

## Irish Research Council – Privacy Notice

Everyone has rights with regard to the way in which their personal data is handled. During the course of our activities we will collect, store and process personal data about our Applicants, Supervisors, Mentors and, Referees, Assessors, Financial Officers in Enterprise Partner Organisations, Research Offices in Higher Education Institutions/Research Performing Organisations and other individuals involved in funding applications and awards (“Participants”), as well as about other individuals who engage with us in relation to our activities.

### WHO ARE WE?

We are the Irish Research Council with an address at 3 Shelbourne Buildings, Crampton Avenue, Ballsbridge. We are an agency of the Department of Education and Skills and operate under the aegis of Higher Education Authority.

Our mission is to enable and sustain a vibrant research community in Ireland by supporting excellent researchers across all disciplines and career stages. Among the activities undertaken by the Irish Research Council to fulfil its mission is funding excellent research within, and between, all disciplines.

This notice sets out the basis on which any personal data we collect from you, or from others, will be processed by us. Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Acts 1988 - 2018 (as amended) and the General Data Protection Regulation (the GDPR) (the **Acts**):

- the Irish Research Council is the data controller where performing its functions as an agency of the Department of Education and Skills in funding research, supporting education and skills development of early-stage researchers, and providing policy advice in relation to postgraduate education and general research; as an employer; and where dealing with suppliers.

Our Data Protection Officer (“DPO”) may be contacted by email at [dataprotection@hea.ie](mailto:dataprotection@hea.ie) or by other means as specified in the “How can you contact us?” section below.

### WHAT PERSONAL INFORMATION DO WE COLLECT FROM YOU?

The types of personal data that we collect and process depend on your particular role in a funding application and/or an award administration process. For all categories of Participants, we will collect and process your name, gender and email address. Additional information will be collected and processed depending on the role you fulfil in a funding scheme.

You may give us personal data by:

- Corresponding with us by phone, e-mail, through our social media accounts such as Twitter, Facebook and LinkedIn or otherwise. We ask you to disclose only as much information as is necessary to submit a question/suggestion/comment in relation to our website and/or our services.
- Subscribing to our newsletter through [www.research.ie](http://www.research.ie) (our website).
- Applying for funding, and/or by using our online application system. The type of information collected includes your name; email; address; telephone number; billing payment details; date of birth; postal address; ORCID ID, and other data depending on the type of application, including but not limited to information about your academic qualifications; prior work experience; publications and other research outputs; information about the proposed research and training related activities. We also collect information about when you accessed the online application system, what changes you made in your application or other form and/or in your profile and about the computer from which you have accessed the system.

**Special Category Personal Data**, including health related information, may be processed from time to time. Although this type of information is generally not specifically requested it is sometimes provided, for example, in support of a request for an extension.

- Please see Schedule 2 for more details about the types of personal information that we collect from you.

## WHAT INFORMATION ABOUT YOU DO WE OBTAIN FROM OTHERS?

We may obtain the following categories of your personal data from others:

- Details regarding applicants from referees or host organisations when applicants apply for a research grant.
- Information entered to the online application system by your higher education institution/research performing organisation when you are registered as a supervisor or academic mentor by that institution's authorised officer. The type of information provided includes your name; position; contact details.
- Information entered to the online application system by applicants when they are proposing you as their referees or non-academic mentors. The type of information provided includes your name and contact details.
- Information received from the Higher Education Authority when you apply to work with us. The type of information you may provide includes your CV, a cover letter, your name, address, email address and phone number, your employment history and education (degrees

obtained, places worked, positions held, relevant awards, and so forth). We ask that you do not disclose sensitive personal information (e.g. gender, height, weight, medical information, religion, philosophical or political beliefs, financial data) in your application.

- Please see Schedule 2 for more details about the types of personal information that we collect from others.

## **WHY DO WE COLLECT THIS INFORMATION?**

We collect this information in order to:

### **General functions:**

- process grant applications submitted to us;
- select beneficiaries under individual funding schemes;
- make payments to Irish research bodies in respect of awards;
- collect contributions from co-funding partner organisations;
- fulfil reporting duties towards the Department of Education and Skills;
- meet our reporting and other contractual obligations for awards funded or co-funded by the European Commission and other entities, where applicable;
- publish information about awards granted on our website and to promote our awards using various communication means, including online;
- monitor the progress of individual awards;
- monitor the use of public funding;
- assess the impact and demonstrate the value of publicly-funded research;
- carry out policy and strategy studies;
- fulfil the Irish Research Council's obligations in the areas of:
  - supporting the education and skills development of early-stage researchers and
  - providing policy advice on postgraduate education and general research matters to the Higher Education Authority and other national and international bodies.
- to perform various analytics pertaining to our functions, such as the impact of Irish Research Council funding from the point of view of awardee's future research applications and career progression, disciplinary and territorial/regional distribution of funding and other similar funding trends;
- share application information on a strictly confidential basis with relevant funding and co-funding partner organisations, government departments and other national funding agencies;
- meet our obligations for public accountability and the dissemination of information;
- carry out payment, administration and review of any award;
- include details of any award in publicly available databases, reports and documents;
- recruit our staff;
- improve our website.

**Grant Applicants:**

- To process your application, including but not limited to establishing your eligibility for funding by our staff and for the assessment of your application by international evaluators;
- To liaise with you about your application;
- To monitor progress of research and training and career development activities for which you received funding.

**Expert Evaluators:**

- To assign applications to you for review and to liaise with you in relation to matters pertaining to assessment of applications;
- To provide you with payment when you have been engaged to review funding applications.

**Supervisors/Mentors**

- To liaise with you in relation to matters pertaining to applications to which you are assigned as Supervisor/Mentor;
- To monitor progress of awards in which you fulfil the role of Supervisor/Mentor;
- To liaise with you in relation to matters pertaining to award in which you fulfil the role of Supervisor/Mentor.

**Referees:**

- To liaise with you in relation to matters pertaining to applications to which you are assigned as a referee.

**Research Officers:**

- To liaise with you in relation to applications and awards submitted by applicants intending to be hosted by your institution while undertaking activities for which they are seeking, or have been awarded funding, under our schemes.

**Finance Officers in co-funding partner organisations:**

- To liaise with you in relation to your co-funding contributions and matters pertaining to awards that your organisation co-funds.

**Employment Candidates:**

- To process employment applications, including by assessing qualifications, verifying information, conducting reference or other employment-related checks, and notifying you of future opportunities that might be of interest to you.

### Website users/online:

- To deliver our newsletter, where you have subscribed to receive same;
- To administer and improve our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- As part of our efforts to keep our website safe and secure;

### The legal bases for the processing of your data are:

- for the performance of a task carried out in the public interest or in the exercise of official authority vested in us as the controller;
- to comply with our legal obligations;
- to perform our contract with you; and
- to protect the vital interests of you or of another natural person, where necessary.

Special Category Personal Data, including health related information, may be processed from time to time. Although this type of information is generally not specifically requested it is sometimes provided, for example, in support of a request for an award suspension. We process your Special Category Personal Data where necessary and proportionate for the performance of the statutory functions conferred upon us.

### WHO DO WE SHARE THIS INFORMATION WITH?

We may share your personal data with our suppliers, contractors and expert evaluators to perform our functions and manage applications for funding and awards. For example, these suppliers may include our web hosting and IT service providers.

In addition, we may disclose your personal information to third parties:

- If we are under a duty to disclose or share your information in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect our rights, property or safety, our customers, or others.
- As part of the processing of applications and management of awards under schemes co-funded by the European Commission, including but not limited to reporting to the European Commission;
- As part of a project with other organisations within the Department of Education and Skills;
- As part of the processing of applications and management of awards under schemes funded or co-funded by other entities, including but not limited to reporting to the relevant entities involved in any given application/award. Applicants/awardees are made aware of co-funding entities during the application and/or award process.

We attach at **Schedule 1** a list of all entities with whom your personal data is shared.

## **HOW LONG DO WE KEEP HOLD OF YOUR INFORMATION?**

The time periods for which we retain your information depends on the type of information and the purposes for which we use it. We will keep your information for no longer than is required or permitted.

For further information on the periods for which your personal data is kept, please see our data retention policy in Schedule 3.

## **DO WE TRANSFER YOUR INFORMATION OUTSIDE THE EUROPEAN UNION OR EUROPEAN ECONOMIC AREA?**

Yes.

The data that we collect from you may be transferred to, and stored in countries, outside of the European Economic Area (“EEA”) for which there is or is not an adequacy decision relating to the safeguards for personal data from the European Commission.

Because of the nature of our functions and activities, personal data is stored in the cloud and accessed by international evaluators, mentors, referees, financial officers and participants worldwide. Standard Contractual Clauses have been put in place to ensure protection of your personal data and you may obtain a copy of those safeguards by contacting [dataprotection@hea.ie](mailto:dataprotection@hea.ie) or by other means as specified in the “How can you contact us?” section below.

The resolution of technical issues with our online application system may be escalated to the technical support desk provided by SmartSimple which is located in Canada and for which there is an adequacy decision from the European Commission relating to the safeguards for personal data.

## **AUTOMATED DECISION-MAKING AND PROFILING**

We do not use automated decision-making/profiling in any of our activities.

## **WHAT ARE YOUR RIGHTS WITH RESPECT TO YOUR PERSONAL DATA?**

You have the following rights:

- to access the personal data we hold about you.
- to require us to rectify any inaccurate personal data about you without undue delay.
- to have us erase any personal data we hold about you in circumstances such as where it is no longer necessary for us to hold the personal data or, in some circumstances, if you have withdrawn your consent to the processing.
- to object to us processing personal data about you such as processing for profiling or direct marketing.

- to ask us to provide your personal data to you in a portable format or, where technically feasible, for us to port that personal data to another provider provided it does not result in a disclosure of personal data relating to other people.
- to request a restriction of the processing of your personal data.

Where our processing of your personal data is based on your consent to that processing, you have the right to withdraw that consent at any time but any processing that we have carried out before you withdrew your consent remains lawful.

You may exercise any of the above rights by contacting [dataprotection@hea.ie](mailto:dataprotection@hea.ie) or by other means as specified in the “How can you contact us?” section below.

You may lodge a complaint with your local supervisory authority with respect to our processing of your personal data. The local Supervisory Authority in Ireland is the Data Protection Commission. The website is [www.dataprotection.ie](http://www.dataprotection.ie).

Please note that we require certain information in order to be able to provide you with our services/carry out our functions. In those circumstances, failure to provide this information when requested may result in us being unable to provide our services to you.

#### **WHAT WILL HAPPEN IF WE CHANGE OUR PRIVACY NOTICE?**

This notice may change from time to time, and any changes will be posted on our website and will be effective when posted. Please review this notice each time you use our website or our services. This notice was last updated on 28 November 2018.

#### **HOW CAN YOU CONTACT US?**

Our Data Protection Officer can be contacted:

By phone: +353 1 231 7100

Address:

Data Protection Officer  
Irish Research Council  
3 Shelbourne Buildings, Crampton Avenue  
Shelbourne Road, Ballsbridge,  
Dublin 4, Ireland  
DO4 C2Y6

Or by email: [dataprotection@hea.ie](mailto:dataprotection@hea.ie)

## Schedule 1

We have set out below a list of third parties with whom we share your data.

<i>Third party name</i>	<i>Description of services provided</i>
Expert Evaluators	Assessment of applications for funding
Amazon	Cloud service provider, hosting data related to applications for funding and awards, including user profiles
Kefron	Storage and archiving
Pulp	Shredding
SmartSimple	Online application and award management system
Microsoft	Email service provider
SendGrid	Email service provider for sending automated email notifications generated by the online application and award management system
MailChimp	Distribution of our newsletter
WordPress	Hosting of our website and our publicly available database with information about our awardees
SurveyMonkey	Undertaking online surveys, some of which might collect personal data
Elsevier	To identify suitable international expert evaluators for your funding application. We need to use your name during this search in order to avoid conflicts of interest.
Organisation supporting your application or hosting you for the duration of the award	<ul style="list-style-type: none"> <li>a) Athlone Institute of Technology</li> <li>b) Carlow College</li> <li>c) Coláiste Mhuire Marino</li> <li>d) Cork Institute of Technology</li> <li>e) Dublin City University</li> <li>f) Dublin Institute of Technology</li> <li>g) Dublin Institute of Advanced Studies</li> <li>h) Dublin Dental Hospital</li> <li>i) Dundalk Institute of Technology</li> <li>j) Dún Laoghaire Institute of Art, Design &amp; Technology</li> <li>k) Galway–Mayo Institute of Technology</li> <li>l) Institute of Technology, Blanchardstown</li> <li>m) Institute of Technology, Carlow</li> <li>n) Institute of Technology, Sligo</li> <li>o) Institute of Technology, Tallaght</li> </ul>



	<ul style="list-style-type: none"> <li>p) Institute of Technology, Tralee</li> <li>q) Letterkenny Institute of Technology</li> <li>r) Limerick Institute of Technology</li> <li>s) Mary Immaculate College, Limerick</li> <li>t) Maynooth University</li> <li>u) National College of Art and Design</li> <li>v) National College of Ireland</li> <li>w) National University of Ireland Galway</li> <li>x) Royal College of Surgeons in Ireland</li> <li>y) Royal Irish Academy</li> <li>z) Royal Irish Academy of Music</li> <li>aa) St. Angela's College, Sligo</li> <li>bb) St Patrick's College, Carlow</li> <li>cc) St. Patrick's College, Maynooth (Pontifical University)</li> <li>dd) University College Cork</li> <li>ee) University College Dublin</li> <li>ff) University of Dublin, Trinity College</li> <li>gg) University of Limerick</li> <li>hh) Waterford Institute of Technology</li> </ul> <p>z) Research performing organisations eligible to host Irish Research Council-funded awardees:</p> <ul style="list-style-type: none"> <li>a) ESRI (The Economic and Social Research Institute)</li> <li>b) Teagasc</li> <li>c) The Discovery Programme</li> </ul>
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## Schedule 2 Types of personal data collected and processed

### (i) Data collected from applicants for funding

- a. Applicant name
- b. Applicant date of birth
- c. Gender that applicant identifies with
- d. Applicant email address
- e. Applicant telephone number
- f. Applicant contact address
- g. Applicant ORCID no.
- h. Applicant nationality (passport issuing country)
- i. If applicant from the Republic of Ireland or Northern Ireland: county
- j. Applicant European Economic Area (EEA)\* member state or Switzerland citizen yes/no
- k. If applicant not EEA/Switzerland citizen: ordinarily resident\* in an EEA member state or Switzerland for a continuous period of three of the five years preceding specified date yes/no
- l. Applicant EU Member State/Associated Country citizen yes/no
- m. If applicant not EU Member State/Associated Country citizen: requesting placement in a third country yes/no
- n. If applicant not EU Member State/Associated Country citizen and requesting placement in a third country: period of at least 5 consecutive years on a full-time research activity in an EU member state or associated country completed by the time of recruitment yes/no
- o. Country where applicant ordinarily resident
- p. Marital status
- q. Children/dependents under 18 years of age yes/no
- r. Applicant holds currently or has previously held any Irish Research Council (including awards made under IRCSET and IRCHSS) award yes/no
- s. If yes, details about the award(s) held
- t. Applicant English language competency according the CEFR scale
- u. Applicant completed any internationally recognized English language competency test, such as TOEFL, IELTS, PTE or similar – yes/no
- v. If yes: Name of the test, level/marks achieved, year when test completed
- w. Applicant experienced researcher status yes/no; if yes with PhD or without PhD
- x. Date when experienced researcher status achieved
- y. Experienced researcher without PhD: evidence of experienced researcher status
- z. Requesting extension of eligibility window for application yes/no
- aa. If yes: grounds for extension of eligibility window
- bb. Breaks in research career or unable to publish due to employment in enterprise setting yes/no
- cc. If yes: career break type
- dd. Details of other participants involved in/supporting application:
- ee. Participant name
- ff. Participant date of birth
- gg. Gender that participant identifies with
- hh. Participant email address

- ii. Participant telephone number
- jj. Participant contact address
- kk. Participant institutional affiliation including full address and position in the institution
- ll. Participant ORCID no.
- mm. Award type applied for
- nn. Requested award duration
- oo. If traineeship: traineeship type preferences
- pp. If postgraduate award:
- qq. Degree type
- rr. Degree commenced yes/no
- ss. If degree commenced:
- tt. Registration and end date
- uu. Source and duration of funding to date if applicable (including start/finish dates), outline the progress made to date and include completed tasks, chapters etc.
- vv. If postdoctoral award: outline how the proposed research is a significant development, differing from your doctoral thesis, if appropriate
- ww. If postdoctoral award and applicant not proposing to move to a new host institution, from the one where they completed their doctoral preparation and/or are currently employed: justification
- xx. Applicant to be in receipt of any additional awards during the award period, e.g. scholarships, bursaries, travel grants etc. yes/no
- yy. If yes: details including value
- zz. Application in Irish yes/no
- aaa. If yes: optional upload of English translation of application
- bbb. Applicant academic qualifications undergraduate:
  - a. Awarding institution (name, country)
  - b. Qualification type and name
  - c. NFQ level/equivalent
  - d. Final grade or grade point average
  - e. Dates from/to
  - f. Additional information relating to degree
  - g. Applicant academic qualifications postgraduate:
  - h. Awarding institution (name, country)
  - i. Qualification type and name
  - j. NFQ level/equivalent
  - k. Final grade or grade point average
  - l. Dates from/to
  - m. Additional information relating to the degree
  - n. Applicant academic qualifications doctoral degree:
  - o. Awarding institution (name, country)
  - p. Name of supervisor
  - q. Thesis title
  - r. Abstract
  - s. Degree awarded yes/no
  - t. Date from
  - u. Date of award of degree
  - v. Additional information relating to doctoral degree

- a. Applicant academic background relevant additional information: name, location and dates for each relevant course listed, for major awards equivalency of the degree to the Irish National Framework of Qualifications
- b. Research awards to date: title, amount, source, type, year of award, duration
- c. Applicant other research achievement
- d. Applicant employment history – for all employments listed:
  - a. Organisation name, department/organisational unit, address, country of residence while in employment
  - b. Position
  - c. Employment start and end date
  - d. Employment status
  - e. Brief description of work experience, duties and responsibilities
  - f. Research project and mentor if applicable
- b. Voluntary experience to date: name of the organisation, job title/role, nature of duties and responsibilities, duration engagement with the organisation, relevance to proposed research
- c. Are you an AHSS academic or researcher who, on the call deadline, holds a contract of sufficient duration with a Higher Education Institution or a recognised Research Performing Organisation (as defined in the Terms & Conditions) to carry out the proposed research from the project start date as specified, until the project end date?
- d. Applicant’s STEM Co-Principal Investigator:
  - a. Co-principal investigator name
  - b. Name of the HEI/RPO where they are currently employed
  - c. Area of co-principal investigator’s research expertise
- e. List of research projects for which the applicant is currently involved: project title, source of award, funding amount, award duration
- f. If applicant proposing to change host institution for the award: details of plans in respect of transferring currently-held research awards
- g. Project title
- h. Project acronym
- i. Project research categorization: primary area, discipline, other research area(s), second research area and discipline categorisation (if interdisciplinary)
- j. Keywords
- k. Domain panel for assessment
- l. Proposal abstract
- m. Lay abstract
- n. Research proposal description:
  - a. Aims, objectives and central research questions
  - b. State of the art and project’s expected new contribution to knowledge
  - c. Research design and methodologies
  - d. Project schedule with milestones, deliverables, risks and contingency plans
  - e. Gantt chart
  - f. Optional supplementary information
  - g. Specialist knowledge, data, access to specialist equipment/facilities and similar required for successful completion of the proposed project
  - h. Intention to access data, materials or any other resources in private custodianship yes/no
  - i. Plans for the dissemination and knowledge exchange

- j. Expected outputs and outcomes
- k. Expected impact
- l. References and select bibliography
- m. Community outreach plan
- n. Justification of relevance to the scheme's topic, where relevant
- o. European dimensions
- p. Other international dimensions
- q. Industrial dimensions current or expected
- r. Training and career development of early-stage researchers
- s. Training through research
- t. References/bibliography (optional)
- o. Training and career development plan
- p. Intellectual property agreement with a partner organisation needed yes/no
- q. Optional placement(s) during the award proposed yes/no
- r. If optional placement proposed:
  - a. Partner organisation – name, address, other relevant information
  - b. Mentor for placement – name, position, email address
  - c. Justification of placement – purpose, duration, value added to the fellowship, training opportunities
- s. Details of any proposed research trip(s) of more than four weeks' duration
- t. The proposal or a part of it previously submitted to an Irish Research Council scheme and unsuccessful yes/no
- u. If yes: description of modifications to the proposal since it was previously submitted:
- v. Proposed Irish research body name and department
- w. Reasons for choosing the proposed Irish research body
- x. Proposed partner organisation, if applicable
- y. Reasons for choosing partner organisation
- z. Proposed academic supervisor/academic mentor/non-academic mentor as relevant for individual schemes: name, position, email address, phone number
- aa. Reasons for choosing the proposed academic supervisor/academic mentor/non-academic mentor as applicable
- bb. Details of the applicant's top 5 peer-reviewed publications: publication date, title, author role, journal name, year, volume, page numbers etc.
- cc. For each publication: explain why significant, specify contribution to it, impact factor of the journal, number of citations received
- dd. Details of up to 15 other publications or research outputs: publication date, title, author role, journal name, year, volume, page numbers etc., or other details depending on publication/research output type
- ee. Applicants with no significant peer-reviewed publications or no other publications and research outputs: upload three samples of written work
- ff. Personal statement/statement of motivation
- gg. Other proposed researchers to participate in the project: name, title, destination, duration, travel cost, subsistence cost
- hh. Research ethics table
- ii. Ethical approval required yes/no
- jj. Confirmation received by the applicant from the head of department that statement about ethical approval requirement is true yes/no
- kk. Sex/gender dimension statement

- ll. If no potential sex/gender dimension to be considered: explain why
- mm. Research budget breakdown and justification
- nn. Research data management plan
- oo. If Employment Based Programme application: applicant currently employed by the proposed Employment Partner yes/no
- pp. If yes, details of employment: job title, nature of duties, duration of employment etc.
- qq. If Enterprise Partnership Scheme/Employment Based Programme application: is the partner organisation a public body yes/no
- rr. If yes: outline how the public body has specific cultural or scientific infrastructure that is integral to the conduct and completion of the proposed project, i.e. without which the project could not be realised.
- ss. If ULYSSES application:
  - a. Have any members of the proposed collaboration received funding in the past 5 years from one or more of the sponsoring organisations – yes/no. If yes: specify year(s), awards etc.:
  - b. Have any applicants in the proposed collaboration received Ulysses funding in the past 5 years -yes/no. If yes: details of project leader and year; a synopsis of previous funding under Ulysses including outputs/outcomes, follow-up activities etc.
- tt. Applicant declarations:
  - a. acceptance of the scheme’s terms and conditions
  - b. declaration of compliance with specific scheme’s requirements as applicable (such as mobility rules)
  - c. declaration that the information supplied in this application is correct, and that should it become apparent that any of the information provided is inaccurate or unverifiable with appropriate documentation, it will result in the application automatically being deemed ineligible
  - d. declaration that the application is the applicant’s own work, and that the applicant understands that it will be subject to plagiarism checks
  - e. declaration regarding conflicts of interests between the applicant and other participants, and relevant details where a conflict of interests exists
  - f. declaration whether proposed research deals with any of the prohibited areas listed
  - g. declaration whether applicant has had two previous unsuccessful applications to the scheme
  - h. declaration of compliance with ethical principles (including the highest standards of research integrity – as set out, for instance, in the European Code of Conduct for Research Integrity – and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct)
  - i. If postgraduate award application: do you have a first class or upper second-class honours bachelor’s (or equivalent) degree?
  - j. if traineeship application:
    - k. declaration of completion of master degree in an Irish HEI by the specified date
    - l. declaration of availability to commence traineeship at the specified date
  - m. declaration whether the applicant will you be in receipt of any other Irish Research Council funding at the proposed award start date
  - n. declaration whether the applicant informed their research office of the intention to submit an application to the scheme
  - o. declaration whether the applicant submitted an Expression of Interest form on or before the applicable deadline

- p. Details of applicant's residency during a specified period of time (where required by the scheme's terms and conditions)
- q. Applicant's consent to disclose abstract and title to potential expert evaluators yes/no
- r. Declaration whether the proposal or a very similar one was submitted in the past two years in response to a call for proposals under the ERC, Horizon 2020, Irish Research Council or other programmes yes/no
- s. If yes: project title, funding programme, funding agency, Status (successful, unsuccessful, reserve, pending)
- t. Applicant interested in the Irish Research Council making the application available to other funding agencies and/or enterprise partners for consideration yes/no
- u. Applicant wishing to nominate evaluators for the proposal yes/no
- uu. Details of nominated expert evaluators: name, title, position, email address, phone number, organisation.
- vv. Applicant wishing to exclude named experts from evaluation process of the proposal yes/no
- ww. Details of experts to be excluded from the evaluation process: evaluators: name, title, position, email address, phone number, organisation.
- xx. Applicant's CV
- yy. Letters of support
- zz. Academic transcripts

**(ii) Data collected from referees**

- a. I know the applicant: Very well; Well; Slightly
- b. I was the applicant's: Advisor; Lecturer; Tutor; Other If other, please provide details. From (date). To (date).
- c. Do you recommend that this applicant be supported in his/her pursuit of a career in research?
- d. How does this applicant compare to other researchers at the same academic/professional level, that you have interacted with over the past 5 years?
- e. Please provide your observations on the characteristics and achievements of the applicant

**(iii) Data collected about academic supervisors/mentors**

- a. Title
- b. Name
- c. Irish Research Body
- d. Phone number
- e. Email address

**(iv) Data collected from academic supervisors/mentors**

- a. ORCID no
- b. Name of Head of School Department/Principal Investigator (PI)(if applicable)

- c. Address: (please include department/laboratory, as applicable)
- d. Telephone
- e. E-mail address
- f. Number of research masters and/or PhD students that successfully completed their degrees under the academic supervisor's/mentor's supervision
- g. Number of researchers currently supervised/mentored by academic supervisor/mentor – by category: Senior Research Fellows, Postdoctoral Researchers, Postgraduate Students , Other
- h. Top research outputs over the last five years and impact of the academic supervisor's/mentor's work on the area of research
- i. I know the postgraduate applicant: Very Well; Well; Slightly
- j. I was the postgraduate applicant's: Advisor; Lecturer; Professor; Tutor; Other (If other, please provide details). From (Date) - To (Date).
- k. Observations on the characteristics and achievements of the applicant.
- l. Details as to why you decided to work with this particular applicant
- m. Do you agree to supervise/mentor and host the applicant if successful – yes/no
- n. Details about the academic host environment including research infrastructure, resources, access to the training and career development opportunities, access to non-academic supports etc.
- o. If partner organisation required under the scheme:
  - a. Do you support the participation of the partner organisation in the to work with the applicant – yes/no
  - b. Details of discussions and previous collaboration with the partner organisation
  - c. How will working with the partner organisation on the proposed research benefit the researcher and advance your research?
  - d. Declarations:
  - e. that I have read and accept the academic supervisor/mentor requirements for the Scheme as set out in the Terms and conditions
  - f. that a research agreement (in particular relating to intellectual property and publishing) will be agreed with the partner organisation before the Irish Research Council award is accepted and a copy of the research agreement will be made available to the Irish Research Council prior to commencement of the award
  - g. that information provided by the applicant in the ethical statement section is correct
  - h. ethical approval required – yes/no
  - i. that the applicant meets applicable requirements regarding English language competency
  - j. that the information supplied in this academic supervisor/mentor form is correct.

**(v) Data collected from non-academic mentors**

- a. Type of organisation (Private company limited by shares; Private company limited by guarantee; Public Limited Company; Public Body/Organisation; Social Organisation; Registered Charity; Cultural Organisation; Not-for-profit; Commercial semi-state



- Organisation; Non-government organisation (including but not limited to a library, an archive, a museum, an institute with a scientific, cultural, social or economic interest in the proposed project); Other – specify)
- b. Organisation size (Irish based SME; Multinational Corporation; Large Indigenous Irish Company; Large Non Irish Company; Other – specify)
  - c. Registered Company/Organisation Number
  - d. Enterprise sector
  - e. Principal activity
  - f. If awardee to be physically located with partner organisation:
    - a. Address of awardees physical location
    - b. How many staff member work in the given location
  - g. How long has the company/organisation been operating in Ireland/abroad (as appropriate)?
  - h. Details of relevant mentoring experience to date.
  - i. Details of relevant company/organisation work in the research area proposed.
  - j. Details of the environment in which the applicant will be working and relevant supports available
  - k. How will collaboration with the Irish research body hosting the awardee benefit the organisation?
  - l. Expected contribution of the awardee/benefits of the proposed research to the organisation
  - m. How the applicant will benefit from working with the organisation on the research as proposed
  - n. Details of any career development and training opportunities which will be provided to the applicant in the organisation
  - o. Declaration: non-academic mentor supports the participation of the Irish Research Body to supervise/mentor the applicant yes/no
  - p. Details of discussions and previous collaboration with the Irish Research Body about the proposed research
  - q. I know the postgraduate applicant: Very Well; Well; Slightly
  - r. Details as to why non-academic mentor decided to work with the applicant
  - s. Declarations:
    - a. That the mentor agrees to mentor and host the applicant if successful
    - b. that the mentor has read and accepts the Mentor requirements for the scheme as set out in the associated Terms and Conditions
    - c. that a research agreement (in particular relating to intellectual property and publishing) is agreed or will be agreed between the Irish research body and the partner organisation before the Irish Research Council award is accepted and a copy of the research agreement will be made available to the Irish Research Council prior to commencement of the award
    - d. that the information supplied in the mentor form is correct

**(vi) Data collected from Irish research bodies**

- a. Do you support this candidate's application to carry out research at your institution – yes/no
- b. Decision: endorse/reject
- c. Contact:
  - a. Name
  - b. Email
  - c. Phone number
- d. Applicant's employment status at Irish research body/commitment to employ applicant if successful
- e. Declarations:
  - a. Confirmation of applicant's eligibility
  - b. that the applicant is not the subject of a current investigation for scientific misconduct nor has been found guilty of scientific misconduct in the past
  - c. that the applicant, if successful, will be located on a whole-time basis in the Irish research body for the duration of the award
  - d. that the requested budget in the application is consistent with institutional policies
  - e. that ethical approval, where required, will be addressed and approved within six months of the commencement date of the award
  - f. of source of funding for applicant's new contract of employment under the award, where applicable
  - g. acceptance of transferability of award
- f. Signatory of institutional letter of support
  - a. name
  - b. position
  - c. date
- g. Head of school/department
  - a. declaration of support
  - b. name
  - c. position
  - d. date

**(vii) Data collected from evaluators**

- a. Title
- b. Name
- c. Date of birth
- d. Gender the evaluator identifies with
- e. Email address
- f. Phone number
- g. Contact address
- h. Institutional affiliation including full address and position in the institution

- i. ORCID no.
- j. Area of evaluator’s expertise
- k. Keywords
- l. Short biography
- m. Web page or link to online personal profile
- n. Bank account details:
  - a. Name on the bank account
  - b. Bank name
  - c. Bank address
  - d. Country bank account is in
  - e. Currency of bank account
  - f. IBAN or Account number
  - g. Swift Code/BIC
  - h. National bank code type
  - i. National bank code
  - j. Additional details
- o. Declarations:
  - a. Conflicts of interest actual or perceived – yes/no
  - b. If yes: summarise any engagements or relationships that could be perceived as a possible conflict of interest in respect of your engagement in the international assessment process.
  - c. Confidentiality concerning all aspects of the review process
  - d. Accept/decline the application for assessment (case-by-case)
- p. Comments and marks for each evaluation criterion applicable under the scheme, including but not limited to quality of research proposal, track record and research potential of the applicant, suitability of the host, partner organisation, evidence of independent thinking, academic supervisor/mentor and non-academic mentor (as applicable), quality of Training and Career Development Plan,
  - a. Marks
  - b. Verbal comments
- q. Requested direct research costs reasonable and justified – yes/no
- r. Comments regarding direct research costs
- s. Ethical approval required yes/no
- t. Ethical implications of the proposed research addressed appropriately yes/no
- u. Sex/gender dimension considered appropriately yes/no
- v. IPR agreement between the Irish home host organisation and the main partner organisation needed yes/no
- w. Comments in relation to intellectual property rights and their management
- x. Able to identify the gender of the applicant based on the content of the application, references etc. (for internal purposes only)?
- y. If ESA traineeship application:
  - a. Ranking

- b. Applicant meets a standard of excellence and suitability to undertake a traineeship at the ESA – yes/no
- z. If ULYSSES application:
  - a. Individual merits of Irish and French teams
  - b. Merits of collaboration between Irish and French teams
  - c. Participation of early-stage researchers
  - d. Scientific/economic impact as a direct result of collaboration
- aa. If Lindau application:
  - a. Suitability yes/no

**(viii) Data collected from awardees for progress reporting**

- a. Contact details changed since last contact with the Irish Research Council yes/no
- b. Year when award made
- c. Year one/two/three/four (as applicable) of award
- d. Project ID
- e. Final report yes/no
- f. Address where awardee resident while engaged on research project
- g. Date of planned submission/completion of award
- h. If different from that given on application form: explanation
- i. If associated investigator(s) involved:
  - a. Title
  - b. Name
  - c. Position
  - d. Institution
- j. If research staff appointed under award:
  - a. Number of staff appointed
  - b. Details of researchers associated with the project (name, grade, start date, finish date, nationality)
- k. If postgraduate award:
  - a. Date of registration
  - b. Thesis submitted for examination – yes/no
  - c. Viva voce took place – yes/no
  - d. Expected date of graduation
- l. If partner organisation involved:
  - a. Organisation name
  - b. Non-academic mentor's name, email address, phone number
  - c. Address where awardee based with the partner organisation
  - d. Non-academic mentor same or different from the original person
  - e. Benefits of the project for the partner organisation
- m. If ESA traineeship:
  - a. Station
  - b. ESA academic tutor's name

- c. Comments on what skills the awardee developed, both academic and non-academic, through participation in the traineeship
- d. Comment on how the traineeship experience will impact on the awardee's future career development
- e. Would you recommend the ESA Traineeship Programme to others?
- f. Could the traineeship experience be improved – yes/no. If yes: how:
- n. If ULYSSES award:
  - a. Name of French-based ULYSSES awardee
  - b. Name(s) of French-based researcher(s)
  - c. Name and address of French-based research institute
  - d. Date(s) and duration(s) of visit(s)
  - e. Description of visits
  - f. Planned future collaborations
- o. Title and key objectives of research project
- p. Level of achievement of research project objectives to date
- q. Deviations from the original plan originally proposed, significant changes to the objectives or direction of your research to the Irish Research Council – yes/no
- r. Details of the programme of research and research-related activities for the period since your last Progress Report or since award started.
- s. Progress and results to date
- t. Methodological approach
- u. Plan for coming reporting period
- v. Detail on frequency and content of meetings with supervisor/mentor, including plans for ongoing supervision/mentorship
- w. Summary of experience which the Irish Research Council may use in promotional or other public material
- x. Difficulties encountered – yes/no
- y. If yes:
  - a. nature of the problem and the steps taken/planned to address this situation
  - b. academic supervisor/mentor and if relevant non-academic mentor(s) aware of the situation – yes/no
- z. Are you funded by one of the Irish Research Council's Strategic Partners?
- aa. If yes:
  - a. Strategic partner name
  - b. Details of progress against the stated objectives of strategic partner
- bb. Conference presentations
- cc. Publications output
- dd. Outreach/engagement with general public
- ee. Financial report
- ff. Information about other awards held and prizes awarded
- gg. Other funded research projects in which principal investigator is currently involved
- hh. Other sources from which funds for this project have in the past been successfully sought

- ii. Examples of where and how the awardee publicly acknowledged Irish Research Council funding of the research project
- jj. Details of additional duties undertaken by awardee – number of hours, description:
  - a. Teaching
  - b. Other academic (non-teaching)
- kk. Plan for coming reporting period
- ll. Expected outputs
- mm. Detail on frequency and content of meetings with academic supervisor/mentor and if relevant non-academic mentor, including plans for ongoing mentorship
- nn. If project required ethical approval: outline the steps taken and comment on treatment of the ethical aspects of the research project.
- oo. Award terminating prematurely – yes/no
- pp. If yes:
  - a. Reason
  - b. Final award end date
- qq. Supplementary information optional upload
- rr. Declarations:
  - a. I have read and understand the scheme’s Terms and Conditions and I understand that the submission of this report by the awardee and the supervisor/mentor are a condition of holding the award.
  - b. I confirm that I have read the report and the above particulars are correct.

**(ix) Data collected from academic supervisors/mentors and non-academic mentors for progress reporting**

- a. Awardee’s name
- b. Year of award
- c. Irish research body
- d. School/Department
- e. Academic supervisor(s)/mentor
- f. Partner organisation
- g. Non-academic mentor(s)
- h. If postgraduate award:
  - a. Expected completion date for masters/doctoral thesis
  - b. Do you agree with the thesis submission date provided by the Scholar?
  - c. If not likely to be submitted by the date provided, please provide the revised date for submission
  - d. Do you recommend that the scholar continue on the research register?
- i. Assessment of the awardee’s progress since he/she took up the award with particular reference to the period covered by this report.
- j. Recommend regarding continuation of research funding

- k. Has the awardee encountered any problems/difficulties while carrying out the research project – yes/no
- l. If yes: nature of the problem, steps taken/which are to be taken in order to address the situation
- m. Has the awardee spent any time undertaking research away from the Irish research body/partner organisation – yes/no
- n. If yes: reasons and whether it was done with the prior knowledge and support of the Council, academic supervisor/mentor and non-academic mentor (if relevant).
- o. Frequency of engagement with awardee regarding project/research during reporting period: Every week; Every two weeks; Every month; Other – specify
- p. Outline the ways in which the Irish Research Council-funded awardee contributed to the research culture of your department/institution
- q. If partner organisation required under the scheme:
  - a. How much contact has there been between the academic supervisor/mentor and the non-academic mentor?
  - b. Was this time contact sufficient to keep both parties up to date on the progress of the research?
- r. Feedback on the scheme
- s. Declaration that the above particulars are correct and that the academic supervisor/mentor has read the awardee's progress report and declares it to be correct

**(x) Data collected about financial contacts from partner organisations providing cofunding**

- a. Contact person:
  - a. Prefix, first name, last name
  - b. Full address including postal code
  - c. Email address

### Schedule 3 – Retention Policy

Successful funding applications: application forms, approvals, grant offers, signed grant agreements, progress reports and related documents	Permanent	Archive
Unsuccessful funding applications: application forms, assessments and related documents	Call deadline plus 5 years	Destroy
Draft applications (did not proceed to full application) and related documents	Call deadline plus 1 year	Destroy
User profiles – supervisors/academic mentors	Permanent	Archive
User profiles – non-academic mentors for successful funding applications	Permanent	Archive
User profiles – non-academic mentors for unsuccessful funding applications	Until last form associated with profile is removed	Delete
User profiles – assessors associated with funded applications	Permanent	Archive
User profiles – assessors associated with unsuccessful applications	Until last form associated with profile is removed	Delete
User profiles – assessors not associated with any application	5 years after record created	Review
Routine supporting documentation and background material which assist in work processes (includes routine email and correspondence)	Completion of process plus 5 years	Destroy