Irish Research Council
Employment Based Programme (Postgraduate) 2019

Guide for Applicants

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE

REGISTERING AS AN APPLICANT

Important dates

Call Open	10 January 2019
FAQ Deadline	16.00 (Irish Time) 7 February 2019
Applicant Deadline	16.00 (Irish Time) 28 February 2019
Supervisor/Referees Deadline	16.00 (Irish Time) 7 March 2019
Research Office Endorsement Deadline	16.00 (Irish Time) 14 March 2019
Outcome of Scheme	End of May (approx.) 2019
Scholarship start date	2 September 2019

Due to heavy server traffic on the closing day of the competition, applicants are strongly advised to submit applications at least 6 hours <u>in advance</u> of the deadline.

Table

1. OVERVIEW

This guide provides practical information to potential applicants in preparing and submitting an application for the **Irish Research Council Employment Based Programme**. In addition, it provides a general overview of the Council assessment process.

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 and the assistance of applicants and in the event of any discrepancy arising between this guide and the Terms and Conditions/Acceptance Form, the latter will prevail.

Applicants are accordingly strongly recommended to familiarise themselves fully with the **Employment Based Programme Terms and Conditions**, and to read carefully any **Frequently Asked Questions (FAQ)** when available, before completing and submitting their application. Documents will be made available on our website 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 OLS. Before you start, please ensure you are using a recent version of a specified internet browser as per 'Section 6 Registering as an Applicant for the First Time'.

2. INTRODUCTION TO THE IRISH RESEARCH COUNCIL

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

3. ELIGIBILITY

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

1. **Have you previously submitted an application to the 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 2. (Please note a description of modifications made to the proposal will be required if the proposal has been previously submitted and was unsuccessful).

b. **No:** go to 2.

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

    a. **Yes, to do a Research Masters**: you are not eligible to apply for funding to do a Research Masters degree (structured or not). You may apply to the Council for a Scholarship to do a Doctoral Degree if you will be finished your Research Masters degree prior to the start date of the Doctoral Degree. Go to 4.

    b. **Yes, to do a Doctoral Degree**: you are not eligible to apply for Council funding to do a Research Masters or Doctoral degree.

    c. **No:** go to 3.

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

    a. **Yes,** You are eligible to apply to the Scheme (Q5 and Q6 do not apply to you). Please see the Terms and Conditions (section 4) for the degree types supported by the Scheme.

    b. **No,** I have already registered and completed part of the postgraduate degree for which I am to receive Council funding: go to 4.

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

    a. **Yes**, Go to 5.

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

5. **Was the date of your first registration for the degree to which you wish to apply for funding prior to September 2016?**

    a. **Yes**, you are <u>not</u> eligible to apply for a Council Postgraduate Scholarship.

    b. **No**, cross-check against the table from the 2019 Terms and Conditions Degree Type and Funding Structure (Section 4).

Degree type	Duration of full degree	Date of first registration	Indicative duration of funding to be given
Research Masters Degree	12 months	September/October 2019	ONE Year
		Registrations prior to September 2019 are ineligible.	
Structured Research Masters Degree	24 months	September/October 2019	TWO Years
		September/October 2018*	ONE Year
		Registrations prior to September 2018 are ineligible	
Traditional Doctoral Degree	36 months	September/October 2019	THREE Years
		September/October 2018*	TWO Years
		September/October 2017*	ONE Year
		Registrations prior to September 2017 are ineligible.	
Structured Doctoral Degree	48 months	September/October 2019	FOUR Years
		September/October 2018*	THREE Years
		September/October 2017*	TWO Years
		September/October 2016*	ONE Year
		Registrations prior to September 2016 are 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 this scheme will be deemed ineligible and will not be considered for funding if:

- the applicant submits more than one application;
- an application has not been submitted via the online system (OLS). No hardcopies or email forms will be accepted;
- an application is late or otherwise submitted subsequent to the advertised applicant closing date of 16.00 (Irish Time) **28 February 2019**;
- an application does not have all the required participant forms (Supervisor and two Referee forms and Enterprise Mentor form) completed in full and submitted via the OLS by the deadline of 16.00 (Irish Time) **7 March 2019**;
- an application is incomplete (e.g. does not have all documents requested);
- an application exceeds the word limits;
- an application includes sections that are incomplete;
- an application includes additional materials other than those requested;
- an application includes materials in a format other than as requested (e.g. PDF format should be used for supplementary materials);
    - the research project as proposed in the application form has previously been funded in full or in part by the Council or by another Funding Agency/Department
    - The application is not endorsed by the applicant's institution, by the Vice- President/Dean of Research, or by their authorised nominees (to be authorised by the VP/Dean of Research only) via the OLS only by the deadline of **16.00 (Irish Time) 14 March 2019;**
    - canvassing on behalf of applicants occurs.

4. 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

with the subject line **'EBP Postgrad 2019 FAQ'**. The FAQ will then be posted on the website www.research.ie. The FAQ process will close before the applicant deadline, at **16.00 (Irish Time) 7 February 2019**. 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.

Contact your proposed Supervisor, Mentor and two Referees

All applications require a nominated Supervisor and 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 Supervisor may not act as one of these referees. The Council is not in a position to recommend supervisors or mentors. The Academic Supervisor or Employment Mentor may not act as one of these Referees.

Prior to creating an application, you must contact and discuss your research project with your proposed Supervisor and 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, Employment Mentor and Referees will be required to complete their participant forms through the OLS. It is essential that your nominated Academic Supervisor, Employment Mentor and Referees will be available to complete their forms prior to the deadline. Submission of these forms is an integral part of a fully completed application and failure to submit these forms by the participant deadline of **16.00 (Irish Time) 7 March 2019** 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) 28 February 2019.**

5. 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 an EBP International Assessment Board (IAB) meeting. The primary responsibility of the IAB is to determine a final ranking of the applications referred to it, arrive at an overall judgment of standard and make final recommendations to Council. The Council's decision on whether to award a Scholarship under this Scheme shall be final.

Evaluation Criteria and Scoring

Applications are assessed under three headings: Project, Applicant, and Environment. Assessors consider all three and allocate scores as per the **'Postgraduate Evaluation Criteria & Detail' in Appendix III**. Applicants should familiarise themselves fully with the Evaluation Criteria prior to making an application to the scheme. Applications can be made in any discipline.

See Appendix I for a description of what is covered in Primary Areas, Disciplines, and Other Research Areas. In particular, applications of an interdisciplinary nature that cross the boundaries between different fields of research, pioneering proposals addressing new and emerging fields of research or proposals introducing unconventional, innovative approaches and scientific inventions are welcomed.

6. DATA COLLECTION AND DATA PROTECTION

Most of the data that you enter into the OLS will be accessible to your academic supervisor, 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. 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 before they are granted access to applications. 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 supervisor, 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 and will notify the applicant. 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 supervisors/mentors/referees 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.

7. 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 OLS, please read these Guidelines and the FAQ document (available on our website, www.research.ie). If your issue is not addressed through either of these mechanisms, only then should you email 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 OLS and any error messages.

Before you start, please ensure you are using the correct browser. The OLS can only be guaranteed to be fully operational on the following browsers:
- o **Internet Explorer: version 9.0 and higher**
- o **Firefox download: two most recent versions***
- o **Google Chrome download: two most recent versions***
- o **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 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=XVtQC1oGYFpfRxNZXxV_SSlBSZg%3D%3D

Do not use a phone or tablet.

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

Definition of Ordinarily Resident

The last two fields, 'Country of Citizenship' and 'Area where you are ordinarily resident (EU/Non-EU)' seek to determine your EU status for the purposes of this Scheme. 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**' 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 (OLS).

If you do not receive this email:

- Please check your spam folder. If you have not already done so, add the ircapps@research.ie email address to your contacts/address book now.
- If you are using an institutional/work email account, the email may be blocked by the institution's firewall. Please contact your I.T. support to ask for the email to be released.

8. **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 OLS.
- If you enter information into the OLS application form and **do not save** before navigating away from the tabbed page, this information will be lost.
- Click on 'Application Start' to navigate back to the start of the application form. **Do not** use the browser 'back' button at any stage as you may lose essential information.
- **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 OLS and will not be able to complete their participant form. Please ensure all email addresses are correct **prior** to submission as once submitted **no** alterations (including email addresses) are possible.
- All participants **must** complete their forms through the OLS. The Council will not be responsible for ensuring that participant online forms are submitted on time. It is the responsibility of the **Applicant** to ensure the Supervisor, Mentor and Referees submit their forms through the OLS by the deadline of **16.00 (Irish time) 7 March 2019.**

> **Thinking About Applying? Please direct all queries about the scheme and application process to your Research Office. The Council are<u>not</u> in a position to engage with individual queries by email or over the phone.** However, if you have a <u>technical</u> issue regarding the use of the OLS, please read these Guidelines and the FAQ document (available on our website [www.research.ie)](). If your issue is not clarified through the Guide or FAQ, only then should you email [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.

<u>To Log in</u>:

- Once you have received your username and password, access the OLS on the Irish Research Council website https://irishresearch.smartsimple.ie/s_Login.jsp

- Please enter the username and password that was supplied to you in the '**Irish Research Council Registration Details'** email and then click '**Log in**'.

- If you have forgotten your password, use the '**Forgot 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 following screen:

This is your '**Home Page**' and you can access and edit your application prior to submission and prior to the Applicant deadline through this screen. If you want to change any of your personal details, you can click on the 'Manage your Profile' icon on this page.

To Create the Application Form

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

Click on 'Open Calls' to create a new application form. The following screen will appear:

Click **'Apply'** to create an application form for the Employment Based Postgraduate 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.

You will then be presented with the following screen. Select your university and click "save draft"
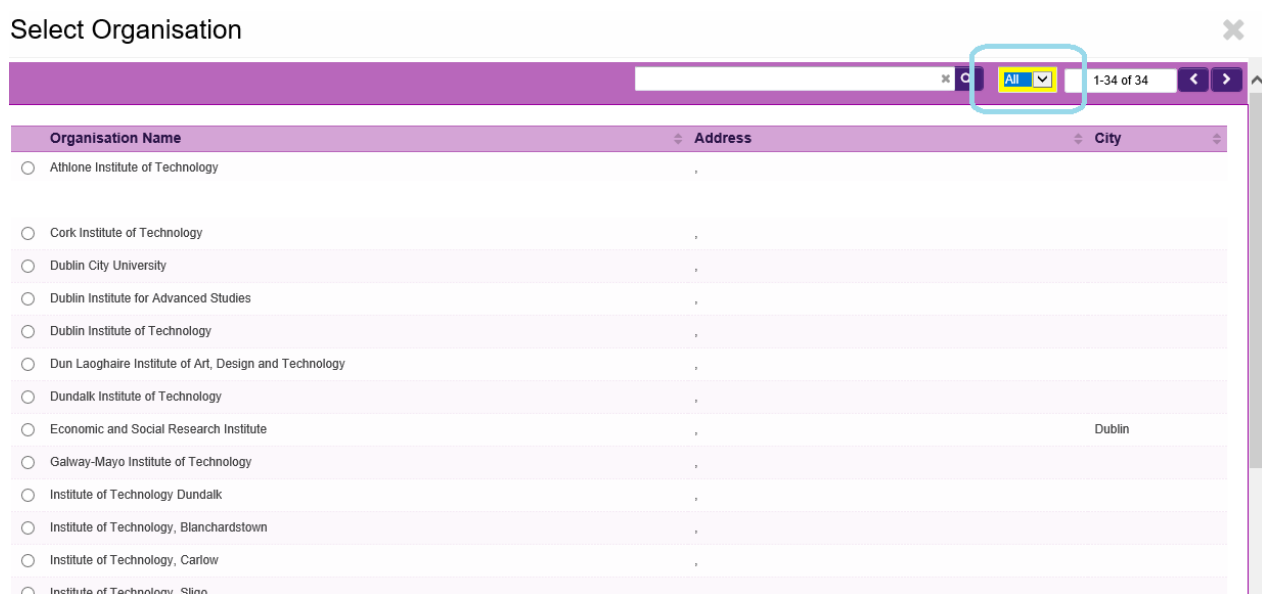
Click on 'All' at the top right hand corner of the screen and then select the check box next to the relevant institution name. (If you cannot find your Institution name, please contact the Research Office (RO) of your institution to make sure they are registered in the Irish Research Council OLS).

Next:
- Enter your Project Title
- Select whether your application is in Irish

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At this point your draft application has been created. 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.

- 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.

Editing an application

You may log on, access and edit your application as many times as you wish prior to the Applicant Deadline so long as the application has not been submitted and remains a 'Draft Application'.

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

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

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:

To complete the application form, you will need to complete the following tabs:
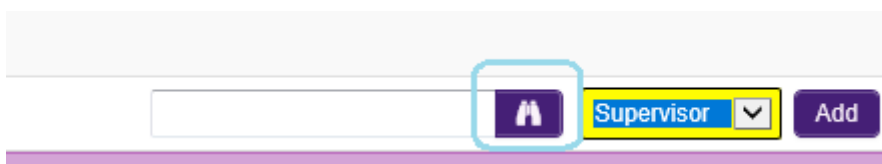
- Overview
- Primary and additional participants
- Academic qualifications
- Personal statement
- Training and career development plan
- Proposed research
- Ethical, Sex/Gender Statements
- Applicant declaration

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

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

Project/Application Start Page: Adding a Supervisor

- Scroll down to the bottom of the 'Project/Application Start' page where you must add your Supervisor under the Participants panel.

- 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 name will now be visible under '**Participants'**. Ensure the dropdown field beside your Supervisor name shows the role as 'Supervisor' and click 'Add'.
- 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 OLS 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 contact them and ask him/her to contact their institution's Research Office. They will register them on the system.

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

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

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

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 an Supervisor. From this point on your Supervisor can log in to the system and view your draft application by clicking on 'My Assigned Applications in Draft'. However Supervisors cannot create or submit their participant form until after you submit your application.

Supervisors must submit a completed Supervisor form via the OLS by the Supervisor deadline of **16.00 (Irish Time) 7 March 2019**. 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.

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

Scroll down to the bottom of the 'Project' page where you have an opportunity to add your Employment Partner under the 'Enterprise Partner' panel, under the 'Primary and Additional Participants' tab.

PLEASE NOTE: For the purposes of the 2019 Call, when the OLS uses the terminology 'Enterprise Partner' or 'Enterprise Mentor' it shall be considered to be the equivalent of the terms 'Employment Partner' and 'Employment Mentor' used here in the Guide and also in the Terms and Conditions for this scheme. The proposed Employment Partner needs to be pre-registered on the system before they can be selected and added to your application.

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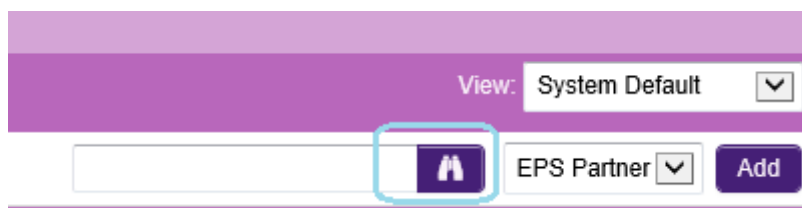
Adding Employment Mentor

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.

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

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

- Click '**Add**' and then click '**Save Draft'** as below:

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

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

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

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

Employment Mentors must submit a completed form via the OLS by the Employment Mentor deadline of **16:00 (Irish Time) 7 March 2019**. If you want to change your nominated Employment Mentor then tick the check box beside your Mentors details, click 'Remove' and then save your draft. Your Employment Mentor will be removed and you can then lookup the details for your new Mentor as per the instructions above.

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

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

Click on the 'Adding Referees' link:

Adding Referees

- You must associate two referees with your application, neither of whom may be your primary supervisor.
- A suitable referee is an individual who knows you sufficiently well to provide you with a reference, e.g. a principal investigator or a mentor from any time in your career or education.
- Each referee will be required to provide an online reference as part of your application.
- To enter and sign up your referees, please click **HERE**
- After you have added a referee, please click `Save Draft` at the bottom of this page. Referees are not linked to your application until you have done so. Once you have clicked `Save Draft`, the referee's name will app
- Once the referee's name is listed in the participants' section of your application form, they will receive an automatic email advising them to log into the system and create a reference form. You should check with your r
- **It is ESSENTIAL that you ensure the email addresses you provide for your referees are correct. If an incorrect email address is entered, your referee will NOT receive the automatic email and will therefo being deemed ineligible.**

Referees do not need to have pre-registered with the OLS. Add the name and contact details of your referees and click save draft before adding your second referee (referee 2). **If you enter an incorrect email and submit the application, your application will become ineligible.** Should a Referee email address be incorrect you can correct this only when your application is still in draft. You can correct this by removing the Referee in question and re-adding them with the correct details.

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Removing a referee

Click on the 'Application Start/Project' link at the top left of the screen, and scroll down to the 'Participants' section. Select the name of the participant you wish to remove by selecting the check box beside the name. Then click remove, and save your application.

You can then add the Referee again with the correct details by repeating the process outlined above. This process may also be used if you wish to remove the Supervisor attached to your application. Once you have added all the relevant participants (Supervisor and Referees) their names are listed in the 'Participants' section of the 'Project/Application Start' page of the application.

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.**

Tab: Academic Qualifications

To add your academic qualifications, click on the tab '3. Academic Qualifications' and complete the individual pages. **Degree results must be entered exactly as they are presented on the transcripts, or the application/offer will be disqualified. 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

Tab: Proposed Research

Application Overview	Primary and Additional Participants	Research Mobility	Academic Qualifications	Proposed Research	Personal, Ethical and Sex/Gender Statements	Applicant Declaration

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

Proposed Research

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.

* Degree Type:	[dropdown]
* Higher education institution:	Test University
* Department:	
* Registration Date:	01/01/2018
* Finish Date:	01/10/2019
Project title:	Lorem ipsum

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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 2019 Terms & Conditions gives further details on each degree type.

If applicant chooses a structured degree programme, the Research Office in endorsing the application confirms that this includes the development of discipline-specific knowledge, research skills and generic/transferable skills in line with the national definition in Appendix 1 of the 2019 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 2 September 2019. **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 2019 Terms and Conditions (Section 4) for further details on this.

What kind of research can be funded?
Please see Appendix 1 for the full list of Primary Areas and Disciplines supported by 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.

Tab: Personal Statement, Ethics, and Sex/Gender Dimension

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

Ethics Statement: where ethical issues may arise in the research, applicants are required to submit to the Council a written statement that full consideration has been given to the ethical implication of the research proposal. Full ethical approval from the relevant HEI Ethics Committee is not required at the application stage. However, if the application is successful evidence of full ethical approval will be required as part of the award acceptance (as per the Terms and Conditions).

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

Tab: Applicant Declaration

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

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

Submitting your 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.

In order to submit the application form, you must navigate to the "Application declaration" tab and click submit at the bottom of the page. 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.**

Application Overview	Primary and Additional Participants	Research Mobility	Academic Qualifications	Proposed Research	Personal, Ethical and Sex/Gender Statements	Applicant Declaration

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

☑ I Agree

* I hereby declare that I have read and accept the applicant requirements as set out in the **2018 Terms and Conditions** and **Guide for Applicants** on the **IRISH RESEARCH COUNCIL WEBSITE**:

☑ I agree

Save Draft   Submit Application

Next steps

Once an applicant has submitted his/her application, the OLS generates a number of automated emails to the participants included in the application. Applicants should note that while Referees may create and submit their form once they have been added to an application, the Supervisor can only complete their respective form **after** the applicant has submitted their application. All applications must be endorsed on behalf of the proposed host institution by the Research Office. All participant forms must be submitted and RO endorsement completed by the stated deadlines or the application will be deemed ineligible. The RO endorsement is the final step in the OLS process, after which the applicant will receive an automated email informing them that the application process is now complete.

Notification & Feedback

Once the application process is complete, eligible applications will be assessed in line with the Evaluation Procedure. The Council are precluded from discussing the results of the competition over the telephone or discussing the outcome of individual applications via email or post. Feedback to candidates will consist of the score that the IAB assigned the application and the decision of the Council in relation to funding. Additional feedback will not be provided beyond that which is provided with the assessment result.

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

9. INFORMATION FOR SUCCESSFUL APPLICANTS

Letter of Offer & Acceptance Form

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

The conditional offer is subject to the Acceptance Form being signed by the successful Scholar, the HEI, the Supervisor, Mentor and returned to the Council on time. Subject to meeting the conditions of offer, all Scholarships will commence on 2 September 2019.

Submission of Ethical Approval

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

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

Primary Area: **Computer Science**	
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: **Earth and Environmental Sciences**	
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: Surfacewater Hydrology, Water Resources.
Palaeontology	including but not limited to: Palaeontology; Palynology.
Physical Geography	including but not limited to: Geomorphology and Regolith and Landscape Evolution; Glaciology; Hydrogeology; Natural Hazards; Palaeoclimatology; Quaternary Environments; Surface Processes.

Primary Area: **Engineering**	
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: **Mathematics**	
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.

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

	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.
Theoretical Physics	

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

Primary Area: **Cultures and Cultural production**	
Disciplines	Other Research Areas

including but not limited to:

Classics	Classics, Ancient Greek and Latin literature and Art
Cultural Studies	History of Literature
Film Studies	Library and Information Studies
Folklore Studies	Literary Theory and Comparative Literature, Literary Styles
French	
German	Textual Philology, Palaeography and Epigraphy
Irish Language Studies	Visual Arts, Performing Arts, Design
Italian	Philosophy, History of Philosophy
Languages	Philosophy of Mind, Epistemology and Logic
Literature	Museums and Exhibitions
Musicology	Music and Musicology, History of Music
Philosophy	History of Art and Architecture
Spanish	Cultural Studies, Cultural Diversity
Theatre Studies	Cultural Heritage, Cultural Memory.

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

	including but not limited to:
	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

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, integrating sex and gender analysis into the design, implementation, evaluation and dissemination of the research can lead to better results and 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[1], 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, and 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.

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[1] http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf

However to date this is still not common practice. Systematically taking sex as a central variable and analysing other variables with respect to it (e.g. sex and age, sex and income, sex and mobility, sex and labour) will provide significant and useful insights. Involving gender-balanced end-user groups in the course of the research is also a good way of guaranteeing the highest impact.

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

CHECKLIST FOR SEX AND/OR GENDER IN RESEARCH CONTENT

Research ideas phase:

o   If the research involves humans as research objects, has the relevance of biological sex and/or gender to the research topic been analysed?

o   If the research does not directly involve humans, are the possibly differentiated relations of men and women to the research subject sufficiently clear?

o   Have you reviewed literature and other sources relating to differences in the research field?

Proposal phase:

o   Does the methodology ensure that (possible) sex/gender differences will be investigated: that sex/gender differentiated data will be collected and analysed throughout the research cycle and will be part of the final publication?

o   Does the proposal explicitly and comprehensively explain how sex/gender issues will be handled (e.g. in a specific work package)?

o   Have possibly differentiated outcomes and impacts of the research on women and men been considered?

Research phase:

o   Are questionnaires, surveys, focus groups, etc. designed to unravel potentially relevant sex and/or gender differences in your data?

o   Are the groups involved in the project (e.g. samples, testing groups) gender- balanced? Is data analysed according to the sex variable? Are other relevant variables analysed with respect to sex?

Dissemination phase

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?

Postgraduate Evaluation Criteria & Detail	Evaluation Marks
1. PROJECT: Quality of the research project including (40%): • Clarity and coherence of the proposed research project. • Quality and appropriateness of approach, including research methodology, and consideration of ethical and sex/gender issues and the limitations of the approach to be adopted. • Feasibility and credibility of the proposed research plan in the proposed time period. • Originality and innovative nature • Dissemination plans • Direct alignment with Strategic Funding Partner themes as set out in Terms and Conditions, where appropriate **Training and Career Development Aspects of proposal (10%):** • Clarity and quality of Training and Career Development Plan to acquire new knowledge and skills to achieve research and professional development aims. • Evidence of real thought as to why research is to be undertaken and the impact of the proposed award on the applicants' career path.	50% (0-50)
2. APPLICANT: Capability of the applicant including: • Track record and research potential of the applicant. • Personal Statement. • Referees' reports. • Match between applicant profile and research project.	30% (0-30)
3. ENVIRONMENT: Suitability of the host organisations: • Suitability and ability of Academic Supervisor(s) and Enterprise Mentor to provide adequate supervision. • Quality of infrastructure and facilities provided by Host Organisations. **HEI (10%) : Employment Partner (10%)** • Match between Applicant, Academic Supervisor(s), Enterprise Mentor and Host Organisation(s).	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 (OLS) can only be guaranteed to be fully 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 <u>excluding beta releases</u>. Also, please ensure your JavaScript is both turned on and up to date.

Step 2:

A) Register on the OLS as a new applicant

or

B) Use your existing OLS log in to create a new application.

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

1. Click icon 'Create New Application Form'
2. Select appropriate application type (EBP)
3. Click 'Create New'
4. Select Irish Research Body
5. Save draft
6. Enter 'Project Title'
7. Select whether your application is in Irish
8. Check your 'Applicant Details' and amend where appropriate
9. Add a 'Supervisor'
10. Add two 'Referees' (click save draft after each referee)
11. Add your employment/enterprise partner
12. Add your employment/enterprise mentor
13. Add your Academic Qualifications, Research Achievements   and Work Experience
14. Complete the 'Personal Statement' section
15. Complete the 'Training and Career Development' section
16. Complete the 'Proposed Research' section
17. Complete the 'Ethical and Sex/Gender Dimension Statements' section
18. Complete the Applicant Declaration
19. Check your entire application
20. Click Submit Application
21. Check your email for confirmation of receipt and keep all records
22. Ensure your referees and mentors submit their references on time. This can be monitored through the "submitted application icon"

APPENDIX VI: EBP 2019 Application Flowchart

Prior to creating an application, you must contact and discuss your research project with your proposed Academic Supervisor and 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. 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, Employment Mentor and two Referees**. Academic Supervisors must be registered on the online system through the HEI's Research Office. Applicant registers their employment partner (if the employment partner is not already on the system). Employment mentors cannot be added to the application until the employment partner has been registered.

⬇

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

⬇

Deadline date for Academic Supervisor, 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.