

## **Funded Postgraduate Research Student Pack**

Funded research students must complete the following forms and return to the Graduate Studies Office. **Payment will not be authorised until forms are returned.**

### **Form A: Research Agreement For Funded Research Students**

**In the case of funding through a personal scholarship such as John Hume/IRC:**

Student and Supervisor must complete and student sign.:

**In the case of funding through a research grant managed by the supervisor:**

The supervisor must complete this and the student sign.

### **Form B: Research Stipend Form For Funded Research Students**

The Research Stipend Form for Funded Research Students must be completed by the student. For students paid directly through a research grant managed by their supervisor, students should speak to their supervisor regarding the funding process. For further information please contact: [graduatestudies@mu.ie](mailto:graduatestudies@mu.ie)

### **Form C: Section 193 Revenue Form (Scholarship Tax Exemption)**

193 Revenue Form 2017 All students in receipt of a stipend must complete this form. Stipend payments cannot be made otherwise. All students must have an Irish PPS number, foreign social security numbers cannot be accepted.

(Please contact [international.office@mu.ie](mailto:international.office@mu.ie) for advise on applying for Irish PPS number)

### **Form D: Researcher Undertaking**

Researcher Undertaking addresses the ownership of Intellectual Property created by an employee or student/researcher.

The undertakings ensures that we comply with National IP Protocol (see <http://www.knowledgetransferireland.com/ManagingIP/KTI-Protocol-2016.pdf>) as demonstrated by requirement 2 of the National IP Management Requirements. (See <http://www.knowledgetransferireland.com/ManagingIP/KTI-Resource-Guide.pdf> page 15, table 2).

### **Fees:**

To ensure Fees are made, the supervisor must complete the online form including the Business Unit:

<https://www.maynoothuniversity.ie/student-fees-grants/quick-link-forms-documents/postgraduate-fee-internal-transfer-form>

## Form A: Researcher Scholarship Agreement for Funded Research Students

**In the case of funding through a personal scholarship such as John Hume/IRC:**

Graduate Studies must complete and the student sign.:

**In the case of funding through a research grant managed by the supervisor:**

The supervisor must complete this and the student sign.

In accordance with the MU Criteria for Supervision and Regulations on Supervisory Arrangements (<https://www.maynoothuniversity.ie/university-policies>).

Student Name:	Student No:
Supervisor	Department
Specific Nature of the Work i.e. Research PhD/Research Masters/Other	
Proposed Thesis Title	
Research Grant Title & Number (e.g. IRC/GOIPD/2018/XXX/ Or insert Hume as ref with year of the award.)	
Start Date:	End Date:
Stipend per year:	Fees:

Dear {name of student]

The above scholarship is awarded to [ NAME OF STUDENT ] starting [                      ] for a period of [                      ] years ending [                      ].

Subject to these Term and Conditions and those of the funder/sponsor, your scholarship will include a stipend of € [                      ] per annum and your fees per annum will be covered for the period above subject to funding and adequate progress. Exemption from income tax in respect of scholarship income is on a self-assessment basis and will require submission to the University of a completed Scholarship Exemption Declaration form.

The scholarship is subject to the terms and conditions that are listed below:

1. You agree to be bound by the rules, regulations and policies of Maynooth University relevant to various aspects of your study as applicable, including but not limited to conduct, plagiarism, ethical practice, research integrity, inventions and patents, conflict of interest, e-thesis depository etc., as published in the policies section on the University website [<https://www.maynoothuniversity.ie/university-policies>]. In particular, you agree together with your supervisor, to obtain ethical approval for your research when applicable.

2. You agree to protect and retain your data for a period of 10 years, as outlined in the Research Integrity Policy and, in accordance with any policy/process in your Department regarding retention and management of research data.
3. You agree to assign your rights to Inventions in accordance with Maynooth University's standard agreement for research students as indicated in the IP Policy.
4. You have read and agree to be bound by the terms and conditions of the grant/consortium agreement under which you are funded (Appendix A).
5. You will be registered in the Psychology Department. Failure to successfully complete a year of study as judged by the Departmental Research Progress Committee will result in the termination of the scholarship. In exceptional cases, at the request of the supervisor or the student, the Departmental Research Student Progress Committee may meet during the academic year if a student is identified as being unable to make progress or if concerns have arisen during the year.
6. Your research programme will be under the general supervision of your nominated supervisor(s) who will specify study times, research times, vacation periods and other operational requirements.
7. It is required that prior to publication or dissemination of information relating to the research at Maynooth University, you must obtain approval in writing from your supervisor/relevant parties as per the grant /consortium agreement. Where appropriate such publications will acknowledge your supervisor or include his/her name as co-author if applicable (in accordance with MU Research Integrity Policy). The publication must also reference the grant details and funding body/agency as per the terms and conditions of the award, in addition to any specific terms regarding logos and phrases that the funding agency/sponsor requires.
8. These conditions apply to your research funded under **[insert specific award ref. number]** conducted during your period of study at the University. The level of funding available to the University from the funding body/agency, to support the scholarship may be decreased or withdrawn. Accordingly, the University reserves the right at any time to decrease the amount of the scholarship or to terminate the scholarship.
9. In the event of a conflict between the terms of this agreement and the provisions of the grant /consortium agreement under which you are funded, then the provisions of the grant /consortium agreement shall prevail.

To accept the offer under the terms and conditions stated above, please sign and return the form to undersigned:

Name: \_\_\_\_\_  
(Name of Supervisor: Block Capitals)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **To be signed by Students**

I confirm that I have read, understood and agree to the Terms and Conditions as set out above and I am accepting this scholarship offer on the above Terms and Conditions.

Name: \_\_\_\_\_  
(Name of Student)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

