NEW FOUNDATIONS SCHEME 2022

in partnership with

Department of Foreign Affairs – Irish Aid
Department of the Taoiseach
Department of Foreign Affairs – Irish Aid (Global Development Unit) and the
Department of Education
Department of Rural and Community Development
Policing Authority
The Sunflower Charitable Foundation through the Community Foundation for
Ireland
Tusla Child and Family Agency

Guide for Applicants 2022

The Irish Research Council reserves the right to amend this Guide for Applicants.
1. Important deadlines for this call

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<td>Call open</td>
<td>10 May 2022 at 4pm (Irish time)</td>
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<td>FAQ deadline</td>
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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 New Foundations Scheme.

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

- Applicants must be based at an eligible higher education institution (HEI) or research-performing organisation (RPO) in Ireland.
- Applicants must hold a doctoral degree.
- Applicants must, on the call deadline, hold a contract of sufficient duration with their eligible HEI or RPO to carry out the proposed research from the project start date until the project end date.
- Applicants may only make one application to the scheme in a given year.
- While postgraduate scholars are not eligible to apply, their involvement in the proposed projects is encouraged.
- Note there are additional eligibility criteria specific to each strand (see Appendices), and the research project must address the required thematic focus of the respective strand.

4. Using the OLS (Online System)

4.1. 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:

- Chrome (Latest Version)
- Safari (Latest Version)
- Firefox (Latest Version)

**WizeHive does not recommend the use of Internet Explorer due to variances in display and capabilities that may be experienced.**

The link for the OLS portal is available on the [New Foundations funding page](#) from the time of the call opening.

**Step 1:**

To begin, click the ‘Sign Up’ button under ‘Need an Account?’. Enter your email and desired password, click the box confirming that you have read the Privacy Notice, then click ‘Sign Up’ at the bottom of the page.
Tick the box to certify that you understand and agree with the Privacy Notice and click on ‘Continue’. For further information on the data that the Irish Research Council collects and processes, please see the Council’s Privacy Notice.
If you are an existing user, sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click ‘Forgot your password?’ and follow the prompts to reset your password and update your profile.

4.2. Creating a profile

Once you have logged in, you will be asked to create a profile. This is simply your email, first and last names, title, and gender with which you identify. This profile section can be edited at any time.

You will see that there are two buttons on the right-hand side of your ‘Profile’ section. The button that looks like an eye and says ‘View’ can be used to view the details you have entered. The button that looks like a pencil and says ‘Edit’ can be used to edit your profile. **Applicants are required to give their passport issuing country.**
When you are ready, you can begin work on your application. Click on the box that says ‘+ Get Started’.

Please be advised that applicants are **strongly recommended to contact their Research Office as soon as their application is created**, in advance of submission.

4.4. Navigating the New Foundations application and submission page:

You will see a page that outlines the steps of the New Foundations application process.

Similar to your ‘Profile’ on the previous page, you can use the ‘View’ and ‘Edit’ buttons (which appear on the right-hand side of the section) to either preview or to make edits to your application.

In the section titled ‘Applicant submission’, you will be able to view how many days are remaining to submit your application before the applicant deadline. It also contains the ‘Submit’ button, which will remain inactive and ‘grey’ until all required fields of the application have been completed.
The ‘New Foundations 2022 Application’ form is composed of five sections. All fields marked with a red asterisk are mandatory and **must** be completed. It is advised that you click ‘Save Draft’ often.

‘Help’ text appears below some fields and is a smaller, light grey font. It contains further explanation/information or links to aid in the completion of fields.

**Please note: Click ‘Save Draft’ before clicking links located in any of the ‘help’ text as the links will NOT open in a new window and you may lose your work.**

I. Applicant Details and Strand Choice – fields include your HEI/RPO, your position in said HEI/RPO, and which Strand you are making your application under.¹

**Please note: An applicant can make one application to the scheme.**

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¹ For further information and description of the strands, please see the 2022 New Foundations Call Document.
II. Applicant Research Track Record – information on a selection of research outputs. This selection may be a list of the applicant’s most recent outputs or a selection of the outputs that are most relevant to the aims of the selected New Foundations strand. The Irish Research Council is a signatory of San Francisco Declaration on Research Assessment (DORA), where research is assessed on its own merits rather than based on the journal in which it is published. The Irish Research Council also recognises the importance of all research outputs: e.g. creation of data sets, databases and software; conference papers presented; patents granted; excavations; public broadcasts; stage performances; creative writing (such as novels, poetry); creative productions; exhibitions, etc. These may be included here.

You may add up to five research outputs, including publications by clicking ‘Yes’ under ‘Would you like add a second [third, fourth, fifth] output’.

If you do not have any research outputs, please leave these fields blank.

Under relevant research-related achievements to date applicants are requested not to include names, gender or Special Category Data as shown below.
III. Project Details - Information on your New Foundations proposal including: proposed project title, the primary and secondary discipline of your proposal, a lay and detailed proposal abstract, keywords, project partner(s) objectives and expected outputs and outcomes, references and ethical approval requirements. The detailed proposal description should include a clear description of the proposal implementation plan; timeline; and project partner's involvement in the project.
Project Details

Title of proposed project:

Abbreviation of proposed title:

This short title or acronym will be used to identify your proposal in this call. It should be no more than 12 characters.

Primary area/Discipline of proposal:

For further information and definitions of the research categories, see the UK Research Council Research Categorisation Publication, here: http://researchexcellenceframework2014researchcategorisations.org

The lay abstract should provide a clear understanding of the objectives of the proposal and how they will be achieved. Please be advised that the lay abstract will be used by the Council for dissemination purposes and therefore please be mindful to use accessible language to engage all audiences. It will be used as the short description of the proposal in the assessment process. It must not contain confidential information.

Lay Proposal Abstract:

Confidential information is personal data including, but not limited to: email address, date of birth, personal details of other participants, nationality. See: http://researchexcellenceframework2014researchcategorisations.org/2018/jul/09/researchcategorisation-2014-w.pdf

Keywords:

We would recommend that you use keywords to describe the technology, science, sector, content or nature of result and potential uses of your result. (Tip: Which keywords would you search for to find a research/funding like your research?)

This detailed proposal description should include a clear description of the proposal implementation plan, timeline, and project partner’s involvement in the project.

Detailed Proposal Description:

Identify any project partners:

Aims and objectives:

Expected Outputs and Outcomes:

The potential impacts and benefits of the proposal. The outputs are clearly identified as the planned activities based on the allocation of resources. Outcomes are the anticipated short-term results of the research project and its outputs.

References

Use this section to list references that you may have cited in your proposal description, if necessary.
Where ethical issues may arise in the research, applicants are required to submit to the Irish Research Council a written statement that full consideration has been given to the ethical implications 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 (including details of data management plans/issues) will be required as part of the Award Acceptance (as per the New Foundations 2022 Call Document).

Depending on which strand you are applying for, additional questions and/or upload requests will appear. Per the Call Document, Strand 1a applicants are required to upload a scanned pdf document of the official endorsement form signed by the civic society partner.

Strand 4 applicants are required to upload a scanned endorsement form of proposed partner institution(s)/organisation(s).
The partner endorsement forms are available on the New Foundations page of the Irish Research Council webpage, [here](#).

Per the indicative form, **Strand 1a, 4, 4b, 8, 10, 11, 12 & 14** applicants are required to detail how their proposal is relevant to the Strand.

**Strand 1a:**

How is your proposal relevant to the aims of Strand 1a: Engaging Civic Society within a national context? 

**Strand 4:**

How is your proposal relevant to the aims of Strand 4: ‘A Better World’ New Foundations Awards - Networking & Collaboration Grant, in collaboration with the Department of Foreign Affairs? 

**Strand 4b:**

How is your proposal relevant to Strand 4b: Education for Global Citizenship and Sustainable Development New Foundations Awards in partnership with the Department of Foreign Affairs (Irish Aid) and the Department of Education? 

**Strand 8:**
IV. Proposed Budget - Details of your proposed project’s budget

For each budgetary section, please provide an itemised breakdown and detailed justification for that expense. Below the detail text field, there is a ‘total cost’ field where the total amount requested under that category should be entered in EUR.
The cost categories are travel (including subsistence and accommodation costs), research consumables, training, dissemination costs, staff costs, and other costs.

The free text fields and their corresponding total fields must **not** be left blank. If your project has no expenses under a particular heading, please type ‘N/A’ in the free textbox and ‘0’ in the corresponding total field.

The ‘Total Amount Requested’ field will **auto-populate** based on the amounts entered in the individual ‘total costs’ requested for each category.

**Please ensure that you have not requested more than the maximum amount available for your chosen strand.** The maximum amounts are listed in the New Foundations Terms and Conditions, under the ‘Strand being applied for’ field and on the New Foundations page of the Irish Research Council website.
V. Applicant Declarations - Declarations concerning the accuracy of the information included in the application, permission for the Irish Research Council to verify any of the information supplied in the application and permission to make your application available to other Funding Agencies and/or Enterprise Partners for funding consideration.
As you progress through your application, you will see two buttons at the bottom-right of each individual section: one labelled ‘Save Draft’ and the other labelled ‘Save’. The ‘Save Draft’ button is used to save that section of your application while allowing you to remain on that page.

Use the ‘Save Draft’ button if you have not input information/answered all required fields. Once you see the green ‘Saved’ message next to the ‘Save Draft’ button, you can navigate back to the previous screens by clicking the blue link stating ‘New Foundations 2022’ at the top of the page.

The ‘Save’ button is used to save your application and return you to the ‘Nominee Details’ section. It may only be selected successfully if all required fields contain data/are answered.

The form can be saved as draft and edited as many times as necessary within the submission deadline.

Once the form is complete, ‘Save’ (the blue button) the information and the form will be ready for submission.

**5. Submitting your Application**

When you have completed all required fields and saved your application, you will be taken back to the New Foundations Application page. The message on the left-hand side of the ‘View’ and ‘Edit’ buttons will now say ‘Complete’ in green. The ‘Submit’ button on the right-hand side of the box titled ‘Application Submission’ will now be green, indicating you can now submit your application.
Your application is not fully submitted until you click the green ‘Submit’ button.

**Once you click ‘Submit’, the application will no longer be editable.** However, you may view your application at any time by clicking on the ‘View’ button.

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Once you submit your application, you will see the submission confirmation ‘This has been submitted’ where the button ‘Submit’ was. This means your application has been submitted successfully. At this stage, the Research Office of your selected HEI/RPO will be notified of the submission to the New Foundations Scheme.
Please note that applications received after the deadline will not be considered and will not progress for further endorsement or assessment.

Click the ‘Logout’ button at the top-right of the screen to safely log out and leave the website.

7. 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. For reasons of transparency and fairness to all applicants, the Irish Research Council will not enter into written or telephone correspondence with any individual about the assessment process or their eligibility to apply.

If you have a technical issue regarding use of the online system, please read these guidelines and the FAQ document available on our website. If your issue is not addressed through either of these mechanisms, only then should you email newfoundations@research.ie with an outline of your technical issue.

For any technical query, please include:
> your project ID;
> the browser you are using;
> and, if appropriate, a screenshot of any error messages.

Numerical feedback will be provided to applicants on request.