



2015 Employment Based Programme Scholarship Scheme:

Frequent Asked Questions (FAQs)

Version 5 – [28/01/15]

The deadline for receipt of FAQs is **16.00 (GMT), 04/02/2015**. FAQs must be submitted no later than this date.

Similar questions have been grouped below in the following themes:

1. Eligibility
2. Applying to the Scheme
3. Application Forms

1. ELIGIBILITY

How do I find out if I'm eligible to apply for this Scheme?

I'm not positive if I'm eligible for this programme or not. I've checked the terms and conditions and the wording is confusing. I'm currently registered to a research masters funded by a company. I'm looking to transfer to a PhD if I get the funding. Since I'm not 'self-funded', does this mean I'm not eligible?

A student is currently registered as a Masters student (first year) and is supported by a company closely related to the research area of the student and PI. The company currently offers some financial support to the student but this is limited to one year. As such, the student is self-funded (as in clause 4.4.1 of the Terms and Conditions of the scheme). The company, student and PI wish to apply to the IRC Employment-based award and transfer from the MSc to the PhD track in October 2015 and be formally employed by the company, should they be successful. Does it depend on what they company are contributing towards??

Please see Eligibility Flowchart in the Guide to Applicants [HERE](#) to ascertain eligibility.

Scholars who have already registered and part-completed their degree are not eligible to apply for funding unless they fall within clauses 4.4.1 - 4.4.4 on page 4 of the Terms and Conditions.

An applicant must complete their Masters in order to apply for a PhD under this scheme, and must be formally accepted by the relevant department/school for the degree for which they are to receive Council funding by, at the latest, 1st October 2015.

Is it necessary to hold a Masters degree in order to apply for a postgraduate scholarship to undertake a PhD?

It is not necessary to hold a Masters degree in order to apply for the Scheme.

I completed my MA in UCD two years ago I wish to pursue a PhD. Am I eligible to apply?



There are a number of eligibility criteria that must be met but in relation to your previous qualifications, you would be eligible. Please ensure that you meet all eligibility criteria as set out in the Terms and Conditions.

Which Masters are eligible for funding under this programme? Is it only fully research, or is taught masters with a research dissertation included also?

Research Masters or a Structured Research Masters are eligible not taught masters programmes. The research element of the programme (including thesis/accumulated papers) must make up over 60% of the final mark.

Can Cork City Council act as an Employment Partner for the above scheme?

Employment Partner shall mean a business, a company, a registered charity, a social, cultural, not-for-profit, governmental or non-government organisation with a physical operational base located in Ireland that will employ the Scholar for the duration of the award. On this basis Cork City Council would be an eligible Employment Partner for this scheme as long as they can commit to the financial and mentoring requirements of Employment Partners as set out in the Terms & Conditions, and fulfil all other criteria as per the Eligibility Flowchart in the Guide for Applicants.

In the Terms and Conditions of the Employment Based Scholarship, reference is made to the minimum contribution of the employer being €8,000, can that be more and if so, to what maximum?

As per clause 6.12 in the Terms and Conditions, the Employment Partner is required to contribute a minimum of €8,000 per annum, which may be used to cover employment/salary costs, including Employers PRSI, and as a contribution to cover the cost of expenses (e.g. travel and accommodation costs) incurred by the Scholar as a result of travelling back and forth between the Employment Partner and the HEI.

Should the employer wish to contribute an amount greater than €8,000, this is at their discretion. As per clause 6.10: A formal employment contract must be drawn up between the Employment Partner and the Scholar and agreed for the entire period of the award. Such an employment contract must: 6.10.1 comply with all Irish employment laws and regulations.

I am completing my PhD in an area of sports science and sports medicine with an inter-county GAA team. I will register in UCD in April 2015. Completion of my research is scheduled for before April 2018. The respective county board has agreed to fund €14000 per annum. Data collection begins mid-December as this postgraduate project entails employment as a sports scientist.

I am wondering if I am eligible for funding through the Employment Based Postgraduate Programme. If so, could you please forward me information regarding the application process and timelines for outcome of application processing?

Please see Eligibility Flowchart in the Guide to Applicants [HERE](#). Please also see table on page 4 of the Terms and Conditions.

Is a start-up company eligible for consideration under the scheme? Is the persons part-time work status acceptable or must they work full-time with the company on the project?

Employment Partner shall mean a business, a company, a registered charity, a social, cultural, not-for-profit, governmental or non-government organization with a

physical operational base located in Ireland that will employ the Scholar for the duration of the award. A start-up would be eligible to apply as an Employment Partner under this programme provided the company fulfils all other criteria as per the Eligibility Flowchart in the Guide for Applicants, and Terms and Conditions.

Subject to Clause 6.10 of the Terms and Conditions, the Employment Partner must employ the Scholar (either temporarily or permanently) for the duration of the award as a full-time employee on the normal terms and conditions for salaried employees. As per clause 6.9: Payments received by the Employment Partner from the HEI can only be used to cover employment/salary costs and HEI Scholarship fees. As per Clause 7.9. Scholars must engage full-time in research during the Funding Term and should not engage in any activity other than completing the Scholarship. The first year of the Scholarship should be devoted exclusively to the development of the Research Project and the Training & Career Development Plan.

I am interested in studying in Ireland for a Masters under the Irish Research Council. I intend to study at UCD Dublin for the above program. This program is part taught and part research by dissertation. Am I eligible to apply to study for this program, or does it have to be a full research degree?

Applicants may apply for funding for any disciplines but applications to pursue taught degrees or degrees where a thesis/accumulated papers are valued at 60% or less of the final mark of the degree are not eligible.

Which Masters are eligible for funding under this Programme? Is it only fully research, or is taught masters with a research dissertation included also?

The Council support full-time Research Masters only. See page 4 in the Terms and Conditions for full details on the Degree Type and Duration of funding available.

*****NEW***** Section 5.2 Scholars must be full-time students affiliated with an eligible HEI in Ireland and during the Funding Term must exclusively spend all of his/her working time on the Research Project at Masters or PhD education level and Training & Career Development activities, as per the Training & Career Development Plan in Clause 7.6.

The question here is about candidates that are not presently affiliated with an HEI in Ireland, either because they finished their degree less than a year ago or because they have done their degree abroad. Are they eligible?

Applicants who obtained their Degree outside of Ireland are permitted to apply if all other eligibility criteria are met. See "Employment Based Programme Eligibility Flowchart" pg.4 in the Guide to Applicants.

2. APPLYING TO THE SCHEME

I wish to apply for this scheme. Please find resume attached with this email.

Applications to the Employment Based Postgraduate Programme must be made **ONLY** through the online application system. An application will be deemed ineligible and will not be considered for funding if it has not been submitted via the online application system. No hardcopies or emailed forms will be accepted.

An applicant may be in a position to apply to the Enterprise Partnership Scheme in March. If he applies to the current Employment Based Postgraduate Programme, will he be allowed to the Enterprise Partnership Scheme when it opens in March?



Applicants who apply to the current Scheme may only apply to a subsequent Scheme once the results of the original application are announced.

In terms of the referees, and in cases where applicants may have a supervisory panel or joint supervisors, can either or both of the joint supervisors (not the primary supervisor), whether they are internal or external to the institution, act as a referee?

Co-supervisors, whether internal or external to the institution, cannot act as a referee for an application to the Scheme.

We are in discussions with a company who would like to see a number of scholars apply for research projects which would all tie in with a specific research agenda that the company wishes to progress. In practice this could result in, say, 4 proposals being submitted, all related to the research agenda in question. We appreciate that EBP is competitive and that only some or indeed none of the proposals might be successful, but have two main questions:

- Is there any facility whereby proposals can be grouped or, at least, whereby their linked nature can be flagged?
- Is there a precedent for one company being involved in multiple successful proposals under the same call? Is it technically possible? Is it highly unlikely?

Each application is assessed independently according to the evaluation criteria outlined in our Guide for Applications [HERE](#) (pg. 42). There are no restrictions on the number of applications that an Academic Supervisor or Employment Mentor/ Employment Partner can participate on. All applications must be distinct and must not include elements which are duplicated.

The proposed employer is a small well-established 18 year old registered charity. The proposed academic supervisor is a permanent full-time academic at the host university. She is also on the board of the proposed employer. Is this acceptable? There was a call for employment based scholarships with a closing date of 22 July 2014. Will there be another call in summer / autumn 2015.

As per definition 1.4 in the Terms and Conditions: Employment Partner shall mean a business, a company, a registered charity, a social, cultural, not-for-profit, governmental or non-government organization with a physical operational base located in Ireland that will employ the Scholar for the duration of the award. There is no restriction on company board members acting as the Academic Supervisor but an individual cannot act as an Academic Supervisor and an Employment Mentor. At this juncture, it is not envisaged that there will be a call in Summer/Autumn 2015.

As an Academic Supervisor have identified a number of companies I may approach re the above programme. Is there a limit on the number of applications an Academic Supervisor can supervise on or be successfully awarded?

*****NEW***** Is there a limit to the number of applications that a supervisor can support?

There are no limitations on the number of applications or successful Awardees that an Academic Supervisor can supervise on.

We have a graduate on an 'IRC Employment Based Scholarship' he applied and was successful to get a masters by research. He is interested in continuing his study to PhD but from my reading of the T&Cs he would not be eligible to transfer from the



masters scholarship to a PhD? Could he apply for a PhD Scholarship thought he has had a masters scholarship?

If an applicant currently holds or has previously held an Irish Research Council Employment Based Postgraduate (Masters) Scholarship, he/she may apply to the Council for a Scholarship to do a Doctoral Degree. The applicant must be finished their Research Masters degree prior to the start date of the Doctoral Degree. See eligibility flowchart pg. 4 in Guide to Applicants [HERE](#).

*****NEW***** I am currently in the final year of my graduate program. I would just like to inquire if you apply for the postgraduate research grant currently open would it hurt the chances for applying to the 'Employment based postgraduate'. In short would applying for both funding schemes reflect badly upon me and lessen my chances of either being approved. Of course I know that only one form of funding can be received.

Applicants are not permitted to apply to two Programmes that are running concurrently.

*****NEW***** I have a query regarding the Employment Based Phd the information states that the applicant must engage full time in the Phd proposal etc. Can the applicant engage in part- time work outside of the hours of full-time work, where this does not exceed the number of hours sanctioned in the maximum working hours act?

As per clause 5.2 in the Terms and Conditions, Scholars must be full-time students affiliated with an eligible HEI in Ireland and during the Funding Term must exclusively spend all of his/her working time on the Research Project at Masters or PhD education level and Training & Career Development activities. In particular, see Clauses 7.8 – 7.16, in the Terms and Conditions, for further details.

*****NEW***** Section 6.8: Employment Partner must employ the Scholar (either temporarily or permanently) for the duration of the award as a full-time employee on the normal terms and conditions for salaried employees. The question here is as we [Employment Partner] cannot contract staff if we could arrange payment directly to the selected HEI without employing the student.

As per Clause 6.10 in the Terms and Conditions: A formal employment contract must be drawn up between the Employment Partner and the Scholar and agreed for the entire period of the award. Employment Partners must employ the Scholar for the duration of the Award and are not permitted to arrange payment directly to the selected HEI without employing the student.

*****NEW***** Re: Intellectual Property. I wondered if under this Programme I [applicant] can retain the IP. Re: Nature of the partner. Could I undertake this Programme as a business owner? Would you support new business?

As indicated in the Terms and Conditions in Clause 7.24: A Research Agreement (including reference to Intellectual Property Rights and confidentiality) must be in place between the Employment Partner and HEI before the Scholarship can commence. The terms of this Agreement are negotiated by the relevant parties and must be signed by the Employment Mentor on behalf of the Employment Partner, the Scholar, the Academic Supervisor and the Research Office at the HEI.

As per clause 5.2 in the Terms and Conditions, Scholars must be full-time students affiliated with an eligible HEI in Ireland and during the Funding Term must exclusively spend all of his/her working time on the Research Project at Masters or

PhD education level and Training & Career Development activities. Clause 11.5: The Employment Partner must: have the capacity to provide professional guidance and to provide access to experimental facilities or data and nominate an Employment Mentor to work with the Scholar and her/his Academic Supervisor.

New businesses are eligible to apply as an Employment Partner. Employment Partners must be in a position to financially support the Research Project for the full agreed Funding Term of the Scholarship.

Please see Terms and Conditions [HERE](#).

*****NEW***** What is the minimum overall grade requirement for the programme? (e.g. II.2 at level 8)

There is no minimum overall grade requirement for this Programme.

*****NEW***** I'm wondering: is the grant taxable (or is, for example, the IRC's contribution not taxable, but the employer's contribution taxable)?

As per Clause 6.12: The Employment Partner is required to contribute a minimum of €8,000 per annum, which may be used to cover employment/salary costs, including Employers PRSI. As per Clause 6.13: Compliance with Irish laws and regulations on taxation will be a matter for resolution between the Scholar, the Employment Partner and the Irish Revenue Commissioners. This may vary according to the individuals' circumstances and the level of contribution made by the Employment Partner. For further information, see www.revenue.ie.

3. APPLICATION FORMS

The Financial Justification section on the form refers to research costs for my degree. Should I enter the funding I need for each year of my degree or should I enter the amount needed for the entire degree?

Applicants should indicate the total amount of direct research costs required for the full duration of the degree, up to a maximum of €2,250 per year. All costs should be fully justified as essential to the research proposed.

The online system indicates the number of keywords is "<5 words, <10 if interdisciplinary". Please clarify if the actual maximum number of keywords that will be considered is 5 (10 if interdisciplinary), or 4 (9 if interdisciplinary).

The number of words should not exceed 4 or 9 if interdisciplinary.

My word count is saying it is exceeded limits but I know I am within the limit.

Any bullet points pasted from Microsoft Word into the application will count as one word each. For example, a 300 word paragraph that has five bullet points in it will result in 305 words when pasted into the online system.