{Print on the official letterhead of the institution and delete this text. Letters not submitted on official institution letterhead and/or not signed will render the Laureate’s application incomplete}

**Application for an Irish Research Council Starting or Consolidator Laureate Award 2021/22 by [insert applicant’s initial/s and surname]: Letter of Endorsement**

**Part A** to be read, completed, and confirmed by the **Head of** **School, Department or equivalent** in the proposed host institution of the awardee.

**Parts B-E** to be read, completed, and confirmed by the **Vice President for Research or equivalent** in the higher education institution proposed to host the awardee.

**Both parties** (Vice President for Research or equivalent, and Head of School, Department or equivalent) must sign the declaration at the end of this document.

**Part A: Commitment to host by School, Department or equivalent** (to be read, completed, and confirmed by the **Head of School, Department or equivalent**)

Name of School, Department or equivalent:

I hereby confirm that the above-named School, Department or equivalent in [insert institution name], having considered the application of [insert applicant’s initial/s and surname] to the Irish Research Council Starting and Consolidator Laureate Awards 2021/22, endorses the application as meeting a standard of excellence both in respect of the research proposal and the applicant.

[insert applicant’s initial/s and surname] is invited to hold the award in the above-named School, Department or equivalent, should they be successful. The School, Department or equivalent agrees to provide [insert applicant’s initial/s and surname] with the support necessary to successfully complete an award as an Irish Research Council Laureate.

By endorsing this application, the School, Department, or equivalent confirms its satisfaction with the calibre of the applicant in relation to European Research Council (ERC) standard. I also confirm on behalf of the School, Department, or equivalent that, if the applicant is selected as a Laureate, they will be supported in making an application to the ERC, as is a requirement of the Laureate programme.

**Part B: Employment status** (to be read, completed, and confirmed by the **Vice President for Research or equivalent**)

I hereby endorse [Insert applicant’s initial/s and surname] in their application for an Irish Research Council Laurate Award (2021/22) on behalf of [insert institution name], the proposed host institution for the award.

I confirm on behalf of [insert institution name] one of the following by marking ‘X’ in the relevant box:

[Insert applicant’s initial/s and surname] is, at the time of application to the Irish Research Council 2021/22 Starting and Consolidator Laureate awards programme:

* **Category 1:** a permanent member of staff in the institution

* **Category 2:** a member of staff in the institution with a contract of employment and who, if successful, will be employed by the institution as host for the duration of the Laureate award
* **Category 3:** not a member of staff in the institution but who, if successful, will be employed by the institution as host for the duration of the Laureate award

**Part C: Endorsement of application** (to be read, completed, and confirmed by the **Vice President for Research or equivalent**)

I hereby confirm by signing this letter the following:

1. [Insert institution name] has checked and confirmed the eligibility of the applicant to apply.
2. [Insert institution name] confirms that the applicant is, or will be, upon receipt of a Laureate Award, recognised as an employee of the institution for the duration of the award.
3. The above-named applicant, if successful, will be located on a whole-time basis in [insert institution name] for the duration of the award.
4. The requested budget is consistent with institutional policies.
5. The infrastructure required to undertake the research project will be made available to the applicant by [insert institution name], if successful.
6. The relevant ethical approval has been, or will be, sought and fully considered within six months of the commencement date of an award.
7. If sought, the transfer of a Laureate Award to another eligible research institution will be allowed – subject to the approval of the Council.
8. [insert institution name] is satisfied as to the applicant’s standards of research conduct and integrity and/or confirms the above named applicant will complete appropriate training to satisfy said standards within six months of the commencement date of an award.
9. Where a finding of bullying, harassment and/or sexual harassment has been upheld against the applicant and there is a current disciplinary sanction or warning in place, an appropriate risk assessment has been performed by [insert institution name] (or will be performed, if successful in obtaining a Laureate Award).

**Part D: Funding of employment costs** (to be read, completed, and confirmed by the **Vice President for Research or equivalent**)

This section should only be completed for applicants identified as belonging to either **Category 2 or Category 3** in part B above **only**.

Should [insert applicant’s initial/s and surname] be successful in securing a Laureate award and be designated as an Irish Research Council Laureate, I confirm by signing this letter that any resulting new contract of employment awarded to the Laureate by [insert institution name], or where an awardee’s existing contract covers the duration of the award, that they will be funded by the Laureate award to a maximum of 50% of their gross salary. The remaining portion of the awardee’s employment costs will be covered by the host institution or other specified means (e.g. other research grants/funds). If a portion of the awardee’s salary (50% or more) comes from other research grants/funds for the duration of the award, this must be in line with the individual terms and conditions of the other funding agency.

**Part E: Commitment to host by research institution** (to be read, completed, and confirmed by the **Vice President for Research or equivalent**)

Should [insert applicant’s initial/s and surname] be successful in securing a Starting or Consolidator Laureate award and be designated as an Irish Research Council Laureate, this institution hereby commits to hosting the award for its duration. In particular, in hosting the award, [Insert institution name] gives an undertaking to:

1. Ensure that the research project will be directed and performed under the guidance of the Laureate.
2. Guarantee the Laureate’s academic independence, in particular for the:
	1. Use of the budget to achieve the project objectives;
	2. Authority to publish as senior author and invite as co-authors those who have contributed substantially to the work;
	3. Preparation of progress reports (narrative and financial) for the project;
	4. Recruitment and supervision of the other team members (hosted and engaged by the [insert institution name] in line with the profiles needed to conduct the research and in accordance with its normal policies and practices;
	5. Possibility to independently apply for funding; and
	6. Access to appropriate space and facilities for conducting the research.
3. Provide for the duration of the project research support to the Laureate and the team members regarding infrastructure; equipment; access rights; products and other services necessary for conducting the research.
4. Support the Laureate and their team and provide administrative support, in particular for the successful execution of:
	1. General management of the work;
	2. Reporting milestones, including providing timely and clear financial information, as required by the Irish Research Council.
5. Ensure that the Laureate adheres to all terms and conditions associated with the award.
6. Allow the transfer of the award to a new institution following formal application for such and subsequent approval by the Council.
7. Ensure that the holder of a Laureate Award will be permitted to devote at least 25% of their working time to the Council funded project.
8. Provide the Laureate with a copy of this signed Agreement.

**I understand that if any part of this document is submitted incomplete, it will render the entire application ineligible.**

Yours sincerely,

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| --- | --- |
| : | : |
| Signature of Head of School, Department or equivalent in School, Department or equivalent proposed to host the research (above)  | Signature of Vice President for Research or equivalent (above) |
| Print name: | Print name: |
| Position:  | Position:  |
| Date: | Date: |

Institutional Stamp: