



IRC COALESCE Research Fund 2019
‘Collaborative Alliances for Societal Challenges’ – Second Call
UCD Support Document

This document is designed to support and enhance preparation for UCD applicants submitting proposals to the [IRC COALESCE Research Fund 2019](#). **It should not be distributed to others outside of UCD.** It provides advice and the institutional information required and must be used in conjunction with the following:

- [IRC COALESCE Research Fund 2019 Terms & Conditions](#)
- [IRC COALESCE Research Fund 2019 Indicative Application Form](#)
- [IRC COALESCE Research Fund 2019 Guide for Applicants](#)

UCD Support & Deadlines

This call will be managed by Dr Elaine Pereira Farrell (proposalsupport@ucd.ie, extn 4035) in UCD Research & Innovation.

Mandatory Budget Review Deadline: C.o.B. Thursday 1st August

Budgets and budget justifications must be reviewed and approved by UCD R&I. Drafts should be sent to aidan.mcelwaine@ucd.ie. UCD R&I will not endorse applications without budget approval.

UCD Review and Feedback Deadline: C.o.B. Thursday 25th July

UCD R&I will review and provide feedback for proposals received by this date. Feedback will specifically focus on proposal issues including structure and content gaps related to the evaluation criteria. To avail of this support, applicants should submit a **full draft** of their proposal to Dr Elaine Pereira Farrell (proposalsupport@ucd.ie).

UCD R&I strongly recommends that applicants get feedback on the scientific/scholarly aspects of their proposal from peers in direct and closely adjacent areas of their projects.

IRC FAQ Deadline: Rolling until Thursday 1st August

All queries should in the first instance be directed to Dr Elaine Pereira Farrell (proposalsupport@ucd.ie). Should further clarification be required, UCD R&I will refer your query to the IRC who will publish their response in their [FAQ document](#).

Deadline for Full Proposals to IRC: Thursday 8th August

Document Formats

The following format is recommended for the PDF documents to be uploaded (no WORD docs allowed):

Arial font, min size 11

Margins 2cm side, 1.5cm top & bottom

Single line spacing

Footer: Page number

Header: Applicant's Surname + Proposal Acronym + Proposal Section (Project Description, GANTT chart, etc).

IRC Submission System

All final full proposal submissions must be made via the [IRC's online award application system \(Smart Simple\)](#) by the PI. Applicants who need to register for an account for the first time should click [here](#). System submission for this call opened on 01 June and a user guide for the system is available on the [IRC call webpage](#). An indicative online form is available [here](#). Applicants submit directly. UCD R&I will provide institutional endorsement after the application is submitted to the IRC. Applicants experiencing difficulties setting up an account or registering an application should email proposalsupport@ucd.ie.

The Applicant

The PI (and co-PI if applicable) should:

- hold a contract of sufficient duration with an [eligible HEI or RPO](#) to carry out the proposed research from the project start date until project end.
- must not be in receipt of any other Council funding at the proposed start date, with the exception of New Foundation and/or Ulysses award(s).
- **Strands 1C, 1E, 1F & 1J:** Doctoral degrees awarded no later than 1 November 2017. The date of graduation should be taken into account.
- **Strands 2A only:** Doctoral degrees awarded no later than 1 November 2016. The date of graduation should be taken into account. (see further criterion in the [IRC T&C](#) p.10-11).

Lay Abstract & Abstract

Two short summaries are requested on the online form:

1. **Abstract:** 300 words max. Should inform the gap in scholarship that you will address and provide a clear summary of the objectives and how they will be achieved. Should be clear and precise with no confidential information.
2. **Lay Abstract:** 300 words max. Invest time in preparing the lay abstract. Concise description of the proposal, written in an easily accessible language to a general audience.

The Research Project

IRC COALESCE Research Fund 2019, 'Collaborative Alliances for Societal Challenges' – Second Call

This call replaces two previous IRC research funding programmes: *Research for Policy and Society* and *New Horizons Interdisciplinary Research Call*. The aim of this call is to fund excellent research addressing national and European/global challenges, in partnership with government department and agencies. ***The call will drive active collaboration between those who produce new knowledge and those who use it.***

The proposal should demonstrate how the research will result in the following key outcomes:

- a. Build capacity by developing the research knowledge base and creating networks of people.
- b. Strengthen public policy, intersectoral, and society impact.
- c. Progress to larger funding following the award period.

Strand 1 focuses on Irish national concerns informed by the National Planning Framework ([Project Ireland 2040](#)). The call seeks to address 10 National Strategic Outcomes (NSOs) of an Irish national agenda which are social, health, environmental, technological and cultural goals for Ireland by the year 2040 (see [T&C](#) Appendix 6). The NSOs align with Horizon 2020 society challenges. The 2019 Call is structured by challenges set out by a number of government department and agencies seeking research addressing aspects of their strategies and policies, research proposals should address their strategies and priorities. See specific objectives for this strand in the [T&C](#) p. 8.

- For Strands 1C, 1E, 1F & 1J, the IRC anticipates making one award per strand.

Strand 2 focuses on global society challenges. The call seeks to address UN Sustainable Development Goals ([SDGs](#)) (see [T&C](#) Appendix 5). The strand aims at addressing collaboration and capacity building between Ireland and target global south countries (any country from the African continent, Vietnam and Palestine). The research proposal shall be aligned with the [Global Ireland: Ireland's Global Footprint to 2025](#) plan and with: [A Better World, Ireland's new Policy for International Development](#). The research should address at least one of the following thematic focus: reduce humanitarian need, climate action, gender equality, strengthened governance, or cut across all or some of them.

The evaluation criteria (see [T&C](#) p.). which will applied to the Research Project are:

1. Quality of Proposal

- **Potential of project to inform policy/practice and potential for future research in topic area**
 - To what extent will the research objectives inform policy/practice within the selected National Strategic Outcome or partner strand theme?
 - To what extent does the proposed research contribute to the future development of research in the topic area?
 - **Strand 2 only** - To what extent will the research contribute to the development of global development policy, particularly in partner country/ies?
- **Comprehensiveness and quality of the approach to be adopted:**
 - How does the proposed methodology address the research objectives?
 - What is your data management plan?
 - What consideration have you given to ethical and sex-gender issues?
- **Researcher Experience and Expertise**
 - To what extent does the applicant demonstrate the necessary experience, expertise and ability to carry out objectively?
 - Does the researcher have a time management strategy for project obligations?

2. Policy Collaboration and Impact

- In what ways are cross-sectoral partners integrated into the research?
- What other resources have been committed by cross-sector partners?
- **Strand 2 only** – To what extent will this project enhance global north/south partnership targeting future applications to other international funding opportunities?

Feasibility and Management

- How will the project deliver key outputs on time?
- Does the project description provide a clear account of milestones?
- Does the project description demonstrate the suitability of timescales?

Value for Money

- How will the project appropriately allocate resources?
- Are the project costs fully described and is justification provided for these costs?
- What is the plan to ensure the best use of resources and deliver value for money?

Detailed Project Description (Max 14 pages)**Instructions from the IRC:**

Upload a Detailed Project Description as one single PDF document (strictly maximum 14 pages with 2 pages at a minimum to be dedicated to methods and analysis) (see [Indicative application form](#)). This document should include the following:

- Description of Topic
- Aims and Objectives
- Central research questions
- Methodology
- Research Strategy
- Alignment of proposed research with the specific topic funding strand for which you are applying
- Outputs and Impact

- The potential impact of the proposed research project on the individual/team/research programme including the potential for:
 - further research activity
 - alignment with identified NSOs/and/or SDGs
 - institutional/organisational research and teaching strategy
 - The possible impact on the teaching programme, including courses taught and students supervised or the potential impact on the development of capability in the Host Organisation.
- Plans for dissemination and knowledge exchange activities. In particular:
- the direct outputs envisaged
 - evidence of collaboration
 - impact on policy in the relevant area
- Applicant(s)' research and other expertise relevant to the project proposal.
 - Research achievements including current and previous research awards.
 - Key publications.
 - Evidence of previous evidence-based research.
 - Other research outputs (e.g. published reports, creation of data sets & databases, exhibitions, etc.)

Research Schedule (300 words max)

Applicants must include a research schedule with a detailed timetable for the project commencement and a plan for the efficient management and reporting of the research project.

Applicants may upload a GANTT chart as an additional support to the research schedule statement which should illustrate the project timelines, milestones and deliverables. It must be formatted as a PDF. A GANTT chart template is available on the [UCD R&I supports page](#).

Additional UCD suggestions:

- **Feasibility of Implementation and Management:** To explain the feasibility of the proposed work, applicants should have a well-structured and organized project by presenting a workplan with associated project milestones, a description of the appropriateness of the methodology and a feasibility/risk analysis. The feasibility must be clearly shown.
- Remember:
 - **WHAT** needs to be achieved = specific tasks
 - **WHY** in this way = explain the rationale
 - **HOW** this will be achieved = in-depth scientific/scholarly detail
- In terms of novel methodology, think about what is novel or unconventional in the tasks/work being described.
- Ensure that case studies, techniques, methods, theories, etc. to be applied are justified and explained.
- **Key project milestones:** These are goals that applicants need to achieve to demonstrate that the project is progressing.

Specify the **proposed timescales** necessary for successfully completing the project.

Ethical Statement (300 words max)

Applicants are required to indicate if the research proposal will require approval by the relevant University/Institutional Ethics Committee.

If there will be ethical considerations in the research, the applicant is required to submit a written statement that full consideration has been given to the ethical implications of the research proposal. The Host Organization must have in place clear ethical guidelines and assurance procedures designed to manage research under its direction.

Further information on ethics can be found on the [UCD Research Ethics website](#).

Data Management Plan (300 words max)

This call requires applicants to prepare data management plans which address the following:

- the handling of research data during and after the end of the project
- what data will be collected, processed and/or generated
- which methodology and standards will be applied;
- whether data will be shared/made open access and FAIR (findable, accessible, interoperable and reusable). If data cannot be made available, explain why;
- how data will be curated and preserved (including after the end of the project).
- GDPR (General Data Protection Regulations)

The following practical resources will help:

- [UCD Library Data Management Checklist](#) – not all sections will be relevant to every project. Use those that are relevant to you and this will help with the structure.
- [H2020 Programme Guidelines on FAIR Data Management in Horizon 2020](#) - page 7-8 explains the FAIR principles in brief and gives guidance on how to incorporate these to your DMP. This document can also help with structure.
- Sample 2-page DMPs are available at https://dmponline.dcc.ac.uk/public_plans.
- Some longer DMPs (including Social Sciences & Humanities examples), which will provide a good idea of the type of content required here, are available through the links at <http://www.dcc.ac.uk/resources/data-management-plans/guidance-examples/>.
- The UCD Library also has a very useful [Lib Guides on Research Data Management](#).
- The Data Protection Commission addresses GDPR policy at <https://www.dataprotection.ie/docs/GDPR/1623.htm>

Budget

IRC instructions: All costings must be clearly justified. Only costs incurred during the lifetime of the award will be eligible.

Details on itemised eligible costs for each strand can be found on pages 12-17 of the IRC [T&C](#) in the [Indicative application form](#) and in the [Guide for Applicants](#) pp. 16-18.

Additional UCD instructions:

- Include sub-headings for each of the eligible research expenses sections listed in the budget table on the online system. The list and justification instructions are available on pages 13-17 of the [T&C](#) and in the [Indicative application form](#).
- Describe the size, nature, expertise and knowledge of the required team, indicating their roles in the project. Team members should be linked to the work-plan and their costs justified.
- Outline the PI's own commitment to the project including detail on their role and time allocation and explaining it terms of scientific expertise as well as in relation to supervising the recruited team members. Include details of any PI salary costs/buy-out charged to the award.
- Include any foreseeable publication costs, including open access costs.
- **25% overheads must be factored** into the budget

Sex/Gender Dimension

Full consideration of the sex/gender dimension in research content is a requirement for all IRC awards. Therefore, applicants are advised to consider potential sex/gender dimensions which may arise in the course of the project. Special attention should be given to potential sex/gender bias which may limit research conclusions. Applicants are also encouraged to consider the relevance of sex/gender issues for building new hypotheses for future research.

The following practical resources will help:

Appendix 4 of the [T&C](#) document addresses the Sex/Gender dimension in research content.

Stanford's Gendered Innovations website provides examples of case studies in Science, Health & Medicine, Engineering and Environment at <http://genderedinnovations.stanford.edu/>
 Gender in EU Funded Research Toolkit provides practical tools for incorporating gender aspects into research at <https://www.yellowwindow.com/genderinresearch>
 IRC Gender Strategy & Action Plan 2013-2020 is available at http://research.ie/assets/uploads/2013/01/irish_research_council_gender_action_plan_2013_-2020.pdf

Compliance Checklist

Applicants can use the following checklist to ensure they have completed the required sections before submission

Online Form		
Applicant Details		
Project Title	100 words max	<input type="checkbox"/>
All PI Details		<input type="checkbox"/>
Overview		
Eligibility check		<input type="checkbox"/>
Project Details		
Chosen Strand	Drop-down menu	<input type="checkbox"/>
Duration	Drop-down menu (1-36 months)	<input type="checkbox"/>
Primary Area	Drop-down menu	<input type="checkbox"/>
Other Research Area	free	<input type="checkbox"/>
Keywords	Max. 10 words	<input type="checkbox"/>
Abstract	300 words	<input type="checkbox"/>
Lay Abstract	300 words	<input type="checkbox"/>
Project Details	Detailed project description; data management details; research schedule Upload single PDF, max. 14 pages	<input type="checkbox"/>
Ethics & Project Budget & Sex/Gender & Data Management Statements		
All Questions in Ethics Table		<input type="checkbox"/>
Budget Table		<input type="checkbox"/>
Academic Qualifications		<input type="checkbox"/>
Ethical Table and Sex/Gender Statement	Answer questions and include text on Gender/Sex dimension	<input type="checkbox"/>
Applicant Declarations		
Document Uploads (PDFs only)		
Format	Arial font, min size 11 Margins 2cm side, 1.5cm top & bottom Single line spacing Footer: Page number Header: Applicant's Surname + Proposal Acronym + Proposal Section (Full Proposal, Ethics, CV, etc).	<input type="checkbox"/>
Detailed Project Description	14 pages max	<input type="checkbox"/>
GANNT Chart	PDF format	<input type="checkbox"/>