



Research Ireland Enterprise Fellowship —

Placement stream: Industry RD&I Fellowship Guidance Notes 2025

The Research Ireland Placement Stream: Industry RD&I Fellowship Programme seeks to support academia-enterprise interactions through the placement of an academic researcher in industry. Applications from all disciplines will be accepted. In the context of this call, industry partners include a wide range of enterprises including SMEs, multinational companies, registered charities, Non-Government Organisations and social or cultural organisations. Grants awarded under the programme can be made to academic researchers (at faculty, postdoctoral and late-stage PhD level) wishing to spend time in industry worldwide.

Eligibility Criteria

Proposals will be accepted from three different categories of applicants:

- **Faculty Researchers (Category A)** - Members of academic staff holding a PhD or equivalent for at least 3 years. Must either be permanent or have a contract of more than 2 years. The fellowship cannot extend beyond the contract end date and so must have more than one year left at the point of submission.
- **Postdoctoral Researchers (Category B)** – Contract postdoctoral researcher currently or previously on a Research Ireland-funded or a non-Research Ireland funded research, innovation or commercialisation award in an eligible Irish Research Body, or the holder of a PhD awarded by an eligible Irish Research Body (either conferred or fulfilled all the requirements for the award of a doctoral degree, including the submission of the hardbound corrected thesis at the date of submission) who is not eligible under Category A and not a current or previous postdoctoral researcher and not currently employed in industry in Ireland or abroad. Category B applicants currently residing or working abroad are eligible to apply to undertake Fellowships with industry partners based in Ireland only. Postdoctoral holders of individual Fellowships (e.g. MSCA Fellowships) must apply under Category B and cannot apply earlier than one year before the end of their Fellowship/contract.
- **PhD Researchers (Category C)** – must be a PhD student who at the time of application is within the final 6 months of their studies. Must be registered as a PhD student at UCD and have the support of their current PhD supervisor who will act as an academic collaborator on the application. Must have completed their PhD before they commence their Fellowship.
- **Eligibility of Industry Partner** – Only one industry partner per application is permitted. An industry partner can be a company, registered charity, social, cultural or not-for-profit civic organisation. More information within the [call guidance](#) p. 10. Should you have queries regarding eligibility, please contact proposalsupport@ucd.ie or irdif@researchireland.ie.
- **Eligibility Criteria of the Industry Mentor** - The industry mentor must be an employee of an eligible industry partner company, and have:
 - Relevant experience working in an enterprise environment
 - Experience and knowledge of industry processes including operational and business procedures

- A proven record of leadership and accomplishment appropriate to international standards in their field, industry sector and career stage (see p. 13 [call guidance](#) for further details)

No co-applicants are permitted on Industry RD&I Fellowship applications.

Categories of Research

Under the Industry RD&I Fellowship Programme, proposals must align with Research Ireland's legal remit and fall under one of the following categories of research: 1) Fundamental Research 2) Industrial Research or 3) Experimental Development (see p. 14-16 [Call Guidance](#) for more detail).

Proposal Review Criteria

Proposals submitted in response to the Industry RD&I Fellowship Programme call will be evaluated on the basis of the following equally weighted criteria (see p.20 [call guidance](#) for further details):

Quality of Research and Training (60%)

- Quality and innovative aspects of the **research programme**
- Quality, significance, and strategic relevance of the sex /gender dimension aspects in the research area.
- Quality and innovative aspects of the **training programme**, where appropriate, including **mentoring**
- Suitability and/or complementarity of **Fellow's expertise** with the research and training programme

Potential for Impact (20%)

- Potential for long-term collaboration and knowledge exchange between the participants and their commitment to the programme
- Enhancement of the career perspectives and employability of the fellow and contribution to their skills development (in the case of Category B and C applicants).
- Potential to shape and inform the future direction of the Fellow's research (in the case of faculty applicants, Category A).
- Quality of the proposed measures to exploit and disseminate the results including IP management plans

Execution and Delivery (20%)

- **Coherence & feasibility of the work** and training plan
- Appropriateness of the infrastructure and **mentoring arrangements** provided by the industry mentor

Key Dates for 2025 Call

Deadline	
As early as possible	1. Notify the UCD Proposal Support Team of your intent to apply by creating a draft submission to the RMS Funding Opportunity. If you do not have access to RMS, an academic collaborator with access to RMS who can upload on your behalf, you can email proposalsupport@ucd.ie
10am, 07 July 2025	1. Submit budget and justification to the Pre-Award Budget Team via RMS for review and approval (Mandatory). Applications <u>cannot</u> be endorsed without budget approval. 2. Submit completed draft institutional Letter of Support template to the Proposal Support Team via RMS for VPRII review and signature (do not arrange Head of School signature until the text is approved by the UCD Proposal Support Team). (Mandatory)

	3. Submit draft proposal to the Proposal Support Team for review (optional)
10am, 14 July 2025	Submission of final Proposal to the Proposal Support Team via the SESAME system for compliance checks and institutional endorsement - Note: applications submitted after this time may not be endorsed.

How to get started?

Prior to beginning to prepare your Research Ireland Industry RD&I Fellowship you will need to do the following:

- Read the [Research Ireland call page](#), download the [Research Ireland Industry RD&I Fellowship Call Guidance](#) and [FAQs](#) and read.
- Decide which category (A, B or C) you are eligible to apply for. If in any doubt, contact proposalsupport@ucd.ie
- Find a suitable eligible **Industry Partner** to apply with. Refer to the call guidance for eligibility criteria relating to Industry partners.
- Discuss with your selected Industry Partner and the UCD Technology Transfer Office as to where your research and size of Industry Partner Company fall within the table below (further details on page 16 of the [call guidance](#)), which shows the maximum aid intensity granted by Research Ireland (**note that these figures include the further 15% of state aid** if one of the conditions outlined on page 15 of the call guidance are met):

Category of Research: R&D Projects	Industry Partner Company Size		
	Small	Medium	Large
Fundamental Research	100%	100%	100%
Industrial Research	80%	75%	65%
Experimental Development	60%	50%	40%

- Request a Research Ireland [SESAME Account](#) if you don't already have one. This can be done by submitting a request to the Proposal Support Team by emailing proposalsupport@ucd.ie.
- You won't be able to submit your application without linking your Research Ireland SESAME account to an ORCID ID. You can register for an ORCID ID [here](#).
- Allow time to complete your researcher profile on the Research Ireland SESAME system as the online submission system will pull much of your details from the profile.

Practical advice and information to follow when beginning to prepare your application

Once you have established a partnership with a suitable Industry company and developed your proposed research concept or idea with them, you should undertake the following steps when beginning to prepare your proposal to ensure the submission of your application runs smoothly:

- Brief your **industry host** on the information and input required from them at the beginning of the proposal preparation process. Inform them well in advance that you will need a **letter of support** and a **CV** from the Industry mentor named on your proposal. Industry partners should also contribute to the writing of the proposal and demonstrate a strong commitment to the proposed fellowship. Under the Research Ireland guidelines for this call, the Research Ireland funding rate varies from 25% to a maximum of 100% total eligible project costs. **The guidelines state that the industry partner supports the remaining project costs.** Page 24 of the call guidance states:

Please note that in addition to the proposal documents, the industry partner is required to confidentially provide additional financial information/declarations (see Section 17.3 below), which must be emailed to irdif@researchireland.ie by a delegated officer of the company by **29 July 2025**. These documents will be used to determine eligibility of the industry partner to receive State aid.

- Get in touch with the relevant case manager in the [UCD Technology Transfer Office \(TTO\)](#) as soon as possible to arrange a **letter of Support from the TTO and for advice on the IP Section of the Proposal**. The TTO will not issue a letter of support without first discussing your proposal and IP-related issues with you.
- The Head of the proposed host school in UCD will need to co-sign the institutional letter of support. Ensure you inform them of your intention to apply but please do not arrange Head of School signature until the Proposal Support Team have reviewed the text of your letter of support.
- **Category A** applicants who work in Research Ireland Research Centres will need a letter of support from the Centre Director.
- If you are requesting a salary on the **Research Fellow or Senior Research Fellow** scale, a formal **letter from UCD HR** will be required specifying that Research Fellows are contractually differentiated by UCD from the standard cohort of postdoctoral researchers. In this instance you should contact the Proposal Support Team to arrange this letter. Applicants may only request a Research Fellow/Senior Research Fellow salary if they are already on the RF/SRF scale. See budget section for more details.
- All applicants are required to submit a Conflict-of-Interest Statement as part of their application. If a **conflict of interest** exists, such as if you or your academic mentor have financial interest or hold a decision-making role with the Industry Partner, a Conflict of Interest statement will be required stating the conflict and how this will be managed. Where there is no conflict of interest, the applicant must confirm that is the case in their Conflict-of-Interest Statement.
- UCD has a suite of grant writing supports available [here](#) to assist with writing your proposal. This includes a section on **how to write a narrative CV**.

Proposal Formatting Requirements

- All text in uploaded PDFs should be in Times New Roman font or similar, with minimum font size of 11 and at least single line spacing as well as minimum margin size of 2.5cm
- Uploads to SESAME must be submitted in **Adobe or Microsoft PDF format** only
- The number of pages in each upload must not exceed the specifications for any given section. **Applications that do not comply with the requirements will be deemed ineligible and will be returned without review**
- Appendices or other unsolicited documentation are not permitted. **Applications that include such unsolicited documentation will be returned without review**
- The currency to be used is Euro
- File sizes of attachments should be less than 5MB
- Hyperlinks are not permitted unless specifically requested

Completing your application online - The Research Ireland Industry RD&I Fellowship Template

Appendix A, pages 29-40 of the [Call Guidance](#) outlines the Application Procedure, while Appendix D pages 45-47 of the [Call Guidance](#) provides a summary checklist of the information to be inputted directly into the SESAME system. We highly recommend that you check your application against this list to ensure all items required have been included.

Lead Applicant Details

Most of your details will auto-populate from your SESAME Research profile so once you get set up with an account by UCD Research, be sure to take the time to complete your researcher profile on the SESAME system to ensure that all the relevant details are captured in your proposal.

Appendix B within the call guidance is the Proposal Template that MUST be used for this call

The following documents must be created outside SESAME and uploaded onto the system as PDF documents:

Fellowship Proposal (PDF Upload)

The proposal must be at maximum **6 pages** in total (excluding references) and must be structured under the following 3 headings and sub-headings:

1. Research & Training

- **Challenge: Describe the research/technological challenges to be addressed and their relevance to the industry partner's activities.** Describe the research you will address, providing some background on why your approach to this research or aspects of the research are new. Describe how this relates to the industry partner's core activities.
- **State of the art: Describe the current state of the art in the area.** You can make reference to current gaps in the state of the art. You could also describe any preliminary data or previous work that you or your group have done in this area. State your hypothesis and overall research aims for this fellowship and break these down into approx. 3-5 objectives. Then introduce your chosen Industry company, detailing their work/expertise in this area and selling them as the most suitable partner to help you achieve your aims. You can then touch more on the strategies and goals of each partner in Q2 (Impact). Break the project down into specific work packages or phases with specific milestones and deliverables including project management.
- **Research Programme: Describe the novelty and/or innovative aspects of the research programme, including work packages and detail any training activities as appropriate.** Outline the training and mentoring programme planned, highlighting any new technical and transferrable competencies that will be acquired during this project. Explain how the mentor will work with you to develop your transferrable skills.
- **Training Plan: Include planned training and development activities for the candidate appropriate to career stage. Provide details of the name, location, date and duration of the training, if available, and why they are necessary to the research and / or the applicant's career skills.**
- **Applicant and Mentor: Describe the Mentor's expertise and business sector, and how the Fellow's expertise is suitable to carry out the proposed research programme.** Describe the skill set that the candidate brings to the collaboration. including a rationale for the choice of mentor and the advantages that working there will bring. Do you already have an existing relationship with the Mentor? What is the infrastructure like within the company? What is the career profile of your named industry partner like? Are they renowned experts in the field? Do you wish to follow a similar trajectory? How does your previous training and experience tie into the industry partners expertise.

2. Impact

The UCD Research Impact Toolkit is available [here](#). [The UCD Impact Planning Canvas](#) may also assist you with this section.

- **Describe the potential for long term collaboration between the participants, and their commitment to the programme.** In this section you should try to demonstrate a strategic, synergistic partnership with long term potential for all parties: the fellow, the company and the research organisation. Try to consider the possibilities beyond the scope of the fellowship when writing this section, what can it lead to? What do all parties bring to the table? How is this fellowship going to advance the research goals of all participants? Demonstrate the mutual research interests. Describe and where relevant, cost the contributions and benefits that the Host Organisation will provide to the fellow and the project. Outlining why this project is a priority for the host.
- **Describe how the Fellowship will enhance the career perspectives and employability of the Fellow and how it will contribute to the Fellow's skills development.** Reference your planned training and development plan and how these tie into your career development and employability. Does this fellowship offer any of the following; Potential for future employment at company, Opportunity to generate new data for future projects & applications, Potential to commercialise research activities, access to business networks and contacts, Development of soft, transferable skills such as project management, financial planning, strategic planning, Training in new techniques, technology platforms?
- **Describe how the proposed research will impact on the industry partner's activities.** Demonstrate how this partnership will benefit / impact the company.
- **Describe the proposed measures to exploit and disseminate the results, including Intellectual Property management measures.** Information on dissemination activities is available [here](#). Please describe how the IP generated by the project will be protected and managed. Please refer specifically to the allocation of IP rights among the participants with reference to the respective contributions to the work-programme and [national guidance documents](#). For the purpose of the Industry RD&I Fellowship programme, the IP arrangements are the responsibility of the Research Body and shall reflect the collaborative nature of the project, the level of commitment of the industry partner and compliance with State Aid regulations. The [UCD Knowledge Transfer Office](#) should advise on this section.
- **Applications where additional grant aid is requested for wide dissemination of results must detail how results will be disseminated.** Provide a detailed description of proposed dissemination activities as Research Ireland will monitor awards to ensure outputs are widely disseminated. Dissemination examples include: Databases, publications, conferences, collaborations, stakeholder meetings etc.

3. Execution and Delivery

- **Describe how the research programme will be implemented (include a Gantt chart).** Detail timetable for completing each work package/phase – be realistic. See [UCD Proposal Writing Supports – Guidelines, Tips and Templates](#) including Gantt chart template.
- **Describe the supervision and mentoring arrangements, including risk management.** Include scheduled meetings between yourself and Industry Mentor. Detail the risk associated with your proposed approach and outline a possible contingency plan or alternative approach, should this be required. Further guidance on risk management can be found [here](#).
- **Describe the infrastructure, facilities and space to be provided by the Mentor. This should include details of the office, laboratory, computing, animal or other facilities as necessary, where the research will be done, including the equipment and materials that will be available.** Where the Host Organisation is the Industry Partner, please provide details of the contributions provided to the project, both cash and/or in-kind and describe the nature of the in-kind contributions where relevant. Will they provide training materials, access to samples, databases, technologies, expertise required by the project? Will they provide training, career development initiatives? Provide concrete examples and try to put a monetary value on such in-kind contributions. Cash contribution? If so, detail this here. Outline the integration of the candidate into the company setting. The applicant should aim to show that the Industry Mentor is capable of providing the equipment, materials, consumables, workspace and support that will be necessary to carry out this project.

References (PDF upload, max 1 page)

A list of references should be provided; include author(s) names, title of article, name of publication, date of publication, and details (such as volume, pages). The maximum length of the reference list is 1 page.

Conflict of Interest Statement (max 2 pages)

Disclose any potential conflicts of interest arising from the Fellowship. Briefly explain the nature of any pre-existing interests between any parties involved in the application (e.g. where the applicant's supervisor has a financial interest or decision making role in the Industry Partner's organization). If no pre-existing interests exist, please state this.

Industry Partner Documents

The following documents must be confidentially provided by the industry partner to Research Ireland **directly by email to irdif@researchireland.ie** from the industry partner mentor or designated representative before 29 July 2025. Please ensure that the Applicant's Name and Proposal ID are quoted in the email subject line.

1. Declaration of financial capacity
2. Declaration of SME status (only required for SMEs).
3. Declaration of solvency.
4. Latest set of financial records (P&L and balance sheet). If the industry partner is not required to produce audited accounts, management accounts signed off by an accountant will be accepted.

Templates for the industry partner documentation are provided in **Appendix C** of the [call guidance](#).

Proposed Budget

Research Ireland's Industry RD&I Fellowship Programme is subject to the EU Commission General Block Exemption Regulation (GBER). Research Ireland can only provide a fixed proportion of the total eligible project costs with the remaining funding to be met by the industry partner. For example, the Research Ireland funding rate will vary from 25% to a maximum of 100% of total eligible project costs depending on the **type of research proposed (research category), the size of the industry partner, and on whether project outputs will be widely disseminated** (p. 14, [Call Guidance](#)). **The maximum Research Ireland contribution to the cost of the Fellowship is €100,000 direct costs.**

- Budget for the requested Research Ireland contribution to the Fellowship must be completed within the SESAME grants system.
- Applicants also need to upload to SESAME a separate detailed budget of the total eligible costs (Research Ireland requested costs plus industry partner company contribution) using the excel budget template which is located on the [Research Ireland Placement Stream: RD&I Fellowship webpage](#) for the call

Eligible costs: salary, teaching buy-out, travel/mobility, open access costs

Ineligible costs: equipment, materials, consumables, subscriptions, hospitality, technology transfer and workshop organisation are not eligible as part of the Research Ireland Industry Fellowship programme. See p. 16-19 [Call Guidance](#) for more details.

Budget Justification

All costs associated with the fellowship should be fully justified here. Salary costs must be fully explained and reference made to the fellow's current salary. Applicant's requesting salary should outline the expertise of the prospective fellow and how it is necessary for the successful completion of the project. Applicants

requesting teaching buy-out should show clearly how the amount was calculated and reference the scale used to estimate these costs. All travel and mobility costs should be based on actuals and should be broken down into categories or line items with each one strongly justified, and a description provided as to how such costs were estimated. Costs that are not considered to be fully justified will not be approved. Where relevant, applicants should also provide details of cash and in-kind contributions which are committed by the Industry Partner. In such instances, applicants should ensure that it is clear that these costs are separate to the amount requested by Research Ireland.