



UK-Ireland Collaboration in the Digital Humanities Research Grants Call: Frequently Asked Questions

Version Control

Version	Date	Author	Primary Changes
1.0		AHRC	
2.0	25/01/2021	IRC-AHRC	FAQs added
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Overview:

This FAQ document is intended to support the [UK-Ireland Collaboration in the Digital Humanities Research Networking Call](#) funded by the Arts and Humanities Research Council (AHRC) and the Irish Research Council (IRC). It should be read in conjunction with the Call Guidance Document. It is anticipated that these FAQs will be a 'living document' that will be regularly updated in response to questions received by the AHRC and IRC. Changes will be recorded in the version control table above. It is therefore recommended that applicants refer back to the document regularly during the application process.

Where the information provided below or in the Call Guidance Document raises further questions, applicants should contact the AHRC or IRC. In the first instance, questions relating specifically to the eligibility of Irish applicants should be directed to the IRC at digital.humanities@research.ie. Any questions from UK applicants, should be directed to the AHRC at fic@ahrc.ukri.org.

1. Focus & framing

- a) *Our theme does not fit into one of the 4 priority themes, does that mean we cannot apply?*

Yes. The 4 themes have been specifically identified due to the manner in which they build on the workshop held in October 2019 and as priorities identified by the AHRC and IRC. The workshop report can be found [here](#). It is acceptable to include activity that sits across or outside of these themes where there is a clear rationale to do so, but projects must be principally framed around one single theme (to be clearly indicated in the case for support). Applicants are encouraged to recognise the breadth and inclusivity of the themes.

b) *I did not attend the workshop in Dublin in October 2019, can I apply?*

Yes, applications to the call are welcome from all researchers, regardless of whether they attended the scoping workshop in October 2019.

c) *I did not apply for/receive a Networking Award, can I apply?*

Yes, application to or receipt of a Networking award is not a condition of application to the call.

d) *Should I include costs for the planned AHRC-IRC Awards Conference?*

The AHRC and IRC plan to hold an Awards Conference for the successful UK-Ireland research grants in 2024. The conference will bring together the award holders, digital humanities experts and stakeholders including non-academic partners from the UK and Ireland. £500/ €600 euros per person for attending this conference should be included in your proposal. The attendance of the co-PIs and the postdoctoral researchers/research assistants is mandatory (4-6 people per national team).

e) *I am a PI on an existing award, can I apply as a PI under this call?*

Yes. Please note that, in the event of an Irish applicant, who is already a PI in another project, being successful in this call, at award acceptance stage they will be asked to submit a time-management strategy, to be approved by the IRC before the award's commencement. For AHRC award holders, standard rules apply, as they can hold another award subject to being able to demonstrate they have the time available for the new project, should it be successful.

f) *If an Irish postdoc applies as a Co-I (contract does not cover the whole duration of the award) can they charge their salary to the grant?*

The salary of pre-funded staff cannot be charged to the grant. They can be hired as postdoctoral researchers for the time beyond the expiration date of their contract. This arrangement should be addressed at proposal stage.

g) *Are Irish partners / PIs added to J-es by the lead UK applicant?*

Irish co-PIs and co-Is should create their own Je-S profiles, to be added to the proposal by the UK co-PI. Please note that setting up a Je-S profile can take a number of days, therefore it is strongly recommended that the process is started well before the application deadline.

- h) *We understand that Northern Ireland institutions count as Irish collaborators for the purposes of this call. Could you kindly confirm this?*

NI institutions count as UK partners. Please refer to this document for Irish eligibility rules: <https://research.ie/assets/uploads/2021/01/Irish-Eligibility-Rules.pdf>.

- i) *Will there be any further AHRC-IRC digital humanities calls?*

There are no future calls at present. Should this change, details of any future call will be advertised on our respective websites.

- j) *What should I do if the end of my project is scheduled before the conference in 2024?*

Where an award is shorter in duration and planned to finish before the conference in 2024, applicants are advised not to budget for the conference and conference outputs will be shared directly with the team digitally post award.

2. Eligibility and assessment

- a) *Why does the Irish PI need to be recorded as a Co-Investigator in Je-S?*

The Je-S submission portal allows for only one Principal Investigator to be included in a proposal. For this AHRC-IRC call, there is to be one Principal Investigator from the UK and one from Ireland. On the Je-S form the Principal Investigator is therefore the UK PI and the Irish PI needs to be recorded as a Co-Investigator. Such terminology must be considered as a built-in system feature and does not challenge the equal status and co-leadership of the UK and Irish PI.

- b) *How should the UK and Irish budgets be submitted?*

UK expenses should be included in the standard Je-S form. No costs should be included on the Je-S form that will be incurred by the Ireland-based members of the project team - only costs incurred by the UK team should be included. The Irish budget must be included in the 'Budget Form for Irish Costs' (<http://research.ie/funding/uk-ireland-collaboration-in-the-digital-humanities-research-grants%e2%80%af/?f=principal-investigator-led>) and attached separately to the proposal as a non-UK component attachment.

- c) *Is it possible for HEIs, IROs and industry partners to be involved in more than one application?*

Yes. It is acceptable for a HEI or IRO to be involved in more than one bid. Investigators can be involved in more than one application where they can clearly demonstrate that they have the capacity to do so, should more than one be successful. However, academics both in the UK and Ireland can be named as Principal Investigator on one bid only. It is also acceptable for a project partner to be named on more than one application, but only where it can be demonstrated that there is capacity to undertake responsibilities as defined for all projects, should more than one be successful, and where there is a clear commitment to the partner's role within each separate project.

d) *Can subcontractors/consultants be included?*

This is allowed but you will need to justify the cost (explaining why there is a need to charge their time rather than listing them as an in-kind project partner), and explain why it is essential to have their expertise on the project and delivery of certain activities.

e) *What international activities are eligible costs?*

Due to the UK-Irish focus of the programme, eligible events organised by the consortium must take place in one of the two countries. Requests for exceptions must be clearly justified in the proposal and their merit will be assessed by expert evaluators. Travel costs to attend relevant worldwide events (e.g. conferences, top-class workshops) are eligible.

f) *Can Irish Investigator time be charged against the UK grant?*

Given the matched funding from the IRC, investigator time for Irish Investigators cannot be charged against the UK grant.

g) *Why are Irish investigators suggested to give benefits in kind?*

Due to different funding procedures, the IRC will not compensate for items such as researchers' time and use of venues. However, Irish participants are invited to list out these items (in the budget form for Irish costs), so to formally quantify the extent of their contribution. Irish awardees will not be required to provide in-cash matching contribution.

h) *Is there any provision in place for sharing costs between UK and Irish institutions?*

No, the totality of each cost must be included either on the Irish or UK budget.

i) *Will the ongoing issue of Coronavirus/COVID 19 have an impact on the timetable for review or mean a delay in projects starting?*

As things stand, both funders consider the timeline feasible and realistic. However, as a contingency measure against uncertainty, applicants are advised to consult the IRC and UKRI websites on a regular basis to ensure they are up to date on how each funder is responding to this issue.

j) *How should applicants account for the uncertainty surrounding the impact of the current COVID-19 situation in their proposals, and will this have an effect on how applications are assessed?*

AHRC and IRC recognise that the long-term impacts of COVID-19 on international research collaboration are difficult to predict and unlikely to be fully resolved at the point of application. For example, the point at which restrictions on travel, physical meetings and access to collections and archives might be relaxed remains unclear. Where applicable, applicants should take account of the pandemic in planning their research timetable, but are encouraged to proceed with the methodologies and activities that are most suited to

the delivery of the best possible research within the respective field. However, where this involves activity that would currently not be possible due to COVID-19, and which might continue to be impacted in the future, applicants should demonstrate how they will embed flexibility into their plans. For example, if there are plans to use physical collections, applicants should demonstrate how they will adapt their timelines and/or methods if access remains impossible. Similarly, if a workshop or conference is planned, applicants should consider how alternative options, such as digital conferencing, might be used if physical meetings are not viable. AHRC and IRC will work together to explore options to facilitate flexibility for project teams where required and within the rules and capacity of the agencies. Reviewers will receive instructions to assume that changes that arise from the COVID-19 pandemic, post-submission, will be resolved and complications related to COVID-19 should not affect their scores. AHRC and IRC will also brief the review panel to ensure that any issues raised relating to the impact of COVID-19 during the review process are considered in a consistent, reasonable and equitable manner. Where an application is successful, any changes in circumstances that affect the proposal will be managed as a post-award issue.

- k) *Irish eligibility criteria: how is the "contract of sufficient duration" rule verified in practice?*

It is verified by the Irish Research Council, together with the HEI, at award acceptance stage.

- l) *Is it possible to extend/postpone the project in the event that one of the PIs cannot start on the 1 of August?*

All grants are expected to commence on 1 August 2021, however a no-cost extension will be granted to accommodate a PI who is on parental leave.

- m) *Irish eligibility rules: Will the IRC accept a support letter that says 'if the grant is awarded the HEI will extend the employment contract' in case the PI does not hold a contract of sufficient duration?*

As per the call documentation, the PI must be contracted by an Irish HEI, with a contract of sufficient duration to carry out the proposed research from the project start date until the project end date.

- n) *Are all projects expected to be 36 months long?*

These projects can last UP TO 36 months; shorter proposals are fully admissible.

- o) *Irish budget eligibility question: Would it be possible to include costs to facilitate the involvement of staff in any non-academic partner organisations (via the provision of monies to pay for their time i.e. contribution to salary) in the Irish budget?*

As outlined in the detailed rules for eligible costs and activities, project partners are not eligible for charging consultancy fees.

- p) *Irish budget eligibility question: Is it possible to include budget for teaching replacement costs for any Co-I's included in the Irish budget (max 8K a year)?*

While teaching buy-out is mostly meant for co-PIs, teaching replacement costs for co-Is can be budgeted for.

- q) *Are people employed by museums eligible as Irish PIs?*

As detailed in the call specification document, the Irish co-PI must be “A researcher (of postdoctoral level of higher) who holds a contract of sufficient duration with an eligible HEI or RPO to carry out the proposed research from the project start date until the project end date”.

- r) *Is it mandatory to include an Irish academic institution in the consortium?*

As per the call guidance, ‘All proposals must feature an Irish co-PI who has a contract of sufficient duration from an Irish higher education institution to carry out the proposed research from the project start date until the project end date. The list of eligible Irish higher education institutions is available at <https://research.ie/funding/eligible-higher-education-institutions-and-research-performing-organisations/>

- s) *What should be included in the Irish letters of support?*

We do not provide a template or have strict guidelines on the content of the letters. They should include monetary equivalent of the in-kind contribution provided, if applicable, and should be as detailed as possible about the activities partners will be involved in. The letter of support should be a maximum of two sides of A4.

- t) *Are social-science oriented projects eligible or do you only fund humanities projects purely focused on linguistics, arts, philosophy?*

As per the call specification document, the UK component must fall within the remit of the Arts and Humanities Research Council:

<https://ahrc.ukri.org/funding/research/subjectcoverage/ahrc-disciplines/>. Interdisciplinary proposals and teams are welcome but the majority of the methodologies, research questions and outputs must fall within AHRC’s subject remit. For the Irish team, PIs from all disciplines can apply, provided that the project falls under one of these thematic areas:

- Digital Humanities, Emerging Technologies and Research Practices
- Digital Humanities and Social Innovation
- Digital Humanities and Cultural Heritage
- Digital Humanities and the Creative Industries

- u) *Can I resubmit the application if I am unsuccessful?*

A revised proposal may be submitted through AHRC's responsive mode research grants scheme. AHRC's international co-investigator policy would allow for an Irish co-investigator to be budgeted and paid directly by AHRC (costs cannot exceed 30% of the overall 100% Full Economic Cost (fEC) of an application). For more information: [International Co-Investigators - Arts and Humanities Research Council \(ukri.org\)](https://www.ukri.org/research-funding/ahrc-international-co-investigators/)

- v) *Can digitising costs be deemed an eligible expense under the Research Call, and if so, under which budget sub-heading should they fall?*

All costs related to materials' digitalisation and storage should be budgeted under 'dissemination and knowledge exchange costs'.

- w) *How should we plan for a hybrid model of activity delivery (i.e., digital, and physical)?*

Applicants should take account of the pandemic in planning their research timetable but are encouraged to proceed with the methodologies and activities that are most suited to the delivery of the best possible research within the respective field. However, where this involves activity that would currently not be possible due to COVID-19, and which might continue to be impacted in the future, applicants should demonstrate how contingency plans are embedded in their plans.

- x) *Irish budget eligibility question: Is staffing on the project limited to a single postdoctoral researcher?*

The postdoctoral researcher/s can be employed by the project for up to 36 months (maximum duration of the grant), either full-time or FTE. Additionally, the post-doctoral researcher is: "to be based in the same institution as the co-PI".

- y) *What should we do if we feel our proposal fits within two themes?*

Projects must be principally framed around one theme, although it is acceptable to include activity that sits across or outside of these themes where there is a clear rationale to do so. Applicants are encouraged to recognise the breadth and inclusivity of the themes but should clearly indicate their main thematic area in the Case for Support. Applicants are responsible for making the right judgement call about thematic fit.

- z) *What kinds of expenses are Irish co-Is (as distinct from the Irish co-PIs) eligible for?*

Eligibility rules around costings apply to the Irish co-PIs and the Irish Co-I equally.

- aa) *Is teaching buy-out available for both a co-Pi and co-I?*

Yes, both co-PI and co-Is may avail of teaching-buyout up to a combined maximum of €8,000 per year.

- bb) *Irish costing rules: Does the maximum amount of €8,000 teaching buy-out apply to each participating PI?*

The maximum amount of €8,000 per year teaching buy-out applies to the proposal, rather than each participating applicant.

- cc) *Can an allowance be made for an applicant who is not of postdoctoral level or higher, however who has a long period of practice-based experience or significant experience in lecturing or research?*

As per our T&Cs [Irish-Eligibility-Rules.pdf \(research.ie\)](#), all applicants must be of postdoctoral level or higher.

- dd) *Irish costing rules: Can Investigators budget costs for community engagement that include compensation for participants (through a fee, or a small gift, such as a voucher).*

Participants involved in community engagement such as surveys/focus groups/workshops or other such project-related activities may not be paid; however, costs incurred as a result of participation (e.g. travel costs to a workshop) may be included in the budget so long as they are detailed and fully justified.

- ee) *Irish eligibility rules: Can Research Assistants/Research Fellows and/or technical grade staff be recruited, and if so should the IUA research assistant/fellow scale be followed?*

The recruitment of research assistants/research fellows and technical grade staff is eligible under these awards. When budgeting for such, please refer to the IUA researcher salary scales: <https://www.iua.ie/for-researchers/researcher-salary-scales-career-framework/> (or [the institutional](#) salary scales for technical staff.) The point on the scale should be determined by qualifications and experience and the rationale for selecting this point should be explained in the budget justification.

- ff) *Is there a limit on the amount a PI can budget for consultancy?*

There is no limit on the amount a PI can budget for consultancy costs, however the need for these costs should be clearly explained in the justification of resources (highlighting why the consultant's expertise will leverage the consortium's resources).

- gg) *Can a creative industry partner which holds RPO status be named as a co-investigator and if same can receive funding for a project staff member?*

The list of higher education institutions and research-performing organisations eligible for Irish Research Council funding is available [here](#). As detailed in the Terms and Conditions, project partners are not eligible for charging consultancy fees.

- hh) *Does the Irish co-investigator need to provide a letter of support with their application?*

The Irish Co-I, if not from the same institution as the Irish co-PI, must provide a letter of support with their application.

- ii) *Can travel and accommodation costs for invited guest speakers who are not members of the project team be included in the Irish budget for dissemination events held in Ireland?*

Travel and accommodation costs incurred for invited guest speakers may be included in the budget, as long as they are detailed and fully justified.

- jj) *Is it possible to include in the Irish budget travel and associated costs for representatives of Ireland-based partner organizations to attend relevant research and professional development conferences/workshops etc, including events outside Ireland, and outside of project events?*

Travel and associated costs for representatives of Ireland-based partner organizations to attend relevant research and professional development conferences/workshops etc, including events outside Ireland, and outside of project events may be included in the budget, as long as they are detailed and fully justified. As per the travel costs section in table 4 of the Irish Budget Form, "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."

- kk) *Should applicants include pension contributions for this call?*

Arising from the inclusion of postdoctoral researchers in the Single Public Service Pension Scheme, the 20% pension contribution that has been a feature of Irish Research Council postdoctoral awards no longer applies for the majority of researchers. As a result, the pension contribution should not be included as part of the budget.

- ll) *Does the 7-page limit for the Case for Support include references and footnotes?*

Should you choose to include footnotes or a bibliography (you are not required to do so), these must be included within the page limit.

- mm) *Can a PI subcontract their own company/a company that they have a share hold in, to do the consultancy work?*

The Council would consider such subcontracting to be a conflict of interest and not best practice as governed by institutional guidelines at local level.

- nn) *Can a PI submit more than one proposal?*

Academics both in the UK and Ireland can be named as Principal Investigator on one bid only. An investigator can be involved in more than one application where they can clearly demonstrate that they have the capacity to do so, should more than one be successful. In the event of an applicant, who is already a PI in another project being successful in this call, at award acceptance stage they will be asked to submit a time-management strategy, to be approved by the Irish Research Council before the award's commencement.

- oo) *Can you please advise if it permissible for the Director of Research Development to sign off on host institution letters of support for the UK-Ireland Collaboration in the Digital Humanities Research Grants?*

The letter of support should be signed by the Vice President/Dean for Research. 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.

- pp) *In what format should Irish co-PIs provide the justification for the costs outlined in the Irish budget, should this be provided in the budget table in the 'Irish budget form document' (in the 'rationale for costs if applicable' column) or can narrative text be provided directly after the table in the same word document?*

Justification for costs should be outlined in the column 'rationale for costs if applicable'.

- qq) *If narrative text is allowed how much space can be used to provide the justification for the Irish budget in that document?*

All budget requests should be fully justified. The Irish budget form should be a maximum of two sides of A4, and if necessary, the guidance notes can be deleted from the form and the margins expanded.

- rr) *If an Irish co-PI is on maternity leave when the outcome of this call is announced and will still be on maternity leave by the 1st of August when projects are expected to kick off can the start date for the project be deferred?*

Yes, it will be possible to defer the start date of the award where the co-PI is on maternity leave. Paperwork can be deferred until the co-PI has returned from maternity leave.

- ss) *Where on the J-es portal are letters of support from Irish team members expected to be uploaded i.e. letters for co-PIs, co-Is (where relevant) and from partner organisations (where relevant)? The detail about the requirements of these letters is currently provided in the Irish Budget form. Are the letters expected to be uploaded as part of that document?*

The PI in the UK will be responsible for submitting a joint UK-Ireland proposal via the Research Council's Joint Electronic System (Je-S). When preparing a proposal form in Je-S, Je-S will display section headings appropriate to the Scheme you have chosen. Using the 'Help' link at the top of each page will provide guidance relevant to that section of the Je-S form. All documents should be uploaded to the proposal. For further details, please reference the research funding guide: <https://ahrc.ukri.org/documents/guides/research-funding-guide1/>

- tt) *Can an Irish PI (co-PI) and an Irish Co-I, based at different HEIs/RPOs in Ireland, both hire staff to be costed against the project?*

Only the co-PI can hire staff and they must be based at the same institution as the co-PI.

- uu) *Can the salary/part salary for an Irish Co-I be funded by the budget for this call if their current funded contract does not cover the duration of the project?*

The Irish co-PI must have a contract of sufficient duration to carry out the proposed research from the project start date until the project end date. Should the Irish co-I not have a contract of sufficient duration to cover the full length of the award, it is permissible for them to be hired as a postdoctoral researcher for the time beyond the expiration date of their contract so long as they are based at the same institution as the co-PI. This arrangement should be addressed at proposal stage.

vv) What format should Irish co-PIs provide the justification for the costs outlined in the Irish budget?

Irish budget requests should be fully justified in the 'rationale for costs if applicable' column of the Irish budget form. The Irish budget form should be a maximum of two sides of A4, however the guidance notes can be deleted from the form and the margins expanded if necessary.

ww) How should the proposal be submitted through Je-S?

The PI in the UK will be responsible for submitting a joint UK-Ireland proposal via the Research Council's Joint Electronic System (Je-S). All Investigators named on the Je-S application form, whether based in the UK or Ireland, must have a Je-S account. Where a named investigator does not already have a Je-S account, one can be easily set up, but please note that the process can take a number of days. It is therefore strongly recommended that the process is started well before the application deadline. Je-S accounts can be created on the Je-S site [here](#). During account set-up, an account type of 'An Applicant on a Standard/Outline Proposal' must be selected. If you require assistance with the process please contact the Je-S Helpdesk at JeSHelp@je-s.ukri.org or +44 (0)1793 44 4164.

Finding Researchers to Collaborate With - JISC Email List

In order to help researchers or interested partners to find partners in the UK and Ireland, an email group (called DH-UKIreland) has been set up so that researchers can subscribe to receive such requests, and to post requests themselves.

To use this service, you need to subscribe at the following link: www.jiscmail.ac.uk/DH-UKIRELAND

Once you have subscribed to the service, you can then click on 'post new message' to send a message to all subscribers.

When sending a message please include the following information:

- your contact details
- what type of researchers/partners you are seeking
- a short summary of your idea (maximum 200 words).

We ask you use this format because it will make it easier for subscribers to quickly see if a request/post is relevant to them.

When responding to a post please use the contact details provided in the post and do not reply to the whole group.

This email group is only being used to support researchers or interested partners to find partners in either country for the Networking and Research Grants Calls. It will, therefore, be closed shortly after the deadline of the Research Grants Call in 2021.

Common Questions

1. Who can subscribe to the DH-UKIreland email group?

Anyone interested in the AHRC-IRC Digital Humanities programme can join the email group.

2. Who can send messages to the list?

Anyone who has subscribed to the email group.

3. How can I find the list?

You can use the link at www.jiscmail.ac.uk/DH-UKIRELAND or you can search on the JISC website at www.jisc.ac.uk.

4. How do I reply to a post?

Please use the individual's contact details on their post to reply, rather than replying to the whole email group.

5. If someone replies to a message on the email group, who will see it?

Replies are sent to everyone on the email group so we would ask you use the individual's contact details to reply.

6. Who can view the subscriber names/emails?

Only the email group owner(s) – in this case AHRC, UK.

7. Can I send messages with attachments/documents via the email group?

No.