

EMPLOYMENT BASED POSTGRADUATE PROGRAMME

2015

GUIDE FOR APPLICANTS

Including details of the ONLINE APPLICATION SYSTEM (OLS)

**PLEASE READ THIS DOCUMENT CAREFULLY BEFORE YOU
REGISTER AS AN APPLICANT TO THE COMPETITION**

Important dates

Call Open	04/12/2014
FAQ Deadline	16.00 (GMT) 04/02/2015
Applicant Deadline	16.00 (GMT) 11/02/2015
Academic Supervisor / Enterprise Mentor /Referees Deadline	16.00 (GMT) 18/02/2015
Research Office Endorsement Deadline	16.00 (GMT) 25/02/2015
Outcome of Scheme	May 2015
Scholarship start date	1 st October 2015

Due to heavy server traffic on the closing day of the competition, applicants are strongly advised to submit applications well in advance of the closing day of the competition.

Contents

1. PURPOSE OF THE GUIDE FOR APPLICANTS	3
2. INTRODUCTION TO THE IRISH RESEARCH COUNCIL	3
3. ELIGIBILITY	3
Employment Based Programme Eligibility Flowchart	4
Important Applicant Advice	5
4. THINKING ABOUT APPLYING	5
Applications in Irish or English Language	5
Contact your Research Office (RO)	6
Contact your proposed Academic Supervisor, Employment Mentor and two Referees	6
5. EVALUATION PROCEDURES	7
Assessment Process	7
Evaluation Criteria and Scoring	7
6. REGISTERING AS AN APPLICANT FOR THE FIRST TIME	8
Definition of Ordinarily Resident	9
7. USING THE ONLINE APPLICATION SYSTEM (OLS)	10
To Log in:	11
Creating a new Application:	12
Editing an Application	14
Submitting an Application	25
8. NEXT STEPS	26
Notification & Feedback	27
9. INFORMATION FOR SUCCESSFUL APPLICANTS	27
Letter of Offer & Acceptance Form	27
Submission of Intellectual Property Agreement	27
Submission of Ethical Approval	27
APPENDIX I	28
Research Categorisation	28
APPENDIX II	39
Guidance on the Sex/Gender Dimension Statement	39
APPENDIX III	42
Postgraduate Evaluation Criteria & Detail	42
APPENDIX IV	43
Applicant Submission Checklist	43

1. 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 ('Council') Employment Based Postgraduate Programme**. In addition, it provides a general overview of the Council assessment process.

The Irish Research Council Employment Based Postgraduate Scholarships are governed by the Scheme Terms and Conditions and the Award Acceptance Form. The contents of this guide are for general information purposes and the assistance of applicants, and in the event of any discrepancy arising between this guide and the Terms and Conditions/Acceptance Form, the latter will prevail.

Applicants are accordingly strongly recommended to familiarise themselves FULLY with the [Terms & Conditions](#), and also to read carefully any **Frequently Asked Questions (FAQs)** before completing and submitting applications.

The Council reserves the right to revise this Guide for Applicants.

2. INTRODUCTION TO THE IRISH RESEARCH COUNCIL

The **mission of the Council is to enable and sustain a vibrant and creative research community in Ireland**. To address the broad skills and research needs within society, the Irish Research Council supports excellent researchers in all disciplines from Arts to Zoology. An agency of the Department of Education and Skills, the Council primarily funds early stage career researchers: namely, postgraduate students and postdoctoral researchers. Diverse career opportunities are enabled through a suite of programmes which partner with employers. The other key area of activity for the Council is the funding of research projects with a societal focus; the Council has established partnerships across government and civic society. The Council represents Ireland in particular dimensions of Horizon 2020 and, by providing supports for H2020 applicants, enhances opportunities for the Irish research community.

3. ELIGIBILITY

Before starting an application, all applicants should check they are eligible to apply by carefully studying the 'Employment Based Programme Eligibility Flowchart' and the 'Important Application Advice' table below.

Employment Based Programme Eligibility Flowchart

1. Have you previously submitted an application to the Irish Research Council Employment Based Postgraduate Scheme and been unsuccessful?

- a. **Yes:** unsuccessful applicants may only re-apply to each Council Scheme on one subsequent occasion. Ineligible applications do not count towards this.
 - i. If you have previously submitted more than one application to a scheme and were unsuccessful you are not eligible to apply again under that scheme.
 - ii. If you have previously submitted only one application, you can apply one more time to that Scheme, go to 2. (Please note a description of modifications made to the proposal will be required if the proposal has been previously submitted and was unsuccessful).
- b. **No:** go to 2.

2. Are you a permanent member of staff in an Irish HEI or an international HEI?

- a. **Yes:** you are not eligible to apply for a Council Employment Based Programme Postgraduate Scholarship.
- b. **No:** go to 3.

3. Do you currently hold or have you previously held a Council Postgraduate Scholarship?

- a. **Yes, to do a Research Masters:** you are not eligible to apply for funding to do a Research Masters degree (structured or not). You may apply to the Council for a Scholarship to do a Doctoral Degree if you will be finished your Research Masters degree prior to the start date of the Doctoral Degree. Go to 4.
- b. **Yes, to do a Doctoral Degree:** you are not eligible to apply for Council funding to do a Research Masters or Doctoral degree.
- c. **No:** go to 4.

4. Are you a new entrant to the postgraduate degree for which you are to receive Council funding?

- a. **Yes,** You are eligible to apply to the Scheme (Q5 and Q6 do not apply to you). Please see the Terms and Conditions (p.4) for the degree types supported by the Scheme.
- b. **No, I have already registered and completed part of the postgraduate degree for which I am to receive Council funding:** go to 5.

5. Have you completed part of the postgraduate degree for which you are to receive Council funding on the basis of any of the following: 1. being self-funded; 2. being in receipt of a Student Universal Support Ireland (SUSI) grant; 3. being in receipt of a HEI bursary or HEI scholarship; 4. being in receipt of a Central Remedial Clinic Ciaran Barry Graduate Scholarship:

- a. **Yes,** Go to 6.
- b. **No,** you are not eligible to apply for a Council Postgraduate Scholarship.

6. Was the date of your first registration for the degree to which you wish to apply for funding prior to September 2012?

- a. **Yes:** you are not eligible to apply for a Council Postgraduate Scholarship.

- b. **No:** you are eligible to apply to the Scheme. Please see the Terms & Conditions (p.4) for the degree types supported by the Scheme. Please note the date of your first registration will determine the maximum number of years funding that you are eligible to apply for.

Important Applicant Advice

All applications will be assessed solely on the basis of the material submitted to the Irish Research Council ('Council') at the time of the application deadline.

Applications to this scheme will be deemed ineligible and will not be considered for funding if:

- the applicant submits more than one application.
- an application has not been submitted via the OLS. No hardcopies or email forms will be accepted;
- an application is late or otherwise submitted subsequent to the advertised applicant closing date of **16.00 (GMT), 11th February 2015**;
- an application does not have all the required participant forms (Academic Supervisor, Employment Mentor and two Referee forms) completed in full and submitted via the OLS by the deadline of **16.00 (GMT), 18th February 2015**. No hardcopies or email forms will be accepted;
- an application is incomplete (e.g. does not have all documents requested);
- an application exceeds the word limits;
- an application includes sections that are incomplete;
- an application includes additional materials other than those requested;
- an application includes materials in a format other than as requested (e.g. PDF format should be used);
- the research project as proposed in the application form has previously been funded in full or in part by the Council or by another Funding Agency/Department;
- the application is not endorsed by the applicant's institution, by the Vice-President/Dean of Research, or by their authorised nominees (to be authorised by the VP/Dean of Research only) via the OLS only by the deadline of **16.00 (GMT), 25th February 2015**;
- canvassing on behalf of applicants occurs.

4. THINKING ABOUT APPLYING

Applications in Irish or English Language

Applications will be accepted in either the Irish or English language. In order to facilitate evaluation by the International Assessment Board in English, applicants submitting Irish language applications are invited to submit an English language translation of their application. Should an English translation not be provided by an Applicant, the Council will provide a translation to the International Assessment Board.

Contact your Research Office (RO)

In the first instance, you should contact the Research Office (i.e. the office of the Vice-President/Dean of Research/Head of Development as applicable in your proposed institution for information and clarification on the call. The Research Office (RO) will have to endorse your application once you have submitted it, so it is highly recommended that applicants contact them well in advance of submitting an application. There are a number of things that the RO will have to check in the application form prior to endorsing your application.

If you have any questions regarding the application process please address them to your RO. If your RO is unable to answer your query, they should send the query to the Council for answer through the Frequently Asked Questions process. These queries should be sent by your Research Office to postgrad@research.ie with the subject line 'EBP Postgrad 2015 FAQ'. The FAQ will then be posted on the website www.research.ie. The FAQ process will close one week before the applicant deadline on **16.00 (GMT), 04/02/2015**.

Please note that for reasons of transparency and fairness for all applicants, **the Council will not enter into written or telephone correspondence** with any individual applicant. In particular, the Council will not be in a position to review any eligibility issues. Please be advised that should an applicant contact the IRC by e-mail or telephone, they will be advised in the first instance to contact their RO.

Contact your proposed Academic Supervisor, Employment Mentor and two Referees

All applications require a nominated Academic Supervisor and Employment Mentor who are willing to supervise the proposed research project, and two nominated Referees who know you sufficiently well enough to provide you with a reference.

The Academic Supervisor or Employment Mentor may **not** act as one of these Referees.

Prior to creating an application you must contact and discuss your research project with your proposed Academic Supervisor and Employment Mentor. Please note that the Council is not in a position to recommend Academic Supervisors or Employment Mentors.

It is the sole responsibility of the Applicant to inform the proposed Academic Supervisor, Employment Mentor, and Referees of his/her nomination. This should be done well in advance of completing the online application process.

The Academic Supervisor, Employment Mentor and Referees will be required to complete their participant forms through the OLS. It is essential that your nominated Academic Supervisor, Employment Mentor and Referees will be available to complete their forms prior to the deadline. Submission of these forms is an integral part of a fully completed application and **failure to submit these forms by the participant deadline of 16.00 (GMT), 18/02/2015 will render the application automatically ineligible**. Ineligible applications will not be assessed.

Application deadline

The Council strongly encourages the submission of applications well in advance of the closing date for the competition, as heavy traffic on the server on the day of the deadline may slow down the submission of your application. To prevent problems with heavy server traffic, do not wait until the final day of the call to register on the system or submit your application. If you need to submit your application on the closing day, please allow at least 6 hours before the deadline of **16.00 (GMT), 11/02/2015**.

5. EVALUATION PROCEDURES

Assessment Process

For a flowchart of the assessment process please see 'Application Flowchart 2015' on our website www.research.ie.

Applications are first reviewed for eligibility and adherence to the Terms and Conditions. Applications are then sent for remote evaluation to an Outer International Assessment Board (IAB). Each application is assessed by at least two independent, international reviewers. Each assessor submits their quantitative evaluation and the applications are preliminarily ranked. The applications are then discussed at an EBP IAB meeting. The primary responsibility of the IAB is to determine a final ranking of the applications referred to it, arrive at an overall judgment of standard and make final recommendations to Council.

The Council's decision on whether to award a Scholarship under this Scheme shall be final.

Evaluation Criteria and Scoring

Applications are assessed under three headings including Project, Applicant, and Environment; assessors consider all three and allocate scores as per the 'Postgraduate Evaluation Criteria & Detail' in Appendix III. Applicants should familiarise themselves fully with the Evaluation Criteria prior to making an application to the scheme.

Applications can be made in any discipline. See Appendix I for a description of what is covered in Primary Areas, Disciplines, and Other Research Areas.

In particular, applications of an interdisciplinary nature that cross the boundaries between different fields of research, pioneering proposals addressing new and emerging fields of research or proposals introducing unconventional, innovative approaches and scientific inventions are welcomed.

6. REGISTERING AS AN APPLICANT FOR THE FIRST TIME²

As detailed under 'Thinking About Applying' (Section 4), you should direct any queries about the scheme and application process to your Research Office. However, if you have a technical issue regarding the use of the OLS, please read these Guidelines, the FAQ document and watch the online presentation, all available on our website www.research.ie. If your issue is not addressed through any of these mechanisms, only then should you email postgrad@research.ie with an outline of your query. Please include your Project ID, the browser you are using, and if appropriate, a screenshot of the OLS and any error messages.

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:

- Internet Explorer: version 7.0 and higher
- Firefox download: two most recent versions*
- Chrome download: two most recent versions*
- Safari download: two most recent versions*

*Firefox, Chrome and Safari support applies to the current version published by the manufacturer excluding beta releases, and 1 previous version. Also, please ensure your JavaScript is both turned on and up to date.

Next, add the ircapps@research.ie email address to your contacts/address book.

- Use the following link to take you to the '**Applicant registration page**' https://irishresearch.smartsimple.ie/s_signup.jsp?token=XVtQC1oGYFpRxNZXxVSSIBSZq%3D%3D
- Fill in the form as prompted.

² Applicants who have previously applied to IRCSET or IRC schemes through the OLS **do not need** to register before proceeding as their original profile will be used. Applicants who have previously applied to IRCHSS but not to IRCSET or IRC schemes **need** to register with the (OLS) before proceeding.

IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

Postgraduate / Postdoctoral 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. You can login to your account at any time at the following address: irishresearchcouncil.ie

* Prefix:

* Gender:

* Date of Birth (dd/mm/yyyy):

* First Name:

* Last Name:

* Email:

* Confirm Email:

* Phone:

* Address:

* City:

Post Code:

* Country:

* Country of Citizenship:

* Area where you are ordinarily resident (EU/ Non EU):

Submit

Definition of Ordinarily Resident

The last field, 'Area where you are ordinarily resident (EU/Non-EU)' seeks to determine your EU status based on the country within which you have been resident for the last number of years.

While a majority of postgraduate Scholarships awarded by the Council will be offered to citizens of the European Union (EU) or to those whose legal and permanent residence is within a member state of the EU, a proportion of awards may also be offered to exceptional applicants who are not from a member state.

Applicants deemed to be citizens of the EU are those applicants who are either citizens of Ireland or of a Member State of the European Union AND have been ordinarily resident within a Member State of the EU/Ireland for a continuous period of three out of the five years prior to the application deadline. 'Ordinarily resident' shall be deemed to refer to the applicant's place of legal and permanent residence. The 'ordinarily resident' period for EU citizens will not be deemed as having been interrupted if an absence from that residence has been caused by: training or employment of the applicant or the applicant's spouse or parents; the full-time education of the applicant or her/his spouse; an absence or absences for cultural or personal reasons. All other applicants should indicate that they are non-EU.

- 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 and password.

IF YOU DO NOT RECEIVE THIS EMAIL:

- Please check your spam folder. If you have not already done so, add the ircapps@research.ie email address to your contacts/address book now.

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.

7. USING THE ONLINE APPLICATION SYSTEM (OLS)

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
- Click on 'Application Start' to navigate back to the start of the application form. **Do not** use the browser 'back' button at any stage as you may lose essential information.
- If an incorrect email address is supplied for a Referee, the Referee will not receive login details for the OLS and will not be able to complete their participant form. Please ensure all email addresses are correct **prior** to submission as once submitted **no** alterations (including email addresses) are possible.

- All participants **must** complete their forms through the OLS. The Council will not be responsible for ensuring that participant online forms are submitted on time. It is the responsibility of the **Applicant** to ensure the Academic Supervisor, Employment Mentor and Referees and submit their forms through the OLS by the deadline of **16:00 (GMT), 18/02/2015**.

To Log in:

- Once you have received your username and password, access the OLS on the Irish Research Council website https://irishresearch.smartsimple.ie/s_Login.jsp
- Please enter the username and password that was supplied to you in the '**Irish Research Council Registration Details**' email and then click '**Log in**'.
- If you have forgotten your password, use the '**Forgot Your Password?**' link on the login page (just under the login button); an email containing these details will be automatically sent to the email address you have supplied.

Creating a new Application:

- When you log in, you will be presented with the following screen:

The screenshot shows the 'Welcome to Your Profile' page of the Irish Research Council. At the top, the logo and name 'IRISH RESEARCH COUNCIL An Chomhairle um Thaighde in Éirinn' are displayed. A red arrow points to a link 'Click here to change your personal details' in the top right. Below the header, there are three main sections: 'Browser Support Information', 'Manage Your Profile', and 'Change Password'. The 'Manage Your Profile' section is highlighted with a red box and a red arrow pointing to it from the top right. Below this, there are three more sections: 'Open Calls', 'Submitted Applications', and 'Draft Applications'. The 'Open Calls' section contains a red box around the 'Create New Application Form' link, with a red arrow pointing to it from the bottom right. The 'Submitted Applications' section has a red arrow pointing to it from the bottom right. The 'Draft Applications' section is also visible. The 'Submitted Applications' section has a red arrow pointing to it from the bottom right. The 'Draft Applications' section is also visible. The 'Submitted Applications' section has a red arrow pointing to it from the bottom right. The 'Draft Applications' section is also visible.

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.

If you want to change any of your personal details you can click on the **'Manage your Profile'** icon on this page.

To Create the Application Form

- When you select **'Create New Application Form'**; you will be presented with the following screen
- Select the Postgraduate Application Type for which you wish to apply: and then click **'Create New'**.

The screenshot shows the 'Create New Application Form' screen. At the top, there is a message: 'Please select the application type that you wish to create. Please ensure you select the correct application as this cannot be amended.' Below this, there is a section titled 'Postgraduate Scholarship Applications'. Under this section, there is a dropdown menu labeled '* Select Postgraduate Application Type:' with 'Employment Based Postgraduate Programme' selected. A red arrow points to this dropdown menu from the bottom right. Below the dropdown menu, there is a 'Create New' button. A red arrow points to this button from the bottom right. The 'Create New' button is highlighted with a red box. The 'Create New' button is highlighted with a red box.

The system will default to **'Edit'** mode and you can now input information into your new application form and save it by using the **'Save Draft'** button at the bottom of the form.

You must be in 'Edit' mode to edit information in your form. The Edit button is located on the top left of the project home screen.

- At the beginning of the application select the Irish Research Body (i.e. the Higher Education Institution) where you propose to be based for your Scholarship by selecting the '**Lookup**' button.
- You will then be presented with the following screen:

Select Organisation

« < Page 1 of 2 > » Show All

All Organisations Category: All Categories Name: test Find

	Name	Address	City
<input type="radio"/>	Dublin City University [DCU]		
<input type="radio"/>	Dublin Institute for Advanced Studies		
<input type="radio"/>	Dublin Institute of Technology		
<input type="radio"/>	Dun Laoghaire Institute of Art, Design, & Technology		
<input type="radio"/>	Institute of Technology Athlone		
<input type="radio"/>	Institute of Technology Blanchardstown		
<input type="radio"/>	Institute of Technology Carlow		
<input type="radio"/>	Institute of Technology Cork		

Click 'Show All' to see full list of Research Bodies

- Click on '**Show All**' at the top right hand corner of the screen and then 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 institution to make sure they are registered in the Irish Research Council OLS.
- Enter Project Title
- Select whether your application is in Irish
- Click '**Save Draft**' at the bottom of the screen
- If you have selected 'Yes' to 'Application in Irish', you have the option to upload your own English translation. The system will only accept documents in PDF format. Use the 'Upload' button to upload your translation:

* Application in Irish: ☒ Yes ☐ No
 Once you click 'Save Draft' the upload button will appear

English Translation: [Upload File](#)

Scroll down to the next section, 'Applicant Details,' lower down the page. This section is largely populated based on the personal profile entered when you registered at the beginning of this process.

- Check that the 'Date of Birth', 'Area where you are ordinarily resident (EU/non-EU)' and 'Do you currently hold an Irish Research Council Award' have been answered.


Please note, if you want to change any of your personal details you must navigate to your Home Page by clicking 'Home' on the top right hand corner of the screen and then click on the 'Manage your Profile' icon:

At this point your draft application has been created. As each applicant can only submit ONE application to each Postgraduate call, the icon to '**Create New Application**' will no longer be visible on your home page from this point forward.

Editing an Application


You may log on, access and edit your 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**'.

- Edit your application by selecting the '**Draft Applications**' icon on your home page.




IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn


Welcome to Your Profile



Browser Support Information
Supported browsers:
Firefox (last 2 most recent versions),
Chrome (last 2 most recent versions),
Internet Explorer (version 7 or higher),
Safari (last 2 most recent versions).




Manage Your Profile
Here you can update your profile, add bibliometric data, photos, research outputs, and view other critical data related to you on the Irish Research Council system




Change Password
Click here to change your password

Click Draft Applications to view and edit applications that are in preparation


Open Calls



Create New Application Form
Click on this icon to create a new application form.




Draft Applications
View my draft applications.



Applicant Guidelines

Submitted Applications



Submitted Applications
View your Submissions.

Changes to the application form are not permitted once the form has been submitted. Click here to view Submitted Applications

- Click the **'Edit'** tab to the right of the application you wish to edit.

Report - Draft Applications					
Application Type	Project ID	Project Title	Irish Research Body	Last Modified	Edit Project
Employment Based Postgraduate Programme	EBPPG/2014/2	EBP Test application 2014	Dublin Institute for Advanced Studies	23/04/2014	Edit



Click **'Edit'** to open draft application

This will bring you to the summary **'Project/Application Start Page'** of your draft application. This page will already be in edit mode which will allow you to add information to your application:

Project - Test Application

[View](#)
[1. Primary and Additional Participants](#)
[2. Research Mobility](#)
[3. Academic Qualifications](#)
[4. Proposed Research](#)
[5. Personal, Ethical and Sex/Gender Statements](#)
[6. Financial Justification](#)

Irish Research Body:

Test University

Lookup...

Welcome to Irish Research Council's online application system

You are about to create an Irish Research Council Postgraduate scheme application form. To create and view a new application you must complete the following actions on this page:

1. Complete the fields on this page and click **Save Draft** at the bottom of the page.
2. Once these steps are completed you will have created a draft application.
3. You can then access the various sections of your application using the tabs which will become visible at the top of the page.
4. All sections must be complete before submitting your application.
5. To edit your application you must be in **Edit mode**. The **Edit** button is available at the top of this page.
6. Remember to **Save** your application regularly.

Project Details

Project ID: EBPPG/2014/2

Project Title: EBP Test application 2014

Irish Research Body: Dublin Institute for Advanced Studies

Last Modified: 23/04/2014

To complete the application form, you will need to complete the following tabs (the numbers denote the numbering on the OLS):

- Project/Application Start Page

1. Primary and Additional Participants
2. Research mobility – not required for Postgraduate Applications
3. Academic Qualifications
4. Proposed Research
5. Personal, Ethical, and Sex/Gender Statement
6. Financial Justification
7. Applicant Declaration

Each tab has a **'SAVE'** button at the end of the page, you may need to scroll down for this to be visible to you. Please ensure that you press the save button before moving from one tab to another. If you input information on a tab and switch to another without pressing **'SAVE'** this information will be lost.

Please see below for specific guidance on the completion of each tab.

Project/Application Start Page: Adding an Academic Supervisor

- Scroll down to the bottom of the 'Project' page where you have an opportunity to add your Academic Supervisor under the Participants panel.
- Supervisors can be added by clicking “**Lookup**” on the Participants panel.

The image shows two panels from a web application. The top panel is titled 'Participants' and contains a search bar with a dropdown menu set to 'Supervisor', a 'Lookup...' button, and an 'Add' button. Below the search bar is a table with columns: #, Contact, Email, Phone, and Role. The table is empty, showing 'No records found'. A red arrow points to the 'Lookup...' button, and a red text overlay says 'click here to add supervisor'. The bottom panel is titled 'Enterprise Partner' and has a similar search bar with a dropdown menu set to 'EPS Partner', a 'Lookup...' button, and an 'Add' button. Below it is a table with columns: Organisation, Phone, Address, City, and Role. This table is also empty, showing 'No records found'.

If you cannot find your proposed Supervisor's name:

- Please contact your proposed Academic Supervisor and ask him/her to contact their institution's Research Office, who will provide them with details of the registration process for supervisors.
- Supervisors need to be pre-registered on the OLS through the Research Office in their Institution before they can be selected and added to your application.

Academic Supervisors who have previously registered do not have to do so again.

- Click on '**Role**' button and select '**Supervisor**', click on next dropdown tab and select the criteria under which you wish to search e.g. First Name or Surname, and then type in the details and click 'Find'. Then select the name of your supervisor and click 'OK'.

The image shows a 'Users & Contacts' pop-up window. At the top, there are four tabs: 'Role', 'First Name', 'Last Name', and 'Company'. The 'Role' tab is selected, and a dropdown menu shows 'Supervisor'. The 'First Name' tab is also selected, and a text input field contains 'fake'. To the right of the input field is a 'Find' button. Below the search form is a table with columns: Suffix, First Name, Last Name, and Company. The table contains one row: 'Fake', 'Supervisor1', 'Test University'. A red box highlights the 'Find' button and the 'OK' button at the bottom. A red text overlay says 'Select Supervisor from list'.

Clicking “OK” will close the pop-up window and return you to your application.

- Your Supervisor name will now be visible under “Participants”. Select '**Supervisor**' from the dropdown field beside your Supervisors name and finally click 'Add' and then click '**Save Draft**'.

Participants

Fake Supervisor1, Lookup... **Supervisor** Add

☐ # Contact Email Phone Role

No records found

Remove

Select 'Supervisor' role from dropdown and then click 'Add'

Your Supervisor has been successfully added to your application.

Check and ensure both the 'Email' address and associated 'Role' is correct

Participants

Lookup... Mentor In Ireland Add

☐ # Contact Email Phone Role

1. Fake Academic Supervisor1 ircfakeasupervisor1@gmail.com Supervisor

Once your Supervisor has been added to the application he/she will receive an email notification to confirm that he/she has been added to your application as a Supervisor. From this point on your Supervisor can log in to the system and view your draft application by clicking on 'My Assigned Applications in Draft'. However Supervisors cannot create or submit their participant form until after you submit your application.

Supervisors must submit a completed Supervisor form via the OLS by the Supervisor deadline of **16.00 (GMT), 18/02/2015**. This confirms their willingness to supervise the applicant.

It is important to check the Supervisor email address at this point to ensure that you have selected the correct Supervisor from the list (e.g. there may be two or more academics with the same name in the same institution) and also to ensure that the correct email address has been registered in the system. **If an incorrect email address is provided then the Supervisor will not receive the automatic email with the necessary details so it is essential to provide the correct details.**

If your Supervisor email appears to be incorrect then contact your Research Office to check the email address. If the Supervisor in question has been registered with the incorrect email address then the Research Office should contact the Council to amend the Supervisor's details on the system.

If you want to change your nominated Supervisor then tick the check box beside your Supervisor's details, click 'Remove' and then save your draft. Your Supervisor will be removed and you can then lookup the details for your new Supervisor as per the instructions above. If you remove a Supervisor, they will not be automatically notified. It is your responsibility to notify them that they are no longer assigned to your application.

Applicants should note that, in the event of joint Academic Supervision or a panel of Academic Supervisors, the applicant must nominate one Academic Supervisor to be provided with logon details to access the system during the initial application phase. This Supervisor will be designated the Principal Academic Supervisor and must serve as the applicant's named Academic Supervisor for the purposes of the application process. Details of other supervisors can be written into the 'Proposed Research' section.

Tab 1. Primary & Additional Participants: Adding an Employment Partner

- Scroll down to the bottom of the 'Project' page where you have an opportunity to add your Employment Partner under the 'Enterprise Partner' panel.

PLEASE NOTE: For the purposes of the 2015 Call, when the OLS uses the terminology 'Enterprise Partner' or 'Enterprise Mentor' it shall be considered to be the equivalent of the terms 'Employment Partner' and 'Employment Mentor' used here in the Guide and also in the Terms and Conditions for this scheme.

- The proposed Employment Partner needs to be pre-registered on the system before they can be selected and added to your application.
- Please complete the 'REQUEST ENTERPRISE PARTNER REGISTRATION' to add an organisation' form which will be sent to your Employment Mentor, along with a link for them to send on to the Primary Contact of their organisation so that the Primary Contact can complete the registration form for their organisation.
- Employment Partners only need to register once, even if they participate in multiple schemes.
- Once registered, the organisation will then be viewable as an Employment Partner in the OLS.

Adding Enterprise Partner

This section allows you to provide details on the proposed Enterprise Partner to support and co-fund your application.

Your application will only be completely accepted if the proposed Enterprise Partner has been associated with this application.

How to add a existing Enterprise Partner to the system:

1. Scroll to the Enterprise Partner section at the bottom of this page.
2. You can select a pre-registered Enterprise Partner using the following:
 - Use the predictive text to find the partner name.
 - If you cannot find your Enterprise Partner please see section 1.1.
 - Once you found the company name click 'Add' button.
 - Your Enterprise Partner is now listed in Enterprise Partner section.
 - Click 'Save Draft' at the bottom of your page.

How to add a new Enterprise Partner to the system:

1. If the Enterprise Partner is not registered in the system you can request them to register using following page: [REQUEST ENTERPRISE PARTNER REGISTRATION](#).
2. Once your partner registers you will have to associate the Enterprise Partner with your application by following the instructions above.

If your Enterprise Partner is not registered on our system then please click on the highlighted link below: Your Enterprise Mentor will receive an email with instructions on how to register the organisation as an Enterprise Partner

- Once registered, Employment Partners can be added by clicking "**Lookup**" on the Enterprise Partner panel (under the participants section on the 'Project/Application Start Page').

Participants

Lookup... Supervisor Add

#	Contact	Email	Phone	Role
1.	Fake Supervisor1	ircfakeasupervisor1@gmail.com		Supervisor

Remove

Enterprise Partner

Lookup... EPS Partner Add

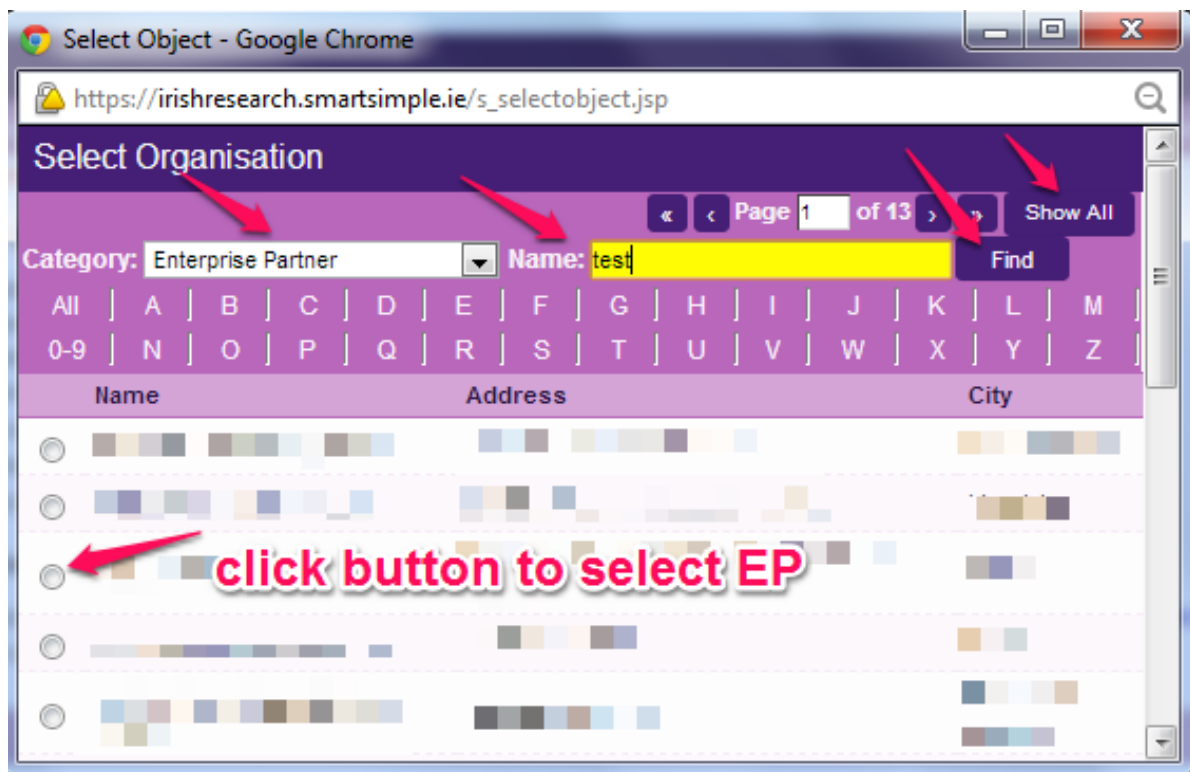
List View: System Default

Organisation	Phone	Address	City	Role
No records found				

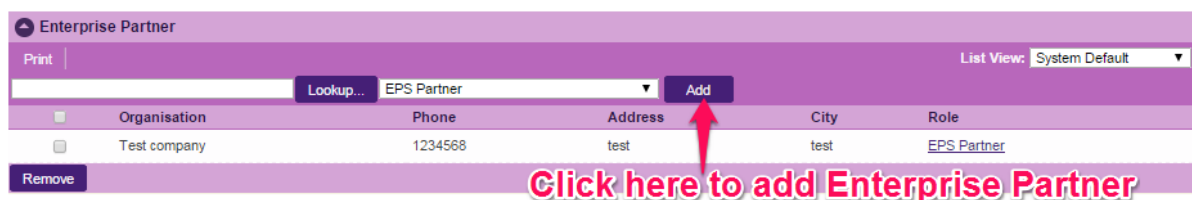
Delete

click here to look up Enterprise Partner details

- The following screen will appear:



- Click on Category and select '**Enterprise Partner**', type in the name, click 'Find' and then 'Show All'
- Select your Employment Partner by clicking the circle next to the relevant name. Don't forget to click '**Show All**' at the top right of the screen, to ensure you can see the full organisation list.
- When the Employment Partner name has been entered, click 'OK'. This will close the pop-up window
- Click '**Add**' and then click '**Save Draft**' as below:



If you want to change your nominated Employment Partner then select the check box beside your Employment Partner and click 'Remove'. You can then lookup the details for your new Employment Partner.

Tab 1. Primary and Additional Participants: Adding your Employment Mentor

To add your Employment Mentor, click on the tab 'Adding Enterprise Mentor' and then click on the link provided to enter the name and Employment Mentor details. Employment Mentors do not need to have pre-registered with the OLS but the system requires that you assign the proposed Employment Partner before you can add an Employment Mentor.

Applicants should enter the name and contact details of their Employment Mentor. The OLS will use the email address supplied by the applicant and will provide the Employment Mentor with logon details to access the OLS as soon as the applicant has submitted his/her application to the OLS. **If an incorrect email address is provided, then the Employment Mentor will not receive the automatic email with the necessary details. It is therefore essential to provide the correct details.**

Always click 'Save' button before moving to a new section.

Primary and Additional Participants

Adding Referees | **Adding Enterprise Mentor** ← **Click here**

Guideline

This section allows you to provide details on the proposed Enterprise Mentor to support and co-fund your application.

1. You have associated the Enterprise Mentor with your application.
2. Now please add Enterprise Mentor name who registered to support your application. Please assign your mentor [HERE](#) ← **Click here to assign Enterprise Mentor**
3. Once you completed the above step please click 'Save' and you will see associated Enterprise Mentor's details listed below.
4. Also you will see him/her being added as a Enterprise Mentor to Participants on the main tab.

Enterprise Partner Name: test

Enterprise Partner Mentor Name: Jack Bauer

Enterprise Mentor Email: ircfakeesupervisor1@gmail.com

After you submit the Enterprise Mentor details, click save at bottom of application form and Mentor details will appear

[Previous](#)

Employment Mentors must submit a completed form via the OLS by the Employment Mentor deadline of **16.00 (GMT), 18/02/2015**. This confirms their willingness to Mentor the applicant after the applicant has completed his/her part of the application process. The OLS will contact the nominated Employment Mentor using the email address registered in the OLS to notify the Employment Mentor that he/she needs to access the OLS to complete their Mentor Form. This will be sent as soon as the applicant has submitted his/her application to the OLS.

Applicants should note that, in the event of joint Employment Mentor supervision or a panel of Mentors, the applicant must nominate one Employment Mentor to be provided with logon details to access the system during the initial application phase. This Mentor will be designated the Principal Employment Mentor and must serve as the applicant's named Employment Mentor for the purposes of the application process. Details of other Mentors can be written into the 'Proposed Research' section.

If you want to change your nominated Employment Mentor then tick the check box beside your Mentors details, click 'Remove' and then save your draft. Your Employment Mentor will be removed and you can then lookup the details for your new Mentor as per the instructions above.

Tab 1. Primary & Additional Participants: Adding your two Referees

To add your Referees, click on the tab '1. Primary and Additional Participants' at the top of the screen and then click on the 'Adding Referees' tab.

Click on the relevant link to register and enter the Referee details:

Primary and Additional Participants

Adding Referees **Adding Enterprise Mentor**

Guideline

1. You must associate two referees with your application.
2. A suitable referee is an individual who knows you sufficiently well to provide you with an reference, e.g. a Principal Investigator or leader/member of a research team where you have worked, or a mentor from any time in your career or education.
3. Each referee will be required to provide an online reference as part of your application.
4. Once associated with your application each referee will receive an e-mail with details on how to complete their reference.
5. A referee cannot be either your named supervisor or Enterprise Mentor.
6. To enter and sign up referees details please [CLICK HERE](#).
7. After you have added a referee, please click **Save Profile** on the main page and their name will appear in the Participants section.

Referee 1 Details

Referees must be a qualified researcher (from academia or enterprise).

Referee Name:	Position:
Email Address:	

Referee 2 Details

Referees must be a qualified researcher (from academia or enterprise).

Referee Name:	Position:
Email Address:	

Next

Referees do not need to have pre-registered with the OLS. Enter the name and contact details of your Referees:

Referee Registration

* Organisation/Institution:

* First Name:

* Last Name:

* Title:

* Position:

* Email:

In order for your Referee to be able to access the online system you MUST ensure that the email address provided is correct. If an incorrect email address is provided your Referee will be unable to access the system. He/she will therefore be unable to upload a reference form and the application will be deemed ineligible.

* Confirm Email:

* Role:

Submit

* - Mandatory fields

The OLS will use the email address supplied by the applicant to email the Referees as soon as the applicant has added them to the application. The email will contain their login and password to access the OLS and complete their Reference form.

If an incorrect email address is provided then Referees will not receive this automatic email with the necessary login and password details, so it is essential to provide the correct details. Should a Referee email address be incorrect then remove the Referee in question (see details below), and then add the Referee again with the correct details by repeating the process. We recommend that applicants check with their Referees that they have received the email with login and password details once they have been added to the application. **It is not possible to update contact details for the relevant participants once the application has been submitted.**

Both Referees must submit a reference form to the OLS in advance of the Referee deadline of **16.00 (GMT), 18/02/2015.**

Once you have added all the relevant participants (Academic Supervisor, Employment Mentor and Referees) their names are listed in the 'Participants' section of the Project/Application Start Page of the application. If you need to change any of the participants attached to the application, navigate to the 'Participants' section, select the name of the participant you wish to change by selecting the check box beside the name and then click 'Remove', and save your application.

Participants

Lookup... Assessor Add

#	Contact	Email	Phone	Role
<input checked="" type="checkbox"/>	1. Fake Academic Supervisor1	ircfakeasupervisor1@gmail.com		Supervisor
<input type="checkbox"/>	2. Fake Enterprise Mentor	ircfakeasupervisor1@gmail.com	8888888	Enterprise Mentor
<input type="checkbox"/>	3. fake referee1	referee1_irc_irl@yahoo.ie		Referee 1
<input type="checkbox"/>	4. Fake Referee2	referee2_irc_irl@yahoo.ie		Referee 2

Remove

To change any of the participants select the check beside the participant you wish to change and click 'Remove'

Tab 2. Research Mobility

This tab is not required for applicants applying to this Scheme.

Tab 3. Academic Qualifications

To add your academic qualifications, click on the tab '3. Academic Qualifications' and complete the individual pages within this tab as follows:

- Academic Qualifications – Undergraduate Qualifications
- Academic Qualifications – Postgraduate Qualifications
- Other Education
- Research Achievements
- Work Experience

Tab 4. Proposed Research

4. Proposed Research

Back | 1. Primary and Additional Participants | 2. Research Mobility | 3. Academic Qualifications | **4. Proposed Research** | 5. Personal / Ethical / Sex-Gender Statement

Always click **Save** button before moving to a new section.

Proposed Research

If you have already started your course please indicate which degree you are already ready registered for and fill in the form for the full research proposal for the full duration of this degree.

* Degree Type: 24 Month Structured Masters (includes structured programme)

* Name of Institution: Test University

* Department: test

* Registration Date: 01/10/2014

Degree Type: As per the Terms and Conditions, the duration of funding to be given for the Scholarship is dependent on the type of degree being pursued. Please ensure you select the correct degree type. If the application is successful, funding will only be

provided for the degree type requested in the original application. The Terms & Conditions (pg. 4 - 5) gives further details on each degree type.

If applicant chooses a Structured Degree Programme, the Research Office in endorsing the application confirms that this includes the development of discipline-specific knowledge, research skills and generic/transferable skills in line with the national definition in Appendix IV of the Terms and Conditions. The programme must also meet institutional requirements (as determined by the Dean of Graduate Studies or equivalent in her/his HEI) for a structured programme, including coursework requirements.

Registration Date: The Scholarship will commence on **1st October 2015**. The date of registration is used to calculate your eligibility to apply for the type of degree selected, and if eligible, the duration of funding applicable. Please see the Terms and Conditions (pg. 4 - 5) for further details on this.

What kind of research can be funded?

Please see Appendix 1 for the full list of Primary Areas and Disciplines supported by IRC. Please note there is a section in the application form to enter information on the interdisciplinary nature of the application if it is applicable. It is the responsibility of the applicant to choose the Primary Area and Discipline most closely aligned to their proposal.

Disciplines will appear after your primary area has been chosen. Please consult the Irish Research Council's online GUIDE FOR APPLICANTS 2013, for a description of what is covered in Primary Areas, Discipline, Other Research Area:

* Primary Areas:	Earth and Environmental Science
* Discipline:	Geophysics
Other Research Area:	Software Applications
Second categorisation – If Interdisciplinary:	Computer Science, Information Systems

Enter interdisciplinary information if applicable

Tab 5. Personal Statement, Ethics, and Sex/Gender Dimension

Personal statement: this section provides an opportunity for the applicant to highlight additional information about themselves that has not been provided elsewhere in the application.

Ethics Statement: where ethical issues may arise in the research, applicants are required to submit to the Council a written statement that full consideration has been given to the ethical implication 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 will be required as part of the Award Acceptance (as per the Terms and Conditions).

Sex/Gender Dimension Statement: All applicants to Council schemes are required to complete the Sex/Gender Dimension statement in the application and this will also be a requirement for Horizon 2020 proposals. Please refer to Appendix II 'Guidance on the Sex/Gender Dimension Statement', which summarises the Toolkit Gender in EU-funded research³, for help on how to do this.

³http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf

Tab 6. Financial Justification

Applicants can apply for eligible research expenses up to a maximum of €2,250 per annum. The approval of these costs is dependent on eligibility and the justification of requested items/funding.

There are eight funding categories in total. Applicants should indicate the **total amount** to be requested across the lifetime of the award, bearing in mind the limit of €2,250 per annum. An itemised breakdown of costs and the associated justification is required e.g. list separately the cost and justification for individual pieces of equipment and software. Small consumables can be grouped as one item e.g. general lab or stationary supplies.

There is a maximum limit of €1,000 for the purchase of a computer or laptop.

Applicant Declaration

Guidance on Data Management, Protection and Security: The Council often has queries from interested enterprise partners about the possibility of working with Postgraduates and from interested funding agencies that would like to co-fund awards with the Council.

Applicants are asked at the end of their application form whether or not they would like the Council to make their application available to other funding agencies and/or employment or enterprise partners for funding consideration. This consideration is in addition to the current Council Postgraduate Scholarships on offer and will not affect assessment of your application in any other way.

Submitting an Application

It is important to check and re-check the application form until you are fully satisfied with all sections of your application before you 'Submit Application'. Please refer to Appendix IV for the 'Applicant Submission Checklist'.

No alterations can be made to an application once it has been submitted. If successful, you will only be offered funding to carry out the project as detailed in the application.

In order to submit the application form, you must navigate to the "Project/Application Start" summary page by clicking 'Application Start':

7. Applicant Declaration

Application Start | 1. Primary and Additional Participants | 2. Research Mobility | 3. Academic Qualifications | 4. Proposed Research | 5. Personal, Ethical and Sex/Gender

Always click **Save** button before moving to a new section.

Click 'Application Start' to return to the application start page

Applicant Declaration

* I hereby declare that I have read and accept the Applicant requirements as set out in the Terms and Conditions and Guide for Applicants on the Irish Research Council [WEBSITE](#):

☒ I Agree

* I confirm that the information supplied in this application is correct:

☒ I Agree

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

☒ Yes ☐ No

- Scroll to the bottom of the Project/Application Start Page and click '**Submit Application**'

Participants

Lookup... Mentor In Ireland Add

	#	Contact	Email	Phone	Role
<input type="checkbox"/>	1.	Fake Academic Supervisor1	ircfakeasupervisor1@gmail.com		Supervisor
<input type="checkbox"/>	2.	fad adf	referee1.irc_irl@yahoo.ie		Referee 1
<input type="checkbox"/>	3.	Fake Referee2	referee2.irc_irl@yahoo.ie		Referee 2

Remove

Scroll to the very bottom of the 'Application Start' page and click on 'Submit Application'

You have checked out this record and have exclusive access.

Save Draft **Submit Application**

8. NEXT STEPS

Once an applicant has submitted his/her application, the OLS generates a number of automated emails to the participants included in the application.

Applicants should note that while Referees may create and submit their form once they have been added to an application, the Academic Supervisor and Employment Mentor can only complete their respective form **after** the applicant has submitted their application.

All applications must be endorsed on behalf of the proposed host institution by the Research Office. All participant forms must be submitted and RO endorsement completed by the stated deadlines or the application will be deemed ineligible

The RO endorsement is the final step in the OLS process, after which the applicant will receive an automated email informing them that the application process is now complete.

Notification & Feedback

Once the application process is complete, eligible applications will be assessed in line with the Evaluation Procedure as outlined in Section 5 above.

The Council are precluded from discussing the results of the competition over the telephone or discussing the outcome of individual applications via email or post.

Feedback to candidates will consist of the score that the IAB assigned the application and the decision of the Council in relation to funding. Additional feedback will not be provided beyond that which is provided with the assessment result.

Please note that this decision is final and that no correspondence will be undertaken in relation to individual assessments or scoring. Under no circumstance will feedback provided by Council compromise the confidentiality of a reference submitted to Council.

9. INFORMATION FOR SUCCESSFUL APPLICANTS

Letter of Offer & Acceptance Form

The Council will issue a Letter of Offer and an Acceptance Form outlining the approved budget for the Award to the successful applicants. Each award is made subject to the terms of the Letter of Offer, the application, the approved budget, and the Terms and Conditions for this Scheme.

The conditional offer is subject to the Acceptance Form being signed by the successful Scholar, the Academic Supervisor, HEI and Employment Mentor and returned to the Council on time.

Once these conditions have been met, the Scholarship can commence.

Submission of Intellectual Property Agreement

If successful in the competition, an Intellectual Property Agreement covering the proposed Scholarship must be agreed between the proposed HEI and Employment Partner before the Scholarship can commence.

It is recommended that discussion is initiated before the application is made.

Submission of Ethical Approval

If successful in the competition, a full ethical report and approval from an ethical review committee will need to be received by the Council within three months of the start date. As ethical review committees only meet several times a year, it is recommended that applicants start thinking about this process early.

APPENDIX I

Research Categorisation

Irish Research Council schemes are open to all disciplines.

Applicants are required to indicate the 'primary area', 'discipline' and 'other research area' that their proposed research programme fits under.

If the research proposed is interdisciplinary, applicants should indicate this by categorising their research via the drop-down menus provided and then by using the 'second categorisation if interdisciplinary' free form box in the application form to indicate a second categorisation. For the first categorisation, please select the primary area, discipline and other research area that the research is most closely associated with. The second categorisation should also be provided on the basis of the primary areas, disciplines and other research areas provided below.

Primary areas

Applicants are required to select a primary area from the following defined list:

- Biological Sciences A
- Biological Sciences B
- Chemistry
- Computer Science
- Earth and Environmental Sciences
- Engineering
- Mathematics
- Physics
- Study of the Human Past
- Cultures and Cultural Production
- Individuals, Institutions, Markets, Values, Behaviour the Mind and Environment

Disciplines

Under each primary area there is a defined list of disciplines to select from. These are listed in the tables that follow. Applicants should choose the discipline that most closely matches his/her proposed research. In considering the selection, the applicant should consider the methodology and techniques used in the research project.

Other Research Areas

An indicative list of typical other research areas is also provided under the primary areas and disciplines in order to further categorise the research and aid in the selection of peer-reviewers.

Primary Area: Biological Sciences A	
<i>Disciplines</i>	<i>Other Research Areas</i>
Agricultural Biotechnology	including but not limited to: Agricultural Biotechnology Diagnostics (incl. Biosensors); Agricultural Marine Biotechnology; Agricultural Molecular Engineering of Nucleic Acids and Proteins; Genetically Modified Technology; Livestock Cloning; Marker Assisted Selection; Biomass Feedstock Production Technologies; Biopharming.
Biology (Theoretical, Mathematical, Thermal, Cryobiology, Biological Rhythm)	including but not limited to: Theoretical Biology; Mathematical Biology; Thermal Biology; Cryobiology; Biological Rhythm.
Environmental Biotechnology	including but not limited to: Biodiscovery; Biological Control; Bioremediation; Environmental Biotechnology Diagnostics (incl. Biosensors); Environmental Marine Biotechnology; Environmental Molecular Engineering of Nucleic Acids and Proteins.
Evolutionary Biology	including but not limited to: Animal Systematics and Taxonomy; Biogeography and Phytogeography; Biological Adaptation; Ethology and Socio-biology; Evolution of Developmental Systems; Evolutionary Impacts of Climate Change; Host-Parasite Interactions; Life Histories; Phylogeny and Comparative Analysis; Plant Systematics and Taxonomy; Speciation and Extinction.
Marine Biology, Freshwater Biology	including but not limited to: Marine Biology, Freshwater Biology.
Microbiology, Mycology and Virology	including but not limited to: Bacteriology; Infectious Agents; Microbial Ecology; Virology; Mycology.
Microbial Genetics	including but not limited to: Microbial Genetics.
Plant Sciences, Botany	including but not limited to: Phycology (incl. Marine Grasses); Plant Cell and Molecular Biology; Plant Developmental and Reproductive Biology; Plant Pathology; Plant Physiology; Botany.
Zoology, Ornithology, Entomology, Behavioural Sciences Biology	including but not limited to: Animal Behaviour; Animal Cell and Molecular Biology; Animal Developmental and Reproductive Biology; Animal Immunology; Animal Neurobiology; Animal Physiological Ecology; Animal Structure and Function; Invertebrate Biology; Vertebrate Biology.

Primary Area: Biological Sciences B		
<i>Discipline</i>		<i>Other Research Areas</i>
Biochemical Research Methods		including but not limited to: Biochemical Research Methods.
Biochemistry and Molecular Biology		including but not limited to: Analytical Biochemistry; Bioinformatics (Bioinformatics Software to be Computer Science); Enzymes; Protein Trafficking; Proteomics and Intermolecular Interactions; Receptors and Membrane Biology; Signal Transduction; Structural Biology (incl. Macromolecular Modelling); Synthetic Biology; Systems Biology.
Cell Biology		including but not limited to: Cell Development, Proliferation and Death; Cell Metabolism; Cell Neurochemistry; Cellular Interactions (incl. Adhesion, Matrix, Cell Wall).
Developmental Biology		including but not limited to: Developmental Biology.
Genetics and Heredity		including but not limited to: Anthropological Genetics; Cell and Nuclear Division; Developmental Genetics; Epigenetics (incl. Genome Methylation and Epigenomics); Gene Expression (incl. Microarray and other genome-wide approaches); Genetic Immunology; Genome Structure and Regulation; Genomics; Molecular Evolution; Neurogenetics; Population, Ecological and Evolutionary Genetics; Quantitative Genetics (incl. Disease and Trait Mapping Genetics).
Industrial Biotechnology		including but not limited to: Bio catalysis and Enzyme Technology; Bioprocessing, Bioproduction and Bioproducts; Fermentation; Industrial Biotechnology Diagnostics; Industrial Microbiology (incl. Biofeedstocks); Industrial Molecular Engineering of Nucleic Acids and Proteins.
Medical Biotechnology		including but not limited to: Gene and Molecular Therapy; Medical Biotechnology Diagnostics; Medical Molecular Engineering of Nucleic Acids and Proteins; Regenerative Medicine (incl. Stem Cells and Tissue Engineering).
Reproductive Biology		including but not limited to: Reproductive Biology.

Primary Area: Chemistry	
<i>Discipline</i>	<i>Other Research Areas</i>
Analytical Chemistry	including but not limited to: Analytical Spectrometry; Electro analytical Chemistry; Flow Analysis; Immunological and Bioassay Methods; Instrumental Methods; Quality Assurance, Chemo metrics, Traceability and Metrological Chemistry; Sensor Technology; Separation Science.
Colloid and Nanochemistry	including but not limited to: Colloid and Surface Chemistry; Nanochemistry; Molecular and Organic Electronics; Nanotoxicology (chemical aspects).
Electrochemistry	including but not limited to: Dry Cells; Batteries; Fuel cells; Corrosion metals; Electrolysis.
Inorganic, Organometallic and Nuclear Chemistry	including but not limited to: Bioinorganic Chemistry; f-Block Chemistry; Inorganic Green Chemistry; Main Group Metal Chemistry; Non-metal Chemistry; Solid State Chemistry; Transition Metal Chemistry; Inorganic Chemistry; Organometallic Chemistry, Supramolecular Chemistry (inorganic and organometallic aspects); Nuclear Chemistry.
Macromolecular and Materials Chemistry	including but not limited to: Chemical Characterisation of Materials; Supramolecular Chemistry (materials chemistry aspects); Optical Properties of Materials; Physical Chemistry of Materials; Polymerisation Mechanisms; Synthesis of Materials; Theory and Design of Materials; Molecular and Organic Electronics.
Medicinal and Biomolecular Chemistry	including but not limited to: Biologically Active Molecules; Biomolecular Modelling and Design; Characterisation of Biological Macromolecules; Cheminformatics and Quantitative Structure-Activity Relationships; Molecular Medicine; Proteins and Peptides.
Organic Chemistry	including but not limited to: Free Radical Chemistry; Natural Products Chemistry; Organic Chemical Synthesis; Organic Green Chemistry; Physical Organic Chemistry.
Physical Chemistry	including but not limited to: Catalysis and Mechanisms of Reactions; Chemical Thermodynamics and Energetics; Solution Chemistry; Structural Chemistry and Spectroscopy; Transport Properties and Non-equilibrium Processes.
Theoretical and Computational Chemistry	including but not limited to: Quantum Chemistry; Radiation and Matter; Reaction Kinetics and Dynamics; Statistical Mechanics in Chemistry.

Primary Area: Computer Science	
<i>Discipline</i>	<i>Other Research Areas</i>
Artificial Intelligence and Image Processing	including but not limited to: Adaptive Agents and Intelligent Robotics; Artificial Life; Computer Graphics; Computer Vision; Expert Systems, Image Processing; Natural Language Processing; Neural, Evolutionary and Fuzzy Computation; Pattern Recognition and Data Mining; Simulation and Modelling; Virtual Reality and Related Simulation.
Computation Theory and Mathematics	including but not limited to: Analysis of Algorithms and Complexity; Applied Discrete Mathematics; Computational Logic and Formal Languages; Mathematical Software; Numerical Computation.
Computer Software	including but not limited to: Bioinformatics Software; Computer System Architecture; Computer System Security; Concurrent Programming; Multimedia Programming; Open Software; Operating Systems; Programming Languages; Software Engineering.
Data Format	including but not limited to: Coding and Information Theory; Data Encryption; Data Structures; Markup Languages.
Distributed Computing	including but not limited to: Distributed and Grid Systems; Mobile Technologies; Networking and Communications; Ubiquitous Computing; Web Technologies.
Information Systems	including but not limited to: Computer-Human Interaction; Conceptual Modelling; Database Management; Decision Support and Group Support Systems; Global Information Systems; Information Engineering and Theory; Information Systems Development Methodologies; Information Systems Management; Information Systems Organisation; Information Systems Theory; Interorganisational Information Systems and Web Services.

Primary Area: Earth and Environmental Sciences	
<i>Discipline</i>	<i>Other Research Areas</i>
Biodiversity Conservation	including but not limited to: Conservation and Biodiversity.
Ecology	including but not limited to: Behavioural Ecology; Community Ecology; Ecological Physiology; Freshwater Ecology; Marine and Estuarine Ecology (incl. Marine Ichthyology); Paleoecology; Population Ecology; Terrestrial Ecology. Ecological Impacts of Climate Change; Ecosystem Function; Invasive Species Ecology.

Environmental Sciences	including but not limited to: Environmental Impact Assessment; Environmental Management; Environmental Monitoring; Environmental Rehabilitation; Natural Resource Management; Wildlife and Habitat Management.
Geochemistry	including but not limited to: Exploration Geochemistry; Inorganic Geochemistry; Isotope Geochemistry; Organic Geochemistry.
Geophysics	Electrical and Electromagnetic Methods in Geophysics; Geodynamics; Geophysical Fluid Dynamics; Geothermics and Radiometrics; Gravimetrics; Magnetism and Palaeomagnetism; Seismology and Seismic Exploration.
Geology	including but not limited to: Basin Analysis; Extraterrestrial Geology; Geochronology; Igneous and Metamorphic Petrology; Marine Geoscience; Ore Deposit Petrology; Petroleum and Coal Geology; Sedimentology; Stratigraphy (incl. Biostratigraphy and Sequence Stratigraphy); Structural Geology; Tectonics, Volcanology.
Meteorology and Atmospheric Sciences	including but not limited to: Atmospheric Aerosols; Atmospheric Dynamics; Atmospheric Radiation; Climate Change Processes; Climatology (excl. Climate Change Processes); Cloud Physics; Meteorology; Tropospheric and Stratospheric Physics, Atmospheric Chemistry.
Mineralogy	including but not limited to: Mineralogy and Crystallography.
Oceanography, Hydrology, Water Resources	including but not limited to: Biological Oceanography; Chemical Oceanography; Physical Oceanography, Hydrology: Surfacewater Hydrology, Water Resources.
Palaeontology	including but not limited to: Palaeontology; Palynology.
Physical Geography	including but not limited to: Geomorphology and Regolith and Landscape Evolution; Glaciology; Hydrogeology; Natural Hazards; Palaeoclimatology; Quaternary Environments; Surface Processes.

Primary Area: Engineering	
<i>Discipline</i>	<i>Other Research Areas</i>
Chemical Engineering	including but not limited to: Chemical engineering (plants, products); Chemical Process Engineering.
Civil Engineering	including but not limited to: Civil engineering; Architecture engineering; Construction Engineering, Municipal and Structural Engineering; Transport Engineering; Geotechnics.

Electrical Engineering, Electronic engineering, Information Engineering	including but not limited to: Electrical and Electronic Engineering; Robotics and Automatic Control; Automation and Control Systems; Communication Engineering and Systems; Telecommunications; Computer Hardware and Architecture;
Environmental Engineering	including, but not limited to: Environmental and Geological Engineering,; Petroleum Engineering (fuel, oils); Energy and Fuels; Remote Sensing; Mining and Mineral Processing; Marine Engineering, Sea Vessels; Ocean Engineering.
Food and Beverage Engineering	including but not limited to: Food Engineering; Beverage Engineering.
Materials Engineering	including but limited to: Materials Engineering; Ceramics; Coating and Films; Composites (including laminates, reinforced plastics, cermets, combined natural and synthetic fibre fabrics; filled composites); Paper and Wood; Textiles (including synthetic dyes, colours and fibres); Nanoscale Materials (engineering aspects only).
Mechanical Engineering	including but not limited to: Mechanical Engineering; Applied Mechanics; Thermodynamics; Aerospace Engineering; Nuclear-related Engineering; (Nuclear Physics to be Physics); Audio Engineering, Reliability Analysis.
Medical and Biomedical Engineering	including but not limited to: Medical Engineering; Medical Laboratory Technology (including laboratory samples analysis; diagnostic technologies).

Primary Area: Mathematics	
<i>Disciplines</i>	<i>Other Research Areas</i>
Applied Mathematics	including but not limited to: Approximation Theory and Asymptotic Methods; Biological Mathematics; Calculus of Variations, Systems Theory and Control Theory; Dynamical Systems in Applications; Financial Mathematics; Operations Research; Theoretical and Applied Mechanics; Numerical Analysis; Numerical Solution of Differential and Integral Equations; Optimisation.
Pure Mathematics	including, but not limited to: Algebraic and Differential Geometry; Category Theory, K Theory, Homological Algebra; Combinatorics and Discrete Mathematics; Group Theory and Generalisations; Lie Groups, Harmonic and Fourier Analysis; Mathematical Logic, Set Theory, Lattices and Universal Algebra; Operator Algebras and Functional Analysis; Ordinary Differential Equations; Difference Equations and Dynamical Systems; Partial Differential Equations; Real and Complex Functions (incl. Several Variables); Topology.

Statistics and Probability	including but not limited to: Applied Statistics; Biostatistics; Forensic Statistics; Probability Theory; Statistical Theory; Stochastic Analysis and Modelling.
----------------------------	--

Primary Area: Physics	
Disciplines	Other Research Areas
Acoustics	including but not limited to: Acoustics and Acoustical Devices; Waves.
Astronomy and Space Science	including but not limited to: Astrobiology; Astronomical and Space Instrumentation; Cosmology and Extragalactic Astronomy; Galactic Astronomy; General Relativity and Gravitational Waves; High Energy Astrophysics; Cosmic Rays; Mesospheric, Ionospheric and Magnetospheric Physics; Planetary Science; Space and Solar Physics; Stellar Astronomy and Planetary Systems.
Atomic, Molecular and Chemical Physics	including but not limited to: Magnetic Resonances; Moessbauer effect; Atomic and Molecular Physics; Chemical Physics.
Biophysics	including but not limited to: Biological Physics; Medical Physics.
Condensed Matter Physics	including but not limited to: Condensed Matter Characterisation Technique Development; Condensed Matter Imaging; Condensed Matter Modelling and Density Functional Theory; Electronic and Magnetic Properties of Condensed Matter; Superconductivity; Soft Condensed Matter; Surfaces and Structural Properties of Condensed Matter.
Fluids and Plasma Physics	including but not limited to: Surface Physics; Plasma Physics; Fusion Plasmas; Electrical Discharges; Fluid Physics.
Nuclear Physics	including but not limited to: Nuclear Physics.
Optics	including but not limited to: Laser Optics; Quantum Optics; Classical and Physical Optics; Lasers and Quantum Electronics; Nonlinear Optics and Spectroscopy; Photonics, Optoelectronics and Optical Communications.
Particles and Fields Physics	including but not limited to: Particle Physics; Degenerate Quantum Gases and Atom Optics; Field Theory and String Theory.

Theoretical Physics	including but not limited to: Mathematical Aspects of Classical Mechanics, Quantum Mechanics and Quantum Information Theory; Mathematical Aspects of General Relativity; Mathematical Aspects of Quantum and Conformal Field Theory, Quantum Gravity and String Theory; Statistical Mechanics, Physical Combinatorics and Mathematical Aspects of Condensed Matter; Electrostatics and Electrodynamics; Thermodynamics and Statistical Physics.
---------------------	---

Primary Area: Study of the Human Past	
Disciplines	Other Research Areas
Archaeology Celtic Studies History	including but not limited to: Archaeology, Archaeometry, Landscape Archaeology Prehistory and Protohistory Ancient History Medieval History Early Modern History Modern and Contemporary History Colonial and Post-colonial History, Global and Transnational History, Entangled Histories Social and Economic History Sex/Gender History History of Ideas, Intellectual History, History of Sciences and Techniques Cultural History, History of Collective Identities and Memories Historiography, Theory and Methods of History.

Primary Area: Cultures and Cultural production	
Disciplines	Other Research Areas
Classics Cultural Studies Film Studies Folklore Studies French German Irish Language Studies Italian Languages Literature Musicology Philosophy Spanish Theatre Studies	including but not limited to: Classics, Ancient Greek and Latin literature and Art History of Literature Library and Information Studies Literary Theory and Comparative Literature, Literary Styles Textual Philology, Palaeography and Epigraphy Visual Arts, Performing Arts, Design Philosophy, History of Philosophy Philosophy of Mind, Epistemology and Logic Museums and Exhibitions Music and Musicology, History of Music History of Art and Architecture Cultural Studies, Cultural Diversity Cultural Heritage, Cultural Memory.

Primary Area: Individuals, Institutions, markets, values, behaviour the mind and environment	
Disciplines	Other Research Areas
Anthropology Business & Management Economics Education Environmental Studies Geography Law Linguistics, Media Politics Psychology Sociology Theology Equality Studies	<p>including but not limited to:</p> <p>Macroeconomics, Development, Economic Growth, Microeconomics, Behavioural Economics Marketing Political Economy, Institutional Economics, Law and Economics Econometrics, Statistical Methods, Financial Markets, Asset Prices, International Finance, Banking, Corporate Finance, Accounting, Competitiveness, Innovation, Research and Development, Organization Studies: Theory & Strategy, Industrial Organization, Labour Economics, Income Distribution and Poverty Public Economics, International Trade, History of Economic Thought and Quantitative Economic History, Social Structure, Inequalities, Social Mobility, Interethnic Relations, Social Policies, Work and Welfare, Kinship, Cultural Dimensions of Classification and Cognition, Identity, Sex/gender, Myth, Ritual, Symbolic Representations, Religious Studies, Democratization, Social Movements, Violence, Conflict and Conflict Resolution Political Systems and Institutions, Governance Legal Studies, Constitutions, Comparative Law, Human Rights Global and Transnational Governance, International Studies Communication Networks, Media, Information Society Social Studies of Science and Technology Environment, Resources and Sustainability Environmental Change and Society Environmental Regulations and Climate Negotiations Social and Industrial Ecology Population Dynamics, Aging, Health and Society Households, Family and Fertility Migration Mobility, Tourism, Transportation and Logistics Spatial Development and Architecture, Land Use, Regional Planning Urban Studies, Regional Studies Social Geography, Infrastructure, Geo-information and Spatial Data Analysis</p> <p><i>table continues overleaf</i></p>

	<p>including but not limited to:</p> <p>Evolution of Mind and Cognitive Functions, Animal Communication</p> <p>Human Life-span Development</p> <p>Neuropsychology</p> <p>Cognitive and Experimental Psychology: Perception, Action, and Higher Cognitive Processes</p> <p>Social and Clinical Psychology</p> <p>Linguistics: Formal, Cognitive, Functional and Computational Linguistics</p> <p>Linguistics: Typological, Historical and Comparative Linguistics</p> <p>Psycholinguistics and Neurolinguistics: Acquisition and Knowledge of Language, Language Pathologies</p> <p>Use of Language: Pragmatics, Sociolinguistics, Discourse Analysis, Second Language Teaching and Learning, Lexicography, Terminology</p> <p>Education: Systems and Institutions, Teaching and Learning</p> <p>Women's Studies,</p> <p>Gender Studies</p> <p>Pedagogy</p> <p>International Development</p> <p>Childhood Studies</p> <p>Criminology</p> <p>Government, Political Science, Political Theory</p> <p>Health Promotion</p> <p>Religious Studies</p> <p>Social and Economic Geography</p> <p>Social Policy</p> <p>Social Work</p>
--	--

APPENDIX II

Guidance on the Sex/Gender Dimension Statement

While there are research projects in which biological sex and/or gender may not be relevant in terms of the research content, it is well established that, where relevant, not integrating sex and gender analysis into the design, implementation, evaluation and dissemination of the research can lead to poor results and missed opportunities.

The following is provided to help applicants complete the sex/gender dimension statement in the application. This is taken from the Toolkit Gender in EU-funded research⁴, which aims to give the research community practical tools to integrate gender aspects into their research, including gender equality (equal outcomes for women and men) and integration of sex/gender analysis in research content. Please also refer to <http://genderedinnovations.stanford.edu/> for examples of case studies in Science, Health and Medicine, Engineering and Environment.

A Summary from the ‘Toolkit Gender in EU-funded research’

The best possible research validity: Research should take into account the differences between men and women in the research population, the results will be more representative. General categories such as ‘people’, ‘patients’ or ‘users’ do not distinguish between men and women. Research based on such categories may well draw partial conclusions based on partial data. For example, research on a new breast cancer treatment should include male patients, so as to draw a complete picture. Most basic research with animal models focuses on males to the exclusion of females (Zucker et al., 2010; Marts et al., 2004). Research on economic migrants cannot limit itself to male points of view if it wants to understand the whole migrant population.

Research ideas and hypotheses: The relevance of biological sex and/or gender for and within the subject matter needs to be analysed and an assessment made as to whether these are relevant variables. The formulation of hypotheses can draw upon previous research and existing literature. Indeed, the body of knowledge on sex/gender issues has been steadily growing over recent decades, and can serve as interesting reference material to build new hypotheses for future research.

Project design and research methodology: While research methodologies may vary, they all strive to represent (aspects of) reality. Whenever this reality concerns humans, any sound methodology should differentiate between the sexes and take into account the men’s and women’s situations equally. Groups such as ‘citizens’, ‘patients’, ‘consumers’, ‘victims’ or ‘children’ are therefore too general as categories.

Research implementation

Data collection tools (such as questionnaires and interview checklists) need to be gender-sensitive, use gender neutral language, and should make it possible to detect the different realities of men and women. This will help to avoid gender bias. For example, answers to be provided by the ‘head of household’ are not necessarily valid for all household members.

⁴ http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf

Data analysis: In most research concerning human subjects, data is routinely disaggregated by sex, which would logically lead to analyses according to sex. However to date this is still not common practice. Systematically taking sex as a central variable and analysing other variables with respect to it (e.g. sex and age, sex and income, sex and mobility, sex and labour) will provide significant and useful insights. Involving gender-balanced end-user groups in the course of the research is also a good way of guaranteeing the highest impact.

Dissemination phase – reporting of data: Collecting and analysing sex and/or gender specific data is not enough if they are omitted from the published results. Sex and/or gender should be included in ‘mainstream’ publications as it is as much part of daily reality as any other variable studied. Specific dissemination actions (publications or events) for sex and/or gender findings can be considered. Institutions and departments that focus on gender should be included in the target groups for dissemination. Publications should use gender-neutral language.

CHECKLIST FOR SEX AND/OR GENDER IN RESEARCH CONTENT

Research ideas phase:

- o If the research involves humans as research objects, has the relevance of biological sex and/or gender to the research topic been analysed?
- o If the research does not directly involve humans, are the possibly differentiated relations of men and women to the research subject sufficiently clear?
- o Have you reviewed literature and other sources relating to differences in the research field?

Proposal phase:

- o Does the methodology ensure that (possible) sex/gender differences will be investigated: that sex/gender differentiated data will be collected and analysed throughout the research cycle and will be part of the final publication?
- o Does the proposal explicitly and comprehensively explain how sex/gender issues will be handled (e.g. in a specific work package)?
- o Have possibly differentiated outcomes and impacts of the research on women and men been considered?

Research phase:

- o Are questionnaires, surveys, focus groups, etc. designed to unravel potentially relevant sex and/or gender differences in your data?
- o Are the groups involved in the project (e.g. samples, testing groups) gender-balanced? Is data analysed according to the sex variable? Are other relevant variables analysed with respect to sex?

Dissemination phase:

- o Do analyses present statistics, tables, figures and descriptions that focus on the relevant sex/gender differences that came up in the course of the project?
- o Are institutions, departments and journals that focus on gender included among the target groups for dissemination, along with mainstream research magazines?
- o Have you considered a specific publication or event on sex/gender-related findings?

APPENDIX III

Postgraduate Evaluation Criteria & Detail

Postgraduate Evaluation Criteria & Detail	Evaluation Marks
<p>1. PROJECT: Quality of the research project including (40%):</p> <ul style="list-style-type: none"> • Clarity and coherence of the proposed research project. • Quality and appropriateness of approach, including research methodology, and consideration of ethical and sex/gender issues and the limitations of the approach to be adopted. • Feasibility and credibility of the proposed research plan in the proposed time period. • Originality and innovative nature • Dissemination plans • <i>Direct alignment with Strategic Funding Partner themes as set out in Terms and Conditions, where appropriate</i> <p>Training and Career Development Aspects of proposal (10%):</p> <ul style="list-style-type: none"> • Clarity and quality of Training and Career Development Plan to acquire new knowledge and skills to achieve research and professional development aims⁵. • Evidence of real thought as to why research is to be undertaken and the impact of the proposed award on the applicants' career path. 	50% (0-50)
<p>2. APPLICANT: Capability of the applicant including:</p> <ul style="list-style-type: none"> • Track record and research potential of the applicant. • Personal Statement. • Referees' reports. • Match between applicant profile and research project. 	30% (0-30)
<p>3. ENVIRONMENT: Suitability of the host organisation(s)⁶:</p> <ul style="list-style-type: none"> • Suitability and ability of Employment Mentor(s) and Academic Supervisor(s), to provide adequate supervision. • Quality of infrastructure and facilities provided by Host Organisation(s). HEI (10%): Employment Partner (10%) • Match between Applicant, Academic Supervisor(s), Employment Mentor(s) and Host Organisation(s). 	20% (0-20)

⁵Particular attention should be paid to the skills relevant to employment outside the traditional academic sector.

⁶The Host Organisations will be divided into the HEI (10%) and Employment Partner (10%).

APPENDIX IV

Applicant Submission Checklist

Step 1:

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:

- Internet Explorer: version 7.0 and higher
- Firefox download: two most recent versions*
- Chrome download: two most recent versions*
- Safari download: two most recent versions*

*Firefox, Chrome and Safari support applies to the current version published by the manufacturer excluding beta releases, and 1 previous version.

Also, please ensure your JavaScript is both turned on and up to date.

Step 2:

- A) Register on the OLS as a new applicant
or
B) User your existing OLS log in to create a new application.

Step 3:

Log on and create a New Application

1. Click icon 'Create New Application Form'
2. Select appropriate application type i.e. Employment Based Programme
3. Click 'Create New'
4. Select Irish Research Body
5. Enter 'Project Title'
6. Select whether your application is in Irish
7. Check your 'Applicant Details' and amend where appropriate
8. Add an 'Academic Supervisor'
9. Add an 'Enterprise Partner'
10. Add 'Enterprise Mentor'
11. Add two 'Referees'
12. Add your Academic Qualifications, Research Achievements and Work Experience
13. Complete the 'Proposed Research' section
14. Complete the 'Personal Statement', 'Ethical Statement', 'Sex/Gender Dimension Statement'
15. Complete the 'Financial Justification' section
16. Complete the Declaration
17. Check your entire application
18. Click Submit Application