



DOROTHY COFUND 2023

Application support pack

This application pack is intended to help UCD applicants prepare an application for submission to the [DOROTHY COFUND](#) call. This pack must not be used as a substitute for the [call guidance document](#) and must be read in conjunction with it.

Scope of the call

The DOROTHY (Develop Interdisciplinary Approaches to Health Crises Collaboratively) COFUND fellowship supports research to address issues related to public health crises, with an emphasis on driving collaboration between different academic disciplines. The fellowships have an **outgoing international phase of 18 months**, combined with a **return phase to Ireland of 18 months**. **Non-academic secondments of 3-6 months** at either stage are encouraged as part of this. Two recruitment calls are anticipated for this programme, with 25 awards available. The eligibility criteria applicable to this call is within the [call guidance document on page 11](#).

DOROTHY awards provide the fellowship holder with:

- A living allowance of approximately €55,740 per annum (adjusted to take account of country cost of living corrections).
- A family allowance of €500 per month, where applicable.
- A mobility allowance during the outgoing international phase.
- Training and research expenses of €8,400 per annum.
- Paid parental leave in line with Irish policy.

Call deadlines and UCD Research Office management

- Support from the UCD Research Office will be managed through [RMS Profiles](#).
- Download and complete the general budget template from the [Pre Award Budget Page](#) and submit it (together with your budget justification) through RMS Profiles by **10am on 14 June 2023**.
- An informal review and feedback will be offered on draft applications and associated documents that are submitted through RMS Profiles by **10am on 14 June 2023**. Applicants are encouraged to submit their documents for this support as the Research Office **will not be able to return applications to be amended** once they are submitted through the IRC grant system.
- Submit your application through the [IRC SmartSimple](#) grant system by **4pm on 21 June 2023**.
- If you are a supervisor supporting someone from **outside UCD** preparing an application **to come to UCD**, contact us at proposalsupport@ucd.ie.

Supervisory arrangements

Each applicant **must** name the following participants on their application:

- A main supervisor who must be a permanent staff member in UCD.
- An outgoing supervisor who must be a permanent staff member in the overseas institution.
- A secondment supervisor, if applicable.
- A mentor must also be chosen, **after** the fellow has started their fellowship.

The main Irish supervisor **must** log on and submit a statement of commitment through the [IRC SmartSimple](#) grant system **in advance of the call deadline. If they do not the application will be deemed ineligible.** There are two steps that must be completed:

- The Irish supervisor must have an account on the IRC grant system – if they don't already have one, they must register for one.
- To add them on the application, the Irish supervisor must have been added as an official UCD supervisor by the UCD Research Office – if they have not already been added, ask them to contact us (proposalsupport@ucd.ie) for this to be done.
- Applicants should ensure that the details of the supervisor are correct (particularly the email address) by checking that they have received a notification from the IRC to complete the statement of commitment.
- The supervisor's statement of commitment **must** be completed by the same date as the applicant submission date – **note that this is different to the usual timeframe for other similar calls run by IRC and it's your responsibility to make sure they know this!**

The outgoing supervisor **must** provide a letter of commitment to the applicant to upload when submitting their application, but they do not need to log on to the system themselves.

Secondment to non-academic organisations

Applicants to the DOROTHY programme are encouraged to include a non-academic secondment as part of their fellowship, which can take place during either the outgoing or return phase. If a secondment is not included when developing the proposal, it can be included at a later stage, with the agreement of the supervisors. DOROTHY has provided [a list](#) of potential secondment hosts, but this is not exhaustive, and applicants can also choose their own hosts.

Assessment

For this programme there is a two-stage assessment process – applications will first undergo remote peer review against the evaluation criteria, applicants who pass this stage will then be invited to a **panel interview** (involving a short presentation and panel questions).

Preparing your application

- Register on the [IRC SmartSimple](#) grant system if you do not already have an account.
- Register your intent to apply at proposalsupport@ucd.ie. This will ensure you are kept up to date with institutional supports.
- Contact your supervisors early and make sure that your main supervisor is registered on the IRC grant system and added as a supervisor by the UCD Research Office.
- Preparing your application should be a collaborative process with your supervisors so establish a timeline with them (academic and secondment, where applicable) to ensure you have their input into the development of the application.
- Read carefully through all the relevant documentation for the call ([Guide for Applicants](#), [Terms and Conditions](#), [Guide for using SmartSimple](#)) before you begin. Your proposed supervisors should read the [Guide for Supervisors](#) and [Supervisory Charter](#).
- Draft your application off-line so that it is simpler to edit your application as you will most likely be producing several drafts.
- The IRC maintains **gender-blinding of applications** for evaluation purposes to mitigate any gender bias in the assessment of excellence. To facilitate gender-blinding **you should not disclose your gender within your proposal** except where explicitly asked. Your supervisors should also **avoid disclosing your gender in their statements/letters of support** (i.e. by not directly using your name and by use of appropriate language – 'the applicant', 's/he', 'they', etc.).

- Ensure you are aware of the **correct word counts** for the different sections as the online system will not allow you to go over them. Be aware that on rare occasions word counts in the actual system have differed to those stated on the indicative application form **so cross-check them**.
- Be aware of the overall structure of the application form when preparing individual sections. This will avoid unnecessary overlap. Occasionally sections will overlap but in such instances you should refer to the other section(s) to avoid repeating text.
- Ask several people to read through your application. If possible, include a specialist, non-specialist and someone who can edit/proof-read.
- Print off a PDF copy of your application form from the online system and read through it before submitting to ensure all information has been copied into the form accurately and that you have no typos or formatting errors.
- Send your draft budget and proposal to UCD Research for review by **10am 14 June 2023**.
- Plan to submit the application in advance of the deadline (4pm on 21 June 2023) as **the system will almost certainly be heavily subscribed and slow down on the day of the deadline**.

If you are submitting close to the deadline and start experiencing technical issues on SmartSimple, we strongly encourage you to **document the issues** by taking and keeping screenshots.

Guidance for completing specific sections of the application form

Applicant details (including details related to eligibility)

- You will be asked to provide an ORCID Identifier – if you don't already have one, [register here](#).
- You will be asked your 'experienced researcher status' – if you are making an application on the basis of full-time equivalent experience you should measure this from **the date when you obtained the degree that would formally entitle you to embark on a doctoral degree** (even if the doctorate was never started).
- If you are not a national of the EU or an [associated country under Horizon 2020](#), read the guidance very carefully about eligibility requirements and check with the IRC if in doubt.

Main/outgoing/secondment supervisor details

- Select your main Irish supervisor from the list of UCD registered academic supervisors. If your supervisor is not on the list, ask them to contact us (proposalsupport@ucd.ie).
- Manually enter details of your outgoing supervisor, and if applicable, secondment supervisor.

Academic qualifications and research achievements

- Details related to qualifications entered in this section **must correspond exactly** with those on your official academic transcripts.
- Each qualification has an additional information box where you can add more detail about the qualification – e.g. training and skills development courses or workshops that you took part in.
- Applicants are also asked to list any research awards they have received and to provide additional information (up to 300 words) on their research achievements. This could include, for example, the following:
 - Your research outputs and other achievements, such as any research funding awarded or students supervised.
 - Any form of recognition you have received, such as invited presentations, or contributions to editorial duties, reviewing manuscripts, etc.
 - Any honours, awards, prizes, bursaries etc. you have received.
 - Any previous international or intersectoral mobility, its purpose and outcome.
 - Any experience in organising scientific meetings, or committee membership/duties.
 - Any experience in presenting to non-scientific audiences.

Fellowship proposal

- Ensure that your project title accurately describes your proposed research and highlights the uniqueness and novelty of the project in a way that captures the reader's attention.
- The primary research area you select can inform who your proposal is sent to – make sure you categorise your research correctly and refer to the [IRC research categorisation guide](#). Use key words effectively to allow the IRC to locate the most appropriate assessors for your application.
- The abstract should summarise both the research you plan and the career development and training aspects the proposed fellowship would provide you. You must explain the relevance of your research to public health crises and describe the expected impact.
 - Work with your supervisors to ensure the abstract is as informative as possible.
 - Define your research area – state the problem(s) or challenge(s) you are trying to solve and your hypothesis.
 - Explain the novelty of your approach to addressing the problem(s) or challenge(s).
 - Summarise your expected results and impact.
- Your lay abstract will be used to inform non-expert audiences so avoid all technical terms and pitch it to an audience that has no prior knowledge of your research area. Focus on the relevance, application and benefits of the proposed research.
- Details of aims, objectives and central research questions:
 - Clearly state your overarching aim and hypothesis, broke into specific research questions.
 - Outline your objectives comprehensively, include the steps needed to achieve them.
 - Objectives should be SMART (specific, measurable, achievable, realistic, and time-bound), with specific deliverables (see *Implementation, management and contingencies* section).
 - Outline the originality of the proposed research in terms of research questions asked and approach taken to address them.
 - Keep the details around the approach brief here as this will be addressed in more detail in the subsequent research design/ methodology section which you can refer down to.
- How the proposal relates to the "state of the art" and will make a new contribution to knowledge:
 - Outline the originality of the proposed research in terms of novel technology/ methodology and/or novel applications of current technology/methodology.
 - What are the potential outcomes and how do they relate to state-of-the-art in the research area?
 - Outline the potential for the creation of new knowledge or advancement of knowledge. Detail evidence of its benefit to the area covered by the research.
 - What impact will they have on advancing the research subject area?
 - Particularly mention if this research area has been relatively understudied.
- Research design and methodologies:
 - In this section you need to detail the study design, outlining and justifying your approach, providing a methodology for your objectives, emphasising the originality and novelty of the methodology/technology.
 - Advice from your supervisors is required here. This section should be described in detail to demonstrate a thorough understanding of the research topic and convey the novelty of the approach.
 - Describe any novel technology/methodology and or novel applications of current technology/methodology.
 - Detail the Study design for e.g., sampling strategy, justification of sample size, survey techniques, resources to be accessed, statistical analysis etc.
 - Be comprehensive - outline a methodology for all objectives, however brief.
 - Detail the feasibility of the research approach.
 - Include background/preliminary data if appropriate.
 - Distinguish between the two phases of the fellowship, i.e. the outgoing phase and incoming phase at UCD and how the work-plan has been designed to facilitate this.

- At all points you must make it clear how the design of your proposal fulfils the aims of the scheme – i.e., **how it will pioneer innovative multidisciplinary approaches to understanding and tackling broad ranging and complex phenomena underlying public health crises.**

Career Training and Development Plan

- The IRC places great importance on the education and skills development of early-stage researchers. Successful researchers demonstrate strategic thinking not only in research project design, but also in career planning and professional development. Remember that a key aim of the DOROTHY programme is to **create a critical mass of well-networked experts, from all disciplinary areas, who will be fully able to engage with the Irish and EU innovationecosystem.**
- Before you begin writing this section you may wish to refer to these useful resources:
 - [UCD Research and Innovation guide](#) on writing a career development plan.
 - [The UCD Career Development website](#)
 - [The Vitae website and Researcher Development Framework](#)
- Planned training activities for the acquisition of new knowledge and skills.
 - This is an opportunity to demonstrate the skills (both direct research related and broader transferable skills) that you will acquire during the fellowship and how they will develop your career prospects.
 - Detail the skills to be acquired and developed, describe your previous experience in acquiring new skills, and how this demonstrates your potential to acquire new skills. Outline any self-taught skills (which also shows initiative).
 - Refer to the [UCD Research Careers Framework](#) and [UCD Research Skills and Career Development Framework](#), which establishes a structured and supportive skills and early career development model for postdoctoral fellows at UCD.
 - Specify the complementary skills you will acquire, other structured training courses that you will undertake and how they will improve your career prospects.
 - Ensure that you outline a clear plan (and timeline) for the acquisition of these skills.
- Outline the expected three-way transfer of knowledge between you, your host organisation, and associated partner for outgoing phase.
 - Highlight the complementarity of expertise between you and the other partners.
 - Explain what expertise you will bring to them that is not available now (extend this analysis to the wider team/school of the partners) and vice versa.
- Give a rationale for, and indicate the added value of the non-academic secondment (if applicable).
 - Ensure you have input from the secondment partner organisation in drafting this section.
 - Explain the track record of the organisation, what they have achieved and give some examples of previous projects or work they have undertaken.
 - Provide details of the infrastructure, facilities and resources that will be available.
 - Describe how you will be integrated into the organisation – give details of any induction training, administrative supports and the frequency of contact/meetings you will have with your host supervisor.
- Detail how the fellowship will enable you to gain skills relevant to employment outside the traditional academic sector.
 - Detail skills that you will acquire which could enhance your career in non-academic sector – for example, leadership skills, outreach experience, inter-sectoral and intercultural experience, and project management.
 - Outline the inter-sectoral expertise gained while on secondment (if applicable).
- Detail how the fellowship will enable you to acquire competencies that improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence.
 - Highlight how the execution of this project will enhance your overall career trajectory.
 - Outline your objectives in terms of publications and other outputs, their timing, and how it will enhance your independence as an investigator.

- Outline how you intend to develop your own collaborations as a result of this project and how this will develop your professional maturity.
- State that you will get experience and mentoring in research grant proposal writing and intend to apply for independent research grants before the end of the fellowship.
- Outline any planned conference presentations which will enhance your academic profile and standing in the field.
- Outline any teaching you may undertake and any courses you might develop as a result of this research in the return phase.
- Link your career development to a stated national or European strategy objective (e.g. increasing the number of researchers/ experts in a specific research field).

Dissemination and knowledge exchange

- Dissemination means sharing research results with potential stakeholders, by which you contribute to the progress of science and scholarship in general.
- Dissemination channels to the scientific community might involve publications, conferences, poster presentations, reports, etc. Detail which conferences you would present at, and the type of publications you intend to target.
- However – the DOROTHY programme also aims to **promote the dissemination and communication of impactful research beyond traditional academic channels, targeting policymakers and population at large, with the objective of contributing to resourceful and resilient societies**. You should describe a strategy for how you would disseminate the outcomes of your research to policymakers, the general public and other stakeholders.
- Useful resources for completing this section include:
 - [Dissemination and Engagement \(UCD Research and Innovation\)](#)
 - [Writing the Dissemination and Communications section of a proposal \(UCD Research and Innovation\)](#)
 - [Communications resources for research \(UCD Research and Innovation\)](#)
 - [CampusEngage.ie](#)
- Describe the approach to be taken regarding any intellectual property that may arise. [NovaUCD](#) is the Technology Transfer Office for UCD which assists with the management/exploitation of any intellectual property arising.

Contribution scientific, societal, and economic impacts in respect of public health crises.

- Refer to [UCD's Research Impact Toolkit](#) and [this specific guide on writing an impact section](#).
- Do not leave this section until the last minute and do not underestimate the effort required to write a good impact statement.

Implementation, management and contingencies

- Break the project down into specific work packages or tasks if appropriate, with specific milestones and deliverables.
 - A deliverable is a tangible output of a work package (e.g. a manuscript, a report)
 - A milestone is a checkpoint to assess the project is progressing as expected (e.g. completion of tests, survey completed).
- Detail the timeline for completing each task/work package/experiment – be realistic and allow time for the acquisition of required skills etc.
- Schedule each work package, by outlining how long each one will take, when it will be carried out within your Fellowship period, in what location and if certain work packages can run simultaneously. Save space by offering an overview of the timetable in this section and including a more detailed breakdown of the timeframe on the mandatory Gantt chart. A Gantt chart template can be found [here](#) on the UCD Research and Innovation website.
- Outline the steps that you will take to ensure that the project adheres to the project plan and timeline.
- Detail the risks associated with your proposed approach and how they will be monitored. Outline a possible contingency plan or alternative approach, should this be required.

Choice of host institution

- This is your opportunity to demonstrate the excellence of your proposed research environment at UCD and how this environment will impact on your research and career development – something which is central to a successful application.
- The following resources may be of help in describing UCD and its infrastructure/support units:
- [UCD Description](#) – includes UCD's track record in obtaining research funding.
- [About UCD Research](#) – details on Strategic Themes, Research Institutes and Major Funded Programmes. Describe how the project fits into the research strategy of the relevant school/college. You should include details of any programmes/centres/institutes that are relevant to your research project. This will highlight to the evaluators that there is a critical mass of researchers already located within UCD in your research area, that your proposed research project will benefit from the knowledge and experience already available here.
- [UCD Research Support Units](#)
- [UCD Facilities](#)

Main supervisor

- Demonstrate why your proposed main supervisor is most suited to guide you through the complexities of this fellowship and contribute to your overall career development. This can be achieved by outlining their track record in the field.
- Summarise the research expertise and experience of your supervisor, their research group and School/Centre where located. Detail a list of research projects, including the amount of funding, key publications and other research outputs they have in the proposed research area. You need to provide clear, hard evidence of their expertise.
- Name the collaborators who are associated with your supervisor, especially if they are leaders in the research field.
- Are they a member of any steering committees, policy making groups, collaborative initiatives?
- Have they previously supervised postdocs who have gone on to secure prestigious positions? If so, give examples where possible.
- Outline how you and your supervisor complement each other, in your research experience and knowledge.

Outgoing supervisor

- Describe the track record and expertise of the outgoing supervisor to demonstrate why they are most suited to host you and help deliver on the objectives of the fellowship.
- Ensure you have input from your outgoing supervisor when drafting this section.
- Outline their key relevant achievements and collaborations.
- Describe their involvement in any research training programmes.
- Detail any previous experience in supervising and developing investigators.

Professional achievements

- This section allows you to present a summary of the other contributions you have made during your career in addition to your academic research achievements. Refer to the [How to write a narrative CV section](#) on the UCD Research and Innovation website for guidance on describing your contributions and achievements under the suggested headers on the application form.

Ethical issues and statement

- Applications to DOROTHY COFUND must comply with the [fundamental ethical principles of Horizon 2020](#).
- Applicants will need to complete the Ethics Issues Table on the IRC Grants management system and should refer to the [H2020 Guidance document on completing ethics self-assessment](#) and liaise closely with their mentors when completing this section.
- Applicants who have identified ethics issues in the Ethics Issues Table will then need to outline in their ethical statement how they will address all of the ethics issues raised. Applicants who have

not identified any ethics issues should include a statement stating why ethics issues do not apply.

- The [UCD Office of Research Ethics](#) website contains information on relevant ethics policies and guidelines as well as links to numerous other online resources that will help you draft your ethics statement. Take the time to read through them to ensure you have considered and addressed all ethical aspects of your proposed research.
- UCD Research and Innovation also has a [guidance document](#) on completing the ethics section of a proposal.

Sex/gender dimension statement

- The IRC consider the integration of the sex/gender dimension into research part and parcel to research excellence as it enhances the societal relevance of the produced knowledge. Depending on the field of research, it entails an analysis of gender, sex or both, when developing your concept, research questions and methodologies.
- Biological Sex: Sex refers to the biologically determined characteristics of men and women in terms of reproductive organs and functions based on chromosomal complement and physiology. As such, sex is globally understood as the classification of living things as male or female.
- Gender: Gender refers to the social construction of women and men, of femininity and masculinity, which varies in time and place, and between cultures.
- Explain why gender/sex matters (if it does) and present it as adding value in terms of robustness and excellence of the research. The gender/sex dimension is an emerging and important subject of research in many fields.
- Consider what is already known in your area in terms of the gender/sex dimension and identify what is missing. If you think that gender knowledge still needs to be generated, state this and indicate which gender aspects should be explored.
- Refer to **Appendix VI of the call document** for more guidance on how to complete this section. The following resources may also be useful:
- [UCD Research and Innovation guidance](#) on completing a sex/gender section.
- [Gender in EU Funded Research Toolkit](#) provides practical tools for incorporating gender aspects into research.
- [Stanford University's Gendered Innovations website](#) provides examples of case studies in Science, Health & Medicine, Engineering and Environment.

Indicative budget

Remember that you must send your draft budget and justification for approval through [RMS Profiles](#) by **10 am 14 June 2023**.