



Irish Research Council Enterprise Partnership Scheme Postdoctoral Fellowship 2024 - UCD Help Pack

Queries: Contact us via email at proposalsupport@ucd.ie

This is an internal UCD document for the use of candidates and mentors applying with UCD as a Host Academic Organisation. Please do not circulate further.

The deadline for online submissions for applicants to the scheme is before **16:00 (Irish Time)** on **16th November 2023**.

UCD Research & Innovation strongly recommends that you submit your application not later than the day before as the IRC online system often crashes on the last day of the call.

Contact your Academic Mentor and Enterprise Mentor as soon as possible. There are indicative forms for each available [here](#). Your Mentors (UCD and Enterprise) must complete their specific forms before **16:00 (Irish Time)** on **23rd November 2023**. **Contact all participants in your application now to alert them to this deadline for electronic references.**

*Begin your application early and 1. check your UCD mentor is registered (search for them) and 2. check if your Enterprise Partner is registered. If not register them. Then ignore the online form. Focus on and complete the MS Word indicative application form offline. When this is complete copy and paste the data from Word document into IRC Portal, to avoid any crash or loss of data. Save regularly

UCD Supports:

- This UCD Help Pack
- Call queries via email at proposalsupport@ucd.ie

Introduction

How to use this help pack

UCD Research & Innovation has developed this document in order to help you with your application. It **must** be used in conjunction with the IRC's EPS Postdoctoral Call Documentation, Indicative Forms and Applications Guide on the IRC's website [here](#). Due to the restrictive word counts applicable to most sections of the application form, you will not be able to cover all points listed below in your application. You must be selective and follow the advice which is relevant to your individual proposal. Likewise, this document offers a comprehensive and detailed guide to the various services available throughout UCD. You must determine which services are relevant to your proposal and integrate this information into your application accordingly. Please bear in mind that this pack is based on the layout of the application form as presented in the Irish Research Council's Indicative Forms application which is subject to change. Section numbering, word counts etc. may differ from the on-line form.

General Guidelines

All applications should:

- ✓ Be clear – write in plain English.
- ✓ Be concise – stick to the word counts.
- ✓ Be accurately written – proofread.
- ✓ Be written for a broad scientific audience.
- ✓ Consistent in use of terminology.
- ✓ Grab the assessor's attention – present key information as soon as possible and stress the innovativeness of the work.
- ✓ Be confident – reflect on your skills and abilities.
- ✓ Have clearly identifiable aims and objectives.
- ✓ Demonstrate feasible projects.

- ✓ Be written with the assessment criteria in mind – see the evaluation criteria in Appendix 2, page 16 of the Call Document here.

When drafting your application, you should:

- ✓ Read carefully through all relevant documents on the IRC website [here](#) (call documentation, Indicative forms, Application guides) before you begin.
- ✓ Determine your eligibility.
- ✓ Contact your Academic Mentor and Enterprise Mentor as early as possible. The more involved these participants are in the development of your application, the stronger your proposal will be. **A template document of the research agreement (to be signed between UCD and the Enterprise Partner before the award can commence) is [provided](#). UCD R&I recommend that this is provided by the applicant to the Enterprise Partner for review to prevent issues at contract stage.**
- ✓ When filling in this information, **if you find that your Academic Supervisor is not registered, please ask them to contact the Research Office for registration** (proposalsupport@ucd.ie).
- ✓ Draft your application form off-line.
- ✓ Jot down initial thoughts/ideas in bullet points.
- ✓ Flesh out these points under the appropriate headings.
- ✓ Develop a narrative and edit your application. This part of the process is time consuming, and you should produce several drafts.
- ✓ Ensure that you stay within the word counts. Make sure every sentence is relevant to the question asked. Be aware of the overall structure of the application form when preparing individual sections. Avoid unnecessary overlap but be aware that some repetition may be required in order to answer each section fully.
- ✓ Check your application against the selection criteria. Does your application clearly demonstrate that you have fulfilled all the criteria?
- ✓ Ask several people to read through your application. If possible, include a specialist, non-specialist and someone who can edit/proofread.
- ✓ Print off a PDF copy of your application from the on-line system and read through it before submitting, ensuring that all information has been copied into the form accurately.
- ✓ Run through the checklist provided below before submitting.
- ✓ Plan to submit in advance of the deadline as the system will be heavily subscribed on the final day.

Remember:

- ✓ The Assessors! This is who you are writing for. Be sympathetic to the assessors and write in a manner that is easy for them to digest. Make your application form clear, concise and to the point.
- ✓ You must understand the IRC's goals and demonstrate that you are the best candidate to fulfil those goals.
- ✓ In order to do this, you must demonstrate excellence in four distinct areas: the research proposal, the individual researcher, the research environment and skills and career development, as per the evaluation criteria (see the evaluation criteria (Appendix 2, page 16 of the Call Document here. Support is available within your School and from UCD Research & Innovation – make use of it.
- ✓ Past successful applicants may be willing to help or make their applications available.
- ✓ Success is achievable even with a short timeframe.

Useful Links

- ✓ [UCD Research Skills and Career Development](#) website provides lots of useful information in owning and mapping your career development as a postdoc in UCD.
- ✓ There are many websites which provide hints and tips for staying within the word limits, for example [wikiHow](#).

Tabulated sections on the application form

Academic Qualifications
Please complete in full
Other Education (Max. 300 words)
<p>The IRC states: Please include any additional information relevant to your academic background which should include the name, location and dates for each relevant course listed. For major awards provide also equivalency of the degree to the Irish National Framework of Qualifications.</p> <p>UCD R&I offers the following tips:</p> <ul style="list-style-type: none"> ✓ Include details about any workshops/skills training programmes you attended during your doctoral research. ✓ Include details about any PG modules you completed during your doctoral research.
Research Achievements (Max. 300 words)
<p>The IRC states: Please describe your research achievements since beginning a career as a Researcher (including PhD and post-PhD, if applicable). Please bear in mind this could be read by non-specialists, as well as peers, and should be written in order to communicate with them effectively.</p> <p>UCD R&I offers the following tips:</p> <ul style="list-style-type: none"> ✓ Outline your track record of achievements since your PhD: e.g. Research funding obtained, Leadership, Student supervisory experience, International experience and recognition, Research findings. ✓ Detail any previous intersectoral mobility or experience. ✓ Demonstrate your excellence in the research area. ✓ Detail any previous international mobility, its purpose and outcome. ✓ Highlight any international recognition that you have received, e.g. invited lectures, associated editorships etc. ✓ Outline any honours or awards you have received. ✓ Detail your research project management experience. ✓ Highlight how you have demonstrated a tendency towards creative thinking. ✓ Highlight any leadership quality. ✓ Highlight any experience in giving presentations to a non-scientific audience. ✓ Demonstrate the impact of your research outputs.
Please complete in full
Proposed Research
<p>The IRC states: This should be written by the applicant after consulting with the proposed Mentor(s) and Host Organisation(s)</p>
Project Title
<p>UCD R&I offers the following tips:</p> <ul style="list-style-type: none"> ✓ Ensure the title accurately describes the subject you are writing about. ✓ Use a title which will catch the reader's attention – highlight the uniqueness/innovativeness of your project.
Areas and disciplines
<p>The IRC states: Consult the Irish Research Council's Enterprise Partnerships Scheme Call Document Section 1, research categorisation document for a descriptions of what is covered in the primary areas, disciplines and other research areas.</p> <p>UCD R&I offers the following tip:</p> <ul style="list-style-type: none"> ✓ Not all discipline areas are listed in the IRC Call Document. Please describe your specific research area as accurately as you can.

Keywords describing proposed research: (<5 words OR <10 if interdisciplinary)
<p>UCD R&I offers the following tip:</p> <p>Use key words effectively to allow the IRC to locate the most appropriate assessors for your application. The keywords should drill down to your specific research area(s).</p>
Abstract (Max. 250 words)
<p>The IRC states: <i>Please bear in mind this could be read by non-specialists, as well as peers, and should be written in order to communicate with them effectively.</i></p> <p>UCD R&I offers the following tips:</p> <ul style="list-style-type: none"> ✓ Work with your Mentor to ensure that the abstract is as informative as possible. ✓ Define your research area. ✓ Clearly state your hypothesis/overarching aim of research. ✓ Emphasise the uniqueness/innovativeness of your project. ✓ Briefly state how you are going to go about conducting the research. ✓ Include a sentence on the reach, impact and outcomes.
Description of topic (Max. 400 words)
<p>The IRC states: Provide details of your proposed research to include (a) aims, objectives and central research questions of the project and (b) how existing literature on the topic has been used to inform the proposal.</p> <p>UCD R&I offers the following tips:</p> <ul style="list-style-type: none"> ✓ Define your research area. ✓ State your aims/objectives comprehensively and clearly (generally 3-5). ✓ Outline the specific research questions you will address. ✓ Highlight the uniqueness/innovativeness of your project.
Methodology (Max. 400 words)
<p>The IRC states: Detail the research design and methodologies to be employed in carrying out your scholarship which should be described in sufficient detail to demonstrate your thorough understanding of the research topic.</p> <p>UCD R&I offers the following tips:</p> <ul style="list-style-type: none"> ✓ Describe the research methodological approach that you are going to take to undertake this research project. ✓ Be comprehensive - outline a methodology for all your objectives however brief. ✓ Detail the Study design – sampling strategy, justification of sample size, survey techniques, resources to be accessed, statistical analysis etc. ✓ Detail the interactions between individuals/sub-projects. ✓ Detail the feasibility of the research approach. ✓ Seek advice and input from an experienced research design and statistics expert. ✓ Describe any novel technology/methodology and or novel applications of current technology/methodology.
Research schedule (Max. 250 words)
<p>The IRC states: <i>to include, for example, a timeline for the completion of tasks/phases of the project and efficient management and performance of research. Please include a risk management plan and discuss contingencies.</i></p> <p>UCD R&I offers the following tips:</p> <ul style="list-style-type: none"> ✓ Break the project down into specific work packages or phases, as appropriate, with specific milestones and deliverables, including a separate work package on Project Management. ✓ Detail the timetable for completing each work package / experiment – be realistic! ✓ 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 (if relevant) and if certain work packages can run simultaneously. Save space here by offering an overview of the timetable in this section and including a more detailed breakdown of the timeframe on the Gantt chart requested after Description of dissemination plans and potential impact section. ✓ Include the planned schedule of meetings between yourself and your Mentor/s. ✓ Allow time for the acquisition of required skills etc.

<ul style="list-style-type: none"> ✓ Outline the steps that you will take to ensure that the project adheres to the project plan and timetable. ✓ Detail the risk associated with your proposed approach and outline a possible contingency plan or alternative approach, should this be required.
<p>Description of the relationship of the project to existing state of the art (Max. 400 words)</p> <p>The IRC states: <i>Suggest how the project will make a new contribution to knowledge. Do not provide bibliographical lists or footnotes here.</i></p> <p>UCD R&I offers the following tips:</p> <ul style="list-style-type: none"> ✓ Why is the project original? ✓ 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 or advancement of knowledge and evidence of benefit to the area covered by the research. Particularly mention if this research area has been relatively understudied. ✓ Outline any novel methods or techniques. ✓ Briefly mention any links between your research and work carried out by your proposed Mentor and School/College. Refer to UCD Staff Profiles website for further details. This point can be developed further in the 'Please outline your reasons for choosing your research environment/group' section.
<p>Description of any specialist knowledge/data required to undertake the project (Max. 200 words)</p> <p>The IRC states: <i>(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.</i></p> <p>UCD R&I offers the following tips:</p> <ul style="list-style-type: none"> ✓ Describe the existing unique skills, expertise, and experience that you have which will enable you to undertake the project. ✓ Outline the fact that your expertise is not currently available in UCD and you, with your unique expertise, will develop the research project proposed. ✓ Detail the structured training courses provided in UCD and specify which ones you will undertake (see UCD Training document for full details). Relate this to your Research Plan and your Training and Development Plan. ✓ Detail any formal or hands-on training you will receive from the Enterprise Partner. ✓ Detail where any pre-existing data is currently located, and how you will request and gain access to this data. ✓ Specify the equipment and facilities that will be available to you in UCD and any agreements that might be in place for the use/allocation of time to these resources. ✓ UCD Facilities – describes the equipment/ facilities available in UCD for the execution of your project. It also details the laboratory equipment that is available in UCD. If you need to use this equipment for your research, it is important that you clearly specify that the equipment is available here for your use. You should also detail the IT Resources and Library resources and collections that are available.
<p>Justification and demonstration of significant development (Max. 200 words)</p> <p>The IRC states: <i>outline how the proposed research is a significant development, differing from your doctoral thesis, if appropriate.</i></p> <p>UCD R&I offers the following tips:</p> <ul style="list-style-type: none"> ✓ It is important to emphasise the way in which your proposal differs from your doctoral research. You should: <ul style="list-style-type: none"> ○ Outline the originality of the proposed research and highlight any clear departures from your doctoral project – new focus, methodological approaches etc. ○ Outline the potential for the creation of new or advancement of knowledge.

Please provide details of any proposed research trips of more than 4 weeks duration which you believe will be necessary (Max. 200 words)

The IRC states: *Please note, all research trips over 4 weeks duration will require completion a request form submitted to the Council.*

UCD R&I offers the following tip:

- ✓ Research trips can greatly enhance your research project and training and career development. Include any planned trips to other HEIs, labs, archives, libraries, etc. as appropriate.

Please outline your reasons for choosing your research environment, specifically: (i) the proposed Higher Education Institution, (ii) the proposed Academic Mentor and (iii) the proposed Enterprise Partner and Enterprise Mentor for the project (Max. 300 words)

UCD R&I offers the following tips:

- ✓ This is your opportunity to demonstrate the excellence of your proposed research environment and how this environment will impact on your research and career development – something which is central to a successful application.
- ✓ [UCD Description](#) – a general description of UCD, including UCD’s track record in research funding. Use this information to compose a **brief** introduction to your answer.
- ✓ How does the project fit into the work carried out in your school/college? Refer to relevant college/school website and look for major research teams in the [Major Research Programmes](#) document. 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 be located within one of these Centres and will benefit from the knowledge and experience already available here.
- ✓ Outline a summary of the research expertise and experience of your Mentor, their research group and School/Centre where located. Describe research projects, diversity of the secured funding, type of research outputs and its impact. IRC are signatories of [DORA](#) (San Francisco Declaration on Research Assessment) and recognize that “The outputs from scientific research are many and varied, including research articles reporting new knowledge, data, reagents, and software; intellectual property; and highly trained young scientists.”
- ✓ Name the collaborators who are associated with your Mentor, especially if they are leaders in the research field.
- ✓ Outline the current compliment of Post Docs in the research group.
- ✓ Outline how you and your Mentor complement each other, in your research experience and knowledge.
- ✓ Consider asking leaders in the field to act as informal advisors/consultants for your project. Include details of this arrangement if they agree.
- ✓ See the [UCD Research Support Units](#) document for details of the many Institutional support units that are available in UCD to assist with the implementation and management of the grant. You must be selective and choose what is relevant to your research project in order to demonstrate the excellence of the institution without exceeding the word count.
- ✓ How will working with the proposed enterprise partner/enterprise mentor/international mentor benefit your research?
- ✓ How will they advance the broadening of your skill set and career prospects?

Description of dissemination plans and potential impact (Max. 250 words)

UCD R&I offers the following tips:

- ✓ Outline the Dissemination Plan (see [Dissemination](#) document for assistance with this section).
- ✓ Outline the target audiences, dissemination media and publicity involved.
- ✓ Dissemination to the scientific community might involve publications, conferences, poster presentations, reports, etc. Detail which conferences you wish to present at.
- ✓ Outreach and public engagement activities might utilise the press, broadcast media, internet etc.
- ✓ What is the potential impact of these activities? See [Impact section of portal](#) for assistance.
- ✓ 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.

<p>Supplementary Material</p> <p>The IRC states: <i>Please upload your bibliography here in PDF format. A Gantt chart and supplementary information that is essential to interpreting your research (e.g. equations, scientific images and visuals) may also be uploaded. The system will ONLY accept supplementary material in PDF format. Items uploaded that are non-essential to the interpretation of the research can result in an application becoming ineligible.</i></p> <p>The system will ONLY accept supplementary material in PDF format. <i>Supplementary material should only include a Gantt chart and essential information required for the interpretation and understanding of the proposed research, rather than additional information about the research proposal or applicant.</i> Supplementary material will not be included in the application word count.</p> <p>UCD R&I offers the following tips:</p> <ul style="list-style-type: none"> ✓ For a Gantt Chart format, you can use the template provided here ✓ Consider preliminary data. ✓ Think carefully about uploading complex diagrams. Remember the assessors might not be experts in your field.
<p>Data Management Plan (500 words)</p> <p>The IRC states: <i>Please provide details of the following:</i></p> <ul style="list-style-type: none"> • What standards will be applied? • How will data be exploited and/or shared/made accessible for verification and reuse? <i>If data cannot be made available, why?</i> • How will data be curated and preserved? • If applicable, how do you plan to make the research data FAIR (findable, accessible, interoperable, and reusable). Applicants should be cognisant of the General Data Protection Regulations (GDPR) and any other national guidelines that may be applicable in your jurisdiction. Funded proposals should meet the required standards in this regard. <p><i>Please provide details of how data will be managed for duration of the project and after the project has been completed.</i></p> <p>UCD R&I advises:</p> <p>The UCD Library have also prepared very useful Lib Guides on Research Data Management and applicants should also refer to the Horizon Europe Programme Data Management Template.</p>
<p>Have you previously submitted all or part of a proposal to an Irish Research Council Scheme and been unsuccessful? [If YES] Description of modifications made to the proposal if the proposal has been previously submitted, but was unsuccessful under an Irish Research Council scheme (Max. 300 words)</p>
<p>The IRC states: <i>Please note that unsuccessful applicants may only re-apply to the scheme on one subsequent occasion (with effect from 21 October 2009).</i></p> <p>UCD R&I advises:</p> <ul style="list-style-type: none"> ✓ Reflect on feedback you received on your last application to IRC. ✓ If you accept the feedback as accurate and helpful to further your research outline how you have incorporated this into the current version of the proposal. ✓ NB – assessors do not have access to your previous application.
<p>Training and Career Development Plan (Max. 2 pages, PDF upload)</p> <p><u>Please refer to this website for information on career support at UCD.</u></p> <p>The IRC states: The Irish Research Council 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. On that basis, every applicant is required to upload a Career Training and Development Plan as part of their application.</p>

This Career Training and Development Plan should outline the following:

- *In this plan, you should outline both your immediate (1-2 years) and long-term goals (5 years plus) and career objectives.*
- *Provide a description of plans for the acquisition of new knowledge and skills. For example, gaining research skills and techniques, communication skills, research management, networking, and other transferrable skills etc. during the period of this Fellowship. Where appropriate include a reference to the Description of Specialist Knowledge section above.*
- *Please outline your reasons for choosing this Fellowship and how you feel this Fellowship programme will contribute to these goals.*
- *Detail how the Fellowship will enable you to gain skills relevant to employment outside the traditional academic sector.*
- *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.*

The [VITAE WEBSITE AND RESEARCHER DEVELOPMENT FRAMEWORK](#) is an excellent career development resource that you may find useful when preparing your Career Training and Development Plan.

The IRC states: *In this plan, you should outline both your immediate (1-2 years) and long-term goals (5 years plus) and career objectives.*

UCD R&I offers the following tips:

- ✓ Outline your future aspirations, as a result of this Fellowship
- ✓ Demonstrate how this fellowship will enable you reach professional maturity as a researcher.

The IRC states: *Provide a description of plans for the **acquisition of new knowledge and skills**. For example, gaining research skills and techniques, communication skills, research management, networking, and other transferrable skills etc. during the period of this Fellowship. Where appropriate include a reference to the Description of Specialist Knowledge section above.*

UCD R&I offers the following tips:

- ✓ This is an opportunity to demonstrate the excellent and broad set of skills you will acquire during your research in both the University and with the Enterprise Partner and the subsequent development of your career prospects.
- ✓ Detail the skills to be acquired and developed – referring back to the Description of Specialist Knowledge section.
- ✓ Specify the complementary skills you will acquire and other structured training courses that you will undertake and how they will improve your future career prospects (see [UCD Training](#) document for full details). Ensure you include skills relating to the Enterprise Partner.
- ✓ **Ensure that you outline a clear training plan that accounts for all of the skills to be developed and describe the elements to be undertaken.**
- ✓ Refer to the [UCD Research Careers Framework](#) and [UCD Research Skills and Career Development](#), which establishes a structured and supportive skills and early career development model for Post-Doctoral Fellows at UCD. Refer also to the [VITAE Researcher Development Framework](#).
- ✓ Describe how the training undertaken will benefit you:
 - Will you develop lecturing skills (e.g. developing course modules, delivering lecture series etc).
 - Will you gain supervisory experience (e.g. Student projects, summer projects, Master or PhD joint or sole supervision).
 - Development of Project Management skills.
 - Independent research grant writing.
 - Establishing International links.
 - Developing unique competencies in the research area.
 - 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).

The IRC states: *Please outline your reasons for choosing this Fellowship and how you feel this*

Fellowship programme will contribute to these goals.

UCD R&I offers the following tips:

- ✓ Link your career development to a stated National/European strategy objective(e.g. increasing the number of researchers/ experts in a specific researchfield)
- ✓ Is there a European demand for such a skill set?
- ✓ Increasing the number of women in the specific research field (if relevant)
- ✓ How will your interaction with the Enterprise partner contribute to these goals?

The IRC states: *Detail how the Fellowship will enable you to gain skills relevant to employment outside the traditional academic sector.*

UCD R&I offers the following tips:

- ✓ Detail the complementary skills that you will acquire which could enhance your career in a non-academic sector – Leadership skills, Outreach experience, inter-sectoral and intercultural experience, commercialisation of research, patents, spin-off companies, Project Management.
- ✓ Outline your Inter-sectoral expertise to be gained through the involvement of the Enterprise Partner which will enhance your skills relevant to that sector.

The IRC states: *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.*

UCD R&I offers the following tips:

- ✓ Highlight how the execution of this project will enhance your academic career.
- ✓ Outline your publications objectives/schedule as a result of this project and how this will enhance your independence.
- ✓ Outline how you intend to develop international collaborators 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 this Fellowship period.
- ✓ Outline your proposed conference presentations, which will enhance your academic profile and lead to becoming an independent researcher.
- ✓ Outline the teaching you will undertake and any courses you might develop as a result of this research.

Outline any student supervision you will undertake.

Ethical Statement (Max. 300 words)

UCD R&I offers the following tips:

- ✓ Liaise with your Mentor in the completion of this section.
- ✓ UCD Research & Innovation strongly recommends sending your application to your Head of Department/School ahead of submission. Send it along with an email that gives a very brief project description and ethical statement – highlight whether you need ethical approval.
- ✓ See [UCD Ethics Office website](#) for policies and guidelines

Sex /Gender Dimension (Max. 300 words)

UCD R&I offers the following tips:

- ✓ Read the “Guidance on the Sex/Gender Dimension Statement” in Section 10 Appendix 1 of the call document [here](#).
- ✓ Read the notes we have prepared on this topic [here](#)
- ✓ Liaise closely with your Mentor in the completion of this section.
- ✓ Discuss the biological sex and/or gender dimension of your proposal.
- ✓ Your proposal must not necessarily have a biological sex and/or gender dimension but you need to demonstrate that you have considered whether it exists or not.

Final Checklist!

- ✓ Have you worked collaboratively with your mentor and enterprise partner to develop the application?
- ✓ Have you registered their details correctly?
- ✓ Have you completed all tabs of the application in full?
- ✓ Have you stayed within the word limits?
- ✓ Have you copied all the information into the online system carefully?
- ✓ Have you demonstrated clearly that your proposal fulfils the evaluation criteria? Have you sent your draft application to be read by someone else not involved in the process?