

IRCHSS RESEARCH DEVELOPMENT INITIATIVE

FREQUENTLY ASKED QUESTIONS

GENERAL QUERIES	
Why is there such a strict start date of 14th December 2009?	The Terms and Conditions state that all awards will be conditional on the ability of the principal investigator to commence the project by 14 th December 2009. This will be strictly enforced as the RDI 2009 scheme is utilising funding from the IRCHSS 2009 budget. Projects must also be completed by 31 st December 2010.
When will the results of this scheme be conveyed to applicants?	It is hoped to communicate results of this scheme by the first week of December 2009. Therefore, projects must have a start date from 14 th December 2009 – 31 st December 2010. Projects must commence (i.e. spending started) by 14 th December 2009 meaning that not all monies need to be spent by this date.
What is a PI?	<p>The principal investigator (PI) is the individual applicant/leader of a team. Applications are accepted from individuals or teams of individuals. For example, five people from the Department of X in institution Y may submit five unique applications to Strand 2. Although the Head of Department must sign off on each application, the department, per se, does not submit an application.</p> <p>IRCHSS will work with the named single Principal Investigator both in terms of project management and progress reporting. Funding will be awarded to the single Principal Investigator and lead institution. Where a number of Associate Investigators are in place at different institutions and where relevant, the IRCHSS will require a signed agreement and payment schedule of funding transfers between partners at award stage.</p> <p>Applicants are advised to read the Terms and Conditions carefully.</p>
Does the principal applicant need to be a permanent member of staff at the Institution in question? i.e. can temporary staff, or research staff (such as Postdoctoral students), also apply?	The principal investigator must be a full-time member of the academic staff, either permanent or on temporary contracts of sufficient duration to cover the period of the proposed project, of a third-level institution within the meaning of Section One of the Higher Education Authority Act, 1971 <i>and/or</i> in receipt of public funding as approved by the Minister for Education and Science for the purposes of the Free Fees Initiative. Applications will also be accepted from permanent members of the academic research staff at the Economic and Social Research Institute (ESRI) and the Dublin Institute for Advanced Studies (DIAS).
Can applicants apply for more than one strand?	

Yes, an applicant can apply for more than one strand but must note that all projects must commence by 14 th December 2009.
Can PI applicants submit more than one application PER STRAND?
No, a PI applicant cannot submit more than one application per strand, but may be included as part of a team on another application.
Can there be more than one PI named on an application?
No.
Can a single applicant apply or is a team necessary?
Applications from both are welcome; however, one person must be nominated as the PI for administrative and financial reporting purposes.
Do all team members need to be from the same Institution?
No, inter-institutional applications are welcome but one team member must be nominated as PI.
Can a recipient of an IRCHSS Fellowship participate as a partner?
Fellows must adhere to the Terms and Conditions of their fellowship and ensure that the project plan as originally funded is completed. Replacement teaching costs are an ineligible cost for existing and new fellows.
If I am currently in receipt of an IRCHSS thematic/major/RDI/theology grant can I apply for this scheme?
Yes
Can my project funding be used to support international collaboration?
Applications may include provision for researchers from recognised higher education institutions other than those defined to facilitate all-Island or international collaboration where appropriate. The added value of such proposed participation must be shown. Support will be available to cover costs associated with this collaboration. Staff costs can only be allocated to eligible institutions.
How much international collaboration can be funded by this kind of project?
There are no specifications on how much of an international cross cultural collaboration can be funded on a project. However, as with all applications, all proposed activities (including international collaboration) must be justified within the context of the overall application.
Can I apply in Irish?
Yes, but please note, as the evaluation will be conducted by the International Assessment Board through English your application will have to be translated (either by you or an external body).
How do I know if my host institution has a policy on good conduct in Research and how do I appropriately answer this part of the application form?
The best way of knowing if your host institution has a policy on good conduct in Research is to contact the Research/Development office and ask them. If your host institution does have such a policy, simply add a link to this part of your institution's

<p>website in the answer section of this question.</p> <p>If this policy is internal a note stating that this policy exists and is for internal access only is sufficient.</p>
<p>Who needs to endorse my application?</p> <p>For all strands of this scheme the Head of Department and Vice-President for Research (or equivalent) must endorse the application. If the applicant/PI is the Head of Department, then a higher authority, such as the Head of School, must endorse the application instead.</p> <p>By signing and endorsing an application the PI's institution agrees to accommodate and participate in the proposed project should funding be awarded.</p>
<p>What subject areas are covered under this Scheme?</p> <p>IRCHSS eligible subject areas can be found on http://www.irchss.ie/xdownloads/IRCHSS_Subject_areas.pdf Applications of an interdisciplinary nature are also welcome.</p>
<p>Does the hard copy have to be with you by 4pm on 3rd November 2009 or simply the electronic version, with the hard copy to follow, post marked before 4pm 3rd November 2009?</p> <p>Hard copies of applications must be postmarked on or before 4pm on 3rd November 2009. Electronic copies must also be sent on or before 4pm on 3rd November 2009. Late applications will not be accepted.</p>
<p>How many copies of all documentation must be submitted?</p> <p>1 hard copy and 1 electronic copy of ALL documentation (in accordance with the postmark information above) must be received by the deadline.</p> <p>Only items presented in the application form, and excel spreadsheet will be evaluated by the Assessment Board. Please do NOT provide additional sheets/appendices (including CVs) etc. These additional items will deem an entire application ineligible.</p>
<p>How strict are the word limits?</p> <p>Applications exceeding the word limits will NOT be assessed. All applications/sections (e.g. Project description) must include bibliographies, references, other information etc. where appropriate, according to the limits specified in the application form.</p> <p>Please do not provide additional sheets/appendices etc. These additional items will deem an entire application ineligible.</p>
<p>Can diagrams and other illustrations may be included in the project description and/or plans for dissemination and if it is okay to include them, would this have any bearing on the allowable word counts?</p> <p>Yes; however, please note the specification on word limits/appendices above.</p>
<p>Can Postgraduate students be taken on as non-PI team members?</p> <p>PIs must determine the best staff to be recruited to complete the project effectively. Therefore, the qualifications of all proposed staff are a matter for the PI as long as all</p>

costs are justified within the context of the overall application.
Fees and scholarship stipends are NOT an eligible cost for this scheme.
Can we hire postgrads on an hourly basis to carry out research under this strand?
All staff must be costed in accordance with approved IRCHSS RDI staff rates 2009; postgraduates may be hired on block basis. PIs must determine the best staff and time allocated to be recruited to complete the project effectively.
Are there ceilings for overheads?
Overheads are an eligible cost for Strands 5 and 7 only. These must NOT exceed maximum of 20% of modified direct costs. The actual % is dependent on the Institution's policy but may not exceed a maximum of 20%. The 20% must be included as part of the total budget. The overhead cost must be calculated into the excel budget sheet provided. Equipment costs are not applicable. In collaborative and cross-institutional projects, overhead costs must be shared proportionately between partners. This must be agreed prior to the commencement of the project and noted in the application.
Is the one-third restriction for staff costs (total of budget) only related to replacement costs?
Yes, this restriction is for staff replacement only not all staff costs.
Please confirm under what category 'materials' (e.g. scarce text books) should appear.
These may be placed under the heading of equipment in the excel budget sheet.
If the staffing costs will not cover salary costs based on institution's salary scales, can the institution part-fund this costing elsewhere, or does the project in question have to be 100% funded by the RDI?
Yes. All staff must be costed in accordance with approved IRCHSS RDI 2009 staff rates.
In addition to the RDI 2009 scheme, will the IRCHSS launch a large/small/fellowship projects scheme this year?
IRCHSS does not currently anticipate announcing a large/small/fellowships projects scheme in the academic year 2009/10 (to commence in academic year 2010/11)
What is the submission process (is there any online submission system to use to apply).
As per the Terms and Conditions the submission details are to complete the correct application form: Copies: One electronic <u>and</u> one original hard copy of all completed documents. Submit to: RESEARCH DEVELOPMENT INITIATIVE Irish Research Council for the Humanities & Social Sciences Brooklawn House Shelbourne Road

Ballsbridge Dublin 4 Email: projects@irchss.ie
Deadline: 4pm on Tuesday 3rd November 2009.
Can an non-eligible e.g. researcher from a UK institution applicant submit an application as a PI?
No however, applications may include provision for team membership of researchers from institutions and organisations that fall outside the eligible institutions, including both national and international participation. However, only collaboration costs may be allocated to such institutions/organisations and the added value of such proposed participation must be demonstrated. Staff costs can <i>only</i> be allocated to eligible institutions.
Can applications be hand-delivered to the IRCHSS?
Yes. <i>For this scheme only</i> , given the time constraints, hand-delivery can be facilitated by the IRCHSS.
If the PI determines that an existing postgraduate student is the best person for a part-time Research Associate position can this person be hired?
It is up to the PI to determine the best person to work on a project. However, as the terms and conditions state the recruitment of any staff to the funded project must be publicly advertised. “Staff” must be recruited for this specific project and awarded topic only. The position is a Research Associate position. The research associate can be recruited on a block basis/pro-rata basis using the RDI 2009 staff costs.
Are postgrads in receipt of an IRCHSS stipend, but whose contract allows them to work after a certain period, eligible to be employed as an RA?
This would be dependent on the nature of work, pay and hours allocated as per the Terms and Conditions of the IRCHSS scholarship. Specific written permission from the Director would need to be sought, for scholars to be employed on a specific project as a research associate.
Do applicants need to provide a referee for RDI 2009 (Strand 5,6,7)?
NO Due to simplification of the application process <i>for this scheme only</i> applicants are NOT required to provide a reference or referee name.
Given the strict start date for this scheme (14 th December 2009) how will the Employment Control Framework affect this?
In cooperation with the HEA, all successful awardees will be expected to complete the reporting templates from the Employment Control Framework for both new and replacement staff. This will include confirmation that there are no suitable surplus staff within the organisation which might be redeployed. In order for the process to be more streamlined and efficient all ECF templates (for successful projects) will need to be

completed and submitted to HEA (lsherry@hea.ie and vharvey@hea.ie) by Friday 4 th December 2009. This will ensure that all PIs will be notified of staffing by 11 th December 2009 and can commence the project on 14 th December 2009.
The response to the question "How many copies of all documentation must be submitted?" (see above) indicates that both hard copy and electronic copy must be *received* by the deadline while it appears that they must be *submitted* by the deadline. Can you please clarify/correct this answer.
To apply you need to submit : <ul style="list-style-type: none"> • 1 hard copy which must be postmarked on or before 4pm 3 November 2009 (Applications are required to be postmarked on or before the deadline. If the application is postmarked after the deadline, the application will be deemed ineligible) • 1 electronic copy which must be emailed on or before 4pm 3 November 2009
What is meant by "value for money"?
It is vital that all projects clearly demonstrate efficiency and maximum benefit of the resources being sought.
<i>Staff rates provided; This rate may be used on a pro-rata basis where appropriate – does this mean I can budget for half-time buyout for one semester only, i.e. halve the rates?</i>
Yes, staff may be costed on a pro-rata basis where necessary.
I understand from the FAQ that Staff Replacement costs must be in line with the RDI 09 staff rates. I notice that the RA Associate / Consultant can be used on a pro rata basis if needed. But what about the Academic Staff rate – can this also be pro rata if, for example, there are a number of academic staff involved?
Yes both staff rates can be costed at the pro rata rate.
We would like to offer one or more researchers a buyout from one of their courses to allow them to work on the IRCHSS project. In order to do this we had calculated the cost of the buyout and were hoping to pay them this amount as a lump sum. We were planning to use the RDI 'Academic Staff' pay rate as our basis for this, allotting for example €1000 to a researcher for time spent on the project and a similar amount to another researcher, and so on. These researchers would also each have a Research Assistant. The Research Assistant would be paid from the RDI 'Research Associate/Consultant' rate, but on an hourly basis as opposed to a lump sum. Can you tell me if this approach is possible? If not, what procedure should be adopted?
All staff must be costed in accordance with approved IRCHSS RDI staff rates 2009; postgraduates may be hired on block basis. PIs must determine the best staff and time allocated to be recruited to complete the project effectively.
P.7 of your terms and guidelines state the following: The IRCHSS must receive formal assurance (through signature on the application form) from the institution of its willingness to host the project and of its readiness to provide accommodation appropriate to the project. The institutional signature/endorsement must also be used to provide confirmation of the employment/contractual status of the PI as outlined in the PI eligibility criteria.

Can I assume that the application form signature relates <u>only</u> to the institution of the PI and not to the institutions of collaborating researchers abroad ?
Yes.
Since the FAQs state that bibliography/references must be included in the text of the application – do these count towards the final word count in each section?
Yes they do count towards the final word count in each section.
Must all research projects which the PI is involved with be listed or just a selection? Some of these may not have received research funding or may be part of a broader project – should these still be included?
It is a matter for the PI to decide which projects should be included to best support their application.
I have a query regarding putting information into the spreadsheet for the different RDI schemes. What is the best way to put in the justification for expenses e.g. should we erase the text after each heading and replace it with the justification for that heading or should it be inserted after the text already there? I am also concerned about the length of the spreadsheet. Is there any limit to how much information can be put into it? Does it have to fit into one page when printed out or can it be several pages long?
The text already there may be deleted and replaced with your justification for that heading. There is no prescribed length for the budget but care should be taken with any justifications i.e. the excel sheet should not be used to flesh out your proposal.
Can you please tell me if foreign universities qualify as eligible institutions for the purposes of allocating staff costs to researchers based there?
All staff costs must be costed through the Irish institution.
Can I submit an application as PI for one strand and submit another application as AI for the same strand?
Yes, as the Terms and Conditions state Principal Investigators can only make ONE application per strand as a PI; however, they can be involved as an Associate Investigator (AI) in another application. Where an applicant submits more than one application as PI in a strand, the applications submitted will be deemed ineligible and therefore not assessed.
QUESTIONS RELATING TO STRAND 5: TARGETED COFUND INITIATIVE
What is the total maximum budget available for this strand?
The total maximum budget may be up to €77,000 of which IRCHSS will fund €50,000 (65%) and the cofund partner must provide €27,000 (35%).
Can the 35% cofund be provided in kind?
No, the 35% must be a financial commitment which will need to be in the project budget by 31 st March 2010.
Can the cofund amount be from a Donor/Foundation?
No, unless the proposed research will enable the building of a knowledge transfer relationship between a company/organisation and HEI staff by applying their expertise in an initiative that is meaningful to the development of their collaborative relationship .

Could the cofund amount be from a Charity that may also be in receipt of public monies?	Yes, as long as the amount being used for the cofund is not sourced from public monies.
Does the cofund/collaborative partner also need to complete an application form?	Yes, the partner (enterprise, voluntary/cultural organisation) must complete the Strand 5 partner application form confirming collaboration and financial support for the proposed project. Successful awardees will be required to confirm receipt of the financial contribution by 31 st March 2010.
With regard to Strand 5: Targeted Co fund Initiatives – can the non-academic partner be a Local Authority – i.e. City Council/ Regional Authority or an organization like Chamber of Commerce.	
Public monies are NOT an eligible contribution to this scheme therefore the cofunding must only come from non-exchequer sources. In this case we would assume that the city council/regional authority are publicly funding but the Chamber of Commerce may not be. The cofund partner will be required to provide non-public funding by 31 st March 2010.	
Is there a minimum award amount? Will small projects be considered?	There is no minimum award amount only a maximum award. Small projects that meet the aims of the strand will be considered. The only condition is the 35% cofund amount which must not be in kind.
How many Strand 5 projects will be funded?	We evaluate on the basis of excellence and the satisfaction of all criteria related to the application. <i>We do not specify project quantities to be funded.</i>
One of the key evaluation criterion is 'the ability of the PI'. How will this be measured?	The track record of the PI will be taken into account when making an assessment of the viability of a proposed project, <i>but the satisfaction of all evaluation criteria related to the application remains the key condition.</i>
For Strand 5, can the co-funder be a government agency or department?	Public monies are NOT an eligible contribution to this scheme therefore <i>the co-funding must only come from non-exchequer sources.</i>
If you have existing funding arrangements with a sponsor, can this be used as co-funding?	Yes, <i>provided:</i> a. Public monies are <i>not</i> the source of the co-funding. b. <i>The funding is for a new project with a beginning, middle and end, to be administered by this scheme.</i>
Is there a minimum/maximum contribution from partners?	<i>The co-fund partner must provide €27,000 (35%) of the total maximum budget of €77,000. The IRCHSS will fund the remaining €50,000 (65%).</i>
In relation to the 35% element of the COFUND, can two separate companies contribute	

to the 35%
Yes, two companies can contribute to the 35% COFUND, however, they must be able to demonstrate that the proposed research will enable the building of a knowledge transfer relationship between a company/organisation and HEI staff by applying their expertise in an initiative that is meaningful to the development of their collaborative relationship. If two companies are COFUND partners, they must each complete the required application form.
Could an international HEI be the COFUND partner?
The original aim of Strand 5 was that the COFUND partner should be non-academic. The objective of this strand is to encourage applicants to leverage funding from industry/SME/voluntary/cultural organisation sources.
In relation to the COFUND partner, could a private higher-education institution be a COFUND partner?
Yes, however, they must be able to demonstrate that the proposed research will enable the building of a knowledge transfer relationship between a company/organisation and HEI staff by applying their expertise in an initiative that is meaningful to the development of their collaborative relationship.
Can the COFUND partner be a body such as the CSO?
Public monies are NOT an eligible contribution to this scheme therefore the cofunding must only come from non-exchequer sources. In this case we would assume that the CSO are principally publicly funded. The cofund partner will be required to provide non-public funding by 31 st March 2010. However, the CSO could be a team member and would need to find an eligible cofund partner.
We are an independent research institution that is, primarily, funded by an annual allocation from a statutory body. I would be grateful if you could let us know if we could be considered as cofunders for the purposes of such an application
Public monies are NOT an eligible contribution to this scheme therefore the cofunding must only come from non-exchequer sources. In this case we would assume that you are principally publicly funded and therefore ineligible as a cofunder. However, you could be a team member and need to find an eligible cofund partner.
Are Enterprise Ireland and Forfás are eligible for the 35% additional funding that will be needed for a proposed project?
Public monies are NOT an eligible contribution to this scheme therefore the cofunding must only come from non-exchequer sources.
In relation to Strand 5, can the Cofund partner be a professional association, like a trade union, which is not publicly funded?
Yes, however, they must be able to demonstrate that the proposed research will enable the building of a knowledge transfer relationship between a professional association and HEI staff by applying their expertise in an initiative that is meaningful to the development of their collaborative relationship.

As a PI I am looking to collaborate with a company which will close one of their offices for some days to work with us and provide us with a staff member's time. Are either of these considered financial contribution from the company?
No, in kind contributions will not be accepted. However, there may be Enterprise Ireland schemes that may be more suitable for this type of initiative.
If I act as a team member / associate investigator on a successful RDI Strand 5 application, am I precluded from applying for an IRCHSS Postdoc Fellowship 2010/2011 when this call is opened.
This will be dependent on the nature of the RDI and Postdoctoral Project. As the PD Terms and Conditions will state (once launched): <ul style="list-style-type: none"> Academics who are <u>permanent members</u> of staff in higher education institutions either in or outside Ireland are not eligible. Research proposals which have been previously funded, either in fact or substance, under this or any IRCHSS Scheme are not eligible for consideration for further funding. Applicants may only re-apply to the scheme with the same project on one subsequent occasion. The second application must demonstrate a substantial difference from the first application.
It is clear that the original aim of the Strand was to encourage collaboration with industry, but we were wondering if a private HEI is eligible, if that would also extend to an international HEI where expertise and collaboration was relevant to the project topic which is about cultural associations and networks between universities and cultural institutions.
Funding under Strand 5 is not intended for international collaboration between HEIs where the international HEI is the cofund partner. An international HEI partner can be the team member but not the cofund partner. The cofund partner should be principally sourced from non-public (including international) sources.
The IRCHSS approved staff rates, which equate to a salary for the Research Assistant of approx €25,000, appear low. The Irish Universities Association Guidelines for Contract Researchers Salary Scales 2009/2010, allow for paying Research Assistants up to €39,000
The IRCHSS approved staff rates as outlined in the terms and conditions must be used. Any applications deviating from this will be deemed ineligible.
You mention that costs are allowed for Collaboration. We are a voluntary organisation and propose to be a Co-fund partner. In addition to putting in cash of 35%, we would also be putting in our staff time, with associated overheads (meetings, travel, etc) Should these overhead costs be included under collaboration or under a different heading?
Costs of meetings and travel should be included under the travel heading of the budget. Overheads can be costed to a maximum of 20% of modified direct costs and must be shared proportionately with the project partner.
Are referees required for the application? While there is some mention of referees in the supporting documentation, the application form does not include a space for their inclusion. If references are required, how many are required, and in what format?
NO applicants need to provide a referee for RDI 2009 (Strands 5,6,7)? Due to simplification of the application process <i>for this scheme only</i> applicants are NOT

required to provide a reference or the name of a referee.
Regarding staff replacement costs and staff costs - does staff replacement costs refer to a situation where, for example, academics teaching time is bought out by the project so that they can given their time to the RDI project. I ask because the proposed PI and associate investigators/team members on the project that we are proposing are employed through the Research Centre and by our co-funder, a national non-governmental organisation. Would such costs be more correctly described as staff costs?
<p>Staff replacement costs may provide a contribution towards the teaching buyout of an academic's time.</p> <p>In order to be eligible for this scheme the principal investigator (PI) MUST be a full-time member of the academic staff, either permanent or on temporary contracts of sufficient duration to cover the period of the proposed project, of a third-level institution within the meaning of Section One of the Higher Education Authority Act, 1971 <i>and/or</i> in receipt of public funding as approved by the Minister for Education and Science for the purposes of the Free Fees Initiative. Applications will also be accepted from permanent members of the academic research staff at the Economic and Social Research Institute (ESRI) and the Dublin Institute for Advanced Studies (DIAS).</p> <p>From your query it would appear that the PI may not be eligible.</p>
<p>It is unclear from the T&C's:</p> <ul style="list-style-type: none"> (i) The manner in which the "company's" funds are to be provided, i.e. directly to the university or funnelled through IRCHSS. Please confirm how IRCHSS sees this operating? (ii) What benefits, if any, does the company derive from the funding, i.e. is there any IP, copyright, publishing rights, priority access provided to the company arising from the work. Is this to be decided between the university and the company? Please confirm.
<ul style="list-style-type: none"> (i) The cofund partner's funds must be placed in the project account (i.e. at the HEI not IRCHSS) by 31 March 2010. IRCHSS will require a letter confirming this at this time or IRCHSS funding will be revoked. (ii) Should IP, copyright, publishing etc. issues arise this is something that must be agreed with between the PI and cofund partner. This, if appropriate and relevant, will be requested at award stage. This should be decided between the HEI and company with IRCHSS kept fully informed of the agreement.
QUESTIONS RELATING TO STRAND 6: FP7 SEED FUND
Where can I find more details on FP7 relevant to the Humanities and Social Sciences?
The FP7 Socio-economic sciences and Humanities Work Programme 2010 is available at http://cordis.europa.eu/fp7/ssh/home_en.html

SSH roadmap 2011-2013 available at http://ec.europa.eu/research/social-sciences/pdf/roadmap-2011-2013-final_en.pdf

A document detailing SSH opportunities with all areas of FP7 is available at <http://www.net4society.eu/public/ec-documents>

METRIS Monitoring European Trends in Social Sciences and Humanities, is a network to support the European Research Area (ERA) in the Social Sciences and the Humanities (SSH). The METRIS report – Emerging Trends in Socio-economic Sciences and Humanities in Europe is available at:

http://ec.europa.eu/research/social-sciences/reports_en.html

Where can I find details on the NCPs?

<http://www.fp7ireland.com/contacts.aspx>

Can I apply for seed funding if my proposed application is to be submitted to other themes apart from the SSH theme?

Yes, as long as the PI and proposed research is from the disciplines covered by the IRCHSS subject areas.

http://www.irchss.ie/xdownloads/IRCHSS_Subject_areas.pdf

What will be deemed as eligible costs under the staff costs?

Consultants in the form of proposal writers etc. may be eligible but must use adhere to the IRCHSS approved RDI 2009 staff costs (Appendix 1 and below). Staff may be costed on a pro-rata basis where necessary.

Table showing IRCHSS approved staff rates for the Research Development Initiative 2009

IRCHSS approved staff costs	1 calendar year	1/2 calendar year
Academic staff	€42,000 (inclusive of PRSI 10.75 % & Fixed Term 20 %)	€21,000 (inclusive of PRSI 10.75 % & Fixed Term 20 %)
Research Associate/Consultant	€31,380 (inclusive of PRSI 10.75 % & Fixed Term 20 %)	€15,690 (inclusive of PRSI 10.75 % & Fixed Term 20 %)
<i>This rate may be used on a pro-rata basis where appropriate</i>		

Can a research associate of an institution apply to Strand 6: FP7 Seed Fund for partner??

The principal investigator (PI/applicant) must be a full-time member of the academic staff, either permanent or on temporary contracts of sufficient duration to cover the period of the proposed project, of a third-level institution within the meaning of Section One of the Higher Education Authority Act, 1971 *and/or* in receipt of public funding as approved by the Minister for Education and Science for the purposes of the Free Fees Initiative. Team members (i.e. not the PI) can be associated with the institution but will only be eligible to receive collaboration costs.

If the main objective of the application is partner search this will be valid as long as the plan for the initiative is clear as per the application form.

Applicants are advised to read the Terms and Conditions carefully.

What is the submission process (is there any online submission system to use to apply).

As per the Terms and Conditions the submission details are to complete the correct application form:

- Copies:** **One electronic and one original hard copy of all completed documents.**
- Submit to:** **RESEARCH DEVELOPMENT INITIATIVE
Irish Research Council for the Humanities & Social Sciences
Brooklawn House
Shelbourne Road
Ballsbridge
Dublin 4
Email: projects@irchss.ie**
- Deadline:** **4pm on Tuesday 3rd November 2009.**

The *Principal Investigator Contact* Details section of the Strand 6 application form asks for information on the position held of the Principal Investigator including details on the relevant department and institution and where the prospective grant will be held and administered. As a private company our prospective PIs are not directly associated with any third level institution or department, therefore does this make us ineligible to apply for seed funding under Strand 6?

Section C of the terms and conditions states that

Applications under this Scheme must be submitted by one designated Principal Investigator (PI). They shall be full-time members of the academic staff, either permanent or on temporary contracts of sufficient duration to cover the period of the proposed project, of a third-level institution within the meaning of Section One of the Higher Education Authority Act, 1971 and/or in receipt of public funding as approved by the Minister for Education and Science for the purposes of the Free Fees Initiative. Applications will also be accepted from permanent members of the academic research staff at the Economic and Social Research Institute (ESRI) and the Dublin Institute for Advanced Studies (DIAS).

Therefore applicants who do not meet this criteria will be deemed ineligible.

The *Description of Proposed Initiative* section of the Strand 6 application form requests details of proposed partners. At present we have an idea of potential partners we would like to involve in our FP7 projects. For the Strand 6 application is it enough to simply list proposed partners with their relevant skills/experience or do we need to submit a commitment from these partners about their willingness to be involved in the FP7 proposal and project?

It is sufficient to list potential partners in your application without having a commitment in writing.
Is it possible to apply to Enterprise Ireland and the IRCHSS RDI Strand 6 for Irish co-ordinator for the same project simultaneously?
No, the IRCHSS RDI Strand 6 is aimed at applicants who are at the pre co-ordinator stage.
Does the scheme cover applicants who are interested in applying to the Marie Curie Initial Training Network?
Yes. Applications must clearly identify how their research initiative ties to specific elements of the relevant Work Programme. All successful awardees will be required to work closely with the relevant National Contact Point (NCP) and National Delegate (ND).
Is it possible to apply for funding from the RDI Strand 6 (FP7 Seed fund) for the preparation of an application under FP7 which is planned to be handed in on April 7 2010?
Yes, this is possible.
Under "Terms and Conditions" for the RDI it says that eligible costs include costs associated with "Travel (Irish-based partners only)", does this also include travel expenses for the PI of an application? In other words you apply for funding to cover relevant travelling expenses of the PI of your application?
We will only pay travel expenses for the Irish PI/partner. The PI must be eligible to apply for this scheme – see section C of the terms and conditions. <i>Applications under this Scheme must be submitted by one designated Principal Investigator (PI). They shall be full-time members of the academic staff, either permanent or on temporary contracts of sufficient duration to cover the period of the proposed project, of a third-level institution within the meaning of Section One of the Higher Education Authority Act, 1971 and/or in receipt of public funding as approved by the Minister for Education and Science for the purposes of the Free Fees Initiative. Applications will also be accepted from permanent members of the academic research staff at the Economic and Social Research Institute (ESRI) and the Dublin Institute for Advanced Studies (DIAS).</i>
I wish to coordinate a FP7/Marie Curie Initial Training Network: Is this an eligible FP7 action to seek funds from the Strand 6 initiative (ie. even though it is a different action to the 2010 work programme for Theme 8 (HSS)).
All co-ordinator grant applications should be submitted for the FP7 Ireland (Enterprise Ireland) co-ordinator grant process as the Strand 6 is aimed at applicants who are at pre co-ordinator stage and therefore not eligible for the FP7 Ireland grant. In terms of Marie Curie this is an eligible FP7 action as long as the application comes from the HSS community.
Given the interdisciplinary element of FP7 SSH calls, could disciplines other than those on the IRHCSS subject list be included, for example, Architecture provided disciplines from the list are also used?

<p>The PI must be from a discipline that is included in the IRCHSS subject areas however; applications may include provision for team membership of researchers from disciplines, where appropriate and pertinent to the proposal that fall the IRCHSS remit. Only collaboration costs may be allocated to such institutions/organisations and the added value of such proposed participation must be demonstrated.</p>
<p>Can you please clarify in the FAQs if the requirement to start spending by 14th December also applies to Strand 6 projects</p>
<p>Yes, ALL projects (for ALL strands) must commence by 14th December 2009. As the Terms and Conditions state <i>all awards will be conditional on the ability of the Principal Investigator to commence work on the project by 14 December 2009.</i></p>
<p>Is subsistence eligible as a cost under the travel costs heading in RDI Strand 6 (FP7 Seed Fund)?</p>
<p>No, subsistence (as in a daily rate) is not an eligible cost. Travel and accommodation are the only costs that will be paid for Irish researchers.</p>
<p>I would like to apply for the FP7 /seed fund but I don't have a specific call that I am addressing, can I apply?</p>
<p>The FP7 seed fund aims to support researchers who have ideas for future FP7 research proposals. This scheme will fund researchers who are planning to respond to future calls as partners or coordinators. Applicants must position their research within specific work programmes, and should use both the established research activity areas and the roadmaps of future work programmes to ascertain how they will fit with future research topics. Hence proposals will be assessed on both the applicant's research ideas and where it will fit in future work programmes. An application which does not consider the proposed future topics based on the available information will not be funded.</p>
<p>Can you specify what is included as eligible costs under the notion "catering". Does it cover just tea and coffee or could it include lunch or dinner as well?</p>
<p>Yes, lunch and dinner may also be included as long as it necessary for the planned event/meeting.</p>
<p>Can an applicant for the Strand 6 (FP7 seed fund) intend to apply for funding from European funds that are non-FP7 – e.g. European Science Foundation EUROCORES - but within the HSS thematic areas ?</p>
<p>No, the seed fund is for positioning for FP7 only not other sources of European funding such as the ESF.</p>
<p>What is the rate for postgraduate students working as RAs on any RDI project? I am unclear if the Research Associate/Consultant rate applies or if some other rate is available. For example is there an hourly rate?</p>
<p>All staff must be costed using the IRCHSS staff rates RDI 2009. In this instance, the Research Associate rate is the correct rate and may be applied on a pro-rata basis.</p>
<p>Is overnight accommodation for PIs who travel abroad for network building purposes eligible (Strand 6)?</p>
<p>Yes, travel and accommodation will be paid for PIs who travel abroad for network building purposes.</p>

QUESTIONS RELATING TO STRAND 7: DFA PROJECTS	
Do I have to align with the Conflict Resolution themes as set out in Appendix 2?	Yes.
Do Strand 7 projects have to have a total budget of €100,000 only?	No, applications may be received with a variety of proposed budgets however the maximum budget allowable will be €100,000 per project. There are no set budget guidelines and applicants are reminded as with all applications, all proposed activities must be justified within the context of the overall application and total budget.
I would be grateful if you could provide clarification (either on your FAQ's or by email) as to whether higher education institutes in Northern Ireland (including the University of Ulster) are eligible to apply, as Principal Investigators, under Strand 7 of the IRCHSS Research Development Initiative.	Higher Education Institutes In Northern Ireland are NOT eligible to apply as Principal Investigators, under Stand 7. The principal investigator must be a full-time member of the academic staff, either permanent or on temporary contracts of sufficient duration to cover the period of the proposed project, of a third level institution within the meaning of Section One of the Higher Education Authority Act, 1971 (Republic of Ireland HEIs only). However, applications may include provision for team membership of researchers from institutions and organisations that fall outside the eligible institutions, including both national and international participation. Only collaboration costs may be allocated to such institutions/organisations and the added value of such proposed participation must be demonstrated. <i>Staff costs can only be allocated to eligible institutions.</i>
Will the IRCHSS welcome applications under Strand 7 for gateway projects, in effect, significant seed funding designed to lead on to a more comprehensive project?	Following from discussions with the DFA IRCHSS (post RDI Information Session 14 th October) can confirm that gateway projects are NOT in keeping with the ethos of the scheme. Strand 7 projects should have clear beginnings, middles and ends with clear objectives and outputs rather than side projects or gateway projects. Projects should be self contained.
Will Strand 7 fund postgraduate students under 'staff costs'?	The qualifications of all proposed staff are a matter for the PI as long as all costs are justified within the context of the overall application.
What is the minimum number of themes (from Appendix 2) that must be covered in applications to Strand 7?	There is no set number of themes that must be covered in applications to Strand 7.
How many Strand 7 projects will be funded?	We evaluate on the basis of excellence and the satisfaction of all criteria related to the application. <i>We do not specify project quantities to be funded.</i>

What is the timeframe for advertising positions? Do the relevant RAs need to be hired by Dec 14 th or is that when the advertisement goes out?
The timeframe is dependent on the duration of the project as long as projects are completed by 31 st December 2010.
The Relevant RAs do NOT have to be hired by 14 th December 2009. However, PIs are advised to think about recruitment in the project plan.
All projects must commence by 14 th December 2009 which may include an advertisement for a post.
Under this strand can the partners be both national and international?
The principal investigator must be a full-time member of the academic staff, either permanent or on temporary contracts of sufficient duration to cover the period of the proposed project, of a third-level institution within the meaning of Section One of the Higher Education Authority Act, 1971 (Republic of Ireland HEIs only). However, applications may include provision for team membership of researchers from institutions and organisations that fall outside the eligible institutions, including both national and international participation. Only collaboration costs may be allocated to such institutions/organisations and the added value of such proposed participation must be demonstrated. Staff costs can <i>only</i> be allocated to eligible institutions.
Our project is proposing that our research centre would work closely with a voluntary organisation in Northern Ireland and a University outside of Ireland and that a series of network and roundtable meetings would be conducted with these team members and other civil society groups. For these meetings we would like to recruit the services of a Facilitator, and the person we have in mind for this role is based in Northern Ireland and has much experience in the field of conflict resolution, therefore we would be most keen to engage this person as we feel they could add huge value to the project. This person would need to be engaged for approximately 5-10 days. Please can you advise if this can be included as a collaboration cost or staff cost. I understand that staff costs can <u>only</u> be included for employees based at eligible institutions based in Ireland.
This should be costed using the IRCHSS approved staff rates outlined in the terms and conditions. Any staff hired by a project must be hired through one of the eligible institutions listed in the terms and conditions.
With regard to the RDI Strand 7 application, can you tell me please if the word limit includes the project budget spreadsheet?
The word limit excludes budget but care should be taken with any justifications i.e. the excel sheet should not be used to flesh out your proposal.
Under Strand 7 - where a collaborator on an application is based outside Ireland (USA) can travel costs be included for this person if well justified? Also, should these travel costs be listed under 'travel' or under 'collaboration' on the budget sheet? Finally, should conference costs (inc. travel to conferences) for dissemination purposes be listed under 'travel' or 'dissemination'?
Yes, these costs should be put under travel costs as they are project travel costs. Conference costs should be listed under travel. In general, all travel costs should be listed under the travel heading.

Can you please tell me if CVs of Principal Investigators and Associate Investigators are required
Section III of the detailed project description requires information Applicant(s)' research and other expertise relevant to the project proposal . Any additional documentation such as CVs will deems an entire application ineligible.
Where do staff advertising costs get included in the budget is it in Collaboration costs or in Staff costs? And the other question is, are translation costs in Collaboration costs? Where do tape transcription costs gets listed?
Recruitment costs can be listed under staff costs. Translation costs can be listed under equipment costs. Tape transcription costs can be listed under equipment costs.
Can an applicant use a student to work on the research and if so which rate is used is it €16000 per annum or do you have an hourly rate?
Yes, all staff must be costed using the IRCHSS staff rates RDI 2009. In this instance, the Research Associate rate is the correct rate and can be applied on a pro-rata basis.
Is subsistence eligible as a cost for RDI Strand 7?
No, subsistence (as in a daily rate, but accommodation is eligible) is not an eligible cost (for any heading including travel).