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

**Application for an Irish Research Council Advanced Award 2022/23 by [insert applicant’s name, use initial/s and surname if gender blinding]: Letter of Endorsement**

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

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

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

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

Name of School, Department or equivalent:

I hereby confirm that the above-named School, Department or equivalent in [insert institution name], having considered the application of [applicant’s name] to the Irish Research Council Advanced Awards 2022/23, endorses the application as meeting a standard of excellence both in respect of the research proposal and the applicant.

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

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

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

I hereby endorse [applicant’s name] in their application for an Irish Research Council Laureate Award (2022/23) on behalf of [insert institution name], the proposed host institution for the award.

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

[Applicant’s name] is, at the time of application to the Irish Research Council 2022/23 Advanced Laureate awards programme:

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

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

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

I hereby confirm by signing this letter the following:

1. [Insert institution name] has checked and confirmed the eligibility of the applicant to apply, including where their 20-year equivalent track record is being used in place of a PhD qualification.
2. [Insert institution name] confirms that the applicant is, or will be, upon receipt of a Laureate Award, recognised as an employee of the institution for the duration of the award.
3. The above-named applicant, if successful, will be located on a whole-time basis in [insert institution name] for the duration of the award.
4. The requested budget is consistent with institutional policies.
5. The infrastructure required to undertake the research project will be made available to the applicant by [insert institution name], if successful.
6. The relevant ethical approval has been, or will be, sought and fully considered within six months of the commencement date of an award.
7. If sought, the transfer of a Laureate Award to another eligible research institution will be allowed – subject to the approval of the Council.
8. [insert institution name] is satisfied as to the applicant’s standards of research conduct and integrity based on available information and/or confirms the above named applicant will complete appropriate training to satisfy said standards within six months of the commencement date of an award.
9. Where a finding of bullying, harassment and/or sexual harassment has been upheld against the applicant and there is a current disciplinary sanction or warning in place, an appropriate risk assessment has been performed by [insert institution name] (or will be performed, if successful in obtaining a Laureate Award).

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

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

Should [insert applicant’s initial/s and surname] be successful in securing a Laureate award and be designated as an Irish Research Council Laureate, I confirm by signing this letter that any resulting new contract of employment awarded to the Laureate by [insert institution name], or where an awardee’s existing contract covers the duration of the award, that any employment costs funded by the Laureate award to a maximum of 100% of gross salary, will reflect a salary which is consistent with institutional remuneration policies. If a portion of the awardee’s salary comes from other research grants/funds for the duration of the award, this must be in line with the individual terms and conditions of the other funding agency.

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

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

1. Ensure that the research project will be directed and performed under the guidance of the Laureate.
2. Guarantee the Laureate’s academic independence, in particular for the:
	1. Use of the budget to achieve the project objectives;
	2. Authority to publish as senior author and invite as co-authors those who have contributed substantially to the work;
	3. Preparation of progress reports (narrative and financial) for the project;
	4. Recruitment and supervision of the other team members (hosted and engaged by the [insert institution name] in line with the profiles needed to conduct the research and in accordance with its normal policies and practices;
	5. Possibility to independently apply for funding; and
	6. Access to appropriate space and facilities for conducting the research.
3. Provide for the duration of the project research support to the Laureate and the team members regarding infrastructure; equipment; access rights; products and other services necessary for conducting the research.
4. Support the Laureate and their team and provide administrative support, in particular for the successful execution of:
	1. General management of the work;
	2. Reporting milestones, including providing timely and clear financial information, as required by the Irish Research Council.
5. Ensure that the Laureate adheres to all [terms and conditions](https://research.ie/assets/uploads/2017/07/IRC-PI-TCs-January-2022.pdf) associated with the award.
6. Allow the transfer of the award to a new institution following formal application for such and subsequent approval by the Council.
7. Ensure that the holder of a Laureate Award will be permitted to devote at least 25% (50% of their time where 100% employment costs are charged to the award) of their working time to the IRC funded project.
8. Provide the Laureate with a copy of this signed Agreement.

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

Yours sincerely,

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

Institutional Stamp: