



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

**IRISH RESEARCH COUNCIL ENTERPRISE PARTNERSHIP SCHEME  
POSTGRADUATE SCHOLARSHIP 2017**

**TERMS AND CONDITIONS**



**AN ROINN OIDEACHAIS  
AGUS SCILEANNA** | **DEPARTMENT OF  
EDUCATION  
AND SKILLS**

## TERMS AND CONDITIONS

### 1. DEFINITIONS

- 1.1 **Academic Supervisor** shall mean the person or persons responsible for supporting and guiding the Scholar and ensuring the quality of the research produced under the Scholarship.
- 1.2 **Council** shall mean the Irish Research Council (see [www.research.ie](http://www.research.ie)).
- 1.3 **Enterprise Mentor** shall mean the person or persons designated by the Enterprise Partner (see Clause 1.4) as being responsible for supporting and mentoring the Scholar in relation to the Enterprise Partner's involvement in the Scholarship.
- 1.4 **Enterprise Partner** An eligible Enterprise Partner on this Programme is a business, a company, a registered charity, a social, cultural or not-for-profit civic organisation, a semi-state commercial organisation or eligible public body. Eligible Public Body shall mean: a public service body with specific scientific or cultural infrastructure that is integral to the conduct and completion of the proposed research. If a public body or HEI is a research performing organisation eligible to apply independently for IRC schemes, it is not eligible to be funded as an employment partner under this scheme.
- 1.5 **Funding Term** shall mean the period between the official start date and agreed end date of the Scholarship.
- 1.6 **Higher Education Institution (HEI)** For the purposes of these Scholarships, a higher education institution in Ireland (as defined in Clause 1.8) must be: within the meaning of Section 1 of the Higher Education Authority Act, 1971; and/or approved for the purposes of the Free Fees initiative; and/or in receipt of some other form of public funding from the Department of Education and Skills. A list of eligible Irish HEIs is provided on [www.research.ie](http://www.research.ie).
- 1.7 **Host Organisation** shall mean the HEI as defined in Clause 1.6 or the Enterprise Partner as defined in Clause 1.4.
- 1.8 **Ireland** shall for the purposes of these Terms & Conditions mean the Republic of Ireland.
- 1.9 **Research Project** shall mean the research work proposed by the Scholar and approved by the Irish Research Council.
- 1.10 **Scholar** shall mean the person awarded a Scholarship.
- 1.11 **Scholarship or Council Scholarship** shall mean the Irish Research Council Postgraduate Scholarship as outlined in the Letter of Offer.
- 1.12 **Scholarship Fund** shall mean the funding for the Scholarship.

### 2. IRISH RESEARCH COUNCIL

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

partnerships across government and civic society. The Council represents Ireland in particular dimensions of Horizon 2020 and, by providing supports for H2020 applicants, enhances opportunities for the Irish research community.

### **3. DESCRIPTION OF SCHOLARSHIPS**

- 3.1 The Council offers a number of opportunities for suitably qualified individuals to pursue a postgraduate degree in any discipline at an eligible HEI within Ireland, including the **Irish Research Council Enterprise Partnership Scheme Postgraduate Scholarship**.
- 3.2 The aim of the Irish Research Council Enterprise Partnership Scheme Postgraduate Scholarship (hereinafter referred to as the **Enterprise Partnership Scheme Postgraduate Scholarship**) is to link with an Enterprise Partner to award co-funded postgraduate scholarships to highly promising researchers. By working closely with an Enterprise Partner, researchers benefit from an enhanced research experience as well as having the opportunity to learn key transferable skills relevant to career formation. Scholars will hold an Enterprise Partnership Scheme Postgraduate Scholarship.
- 3.3 Awards under the Enterprise Partnership Scheme Postgraduate Scholarship are made to the individual Scholar; however note Clause 6.6 & 8.2 below.

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

- 4.1 All Scholarships will commence with effect from **1<sup>st</sup> January 2018** (no later or earlier).
- 4.2 The duration of funding to be given for the Scholarship is dependent on the type of degree being pursued and the date of first registration.
- 4.3 A Scholar who is a new entrant to the degree for which the Council has awarded funding is entitled to funding for the full duration of the degree subject to these Terms and Conditions.
- 4.4 The Scholarship is not intended to substitute for, or to augment, funds available under programmatic research actions. A Scholar who is already registered for one of the degrees as listed in the table below is not eligible for funding apart from Scholars falling within Clauses 4.4.1 – 4.4.4 inclusive:
  - 4.4.1 A Scholar who has completed part of the degree on the basis of being self-funded.
  - 4.4.2 A Scholar who has completed part of the degree on the basis of being in receipt of a Student Universal Support Ireland (SUSI) grant.
  - 4.4.3 A Scholar who has completed part of the degree on the basis of being in receipt of a HEI-funded bursary or scholarship.

4.4.4 A Scholar who has completed part of the degree on the basis of being in receipt of a Central Remedial Clinic Ciaran Barry Graduate Scholarship.

<b>Degree type</b>	<b>Duration of full degree</b>	<b>Date of first registration</b>	<b>Indicative duration of funding to be given</b>
Research Masters Degree	12 months	January 2018	ONE Year
		<i>Registrations prior to January 2018 are ineligible.</i>	
Structured Research Masters Degree	24 months	January 2018	TWO Years
		January 2017*	ONE Year
		<i>Registrations prior to January 2017 are ineligible.</i>	
Traditional Doctoral Degree	36 months	January 2018	THREE Years
		January 2017*	TWO Years
		January 2016*	ONE Year
		<i>Registrations prior to January 2016 are ineligible.</i>	
Structured Doctoral Degree	48 months	January 2018	FOUR Years
		January 2017*	THREE Years
		January 2016*	TWO Years
		January 2015*	ONE Year
		<i>Registrations prior to January 2015 are ineligible.</i>	

\*see Clause 4.4 for conditions associated with these awards.

- 4.5 Exceptions to the above date of first registration may be made for those who have taken eligible career breaks from their degree programmes, including those who have temporarily withdrawn from their degree programme for duly certified medical reasons.<sup>2</sup>
- 4.6 The office of the Vice-President/Dean of Research/Head of Development, as applicable, will be required to endorse an application on behalf of their institution and must confirm the Scholar's participation on the specified type of degree being pursued (see table above).
- 4.7 Where a Scholar is on a structured degree programme, the Dean of Graduate Studies (or her/his equivalent) will be required to confirm that the Scholar's programme includes the development of discipline-specific knowledge, research skills and generic/transferable skills in line with the national definition in Appendix 1 and meets institutional requirements for a structured programme, including coursework requirements. This requirement may be the subject of audit by the Council and, with reference to Clause 9.11 below, the Council reserves the right to suspend or terminate a Scholarship if this requirement is breached.

<sup>2</sup> Eligible career breaks include: maternity leave, paternity leave, adoptive leave, prolonged sick leave, and carer's leave. Provision of documented evidence of an eligible career break will be required if an exception is to be requested.

- 4.8 In line with national priorities, 2018 Scholars who are awarded a scholarship for a 24-month Research Master Degree will be, subject to criteria, offered the opportunity to apply to the IRC for transfer to a PhD award in cases where a transfer is supported by academic supervisor, enterprise mentor and HEI. A formal application process will be in place for those eligible Research Masters scholars who are funded under this call.

## 5. SCHOLARS

- 5.1 Scholars are selected in accordance with the Council's Postgraduate Scholarship application and assessment process.

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

- 5.3 Scholars must fulfil the following criteria:

5.3.1 must have a first class or upper second-class honours primary degree, or the equivalent.<sup>3</sup> If examination results are not known at the time of application, the Council may make a provisional offer of a Scholarship on condition that the Scholar's undergraduate degree result is a first-class or upper second-class honours, or the equivalent. Masters degree results may be considered to take precedence over the results of the primary degree. The Council's decision on these matters is final;

5.3.2 must not have applied more than once to this Scheme.

and at the time of application:

5.3.3 be a new entrant to the degree for which they are to receive Council funding and have been formally accepted by the relevant department/school by, at the latest, **1<sup>st</sup> January 2018**;

or

5.3.4 fulfil the criteria in Clause 4.4 if already registered and part of the degree has been completed.

*and in the case of*

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<sup>3</sup> Examination results as detailed on the application form and endorsed by the authorised contact at the HEI must correspond to those on official transcripts. The Council will request supporting materials and nonreturnable transcripts of academic records for inspection before the Scholarship can commence. Transcripts can usually be obtained from one of the following, or their equivalent: the Registrar, faculty, or department/school of the Scholar's institution. All transcripts must be appropriately stamped or endorsed confirming that they are official documents of the Institution.

- 5.3.5 Research Masters Scholarships, not currently holding or having previously held a Council Postgraduate Scholarship;
- 5.3.6 Doctoral Degree Scholarships, not currently holding or having previously held any Council Postgraduate Scholarship other than those which would enable them to obtain a Research Masters Degree.
- 5.4 Scholars from any country may hold a Council Postgraduate Scholarship. However, Scholars must:
  - 5.4.1 maintain her/his principal residence in Ireland (as defined) during the period of the Scholarship;
  - 5.4.2 satisfy the State's regulations on immigration and have the support of their HEI with respect to these regulations and requirements if they are not a national of a member state of the European Union (EU).
- 5.5 For all Scholarships, arrangements with respect to immigration will be a matter for settlement between the Scholar and his/her HEI, and the relevant immigration authorities of the State.
- 5.6 Acceptance of the award is subject to these Terms and Conditions and the Guide for Applicants which, in conjunction with the Letter of Offer and completed and signed Acceptance Form, constitute the basis on which the award is held and/or renewed.
- 5.7 Scholarships are held subject to these Terms and Conditions. If any of these are breached by a Scholar, the Council reserve the right to suspend or terminate the Scholarship and/or may require reimbursement of such payments as have already been made to the Scholar.

## **6. SCHOLARSHIP STRUCTURE**

### **Value of Scholarship**

- 6.1 The total value of the Enterprise Partnership Scheme Postgraduate Scholarship will be up to a maximum of €24,000 in any approved year and will consist of the following:
  - 6.1.1 A maintenance award of €16,000 per annum within the Funding Term;
  - 6.1.2 Contribution to fees, including non-EU scholarship fees, paid to the HEI up to a maximum of €5,750. Any differential must be paid by the Scholar and/or HEI per annum. Scholars who hold a fee waiver from their HEI, or where no fee is required, or where fees are paid in full or in part by a third party, must inform the Council and the appropriate offices in their HEI and will not be eligible for the fee portion of the Scholarship;
  - 6.1.3 Eligible direct research support expenses to enable the Scholar to carry out the Research Project, including essential research supplies such as

small consumables; books and journals; 'pay as you go' access to national research infrastructure; software and hardware critical for the research<sup>4</sup> - to be obtained in the first year of the award; archival research costs; conference travel and participation; generic and/or specialist disciplinary skills training; publishing and write-up costs. The exact amount of eligible direct research expenses is subject to sufficient justification being made in the Scholarship Application Form up to a maximum of €2,250 per annum. Only vouched expenses incurred in actually carrying out the Research Project will be reimbursed.

- 6.2 The maximum that can be spent in any year of the Scholarship is €24,000, plus any unspent balance of eligible direct research support expenses carried over from the previous year of the Scholarship. Apart from this exception, funds may not be carried forward from one year to the next.
- 6.3 No funds provided by the Council as part of the Scholarship Fund may be used by the HEI to cover overhead or administrative costs.
- 6.4 Funding will be provided only for the Research Project as presented in the application form and if any significant departures from this become apparent during the development of the Research Project, the consent of the Council must be sought.
- 6.5 Expenses that occur outside the Funding Term are not eligible under the Scholarship.
- 6.6 While the Award is made to the individual Scholar, the Scholarship Fund is administered through the appropriate office within the HEI.

### **Taxation**

- 6.7 The Scholar should refer to the Office of the Revenue Commissioners in order to confirm the tax exemption status of her/his Scholarship.
- 6.8 Compliance with Irish laws and regulations on taxation will be a matter for resolution between the Scholar, the HEI and the Irish Revenue Commissioners.

### **Enterprise Partner Contribution**

- 6.9 The contribution from the Enterprise Partner will constitute one third of the total value of the Scholarship, up to a maximum contribution under this agreement of €8,000 per annum. This forms part of the Scholarship and is not in addition to the Scholarship.
- 6.10 The Council will issue the first invoice to the Enterprise Partner for payment of this contribution on receipt of the signed contract from the awardee and subsequent invoices will be issued annually over the lifetime of the Scholarship. Typically invoices will be issued one month before the start of the academic

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<sup>4</sup> Apart from this exception, Scholarship Funds must not be used to purchase capital items.



year. The Enterprise Partner's Scholarship contribution will be paid to the Council by electronic funds transfer within 30 days of receipt of invoice. Failure to do so will result in the award being suspended.

- 6.11 The transfer of Scholarship funds from the Council to the HEI is contingent upon the Council's receipt of the Enterprise Partner's contribution within the period in which it is due.

## **7. CONDITIONS OF THE SCHOLARSHIP**

### **Location of Scholarship**

- 7.1 Scholarships must be held at an eligible HEI in Ireland as defined in Clause 1.6.
- 7.2 An Academic Supervisor at an Irish HEI is permitted to support more than one Scholar under the Enterprise Partnership Scheme in the 2017 call.
- 7.3 Eligible Enterprise Partners may be based anywhere in the world and include:
- 7.3.1 well-founded business and company research facilities (including those of SMEs and MNCs);
  - 7.3.2 a registered charity, a social, cultural or not-for-profit organisation, or a semi-state commercial organisation.
  - 7.3.3 in the event of an enterprise partner changing its name or merging with another entity the contractual obligations will remain as is.
- 7.4 All Host Organisations must have the capacity to provide professional guidance and Supervision to the Scholar and provide access to experimental facilities or data. The IRC may request evidence of this from enterprise partners.
- 7.5 Scholars must maintain an actual presence within their respective departments/schools for the duration of their Scholarship and reside within a reasonable travelling distance of the HEI. Failure to adhere to this clause will result in the immediate suspension of the award.
- 7.6 The Council requires Scholars and Academic Supervisors to have regular contact.
- 7.7 Notwithstanding Clauses 7.6 and 7.7, the Council recognises that a Scholar may benefit from spending part of the duration of the Scholarship away from their HEIs. Such periods may involve:
- 7.7.1 attending courses which are relevant to the Scholar's training. The Council will not normally sanction such courses longer than one academic term in duration and will not be liable for paying any additional fees or expenses associated with such courses;



- 7.7.2 spending part of the academic year engaged in research in Ireland or abroad in an organisation other than the original HEI proposed;
- 7.7.3 spending an agreed time on an Enterprise Partner placement component of the Scholarship.
- 7.8 In order to take up such an opportunity of more than four weeks' duration, the Scholar must apply to the Council for permission and include the written support of her/his Academic Supervisor and Enterprise Mentor. A template will be available for this purpose. The Council will not be liable for any fees or expenses arising. Information regarding progress in any research related trips must be documented as part of the required progress reports.
- 7.9 While the Council expects Scholars to complete their research at the Host Organisations originally proposed, the Council recognises that exceptional circumstances may call for a change of location or of Academic Supervisor/Enterprise Mentor. In this case, the Scholar and the proposed new Supervisor/Enterprise Mentor and Host Organisations, must write to the Council stating the case for the change. The Council will examine the submission on its merits and respond with a decision on whether funding will continue in the new circumstances.
- 7.10 The Council requires Scholars to provide the Council with their ORCID Identification for tracking of research outputs and longer-term career development.

### **Training and Career Development Plan**

- 7.11 The Scholar, Academic Supervisor and Enterprise Mentor are required to create a Training and Career Development Plan as part of a comprehensive work plan for the lifetime of the Scholarship, with a view to a viable career beyond the Scholarship period.
- 7.12 A record must be kept of Training and Career Development activities completed by the Scholar and these must be reported in progress reports submitted to the Council.

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

- 7.13 A Scholar's first duty is to the successful completion of the Scholarship for which s/he has been awarded Council funding.
- 7.14 Scholars must engage full-time in research during the Funding Term and should not engage in any activity other than completing the Scholarship. In particular, Scholars must not assume any other duties that would adversely affect their ability to engage in the Scholarship on a full-time basis. This includes undertaking remunerative employment (with the exception of that pertaining to teaching-related duties as per clause 7.15 below) during the funding term.

- 7.15 The *first year* of the degree should be devoted exclusively to the development of the research project and the Training and Career Development Plan.<sup>5</sup>
- 7.16 Teaching is an essential means for the structuring and dissemination of knowledge and is considered valuable within the Scholar's career. The Council therefore allows Scholars to take on additional duties (e.g. teaching duties, supervision, education provision and support activities) in the second and subsequent years of their degree, provided:
- 7.16.1 the Scholar obtains prior approval from their Academic Supervisor and Enterprise Mentor and retains a record of same;
  - 7.16.2 the additional duties are not excessive (do not exceed a total 50 hours per academic term) and do not adversely affect researchers, particularly at the beginning of their careers, in the carrying out of their research activities;
  - 7.16.3 the additional duties are relevant to the research funded by the Scholarship and consistent with the Training and Career Development Plan agreed by the Scholar, Enterprise Partner and Academic Supervisor.
- 7.17 Host Organisations must keep and hold records and approvals of additional or other duties by Scholars and should ensure that they are taken into account in relevant evaluation/appraisal systems and contribute to the professional development of the Scholar.
- 7.18 Suitable training should be provided for teaching activities as part of the professional development of Scholars.
- 7.19 The Council will monitor teaching and other such agreements as part of its progress reporting mechanisms.
- 7.20 Contractual and remuneration matters in respect of additional/other duties are a matter for agreement between the Scholar and the Host Organisations. Any such payments for relevant duties will not affect the Scholar's total amount of Scholarship Fund.
- 7.21 Scholars may be required to participate in research and engagement events organised by the Enterprise Partner (see 7.45-7.48 below).
- 7.22 The Council may require the Scholar to attend events or meetings as are arranged by the Council (see 7.45-7.48 below).

### **Additional Awards**

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<sup>5</sup> An exception to this may be made for Scholars on a structured degree programme where part of the course curriculum involves teaching in the first year of the degree. Provision of documented evidence of this requirement will be required if an exception is to be requested.

7.23 The Scholarship is not intended to substitute for or to augment funds available under programmatic research actions, such as research project grants funded by national agencies. It may be held in conjunction with other externally funded travel bursaries, equipment grants or awards provided that:

7.23.1 should the Scholar apply for further funding to another source, they will state as part of that application (whether or not they are required to do so) that they hold a Council Postgraduate Scholarship and will notify the Council prior to submitting the application;

7.23.2 the value of other funding is not more than €16,000 in any given year during the Funding Term. However, the Council recognises that, from time to time, awards which exceed this limit may independently recognise the outstanding merit of an awardee during the term of the Scholarship. In such circumstances, Scholars are advised that in *exceptional cases*, and then only on a case-by-case basis, they may hold such major personal awards in conjunction with the funding provided by the Council under this scheme. The acceptance of such further awards during the Funding Term of the Scholarship is subject to the *prior* approval of the Council;

7.23.3 Scholars who have other sources of funding (other than through paid employment) such as travel grants must inform the appropriate offices in their HEI and the Council about the amount and source of the funding in writing. This information must also be recorded in the required progress reports. This applies to research funding received before or during the Funding Term;

7.23.4 the other funders agree that the Council Scholarship can be held alongside theirs. The Council will not involve itself in the decisions of other funding agencies/local authorities in this regard.

7.24 Tax issues which may arise from such bursaries or awards are of concern to the individual Scholar and not the Council or the HEI.

## **Knowledge Transfer**

7.25 The Council encourages the commercialisation of research output as outlined in the national IP Protocol 2016 – policies and resources to help industry make good use of public research in Ireland.<sup>6</sup>

7.26 By way of employing the Scholar, the Employment Partner is entitled to own foreground Intellectual Property (Foreground IP<sup>7</sup>) generated by the Scholar during the course of the Research Project.

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<sup>6</sup>[http://www.djei.ie/publications/science/2012/Intellectual\\_Property\\_Protocol\\_Putting\\_Public\\_Research\\_to\\_Work\\_for\\_Ireland.pdf](http://www.djei.ie/publications/science/2012/Intellectual_Property_Protocol_Putting_Public_Research_to_Work_for_Ireland.pdf)

<sup>7</sup> Foreground Intellectual Property shall mean Intellectual Property created by a Party in the course of the Research Project and all rights therein.

- 7.27 Should there be any contribution to Foreground IP by persons within the HEI other than the Scholar, the Employment Partner is granted the option to negotiate rights to that contributing IP with the HEI, such rights to be licensed on preferential terms, where the HEI is free to do so.
- 7.28 The Council does not make any claim to Intellectual Property arising from the Scholarship.
- 7.29 An agreement relating to the project (including reference to intellectual property rights and confidentiality) must be in place between the Employment Partner and the HEI before the Scholarship can commence. The terms of any such agreement must not conflict with those outlined in this document.
- 7.29.1 A suggested template “Employment Based Postgraduate Programme Agreement” (EBPPA) for this purpose is at Appendix II which can be found on the Irish Research Council.
- 7.29.2 A copy of the EBPPA signed by the HEI, the Employment Partner and the Scholar must be forwarded to the Council before the Scholarship commences<sup>8</sup>.

### **Open Access Policy**

- 7.30 The Council has established and will promote the following policy relating to the placement of research publications and outputs in Open Access Repositories. (It is accepted that there will be recognised instances in which the following might not be feasible – in this instance the Scholar should contact their Academic Supervisor and Enterprise Mentor for advice):
- 7.30.1 All Scholars must lodge their publications and other research outputs, resulting in whole or in part from Council-funded research, in an Open Access Repository and should make such publications publicly discoverable, openly accessible and re-usable as soon as is possible.
- 7.30.2 All peer reviewed journal articles and conference publications should be deposited as soon as possible, ideally at the time of acceptance by the journal/conference and no later than the date of formal publication.
- 7.30.3 Other research outputs such as monographs, books, book chapters, research theses and reports should be deposited where possible.
- 7.30.4 The Repository should ideally be a local institutional repository to which the appropriate rights must be granted to replicate to other repositories. However, suitable repositories are those, both local and other, that provide free public access to, and make provision for long-term preservation of, published research findings.
- 7.30.5 Repositories should release the metadata immediately upon deposit. Open access to the full text paper should be made immediately upon

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<sup>8</sup> The EBPPA should be forwarded to Dr Justin Sinnott, Programme Manager - IRC EBPP.

deposit or once access restrictions, as required by certain publishers, have expired.

- 7.30.6 Scholars should agree terms of deposit with publishers. Clarity should be sought on copyright, licensing and embargo policies and agreed policies with publishers must be respected. Access restrictions to full text articles may be applied as required by certain publishers; however, these restrictions should not normally exceed six months after publication for scientific, technical and health science research publications and twelve months for arts, humanities and social sciences research outputs. However, the Council recognises that this may not be a feasible option in all cases, and in such a case, an expected embargo of up to 24 months may be facilitated in the arts, humanities and social sciences, but this will be subject to on-going review.

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

## **Ethical Approval**

- 7.31 The Council is committed to the maintenance of high ethical standards in the research that it funds through this Scholarship.
- 7.32 The Host Organisations must have in place clear ethical guidelines and assurance procedures designed to manage research under its direction.
- 7.33 All Scholars are required to give careful consideration to ethical issues which may arise in the course of their research.
- 7.34 If ethical issues arise in their research, Scholars are required to submit a written statement to the Council to the effect that full consideration has been given to the ethical implications of the Research Project.
- 7.35 This statement must further demonstrate the Scholar's proposed resolution of the ethical issue arising.
- 7.36 Where a Scholar's Research Project requires approval by the University Ethics Committee, or the equivalent body in her/his Host Organisations, written evidence of such ethical approval is required by the Council before the Scholarship can commence, or with written consent of the Council within three months of the Fellowship start date.
- 7.37 Scholars should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) as well as to ethical standards as documented in the different national, sectoral or institutional Codes of Ethics.
- 7.38 The Host Organisations and Scholar must make sure that the research complies with all national and international regulation requirements governing the use of sensitive materials or processes, for example (and not intended to be a complete list): radioactive isotopes, ionising radiation, laboratory animals or

other animals, pathogenic organisms, genetically manipulated organisms, toxic and hazardous substances and research on human subjects and human embryos.

- 7.39 If access to archival material in private custodianship, or archival material with restricted access, is required for the Research Project, written evidence of appropriate permission to consult such material must be furnished to the Council.

### **Sex/Gender Dimension**

- 7.40 All The Council Gender Strategy & Action Plan 2013 – 2020 is available on the Council's website.<sup>9</sup>
- 7.41 All Scholars are required to give careful consideration to any sex/gender dimensions which may arise in the course of their research.
- 7.42 Where the Scholar is involved in the organisation of conference, networking or dissemination panels, due regard should be given to gender balance within any such panel.

### **Research Integrity**

- 7.41 The Host Organisations must ensure that the highest quality of research conduct is maintained. The Enterprise Partner and HEI must ensure that there are formal, fair and effective processes in place for the investigation of allegations of research misconduct (e.g. plagiarism, falsification or fabrication of data, improper data selection, misuse of research funds) when they arise. The systems must be clearly publicised, together with agreed procedures for investigating allegations of research misconduct. These processes, together with the agreed procedures for investigating allegations of research misconduct, must be transparent and clearly publicised. The systems in place to manage research misconduct should also align with the basic principles that underpin all research integrity and good practice as outlined in the National Policy Statement on Ensuring Research Integrity in Ireland<sup>10</sup> and the European Code of Conduct for Research Integrity.<sup>11</sup> The Enterprise Partner and HEI are required to report to the Council all findings of any proven case of research misconduct arising from a Council-funded research project.

### **Quality Assurance**

- 7.42 The HEI is responsible for the local implementation of the Quality & Qualifications Ireland/Irish Universities Quality Board National Guidelines of Good Practice in the Organisation of PhD Programmes in Irish Universities and

<sup>9</sup> [http://www.research.ie/sites/default/files/irish\\_research\\_council\\_gender\\_action\\_plan\\_2013\\_-\\_2020\\_0.pdf](http://www.research.ie/sites/default/files/irish_research_council_gender_action_plan_2013_-_2020_0.pdf)

<sup>10</sup> <http://www.iua.ie/research-innovation/research-integrity/>

<sup>11</sup> [http://www.esf.org/fileadmin/Public\\_documents/Publications/Code\\_Conduct\\_ResearchIntegrity.pdf](http://www.esf.org/fileadmin/Public_documents/Publications/Code_Conduct_ResearchIntegrity.pdf)



for endorsing the appointment of a principal Academic Supervisor to support and guide the Scholar's work, to provide initial induction and to administer the Scholar's fund on his/her behalf.

- 7.43 The Scholar should familiarise him/herself with national guidelines such as the Irish Universities Quality Board's *Good Practice in the Organisation of PhD Programmes in Irish Higher Education* and the Higher Education & Training Award Council's *Research Degree Programme Policy and Criteria (2010)*.<sup>12</sup>

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

- 7.44 All proposed publications arising from the Research Project must have the approval of the Academic Supervisor prior to publication and advance notice of any such publications must be provided to the Enterprise Mentor.
- 7.45 All publicity, including public lectures, interviews, email signatures, letterheads, office signs, publications, monographs, print materials, online materials, press releases, television and radio advertisements, websites, film, video and audio recordings associated with or arising from the research undertaken by the Scholar while in receipt of a Council Scholarship must contain acknowledgement of funding received from the Council.
- 7.46 All publicity (as listed above in Clause 7.45) must also contain acknowledgement of funding received from the Enterprise Partner.
- 7.47 All parties must comply with confidentiality as outlined in the Research Agreement referred to in Clause 7.28.
- 7.48 Notwithstanding the requirement to report on all publicity or achievements through progress reporting, Scholars are also required to notify the Council in advance of their participation in any significant events, including receipt of an award or medal, public dissemination of the scholar's research, or media coverage of same. Advance notification should be made by emailing [schemes@research.ie](mailto:schemes@research.ie).

## **8. FINANCE**

### **Payment of Scholarship**

- 8.1 Subject to the compliance of the Scholar, HEI and Enterprise Partner with these Terms and Conditions and to the receipt by the Council of satisfactory reports on the progress of the Scholarship, the Scholarship will, subject to Clause 6.11, be paid to the Scholar's HEI, quarterly in advance, with the first instalment to be made as soon as the Scholarship commences.
- 8.2 All amounts payable in respect of the award of postgraduate Scholarships are made to the Scholar's HEI. The Council does not transfer any monies directly to the Scholar.

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<sup>12</sup> Available at <http://www.qqi.ie/>



- 8.3 The HEI will then co-ordinate the payment of the award to the Scholar. It is the responsibility of the Scholar to contact the relevant Finance/Research Office at the HEI with regard to administration at the HEI level.
- 8.4 The Scholar, in collaboration with their Academic Supervisor and Enterprise Mentor, is responsible for appropriate financial planning and spending under Clause 6.1.3 during the Funding Term of the Scholarship.
- 8.5 Payment of a Postgraduate Scholarship is wholly subject to the continued receipt of funding by the Council from the Department of Education and Skills and the Enterprise Partner. In the event of such funding being reduced or discontinued, neither the Department of Education and Skills, the Enterprise Partner nor the Council will be under any liability to provide funding or to compensate a Scholar for any reduction or cessation of such funding.

### **Financial Accountability**

- 8.6 The HEI is responsible for and accountable for the proper use of the Scholarship Fund.
- 8.7 The Council reserves the right to ask for confirmation from External Auditors of the HEI of the following:
  - 8.7.1 that the annual accounts of the HEI are up to date and have been approved by the Auditors without qualification;
  - 8.7.2 that the management letter from the Auditors raised no matters that did or could significantly affect the administration of Scholarships awarded by the Council;
  - 8.7.3 that monies received under the Scholarship have been used for the purpose for which they were awarded.
- 8.8 The Council also reserves the right to commission audits of the participating HEI for financial or other compliance. The HEI undertakes to fully facilitate these reviews.
- 8.9 The Council accepts no responsibility, financial or otherwise, for expenditure or liabilities arising out of work funded by Scholarships and the HEI must fully indemnify the Council against all such expenditure or liabilities and against any actions, proceedings, costs, damages, expenses claims and demands arising from them including, in particular, but without limitation, any claims for compensation for which the HEI may be liable as an employer or otherwise, or any claims by any person in relation to any intellectual property.
- 8.10 The HEI will return all unspent funds to the Council at the end of the Funding Term.

## **9. RESPONSIBILITIES OF THE HOST ORGANISATION(S)**

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

- 9.1 The HEI must be accountable in full for managing, monitoring and controlling all research work funded under the Scholarship and management of the Scholarship Fund.
- 9.2 The HEI must ensure an Academic Supervisor is appointed with responsibility for supporting and guiding the Scholar and ensuring the academic quality of the research fully meets the academic requirements of the award of a postgraduate degree. This Supervisor would normally be a Principal Investigator, or other suitably qualified person.
- 9.3 The HEI is responsible for providing the facilities and access to the equipment needed for the Scholar to carry out the research, ensuring that all items of equipment and materials provided for the Scholarship are adequately maintained and are accessible on reasonable terms and conditions to other researchers.
- 9.4 The HEI must obtain and comply with all necessary and statutory permissions laid down by local and national authorities in relation to protecting the environment, preventing pollution and ensuring wider societal health and safety protection.

### **Enterprise Partner**

- 9.5 The Enterprise Partner will nominate an Enterprise Mentor to work with the Scholar and her/his Academic Supervisor, to offer advice and to create a link with the Enterprise Partner's activities. Contact should be maintained between the Enterprise Mentor and the Scholar throughout the duration of the Scholarship.
- 9.6 An Enterprise Mentor is permitted to support more than one Fellow under the Enterprise Partnership Scheme in the 2017 call.
- 9.7 Where feasible and appropriate, the Enterprise Partner is encouraged to provide a placement period for the Scholar at its facilities. This will be agreed with the Council and the Academic Supervisor before the Scholarship commences.
- 9.8 The Enterprise Partner is expected to cover the cost of all expenses (e.g. travel and accommodation costs) incurred by the Scholar as a result of periods spent on placement with the Enterprise Partner. The Scholar should not be out of pocket due to undertaking the placement.

## **10. REVIEW OF PROGRESS**

- 10.1 The Council attaches considerable importance to procedures for monitoring research performance and ensuring effective progress under the Scholarship.
- 10.2 The Scholar will be required to submit a comprehensive report annually, with a shorter report submitted midway through the year.
- 10.3 It will be the responsibility of the Scholar to make sure that all progress reports are submitted on time. The timely submission of these reports is a condition of the continuation of the Scholarship.
- 10.4 The format for these reports is available from the Council, and will include but will not be limited to:
- 10.4.1 Financial update;
  - 10.4.2 Career development progress;
  - 10.4.3 Research progress and outputs (including outreach activities).
- 10.5 These reports must be accompanied by a confidential evaluation of the progress of the Scholarship from the Scholar, the Academic Supervisor and the Enterprise Mentor. A template will be available from the Council.
- 10.6 Such reports, combined with other evidence of attainment such as formal institutional approval, are a condition of continuation of funding.
- 10.7 If the Scholar does not submit progress reports on time or if the Council receives an unsatisfactory progress report or evaluation, the Scholar will be informed of the unsatisfactory report. The Scholar will be allowed to resubmit an amended report. The Council reserves the right to convene a Review Committee to evaluate the Scholarship to date, in accordance with the deliverables outlined in the original funding application to the Council (including the research plan and proposed outputs, and Career and Development Training Plan).
- 10.8 If asked to do so, the Scholar, Academic Supervisor and Enterprise Mentor must attend meetings with the Council to provide an account of the progress or outcomes of the Scholarship.
- 10.9 If a Review Committee is convened by the Council, this committee can draw as necessary on disciplinary inputs from experts who have acted as evaluators. The Council will provide feedback to the Scholar indicating either:
- 10.9.1 Report satisfactory in all respects and continuation of Scholarship confirmed.
  - 10.9.2 Report deficient in some areas and specific actions for resolution indicated with a defined time period.

- 10.9.3 Report indicates evidence of unsatisfactory progress and the Scholarship may be suspended or terminated.
- 10.10 The Council may suspend or terminate the Scholarship where it deems necessary following review of the foregoing information and reports.
- 10.11 All Scholarships may be subject to an external research audit and financial audit.
- 10.12 It will be the responsibility of the Scholar's Academic Supervisor and Enterprise Mentor to ensure that if the Scholar leaves her/his HEI or is not dedicating sufficient time or effort to the Scholarship, the Council is informed immediately.
- 10.13 The Scholar must contact the appropriate office in his/her HEI if they have any concerns about his/her Scholarship. If concerns continue, the Scholar must contact the Council directly.
- 10.14 It is the responsibility of the Scholar to inform the Council of any change of address, telephone, or e-mail within two weeks of such a change. This should be done via the Scholar's profile page on the online system as well as a direct email to Council. For ease of contact, Scholars are requested to use a single email address for all correspondence from application to award and for the duration of the Scholarship.
- 10.15 Scholars are required to inform the Council of the successful completion of their postgraduate degree.
- 10.16 The Council will periodically carry out a destination survey of those who have received and completed Scholarships, and the Scholar shall consent to cooperate in responding thereto. Scholars are thus required to provide the Council on an ongoing basis (i.e. post-completion) with current, up-to-date contact details to enable periodic surveys to be successfully implemented

## **11. DEFERRAL AND TERMINATION**

### **Deferral of Scholarship**

- 10.1 Scholarships may not be deferred or suspended, other than for eligible career breaks (e.g. maternity or parental leave), or in the case of suspensions, to undertake an internship or in exceptional circumstances (e.g. illness). A template form is available for the purpose of requesting a deferral or suspension. The decision is at the discretion of the Council whose decision on the matter will be final.
- 10.2 Scholars wishing to take maternity leave will be entitled to request a suspension of their award for a period of up to one year. A template request form is available for the purpose of requesting approval from the Council. Once approved, the scholarship will be suspended for the period of maternity leave requested and a new award end date will be calculated. The Council must be

informed, in writing, of the expected commencement date of maternity leave at least four weeks in advance. Scholars should contact the Department of Social Protection directly to enquire if they are entitled to maternity benefits. No financial support is available from the Council to the scholar whilst on maternity leave. Scholars are referred to the Council's Maternity Leave Policy which is available [here](#).

## **Termination of Scholarship**

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

## **12. GENERAL SCHOLARSHIP CONDITIONS**

- 12.1 These Terms and Conditions will be governed by and construed in accordance with the laws of Ireland and all parties will expressly and irrevocably submit to the jurisdiction of the Irish Courts.

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

### **13. DIGNITY IN THE CONDUCT OF RESEARCH**

- 13.1 The Council supports a research system in which individual researchers are enabled to reach their full potential at all stages of their career. Scholars and their supervisors are entitled to carry out their research free from any form of harassment, victimisation, or bullying. HEIs have the responsibility to ensure an appropriate work environment and to deal with any complaints or issues speedily, in line with agreed grievance procedures. The Council's full statement on dignity in the conduct of research is available here.
- 13.2 All Council staff are entitled to be treated with courtesy and respect at all times and, accordingly, are encouraged to report any instances of infractions to management. In cases where staff experience abusive or inappropriate behaviour, the Council reserves the right to report any such behaviour to the relevant personnel in the HEI or other organisation connected with the individual.

## **Appendix 1**

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

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