NEW FOUNDATIONS SCHEME 2023

in partnership with

Department of Foreign Affairs – Irish Aid;
Department of Foreign Affairs – Irish Aid (Global Development Unit),
Department of Education and the Department of Children, Equality, Disability,
Integration and Youth;
Department of Rural and Community Development;
Policing Authority;
Competition and Consumer Protection Commission (CCPC) of Ireland

Guide for Applicants

An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige
Department of Children, Equality,
Disability, Integration and Youth

Irish Aid
An Roinn Gnóthaí Eachtracha agus Trádála
Department of Foreign Affairs and Trade

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

An Roinn Oideachais
Department of Education

An tÚdarás Póilíneachta
Policing Authority

CCPC
Coimisiún um
Iomaíocht agus
Cosaint Tomhaltóirí
Competition and
Consumer Protection
Commission

The Irish Research Council reserves the right to amend this call document.

Contents

1. Important deadlines for this call

Call open	25 April 2023 at 4pm
FAQ deadline	30 May 2023 at 4pm
Applicant deadline	6 June 2023 at 4pm
Endorsement deadline	13 June 2023 at 4pm
Outcome	September 2023
Project Start Date	November 2023

2. Purpose of the Guide for Applicants

This guide provides practical information to potential applicants in preparing and submitting an application to our online system, Smart Simple (OLS), for the Irish Research Council New Foundations Scheme.

Before completing and submitting applications, applicants are strongly recommended to familiarise themselves fully with the New Foundations Call Document, and also to read carefully any Frequently Asked Questions (FAQ), which will be uploaded to the New Foundations webpage on a weekly basis a week after the call opening.

If you have a technical issue regarding use of the online system, please read this Guide 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
- if appropriate, a screenshot of any error messages.

Applicants should not log into their profile or application form in different browsers at the same time. This may cause the system to invalidate your login session and any information you have entered will be lost.

If you enter information and do not click the 'save draft' button before navigating away from the page, the information will be lost.

3. Eligibility

As per the New Foundations Call Document, the following eligibility criteria apply;

- 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.

- Current New Foundations award holders are eligible provided their proposal is clearly distinct from their current New Foundations award.
- 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 – Smart Simple)

4.1. Existing User

If you have previously registered with this system, there is no need to register again. Please log into your account at the following address irishresearch.smartsimple.ie

If you have forgotten your password, click '**Forgot your password?**' and follow the prompts to reset your password and update your profile.

4.2. Registering as an applicant for the first time

The OLS login page includes a link to the applicant's registration page for new users:

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)

The link for the OLS portal is available on the New Foundations funding page from the time of the call opening.

Step 1:
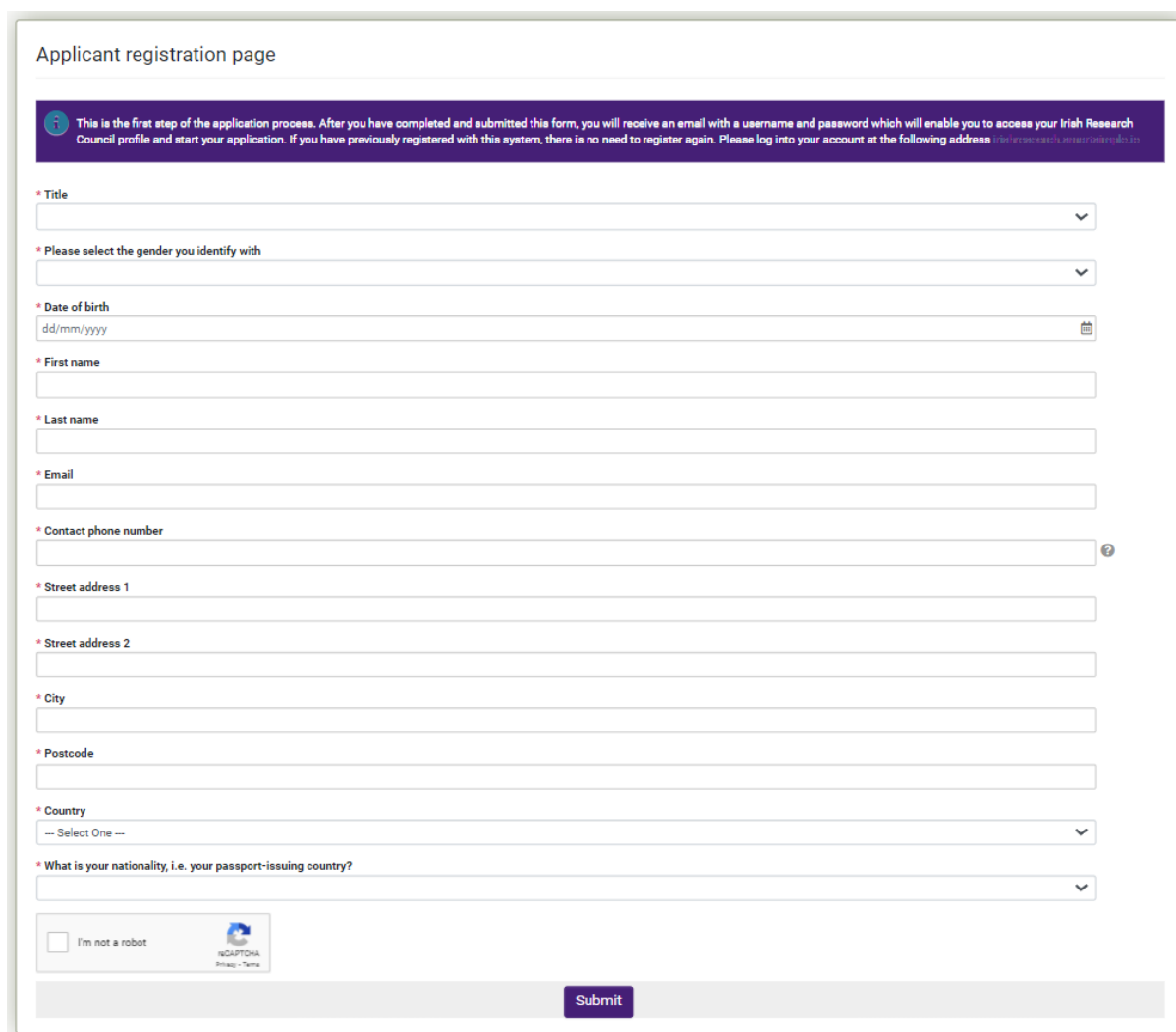Add the ircapps@research.ie email address to your contacts/address book before you begin the registration process.

Step 2:
Use the following link to take you to the '**Applicant registration page'**
https://irishresearch.smartsimple.ie/s_signup.jsp?token=XVtQC1oGYFpfRxNZXxVSSlBSZkIyGHY%3D
Please fill in the form as prompted.

Applicant registration page

> ⓘ This is the first step of the application process. After you have completed and submitted this form, you will receive an email with a username and password which will enable you to access your Irish Research Council profile and start your application. If you have previously registered with this system, there is no need to register again. Please log into your account at the following address irishresearch.smartsimple.ie

* Title

* Please select the gender you identify with

* Date of birth
dd/mm/yyyy

* First name

* Last name

* Email

* Contact phone number

* Street address 1

* Street address 2

* City

* Postcode

* Country
--- Select One ---

* What is your nationality, i.e. your passport-issuing country?

I'm not a robot reCAPTCHA
Privacy - Terms

Submit

Once you have filled in all the requested details, click '**SUBMIT**'; the following screen will then be displayed:

An email from '*ircapps@research.ie*' with the subject '**Irish Research Council Registration Details'** will be automatically sent to the email address you have provided.

This email will:

- confirm that you have successfully registered as an applicant to the Irish Research Council Online Application System (OLS). You only need to do this once.
- issue you with a username.
- Provide you with a link to activate your account and set your password.

Please follow the instructions regarding Multi Factor Authentication (MFA) and accept the privacy policy when prompted.

If you do not receive this email:

- Please check your **SPAM FOLDER**; and if you have not already done so, add the ircapps@research.ie email address to your contacts/address book.
- If you are using an institutional/work email account, the email may be blocked by the institution's firewall. Please contact your I.T. support to ask for the email to be released.

When you log in, you will be presented with a 'Home' screen which will be similar to the screen snapshot below. The OLS allows you to update your profile, apply for funding under an open call and access your submitted applications.
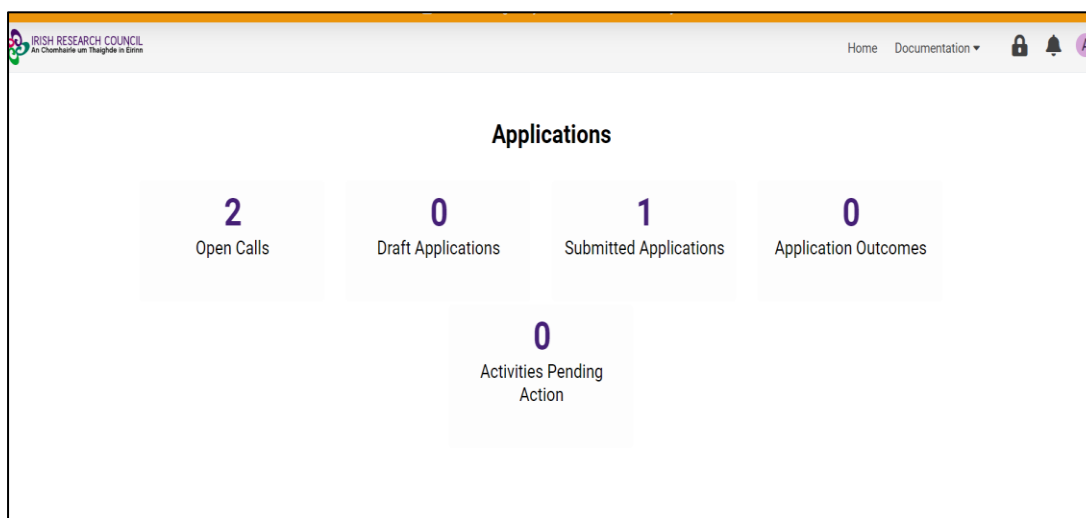
4.3. Managing your personal profile details

Access to your personal profile in the OLS is from the system's home page. You can access your profile from any screen within the OLS from the icon that has the initial of your first name provided in the upper right corner of the window.
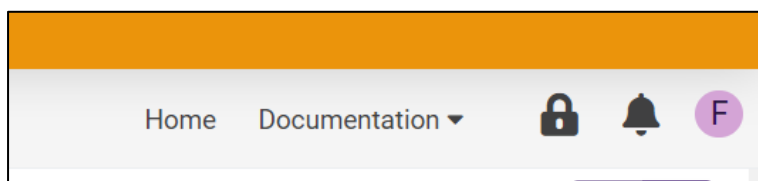
After you click on the icon, you will see 'Profile'. The system will display information registered in your user profile in edit mode. You can also log out of the system here.
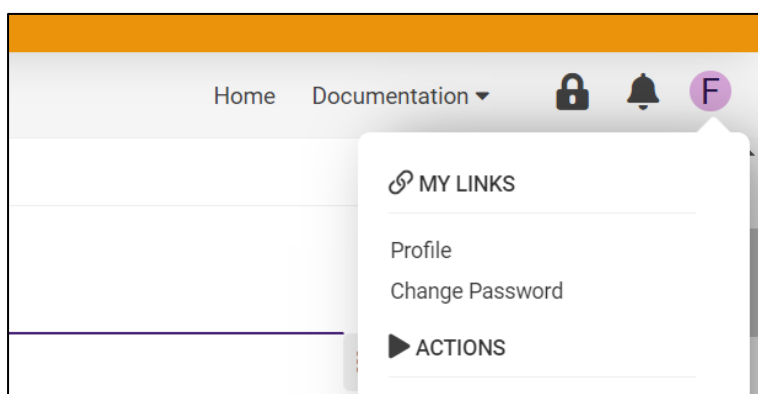
If you need to navigate to the home page while working on your application, first save any changes by clicking '**Save'** at the bottom of the form and then click '**Home'** on the top right-hand corner of the screen as indicated below.

4.4. Using the OLS to create an application

Please note the following when using the system:

- No alterations can be made to an application once it has been submitted. Therefore, it is important to check and re-check the application form until you are fully satisfied with all sections of your application before you click 'Submit Application'.

- If you enter information into the OLS application form and do not save before navigating away from the tabbed page, this information will be lost.

All participants must complete their forms through the OLS. The IRC will not be responsible for ensuring that participant online forms are submitted on time. It is the responsibility of the applicant to ensure their application is submitted by the scheme deadline, **6 June 2023 at 4pm**.

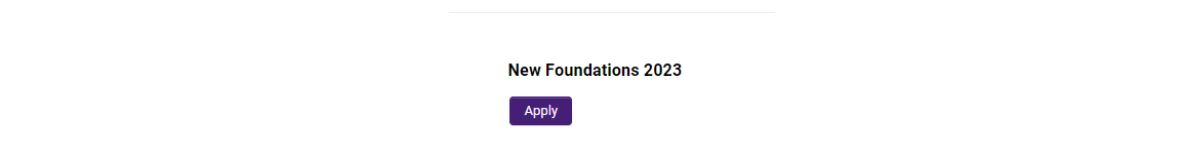When you log in, you will be presented with the following 'Home' screen:
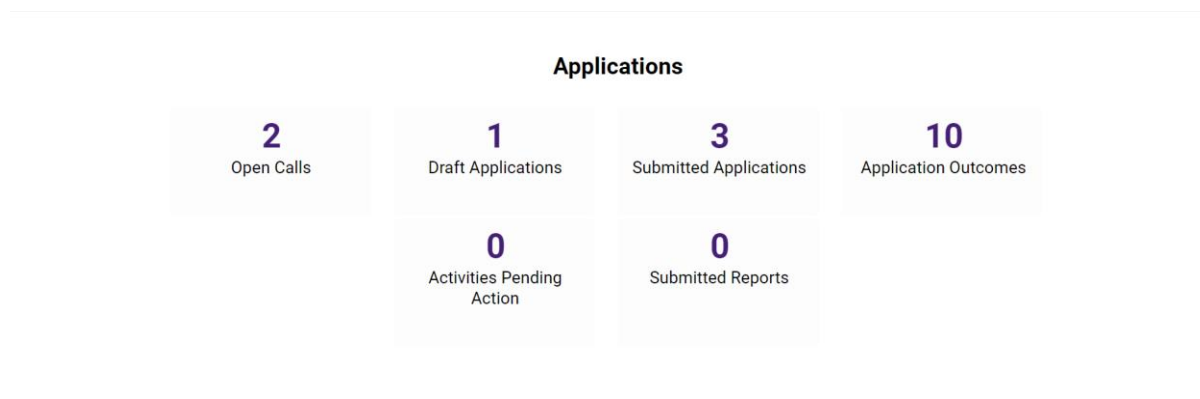
This is your 'Home Page' and you can access and edit your application prior to submission and prior to the applicant deadline through this screen.

When you select **'Open Calls'**; you will be presented with the following screen:

Select the appropriate Programme and then click **'Apply'**.

A blank proposal form is now created for you to fill in. The beginning of the form looks like this:

You can navigate to the different sections that need to be completed by selecting the relevant tab from the ribbon under '**Edit Project'** in the image above. The Application Status will remain in 'draft' until you have submitted your proposal.

4.5. Saving Drafts

At any time, you may save your application and come back to it later, by clicking the '**Save Draft'** icon at the bottom of your screen. Never use the "back" button on your internet browser while drafting a proposal, as you may lose essential information.

Always click "Save Draft" and navigate away from the page by selecting the "Home" button indicated below. If this icon does not appear, it may be a browser of screen resolution issue. Try minimising and maximising your screen, or changing to a different browser if this issue occurs.

After you have saved a draft, and perhaps logged out of SmartSimple, you can access the draft proposal you have created by selecting 'Draft Applications' under the Applications by Status heading on the SmartSimple homepage.

4.6 Populating and editing a draft application

To access your draft application, select the '**Draft Applications'** icon on your 'Home' page and click 'Open':
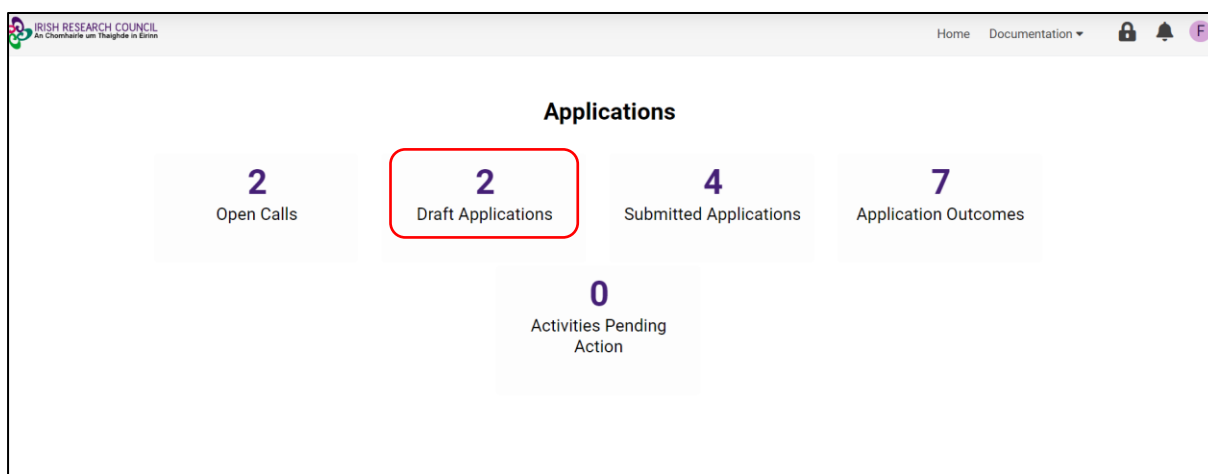
This will bring you to your draft application. OLS will be in edit mode which will allow you to add information to your draft application. You may log on, access, and edit your draft application as many times as you wish prior to the applicant Deadline so long as the application has not been submitted and remains a 'Draft Application'.

In the draft proposal, fill in your project details as appropriate. Most of the sections of the proposal form are either self-explanatory, explained on the assessment form itself or are described in the Call Document, available on the New Foundations call web page.

This will bring you to the top of the **'Application Overview'** page of your draft application. This page will already be in edit mode which will allow you to add information to your draft application.

PLEASE NOTE: There are two buttons at the bottom of the screen labelled 'Save Draft' and 'Submit Application'. Take caution when saving your draft that you do not accidentally submit an incomplete application.

4.7 Completing the application

To complete the application form, you will need to complete the following tabs:

- Overview
- Project Details
- Ethical Statement
- Project Budget
- Outputs
- Applicant Declarations

4.7.1 Overview

Some of the information appearing in the 'Applicant Details' section is populated from the personal profile details entered when the Applicant registered in the system for the first time.

Check the information displayed in this section. If some of the details are incorrect, please update the relevant details in your profile.

The majority of details appearing in the 'Applicant Details' section lower down the page are populated based on the personal profile details entered when the applicant registered at the beginning of this process.

ORCID is a digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. You can register for an ORCID here: https://orcid.org/register.

At the beginning of the application in this section, select the Irish Research Body (i.e. the Higher Education Institution 'HEI', or Research Performing Organisation, 'RPO') where you propose to be based for your project by selecting the **'Lookup'** button;

You will then be presented with the following screen:

Select the check box next to the relevant institution name. If you cannot find your Institution name, please contact the Research Office (RO) of your HEI/RPO to make sure they are registered in the Irish Research Council OLS.

4.7.2 Project Details (and Strand Choice)

Please select 'Strand being applied for' as shown below:

Depending on which strand you are applying for, additional questions and/or upload requests will appear.

As per the Call Document, Strand 1a and Strand 4 applicants are required to upload a scanned pdf document of the official endorsement form signed by the civic society partner.

The partner endorsement forms are available on the New Foundations page of the Irish Research Council webpage, here.

Please upload the 1-page endorsement form as a PDF by selecting the purple button, as shown below.

All applicants are required to detail how their proposal is relevant to the Strand along with information on your New Foundations proposal including:

- proposed project title and abbreviation of proposed title
- the primary and secondary discipline of your proposal
- a lay and detailed proposal abstract (the detailed proposal description should include a clear description of the proposal implementation plan; timeline; and project partner's involvement in the project)
- proposal relevance to the aims of your chosen Strand
- keywords
- project partner(s) objectives
- expected outputs and outcomes
- expected impact
- references and ethical approval requirements

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4.7.3 Ethical Statement

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

4.7.4 Project 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.

Please click on the '**Open Budget**' purple button as shown below to open the budget tool.

Eligible Costs	Total cost requested for the full duration of the award:	Justification. Please provide itemised breakdown of costs and reason needed (justification fields cannot be left blank. Enter 'n/a' if necessary):
Travel	0	
Research consumables (maximum of €1,000)	0	
Training	0	
Dissemination	0	
Staff	0	

Save   Clear

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 <u>not</u> 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.

4.7.5 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.

Please click on the '**Open'** purple button as shown below to open the applicant research outputs, including publications, tool.

* 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), where research is assessed on its own merits rather than based on the journal in which it is published, here: http://research.ie/assets/uploads/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, leave this section blank.

Open

* 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. The Irish Research Council will never request you to disclose Special Category Data, as defined under Article 9 of the GDPR including health-related information.

500 words left

◄ BACK   NE

Save Draft   Submit Application

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), where research is assessed on its own merits rather than based on the journal in which it is published, here: http://research.ie/assets/uploads/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, leave this section blank.

Applicant Research Outputs, including Publications

Add up to 5 outputs

Output Type	Output Type (Other)	Output Title	Publication Status	Output Year	Relevance/significance of the output

You may add up to five research outputs, including publications by clicking '+' as shown in the above image.

Please select your 'Output Type' from the drop-down menu, as highlighted below or type in your output type in the 'other' box.

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), where research is assessed on its own merits rather than based on the journal in which it is published, here: http://research.ie/assets/uploads/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, leave this section blank.

Applicant Research Outputs, including Publications

Add up to 5 outputs

Output Type	Output Type (Other)	Output Title	Publication Status	Output Year	Relevance/significance of the output

Book/Monograph
Journal/Article
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
Other

Save

Applicant Research Outputs, including Publications

Add up to 5 outputs

Output Type	Output Type (Other)	Output Title	Publication Status	Output Year	Relevance/significance of the output

You will also be asked to provide a summary of other relevant research-related achievements to date, in the free text below as shown below.

* 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. The Irish Research Council will never request you to disclose Special Category Data, as defined under Article 9 of the GDPR including health-related information.

500 words left

The Irish Research Council is a signatory of the 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.

4.7.6 Applicant Declaration and Submission

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.

All applicants must answer the questions on this tab and confirm that all information provided is accurate before submission.

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 information and click '**submit application'** when the form will be ready for submission. You will see the following screen upon successful submission.

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.

4.8 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 OLS, please read these guidelines and the FAQ document available on our website. If your issue is not addressed through either of these mechanisms, please email newfoundations@research.ie with an outline of your technical issue.

Numerical feedback will be provided to applicants on request.