IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

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 Research Officers 2022

Roinn an Taoisigh
Department of the Taoiseach

An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and Community Development

An Roinn Oideachais
Department of Education

TÚSLA
An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency

AN TÚDARÁS PÓILÍNEACHTA
POLICING AUTHORITY

Irish Aid
An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

The Community Foundation for Ireland

The Irish Research Council reserves the right to amend this Guide for Research Officers.

1. Important deadlines for this call

Call open	10 May 2022 at 4pm (Irish time)
FAQ deadline	14 June 2022 at 4pm (Irish time)
Applicant deadline	21 June 2022 at 4pm (Irish time)
Endorsement deadline	05 July 2022 at 4pm (Irish time)
Outcome	September 2022
Project Start Date	01 November 2022

GUIDE FOR RESEARCH OFFICES
The deadline for submitting your research office endorsement is:
exactly 4pm (Ireland time) 5th July 2022

Contents

2. Purpose of the Guide for Research Officers

This document is provided to assist you in submitting a Research Office endorsement for applications under the 2022 New Foundations Scheme.

The Irish Research Council will only accept endorsements through the online application system. Please do not send emailed or hard copies of your endorsement to the Irish Research Council.

**The email request for Research Officer registration was sent to all Research Offices on 08/04/2022 with the subject line: 'New Foundations 2022 Pre-call Notice and Request for Research Officer Nomination'. For further details of first-time logging into the online system, see Section 3.1. **

Please read this document carefully prior to completing the research office/university decision. The Council will share the link to the Research Office portal when the call closes. By logging in, you will be able to view all submitted applications that are available for your endorsement decision.

3. Logging onto the system

Please note that the online system can only be successfully accessed and supported through 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 New Foundations Research Officer portal link can be found in each notification email that arrives to the nominated inbox upon a new relevant application submission.

Additionally, the portal link will be included in the email response, when the call closes, to the request for endorser nomination email sent on 5th of July 2022 with the subject 'New Foundations 2022 Call and Request for Research Officer Nomination'.

Once a response to the above email has been received including the full name of at least one nominated research officer, their position in the research office and their email, the New Foundations team will register the user to login to the system and reply with a confirmation and the link to the portal.

Ensure that the email addresses newfoundations@research.ie, no-reply@webportalapp.com and no-reply@email.zenginehq.com are on your 'safe senders' list. You may need to check with your IT department to ensure that there is no issue with your organisation's internal firewall.

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**.

3.1 Logging in for the first time

The New Foundations team will have registered you on the WizeHive system based on the response given to the email request sent to all Research Offices to nominate an institutional representative to endorse New Foundations applications.

If you or someone in the Research Office at your institution did not receive the request for Research Officer nomination, please contact newfoundations@research.ie with the full name of a nominated officer, their position in the Research Office, and their email address.

The nominated email contact will automatically receive an email each time an application is ready for Research Office endorsement. Each email will contain the Research Officer portal link.

On the login page, you will see Sign In/Sign Up Instructions on the left-side of the screen and a field to input the nominated Research Officer email on the right-hand side. Enter the email address and click 'Continue'.

Once you have clicked 'Continue', you will see a message stating that you have received a confirmation link to your email.

The email confirmation will contain a link. Click 'Confirm Your Email to Get Started' to complete the account setup in a new window.

Hello! Let's Confirm Your Account...

You've been invited to join a Review Portal. Please use the link below to complete the confirmation process.

Confirm Your Email To Get Started

In the new 'Sign Up' window, you will be prompted to create and confirm a password and agree to a Privacy Notice before your account can be completed. Once you have created an approved password and agreed to the privacy notice, click the button 'Create Account'.

Once you have clicked 'Create Account', you will see a listing of all the submitted applications ready for endorsement who have identified their HEI/RPO as your institution. The listed candidates have completed and submitted the application form within the deadline.

4. Endorsing Applications

Each application will state the Project ID (Record Label) and the HEI/RPO it is associated with.

Click on the blue 'Review' button on the right-hand side of each application to view it and approve or decline your endorsement.
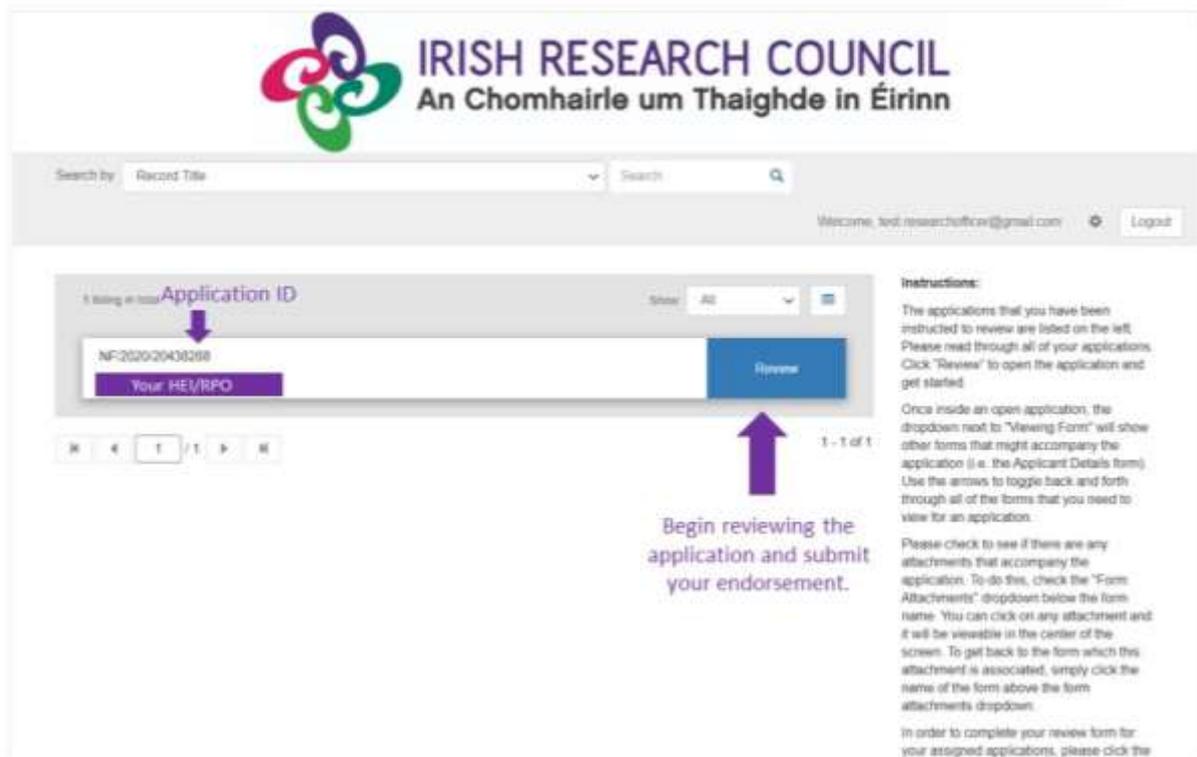
By clicking on the 'Review' button, you will see two Viewing Forms: NF Application (Primary) and Applicant Details. You can select both by clicking on the dropdown and/or the arrows.
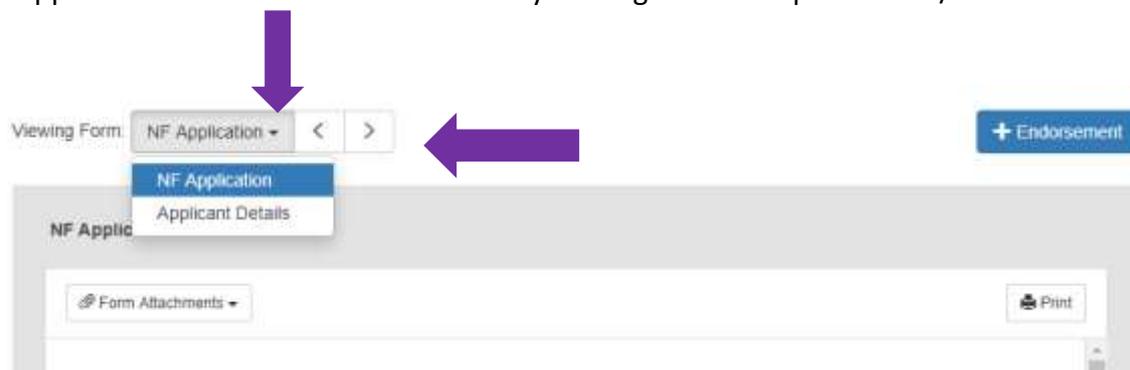
4.1 Viewing Forms

I. 'Applicant Details' form contains information as completed by the applicant.

II. 'NF Application' form contains the applicant's New Foundations application as completed by the applicant and any 'Form Attachments' relevant to their chosen strand.

N.B. Applicants to Strands 1a and 4 are required to upload a signed and scanned endorsement form relevant to their Strand. No upload is required by applicants under Strands 4b, 8, 10, 11, 12 and 14.

Click on 'Print' to print a pdf of the application.

Listings > NF/2021/26577600

Switch to PDF View   + Endorsement

Select Form: 2021 NF Application ▾   <   >

Viewing: **2021 NF Application**

⌀ Form Attachments ▾   🖨 Print

New Foundations 2021 Application

Higher Education Institution (HEI)/Research Performing Organisation (RPO)

Munster Technological University

As per the 2021 Terms & Conditions, applicants must, on the call deadline of 26th May 2021, hold a contract of sufficient duration with an eligible HEI or a recognised RPO to carry out the proposed research from the project start date until the project end date.

Position in HEI/RPO:

Associate Professor

Applicant Research Outputs, including Publications:

In the following boxes, please provide information for up to 5 selected research outputs, which may include publications. 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, as of the 9th of December 2018), where research is assessed on its own merits rather than based on the journal in which it is published, here: https://research.ie/assetsAuploads/2019/02/IRC-position-on-Plan-S_Final.pdf 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. If you do not have any research outputs/publications, leave this section blank.
To add up to 5 outputs, select 'Yes' when prompted 'Would you like to add a [second, third, fourth, fifth] publication'

Output Type:

Output Type:

Output Title:

Publication Status:

Output Year

Relevance/significance of the publication:

Switch to PDF View   **+ Endorsement**

Select Form: 2021 NF Application ▾   <   >

Viewing: 2021 NF Application

🔗 Form Attachments ▾   🖨 Print

Would you like to add a second publication?

Please provide a summary of other relevant research-related achievements to date. This can include but is not limited to previous awards won, conferences organised, contributions to teaching & learning, public engagement activities, etc. PLEASE DO NOT INCLUDE YOUR NAME, COLLABORATORS NAMES, GENDER or SPECIAL CATEGORY DATA in this section. The Irish Research Council will never request you to disclose Special Category Data.

test

Project Details

Title of proposed project:

test

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.

sss

Primary area/Discipline of proposal:

For further information and definitions of the research categories, see the Irish Research Council Research Categorisation Publication, here: http://research.ie/assets/uploads/2017/07/Research-Categorisation.pdf

Physics

Secondary area/Discipline of proposal:

Atomic, Molecular and Chemical Physics

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

Listings > NF/2021/26577600

Switch to PDF View   + Endorsement

Select Form: 2021 NF Application ▾   <   >

Viewing: 2021 NF Application

⊘ Form Attachments ▾   🖶 Print

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://research.ie/assets/uploads/2017/05/IrishResearchCouncil_PrivacyNotice_Nov2018_Web.pdf

rest

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 project/finding like yours?)

test

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

test

Aims and objectives

test

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.

test

Does your proposed project require ethical approval?

Please also consider issues around data collection, management and processing when assessing the ethical requirements of your project.

No

Switch to PDF View   + Endorsement

Select Form: 2021 NF Application ▾   <   >

Viewing: **2021 NF Application**

⬿ Form Attachments ▾   🖨 Print

In the event of a successful outcome to this application, where relevant, written evidence of such ethical approval must be received by the Research Council before activities for which ethical approval are required commence, but no later than three months after the start date of the award.

How is your proposal relevant to the aims of Strand 4: Networking & Collaboration grants, in partnership with DFA?

test

How will the partner institution(s)/organisations(s) for Strand 4 applications be incorporated into the project?

test

Signed and scanned endorsement form of proposed partner institution(s)/organisation(s) for Strand 4 applications:

To be uploaded as one single PDF document. The Strand 4 partner endorsement template is available at http://research.ie/funding/new-foundations/.

Annual Leave Policy and Procedure (1).pdf

Proposed Budget

In the following text boxes, please provide itemised descriptions of your proposed costs in each category. Below each description, enter the total price in EUR for that category. These fields may not be left blank. If you have no expenses under a particular heading, please type 'N/A' in the text box and '0' in the corresponding total fields. Please ensure that the budget fields are populated and correct. The total amount requested will be calculated automatically

Please provide itemised breakdown of travel (including subsistence and accommodation costs) and reason needed:

test

Total travel cost requested for the full duration of the award:

11

Listings > NF/2021/26577600

Switch to PDF View | + Endorsement

Select Form: 2021 NF Application ▾ | < | >

Viewing: 2021 NF Application

📎 Form Attachments ▾   🖨 Print

Please provide itemised breakdown of travel (including subsistence and accommodation costs) and reason needed:

test

Total travel cost requested for the full duration of the award:

€1,000.00

Please provide itemised breakdown of research consumables and reason needed (MAX €1000.00):

test

Total research consumables cost requested for the full duration of the award:

The MAXIMUM allowed amount for research consumables is €1,000.

€1,000.00

Please provide itemised breakdown of dissemination costs and reason needed:

test

Total dissemination costs requested for the full duration of the award:

€1,000.00

Please provide itemised breakdown of general and/or specialist disciplinary skill costs and reason needed:

test

Total general and/or specialist disciplinary skill training cost requested for the full duration of the award:

€1,000.00

Please provide itemised breakdown of staff costs and reason needed:

test

Select Form: 2021 NF Application ▾   ＜   ＞

Viewing: 2021 NF Application

📎 Form Attachments ▾   🖨 Print

test

Total staff costs requested for the full duration of the award:

€1,000.00

The total amount you are requesting will calculate when you save.

TOTAL AMOUNT REQUESTED:

6000

**Please ensure that the total amount requested is correct. Changes will not be accepted after submission. Please ensure that you have not requested more than the maximum amount available for your chosen strand (see maximum per strand below).

Strand 1a: Enhancing Civic Society within a national context (max €12,000 each)**

Strand 4: Networking & Collaboration Grant, in collaboration with the Department of Foreign Affairs (max €10,000 each)**

Strand 8: Research and networking related to the Shared Island, in partnership with the Depart. of the Taoiseach (max €20,000)**

Strand 9: Research and networking related to peacebuilding and reconciliation in partnership with the Department of Foreign Affairs (max €15,000)**

Strand 10: Police Community Relations Collaborative Project Grant, in partnership with the Policing Authority (max €10,000)**

Applicant Declarations

Would you like the Irish Research Council to make your application available to other funding agencies and/or enterprise partners for funding consideration?

Yes

I hereby declare that the above particulars are correct and understand that the circulated 'Terms & Conditions' apply. I accept that failure to abide by the 'Terms and Conditions' may disqualify me

13

Once clicked, the option to provide your endorsement and either save a draft or submit your endorsement will appear.

## 4.2 Submitting a Research Office Endorsement Decision

By selecting 'Yes', the Research Officer endorses the application and, in so doing, confirms the following statement:

'I declare that all of the information in this form is correct. I confirm that should it become apparent that any of the information herein is inaccurate or unverifiable with appropriate documentation, it will result in the application automatically being deemed ineligible.'

If the Officer selects 'No', they must provide precise details as to why they are not endorsing the application in the textbox that appears.

When you are satisfied with your response, click the blue 'Submit' button to complete the endorsement process for that individual application.

This endorsement decision is final and cannot be altered after you click 'Submit'.

Endorsement

I declare that all of the information in this form is correct. I confirm that should it become apparent that any of the information herein is inaccurate or unverifiable with appropriate documentation, it will result in the application automatically being deemed ineligible. *

○ Yes
◉ No

If no, please provide precise reasons for not endorsing the application. *

This field appears if the 'No' option is selected.

Close   Save Draft   Submit

Print

Once you click 'Submit', the following message will appear, confirming that it has been submitted successfully.

Print   Endorsement

:h consumables

Your decision has been submitted.

or the full

To return to the listing of your applications to endorse, click the blue word 'Listings' in the upper left-hand corner.
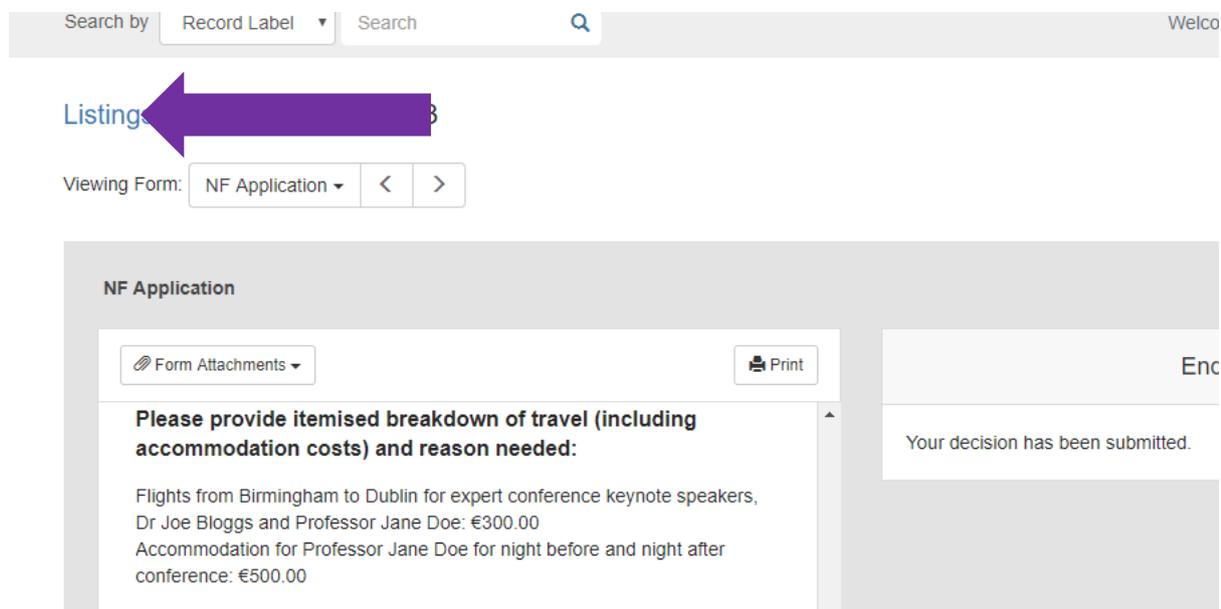
Applications that have been endorsed will display a green 'Done' button where the blue 'Review' button had previously been.

You may view endorsed applications at any point by clicking the 'Done' button, but you cannot alter your endorsement submission.
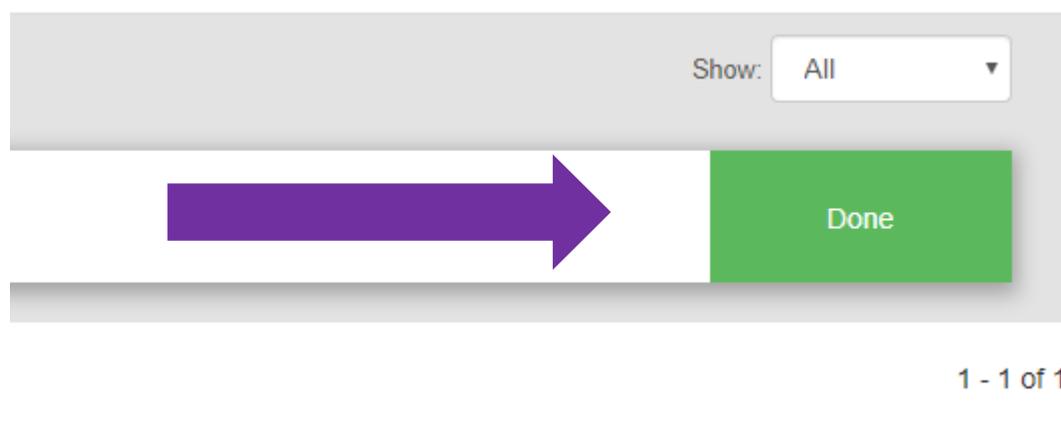
You can return to this portal at any time to endorse newly submitted applications and view applications that have been endorsed by entering your email address and the password you created during your registration process.

Your email address will receive a notification each time an application is ready for your endorsement.

5. Technical Queries & Next Steps

If you experience any technical problems, please clear the cache in your browser and continue.

Please contact newfoundations@research.ie, should you experience any technical difficulties.

The outcome of the call will be sent to all Research Offices and Applicants in September 2022.