IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

New Foundations Scheme 2020

Including the 'Engaging Civic Society' Strand,

**the 'Networking & Collaboration Grant'
in partnership with The Department of Foreign Affairs,**

**the 'Creative Ireland Programme Research Grants'
in partnership with the Department of Culture, Heritage, and the Gaeltacht,**

**the 'Growing Up in Ireland (GUI) Networking Events'
in partnership with The Department of Child and Youth Affairs,**

and

**the 'Spatial Analysis of Crime, Safety and Confidence' Strand
in partnership with The Department of Justice and Equality.**

Guide for Applicants 2020

Rialtas na hÉireann
Government of Ireland

An Roinn Breisoideachais agus Ardoideachais,
Taighde, Nuálaíochta agus Eolaíochta
Department of Further and Higher Education,
Research, Innovation and Science

Dóchas
The Irish Association of
Non-Governmental Development
Organisations

the wheel
Stronger Charities.
Stronger Communities.

An Roinn Gnóthaí
Eachtracha agus Trádála
Department of
Foreign Affairs and Trade

Clár Éire Ildánach
Creative Ireland
Programme
2017–2022

CI

An Roinn Leanaí
agus Gnóthaí Óige
Department of Children
and Youth Affairs

An Roinn Dlí agus Cirt
agus Comhionannais
Department of Justice
and Equality

1. Important deadlines for this call

IMPORTANT DEADLINES FOR THIS CALL	
Launch of Call	15th September 2020 at 4pm (Irish Time).
FAQ Deadline	13th October at 4pm (Irish Time)
APPLICANT DEADLINE:	**20th October 2020 at 4pm (Irish time)**
Research Office Endorsement Deadline	29th October 2020 at 4pm (Irish Time)
Outcome of Scheme	January 2021

Contents

2. 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 New Foundations Scheme. In addition, it provides a general overview of the Irish Research Council assessment process.

The Irish Research Council New Foundations Scheme is governed by the particular Terms and Conditions underlying the award, 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.

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

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

3. Eligibility check

All applicants should check they are eligible to apply by carefully studying the below 'New Foundations Eligibility Flowchart' and 'Section C' of the New Foundations 2020 Terms and Conditions.

3.1. New Foundations Scheme Eligibility Flowchart

Are you an academic or researcher who currently holds a contract of sufficient duration with an eligible Higher Education Institution (HEI) or recognised Research Performing Organisation (RPO) (as defined in the 2020 Terms and Conditions) to carry out the proposed research from the project start date of 1st March 2021 until the project end date?
Yes

- An applicant is eligible to apply. The applicant may apply for any of the available strands, so long as they meet all other eligibility requirements.

No

- An applicant is **ineligible**

While postgraduate scholars are not eligible to apply to the strands that will run in New Foundations 2020, their involvement in the proposed projects is encouraged.

4. Using the OLS (Online System)
4.1. Registering as an applicant for the first time

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:
- Chrome (Latest Version)
- Safari (Latest Version)
- Firefox (Latest Version)

<u>**WizeHive does not recommend the use of Internet Explorer due to variances in display and capabilities that may be experienced.</u>

The link for the OLS portal is available on the [New Foundations funding page](#) from the time of the call opening.

Step 1:

To begin, click the '**Sign Up**' button under '**Need an Account?**'. Enter your email and desired password, click the box confirming that you have read the **Privacy Notice**, then click '**Sign Up**' at the bottom of the page.

Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Email

Password

Log In   Forgot your password?

Need an Account?

Sign Up

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wizehive

Tick the box to certify that you understand and agree with the Privacy Notice and click on '**Continue**'. For further information on the data that the Irish Research Council collects and processes, please see the Council's **Privacy Notice**.

Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

← Return to Login

Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

Confirm password

- Passwords must match

Tick here →

☐ **Privacy Notice**

Everyone has rights with regard to the way in which their personal data in handled. During the course of our activities we will collect, store and process personal data about our Applicants, Supervisors, Mentors, co-PIs and other individuals listed in the proposal and, Referees, Assessors, Financial Officers in Enterprise Partner Organisations, Research Offices in Higher Education Institutions/Research Performing Organisations and other individuals involved in funding applications and awards ("Participants"), as well as about other individuals who engage with us in relation to our activities.

By registering as an applicant to the Irish Research Council New Foundations 2020 Funding Scheme, you agree that the Irish Research Council will collect, store and process personal data about you and your application. For further details, see the Irish Research Council's Privacy Notice.

Sign up here → Sign Up

If you are an existing user, sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click '**Forgot your password?**' and follow the prompts to reset your password and update your profile.

4.2. Creating a Profile

Once you have logged in, you will be asked to create a profile. This is simply your email, first and last names, title, and gender with which you identify. This profile section can be edited at any time.

When you have entered your profile information, click the 'Create profile' button to progress.

4.3. Editing your profile and accessing the Application page

You will see that there are two buttons on the right-hand side of your 'Profile' section. The button that looks like an eye and says 'View' can be used to view the details you have entered. The button that looks like a pencil and says 'Edit' can be used to **edit** your profile.

When you are ready, you can begin work on your application. Click on the box that says '**+ Get Started**'.

Please be advised that applicants are **strongly recommended to contact their Research Office as soon as their application is created**, in advance of submission.

4.4. Navigating the New Foundations Application and Submission page:

You will see a page that outlines the steps of the New Foundations application process.

Similar to your '**Profile**' on the previous page, you can use the '**View**' and '**Edit**' buttons (which appear on the right-hand side of the section) to either preview or to make edits to your application.

In the section titled '**Applicant submission**', you will be able to view how many days are remaining to submit your application before the applicant deadline. It also contains the '**Submit**' button, which will remain inactive and 'grey' until all required fields of the application have been completed.
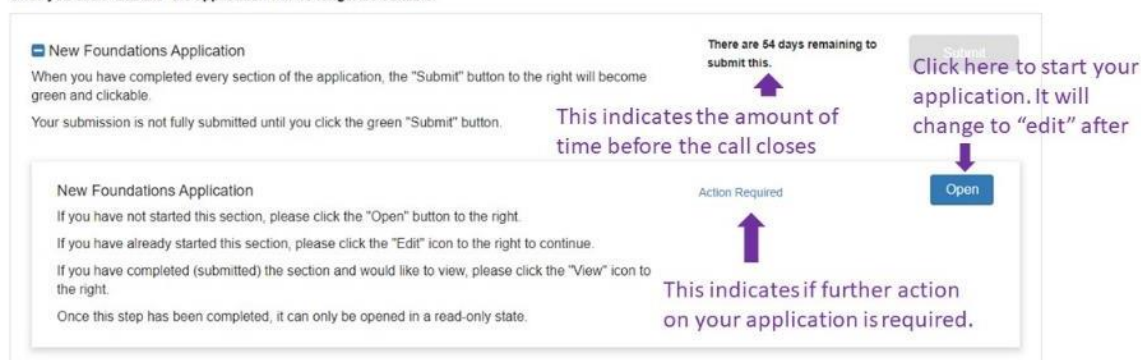
The 'New Foundations 2020 Application' form is composed of five sections. All fields marked with a red asterisk are mandatory and **must** be completed. It is advised that you click 'Save Draft' often.

'Help' text appears below some fields and is a smaller, light grey font. It contains further explanation/information or links to aid in the completion of fields.

Please note: Click 'Save Draft' before clicking links located in any of the 'help' text as the links will NOT open in a new window and you may lose your work.

I. Applicant Details and Strand Choice – fields include your HEI/RPO, your position in said HEI/RPO, and which Strand you are making your application under.[1] Please note that postgraduate researchers are not eligible to apply for the New Foundations 2020 call.

 Please note: An applicant can make one application to the scheme (except for Strand 5, where two applications, are permissible).

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[1] For further information and description of the strands, please see the 2020 New Foundations Terms and Conditions.

New Foundations Application ▾   Save Draft   **Mark Complete**   Close

In order to complete this form, please complete all required fields.

You can save this as a draft and return later to complete by clicking "Save Draft" at the bottom of the page. Please "Save Draft" before opening any link of this form.

When you are ready to submit this section, please click the blue "Save" button at the bottom of the page.

Once you have clicked "Save" you will be redirected to the Submission Page.

DO NOT open up your application in two separate windows. You may lose your work.

Last saved at 12:34:17 PM

New Foundations 2020 Application

Higher Education Institution (HEI)/Research Performing Organisation (RPO ⊙ ◀—   Red asterisks indicate a required field

As per the 2020 Terms & Conditions, applicants must, on the call deadline of 20th October 2020, hold a contract of sufficient duration with an eligible HEI or a recognised RPO to carry out the proposed research from the project start date of 1st March 2021 until the project end date.

Position in HEI/RPO: *

Type of current contract: *
○ Temporary (of sufficient duration to carry out the proposed research)
○ Permanent

Strand being applied for: *
○ Strand 1a: Enhancing Civic Society within a national context (max €12,000)
○ Strand 4: Networking & Collaboration Grants, in collaboration with the Department of Foreign Affairs (max €10,000)
○ Strand 5: Creative Ireland Programme Research Grants (max €40,000)
○ Strand 6: Growing Up in Ireland (GUI), in collaboration with the Department of Children and Youth Affairs (max €10,000)
○ Strand 7: Spatial Analysis of Crime, Safety and Confidence' in partnership with the Dep. of Justice and Equality (max €10,000)

II. Applicant Research Track Record **-** information on a selection of research outputs. This selection may be a list of the applicant's most recent outputs or a selection of the outputs that are most relevant to the aims of the selected New Foundations Strand. The IRC is a signatory of San Francisco Declaration on Research Assessment (DORA), where research is assessed on its own merits rather than based on the journal in which it is published http://research.ie/assets/uploads/2019/02/IRC-position-on-Plan-S_Final.pdf. The IRC also recognises the importance of all research outputs: e.g. creation of data sets, databases and software; conference papers presented; patents granted; excavations; public broadcasts; stage performances; creative writing (such as novels, poetry); creative productions; exhibitions, etc. These may be included here.

You may add up to five research outputs, including publications by clicking '**Yes**' under '**Would you like add a second [third, fourth, fifth] output'.**

If you do not have any research outputs**, please leave these fields blank.**

Applicant Research Outputs, including Publications:

In the following boxes, please provide information for up to 5 selected research outputs, which may include publications. This selection may be a list of the applicant's most recent outputs or a selection of the outputs that are most relevant to the aims of the selected New Foundations Strand. The IRC is a signatory of San Francisco Declaration on Research Assessment (DORA, as of the 9th of December 2018), where research is assessed on its own merits rather than based on the journal in which it is published http://research.ie/assets/uploads/2019/02/IRC-position-on-Plan-S_Final.pdf. The IRC also recognises the importance of all research outputs: e.g. creation of data sets, databases and software; conference papers presented; patents granted; excavations; public broadcasts; stage performances; creative writing (such as novels, poetry); creative productions; exhibitions, etc. These may be included here. If you do not have any research outputs/publications, leave this section blank.

Output Type:

Output Title:

Output Year

Relevance/significance of the publication:

Word count and applicable word limits are indicated here

Word Count: 0 / 200

Would you like to add a second publication?
○ Yes   Select 'Yes' if you would like to add another publication
○ No

All Applicants: Please provide a summary of other relevant research-related achievements to date. This can include but is not limited to previous awards won, conferences organised, contributions to teaching & learning, public engagement activities, etc. *

All applicants must complete this field even if they did not list any publications.

III. Project Details - **Information on your New Foundations proposal including: proposed project title, the primary and secondary discipline of your proposal, a lay and detailed proposal abstract, keywords, objectives and expected outputs and outcomes and ethical approval requirements. The detailed proposal description should include a clear description of the aims and objectives of the proposal; the proposal implementation plan; the potential impacts and benefits of the proposal.**

Project Details

Title of proposed project: *

Abbreviation of proposed title: *

This short title or acronym will be used to identify your proposal in this call. It should be no more than 12 characters.

Primary area/Discipline of proposal: *

For further information and definitions of the research categories, see the Irish Research Council Research Categorisation Publication, here: http://research.ie/assets/uploads/2017/07/Research-Categorisation.pdf

Help text for above field. "Save draft" before opening the link.

The lay abstract should provide a clear understanding of the objectives of the proposal and how they will be achieved. Please be advised that the lay abstract will be used by the Council for dissemination purposes and therefore please be mindful to use accessible language to engage all audiences. It will be used as the short description of the proposal in the assessment process. **It must not contain confidential information.**

Lay Proposal Abstract: *

Word Count: 0 / 100 (min: 1)

Confidential information is personal data including, but not limited to: email address, date of birth, personal details of other participants, nationality. See: http://research.ie/assets/uploads/2017/05/IrishResearchCouncil_PrivacyNotice_Nov2018_Web.pdf

Keywords: *

Word Count: 0 / 10 (min: 1)

We would recommend that you use keywords to describe the technology, science, sector, content or nature of result and potential uses of your result. (Tip: Which keywords would you search for to

Depending on which Strand you are applying for, additional questions and/or upload requests will appear. Per the Terms and Conditions, **Strand 1a** applicants are required to upload a scanned pdf document of the official endorsement form signed by the proposed registered charity, Civic Voluntary Organisation (CVO) or Non-Governmental Organisation (NGO) Partner.

Signed and scanned endorsement form of proposed CVO or NGO Partner for Strand 1 Applications *
File must be a PDF. Downloadable form available at: http://research.ie/funding/new-foundations/.
+ Select a file

Strand 4 applicants are required to upload a scanned endorsement form of proposed Partner Institution(s)/Organisation(s) for Strand 4 Applications.

Signed and scanned endorsement form of proposed Partner Institution(s)/Organisation(s) for Strand 4 Applications: *
File must be a PDF. Downloadable form available at http://research.ie/funding/new-foundations/.
+ Select a file

The endorsement forms are available on the New Foundations page of the Irish Research Council webpage, here.

Per the Indicative form, **Strand 1a, 4, 5, 6 & 7** applicants are required to detail how their proposal is relevant to the Strand.

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 implications 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 (including details of data management plans/issues) will be required as part of the Award Acceptance (as per the 2020 Terms and Conditions).

IV. Proposed Budget **-** Details of your proposed project's budget

For each budgetary section, please provide an itemised breakdown and detailed justification for that expense. Below the detail text field, there is a 'total cost' field where the total amount requested under that category should be entered in EUR.

The cost categories are travel (including accommodation costs), research consumables, dissemination costs, general and/or specialist disciplinary skill costs, and other costs.

The free text fields and their corresponding total fields must not be left blank. If your project has no expenses under a particular heading, please type 'N/A' in the free textbox and '0' in the corresponding total field.

Proposed Budget

In the following text boxes, please provide itemised descriptions of your proposed costs in each category. Below each description, enter the total price in EUR for that category. **These fields may not be left blank. If you have no expenses under a particular heading, please type 'N/A' in the text box and '0' in the corresponding total fields. The total amount requested will be calculated automatically**

Please provide itemised breakdown of travel (including accommodation costs) and reason needed: *

> Flights from Birmingham to Dublin for expert conference keynote speakers, Dr Joe Bloggs and Professor Jane Doe: €300.00
> Accommodation for Professor Jane Doe for night before and night after conference: €500.00

Word Count: 31 / 350

Total travel cost requested for the full duration of the award: *

€   800.00

The total travel cost to be entered should be the sum of the itemised travel costs described in the above field (e.g. €300+€500= €800.00)

Please provide itemised breakdown of research consumables and reason needed (MAX €1000.00): *

> N/A

Total research consumables cost requested for the full duration of the award: *

€   0.00

If no expenses exist for the heading, type N/A and enter 0.00 in the total field.

The 'Total Amount Requested' field will <u>auto-populate</u> based on the amounts entered in the individual 'total costs' requested for each category.

<u>Please ensure that you have not requested more than the maximum amount available for your chosen strand.</u> The maximum amounts are listed in the New Foundations Terms and Conditions, under the 'Strand being applied for' field and on the New Foundations page of the Irish Research Council website.

Word Count: 0 / 350 (min. 1)

Total dissemination costs requested for the full duration of the award: *

€

Please provide itemised breakdown of general and/or specialist disciplinary skill costs and reason needed: *

Word Count: 0 / 350 (min. 1)

Total general and/or specialist disciplinary skill training cost requested for the full duration of the award: *

€

Please provide itemised breakdown of all Staff and Other costs (please specify) costs and reason needed: *

Word Count: 0 / 350 (min. 1)

Total Staff Costs and Other costs requested for the full duration of the award: *

€

Total Amount Requested:

0

Please ensure that you have not requested more than the maximum amount available for your chosen strand.

o Strand 1a: Enhancing Civic Society within a national context (max €12,000 each)
o Strand 4: Networking & Collaboration Grant, in collaboration with the Department of Foreign Affairs (max €10,000 each)
o Strand 5: Creative Ireland Programme Research Grants (two awards, max €40,000 each)
o Strand 6: In partnership with the Department of Children and Youth Affairs, GUI Networking Events (max €10,000)
o Strand 7: Spatial Analysis of Crime, Safety and Confidence Strand
in partnership with The Department of Justice and Equality (max €10,000)

The total amount requested can not be above the maximum for each strand

V. Applicant Declarations -Declarations concerning the accuracy of the information included in the application, permission for the Council to verify any of the information supplied in the application and permission to make your application available to other Funding Agencies and/or Enterprise Partners for funding consideration.

As you progress through your application, you will see two buttons at the bottom-right of each individual section: one labelled '**Save Draft**' and the other labelled '**Save**'. The '**Save Draft**' button is used to save that section of your application while allowing you to remain on that page.

Use the '**Save Draft**' button if you have not input information/answered all required fields. Once you see the green '**Saved**' message next to the 'Save Draft' button, you can navigate back to the previous screens by clicking the blue link stating '**New Foundations 2020**' at the top of the page.

The '**Save**' button is used to save your application and return you to the '**Nominee Details**' section. It may only be selected successfully if all required fields contain data/are answered.

The form can be saved as draft and edited as many times as necessary within the submission deadline.
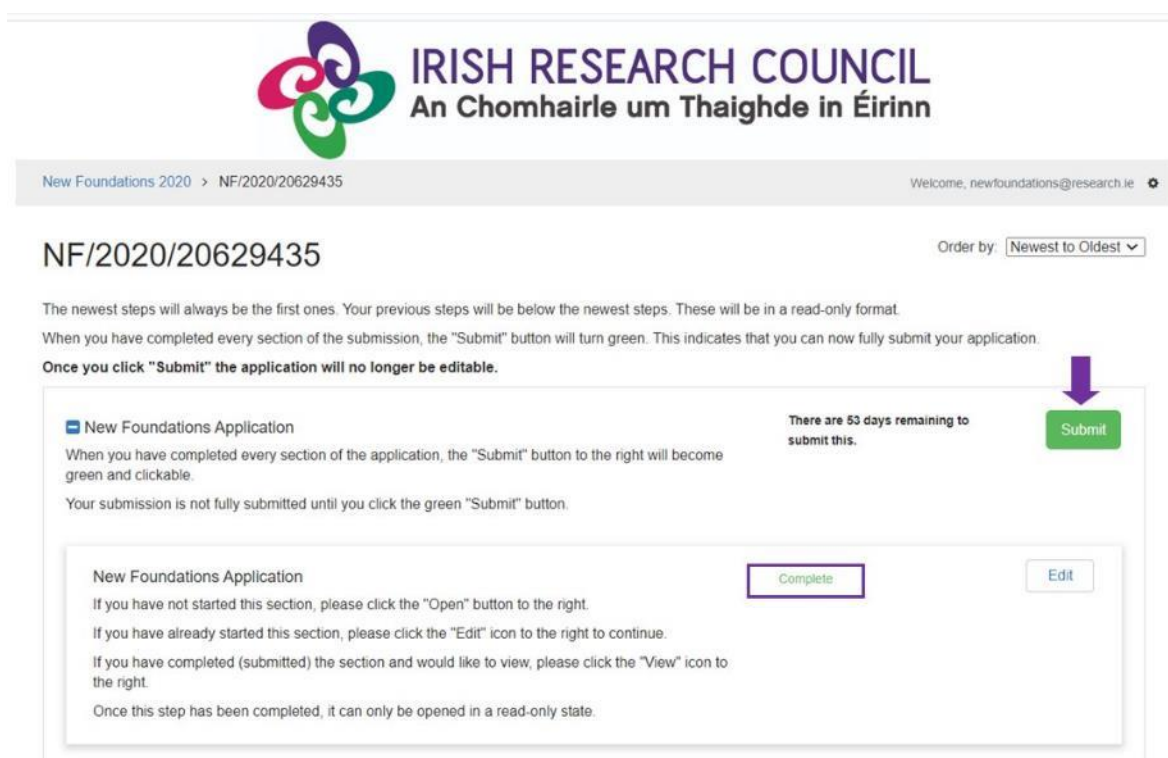
Once the form is complete, '**Save**' (the blue button) the information and the form will be ready for submission.

5. Submitting your Application

When you have completed all required fields and saved your application, you will be taken back to the New Foundations Application page. The message on the left-hand side of the '**View**' and '**Edit**' buttons will now say '**Complete**' in green. The '**Submit**' button on the right-hand side of the box titled '**Application Submission**' will now be green, indicating you can now submit your application.

Your application is not fully submitted until you click the green 'Submit' button.

Once you click 'Submit', the application will no longer be editable. However, you may view your application at any time by clicking on the '**View**' button.

Once you submit your application, you will see the submission confirmation 'This has been submitted' where the button 'Submit' was. This means your application has been submitted successfully. At this stage, the Research Office of your selected HEI/RPO will be notified of the submission to the New Foundations Scheme.

Please note that applications received after the deadline will not be considered and will not progress for further endorsement or assessment.

Click the 'Logout' button at the top-right of the screen to safely log out and leave the website.

6. Assessment Process

Applications deemed eligible by the Council will be assigned for international assessment. Those found ineligible will not proceed to the assessment phase. For more in-depth information, please refer to 'Section E: Evaluation Procedures' of the Terms and Conditions'.

Applicants may check the status of their application by logging onto the OLS.

7. Notification and 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. **For reasons of transparency and fairness to all applicants, the Irish Research Council will not enter into written or telephone correspondence with any individual about the assessment process or their eligibility to apply**.

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 newfoundations@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.

Feedback will not be provided to applicants under this scheme (qualitative or numerical). Please note that this decision is final and that no correspondence will be undertaken in relation to individual assessments or scoring.

8. Information for successful award holders

For details on the award acceptance process and cessation of award conditions, see 'Section F: Information for Successful Award Holders' of the Terms and Conditions.