

An Chomhairle um Thaighde sna Dána agus sna hEolaíochtaí Sóisialta
Irish Research Council for the Humanities and Social Sciences

**GOVERNMENT OF IRELAND RESEARCH & SENIOR RESEARCH
FELLOWSHIP PROJECTS IN THE HUMANITIES AND SOCIAL SCIENCES**

APPLICATION FORM

2009/2010



PART A – APPLICANT’S CHECK LIST

| STARTING NOTES | |
|-----------------------|---|
| | Applicants should read the Terms and Conditions of the Scheme. |
| | Applicants should ensure this form is completed in full. |
| | Where there is no information to be provided applicants should write ‘n/a’. |
| | Applicants should use body text of at least a 12 point font and should not exceed the stated word or page limits. |
| | Applications which are incomplete, exceed the stated word limits, arrive late, or do not satisfy the Terms and Conditions will be automatically disallowed. |
| | Applicants must return the completed form and supporting materials to <i>Research / Senior Research Fellowship Scheme, Irish Research Council for the Humanities and Social Sciences, Brooklawn House, Shelbourne Road, Ballsbridge, Dublin 4</i> on or before Friday 27th March 2009 . Applications must be submitted by letter post. Applications postmarked after Friday 27th March 2009 will not be accepted. |
| | An electronic copy of the application must also be sent to applications@irchss.ie . Electronic copies submitted after 4pm Friday 27th March 2009 will not be accepted. |
| | Applicants are advised to allow their referees, their institution and themselves sufficient time to complete this form and provide the necessary supporting materials. Applicants should make arrangements to receive the required referee’s reports as soon as possible. |

| CHECK LIST | | |
|---|----------|---------|
| Please consult the Terms and Conditions of the Scheme and complete the following: | Yes (✓). | No (✓). |
| I have read and understood the Terms and Conditions of the Scheme. | | |
| I have completed this application form in accordance with the instructions. | | |
| I have included the following: | Yes (✓). | No (✓). |
| Two copies of each of two self-selected publications (These publications are not returnable, T & C paragraph 11) | | |
| Appropriately sealed and signed references (2 x 1 original [†] copy, T & C paragraph 12) | | |
| Ethics statement (where relevant, T & C paragraph 14) | | |
| 3 copies of the application form and supporting materials (3 copies, including one original [†] copy bearing the applicants own original signature and all original institutional stamps and signatures as required) | | |
| One electronic copy of the completed application form and supporting materials (signatures and stamps not required) | | |

[†] An ‘original copy’ is a fully completed application or reference form bearing all genuine stamps and signatures as requested. Neither photocopies nor electronic copies will be accepted in the place of an ‘original’ copy.

| APPLICANT SUMMARY DETAILS | |
|-----------------------------------|--|
| Applicant's Name | |
| Title of Project | |
| Discipline (as per section 19) | |
| Institutional Affiliation | |

| TYPE OF FELLOWSHIP APPLICATION <i>(please tick where appropriate)</i> | |
|--|--|
| Research Fellowship , for those who, who, in accordance with T & C paragraph 1, have held a permanent appointment on the academic staff for a period of <i>no less than two and no more than nine years</i> . | |
| Senior Research Fellowship , for those who, who, in accordance with T & C paragraph 1, have held a permanent appointment on the academic staff for a period of <i>ten years or more</i> . | |

PART B – APPLICANT

| | | |
|-----------|---------------|--|
| 1. | NAME | |
| | Surname | |
| | First Name(s) | |
| | Title | |

| | | |
|-----------|--------------------------------|--|
| 2. | DATE AND PLACE OF BIRTH | |
|-----------|--------------------------------|--|

| | | |
|-----------|---|--|
| 3. | COUNTRY OF CITIZENSHIP (✓) | |
| | Ireland | |
| | Other EU Country (please identify) | |
| | Other non-EU Country (please identify) | |

| | | |
|-----------|------------------------|--|
| 4. | CONTACT DETAILS | |
| | Address | |
| | Telephone | |
| | Facsimile | |
| | E-mail | |

| | | | |
|-----------|---|-----------------|----------------|
| 5. | PLEASE INDICATE IF YOU: | | |
| | | <i>Yes (✓).</i> | <i>No (✓).</i> |
| | Satisfy the requirements of paragraph 1 of the Terms and Conditions (please tick the appropriate box) | | |
| | Satisfy the requirements of paragraph 35 of the Terms and Conditions (please tick the appropriate box) | | |
| | | <i>Yes (✓).</i> | <i>No (✓).</i> |
| | Are making a repeat fellowship [‡] application and if so the year of the previous application (see 20.g below) (tick the appropriate box). | | |
| | Year of the previous application? | | |

[‡] Indicate if you have previously applied to the Research Fellowship or Senior Research Fellowship scheme. Successful applicants to the Research Fellowship, Senior Research Fellowship, Research Fellowship Project and Senior Research Fellowship Project schemes may not take up another award under this Scheme until three years have elapsed since the date on which the previous award concluded.

PART D – APPLICANT’S PROFILE AS A RESEARCHER

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| 8. | ACADEMIC DISTINCTIONS (Please list here all awards or distinctions, other than research awards, that you have received, which have recognised your academic standing) | |
| | Name of Distinction | Year Awarded |
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| 9. | CURRENT AND PREVIOUS RESEARCH AWARDS SINCE 2003 | | | |
| | Title of Project | Source of Award | Amount | Duration |
| | | | | |
| | | | | |
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| 10. | RESEARCH AWARDS Please state how these awards have benefited your professional development and contributed to your area of research. Please also indicate how the current project complements these awards (no more than 200 words). |
| | |

PART D – APPLICANT’S PROFILE AS A RESEARCHER

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|---------------|--|-----------------|
| 11.a | SCHEDULE OF PUBLICATIONS (a) Please list your five most recent publications. | |
| 11.a.1 | PAPERS PUBLISHED | |
| | Title | Where Published |
| | | |
| | | |
| | | |
| 11.a.2 | PAPERS ACCEPTED FOR PUBLICATION | |
| | Title | Where Submitted |
| | | |
| | | |
| | | |
| 11.b | SCHEDULE OF PUBLICATIONS Provide a more complete list of publications. | |
| 11.b.1 | PAPERS PUBLISHED | |
| | Title | Where Published |
| | | |
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| 12. | CONFERENCE PRESENTATIONS Detail selected conference presentations given over the past five years. | | |
| | Title | Conference & Location | Year |
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PART D – APPLICANT’S PROFILE AS A RESEARCHER

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| 13. | PROJECT IMPACT Please see paragraph 24 of the “Terms and Conditions” heading 24 (c). |
| 13.a | Describe the expected impact of the proposed project on the research profile of the Host Institution . Suggest how the proposed research aligns with the host institution’s strategic plan for research (maximum 200 words). |
| | |
| 13.b | Describe the expected impact of the proposed project on the research profile of the Host Institution . Suggest how the proposed research aligns with the host institution’s strategic plan for teaching and learning (maximum 200 words). |
| | |
| 14. | OTHER RELEVANT ACADEMIC OR PERSONAL DETAILS (maximum 100 words). |
| | |

PART E – APPLICANT’S PROFILE AS A TEACHER

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| 15. | CONTRIBUTION TO TEACHING Please see paragraph 24 of the “Terms and Conditions” heading 24 (i) and provide details of your active involvement in teaching and support of student learning and outline how the proposed project will inform the development of teaching at all levels within your host institution (no more than 400 words). |
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| 16. | CONTRIBUTION TO THE DEVELOPMENT OF GRADUATE RESEARCH Please see paragraph 24 of the “Terms and Conditions” heading 24 (j) and describe how an award would advance the proposed project and enhance the development of graduate research in the applicant’s department/school (no more than 200 words). |
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| 17. | CONTRIBUTION TO AREAS OTHER THAN RESEARCH OR TEACHING Please see paragraph 24 (k) of the “Terms and Conditions” (no more than 200 words). |
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PART F – PROJECT AND ITS OUTCOMES

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| 18. | TITLE AND SHORT DESCRIPTION OF RESEARCH PROJECT (maximum 100 words). |
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| 19. | PLEASE INDICATE THE DISCIPLINE(S), IN ORDER OF IMPORTANCE, TO WHICH YOUR PROJECT RELATES |
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| 20. | PROJECT Please consult paragraph 24 of the “Terms and Conditions” and provide the information under the various headings that are listed (24 d, e, f, g & h). Candidates should refer to their proposed research methodology where appropriate within these headings. Candidates are advised that they must present this information under the designated headings and that they must not exceed the stated word limits. |
| 20.a | Description of topic to include, for example, aims and objectives, the central research questions and proposed outcomes (maximum 500 words). |
| | |
| 20.b | Methodology , including for example, investigative and analytic methods and theoretical frameworks (maximum 500 words). |
| | |
| 20.c | Research plan to include, for example, a schedule for the completion of tasks/phases of the project and efficient management and performance of research (maximum 400 words). |
| | |
| 20.d | Description of the relationship of the project to existing research in the area (<i>location</i>) . Suggest how the project will make a new contribution to knowledge. Do not provide bibliographical lists or footnotes here (maximum 400 words). |
| | |
| 20.e | Description of the relationship of the project to existing research of the applicant . Describe how the proposed research aligns with, or is different to, your other ongoing or completed research projects (maximum 300 words). |
| | |

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| 20.f | Description of any specialist knowledge/data required to undertake the project (e.g. language competence, technical skills, use of specialist software, etc.). Describe plans for acquiring this knowledge/data if it is not already in place. Describe how data required for this project will be accessed (maximum 200 words). |
| | |
| 20.g | Description of modifications made to the proposal if the proposal has been previously submitted under an IRCHSS scheme (maximum 200 words). |
| | |
| 20.h | Description of conference papers and publications planned if this application is successful (maximum 200 words). |
| | |
| 20.i | Description of dissemination plans if this application is successful (maximum 200 words). |
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|------------|---|
| 21. | BIBLIOGRAPHY (maximum two pages). |
| | |

| | | | |
|------------|--|-----------------|----------------|
| 22. | SAMPLES OF WRITTEN WORK Applicants are asked to include two non-returnable copies of each of two self-selected publications. Please refer to paragraph 11 of the Terms and Conditions and enclose copies of the relevant work with your application. | | |
| 22.1 | | <i>Yes (✓).</i> | <i>No (✓).</i> |
| | Self-selected publication one (two copies) | | |
| | Title | | |
| | | | |
| 22.2 | | <i>Yes (✓).</i> | <i>No (✓).</i> |
| | Self-selected publication two (two copies) | | |
| | Title | | |
| | | | |

PART G – REFERENCES

| | | |
|------------------------|---|--|
| 23. | ACADEMIC REFERENCE | |
| | Please provide the name, position and official address of two academic referees who are prepared to write on your behalf and who have provided an original signed and sealed references [§] . Both confidential references should be submitted by the applicant as part of your application package . The reference must be original and completed on the official referee form (available via www.irchss.ie/schemes/scheme09/index.html). ^{**} Any reference sent independently of an application will not be accepted. See “ Terms and Conditions ” paragraphs 12 & 39. | |
| | | |
| 23.1 | REFEREE ONE NAME & POSITION | |
| | Name | |
| | Position | |
| | Department/School Institution | |
| CONTACT DETAILS | | |
| | Address | |
| | Telephone | |
| | Facsimile | |
| | E-mail | |
| | | |
| 23.2 | REFEREE TWO NAME & POSITION | |
| | Name | |
| | Position | |
| | Department/School Institution | |
| CONTACT DETAILS | | |
| | Address | |
| | Telephone | |
| | Facsimile | |
| | E-mail | |

[§] An 'original signed and sealed reference' is a duly completed reference form bearing the original signature of the referee. Neither photocopies nor electronic copies of references will be accepted.

^{**} The provision of this reference 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.

PART H – ETHICS

| | | | |
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| 24.1 | ETHICS See “ Terms and Conditions ” paragraph 14. | <i>Yes (✓).</i> | <i>No (✓).</i> |
| | Does the research proposal outlined in this submission require approval by the relevant University/Institutional Ethics Committee? | | |
| | Signature of Head of Department/his or her authorised nominee <i>(a signature is required)</i> | | |
| 24.2 | ETHICS STATEMENT Where ethical issues may arise in their research, applicants are required to submit to the Research Council a written statement to the effect that full consideration has been given to the ethical implications of the research proposal. Please attach or insert a copy of the relevant statement here. | | |
| | | | |
| | In the event of a successful outcome to this application, written evidence of ethical approval will need to be received by the IRCHSS prior to confirmation of the Scholarship. | | |

PART I – FINANCIAL INFORMATION

| 25.1 | Financial Information (Detailed Budget Sheet) | | | |
|--|---|---------------------------|--------------------------|---------------|
| Cost Centre | Description | 2009 (Sept 1 – Dec 31) | 2010 (Jan 1 – Aug 31) | Project Total |
| Staff Costs | | | | |
| Fellow (Principal Investigator) | | | | |
| Research Assistant (s) | | | | |
| Postdoctoral Scholar | | | | |
| Travel Costs | | | | |
| Consumables | | | | |
| Collaboration Costs | | | | |
| Dissemination Costs | | | | |
| Other (specify) | | | | |
| Sub-total | | | | |
| Equipment | | | | |
| Institutional Overheads (max20%) | | | | |
| Total | | | | |
| 25.2 | NOTES WHERE REQUIRED | | | |
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PART J – DECLARATION

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| 26. | DECLARATION I declare that the above particulars are correct and understand that the circulated “Terms and Conditions” apply. If I receive any other awards or fellowships or accept paid employment during the term of any IRCHSS award, I will inform the Director of the IRCHSS within 21 days of my notification of the same. I accept that failure to abide by the “ Terms and Conditions ” may disqualify me from this Scheme. | |
| | Signature of Applicant | |
| | Date | |

PART K – ENDORSEMENT BY COLLEGE AUTHORITIES

| | | |
|-----------------------------|---|--|
| 27. | ENDORSEMENT BY COLLEGE AUTHORITIES I hereby endorse this application to the Irish Research Council for the Humanities and Social Sciences in accordance with the “ Terms and Conditions ”. | |
| | Signature of Vice-President for Research/Dean of Research/his or her authorised nominee | |
| | Date | |
| STAMP OF INSTITUTION | | |
| | | |
| | | |

APPENDIX I – NOTES ON APPLICABLE COSTS

| NOTES ON APPLICABLE COSTS |
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| <p>Funding for the project, up to a total of €100,000 not including overhead, will be provided in accordance with IRCHSS approved rates. Payments will be made to meet the costs of replacing the Fellow on either a full-time or part-time basis (€42,000 per annum or pro rata) together with the support of (a) research assistant(s) (€26,580 per annum or pro rata) and/or Postdoctoral scholar (€35,161 per annum) and/or limited activities (which must be detailed in the application) in support of the project (€22,839 – €31,420). See Paragraph 5 of the Schemes Terms and Conditions.</p> |
| STAFF COSTS |
| <p>Please provide details on the staff numbers involved and the salary levels being applied. All staff must be costed according to approved IRCHSS staff rates 2009/2010.</p> |
| TRAVEL COSTS |
| <p>Travel and accommodation costs may be included as part of the proposal. We require details on the number and duration of trips being proposed. Every effort must be made to ensure that any travel is undertaken by the most economical means and is managed in accordance with institutional norms and procedures.</p> |
| CONSUMABLES |
| <p>Where relevant to the viability of the proposal, and justified in the project proposal, costs up to a maximum of €500 per annum may be included.</p> |
| EQUIPMENT COSTS |
| <p>Where relevant to the viability of the proposal, and justified in the project proposal, equipment items which will be purchased during each year of the project may be included. Details and justification for the purchase of any computer equipment, fieldwork, data collection, archival and digitisation costs may be included under this heading.</p> |
| COLLABORATION COSTS |
| <p>Details of expenditure incurred through any collaboration.</p> |
| DISSEMINATION COSTS |
| <p>Provide details and information on the dissemination channels which will be used.</p> |
| OVERHEAD COSTS |
| <p>Overhead costs additional to the project maximum of €100,000 may be applied for. These must not exceed 20% of modified direct costs. Please note that in collaborative and cross-institutional projects, overhead costs must be shared proportionately between partners. This must be agreed prior to the commencement of the project. Equipment costs are not applicable.</p> |

Please also refer to the Schemes Terms and Conditions