Spectroscopy; Photonics, Optoelectronics and Optical Communications.
Particles and Fields Physics	including but not limited to: Particle Physics; Degenerate Quantum Gases and Atom Optics; Field Theory and String Theory.
Theoretical Physics	including but not limited to: Mathematical Aspects of Classical Mechanics, Quantum Mechanics and Quantum Information Theory; Mathematical Aspects of General Relativity; Mathematical Aspects of Quantum and Conformal Field Theory, Quantum Gravity and String Theory; Statistical Mechanics, Physical Combinatorics and Mathematical Aspects of Condensed Matter; Electrostatics and Electrodynamics; Thermodynamics and Statistical Physics.

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 Languages Literature Musicology Philosophy Spanish Theatre Studies	including but not limited to: Classics, Ancient Greek and Latin literature and Art History of Literature Library and Information Studies Literary Theory and Comparative Literature, Literary Styles Textual Philology, Palaeography and Epigraphy Visual Arts, Performing Arts, Design Philosophy, History of Philosophy Philosophy of Mind, Epistemology and Logic Museums and Exhibitions Music and Musicology, History of Music History of Art and Architecture Cultural Studies, Cultural Diversity Cultural Heritage, Cultural Memory.

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

	<p>including but not limited to:</p> <p>Evolution of Mind and Cognitive Functions, Animal Communication</p> <p>Human Life-span Development</p> <p>Neuropsychology</p> <p>Cognitive and Experimental Psychology: Perception, Action, and Higher Cognitive Processes</p> <p>Social and Clinical Psychology</p> <p>Linguistics: Formal, Cognitive, Functional and Computational Linguistics</p> <p>Linguistics: Typological, Historical and Comparative Linguistics</p> <p>Psycholinguistics and Neurolinguistics: Acquisition and Knowledge of Language, Language Pathologies</p> <p>Use of Language: Pragmatics, Sociolinguistics, Discourse Analysis, Second Language Teaching and Learning, Lexicography, Terminology</p> <p>Education: Systems and Institutions, Teaching and Learning</p> <p>Women's Studies,</p> <p>Gender Studies</p> <p>Pedagogy</p> <p>International Development</p> <p>Childhood Studies</p> <p>Criminology</p> <p>Government, Political Science, Political Theory</p> <p>Health Promotion</p> <p>Religious Studies</p> <p>Social and Economic Geography</p> <p>Social Policy</p> <p>Social Work</p>
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APPENDIX 2

Postgraduate evaluation criteria and detail

Evaluation criteria and detail	Evaluation marks
<p>1. APPLICANT, including:</p> <ul style="list-style-type: none"> • Track record and research potential of the applicant • Personal statement • Match between applicant's profile and the proposed research project • References 	40%
<p>2. PROJECT, including:</p> <ul style="list-style-type: none"> • Clarity and coherence of the proposed research • Quality of the proposed research design and methodologies • Feasibility of the proposed milestones, deliverables and contingency plans • Consideration as to how the proposed research will advance state of the art and make a contribution to existing knowledge • Plans for dissemination and knowledge exchange of the proposed research • Consideration of the relevant ethical issues and sex/gender dimension • <i>Where relevant, does the application directly align with the strategic funding partner themes and priorities as set out in the 2020 call documentation</i> 	40%
<p>3. TRAINING AND CAREER DEVELOPMENT ASPECTS OF THE PROPOSAL, including:</p> <ul style="list-style-type: none"> • Clarity and quality of training and career development plan • Capacity to acquire new knowledge and skills • Potential for the development of skills relevant to employment outside the traditional academic sector • Evidence of thought as to how the scholarship would impact on the applicant's career path 	10%
<p>4. ENVIRONMENT, including:</p> <ul style="list-style-type: none"> • Suitability and ability of the supervisor(s) to provide adequate supervision • Quality of infrastructure and facilities provided by higher education institution • Match between the applicant, supervisor(s) and the higher education institution 	10%

APPENDIX 3

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, integrating sex and gender analysis into the design, implementation, evaluation and dissemination of the research can lead to better results and opportunities.

The following is provided to help applicants complete the sex/gender dimension statement in the application. This is taken from the '[Gender in EU-funded research](#)' toolkit, 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 the [Gendered Innovations](#) website for examples of case studies in Science, Health and Medicine, Engineering and Environment.

The best possible research validity: Research should take into account the differences between men and women in the research population, and 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.

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:

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

Proposal phase:

- 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?
- Does the proposal explicitly and comprehensively explain how sex/gender issues will be handled (e.g. in a specific work package)?
- Have possibly differentiated outcomes and impacts of the research on women and men been considered?

Research phase:

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

Dissemination phase:

- 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?
- Are institutions, departments and journals that focus on gender included among the target groups for dissemination, along with mainstream research magazines?
- Have you considered a specific publication or event on sex/gender-related findings?