**Research Ireland Enterprise Fellowship Programme 2025 —
Partnership stream (previously Irish Research Council
Enterprise Partnership Scheme) — 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 **15 July 2025**

UCD Research & Innovation strongly recommends that you submit your application not later than the day before as the SmartSimple 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 <u>here</u>. Your Mentors (UCD and Enterprise) must complete their specific forms before **16:00 (Irish Time)** on **22 July 2025. 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 on Smartsimple (search for them) and 2. check if your Enterprise Partner is registered on Smartsimple. If not register them accordingly.

Focus on and complete the MS Word indicative application form offline. When this is complete copy and paste the data from the Word document into the Research Ireland Portal, to avoid any crash or loss of data. Save regularly.

<u>**UCD Supports:**</u>
- 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 to help you with your application. It **must** be used in conjunction with Research Ireland's Enterprise Fellowship (Partnership stream) Postdoctoral Call Documentation, Indicative Forms and Applications Guide on Research Ireland's website <u>here</u>. 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 Research Ireland's Indicative application form 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 18 of the Call Document here.

When drafting your application, you should:

✓ Read carefully through all relevant documents on the call page 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.

✓ When filling in this information, **if you find that your Academic Supervisor is not registered on SmartSimple, 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 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 accurately into the form.

✓ 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 Research Ireland'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 18 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)

Research Ireland states: *Please provide 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* <u>*Irish National Framework of Qualifications.*</u>
 	
UCD R&I offers the following tips:
  ✓ 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)

Research Ireland 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.*
UCD R&I offers the following tips:
  ✓ 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
Research Ireland states*: This should be written by the applicant after consulting with the proposed Mentor(s) and Host Organisation(s)*
Project Title

UCD R&I offers the following tips:
  ✓ 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.

Primary Area, Discipline, Other Research Area, Second Categorisation
Research Ireland states: *Consult the Irish Research Council's Enterprise Partnerships Scheme Call Document Section 1*, research categorisation document for a description of what is covered in the primary areas, disciplines and other research areas. **UCD R&I offers the following tip:**   ✓ Not all discipline areas are listed in Research Ireland Call Document. Please describe your specific research area as accurately as you can.

Keywords describing proposed research: (<5 words OR <10 if interdisciplinary)
UCD R&I offers the following tip: Use key words effectively to allow Research Ireland to locate the most appropriate assessors for your application. The keywords should drill down to your specific research area(s).
Abstract (Max. 250 words)
Research Ireland states: *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.* **UCD R&I offers the following tips:** ✓ 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)
Research Ireland states*: Please 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.* **UCD R&I offers the following tips:** ✓ 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)
Research Ireland states: *Please 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.* **UCD R&I offers the following tips:** ✓ 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 individual 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)
Research Ireland states: *Please provide a schedule to include (a) milestones and deliverables for completion of the proposed research, (b) risks that might endanger reaching these deliverables and (c) the contingency plans to be put in place in order to mitigate these risks.* **UCD R&I offers the following tips:** ✓ 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!
Description of the relationship of the project to existing state-of-the-art research (Max. 400 words)
Research Ireland states: *Suggest how the project will make a new contribution to knowledge. Do not provide bibliographical lists or footnotes here.* **UCD R&I offers the following tips:** ✓ 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.

Description of any specialist knowledge/data required to undertake the project (Max 200 words)

Research Ireland states: *For example: 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 for this project will be accessed.*
- ✓ 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 and Development for Postdoctoral Researchers 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.

Justification and demonstration of significant development (Max 200 words)

Research Ireland states: *Outline how the proposed research is a significant development, differing from our doctoral thesis, if appropriate.*

UCD R&I offers the following tips:
- ✓ It is important to emphasise the way in which your proposal differs from your doctoral research. You should:
  - o Outline the originality of the proposed research and highlight any clear departures from your doctoral project – new focus, methodological approaches etc.
  - o 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)

Research Ireland states: *Please note, all research trips over 4 weeks duration will require completion of a request form submitted to the Enterprise programme team.*

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

- ✓ 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 key research teams across UCD. 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. RESEARCH IRELAND 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?

Does your application feature an enterprise partner that is a public body? (Max 200 words)

Research Ireland states: *If answering yes, please 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.*

UCD R&I offers the following tips:
- ✓ Detail the relevant infrastructure for your specific project. Why this public body? Why is this the necessary partner for the project?

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

Research Ireland states: *Please outline your plans for the dissemination and knowledge exchange of your research, including publications, conference attendance, poster presentations, reports and outreach activities. Details should also be provided as to how the impact of your research will be measured.*

UCD R&I offers the following tips:
- ✓ Outline the Dissemination Plan (see [Dissemination and Communication](#) 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.
- ✓ Describe the approach to be taken regarding any Intellectual property that may arise.

Supplementary Material

Research Ireland states: *If you have supplementary information, e.g. GANTT chart, diagrams or a bibliography, which accompany your research proposal, please upload them here in PDF format. Supplementary material should only include essential information required for the interpretation and understanding of the proposed research.* **Applications will be deemed ineligible and will not be considered for funding if they include additional information about the research proposal or applicant.** *Please do not disclose your gender in uploaded PDFs, e.g. use initials instead of first names if you have a publication listed in the bibliography.*

The system will ONLY accept supplementary material in PDF format.

UCD R&I offers the following tips:
- ✓ 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.

Have you previously submitted all or part of a proposal to a Research Ireland award, including formerly named Irish Research Council awards, and been unsuccessful? [If YES] please describe a description of modifications made to the current proposal to distinguish it from the previously unsuccessful application. (revised question on the application form)

Research Ireland states (in the Call document): *Applicants must not have had two previous unsuccessful applications to the relevant programme (formerly the IRC EPSPD). This applies regardless of whether the applicant has changed their host institution or research topic since a previous submission.*

UCD R&I advises:
- ✓ Reflect on feedback you received on your last application to Research Ireland (formerly the Irish Research Council).
- ✓ 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.

Data Management Plan (500 words)

Research Ireland states: *Please provide details of the following:*
- *What standards will be applied?*
- *How will data be exploited and/or shared/made accessible for verification and reuse? If data cannot be made available, why?*
- *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.*

Please provide details of how data will be managed for duration of the project and after the project has been completed.

UCD R&I advises:
- ✓ The UCD Library have prepared very useful Lib Guides on [Research Data Management](#) and applicants should also refer to the [Horizon Europe Programme Data Management Template](#).

Training and Career Development Plan (Max. 2 pages, PDF upload)

Research Ireland states: *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.*
The Training and Career Development Plan document should be uploaded to the online system as a PDF file [maximum 2 pages] and should outline the following:

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.

UCD R&I advises: Please refer to this [website](#) for information on career support at UCD.

Research Ireland states: *In this plan, you should outline both your immediate (1-2 years) and*

long-term goals (5 years plus) 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 to reach professional maturity as a researcher.

Research Ireland 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:

- o Will you develop lecturing skills (e.g. developing course modules, delivering lecture series etc).
- o Will you gain supervisory experience (e.g. Student projects, summer projects, Master or PhD joint or sole supervision).
- o Development of Project Management skills.
- o Independent research grant writing.
- o Establishing International links.
- o Developing unique competencies in the research area.
- o 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).

Research Ireland 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 research field)

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?

Research Ireland 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.

Research Ireland 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.

EFFECTIVE COLLABORATION (Max 1,000 words)

Research Ireland states: ***Please describe how the research project will comply with conditions of "effective collaboration" and that the conditions relating to the allocation between the parties of the results and/or intellectual property rights arising from the collaboration comply with one of the conditions set out in paragraph 29 and 30 (as appropriate) of the Framework. Please review the Call Document for further context around and guidance on what is required in response to each of these questions.***

Please confirm that the CRA (incorporating the above conditions) will be agreed by all parties and signed prior to the start of the research project.

Please confirm that the research project will not involve contract research or the provision of research services within the meaning of section 2.2.1 of the Framework.

UCD R&I advises: NovaUCD is the Technology Transfer Office for UCD which assists with the management/exploitation of any intellectual property arising. **Please contact the UCD Technology Transfer Officer for your research area if you have any questions regarding intellectual property rights.**

RELEVANT WORK EXPERIENCE

UCD R&I advises: List any previous work experience, which is relevant to the Fellowship/Project. This can include voluntary work.

PUBLICATIONS & OTHER RESEARCH OUTPUTS

UCD R&I advises:
- ✓ List all of your publications and include also other research outputs.
- ✓ Outputs can be any tangible product of your research – a website/blog, dataset, report, newspaper articles, etc.

ETHICAL AND GENDER 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 the UCD Office of Research Ethics website for policies and guidelines

SEX/GENDER DIMENSION

UCD R&I offers the following tips:
- ✓ Read the "Guidance on the Sex/Gender Dimension Statement" in Appendix 1 of the call document here.
- ✓ Read the notes we have prepared on this topic here (your Mentor may need to access this for you).
- ✓ 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.