ENTERPRISE PARTNERSHIP SCHEME

POSTDOCTORAL FELLOWSHIP

2021

GUIDE FOR APPLICANTS

Including details of the ONLINE APPLICATION SYSTEM (online system)

Important dates

Call Open	16:00 (Irish time) 21 October 2020
FAQ Deadline	16:00 (Irish time) 25 November 2020
Applicant Deadline	**16:00 (Irish time) 2 December 2020**
Academic Mentor ('Mentor in Ireland') / Enterprise Mentor / Referees Deadline	**16:00 (Irish time) 9 December 2020**
Research Office Endorsement Deadline	Tuesday 16:00 (Irish time) 16 December 2020
Outcome of Scheme	April 2021
Fellowship 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 closing day of the competition.

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1. **About the Guide for Applicants**

- This guide provides practical information to potential applicants in preparing and submitting an application for an **Irish Research Council Enterprise Partnership Scheme Fellowship.**
- The Irish Research Council Enterprise Partnership Scheme is governed by the Terms and Conditions and award acceptance form. The content of this guide is for general information purposes only and the assistance of applicants. In the event of a discrepancy arising between this guide and the Terms and Conditions and/or Award Acceptance Form, the latter documents will prevail.
- Applicants are accordingly strongly recommended to familiarise themselves with the **Enterprise Partnership Scheme Fellowship Terms and Conditions** and carefully read any **Frequently Asked Questions (FAQ)** before completing and submitting their application. Documents will be made available on the Irish Research Council website www.research.ie
- The Council reserves the right to revise this Guide for Applicants and Terms and Conditions. Screenshots are for indicative purpose only and may differ from the online system. Before you start, please ensure you are using a recent version of a specified internet browser as per 'Section 3 Registering as an Applicant for the First Time'.

Introduction to the Irish Research Council

The **mission of the Council is to enable and sustain a vibrant and creative research community in Ireland.** To address the broad skills and research needs within society, the Irish Research Council supports excellent researchers in all disciplines from Arts to Zoology. An agency of the Department of Education and Skills, the Council primarily funds early stage career researchers: namely, postgraduate students and postdoctoral researchers. Diverse career opportunities are enabled through a suite of programmes which partner with employers. The other key area of activity for the Council is the funding of research projects with a societal focus; the Council has established partnerships across government and civic society. The Council represents Ireland in particular dimensions of Horizon 2020 and, by providing supports for H2020 applicants, enhances opportunities for the Irish research community.

2. **Eligibility and Important Application Advice**

- Applications for an **Enterprise Partnership Scheme Fellowship** 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.
- For reasons of transparency and fairness to all applicants, **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.
- While the call is open, you should contact the research office with questions, 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 schemes@research.ie for answer through the **frequently asked questions (FAQ) process.** An

updated FAQ document will be published weekly on the [Council website](#) if any new FAQs have been submitted. The FAQ process will close by the stated deadline.

- Prior to creating an application, you must contact and discuss your research project with your proposed academic mentor(s) and enterprise mentor. Please do not add anyone to your application without their prior approval. It is the sole responsibility of the applicant to inform the proposed participants and referees of their nomination. This should be done well in advance of adding a participant to an application.

- 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.

Eligibility

Before applying, please review eligibility criteria in the Enterprise Partnership Scheme Fellowship Terms and Conditions and see the below eligibility questionnaire for applicants.

1. Have you previously submitted an application to the Irish Research Council Enterprise Partnership Scheme (Postdoctoral) and been unsuccessful?

> a. **Yes**, applicants may only re-apply to each Council Scheme on one subsequent occasion.
>> i. If you have previously submitted more than one application to a scheme and were unsuccessful, you are not eligible to apply again under that scheme.
>> ii. If you have previously submitted only one application, you can apply one more time to that Scheme; go to 2. (Please note a description of modifications made to the proposal will be required if the proposal has been previously submitted and was unsuccessful).
>
> b. **No**, go to 2.

2. Do you currently hold or have you previously held an Irish Research Council Postdoctoral Fellowship?

> a. **Yes, a Government of Ireland Postdoctoral Fellowship**: you may be eligible to apply if the funding term will have been completed by September 2021 and if you satisfy further conditions. Go to 3.
> b. **Yes, an Enterprise Partnership Scheme Postdoctoral Fellowship**: you are not eligible to apply.
> c. **No**: go to 3.

3. Will you have been awarded your doctoral degree within the five-year period before 31 May 2021? For the purposes of this condition, the date of graduation will be taken into account.

> a. **Yes,** Go to 5.
> b. **No,**
>> i. If you have not yet graduated, go to 4.
>> ii. If you have had a break, see the Terms and Conditions for further information on
> eligible breaks.

4. Will you have fulfilled within the five-year period before 31 May 2021 all the requirements for the award of a doctoral degree, including the submission of the hardbound corrected thesis, but have not yet graduated?

> a. **Yes,** you are eligible to apply. Please note that this application will count as one of your two chances to apply for this postdoctoral fellowship. You will need to notify the Council to withdraw from the competition if it subsequently emerges that you will not meet the hardbound corrected thesis deadline. Should it emerge that the information provided was inaccurate at the submission date, you may not re-apply.
> b. **No,** you are not eligible to apply.

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

- the applicant submits more than one application to this year's call.
- an application has not been submitted via the online system. No hardcopies or email forms will be accepted;
- an application is late or otherwise submitted subsequent to the advertised applicant closing date of **16:00 (Irish Time) 2 December 2020;**
- an application does not have all the required participant forms (Academic Mentor ('Mentor in Ireland'), Enterprise Mentor and two Referee Forms) completed in full, within the word counts and submitted via the online system only on the Council website www.research.ie by the deadline **16:00 (Irish Time) 9 December 2020**. Please ensure to provide an appropriate email address as we will be eliminating applications where the primary contact or enterprise mentors are using generic email addresses (e.g. a gmail/yahoo rather than a company-specific email address). No hardcopies or email forms will be accepted. These **four forms** must be submitted by four different participants on the online system;
- an application with an Academic Mentor who is not listed at the proposed HEI;
- an application is incomplete (e.g. does not have all documents requested);
- an application exceeds the word/page limits;
- an application includes sections that are incomplete;
- an application includes additional materials other than those requested, you must not upload a CV;
- an application includes materials in a format other than as requested (PDF format must be used);
- any section of an application has been plagiarised or is significantly similar in content to another application;
- 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[2] or by another Funding Agency/Department;
- the application is not endorsed by the applicant's institution, by the Vice-President/Dean of Research, or by their authorised nominees (to be authorised by the VP/Dean of Research only) via the online system only on the Council website www.research.ie by the deadline of **16:00 (Irish Time) 16 December 2020;**
- canvassing on behalf of applicants occurs;
- any potential or perceived conflict of interest between the applicant, Enterprise Partner, enterprise mentor or academic mentor was not declared;
- if the enterprise/employment partner has outstanding payments at the time of awarding or has previously had significant delays in payments of their contribution or reporting on current or expired awards.

Applications or offers may be deemed ineligible or revoked at any stage, e.g. before or after assessment.

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[2] Following the merger of IRCHSS and IRCSET, Irish Research Council schemes subsume previous IRCHSS and IRCSET schemes.

Applying

Applications in either Irish or English

Applications will be accepted in either the Irish or the English Language only. In order to facilitate evaluation by the International Assessment Board in English, applicants submitting Irish language applications are invited to submit an English language translation of their application. Should an English translation not be provided by an applicant, the Council will provide a translation to the International Assessment Board.

Contact your Research Office

For reasons of transparency and fairness for all applicants, **the Council will not enter into written or telephone correspondence** with any individual applicant. In particular, the Council will not be in a position to review any eligibility issues. In the first instance, you should contact the Research Office (i.e. the office of the Vice- President/Dean of Research/Head of Development as applicable in your proposed institution) for information and clarification on the call. The Research Office (RO) will have to endorse your application once you have submitted it, so it is highly recommended that applicants contact them well in advance of submitting an application. There are a number of things that the RO will check in the application form prior to endorsing.

Frequently Asked Questions (FAQs)

If you have any questions regarding the application process, please address them to your HEI RO. If your RO is unable to answer your query, they should send the query to the Council for answer through the Frequently Asked Questions process. These queries should be sent by your Research Office to schemes@research.ie with the subject line **'EPS Postdoc 2021 FAQ'.** The FAQ will then be posted on the website www.research.ie. The FAQ process will close before the applicant deadline, at **16.00 (Irish Time) 25 November 2020**. Please be advised that should an applicant contact the Council by e-mail or telephone, they will be advised in the first instance to contact their RO.

Contact your proposed Academic Mentor ("Mentor in Ireland"), Enterprise Mentor and two Referees

All applications require a nominated Academic Mentor and Enterprise Mentor who is willing to supervise the proposed research project, and two nominated referees who know you sufficiently well enough to provide you with a reference. The Council is not in a position to recommend Academic or Enterprise mentors. The Academic Mentor or Enterprise Mentor may not act as one of these Referees.

Prior to creating an application, you must contact and discuss your research project with your proposed Academic Mentor and Enterprise Mentor. Please do NOT add an Academic Mentor to your application without their prior approval. It is the sole responsibility of the Applicant to inform the proposed Academic Mentor and Referees of his/her nomination. This should be done well in advance of completing the online application process. The Academic Mentor, Enterprise Mentor and Referees will be required to complete their participant forms through the online system. It is essential that your nominated Academic Mentor, Enterprise Mentor and Referees will be available to

complete their forms prior to the deadline. Submission of these forms is an integral part of a fully completed application and failure to submit these forms by the participant deadline of **16.00 (Irish Time) 9 December 2020** will render the application automatically ineligible. Ineligible applications will not be assessed.

Application deadline

The Council strongly encourages the submission of applications well in advance of the closing date for the competition, as heavy traffic on the server on the day of the deadline may slow down the submission of your application. To prevent problems with heavy server traffic, do not wait until the final day of the call to register on the system or submit your application. If you need to submit your application on the closing day, please allow at least 6 hours before the deadline of **16.00 (Irish Time) 2 December 2020.**

Assessment Process

Applications are first reviewed for eligibility and adherence to the Terms and Conditions. Each application is assessed by at least two independent, international reviewers. Each assessor submits their quantitative evaluation and the applications are preliminarily ranked. Applications are then discussed at International Assessment Board (IAB) meetings. The primary responsibility of the IAB is to determine a final ranking of the applications referred to it, arrive at an overall judgment of standard and make final recommendations to Council. Additional eligibility checks may be performed. The Council's decision on whether to award a Scholarship under this Scheme shall be final.

Evaluation Criteria and Scoring

Applications are assessed under four headings: Project, Applicant, Training and Career Development and Environment. Assessors consider all four and allocate scores as per the **'Evaluation Matrix' in Appendix III**. Applicants should familiarise themselves fully with the Evaluation Criteria prior to making an application to the scheme. Applications can be made in any discipline.

See Appendix I for a description of what is covered in Primary Areas, Disciplines, and Other Research Areas. In particular, applications of an interdisciplinary nature that cross the boundaries between different fields of research, pioneering proposals addressing new and emerging fields of research or proposals introducing unconventional, innovative approaches and scientific inventions are welcomed.

Data Collection and Data Protection

Most of the data that you enter into the online system will be accessible to your academic mentor, enterprise mentor, authorised staff in the research office in your proposed Higher Education Institution, authorised staff of the Council, and international evaluators assigned to your application. Only the applicant and the authorised Council staff will have access to sensitive personal details, such as your date of birth, gender, and details entered in relation to requests for extension of the eligibility window or for reviews of the programmes. Referees will not have access to your application details but will be provided with key identifiers of your application, such as your name and the project ID.

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

Applicants are required to liaise with their proposed academic mentor, enterprise mentor and referees before adding them to an application. If an applicant assigns a an academic mentor, enterprise mentor or a referee to their application without their consent and they subsequently object to being associated with an application and raise this with the Council, the Council will remove that academic mentor/enterprise mentor/referee from the concerned application. The Council will not provide assistance with securing alternative participants or engage in matchmaking or mediation between applicants and participants. It is therefore critical that applicants add supporting participants to their applications after they have gained their explicit consent.

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

3. Registering as an Applicant for the First Time

You should direct any queries about the scheme and application process to your Research Office. However, if you have a technical issue regarding the use of the online system, please read these Guidelines and the FAQ document (available on our website, www.research.ie). If your issue is not addressed through either of these mechanisms, only then should you email schemes@research.ie with an outline of your technical issue.

For any technical query, please include the following details in your email: your Project ID, the browser you are using, and if appropriate, a screenshot of the online system and any error messages.

Before you start, please ensure you are using the correct browser. The online system can only operational only on the following browsers:

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

*Firefox, Google Chrome and Safari support applies to the two most recent versions published by the manufacturer excluding beta releases, Also, please ensure your JavaScript is both turned on and up to date. Next, add the ircapps@research.ie email address to your contacts/address book. Use the following link to take you to the '**Applicant registration page'**
https://irishresearch.smartsimple.ie/s_signup.jsp?token=XVtQC1oGYFpfRxNZXxV
SSlBSZg%3D%3D

Do not use a phone or tablet.

- In order to register as an applicant on the online system for the first time, navigate to this link and complete the applicant registration form as prompted.

- Once you have filled in all the required details, click 'submit' at the bottom of the registration page. A confirmation email with the subject 'Irish Research Council, applicant registration' will automatically be sent to the email address you have provided. This email confirms that you have successfully registered for the online system and will issue you with a username and password.
- If you do not receive this email, please check your spam folder and ensure that the ircapps@research.ie email address is on your 'safe senders' list. If you are using an institutional or work email account, you may need to check with your IT department to ensure there is no issue with your organisation's internal firewall.

- 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.

Fill in the form as prompted. Applicants previously registered on the online system should update their contact details in their user profile once they log on.

Definition of Ordinarily Resident

The last two fields, 'Country of Citizenship' and 'Area where you are ordinarily resident (EU/Non-EU)' seek to determine your EU status for the purposes of this Scheme. While a majority of Postdoctoral Fellowships awarded by the Council will be offered to those who are citizens of the European Union (EU) and whose legal and permanent residence is within a member state of the EU, a proportion of awards may also be offered to exceptional applicants who do not fulfil these requirements. For the purposes of this Scheme, applicants who are either citizens of Ireland or of a Member State of the European Union AND have been ordinarily resident within a Member State of the EU/Ireland for a continuous period of three out of the five years prior to the application deadline are deemed to be citizens of the EU. ('Ordinarily resident' shall be deemed to refer to the applicant's place of legal and permanent residence. The 'ordinarily resident' period for EU citizens will not be deemed as having been interrupted if an absence from that residence has been caused by: training or employment of the applicant or the applicant's spouse or parents; the full-time education of the applicant or her/his spouse; an absence or absences for cultural or personal reasons). All other applicants will be deemed to be non-EU for the purposes of this Scheme. Once you have filled in all the requested details, click '**SUBMIT**'. An email from '**ircapps@research.ie**' with the subject '**Irish Research Council Registration Details'** will be automatically sent to the email address you have provided. This email will issue your username and password and confirm that you have successfully registered as an applicant to the Irish Research Council Online Application System (online system).

If you do not receive this email:

- Please check your spam folder. If you have not already done so, add the ircapps@research.ie email address to your contacts/address book now.
- If you are using an institutional/work email account, the email may be blocked by the institution's firewall. Please contact your I.T. support to ask for the email to be released.

4. **Using the Online Application System**

Please note the following when using the system:

- **No alterations can be made to an application once it has been submitted**.

Therefore, it is important to check and re-check the application form until you are fully satisfied with all sections of your application before you click 'Submit Application'.

- **Do not** log in to your profile or application in several browsers at the same time. This may cause the system to invalidate your login session and any information entered. **Do not** use a phone or tablet for the online system.

- If you enter information into the online system application form and **do not save** before navigating away from the tabbed page, this information will be lost.

- Click on 'Application Start' to navigate back to the start of the application form. **Do not** use the browser 'back' button at any stage as you may lose essential information.

- **Keep a backup of your application offline in a word document.**

- If an incorrect email address is supplied for any participant, the participant 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 once submitted **no** alterations (including email addresses) are possible.

- All participants **must** complete their forms through the online system. The Council will not be responsible for ensuring that participant online forms are submitted on time. It is the responsibility of the **Applicant** to ensure the Academic Mentor, Enterprise Mentor and Referees submit their forms through the online system by the deadline of **16.00 (Irish time) 9 December 2020.**

Thinking About Applying? Please direct all queries about the scheme and application process to your Research Office. The Council are <u>not</u> in a position to engage with individual queries by email or over the phone. However, if you have a <u>technical</u> issue regarding the use of the online system, please read these Guidelines and the FAQ document (available on our website <u>www.research.ie)</u>. If your issue is not clarified through the Guide or FAQ, only then should you email <u>schemes@research.ie</u> with an outline of your query. Please include your Project ID, the browser you are using, and a screenshot of the online system and any error messages.

Overview of the application steps:

1. Read the Terms and Conditions to ensure your suitability and eligibility for the scheme
2. Contact your mentor(s) to discuss your application and gain permission **before** adding them to your application
3. Contact your enterprise partner and gain permission **before** adding them to your application
4. Contact your referees discuss your application and gain permission **before** adding them to your application. *Ensure all supporting participants have added ircapps@research.ie as a safe sender before adding them*
5. Log on, click "open calls"
6. Beside the programme name, click "apply"
7. Select Irish Research Body and click "save draft"
8. Enter 'Project Title'
9. Select whether your application is in Irish
10. Add an 'Mentor in Ireland'
11. Add an 'Enterprise Partner'
12. Add 'Enterprise Mentor'
13. Add two 'Referees'
14. Add your Academic Qualifications, Research Achievements and Work Experience
15. Complete the 'Proposed Research' section
16. Complete the 'Publications and other research outputs' section
17. Complete the 'Ethical Statement', 'Sex/Gender Dimension Statement'
18. Complete the declaration
19. Check your entire application
20. Click "Submit Application"

TO LOG IN

- Once you have received your username and password, access the online system on the Irish Research Council website https://irishresearch.smartsimple.ie/s_Login.jsp

- Please enter the username and password that was supplied to you in the '**Irish Research Council Registration Details'** email and then click '**Log in**'.

- If you have forgotten your password, use the '**Forgot Password?**' link on the login page (just under the login button); an email containing these details will be automatically sent to the email address you have supplied. Please note that it may take up to 15 minutes to receive the automated email with your new password.

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

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

5. Creating an Application

Please note: other schemes may be open during the application period for the Enterprise Partnership Scheme (Postdoctoral). Applicants who wish to apply to the Enterprise Partnership Scheme (Postdoctoral) should refer to the appropriate documentation, including Guide for Applicants, for that scheme and ensure that they are completing the appropriate application form.

When you log in, you will be presented with the 'home' screen below where you can create and edit your application prior to the applicant deadline. This is your 'home' page and you can access and edit your application prior to submission and prior to the Applicant deadline through this screen.

1. Click on Open Calls to find the open call to which you wish to apply. The call will only appear in the portal when there is an open call.
2. Click on Draft Applications to re-open an application you have in draft
3. Click on Documentation to access the Guide for Applicants

At the top of the screen you can click on your 'Name' to change your password or change details in your profile or click on 'Privacy & Security' to see our Privacy & Security notice

To Create the Application Form:
Click on '**Open Calls'** to create a new application form. The following screen will appear: Please select the relevant call, i.e. EPS Postdoctoral Application (not EPS Postgraduate Application). Click **'Apply'** to create an application form.

Programme Name	Programme Status	Call Status	Applicant Submission Deadline Date	Participants Submission Deadline Date	Research Body Submission Deadline Date	Create Application
EPS Postdoctoral Application	Active	Draft	17/09/2019 16:00	24/09/2019 16:00	01/10/2019 16:00	Apply
EPS Postgraduate Application	Active	Draft	17/09/2019 16:00	24/09/2019 16:00	01/10/2019 16:00	

Once an applicant has drafted and saved an application the applicant will be able to return to the application under the 'My Applications' button.

- The 'applicant details' section on the first page of the application form is largely populated based on your personal profile details. If you would like to update any of this information, click 'save draft' and navigate back to the home screen where you can click on your name to find the 'profile' button.

At the beginning of the application select the Irish Research Body (i.e. the Higher Education Institution) where you propose to be based for your Scholarship by selecting the **'Lookup' [binoculars]** button.

* Irish Research Body:

You will then be presented with the following screen:

Select the check box next to the relevant institution name and click "save draft". (If you cannot find your Institution name, please contact the Research Office (RO) of your institution to make sure they are registered in the Irish Research online system). Should you wish to change your nominated HEI, please ensure your supervisor is located at the new HEI. Applications with Academic Mentors who are not listed at the HEI will be deemed ineligible.

Next:

- Enter your Project Title
- Select whether your application is in Irish
- Check that the 'Date of Birth', 'Area where you are ordinarily resident (EU/nonEU)' and 'Do you currently hold an Irish Research Council Award' have been answered. As each applicant can only submit **one** application to each Postgraduate call, the icon to '**Apply'** will no longer be visible on through the 'Open Calls' icon on your home page from this point forward.

At this point your draft application has been created.

The system will default to **'Edit'** mode and you can now input information into your new application form and save it by using the '**Save Draft**' button at the bottom of the form. You must be in 'Edit' mode to edit information in your form. The Edit / View button is located on the top left of the 'Project/Application Start' home screen. If you have selected 'Yes' to 'Application in Irish', you have the option to upload your own English translation. The system will only accept documents in PDF format. Use the 'Upload' button to upload your translation.

Scroll down to the next section, 'Applicant Details,' lower down the page. This section is largely populated based on the personal profile entered when you registered at the beginning of this process.

If you would like to update any of this information, click 'save draft' and navigate back to the home screen where you can click on your name to find the 'profile' button.

- **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.

6.   Editing an Application

You may log on, 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 a 'Draft Application'. 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.

Click the **'Edit'** tab to the right of the application you wish to edit:

Application Type	Project ID	Project Title	Irish Research Body	Last Modified	Edit Project
EPS Postdoctoral Application	EPSPD/2021/3	1	Test University	08/10/2020	Edit

This will bring you to the summary **'Project/Application Start'** page of your draft application. This page will already be in edit mode which will allow you to add information to your application. 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 'application start' tab on the home screen. The system will default to **'Edit'** mode and you can now input information into your new application form and save it by using the '**Save Draft**' button at the bottom of the form.

Enterprise Partnership Scheme Postdoctoral application form
Should you require any technical assistance please contact the Council by email to

schemes@research.ie
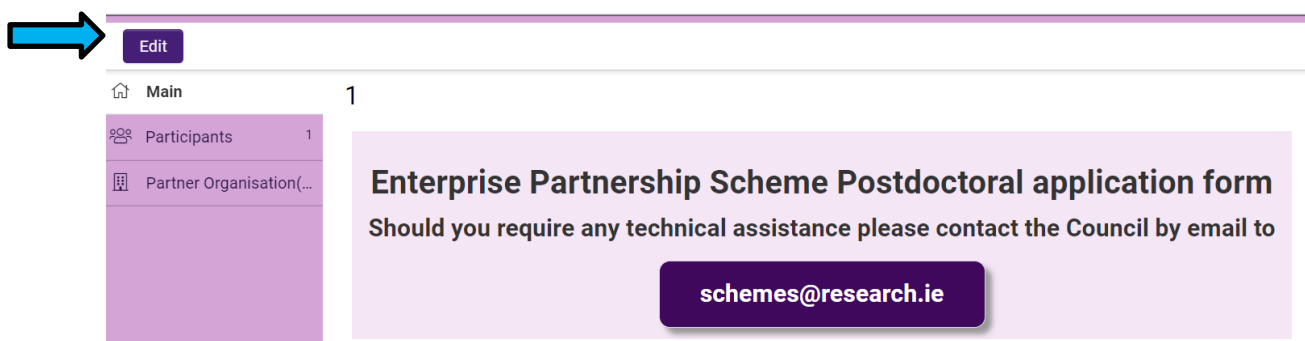
As each applicant can only submit one application to a scheme, the message below will now appear if you click on the 'open calls' icon on your home page.

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

To complete the application form, you will need to complete the following tabs:

- Overview
- Primary and additional participants
- Academic qualifications
- Proposed Research
- Relevant Work Experience
- Publications and other Research Outputs
- Ethical, Sex/Gender Statements
- Applicant declaration

All tabs will need to be completed prior to submitting your form – scroll to see all tabs.

OVERVIEW   PRIMARY AND ADDITIONAL PARTICIPANTS   ACADEMIC QUALIFICATIONS   PROPOSED RESEARCH   RELEVANT WORK EXPERIENCE

PUBLICATIONS AND OTHER RESEARCH OUTPUTS   ETHICAL AND GENDER STATEMENT   DECLARATION
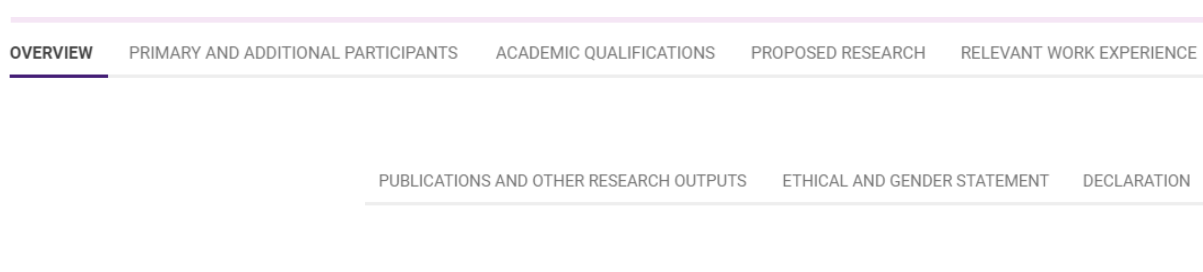
Each tab has a **'SAVE' button at the end of the page**, you may need to scroll down for this to be visible to you.
Please ensure that you press the 'save draft' button at the bottom of each page before moving from one tab to another and after adding each participant (Academic mentor, Enterprise Partner, Enterprise mentor, and referees). If you input information on a tab and switch to another without pressing 'save', this information will be lost.

Save Draft   Submit Application
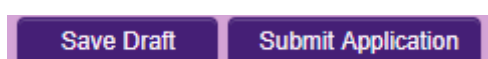
7. Adding the Academic Mentor ("Mentor in Ireland")

Please Note: All applicants must gain the permission of their proposed **Academic Mentor** <u>BEFORE</u> adding them to an application.

Once you have added and saved your HEI and gained permission from the mentor, you can associate a pre-registered Mentor in Ireland with your application through the participants section at the left of the page. All applications require an academic mentor who is willing to supervise the proposed research project, an Enterprise mentor from the Enterprise Partner organisation and two referees who know you sufficiently well to provide you with a reference. Your Mentor in Ireland or your Enterprise Mentor may NOT act as one of these referees, however a secondary Mentor in Ireland is permitted to do so. Please note that the Council is not in a position to recommend a Mentor in Ireland.

You can add your Mentor in Ireland by following these steps:

- Scroll to the **'Participants'** section at the left of the page where you must add your Academic Mentor.
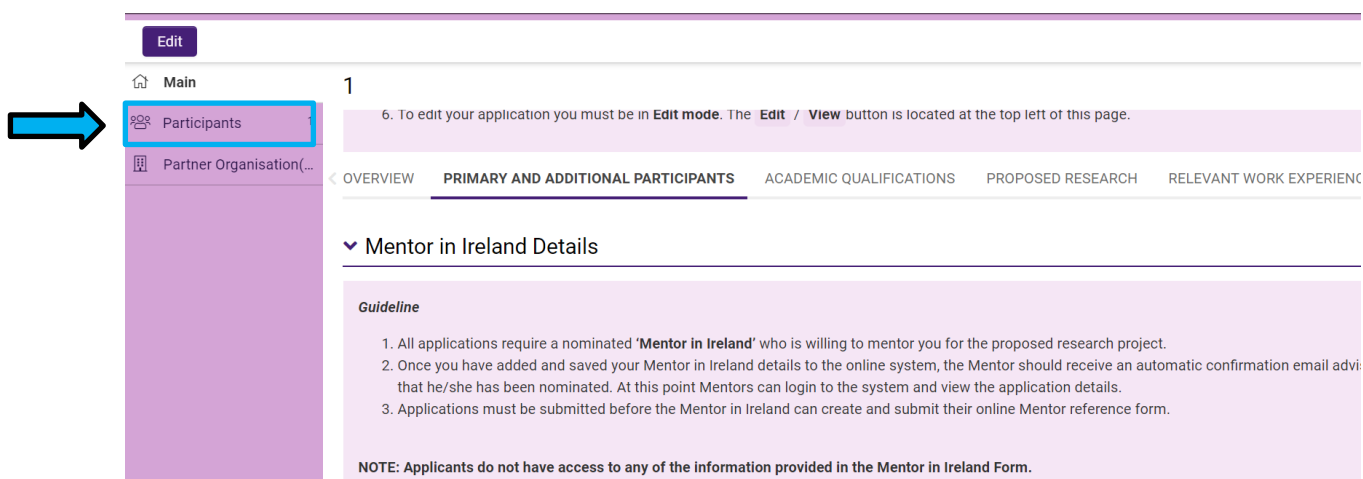
- Academic Mentors can be added by using the **'Lookup' [binoculars]** function on the **Participants panel.** Click on 'Lookup' [binoculars] and a pop-up window containing registered Supervisors will appear.

- Click on the 'Role' dropdown and select "Mentor in Ireland" from the drop-down field to the right of the 'lookup' button. Then select the name of your Academic supervisor and click 'OK'. Clicking 'ok' will close the pop-up window and return you to your application.

- You Academic Mentor's name will no be visible under **'Participants'.** Ensure the dropdown field beside your Academic Mentor's name shows the role as 'Mentor in Ireland' and 'click' '**+**'.
- Click 'Save Draft'.
- On saving your draft application, your Academic Mentor will be added to your application and will be listed under the Contact section.

If you cannot find your proposed Mentor in Ireland name:

- **Academic Mentors need to be pre-registered on the online system by the Research Office in their Institution before they can be selected and added to your application.** If you cannot find your proposed Academic Mentor on the system, please ensure that you have selected your host Irish Research Body on the Overview Tab. If you have selected your host Irish Research Body and cannot find your proposed Academic Mentor, please contact the Academic Mentor to ask him/her to contact their institution's Research Office. The Research Office will register the Academic Mentor on the system.

- If your academic mentor's details appear incorrect or if your academic mentor is having difficulties logging into the system then you or your supervisor should contact your Research Office to confirm the details / email address they used to register the mentor.

- If they do not receive this 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.

- **If an incorrect email address is provided then the Academic Mentor will not receive the automatic email with the necessary details so it is essential to check the email is correct.** If your Academic Mentor email appears to be incorrect then contact your Research Office to check the email address. If the Academic Mentor in question has been registered with the incorrect email address then the Research Office should contact the Council to amend the Academic Mentor's details on the system.

- Once your Academic Mentor has been added to the application he/she will receive an email notification to confirm that he/she has been added to your application as an Academic Mentor. From this point on your Academic Mentor can log in to the system and view your draft application by clicking on 'My Assigned Applications in Draft'. However, an Academic Mentor cannot create or submit their participant form until after you submit your application.

- Academic Mentors must submit a completed Academic Mentor form via the online system by the Academic Mentor deadline of **16.00 (Irish Time) 9 December 2020**. This confirms their willingness to mentor the applicant.

- **If you want to change your nominated Academic Mentor** then tick the check box beside your Academic Mentor's details, click 'Remove' and then save your draft. Your Academic Mentor will be removed and you can then lookup the details for your new Academic Mentor as per the instructions above. If you remove an Academic Mentor, they will not be automatically notified. It is your responsibility to notify them that they are no longer assigned to your application. We do not recommend changing supporting participants on an application in case a form is submitted by the wrong party.

- It is the **applicant's responsibility** to ensure that their primary **Academic Mentor completes their reference** form through the online system by the exact stated deadline. 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.

8. Adding an Enterprise Partner

Please Note: All applicants must gain the permission of their proposed **Enterprise Partner BEFORE** adding them to an application.

If your Enterprise Partner is already preregistered on the online system, click on the 'Partner Organisation(s)' tab on the left of the screen.

Use the look up (binoculars) button to find the chosen partner. Ensure that "EPS Partner" is selected in the drop-down menu.

Once they have been identified <u>click the **'+'** button and then click **'Save Draft'**</u>. Save your application. The partner should ensure their mail box can accept notification emails from ircapps@research.ie

If you want to change your nominated Enterprise/Employment Partner then select the check box beside your Enterprise/Employment Partner [in 'Partner Organisation' at the left of the page] and click **' – '** (remove). You can then lookup the details for your new Enterprise/Employment Partner.

If your Enterprise Partner is not registered on the online system the applicant must complete the Invite to Register form.

- Please click and complete the '**INVITE A NEW ORGANISATION TO REGISTER**" form ['Invite to register' button]. This will be sent to your Enterprise/Employment Mentor so that the Enterprise/Employment Mentor/Primary Contact can complete the registration form for their organisation. The **primary contact** should be someone who has the authority to agree to our conditions on behalf of the organisation.

- The link in the email needs to be sent to the relevant primary contact in the organisation so they can register the organisation.
- Enterprise/Employment Partners only need to register once, even if they participate in multiple schemes.
- Once registered, the organisation will then be viewable as an Enterprise/Employment Partner in the online system. *Please note that organisations listed here may not all be eligible partners.*
- Once registered, Enterprise/Employment Partners can be added by clicking **Lookup (binoculars)** on the Partner Organisations panel on the left of the screen.

9. Adding an Enterprise Mentor

Please Note: All applicants must gain the permission of their proposed **Enterprise Mentor** BEFORE adding them to an application.

> ▼ Adding an Enterprise Mentor
>
> *Guideline*
>
> **This section allows you to provide details on the proposed Enterprise Mentor to support and co-fund your application.**
>
> 1. You have associated the Enterprise Partner with your application.
> 2. Now please add Enterprise Mentor name who registered to support your application. Please assign your mentor HERE.
> 3. Once you completed the above step please click **Save Draft** and you will see associated Enterprise Mentor's details listed below.

On the **'Primary and Additional Participants'** tab scroll down to the '**Enterprise Mentor'** section. To add your Enterprise/Employment Mentor, click on the tab 'Adding Enterprise Mentor' and then click on the link ('Here') provided to enter the name and Enterprise/Employment Mentor details. Enterprise/Employment Mentors do no need to have pre-registered with the online system but the system requires that you assign the proposed Enterprise/Employment Partner before you can add an Enterprise/Employment Mentor.

- Complete the Enterprise Mentor Registration. Applicants should enter the name and contact details of their Enterprise Mentor. The online system will use the email addresses supplied by the applicant and will provide the Enterprise Mentor with log-on details to access the online system as soon as the applicant has submitted his/her application to the online system.
- **If an incorrect email address is provided, then the Enterprise Mentor will not receive the automatic email with the necessary details. It is therefore essential to provide the correct details.** As stated above, **once the application has been submitted, no alterations are possible. We expect the email address of the Enterprise Mentor to match the Enterprise Partner organisation (e.g. a company specific email address, not gmail or yahoo accounts).**
- Click **"save draft".** The Enterprise Mentor should now be added to your Participants tab.
- Contact your Enterprise mentor to check that they have received this email. If they do not receive this 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.
  Enterprise Mentors must submit a completed form via the online system by the Enterprise Mentor deadline of **16:00 (Irish Time) 9 December 2020.** It is the applicant's responsibility to ensure Enterprise Mentor completes their respective form through the online system by exact stated deadline. **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.

Changing your enterprise partner/mentor

If you want to change your nominated Enterprise Partner, then select the check box beside your Enterprise Partner and click "remove" and "save draft". You can then lookup the details for your new Enterprise Partner.

We do not recommend changing supporting participants on an application in case a form is submitted by the wrong party.

10. Adding Referees to an Application

- Referees do not need to have pre-registered with the online system.
- Referees must be different to your Mentor in Ireland and enterprise mentor. Please seek permission before adding them, as an automated email is sent to them as soon as you click "save draft".
- Click the blue 'here' link on tab 1 (primary and additional participants) as pictured below and enter the contact details for referees one at a time.
- After adding referee 1, click "save draft". An automated email is sent to the referee.

- **Please assign one referee under the Role of Referee 1 and a second referee under the Role of Referee 2. *NB***

- Check with the referees that they have received this email. If they do not receive this 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.
- If the application is submitted where an incorrect email address is supplied for either referee, they will <u>not</u> receive login details for the online system and will not be able to complete their participant form. **Please ensure <u>all</u> 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 an application, their details will be listed in the 'participants' section of the 'application start' page.
- If your referee is already registered on the system with that email address, the organisation will default to the organisation listed in their profile. Please contact your referee to check if he/she wants to update their organisation in their own account.
- It is the applicant's responsibility to ensure referees complete their respective forms through the online system by the exact deadline of **16:00 (Irish Time) 9 December 2020**. <u>These forms will not be accepted by email, in hardcopy or by any other means</u>. The Council is not responsible for ensuring that participant forms are submitted on time through the online system.

Changing your referee

If you want to change or update your referee details:
- Please **notify the referee that they are no longer assigned to an application**. If you remove a referee from your application, they will not be automatically notified.
- Navigate to the 'participants' section at the bottom of the 'application start' page.
- Select the check box beside the participant you wish to remove, click the **' - '** button and 'save' your application. The participant will be removed, and you can add an alternative as per the instructions above.
- We do not recommend changing supporting participants on an application in case a form is submitted by the wrong party.

> **If an incorrect email address is provided for either Referee they will not receive the automatic email with the necessary login and password details and will not be able to complete their form.** Once an applicant has saved each Referee to their application, they should check with the Referees that they have received the automatic email with login and password details. Applicants should check this prior to submitting their application form: an incorrect email can be corrected while the application is in draft (see instructions below) **but once submitted, no changes can be made to an application, including correcting Referee email addresses.**

Once you have added all the relevant participants their names are listed in the 'Participants' section of the 'Project/Application Start' page of the application.

11. Academic Qualifications

Click on the "academic qualifications" tab and enter your qualifications as appropriate. **Note that examination results must correspond exactly with the full academic transcripts, or the application/offer will be automatically withdrawn. If applicants have a degree from outside the Republic of Ireland, please explain your results and provide a "translation" e.g. 4.5 GPA is equivalent to A+. Any misleading statements will result in disqualification.** If an applicant is successful, these results will be verified through the submission of full academic transcripts. Should results not match, the application will be deemed ineligible and the offer withdrawn.

- Academic Qualifications – Undergraduate Qualifications
- Academic Qualifications – Postgraduate Qualifications
- Other Education
- Research Achievements

12. Proposed Research

What kind of research can be funded?
Please see Appendix 1 for the full list of Primary Areas and Disciplines supported by the Council. There is a section in the application form to enter information on the interdisciplinary nature of the application if it is applicable. It is the responsibility of the applicant to choose the Primary Area and Discipline most closely aligned to their proposal.

13. Ethical and Gender Statements

When completing the ethics, and sex/gender dimension, please consult the sex/gender dimension statement in the appendices for further information.

Ethics Statement: where ethical issues may arise in the research, applicants are required to submit to the Council a written statement that full consideration has been given to the ethical implication of the research proposal. Full ethical approval from the relevant HEI Ethics Committee is not required at the application stage. However, if the application is successful evidence of full ethical approval will be required as part of the award acceptance (as per the Terms and Conditions).

Sex/Gender Dimension Statement: all applicants to Council schemes are required to complete the Sex/Gender Dimension statement in the application and this will also be a requirement for Horizon 2020 proposals. Please refer to Appendix II 'Guidance on the Sex/Gender Dimension Statement', which summarises the Toolkit Gender in EU-funded research, for help on how to do this.

14. **Research Mobility, Work Experience, Publications**

When completing all tabs, please be sure to include relevant information and click "save draft" every time you add information.

15. **Applicant Declaration**

Guidance on Data Management, Protection and Security: The Council often has queries from interested enterprise partners about the possibility of working with Postdoctoral Researchers and from interested funding agencies that would like to co-fund awards with the Council.

Please disclose any potential conflict of interest between the applicant, Enterprise Partner, Enterprise Mentor or Academic Mentor. If a conflict of interest exists, please outline the nature of the potential conflict of interest and explain how this will be managed. An example of this is if your academic mentor is a co-founder of the enterprise partner. Failure to disclose this will result in withdrawal of application/offer/award automatically at any stage that the Council becomes aware of this undisclosed conflict.

Applicants are asked at the end of their application form whether or not they would like the Council to make their application available to other funding agencies and/or enterprise/employment partners for funding consideration. This consideration is in addition to the current Council Postgraduate Scholarships on offer and will not affect assessment of your application in any other way.

16. **Completing the Application**

- It is important to check and re-check the application form until you are fully satisfied with all sections of your application before you submit the application. Please refer to the 'Applicant Submission Checklist' (page 13 of Applicant Guide).
- **No alterations can be made to an application once it has been submitted. If successful, you will only be offered funding to carry out the project as detailed in the application.**
- Any evidence of plagiarism will result in the applicant being prevented from applying to Council funding in the future.
- In order to submit the application form, you must scroll to the bottom of the page and click 'submit application'.

* 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

* I hereby declare that this application is my own work and understand that it will be subject to plagiarism checks. Random sampling will be carried out during the assessment period for evidence of plagiarism. Applicants who have been found to plagiarise will be prohibited from applying for Council funding in the future. Proven instances of plagiarism will be brought to the attention of the research office.

☐ I agree

* I recognise that financial support from the enterprise partner is a necessary condition for the commencement and continuation of this award. I accept that should the enterprise partner default in their payments, that the award will be terminated.

☐ I agree

‹ BACK

[Save Draft]   [Submit Application]

- It is very important to ensure all details are correct before submitting, as no changes can be made once submitted. This includes any errors that might make the application ineligible such as (but not limited to): **incorrect email addresses, mismatch of HEI and supervisor, incorrect degree information and incorrect results and failure to disclose conflicts of interest.**

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

Submission Successful

Project ID:

Project Title:

Next Steps

Once an applicant has submitted his/her application, the **online system** generates a number of automated emails to the participants included in the application. **Applicants should note that while Referees and the Enterprise/Employment Mentor may create and submit their form once they have been added to an application,** the Supervisor can only complete their respective form after the applicant has submitted their application, and **so the applicant should submit well in advance of the**

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applicant deadline if there are issues with availability of the supervisor. All applications must be endorsed on behalf of the proposed host institution by the Research Office. All participant forms must be submitted and RO endorsement completed by the stated deadlines or the application will be deemed ineligible. The RO endorsement is the final step in the **online system** process, after which the applicant will receive an automated email informing them that the application process is now complete.

It is the responsibility of the applicant to ensure that all participants have sent their forms/references by the deadline. Ensure your referees and mentors submit their references on time. This can be monitored through the **"submitted applications"** icon**.** When all forms and references are submitted, the status of the application is "Ready for Review".

17. Checking the Status of Reference Forms

- The **status of these forms can be checked by the applicant 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' or if there is no notice beside it (indicating that it has not been started), it has not been received by the Council**. Only if the form is listed as **'submitted' or 'completed'**, it has been received by the Council. If necessary, you should contact your proposed academic mentor, enterprise mentor 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.
- **It is the responsibility of the applicant to ensure that the academic mentor, enterprise mentor and referee forms are submitted by the exact stated deadline.**

If necessary, you should contact your proposed Mentor in Ireland 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.

18. **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 referee, enterprise mentor and primary academic mentor forms 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'.
- Applicants will receive an automated email from the online system once the research office has submitted their endorsement decision.

EPS Postgraduate Application	EPSPG/2021/2	Ready for Review	1. Project	Print (PDF)	2 Referees Assigned • Fake Referee 1 - Submitted • Fake Referee 2 - Submitted	Supervisor Assigned **Supervisor Form Completed**	Enterprise Mentor Assigned **Enterprise Partner Form Completed**

19. **Notification and Feedback**

Once the application process is complete, eligible applications will be assessed in line with the Evaluation Procedure. The Council are precluded from discussing the results of the competition over the telephone or discussing the outcome of individual applications via email or post. Feedback to candidates will consist of the score that the International Assessment Board assigned the application and the decision of the Council in relation to funding. Additional feedback will not be provided beyond that which is provided with the assessment result.

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

20. **Information for Successful Applicants**

- The Council will make conditional award offers subject to the terms of the letter of offer, application and the Terms and Conditions.
- Any conditional offer is subject to the acceptance form being signed by the fellow, higher education institution and mentor, and returned to the Council on time. Subject to meeting the conditions of offer, all fellowships will commence on the date specified.
- Any conditional offer is also subject to submission of a certified copy of any transcripts as outlined in your application. These transcripts must be appropriately stamped or endorsed and are non-returnable.

Letter of Offer & Acceptance Form
The Council will issue a Letter of Offer and an Acceptance Form outlining the approved budget for the Award to the successful applicants. Each award is made subject to the terms of the

Letter of Offer, the application, the approved budget, and the Terms and Conditions for this Scheme.

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Submission of Ethical Approval

If successful in the competition, the Council will be seeking a written confirmation of ethical approval from an ethical review committee for the research project. As ethical review committees only meet several times a year, it is recommended that applicants start thinking about this process early.

APPENDIX I: Research Categorisation

The Irish Research Council schemes are open to all disciplines. Applicants are required to indicate the 'primary area', 'discipline' and 'other research area' that their proposed research programme fits under.

If the research proposed is interdisciplinary, applicants should indicate this by categorising their research via the drop-down menus provided and then by using the 'second categorisation if interdisciplinary' free form box in the application form to indicate a second categorisation. For the first categorisation, please select the primary area, discipline and other research area that the research is most closely associated with. The second categorisation should also be provided on the basis of the primary areas, disciplines and other research areas provided below.

Primary areas

Applicants are required to select a primary area from the following defined list:
- Biological Sciences A
- Biological Sciences B
- Chemistry
- Computer Science
- Earth and Environmental Sciences
- Engineering
- Mathematics
- Physics
- Study of the Human Past
- Cultures and Cultural Production
- Individuals, Institutions, Markets, Values, Behaviour the Mind and Environment

Disciplines

Under each primary area there is a defined list of disciplines to select from. These are listed in the tables that follow. Applicants should choose the discipline that most closely matches his/her proposed research. In considering the selection, the applicant should consider the methodology and techniques used in the research project.

Other Research Areas

An indicative non-exhaustive list of typical other research areas is also provided under the primary areas and disciplines in order to further categorise the research and aid in the selection of peer-reviewers. In the application form this is a free text box. If you don't see an 'Other Research Area' which you feel matches your particular area, then please type in what you feel is an accurate descriptor for your research area.

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

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

Primary Area: **Chemistry**	
Discipline	*Other Research Areas*
Analytical Chemistry	including but not limited to: Analytical Spectrometry; Electro analytical Chemistry; Flow Analysis; Immunological and Bioassay Methods; Instrumental Methods; Quality Assurance, Chemo metrics, Traceability and Metrological Chemistry; Sensor Technology; Separation Science.
Colloid and Nano chemistry	including but not limited to: Colloid and Surface Chemistry; Nano chemistry; Molecular and Organic Electronics; Nanotoxicology (chemical aspects).
Electrochemistry	including but not limited to: Dry Cells; Batteries; Fuel cells; Corrosion metals; Electrolysis.
Inorganic, Organometallic and Nuclear Chemistry	including but not limited to: Bioinorganic Chemistry; f-Block Chemistry; Inorganic Green Chemistry; Main Group Metal Chemistry; Non-metal Chemistry; Solid State Chemistry; Transition Metal Chemistry; Inorganic Chemistry; Organometallic Chemistry, Supramolecular Chemistry (inorganic and organometallic aspects); Nuclear Chemistry.
Macromolecular and Materials Chemistry	including but not limited to: Chemical Characterisation of Materials; Supramolecular Chemistry (materials chemistry aspects); Optical Properties of Materials; Physical Chemistry of Materials; Polymerisation Mechanisms; Synthesis of Materials; Theory and Design of Materials; Molecular and Organic Electronics.
Medicinal and Biomolecular Chemistry	including but not limited to: Biologically Active Molecules; Biomolecular Modelling and Design; Characterisation of Biological Macromolecules; Cheminformatics and Quantitative Structure-Activity Relationships; Molecular Medicine; Proteins and Peptides.
Organic Chemistry	including but not limited to: Free Radical Chemistry; Natural Products Chemistry; Organic Chemical Synthesis; Organic Green Chemistry; Physical Organic Chemistry.
Physical Chemistry	including but not limited to: Catalysis and Mechanisms of Reactions; Chemical Thermodynamics and Energetics; Solution Chemistry; Structural Chemistry and Spectroscopy; Transport Properties and Non-equilibrium Processes.
Theoretical and Computational Chemistry	including but not limited to: Quantum Chemistry; Radiation and Matter; Reaction Kinetics and Dynamics; Statistical Mechanics in Chemistry.

Primary Area: **Computer Science**	
Discipline	*Other Research Areas*
Artificial Intelligence and Image Processing	including but not limited to: Adaptive Agents and Intelligent Robotics; Artificial Life; Computer Graphics; Computer Vision; Expert Systems, Image Processing; Natural Language Processing; Neural, Evolutionary and Fuzzy Computation; Pattern Recognition and Data Mining; Simulation and Modelling; Virtual Reality and Related Simulation.
Computation Theory and Mathematics	including but not limited to: Analysis of Algorithms and Complexity; Applied Discrete Mathematics; Computational Logic and Formal Languages; Mathematical Software; Numerical Computation.
Computer Software	including but not limited to: Bioinformatics Software; Computer System Architecture; Computer System Security; Concurrent Programming; Multimedia Programming; Open Software; Operating Systems; Programming Languages; Software Engineering.
Data Format	including but not limited to: Coding and Information Theory; Data Encryption; Data Structures; Mark-up Languages.
Distributed Computing	including but not limited to: Distributed and Grid Systems; Mobile Technologies; Networking and Communications; Ubiquitous Computing; Web Technologies.
Information Systems	including but not limited to: Computer-Human Interaction; Conceptual Modelling; Database Management; Decision Support and Group Support Systems; Global Information Systems; Information Engineering and Theory; Information Systems Development Methodologies; Information Systems Management; Information Systems Organisation; Information Systems Theory; Interorganisational Information Systems and Web Services.

Primary Area: **Earth and Environmental Sciences**	
Discipline	*Other Research Areas*
Biodiversity Conservation	including but not limited to: Conservation and Biodiversity.
Ecology	including but not limited to: Behavioural Ecology; Community Ecology; Ecological Physiology; Freshwater Ecology; Marine and Estuarine Ecology (incl. Marine Ichthyology); Paleoecology; Population Ecology; Terrestrial Ecology. Ecological Impacts of Climate Change; Ecosystem Function; Invasive Species Ecology.
Environmental Sciences	including but not limited to: Environmental Impact Assessment; Environmental Management; Environmental Monitoring; Environmental Rehabilitation; Natural Resource Management; Wildlife and Habitat Management.
Geochemistry	including but not limited to: Exploration Geochemistry; Inorganic Geochemistry; Isotope Geochemistry; Organic Geochemistry.
Geophysics	Electrical and Electromagnetic Methods in Geophysics; Geodynamics; Geophysical Fluid Dynamics; Geothermics and Radiometrics; Gravimetrics; Magnetism and Palaeomagnetism; Seismology and Seismic Exploration.
Geology	including but not limited to: Basin Analysis; Extra-terrestrial 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: Surface water 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; Paleoclimatology; Quaternary Environments; Surface Processes.

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

Pure Mathematics	including, but not limited to: Algebraic and Differential Geometry; Category Theory, K Theory, Homological Algebra; Combinatorics and Discrete Mathematics; Group Theory and Generalisations; Lie Groups, Harmonic and Fourier Analysis; Mathematical Logic, Set Theory, Lattices and Universal Algebra; Operator Algebras and Functional Analysis; Ordinary Differential Equations; Difference Equations and Dynamical Systems; Partial Differential Equations; Real and Complex Functions (incl. Several Variables); Topology.
Statistics and Probability	including but not limited to: Applied Statistics; Biostatistics; Forensic Statistics; Probability Theory; Statistical Theory; Stochastic Analysis and Modelling.

Primary Area: **Physics**	
Disciplines	Other Research Areas
Acoustics	including but not limited to: Acoustics and Acoustical Devices; Waves.
Astronomy and Space Science	including but not limited to: Astrobiology; Astronomical and Space Instrumentation; Cosmology and Extragalactic Astronomy; Galactic Astronomy; General Relativity and Gravitational Waves; High Energy Astrophysics; Cosmic Rays; Mesospheric, Ionospheric and Magnetospheric Physics; Planetary Science; Space and Solar Physics; Stellar Astronomy and Planetary Systems.
Atomic, Molecular and Chemical Physics	including but not limited to: Magnetic Resonances; Mossbauer 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.

	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.
Theoretical 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 Literary Theory and Comparative Literature, Literary Styles Textual Philology, Paleography 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
Anthropology Business & Management Economics Education Environmental Studies Geography Law Linguistics, Media Politics Psychology Sociology Theology Equality Studies	including but not limited to: Macroeconomics, Development, Economic Growth, Microeconomics, Behavioral 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, Labor 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 *table continues overleaf*

Anthropology Business & Management Economics Education Environmental Studies Geography Law Linguistics, Media Politics Psychology Sociology Theology Equality Studies	**including but not limited to:** Evolution of Mind and Cognitive Functions, Animal Communication Human Life-span Development Neuropsychology Cognitive and Experimental Psychology: Perception, Action, and Higher Cognitive Processes Social and Clinical Psychology Linguistics: Formal, Cognitive, Functional and Computational Linguistics Linguistics: Typological, Historical and Comparative Linguistics Psycholinguistics and Neurolinguistics: Acquisition and Knowledge of Language, Language Pathologies Use of Language: Pragmatics, Sociolinguistics, Discourse Analysis, Second Language Teaching and Learning, Lexicography, Terminology Education: Systems and Institutions, Teaching and Learning Women's Studies, Gender Studies Pedagogy International Development Childhood Studies Criminology Government, Political Science, Political Theory Health Promotion Religious Studies Social and Economic Geography Social Policy Social Work

APPENDIX II: Guidance on the Sex/Gender Dimension Statement

While there are research projects in which biological sex and/or gender may not be relevant in terms of the research content, it is well established that, where relevant, not integrating sex and gender analysis into the design, implementation, evaluation and dissemination of the research can lead to poor results and missed opportunities.

The following is provided to help applicants complete the sex/gender dimension statement in the application. This is taken from the Toolkit Gender in EU-funded research[3], 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 http://genderedinnovations.stanford.edu/ for examples of case studies in Science, Health and Medicine, Engineering and Environment.

A summary from the 'Toolkit Gender in EU-funded research'

The best possible research validity: Research should consider the differences between men and women in the research population, the results will be more representative. General categories such as 'people', 'patients' or 'users' do not distinguish between men and women. Research based on such categories may well draw partial conclusions based on partial data. For example, research on a new breast cancer treatment should include male patients, so as to draw a complete picture. Most basic research with animal models focuses on males to the exclusion of females (Zucker et al., 2010; Marts et al., 2004). Research on economic migrants cannot limit itself to male points of view if it wants to understand the whole migrant population.

Research ideas and hypotheses: The relevance of biological sex and/or gender for and within the subject matter needs to be analysed and an assessment made as to whether these are relevant variables. The formulation of hypotheses can draw upon previous research and existing literature. Indeed, the body of knowledge on sex/gender issues has been steadily growing over recent decades and can serve as interesting reference material to build new hypotheses for future research.

Project design and research methodology: While research methodologies may vary, they all strive to represent (aspects of) reality. Whenever this reality concerns humans, any sound methodology should differentiate between the sexes and take into account the men's and women's situations equally. Groups such as 'citizens', 'patients', 'consumers', 'victims' or 'children' are therefore too general as categories.

Research implementation
Data collection tools (such as questionnaires and interview checklists) need to be gender-sensitive, use gender neutral language, and should make it possible to detect the different realities of men and women. This will help to avoid gender bias. For example, answers to be provided by the 'head of household' are not necessarily valid for all household members.

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

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[3] http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf

practice. Systematically taking sex as a central variable and analysing other variables with respect to it (e.g. sex and age, sex and income, sex and mobility, sex and labour) will provide significant and useful insights. Involving gender-balanced end-user groups in the course of the research is also a good way of guaranteeing the highest impact.

Dissemination phase – reporting of data: Collecting and analysing sex and/or gender specific data is not enough if they are omitted from the published results. Sex and/or gender should be included in 'mainstream' publications as it is as much part of daily reality as any other variable studied. Specific dissemination actions (publications or events) for sex and/or gender findings can be considered. Institutions and departments that focus on gender should be included in the target groups for dissemination. Publications should use gender-neutral language.

CHECKLIST FOR SEX AND/OR GENDER IN RESEARCH CONTENT

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

Proposal phase:
o   Does the methodology ensure that (possible) sex/gender differences will be investigated: that sex/gender differentiated data will be collected and analysed throughout the research cycle and will be part of the final publication?
o   Does the proposal explicitly and comprehensively explain how sex/gender issues will be handled (e.g. in a specific work package)?
o   Have possibly differentiated outcomes and impacts of the research on women and men been considered?

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

Dissemination phase:
o   Do analyses present statistics, tables, figures and descriptions that focus on the relevant sex/gender differences that came up in the course of the project?
o Are institutions, departments and journals that focus on gender included among the target groups for dissemination, along with mainstream research magazines?
o Have you considered a specific publication or event on sex/gender-related findings?

APPENDIX III: Evaluation Matrix

Postdoctoral Evaluation Criteria & Detail	Evaluation Marks
1. Track record / research potential of the applicant • Research experience (based on their academic CV), including international collaboration and intersectoral engagement beyond academia, scientific/practical/management experience • Research results (publications record, invited contributions, patents, teaching, monographs, data sets etc.) in relation to the level of research experience • Evidence of independent thinking and leadership qualities • Match between the researcher's profile and the project	30% (0-30)
2. Training and career development aspects and impact of the fellowship: • Clarity and quality of objectives in the applicant's career development and training plan, including the extent to which specific training activities have been scheduled. • Potential for acquisition of new research-related and transferable skills. • Potential of the proposed Fellowship to allow the Fellow to gain skills relevant to employment both inside and outside the traditional academic sector. • Potential to acquire new knowledge. • Impact of the proposed Fellowship on the applicant's career path: potential to acquire competencies that improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence	25% (0-25)
3. Quality of the research project • Research quality, including consideration of ethical and sex/gender issues and any interdisciplinary and multidisciplinary aspects of the proposal • Potential of the research to advance fundamental understanding of the topic and/or potential for research impact and the degree to which the proposal addresses present or future socio-economic needs • Originality (relationship to the 'state-of –the-art') and innovative nature of the project • Suitability of the proposed methodology and approach for the project, including the clarity of short and long-term research objectives • Feasibility of the project	25% (0-25)
4. Quality of host organisations / implementation of the fellowship[4]: • Suitability and Quality of the Host Organisations: research reputation of the mentors (including research output record); support provided (e.g. equipment and facilities) • Hosts expertise in developing experienced researchers in the field; capacity to provide mentoring, and their ability to facilitate the activities specified in the applicant's career development and training plan • Ability of Host Organisation(s) to allow full implementation of all aspects of the fellowship, such as the provision of all necessary facilities for the fellow to carry out the project	20% (0-20)

[4]The Host Organisations will be divided into the HEI (10%) and Enterprise Partner (10%).