



**Maynooth
University**

National University
of Ireland Maynooth

Irish Research Council Postdoctoral Fellowships 2017-18

Shona Leith
Research Development Office

shona.leith@nuim.ie



Agenda

- **IRC postdoctoral fellowships**
- **Tips for proposal preparation**
- **Application process & SmartSimple Online System**
- **For Maynooth University mentors**
- **Q&A**

Important Notice

- Applicants should monitor IRC's website (www.research.ie) for updates, especially in the FAQ document
 - It is the responsibility of each applicant to refer to and to comply with IRC's Terms & Conditions and other published documents
 - Applications submitted by ineligible applicants, outside of online application system, or after the application deadline will not be considered
 - A question not answered in FAQ document?
Email shona.leith@nuim.ie by 21st Nov 2016.
-

GOI & CAROLINE Fellowships Key Dates

- **IRC Deadline for Applicants: 4pm on 30th Nov 2016**
 - **IRC FAQ Deadline: 4pm on 21st Nov 2016**
 - **Deadline for Mentors & Referees: 4pm on 7th Dec 2016**
 - **Deadline for institutional endorsement: 14th Dec 2016**
 - **Results expected in April 2017**
 - **Fellowships start date: 1st October 2017 (no flexibility)**
-
- **Internal Deadline for Applicants: 5pm on 18th Nov 2016**
(upload to OLS & e-mail shona.leith@nuim.ie to request review)
- **DO NOT SUBMIT APPLICATION TO IRC AT THIS POINT!****

IRC Postdoctoral Fellowships

Irish Research Council (IRC) created in 2012 - IRCSET & IRCHSS merger

- **Government of Ireland Fellowships (GOI)**
- **Collaborative Research Fellowships for a Responsive and Innovative Europe (CAROLINE)**
- **Enterprise Partnership Scheme (EPS)**

No concurrent applications to CAROLINE & GOI fellowship scheme

IRC PD fellowship schemes

Government of Ireland Postdoctoral Fellowships	CAROLINE Postdoctoral Fellowships	Enterprise Partnership Scheme Postdoctoral Fellowships
Open - deadline 30/11/16	Open - deadline 30/11/16	Separate call in spring 2017
€31,275 + PRSI + pension	<ul style="list-style-type: none"> Living Allowance €55,800 p.a. (x country correction co-efficient) Mobility Allowance €7,200 pa (2 yrs) Family Allowance €6,000 p.a. 	€31,275 + PRSI + pension
up to €5k p.a. for research expenses - must justify in application	<ul style="list-style-type: none"> Direct Research Training & Networking Costs €9,600 p.a. Indirect Research Contribution €1752 p.a. to main partner organisation/ home host in certain circumstances 	up to €5k p.a. for research expenses - must justify in application
1 or 2 years	<ul style="list-style-type: none"> 2 year (Irish Fellowships) 3 years (international fellowships) 	2 years
100% IRC funded	Marie Skłodowska Curie Action Co-fund (funding from IRC & EC)	Funding: IRC 66%, Enterprise partner 33%
Mobility requirement for 2 year fellowship	Mobility requirement for both fellowship types	
Researcher employed by & based in Irish HEI	Researcher employed by Irish HEI; secondment to main partner (NGO/IO) & placement opportunities	Researcher employed by & based in Irish HEI, placement opportunity in Enterprise Partner (based anywhere)

IRC Government of Ireland (GOI) Postdoctoral Fellowships



GOI Postdoctoral Fellowships

Aim is ‘...to support suitably qualified applicants at an early stage of their postdoctoral career to associate with established research teams who have achieved international recognition for their work.’

GOI Postdoctoral Fellowships

- Open to all disciplines
- Start date – 1st Oct 2017
- 2 attempts only per scheme
- Eligibility: before 31st March 2017
 - < 5 yrs past PhD; or
 - viva completed + publication/sample of written research work
 - haven't already been employed as a postdoc for more than 5 years

GOI - Eligibility of new PhD graduates

If you answered 'no' above, and you have not yet already graduated, YOU MUST

- o *have formally submitted your thesis for examination*
and
- o *have examiners appointed to your viva /thesis defence examination*
and
- o *have a viva/thesis defence scheduled for a date that is NO LATER THAN 31st March 2017.*

Select yes if you comply with ALL of the above eligibility requirements (Note: it is important to provide accurate information at this point. Should your application be recommended for funding you will be asked to provide evidence that your viva/thesis defence took place no later than 31st March 2017. Should it subsequently emerge that the information provided was inaccurate at the submission deadline, the application will be withdrawn from the process).

Yes

No

GOI 1 year Postdoctoral Fellowships

- In order to prepare a doctoral dissertation for publication through a variety of high quality published outputs e.g. monographs, peer-reviewed articles, edited volumes
- No mobility requirement – can be held at the HEI where PhD degree was awarded/current appointment held

GOI 2-year Postdoctoral Fellowships

- In order to develop either a new research project or a research project that demonstrates a significant development of the subject of the doctorate through a variety of appropriate, feasible and clear published outputs.
- Mobility requirement – requests for exception will require detailed academic justification as to why this is the preferred option.

Applying for GOI Postdoctoral Fellowships

- No subject quotas
- No favoured topics/disciplines
- No bias towards 1 or 2 year GOI postdocs
- Entire application process including references online
- 2 referees
- **Mentors cannot act as referee for the same applicant**

What are evaluators looking for?

- Excellence

- Originality

” Originality (relationship to the ‘state-of-the-art’) and innovative nature of the project is a key evaluation criterion and therefore an important consideration”

- Potential

GOI Evaluation Criteria

- Track record/Research Potential of the Applicant **30%**
- Training and Career Development Aspects and Impact of the Fellowship **25%**
- Quality of the Research Project **35%**
- Suitability of Mentor/Implementation of the Fellowship **10%**

Details in “Guide for Applicants” p. 45 - 46

Financial Justification section

Essential direct research expenses:	Total cost requested for Funding Term:	Justification. Please provide itemised breakdown of costs and reason needed:
Essential research supplies such as small consumables:		
Pay as you go access to national research infrastructure:		<i>This is a very specific category and only few applicants will require funds here.</i>
Software and hardware critical for the proposed research:		<i>Use MU Computer Centre prices - to be provided. Maximum €1000 (incl. VAT) You will have to purchase computers via MU IT Services.</i>
Archival research costs:		
Conference travel and participation:		<i>Only CONFERENCE travel – include other research travel expenses under “Other costs”</i>
Generic and/or specialist disciplinary skills training:		
Publishing and write-up costs:		
Other costs:		
Total:		

Financial Justification

- Budget for as much as you expect to need for project, max €5,000 per annum.
- All expenses must be well justified
- No capital equipment except software/hardware:
 - purchase in 1st year or first 3 months of 1 year fellowship
 - max €1,000
 - MUST be purchased through MU IT services
 - MU Procurement rules apply
- Budget will be checked as a part of internal review process before applicants submit to IRC.

Help documentation on MU website

See website for tips on:

- Training and career development plans
- Reasons for choosing Maynooth as a host institution
- Dissemination
- Financial Justification

CAROLINE Postdoctoral fellowships

‘Collaborative Research Fellowships for a
Responsive and Innovative Europe’



CAROLINE fellowships

- IRC – European Commission co-fund under Marie Skłodowska Curie Actions (MSCA).
- Research Fellowships with international, intersectoral and interdisciplinary mobility elements. For researcher career development and training, knowledge transfer and impact.
- Two types of fellowships – Irish and International (can only apply to one)

CAROLINE fellowships

Two calls - 25 fellowships per call:

Call 1

- opens mid-Oct
- closes 30th Nov 2016
- start date 1st Oct 2017

Call 2 (indicative dates)

- opens May 2017
- closes August 2017
- start date 1st Jan 2018

CAROLINE fellowships

Aim to support researchers to:

- conduct research relevant to **overarching theme of global sustainable development** in UN 2030 Agenda;
- engage in **international collaboration** with suitable **non-governmental organisations (NGOs)/international organisations (IOs)**;
- experience & benefit from **international mobility**;
- avail of relevant **training and career development** opportunities;
- increase chances of gaining future senior research position, including in the non-academic sector (**inter-sectoral mobility**)

CAROLINE fellowships

Basic structure of CAROLINE



CAROLINE fellowships

Open to all disciplines, but research must be relevant to global sustainable development goals in UN 2030 Agenda for shared economic prosperity, social development & environmental protection.



Eligibility - CAROLINE fellowships

- Open to ‘Experienced Researchers’:
 - Type 1: PhD no more than 7 years ago at 31st March 2017 (eligible career breaks of up to 5 years); OR
 - Type 2: Undergraduate/Masters degree + at least 4 years f/t research experience thereafter by 31st March 2017
- Must not be a permanent staff member in HEI/RPO (in Ireland or elsewhere), or in main partner organisation.
- Statement of proficiency in English

Types of CAROLINE fellowship & Mobility Requirements

Irish fellowships (20): 24 months

- Based in 'home host organisation' in Ireland with a mandatory secondment (6-12 months) to an NGO/IO in Ireland;
- Optional **placement** of up to 3 months (can be abroad, or to a 'for profit' organisation if well justified).
- Eligibility - any nationality and residency BUT must not have been in Ireland for > 12 months in 3 years up to 31st March 2017.

Types of CAROLINE fellowship & Mobility Requirements

International Fellowship (30): 36 months

- Years 1 & 2 at NGO/IO outside Ireland
 - Year 3 at home host organisation in Ireland;
 - Optional **placement** of up to 6 months in outgoing phase and up to 6 months in incoming phase.
 - Eligibility –
 - must not have been in country of main partner organisation for more than 12 months in 3 years up to 31.3.17
 - If main partner organisation is non-EU/AC, applicant must be EU/AC national/resident or have been continuously active in research in a MS/AC for at least 5 years @ 31.3.17.
-

Non-Governmental Organisations

FAQs: 'The UN defines an **NGO** as 'a non-for-profit, voluntary citizens' group...organized on a local, national or international level to address issues in support of the public good. Non-governmental organisations may or may not receive funding from governments to carry out certain activities or services, however NGOs should by nature be free from political or governmental control'.



Dochas

The Irish Association of Non-Governmental
Development Organisations



<http://www.dochas.ie/membership/ourmembers>

<http://www.wheel.ie/>

International Organisations

‘International organisations [IOs] can be either inter-governmental or non-governmental; see:

https://en.wikipedia.org/wiki/List_of_intergovernmental_organizations



International European Interest Organisations



Institut Laue-Langevin (ILL)



For the purposes of CAROLINE, International Organisations also include those designated by the EU as 'International European Interest Organisations'.

Partner organisation - CAROLINE

The **main partner host organisation** (NGO or IO) must:

- undertake **activities relevant** to the proposed research
- have the **capacity & infrastructure** to provide training for researcher and support the research project
- be a **recognised legal entity** (i.e. with a charity/tax registration number or similar)
- have an **independent governance structure** with publicly available/audited financial accounts.

If these criteria are not met, NGO/IO cannot be partner host organisation, but may be eligible to host researcher for **placements** where beneficial for the fellowship.

CAROLINE fellowships

Partner Organisations must register on OLS as participating organisations; be willing to enter into agreement with home host organisation re confidentiality, IP, publication, funding transfers etc..

Mentors are required in home host organisation, main partner organisation and placement organisation; all complete online statements. Mentors cannot act as referees.

Online application form - CAROLINE

Fellowship Proposal tab

- ‘Demonstrate how your proposed fellowships fulfils the aims of the scheme...include references to specific Sustainable Development Goals ...Outline how the NGOs/IOs and other non-academic spheres will benefit from the proposed research’
- Community Outreach Plan required

Budget - CAROLINE fellowships

Funding based on MSCA Individual Fellowships model:

- **Living Allowance** €55,800 p.a. (adjusted using country correction co-efficient)
- **Mobility Allowance** of €7,200 p.a. for years 1 & 2
- **Family Allowance** (where applicable) of €6000 p.a.
- **Direct Research Training & Networking Costs** of €9,600 p.a.
- **Indirect Research Contribution** of €1752 p.a. to the main partner organisation. Can be paid pro-rata to home host organisation for time spent there in certain circumstances.

CAROLINE fellowships - Evaluation Criteria

Excellence 50%

Impact 30%

Implementation 20%

See Appendix IV Guide for Applicants pgs 42 & 43

Evaluation Criteria - CAROLINE

Excellence 50%

- Quality & credibility of research project & relevance to CAROLINE research theme
- Quality & appropriateness of training plans & of transfer of knowledge between all parties
- Quality of mentorship
- Evidence of independence

Evaluation Criteria - CAROLINE

Impact 30%

- Potential contribution towards UN's Agenda 2030 Sustainable Development Goals
- Enhancing potential & researcher career prospects
- Quality of dissemination plan
- Quality of outreach activities plan

Evaluation Criteria - CAROLINE

Implementation 20%

- Coherence & effectiveness of work plan
- Appropriateness of allocation of tasks & resources
- Appropriateness of management structure & procedures
- Appropriateness of institutional environment of all host organisations

Sections common to both GOI and CAROLINE applications

Career Training & Development Plan

- **Career Training and Development Plan** must be drawn up for both GOI and CAROLINE fellowship applications by the fellow and mentor(s).
- Comprehensive work plan for life of fellowship
- IRC will host research & career training programmes for CAROLINE
- The Vitae website and Researcher Development Framework is an excellent career development resource:
(www.vitae.ac.uk/researchers-professional-development)
- MU website –document on preparing plan

Research Ethics Statement

- Approval from an ethical review committee must be received by IRC within three months of start date where ethical approval required.
- Read MU Research Ethics Policy –
<https://www.maynoothuniversity.ie/research/research-development-office/research-ethics>
- Consult with your mentor
- Obtain confirmation from Head of Department whether ethical approval required (no form – email to: shona.leith@nuim.ie)
- Application for ethical approval to relevant MU Research Ethics Sub-Committee only if funded
- **Institutional endorsement subject to correct ethical statement**

Sex/Gender Dimension

- Follow Guide for Applicants App II (GOI) & III (CAROLINE)
- Consult with your mentor
- If your proposed research project has sex/gender dimension, you have to provide a relevant statement
- If you conclude that there is no sex/gender dimension, demonstrate in the relevant section that you followed the Guide (refer to individual phases on the “checklist”)

GOI & CAROLINE Fellowships Key Dates

- **IRC Deadline for Applicants:** 4pm on 30th Nov 2016
 - **IRC FAQ Deadline:** 4pm on 21st Nov 2016
 - **Deadline for Mentors & Referees:** 4pm on 7th Dec 2016
 - **Deadline for institutional endorsement:** 14th Dec 2016
 - **Results expected** in April 2017
 - **Fellowships start date: 1st October 2017 (no flexibility)**
-
- **Internal Deadline for Applicants:** 5pm on 18th Nov 2016
(upload to OLS & e-mail shona.leith@nuim.ie to request review)
- **DO NOT SUBMIT APPLICATION TO IRC AT THIS POINT!****

Tips for Proposal Preparation

👉 Good grantsmanship is a **learned skill**

🔔 Make the process easier:

😊 *Be positive about your project*

📄 *Be prepared*

Dos

- ✓ Read call documents
- ✓ *Read call documents again...*
- ✓ Start writing now
- ✓ **Familiarize yourself with online application system**
- ✓ Follow IRC's FAQ updates and email updates from MU
- ✓ **Check - all evaluation criteria addressed**
- ✓ Check - all formal requirements (IRC & MU) complied with
- ✓ **Get feedback**
- ✓ **Proofread**

Who will evaluate your application?

GOI fellowships- AHSS and STEM streams assessed independently

11 “Primary Areas” to categorize proposed research; several sub-categories under each primary area:

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 & Environment

Writing for evaluators

- ☞ Put yourself in the mind of the reviewer: many applications to review in limited timeframe; **not all reviewers will be experts in your field!**
- ☞ Make it as easy as possible for evaluators:
 - ☞ First sentence in each paragraph is the most important
 - ☞ Avoid professional jargon, abbreviations etc.
 - ☞ Provide diagrams, tables, pictures
 - ☞ Include Gantt chart to illustrate your project plan
 - ☞ Explain your achievements etc. - you can only get points for what you include in your application
- ☞ Be informed about the evaluation process

Gantt Chart

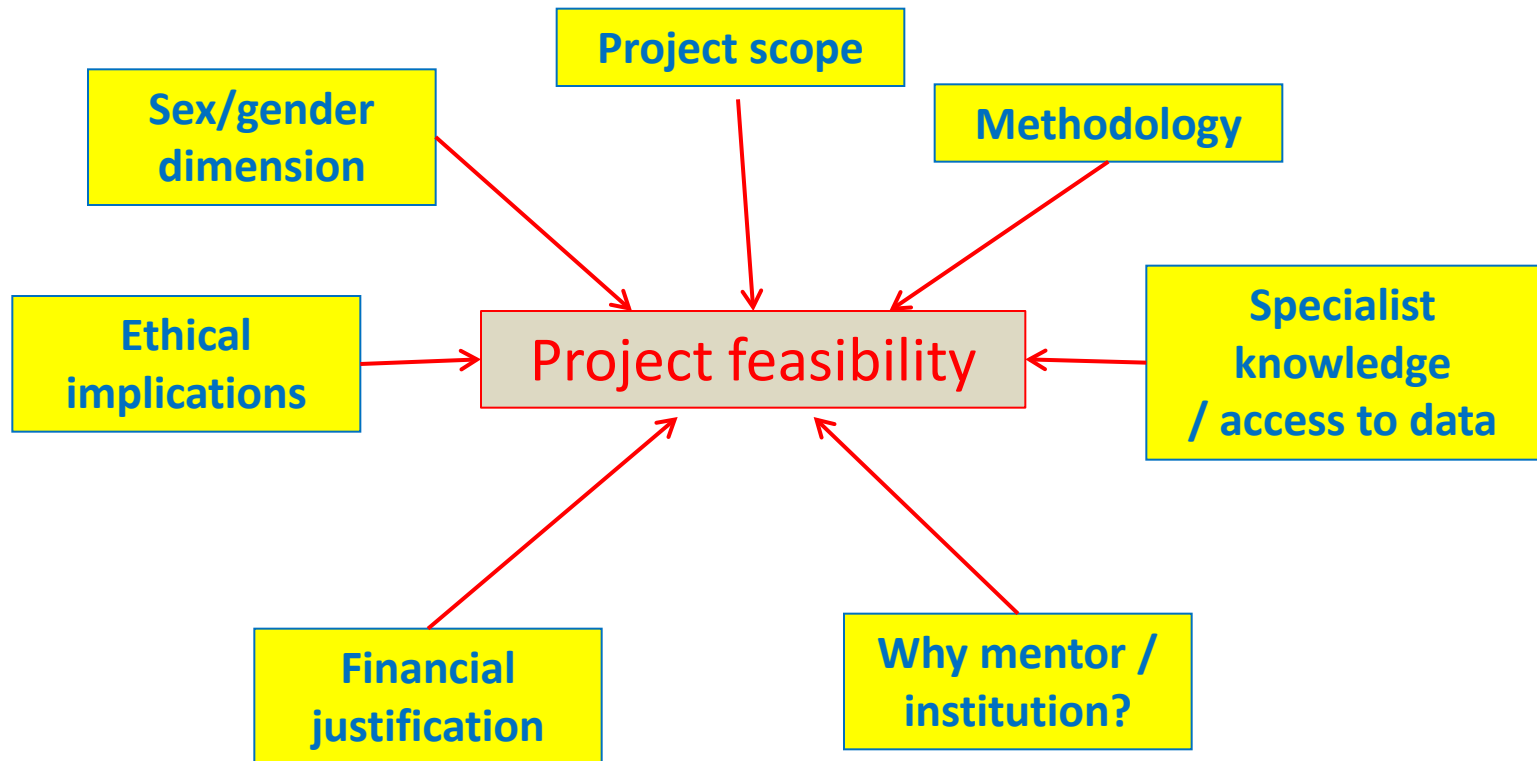
Illustrates the start, key elements and finish dates of a project; can also show dependencies. Named after Henry Gantt (1861–1919)

Activity	1	2	3	4	5	6
1. Code of cooperation documented	█					
2. Action plan prepared		█				
3. Group roles assigned		█	█	█		
4. Research conducted			█	█	█	
5. Develop presentation			█	█	█	
6. Rehearse presentation				█	█	█

Keep it **simple!**

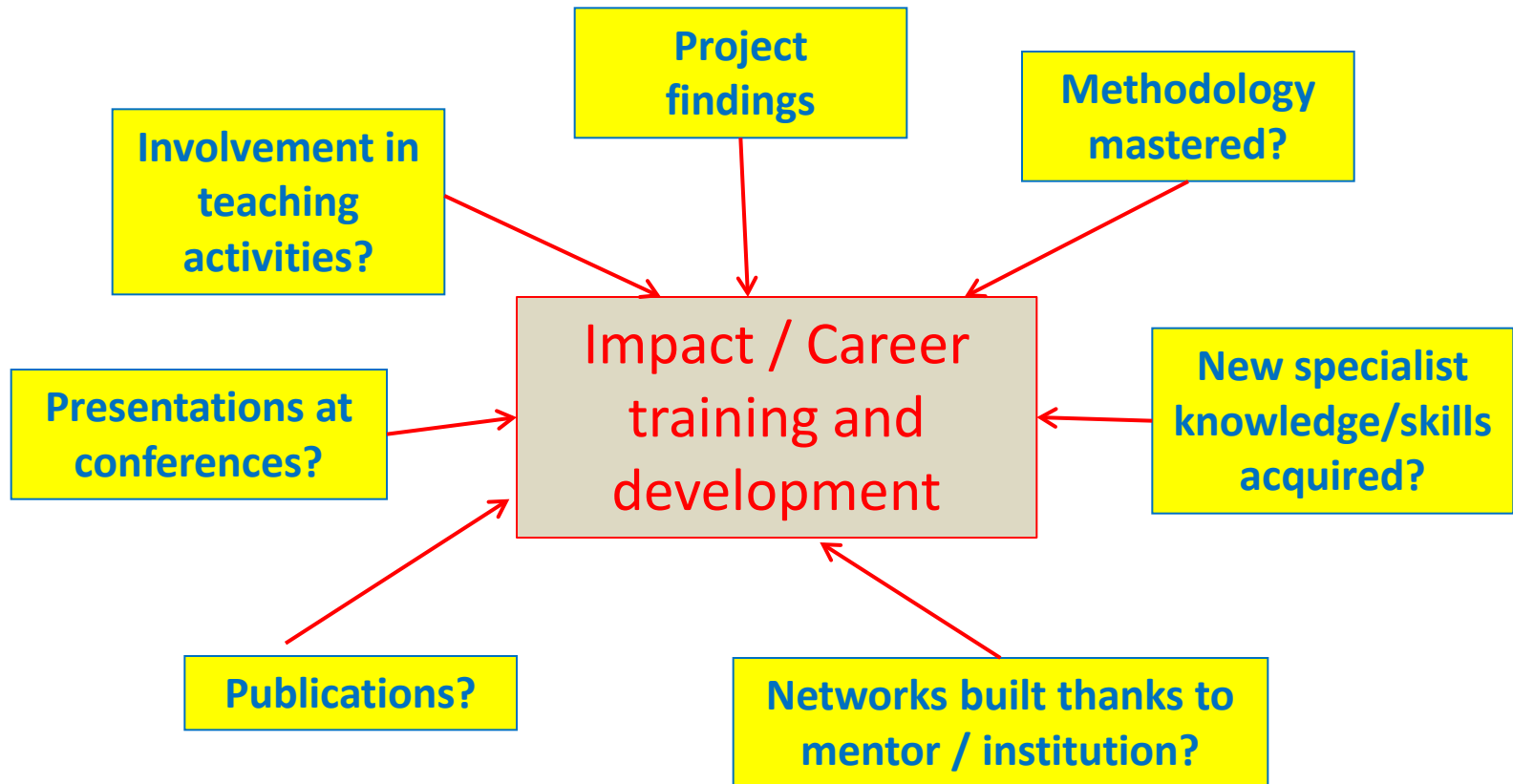
Feasibility

(“Quality of the research project”)



Impact

(“Quality of the research project”)



How to win PD award....

- ✿ Make a proper plan of action.
- ✿ Think about your proposed study!
- ✿ Description of project; methodology; research plan is key.
- ✿ Answer all questions (or write n/a where not applicable). Word counts are maximums not targets!
- ✿ Remember first impressions do count!!
- ✿ Grammar, spell check, proof read.

Dr. Gemma Irvine, IRC, December 2013

Things to think about....

- ✿ Be focused!!
- ✿ Keep prose simple, declarative and precise in all sections – do not write in ‘essay mode’.
- ✿ Use jargon free language.
- ✿ The IRC Budget is extremely limited & we get thousands of applications:
 - How can you make your application stand out?
 - Think about potential outputs/dissemination
- ✿ International reputational risk particularly for HEI and supervisor if application is poor
- ✿ Should not apply just for the sake of it!

Dr. Gemma Irvine, IRC, December 2013

General Assessor Comments....

(why applicants don't get funded)

- ✿ Lack of awareness of ethical considerations;
- ✿ Process – significant and feasible;
- ✿ Need for clear methodological approaches
- ✿ Importance of certain skills – e.g. languages;
- ✿ Choice of Mentors & HEI – very important and generally not treated as such;
- ✿ Referees should be more to the point (frank)

Dr. Gemma Irvine, IRC, December 2013

General Assessor Comments.... (why applicants don't get funded)

- ✿ Apparent lack of input from Mentor/Department/Research Advice
- ✿ Read Terms and Conditions carefully
- ✿ Read and re-read Evaluation Criteria whilst completing the application form
- ✿ Read your completed application before submitting – proof read at least and ask a second person to read it for you
- ✿ Listen to any advice given!

Dr. Gemma Irvine, IRC, December 2013

Practicalities

- Mentor to submit an MU internal online form to register your intent to submit application
- **Make arrangements with your referees**
- Start your application in the online system, familiarize yourself with the online system
- **Obtain confirmation from Head of Department/Institute regarding ethical approval and email: shona.leith@nuim.ie**
- Have application ready on time for internal review: **18th Nov.**
- **No changes can be made in an application after it is submitted**
- Submit to IRC on time – do not leave it until last minute!
- **Make sure your mentor and referees submit on time**

OLS - SmartSimple Online Application System

Before you create application in SmartSimple

- Make arrangements with your mentor, referees, partner organisations if not confirmed yet
- Once mentor completes MU internal form to register your application, contact RDO for mentor registration in SmartSimple if required
- Familiarize yourself with the Guide for Applicants and Guide to the online system before starting your application

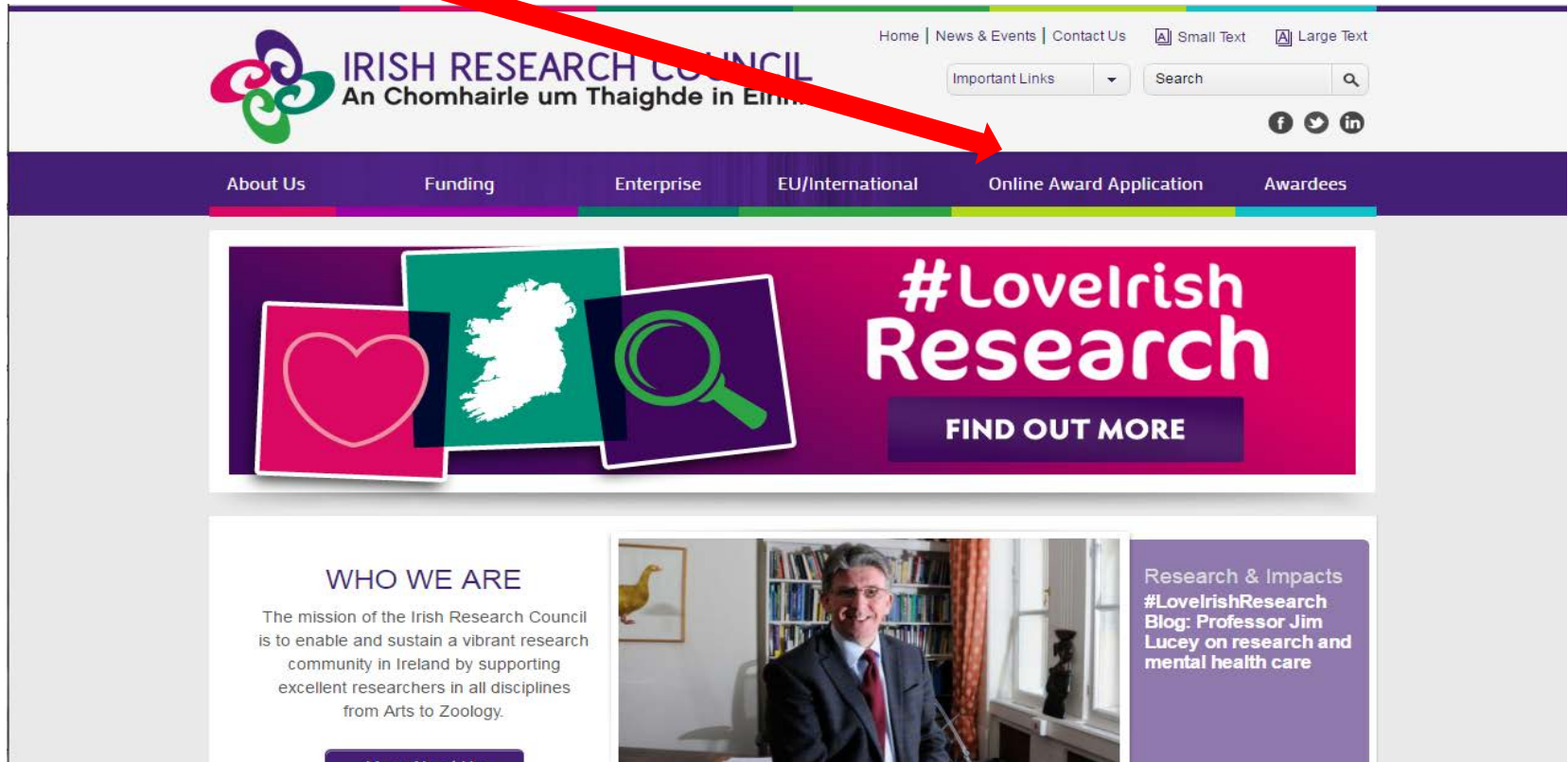
Applying in SmartSimple (1/2)

- SAVE your draft regularly
- Must save information entered into fields on one tab before moving to another tab – if not changes lost
- Can cut & paste but formatting will be lost
- Can upload a pdf with a chart etc.
- Important: double-check that your referees' email addresses are correct!
- **NO CHANGES possible after you submit**
- Mentor(s) and referees will be automatically notified by the system
- Submit early – don't leave it to the last minute

Applying in SmartSimple (2/2)

Online application system available at: <https://irishresearch.smartsimple.ie>

Or from IRC's website:



The screenshot shows the Irish Research Council website. At the top, there is a navigation bar with links for Home, News & Events, and Contact Us. Below this is a search bar and social media icons for Facebook, Twitter, and LinkedIn. A red arrow points from the text 'Or from IRC's website:' to the 'Online Award Application' menu item in the main navigation bar. Below the navigation bar is a large banner with the text '#LoveIrish Research' and a 'FIND OUT MORE' button. The banner features three overlapping images: a pink heart, a green map of Ireland, and a magnifying glass. Below the banner are three columns of content: 'WHO WE ARE' with a description of the IRC's mission, a photo of Professor Jim Lucey, and 'Research & Impacts' with a link to a blog post about mental health care.

For MU Mentors

- Mentors may support more than one Applicant
- In instances where an Academic Mentor supports more than one Fellow, the Research Projects should be distinct and original with no significant overlap.
- Originality (relationship to the ‘state-of –the-art’) and innovative nature of the project is a key evaluation criterion and therefore an important consideration

Organizational points

- If you have not done so please complete “Intent to Submit” form

<https://www.maynoothuniversity.ie/research/research-development-office/research-funding/intent-submit-form>

- Mentor’s details to be provided in the first section
- Applicant’s name as co-applicant
- Please provide applicant’s email address
- Feel free to refer your applicants to me
- Encourage applicants to create application in online system as soon as they decide to apply
- Please submit your statement / references well ahead of deadline

GOI & CAROLINE Fellowships Key Dates

- **IRC Deadline for Applicants:** 4pm on 30th Nov 2016
 - **IRC FAQ Deadline:** 4pm on 21st Nov 2016
 - **Deadline for Mentors & Referees:** 4pm on 7th Dec 2016
 - **Deadline for institutional endorsement:** 14th Dec 2016
 - **Results expected** in April 2017
 - **Fellowships start date: 1st October 2017 (no flexibility)**
-
- **Internal Deadline for Applicants:** 5pm on 18th Nov 2016
(upload to OLS & e-mail shona.leith@nuim.ie to request review)
- **DO NOT SUBMIT APPLICATION TO IRC AT THIS POINT!****

Thanks for listening!