



**Maynooth  
University**  
National University  
of Ireland Maynooth

# Research Funding & RDO Supports

**Shona Leith & Patrick Boyle,**  
Research Development Office,  
3<sup>rd</sup> Floor John Hume Building

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# Research Development Office

[www.maynoothuniversity.ie/research/research-development-office](http://www.maynoothuniversity.ie/research/research-development-office)



Dr Patrick Boyle

EU Funding



Shona Leith

IRC, Internal Funding,  
RSDP



Dr Elaine McCarthy

SFI, RIS



Dr Eilish Lynch

EU Funding (on maternity leave)



Louise Bolger

National Agencies, Misc. calls, RIS

New staff member:  
Dr Noreen Lacey



Dr Carol Barrett

Director of Research  
Development



Dr Miriam Ryan

Legal & Contracts Officer



Ray O'Neill

Vice President for Research & Innovation



Valerie Bartley

PA to VPR & I



Marie Carr

Research Support  
Officer – Finance

[Read Full Biography.](#)



Dr Edward Holden

Research Support  
Officer – Finance

[Read Full Biography.](#)



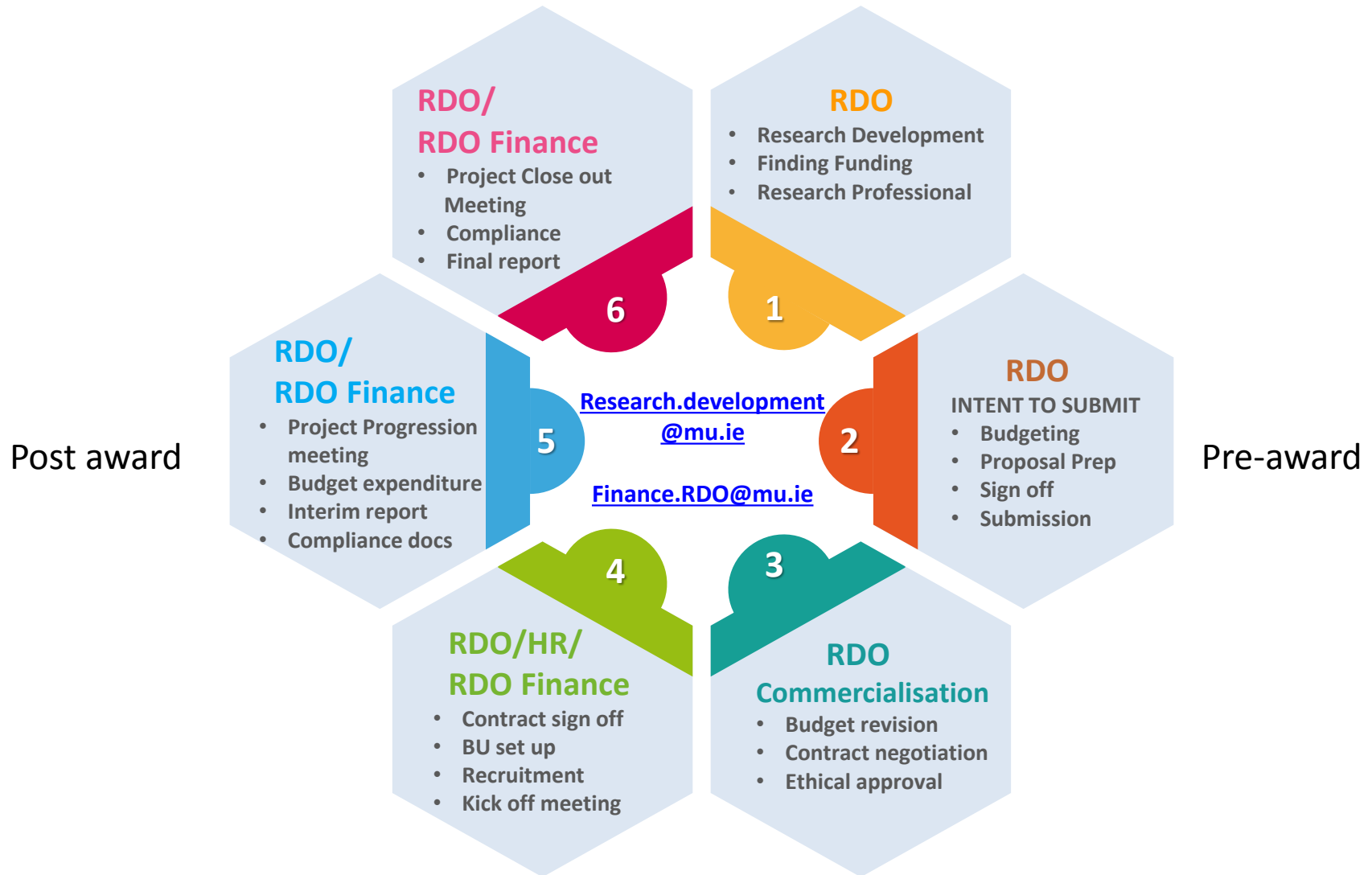
Petra Stolfova

ACCA, Research Finance  
Officer

[Read Full Biography.](#)

New staff member:  
Emer Lindsay

# Research Proposal Lifecycle



# Finding Funding

## RDO

- Research Development
- Finding Funding
- Research Professional

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- RDO send out emails for calls from national agencies, certain EU opportunities etc..
- Information sessions
- Research Professional
- One-to-one meetings
- Funding Agency mailing lists
- Networking

## \*Research Professional

Why does Maynooth University have a subscription to Research Professional?

- To help researchers find funding - alerts us to more funding opportunities than we would otherwise find.
- The database of funding opportunities contains over 7,000 open calls for funding, from over 6,500 funding sponsors from across the globe.
- It is updated daily and covers all academic disciplines.
- Search results are pre-filtered so that only those open to Irish institutions are listed.



# \*Research Professional

While on campus, all staff and students can use Research Professional without logging in to an account.

Off campus access once you register with your MU email address.

The screenshot shows the Research Professional website interface. At the top, there is a navigation bar with the Research Professional logo, "Maynooth University", and links for "Register" and "Log in". Below this is a secondary navigation bar with "Funding", "Our Institution", and "Help" on the left, and "Articles", "Opportunities", "Search", and "Go" on the right. The main content area is divided into three columns. The left column features a "Please log in to see your profile" button, a search bar, and a "Search" button. Below this is a section titled "Our Institution - Maynooth University" with a logo and a welcome message. The middle column is titled "Funding searches" and lists various funding opportunities: "EU Funding", "Funding for Early Career Researchers", "Irish Funding", "Open calls Arts, Celtic Studies & Philosophy", "Open calls Science and Engineering", "Open calls Social Sciences", and "Travel Opportunities". The right column contains a "Please log in to see your profile" button, a "The University of Nottingham" logo, and a section titled "Join the next generation of outstanding research leaders" with details about research fellowships and a deadline of 4 Nov 2016. At the bottom right, there is a "Unity" logo with the tagline "Where universities work together" and the text "from \*Research".



# \*Research Professional

## Benefits

- We have created links for common searches, eg. Irish funders, funding opportunities for early career researchers.
- Simple and advanced search tools that you can tailor to your own specifications
- Once signed in you can:
  - save customised funding searches
  - set up email alerts

# Intent to Submit

Complete online [form](#)

**Intent to Submit**

Proposal Development

Grant Acceptance

Live Grants

Ethics Review

Awaiting Review

Administer Proposals and Grants

**Intent to Submit** → Proposal Development → Grant Acceptance → Live Grant

**Title: Test**

Status: [Submit](#) [Save](#) [Cancel](#)

**Main Details**

Proposal Name

Principal Investigator (PI)

PI FTE on project (%)

PI Currently on Sabbatical?

PI intends to go on sabbatical during term of this grant?

Project Acronym

Grant Type

URL of funding programme

Abstract

Multipartner Project

**Main Details**

Use the Links at the top to navigate to the various sections, or scroll down the page. Once you have entered your details, press Submit.

**Main Proposal Details**

Click on the Edit link to update details of your proposal.

**RDO**

- Research Development
- Finding Funding
- Research Professional

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**RDO**

**INTENT TO SUBMIT**

- Budgeting
- Proposal Prep
- Sign off
- Submission

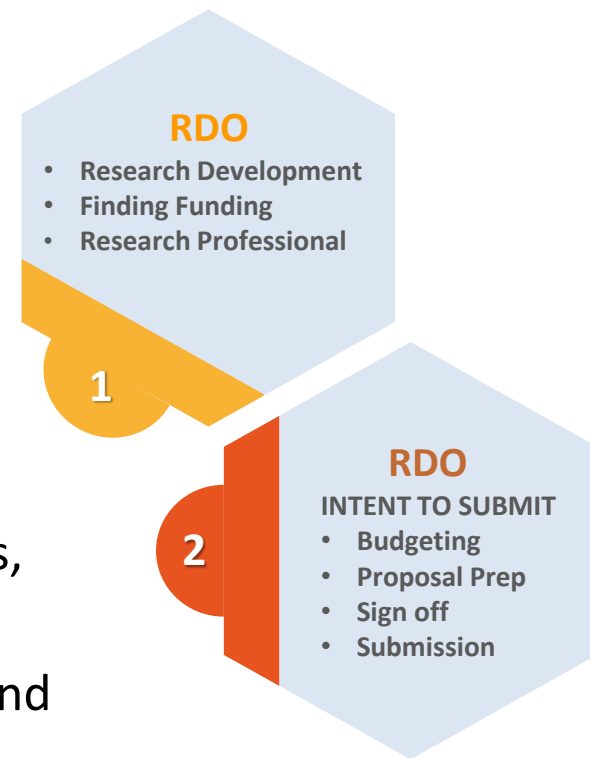
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# Intent form

- Complete as soon as possible- the earlier the better!
- Alerts appropriate RD Officer to your application
- Creates record on Research Information System (RIS)
- Flags issues eg. sabbatical leave, tenders, risk assessments, ethical approvals, applicant eligibility.

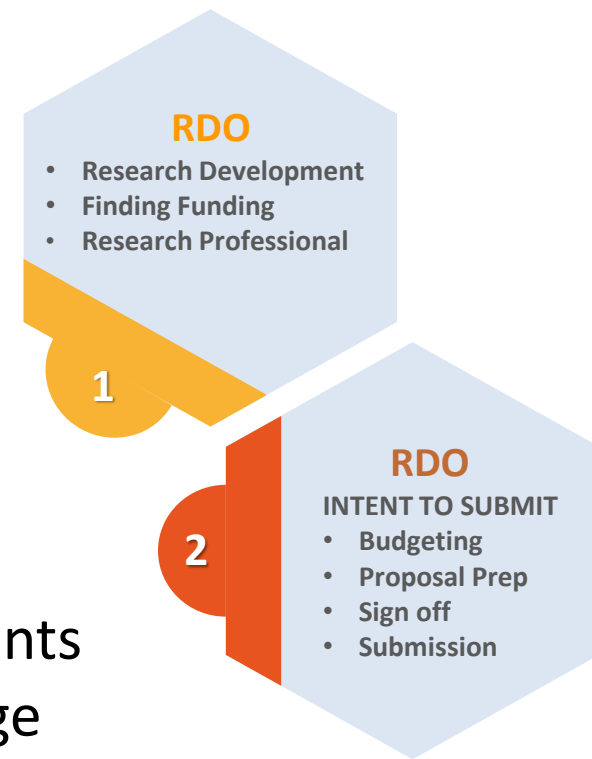
# Proposal Preparation – how we can help

- Advice on eligibility, suitability of scheme
- Guidance on call documentation, scheme Ts and Cs, online submission systems
- Useful links on [website](#) on “Preparing Proposals” and “Preparing Budgets”
- Assistance with presentation of proposal and sections on impact, implementation, ethics, institutional resources
- Detailed proposal review for some schemes
- Liaison with funding agencies
- Institutional letters of support
- Develop the budget



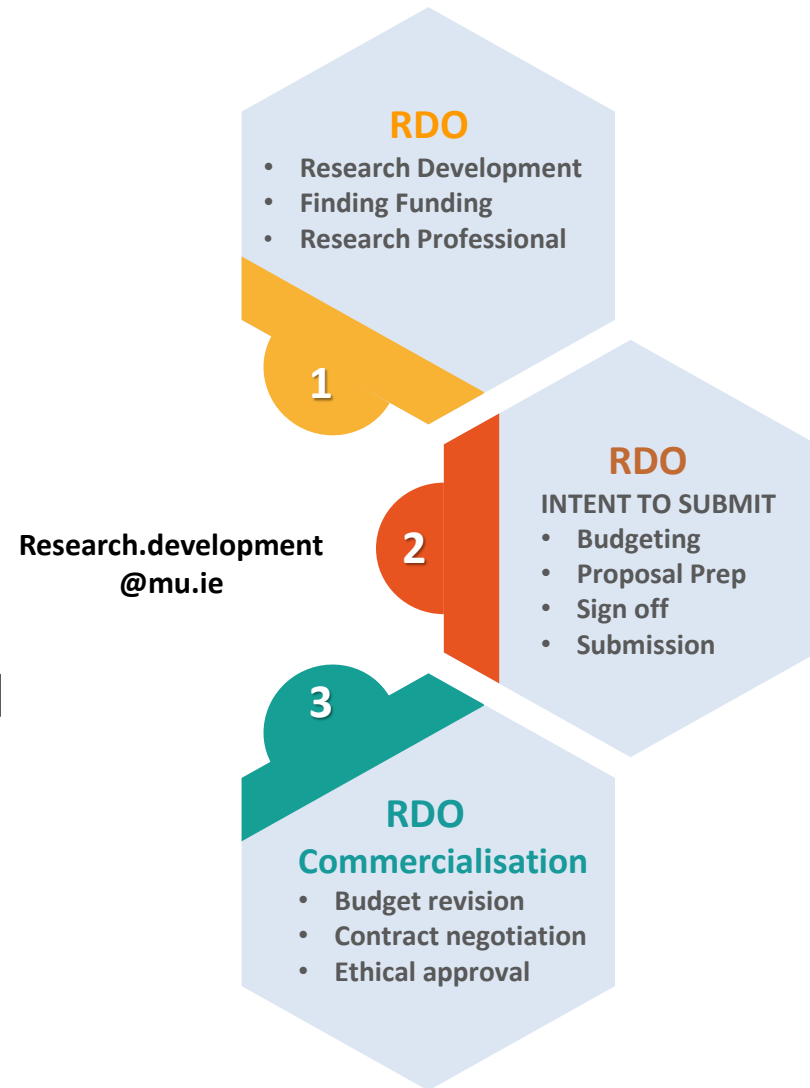
# Sign off and Submission

- All grant applications/tenders must be reviewed by the RDO (esp. budget) before sign-off and submission to funder.
- Ensure any institutional/funder requirements are met & to avoid problems at award stage
- Some funding applications require institutional endorsement before or after submission; others must be submitted by the Research Development Office.



# Outcome

- Unsuccessful – chat to us about other opportunities or re-drafting and re-submission of proposal.
- Successful – assistance with award acceptance, budget revision, contract negotiation and ethical approval.



# Post Award

## RDO/ RDO Finance

- Project Close out Meeting
- Compliance
- Final report

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## RDO/ RDO Finance

- Project Progression meeting
- Budget expenditure
- Interim report
- Compliance docs

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## RDO/HR/ RDO Finance

- Contract sign off
- BU set up
- Recruitment
- Kick off meeting

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## Research Development Office

- Kick off meetings
- Interim and close out meetings
- Institutional sign off of annual reports
- Compliance documentation on RIS

## Research Development Office - Finance

- Pre-Award Finance Support
- Post Award Finances
- Audit & Compliance






# Maynooth University

## Internal funding schemes

<https://www.maynoothuniversity.ie/research/research-development-office/research-funding/finding-internal-funding>

- Maynooth University Conference & Workshop Fund
- H2020 Proposal Support Fund
- Eochair Scheme
- Visitor Programme for Distinguished Scholars
- Publication Fund



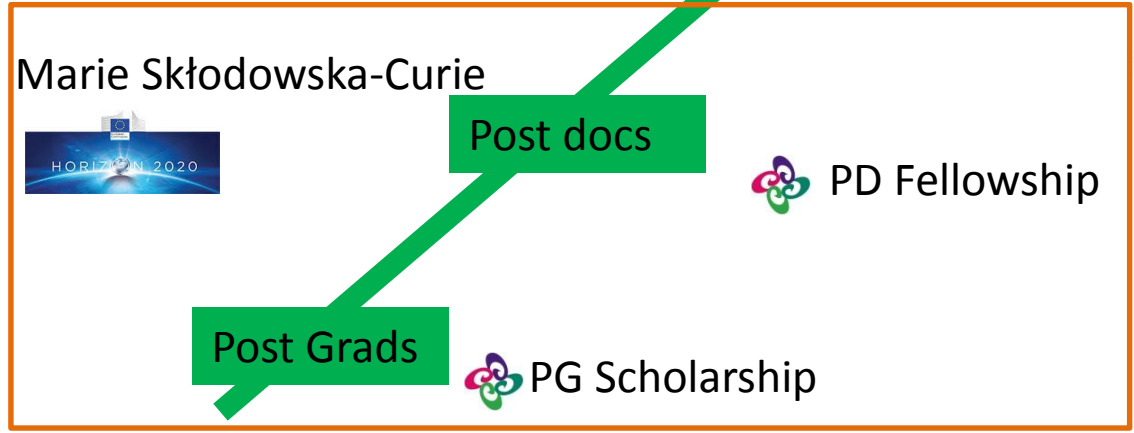
Priority	 <b>Excellent Science</b>	<b>Industrial Leadership</b> 	 <b>Societal Challenges</b>
Funding Mechanisms	European Research Council Future & Emerging Technologies Marie Skłodowska-Curie Research Infrastructures	Leadership in enabling & industrial technologies Access to risk finance Innovation in SMEs	<ol style="list-style-type: none"><li>1. Health, demographic change and wellbeing</li><li>2. Food security, sustainable agriculture, marine and maritime research, and the bio-economy</li><li>3. Secure, clean and efficient energy</li><li>4. Smart, green and integrated transport</li><li>5. Climate action, resource efficiency and raw materials</li><li>6. Europe in a changing world: inclusive, innovative and reflective societies</li><li>7. Secure Societies</li></ol>
Focus	<b>Bottom-up</b>	<b>Industry-led</b>	<b>Top-down</b>

# Strategic approach to your research career

Available opportunities for your career stage

Road-mapping your medium and long-term  
funding strategy

H2020 Societal Challenges opportunities



erc Starter

erc Consolidator

erc Advanced

Marie Skłodowska-Curie



Post docs

PD Fellowship

Post Grads

PG Scholarship

Research Fellow / Lecturer

Senior Research Fellow / Lecturer

Assoc. Prof.

Prof.

RPG Starter

Sfi SIRG

RS-SFI Research Fellowships

Sfi PIYRA

Sfi CDA

RPG Advanced

Sfi IVP

COST

New Foundations

Sfi Industry Fellowship

ENTERPRISE IRELAND Commercialisation Fund Projects

Commercialisation Case Feasibility Fund

# Contact us:

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E: [shona.leith@mu.ie](mailto:shona.leith@mu.ie) and [patrick.boyle@mu.ie](mailto:patrick.boyle@mu.ie)  
[research.development@mu.ie](mailto:research.development@mu.ie)

<https://www.maynoothuniversity.ie/research/research-development-office/>

# Any Questions?

# RDO Finance support

## Pre-Award Stage

- Review finance clauses and compliance conditions for all externally funded research grant calls / tenders
- Provide budgeting advice with regard to:
  - Finance terms and conditions and specific eligibility rules
  - Direct costs (staff costs and scales to be used, equipment, materials, travel costs, subcontracting etc.)
  - Indirect costs (as per funding source / MU policy)
  - VAT (depending on funding source and IP requirements)
  - Matching funds (cash / in-kind contribution)
  - Budget justifications

<https://www.maynoothuniversity.ie/research/research-development-office/research-funding/preparing-budgets>



# RDO Finance support

## Award Stage

- Review financial & payment provisions for all research award contracts / consultancy contracts / service contracts / consortium agreements
- Prepare budget revisions during negotiation of research contracts (if required)
- Attend kick off meeting organised by RDO and point to any specific financial & non-financial compliance requirements

# RDO Finance support

## Post-Award Stage – 1/2

- Assist with contract amendments (financial & budgetary provisions review)
- Approve the advertising and recruitment of all staff and students funded from externally funded research grants
- Manage personnel changes and contract renewals
- Project management – project set-up, scheduling financial reports, feedback on financial progression
- Budget control and adjustments, no cost extension requests
- Ongoing compliance review at each reporting stage

# RDO Finance support

## Post-Award Stage – 2/2

- Co-ordinate and manage all aspects of audit review
- Grant closure – follow-up on outstanding queries and funding owed
- Decommission of research award – cost centre/business unit closure

# RDO Finance – contact details

## Contact details:

Petra Stolfova, Research Finance Officer

Edward Holden, Research Support Officer

Marie Carr, Research Support Officer

Emer Lindsay, Research Accountant

## Location:

John Hume Building, Room 3.15

# Any Questions?