



COALESCE Research Fund
Collaborative Alliances for Societal Challenges

GUIDE FOR APPLICANTS

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE YOU REGISTER AS AN APPLICANT TO THE COMPETITION

2021



Rialtas na hÉireann
Government of Ireland



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



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

An Chomhairle Oidhreachta
The Heritage Council



**An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta**
Department of Housing,
Local Government and Heritage

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1. Important deadlines for this call

Launch of Call	23 September 2021 at 4 pm
FAQ deadline	16 November 2021 at 4 pm
APPLICANT DEADLINE	23 November 2021 at 4 pm Irish Time
Research Office endorsement deadline	30 November 2021
Outcome of scheme	May 2022
Commencement of projects	Q3 2022

2 Purpose of the Guide for Applicants

This guide provides practical information to potential applicants in preparing and submitting an application for the Irish Research Council Coalesce Research Fund. In addition, it provides a general overview of the Irish Research Council assessment process.

The Irish Research Council Coalesce Research Fund is governed by the particular Call Document underlying the award, and the Award Acceptance Form. The contents of this guide are for general information purposes and the assistance of applicants. In the event of any discrepancy arising between this guide and the Call Document/Acceptance Form, the latter will prevail.

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

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

Applicants who were previously registered on SmartSimple as mentors/supervisors, and are currently experiencing issues accessing the application form, should contact the COALESCE Team directly at projects@research.ie during office hours.

3 About the Irish Research Council

The mission of the Irish Research Council is to support excellence in research talent, knowledge and engagement, including by responding to emerging research and societal challenges and proactively assisting stakeholders to address complex issues. The Council's Strategic Plan 2020-2024 seeks to position the Council as a partner of choice nationally and internationally to support excellent research that addresses the challenges of our time. It also emphasises the importance attached by the Council to facilitating the sharing of research and innovations to the maximum extent possible. Government and policy-makers, enterprise and civil society are all key stakeholders with whom strong relationships with researchers are key. The COALESCE programme (Collaborative Alliances for Societal Challenges)

is a key driver supporting progress on the aforementioned strategic priorities and the fourth call under the programme is now being launched.

4 Context for the COALESCE Call

The mission of the Irish Research Council (IRC) is to support excellence in research talent, knowledge, and engagement, including by responding to emerging research and societal challenges and proactively assisting stakeholders to address complex issues. The [IRC's Strategic Plan 2020-2024](#) seeks to position the IRC as a partner of choice nationally and internationally to support excellent research that addresses the challenges of our time. It also emphasises the importance attached by the IRC to facilitating the sharing of research and innovations to the maximum extent possible. Government and policy-makers, enterprise and civil society are all key stakeholders with whom strong relationships with researchers are key. The COALESCE programme (Collaborative Alliances for Societal Challenges) is a key driver supporting progress on the aforementioned strategic priorities.

Ireland faces key social, environmental, and economic challenges, the complexity and scale of which have been heightened by the COVID-19 pandemic. Ireland shares a diverse range of societal challenges with the global community, whilst also facing more particular but no less pressing challenges such as the consequences of Brexit. The various challenges we share as nations are well-articulated, particularly in the form of the **2030 Agenda for Sustainable Development**, incorporating 17 goals. Horizon 2020 integrated societal challenges as a key pillar of the framework, and Horizon Europe has introduced a mission-based framework.

Ireland has a cross-governmental challenge-based approach through the **National Planning Framework (Ireland 2040)** and the associated National Development Plan. The framework sets out 10 National Strategic Outcomes (NSOs, see **Appendix 1**), the achievements of which are necessary to ensure prosperity, equality, a sustainable future, and protection of our natural environment, and the review and updating of the National Development Plan 2018-2027 is in progress, and the impact of COVID-19 has led to the launch of a national [Economic Recovery Plan](#). A sustainable, balanced, and inclusive economic recovery, alongside pre-existing challenges such as Brexit, digitalisation and decarbonisation are at the centre of the new plan. The approach to these challenges will include a new all-island focus with the government's **Shared Island** initiative.

The achievement of national or global goals will be challenging in themselves and will require an unprecedented level of collaboration and coordination both within the State and on an interjurisdictional basis. Given the myriad agencies that will be at the 'coal-face' in implementation of national plans, major opportunities for researchers to form new connections and links will emerge, regionally and locally, and, in doing so, will further demonstrate the value of the Irish research system as a national resource.

Excellent research across all disciplines has a major role to play in developing new knowledge and evidence, which policy-makers and practitioners can utilise to guide action and interventions on the path to successfully achieving national or international societal challenges. Maximising the

contribution of the research system in this regard requires a strong emphasis on building robust mechanisms to ensure the transmission and integration of knowledge and evidence into the policy and practice environment, including building the necessary relationships with the public sector, civil society, or elsewhere, to support this process.

5 Eligibility check

All applicants should check they are eligible to apply by carefully studying the 'COALESCE Eligibility Flowchart'.

5.1 COALESCE Research Funding Eligibility Flowchart

Do you currently hold, or have you previously held, an Irish Research Council Award?

Yes

- Please provide further details including the project end date

No

- **an applicant is eligible to apply.**

Were you a recipient of the Irish Research Council Research Development Initiative, Collaborative Research Project, Research Project Grant funding, or COALESCE?

Yes

- Please provide further details

No

Is this the resubmission of an unsuccessful application to COALESCE?

Yes

- please provide a short description as to how you have incorporated assessor feedback into this proposal

No

Are you an academic or researcher who, on the call deadline of 23rd November 2021, holds a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the 2021 Call Document) to carry out the proposed research from the project start date in Q3 2022 until the project end date?

Yes -An applicant is eligible to apply.

No -An applicant is **ineligible**.

Strand 2A Only: Is the identified co-PI on strand 2A a STEM academic or researcher who, on the call deadline, holds a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the 2021 Call Document) to carry out the proposed research from the project start, until the project end date?

Yes -an applicant is eligible to apply.

No -an applicant is **ineligible**.

Strand 1L Only: Are you an academic or researcher who has at least two years' experience as a PI, experience of collaboration with research consortia and/or national research development projects and who has a track record in the research area of the DHLGH-HC strand?

Yes -an applicant is eligible to apply.

No -an applicant is **ineligible**.

Strand 2A and 2B Only: Does any identified co-PI, academic or researcher, on the call deadline, hold a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the 2021 Call Document) to carry out the proposed research from the project start date, until the project end date?

Yes -An applicant is eligible to apply.

No -An applicant is **ineligible**.

Strand 2B Only: Are you an academic or researcher who has at least five years' experience as a PI, experience of collaboration with research consortia with an international focus and/or international research development projects and who has a track record in research under one or more of the DFA themes for this strand? Note: if the applicant is 3 years post-PhD and has won a New Foundations grant (DFA Strand), the applicant will be eligible. Applicants who are eligible under the latter caveat will need to demonstrate that they have the skills and experience to manage a project of this scale

Yes -an applicant is eligible to apply.

No -an applicant is **ineligible**.

Employment Status:

- Permanent
- Indefinite duration
- Fixed term contract
- Not currently employed

Strand 2B Only: Is the co-PI an academic or researcher who has at least three years' experience as a PI, experience of collaboration with research consortia with an international development focus and/or international research development project/s and who has a track record in research under one or more of the DFA themes for this strand?

Yes -an applicant is eligible to apply.

No -an applicant is **ineligible**.

Please specify your PhD graduation date

Note 1: As per the 2021 Call Document, applicants must hold a doctoral degree which was awarded no later than 31st May 2020 for applicants to Strands 1L and Strand 2A, and no later than 31st May 2017 for applicants to Strand 2B.

Note 2: For **Strand 2B**, if the applicant is 3 years post-PhD and has won a New Foundations grant (DFA Strand), the applicant will be eligible. Applicants who are eligible under the latter caveat will need to demonstrate that they have the skills and experience to manage a project of this scale.

For the purposes of this condition, a certified copy of the PhD graduation certificate will be taken into account and will be required upon conditional offer of award.

If you have not yet graduated, YOU MUST have all the requirements for the award of a doctoral degree, including the submission of the hardbound corrected thesis within the required timeline. Please indicate the year of submission below.

PhD graduation date (indicate date)

XX/XX/XXX

With respect to the earliest award (PhD or equivalent), do you require an extension to the eligibility window? Please see the Call Document for more information about eligible career breaks.

Yes - Date range of each career break, if more than one

No

Have you informed the Research Office in the (proposed) host institution of your intention to submit an application to the COALESCE Programme?

Yes -an applicant is eligible to apply.

No -an applicant is **ineligible**.

6 Using the OLS (Online System)

6.1 Registering as an applicant for the first time

Before you start, please ensure you are using the correct browser. The OLS can only be guaranteed to be fully operational on the following browsers:

Internet Explorer: version 11.0 and higher

Firefox download: two most recent versions*

Google Chrome download: two most recent versions*

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.


Internet Explorer **Compatibility Mode should **NOT** be enabled for access to SmartSimple, as some items such as icons displayed on buttons (Font Awesome) and other aspects of the system will not render correctly.

Next, add the ircapps@research.ie email address to your contacts/address book BEFORE you attempt the registration process.

Use the following link to take you to the 'Applicant registration page'

https://irishresearch.smartsimple.ie/s_signup.jsp?token=XVtQC1oGYFpfRxNZXxVSSIbSZklyGHY%3D

Please fill in the form as prompted.

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An Chomhairle um Thaighde in Éirinn

Applicant registration page

This is the first step of the application process. After you have completed and submitted this form you will receive an e-mail with a username and password which will enable you to access your Irish Research Council profile and start your application. If you have previously registered with this system there is no need to register again: You can login to your account at any time at the following address irishresearch.smartsimple.ie

* Prefix:

* Gender:

* Date of Birth (dd/mm/yyyy):

* First Name:

* Last Name:

* Email:

* Confirm Email:

* Phone:

* Address:

* City:

Post Code:

* Country:

Ireland

* Country of Citizenship:

* Area where you are ordinarily resident (EU/ Non EU):

Submit

6.2 Definition of ordinarily resident

The last field, 'Area where you are ordinarily resident (EU/Non-EU)' seeks to determine your EU status based on the country within which you have been resident for the last number of years.

Applicants deemed to be citizens of the EU are those 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. '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 should indicate that they are non-EU.

Once you have filled in all the requested details, click '**SUBMIT**'; the following screen will then be displayed:



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:

- confirm that you have successfully registered as an applicant to the Irish Research Council Online Application System (OLS). You only need to do this once.
- issue you with a username and password.

If you do not receive this email:

- Please check your SPAM FOLDER; and 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.

6.3 Using the OLS to create an application

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'.

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

Click on 'Application Overview' 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.

All participants **must** complete their forms through the OLS. 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 their application is submitted by the scheme deadline, 4 pm on 23rd November 2021. Applicants to Coalesce Research Fund may apply to more than one strand. Applying to more than one strand requires the applicant to create a new application per strand.

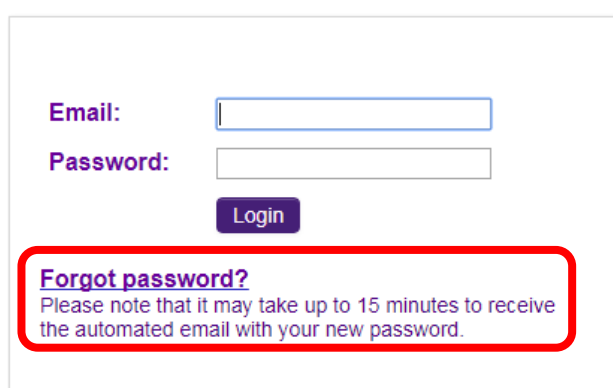
As detailed in the Call Document you should direct any queries about the scheme and application process to your Research Office. However, if you have a technical issue regarding the use of the OLS, please read these Guidelines and the FAQ document, both of which are available on our website www.research.ie. If your issue is not clarified through any of these mechanisms, only then should you email projects@research.ie with an outline of your query. Please include your Project ID, the browser you are using, and if appropriate, a screenshot of the OLS and any error messages.

6.4 To log in

Once you have received your username and password, access the OLS on the Irish Research Council website <https://irishresearch.smartsimple.ie/s/Login.jsp>

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

If you have misplaced your password, use the '**Forget Your Password? – Please Click Here**' 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 but it can take up to 15 minutes to receive.

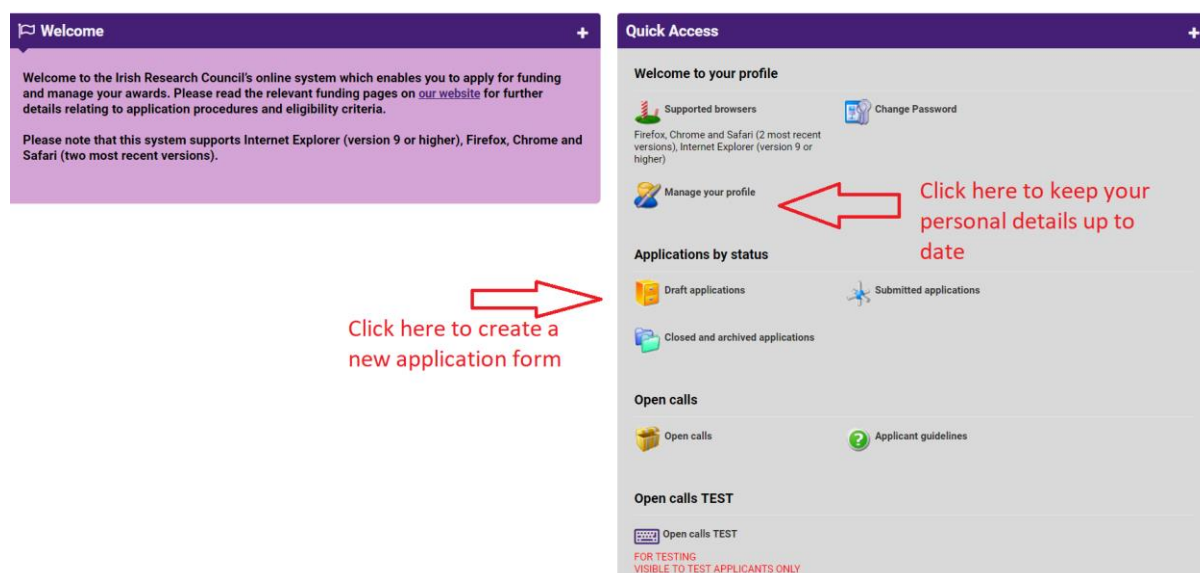


The screenshot shows a login form with two input fields: 'Email:' and 'Password:'. Below the 'Password:' field is a purple 'Login' button. At the bottom of the form, there is a red-bordered box containing the text 'Forgot password?' followed by a note: 'Please note that it may take up to 15 minutes to receive the automated email with your new password.'

**Click here if you have
lost or misplaced your
password**

6.5 Creating a new Application

When you log in, you will be presented with the following 'Home' screen:



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 the 'Manage your Profile' icon on this page.

Select 'Open Calls'; you will be presented with the following screen:

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	01/12/2021 16:00	08/12/2021 16:00	15/12/2021 16:00	Apply
EPS Postgraduate Application	Active	Draft	01/12/2021 16:00	08/12/2021 16:00	15/12/2021 16:00	Apply
Government of Ireland Postgraduate Scholarship	Active	Open	21/10/2021 16:00	04/11/2021 16:00	18/11/2021 16:00	Begin Eligibility Quiz
Employment Based Postgraduate Programme	Active	Draft	01/12/2021 16:00	08/12/2021 16:00	15/12/2021 16:00	Apply
Government of Ireland Postdoctoral Fellowship	Active	Open	21/10/2021 16:00	04/11/2021 16:00	18/11/2021 16:00	Begin Eligibility Quiz
COALESCE	Active	Draft	23/11/2021 16:00		30/11/2021 16:00	Apply Click here to apply

Select the appropriate Postdoctoral Application Type and then click 'Apply'.

Important System Note: If you enter information into the OLS application form and DO NOT SAVE before navigating away from the tabbed page, THIS INFORMATION WILL BE LOST! Also, you can click 'Application Overview' button on the application form to return to the summary page at the start of the application, but **DO NOT** use the browser back button at any stage as you may lose essential information.

In order to complete the application form, please answer the relevant questions in the 'Project – New Project' section.

At the beginning of the application select the Irish Research Body (i.e. [the Higher Education Institution 'HEI', or Research Performing Organisation, 'RPO'](#)) where you propose to be based for your project by selecting the 'Lookup' button;

Application details

Application type: Research for Policy and Society

Status: Draft

Create date: 15/09/2021 01:01:00

Application deadline: 2021-11-23 16:00:00 Ireland time

Project ID: COALESCE/2022/135

* Project title:

100 words left

Irish research body:

English translation:

Print form:

You will then be presented with the following screen:

Select Organisation

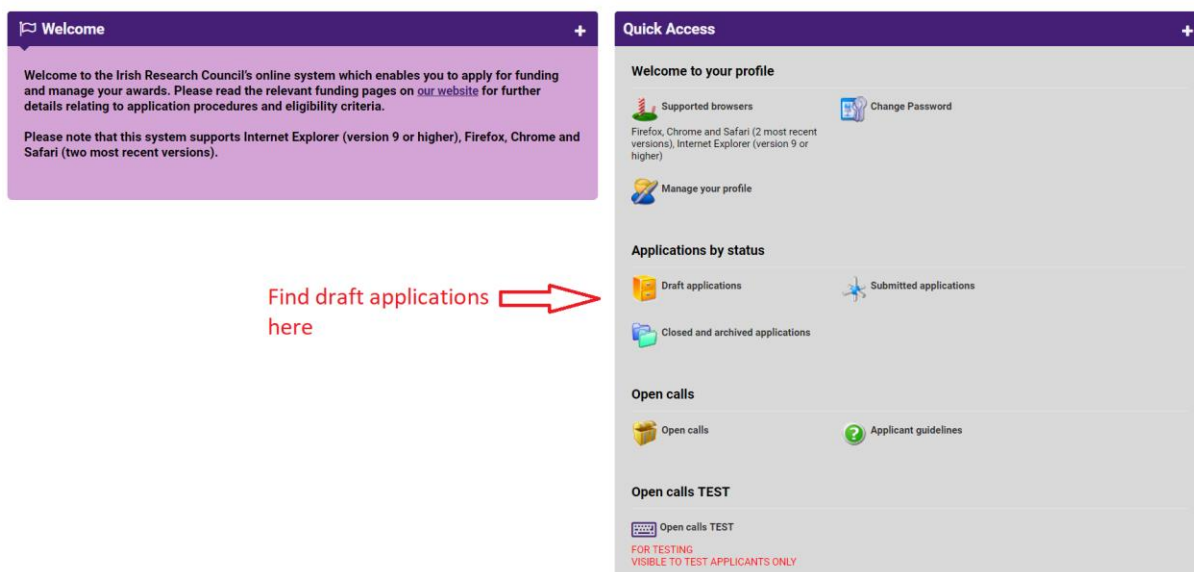
1-29 of 29

Organisation Name	Address	City
<input type="radio"/> Athlone Institute of Technology	,	
<input type="radio"/> Cork Institute of Technology	,	
<input type="radio"/> Dublin City University	,	
<input type="radio"/> Dublin Institute for Advanced Studies	,	
<input type="radio"/> Dun Laoghaire Institute of Art, Design and Technology	,	
<input type="radio"/> Dundalk Institute of Technology	,	
<input type="radio"/> Economic and Social Research Institute	,	Dublin
<input type="radio"/> Galway-Mayo Institute of Technology	,	
<input type="radio"/> Institute of Technology, Carlow	,	
<input type="radio"/> Institute of Technology, Sligo	,	
<input type="radio"/> Institute of Technology, Tralee	,	
<input type="radio"/> Letterkenny Institute of Technology	,	

Select the check box next to the relevant institution name. If you cannot find your Institution name, please contact the Research Office (RO) of your [HEI/RPO](#) to make sure they are registered in the Irish Research Council OLS.

6.6 Editing a draft application

You may log on, access, and edit your draft application as many times as you wish prior to the Applicant Deadline so long as the application has not been submitted and remains a 'Draft Application'. Edit your draft application by selecting the '**Draft Applications**' icon on your '**Home**' page. Then click on the 'Edit' button to the right of the screen.



This will bring you to the top of the **'Application Overview'** page of your draft application. This page will already be in edit mode which will allow you to add information to your draft application.

PLEASE NOTE: There are two buttons at the bottom of the screen labelled 'Save Draft' and 'Submit Application'. Take caution when saving your draft that you do not accidentally submit an incomplete application.

OVERVIEW PROJECT DETAILS ETHICAL STATEMENT PROJECT BUDGET ACADEMIC QUALIFICATIONS ETHICAL TABLE AND SEX/GENDER STATEMENT APPLICANT DETAILS >

▼ Application details

Application type: Research for Policy and Society

Status: Draft

Create date: 15/09/2021 01:01:00

Application deadline: 2021-11-23 16:00:00 Ireland time

Project ID: COALESCE/2022/135

* Project title:

100 words left

Irish research body:

English translation:

Print form:

Save draft

Save Draft Submit Application

Submit FINISHED complete application

6.7 Personal Details

Select whether your application is in Irish. You have the option to upload your own English translation. In order to do so you must first select 'Yes', then click 'Save Draft' at the bottom of the screen and then upload your document with the translation. The system will only accept documents in PDF format. If you do not wish to submit an English translation, then ignore the upload button that appears after you click 'Save Draft'.

The majority of details appearing in the 'Applicant Details' section lower down the page are populated based on the personal profile details entered when the Applicant registered at the beginning of this process.

Check that the 'Area where you are ordinarily resident (EU/non-EU)' is complete.

OVERVIEW PROJECT DETAILS ETHICAL STATEMENT PROJECT BUDGET ACADEMIC QUALIFICATIONS ETHICAL TABLE AND SEX/GENDER STATEMENT APPLICANT DECLARATIONS

Applicant details

Name: Fake Applicant 1

Email address: ircfakeapplicant1@gmail.com

Please select the gender you identify with: Female

Date of birth: 24/09/1986

Postcode: Dublin 4

* What is your nationality, i.e. your passport-issuing country?: Saint Helena

This section is automatically filled from your profile

Please provide the name of your passport-issuing country.

The above fields in the **Applicant Details** section are populated based on your personal profile. If you would like to update this section, please click **Save Draft** below and navigate back to the **Home** screen where you can find the **Manage Your Profile** icon.

* ORCID identifier:

ORCID is 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 recognized. You can register for an ORCID here: <https://orcid.org/register>.

6.8 Managing your personal details

Please note if you want to change any of your pre-populated personal details, navigate to your Home Page by clicking 'Home' on the top right-hand corner of the screen.

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Welcome: Fake Applicant

Home Profile | Logout

Project - USA

View

Applicant Details

Name: Fake Applicant2

Please select the gender you identify with: Female

Date of birth: 01/01/1990

Postcode: TEST


* What is your nationality, i.e. your passport-issuing country?:

The above fields in the **Applicant Details** section are populated based on your personal profile. If you would like to update this section, please click **Save Draft** below and navigate back to the **Home** screen where you can find the **Manage Your Profile** icon.


* ORCID identifier:

Then click on the 'Manage your Profile' icon:


Welcome to your profile



Supported browsers
Firefox, Chrome and Safari (2 most recent versions), Internet Explorer (version 9 or higher)



Change Password



Manage your profile

6.9 Completing the application

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

- Overview
- Project Details
- Ethical Statement
- Project Budget
- Academic Qualifications
- Ethical Table and Sex/Gender Statement
- Applicant Declarations

Within each tab there are sub-tabs which must be fully completed. There is helpful information available through pop-up boxes which appear when your cursor is hovered over particular questions.

* ORCID identifier:



Open "tool tips" by hovering over the question mark

* Do you currently hold, or have you ever held, an ORCID ID? Please give details of the award

☐ Yes
 ☐ No

ORCID ID provides a persistent digital identifier that distinguishes you from every other researcher. If you do not currently have an ORCID ID, please register for one at www.orcid.org and provide us with your unique 16-digit identifier without hyphens.

6.10 Completing the Overview Tab

In the second 'Applicant details' section on the Overview tab, applicants should answer applicable Yes/No questions relating to their eligibility to this programme.

All applicants must confirm that the information supplied in this application is correct.

* Do you currently hold, or have you previously held, an Irish Research Council Award? Please give details of the award

- ☒ Yes
☐ No

* Please provide further details including the project end date

500 words left

* Were you a recipient of the Irish Research Council Research Development Initiative, Collaborative Research Project, Research Project Grant funding, or COALESCE?

- ☒ Yes
☐ No

If yes, please provide further details

* Is this the resubmission of an unsuccessful application to COALESCE?

- ☒ Yes
☐ No

If yes, please provide a short description as to how you have incorporated assessor feedback into this proposal

300 characters left

* Are you an academic or researcher who, on the call deadline, holds a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the 2021 Call Document) to carry out the proposed research from the project start date in Q3 2022 until the project end date?

- ☐ Yes
☒ No

Please note that you are **INELIGIBLE** to apply to this scheme. As per the Call Document, an applicant must on the call deadline, hold a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the Call Document) to carry out the proposed research from the project start date until the project end date.

Strand 2A Only: Is the identified co-PI on strand 2A a STEM academic or researcher who, on the call deadline, holds a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the 2021 Call Document) to carry out the proposed research from the project start, until the project end date?

- ☐ Yes
☒ No

Please note that you are **INELIGIBLE** to apply to this scheme. As per the Call Document, an Applicant and an identified co-PI must on the call deadline, hold a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the Call Document) to carry out the proposed research from the project start date until the project end date.

Strand 1L Only: Are you an academic or researcher who has at least two years' experience as a PI, experience of collaboration with research consortia and/or national research development projects and who has a track record in the research area of the DHLGH-HC strand?

- ☐ Yes
☒ No

Please note that you are **INELIGIBLE** to apply to this scheme. As per the Call Document, an Applicant to Strand 1L must on the call deadline, have at least two years' experience as a PI, experience of collaboration with research consortia and/or national research development projects and have a track record in the research area of the DHLGH-HC strand.

Strand 2A and 2B Only: Does any identified co-PI, academic or researcher, on the call deadline, hold a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the 2021 Call Document) to carry out the proposed research from the project start date, until the project end date?

- ☐ Yes
☒ No

Please note that you are **INELIGIBLE** to apply to this scheme. As per the Call Document, an Applicant to Strand 2A must on the call deadline, be a STEM academic or researcher who holds a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the Call Document) to carry out the proposed research from the project start, until the project end date.

Strand 2B Only: Are you an academic or researcher who has at least five years' experience as a PI, experience of collaboration with research consortia with an international focus and/or international research development projects and who has a track record in research under one or more of the DFA themes for this strand? Note: if the applicant is 3 years post-PhD and has won a New Foundations grant (DFA Strand), the applicant will be eligible. Applicants who are eligible under the latter caveat will need to demonstrate that they have the skills and experience to manage a project of this scale

- ☐ Yes
☒ No

Please note that you are **INELIGIBLE** to apply to this scheme. As per the Call Document, an applicant to strand 2B and an identified co-PI must on the call deadline, have at least five years' experience as a PI, experience of collaboration with research consortia with an international development focus and/or international development research project/s with and a track record in research under one or more of the DFA themes for the strand.

*** Employment status**

- ☐ Permanent
☐ Indefinite duration
☒ Fixed term contract
☐ Not currently employed

Strand 2B Only: Is the co-PI an academic or researcher who has at least three years' experience as a PI, experience of collaboration with research consortia with an international development focus and/or international research development project/s and who has a track record in research under one or more of the DFA themes for this strand?

- ☐ Yes
☒ No

Please note that you are **INELIGIBLE** to apply to this scheme. As per the Call Document, an Applicant to Strand 2B and an identified co-PI must on the call deadline, have at least three years' experience as a PI, experience of collaboration with research consortia with an international development focus and/or international research development projects and a track record in research under one or more of the DFA themes for the strand.


*** Please specify your PhD graduation date.**

Note 1: As per the 2021 Call Document, applicants must hold a doctoral degree which was awarded no later than 31st May 2020 for applicants to Strands 1L and Strand 2A, and no later than 31st May 2017 for applicants to Strand 2B.

Note 2: For Strand 2B, if the applicant is 3 years post-PhD and has won a New Foundations grant (DFA Strand), the applicant will be eligible. Applicants who are eligible under the latter caveat will need to demonstrate that they have the skills and experience to manage a project of this scale.

For the purposes of this condition, a certified copy of the PhD graduation certificate will be taken into account and will be required upon conditional offer of award.

If you have not yet graduated, YOU MUST have all the requirements for the award of a doctoral degree, including the submission of the hardbound corrected thesis within the required timeline. Please indicate the year of submission below.

dd/mm/yyyy 

*** With respect to the earliest award (PhD or equivalent), do you require an extension to the eligibility window? Please see the Call Document for more information about eligible career breaks.**

- ☒ Yes
☐ No

Date range of each career break, if more than one:

*** Have you informed the Research Office in the (proposed) host institution of your intention to submit an application to this programme?**

- ☐ Yes
☒ No

Applicants must inform the Research Office of their intent to submit an application to this programme.

*** Select if you comply with ALL of the above eligibility requirements**

- ☐ I Agree

6.11 Completing the Project Details Tab

All applicants must indicate which funding strand they are applying to.

Please note: Applicants to Strand 2B planning to make an application to Horizon Europe should include this intention in the project description.

It is the applicant's responsibility to ensure that prospective proposals will contribute to the current evidence base and that the proposals do not duplicate current evidence.

All applicants must select a proposed award duration in number of months. Ensure that your choice is in line with the maximum project durations in the Call Document for your chosen strand.

All applicants must select the primary area, discipline, and other research area that relates to their proposal.

* Please select the appropriate funding strand for which you are applying

* Proposed award duration in number of months

Please consult the Irish Research Council's [Annex A](#) and [Annex B](#) for a description of what is covered in Primary Areas, Disciplines and Other Research Areas:

* Primary Area:

Other Research Area:


* Keywords describing proposed research (<10 words)

* Abstract. Please provide a short description of the proposed research project. The text should copy or closely reflect that provided in the Expression of Interest. Please note that the abstract will be shared with potential reviewers.

 **Abstract**

300 words left

* Lay Abstract. Please provide a short description of the proposed research project for a non-expert reader (300 words)

 **Lay abstract**

* Identify any project partners



* For 1L, outline the added value collaboration with the Strategic Funding Partner for this strand will bring to the project and the associated policy area. For 2A, outline of the value that collaboration with the STEM Co-PI on this strand will bring to the project. For 2B, outline of the value collaboration with the Strategic Funding Partner on this strand will bring to the project.



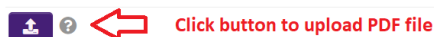
All applicants must provide a short description of their proposed research project.

All applicants must provide a short description of their proposed research project for a non-expert reader.

All applicants must also provide an outline of the value collaboration. For 1L, outline the added value collaboration with the Strategic Funding Partner for this strand will bring to the project and the associated policy area. For 2A, outline of the value that collaboration with the STEM Co-PI on this strand will bring to the project. For 2B, outline of the value that collaboration with the Strategic Funding Partner on this strand will bring to the project.

Methodology:	<ul style="list-style-type: none"> Describe the proposed methodology in detail, including as appropriate, key intermediate goals. Explain and justify the methodology in relation to the state-of -the-art, including any particularly novel or unconventional aspects addressing 'high-risk/high-gain' balance. Highlight any intermediate stages where results may require adjustments to the project planning.
CV – 2 pages max:	<ul style="list-style-type: none"> The CV should include the standard academic and research record including current funding awards. Applicants should comment on any actual or apparent overlaps with current funding awards to demonstrate that, if successful, there will be no double funding in respect of the same activities.
Outputs and Impact:	<ul style="list-style-type: none"> The potential impact of the proposed research project on the individual/team/research programme, including the potential for further research activity, the alignment with identified SDG/s and the Institutional/organisational research and teaching strategy. The possible impact on the teaching programme, including courses taught and students supervised or the potential impact on the development of capability in the Host Organisation. Plans for dissemination and knowledge exchange activities. In particular, the direct outputs envisaged, evidence of collaboration and impact on policy in the relevant area. Applicant(s)' research and other expertise relevant to the project proposal. Research achievements including current and previous research awards. Key Outputs including Publications (e.g. published reports, creation of data sets & databases, exhibitions, etc.) Evidence of previous evidence-based policy research.

* Detailed Project Description Upload



A 'Detailed Project Description' must be uploaded by all applicants. It can be uploaded in pdf only and cannot exceed 16 pages. **At least two of the 16 pages should be dedicated to providing a detailed description of methods and analysis to be used in the proposed project.** Methods and analysis should be clearly mapped onto overall objectives and proposed research question(s).

Further details including an information regarding the identification of a 'Steering Group or Advisory Committee', a 'Research Schedule' and a 'Data Management Plan' must also be provided in the 'Project Details' section.

Applicants should outline the step-by-step plan of action for their project, demonstrating how the stated research questions will be answered. This includes details of the project's location in existing literature, the methodology(ies) to be used, detailed implementation and dissemination plans, major project milestones and how intended project outputs and impact will be achieved.

Per Section 8.1 of the Call Document, the Data Management Plan must describe the data management life cycle for the data to be collected, processed and/or generated by a research project, as part of making research data *findable, accessible, interoperable and re-usable* (FAIR). See the Call Document for further details.

6.12 Completing the Ethical Statement

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 2021 [Call Document](#)).

OVERVIEW PROJECT DETAILS **ETHICAL STATEMENT** PROJECT BUDGET ACADEMIC QUALIFICATIONS ETHICAL TABLE AND SEX/GENDER STATEMENT APPLICANT DECLARATIONS

Ethical Statement

Please read carefully the section on Research Ethics in the Terms and Conditions.

* Does the research proposal outlined in this submission require approval by the relevant University/Institutional Ethics committee?

☒ Yes
☐ No

* If funded, any ethical issues relating to your proposed research programme will be subject to the rules and regulations of your Irish Host organisation. You must agree to abide by these rules and regulations, including any full ethical review which it requests prior to embarking on your research programme.

☒ I Agree to abide by the ethical rules and regulations of my proposed Host Organisation

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Save Draft Submit Application

6.13 Project Budget

All applicants must upload a detailed, itemised project budget with justification for the costs requested.

OVERVIEW PROJECT DETAILS ETHICAL STATEMENT **PROJECT BUDGET** ACADEMIC QUALIFICATIONS ETHICAL TABLE AND SEX/GE >

Budget: **Open Budget** ← Click this button to open the budget entry window

Eligible Costs:	Total cost requested for the full duration of the award:	Justification. Please provide itemised breakdown of costs and reason needed (justification fields cannot be left blank. Enter 'n/a' if necessary):
Personnel/Staff:		
Collaboration:		
Dissemination and Knowledge Exchange:		
Travel Costs:		

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Click button labelled ‘Open Budget’ to open itemised budget entry window.

Budget Details for COALESCE/2022/145

Eligible Costs:	Total cost requested for the full duration of the award:	Justification. Please provide itemised breakdown of costs and reason needed (justification fields cannot be left blank. Enter 'n/a' if necessary):
* Personnel/Staff:	0	
* Collaboration:	0	
* Dissemination and Knowledge Exchange:	0	
* Travel Costs:	0	
* Consumables: Maximum €2,000 on Strand 1L and Strand 2A; Maximum €5,000 on Strand 2B	0	
* Consultancy: Maximum €10,000 on Strands 1L, Strand 2A and 2B	0	
* Publications and Research Outputs:	0	
* Access to Research Infrastructure:	0	
* Overheads:		25% of direct cost excluding equipment.
* Equipment:	0	
Total:		

The bottom of this window also has advisory notes on staff costs and staffing requirements.

Advisory Note on Staff Costs Staffing Requirements	
Costs may include staff-replacement costs which facilitate participation in the project, but these must be clearly justified. All staff replacements ('buy-out' costs) must be accounted for according to approved Irish Research Council staff rates.	
IRC Staff Costs	1 Calendar Year
Academic Replacements (can be pro-rata)	These are used to alleviate the awardee's commitments and to facilitate their participation as a principal investigator. Costs may be requested to facilitate the reallocation of existing commitments of the awardee (e.g. teaching) in order that they can devote appropriate time and effort to successfully completing the award. A value equal to point 1 on the ILIA salary scale for postdoctoral researchers (excluding employer's pension contribution for members of the single pension scheme) may be charged to the project to facilitate the awardee's leadership of the project. If the existing academic commitments of the awardee are fully replaced, this money can be charged to the project in order to recruit one whole-time person, e.g. a postdoctoral fellow, to discharge the awardee's commitments. As part of the reporting requirements, the awardee will be required to report on how the replacement costs have been allocated.
Research Assistant (can be pro-rata)	HEIs should use the institutional researcher salary scale for research assistants and postdoctoral researchers. These costs must be clearly justified in the application form. The salary requested must include provisions for PRSI. As part of the award acceptance process, the Research Office must confirm that the requested salary is line with the institutional researcher salary scale and provide documentary evidence.
Postdoctoral Researcher (can be pro-rata)	HEIs should use the institutional researcher salary scale for research assistants and postdoctoral researchers. These costs must be clearly justified in the application form. The salary requested must include provisions for PRSI. As part of the award acceptance process, the Research Office must confirm that the requested salary is line with the institutional researcher salary scale and provide documentary evidence.
<p>The recruitment of any staff to this project must be openly recruited through public advertisement. Staff must be recruited for the specific project and awarded topic only.</p> <p>The only exception to this is the STEM Co-PI on strand 2A applications; due to being a named participant on the project, this post need not be advertised publicly.</p> <p>Other Eligible Research Expenses</p> <p>Please note that all research expenses must be strongly justified. Should a particular expense be insufficiently justified within an otherwise successful application, the Council reserves the right to remove/reduce this particular expense item at award-offer stage.</p> <p>A table of other eligible research expenses are set out below:</p>	
Expense Type	Eligibility Criteria
Collaboration	Please provide details of expenditure to be incurred in terms of collaborative activities, where relevant. These will primarily consist of travel, networking and/or dissemination activities and must be strongly demonstrated. Maximum of 10% of the overall budget
Dissemination	Details of costs proposed and channels to be used.
Travel Costs	Travel and accommodation costs may be included as part of the proposal. Details on the number and duration of trips being proposed are required. Every effort must be made to ensure that travel expenses are minimised (e.g. economy fares only).
Consumables	Maximum €2,000 on Strand 1L and Strand 2A; Maximum €5,000 on Strand 2B.
Consultancy	Maximum €10,000 on Strands 1L, Strand 2A and 2B
Overheads	These must NOT exceed maximum of 25% of modified direct costs . Overhead does not apply to equipment costs.
Equipment	Please provide details and justification for any items of equipment being sought. Computer equipment, fieldwork, data collection, archival and digitisation costs may be included under this heading. The Council will pay particular attention to any equipment sought (e.g. laptops, tablets, scientific tools etc.). Any such requests will require a strong rationale and an account of why such items might not be available to an applicant from any other source.

When finished entering your budgetary information, ensure that you click ‘Save’ **before** clicking ‘Close’ at the bottom of the window.

Other Eligible Research Expenses

Please note that all research expenses must be strongly justified. Should a particular expense be insufficiently justified within an otherwise successful application, the Council reserves the right to remove/reduce this particular expense item at award-offer stage.

A table of other eligible research expenses are set out below:

Expense Type	Eligibility Criteria
Collaboration	Please provide details of expenditure to be incurred in terms of collaborative activities, where relevant. These will primarily consist of travel, networking and/or dissemination activities and must be strongly demonstrated. Maximum of 10% of the overall budget
Dissemination	Details of costs proposed and channels to be used.
Travel Costs	Travel and accommodation costs may be included as part of the proposal. Details on the number and duration of trips being proposed are required. Every effort must be made to ensure that travel expenses are minimised (e.g. economy fares only).
Consumables	Maximum €2,000 on Strand 1L and Strand 2A; Maximum €5,000 on Strand 2B.
Consultancy	Maximum €10,000 on Strands 1L, Strand 2A and 2B.
Overheads	These must NOT exceed maximum of 25% of modified direct costs . Overhead does not apply to equipment costs
Equipment	Please provide details and justification for any items of equipment being sought. Computer equipment, fieldwork, data collection, archival and digitisation costs may be included under this heading. The Council will pay particular attention to any equipment sought (e.g. laptops, tablets, scientific tools etc.). Any such requests will require a strong rationale and an account of why such items might not be available to an applicant from any other source.

Click SAVE before closing the window → Save Clear Close ← After clicking SAVE, click close

6.14 Academic Qualifications

All applicants must provide details of their academic qualifications. Successful applicants will be required to provide official transcripts/parchments before awards are confirmed.

All applicants must also provide additional information regarding relevant research achievements since beginning a career as a researcher (since you completed the degree that qualifies you to embark on doctoral studies in Ireland or in the country of the proposed secondment/placement).

OVERVIEW PROJECT DETAILS ETHICAL STATEMENT PROJECT BUDGET **ACADEMIC QUALIFICATIONS** ETHICAL TABLE AND SEX/GENDER STATEMENT APPLICANT DECLARATIONS

Doctoral Degree

Or degree equivalent to the Doctoral Degree level 10 on the Irish National Framework of Qualifications NQF, see <http://www.nfq-poi.com/index.html>

* Qualification Type and Name:

* Institution:

* Country:

* Supervisor:

* Doctoral thesis title:

* Abstract:

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Other Education

Please provide any additional information relevant to your academic background which should include the name, location and dates for each relevant course listed. For major awards provide also equivalency of the degree to the [Irish National Framework of Qualifications](#).

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Research Achievements

Please provide any additional information regarding your relevant research achievements since beginning a career as researcher (since you completed the degree that qualifies you to embark on doctoral studies in Ireland or in the country of the proposed secondment/placement).

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6.15 Ethical Table and Sex/Gender Statement

All applicants must answer Yes/No questions in this section concerning the ethics of their proposed research. For further information on ethics eligibility see the Call Document.

Ethics Issues Table

1. HUMAN EMBRYOS / FOETUSES

* Does your research involve Human Embryonic Stem Cells (hESCs)?

- ☒ Yes
☐ No

* Will they be directly derived from embryos within this project?

- ☒ Yes
☐ No

* Are they previously established cells lines?

- ☒ Yes
☐ No

* Does your research involve the use of human embryos?

- ☒ Yes
☐ No

* Will the research lead to their destruction?

- ☒ Yes
☐ No

* Does your research involve the use of human foetal tissues / cells?

- ☒ Yes
☐ No

2. HUMANS

* Does your research involve human participants?

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Sex/Gender Dimension Statement

All applicants to Council schemes are required to complete the Sex/Gender Dimension statement in the application. This is also a requirement for Horizon Europe proposals. Please refer to Appendix 5 'Guidance on the Sex/Gender Dimension Statement' of the 2021 COALESCE Call Document, which summarises the Toolkit Gender in EU-funded research¹, for help on how to do this.

Sex / Gender Dimension Statement

Please read carefully Appendix 5 - Sex/Gender Dimension in Research in the Call Document for help in answering this question.

Does your proposed research programme involve any of the following?

1. Humans as the research focus.
2. Animals as the research focus.
3. Human samples and/or data.
4. Humans involved as consumers, users, patients, or in trials.
5. Research on animals, animal samples and/or data.
6. Research outputs with implications for end users or consumers.

If your proposed research programme involves one of the above, note that your proposed research may have a potential biological sex or social gender dimension.

- ☐ Yes
☐ No

* If you have answered NO to the questions above, please explain why there is no potential biological sex and/or gender dimension to be considered in your proposed research. If you have answered YES to the questions above, indicate how potential biological sex and/or gender issues will be handled. In particular, you are asked to reference the points mentioned in the 'Checklist for sex/gender in research content' in the Irish Research Council's Call Document.

6.16 Applicant Declarations and Submission

All applicants must answer the questions on this tab and confirm that all information provided is accurate before submission.

¹ http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf

OVERVIEW
PROJECT DETAILS
ETHICAL STATEMENT
PROJECT BUDGET
ACADEMIC QUALIFICATIONS
ETHICAL TABLE AND SEX/GENDER STATEMENT
APPLICANT DECLARATIONS

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

☒ Yes
☐ No

* I hereby declare that I have read and accept the Applicant requirements as set out in the Terms and Conditions on the Irish Research Council [WEBSITE](#)

☒ I Agree

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

☒ I Agree

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[Save Draft](#)
[Submit Application](#)

Once you have completed this page, click ‘Save Draft’. From this point, you will be able to navigate back and edit other sections of the application, return to your application at a later point, or submit your application by clicking ‘Submit Application’. **Please note, once you submit your application, you will no longer be able to edit it or upload documents.**

7 Assessment Process

Applications deemed eligible by the Irish Research Council will be assigned to international remote reviewers. Those found ineligible will not proceed to the assessment phase. When all remote reviewers are complete, a short list of applications will be compiled. These applications will pass into the next phase of assessment. An international panel will assess the shortlisted applications. For more in-depth information, please refer to Appendix 4 ‘Evaluation Procedures and Criteria’ of the Call Document.

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

8 Notification and feedback

Once the assessment process is complete, applicants will be informed of the outcome by email and their status will be updated on the OLS. The Executive 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 IAB 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 the Council compromise the confidentiality of a reference submitted to the Council.

9 Information for successful award holders

Once recommended for funding, successful applications will appear in the OLS as ‘conditional’. 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 Call Document for this Scheme.

The conditional offer is subject to the Acceptance Form being signed by the successful award holder, the HEI, and returned to the Council on time. It is also subject to any other required documentation (e.g. academic transcripts, collaboration agreements) being supplied to the Council in a timely fashion.

9.1 Submission of Ethical Approval, a Data Management Plan and a Research Agreement

If successful in the competition, a full ethical report and approval from an ethical review committee will need to be received by the Council within six months of the start date. As ethical review committees only meet sporadically each year, it is recommended that applicants start thinking about this process early.

A detailed Data Management Plan (DMP) will need to be submitted with the first progress report at six months after the commencement of the project. The DMP should describe the data management life cycle for the data to be collected, processed and/or generated by a research project. As part of making research data findable, accessible, interoperable, and re-usable (FAIR), a DMP should include information on:

- the handling of research data during and after the end of the project;
- what data will be collected, processed and/or generated;
- which methodology and standards will be applied;
- whether data will be shared/made open access. If data cannot be made available, explain why;
- how data will be curated and preserved (including after the end of the project).

For further information and advice concerning DMPs, see sections 8.1: Data management plans and Appendix 7 of the COALESCE 2021 Call Document.

Where more than one institution is involved in an award, a Research Agreement must be submitted before the award can commence.

10 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 research², 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.

² http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf

10.1 A Summary from the 'Toolkit Gender in EU-funded research'

The best possible research validity: If research takes into account 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 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.

10.2 Checklist for Sex and/or Gender in Research content

Research ideas phase:

- If the research involves humans as research objects, has the relevance of biological sex and/or gender to the research topic been analysed?

- If the research does not directly involve humans, are the possibly differentiated relations of men and women to the research subject sufficiently clear?
- Have you reviewed literature and other sources relating to differences in the research field?

Proposal phase:

- 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?
- Does the proposal explicitly and comprehensively explain how sex/gender issues will be handled (e.g. in a specific work package)?
- Have possibly differentiated outcomes and impacts of the research on women and men been considered?

Research phase:

- Are questionnaires, surveys, focus groups, etc. designed to unravel potentially relevant sex and/or gender differences in your data?
- 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:

- 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?
- Are institutions, departments and journals that focus on gender included among the target groups for dissemination, along with mainstream research magazines?
- Have you considered a specific publication or event on sex/gender-related findings?