



## **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 Research Offices 2020**

### **GUIDE FOR RESEARCH OFFICES**

**The deadline for submitting your research office  
endorsement is:  
exactly 4pm (Ireland time) Thursday 29<sup>th</sup> October 2020.**



**Rialtas na hÉireann**  
Government of Ireland



**An Roinn Oideachais  
agus Scileanna**  
Department of  
Education and Skills



**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

**Dochas**

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



**An Roinn Leanai  
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 and General Information

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

**This document is provided to assist you in submitting a Research Office endorsement for applications under the 2020 New Foundations Scheme.**

**The Irish Research Council will only accept endorsements through the online application system. Please do not send emailed or hard copies of your endorsement to the Irish Research Council.**

**\*\*The email request for Research Officer registration was sent to all Research Offices on 31/08/2020 with the subject line: 'New Foundations 2020 Launch and Request for Research Officer Nomination'. For further details of first-time logging into the online system, see Section 2.1 (pg. 5). \*\***

**Please read this document carefully prior to completing the research office/university decision. By logging in, you will be able to view all draft applications within your institution and to access all submitted applications that are available for your endorsement decision.**

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## 2. Logging onto the system

Please note that the online system can only be successfully accessed and supported through the following browsers:

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

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

The New Foundations Research Officer portal can be found in each notification email that arrives to the nominated inbox upon a new relevant application submission.

Additionally, the portal link will be included in the email response to the request for endorser nomination email sent on 21<sup>st</sup>/October/2020 with the subject 'New Foundations 2020 Launch and Request for Research Officer Nomination'.

Once a response to the above email has been received including the full name of at least one nominated research officer, their position in the research office and their email, the New Foundations team will register the user to login to the system and reply with a confirmation and the link to the portal.

Ensure that the email addresses [newfoundations@research.ie](mailto:newfoundations@research.ie), [no-reply@webportalapp.com](mailto:no-reply@webportalapp.com) and [no-reply@email.zenginehq.com](mailto:no-reply@email.zenginehq.com) are on your 'safe senders' list. You may need to check

with your IT department to ensure that there is no issue with your organisation's internal firewall.

## 2.1 Logging in for the first time

The New Foundations team will have registered you on the WizeHive system based on the response given to the email request sent to all Research Offices to nominate an institutional representative to endorse New Foundations applications.

If you or someone in the Research Office at your institution did not receive the request for Research Officer nomination, please contact [newfoundations@research.ie](mailto:newfoundations@research.ie) with the full name of a nominated officer, their position in the Research Office, and their email address.

The nominated email contact will automatically receive an email each time an application is ready for Research Office endorsement. Each email will contain the Research Officer portal link.

On the login page, you will see Sign In/Sign Up Instructions on the left-side of the screen and a field to input the nominated Research Officer email on the right-hand side. Enter the email address and click 'Continue'.



## IRISH RESEARCH COUNCIL

An Chomhairle um Thaighde in Éirinn

### Sign In/Sign Up Instructions

#### For New Users:

Please enter your email address and we will verify if you are in our system. If your email is part of our system, a confirmation will be sent to that address. *If your email is not in our system or you do not receive a confirmation email, please contact your administrator at [newfoundations@research.ie](mailto:newfoundations@research.ie).*

Upon confirmation of your email, you will be taken to the **Sign Up** screen where you can choose a password to create an account. Once you have chosen your password, your account will be created and you will gain access to the portal.

#### For Returning Users:

Please enter your email address to the right, and we will verify if you are in our system. When found, you can enter your password and then gain access to the portal.

If you have any questions or concerns, please contact your administrator at [newfoundations@research.ie](mailto:newfoundations@research.ie). Thank you!

### Welcome!

To get this process started, new and returning users please enter your email address below.

Email

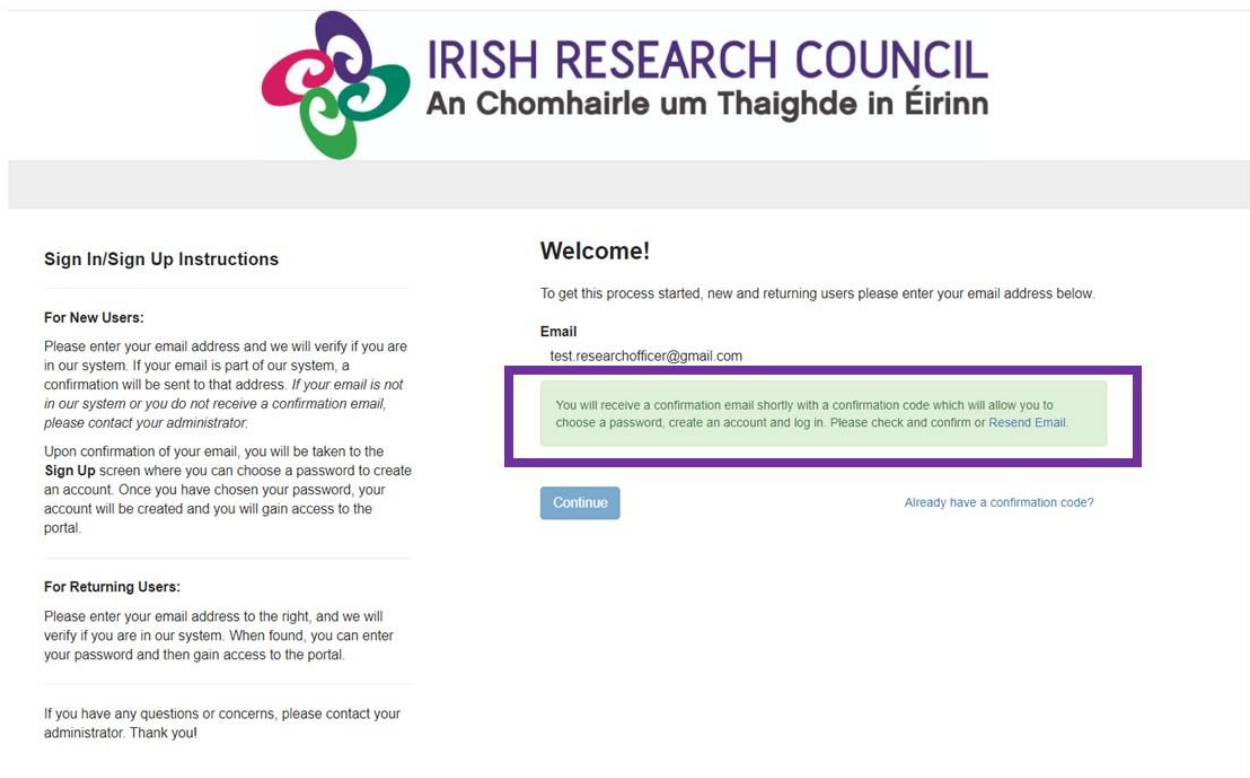
Continue

[Already have a confirmation code?](#)

Input the email address nominated by the Research Office. This will also be the email that receives the notifications of submitted applications to endorse.

POWERED BY  
wizehive

Once you have clicked 'Continue', you will see a message stating that you have received a confirmation link to your email.



**IRISH RESEARCH COUNCIL**  
An Chomhairle um Thaighde in Éirinn

### Sign In/Sign Up Instructions

**For New Users:**

Please enter your email address and we will verify if you are in our system. If your email is part of our system, a confirmation will be sent to that address. *If your email is not in our system or you do not receive a confirmation email, please contact your administrator.*

Upon confirmation of your email, you will be taken to the **Sign Up** screen where you can choose a password to create an account. Once you have chosen your password, your account will be created and you will gain access to the portal.

**For Returning Users:**

Please enter your email address to the right, and we will verify if you are in our system. When found, you can enter your password and then gain access to the portal.

If you have any questions or concerns, please contact your administrator. Thank you!

### Welcome!

To get this process started, new and returning users please enter your email address below.

**Email**  
test.researchofficer@gmail.com

You will receive a confirmation email shortly with a confirmation code which will allow you to choose a password, create an account and log in. Please check and confirm or Resend Email.

[Continue](#) [Already have a confirmation code?](#)

The email confirmation will contain a link. Click 'Confirm Your Email to Get Started' to complete the account setup in a new window.

### Hello! Let's Confirm Your Account...

You've been invited to join a Review Portal. Please use the link below to complete the confirmation process.

[Confirm Your Email To Get Started](#)



In the new 'Sign Up' window, you will be prompted to create and confirm a password and agree to a Privacy Notice before your account can be completed. Once you have created an approved password and agreed to the privacy notice, click the button 'Create Account'.



# IRISH RESEARCH COUNCIL

An Chomhairle um Thaighde in Éirinn

## Sign In/Sign Up Instructions

### For New Users:

Please enter your email address and we will verify if you are in our system. If your email is part of our system, a confirmation will be sent to that address. *If your email is not in our system or you do not receive a confirmation email, please contact your administrator.*

Upon confirmation of your email, you will be taken to the Sign Up screen where you can choose a password to create an account. Once you have chosen your password, your account will be created and you will gain access to the portal.

### For Returning Users:

Please enter your email address to the right, and we will verify if you are in our system. When found, you can enter your password and then gain access to the portal.

If you have any questions or concerns, please contact your administrator. Thank you!

## Sign Up

Choose a password below. Once your account is created you will be logged into the portal.

Email

test.researchofficer@gmail.com

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

☐ Privacy Notice

Everyone has rights with regard to the way in which their personal data is 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 a research officer 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](#).


Create Account

Once you have clicked 'Create Account', you will see a listing of all the submitted applications ready for endorsement who have identified their HEI/RPO as your institution. The listed candidates have completed and submitted the application form within the deadline.

## 3. Endorsing Applications

Each application will state the Project ID (Record Label) and the HEI/RPO it is associated with.

Click on the blue 'Review' button on the right-hand side of each application to view it and approve or decline your endorsement.



# IRISH RESEARCH COUNCIL

## An Chomhairle um Thaighde in Éirinn

Search by
Record Title

Search

Welcome, test.researchofficer@gmail.com
Logout

1 listing in total

Show:
All

NF/2020/20438288

Your HEI/RPO

Review

1 - 1 of 1

**Instructions:**

The applications that you have been instructed to review are listed on the left. Please read through all of your applications. Click "Review" to open the application and get started.

Once inside an open application, the dropdown next to "Viewing Form" will show other forms that might accompany the application (i.e. the Applicant Details form). Use the arrows to toggle back and forth through all of the forms that you need to view for an application.

Please check to see if there are any attachments that accompany the application. To do this, check the "Form Attachments" dropdown below the form name. You can click on any attachment and it will be viewable in the center of the screen. To get back to the form which this attachment is associated, simply click the name of the form above the form attachments dropdown.

In order to complete your review form for your assigned applications, please click the

Begin reviewing the application and submit your endorsement.

By clicking on the 'Review' button, you will see two Viewing Forms: NF Application (Primary) and Applicant Details. You can select both by clicking on the dropdown and/or the arrows.

Viewing Form:

NF Application

<

>

NF Application

Applicant Details

Form Attachments

Print

8



### 3.1 Viewing Forms

I. 'Applicant Details' form contains information as completed by the applicant.

Viewing Form: Applicant Details ▾ < >

[+ Endorsement](#)

**Applicant Details**

Form Attachments ▾ [Print](#)

**Title:**  
Dr

**First Name:**  
Test

**Last Name:**  
Applicant

**Email Address:**  
newfoundations@research.ie

II. 'NF Application' form contains the applicant's New Foundations application as completed by the applicant and any 'Form Attachments' relevant to their chosen strand.

**N.B. Applicants to Strands 1a and 4 are required to upload a signed and scanned endorsement form relevant to their Strand.** No upload is required by applicants under Strands 5, 6 and 7.

Click on 'Print' to print a pdf of the application.

Select Form: 2020 NF Application < >

Viewing: 2020 NF Application

Form Attachments

Click here to view any required endorsement forms uploaded by the applicant.

Print

## New Foundations 2020 Application

Higher Education Institution (HEI)/Research Performing Organisation (RPO)

Your HEI/RPO

You may print the application by clicking here.

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:**

Associate Professor

**Type of current contract:**

Permanent

**Strand being applied for:**

Strand 1a: Enhancing Civic Society within a national context (max €12,000)

Select Form: 2020 NF Application &lt; &gt;

Viewing: 2020 NF Application

Form Attachments ▾

Print

Strand 1a: Enhancing Civic Society within a national context (max €12,000)

### 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](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:**

Test

**Output Year**

2020

**Output Year**

2020

**Relevance/significance of the publication:**

testing

**Would you like to add a second publication?**

Yes

**Output Type****Output Title:**

Test 2

**Output Year**

2019

**Relevance/significance of the publication:**

Testing 2

**Would you like to add a third output?**

Form Attachments ▼

Print

**Would you like to add a fifth output?**

Yes

**Output Type**

**Output Title:**

Test 5

**Output Year**

2017

**Relevance/significance of the publication:**

Testing 5

**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.**

Use this space to provide further evidence of a relevant research track record.

Test

## Project Details

**Title of proposed project:**

test

**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.

TEST

**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>

Biological Sciences A

**Secondary area/Discipline of proposal:**

Environmental Biotechnology

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.**

Form Attachments ▾

Print

## Environmental Biotechnology

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:**

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](http://research.ie/assets/uploads/2017/05/IrishResearchCouncil_PrivacyNotice_Nov2018_Web.pdf)

Test

**Keywords:**

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 find a project/finding like yours?)

test

This detailed proposal description should include a clear description of the aims and objectives of the proposal; the proposal implementation plan; the expected outputs and outcomes of the proposal; the potential impacts and benefits of the proposal.

**Detailed Proposal Description**

Applicants to Strand 5 (Creative Ireland Research Grants) are welcome to note here any team members who will be involved in the proposed research.

involved in the proposed research.

test

**Objectives**

test

**Expected Outputs and Outcomes**

test

**Does your proposed project require ethical approval?**

Please also consider issues around data collection, management and processing when assessing the ethical requirements of your project.

Yes

**If Yes, please provide details of the ethical implications and how they will be addressed:**

test

In the event of a successful outcome to this application, where relevant, written evidence of such ethical approval must be received by the Research Council before activities for which ethical approval are required commence, but no later than three months after the start date of the award.

**How is your proposal relevant to the aims of Strand 1a: Engaging Civic Society within a national context?**

Form Attachments ▼

Print

### context?

Demonstrate relevance to the particular strand themes and detailing the specific partnerships proposed. Evidence of input from partners should be incorporated into the proposal.

test

Supply clear evidence of input by Civic/Voluntary Organisation (CVO)/ Non-Governmental Organisation (NGO) partners into the proposal; details on how project will result in expected benefits for the CVO; evidence/reference to future research opportunities.

### Signed and scanned endorsement form of proposed charity, CVO or NGO Partner for Strand 1 Applications

File must be a PDF. Downloadable form available at: <http://research.ie/funding/new-foundations/>.

test.pdf

## 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:**

Test

Form Attachments ▼

Print

Test

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

€1,000.00

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

test

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

The MAXIMUM allowed amount for research consumables is €1,000.

€1,000.00

**Please provide itemised breakdown of dissemination costs and reason needed:**

Test

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

€5,000.00

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

test

Form Attachments

Print

test

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

€1,000.00

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

test

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

€1,000.00

The total amount you are requesting will calculate when you save.

**Total Amount Requested:**

9000

**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)

in partnership with The Department of Justice and Equality (max €10,000)

## Applicant Declarations

**Would you like the Irish Research Council to make your application available to other Funding Agencies and/or Enterprise Partners for funding consideration?**

Yes

**I hereby declare that the above particulars are correct and understand that the circulated 'Terms & Conditions' apply. I accept that failure to abide by the 'Terms and Conditions' may disqualify me from this Scheme. I also authorise the Irish Research Council to verify, if necessary, any of the information supplied in this application.**

Please refer to the Terms and Conditions on the Irish Research Council website, <http://research.ie/funding/new-foundations/>

I Agree

**I confirm that the information supplied in this application is correct (NOTE: Should it become apparent that any of the information provided in the application is inaccurate or is not verifiable with appropriate documentation, it will result in the application automatically being deemed ineligible).**


I Agree

**Record Label**

NF/2020/20612226

When you have reviewed the application, click the blue '+Endorsement' button in the upper, right-hand corner to complete your review.

Viewing Form:
NF Application
<
>



+ Endorsement

NF Application

Form Attachments

Print

€800.00

The applications that you have been instructed to review are listed below. Please read through all of the applications and click "Review" to open the application and get started.

Once inside an open application, click the dropdown next to "Viewing other forms that might apply to this application (i.e. the Application Form)". Use the arrows to toggle between the different forms that you can view for an application.

Once clicked, the option to provide your endorsement and either save a draft or submit your endorsement will appear.

### 3.2 Submitting a Research Office Endorsement Decision

By selecting 'Yes', the Research Officer endorses the application and, in so doing, confirms the following statement:

*'I declare that all of the information in this form is correct. I confirm that should it become apparent that any of the information herein is inaccurate or unverifiable with appropriate documentation, it will result in the application automatically being deemed ineligible.'*

If the Officer selects 'No', they must provide precise details as to why they are not endorsing the application in the textbox that appears.

When you are satisfied with your response, click the blue 'Submit' button to complete the endorsement process for that individual application.

**This endorsement decision is final and cannot be altered after you click 'Submit'.**



Print

Endorsement

I declare that all of the information in this form is correct. I confirm that should it become apparent that any of the information herein is inaccurate or unverifiable with appropriate documentation, it will result in the application automatically being deemed ineligible. \*

☐ Yes

☒ No

If no, please provide precise reasons for not endorsing the application. \*

This field appears if the 'No' option is selected.

Close

Save Draft

Submit

Once you click 'Submit', the following message will appear, confirming that it has been submitted successfully.

Print

Endorsement

Your decision has been submitted.

17

To return to the listing of your applications to endorse, click the blue word 'Listings' in the upper left-hand corner.

Search by

Record Label

Search

Welco

Listings >

Viewing Form: NF Application

NF Application

Form Attachments

Print

**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

Enc

Your decision has been submitted.

Applications that have been endorsed will display a green 'Done' button where the blue 'Review' button had previously been.

**You may view endorsed applications at any point by clicking the 'Done' button, but you cannot alter your endorsement submission.**

Show: All

Done

1 - 1 of 1

You can return to this portal at any time to endorse newly submitted applications and view applications that have been endorsed by entering your email address and the password you created during your registration process.

Your email address will receive a notification each time an application is ready for your endorsement.

#### 4. Technical Queries & Next Steps

If you experience any technical problems, please clear the cache in your browser and continue.

**Please contact [newfoundations@research.ie](mailto:newfoundations@research.ie), should you experience any technical difficulties.**

The outcome of the call will be sent to all Research Offices and Applicants in January 2021.