



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

**ENTERPRISE PARTNERSHIP SCHEME  
&  
EMPLOYMENT-BASED PROGRAMME  
  
POSTGRADUATE SCHOLARSHIP  
  
2021**

**GUIDE FOR APPLICANTS**  
Including details of the online system

**Important dates**

Call open	16:00 (Irish time), 21 October 2020
FAQ deadline	16:00 (Irish time), 25 November 2020
<b>Applicant deadline</b>	<b>16:00 (Irish time), 2 December 2020</b>
<b>Supervisor, Enterprise/employment mentor, Referees deadline</b>	<b>16:00 (Irish time), 9 December 2020</b>
Research Office Endorsement Deadline	16:00 (Irish time), 16 December 2020
Outcome of Scheme	April 2021
Scholarship start date	1 September 2021

**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.**

## Table of Contents

<b>1. About the Guide for Applicants.....</b>	<b>3</b>
<b>2. Eligibility and Other Important Application Advice.....</b>	<b>3</b>
<b>3. Registering as an Applicant for the First Time.....</b>	<b>9</b>
<b>4. Using the Online System (OLS).....</b>	<b>12</b>
<b>5. Creating an Application Form.....</b>	<b>13</b>
<b>6. Editing an Application.....</b>	<b>16</b>
<b>7. Adding Supervisor(s) and Enterprise/Employment Mentor to an Application .....</b>	<b>18</b>
<b>8. Adding Referees to an Application.....</b>	<b>25</b>
<b>9. Academic Qualifications .....</b>	<b>28</b>
<b>10. Personal Statement .....</b>	<b>28</b>
<b>11. Proposed Research.....</b>	<b>28</b>
<b>12. Ethical and Gender Statements.....</b>	<b>29</b>
<b>13. Applicant Declaration.....</b>	<b>29</b>
<b>14. Completing the Application .....</b>	<b>30</b>
<b>15. Checking the Status of Reference Forms .....</b>	<b>31</b>
<b>16. Endorsement of Applications .....</b>	<b>33</b>
<b>17. Notification and Feedback .....</b>	<b>33</b>
<b>18. Information for Successful Applicants .....</b>	<b>33</b>
<b>APPENDIX I: Research Categorisation .....</b>	<b>35</b>
<b>APPENDIX II: Guidance on the Sex/Gender Dimension Statement .....</b>	<b>46</b>
<b>APPENDIX III: Evaluation Matrix.....</b>	<b>48</b>
<b>APPENDIX IV: Assessment Board advice to applicants.....</b>	<b>49</b>
<b>APPENDIX V: Applicant Submission Checklist.....</b>	<b>50</b>
<b>APPENDIX VI: EPS/EBP 2020 Application Flowchart .....</b>	<b>51</b>

## 1. About the Guide for Applicants

- This guide provides practical information to potential applicants in preparing and submitting an application for an **Irish Research Council Enterprise Partnership Scheme Postgraduate Scholarship** and the **Irish Research Council Employment-Based Programme**.
- The Irish Research Council Enterprise Partnership Scheme and the Irish Research Council Employment-Based Programme is governed by the Terms and Conditions and the Award Acceptance Form. The contents of this guide are for general information purposes only and the assistance of applicants. In the event of a discrepancy arising between this guide and the Terms and Conditions and/or Award Acceptance Form, the latter documents will prevail.
- Applicants are accordingly strongly recommended to familiarise themselves fully with the **Enterprise Partnership Scheme Postgraduate Terms and Conditions** or the **Employment-Based Programme Terms and Conditions**, and carefully read any **Frequently Asked Questions (FAQ)** when available, before completing and submitting their application. Documents will be made available on our website [www.research.ie](http://www.research.ie)
- The Council reserves the right to revise this Guide for Applicants and Terms and Conditions. Screenshots are for indicative purposes only and may differ from the online system. Before you start, please ensure you are using a recent version of a specified internet browser as per 'Section 3 Registering as an Applicant for the First Time'.

### **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.

## 2. Eligibility and Other Important Application Advice

- Applications for an **Enterprise Partnership Scheme Scholarship** or the **Employment-Based Programme** can be made in any discipline. Please consult the research categorisation document in Appendix 1 for further descriptions of the primary areas, disciplines and other research areas covered.
- For reasons of transparency and fairness to all applicants, **the Council will not enter into written or telephone correspondence with individual applicants**. In particular, the Council will not be in a position to review any eligibility issues.
- While the call is open, you should contact the research office with questions, i.e. the office of the Vice-President/Dean of Research, as applicable in your proposed Higher Education Institution for information and clarification on the call. It is highly recommended that applicants contact the office well in advance of submitting an application.

- If your research office is unable to answer your query, your Research Office should email it to [schemes@research.ie](mailto:schemes@research.ie) for answering through the **frequently asked questions (FAQ) process**. An updated FAQ document will be published weekly on the [Council website](#) if any new FAQs have been submitted. The FAQ process will close by the stated deadline.
- **Prior to creating an application, you must contact and discuss your research project with your proposed supervisor(s) and enterprise/employment mentor.** Please do not add a supervisor to your application without their prior approval. It is the sole responsibility of the applicant to inform the proposed supervisor(s) and referees of their nomination. This should be done well in advance of adding them to an application.
- The Council **strongly encourages the submission of applications and participant forms well in advance of the relevant deadline** as heavy server traffic on the day may slow down their submission. Applicants are advised not to wait until the day of the deadline to register on the system or submit their application. If you need to submit your application on the closing day, please allow at least six hours before the deadline.

## Eligibility

Before applying, please review eligibility criteria in the Enterprise Partnership Scheme Postgraduate Terms and Conditions and the Employment-Based Programme Terms and Conditions and see the below eligibility questionnaire for applicants.

### **1. Have you or will you have completed an honours bachelor's (or equivalent) degree with a first-class or upper second-class honours by 31 June 2021?**

a. **Yes**, go to 2.

b. **No**, if you do not have a first-class or upper second-class honours bachelor's (or equivalent) degree, you must possess a Master's degree to apply for the Enterprise Partnership Scheme.

i. If you have a Master's degree, go to 2.

ii. If not, you are not eligible to apply to the Enterprise Partnership Scheme though you may be eligible for the Employment-Based Programme.

### **2. Have you previously submitted an application to the Irish Research Council Enterprise Partnership Scheme or Irish Research Council Employment-Based Programme 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 3. (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 3.

### **3. Do you currently hold or have you previously held an Irish Research Council Postgraduate Scholarship?**

- a. **Yes, to do a Research Masters:** you are not eligible to apply for funding to do another Research Master's 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 Master's 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 seeking 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 (section 5) for the degree types supported by the Scheme.
- b. **No,** You have already registered and completed part of the postgraduate degree for which you are seeking Council funding: go to 5.

### **5. Have you completed part of the postgraduate degree for which you 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; or 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 1 September 2018 if you were full-time registered?**

- a. **Yes,** you are not eligible to apply for a Council Postgraduate Scholarship.
- b. **No,** cross-check against the tables from the Terms and Conditions Degree Type and Funding Structure for further dates that determine eligibility. These tables determine whether you are eligible based on your registration date and the tables determine the duration of funding you would be eligible to be awarded.

### **Some distinctions between the Enterprise Partnership Scheme (Postgraduate) and the**

**Employment-Based Programme include** – though please note that the following indicators must be taken into account in terms of the Terms & Conditions and Guides as a whole:

- For the Enterprise Partnership Scheme, the Enterprise Partner can be located in Ireland or internationally. Applicants must have a first-class or upper second-class honours bachelor's (or equivalent) degree or a Master's degree.
- For the Employment-Based Programme, applicants must be able to be employed by the Employment Partner (e.g. headcount approval, full-time work visa) in the Republic of Ireland. By way of employing the scholar, the Employment Partner is entitled to own Foreground Intellectual Property.

Applicants must apply to the most appropriate call – it is not possible to request to switch between calls or offers at a later date. Applicants must choose between the Enterprise Partnership Scheme and the Employment-Based Programme. If an applicant submits applications to both of these 2021 calls, both applications will be deemed ineligible.

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 the scheme will be deemed ineligible and will not be considered for funding if:**

- an applicant submits more than one application to this year's Enterprise Partnership Scheme (EPS) or Employment-Based Programme (EBP) calls; An applicant may submit to either EPS or EBP but not both. An applicant may submit to the Government of Ireland Postgraduate Programme in addition to either EPS or EBP.
- an application has not been submitted via the online system. 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 (Irish Time) 2 December 2020**;
- an application does not have all the required participant forms (supervisor, enterprise/employment mentor and two referee forms) completed in full and submitted via the online system by the deadline **16:00 (Irish Time) 9 December 2020**. Please ensure to provide an appropriate email address as we will be eliminating applications where the primary contact or enterprise/employment mentors are using generic email addresses (e.g. a gmail/yahoo rather than a company-specific email address). No hardcopies or email forms will be accepted. These **four forms** must be submitted by four different participants on the online system.
- an application with a supervisor who is not listed at the proposed HEI;
- 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, you must not upload a CV;
- an application includes materials in a format other than as requested (e.g. PDF format should be used for supplementary materials);
- any section of an application has been plagiarised or is significantly similar in content to another application;
- any information supplied in an application is false, misleading or unverifiable with appropriate documentation;
- the research project as proposed in the application form has previously been funded in full or in part by the Council or another Funding Agency/Department;
- the application is not endorsed by the applicant's higher education institution, i.e. the Vice-President/Dean of Research, or their authorised nominees (to be authorised by the VP/Dean of Research only) via the online system by the deadline of **16:00 (Irish Time) 16 December 2020**;
- canvassing on behalf of applicants occurs;
- any potential or perceived conflict of interest between the applicant, Enterprise/Employment Partner, Enterprise/Employment Mentor or Academic Supervisor was not declared;
- if the enterprise/employment partner has outstanding payments at the time of awarding or has previously had significant delays in payments of their contribution or reporting on current or expired awards.

Applications or offers may be deemed ineligible or revoked at any stage, e.g. before or after assessment.

## Applying

### Applications in either Irish or English

Applications will be accepted in either the Irish or the English Language only. 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

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. 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 check in the application form prior to endorsing.

### Frequently Asked Questions (FAQs)

If you have any questions regarding the application process, please address them to your HEI 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 [schemes@research.ie](mailto:schemes@research.ie) with the subject line '**EPS Postgrad 2021 FAQ**' for queries relating to the Enterprise Partnership Scheme (Postgraduate) or '**EBP Postgrad 2021 FAQ**' for queries relating to the Employment-Based Programme. The FAQ will then be posted on the website [www.research.ie](http://www.research.ie). The FAQ process will close before the applicant deadline, at **16.00 (Irish Time) 25 November 2020**. Please be advised that should an applicant contact the Council by e-mail or telephone, they will be advised in the first instance to contact their RO. **The Council may not respond to emails where the information is readily available in the Terms & Conditions, any of the guides or other documentation.**

### Contact your proposed Academic Supervisor, Enterprise/Employment Mentor and two Referees

All applications require a nominated Academic Supervisor and Enterprise/Employment Mentor who is willing to supervise the proposed research project, and two nominated referees who know you sufficiently well enough to provide you with a reference. The Council is not in a position to recommend supervisors or mentors. The Academic Supervisor or Enterprise/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 Supervisor and Enterprise/Employment Mentor.** Please do NOT add a

supervisor to your application without their prior approval. It is the sole responsibility of the Applicant to inform the proposed Supervisor and Referees of his/her nomination. This should be done well in advance of completing the online application process. The Academic Supervisor, Enterprise/Employment Mentor and Referees will be required to complete their participant forms through the online system. It is essential that your nominated Academic Supervisor, Enterprise/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 (Irish Time) 9 December 2020** 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 (Irish Time) 2 December 2020**.

## **Assessment**

### **Assessment Process**

Applications are first reviewed for eligibility and adherence to the Terms and Conditions. Each application is assessed by at least two independent, international reviewers. Each assessor submits their quantitative evaluation and the applications are preliminarily ranked. Applications are then discussed at International Assessment Board (IAB) meetings. 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. Additional eligibility checks may be performed. The Council's decision on whether to award a scholarship shall be final.

### **Evaluation Criteria and Scoring**

Applications are assessed under four headings: Project, Applicant, Training and Career Development and Environment. Assessors consider all four 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.

## Data Collection and Data Protection

Most of the data that you enter into the online system will be accessible to your academic supervisor, enterprise/employment mentor, authorised staff in the research office in your proposed Higher Education Institution, authorised staff of the Council, and international evaluators assigned to your application. Only the applicant and the authorised Council staff will have access to sensitive personal details, such as your date of birth, gender, and details entered in relation to requests for extension of the eligibility window or for reviews of the programmes. Referees will not have access to your application details but will be provided with key identifiers of your application, such as your name and the project ID.

The Council requires that evaluators accept our data protection and confidentiality policy. Please be aware that some of the international evaluators are located in countries outside of European Union.

Applicants are required to liaise with their proposed academic supervisor, enterprise/employment mentor and referees before adding them to an application. If an applicant assigns a supervisor, mentor or a referee to their application without their consent and they subsequently object to being associated with an application and raise this with the Council, the Council will remove that supervisor/mentor/referee from the concerned application. The Council will not provide assistance with securing alternative participants or engage in matchmaking or mediation between applicants and participants. It is therefore critical that applicants add supporting participants to their applications after they have gained their explicit consent.

Please read carefully the data collection notice available in the online system and on the Council's website.

### **3. Registering as an Applicant for the First Time**

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 online system, please read these Guidelines and the FAQ document (available on our website, [www.research.ie](http://www.research.ie)). If your issue is not addressed through either of these mechanisms, only then should you email [schemes@research.ie](mailto:schemes@research.ie) with an outline of your technical issue.

For any technical query, please include the following details in your email: your Project ID, the browser you are using, and if appropriate, a screenshot of the online system and any error messages.

Before you start, please ensure you are using the correct browser. The online system can only be operational only on the following browsers:

- **Internet Explorer: two most recent versions\***
- **Firefox download: two most recent versions\***
- **Google Chrome download: two most recent versions\***
- **Safari download: two most recent versions\***

\*Firefox, Google Chrome and Safari support applies to the two most recent versions published by the manufacturer excluding beta releases, Also, please ensure your

JavaScript is both turned on and up to date. Next, add the [ircapps@research.ie](mailto: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=XVtQC1oGYFpFRxNZXxVSSIBSZg%3D%3D](https://irishresearch.smartsimple.ie/s_signup.jsp?token=XVtQC1oGYFpFRxNZXxVSSIBSZg%3D%3D)

**Do not use a phone or tablet.**

- In order to register as an applicant on the online system for the first time, navigate to [this link](#) and complete the applicant registration form as prompted.
- Once you have filled in all the required details, click 'submit' at the bottom of the registration page. A confirmation email with the subject 'Irish Research Council, applicant registration' will automatically be sent to the email address you have provided. This email confirms that you have successfully registered for the online system and will issue you with a username and password.
- If you do not receive this email, please check your spam folder and ensure that the [ircapps@research.ie](mailto:ircapps@research.ie) email address is on your 'safe senders' list. If you are using an institutional or work email account, you may need to check with your IT department to ensure there is no issue with your organisation's internal firewall.
- If you have lost or forgotten your password, navigate to this [link](#) and click 'Forgot password?'. A system-generated password will be forwarded to your email address. If you do not receive this email, please check your spam folder. Please note that it may take up to 15 minutes to receive the email containing your new password.

The screenshot shows a registration and login interface. On the left, there is a section titled "Registering as an applicant for the first time:" with three numbered steps. A blue arrow points from this text to the right. On the right, there is a login form with fields for "Email:" and "Password:", and a "Login" button. A blue arrow points from the "Login" button to the right. Below the login form, there is a "Forgot password?" section with a note about the 15-minute delay. A blue arrow points from this section to the left. At the bottom left, there is a "Browser Support Information" section with a note about logging out. A blue arrow points from this note to the left. At the bottom right, there is a note about requesting a new password. A blue arrow points from this note to the left.

**Registering as an applicant for the first time:** First time applicants to an IRC scheme should register here.

1. Add the [ircapps@research.ie](mailto:ircapps@research.ie) email address to your contacts BEFORE you attempt the registration process.
2. Click on the following link to take you to the 'applicant registration page'.
3. Applicants must nominate one email address by which the online system will identify them.

**Browser Support Information**  
Supported browsers: [Firefox](#) (2 most recent versions), [Chrome](#) (2 most recent versions), [Internet Explorer](#) (2 most recent versions), [Safari](#) (2 most recent versions).

**Note important browser information. Ensure your application has been saved and you log-out of one browser before logging-in via a different browser or different device**

**Email:**

**Password:**

**Login** Log into the OLS here.

**Forgot password?**  
Please note that it may take up to 15 minutes to receive the automated email with your new password.

**Request a new password here. Ensure your email inbox accepts mail from [ircapps@research.ie](mailto:ircapps@research.ie)**

## Applicant registration page



First time users of the OLS/First time applicants should register by completing and submitting the online form.

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

\* Title

\* Please select the gender you identify with

\* Date of birth

\* First name

\* Last name

\* Email

Fill in the form as prompted. Applicants previously registered on the online system should update their contact details in their user profile once they log on.

### Definition of Ordinarily Resident

The two fields, 'Country of Citizenship' and 'Area where you are ordinarily resident (EU/Non-EU)' seek to determine your EU status. While a majority of Postgraduate Scholarships awarded by the Council will be offered to those who are citizens of the European Union (EU) and 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 do not fulfil these requirements. For the purposes of this Scheme, 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 are deemed to be citizens of the EU. ('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 will be deemed to be non-EU for the purposes of this Scheme. Once you have filled in all the requested details, click '**SUBMIT**'. An email from '[ircapps@research.ie](mailto: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 issue

your username and password and confirm that you have successfully registered as an applicant to the Irish Research Council Online Application System (online system).

**If you do not receive this email:**

- Please check your spam folder. If you have not already done so, add the [ircapps@research.ie](mailto: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.

**4. Using the Online 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'.
- **Do not** log in to your profile or application in several browsers at the same time. This may cause the system to invalidate your login session and any information entered. **Do not** use a phone or tablet for the online system.
- If you enter information into the online system 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.
- **Keep a backup of your application offline in a word document.**
- If an incorrect email address is supplied for any participant, the participant will not receive login details for the online system 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 online system. 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, Enterprise/Employment Mentor and Referees submit their forms through the online system by the deadline of **16.00 (Irish time) 9 December 2020.**

**Thinking About Applying? Please direct all queries about the scheme and application process to your Research Office. The Council are not in a position to engage with individual queries by email or over the phone.** However, if you have a technical issue regarding the use of the OLS, please read these Guidelines and the FAQ document (available on our website [www.research.ie](http://www.research.ie)). If your issue is not clarified through the Guide or FAQ, only then should you email [schemes@research.ie](mailto:schemes@research.ie) with an outline of your query. Please include your Project ID, the browser you are using, and a screenshot of the OLS and any error messages.

#### **To log in:**

- Once you have received your username and password, access the online system on the Irish Research Council website [https://irishresearch.smartsimple.ie/s\\_Login.jsp](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 '**Login**'.
- If you have forgotten your password, use the '**Forgot 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. Please note that it may take up to 15 minutes to receive the automated email with your new password.
- When you log in, you will be presented with the 'home' screen below where you can create and edit your application prior to the applicant deadline.
- This is your '**Home**' 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 your name and '**Profile**'.

### **5. Creating an Application Form**

Please note: other schemes may be open during the application period for the Enterprise Partnership Scheme (Postgraduate) and the Employment-Based Programme. Applicants who wish to apply to the Enterprise Partnership Scheme (Postgraduate) or Employment-Based Programme should refer to the appropriate documentation, including Guide for Applicants, for that scheme and ensure that they are completing the appropriate application form.

1. Click on Open Calls to find the open call to which you wish to apply. The call will only appear in the portal when there is an open call.
2. Click on Draft Applications to re-open an application you have in draft
3. Click on Documentation to access the Guide for Applicants

At the top of the screen you can click on your 'Name' to change your password or change details in your profile or click on 'Privacy & Security' to see our Privacy & Security notice.

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

Privacy & Security Fake Applicant7

Home Documentation

**Notice**

Welcome to the Irish Research Council's online system which enables you to apply for competitive funding and to manage your awards. Please read the relevant funding pages on [our website](#) for further details relating to application procedures and eligibility criteria and contact the Research Office in your Host Institution with queries.

A quick guide to your portal can be downloaded by clicking [on this link](#).

We are updating our system so you may notice changes. To report potential errors or concerns you may have relating to the online system only, please email [system@research.ie](mailto:system@research.ie)

Please note that if a deadline has passed, the system will not accept forms. Due to the high volume of applications and in the interest of fairness, exceptions to deadlines will not be made.

**Shortcuts**

**Applications by status**

Draft applications Submitted applications Closed and archived applications

**Open calls**

Open calls

## To Create the Application Form

Click on 'Open Calls' to create a new application form. The following screen will appear: Please select the relevant call, i.e. EPS Postgraduate Application (not EPS Postdoctoral Application) or Employment-Based Postgraduate Programme Application.

For **Enterprise Partnership Scheme Postgraduate** application:

Programme Name	Programme Status	Call Status	Applicant Submission Deadline Date	Participants Submission Deadline Date	Research Body Submission Deadline Date	Create Application
EPS Postgraduate Application	Active	Draft	02/12/2020 00:00	09/12/2020 00:00	16/12/2020 00:00	Apply

For **Employment-Based Programme** application:

Employment Based Postgraduate Programme	Active	Draft	02/12/2020 16:00	09/12/2020 16:00	16/12/2020 16:00	Apply
---	--------	-------	------------------	------------------	------------------	-------

Click '**Apply**' to create an application form for the Enterprise Partnership Postgraduate Scheme or the Employment-Based Programme.

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**' [binoculars] button.

\* Irish Research Body:

You will then be presented with the following screen:

## Select Organisation

Organisation Name	Address	City
<input type="radio"/> Athlone Institute of Technology	,	
<input type="radio"/> Cork Institute of Technology	,	
<input type="radio"/> Dublin City University	,	
<input type="radio"/> Dublin Institute for Advanced Studies	,	
<input type="radio"/> Dun Laoghaire Institute of Art, Design and Technology	,	
<input type="radio"/> Dundalk Institute of Technology	,	
<input type="radio"/> Economic and Social Research Institute	,	Dublin
<input type="radio"/> Galway-Mayo Institute of Technology	,	
<input type="radio"/> Institute of Technology, Carlow	,	
<input type="radio"/> Institute of Technology, Sligo	,	

Select the check box next to the relevant institution name and click “save draft”. (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 online system). Should you wish to change your nominated HEI, please ensure your supervisor is located at the new HEI. Applications with supervisors who are not listed at the HEI will be deemed ineligible.

Next:

- Enter your Project Title
- Select whether your application is in Irish
- Check that the ‘Date of Birth’, ‘Area where you are ordinarily resident (EU/nonEU)’ and ‘Do you currently hold an Irish Research Council Award’ have been answered. As each applicant can only submit **one** application to each Postgraduate call, the icon to ‘**Apply**’ will no longer be visible on through the ‘Open Calls’ icon on your home page from this point forward.

* Project title:	<input type="text"/>	Enter the project title here.
	100 words left	
* Irish Research Body:	Applicants	Look up the chosen HEI.
* Application in Irish:	<input type="radio"/> Yes <input type="radio"/> No	If submitting an application in Irish, select 'Yes.' Once the application has been saved, the 'Upload Translation' function will appear and the translation may be uploaded (in PDF format only).
English translation:	Click Save before adding attachment	

Name:	Fake Applicant1
Email address:	ircfakeapplicant1@gmail.com
Contact telephone number:	111111111111111111
Contact address:	Test test , Test test, Dublin 4, Dublin 4, Ireland
Please select the gender you identify with:	Female
Postcode:	Dublin 4
* What is your nationality, i.e. your passport-issuing country?:	Saint Helena

At this point your draft application has been created.

The screenshot shows a web application form titled "title 100". At the top, there are navigation tabs: "OVERVIEW" (selected), "PRIMARY AND ADDITIONAL PARTICIPANTS", "ACADEMIC QUALIFICATIONS", "PERSONAL STATEMENT", and "TRAININ". The form contains the following fields and controls:

- Application type:** Employment Based Postgraduate Programme
- Status:** Draft
- Create date:** 08/01/2020 02:54:00
- Application deadline:** 2020-02-27 16:00:00 Ireland time
- Project ID:** EBPPG/2020/4
- \* Project title:** title 100 (with a 98 words left indicator)
- \* Irish research body:** Test University (with a search icon)
- \* Department:** dept
- \* Application in Irish:**  Yes  No
- English translation:** Upload button
- Application PDF:** View Application button
- Print form:** Print (PDF) button

At the bottom right of the form, there are two buttons: "Save Draft" and "Submit Application".

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 / View button is located on the top left of the 'Project/Application Start' home 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.

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. If you would like to update any of this information, click 'save draft' and navigate back to the home screen where you can click on your name to find the 'profile' button.

- **ORCID** provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognised. If you do not currently have an ORCID, please register for one at [www.orcid.org](http://www.orcid.org).

## 6. 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'. Do not use the browser 'back' button at any stage as you may lose essential information.

Edit your application by selecting the 'Draft Applications' icon on your home page:

### Notice

Welcome to the Irish Research Council's online system which enables you to apply for competitive funding and to manage your awards. Please read the relevant funding pages on [our website](#) for further details relating to application procedures and eligibility criteria and contact the Research Office in your Host Institution with queries.

A quick guide to your portal can be downloaded by clicking [on this link](#).

We have updated our data protection policy as per the Privacy & Security tab.

We are updating our system so you may notice changes. To report potential errors or concerns you may have relating to the online system only, please email [system@research.ie](mailto:system@research.ie) and send a screenshot if possible.

Please note that if a deadline has passed, the system will not accept forms. Due to the high volume of applications and in the interest of fairness, exceptions to deadlines will not be made. If you cannot see the Open Call icon, please follow the Guide for Applicants to self-register as an applicant.

\*Please note: It is imperative that applicants engage with the call documentation prior to completing the Government of Ireland Eligibility Quiz and the Application Form. The Council will not reset the Eligibility Quiz for applicants once it has been submitted. You must select 'Continue to Application' followed by 'Save Draft' in order to complete the eligibility process.\*

Please follow the guides for applicants, supervisors, mentors, referees etc. available on the call webpage.

### Shortcuts

#### Applications by status

 Draft applications  Submitted applications  Closed and archived applications

#### Open calls

 Open calls

Click the 'Edit' tab to the right of the application you wish to edit:

Application Type	Project ID	Project Title	Irish Research Body	Last Modified	Edit Project
Employment Based Postgraduate Programme	EBPPG/2021/1	1. Test Project Title	Test University	13/10/2020	<a href="#">Edit</a>

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. You must be in 'edit' mode to input information to your application form. You can switch between the 'view' and 'edit' modes at the top left of the 'application start' tab on the home screen.

Edit

-  Main
-  Participants
-  Partner Organisation(...)

## 1 title

### Enterprise Partnership Scheme Postgraduate Application Form

Should you require any technical assistance please contact the Council by email to

[schemes@research.ie](mailto:schemes@research.ie)

As each applicant can only submit one application to a scheme, the message below will now appear if you click on the 'open calls' icon on your home page.

You have already created an Application for this Call.  
 Please click your Draft Applications icon on your Portal.

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

- Overview
- Primary and additional participants
- Academic qualifications
- Personal statement
- Training and career development plan
- Proposed research
- Ethical, Sex/Gender Statements
- Applicant declaration

All tabs will need to be completed prior to submitting your form – scroll to see all tabs.

OVERVIEW PRIMARY AND ADDITIONAL PARTICIPANTS ACADEMIC QUALIFICATIONS PERSONAL STATEMENT PROPOSED RESEARCH ETHICAL AND GENDER STATEMENTS APPLICANT DEC

#### Application details

Application type: EPS Postgraduate Application

Status: Draft

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 draft' button at the bottom of each page before moving from one tab to another and after adding each participant (supervisors, enterprise/employment partner, mentors and referees).** If you input information on a tab and switch to another without pressing 'save draft', this information will be lost.



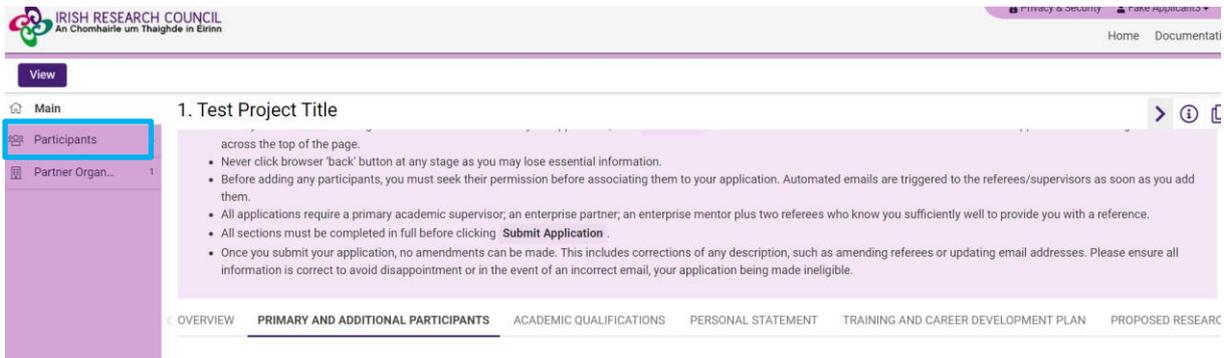
## **7. Adding Supervisor(s) and Enterprise/Employment Mentor to an Application**

**Please Note:** All applicants must gain the permission of their proposed **Supervisor, Enterprise/Employment Partner, and Enterprise/Employment Mentor BEFORE** adding them to an application.

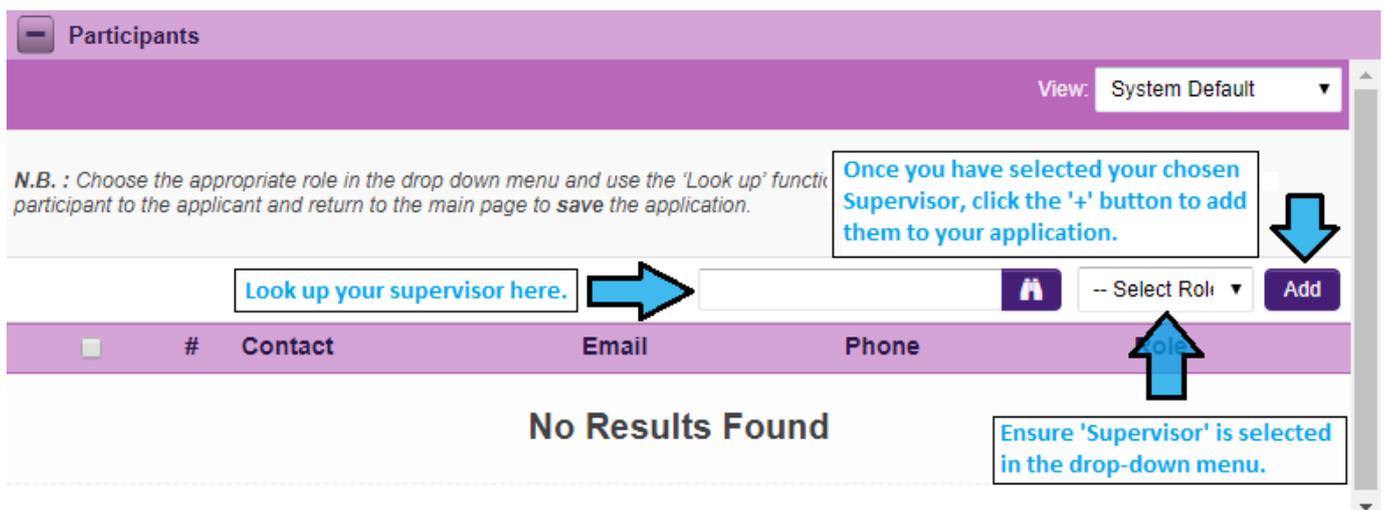
Once you have gained permission from the supervisor, you must associate a pre-registered primary supervisor with your application through the participants section at the left of the page. All applications require a primary supervisor who is willing to supervise the proposed research project, an Enterprise/Employment Mentor from the Enterprise/Employment Partner organisation and two referees who know you sufficiently well to provide you with a reference. Your primary supervisor and your Enterprise/Employment mentor may NOT act as one of these referees, however a secondary supervisor is permitted to do so. Please note that the Council is not in a position to recommend supervisors.

**You can add your supervisor by following these steps:**

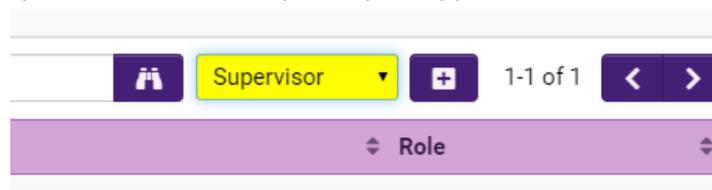
- Scroll to the **'Participants'** section at the left of the page where you must add your Academic Supervisor.



- Supervisors can be added by using the **'Lookup' [binoculars]** function on the **Participants panel**. Click on 'Lookup' [binoculars] and a pop-up window containing registered Supervisors will appear.



- Click on the 'Role' dropdown and select 'Supervisor', click on next drop-down 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'. Clicking 'ok' will close the pop-up window and return you to your application.



- Your Supervisor's name will now be visible under **'Participants'**. Ensure the dropdown field beside your Supervisor name shows the role as 'Supervisor' and 'click' '+'.
  - Click 'Save Draft'.
  - On saving your draft application, your supervisor will be added to your application and will be listed under the Contact section.

### If you cannot find your proposed supervisor name:

- **Supervisors need to be pre-registered on the online system by the Research Office in their Institution before they can be selected and added to your application.** If you cannot find your proposed supervisor on the system, please ensure that you have selected your host Irish Research Body on the Overview Tab. If you have selected your host Irish Research Body and cannot find your proposed supervisor, please contact the supervisor to ask him/her to contact their institution's Research Office. The Research Office will register the supervisor on the system.
- Supervisors who have previously registered do not have to do so again.
- It is important to check the registered name of the supervisor 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 they do not receive this email, they should check their spam folder and ensure that the [ircapps@research.ie](mailto:ircapps@research.ie) email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.
- If your supervisor details appear incorrect or if your supervisor is having difficulties logging into the system then you or your supervisor should contact your Research Office to confirm the details / email address they used to register the 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 online system by the Supervisor deadline of **16.00 (Irish Time) 9 December 2020**. This confirms their willingness to supervise the applicant.
- **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. We do not recommend changing supporting participants on an application in case a form is submitted by the wrong party.
- It is the **applicant's responsibility** to ensure that their primary **supervisor completes their reference** form through the online system by the exact stated deadline. This form will not be

accepted by email, in hardcopy or by any other means. The Council is not responsible for ensuring that participant forms are submitted on time through the online system.

### Adding an Enterprise/Employment Partner

**EBP APPLICANTS PLEASE NOTE:** For the purposes of the 2021 Call, when the online system 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 the Employment-Based Programme. The proposed Employment Partner needs to be pre-registered on the system before they can be selected and added to your application.

**Please Note:** All applicants must gain the permission of their proposed **Enterprise/Employment Partner** **BEFORE** adding them to an application.

If your Enterprise Partner is already **preregistered** on the online system, click on the ‘Partner Organisation(s)’ tab on the left of the screen.

IRISH RESEARCH COUNCIL  
An Chomhairle um Thaighde in Eirinn

Privacy & Security

View

Main

Participants 4

Partner Organ... 1

1. Test Project Title

to the referees/supervisors as soon as you add them.

- All applications require a primary academic supervisor; an enterprise partner; an enterprise mentor plus two referees who know sufficiently well to provide you with a reference.
- All sections must be completed in full before clicking **Submit Application**.
- Once you submit your application, no amendments can be made. This includes corrections of any description, such as amending updating email addresses. Please ensure all information is correct to avoid disappointment or in the event of an incorrect email, application being made ineligible.

OVERVIEW PRIMARY AND ADDITIONAL PARTICIPANTS ACADEMIC QUALIFICATIONS PERSONAL STATEMENT TRAINING

Use the look up (binoculars) button to find the chosen partner. Ensure that “EPS Partner” is selected in the drop-down menu.

Binoculars icon

EPS Partner

+

1-1 of 1

Partner Organisation(s) View: System Default

EPS Partner
Add

Organisation	Phone	Address	City	Role
<input type="checkbox"/> Fake Company	1234556	1	Cork	<a href="#">EPS Partner</a>


Once the application has been saved, The Enterprise Partner will be associated with the application.

Once they have been identified click the '+' button and then click 'Save Draft'. Save your application. The partner should ensure their mail box can accept notification emails from [ircapps@research.ie](mailto:ircapps@research.ie)

**If you want to change your nominated Enterprise/Employment Partner** then select the check box beside your Enterprise/Employment Partner [in 'Partner Organisation' at the left of the page] and click '-' (remove). You can then lookup the details for your new Enterprise/Employment Partner.

**If your Enterprise/Employment Partner is not registered on the online system the applicant must complete the Invite to Register form.**

**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 **Partner Organisation(s)** section at the bottom of the page.
2. You can select a pre-registered Enterprise Partner using the following steps:
  - o Ensure you have EPS Partner selected in the drop down menu.
  - o Use the predictive text to find the partner name.
  - o If you cannot find your Enterprise Partner please see section below on **How to add a new Enterprise Partner to the system**.
  - o Once you found the company name click **Add** button.
  - o Your Enterprise Partner is now listed in **Enterprise Partner** section on your application.
  - o 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 by clicking on the button below.
 

Invite to Register



Enterprise Partners that are not registered on the OLS may be invited to join by the applicant.
2. Once your partner registers you will have to associate the Enterprise Partner with your application by following the instructions above.

- Please click and complete the **'INVITE A NEW ORGANISATION TO REGISTER'** form ['Invite to register' button]. This will be sent to your Enterprise/Employment Mentor so that the Enterprise/Employment Mentor/Primary Contact can complete the registration form for their organisation. **The primary contact should be someone who has the authority to agree to our conditions on behalf of the organisation.**



#### Invite a new organisation to register

Please use the fields below to enter details of the organisation which you wish to invite to register on our system. Once you have entered the details click the 'Send Invite' button below to send your invitation.

\* Organisation Name

\* Contact Full Name

\* Contact Email

Send Invite

- The link in the email needs to be sent to the relevant primary contact in the organisation so they can register the organisation.
- Enterprise/Employment Partners only need to register once, even if they participate in multiple schemes.
- Once registered, the organisation will then be viewable as an Enterprise/Employment Partner in the online system. **Please note that organisations listed here may not all be eligible partners.**

Once registered, Enterprise/Employment Partners can be added by clicking **Lookup (binoculars)** on the Partner Organisations panel on the left of the screen.

## Adding your Enterprise/Employment Mentor

### 1. Test Project Title

3 < . PARTICIPANTS ACADEMIC QUALIFICATIONS PERSONAL STATEMENT TRAINING AND CAREER DEVELOPMENT PLAN PROPOSED RESEARCH ETHICAL AND SEX/GEN

1

▼ Adding Employment Mentor

*Guideline*

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

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

▼ Employment Mentor Details

On the **'Primary and Additional Participants'** tab scroll down to the **'enterprise/employment mentor'** section. To add your Enterprise/Employment Mentor, click on the tab **'Adding Enterprise/employment mentor'** and then click on the link ('Here') provided to enter the name and Enterprise/Employment Mentor details. Enterprise/Employment Mentors do not need to have pre-registered with the online

system but the system requires that you assign the proposed Enterprise/Employment Partner before you can add an Enterprise/Employment Mentor.

The image shows a screenshot of the 'Enterprise Mentor Registration' form. At the top, there is the logo of the Irish Research Council, which consists of three interlocking circles in purple, green, and red. To the right of the logo, the text reads 'IRISH RESEARCH COUNCIL' and 'An Chomhairle um Thaighde in Éirinn'. Below this, the form title 'Enterprise Mentor Registration' is displayed in a purple header bar. The form itself is white and contains the following fields: 'Organisation:' with the value 'Test Employment Partner2'; '\* First Name:' with an empty text input field; '\* Last Name:' with an empty text input field; '\* Title:' with a dropdown menu showing a downward arrow; '\* Email:' with an empty text input field; and '\* Confirm Email:' with an empty text input field. At the bottom of the form is a purple 'Submit' button. A small note at the bottom right of the form states '\* - Mandatory fields'. A blue arrow with a black outline points from the right side of the page towards the form.

- Complete the Enterprise/Employment Mentor Registration. Applicants should enter the name and contact details of their Enterprise/Employment Mentor. The online system will use the email addresses supplied by the applicant and will provide the Enterprise/Employment Mentor with log-on details to access the online system as soon as the applicant has submitted his/her application to the online system. **If an incorrect email address is provided, then the Enterprise/Employment Mentor will not receive the automatic email with the necessary details. It is therefore essential to provide the correct details.** As stated above, **once the application has been submitted, no alterations are possible.** We expect the email address of the Enterprise/Employment Mentor to match the Enterprise/Employment Partner organisation (e.g. a company specific email address, not gmail or yahoo accounts).
- Click “save draft”. The Enterprise/Employment Mentor should now be added to your Participants tab.
- Contact your Enterprise/Employment mentor to check that they have received this email. If they do not receive this email, they should check their spam folder and ensure that the [ircapps@research.ie](mailto:ircapps@research.ie) email address is on their ‘safe senders’ list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation’s internal firewall.
- Enterprise/Employment Mentors must submit a completed form via the online system by the Enterprise/Employment Mentor deadline of **16:00 (Irish Time) 9 December 2020**. It is the applicant’s responsibility to ensure Enterprise/Employment Mentor completes their respective form through the online system by exact stated deadline. **These forms will not be accepted by email, in hardcopy or by any other means.** The Council is not responsible for ensuring that participant forms are submitted on time through the online system.

## Changing your Enterprise/Employment partner/mentor

If you want to change your nominated Enterprise/Employment Partner, then select the check box beside your Enterprise/Employment Partner and click “remove” and “save draft”. You can then lookup the details for your new Enterprise/Employment Partner as per the instructions above.

- We do not recommend changing supporting participants on an application in case a form is submitted by the wrong party.

### 8. Adding Referees to an Application

- Referees do not need to have pre-registered with the online system.
- Referees must be different to your academic supervisor and enterprise/employment mentor. Please seek permission before adding them, as an automated email is sent to them as soon as you click "save draft".
- Click the blue 'here' link on tab 1 (primary and additional participants) as pictured below and enter the contact details for referees one at a time.
- After adding referee 1, click "save draft" before adding your second referee (referee 2). An automated email is sent to the referee.

#### Adding Referees

- You must associate two referees with your application, neither of whom may be your named primary academic supervisor. A suitable referee is an individual who knows you sufficiently well to provide you with a reference, e.g. a principal investigator; a mentor from any time in your career or education; or a leader or member of a research team where you have worked.
- Each referee will be required to provide an online reference as part of your application. Please note that referees do not have sight of the application itself.
- To enter and sign up referees' details, please click [HERE](#)  [Click here to add referees one at a time.](#)
- After you have added a referee, please click **Save** on the main page [Please SAVE the application after each referee has been added.](#) you do so.
- Once you have clicked **Save**, the referee's name will appear in the participants section of your application form.
- Once you have clicked **Save**, and the referee name is listed in the participants section, the referee should receive an automatic confirmation email advising them that they can log into the system and create the reference form. You should check with your referees as early as possible to ensure that they have received such an email and can access the online system.

- **Please assign one referee under the Role of Referee 1 and a second referee under the Role of Referee 2. \*NB\***

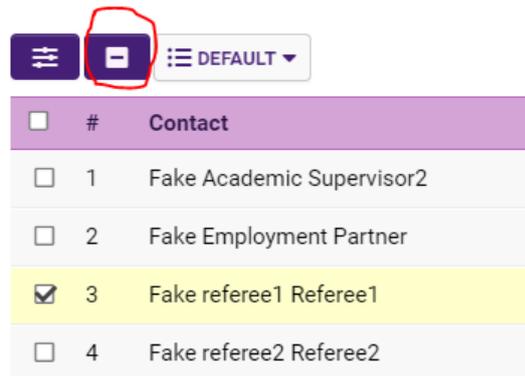
- Check with the referees that they have received this email. If they do not receive this email, they should check their spam folder and ensure that the [ircapps@research.ie](mailto:ircapps@research.ie) email address is on their 'safe senders' list. If they are using an institutional or work email account, they may need to check with their IT department to ensure there is no issue with their organisation's internal firewall.
- If the application is submitted where an incorrect email address is supplied for either referee, they will not receive login details for the online system and will not be able to complete their participant form. **Please ensure all email addresses are correct prior to submission.** As stated above, once the application has been submitted, no alterations are possible. Once all the relevant participants have been added to an application, their details will be listed in the 'participants' section of the 'application start' page.
- If your referee is already registered on the system with that email address, the organisation will default to the organisation listed in their profile. Please contact your referee to check if he/she wants to update their organisation in their own account.
- It is the applicant's responsibility to ensure referees complete their respective forms through the online system by the exact deadline of **16:00 (Irish Time) 9 December 2020**. These forms will not be accepted by email, in hardcopy or by any other means. The Council is not responsible for ensuring that participant forms are submitted on time through the online system.

## Changing your referee

If you want to change or update your referee details:

- Please **notify the referee that they are no longer assigned to an application**. If you remove a referee from your application, they will not be automatically notified.

- Navigate to the 'participants' section at the bottom of the 'application start' page.
- Select the check box beside the participant you wish to remove, click the '-' (remove) button and 'save' your application. The participant will be removed, and you can add an alternative as per the instructions above.



- We do not recommend changing supporting participants on an application in case a form is submitted by the wrong party.

**If an incorrect email address is provided for either Referee they will not receive the automatic email with the necessary login and password details and will not be able to complete their form.** Once an applicant has saved each Referee to their application, they should check with the Referees that they have received the automatic email with login and password details. Applicants should check this prior to submitting their application form: an incorrect email can be corrected while the application is in draft (see instructions below) **but once submitted, no changes can be made to an application, including correcting Referee email addresses.**

Once you have added all the relevant participants their names are listed in the 'Participants' section of the 'Project/Application Start' page of the application.

## 9. Academic Qualifications

Click on the "academic qualifications" tab and enter your qualifications as appropriate. **Degree results must be entered exactly as they are presented on the transcripts, or the application/offer will be automatically withdrawn. If applicants have a degree from outside the Republic of Ireland, please explain your results and provide a "translation" e.g. 4.5 GPA is equivalent to A+. Any misleading statements will result in disqualification.**

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

## 10. Personal Statement

The personal statement section is an opportunity to highlight additional information that has not already been provided elsewhere in the application.

## 11. Proposed Research

The screenshot shows a web application interface for the 'Proposed Research' section. At the top, there is a navigation bar with tabs: 'ACADEMIC QUALIFICATIONS', 'PERSONAL STATEMENT', 'TRAINING AND CAREER DEVELOPMENT PLAN', 'PROPOSED RESEARCH' (which is highlighted), 'ETHICAL AND SEX/GENDER STATEMENTS', and 'APPLICANT DECLARATION'. Below the navigation bar, the title '1. Test Project Title' is displayed. The main heading is 'Proposed Research'. A light purple box contains the instruction: 'Please select your proposed degree type below. Note: 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.' Below this, there are five form fields: 1. '\* Degree Type:' with a dropdown menu and a help icon. 2. '\* Higher education institution:' with the text 'Test University'. 3. 'Project title:' with the text '1. Test Project Title'. 4. '\* Registration Date:' with a date input field showing 'dd/mm/yyyy' and a calendar icon. 5. '\* Finish Date:' with a date input field showing 'dd/mm/yyyy' and a calendar icon.

**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 2021 Terms & Conditions gives further details on each degree type.

If an 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/transferrable skills in line with the national definition in the Appendix of the 2021 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 no earlier or later than 1 September 2021. **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 2021 Terms and Conditions for further details on this. If you have already registered for your studies, the registration date must be verifiable or any offer/award will be automatically withdrawn.

### **What kind of research can be funded?**

Please see Appendix 1 for the full list of Primary Areas and Disciplines supported by the Council. 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.

\* Primary area:  ?

Other research area(s):

Second categorisation – if interdisciplinary:  ?

\* Keywords describing proposed research:

## **12. Ethical and Gender Statements**

When completing the ethics, and sex/gender dimension, please consult the sex/gender dimension statement in the appendices for further information.

**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 research, for help on how to do this.

## **13. Applicant Declaration**

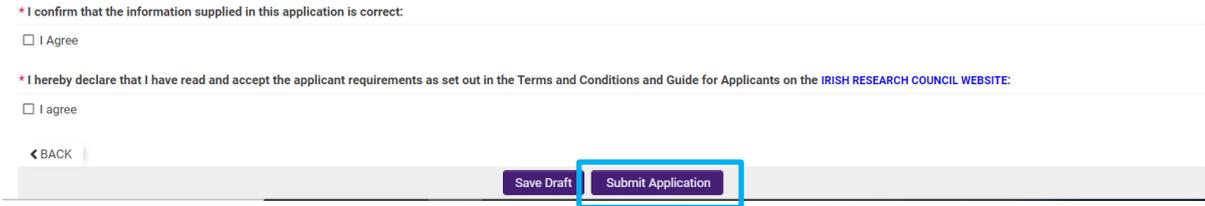
*Guidance on Data Management, Protection and Security:* The Council often has queries from interested enterprise partners about the possibility of working with Postgraduates and from interested funding agencies that would like to co-fund awards with the Council.

Please disclose any potential conflict of interest between the applicant, Enterprise/Employment Partner, Enterprise/Employment Mentor or Academic Supervisor. If a conflict of interest exists, please outline the nature of the potential conflict of interest and explain how this will be managed. An example of this is if your academic supervisor is a co-founder of the enterprise partner. Failure to disclose this will result in withdrawal of application/offer/award automatically at any stage that the Council becomes aware of this undisclosed conflict.

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 enterprise/employment 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.

**14. Completing the 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 the application. Please refer to Appendix V 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.**
- Any evidence of plagiarism will result in the applicant being prevented from applying to Council funding in the future.
- In order to submit the application form, you must scroll to the bottom of the page and click ‘submit application’.



- It is very important to ensure all details are correct before submitting, as no changes can be made once submitted. This includes any errors that might make the application ineligible such as (but not limited to): **incorrect email addresses, mismatch of HEI and supervisor, incorrect degree information and incorrect results and failure to disclose conflicts of interest.**
- The following message will be displayed once your application has been submitted successfully:



## Submission Successful

Project ID:



Project Title:



**Shortcuts**

**Applications by status**

Draft applications      Submitted applications      Closed and archived applications

**Open calls**

Open calls

### Next Steps

Once an applicant has submitted his/her application, the online system generates a number of automated emails to the participants included in the application. Applicants should note that while Referees and the Enterprise/Employment Mentor may create and submit their form once they have been added to an application, the Supervisor can only complete their respective form after the applicant has submitted their application, and so **the applicant should submit well in advance of the applicant deadline if there are issues with availability of the supervisor**. 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 online system process, after which the applicant will receive an automated email informing them that the application process is now complete.

It is the responsibility of the applicant to ensure that all participants have sent their forms/references by the deadline. Ensure your referees and mentors submit their references on time. This can be monitored through the "submitted applications" icon. When all forms and references are submitted, the status of the application is "Ready for Review".

### 15. Checking the Status of Reference Forms

- The **status of these forms can be checked by the applicant by logging into the online system** and clicking on the 'submitted applications' icon on the 'home' screen. The information contained in the 'referees status' and 'supervisor/mentor status' columns confirm who has been assigned to the application and the status of their reference form. It is recommended

that the applicant checks on these statuses and directly contacts their supporting participants well in advance of the deadline. Note, that if an **application is submitted well in advance of the applicant deadline** this means that a supporting participant will have a longer timeframe available to them to complete their form before the references deadline.

- If the form is listed as **'in preparation' or 'draft' or if there is no notice beside it (indicating that it has not been started)**, it has not been received by the Council. Only if the form is listed as **'submitted' or 'completed'**, it has been received by the Council. If necessary, you should contact your proposed primary supervisor, enterprise/employment mentor and/or referees to ensure their forms will be submitted before the deadline.
- The online application system will automatically shut down after the deadline passes.
- **It is the responsibility of the applicant to ensure that the primary supervisor, enterprise/employment mentor and referee forms are submitted by the exact stated deadline.**

EPSPG/2019/404	Under Assessment	Hairy McClary	<a href="#">Print (PDF)</a>	2 Referees Assigned • first last - Submitted • 1 2 - Submitted	Supervisor Assigned <b>Supervisor Form Completed</b>	Enterprise Mentor Assigned <b>Enterprise Partner Form Completed</b>
----------------	------------------	---------------	-----------------------------	--	---	--

## 16. Endorsement of Applications

The research office endorsement is the final step in the application process. All applications must be endorsed on behalf of the proposed higher education institution by the office of the Vice-President/Dean of Research as applicable.

- Once the research office has endorsed an application, the status of the application will change from 'application received' to 'ready for review'. If the research office rejects the application, the status will be updated to 'ineligible application'.
- Applicants will receive an automated email from the online system once the research office has submitted their endorsement decision.
- Applications missing referee, enterprise/employment mentor and primary supervisor forms will be deemed ineligible.

### Submissions

Application Type	Project ID	Status	Project Title	View Application	Referees Status	Supervisor/Mentor Status	International Mentor/Enterprise Partner Status
1 Employment Based Postgraduate Programme	EBPPG/2020/3	Ready for Review	title	<a href="#">View Application</a>	2 Referees Assigned • 1 2 - Submitted • 1 2 - Submitted	Supervisor Assigned Supervisor Form Completed Enterprise Mentor Assigned Enterprise Mentor Form Completed	Enterprise Mentor Assigned Enterprise Partner Form Completed

## 17. Notification and Feedback

Once the application process is complete, eligible applications will be assessed in line with the Evaluation Procedure. 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 International Assessment Board 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 participant form submitted to Council.

## 18. Information for Successful Applicants

- The Council will make conditional award offers subject to the terms of the letter of offer, application and the Terms and Conditions.
- Any conditional offer is subject to the acceptance form being signed by the scholar, higher education institution, supervisor and enterprise/employment mentor and partner and returned to the Council on time. Subject to meeting the conditions of offer, all scholarships will commence on the date specified.
- Any conditional offer is also subject to submission of a certified copy of any undergraduate or postgraduate degree transcripts as outlined in your application. These transcripts must be appropriately stamped or endorsed and are non-returnable.

### **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.

### **Submission of Ethical Approval**

If successful in the competition, the Council will be seeking a written confirmation of ethical approval from an ethical review committee for the research project. 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

The 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: <b>Biological Sciences A</b>	
Disciplines	Other Research Areas
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: <b>Biological Sciences B</b>	
Discipline	Other Research Areas
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: <b>Chemistry</b>	
Discipline	Other Research Areas
Analytical Chemistry	including but not limited to: Analytical Spectrometry; Electro analytical Chemistry; Flow Analysis; Immunological and Bioassay Methods; Instrumental Methods; Quality Assurance, Chemometrics, 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: <b>Computer Science</b>	
Discipline	Other Research Areas
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: <b>Earth and Environmental Sciences</b>	
Discipline	Other Research Areas
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: Surface water 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: <b>Engineering</b>	
Discipline	Other Research Areas
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: <b>Mathematics</b>	
Disciplines	Other Research Areas
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.
<b>Primary Area: Physics</b>	
<b>Disciplines</b>	<b>Other Research Areas</b>
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.
<b>Primary Area: Study of the Human Past</b>	
<b>Disciplines</b>	<b>Other Research Areas</b>
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.
<b>Primary Area: Cultures and Cultural production</b>	
<b>Disciplines</b>	<b>Other Research Areas</b>
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: <b>Individuals, Institutions, markets, values, behaviour the mind and environment</b>	
Disciplines	Other Research Areas
<p>Anthropology</p> <p>Business &amp; Management</p> <p>Economics</p> <p>Education</p> <p>Environmental Studies</p> <p>Geography</p> <p>Law</p> <p>Linguistics,</p> <p>Media</p> <p>Politics</p> <p>Psychology</p> <p>Sociology</p> <p>Theology</p> <p>Equality Studies</p>	<p><b>including but not limited to:</b></p> <p>Macroeconomics,</p> <p>Development, Economic Growth,</p> <p>Microeconomics, Behavioural Economics</p> <p>Marketing</p> <p>Political Economy, Institutional Economics, Law and Economics</p> <p>Econometrics, Statistical Methods,</p> <p>Financial Markets, Asset Prices, International Finance,</p> <p>Banking, Corporate Finance, Accounting, Competitiveness,</p> <p>Innovation, Research and Development, Organization Studies: Theory &amp; Strategy, Industrial Organization, Labour Economics, Income Distribution and Poverty</p> <p>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</p> <p>Political Systems and Institutions, Governance</p> <p>Legal Studies, Constitutions, Comparative Law, Human Rights</p> <p>Global and Transnational Governance, International Studies</p> <p>Communication Networks, Media, Information Society</p> <p>Social Studies of Science and Technology</p> <p>Environment, Resources and Sustainability</p> <p>Environmental Change and Society</p> <p>Environmental Regulations and Climate Negotiations</p> <p>Social and Industrial Ecology</p> <p>Population Dynamics, Aging, Health and Society</p> <p>Households, Family and Fertility</p> <p>Migration</p> <p>Mobility, Tourism, Transportation and Logistics</p> <p>Spatial Development and Architecture, Land Use, Regional Planning</p> <p>Urban Studies, Regional Studies</p> <p>Social Geography, Infrastructure,</p> <p>Geo-information and Spatial Data Analysis</p>

	<p><b>including but not limited to:</b></p> <p>Evolution of Mind and Cognitive Functions, Animal Communication Human Life-span Development Neuropsychology Cognitive and Experimental Psychology: Perception, Action, and Higher Cognitive Processes Social and Clinical Psychology Linguistics: Formal, Cognitive, Functional and Computational Linguistics Linguistics: Typological, Historical and Comparative Linguistics Psycholinguistics and Neurolinguistics: Acquisition and Knowledge of Language, Language Pathologies Use of Language: Pragmatics, Sociolinguistics, Discourse Analysis, Second Language Teaching and Learning, Lexicography, Terminology Education: Systems and Institutions, Teaching and Learning Women's Studies, Gender Studies Pedagogy International Development Childhood Studies Criminology Government, Political Science, Political Theory Health Promotion Religious Studies Social and Economic Geography Social Policy 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 research<sup>2</sup>, 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.

**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

---

<sup>2</sup> [http://www.yellowwindow.be/genderinresearch/downloads/YW2009\\_GenderToolKit\\_Module1.pdf](http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf)

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: Evaluation Matrix

Postgraduate Evaluation Criteria & Detail	Evaluation Marks
<p><b>1. PROJECT: Quality of the research project including:</b></p> <ul style="list-style-type: none"> <li>• Clarity and coherence of the proposed research project.</li> <li>• 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.</li> <li>• Feasibility and credibility of the proposed research plan in the proposed time period.</li> <li>• Originality and innovative nature</li> <li>• Dissemination plans</li> <li>• Direct alignment with Strategic Funding Partner themes as set out in Terms and Conditions, where appropriate</li> </ul>	40% (0-40)
<p><b>2. Training and Career Development Aspects of proposal:</b></p> <ul style="list-style-type: none"> <li>• Clarity and quality of Training and Career Development Plan to acquire new knowledge and skills to achieve research and professional development aims.</li> <li>• Evidence of real thought as to why research is to be undertaken and the impact of the proposed award on the applicants' career path.</li> </ul>	10% (0-10)
<p><b>3. APPLICANT: Capability of the applicant including:</b></p> <ul style="list-style-type: none"> <li>• Track record and research potential of the applicant.</li> <li>• Personal Statement.</li> <li>• Referees' reports.</li> <li>• Match between applicant profile and research project.</li> </ul>	30% (0-30)
<p><b>4. ENVIRONMENT: Suitability of the host organisations:</b></p> <ul style="list-style-type: none"> <li>• Suitability and ability of Academic Supervisor(s) and Enterprise/employment mentor to provide adequate supervision.</li> <li>• Quality of infrastructure and facilities provided by Host Organisations. <b>HEI (10%): Enterprise/Employment Partner (10%)</b></li> <li>• Match between Applicant, Academic Supervisor(s), Enterprise/employment mentor and Host Organisation(s).</li> </ul>	20% (0-20)

## APPENDIX IV: Assessment Board advice to applicants

Following the 2017 assessment process, the Council sought feedback from the Assessment Board with the aim of assisting future applicants to the Employment-Based Programme. This Appendix provides a summary of the feedback provided.

Where applications lost marks:

- The application focused on a description of the research area, rather than state a clear research question and how the applicant proposed to answer it. A clear explanation of the key research question or questions is necessary, rather than simply including as much information as possible on the topic.
- The application made little or no reference to the existing research context, and how the proposal related to what has been done already in the area. In some cases, applications made reference to the existing research context but neglected to mention key findings or research.
- The application took a casual approach to required skill sets. For example, proposing to complete a PhD in Spanish Literature without having the required expertise in the language. Strong applications demonstrated the applicant already had the required skills and at an appropriate level needed to advance through their degree. Poorer applications proposed using the degree as a vehicle to acquire the appropriate skills.
- The applicant provided a poor career training and development plan.

Where applications scored highly:

- The application provided a strong research question and clear aims for the proposal.
- The application showed methodological rigor, with clear techniques and methods, demonstrating a well-thought out approach.
- The application provided a clear statement as to how the research proposal advances beyond the state of the art.
- The application provided a strong personal statement, demonstrating both why the applicant wanted to do the proposed degree, and why the proposed degree was the best choice for the applicant. Excellent personal statements 'showed rather than told' about their motivation or interest, going beyond stating 'I am very passionate about this research'.
- In the case of second applications to the scheme, the application provided a detailed and useful answer to the question on how the research proposal has been modified (if relevant) since the first application.
- The application (and associated Supervisor form) supplied specific rather than generic details as to how the chosen host institution and the Supervisor are suitable 'fits' with the applicant and research proposed.

## **APPENDIX V: Applicant Submission Checklist**

### Step 1:

Ensure you are using the correct browser. The online application system (**online system**) is operational on Internet Explorer (version 9.0 or higher), Firefox (two most recent versions), Google Chrome (two most recent versions) and Safari (two most recent versions).

Firefox, Chrome and Safari support applies to the two most recent versions published by the manufacturer excluding beta releases. Also, please ensure your JavaScript is both turned on and up to date.

### Step 2:

Register on the **online system** as a new applicant

or

Use your existing **online system** log in to create a new application.

Step 3: Log on and create a New Application and click "save draft" after all amendments

Click icon 'Create New Application Form'

Select appropriate application type (EBP)

Click 'Create New'

Select Irish Research Body

Save draft

Enter 'Project Title'

Select whether your application is in Irish

Check your 'Applicant Details' and amend where appropriate

Add a 'Supervisor'

Add two 'Referees' (click save draft after each referee)

Add your employment/enterprise partner

Add your employment/enterprise/employment mentor

Add your Academic Qualifications, Research Achievements and Work Experience

Complete the 'Personal Statement' section

Complete the 'Training and Career Development' section

Complete the 'Proposed Research' section

Complete the 'Ethical and Sex/Gender Dimension Statements' section

Complete the Applicant Declaration

Check your entire application

Click Submit Application

Check your email for confirmation of receipt and keep all records

Ensure your referees and mentors submit their references on time. This can be monitored through the "submitted application icon"

## APPENDIX VI: EPS/EBP 2020 Application Flowchart

**Prior to creating an application, you must contact and discuss your research project with your proposed Academic Supervisor and Enterprise/Employment Mentor.** You must also contact your Referees to ask their consent in advance. Applicant registers on SmartSimple (<https://irishresearch.smartsimple.ie>)



Automatic email is sent from [ircapps@research.ie](mailto:ircapps@research.ie). This contains the login details for the online application process.



Applicant uses new login details to access the system. Applicant creates the relevant form in the Open Calls section of their profile. **Applicant registers and assigns Academic Supervisor, Enterprise/Employment Mentor and two Referees.** Academic Supervisors must be registered on the online system through the HEI's Research Office. Applicant invites their Enterprise/Employment partner to register (if the Enterprise/Employment partner is not already on the system). Enterprise/Employment mentors cannot be added to the application until the Enterprise/Employment partner has been registered.



Automatic email is sent to Academic Supervisor, Enterprise/Employment Mentor and Referees with details of how to complete their relevant form.



**Applicant must submit completed form by the indicated Applicant Deadline. Academic Supervisor, Enterprise/Employment Mentor and Referees must complete forms by their indicated deadline.** (Note: Referees gain access to system when first assigned to an application.). If these are not submitted in time, the application will be deemed ineligible automatically without review.



Automatic email is sent to each of Academic Supervisor, Enterprise/Employment Mentor and Referees to confirm relevant references have been completed.



Deadline date for Academic Supervisor, Enterprise/Employment Mentor and Referee submission passes. Research Office endorses or rejects application by the indicated deadline.



Application is checked for eligibility. If application meets eligibility criteria, it proceeds to assessment. If application does not meet eligibility criteria, it will not proceed to assessment.

