

HEA Cost Extensions for Research Disrupted by COVID-19 FAQ's

1. I am a PhD student/postdoctoral researcher funded by an individual fellowship how do I apply for the HEA COVID 19 costed extension fund?

You can apply for the above fund by completing the HEA COVID 19 Costed Extension [Individual Form](#) in consultation with your supervisor/mentor.

2. I am a PhD student/postdoctoral researcher funded by a research grant how do I apply for the HEA COVID 19 costed extension fund?

You should first contact your supervisor/mentor to determine if you are eligible for this fund. He/she will complete the HEA COVID 19 Costed Extension [Project Application Form](#).

3. Do I need to include any other information with my application form?

- For individual applications please upload a letter/email from your supervisor which contains the required declaration using the template which you can find at the following link [here](#).
- For project applications please upload an email from each individual you wish to extend using the template which you can find [here](#), as well as total budget using the template provided.

4. My project is co-funded by industry can I apply?

Yes, you can apply however the industry co-funder must contribute at the same rate under the current funding agreement, e.g. where an industry partner is contributing 20% of the current costs they must also contribute at a level of 20% to the extension. This may be in cash or an in-kind contribution and a letter of support from the industry partner must be uploaded with your application.

5. Are consumable/material costs eligible?

The primary goal of this funding is to provide costed extensions to salaries and stipends of researchers whose research has been disrupted because of COVID 19. We do recognise however that some projects may not be able to proceed without some consumable costs. A case should be made for these when submitting your application.

6. I am a postdoctoral researcher do I need to include pension contribution when costing my monthly salary?

No, for this programme you only need to include PRSI at 11.05%

7. I am in my second year of my PhD and my project has had considerable disruption am I eligible to apply for this fund?

The fund is aimed at researchers that are coming to the end of their funding or studies so they may seek a no cost extension of their current award, therefore you are not currently eligible to apply to the 1st round of funding. There will be further rounds of funding for projects completing in 2021.

8. Do I have to have a no cost extension in place in order to apply for this funding?

No, you do not already require a NCE, however if you are offered funding then you must apply to your funder to seek an NCE, funds will not be awarded until an NCE is in place. This only applies to those who are not self-funded. Details of what will be required will be sent in the letter of offers.

9. I have been given costed extension already do I need to do anything now?

Please contact MUheacovidfund@mu.ie and we will let you know what needs to be done.

10. It states in the T&Cs that I have to get an no cost extension from my funder if I am offered funding how do I do that?

Yes, funding from the programme is contingent on your funder (where applicable) granting you a no cost extension on your current award. However, to expedite the process, we will seek pre-approval for you from your funder so that we can pay you. We have agreement from all the funders to do this. We will then give you instructions how to complete the process.

FAQs updated 27/10/2020

11. I have an internal scholarship does it have a contract reference number?

If you have a departmental scholarship, it may not have a funder's reference number. In this case, please put N/A in the field.

12. I have a John Hume Scholarship am I eligible to apply for this fund?

Yes, you are eligible.

13. Do IRC scholars still apply for a costed/no costed extension as well at this fund or is this a replacement?

Please see 8-10 above.

14. Will salary levels stay the same?

If you are research staff your salary will stay the same. If you are a research student who is externally funded your stipend will remain the same. If you are internally funded or self-funded your stipend will stay the same unless it's currently less than €1333 in which case the minimum you will receive will be €1333.

15. If the IRC already granted a no cost extension with a budget reallocation for which doesn't have sufficient stipend to cover the period of the extension can I apply for this fund for a stipend?

Yes, if you already have a NO cost extension you can apply for your stipend (if the extension didn't cover it).

16. Will an application be fully accepted/rejected by the board or might it be partially funded? e.g. If someone applies for four months' worth of stipend, is it possible that they might be awarded two?

While the board will try to fund any request that is eligible and makes a sufficient case to merit the request, they do reserve the right to determine the final amount awarded.

FAQs updated 08/01/2021

17. What does the once off exceptional stipend support for self-funded research student consist of? You can ask for support for 1-4 months of €1,333 a month for a full-time registered research postgraduate student.

18. My Deadline expires on 31/10/21, am I eligible to apply now? Yes.

19. How do we have to prove we have considered a budget reallocation, for example with the IRC? if we can only cover 1 month but need more months is that enough proof? Yes, when you make your application, please state that you will be seeking a budget re-allocation for the month and the balance from the HEA Fund. We will submit the budget re-allocation to the IRC with the request for the extension for the HEA Fund, if your application is successful.

20. Should IRC funded students apply directly to IRC extension scheme first or apply through the HEA extension fund? No, you can apply to the HEA Fund first. If you have already got a no cost extension from the IRC just let us know in the application.

21. Does the supervisor have to stick to the template? I have my supervisor's permission to apply for the fund but it is not in the form of the template: Yes, there is a short declaration that the supervisor must sign, this should be uploaded as part of your application. You don't need a formal letter an uploaded copy of an email (with header) will be sufficient.

22. If I apply for the fund but don't need it is that ok. Yes, but please let us know at least one month before you are due to get a stipend.

FAQs updated
02/03/2021

23. What type of evidence is required if research is disrupted for caring responsibilities?
We suggest that you clearly outline the details of your responsibilities in your application and provide an estimate of the time disruption to your project delivery due to the COVID 19 pandemic.

24. Will remaining funds for material or research costs be taken into account prior to applying for extension of salary? If you have funds left within a budget, we will prepare a budget reallocation for salary costs with you, to apply to the HEA fund programme- please email the details MUheacovidfund@mu.ie

25. How long does the assessment process take? Applications submitted before the 10th of the month, can expect to have a result back within 2/3 weeks.