

**IRCHSS GOVERNMENT OF IRELAND POSTDOCTORAL FELLOWSHIPS
IN THE HUMANITIES AND SOCIAL SCIENCES**

FREQUENTLY ASKED QUESTIONS

GENERAL QUERIES		
In the light of the recent pay cuts how much will Fellowships 1 and 2 be valued at?		
Fellowships 1 and 2 are valued at €33,400 per annum. Of this amount €30,158 will be paid to the Fellow; the remaining money comprises €3,242 in PRSI costs.		
What fellowships are on offer?		
Fellowship	Duration of Postdoctoral Fellowship	Purpose
1	One year	Preparation of a doctoral dissertation for publication
2	Two years	To develop a new research project which is <i>a significant development</i> from the subject of the doctorate.
3 (CARA)	Three years (Two years in non-Irish HEI and return third year in Irish HEI)	To develop a new research project which is <i>a significant development</i> from the subject of the doctorate and spend a research period outside of Ireland, in order to gain new knowledge and international research experience.
How do I apply?		
To apply you need to submit : <ul style="list-style-type: none"> • 1 hard copy of the application form and supporting materials which must be postmarked on or before 4pm (GMT) 19 February 2010 (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 (GMT) 19 February 2010 		
What do I need for a complete application?		
<ul style="list-style-type: none"> • 1 completed application form with original signatures and stamps • 1 electronic copy • 2 samples of written work (one thesis chapter, TOC and one other) • 2 appropriately sealed references (using template provided) • Completed and stamped confirmation/declaration form (using template provided) • Formal statement of invitation from host institution (using template provided) 		

<ul style="list-style-type: none"> Written support from mentor (s) (using template provided)
<p>Where do I send my application to?</p> <p>POSTDOCTORAL FELLOWSHIP SCHEME Irish Research Council for the Humanities & Social Sciences Brooklawn House, Shelbourne Road, Ballsbridge, Dublin 4. Email: applications@irchss.ie</p>
<p>When will the results of this scheme be conveyed to applicants?</p> <p>The assessment of this scheme will not be concluded before the end of June 2010, at which point applicants will be informed by letter of the outcome. The secretariat will not discuss the results of the scheme over the telephone.</p>
<p>Can I apply in Irish?</p> <p>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).</p>
<p>May I hand in my application in person?</p> <p>No. All applications must be mailed by letter post and postmarked no later than 19th February 2010.</p>
<p>What are the success rates for applications?</p> <p>All awards are made on the basis of excellence. Please see the "Awards Made" section of our website for an indication of the number of awards made in recent years.</p> <p>For Fellowship 3 CARA IRCHSS co-funded with the European Commission will be offering 25 fellowships in 2010/11 and 2011/12.</p>
<p>What exactly is an 'electronic copy' for the purposes of the application?</p> <p>A copy of the complete application form must be emailed to us at applications@irchss.ie. It is not necessary to have original signatures/stamps on the electronic version.</p> <p>Note that, for ease of processing, your entire application form should be sent in a one Word or .pdf file.</p>
<p>I have previously held a non-stipendiary (unpaid) postdoctoral research fellowship. Am I eligible to apply for an IRCHSS Postdoctoral Fellowship?</p> <p>Yes, as long as you are eligible under the five year postdoctoral rule (Only vivas dated from 31 January 2005 will be considered as eligible).</p>
<p>I have previously held an IRCHSS postdoctoral research fellowship. Am I eligible to apply for an IRCHSS Postdoctoral Fellowship?</p> <p>Yes, as long as you are eligible under the five year postdoctoral rule (Only vivas dated from 31 January 2005 will be considered as eligible. There are some exceptions for maternity and illness leave, which are detailed in the terms and conditions.)</p>
<p>Will submissions made by Non-EU applicants be accepted?</p> <p>Candidates from any country may apply to the Fellowships 1 and 2</p>

For Fellowship CARA 3 non-Irish citizens must have been resident in Ireland for 3 of the last 5 years. In addition, Irish citizens that are currently located abroad may not have resided or carried out their main activity (work, studies, etc) in the country of their chosen 'international host' institution for more than a total of 12 months in the 3 years immediately prior to the call deadline. Applicants may not apply for a fellowship at a 'international host' organisation in the country of his/her nationality;
Is it possible to make two applications, e.g, one for a one-year fellowship and one for a two-year fellowship? Likewise, can an applicant submit two applications with two different institutional affiliations?
No: Applicants may apply for one of three categories of funding under this scheme. All additional applications will make all applications ineligible.
My doctoral thesis and published work are not in English (or Irish) – do I have to provide a translation in English? Should I submit the original as well?
Yes – please submit an English translation as well as the original.
I have a temporary contract at a higher education institution. Can I apply for a Postdoctoral Fellowship?
Yes: <i>Academics who are <u>permanent members</u> of staff in higher education institutions either in or outside Ireland are not eligible.</i>
Can one of my referees be my future postdoctoral supervisor/mentor?
One referee must be the applicant's major <i>doctoral</i> supervisor, and the other an academic familiar with the applicant's work. If the future postdoctoral supervisor was previously the applicant's major doctoral supervisor, he or she may provide the reference. At least one referee must be external to the applicant's host institution.
If I apply for and am awarded a one-year Fellowship, may I then apply for a second year of funding?
No; the one-year Fellowship is specifically to support the preparation of your doctoral thesis for publication. There will be no renewals
If one was awarded a doctoral degree in July 2004, is he/she eligible to apply to the 2009/10 scheme?
No: <i>This Scheme will offer research opportunities for scholars who may wish to affiliate with a recognised higher education institution to pursue research and who have been awarded their doctoral degree within the five-year period before 31 January 2010 (original viva date will be taken into account).</i>
Are universities/institutions in Northern Ireland are regarded as 'Irish Institutions' for the purpose of this Fellowship?
No: <i>For the purposes of this Scheme a recognised higher-education institution must be 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. Therefore, higher-education institutions in Northern Ireland are not eligible for this scheme.</i>
If my referee has retired, is it still possible to cite him/her as a referee?
Yes.
I will not fulfil my institution's requirements for the award of a doctoral degree

by 31 January 2010, can I still apply?

No:

This Scheme will offer research opportunities for scholars who may wish to affiliate with a recognised higher education institution to pursue research and a) who have been awarded their doctoral degree within the five-year period before 31 January 2010, or;

*b) who, by 31 January 2010, have been certified as having fulfilled **all** the requirements for the award of a doctoral degree, including a viva, where such is required.*

If unsuccessful in a previous year, can I re-apply with the same project?

Yes:

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.

Could you clarify what the task of acting as a mentor for an applicant for the Postdoctoral scholarship involves?

It is anticipated that mentors will meet regularly with Fellows to discuss proposed outcomes, milestones, chapters completed, papers delivered and publications resulting from his/her research. Reports received from Fellows and mentors alike in earlier rounds of the Scheme indicate that regular meetings along these lines play an essential part in helping Fellows to maintain a clear focus in pursuing their research plans. IRCHSS would particularly encourage Fellows and mentors to make the most of the opportunities which this award represents and counts particularly on mentors in supporting the Fellow in seeking to secure publication of his/her work in outlets of signal international significance and impact. IRCHSS counts particularly on mentors in assisting the Fellow in framing publication proposals and in identifying international publishers whom the Fellow should approach.

Do I need to provide transcripts?

No, but you will need completed and stamped a Confirmation form (if already graduated from your PhD) or Declaration from your Student Records Office/Academic Registry

With the 2-page bibliography, is it now acceptable / advisable to reference throughout the application document: description of topic, methodology, contribution to existing research?

The terms and conditions advise applicants not to provide bibliographical lists or footnotes. Applicants are advised that they must not exceed the stated word limits in their applications.

Do the reference forms have to be (a) typed and (b) use the template

Reference forms **MUST** be completed on the official referee template. A reference not typed on the template will deem an application ineligible.

Applicants are required to nominate two referees (PhD supervisor and one external) in support of their project proposal and to include such references with the submitted proposal. The references provided must be original signed and sealed¹ and at least one reference must be provided by an individual external to the applicant's institution. References must be completed on the official referee form (available via <http://www.irchss.ie/schemes/scheme02/index.html>)

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N.B.:

- Any reference sent independently of an application will not be accepted and will deem an entire application ineligible.
- An 'original signed and sealed reference' is a reference completed on the supplied form template bearing the original signature of the referee. Neither photocopies nor electronic copies of references will be accepted.

The provision of references is an integral part of a fully completed application and is the sole responsibility of any applicant to this scheme. Applicants are advised to allow sufficient time for their nominated referee to complete and return a duly completed official reference form to the applicant in advance of the closing date

In reference to the electronic copy of the application form that must be emailed to applications@irchss.ie before 4 pm on 19 February 2010, does this also include supporting materials, such as, the mentor's letter, the statement of invitation, the bibliography, and the samples of the applicant's written work? As references are required to be signed and sealed, should they simply be sent by post, rather than by both post and email?

Applicants are required to submit an electronic copy of the application form (including bibliography) and samples of the applicant's written work. Applicants are not requested to submit an electronic copy of the references (these must be sealed), the statement of invitation, the mentor's letter and the confirmation/declaration from the Student Records Office.

Is it possible for my Postdoctoral supervisor/mentor who is the head of a department/school of the host institution for the duration of the Fellowship to provide both a formal statement of invitation and a reference?

Yes, it is possible for your proposed supervisor/mentor to provide both a formal statement of invitation and a reference.

While my thesis is in English, the subject matter is Italian history and I have thus quoted from primary and secondary sources in Italian in the thesis. Would I need to translate these quotations for the chapter that I am submitting as a writing sample?

Yes – in order to facilitate evaluation by the assessment board, please provide an English translation if required of samples of your written work.

When it comes to PART D section 15, there seems to be little room for the necessary text, can I type here "See attached documentation"? And then have the necessary material typed under heading 15 a 'Description of Project' etc., which I have typed on a separate word file?

NO to do this will deem your entire application ineligible. You may expand the boxes in MS Word when applying and ensure that you adhere to the strict word limit. Any appendages other than those listed in supporting materials will deem an entire application ineligible.

In addition, electronic copies must be sent in one document.

Do you accept more than two referees? Two are required according to the terms and conditions, but is it possible for me to have both my main thesis-supervisor and my project-supervisor as referees in addition to one external referee?

No

In the application form there are only three spaces in which to write

conference-presentation from the last three years, does this imply that the applicant can at a maximum write down three presentations?

No; applicants can add more lines through expanding on word. Any appendages other than those listed in supporting materials will deem an entire application ineligible.

According to the terms and conditions, "applications must be accompanied by three non-returnable samples of the applicant's written research work". Can a co-authored article (prepared in collaboration with one other academic) be accepted or does it necessarily have to be a single-authored text?

Each applicant is advised to submit one chapter and a table of contents of his/her thesis and one further sample of his/her written research work, as the applicant sees fit. There are no specifications that this sample must be single-authored text.

In Part 18.b you are asked to nominate up to 5 International Peer Reviewers – what does this entail?

Applicants are required to nominate up to five international academics/renowned experts in their discipline to peer review their proposal. The role of a peer reviewer is to provide an expert academic review of proposals, not personal testimonials. A review that provides an objective analysis of a research proposal is key to the assessment process. Nominated peer reviewers must NOT be a collaborator on the proposed project, a former supervisor of the applicant (within the previous five years), co-author of the applicant, has or has had a personal relationship with the applicant. IRCHSS reserves the right to appoint a peer reviewer to the project proposal from the IRCHSS Peer Review College. Applicants are required to provide the name, institution and e-mail address of proposed nominees.

As per the evaluation criteria in Section D of the Terms and Conditions are the four criterion weighted?

Yes, as scoring shows Quality of proposal and fellow is weighted highest with a potential total highest score of 55/100. The 3 other criterion (Training, Implementation, Impact) have a highest score of 15/100.

What is the difference between the Confirmation and Declaration Form?

The Confirmation Form must be completed if you have graduated from your PhD within the time limit specified.

The Declaration Form is for applicants who have completed their viva with little or no corrections and have yet to graduate.

Please ensure you use the correct template (as provided) stamped as required.

I am working as a researcher on an RDI IRCHSS grant awarded last year, the project is due to be finished June 2010, and therefore I would like to apply for a postdoctoral award when the call opens. I am just wondering whether I am eligible to do so? My position is not classed as a postdoc but is funded at the level of one through the project.

Yes you are eligible to apply as long as you satisfy the following criteria (i.e. that the research is not the same as that which was carried out on the RDI project):

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.

Owing to my PhD Supervisor's personal problems, he neither completed his duties as supervisor nor knows my work. Must one my referees still be my PhD Supervisor in such circumstances?
Not necessarily, however, you will need to explain this as typically one reference is the supervisor. Note, applicants are required to nominate two referees in support of their project proposal and to include such references with the submitted proposal. The references provided must be original signed and sealed and at least one reference must be provided by an individual external to the applicant's institution. References must be completed on the official referee form (available via http://www.irchss.ie/schemes/scheme02/index.html)
Can you please let me know if the Fellowship 1 award (preparation of thesis for publication) allows for some additional research to be carried out, or is it purely for the writing up of research already conducted as part of the PhD?
Both publication and additional research may be carried out although the main objective of Fellowship 1 is to prepare the thesis for publication.
The evaluation criteria refers to the 'quality of methodological approach' – does this refer to the methodology of the thesis itself or to the methodology of any additional research carried out in order to prepare the thesis for publication?
The quality of the methodological approach refers to the project proposed (application) and <i>not</i> the thesis.
In the FAQs the following question has been asked: <i>My doctoral thesis and published work are not in English (or Irish) – do I have to provide a translation in English? Should I submit the original as well? Yes – please submit an English translation as well as the original.</i>
Do you really mean the whole doctoral thesis? I suspect the ability of being able to offer a good translation of my 250 page long thesis from German to English in addition to other published work within 6 weeks. Do you really ask for a whole work translation? I remember that in the Q&A of the last year only one chapter of the work was requested. If it is a mistake and you mean a chapter of the thesis can I choose which chapter I would like to translate?
You must provide the original and an English translation of the following: <ul style="list-style-type: none"> • 2 samples of written work (one thesis chapter of <i>your choice</i>, TOC and one other)
I have a question with regard to verifiable maternity leave? My viva was held in November 2004 (but was awarded in February 2005) and since then I have had two children and have not held a permanent position in an academic institution. Am I eligible under the rules regarding maternity leave for a post doc fellowship and if I am what proof do you require, as I was not in full-time employment and so did not go on official maternity leave from a workplace? In such a case do you need birth certificates as proof?
Yes, copies of birth certificates must be provided (verification must be provided e.g. copy of birth certificate, 1 year per child born after the PhD award).
Further to this, if the person is planning instead on a new area of research but

based on the framework or method of the previous work (but with a new object of study) would this be considered a new project or not?

IRCHSS cannot provide guidance on the proposed content of an application but would advise the applicant to read the evaluation criteria, Part D of the application form and the purpose of Fellowship 2 carefully i.e. *To develop a new research project which is a significant development from the subject of the doctorate.*

Would a member of Mary Immaculate faculty be acceptable as external referee for a UL applicant?

No, would assume MIC is a part of the UL and therefore not external.

In the application form for a post-doctoral fellowship one is asked for details of professional employment. Does that mean only academic employment?

No

I submitted an application unsuccessfully to this scheme in 2007 and 2008. Am I eligible to re-apply?

No, as you have already submitted an application to this scheme in 2007 and 2008 you have already applied twice. As per the Terms and Conditions:

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.

If I completed my PhD at one institution and propose to undertake the Fellowship at another institution, can I use two referees from my awarding institution, i.e., my PhD supervisor and my internal examiner?

No, as per Section C of the Terms and Conditions:

Applicants are required to nominate two referees (PhD supervisor and one external) in support of their project proposal and to include such references with the submitted proposal.

I recently completed my viva without any changes to be completed and my thesis has to be approved by the Academic Council in early 2010. As far as my institution is concerned I have fulfilled the doctoral requirements, what proof of completion should I seek from my institution?

Potential applicants MUST:

- a) have been awarded their doctoral degree within the five-year period² before 31 January 2010. Extensions to this five year period can be considered on provision of documented evidence of an eligible career break. Eligible career breaks are: maternity leave (verification must be provided e.g. copy of birth certificate, 1 year per child born after the PhD award), paternity leave (verification must be provided e.g. proof of accumulation of actual time off, max. 1 year per child born after the PhD award), and leave taken for long-term illness (verification must be provided e.g. proof in the form of medical certificate). Leave taken for unavoidable statutory reasons (verification must be provided e.g. clinical qualifications) may also count as an extension. No allowance

² Only vivas dated from 31 January 2005 will be considered as eligible i.e. original viva date and not graduate date will be taken into account.

will be made for part-time working (2 years of half-time working count as 2 full-time years). The cumulative eligibility period should not in any case surpass 9 years following the award of the first PhD.

- b) who by 31 January 2010, have been certified as having fulfilled **all** the requirements for the award of a doctoral degree, including a viva, where such is required.

All applications must be accompanied by either a confirmation or declaration, where relevant, from the Students Records Office/Academic Registry of the relevant institution that the above criteria have been met. Templates have been provided for this purpose (<http://www.irchss.ie>). Where relevant, confirmation of the award of a doctoral degree will be required prior to the award of a Fellowship.

If I completed my PhD at one institution and propose to undertake the Fellowship at another institution, can I use two referees from my awarding institution, i.e., my PhD supervisor and my internal examiner?

No, as per Section C of the Terms and Conditions:

Applicants are required to nominate two referees (PhD supervisor and one external) in support of their project proposal and to include such references with the submitted proposal.

I recently completed my viva without any changes to be completed and my thesis has to be approved by the Academic Council in early 2010. As far as my institution is concerned I have fulfilled the doctoral requirements, what proof of completion should I seek from my institution?

Potential applicants MUST:

- c) have been awarded their doctoral degree within the five-year period³ before 31 January 2010. Extensions to this five year period can be considered on provision of documented evidence of an eligible career break. Eligible career breaks are: maternity leave (verification must be provided e.g. copy of birth certificate, 1 year per child born after the PhD award), paternity leave (verification must be provided e.g. proof of accumulation of actual time off, max. 1 year per child born after the PhD award), and leave taken for long-term illness (verification must be provided e.g. proof in the form of medical certificate). Leave taken for unavoidable statutory reasons (verification must be provided e.g. clinical qualifications) may also count as an extension. No allowance will be made for part-time working (2 years of half-time working count as 2 full-time years). The cumulative eligibility period should not in any case surpass 9 years following the award of the first PhD.
- d) who by 31 January 2010, have been certified as having fulfilled **all** the requirements for the award of a doctoral degree, including a viva, where such is required.

All applications must be accompanied by either a confirmation or declaration, where relevant, from the Students Records Office/Academic Registry of the relevant institution that the above criteria have been met. Templates have been provided for this purpose (<http://www.irchss.ie>). Where relevant, confirmation of the award of a

³ Only vivas dated from 31 January 2005 will be considered as eligible i.e. original viva date and not graduate date will be taken into account.

doctoral degree will be required prior to the award of a Fellowship.
<p>Please clarify the specification that project proposals must be “a <i>significant development</i> from the subject of the doctorate”? How broadly is this interpreted?</p> <ul style="list-style-type: none"> • It is clear that proposals should be significantly different, but some applicants may wish to pursue a project that it is entirely different from their doctoral project. Is this disallowed? • In my case, my thesis was submitted in August 2008 and passed its viva in January 2009 (i.e. just too late to apply for the 2009 scheme). I have already delivered to a publisher a monograph based partly on the thesis and am in the early stages of developing new projects. Are these ineligible for the Fellowship Two scheme? <p>Alternatively, I am considering applying for the one-year Fellowship One scheme, with a view to developing into a second monograph some substantial aspects of the thesis which were not covered by the book already delivered. Would this be acceptable?</p>
IRCHSS cannot advise on proposal content however, for Fellowship 2, the Assessment Board will be required to determine whether a proposal demonstrates significant development from the subject of the doctorate. Therefore, only proposals with new projects will be eligible for Fellowship 2. If you are interested in continuing the development of your PhD thesis with a second monograph you are advised to apply for Fellowship 1.
<p>Can I apply for Scheme 1 and CARA together?</p> <p>No, as per Section A of the Terms and Conditions:</p> <p><i>Please note, where applicants apply for more than one fellowship all applications submitted will be deemed ineligible.</i></p>
<p>If there is an area on the application form that doesn't apply to me should I leave it blank or place n/a in every single box that doesn't apply to me?</p> <p>n/a please.</p>
<p>Is it acceptable to send the application by registered post or does this breach the instruction on the application form to use letter post?</p> <p>Registered post is acceptable as long as the deadline is met.</p>
<p>In relation to Post Doctoral Fellowship No.1, Section 18B, does the requirement of international peer reviewers preclude Irish-based academics of international reputation?</p> <p>Yes, all reviewers must be international only (i.e. not Irish-based).</p>
<p>With regard to a review panel, is it possible to suggest your PhD examiners?</p> <p>No, please read Section C carefully of the Terms and Conditions: Applicants are required to nominate up to five international academics/renowned experts in their discipline to peer review their proposal. The role of a peer reviewer is to provide an expert academic review of proposals, not personal testimonials. A review that provides an objective analysis of a research proposal is key to the assessment process. Nominated peer reviewers must NOT be a collaborator on the proposed project, a former supervisor of the applicant (within the previous</p>

five years), co-author of the applicant, has or has had a personal relationship with the applicant. IRCHSS reserves the right to appoint a peer reviewer to the project proposal from the IRCHSS Peer Review College. Applicants are required to provide the name, institution and e-mail address of proposed nominees.

Can the International Peer Reviewers come from outside the Republic of Ireland

Yes, they MUST.

How long should the proposal be and does the word count include the bibliography?

Please read the Terms and Conditions, word counts are clearly displayed in the application form and must be adhered to. You must also use the application form only. The bibliography is not included in the word count but must be as part of the application. Appendages will deem an entire application ineligible.

My question is: what exactly is understood by a “substantial difference from the first application”? Does the whole proposal have to be rewritten?

IRCHSS cannot advise on proposal content neither do we advise that reviewers proposed changes/feedback are simply integrated as all applications may be assessed differently each year. Addressing these points is not a guarantee of funding. However, all applications that fall into this category (i.e. re-submissions) will be assessed with previous feedback by the Assessment Board. You must also complete Section 15.7 of the application form.

Can the first referee be my PhD supervisor and the second referee also be someone from the university where I did my PhD?

No, as per Section C of the Terms and Conditions:

Applicants are required to nominate two referees (PhD supervisor and one **external**) in support of their project proposal and to include such references with the submitted proposal.

I am resubmitting an application for a postdoctoral scholarship based on a project that I was unsuccessful with last year. I received feedback on this project from the IRCHSS last year, indicating specific areas that required development, clarification or improvement. Should I presume that the person who assesses my resubmission this year will also have access to last year's feedback form? In other words, may I specifically address points that were highlighted as weaknesses in last year's application?

IRCHSS cannot advise on proposal content neither do we advise that reviewers proposed changes/feedback are simply integrated as all applications may be assessed differently each year. Addressing these points is not a guarantee of funding. However, all applications that fall into this category (i.e. re-submissions) will be assessed with previous feedback by the Assessment Board. You must also complete Section 15.7 of the application form.

A former student of mine is currently filling out the Postdoctorate Fellowship form and is wondering whether one is obliged in sections 9 and 10 (papers published/accepted for publication, conference presentations) if it is necessary to confine oneself to the three boxes that are provided? He has a lot more than 3 publications and conference presentations.

Applicants can add more lines/boxes through expanding on word. However, please note, any appendages other than those listed in supporting materials will deem an entire application ineligible.

I have professional relationships with all of my intended nominated peer reviewers. Two of the nominated reviewers will also act as my intended referees (one of whom was my external PhD examiner). Will any of these intentions void my application?

Yes, as you must only nominate peer reviewers that meet the criteria set out in the Terms and Conditions i.e.

*Applicants are required to nominate up to five international academics/renowned experts in their discipline to peer review their proposal. The role of a peer reviewer is to provide an expert academic review of proposals, not personal testimonials. A review that provides an objective analysis of a research proposal is key to the assessment process. **Nominated peer reviewers must NOT be a collaborator on the proposed project, a former supervisor of the applicant (within the previous five years), co-author of the applicant, has or has had a personal relationship with the applicant.** IRCHSS reserves the right to appoint a peer reviewer to the project proposal from the IRCHSS Peer Review College. Applicants are required to provide the name, institution and e-mail address of proposed nominees.*

Can you confirm whether a third application with a different project would be allowed or not (I am aware that according to terms and conditions, a third re-application is, in any case, not permitted).

A third application may be allowed on the basis that it is NOT the same project. All applications that fall into this category (including previously unsuccessful applications) will be presented to the Assessment Board to make a final decision on eligibility by confirming that the third application is a completely new project. Changes in projects previously submitted may not simply be changes in context but must also have new theoretical and methodological approaches and meet the criteria of developing a new research project which is a significant development from the subject of the doctorate. Please also note the viva eligibility.

Can my supervisor, who since the completion of my doctorate thesis, has retired act as a mentor (post doctorate scheme 1)? He still fully participates in the academic life as a member of a research center.

No, as the mentor should be a member of your home/host institution who is required to sign a contract, complete regular progress reports, provide facilities etc. (see Section E of the Terms and Conditions) on behalf of the Institution. However, this is a matter for your institution and IRCHSS would advise you to contact your Research Office.

I note that you have marked on the supervisor's reference form that "The closing date for the 2010-11 Scheme is Monday 14th December 2009." I presume a change is needed?

Please use the final versions of the Postdoctoral Fellowship application documentation where the deadline for all documents is 4pm on Friday 19th February

2010.
Fellowship 1 refers to the preparation of the thesis for publication. Can these publications be in the form of journal articles? Is preference given to those planning to write up their thesis as a monograph/book, or are journal articles given equal weighting?
IRCHSS cannot advise on proposal content however you are advised to read the evaluation criteria carefully (Section D of the Terms and Conditions).
Can you confirm that there are no applicant age restrictions in respect of applying for a two year post doctoral fellowship, as long as their doctoral degree has been awarded within the five year period before January 2010.
There is no age restriction for applicants.
In Part C, Section 10 (Title and short description) you list a word count of only 50 words. Is this to include title?
Yes
I note that any parts of the writing samples which are not in English must be translated. How exactly is the translation to be provided? In my case the argument is presented in English, many of the quotations are, however, in German. Should translations of original German quotes be provided on extra sheets attached to the chapter or how is this to be done without interfering with the writing sample in question?
The preference for peer reviewers is within the document e.g. with brackets or footnotes/references.
Re: the eligibility requirements, on previous occasions those who have been awarded post-doctoral fellowships from whatever source, were ineligible to apply for IRCHSS post-doctoral fellowships. Examining the eligibility criteria for the 2010/2011 fellowship in the Terms and Conditions document, there does not seem to be any such disqualification. I would just like to receive assurances that this is indeed the case, that is that those who have previously received a post-doctoral fellowship of any sort are in fact permitted to apply for the 2010/2011 IRCHSS Fellowships.
We can confirm that this restriction has been lifted for this scheme 2010/11. As long as you are eligible under the five year postdoctoral rule (Only vivas dated from 31 January 2005 will be considered as eligible to apply).
I completed my PhD at X and I am preparing an application for the Postdoctoral Fellowship 1, which I propose to undertake at Y. Would it be possible to have my future postdoctoral supervisor (Y), who is also one of the two external examiners of my PhD, as one referee, and the second external examiner of my PhD (University of Z) as the second referee?
No, one of your referees must be your PhD supervisor and the second referee must be external to your institution.
Re: Section 17 of Scheme 2 - Postdoctoral Fellowship 2010-11, specifically 'One further sample of your written research work'.

Is there a word limit applicable here? Is it anticipated that an applicant will provide a chapter or article as a sample rather than, for instance, an entire monograph?
There is no word limit per se, however, you are reminded that peer reviewers/Assessment Board members will be required to read your entire application including samples.
I have a query regarding the application form for the Postdoctoral Fellowship (scheme 2). In the application, 'Part A – The Applicant's Checklist', states the following: "Applications will not be assessed if they are not collated and stapled together; nor if they are bound" I do not understand the meaning of "not collated and stapled together". Could you specify what is to be 'collated'? Also, it would be impossible to staple together such a big application...
Collated means that the each page should follow one another i.e. page 2 after 1 etc. For ease of photocopying to send to reviewers you are requested not to bound (i.e. ring binders etc.) your application. If you follow the word count your application should not be so large that it cannot be stapled.
Does the head of department sign the ethics section if there is no ethics committee approval needed?
Yes the head of department must sign this section to confirm that no ethical approval is required for your project.
Are previous recipients of the ONE year IRCHSS postdoctoral fellowship eligible to apply for the TWO year scheme?
Yes, but applicants must demonstrate that their applications meets the criteria of developing a new research project which is a significant development from the subject of the doctorate. Please also note the completion date eligibility. In addition, 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.
The terms and conditions refer to the quality of methodological approach, how does this apply to Fellowship 1 if little or no new research is being undertaken for Fellowship 1?
The methodological approach in this context refers to how the applicant will approach the publication of the doctorate.
For Fellowship 1, does it matter if you intended output is a book or a series of journal articles?
No, there is no preference. The applicant must justify why they are choosing a monograph or journal articles and why it is more suitable to their research dissemination.
In relation to the bibliography, is it a short version of the PhD bibliography; in which case what are the criteria for selection? Or is it the material one might mention in the application, particularly the question on the relationship to

existing scholarship?
The bibliography should refer to the research proposed in the application and it should not be more than 2 pages long.
Is it possible for the proposed future mentor, with whom I studied previously, to act as one of my referees provided they are from a different institution to that at which my Ph.D. was completed?
One of your references must be your PhD supervisor and your second reference must be external to your institution.
If I have to submit my application as one long word document, how are my references from my PhD supervisor and other referee submitted?
The references are NOT submitted electronically. Only submit your application form and the written samples of your work electronically.
1. I am applying for FELLOWSHIP 1 and in Section 15.2 applicants are asked to describe their fellowship. What exactly does this mean?
2. In Section 15.7 applicants are asked to describe how the fellowship will benefit their research and career. What is the difference between this and Section 15.2 where applicants are asked to describe the objectives of the fellowship and also indicate how it will expand and develop their doctoral thesis for publication? This seems like the same to me.
IRCHSS cannot advise on proposal content. Please read the instructions carefully as there is a difference between what the two sections are asking:
15.2 Description of fellowship to include, for example, objectives, dissemination plans and outputs and how the fellowship will expand and develop your doctoral thesis for publication including any necessary modifications (maximum 1500 words)
15.7 Description of how an IRCHSS fellowship will benefit your research and career (maximum 200 words).
I am translating one of the chapter of my PhD thesis from French to English in order to apply to IRCHSS postdoctoral fellowship 2. However, only half of this chapter is directly related to the project I wish to propose, the other half being concerned by a later period. This half of chapter already represents 14 000 words. Is it necessary that I translate the second part?
Yes as you are required to submit a whole chapter and it must be in English or Irish only.
I have still not succeeded in finding an answer to this question as a result of the webinar, and my question has still not been answered on FAQs. You have stated in FAQs re the possibility of a third application - on two occasions - that "candidates may only reapply with the same project on one subsequent occasion." But can one apply a third time with a totally different project? The answer on FAQs is still ambiguous, and would lead one to believe (especially given that the Terms and Consitions (sic) state that a third <u>re</u>-application, as opposed to <u>application</u>, is impossible) that with a different project, one might indeed apply a third time. Finding out the answer to this would potentially save my supervisor, mentors and myself potentially wasting much of our own and your time.
Your question has been answered above and states that you may apply for a third time:
<i>A third application may be allowed on the basis that it is NOT the same project. All applications that fall into this category (including previously unsuccessful applications) will be presented to the Assessment Board to make a final decision on</i>

eligibility by confirming that the third application is a completely new project. Changes in projects previously submitted may not simply be changes in context but must also have new theoretical and methodological approaches and meet the criteria of developing a new research project which is a significant development from the subject of the doctorate. Please also note the viva eligibility.

I completed my PhD at X and I am preparing an application for the Postdoctoral Fellowship 1, which I propose to undertake at Y. Would it be possible to have my future postdoctoral supervisor (Y), who is also one of the two external examiners of my PhD, as referee, in addition to my doctoral supervisor (X)?

Yes.

**I have a query from a former postgraduate who had received an IRCHSS postgrad fellowship: they want to apply for a post-doc but the project would be to turn the dissertation into a book. Given this new statement in terms and conditions:
"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".... it looks as though the project would no longer qualify. Is that right?**

No, the project (to turn IRCHSS postgraduate scholarship funded PhD into a publication) **WILL** qualify for Fellowship 1.

Is it possible to have two academics acting as co-mentors from two different institutions for the IRCHSS postdoctoral fellowship?

No

In the instructions for section 15 of the Postdoctoral Fellowship 2 application, it states " Please consult Section D of the "Terms and Conditions" and provide the information under the various headings that are listed under Evaluation Criteria. Candidates are advised that they must present this information under the designated headings"

Can you please explain this more clearly - are we supposed to break down our Project Description, Methodology etc into tiny sections following each heading (e.g. there are 8 just in Criterion 1), or just ensure that we cover all the mentioned points. Or does the second "headings" above simply refer to those in section 15, i.e. Description, Methodology etc.

Applicants must complete the form as provided following the headings. Applicants are advised to consult the Evaluation Criteria (Section D) whilst completing the form using the boxes in the application form.

IRCHSS cannot advise on content however, would suggest referring this question to your mentor/Research Office.

On Page Eight of the Terms and Conditions, it is stated that applicants cannot have or previously have had a 'personal relationship' with any of their nominated peer reviewers. What is meant by 'personal relationship' in this context? For instance, does it bar the nomination of appropriate experts with whom an applicant may have some acquaintance as a result of an exchange of correspondence or through the customary attendance of conferences?

In this context, personal relationships may be defined as something more than a passing acquaintance including correspondence however attendance at a conference does not fall into the category of personal relationship. Applicants are advised the peer review must be independent and international.

The terms and conditions mention that ‘fellowships 1 and 2 are valued at €35,161 per annum. Of this amount €31,745 will be paid to the Fellow; the remaining money comprises €3,412 in PRSI costs’. I would like to know if any further deductions are made from that 31,745 figure, i.e. do Fellows pay PAYE and an income levy? Are they included in the university’s pension scheme?

We advise that you refer this question to your university.

Please can you assist me with the following queries relating to the application form for Postdoctoral fellowship 2.

- **Section 7. Professional employment** Is it permissible to expand the number of boxes here, currently three, in order to insert more detail? If so, how far back in terms of chronology are candidates expected to provide information for?
- **Section 8. Research awards** For the box titled 'Title of project', is it permissible to insert a brief description where no project title was forthcoming? For example, I was awarded a one-year fellowship from my university in order to help fund my PhD research generally: there was no specific element funded.
- **Section 9. Papers published** I have already had a book/monograph published. Is this the place to insert this information, or is this for academic journals only?
- **Samples of written work.** Are these samples to be cut and pasted into the boxes provided and therefore form part of the application form? Or, can they be printed separately, collated and stapled, and then included with the application form and other supporting documents? In the case of the second piece of written work, being an article or book chapter, is it permissible to photocopy the document or should an original Word text document be sent?

- Yes – only relevant employment should be provided for where there are many
- University PhD Fellowship should suffice
- Yes
- Printed separately as per Section C: Required documentation – photocopies are permissible

What is the word limit for the BIBLIOGRAPHY, as this is neither mentioned in the application nor in the 'terms and conditions'?

No word limit but no more than two pages in length.

I am a potential applicant to your scheme and I am writing to have a clarification about the “Confirmation of Ph.D. Award”.

My Ph.D. was awarded in Feb 2007 by Trinity College Dublin and now I am doing a post-doc in Paris.

In order to have the Confirmation of Ph.D. Award signed by the Graduate Studies Office I should fly to Dublin, which would be quite inconvenient.

May I know whether I can complete my application with, for example, a copy of my Ph.D. certificate or maybe to provide the Confirmation of Ph.D. Award at a

later stage (e.g. in case my project will be funded)?
Only supporting documentation as requested will be acceptable – all other forms (e.g. transcripts) will deem an entire application ineligible. Transcripts will need to be submitted only at award stage, if you are successful.
Relating to section 9. Does the term 'papers' refer to journal articles only?
No
When you say applications must be sent in by letter post (postmarked on 19th February) – will applications be accepted via courier?
No, post only as we cannot guarantee sign off.
I completed my PhD at a university outside Ireland. Can I nominate peer reviewers from within this university, with whom I have no personal relationship as defined in the T&Cs, or must they be from a different university? The implication of the T&Cs is that as long as they are not Irish-based they should suffice.
Preference will be for peer reviewers from another university.
In previous years, there were roughly 20-30 awards made under this scheme. Is it expected that a similar number will be made this year under the Fellowships 1 and 2 (in addition to the 25 awards under Fellowship 3)?
At this stage we have no figures of awards to be made under Fellowships 1 and 2 however, we would expect a cut on our previous numbers of awards made due to budget constraints. Please also note the 25 CARA awards (as specified in the Terms and Conditions) will be awarded over two rounds of the scheme (years 2010 and 2011).
I am currently in my second year of a PRTL funded post doctoral fellowship. I completed my PH. D in 2007. Am I eligible to apply for the two year fellowship?
Yes.
Regarding Fellowship 2, is any additional funding provided for costs incurred in the course of the research? For example some of my research will be carried out in the RTE archive, which charges for admittance and the copying of material. Also will additional funding be available if we want to attend or present our findings at conferences in other countries?
No additional funding is provided.
I just completed my viva and I am interested in applying for a postdoctoral fellowship. I note from page 4 of the terms and conditions the following: "Where relevant, confirmation of the award of a doctoral degree will be required prior to the award of a Fellowship" Does this mean that one must graduate before the awarding of a fellowship?
Yes.

Completion of viva by 31 January 2010 (completed declaration form) will be sufficient at application stage, however, you will need to confirm your award with a transcript by commencement stage (1 October 2010), if successful.

I see from the terms and conditions that one of the referees for the Postdoctoral Fellowship 2 should be (a) external to the host institution and (b) "where possible" somebody who is familiar with the applicant's academic work. Could you please state whether is it more important for the referee to be familiar with previous work or for the referee to be in a position to comment on the postdoctoral project, or are both given equal weight.

Both, however you should note that it is intended that the first referee (typically your PhD supervisor) is more familiar with your previous work.

Part 18b of the application requests the nomination of 5 International Peer Reviewers. Is it required, expected or advised that these peer reviewers be contacted by the applicant in advance of the application process in order to ascertain their willingness to act as peer reviewers of the project proposal?

No. The applicant is not required to contact the peer reviewers in advance of the application process. The role of a peer reviewer is to provide an expert academic review of proposals, not personal testimonials. A review that provides an objective analysis of a research proposal is key to the assessment process. Nominated peer reviewers must NOT be a collaborator on the proposed project, a former supervisor of the applicant (within the previous five years), co-author of the applicant, has or has had a personal relationship with the applicant.

In answer to a previous question it is stated that one's Ph.D. examiners cannot be nominated as reviewers and the questioner is referred to Section C of the Terms and Conditions. But that section only refers to collaborators, co-authors, supervisors and personal connections; there is no mention of examiners and it is not clear that any of the categories mentioned include such examiners. At the risk of asking you to repeat yourself could you please confirm or clarify your answer?

To clarify PhD examiners **cannot** be nominated as reviewers.

To apply for Fellowship1 I need to translate into English a chapter of my thesis written in Italian. My thesis is divided in 3 parts which in Italian I have called 'Capitolo 1', 'Capitolo2', 'Capitolo 3'. The English translation of 'Capitolo' is 'Chapter' but my 'Capitoli' are in reality 3 different and separated parts of my work. What I have defined 'paragrafo' ('paragraphs' in-English) is the equivalent of a chapter, they are whole, self-sufficient entities. My 'paragrafi' are numbered and I was wondering whether I could send the translation of one of them instead of having to translate, for instance, my 'Capitolo 2' which is, on its own, almost half of my whole thesis (around 150 pages!).

A 'paragrafo' would suffice if it is equivalent to a chapter. The formal requirements are as follows:

- one chapter and a table of contents of their thesis (one paper and one electronic copy);
- one further sample of the applicant's written research work, as the applicant sees fit (one paper and one electronic copy).

Is the fellowship meant to lead to publication of the thesis in English, which in my case therefore also means translating it, or can it also be in Italian?

Both would suffice, but you need to consider the aims of this grant and the IRCHSS in particular.

Can you clarify what information is to be given to answer section 15.1 'Resume of doctoral thesis' on the fellowship 1 application form?

You are required to provide an abstract of your thesis in less than 200 words.

I have a query about the nomination of international peer reviews. Will the form be sent to the reviewers in order of listing - i.e, is the numbered list 1-5 to be written in order of preference?

No. The peer reviewers should not be rated in order of preference. The form will be sent to all reviewers listed and any analysis that is submitted will be presented to the board as part of the assessment of applications. Therefore, it is possible that more than one peer review will be employed in the process.

Is it acceptable for the PhD supervisor to act as mentor?

Yes, your PhD supervisor can act as a mentor. However, your mentor must fulfil all eligibility criteria as set out in the Terms and Conditions on our website. The mentor should be a member of your host institution who is required to sign a contract, complete regular progress reports, provide facilities etc. (see Section E of the Terms and Conditions) on behalf of the Institution. However, this is a matter for your institution and IRCHSS would advise you to contact your Research Office.

I have a question in relation to section 9.2 of the 2010-11 IRCHSS Government of Ireland Postdoctoral Fellowship 1 form. In the section 'Papers Accepted for Publication' do I just include journal articles which been accepted and are pending publication or can I also include in this section:

- **Books which have been accepted by a publisher and are being published in 2011**
- **Chapters in books which have been accepted by a publisher and will be published in 2010 & 2011**
- **Conference papers which have been accepted for conferences later in 2010**

Yes, you can include books and chapters which have been accepted by a publisher and are being published in 2011 as long as they are put into section 9.2. Such publications are referred to as being 'in press'. However, only conference papers which are due to be published can be included in section 9.2. If the paper is just a presentation for that conference, it should be listed in section 10 under conference presentations.

My proposed mentor is a distinguished scholar from an institution other than that from which I received my doctorate, was neither my internal/external supervisor nor internal/external examiner. Is it therefore possible for my proposed mentor to act as one of the five reviewers of my IRCHSS application?

No. Your mentor cannot be one of your five reviewers. The reviewer must be completely independent of the proposed project.

I understand that in order to be eligible to apply for the post doctoral fellowship, one must have had one's viva prior to January 31, 2010. I handed in my doctoral thesis in October 2009 and was hoping to have my viva before Christmas; however, due to an unforeseen delay, the university did not send out my thesis to the examiners until right before Christmas, and my viva has now been scheduled for February 17th. Does this mean that I am definitely not eligible to apply for the post doctoral fellowship this year? I probably know the answer to this question, but wanted to check with you and make sure.

Unfortunately, you must have your viva complete with little or no corrections prior to January 31st 2010 so you are not eligible to apply this year.

We note that for the above scheme, two references are required, one of which will be the applicant's main PhD supervisor. Our question is whether a second referee can be a co-supervisor of the thesis who is working in a different institution?

Yes, your co-supervisor can be a referee as long as he is external to the applicants institution

I'm filling in the forms for the Irchss fellowship n. 2 (two years) and I'd be very grateful if you could answer the following questions (I've already checked the FAQ):

1) Part of my PhD thesis (in Italian) has been published as a book and the rest as book chapters (in English). Rather than translate one chapter straight from my PhD (as requested) am I allowed to send the book chapter out of it which of course has already been translated in English, reshaped and improved?

2) Would it be better to include a chapter from my PhD thesis which deals with the subject of the project submitted to the Irchss or another one which doesn't have to do with it but it's much better?

3) Is there a word limit for the referee statement, or is the referee allowed to expand the reserved box so that for instance the form will be of three instead of two pages?

4) My hosting institution will be NUI Galway, Huston School of Film, which is part The School of Humanities but I'll do research also at the English Department, which is part of the School of Humanities as well. As for the practical development of my research, would it make any substantial difference if my mentor is the Head of the Huston School of Film (he told me it would be ok for him), or the Head of The School of Humanities?

In answer to your questions:

1) You must include one translated chapter from your PhD thesis. Therefore a book chapter will not suffice.

2) Applicants must include:

- one chapter and the table of contents from the PhD thesis (one hard copy and one electronic copy) and
- one other sample of written work as the applicant sees fit (one hard copy and one electronic copy). These can be sent as separate documents on inserted into the application form.

3) There is no word limit on the references. However, they must be provided on the correct template which is on the IRCHSS website (www.irchss.ie)

4) This is a decision that must be made by the applicant. However, there must be a formal statement of invitation (template provided at www.irchss.ie) to the applicant from the Head of the School of Humanities, Social Sciences, Law or Business to be associated with the department/school of the host institution for the duration of the fellowship. In addition, there must be a letter of support from the mentor in the host institution.

I have a question about section 18b of the fellowship 1 application form. Here it states that “Nominated peer reviewers must NOT be a collaborator on the proposed project, a former supervisor of the applicant (within the previous five years), co-author of the applicant, has or has had a personal relationship with the applicant. What exactly constitutes a personal relationship? I was in contact with one of the people I had intended to nominate as a peer reviewer via e-mail on a number of occasions while undertaking my PhD. They provided me with copies of their academic work which I was unable to source in Ireland. The person concerned has subsequently read my doctoral dissertation after my Viva and final submission of the thesis. I have never met the individual concerned in person. The individual concerned is not a collaborator on the proposed project, is not a former supervisor of mine, and I have not co-authored any papers with this person. Does my e-mail correspondence and the fact they have read my thesis constitute a ‘personal relationship’ and so prohibit me from nominating this individual.

Yes, this would be constituted as a personal relationship as the nominated peer reviewer is not independent as per the requirement.

Query re: Fellowship 2: In attaching a sample of writing other than the required thesis chapter, is it acceptable to photocopy your article from the published book and attach it separately?

In addition to a chapter from the PhD thesis (one hard and one electronic copy), the applicant must provide both a hard copy and an electronic copy of the written work either as separate documents or inserted into the application form.

For the Declaration of PhD form, when it says it needs to be signed and stamped by the Student Records Office/Graduate Studies Office does it matter whether this is the Graduate office of the University, or of my faculty? My faculty has not passed on my paperwork to the Graduate office of the University yet, although I have fulfilled all requirements for the PhD.

The Declaration of PhD must be signed by the Students Record Office or Graduate Studies Office of the Institution and not the faculty.

Please can you assist me with the following queries relating to the application form for Postdoctoral fellowship 2.

- 1. My PhD supervisor has agreed to act as referee; can my second referee be my external examiner? Does it matter that he is now retired?**
- 2. My PhD examiner has moved to another university and has agreed to act as my mentor. Could my second referee, therefore, be the head of school at the university that I did my PhD in?**
- 3. In Part 18b. you request that 'Applicants are required to nominate up to five international academics/renowned experts in their discipline to peer review their proposal.' Does this mean that peer reviewers do not have to have an institutional affiliation? Can it be someone who works for a renowned heritage trust for example?**
- 4. Can the bibliography include manuscript/archival material identified for the purposes of the intended project?**

1. Yes, the second referee can be an examiner and retired **as long as he/she is external to the institution.**
2. I am not entirely clear on your question regarding your referee but I would advise you that your mentor must be from your host institution and must provide a letter of support.
3. The peer reviewer does not necessarily have to be affiliated with a higher education institution but must be at least a renowned expert in the field/discipline in order to peer review the proposal as the role of a peer reviewer is to provide an expert academic review of proposals.

4. As per the Terms and Conditions, a bibliography (of no more than two-pages in length) may be included within the body (Section 16 of application form) of the application (an appended bibliography will deem an entire application ineligible) and is in addition to the stated word limits. You may include whatever information you require as long as it is included on the application form itself and the bibliography does not exceed two pages.

In the guidance for this fellowship it states that the Fellowship project should be

'a significant development from the subject of the doctorate'.

Could you clarify what kind of relationship to the subject of the doctorate is intended by this, as different institutions and even different members of staff within the same department seem to interpret this in very different ways. For some it means that the project should be a significant departure from the topic of the doctoral thesis, while for others it is important that the project develops out of the doctorate. Where should the emphasis be?

This issue is at the discretion of applicant. We cannot advise on the subject matter of the application.

Neither my mentor or department head have access to institutional stamp. Please clarify what is meant by stamp of the institution.

The institutional stamp is the stamp used by the Office of the Vice President of Research.

My doctoral thesis and proposed research project are in the field of Art History and therefore the two samples of writing I am required to enclose with my application have accompanying illustrations. Should I include these illustrations with both the hard copy and the electronic copies of my application? If so, I am unsure of the best way in which to secure them for the hard copy, as the thesis chapter plus illustrations is too thick to staple together. Should I staple the written element and the illustrations separately and paperclip them together? Equally, if I am also required to send the illustrations electronically, in what format should they be sent? Please advise.

All information included in the application must be included on the application form itself. Any additional documents will deem the applicant ineligible. You may include illustrations on the form. However, please be advised that the title of the illustration will be included in the word count. Furthermore, the hard copy of you application must be identical to the electronic copy and therefore, would have to contain the same illustrations.

Does the declaration have to be signed before 31/01/10? If it is signed after that date (but implicitly confirming that everything had been completed prior to 31/01/10) is that alright, as long as it is filled out prior to the closing date?

Yes that would suffice, provided that there is evidence that the viva has been completed with little or no corrections, the applicant may proceed with the application.

May an applicant's nominated peer-reviewers come from an institution based in Northern Ireland? Also, is it possible to nominate two peer-reviewers from different departments of the same university, provided they are recognised experts on the subject?
Yes. For the purpose of this scheme, a peer reviewer may come from an institution based in Northern Ireland. In addition, you are permitted to nominate two peer reviewers from the same institution once they are recognized as renowned experts in the field.
I note that on the home host mentor template letter of support, there is a space dedicated to detailing how the mentor would envisage co-ordinating the mentoring arrangements with the international host mentor. Could you please advise what criteria are expected to be included in this? Section E of the Terms and Conditions merely mentions progress reports and the devising of a career development plan.
IRCHSS cannot advise on the content of the letters of support as this is a matter for the host institution and the mentor in question.
My doctoral thesis chapters are all approximately 20,000 words long. Should I include the whole of one chapter as an example of my work, or would a select section of a chapter be more suitable?
As per the terms and conditions, you must to submit one whole chapter and the table of contents of the thesis in addition to one other sample of written work in both electronic and hard copy.
Regarding the post doctoral fellowship scheme 2 for 2010-11, one of the conditions is the submission of '• one chapter and a table of contents of their thesis (one paper and one electronic copy); • one further sample of the applicant's written research work, as the applicant sees fit' Can the further sample be another chapter from the thesis since at this stage I have no articles, books or chapters published?
As stated in the terms and conditions, the second sample of the applicants work is at the discretion is at the applicant's discretion.
Further to my query regarding the inclusion of illustrations for Art History proposals, which was answered on the FAQ page, I would like to clarify that I am inquiring about the samples of writing which the terms and conditions state <i>can</i> be included as separate documents and which do not have a word limit. Please advise.
In addition to your thesis chapter, you may include another sample of your own work separately. However, if the illustrations you refer to are part of the proposed project, they must be included on the application form itself.
I have a quick question on the IRCHSS Scheme 2 - Postdoctoral Fellowship 2010-11.

The Terms and Conditions state that "All applicants MUST submit an electronic version of their application (one complete document only)". They also state that the writing samples "can be sent as a separate documents or inserted into the application form." Can I please confirm that:

**a) for the electronic submission it is permissible to attach three separate files, i.e. the completed application form and two separate writing samples; and
b) for the hard copy it is permissible to submit one copy of the application form (collated and stapled) and two separate, stapled writing samples along with the other required material.**

(a) Yes. Your electronic submission can include three attachments i.e. your application, your thesis sample and another sample of your written work.

(b) For your hard copy you should include

- Your application – stapled and collated
- Your thesis chapter – stapled and collated
- Another written sample – stapled and collated
- Your letter of invitation from the institution
- Your letter of support from your mentor
- Two signed and sealed references on the appropriate template

Regarding item 17 of the application form for the post-doctoral fellowship 2 concerning samples of written work and a second piece of research work: Should these be typed in the application form or are they extra attached?

Your thesis chapter and samples of work can be either inserted/typed on to the application form or sent as separate documents.

My letter of invitation from the head of department and the letter of support from the mentor have been sent to me in a slightly different template to that provided, although I sent them the relevant templates via email. Are these acceptable?

No, your letters of invitation and support must be completed in the templates that are provided on our website www.irchss.ie

Can you please clarify what the following evaluation criteria means, 'Clarity and quality of plans for acquisition of new knowledge including training proposed'. I am applying for Fellowship 1, and I am confused as to what kind of training is being referred to.

The evaluation criteria as presented are for use in all 3 fellowships and therefore may not necessarily apply to each individual fellowship. In this case the first part i.e. 'Clarity and quality of plans for acquisition of new knowledge... proposed' will apply.

Thank you very much for your very thorough FAQ on these matters; it has answered most of my questions. However, can I just clarify something?

I have my doctorate awarded by University of X, UK and am proposing to take up the fellowship in University of Y, Ireland. I would like one reference to be my supervisor (X) and one reference to be my mentor (Y, external to my awarding institution). Is that allowed?

I have read the FAQ and found an answer close to this. On page nine of the FAQ, to the Q 'If I completed my PhD at one institution and propose to undertake the Fellowship at another institution, can I use two referees from my awarding institution?'

The answer is:

No, as per Section C of the Terms and Conditions:

Applicants are required to nominate two referees (PhD supervisor and one external) in support of their project proposal and to include such references with the submitted proposal [...] at least one reference must be provided by an individual external to the applicant's institution.

But by 'external to the applicant's institution', does this mean, in my case, BOTH institutions or only either the awarding or host institution?

In your case one reference can be your supervisor (University of X, UK and one from your proposed mentor (University of Y, Ireland).

N.B. The mentor must also provide a letter of support.

N.B. The applicant's institution refers to the institution that awarded the PhD.

Re peer reviewers: is one permitted to nominate an academic (from outside the Republic of Ireland) who has presented a paper at a conference co-organised by the applicant, if the applicant was not personally involved in inviting that person, did not directly correspond with them, and only conversed with them socially at the event? Or would this still be interpreted as a 'personal relationship'?

This would be interpreted as a personal relationship.

Please clarify the electronic copy of the application: do samples have to be included in one file together with the application form or can they be submitted as separate files (in which case the electronic submission can consist of up to three separate files)?

Preference is for one file together with the application form however, separate files in **ONE** email will also be accepted.

When I send the electronic version of my application form, do I need to include an electronic copy of the Institutional Formal Statement of Invitation, Mentor Support Form, and the PhD Confirmation/Declaration? I am assuming I don't need to but would like to make sure.

As per the terms and conditions the electronic copy should include:

One electronic copy of the completed application form and supporting materials (references, signatures and stamps not required)

In terms of IRCHSS postdoc contracts, are they allowed to teach in their first year, even if it is relevant to their research?

The *first year* of the Fellowship shall be devoted exclusively to research. The Fellow shall NOT engage in any activity other than developing the stated research project for which the Fellowship has been made. If the Fellowship is renewed for a *second* year, Fellows may contribute to the academic teaching of their departments, provided they do so with the support of the relevant head of department/school. In this regard, Fellows may:

- teach one full academic course/module on the departmental syllabus, and/or
- coordinate a departmental research seminar for graduate students and

postdoctoral scholars within the host department.
Additional payments for such responsibilities will not affect the value of the Fellowship.

I write to request a clarification regarding the status of an external referee. I recently examined the Ph.D. of a candidate who now wishes to make an application to this scheme, working with me as mentor. He has also asked me, as his Ph.D. examiner, to provide a reference, in addition to one to be provided by his supervisor who is in the institution where the degree has been awarded. Could you confirm that I am in correct in thinking that at the point of application I am external to the candidate's institution, and that I can therefore provide the reference?

Yes. Please note that the mentor must also provide a letter of support on the template provided.

I wanted to confirm the layout of 'Section 15. Project' in the Fellowship 1 form - the title refers to the four criteria headings set out in the T&C section D, however I just wanted to clarify that these sub-headings refer specifically to '15.2 Description of fellowship', as opposed to all the sub-sections under Section 15, i.e. 15.1 Resume of doctoral thesis, 15.3 Research plan, etc.

The evaluation criterion refers to all headings in Section 15 of the application form.

I am applying for the IRCHSS Type-2 fellowship, in an interdisciplinary project involving phenomenology and poetics and have the following questions.

- 1. In such an interdisciplinary subject, is it acceptable to have two mentors for the project?**
- 2. If this is acceptable, are two "Formal Statements of Invitation" and two "Letters of Support Mentor" required?**
- 3. Would such an interdisciplinary study in any way problematise the application, assuming suitable peer reviewers could be nominated?**
- 4. Would any other special requirements be levied on such a project?**

1. Applicants to Fellowships 1 or 2 should only have the support of one mentor.
2. Applicants must have the written support of one mentor in the host institution and one formal statement of invitation to him/her from the Head of a Humanities, Social Sciences, Law or Business Studies department/school to be associated with that department/school of the host institution for the duration of the Fellowship.
3. No. An interdisciplinary study should not be problematic. However, you must be able to nominate up to five suitable peer reviewers that are capable of providing an objective analysis of the proposal.
4. No. There are no special requirements on interdisciplinary proposals.

I am preparing my application for a one-year IRCHSS fellowship to re-work my dissertation for publication and have a question regarding the application form.

In Part D Section 15 applicants are asked the following:

"PROJECT

Please consult Section D of the "Terms and Conditions" and provide the information under the various headings that are listed under Evaluation Criteria. Candidates are advised that they must present this information under the designated headings (with no appendages) and that they must not exceed the stated word limits."

Having consulted the terms and conditions I am confused as to which

<p>headings I should use when filling out this section of the application form and where I should use them. For example, should I write the required resume (15.1) of my dissertation under the 8 headings provided in the box "Quality of proposal and fellow" or in the next section (15.2) Description of fellowship? In brief, to which tasks in Part D Section 15 of the application form do the various headings listed under "Quality of proposal and fellow", "Training", "Implementation" and "Impact" refer?</p>
<p>This question has been answered above (2 questions up)</p>
<p>I note that applicants are asked to nominate 'up to five' peer-reviewers in their applications. Will applicants be penalised if they nominate less than five reviewers? (Due to the strict guidelines as to what is interpreted as constituting a 'personal relationship'). Further to this, are reviews conducted 'blind' as is usually the case with a journal article or will the applicant's personal details be known to reviewers?</p>
<p>No. Applicants are required to nominate up to a maximum of five international academics/renowned experts in their discipline to peer review their proposal. In response to your second question, the original application forms are sent to the peer reviewers so they will be able to view the applicant's personal details. However, they are required to sign a conflict of interest form in addition to an advisory note to remind them that they must provide an objective analysis and that they must not have any personal relationship with the applicant. They are also asked to maintain strict confidentiality in the process.</p>
<p>I have a quick question regarding the Fellowship 1 scheme. Can a designated DIT Research Centre issue a letter of invitation or must it come from the School of Marketing in DIT?</p>
<p>No. Fellowship 1 or 2 applicants must include a formal statement of invitation from the Head of a Humanities, Social Sciences, Law or Business Studies department/school. The head of a research centre will not suffice for the application.</p>
<p>Could you help with this inquiry or forward the message to relevant individual. I am not clear whether my Postdoctoral student can undertake to do some teaching or not. In Year 1 or Year 2?</p>
<p>As per the terms and conditions, the fellow should devote their first year exclusively to research and not engage in any other activity other than the developing the funded research project. If the Fellow is undertaking a two or three year fellowship and is renewed for the second year, they may contribute to the academic teaching of their departments provided they have the support of the relevant department/school. Fellows may:</p> <ul style="list-style-type: none"> • teach one full academic course/module on the departmental syllabus, and/or • coordinate a departmental research seminar for graduate students and postdoctoral scholars within the host department. <p>Additional payments for such responsibilities will not affect the value of the Fellowship.</p>
<p>I have a question about the thesis declaration form. At my university, Ph.D completions do not come before the academic council for formal approval. Once thesis forms are signed by the internal examiner, a candidate is deemed to have passed and may graduate in July. What should be entered on the declaration form where it asks for the date of the next academic council meeting in this case, as it is not applicable here?</p>
<p>In this case, you can enter the date that the forms are signed by the internal examiner in addition to the date of graduation. I would also advise you to edit the declaration form to include a note to explain the procedure for PhD completions in your institution.</p>

Can one of my referees be my future postdoctoral mentor if he/she is external to the institution in which I completed my doctoral degree?
Yes. Please note that the mentor must also provide a letter of support on the template provided.
Can the references for the applicant be in another language or does an English version only have to be submitted?
No. The references for the applicant must be in either English or Irish.
I have submitted my PhD thesis in psychology and could not get a viva date prior to the end of January due to problems with the availability of my external examiner. I will, however, be sitting my viva in early February. I hope to apply for the IRCHSS postdoctoral fellowship scheme as this scheme is the main funding available in my area. Would there be any possibility that my application will be reviewed?
No. Unfortunately, in order to be eligible to apply for our scheme this year, you must have been certified as having fulfilled all the requirements for the award of a doctoral degree, including your viva, by the 31 st of January 2010.
I have a small query in relation to the Institutional Stamp on the application and supplementary letters. I have an application that already has the <i>departmental</i> stamp on the letters and application form. If I stamp it with the Office of the Vice President for Research stamp, will it deem the application ineligible? (or does it matter that there will be 2 stamps on the forms / letters?) Should we get the signature page re-signed with no departmental stamp?
No. It is not necessary to resign the signature page. Both stamps are permitted but please ensure that the application is signed
Is the bibliography referred to in Section 16 related to the doctoral thesis or to the proposal?
The bibliography refers to the proposal.
With regards to the selection of five peer reviewers, could you please let me know if we are supposed to approach them to see if they are willing to act as reviewers, or should we leave this to IRCHSS? Also is it acceptable to nominate two reviewers from the same university and department?
The IRCHSS will approach the peer reviewers nominated by the applicant. The applicant is permitted to select two reviewers from the same university and department.
If a successfully funded fellow leaves unexpectedly after completing one year of a two year fellowship to take up employment elsewhere, is the institution obliged to refund the costs of the first year of the fellowship to IRCHSS?
As per the Terms and Conditions (page 12), if a Fellow wishes to terminate his/her Fellowship either for personal or professional reasons, they must have prior consultation with the IRCHSS as it may involve reimbursement by the Fellow to the IRCHSS if he/she cannot justify the funding made available up to the date of termination. Should a Fellow under this Scheme be unable for any reason (including medical reasons) to pursue his/her project in accordance with the Terms and Conditions of the Scheme, he/she must inform the IRCHSS Director within two weeks of such a situation coming to his/her attention. In such situations, IRCHSS will have regard to the usual conventions of the Fellow's host institution. However, given the basis on which Fellowships are awarded, IRCHSS reserves the right to withdraw the Fellowship.
My question re the application for Scheme 2, the 2 year postdoc fellowship is as follows: Re the ethics waiver signature on the application form, it says this

should be signed by the Dept. Head. Would this be the Dept Head at the host institution in Dublin? Re translation of foreign phrases, sentences, etc, does this apply to titles in the Bibliography? What about short Latin phrases that are well known in the academic canon?

In answer to your first question, for Fellowship 2 applicants, the ethics section should be signed by the Department Head in the host institution. For Fellowship 3 CARA the 'home host' institution is responsible for ensuring the 'international host' institution has appropriate ethical policies in place, and in the absence of such fellows must adhere to the ethical approval of the 'home host' institution. Regarding your second question, we will accept bibliography titles in a foreign language. We would encourage phrases in another language to be to include an English translation. However, this issue is ultimately at the applicant's discretion.

Is it advisable to use my doctoral supervisor as one of my referees ? I completed my Ph.D. in 2006 and am applying for a two year post-doc this year. My external examiner is acting as one of my referees. I can supply a reference from my supervisor but my work has moved on in the last four years and I have another referee in mind who has a much better sense of my proposed project. She has worked me over the past few years and knows my academic work well. I don't want to jeopardise my application by not using my supervisor who is willing to supply a reference.

As per Section C of the Terms and Conditions, one referee must be the applicant's major *doctoral* supervisor, and the other an academic familiar with the applicant's work. At least one referee must be external to the applicant's host institution.

Could you please clarify a point with regards to the choice of two references. It says that one has to be your PhD supervisor and the other person has to be external. Do you mean external to the institution where you did your PhD or to where you are currently working? My PhD supervisor is based at a London university and my second referee (currently my employer) is based in a university in Ireland, where I hope to undertake the post-doctoral fellowship. Please let me know if this is acceptable.

As per Section C of the Terms and Conditions, one referee must be the applicant's major doctoral supervisor, and the other an academic familiar with the applicant's work. At least one referee must be *external to the applicant's host institution* i.e. external to where you completed your PhD.

Can you please clarify what constitutes as a person's 'authorised nominee' in the case of signatures which are required? For example, would the Head of School be an authorised nominee of the VP for research?

No, applications must be signed by the VP/Dean of Research or *their* authorised nominee.

I am currently preparing my thesis chapter and other writing sample for the application. My thesis chapter is approximately 70 pages long, not counting appended images, and would therefore be extremely difficult to staple successfully. Will paper-clipped copies be accepted?

Paper clipped copies will be accepted but please be sure that all items are in order and as secure as possible.

Should the letters of invitation and mentor support be printed on plain paper, official host institution letterhead, or does it matter?

This is at the discretion of the institution/Fellow. However, the letters of invitation and support must be on the appropriate templates (see www.irchss.ie), signed and with the institutional stamp.

I submitted my phd in october 2009, had my viva on 14/12/09, had no corrections and then submitted the hardbound copy 17/12/09. I have not yet had my declaration form stamped (ie not before 31/01/10) and I note in your frequently asked questions that this is ok 'provided there is evidence that the viva has been completed with little or no corrections'.What kind of evidence is required - would it be enough to have my PhD supervisor mention it in her reference?

No. Those who have not graduated but have completed their viva and have no corrections before January 31st 2010 must submit a signed and stamped declaration form (the template can be found on our website www.irchss.ie) confirming that the applicant has fulfilled all the requirements for the doctoral degree.

For scheme 2 postdoc fellowship application, does question 21 refer to full-time research apart from what a prospective candidate has outlined for the postdoctoral fellowship .

No. Question 21 refers to full-time research being undertaken prior to the application, i.e. current research.

The total score as per section D of the Terms and Conditions is 110 not 100 (55 + 25 + 15 + 15). Will the scoring of individual sections remain as described in T&C i.e. the total will remain 110, or will there be some adjustments?

Thank you for alerting us to this error. It should be 60, 20, 10 and 10. We will make the necessary adjustment to the document.

I'm writing to ask for clarification about the Postdoctoral Fellowship application process. My doctoral supervisor is no longer affiliated with the university that awarded me my PhD, since he took up a new position in a university in the UK shortly after I completed my thesis - in that case, if he were to provide me with a reference, would it meet the requirement that 'at least one reference must be provided by an individual external to the applicant's institution', as stipulated in section C of the terms and conditions document? Or do I need to ensure that my second referee is also external to the institution where I did my graduate work?

We would still require someone external as your doctoral supervisor was internal to the institution when you completed your PhD. Therefore, should he provide a reference, your second referee would have to be external to the institution where you conducted your graduate studies

I am applying to carry out the post-doctoral fellowship at Trinity College Dublin in the School of Social Science and Philosophy. The application requires the signature of the Head of School. However, the Head of School cannot sign because of a hand injury: he is using a stamp of his signature instead. Will this cause any difficulties with the application?

Yes, unfortunately this will cause difficulties, if the Head of the School cannot sign the form, they will have to ask an authorised nominee to sign the form.

Can I please clarify being able to include conference papers in section 10 that have been accepted for 2010 or does this section only refer to papers already delivered.

Question 9.2 refers to conference papers that have been accepted (not published).

Scheme 2 - Postdoctoral Fellowship 2010-11, I have a query. In the document Postdoctoral Information Session/Webinar, Government of Ireland Postdoctoral Fellowship Scheme 2010-11

It states the following: (that)

- **Permission needed for teaching/work experience, travel,**
- **deferral, change of HEI**

Can I ask, Are there any other work restrictions? Specifically, are there restrictions with regard to consultancy work or other non-teaching work?

Yes. As stated under Section E of the Terms and Conditions on our website, the *first year* of the Fellowship shall be devoted exclusively to research. The Fellow shall not engage in any activity other than developing the stated research project for which the Fellowship has been made. If the Fellowship is renewed for a *second* year, Fellows may contribute to the academic teaching of their departments, provided they do so with the support of the relevant head of department/school. In this regard, Fellows may 1) teach one full academic course/module on the departmental syllabus, and/or 2) coordinate a departmental research seminar for graduate students and postdoctoral scholars within the host department. Additional payments for such responsibilities will not affect the value of the Fellowship. The fellow should not be engaged in any other activity apart from duties required by his/her department. I would advise you to consult Section E for further information for award holders/successful applicants.

Scheme 2 - Postdoctoral Fellowship 2010-11, I have a query. Does the HEI or Fellow receive any financial support for expenses, such as research dissemination? In particular, are there supports for conference attendance and travel, or are these and other costs carried by the HEI and/or Fellows.

I would advise you to consult Section E of the Terms and Conditions on our website which details information for award holders/successful applicants, for further information. There are no additional allowances available for schemes 1 or 2. Travel and research allowances are only available for under the CARA scheme.

A stamp of the signature of the Head of Registration has been used on my thesis declaration form. Will this suffice or will I have to obtain a PP signature from someone in the student records office? If so, should I still list the name and title as 'Ms X, Head of Registration' and get one of their officers to sign PP on the form?

We require a stamp and an original signature. Therefore, an authorised nominee from the student record office will have to sign the form.

1. I completed my PhD at a university in the UK, and my supervisor will be my first referee. I work now at a university in Ireland and will apply for a Postdoctoral Fellowship at that same university. Am I right to assume that I still may use my current Head of School or my proposed mentor as a referee for this application (even though we currently are colleagues, since I work as a temporary lecturer in the same School)?

2. If the answer to this is "yes", I have a question about the section of the application form entitled "Applicant Summary Details" (Part A): under "Institutional Affiliations (current and proposed)", should I enter my PhD-awarding university or my current employer as my "current" institution (where my current employer also is my proposed institution)?

<p>1. As stated in the terms and conditions, one referee has to be your thesis supervisor (from the UK university) and the other must be external to the institute where you completed your PhD. However, you must provide a letter of support from your proposed mentor and a separate signed and sealed reference, both on IRCHSS templates.</p> <p>2. If your current and proposed institution is the same, just enter the name of that institution.</p>
<p>I passed my viva with no corrections on 18 Nov 2009 and it was approved by the degree committee on 30 Nov 2009 but I will not be graduating until July 2010, therefore I believe I should not use the Confirmation Form. But, because my degree has already been approved, may I change the Declaration Form template's references to university approval to the past tense as follows? 'Since the thesis was brought before University/Academic Council for formal approval, the candidate is now in a position to graduate in July 2010. This meeting of the Committee for the Award of Degrees, Diplomas, and Certificates on behalf of the Senate took place on 30 November 2009.'</p>
<p>Yes, that is fine. Use the declaration form and make the appropriate changes.</p>
<p>A question regarding Part 18.b. of the application form. Will five "international experts" review our proposals regardless of the number of experts we actually nominate ourselves. For example, if I nominate two, will three be appointed from the IRCHSS panel? Is it permissible not to nominate any peer reviewers?</p>
<p>No, five international experts will not review your proposal.</p> <p>IRCHSS reserves the right to use our panel or those that you provide.</p> <p>As per the Terms and Conditions you must nominate peer reviewers otherwise your proposal will be deemed ineligible as an incomplete application.</p> <p>As with previous years all peer reviewers are independent and international. IRCHSS has never used Irish based peer reviewers for this scheme.</p>
<p>I note that email submissions of the form must be on "one complete document only". Does this include the samples of written work which are to be sent? Can these not be sent as additional attachments to the electronic form? I note that samples of written work can be sent as separate documents with the paper application, but what is the precise procedure for the electronic copy?</p>
<p>Preference is for one file together with the application form however, separate files in ONE email will also be accepted.</p>
<p>I've looked carefully through your FAQ, but still have a query about the current post-doctoral fellowship scheme. Would you prefer names to be displayed on the hard copy versions of the accompanying article and chapter of doctoral thesis or do you need these to be anonymous for peer review?</p>
<p>You must include your name on all documents submitted. The original application forms are sent to the peer reviewers so they will be able to view the applicant's personal details. However, they are required to sign a conflict of interest form and applications are accompanied by an advisory note to remind them that they must provide an objective analysis and that they must not have any personal relationship with the applicant. They are also asked to maintain strict confidentiality in the process.</p>

Re the academic references provided for the post doctoral fellowship (scheme 2), can my proposed post doctoral mentor within my host institution also act as a referee? My doctoral supervisor (i.e. my second referee) is external to the proposed host institution.

Applicants are required to provide two references, one from your PhD supervisor and one that is external to the institution where you completed your PhD. Therefore, your PhD supervisor cannot also be your external referee. Your post doctoral mentor can be your referee if he is external to where you completed your PhD.

In relation to the letters of invitation, it is the Head of Department that will be signing off on these as opposed to Head of School. They are referred to Depts here rather than schools. Is that ok? Should we change the template to read Head of Dept where they will be signing so that IRCHSS are aware of this or does it make much difference?

That is fine and thank you for making us aware of this. It would be helpful to change the template but this will not make an application ineligible.

I am applying for post doctoral fellowship scheme 2 and I have a question about the confirmation form. Despite my request to the institution I graduated from to fill out the template provided by IRCHSS, they refused and sent me a comparable form. Is that acceptable?

This should be fine as long as the same details are provided however we cannot guarantee this until your application is reviewed.

I notice in the FAQs that students from an institution where theses are not required to go before an academic council between Viva and graduation are advised to edit the form accordingly and to give the date when thesis forms are signed.

I submitted my thesis on 11 September and sat my viva in December 2009. However, I was unable to get the final sign off on the forms until 11 February 2010.

I am concerned that if I list this final date it will appear that my Viva fell outside the 31 January 2010 thus disqualifying my application, when it in fact took place the previous December.

Can I, in this instance, edit the form to indicate that my thesis does not come before an academic council, that I successfully sat my viva in December 2009 and that I am eligible for graduation this coming July?

Such a proposed edit will only be eligible if the University signs and stamps your declaration form to state that you are eligible for an IRCHSS Postdoctoral Fellowship as per our Terms and Conditions.

On the face of it and given the actual sign off date it would appear that you may not be eligible.

I am currently putting together an application for a Post Doctoral Fellowship for 2010/2011, and have a small question. I have a letter of institutional invitation, as required, from the History Department at NUI Galway, where I shall be based during the course of the project, but I shall also be affiliated with the Moore Institute at NUI Galway during that time. I have a letter explaining this from the

Director of the Moore Institute and was wondering whether I should include both letters with my application or, if not, which of the letters I should send?
Fellowship 1 or 2 applicants must include a formal statement of invitation from the Head of a Humanities, Social Sciences, Law or Business Studies department/school. The head of a research centre will not suffice for the application.
I'm applying to do my post-doctoral fellowship in NUI Maynooth in Sociology. Is it alright if my letter of invitation is signed by the Head of Department rather than the Dean of the Faculty of Social Sciences. I have asked both and they both tell me that it is procedure that the Head of Department signs the letter of invitation. However, I wanted to confirm this.
Yes, that is correct. Fellowship 1 or 2 applicants must include a formal statement of invitation from the Head of a Humanities, Social Sciences, Law or Business Studies department/school.
I have a query in relation to the emailed form for application for a Fellowship. The instructions note that one must email a 'complete document only'. However, elsewhere, the instructions are clear that nothing is to be 'appended' to the application form. Thus, I am not clear about whether to 'attach' my Table of Contents, PhD chapter and sample of written work into the email, along with the form – which would mean sending three documents along with the application form - or whether to add them to the end of the form to make one document, but they will then be appended. I would very much appreciate your opinion on this matter – if it is appropriate to give me one.
Preference is for one file together with the application form. However, separate files in ONE email will also be accepted. Your electronic submission can include three attachments i.e. your application, your thesis sample and another sample of your written work.
I would like clarification about the second referee: On Fellowship 2 form Section 18 it says: Please provide the name, position and official address of two academic referees ... and one other who is acquainted with your academic work. At least one reference must be provided by an individual external to the applicant's institution. Both confidential references should be submitted by the applicant as part of your application package. At the moment I am supervising 2 Masters students in All Hallows College, I am not attached to UCD. However, I did my PhD in UCD, and if I received a fellowship I would be doing it in UCD. Therefore is it acceptable for me to get a reference from a lecturer in UCD who knows my work? Or do I have to get it from someone completely external to UCD also?
As per Section C of the Terms and Conditions, one referee must be the applicant's major <i>doctoral</i> supervisor, and the other an academic familiar with the applicant's work. At least one referee must be external to the institution where you completed your PhD. Therefore, your second referee must be from outside UCD.
I note that electronic submissions do not have to include signatures/stamps. However, must applicant's type the names of the signatories on the electronic copy of the form? And must they include as an email attachment the copies of the declaration form from student records and statements of invitation from Head of School and mentor without the signatures and stamps with their electronic submission? If so, should relevant names be typed thereon? Or should these only be submitted with the hard copy? Also, is it acceptable to write one's name and e.g. 'Sample of written work no. 1: table of contents of thesis and thesis chapter' as a heading on the samples of work submitted?

Applicants are required to submit an electronic copy of the application form (including bibliography) and samples of the applicant's written work. Applicants are not requested to submit an electronic copy of the references (these must be sealed), the statement of invitation, the mentor's letter and the confirmation/declaration from the Student Records Office. You do not need to type signatures on your electronic attachments.

Titles and headings are at the discretion of the applicant as long as they clearly indicate the contents of the document. However, I would advise you include your name on all of your documents, both electronic and hard copies.

The mentor support statement and the institutional support statement have to be stamped. Can you please let me know if this refers to the department stamp or the VP of Research Office stamp, or both.

The mentor support letter and the letter of invitation should be stamped by the highest delegated authority who can accept the fellow on behalf of the host institution. This is generally the Research Office in Irish colleges. However, I would suggest that you to consult the research office to advise you on the delegated authority in your institution.

I am applying for the Postdoctoral Fellowship 2010-1. My reference 2 has been written by my external examiner from the UK. However, he wrote the reference before going to New Zealand where he still is. At that time we believed I would be applying with a Professor from TCD as my mentor. However, following discussions with the TCD professor it has become clear that because of the direction my research is taking me I should apply with another professor from UCD as my mentor. The TCD Professor is of course supplying Reference 1 and he will allude to this. However, Reference 2 from The UK professor has not been updated as he is still in New Zealand. I have had email contact with him and he is more than happy with the change to the UCD professor but this is not in the reference. I hope this is acceptable to IRCHSS?

I would advise you to attach a note to the application to explain this change. Please ensure that you include a signed letter of support from your new mentor with your application.

With regards to the nomination of reviewers. Would it be acceptable if I nominated only three or four reviewers. The field that I am interested in is relatively new and there aren't many academics who could be described as renowned international academics in the field.

As per section C of the Terms and Conditions, *Applicants are required to nominate up to five international academics/reowned experts in their discipline to peer review their proposal.*

For question 9, can we put in more than three published papers and books?

Yes you can. But please remember to stay within the template and I would advise you to keep the list of entries relatively short.

Can you please tell me if it is acceptable to send the application by registered post. I note that in the FAQ you advised someone not to send by courier because IRCHSS could not guarantee sign-off. Therefore I wanted to check if registered post is acceptable.

Yes, registered post is acceptable.

After 3 months of requests my Student Records Office haven't filled out the template letter confirming my PhD but have devised their own letter, stamped which I have only just received. Will this be acceptable with my application which I'm posting now? Or will you accept it separately from X and they will deliver it themselves?

We cannot guarantee acceptance of this however, we can guarantee that confirmation letters sent separately will deem an entire application ineligible.
Please can I clarify something. Is it possible to post the application on Friday 19th - will this be accepted even though the form won't arrive until Monday?
Yes, applications must be postmarked Friday 19 th February (4pm in the case of registered post)
Also can the attached copy of our research work be in a .pdf format or does it have to be in word?
Yes pdf is fine (one email only)
Does 'previously submitted' refer to just the postdoctoral scheme or does it also include past postgraduate applications?
Postdoctoral and other project schemes but not postgraduate.
FELLOWSHIP 3 CARA SPECIFIC QUERIES (please also consult general queries above)
Will submissions made by Non-EU applicants be accepted?
Yes, however, non-Irish citizens must have been resident in Ireland for 3 of the last 5 years. In addition, Irish citizens that are currently located abroad may not apply to return to their current institution abroad, where appropriate.
How much will my CARA fellowship be valued at?
The final total maximum value of the fellowship will be adjusted slightly for each fellow and will depend on a) the location of the outgoing international host institution (using the country-specific correction factor). The annual base value of the fellowship is set at €54,300 per annum, and this is adjusted in accordance with the country its held in for example in Ireland the rate is 113% hence the annual base rate will be € 61,359. b) the individual family circumstances of the fellow. A monthly mobility allowance; fixed amount to cover expenses linked to the relocation of the researcher and her/his family in the host country will be paid, the base reference rate is € 500 for researchers without a family and € 800 for researchers with family. The monthly living allowance and the monthly mobility allowance rates for individual countries are obtained by applying to these rates the correction factor for the cost of living in each country. (eg. A rate of 113% for Ireland) To find out what the country specific correction factor is for your chosen destination see the Marie Curie People work programme 2009 ftp://ftp.cordis.europa.eu/pub/fp7/docs/wp/people/m_wp_200901_en.pdf
Are there any restrictions on where the 'international host' institution is located?
The CARA postdoctoral fellowship scheme facilitates international mobility. International host institutions can be research institutions located anywhere in the world. The assessment process will consider the Host institutions expertise and appropriateness for hosting a CARA fellow. Applicants may not have resided or

carried out their main activity (work, studies, etc) in the country of their chosen 'international host' institution for more than a total of 12 months in the 3 years immediately prior to the call deadline; and may not apply for a fellowship at a 'international host' organisation in the country of his/her nationality.

I am an Irish Citizen who completed under-graduate studies in Ireland, and postgraduate studies in the UK, am I eligible to hold a CARA fellowship, and if so can I apply with a host institution in the UK?

Applicants from any country may apply for Fellowship 3 CARA, including Irish Citizens living abroad. However you cannot not have resided or carried out your main activity (work, studies, etc) in the country of their chosen 'international host' institution for more than a total of 12 months in the 3 years immediately prior to the call deadline, thus you may not be eligible to apply with a UK 'international host' institution.

- who are citizens of Ireland and are not resident at the time of the call deadline may apply, however they must not have resided or carried out their main activity (work, studies, etc) in the country of their chosen 'international host' institution for more than a total of 12 months in the 3 years immediately prior to 19 February 2010.
- must satisfy the 'home host' and 'international host' State's regulations on immigration and have the support of the host institution(s) with respect to these regulations and requirements;
- maintain their principal residence outside of Ireland during the term of the first and second year of the Fellowship and in Ireland for the term of the third year of the fellowship.

Can I have more than one international Host institution?

No there should only be one international host institution. IRCHSS recognises that Fellows may benefit from spending part of the term of the Fellowship away from their host institutions. Where such research-related trips are conducted during the regular teaching term of the Fellow's host institution, and amount to a total of *five weeks* during any such term, the Fellow must have secured the *prior* written approval of his/her mentor.

I wish to apply for Postdoctoral Fellowship 3 CARA but would appreciate clarification on the eligibility criteria for applicants. On page 5 of terms and conditions, I read that applicants must "have resided and worked in Ireland for 3 years out of the 5 years prior to the call deadline (verification will be necessary at award stage)." However, a following point indicates that applicants "who are citizens of Ireland and are not resident at the time of the call deadline may apply, however they must not have resided or carried out their main activity..." in country of host institution etc.

I am unsure as to how this relates to me. I am a citizen of Ireland, but resided and worked in France at various universities from autumn 2004 to beginning September 2008, when I returned to take up my current contract post. I do not however intend to apply for the fellowship through a host institution in France. As a citizen of Ireland, but one who has only lived and worked in Ireland for 17 months of the 5 years prior to the call deadline, am I eligible to apply for Fellowship 3 Cara?

Yes you are eligible particularly with a UK International Host Institution.

If you were applying for a French International Host Institution this would depend on whether you have been in France for more than a total of 12 months in the 3 years prior to 19 February 2010 as per T&C below:

Applicants from any country may apply for Fellowship 3 CARA, including Irish Citizens living abroad. However you cannot have resided or carried out your main activity (work, studies, etc) in the country of their chosen 'international host' institution for more than a total of 12 months in the 3 years immediately prior to the call deadline, thus you may not be eligible to apply with a French 'international host' institution.

- who are citizens of Ireland and are not resident at the time of the call deadline may apply, however they must not have resided or carried out their main activity (work, studies, etc) in the country of their chosen 'international host' institution for more than a total of 12 months in the 3 years immediately prior to 19 February 2010.
- must satisfy the 'home host' and 'international host' State's regulations on immigration and have the support of the host institution(s) with respect to these regulations and requirements;
- maintain their principal residence outside of Ireland during the term of the first and second year of the Fellowship and in Ireland for the term of the third year of the fellowship.

I want to work on a project that will have a strong French focus, with my foreign institution chosen being French. However, my project will also lead me to look at Italy and Portugal, with at least one research trip to each of these two countries. Is it possible/advisable to have a project that cover a wider international angle (in my case two countries, Italy and Portugal, plus a main one, France), than the actual foreign country I will be based in during my two years outside of Ireland (France)?

IRCHSS cannot advise on the content of the proposal.

However, you should note that there should only be one international host institution. IRCHSS recognises that Fellows may benefit from spending part of the term of the Fellowship away from their host institutions. Where such research-related trips are conducted during the regular teaching term of the Fellow's host institution, and amount to a total of *five weeks* during any such term, the Fellow must have secured the *prior* written approval of his/her mentor.

I am currently in the second year of my IRCHSS postdoctoral fellowship, which ends on 31st September 2010. Am I entitled to apply for a 3 year CARA postdoctoral fellowship beginning 1st Oct 2010?

I was awarded my PhD in November 2007, so I will still be within the 5 year time limit before 31 January 2010.

Yes you are eligible to apply, however, please note, *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.*

You should also heed the specific nationality and residence requirement of the CARA Fellowship as below:

Specific Nationality and Residence Criteria for Fellowships 3 CARA:

Applicants from any country may apply for Fellowship 3 CARA. However, successful applicants:

- must have resided and worked in Ireland for 3 years out of the 5 years prior to the call deadline (verification will be necessary at award stage);
- may not have resided or carried out their main activity (work, studies, etc) in the country of their chosen 'international host' institution for more than a total of 12 months in the 3 years immediately prior to the call deadline;
- may not apply for a fellowship at a 'international host' organisation in the country of his/her nationality;

I submitted an application unsuccessfully to the IRCHSS Postdoctoral scheme in 2008 and 2009. Am I eligible to apply for the CARA in 2010?

No, as you have already submitted an application to this scheme in 2008 and 2009 you have already applied twice.

As per the Terms and Conditions: Applicants may only re-apply to the Postdoctoral Fellowship scheme (Fellowships 1, 2 and 3 CARA) with the same project on one subsequent occasion.

I have applied previously applied (unsuccessfully) to the Postdoctoral fellowship scheme on two occasions. Your documentation appears to imply I can apply once more. Can you confirm that this is the case for both Fellowships 2 (Two years) and 3 (Cara)?

As you have already submitted two unsuccessful applications to the Postdoctoral Fellowship scheme (Fellowships 1, 2 and 3 CARA) twice you are **ineligible** to apply for a third time. All Fellowships (1, 2 and 3) are within the same scheme – IRCHSS Postdoctoral Fellowship.

As per the Terms and Conditions: Applicants may only re-apply to the Postdoctoral Fellowship scheme (Fellowships 1, 2 and 3 CARA) with the same project on one subsequent occasion.

I have a question related to p. 5 of terms and conditions for Postdoctoral Fellowship 3 CARA. I have a French PhD (viva took place at Paris 12, my home university), and I want to apply for a French International host as my project will have a strong French focus. However, in order to carry out my research during my PhD (topic focused on Ireland), I lived in Ireland and Northern Ireland for the past three years and a half (two years in Maynooth and one in Belfast). In this condition, despite of my affiliation with a French university during my PhD, can I still apply for a French host institution (which won't be Paris 12 at all)?

From the information provided you are ineligible, due to the residency requirement (first point below). Please note the three points below which would result in an application being deemed ineligible.

Your application will be deemed ineligible if:

<ul style="list-style-type: none"> You are not an Irish Citizen, and you have not have resided and worked in the Republic of Ireland for 3 years out of the 5 years prior to the call deadline (verification will be necessary at award stage). You apply for a fellowship at an ‘international host’ organisation in the country of your nationality, thus a French citizen may not apply to hold a fellowship at an institution in France. You have resided or carried out your main activity (work, studies, etc) in the country of your chosen ‘international host’ institution for more than a total of 12 months in the 3 years immediately prior to the call deadline.
<p>It is not clear if non-EU members could apply for a CARA-funding, since in the Q&A there is an answer saying that non-EU applicants can only apply for scheme 1 and 2 and in another answer it is said that "Applicants from any country may apply for Fellowship 3 CARA".</p> <p>I am holding a non-EU nationality but I was born in Germany and lived all my life there. I have been living in Ireland for nearly two years now. Am I eligible to apply for a CARA fellowship?</p>
<p>No, whilst applicants from any country may apply for Fellowship 3 CARA you must have must have resided and worked in Ireland for 3 years out of the 5 years prior to the call deadline (verification will be necessary at award stage); which it appears you have not.</p>
<p>Can I apply for Scheme 1 and CARA together?</p> <p>No, as per Section A of the Terms and Conditions:</p> <p><i>Please note, where applicants apply for more than one fellowship all applications submitted will be deemed ineligible.</i></p>
<p>I wish to query the eligibility criteria for the Government of Ireland CARA Postdoctoral Mobility Fellowships. I am an Irish citizen, who completed undergraduate education in the Republic of Ireland and recently completed my PhD in Northern Ireland. Can I apply under the Government of Ireland CARA Postdoctoral Mobility Fellowships Scheme for an international host institution located in Great Britain (not Northern Ireland)?</p>
<p>No, as Great Britain includes Northern Ireland you would not be eligible to apply to GB/UK as an international host institution.</p>
<p>I am applying for a CARA Cofund postdoctoral fellowship for 2010 and have a query about what is expected of the non-Irish institution under the terms of the fellowship, as I need to clarify this for my planned host institution abroad. Are they expected to provide workspace and facilities for the fellow, as would be expected of an Irish institution under the usual postdoctoral terms? Furthermore, what is the exact role of the mentor in the non-Irish institution? Will they or the mentor in the main host institution assume the major role in supervising the project?</p>
<p>Please read Section E of the scheme Terms and Conditions.</p>
<p>For CARA award it is mentioned that applicants ‘must have resided and worked in Ireland for 3 years out of the 5 years prior to the call deadline (verification will be necessary at award stage)’. I would seek some clarification for the word ‘work’ here. Do you mean ‘work’ in the strict sense of the term, i.e. working or</p>

paying taxes or studying can also be considered as work? I am not Irish but I hold a EU passport, and I was registered as a PhD student at Trinity from October 2003 to December 2008. I had a salary from Trinity but, as this was a scholarship, I was not paying tax. I have, thus, resided in Ireland for 3 years but I did not paid tax for 3 years. Am I still eligible to apply for the CARA fellowship?

Yes you are eligible to apply as work includes study.

Will the CARA Mobility Scheme meet overhead costs that are required for Postdocs at some UK Universities?

An overhead has been allocated to fellowship three CARA. IRCHSS will allocate the payments of the award to the home institution, who will subsequently pay the fellow in accordance with institutional norms. The overhead will be paid to the home host / lead host institution. There will be no additional costs over and above the individual calculated fellowships rates, and no additional overhead for fellows traveling to the UK further to the Marie Curies UK rate which will be applied.

Re Cara, can the subject matter of the research be focused on Ireland only. Can the applicant effectively be a student in the foreign host institution, applying knowledge gained to an Irish context?

The principles behind the CARA scheme are outward mobility for postdoctoral fellows. No subject or research themes have been applied. For a proposal to be competitive the applicant must justify why they have chosen to travel to the specified international hosts, what they will gain when they are there, how this will benefit their research, and how this will benefit the European Research Area. In addition the applicant must have the support of the international host institution and an international mentor.

Must the international host Institution for the CARA 3 fellowship be a *higher education* institution? My preferred choice for international mentor is attached to a national museum, although is also affiliated with (honorary fellow) at a third level institution in X.

Yes, the host institution must be a HEI.

I've a quick question on the eligibility regulations for the CARA Co-Fund Scheme. Specifically, I applied unsuccessfully to the IRCHSS postdoctoral scheme three times with three different projects. I now wish to apply to the CARA scheme using a new project that differs entirely from the other three. Could you confirm that I am eligible under the rules?

Yes although it must be a completely new project as per the answers to this question above.

I was also wondering if it is ok for the host mentor to write the mentor's report and the formal letter of invitation for the applicant of Cara.

The host Mentor could write the letter of invitation if he/she has the authority to do so. The letter of invitation has to come from the host institution via authorized authorities who can formally accept the application. For example, the application could be accepted by the Dean of the Department in question and if this person is acting as the host mentor, that will suffice.

I will be applying for the CARA co-fund fellowship this year and wanted to clarify something regarding the international peer-reviewer section of the application. Would the expert need to be attached to an institute of higher education? One of my potential peers is a historian at the Department of Foreign Affairs & International Trade, Canada, while another taught at Cambridge until recently and is now primarily an author.

The Terms and Conditions state that “Applicants are required to nominate up to five international academics/renowned experts in their discipline to peer review their proposal.” Therefore, the reviewer does not necessarily have to be an academic in a HEI. However, the reviewer must be a considered a renowned expert in their field.

Can you tell me please if the application form for the postdoctoral fellowship 3 must be signed by institution I am going to for first 2 years, or if must be signed by Irish institute for final year?

All applications must be countersigned both by the Proposed Research Director/Mentor or equivalent and, by the Vice-President/Dean of Research, or by their authorised nominees on behalf of the home host institution (i.e. the institution where you complete your final year).

I am applying for the CARA Postdoctoral Fellowship. Can one person offer to be international host mentor to more than one applicant?

Yes. However, although there are no eligibility criteria stating that one person cannot act as host mentor to more than one applicant, this is a decision for each individual mentor as there is a considerable amount of work involved in the process.

I am currently an IRCSET post doctoral researcher at Dublin City University. I am a non-EU citizen, completed my doctoral programme on Dec 2007. I have started my post doctoral career by Sep 2008 and currently finished 1 year and 4 months of total 2 year tenure. Hence, my total residence time in Ireland is 1 year and 4 months only. Am I eligible to apply for CARA fellowship scheme?

No. As per the Terms and Conditions, applicants must have resided and worked in Ireland for 3 years out of the 5 years prior to the call deadline (verification will be necessary at award stage) .
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. However, applicants who have been funded by other agencies are eligible.

I'm in the process of applying for fellowship 3. What exactly is looked for in the 'Resumé of doctoral thesis' section?

This issue is at the discretion of applicant. We cannot advise on the subject matter of the 'Resume of doctoral thesis'.

I have another query regarding the CARA post doctoral scheme, more specifically it concerns the breakdown of value outlined in Appendix 1. The project will entail the use of scientific equipment, as central part of the research. However, this will incur a cost of several hundred Euro per year (i.e. for years 1 & 2). Will it be possible to use the €6000 dedicated to 'covering expenses directly associated with the research' for this?

Yes.

the person who has agreed to act as my international mentor has queried the last sentence in the International Mentor Support Form. I have placed it below. The confusion relates to the part in brackets, which seems should read something like 'insert host mentor's name' rather than the current 'insert international host mentor's name'. They feel it is referring to themselves.

"I will be direct contact with the home host institution mentor [*insert international host mentor's name*], in Ireland, and will collaborate with him/her

for all supervision duties
<p>This is an error. It should read [insert home host mentor's name].</p> <p>Please note a new template has been uploaded onto the website.</p> <p>Use of the old template will not deem an application ineligible.</p>
<p>I am applying for the IRCHSS Postdoctoral Fellowship 3 CARA. The University of Cambridge (UK) considered my approach and has agreed to act as my 'international host institution'; its Research Office co-ordinated the relevant forms (the invitation and Mentor's) and posted them on 26 January, over a week ago. However, they never arrived (and, after over a week, one has to suspect they will never arrive). Fortunately, the person co-ordinating all this in the Research Office has kept copies of the forms. Must I ask my contact at Cambridge to organise new forms and have them signed again by Mentor and Head of School, or - in the circumstances and with the application deadline now close to hand (it now being 4 February) - might it be sufficient to enclose (scanned) copies of the original forms?</p>
<p>Unfortunately, we will require original signed and stamped copies from both the home host institution and the international host institution so you will have to ask Cambridge to provide new forms in order to apply.</p>
<p>I have a question about the Cara Scheme: In what manner are the two mentors expected to cooperate and coordinate mentoring arrangements, is this up to them and their own arrangements? I presume that e-mail and telephone conversations etc. suffice? Or are they expected to meet up in person travelling from one country to another from time to time? If they are expected to travel, how often, and would the administration costs paid to the home host university cover the first mentor travelling over to see the second mentor? Or is the Postdoctoral fellow the only one who should travel back and forth for mentoring arrangements from time to time?</p>
<p>This is a matter for the mentors. I would advise you to refer to section E of the Terms & Conditions for further information for successful award holders/Fellows.</p>
<p>My query concerns part C (Applicant's Academic Record) of the CARA application form. I am unsure whether to enter my taught MA (with minor thesis) under point 5. or point 6. of the form, as I am not quite clear if 6. is only meant for research masters (i.e. MLitt) or taught Masters programmes too. Additionally, I also completed a Graduate Diploma programme (in another subject) since submitting my doctorate. Where should I record this?</p>
<p>IRCHSS cannot advise on the content of the application form. The applicant must make this decision.</p>
<p>I am currently in the process of applying for a CARA postdoctoral fellowship. Two academics have expressed the wish to be my joint mentors for the duration of my international fellowship, should my application be successful. I was just wondering if this were possible within the parameters of the scheme.</p>
<p>As per the terms and conditions, applicants to the CARA scheme must have the written support of two mentors, <u>one</u> in the home host institution (Irish HEI) and <u>one</u> in the international host institution (International HEI). The mentor within the home host institution will be the designated lead mentor and his/her letter of support will detail how he/she will coordinate the mentoring arrangements with the mentor in the international institution.</p>

It is permissible to have additional mentors however these mentors must agree to the fellowship mentoring requirements and will be obliged to complete mentor reports at six monthly periods. These reports must also be submitted in collaboration with the home host (lead) mentor. Thus you will be required to coordinate reports from three mentors at the six monthly progress reporting periods, for the international duration of your fellowship. You must also have the agreement of the lead mentor to undertake coordination with the two international mentors.

I posted a sealed reference to an applicant for the CARA postdoctoral scheme and he has not yet received it. I am based in Jordan and although we gave plenty of time for the reference to arrive it is beginning to appear that it may have gone missing in the post. It may still arrive in time, but I would like to know if we can have a back up plan in place. An academic in UCD has suggested that one possibility would be for me to fax him a copy of the reference that he could then sign and seal on my behalf. Would this be a satisfactory solution, at least until the original turns up? (I can put another copy in the post, but at this stage this would be unlikely to arrive on time.)

No. This is not permitted as we require a signed and sealed reference in order for the applicant to be considered eligible.

I am collating my documents for the CARA Postdoctoral Fellowship and have a query regarding the presentation of the application. The terms and conditions clearly state that applications will not be accepted unless they are collated and stapled. However, does this mean that the applicant must include the letters of invitation/letters of mentor support in the stapled application form? I had planned to staple the complete application form together, and put the necessary letters in clearly-marked envelopes, before putting everything in one packet for mailing. However, now I am unsure as to whether this is the correct way to proceed.

That will be fine. Please ensure that the application form is stapled and in order. Once the required letters are clearly marked and are sent in the envelope with your application form that will suffice.

I am preparing my electronic application for Fellowship 3 CARA. The nature of my thesis demanded the use of a lot of images, and these have been included with the sample thesis chapter to make it one document (as per the regulations). However, as a Word document this file is now too large to be uploaded as an attachment. As a PDF, however, it is greatly reduced in size. Would it be possible to send PDF documents as the 'electronic versions' of the application form and writing samples?

Yes (in one email only)