



**IRISH RESEARCH COUNCIL**  
An Chomhairle um Thaighde in Éirinn

**IRISH RESEARCH COUNCIL EMPLOYMENT BASED POSTGRADUATE  
PROGRAMME**

**2014**

**TERMS AND CONDITIONS**



## TERMS AND CONDITIONS

### 1. DEFINITIONS

- 1.1. **Academic Supervisor** shall mean the person or persons responsible for supporting and guiding the Scholar and ensuring the quality of the research produced under the Scholarship.
- 1.2. **Council** shall mean The Irish Research Council (see [www.research.ie](http://www.research.ie)).
- 1.3. **Employment Mentor** shall mean the person or persons designated by the Employment Partner (see 1.4) as being responsible for supporting and mentoring the Scholar relating to the Employment Partner's involvement in the Scholarship.
- 1.4. **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.
- 1.5. **Funding Term** shall mean the period between the official start date and agreed end date of the Scholarship.
- 1.6. **Higher Education Institution or (HEI)** For the purposes of this Scholarship, a higher education institution in Ireland (as defined in clause 1.7) must be: within the meaning of Section 1 of the Higher Education Authority Act, 1971; and/or approved for the purposes of the Free Fees initiative; and/or in receipt of some other form of public funding from the Department of Education and Skills. A list of eligible Irish HEIs is provided on [www.research.ie](http://www.research.ie).
- 1.7. **Ireland** shall for the purposes of these Terms & Conditions mean the Republic of Ireland.
- 1.8. **Research Project** shall mean the research work proposed by the Scholar and approved by the Irish Research Council.
- 1.9. **Scholar** shall mean the person awarded a Scholarship.
- 1.10. **Scholarship or Council Scholarship** shall mean the Irish Research Council Postgraduate Scholarship as outlined in the Letter of Offer.
- 1.11. **Scholarship Fund** shall mean the funding for the Scholarship.
- 1.12. **Strategic Funding Partner** shall mean a national agency or government department that is partnering with the Irish Research Council to support the co-educational Employment Based Postgraduate Programme.

### 2. INTRODUCTION TO THE COUNCIL

- 2.1. The **mission of the Council is to enable and sustain a vibrant and creative research community in Ireland.** The Council funds excellent Scholars across all disciplines and encourages interdisciplinary research and engagement with enterprise. The Council facilitates the career development of Scholars by funding those at an early stage of their research career to associate with established research teams who have achieved international recognition for their work. The primary strategic objective of the Council centres on building an expertise-driven

research system to enhance Ireland's creative and innovation capacity and skills base in a rapidly changing global environment where knowledge is key to economic, social and cultural development. The Council is further committed to facilitating the integration of Irish Scholars in all disciplines within the European Research Area.

- 2.2. In building an expertise-driven research system, the Employment Based Postgraduate Programme provides students in all disciplines an opportunity to work in a co-educational environment involving a HEI and an Employment Partner.
- 2.3. In this regard, the Employment Based Postgraduate Programme is a key national mechanism through which to deliver on a number of particular objectives outlined in the Government's Action Plan for Jobs (APJ) and the National Research Prioritization (NRP) Exercise. For this reason, a number of national research funders are partnering with the Council on this programme as Strategic Funding Partners. See Appendix I for more details.

### **3. DESCRIPTION OF SCHOLARSHIP**

- 3.1. The Scholarship offers opportunities for suitably qualified individuals to pursue a postgraduate degree in any discipline, at an eligible HEI within Ireland, while employed by an Employment Partner.
- 3.2. Ideally, Scholars will be new employees of the Employment Partner in line with the emphasis on creating new jobs in the Government's Action Plan for Jobs (APJ). However, Scholars who are existing employees of the Employment Partner may also be facilitated.
- 3.3. The aim of the Scholarship is to:
  - 3.3.1. educate Scholars at either Masters or PhD level whilst simultaneously providing the Scholar with an insight into the professional aspects of working in a range of research and innovation environments; and
  - 3.3.2. facilitate research collaboration, knowledge transfer and networking between Scholars at Irish HEIs and Irish based employers.
- 3.4. The Scholar will hold an **'Irish Research Council Employment Based Postgraduate Research Scholarship'**.
- 3.5. The Scholarship supports research across all disciplines.
- 3.6. Awards under the Irish Research Council Employment Based Postgraduate Research Scholarship are made to the individual Scholar; however, note Clause 6.2 and 8.2 below.

**4. DEGREE TYPE AND DURATION OF FUNDING AVAILABLE**

4.1. The duration of funding to be given for the Scholarship is dependent on the type of degree being pursued.

<b>Degree type</b>	<b>Duration of full degree</b>
<b>Research Masters Degree</b> (where the Scholar is <b>not</b> registered for structured course work)	<b>12 months</b>
<b>Structured Research Masters Degree</b> (where the Scholar is registered for structured course work)	<b>24 months</b>
<b>Traditional Doctoral Degree</b> (where the Scholar is <b>not</b> registered for structured course work)	<b>36 months</b>
<b>Structured Doctoral Degree</b> (where the Scholar is registered for structured course work)	<b>48 months</b>

4.2. A Scholar who is a new entrant to the degree for which the Council has awarded funding is entitled to funding for the full duration of the degree.

4.3. A new entrant is someone who has a date of first registration not before January/February 2015.

4.4. Scholarships must commence no later than the 1<sup>st</sup> March 2015.

4.5. The Scholarship is not intended to substitute for or to augment funds available under programmatic research actions. A Scholar who is already registered for one of the degrees as listed in the table above is not eligible for funding apart from Scholars falling within clauses 4.5.1 – 4.5.4 inclusive:

4.5.1 A Scholar who has completed part of the degree on the basis of being self-funded.

4.5.2 A Scholar who has completed part of the degree on the basis of being in receipt of a Student Universal Support Ireland (SUSI) grant.

4.5.3 A Scholar who has completed part of the degree on the basis of being in receipt of a HEI-funded bursary or scholarship.

- 4.5.4 A Scholar who has completed part of the degree on the basis of being in receipt of a Central Remedial Clinic Ciaran Barry Graduate Scholarship.
- 4.6 The exact duration of funding to be awarded for Scholars falling within clauses 4.5.1 – 4.5.4 inclusive will be determined on a case-by-case basis dependent on the date of first registration.
- 4.7 Allowances as to the duration of the award may be made for those who have taken eligible career breaks<sup>1</sup> from their degree programmes, including those who have temporarily withdrawn from their degree programme for duly certified medical reasons.
- 4.8 The office of the Vice-President/Dean of Research/Head of Development, as applicable, will be required to endorse an application on behalf of their institution and must confirm the Scholar's participation on the specified type of degree being pursued (see table above).
- 4.9 Where a Scholar is on a structured degree programme, the Dean of Graduate Studies (or his/her equivalent) will be required to confirm that the Scholar's programme includes the development of discipline-specific knowledge, research skills and generic/transferrable skills in line with the national definition in Appendix II and meets institutional requirements for a structured programme, including coursework requirements. This requirement may be the subject of audit by Council and, with reference to Clause 9.11 below, the Council reserves the right to suspend or terminate a Scholarship if this requirement is breached.

## 5 **SCHOLARS**

- 5.1 Scholars are selected in accordance with the Council's Postgraduate Scholarship application and assessment process.
- 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.
- 5.3 Scholars must not have applied more than once to the Scheme;

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<sup>1</sup>Eligible career breaks include: maternity leave, paternity leave, adoptive leave, prolonged sick leave, carer's leave. Provision of documented evidence of an eligible career break will be required if an exception is to be requested.

and

5.3.1 must be a new entrant to the degree for which they are to receive Council funding and registered as a postgraduate student at the HEI prior to the award commencing;

or

5.3.2 fulfil the criteria in Clause 4.5 if already registered and part of the degree has been completed.

and in the case of

5.3.3 Research Masters Scholarships, not currently hold or have previously held a Council Postgraduate Scholarship;

5.3.4 Doctoral Degree Scholarships, not currently hold or have previously held any Council Postgraduate Scholarship other than those which would enable them to obtain a Research Masters Degree.

5.4 Scholars from any country may hold a Council Postgraduate Scholarship. However, Scholars must:

5.4.1 maintain her/his principal residence in Ireland (as defined) during the period of the Scholarship;

5.4.2 satisfy the State's regulations on immigration and have the support of their HEI and Employment Partner with respect to these regulations and requirements if not a national of a member state of the European Union (EU).

5.5 For all Scholarships, arrangements with respect to immigration will be a matter for settlement between the Scholar, his/her HEI, the Employment Partner, and the relevant immigration authorities of the State.

5.6 Acceptance of the award is subject to these Terms and Conditions and the Guide for Applicants which, in conjunction with the Letter of Offer and completed and signed Acceptance Form, constitute the basis on which the award is held and/or renewed.

5.7 Scholarships are held subject to these Terms and Conditions. If any of these are breached by a Scholar, Council will suspend or terminate the Scholarship and/or may require reimbursement of such payments as have already been made to the Scholar by the HEI on behalf of the Council as per clause 6.2 and 8.2.

## **6 SCHOLARSHIP STRUCTURE**

### **Value of Scholarship**

- 6.1 The maximum amount of the Scholarship Fund provided by the Council will be €24,000 in any approved year for the duration of the Scholarship and will consist of the following:
- 6.1.1 A contribution of €16,000 to the employment of the Scholar;
  - 6.1.2 A contribution of up to a maximum of €5,750 to Scholarship fees (including non-EU Scholarship fees) and any differential must be paid by the Scholar and/or HEI and/or Employment Partner. Scholars who hold a fee waiver from their HEI, or where no fee is required, or where fees are paid in full or in part by a third party, must inform the Council and the appropriate offices in their HEI and will not be eligible for the fee portion of the Scholarship.
  - 6.1.3 Eligible direct research support expenses to enable the Scholar to carry out the Research Project, including essential research supplies such as small consumables; books and journals; pay as you go access to national research infrastructure; software and hardware critical for the research<sup>2</sup> - to be obtained in the first year of the award; archival research costs; conference travel and participation; generic and/or specialist disciplinary skills training; publishing and write-up costs. The exact amount of eligible direct research expenses is subject to sufficient justification being made in the grant proposal up to a maximum of €2,250 per annum. Only vouched expenses incurred in actually carrying out the Research Project will be funded.
- 6.2 While the Award is made to the individual Scholar, the Scholarship Fund is administered through the appropriate office within the HEI.
- 6.3 No funds provided by the Council as part of the Scholarship Fund may be used by the HEI to cover overhead or administrative costs.
- 6.4 Funding will be provided only for the Research Project as presented in the application form and if any departures from this become apparent during the development of the Research Project the consent of the Council must be sought.
- 6.5 Expenses that occur outside the Funding Term are not eligible under the Scholarship.

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<sup>2</sup> Apart from this exception, Scholarship funds must not be used to purchase capital items.

- 6.6 The HEI will retain the eligible direct research support expenses portion of the Scholarship Fund provided by the Council (up to a maximum of €2,250 per annum), and transfer the €16,000 per annum contribution towards the employment of the Scholar and up to a maximum of €5,750 as the contribution to the Scholarship fees, to the Employment Partner.

### **Employment Partner Contribution**

- 6.7 Subject to Clause 6.9 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.
- 6.8 Payments received by the Employment Partner from the HEI can only be used to cover employment/salary and Scholarship fees costs.
- 6.9 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:
- 6.9.1 comply with all Irish employment laws and regulations;
  - 6.9.2 ensure that the Scholar's work tasks and time at the Employment Partner must be devoted exclusively to work associated with the Scholarship only and thus be part of the Scholar's education; and
  - 6.9.3 not contain any restraint of trade or non compete clauses limiting the possibility of employment elsewhere.
- 6.10 The Scholar's salary, exclusive of Scholarship fees, will be negotiated between the Scholar and the Employment Partner and is inclusive of the Council's contribution of €16,000 to the employment of the Scholar. The net salary must not be less than €16,000, or the net salary for graduate entry to the Employment Partner, whichever is the greater.
- 6.11 The Employment Partner is required to contribute a minimum of €8,000, 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. The Scholar should not be out of pocket due to having to divide their time between the Employment Partner and the HEI.
- 6.12 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.



- 6.13 The Employment Partner will operate PAYE/PRSI/USC withholding on the salary paid by it to the Scholar and the relevant tax must be remitted to the Revenue Commissioners in line with the normal payroll procedures.
- 6.14 For the avoidance of doubt, all sums payable by the HEI to the Employment Partner shall be deemed to be exclusive of any VAT exigible under the VAT Consolidation Act 2010 and associated regulations. For all Scholarships, arrangements with respect to VAT will be a matter for settlement between the HEI and the Employment Partner and the Council will not be liable for any such costs.

## **7 CONDITIONS OF THE SCHOLARSHIP**

### **Location of Scholarship**

- 7.1 Scholarships must be held at an eligible HEI as defined in Clause 1.6.
- 7.2 The Scholar must spend between 30% and 50% of his/her time based in the HEI.
- 7.3 Time spent in the HEI should include (but is not limited to):
- 7.3.1 structured coursework; and
  - 7.3.2 Research Project requirements (where for example access to equipment is not available in the Employment Partner); and
  - 7.3.3 Training and Career Development activities.
- 7.4 The Council requires Scholars to have regular contact with Employment Mentors and Academic Supervisors.
- 7.5 While the Council expects Scholars to complete their research at the HEI originally proposed, the Council recognises that exceptional circumstances may call for a change of location or of Employment Mentor/Academic Supervisor. In this case, the Scholar and the proposed new Mentor/Supervisor and HEI (Department/School) must write to the Council stating the case for the change. The Council will examine the submission on its merits and respond with a decision on whether funding will continue in the new circumstances.

### **Training & Career Development Plan**

- 7.6 The Scholar, Employment Mentor and Academic Supervisor are required to create a Training & Career Development Plan as a method for developing a comprehensive work plan for the life of the Scholarship and with a view to a viable career beyond the Scholarship period.

- 7.7 A record must be kept of Training & Career Development activities completed by the Scholar and these must be reported in progress reports submitted to the Council.

**Additional Duties outside the remit of the Scholarship**

- 7.8 A Scholar's first duty is to the successful completion of the Scholarship for which s/he has been awarded Council funding.

- 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<sup>3</sup>.

- 7.10 Teaching is an essential means for the structuring and dissemination of knowledge and should be considered valuable within the Scholar's career. The Council therefore allows Scholars to agree to take on additional duties (e.g. teaching duties, supervision, education provision and support activities) in the second and subsequent years of their degree, provided:

7.10.1 the Scholar provides the Council with a written statement of support from their Employment Mentor and Academic Supervisor and obtains prior written permission from the Council. A template will be available for this purpose;

7.10.2 the additional duties are not excessive (does not exceed a total 50 hours per academic term<sup>4</sup>) and do not prevent Scholars, particularly at the beginning of their careers, from carrying out their research activities;

7.10.3 the additional duties are relevant to the research funded by the Scholarship and consistent with the Training & Career Development Plan agreed by the Scholar, Employment Mentor and Academic Supervisor.

- 7.11 In exceptional circumstances, a Scholar may engage in other duties in either the HEI or Employment Partner as an alternative to tutorial or demonstration duties in the second and subsequent years of the degree provided:

7.11.1 the Scholar provides the Council with a written statement of support from their Academic Supervisor and Employment Mentor and obtains prior written permission from the Council. A template will be available for this purpose;

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<sup>3</sup> An exception to this may be made for Scholars on a structured degree programme where part of the course curriculum involves teaching in the first year of the degree. Provision of documented evidence of this requirement will be required if an exception is to be requested.

<sup>4</sup> Academic term as defined by the HEI.

- 7.11.2 the other duties are not excessive (do not exceed a total 50 hours per academic term) and do not prevent Scholars, particularly at the beginning of their careers, from carrying out their research activities;
- 7.11.3 the other duties are relevant to the research funded by the Scholarship and consistent with the Training & Career Development Plan agreed by the Scholar, the Employment Mentor and the Academic Supervisor.
- 7.12 The HEI and Employment Partner must keep and hold records and approvals of additional or other duties by Scholars and should ensure that they are taken into account in relevant evaluation/appraisal systems and contribute to the professional development of the Scholar.
- 7.13 Suitable training should be provided for teaching activities as part of the professional development of Scholars.
- 7.14 The Council will monitor teaching and other such agreements as part of its progress reporting mechanisms.
- 7.15 Contractual and remuneration matters in respect of additional/other duties are a matter for agreement between the Scholar, the Employment Partner and the HEI. Any such payments for relevant duties will not affect the Scholar's total amount of Scholarship.
- 7.16 Scholars may be required to participate in research events organised by the Employment Partner.
- 7.17 The Council may require the Scholar to attend such events or meetings as are arranged by the Council.

### **Knowledge Transfer**

- 7.18 The Council encourages the commercialisation of research output as outlined in the National Intellectual Property Protocol (2012), *'Putting public research to work for Ireland: Policies and procedures to help industry make good use of Ireland's public research institutions'*<sup>5</sup>
- 7.19 By way of employing the Scholar, the Employment Partner may own foreground Intellectual Property (Foreground IP<sup>6</sup>) generated by the Scholar during the course of the Research Project.

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<sup>5</sup>[http://www.djei.ie/publications/science/2012/Intellectual\\_Property\\_Protocol\\_Putting\\_Public\\_Research\\_to\\_Work\\_for\\_Ireland.pdf](http://www.djei.ie/publications/science/2012/Intellectual_Property_Protocol_Putting_Public_Research_to_Work_for_Ireland.pdf)

<sup>6</sup> Foreground Intellectual Property shall mean Intellectual Property created by a Party in the course of the Research Project and all rights therein.

Should there be any contribution to Foreground IP by persons within the HEI other than the Scholar, the Employment Partner is granted the option to negotiate rights to that contributing IP with the HEI, such rights to be licensed on preferential terms, where the HEI is free to do so.

7.20 The Council does not make any claim to Intellectual Property arising from the Scholarship.

7.21 A Research Agreement (including reference to Intellectual Property Rights and confidentiality) must be in place between the HEI and the Employment Partner before the Scholarship can commence. The terms of any such agreement must not conflict with those outlined in this document.

7.21.1 The HEI must establish rules and procedures for protecting and managing any intellectual property arising during the Scholarship. These rules and procedures must be in accordance with national guidelines.

7.21.2 The Council requires that background IP is captured clearly by the HEI and the Employment Partner prior to initiation of the project, so that there is clarity on who has access to background IP and declarations made on basis of same. Good practice through the maintenance of notebooks and records must be adhered to.

7.21.3 A copy of any Research Agreement between the HEI and the Employment Partner must be made available to the Council before the Scholarship commences.

### **Open Access Policy**

7.22 The Council has established and will promote the following policy relating to the placement of research publications and outputs in Open Access Repositories. (It is accepted that there will be recognised instances in which the following might not be feasible – in this instance the Scholar should contact their Employment Mentor and Academic Supervisor for advice):

7.22.1 All Scholars must lodge their publications and other research outputs, resulting in whole or in part from Council-funded research, in an Open Access Repository and should make such publications publicly discoverable, openly accessible and re-usable as soon as is possible.

7.22.2 All peer reviewed journal articles and conference publications should be deposited as soon as possible, ideally at the time of acceptance by the journal/conference and no later than the date of formal publication.

- 7.22.3 Other research outputs such as monographs, books, book chapters, research theses and reports should be deposited where possible.
- 7.22.4 The repository should ideally be a local institutional repository to which the appropriate rights must be granted to replicate to other repositories. However, suitable repositories are those, both local and other, that provide free public access to, and make provision for long-term preservation of, published research findings.
- 7.22.5 Repositories should release the metadata immediately upon deposit. Open Access to the full text paper should be made immediately upon deposit or once access restrictions, as required by certain publishers, have expired.
- 7.22.6 Scholars should agree terms of deposit with publishers. Clarity should be sought on copyright, licensing and embargo policies and agreed policies with publishers must be respected. Access restrictions to full text articles may be applied as required by certain publishers. However, these restrictions should not normally exceed six months after publication for scientific, technical and health science research publications and twelve months for arts, humanities and social sciences research outputs. The Council recognises that this may not be a feasible option in all cases, and in such a case, an expected embargo of up to 24 months may be facilitated in the arts, humanities and social sciences, but this will be subject to on-going review.

More information on the Open Access Policy is available on the Council's website at <http://www.research.ie/aboutus/open-access>

### **Ethical Approval**

- 7.23 The Council is committed to the maintenance of high ethical standards in the research that it funds through this Scholarship.
- 7.24 The HEI must have in place clear ethical guidelines and assurance procedures designed to manage research under its direction.
- 7.25 All Scholars are required to give careful consideration to ethical issues which may arise in the course of their research.
- 7.26 If ethical issues arise in their research, Scholars are required to submit a written statement to the Council to the effect that full consideration has been given to the ethical implications of the research proposal.
- 7.27 This statement must further demonstrate the Scholar's proposed resolution of the ethical issues arising.

- 7.28 Where a Scholar's research proposal requires approval by the HEI Ethics Committee, or the equivalent body in her/his HEI or Employment Partner (as appropriate), written evidence of such ethical approval is required by the Council before the Scholarship can commence or within three months of the start date.
- 7.29 Scholars should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectorial or institutional Codes of Ethics.
- 7.30 The Employment Partner, HEI and Scholar must make sure that their research complies with all national and international regulation requirements governing the use of sensitive materials or processes, for example (and not intended to be a complete list): radioactive isotopes, ionising radiation, laboratory animals or other animals, pathogenic organisms, genetically manipulated organisms, toxic and hazardous substances and research on human subjects and human embryos.
- 7.31 If access to archival material in private custodianship, or archival material with restricted access is required for the project, written evidence of appropriate permission to consult such material must be furnished to the Council.

### **Sex/Gender Dimension**

- 7.32 All Scholars are required to give careful consideration to any sex/gender dimensions which may arise in the course of their research.

### **Research Integrity**

- 7.33 The Employment Partner and HEI must ensure that the highest quality of research conduct is maintained. The Employment Partner and HEI must ensure that systems are in place to manage research misconduct (e.g. plagiarism, falsification of data, improper selectivity of data). The systems must be clearly publicised, together with agreed procedures for investigating allegations of research misconduct.

### **Quality Assurance**

- 7.34 The HEI is responsible for the local implementation of the QQI/IUQB National Guidelines of *'Good Practice in the Organisation of PhD Programmes in Irish Higher Education (2009)'*<sup>7</sup>, and for endorsing the appointment of a principal

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<sup>7</sup><http://www.iuqb.ie/en/homepage.html>

Academic Supervisor to support and guide the Scholar's work, to provide initial induction and to administer the Scholar's fund on their behalf.

- 7.35 The Scholar must be familiar with national guidelines such as that listed in 7.34, and the Higher Education & Training Award Council's '*Research Degree Programme Policy and Criteria (2010)*'.<sup>8</sup>

### **Acknowledgement of Council Scholarship Support**

- 7.36 All proposed publications arising from the Research Project must have the approval of the Academic Supervisor prior to publication and the Employment Mentor prior to publication.
- 7.37 All publicity, including public lectures, interviews, email signatures, letterheads, office signs, publications, monographs, print materials, online materials, press releases, television and radio advertisements, websites, film, video and audio recordings associated with or arising from the research undertaken by the Scholar while in receipt of a Council Scholarship must contain acknowledgement of funding received from the Council and its Strategic Funding Partner if relevant.
- 7.38 All publicity (as listed above) must also contain acknowledgement of funding received from the Employment Partner.
- 7.39 All parties must comply with confidentiality as outlined in the Research Agreement referred to in Clause 7.21.

## **8 FINANCE**

### **Payment of Scholarship**

- 8.1 Subject to the compliance of the Scholar, HEI and Employment Partner with these terms and conditions and to the receipt by the Council of satisfactory reports on the progress of the Scholarship, the Scholarship will be paid to the Scholar's HEI, quarterly in advance, with the first instalment to be made as soon as the Scholarship commences.
- 8.2 All amounts payable in respect of the award of postgraduate Scholarships are made directly to the Scholar's HEI. The Council does not transfer any monies directly to the Scholar.

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<sup>8</sup> <http://www.hetac.ie>

- 8.3 The HEI will then co-ordinate the payment of the award to the Employment Partner. It is the responsibility of the Scholar and Employment Partner to contact the relevant Postgraduate Grants office at the HEI with regard to administration at the HEI level.
- 8.4 The Scholar, in collaboration with their Academic Supervisor and Employment Mentor, is responsible for appropriate financial planning and spending under Clause 6.1.3 during the Funding Term of the Scholarship.
- 8.5 The maximum amount of the Scholarship Fund that can be spent in any year of the Scholarship is €24,000 plus any unspent balance of eligible direct research support expenses carried over from the previous year of the Scholarship. Apart from this exception, funds may not be carried forward from one year to the next.
- 8.6 Payment of a Postgraduate Scholarship is wholly subject to the continued receipt of funding by the Council from the Department of Education and Skills, and the Strategic Funding Partner (where relevant). In the event of such funding being reduced or discontinued, neither the Department of Education and Skills, the Strategic Funding Partner, nor the Council will be under any liability to provide funding or to compensate a Scholar for any reduction or cessation of such funding.

### **Financial Accountability**

- 8.7 The HEI is responsible for and accountable for the proper use of the Scholarship Fund.
- 8.8 The Council reserves the right to ask for confirmation from External Auditors of the HEI of the following:
- 8.8.1 that the annual accounts of the HEI are up to date and have been approved by the Auditors without qualification;
  - 8.8.2 that the management letter from the Auditors raised no matters that did or could significantly affect the administration of Scholarships awarded by the Council;
  - 8.8.3 that monies received under the Scholarship have been used for the purpose for which they were awarded.
- 8.9 The Council also reserves the right to commission audits of the participating HEI for financial or other compliance. The HEI undertakes to fully facilitate these reviews.
- 8.10 The Council accepts no responsibility, financial or otherwise, for expenditure or liabilities arising out of work funded by Scholarships and the HEI must fully



indemnify the Council against all such expenditure or liabilities and against any actions, proceedings, costs, damages, expenses claims and demands arising from them including, in particular, but without limitation, any claims for compensation for which the HEI may be liable as an employer or otherwise, or any claims by any person in relation to any intellectual property.

8.11 The HEI will return all unspent funds to the Council at the end of the Funding Term.

## **9 REVIEW OF PROGRESS**

9.1 The Council attaches considerable importance to procedures for monitoring research performance and ensuring effective progress under the Scholarship.

9.2 The Scholar, the Academic Supervisor and the Employment Mentor will be required to submit bi-annual progress reports at specified dates to the Council during the lifetime of the Scholarship. A comprehensive report will be submitted annually, with a shorter report submitted midway through the year.

9.3 It will be the responsibility of the Scholar to make sure that all progress reports are submitted on time. The timely submission of these reports is a condition of the continuation of the Scholarship.

9.4 The format for these reports is available from the Council, and will include but will not be limited to:

9.4.1 Financial update;

9.4.2 Career development progress;

9.4.3 Research progress and outputs (including outreach activities).

9.5 These reports must be accompanied by a confidential evaluation of the progress of the Scholarship from the Scholar, the Academic Supervisor and the Employment Mentor. A template will be available from the Council.

9.6 Such reports, combined with other evidence of attainment, such as formal institutional approval, are a condition of continuation/renewal of funding.

9.7 If the Scholar does not submit progress reports on time or if the Council receives an unsatisfactory progress report or evaluation, the Scholar will be informed of the unsatisfactory report. The Scholar will be allowed to resubmit an amended report. The Council reserves the right to convene a Review Committee to evaluate the Scholarship to date, in accordance with the deliverables outlined in the original

proposal to the Council (including the research plan and proposed outputs, and Training & Career Development Plan).

- 9.8 If asked to do so, the Scholar, Academic Supervisor and Employment Mentor must attend meetings with the Council to provide an account of the progress or outcomes of the Scholarship.
- 9.9 If a Review Committee is convened by the Council, this committee can draw as necessary on disciplinary inputs from experts who have acted as evaluators. The Council will provide feedback to the Scholar indicating either:
  - 9.9.1 Report satisfactory in all respects and Scholarship confirmed.
  - 9.9.2 Report deficient in some areas and specific actions for resolution indicated with a time deadline.
  - 9.9.3 Report indicates evidence of unsatisfactory progress and the Scholarship may be suspended or terminated.
- 9.10 The Council may suspend or terminate the Scholarship where it deems necessary following review of the foregoing information and reports.
- 9.11 All Scholarships may be subject to an external research audit and financial audit.
- 9.12 It will be the responsibility of the Scholar's Academic Supervisor and Employment Mentor to ensure that if the Scholar leaves his/her Employment Partner or HEI, or is not dedicating sufficient time or effort to the Scholarship, the Council is informed immediately.
- 9.13 The Scholar must contact the appropriate office in his/her HEI if he/she has any concerns about his/her Scholarship. If concerns continue, the Scholar must contact the Council directly.
- 9.14 It is the responsibility of the Scholar to inform the Council of any change of address, telephone, or e-mail within two weeks of such a change. This should be done via the Scholar's profile page on the online system. For ease of contact, Scholars are requested to use a single email address for all correspondence from application to award and for the duration of the Scholarship.
- 9.15 Scholars are required to inform the Council, the appropriate office in his/her HEI, and his/her Employment Partner, of their research thesis submission.
- 9.16 Scholars are required to provide follow-up contact details for the purpose of destination tracking in their Final Report. The Scholar must agree to being contacted at a series of time periods post the Scholarship.

- 9.17 The Council will periodically carry out a destination survey of those who have received and completed Scholarships, and the Scholar shall agree to cooperate in responding thereto.

## **10 DEFERRAL AND TERMINATION**

### **Deferral of Scholarship**

- 10.1 Scholarships may not be deferred, other than for eligible career breaks (e.g. maternity or parental leave) or in exceptional circumstances (e.g. illness). The approval is at the discretion of the Council whose decision on the matter will be final.
- 10.2 Where there is an agreed suspension of the Scholarship, the Council can consider Scholars' requests for no-cost extensions beyond the Funding Term.

### **Termination of Scholarship**

- 10.3 Scholars who submit their thesis for examination before the last date allowable under the Funding Term must stop drawing any remaining funds from their Scholarship account at the end of the month of submission.
- 10.4 Should a Scholar be unable for any reason (including medical reasons) to pursue his/her project in accordance with these Terms and Conditions, the Scholar, Academic Supervisor and Employment Mentor must as soon as possible, inform the Council and the Research Office or its equivalent in the HEI. The Scholar must do this no later than two weeks of such a situation coming to her/his attention. In such situations, Council will have regard to the usual conventions of the Scholar's HEI. However, given the basis on which Scholarships are awarded, the Council reserves the right to withdraw or suspend the Scholarship.
- 10.5 The Council recognises that for personal, professional or other reasons, a Scholar may wish to terminate her/his Scholarship prematurely. This action should not be taken without *prior* consultation with Council.
- 10.6 Where the Scholar intends to prematurely terminate the Scholarship, the Council will require evidence of academic progress to the date of departure. In the event that the Council deems the Scholar's progress inadequate, the Council may pursue the Scholar or the HEI or both for reimbursement of the amounts expended.
- 10.7 If the Scholar terminates a Scholarship, the Council is not responsible for continuing to pay funds to the HEI. The Council may seek to recover some or all the funds allocated or used.

10.8 The Council reserves the right to suspend or terminate the Scholarship and/or require reimbursement by the HEI as the recipient of the Scholarship fund of some or all payments as have already been made to the Scholar if, in the opinion of the Council, there has been a material breach of the Terms and Conditions as outlined in this document.

## **11 RESPONSIBILITIES OF THE HOST ORGANISATIONS**

### **Higher Education Institution (HEI)**

11.1 The HEI must accept full accountability for managing, monitoring and assuring the quality of all research work funded under the Scholarship and management of the Scholarship Fund.

11.2 The HEI must ensure an Academic Supervisor is appointed with responsibility for supporting and guiding the Scholar and ensuring the academic quality of the research fully meets the academic requirements of the award of a postgraduate degree. This Supervisor would normally be a Principal Investigator, or other suitably qualified person.

11.3 The HEI is responsible for providing the facilities and access to the equipment needed for the Scholar to carry out the HEI element of the Research Project, ensuring that all items of equipment and materials provided for the Scholarship are adequately maintained and are accessible on reasonable terms and conditions to other researchers.

11.4 The HEI must obtain and comply with all necessary and statutory permissions laid down by local and national authorities in relation to protecting the environment, preventing pollution and ensuring wider societal health and safety protection.

### **Employment Partner**

11.5 The Employment Partner must:

11.5.1 have the capacity to provide professional guidance and to provide access to experimental facilities or data;

11.5.2 have a professional working environment capable of supporting the Research Project;

11.5.3 nominate an Employment Mentor to work with the Scholar and her/his Academic Supervisor. This Employment Mentor must be capable of mentoring the Scholar with regard to the Employment Partner's related

aspects of the Research Project and contribute to the Scholar's professional development in the employment environment. Regular contact should be maintained between the Employment Mentor, the Scholar, and the Academic Supervisor throughout the duration of the Scholarship.

- 11.5.4 ensure that the Research Project is embedded in the Employment Partner's organisation;
- 11.5.5 be in a position to financially support the Employment Partners contribution to the Research Project for the full agreed Funding Term of the Scholarship.
- 11.5.6 along with the HEI, accept full accountability for the management and monitoring the Research Project.
- 11.5.7 obtain all necessary permissions prescribed by local and/or national authorities and will comply with all requirements of such permissions together with all statutory requirements which may be necessary, to include but without prejudice to the generality of the foregoing: the protection of the environment, the prevention of pollution and ensuring wider societal health and safety protection.

## **12 GENERAL SCHOLARSHIP CONDITIONS**

- 12.1 These Terms and Conditions will be governed by and construed in accordance with the laws of Ireland and all parties will expressly and irrevocably submit to the jurisdiction of the Irish Courts.
- 12.2 The Council will strive to adopt procedures that are consistent with the policies of the Irish Government in relation to the development of the Information Society and accordingly properly authenticated electronic communications will be treated as legally equivalent to paper submission.
- 12.3 The Council, HEI and Employment Partner must follow good practice on data protection, management and security. The Council cannot be held legally liable for interference by any third party.
- 12.4 It is a condition of acceptance of a Scholarship that Scholars grant permission to the Council to share data about the application with government departments and other national funding agencies for statistical and policy formation purposes.
- 12.5 The Council reserves the right to revise the Terms and Conditions of this Scholarship at any time. Any such revisions will be notified to participating HEIs

and will also be posted up on the Council's website.

## Appendix I

### **Strategic Funding Partners' Statement of Themes**

#### *Introduction*

In line with the Action Plan for Jobs (APJ)<sup>9</sup>, the co-educational Employment Based Postgraduate Programme is a priority for the Irish Research Council (the Council).

Following from a successful collaboration under the pilot scheme in 2012 and 2013, the **Department of Food and the Marine (DAFM)** will continue its strategic partnership with the Council for 2014. This will enable the DAFM to deliver on their APJ objectives, specifically, the development of a targeted initiative to support the development of capacity in a number of areas critical to the Bio economy.

Also following on from successful collaborations in 2013, a number of other national agencies will continue to partner with the Council and support the co-educational Employment Based Research Programme in 2014 as a mechanism to deliver on the objectives of the Government's National Research Prioritization (NRP)<sup>10</sup>. The latter NRP underpins and contributes to the delivery of the APJ through (a) the identification of 14 priority areas that are to deliver sustainable economic return through their contribution to enterprise development, employment growth, job retention and tangible improvements in quality of life and (b) the setting out of specific recommendations so as to enhance innovation capacity across the economy.

Our Strategic Funding Partners include **Sustainable Energy Ireland (SEAI), Teagasc, Science Foundation Ireland (SFI) and the Marine Institute**. In addition, **Enterprise Ireland** will continue to act as a strategic promotion partner and will promote the Employment Based Postgraduate Programme to employers across the economy.

#### *Themes*

In supporting the programme, specific themes have been identified under which applications would be particularly welcome by DAFM, SFI and the Marine Institute. These themes have been identified following an analysis of funding portfolios and identification of NRP areas where there are gaps in capacity. Themes identified are:

**DAFM** - Agriculture, Food, Forestry or the general Bio economy fields aligned to NRPE Priority Areas H and I, and DAFM relevant parts of F, L & M<sup>11</sup>.

**SFI** - Medical Devices; Manufacturing Competitiveness; Innovation in Business and Services; and Connected Health.

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<sup>9</sup> <http://www.djei.ie/publications/2013APJ.pdf>

<sup>10</sup> [http://www.djei.ie/science/technology/rpmaps/A\\_Framework\\_for\\_Monitoring\\_Public\\_Investment\\_in\\_STI.pdf](http://www.djei.ie/science/technology/rpmaps/A_Framework_for_Monitoring_Public_Investment_in_STI.pdf)

<sup>11</sup> <http://www.djei.ie/science/technology/rpmaps.htm>

## Employment Based Postgraduate Programme 2014

Marine Institute - Food for Health, Sustainable Food Production and Processing, Marine Renewable Energy, Smart Grids and Smart Cities and Manufacturing Competitiveness.

Note: For the 2014 call, Strategic Funding Partners will not predetermine in which areas support may be provided, but rather will await the outcome of the assessment process to see the distribution and quality of the applications received.



## **Appendix II**

The following are key characteristics of a structured PhD programme in Irish higher-education institutions. Such programmes may involve inter-institutional collaboration.

- The core component of a structured PhD programme is the advancement of knowledge through original research; at the same time the structured PhD is designed to meet the needs of an employment market that is wider than academia;
- A high quality research experience, training and output consistent with international norms and best practice;
- A structured PhD programme, in support of the original research activity, must include the following elements:
  - a formalised integrated programme of education, training and personal and professional development activities,
  - the development of discipline-specific knowledge, research skills and generic / transferable skills,
  - declared outcomes and graduate attributes in line with national and international best practice;
- Supervision by a principal supervisor(s), normally with a supporting panel approved by the institution;
- Progress to completion is formally monitored against published criteria and supported by formal institutional arrangements in line with national and international best practice;
- Successful completion and examination of the research thesis is the basis for the award of the PhD degree. Professional doctorates are not excluded from the consideration of a structured PhD definition – alternative forms of theses are also acceptable;
- Appropriate placements, rotations and assignments across wide sectors of the economy are encouraged for inclusion as part of the structured PhD programme.