

Updated 25 February 2021

UK-Ireland Collaboration in the Digital Humanities Main Research Call: Budget Form for Irish Costs

**Support for Irish Participants: Terms of Reference**

* The Irish Research Council will support the expenses of Irish participants up to €270,000 (per successful consortium).
* The budget up to the aforementioned maximum will be transferred to the Irish co-PI’s HEI/RPO who is responsible and accountable for the proper use of the funding. Should the project include more Irish participants (both academic and non-academic), the co-PI’s institution will act as a paymaster, reimbursing them for the budgeted expenses. Evaluators will assess the relevance to the project of these expenses (please refer to the call specification document, section V, for the full list of evaluation criteria).
* The Irish co-PI will lead on filling out this form. Nevertheless, the UK co-PI is encouraged to become familiar with Irish budget eligibility rules, as both co-PIs should be comfortable with the final submitted proposal.

**Consortium participants: roles and terminology**

All proposals must feature an Irish co-PI. Additionally, co-Is and project partners can be included in the project (for further information please refer to ‘Eligibility rules for Irish participants’, [Irish-Eligibility-Rules.pdf (research.ie)](http://research.ie/assets/uploads/2021/01/Irish-Eligibility-Rules.pdf) and to the call specification document).

**Eligible activities and costs**

For this call, the activities and costs listed below are eligible. Please refer to table 4 (at the end of this document) for further details. The Irish co-PI is primarily responsible for the coordination of the project in Ireland, including liaising with the funders, the UK co-PI and the rest of the Irish team.

The Irish co-PI and, if applicable, co-I(s) and non-academic partners are eligible for collaboration costs, as per the list below. Any budget request must be clearly justified.

* Staff costs (to be based in the same institution as the co-PI)
* Travel costs
* Event organisation (dissemination, consortium meetings…)
* Teaching buy-out (up to €8,000 per year)
* Materials, equipment & consumables
* Publication costs (except for peer-reviewed journals and conference papers, so as to align with the approach of the AHRC)
* Dissemination and knowledge exchange costs (other than events)
* Consultancy
* Access to research infrastructures

Overheads can be requested up to a maximum rate of 25% of direct costs (less equipment).

**In-kind contribution**

Applicants must note that, as the Irish co-PI must hold a contract for the whole duration of the award, the time they devote to the project cannot be charged against the grant. However, for the purpose of this joint call, such time contribution must be treated as a benefit in kind, to be quantified (in €) and recorded in table 3.

In a similar fashion, applicants are expected to quantify and state as benefits in kind all other relevant forms of contribution, such as usage of beneficiary/partners’ venue, administrative support performed by pre-financed staff (e.g. HEIs administrative offices, IT services…), time contribution of partners’ representatives…

Should non-academic partners or co-PI(s) be able to provide some form of in-kind contribution, they are expected to include it in table 3 and mention it in the letter of support (see the Call Specification Document).

**Documents to attach – Institutional endorsement and letters of support**

As specified in the call specification document (Section VIII), the consortium participants must attach the following:

|  |  |
| --- | --- |
| **Irish co-PI** | Letter of support from the proposed Host Institution, signed by the Vice President/Dean for Research[[1]](#footnote-1). Should the project also involve one or more Co-Is from the same institution, their involvement should be mentioned in the same letter (to be attached in the ‘Letter of Support’ section). |
| **Irish Co-I (if not from the same institution as the Irish co-PI)** | Letter of support from the Head of School/Faculty in which the applicant is based[[2]](#footnote-2) (to be attached in the ‘Letter of Support’ section). |
| **Irish project partners** | Irish project partners must attach a letter of support, clearly indicating their added value to the project. Should they contribute some form of benefit-in-kind, that should be included in the letter of support too (matching the content of table 3) (to be attached in the ‘Project Partner Letter of Support’ section). |

**Requested contribution**

Table 2 should clearly specify which costs included in the proposal are attributable to Irish participants, as this call emphasises the reinforcement/development of UK/IRE ties. Accordingly, the total proposed budget should reflect and enable this principle.

As indicated in the call specification document, applicants must budget for their attendance at the AHRC-IRC awards conference (€600 for each person attending). The attendance of the Irish co-PI and the research staff funded by this grant is obligatory (while optional in the case of the other consortium participants).

**Irish costs**

This form must be uploaded on Je-S, by the UK co-PI, in the ‘Non-UK Component’ Section.

**Project Title**

|  |
| --- |
|  |

**Table 1: Team information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Title** | **Name** | **Contact details** | **Organisation** |
| Irish co-PI |  |  |  |  |
| Irish co-I |  |  |  |  |
|  |  |  |  |  |
| Irish partners |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| UK co-PI |  |  |  |  |

**Table 2: Irish budget**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budget Category** | **Specific activities and costs** | **Year 1**  **€** | **Year 2**  **€** | **Year 3**  **€** | **Total**  **€** | **Rationale for costs if applicable** |
| Staff Costs |  |  |  |  |  |  |
| Travel Costs |  |  |  |  |  |  |
| Event Organisation |  |  |  |  |  |  |
| Teaching Buy-Out |  |  |  |  |  |  |
| Materials, Equipment and Consumables |  |  |  |  |  |  |
| Publication Costs |  |  |  |  |  |  |
| Dissemination & Knowledge Exchange Costs (other than events) |  |  |  |  |  |  |
| Consultancy |  |  |  |  |  |  |
| Access to Research Infrastructures |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |
| Overheads |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |

**Table 3: Additional in-kind contribution**

Additional in-kind contribution provided both by HEIs and non-academic partners

|  |  |  |
| --- | --- | --- |
| **Additional in-kind contribution** | | |
| In-kind contribution provided | Monetary equivalent of in-kind contribution | Short description (if applicable) |
|  | € |  |
|  | € |  |
| Total monetary equivalent of in-kind contribution | € |  |

|  |
| --- |
| **Table 4: Detailed rules for eligible costs and activities** |

|  |  |
| --- | --- |
| **Heading** | **Description** |
| **Staff costs** | The budget for staff costs as proposed in the application must be clearly justified. Under this grant, staff (e.g. postdoctoral fellows, research assistants, technicians) can be employed by the project for up to 36 months (maximum duration of the grant), either full-time or FTE. In the latter case, the salary must be calculated pro-rata. Doctoral researchers cannot be funded by the project. However, it is possible to budget for their involvement in project activities (e.g. conferences, workshops..)  While budgeting, please refer to the IUA Researcher Career Framework where applicable: <https://www.iua.ie/for-researchers/researcher-salary-scales-career-framework/>. |
| **Travel costs** | Travel costs to attend relevant worldwide events (e.g. conferences, top-class workshops..) are eligible. Under this grant, the following staff categories are eligible for support:  \*Irish co-PI  \*Irish co-I(s)  \*Irish post-doctoral researcher (funded by the grant)  \*Pre-funded Early Career Researchers associated with the programme (doctoral and postdoctoral level)  \*Representatives of Irish project partners  Please provide details on the number and duration of trips being proposed. Every effort must be made to ensure that air travel, where used, is economical.  Applicants must budget for their attendance at the AHRC-IRC awards conference (€600 for each person attending). The attendance of the Irish co-PI and the research staff funded by this grant is obligatory (while optional in the case of the other consortium’s participants). |
| **Event organisation (dissemination, consortium meetings..)** | Due to the UK-Irish focus of the programme, eligible events must take place in one of the two countries. Requests for exceptions must be clearly justified in the proposal and its merit will be assessed by expert evaluators.  The IRC will not pay for events taking place outside Ireland. Events taking place in the UK should be included in the 'UK justification of resources'.  Applicants are encouraged to contribute their own in-kind resources to the events (e.g. time of project partners, free use of a venue provided by a beneficiary/partner, administrative support offered by the Irish co-PI's HEI). |
| **Teaching buy-out** | In light of the expected commitment to the project, both co-PI and co-Is may avail of teaching-buyout up to a combined maximum of €8,000 per year. |
| **Materials, equipment & consumables** | The IRC will not fund items that are expected to be available in a department (e.g. computer), unless its requirement is clearly explained in the application. Please provide a detailed breakdown and justification. Only vouched expenses incurred in actually carrying out the research project will be funded.  Materials and equipment supplied by the beneficiary and partners should be quantified under 'benefits in kind'. |
| **Publication costs** | In line with the AHRC policy, the IRC will no longer provide funding in research grants for any publication costs associated with peer-reviewed journal articles and conference papers. Publication costs associated with research outputs other than journal articles and conference papers, such as books, monographs, critical editions, catalogues etc. will still be treated as eligible costs.  Applicants should familiarise themselves with the IRC Open Access policy:<http://research.ie/assets/uploads/2017/05/IRC_Open_Access_Policy_Final.pdf>. |
| **Dissemination and Knowledge Exchange costs (other than events)** | Costs such as brochures, online dissemination platforms etc. are eligible under this category.  Applicants are invited to consider the environmental impact of printed materials. |
| **Consultancy** | The need for consultancy costs should be clearly explained in the justification of resources (highlighting why the consultant's expertise will leverage the consortium's resources). Project partners are not eligible for charging consultancy fees. |
| **Access to research infrastructures** | Research Infrastructures are facilities, resources and services that are used by research communities to conduct research and foster innovation in their fields. They include: major scientific equipment (or sets of instruments), knowledge-based resources such as collections, archives and scientific data, e-infrastructures such as data and computing systems and communication networks and any other tools that are essential to achieve excellence in research and innovation. They may be 'single-sited', 'virtual' or 'distributed’.  Charges for access to facilities and services not directly available to the applicant, such as the costs associated with access to necessary facilities, services, archives which are not available in the host institution, i.e. consultancy fees, methodological support, bio banking, Clinical Research Facility support, MRI facilities may be requested.  Requests may also be included for accessing international databases and facilities or for the commissioning of experiments in international facilities/research labs where appropriately detailed justification.  Before budgeting for research infrastructures, applicants should familiarise themselves with resources they have institutional access to. |
| **Overheads** | Overheads can be requested up to a maximum rate of 25% of direct costs (less equipment). |

1. Where neither of these positions exist in the host institution, the letter of endorsement should be signed by the most senior institutional officer with responsibility for research. The use of authorised signatories or pro-persona signatories will not be accepted. [↑](#footnote-ref-1)
2. Letter from the Head of School must be used where this position exists in the institution. Otherwise, a letter from the Head of Faculty should be used. [↑](#footnote-ref-2)