



**Develop interdisciplinary approaches to health crises collaboratively 'DOROTHY' – CO-FUNDED BY MARIE SKŁODOWSKA-CURIE ACTIONS, IRISH RESEARCH COUNCIL, HEALTH RESEARCH BOARD AND ENVIRONMENTAL PROTECTION AGENCY**

**2022**

**TERMS AND CONDITIONS**

**2022**



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

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This document, in conjunction with the relevant call document, the Letter of Offer and the Irish Research Council’s policies and procedures, set out the general Terms and Conditions for DOROTHY COFUND Fellowship awards. The Irish Research Council reserves the right to amend this document. Awardees will be notified of amendments which will be posted on the Irish Research Council and DOROTHY COFUND websites.

## 1. **DEFINITIONS**

- 1.1 **IRC** shall mean Irish Research Council and lead agency.
- 1.2 **EPA** shall mean Environmental Protection Agency and joint cofunding agency.
- 1.3 **HRB** shall mean Health Research Board and joint cofunding agency.
- 1.4 **Associated country (AC)** shall mean a country which is not a European Union (EU) member state, and which is associated with Horizon 2020. A list of ACs is published by the European Commission and is available online.<sup>1</sup>
- 1.5 **DOROTHY COFUND** is the project title for 'DevelOp InteRdisciplinary apprOaches to Health crises collaboratively', co-funded by Horizon 2020 Marie Skłodowska-Curie Actions and by three Irish agencies (Irish Research Council (IRC), Health Research Board (HRB) and Environmental Protection Agency (EPA)).
- 1.6 The **DOROTHY team** refers to the Programme Coordinator (PC), Programme Manager (PM) and Outreach Officer (OO), employees of the Irish Research Council.
- 1.7 **Experienced researcher (ER)** is a person in possession of a doctoral degree or a person with at least four years of full-time equivalent research experience at the time of the call deadline.
- 1.8 **Fellow** or **DOROTHY fellow** shall mean the person awarded a DOROTHY fellowship. DOROTHY fellows will be Marie Skłodowska-Curie fellows.
- 1.9 **Fellowship** or **DOROTHY fellowship** refers to a research fellowship funded under the Horizon 2020 'DevelOp InterdisciplinaRy apprOaches to Health crises collaboratively' programme, co-funded by Marie Skłodowska-Curie Actions, the IRC, HRB and EPA as outlined in the Letter of Offer.
- 1.10 **Full-time equivalent research experience** is measured from the date when a researcher obtained the degree which would formally entitle them to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited.
- 1.11 **The funders** refer to the IRC, HRB and EPA acting jointly.
- 1.12 **Funding term** shall mean the period between the official start date and agreed end date of the fellowship.
- 1.13 **Higher Education Institution (HEI)** For the purpose of these fellowships, a HEI in Ireland must be within the meaning of Section Fifty-Three of the Higher Education Authority Act, 2022; and/or approved for the purposes of the Free Fees Initiative; and/or in receipt of some other form of public funding from the Department of Further and Higher Education, Research, Innovation and Science. A list of eligible Irish HEIs is provided on the IRC's website.<sup>2</sup>
- 1.14 **Host organisation** shall refer collectively to any main host organisation, and any outgoing host organisation.
- 1.15 **Ireland** shall for the purpose of the scheme mean the Republic of Ireland.
- 1.16 **Main host organisation** shall mean the recognised HEI in Ireland or Research Performing Organisation which will be employing the fellow for the entire duration of the fellowship and where the fellowship will be held.
- 1.17 **Main supervisor** shall mean the person responsible for supporting and supervising the fellow and ensuring the academic quality of the research produced under the

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<sup>1</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/3cpart/h2020-hi-list-ac\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf)

<sup>2</sup> <https://research.ie/funding/eligible-higher-education-institutions-and-research-performing-organisations/>

fellowship. The main supervisor should be an academic staff member of the main host organisation and should be expected to be employed by the main host organisation for the entire duration of the fellowship. Academic supervisors are permitted to support more than one fellow.

- 1.18 **Outgoing host organisation** shall mean the recognised HEI outside Ireland that is hosting the fellow for the outgoing phase.
- 1.19 **Outgoing phase** shall mean the mandatory outgoing of the fellow to their outgoing host organisation outside of Ireland for 18 months of the DOROTHY fellowship. The outgoing phase is mandatory.
- 1.20 **Outgoing supervisor** shall mean the person or persons employed by the outgoing host organisation and designated by the outgoing host organisation as being responsible for supporting and supervising the fellow in relation to the outgoing host organisation's involvement in the fellowship.
- 1.21 **Research Executive Agency (REA)** is a funding body created by the European Commission. REA manages a large share of Horizon 2020, including Marie Skłodowska-Curie Actions.
- 1.22 **Research performing organisation (RPO)** For the purposes of DOROTHY fellowships, an eligible RPO is one that possesses an existing in-house capacity to carry out research that materially extends and enhances the Irish research base and is in a position to demonstrate an independent capability to undertake and lead research projects/programmes, as approved by the IRC. A list of eligible RPOs is provided on the IRC's website.<sup>3</sup>
- 1.23 **Research project** shall mean the research work proposed by the fellow in their DOROTHY COFUND application and evaluated as per the procedures set by the funders.
- 1.24 **Return phase** shall mean the second half (month 19 to 36) of the DOROTHY fellowship, during which the fellow is embedded with their main host organisation. The return phase is mandatory.
- 1.25 **Secondment** shall mean an optional temporary assignment of the fellow to the placement partner organisation as approved by the IRC, to engage in the fellowship research, career and training development activities while embedded within the placement partner organisation. Placements are taken within the duration of the fellowship and do not constitute an extension. Placements are subject to mobility requirements as specified in Clause 5.1.
- 1.26 **Secondment supervisor** shall mean the non-academic partners that will offer training and secondment opportunities to DOROTHY fellows.
- 1.27 **Supervisory panel** refers to the team supervising the fellow, consisting of a main supervisor, an outgoing supervisor, a mentor and a secondment supervisor if relevant.
- 1.28 **Time of recruitment** shall mean the deadline by which the Interview Panel approves the final ranking list.

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<sup>3</sup> <https://research.ie/funding/eligible-higher-education-institutions-and-research-performing-organisations/>

## **2. INTRODUCTION TO THE FUNDERS**

**THE IRISH RESEARCH COUNCIL**, established as an associated agency of the Department of Further and Higher Education, Research, Innovation and Science under the aegis of the Higher Education Authority and having its Registered Office at 3 Shelbourne Buildings, Crampton Avenue, Ballsbridge, D04 C2Y6 (hereinafter referred to as “IRC”).

**THE HEALTH RESEARCH BOARD**, an entity established under the health (Corporate Bodies) Act 1961, whose address is Grattan House, 67-72 Lower Mount Street, Dublin (hereinafter referred to as “HRB”).

**THE ENVIRONMENTAL PROTECTION AGENCY** is an independent public body established under the Environmental Protection Agency Act, 1992, whose address is PO Box 3000, Johnstown Castle Estate, Wexford, Y35 W821 (hereinafter referred to as “EPA”).

The **IRC**'s mandate is:

- To fund excellent research within, and between, all disciplines, and in doing so to enhance Ireland's international reputation as a centre for research and learning.
- To support the education and skills development of excellent individual early-stage researchers and to cultivate agile independent researchers and thinkers, while offering a range of opportunities which support diverse career paths.
- To enrich the pool of knowledge and expertise available for addressing Ireland's current and future needs, whether societal, cultural or economic, and to deliver for citizens through collaboration and enabling knowledge exchange with Government departments and agencies, enterprise and civic society.
- To provide policy advice on postgraduate education, and on more general research matters, to the Higher Education Authority (“HEA”) and other national and international bodies. In giving the IRC this role, Government requested that particular attention be given to the Arts, Humanities and Social Sciences.

The **HRB**'s mission is to improve people's health, patient care and health service delivery in Ireland by:

- leading and supporting excellent research by outstanding people within a coherent health research system; and
- generating knowledge and promoting its application in policy and practice.

The **EPA** has a wide range of functions to protect the environment, and their primary responsibilities include:

- Environmental licensing
- Enforcement of environmental law
- Environmental planning, education, and guidance
- Monitoring, analysing, and reporting on the environment
- Regulating Ireland's greenhouse gas emissions
- Environmental research and development
- Strategic environmental assessment
- Waste management
- Radiological protection.

### **3. DESCRIPTION OF FELLOWSHIP**

DOROTHY COFUND will recruit, train and launch the careers of 25 excellent fellows *via* two research calls (cohort 1 & 2), through 36-month fellowships (18 months overseas and 18 months in Ireland).

- 3.1 Postdoctoral researchers from all disciplines will be eligible (e.g., epidemiology and population health; environmental science, ecology and environmental health; engineering of materials; biotechnology; biomedical science; psychology; economics; health inequality; health communication, health protection and health promotion; digital technology; anthropology; law; politics; philosophy; and medical humanities), as long as their research projects fall **within the remit of public health crises**.

DOROTHY COFUND's goals are to:

- Support fellows' career development, through excellent training and supervision and mentoring, and prepare them for future career opportunities by means of the exceptional skills and timely and topical experience that will be gained through these fellowships.
- Create a critical mass of well-networked experts, from all disciplinary areas, who will be fully able to engage with the Irish and EU innovation ecosystem, through the set-up of an innovative multidisciplinary research and training platform. These individuals will be trained to tackle future public-health crises in ways that will lead to positive societal impact.
- Promote the dissemination and communication of impactful research beyond traditional academic channels, targeting policymakers and the population at large, with the objective of contributing to resourceful and resilient societies.
- Pioneer an innovative multidisciplinary approach to the way public health crises is understood and tackled. As they are broad-ranging and complex phenomena, with multi-issue implications, solutions cannot prescind from the cooperation between disciplines, sectors and research areas. DOROTHY COFUND, which shows the feasibility of that, aims to become a replicable template for multidisciplinary, international and intersectoral training approaches.

### **4. STRUCTURE AND VALUE OF FELLOWSHIP AWARDS**

4.1 While the award is made to the individual fellow, the fellowship fund is administered through the appropriate office within the fellow's main host organisation.

4.2 The value of the DOROTHY fellowship will consist of the following components<sup>4</sup>:

- 4.2.1 Payment to the main host organisation for the fellow's **living allowance**<sup>5</sup>, in the amount of (€3,740\*12) per annum.

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<sup>4</sup> Note that the living allowance, mobility allowance and family allowance are subject to certain statutory deductions. Fellows are advised to liaise with their proposed main host organisation in Ireland to ascertain the applicable deductions.

<sup>5</sup> This payment includes the statutory employer's pension and PRSI contributions.

- 4.2.2 Payment to the main host organisation for the fellow's **mobility allowance** in the amount of € (905\*12) per annum.
- 4.2.3 Payment to the main host organisation for the fellow's **family allowance** in the amount of €6,000 per annum, where applicable<sup>6</sup>.
- 4.3 Each fellow's gross allowances will total to €55,740 (without family allowance) and €61,740 (with family allowance) annually. This gross amount also includes the employers' cost, namely employer's pension (-20%; applicable to living allowance only) and pay-related social insurance (PRSI) (-11.05%; applicable to all allowances). No fellow will earn an annual gross salary lower than €44,028 (without family allowance) or €49,428 (with family allowance).
- 4.4 Payment to the main host organisation for the fellow's eligible **direct research, training, and networking costs** to enable the fellow to carry out the fellowship will be in the amount of €8,400 per annum for a total of €25,200 over three years. Eligible direct research, training and networking costs include essential research supplies such as small consumables; pay-as-you-go access to national research infrastructure; software and hardware critical for the research to be obtained in the first year of the award; archival research costs; books and journals; conference travel and participation; generic and/or specialist disciplinary skills training; dissemination and communication and other costs such as publishing and write-up costs. Only eligible vouched expenses necessary for implementation of the fellowship, incurred within the funding term and invoiced during the funding term will be funded. Stipends for students, salary for research assistants or similar salary costs are not eligible direct research costs under the scheme.
- 4.5 Reasonable expenses related to attending DOROTHY COFUND training events, including travel and accommodation during the outgoing phase, will be covered by the programme. A dedicated 'COFUND training costs' heading, €100 p/m, has been included in the programme budget and will be managed at central level.
- 4.6 Paid maternity/paternity leave will be in line with the IRC's policy as outlined in Clause 9.3.
- 4.7 The maximum that can be spent in any year of a DOROTHY fellowship is the relevant annual allowances as specified in the offer letter, plus any unspent balance of eligible direct research support expenses carried over from the previous year of the fellowship if applicable. Apart from this, funds may not be carried forward from one year to the next.
- 4.8 Funding will be provided only for the implementation of the research project as presented in the application form. If any substantial departures from this are intended or become apparent, the prior consent of the IRC must be sought. Such requests may be independently peer-reviewed and the IRC's decision on whether to approve the proposed change(s) will be final.
- 4.9 Expenses related to activities that occur outside the funding term are not eligible under the fellowship.

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<sup>6</sup> Family is defined as persons linked to the researcher by (i) marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country where this relationship was formalised; or (iii) dependent children who are actually being maintained by the fellow.



- 4.10 Half-way through each fellowship (i.e., after 18 months), and at the end of each fellowship, the main host organisation must submit a mid-term and final financial report. **Upon request, the main host organisation must provide a detailed breakdown of fellowship expenses.**

### ***Taxation***

- 4.11 The fellowship will be subject to Irish Revenue Law.
- 4.12 Compliance with Irish laws and national regulations on taxation will be a matter for resolution between the fellow, the main host organisation, and the Irish Revenue Commissioners.<sup>7</sup>

## **5 CONDITIONS OF THE FELLOWSHIP**

### ***Mobility Requirements***

- 5.1 Fellows must engage in international mobility. Following the MSCA IF-Global Fellowship model, all DOROTHY COFUND projects start with an outgoing phase in an institution outside of Ireland. Fellows must relocate to the country of their proposed outgoing phase, integrating themselves in the outgoing phase host team in the outgoing host organisation.
- 5.2 Fellows must be affiliated with an eligible Higher Education Institution in Ireland or an eligible Research Performing Organisation.<sup>8</sup>
- 5.3 Fellowships may not be held or continued at any organisation other than the host organisations and with the supervisors specified in the application form.
- 5.4 During the fellowships, fellows must maintain an actual presence within the appropriate unit in their respective host organisation and must reside within a reasonable travelling distance of the relevant host organisation.
- 5.5 The IRC requires that fellows have regular and sufficiently frequent contact with their main supervisor, outgoing supervisor and, where applicable, non-academic secondment supervisor.
- 5.6 The fellow will be issued a specific purpose or fixed term contract, full time for a duration of 36 months, which will cover the entire duration of the fellowship, including the outgoing phase to a non-Irish HEI, the return phase to the Irish HEI and non-academic secondment(s) where relevant.
- 5.7 While the IRC expects fellows to complete their research at the main host organisation and outgoing host organisation originally proposed, the IRC recognises that exceptional circumstances may call for a change of location or of a supervisor. In these cases, the

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<sup>7</sup> Some useful information on salary deductions and taxation can be found at

[http://www.citizensinformation.ie/en/employment/starting\\_work\\_and\\_changing\\_job/starting\\_work/](http://www.citizensinformation.ie/en/employment/starting_work_and_changing_job/starting_work/)

<sup>8</sup> <https://research.ie/funding/eligible-higher-education-institutions-and-research-performing-organisations/>



fellow and the proposed new supervisor, main host organisation and outgoing host organisation must write to the IRC stating the case for the change. The IRC will examine the submission on its merits and respond with a decision on whether funding will continue in the new circumstances.

- 5.8 DOROTHY COFUND is aligned with the following principles of the [European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers](#) (Charter and Code): research freedom, ethical principles, professional responsibility and attitude, accountability, good practice in research, dissemination and exploitation of results, public engagement, supervision and managerial duties, and continuing professional development. In addition, all eligible institutions must be in compliance with the HEA Statement on Athena SWAN Charter in Ireland.<sup>9</sup> Excellent working conditions (such as maternity leave, exceeding national standards), will be offered to all fellows. Contracts issued by the main host organisation must be aligned with Charter and Code.

### ***Training and Career Development Plan***

- 5.9 Each fellow will have a supervisory panel, consisting of a main supervisor, an outgoing supervisor, and a secondment supervisor if relevant, all chosen freely by the fellow. A description of the chosen supervisors shall be included in the proposal. The main role of supervisory panels will be: i) monitoring fellows' progresses ii) providing hands-on training and top-class advice iii) performing skills auditing and supporting the identification of pertinent training opportunities iv) advising on appropriate dissemination, exploitation, and communication outputs (e.g., journal articles, conferences, policy briefs, public talks) v) by endorsing the 'DOROTHY Supervisory Charter', aligning excellent (and consistent) supervisory practices. Whenever possible, the supervisory panels must be gender balanced.
- 5.10 All supervisory panels will include a mentor. The mentor can be from any sector and has the role to advise the fellow on career development and fellowship strategies. The mentor (to be identified within three months from the start of the fellowship) must act as an independent and authoritative figure. In case of conflict between the fellow and any of the supervisors, the mentor will act as a first point for conflict resolution (should that not be resolute, the DOROTHY COFUND ombudsman should be contacted).
- 5.11 Supervisory panels will support the DOROTHY fellows in identifying training needs, particularly those relevant to public health crises research, and consequently in drafting a Career Development Plan (CDP) in the first month of their fellowship. Supervisory panels will help identify training opportunities offered by both the outgoing and return host (and secondment host if relevant). Such opportunities should be about both research skills and transferable skills (e.g., leadership skills, IP management, presentation skills). Fellows also have the possibility to follow relevant courses (e.g., methodology, discipline-specific advanced training) at their host organisations. Ultimately, in drafting their CDP, fellows should facilitate alignment between fellowship activities (research, training, output) and long-term career plans and training needs.
- 5.12 The career development plan shall be treated as a live document, to be revised, updated, and submitted to the IRC every six months. The supervisors will assist the fellow in approaching the CDP as a living document (deliverables, such as publications, communication activities and completed research activities must be clearly indicated).

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<sup>9</sup> <https://hea.ie/assets/uploads/2019/07/HEA-Statement-on-Athena-SWAN-Charter-in-Ireland-.pdf>

The fellow will be primarily responsible for reviewing their career development plan, with the support of the supervisory panel. Templates and detailed instructions will be circulated.

- 5.13 Each fellow will embark on a training programme that includes individual training (including the non-academic secondment) and programme-wide training.
- 5.14 The individual training plan shall be included in the applicant's proposal and evaluated at recruitment stage.
- 5.15 All fellows will discuss with their supervisory panel the possible exploitation venues for their project outcomes, also in an inter-disciplinary and intersectoral fashion.
- 5.16 Where a relevant training opportunity is not available at the main or outgoing host organisation, availing of it elsewhere will be treated as an eligible cost. It is expected that each fellow will complete at least two relevant training modules (or equivalent) per year of employment.
- 5.17 In terms of research ethics training, all DOROTHY fellows will need to complete the research ethics Epigeum online training, available in all HEIs in Ireland.
- 5.18 DOROTHY COFUND will include four training events and a conference, which will be held in Ireland. In-person attendance at these events is mandatory. Failure to do so might result in the suspension of the fellowship. Final dates will be communicated with no less than three months' notice, to allow fellows to make all necessary arrangements.
- 5.19 Reasonable travel and accommodation expenses to attend these training events (including the travel costs of fellows to the training events during the outgoing phase) will be reimbursed by DOROTHY COFUND (by a dedicated fund). Fellows and their HEIs are responsible for submitting the relevant claim form in due time.
- 5.20 The IRC may require the fellow to attend training sessions, research events, meetings and similar as arranged by the funders. In addition to these obligatory events, DOROTHY fellows, in consultation with their supervisory panel, are encouraged to identify suitable training and networking events.

### ***Communication and Dissemination Activities***

- 5.21 The DOROTHY team will draft the DOROTHY COFUND 'Communication, Dissemination and Exploitation (CDE) Strategy', which will be reviewed annually, with the help of the CDE Board.
- 5.22 DOROTHY fellows, with the support of their supervisory panel, will be responsible for including dissemination activities in line with the DOROTHY COFUND dissemination strategy in the CDE section of their CDP (to be revised every six months), specifying initiatives and expected outcomes. This section will be reviewed by the CDE Board and Research Excellence Board which will come back with suggestions and recommendations where appropriate.
- 5.23 Also, insights and main trends will be shared by the DOROTHY COFUND Programme Manager with the Steering Committee and the other management bodies.

- 5.24 All individual dissemination strategies should include the following activities: peer-review articles, conferences, participation in intersectoral events and knowledge-transfer activities with the outgoing phase and return phase host team.
- 5.25 Throughout their fellowship all fellows should publish no fewer than three scholarly outputs (e.g., journal articles, book chapters, conference proceedings).
- 5.26 Fellows will be expected to attend no fewer than four conferences, both in Ireland and abroad, over the lifetime of the fellowship.
- 5.27 It is recommended that fellows should publish two policy briefs relevant to public health crises (targeted to policymakers) and at least six blog posts, to be published on the DOROTHY COFUND website at regular intervals.
- 5.28 Fellows will disseminate their project results mainly through peer-reviewed articles and contributions to relevant scientific or policy conferences. When relevant for the project, they will also disseminate their findings to policy makers, industry and other non-academic actors through appropriate means such as articles, presentations or participations in workshops and roundtables.
- 5.29 Fellows will be encouraged to use DOROTHY COFUND social media outlets for the dissemination of their findings.
- 5.30 In addition, each fellow will engage in Transfer of Knowledge activities at the start of the fellowship in the outgoing host organisation, and at the start of the return phase in the main host organisation in the form of a workshop or lecture.
- 5.31 The DOROTHY CDE Strategy will include clear recommendations for impactful communication of fellows' research in public health crises to wider audiences: target audiences (e.g., senior citizens, school children, citizens' associations, environmentalist groups, groups of patients), initiatives (e.g., interactive presentations, workshop-style activities, Q&A sessions, stands at science festivals) and minimum targets. This is to assist fellows, who will be expected to hold no fewer than four impactful events throughout the fellowship, two during the outgoing phase and two during the return phase.

### ***Dissemination of Results and Open Access Policy***

- 5.32 All fellows will adhere to the principles of Open Access. Supervisory panels should advise the fellow on the most appropriate Open Access publication route, as per H2020 guidelines.<sup>10</sup>
- 5.33 The fellow must – as soon as possible – disseminate results of their research by disclosing them to the public by appropriate means (other than those resulting from protecting or exploiting the results), including in scientific publications (in any medium).

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<sup>10</sup> [https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/open-access\\_en.htm](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/open-access_en.htm)

- 5.34 Open access to scientific publications will be governed by the rules relating to the placement of research publications and outputs in open access repositories as applicable under the Model Grant Agreement governing the fellowships scheme<sup>11</sup> and under the IRC's Open Access Policy.<sup>12</sup>
- 5.35 It is accepted that there will be recognised instances in which full compliance with Clause 5.32 might not be feasible – in this instance the fellow should contact their main supervisor for advice.
- 5.36 The fellows must ensure open access (free of charge online access for any user) to all peer-reviewed scientific publications relating to the results of research conducted during their fellowships. In particular, they must:
- as soon as possible, and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in a repository for scientific publications.
  - aim, moreover, to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications.
  - ensure open access – via the repository – to the deposited publication at the latest
    - on publication, if an electronic version is available for free via the publisher, or
    - within six months of publication (twelve months for publications in the social sciences and humanities) in any other case.
  - ensure open access – via the repository – to the bibliographic metadata that identify the deposited publication.<sup>13</sup> The bibliographic metadata must be in a standard format and must include all of the following:
    - the terms "Marie Skłodowska-Curie Actions"
    - the project name, acronym and grant number
    - the publication date and length of embargo period
    - a persistent identifier
- 5.37 Fellows are encouraged to adhere to H2020 Programme Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020.<sup>14</sup>

### ***Additional Duties Outside the Remit of the Fellowship***

- 5.38 Fellows must be fully dedicated to the research training activities of their fellowship, as detailed in their CDP.
- 5.39 Fellows must engage full time in fellowship-related activities during the funding term.
- 5.40 Extra activities (e.g., teaching, involvement in grant writing activities, occasional consultancy) are an essential means for building a well-rounded research profile and are considered suitable activities under the fellowship.

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<sup>11</sup> [https://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-cofund-mono\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-cofund-mono_en.pdf)

<sup>12</sup> [https://research.ie/assets/uploads/2017/05/IRC\\_Open\\_Access\\_Policy\\_Final.pdf](https://research.ie/assets/uploads/2017/05/IRC_Open_Access_Policy_Final.pdf)

<sup>13</sup> [http://research.ie/assets/uploads/2017/05/irc\\_open\\_access\\_policy\\_final\\_1.pdf](http://research.ie/assets/uploads/2017/05/irc_open_access_policy_final_1.pdf)

<sup>14</sup> [https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/oa\\_pilot/h2020-hi-oa-pilot-guide\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf)

5.41 Engagement by the fellow in extra activities is permitted where it is included in the Training and Career Development Plan, and under the following conditions:

- extra activities have been discussed with the supervisory panel and have been deemed relevant to the research funded by the fellowship; and
- the overall extent of extra activities (contact and non-contact hours combined) does not exceed a total of 50 hours per academic term.

5.42 The IRC will monitor extra activities, which must be reported in the CDP.

### ***Additional Awards***

5.43 The fellowship is not intended to substitute for or to augment funds available under programmatic research actions. It may be held in conjunction with other externally funded travel or equipment grants provided that:

- Should the fellow apply for further funding to another source, they will state as part of that application (whether or not the fellow is required to do so) that they hold a DOROTHY fellowship and will notify the IRC prior to submitting the application.
- The value of other funding is not more than €20,000 in any given year during the lifetime of the fellowship. However, the funders recognise that, from time to time, awards which exceed this limit may independently recognise the outstanding merit of an awardee during the term of the fellowship. In such circumstances, fellows are advised that in *exceptional cases*, and then only on a case-by-case basis, they may hold such major personal awards in conjunction with the funding provided by the DOROTHY fellowship. The acceptance of such further awards during the term of the fellowship is subject to the *prior* approval of the funders.
- Fellows who have other sources of funding (other than through paid employment) such as travel grants, etc. must inform in writing the appropriate offices in their main host organisation and the IRC about the amount and source of the funding. This information must also be recorded in the required progress reports. This applies to research funding received before or during the life of the fellowship.

5.44 Tax issues which may arise from such awards are a matter for the individual fellow and not the IRC or the main host organisation.

### ***Knowledge Transfer***

5.45 The IRC encourages the commercialisation of research output as outlined in the National IP Protocol 2019<sup>15</sup> and in 'Putting public research to work for Ireland: Policies and procedures to help industry make good use of Ireland's public research institutions (2012)'.<sup>16</sup>

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<sup>15</sup> <https://www.knowledgetransferireland.com/ManagingIP/National-IP-Protocol/>

<sup>16</sup> <https://www.enterpriseireland.com/en/Research-Innovation/Companies/IPP-Putting-publicresearch-to-work-for-Ireland.pdf>

- 5.46 In line with Horizon 2020, the IRC does not make any claim to intellectual property arising from the fellowship.
- 5.47 The host organisations must establish rules and procedures for protecting and managing any intellectual property arising during the fellowship as applicable and set these in a written agreement (Clause 10.4). These rules and procedures must be in accordance with the applicable national guidelines and Horizon 2020 requirements as stipulated in the Model Grant Agreement governing the fellowships scheme.<sup>17</sup>
- 5.48 Applications for protection of results including patent applications must include acknowledgement of funding under Marie Skłodowska-Curie Actions.

### ***Research Ethics***

- 5.49 The DOROTHY COFUND programme is not in a position to award funding for research activity under any of the following prohibited areas:
- human cloning for reproductive purposes;
  - genetic modification of human beings that could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be funded);
  - creation of, or use of, human embryos or human embryonic cells/tissues for the purpose of research, including by means of somatic cell nuclear transfer.
- 5.50 All DOROTHY fellowship-related activities must have exclusive focus on civil applications.
- 5.51 The DOROTHY COFUND programme is committed to the maintenance of high ethical standards in the research that it funds.
- 5.52 The host organisations must have in place clear ethical guidelines and assurance procedures designed to manage research under their direction.
- 5.53 The main host organisation is responsible for ethical approval/monitoring of the DOROTHY fellowship.
- 5.54 Fellows should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as outlined in the applicable national, sectoral or institutional codes of ethics.
- 5.55 Fellows are required to give careful consideration to ethical issues which may arise in the course of their research.
- 5.56 If ethical issues arise in their research, fellows are required to submit a written statement to the IRC to the effect that full consideration has been given to the ethical implications of the research proposal. This statement must also outline the fellow's proposed resolution of the ethical issue(s) arising.

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<sup>17</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-cofundmono\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-cofundmono_en.pdf)

- 5.57 Where a fellow's research proposal requires approval by the main host organisation's Ethics Committee, or the equivalent body in their main host organisation, written evidence of such ethical approval is required by the IRC before activities for which ethical approval are required commence, but no later than three months after the start date of the fellowship.
- 5.58 The host organisations and fellows must make sure that the research complies with all national and international regulation requirements governing the use of sensitive materials or processes, for example (and not intended to be a complete list): radioactive isotopes, ionising radiation, laboratory animals or other animals, pathogenic organisms, genetically manipulated organisms, toxic and hazardous substances, and research on human subjects and human embryos.
- 5.59 DOROTHY fellowships are also governed by the fundamental ethical principles of Horizon 2020.<sup>18</sup> Horizon 2020 rules take precedence over national rules.
- 5.60 If access to archival material in private custodianship, or archival material with restricted access is required for the project, successful applicants will be required to provide written evidence of appropriate permission to consult such material as a part of award acceptance documentation.

## **6 RESEARCH INTEGRITY**

- 6.1 All host organisations must ensure that the highest quality of research conduct is maintained.
- 6.2 The main host organisation must ensure that there are formal, fair and effective processes in place for the investigation of allegations of research misconduct (for example, plagiarism, falsification or fabrication of data, improper data selection, misuse of research funds) when they arise. These processes, together with the agreed procedures for investigating allegations of research misconduct, must be transparent and clearly publicised. The systems in place to manage research misconduct should also align with the basic principles that underpin all research integrity and good practice as outlined in the national policy statement 'Ensuring Research Integrity in Ireland'<sup>19</sup> and in the 'European Code of Conduct for Research Integrity' (revised edition 2017).<sup>20</sup>

### ***Publications and Acknowledgement of the Funders and European Commission Funding***

- 6.3 Fellows are expected to discuss their publication plans with their supervisory panel and give them notice of forthcoming publications.

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<sup>18</sup> [https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics\\_en.htm](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm)

<sup>19</sup> <https://www.iaa.ie/wp-content/uploads/2021/04/National-Policy-Statement-on-Ensuring-Research-Integrity-in-Ireland.pdf>

<sup>20</sup> <http://www.allea.org/wp-content/uploads/2017/05/ALLEA-European-Code-of-Conduct-for-Research-Integrity-2017.pdf>



- 6.4 All dissemination activity and publicity in any form must be in accordance with the DOROTHY COFUND Terms and Condition and DOROTHY COFUND Acknowledgement of Funding policy.
- 6.5 All dissemination and publicity in any form must include:
- the EU emblem
  - the following text: “This project has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No 101034345.”
  - acknowledgement of the funding received from the Irish Research Council, the Health Research Board, the Environmental Protection Agency and Marie Skłodowska-Curie Actions and include the respective logos.
  - the DOROTHY COFUND logo.
- 6.6 When displayed with other logos, the EU emblem must have appropriate prominence.
- 6.7 The awardee is required to notify the IRC in advance of their participation in any significant events associated with the research award, including public dissemination of the research, or media coverage of same. Advance notification should be made by emailing dorothy@research.ie.

## **7 FINANCE**

### ***Payment of Fellowship***

- 7.1 Subject to the compliance of the fellow, supervisors, and main host organisation and outgoing host organisation with these Terms and Conditions, and subject to the receipt by the DOROTHY team of satisfactory reports on the progress of the fellowship, the fellowship will be paid to the fellow’s main host organisation, in two yearly instalments, beginning with the first instalment after the fellowship commences.
- 7.2 All amounts payable in respect of DOROTHY fellowships are made to the fellow’s main host organisation. The DOROTHY team does not transfer any monies directly to the fellow or to the outgoing host organisation.
- 7.3 The main host organisation will coordinate payment of the award to the fellow. It is the responsibility of the fellow to contact the relevant research office (or equivalent) at the main host organisation regarding the administration of the fellowship fund.
- 7.4 The fellow, in collaboration with their main supervisor, is responsible for appropriate financial planning and spending.
- 7.5 Payment of a DOROTHY fellowship is wholly subject to the continued receipt of funding by the IRC from the Department of Further and Higher Education, Research, Innovation and Science, the other funders, and the REA. In the event of such funding being reduced or discontinued, neither the Department of Further and Higher Education, Research, Innovation and Science nor the IRC will be under any liability to provide funding or to compensate a fellow for any reduction or cessation of such funding.

## ***Financial Accountability***

- 7.6 The main host organisation is responsible for and accountable for the proper use of the fellowship fund for the entire duration of the fellowship.
- 7.7 The IRC reserves the right to ask the external auditors of the main host organisation for confirmation that:
- the annual accounts of the main host organisation are up to date and have been approved by the auditors without qualification
  - the management letter from the auditors raised no matters that did or could significantly affect the administration of fellowships
  - monies received under the fellowship have been used for the purpose for which they were awarded.
- 7.8 The IRC reserves the right to commission audits of the participating main host organisation for financial or other compliance. The main host organisation undertakes to fully facilitate these reviews.
- 7.9 The funders accept no responsibility, financial or otherwise, for expenditure or liabilities arising out of work carried out under the fellowship. The main host organisation must fully indemnify the funders against all such expenditure or liabilities and against any actions, proceedings, costs, damages, expenses claims and demands arising including, in particular, but without limitation, any claims for compensation for which the main host organisation may be liable as an employer or otherwise, or any claims by any person in relation to any intellectual property.
- 7.10 The main host organisation will return all unspent funds to the IRC at the end of the funding term.

## **8 REVIEW OF PROGRESS**

- 8.1 The IRC attaches considerable importance to procedures for monitoring research performance and ensuring effective progress under the fellowship.
- 8.2 The fellow will be required to submit a comprehensive report annually, with a shorter report submitted midway through the year.
- 8.3 The host institution shall ensure that the awardee and their supervisory team submits the required progress reports promptly and, where applicable, within the period specified by the IRC. If there are exceptional reasons which will cause a delay in the submission of any report, including the final report, a written request to extend the deadline may be made to the IRC before the due date passes. The timely submission of these reports is a condition of the continuation of the fellowship.
- 8.4 The format for these reports is available from the DOROTHY team, and will include but will not be limited to:
- a financial update
  - an explanation of the fellow's implementation of the CDP

- an outline of research progress and outputs
  - an outline of outreach activities, and of the impact of the research to date.
- 8.5 The fellow must submit an initial and subsequently six-monthly revised CDP, using the template provided by the programme team, as part of their progress reports.
- 8.6 All fellows will discuss with their supervisory panel their CDP, their research progress and outputs, possible exploitation venues for their project outcomes, including in an interdisciplinary and intersectoral fashion, and their outreach activities.
- 8.7 The supervisory panel will not have reporting duties. However, they are responsible for informing the DOROTHY team if the fellow leaves their host organisation or is not dedicating sufficient time or effort to the fellowship.
- 8.8 Reports will be requested by the IRC and submitted by the fellow to the IRC, in the manner requested by the IRC.
- 8.9 Such reports, combined with other evidence of attainment, such as formal institutional approval, are a condition of the continuation of funding.
- 8.10 All CDPs will be annually reviewed in full by the Research Excellence Board, and partially by the Training Board and the CDE Board, which will issue recommendations as appropriate. If the committees have concerns about the bi-annual revision of the CDP, the fellow will be informed through the dedicated feedback session. If appropriate, these parties will suggest reinforced monitoring mechanisms.
- 8.11 At the start of their fellowship (within three months), fellows will need to submit a Data Management Plan (DMP), in agreement with Horizon 2020 guidelines<sup>21</sup> and best practices (the NORF Framework<sup>22</sup>). All data must be designed and maintained in accordance with the FAIR principles<sup>23</sup>, and will be Findable, Accessible, Interoperable and Reusable. Data must be deposited in institutional repositories, discipline-specific repositories or in an EU-funded repository such as Zenodo or OpenAire. The DMP will be developed with the assistance of the supervisory panel. Fellows will be required, as part of their periodical CDP revision, to update their DMPs.
- 8.12 If the fellow does not submit progress reports on time, or if the IRC receives an unsatisfactory progress report or evaluation, the fellow will be informed of same. The fellow will be allowed to resubmit an amended report. The IRC reserves the right to convene a review committee to evaluate the fellowship to date in accordance with the deliverables outlined in the original proposal to the IRC (including the research plan, proposed outputs, and the career development plan).
- 8.13 If a review committee is convened by the funders, this committee can draw as necessary on disciplinary inputs from experts who have acted as evaluators. The IRC will provide feedback to the fellow indicating one of the three outcomes below:

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<sup>21</sup> [https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management\\_en.htm](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm)

<sup>22</sup> <https://norf.ie/>

<sup>23</sup> <https://www.go-fair.org/fair-principles/>

- report satisfactory in all respects and continuation of fellowship confirmed
- report deficient in some areas and specific actions for resolution indicated with a defined time period
- report indicates evidence of unsatisfactory progress, and the fellowship may be suspended or terminated.

8.14 Should concerns remain, even after feedback and further monitoring of progress, the committee may recommend the IRC to suspend or terminate the fellowship where it deems necessary following review of the foregoing information and reports.

8.15 All fellowships may be subject to an external research audit and financial audit.

8.16 The fellow must contact the appropriate office in their main host organisation if they have any concerns about their fellowship. Where such concerns are related to the outgoing host organisation's involvement in the fellowship, the fellow must initially address such concerns with their outgoing supervisor. Where such concerns are related to the secondment placement partner organisation's involvement in the fellowship, the fellow must initially address such concerns with their secondment supervisor. If concerns continue, the fellow should contact the IRC directly.

8.17 It is the responsibility of the fellow to inform the IRC of any change of address, telephone, or email within two weeks of such a change. This should be done *via* the fellow's profile page on the online system. For ease of contact, fellows are requested to use a single email address for all correspondence from application to award and for the duration of the fellowship.

8.18 Fellows are required to provide follow-up contact details for the purpose of researcher career tracking in their final report or as otherwise requested by the IRC. The IRC will periodically carry out a destination survey of those who have received and completed fellowships, and the fellow shall agree to cooperate in responding thereto. Where a fellow's contact details change post completion of their award, the fellow is asked to provide updated details via their profile page on the online system.

8.19 Fellows are required to complete and submit an evaluation questionnaire (at the end of the fellowship) and a follow-up questionnaire (two years later) provided by REA.

## **9 DEFERRAL, SUSPENSION AND TERMINATION**

### ***Deferral or Suspension of Fellowship***

9.1 Fellowships may not be deferred or suspended other than for eligible career breaks. Eligible career breaks include maternity leave, paternity leave, adoptive leave, prolonged sick leave and carer's leave. Provision of documented evidence of an eligible career break will be required if a deferral or suspension is to be granted. A template form will be available for the purpose of requesting a deferral or suspension. The decision is at the discretion of the IRC whose decision on the matter will be final.

9.2 Where there is an agreed suspension of the fellowship, the IRC can consider fellows' requests for no-cost extensions beyond the funding term.

## **Maternity Leave**

- 9.3 DOROTHY fellows will be entitled to paid maternity/parental leave.
- 9.4 Fellows wishing to take maternity/parental leave can request a suspension of their award for all statutory periods allowed by Irish legislation. A template request form is available for the purpose of requesting approval from the IRC. Once approved, the fellowship will be suspended for the relevant period of time and a new award end date will be calculated. The IRC must be informed, in writing, of the expected commencement date of maternity leave at least four weeks in advance.
- 9.5 Fellows should contact their main host organisation regarding their intended parental leave.
- 9.6 Fellows should contact the Department of Social Protection directly to ascertain whether they are entitled to maternity benefits.
- 9.7 All fellows will receive full payment for the 6 months of statutory maternity leave.
- 9.8 The IRC's Policy on Leave for Parents & Carers is available on the website.<sup>24</sup>

## **Termination of Fellowship**

- 9.9 The funders recognise that for personal, professional or other reasons a fellow may wish to terminate their fellowship prematurely. This action should not be taken without *prior* consultation with the IRC.
- 9.10 Should a fellow be unable for any reason (including medical reasons) to pursue their fellowship in accordance with these Terms and Conditions and with the approved fellowship application, the fellow and main supervisor must, as soon as possible, inform the IRC and the research office (or equivalent) in the main host organisation. Where an early termination is to occur during the fellow's outgoing phase in the outgoing host organisation, the fellow must also liaise with their outgoing supervisor. Where an early termination is to occur before or during the fellow's non-academic secondment, where applicable, the fellow must also liaise with their secondment supervisor. The fellow must do this no later than within two weeks of such a situation coming to their attention. In such situations, the IRC will have regard to the usual conventions of the fellow's main host organisation. However, given the basis on which fellowships are awarded, the IRC reserves the right to withdraw the fellowship.
- 9.11 Where the fellow intends to prematurely terminate the fellowship, the IRC will require evidence of progress in implementation of the fellowship to the date of departure.
- 9.12 In the event that the relevant committees deem the fellow's progress inadequate, the IRC may pursue the main host organisation for reimbursement of the amounts expended.

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<sup>24</sup> [https://research.ie/assets/uploads/2017/05/IRC-Policy-on-Leave-for-Parents-and-Carers\\_April-2022.pdf](https://research.ie/assets/uploads/2017/05/IRC-Policy-on-Leave-for-Parents-and-Carers_April-2022.pdf)

- 9.13 If the fellow terminates a fellowship, the IRC is not responsible for continuing to pay funds to the main host organisation. The IRC may seek to recover some, or all the funds allocated or used.
- 9.14 The IRC reserves the right to suspend or terminate the fellowship and/or require reimbursement by the main host organisation if in the opinion of the IRC there has been a material breach of the Terms and Conditions as outlined in this document.

## **10 RESPONSIBILITIES OF HOST ORGANISATIONS**

- 10.1 Employment and working conditions for the DOROTHY fellows must be aligned with Irish employment conditions and with the 'European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers'<sup>25</sup>, including but not limited to working conditions, recognition of the profession and equal opportunities. In addition, the fellowship must be administered in line with Athena SWAN Charter in Ireland<sup>26</sup>. Excellent working conditions (such as maternity leave, exceeding national standards in Ireland), will be offered to all fellows.
- 10.2 Host organisations must have the capacity to provide professional guidance and mentoring to the fellow and provide access to experimental facilities or data as relevant to the fellowship.
- 10.3 Host organisations are required to provide the facilities and access to the equipment needed for the fellow to carry out the research, ensuring that all items of equipment and materials provided for the fellowship are adequately maintained and are accessible on reasonable terms and conditions as apply to other researchers/staff members.
- 10.4 A written agreement covering confidentiality, publication, intellectual property rights, transfer of funding from the main host organisation to the outgoing host organisation and conditions of the fellow's secondment (if applicable), including the fellow's rights and responsibilities vis-à-vis the outgoing host organisation and other aspects of the fellowship as applicable, must be in place between the main host organisation and the outgoing host organisation before the fellowship can commence. The terms of any such agreement must not conflict with those outlined in this document.
- 10.5 A copy of the written agreement between the main host organisation and the outgoing host organisation must be made available to the IRC before the fellowship commences.
- 10.6 A written agreement in relation to optional secondments should be in place where intellectual property is likely to arise from the fellowship. It is a matter for the main host organisation to determine whether such an agreement is needed to address other aspects of the fellow's secondment depending on specific circumstances, such as duration of the placement, its location, etc.
- 10.7 Host organisations must obtain and comply with all necessary and statutory permissions laid down by local and national authorities in relation to protecting the environment, preventing pollution and ensuring wider societal health and safety protection.

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<sup>25</sup> <https://euraxess.ec.europa.eu/jobs/charter>

<sup>26</sup> <https://hea.ie/assets/uploads/2019/07/HEA-Statement-on-Athena-SWAN-Charter-in-Ireland-.pdf>

## ***Main Host Organisation***

- 10.8 The main host organisation in Ireland must accept full accountability for managing, monitoring and controlling all research work funded under the fellowship and management of the fellowship fund, in accordance with the award budget.
- 10.9 The main host organisation must ensure an academic supervisor is appointed with responsibility for supporting and guiding the fellow. This academic supervisor, the main supervisor, would normally be a principal investigator, or other suitably qualified person, and will be expected to be the main host organisation's staff member for the entire duration of the fellowship.
- 10.10 By providing institutional endorsement to a DOROTHY fellowship application, the main host organisation will confirm the eligibility and suitability of the proposed academic supervisor to support the fellow.
- 10.11 The main host organisation must conclude an employment contract with the fellow for the entire duration of the fellowship. The contract will be the same contract the main host organisation offers for all fixed-term contracts, with the stipulation that the contract is held subject to continued funding from the funders and the European Commission. The employment contracts will contain information about the statutory working practices which determine the conditions for implementing the fellowship. It shall not conflict with rules governing the fellowship.
- 10.12 The employment contract must specify:
- the law applicable to the employment contract
  - the nature of the appointment of the researcher in terms of status
  - the total duration of the fellowship, the start date and end date, and requirements relating to the mandatory outgoing phase to the outgoing host organisation and to the mandatory return phase to the main host organisation
  - that the return phase under international fellowships must be started immediately following the outgoing phase
  - the express guarantee that the employment contract in force with the main host organisation before the start of the outgoing phase will be maintained for the return phase, in combination with the obligation of the researcher to return to the main host organisation after the outgoing phase to carry out the return phase of the project
  - details of the outgoing host organisation for the mandatory outgoing phase, details of the location of work and of the name of the fellow's main supervisor; details of the location of work and of the name of the outgoing supervisor
  - the value of the allowances to be paid and arrangements for payment to the fellow. Payments will be made in Euro
  - provisions for holidays and holiday pay, annual leave, sickness leave and maternity leave
  - the arrangements between the main host organisation, outgoing host organisation and fellow relating to intellectual property rights (if applicable), as well as rules on confidentiality.
- 10.13 The main host organisation is responsible for arranging appropriate accident insurance for the fellow for the entire duration of the fellowship.



### ***Outgoing Host Organisation***

- 10.14 The outgoing host organisation must ensure an outgoing supervisor is appointed to work with the fellow and their main supervisor, to offer advice and to create a link with the main host organisation's research efforts.
- 10.15 The outgoing host organisation must abide by the written agreement covering confidentiality, publication, intellectual property rights, transfer of funding from the main host organisation to the outgoing host organisation, and conditions of the fellow's secondment (if applicable), including the fellow's rights and responsibilities vis-à-vis the outgoing host organisation and other aspects of the fellowship
- 10.16 Regular and sufficiently frequent contact should be maintained between the outgoing supervisor, the fellow and the main supervisor throughout the duration of the fellowship.

### ***Secondment Partner Organisation***

- 10.17 The non-academic secondment partner organisation must ensure a secondment supervisor is appointed to work with the fellow, their main supervisor and their outgoing supervisor, as applicable, to offer advice and to create a link with the secondment partner organisation's research efforts.
- 10.18 Regular and sufficiently frequent contact should be maintained between the secondment supervisor, the fellow, the main supervisor and the outgoing supervisor, throughout the duration of the secondment as a minimum requirement.

## **11 GENERAL FELLOWSHIP CONDITIONS**

- 11.1 These Terms and Conditions will be governed by and construed in accordance with the laws of Ireland and all parties will expressly and irrevocably submit to the jurisdiction of the Irish courts.
- 11.2 The IRC will strive to adopt procedures that are consistent with the policies of the Irish Government in relation to the development of the information society and accordingly properly authenticated electronic communications will be treated as legally equivalent to paper submission.
- 11.3 The IRC and host organisations must follow good practice on data protection, management and security. The IRC cannot be held legally liable for interference by any third party.
- 11.4 It is a condition of acceptance of a fellowship that fellows grant permission to the IRC to share data about the application with the other funders, government departments and other national funding agencies for statistical and policy formation purposes.

- 11.5 The IRC reserves the right to revise the Terms and Conditions of this fellowship at any time. Any such revisions will be notified to participating main host organisations and will also be posted on the IRC's website.<sup>27</sup>
- 11.6 Fellows, supervisors and host organisations are also referred to the IRC's general 'Terms and Conditions for Early Career Awards', available on its website.<sup>28</sup> Where any circumstance is not already covered by these DOROTHY COFUND-specific Terms and Conditions, the IRC's general Terms and Conditions shall apply.

## **12 CONFLICTS OF INTERESTS**

- 12.1 A conflict of interest is a situation in which an individual has competing interests or loyalties between his/her/their private interests and official responsibilities. Competing interests can make it difficult to fulfil one's duties impartially. The conflict can be real, apparent, or potential. A conflict of interest exists even if no unethical or improper act actually results from it.
- 12.2 Fellows and supervisors should avoid situations whereby conflicts of interests would exist under the supervision arrangements proposed for a fellowship.
- 12.3 Where practicable, personal relationships such as spouses, partners, parent/child, siblings or similar should not exist between the fellow and the proposed main supervisor, outgoing supervisor, or secondment supervisor.
- 12.4 It is recognised that in some cases potential conflicts of interests cannot be avoided, for example where a unique, highly specialised research expertise is required. Where a conflict of interest is unavoidable, including apparent and potential conflict of interest, the fellow and the concerned supervisor (main, outgoing or secondment supervisor as relevant) are required to disclose the nature of the conflict of interest in their submission, and a supervisor (main, outgoing or secondment supervisor as relevant) will need to be arranged by the applicant and named in the application form.
- 12.5 Where the fellow and/or supervisors fails to disclose a conflict of interests which will become apparent after the application deadline, the IRC reserves the right to deem the application ineligible and withdraw the award.

## **13 DIGNITY IN THE CONDUCT OF RESEARCH**

- 13.1 The IRC supports a system in which researchers, both staff and students, are entitled to carry out their research free from any form of harassment, victimisation or bullying. The IRC's Policy on Bullying, Harassment and Sexual Harassment is available for reference.<sup>29</sup>

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<sup>27</sup> <https://research.ie/funding/dorothy-cofund-programme/?f=postdoctoral>

<sup>28</sup> [https://research.ie/assets/uploads/2017/07/IRC-Early-Career-TCs\\_August-22\\_.pdf](https://research.ie/assets/uploads/2017/07/IRC-Early-Career-TCs_August-22_.pdf)

<sup>29</sup> [https://research.ie/assets/uploads/2021/06/IRC-Bullying-Harassment-and-Sexual\\_Harassment-Policy\\_June-2021.pdf](https://research.ie/assets/uploads/2021/06/IRC-Bullying-Harassment-and-Sexual_Harassment-Policy_June-2021.pdf)

- 13.2 It is the responsibility of the host institution to create an appropriate research culture and to deal with any complaints of harassment, victimisation or bullying in accordance with fair procedures and natural and constitutional justice and in line with their internal procedures guided by national policies.
- 13.3 All members of the DOROTHY team are entitled to be treated with courtesy and respect at all times and, accordingly, are encouraged to report any instances of infractions to management. In cases where staff experience abusive or inappropriate behaviour, the IRC reserve the right to report any such behaviour to the relevant personnel in the main host organisation or other organisation connected with the individual.

## **Appendix 1 – DOROTHY COFUND Management Bodies**

The key functions of DOROTHY COFUND's management bodies are described below. The main bodies are the DOROTHY Implementation Team, the Funders' Board, and the Steering Committee.

### **DOROTHY Implementation Team**

The Project Coordinator will be assisted by dedicated IRC staff: a Programme Manager and an Outreach Officer, who will be responsible for DOROTHY COFUND recruitment processes, post-award management, and publicity activities.

### **Funders' Board**

The Funders' Board is DOROTHY COFUND's main decision-making body. It is anticipated that the Board will meet quarterly to review DOROTHY COFUND's progress, adopting recommendations from the Advisory Boards and the Steering Committee.

Stakeholders' views will be provided to the Funders' Board by informal assemblies (representing fellows, mentors, and research officers).

### **Steering Committee**

The Steering Committee will meet approximately twice per year to provide high-level advice on programme design and implementation. It will review key DOROTHY COFUND programme documents (e.g., Terms and Conditions, Supervisory Charter).

The Steering Committee (10 members) was originally set up at proposal writing stage (Summer 2020). To ensure fair representation, the Steering Committee is gender-balanced, inter-sectoral (academia, government, non-profit) and interdisciplinary.

The Steering Committee will receive specialised input from Advisory Boards.

### **Advisory Boards**

These Boards will perform advisory functions in relation to specific aspects of DOROTHY COFUND, with input being sought from these as needed.

DOROTHY COFUND Advisory Boards are:

- Research Excellence Board: This board will review fellows' progress annually, making recommendations for improvement, as needed.
- Training Board: This board will review the fellows' training & development plans and DOROTHY COFUND training events (including fellows' feedback on these), offering suggestions for improvement.
- Communication, Dissemination, and Exploitation Board: This board will review and will provide advice on fellows' communication, dissemination, and exploitation plans, as well as the programme's overall communication activities.

**Assemblies**

Through a system of informal assemblies, the funder board will receive ongoing input from fellows, mentors, and research officers. Volunteer assembly representatives will be sought from among the fellows, mentors, and research officers, respectively. Assemblies will be coordinated by their members and representatives, within the overall structure of DOROTHY COFUND. Representatives will be invited to attend selected Funders' Board meetings.