	IRC COALESCE 2024 **'Collaborative Alliances for Societal Challenges'** **UCD Support Document**

This document is designed to support and enhance preparation for UCD applicants submitting proposals to the IRC COALESCE 2024. **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 2024 Call Document
- IRC COALESCE 2024 Indicative Application Form
- IRC COALESCE 2024 Guide for Applicants

UCD Support & Deadlines

Mandatory Budget Review Deadline: 10am 23rd November 2023 via RMS
Budgets and budget justifications must be reviewed and approved by the UCD pre-award accountant. UCD Proposal Support will not endorse applications without budget approval. Please use the budget template provided for this call and submit it for review via RMS.

UCD Review and Feedback Deadline: 10am 23rd November 2023 via RMS
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 draft of their proposal to RMS and then notify proposalsupport@ucd.ie that they wish to avail of this service.

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 23rd November 2023
All queries should in the first instance be directed to 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: 30th November 2023

Document Formats

The following format is recommended for PDF documents to be uploaded (no WORD docs allowed) please note maximum page numbers:

Calibri font, size 11	Margins 2cm side, 1.5cm top & bottom
Single line spacing	Footer: Page number

Header: Applicant's Surname + Proposal Acronym + Proposal Section (Detailed Research Proposal, CV, Collaboration Track Record, 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 is open and a user guide for the system is available here. An indicative online form is available here. Applicants submit directly. UCD Proposal Support 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(s)

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

Strand 1L
- Be a Principal Investigator (PI) who holds a contract of sufficient duration to carry out the proposed research from the project start date until project end.
- Have been awarded their doctoral degree no later than 31st May 2022.
- Note: If currently funded under an IRC PI-led award, the applicant's existing award must finish in 2023.

Strand 2A
- Be from any AHSS discipline (see Annex A of the call documentation here); and may apply for funding along with a named applicant from any STEM discipline (see Annex B of the Call Document).
- Be an AHSS Principal Investigator (PI) who holds a contract of sufficient duration to carry out the proposed research from the project start date until project end.
- A mandatory and named STEM Co-PI (co-applicant) who holds 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.
- Both AHSS Lead PI and STEM Co-PI must have been awarded their doctoral degrees no later than 31st May 2022.

Strand 2B
- Be a lead Principal Investigator (PI) who holds a contract of sufficient duration to carry out the proposed research from the project start date until project end date.
- With a mandatory and named Co-PI (co-applicant) employed by an HEI or research performing organisation (RPO) in one of the Department of Foreign Affairs' partner countries and who will be in a position to carry out the proposed research from the project start date until the project end date.
- The RPO in the partner country must be a publicly funded or not-for-profit higher education/research institution. In exceptional circumstances, other RPOs will be considered.
- Be at least five years post-PhD, or, if the applicant is 3 years post-PhD and has won a New Foundations grant (DFA Strand), the applicant will be deemed eligible.
- Have experience of collaboration within research consortia with an international development focus and/or international project.
- Have a track record in research under one or more of the DFA themes for this strand.
- Not be in receipt of any other IRC funding at the proposed start date, with the exception of New Foundations and/or Ulysses or similar travel award(s).
- The Co-Applicant will be at least three years post PhD (or possess equivalent research qualifications/experience); have been awarded the doctoral degree no later than 31st of May 2020; have experience of international research collaboration with an international development focus and/or international project/s; and have a track record in research under one or more of the DFA themes for this strand.

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

COALESCE builds on and brings together two of our former funding programmes, namely *Research for Policy and Society* and the *New Horizons Interdisciplinary Research Awards*. The call seeks to fund excellent research addressing national and European/global challenges as set out in the challenge frameworks now in place. The call is run in partnership with a number of Government departments and agencies, who fund specific strands. This year, COALESCE features an open strand together with two strands run in partnership with government departments and agencies.

Strand 1L INSTAR + Provides opportunities to fully realise the potential of Ireland's archaeological record, transforming our understanding of how Ireland's society has evolved. The main objective of INSTAR+ will be to ensure that the large amounts of archaeological work, previously undertaken in the context of development-led excavations, is translated into knowledge about Ireland's past.

Strand 2A Open Call for Interdisciplinary Research is an open strand funded by the Irish Research Council and seeks to fund projects aligning to national challenge frameworks and/or the UN Sustainable Development Agenda (see Appendices 1 and 6).

Strand 2B Better World Awards 2024 is funded by the Department of Foreign Affairs, addressing research collaboration and capacity building between Ireland and target global south countries.
The lead applicant will be based in an eligible Irish HEI/RPO, with a co-PI from one of the target countries.

The evaluation criteria (see Appendix 4) which will be 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**
  - **Strand 1L Only -** To what extent will the research objectives inform policy/practice within the selected National Strategic Outcome or partner strand theme?
  - **Strand 1L Only -** To what extent does the proposed research contribute to the future development of research in the topic area?
  - **Strand 2A Only –** Does the project provide a significant contribution to the field or topic?
  - **Strand 2A Only –** How does the project's interdisciplinary approach address national and/or global challenges?
  - **Strand 2B Only –** Does the project contribute to the chosen DFA focus?
  - **Strand 2B 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?
  - Have you considered and addressed any potential limitations to your approach?

- **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
- **Strand 1L & 2A -** In what ways are cross-sectoral partners integrated into the research?
- **Strand 1L & 2A -** What other resources have been committed by cross-sector partners?
- **Strand 2A Only –** Do your collaborations provide the potential for further capacity building (consortia/projects) including co-funding from partners?

- **Strand 2B only –** To what extent will this project enhance global north/south partnership targeting future applications to other international funding opportunities?

3. 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?

4. 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 (on a transnational basis – **Strand 2 B Only**) and deliver value for money?

Detailed Project Description (Max 18 pages)

Instructions from the IRC:

Upload a Detailed Project Description as one single PDF document (strictly maximum 18 pages with 2 pages at a minimum to be dedicated to methods and analysis) (see Indicative application form). This document should include the following:

- Detailed Description of Topic
- Aims and Objectives
- Methodology (including key risk and contingency plans)
- CV – 2 pages max
- Track Record
- Outputs and Impact
- Detailed Budget Justification
    - 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 (500 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 under the 'budgets and finances' tab.

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 (1,000 words max)

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

The ethics self-assessment table serves to identify any ethical aspects of the proposed work and must be completed via the online application system, even if there are no issues (simply confirm that none of the ethical issues apply to the proposal). Please note that, if you answer YES to any of the questions, you are requested to provide an ethics self-assessment. The aim of the ethics self-assessment is to provide guidance for discussion of ethical issues that may arise in the proposal and to identify how the applicant will deal with the identified issues.

Applicants are advised to consult the Horizon Europe guidance document How to complete your ethics self-assessment, before completing the ethics self-assessment.

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 (500 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 offers one-to-one consultations on DMPS and 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 11-16 in the [Call Document](#)

Additional UCD instructions:
- o Include sub-headings for each of the eligible research expenses sections listed in the budget table on the online system. Guidelines are available on pages 8-9 of the [Guide for Applicants](#) and in the [Indicative application form.](#)
- o 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.
- o Outline the PI's own commitment to the project including detail on their role and time allocation explaining the 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.
- o Include any foreseeable publication costs, including open access costs.
- o **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 5 of the [Call 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
- And the 2022 [Review of IRC Gender Strategy and Action Plan (research.ie)](#)

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	☐
All PI Details		☐
Overview		
Eligibility check		☐
Project Details		
Chosen Strand	Drop-down menu	☐
Duration	Drop-down menu (1-36 months)	☐
Primary Area	Drop-down menu	☐
Discipline	Drop-down menu	☐
Other Research Area	free	☐
Keywords	Max. 10 words	☐
Abstract	300 words	☐
Lay Abstract	300 words	☐
Project Partners	500 words	☐
Value of Collaboration	200 words	☐
Strand Specific Questions	(1L: Research Consortia 300 words; 2A & 2B: Co-PI details & identify SDGs)	☐
Project Details	Detailed project description Upload single PDF, max. 18 pages	☐
Research Projects	300 words	☐
Steering/Advisory Committee	300 words	☐
Research Schedule	500 words (upload GANTT chart PDF only)	☐
Data Management Plan	500 words	☐
Ethics & Project Budget & Sex/Gender & Data Management Statements		
All Questions in Ethics Table		☐
Budget Table		☐
Academic Qualifications		☐
Ethical Table and Sex/Gender Statement	Answer questions and include text on Ethical Issues (1,000 words) and Gender/Sex dimension (300 words)	☐
Applicant Declarations		☐
Document Uploads (PDFs only)		
Format	Calibri 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).	☐
Detailed Project Description	18 pages max	☐
GANTT Chart	PDF format	☐