SCIENCE FOUNDATION IRELAND

Public Service Fellowship Programme 2019

Pilot Call for Submission of Proposals

Amended Version 2: 31st October 2019

KEY DATES	
• Call Launch	**7th October 2019**
• Proposal submission	**23rd Jan 2020**
• Notification to applicants	**April 2020**

Terms of Reference

While every effort has been made to ensure the accuracy and reliability of this document, it is provided for information purposes only and as a guide to expected developments. It is not intended, and should not be relied upon, as any form of warranty, representation, undertaking, contractual, or other commitment binding in law upon Science Foundation Ireland, the Government of Ireland, or any of their respective servants or agents. Science Foundation Ireland Terms and Conditions of Research Grants shall govern the administration of SFI grants and awards to the exclusion of this and any other oral, written, or recorded statement.

All responses to this Call for Submission of Proposals will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as is specifically required for the consideration and evaluation of the proposal or as may be required under law, including the Industrial Development (Science Foundation Ireland) Act, 2003, the Industrial Development (Science Foundation Ireland) (Amendment) Act 2013 and the Freedom of Information Acts 1997 and 2003.

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1. INTRODUCTION

Science Foundation Ireland's mission is to progress Ireland's society and economy by supporting the best scientific and engineering research while building an awareness of the role, impact and opportunities science creates. SFI invests each year in research and innovation that underpins critical aspects of our daily lives pertaining to areas including health and aging, climate change, energy and environment, food security, transport and digital transformation.

The SFI Public Service Fellowship is a new pilot initiative from SFI which offers researchers a unique opportunity to be temporarily seconded to Government Departments, Agencies and the Library & Research Services of the Oireachtas, to work on specific projects where they can add value resulting in mutually beneficial outcomes. Successful researchers will take the title of "SFI Researcher in Residence" for the duration of the secondment.

The work of the public service is critical to the successful economic and social wellbeing of Irish society, through its delivery of essential services, as well as its development and implementation of national policy. The SFI Public Service Fellowship programme recognises the importance of connecting the Irish research community with public sector organisations to help inform new policy and improve the services that they deliver. This initiative will contribute to the Government's objective of promoting a culture of innovation through collaboration, knowledge exchange and the development and implementation of data-driven and evidence-based approaches, as outlined in *Our Public Service 2020*[1].

Successful candidates might, for example, conduct data analysis to improve process efficiencies or conduct horizon scanning to help inform future Government policy. Candidates will experience how their expertise, research knowledge and skills can be impactful outside of the academic environment and for some it may offer exposure to an alternative career path. The programme complements the established SFI Industry Fellowship and SFI Fellowship programmes by broadening the secondment opportunities to a public sector setting.

The specific objectives of the programme are to:

- *Enhance collaboration of the research community with Government bodies;*
- *Foster innovation within the Public Sector by supporting research, knowledge exchange and the development and implementation of data-driven and evidence-based approaches;*
- *Provide the Public Service with deep technical knowledge in specific areas to enhance service delivery and inform policy-making;*
- *Achieve the individual goals outlined by the relevant Host Organisations in the project outlines;*
- *Enhance the breadth of researcher understanding of the Public Service, and their employability.*

2. PROGRAMME DETAILS

2.1 Programme Remit
The legal remit of SFI is to promote, develop and assist the carrying out of oriented basic and applied research in strategic areas of scientific endeavour that concern the future development and competitiveness of industry and enterprise in the State. SFI also promotes and supports an awareness and understanding of the value of science, technology, engineering and mathematics (STEM) to society and the economy. The SFI Public Service

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[1] *https://ops2020.gov.ie/*

Fellowship is open to applicants who meet the eligibility criteria and who are currently engaged in STEM research.

2.2 Programme Structure

Participating organisations include a number of Government Departments and Agencies and the Library & Research Services of the Oireachtas, all of whom have provided project outlines for applicants to consider. These comprise the background and scope of the project as well as the required researcher expertise and expected project outputs. Proposed timelines associated with each project are also provided. Project outlines together with details of Host Organisations are included in the "Host Organisation Project Outline Supplement" available on the call webpage[2]. Queries relating to specific projects should be directed to psfellowship@sfi.ie.

Applicants are permitted to apply to work on one project and only one application is permitted per applicant. However, applicants may indicate up to two additional projects for which they would like to be considered (see Section 4.3 for more information).

During the secondment, Host Organisations will provide successful candidates with access to the necessary resources (IT, desk, etc) to undertake their project work and will also provide appropriate management, mentorship and on-the-job training. In addition to the specific project proposed by the Host Organisation, researchers may have the opportunity to participate in general activities, where relevant and appropriate.

It will be expected that, partnering Government entities will employ a Secondment Agreement with the relevant Research Bodies outlining the Terms and Conditions of the Fellowship including but not limited to confidentiality, data protection, intellectual property and matters particular to the Host Organisation (e.g. Business Code of Conduct, Confidentiality Agreement, Garda Vetting etc). The SFI Researcher in Residence will remain an employee of the Research Body for the duration of the fellowship.

2.2 Definitions

Fellowships can be awarded to faculty and postdoctoral researchers based in an eligible academic or research institution.

Faculty Researcher	A STEM-researcher who holds a PhD at the time of application and who is currently employed as a permanent or temporary academic staff member of an eligible Irish Research Body (e.g. lecturers, associate and full professors).
Postdoctoral Researcher	A STEM-researcher who holds a PhD at the time of application and who holds a postdoctoral research contract in an eligible Irish Research Body.
SFI Researcher in Residence	Successful applicants will take the title of "SFI Researcher in Residence" for the duration of the secondment.
Host Organisation	A government department or agency of the State or the Oireachtas Library & Research Service (L&RS) that has agreed to host a researcher within their organisation. A full list of Host Organisations and the projects proposed is included in the "Host Organisation Project Outline Supplement".
Eligible Research Body	The Research Body is the body responsible for the overall financial and administrative co-ordination of research programmes

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[2] *http://www.sfi.ie/funding/funding-calls/public-service-fellowship/*

	supported by research grants from Science Foundation Ireland. Researchers must be employed by the Research Body for the duration of the award. A list of Eligible Research Bodies is available on the SFI website. The Research Body will administer the funds of successful Fellowships and will remain as the employer for the duration of the secondment. ³

2.3 Eligibility Criteria of the Applicant

All applicants to the Public Service Fellowship 2019 call must meet the following eligibility criteria:

(i)   PhD Qualification:

All applicants must hold a PhD or equivalent. Please consult the SFI Policy on PhD Equivalence[3] for further information. Note that the PhD must have been conferred at the time of application**.** The official date is defined as the day, month and year that the degree was conferred, i.e. the month and year printed on the official PhD certificate. Verification of this official date by the awarding research body must be available upon request.

(ii)   Employment Status:

All applicants must be:

- A permanent member of the academic staff ("Faculty Researcher") of an Eligible Research Body (with a contract at the time of application), **or**
- A current contract postdoctoral researcher ("Postdoctoral Researcher") based in an Eligible Research Body at the submission deadline.

The researcher must remain an employee of the Research Body at all times, including during the secondment.

(iii)   Individuals Under Review:
Applicants who are currently under review for other SFI Programmes are **not** eligible to apply to the SFI Public Service Fellowship.

(iv)   Individuals Holding Existing Fellowship Awards:

- Providing all other eligibility criteria are met, individuals holding SFI Fellowship or SFI Industry Fellowship awards are only eligible to apply to the SFI Public Service Fellowship in the last six months of their current fellowship and on condition that there is no resulting overlap in Award term.

- Providing all other eligibility criteria are met, current holders of other longer term individual Fellowships (e.g. SFI Starting Investigator Research Grant, MSCA Fellowships, Royal Society-SFI University Research Fellowship) are eligible to apply in the last 6 months of their award. However, exceptions may apply in certain circumstances, this will depend on (i) the T&Cs of their individual Fellowship; (ii) the stage of the Fellowship and (iii) the duration of the proposed secondment. Applicants will need to provide a strong justification for the secondment, addressing each of the above factors. *Please contact psfellowship@sfi.ie in advance.*

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³ *http://www.sfi.ie/funding/sfi-policies-and-guidance/eligibility-related-information/*

> **Research Body endorsement certifies that the applicant meets the above criteria. Where an applicant fails to meet the eligibility criteria outlined above, the application will be deemed ineligible and will not be accepted for review.**

2.4 Duration and Structure of the Fellowship

The proposed duration of secondment is indicated for each individual project (see Host Organisation Project Outline Supplement). The *in-situ* secondment duration for a Fellowship may range between 3 and 24 months. For full-time Fellowships, the award duration would thus be between 3 and 12 months, and for part-time between 6 and 24 months, where a time commitment of approximately 50% is expected.

Flexible and remote working arrangements may be accommodated on a case-by-case basis on agreement of the Host Organisation.

Start Date. Successful applicants will be required to start the Fellowship within 6 months following notification of funding from Science Foundation Ireland. In the case of maternity leave[4] or other justified circumstances, the start date of the Fellowship may be further delayed, subject to prior approval from SFI and the Host Organisation. For certain projects, there is an immediate start requirement. In these cases, successful applicants must be able to take up the SFI Public Service Fellowship secondment as soon as possible following the reference check and funding approval stage.

2.5 Funding

The maximum SFI contribution to a Fellowship award is **€100,000** direct costs.
The applicant should outline the details of all travel and accommodation expenses directly related to Fellowship activities and describe the rationale for these costs in the budget justification section of their application. Should any taxation issue related to these costs arise, it is the responsibility of the awardee and the Research Body to address it.

(i)   Eligible Direct Costs:

- **Teaching Buyout** may be requested for **Faculty Researchers** when undertaking a secondment. Teaching buyout costs should be calculated on the basis of hiring a temporary lecturer (e.g. at point 1 on the Assistant Lecturer, or equivalent, institutional salary scale) regardless of the seniority of the applicant. Requests must be pro-rata and proportional to the time commitment.

- **A salary Contribution** for the duration of the secondment may be requested by **Postdoctoral Researchers** (whether fixed-term or on a contract of indefinite duration). Request must align with appropriate point on the SFI Team Member Salary Scales. Please note:
    - The current salary of the applicant must be indicated in the Letter of Support from the Research Body. Based on this information, successful applicants will be awarded a contribution to salary on the subsequent point on the SFI salary scale.
    - Salary requests must be pro-rata and proportional to the time commitment.

- **Mobility Allowance** (max. €10,000)**.** A contribution towards travel and accommodation costs directly related to the progress of the Fellowship may be requested to support:
    - Travel to and from the Public Service Host Organisation throughout the secondment. This does not include short distance daily commuting but may include relocation costs or long distance travel within

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Ireland on a regular basis where required and justified. By default, travel is calculated as the cheapest available public transport option
- Accommodation costs related to relocation of the Researcher, where relevant and justified.

(ii)   Eligible Indirect Costs:

In addition to the direct costs, Science Foundation Ireland also makes an indirect or overhead contribution to the Research Body, which is reflected as a percentage of the direct costs. Overheads are payable as a contribution to the Research Body for the indirect costs of hosting or facilitating SFI-funded research programmes and are intended to enable the Research Body to develop internationally competitive research infrastructure and support services. All awards are made directly to the Applicant's Research Body[5].

3.   REVIEW PROCEDURE

Following the submission, all proposals are checked for compliance with; non-technical mandatory criteria (e.g. all sections complete, page numbers not exceeded, all Letters of Support included); technical mandatory criteria (e.g. employment/qualification status, all other relevant eligibility criteria); and any other requirements outlined in the call document. Proposals identified as ineligible at this stage will be declined without review.

Proposals will be then be shortlisted by relevant Host Organisations and successful applicants will be invited to attend an interview. Applicants will be notified about the outcome of the shortlisting stage by the end of February.
SFI will convene an interview panel which will include representatives of the relevant Host Organisation and SFI in addition to an independent expert. Applicants will be interviewed to assess suitability based on the following evaluation criteria:

- *Technical understanding of the proposed project outline;*
- *Specific expertise and experience of the applicant as required to meet the goals of the proposed project;*
- *Motivation of the applicant for participating in the Fellowship;*
- *Suitability of the applicant for the Fellowship taking key competencies into consideration. These may include interpersonal & Communication skills, Teamwork, Initiative & Creativity, Personal Effectiveness and Project Management;*

SFI is a signatory to the San Francisco Declaration of Research Assessment (DORA) and, as such, is aligning its review and evaluation processes with DORA principles. To this end, all types of research output are recognised and SFI is committed to assessing the quality and impact of research through means other than journal impact factors. This is reflected in the CV template. In the spirit of supporting open research and as a signatory of Plan S, SFI will also consider a commitment to making data and other types of research, open and accessible.

Interview panel members are required to operate in a confidential, fair, independent and equitable manner. Science Foundation Ireland shall not be liable for the release of information concerning proposals to third parties by those experts involved in the review process.

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[5] *https://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/*

4.   APPLICATION PROCEDURE

4.1 SESAME

Proposals will only be accepted through SESAME, Science Foundation Ireland's online grants and awards management system. Access to SESAME is controlled by staff at the Research Office of your Host Research Body. Please follow your internal organisational process to request this access.

Once you have been registered by your Research Office, you will receive an email containing:

1)   Username
2)   Password
3)   SFI PIN number
4)   SESAME website address

Your username and password are needed to log in to SESAME.

Science Foundation Ireland's grants and awards management system, SESAME, is accessed using the Internet; no additional software needs to be installed. You can access SESAME online from any location. The configuration of some browsers and internet infrastructure (pop-up blockers, firewalls, etc.) can restrict an individual's access to the internet and as a result to the SESAME system. If you are having any such difficulties, please contact your organisation's IT support team.

The SESAME system is accessed using the following Internet address:
https://grants.sfi.ie

SESAME enables:

- Individual researchers to apply online for Science Foundation Ireland grants.
- Host Research Bodies to review and authorise all applications.

Once submitted by the host Research Body to Science Foundation Ireland through SESAME, an application cannot be withdrawn and subsequently modified for resubmission in the same call, regardless of the date of submission.

4.2 ORCID ID

ORCID[6] provides a unique identifier for all researchers which can then be linked to their different research works across different platforms. As part of the integration of SESAME with ORCID, it is possible for researchers to import publication data from ORCID directly into their SESAME Researcher Profile. Applicants are required to have their SESAME Researcher Profiles linked to an ORCID iD before an application can be submitted.

4.3 Submission Procedure

Detailed instructions for the submission procedure can be found in Appendix B. Full proposals must be submitted online through SESAME to Science Foundation Ireland by the Research Office of the Applicant's Research Body before the call deadline.

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6 *http://orcid.org/*

Applicants should follow carefully the instructions below and in the SESAME Users Guides[7] to complete the various sections of the application.

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

1) **CV (max. 3 pages).** See CV Template in Appendix A.
2) **Personal Statement (max. 2 pages)**
   The Applicant should provide a statement to demonstrate his/her interest in and suitability for the project. This may include details about relevant research experience and expertise as well as other experience to date that would enable him/her to carry out the project.
3) **Additional Information**
   (a) The Applicant may indicate a second and third project preference, where relevant, and provide a statement to demonstrate his/her suitability for each project **(max. 1 page)**.
   (b) For applicants applying to the Oireachtas Library & Research Services: Applicants must also submit a **two-page briefing note** on a topic for analysis under the relevant theme "Responding to Climate Change and Sustainability" or "The Economic, Social and Ethical Implications of Technological Innovation". This summary should demonstrate an understanding of why this topic is of parliamentary interest as well as a writing style suitable for a parliamentary audience **(max. 2 pages)**.

4) **Budget Justification (max. 1 page)**
   The Applicant should provide a justification for all costs associated with the application. Please note that costs that are not considered to be fully justified in this section will not be approved for funding.
5) **Letters of Support (mas 2 pages)**
   Please note that not supplying a mandatory letter of support will deem an application ineligible. Letters of support must not exceed 2 pages in length. The following letters are required:

Category A Applicants (Faculty Researchers)
The following letters of support must be provided by Category A Applicants:
- **Research Body Letter of Support.** The Research Body submitting the application must supply a signed letter of support endorsing the suitability of the Researcher's expertise to the proposed project.
- **Statement from an SFI-funded Applicant** (where relevant). If the Applicant is already the holder of an active Science Foundation Ireland award, a signed statement must be submitted describing how the Fellowship will not negatively impact on the activities of all active Science Foundation Ireland awards in which they are involved, how these awards will be managed for the duration of their Fellowship and what arrangements will be put in place for the supervision of associated team members.

Category B Applicants (Postdoctoral Researchers)
The following letters of support must be provided by Category B Applicants:
- **Research Body Letter of Support**. The Research Body submitting the application must supply a signed letter of support which must include details of the Postdoctoral Researcher's current funding award, details of the funding body and details of the Postdoctoral Researcher's current remuneration level as aligned to the SFI Team Member Budgeting Scale.
- **Research Fellow Salary Justification**. If the salary requested is on the Research Fellow or Senior Research Fellow Science Foundation Ireland salary scale, an additional formal letter from the Research Body should be supplied describing that the Applicant will be contractually differentiated by the Research Body from the standard cohort of postdoctoral researchers. Please refer to the SFI Grant Budget Policy for further details.

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[7] *http://www.sfi.ie/funding/award-management-system/*

Early submission in SESAME is strongly recommended. Applicants who wait until shortly before the close of the call to upload their proposal for Research Body review and approval prior to the deadline, are at risk of encountering submission issues. The submit button will cease to be active at the indicated deadline.

Once submitted by the Research Body to SFI through SESAME, an application cannot be withdrawn and subsequently modified for resubmission in the same call, regardless of the date of submission.

Please note that the deadlines referred to in this Call Document refer to submission of the finalised application to Science Foundation Ireland by the Applicant's Research Office. Research Offices may mandate internal submission deadlines in order to ensure that they have sufficient time to review applications and submit them to Science Foundation Ireland.

Applications that are incomplete in content, or exceed the page limit specifications, will be deemed ineligible and will not be accepted for review.

4.4 Research Body Approval and Application Submission

It should be noted that Research Body submission of an application represents their approval of an application and agreement to SFI Grant General Terms and Conditions. Submission must only be made by an authorised Research Body representative. In particular, the Research Body is approving:

- *The eligibility of the applicants;*
- *That the applicants are, or will be upon receipt of the grant, recognised as employees of the Research Body for the duration of the grant;*
- *That the requested budget including salaries/stipends and travel are in line with accepted institutional guidelines;*
- *The availability of infrastructure within the institution as outlined by the applicant in the research proposal;*
- *That the proposed research programme has not been funded by other sources;*
- *That relevant ethical and regulatory approval has been or will be sought and must be granted prior to the award commencing;*
- *That the relevant licences will be in place at the time of award;*
- *That the details provided in relation to research funding history i.e., current, pending or expired grants, as detailed in the application, are valid and accurate.*

The submission of an application shall also be construed as consent by the applicants to participate in the review process. Science Foundation Ireland reserves the right to return applications without review where they do not meet the eligibility criteria.

4.5 Deadline

The deadline for proposal submission is 23rd January 13:00 Dublin Local Time.

5. SFI POLICIES AND POSITIONS

In addition to complying with SFI's Grant General Terms & Conditions, applicants are expected to be familiar and consult with SFI policies/positions and with all relevant national policies when preparing their application to any SFI programme. The following is a non-exclusive list of relevant policies; it should be noted that these are reviewed and updated from time to time and that not all are directly relevant for this call.

Clinical Trials – Research programmes that include clinical trials as part of the study must adhere to the SFI Clinical Trial and Clinical Investigation Policy,[8] as well as with the requirements set out by the Health Products Regulatory Authority (HPRA).

Animal Usage – Applicants intending to use animals in their research projects are obliged to comply with the SFI Use of Animals in Research Policy,[9] and should also ensure that their studies are in line with the HRPA's position on the use of animals in research.

Research Integrity – SFI places paramount importance on ensuring that the highest standards of research integrity underpin all aspects of the research that it supports. To this end, SFI endorses the National Policy Statement on Ensuring Research Integrity in Ireland[10]; that is, all institutions and SFI award holders are expected to abide by this policy and the European Code of Conduct for Research Integrity.[11]

Doctoral Education – For postgraduate students funded by SFI, the host Research Body is expected to adopt the principles, standards and good practice for doctoral education as described in the National Framework for Doctoral Education (2015)[12], which SFI has endorsed.

Intellectual Property Management – Intellectual Property (IP) should be managed according to the policies set out in the Government publication: Ireland's National IP Protocol 2019[13]. The IP arrangements are the responsibility of the Research Body and shall reflect the collaborative nature of the project, the level of cash and in-kind commitment made by the Host Organisation and compliance with State Aid Regulations.

Gender Strategy - Research should fully consider potential biological sex and socio-cultural gender dimensions as key analytical and explanatory variables. As articulated in the SFI Gender Strategy[14] applicants are advised to demonstrate that they have considered any potential sex/gender aspects in their proposed research programme.

Maternity Supplement - SFI is committed to removing and mitigating any existing or perceived factors that may limit the participation of women in Science, Technology, Engineering and Mathematics (STEM) careers. SFI invites its award holders to apply for a supplemental discretionary allowance to support their SFI funded award when either an SFI Awardee or a team member funded on an SFI award takes a period of maternity or adoptive leave[15].

Appeals Process – This policy establishes procedures and responsibilities for the appeal of the declination of a proposal by SFI.[16]

State Aid – All SFI funding granted under this call will be subject to and must be compliant with State Aid law. As such, proposals must be designed to ensure that any funding received from SFI does not, directly or indirectly, give rise to the granting of State Aid. Potential applicants are referred to the guidance provided by the European Commission in Section 2 of its **2014 Framework for State Aid for Research and Development**

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[8] *http://www.sfi.ie/funding/sfi-policies-and-guidance/ethical-and-scientific-issues/*
[9] *http://www.sfi.ie/resources/SFI-Policy-on-the-Use-of-Animals-in-Research_June_2016.pdf*
[10] *http://www.iua.ie/wp-content/uploads/2014/06/National-Policy-Statement-on-Ensuring-Research-Integrity-in-Ireland-2014.pdf*
[11] https://www.iua.ie/wp-content/uploads/2019/08/National-Policy-Statement-on-Ensuring-Research-Integrity-in-Ireland.pdf
[12] *http://hea.ie/assets/uploads/2017/04/national_framework_for_doctoral_education_0.pdf*
[13] *https://www.knowledgetransferireland.com/ManagingIP/National-IP-Protocol/*
[14] http://www.sfi.ie/funding/sfi-policies-and-guidance/gender/
[15] *http://www.sfi.ie/funding/sfi-policies-and-guidance/gender/SFI-Maternity_Adoptive-Policy-V2.3-Sept-2019.pdf*
[16] *http://www.sfi.ie/funding/sfi-policies-and-guidance/review/*

and Innovation (2014/C 198/01) [17]. If in any doubt as to the interpretation or application of this guidance, potential applicants are advised to seek independent legal advice.

Child Protection – Where relevant, applicants and Research Bodies are required to comply with the provisions of the **Children First Act 2015**[18], and the **National Guidance for the Protection and Welfare of Children 2017**[19]. It is the responsibility of the Research Body to ensure that they are compliant with all applicable law.

Data Protection Policy – The General Data Protection Regulation[20] is a legal framework that sets out guidelines for the collection and processing of personal information of individuals within the European Union[21]. Applicants are advised that they must be compliant with this regulation if they collect or process personal data.

SFI may collect, use and disclose personal data provided in the application and/or otherwise obtained under, or in connection with, the application for processing the submission, for the performance of its statutory powers and functions, and for the general activities of SFI. Further details regarding SFI's collection, use and disclosure of personal data, and the rights of individuals with respect to any personal data held by SFI, are available in the **SFI Privacy Statement**[22].

During peer-review procedures, information may be sent to external experts in countries outside of the European Economic Area, including countries that are not recognised by the European Commission as having adequate data protection laws. By submitting an application to SFI, the Research Body and members of the Research Team are agreeing that they consent to the processing and transfer of personal information in this way.

During the application process or at any time thereafter, SFI may contact the Research Body, the Principal Investigator, or any member of the Research Team with regard to funding opportunities, activities or events organised by SFI or other relevant bodies, or for the purposes of monitoring and evaluation (including, but not limited to, the collection of scientific data or data relating to the application process). SFI may choose to authorise a third party to contact the Research Body, the Principal Investigator or any member of the Research Team on its behalf**.**

Conflict of Interest – SFI recognises that applicants may have a prior relationship with an industry partner in an application for funding to SFI (e.g., industry consultancy role, founder of an academic spin-out company) which may be perceived as a conflict of interest. Where potential conflict of interest exists, SFI requires that it is disclosed by the applicant to SFI and their Research Body and that any such situations are managed by the Research Body in accordance with the principles and mandates laid out in the Ireland's National IP Guidelines 2019[23].

Open Access – As part of cOAlition S and a signatory to Plan S,[24] SFI is committed to ensuring that all publicly funded research is openly available. Where a research publication arises in whole or in part from SFI-funded research (i.e. where one or other of the researchers concerned receives SFI funds in support of their endeavours), the SFI Open Access Availability of Published Research Policy[25] should be adhered to. SFI monitors compliance with this policy through its Annual Stocktake of Research Outputs.

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[17] *https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0627(01)&from=EN*
[18] *http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf*
[19] *http://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf*
[20] *https://www.dataprotection.ie/docs/GDPR/1623.htm*
[21] *https://www.eugdpr.org/*
[22] *https://www.sfi.ie/privacy/*
[23] *https://www.knowledgetransferireland.com/Reports-Publications/Ireland-s-National-IP-Protocol-2019-.pdf*
[24] *https://www.coalition-s.org*
[25] *https://www.sfi.ie/resources/open-access-dec-10.pdf*

Data Management - Good data governance and stewardship are key components of good research practice. Applicants are required to submit a Data Management Plan following acknowledgement of a successful proposal and it is suggested that they consult with Science Europe's new framework for discipline-specific research data management (http://scieur.org/guidance-rdmps) in advance of doing this although SFI will not be prescriptive in this regard – see Appendix K for further details.

Good data governance and stewardship are key components of good research practice. Science Foundation Ireland is part of an initiative for the voluntary international alignment of research data management policies https://www.scienceeurope.org/our-resources/practical-guide-to-the-international-alignment-of-research-data-management/. Applicants may find it helpful to consult with Science Europe's recently developed framework for discipline-specific research data management (http://scieur.org/guidance-rdmps) if preparing a data management plan as part of their application for funding to SFI.

Current SFI policies and positions are reviewed on a regular basis; applicants are advised to consult the policy information in advance of submission of a proposal.

6. AWARD MANAGEMENT

Progress Reporting Requirements

Science Foundation Ireland has stringent requirements for the reporting on awards that it makes. Individuals who hold the primary responsibility for reporting and who fail to comply with reporting requirements, run the risk of having their grant payments suspended. Failure to report can also prevent future applications being considered for funding. Reporting is inclusive of annual reporting (including a statement from the industry partner), completion of the annual stocktake of SFI Research Outputs and the completion of a Researcher Snapshot. A number of meetings/workshops will be scheduled with funded researchers during the course of their fellowship. Further details will be provided post-award. In addition, surveys of both the Host and Researchers in Residence will be conducted to gain feedback and insight and to help inform the development of future calls.

The SFI Grants and Awards Management System, SESAME, is the primary conduit for reporting. In addition to the annual report, awardees are also obliged to keep their SESAME Research Profile updated. The annual stocktake of SFI Research Outputs is drawn directly from the data entered into the Research Profile; this must be updated and completed in January every year. Science Foundation Ireland reporting procedures are detailed here, and webinars describing the entry of data into the Research Profile are available on the Science Foundation Ireland website.

For Science Foundation Ireland to evaluate the success of the Public Service Fellowship Programme, grant holders will be required to complete a final report at the end of their award, which will include a statement from the Host Organisation. The purpose of the report will be to assess how the award has delivered on the programmatic objectives.

7. QUESTIONS

Please read this call document thoroughly. Frequently Asked Questions (FAQ) are available on the Public Service Fellowship Programme webpage. For general queries, including eligibility queries, please contact the Research Office of the Research Body you intend to submit your application through. For additional information or clarification, contact: *psfellowship@sfi.ie*

APPENDIX A - Applicant CV Template

Please note that your full research funding track record and supervisory details should be uploaded via SESAME and should <u>not</u> be included in this CV. The CV should not exceed 3 pages in length.

NAME AND CONTACT DETAILS
Type here

CAREER PROFILE (Education and Employment)
Please also provide details of any periods of leave from research (for example, due to parental leave, long-term absence through illness or working in industry) or periods of part-time work.
Type here

KEY ACHIEVEMENTS (Research and Impact)
*Describe the significance and / or impact of up to 5 key achievements. These can include, but will not be limited to: preprints, training delivered, contribution to consortia, verified invention disclosures, pending and granted patents, licences, spin-out activities, policy changes, collaborations, sharing of datasets, software, novel assays and reagents, prizes and awards and community education and public engagement. For each example, provide an outline of the stated achievement, what **<u>specific</u>** role you played, why you think it is important, any benefit to the field and, where relevant, the resulting economic and societal impact.*
Type here

KEY PUBLICATIONS (Research and Impact)
Describe <u>up to 3</u> publications you consider to be your most important and explain why. Please state whether these are openly available.
Type here

OTHER INFORMATION AS APPROPRIATE
In this section, you may include any additional information to support this application.
Type here

APPENDIX B - SESAME Instructions for Proposal Submission

Step 1: Eligibility Questionnaire
Applicants will be asked to confirm that they meet all eligibility criteria for the programme as set out in the call document.

Step 2: Full Proposal Preparation

    (i)   Proposal Summary

Category of Applicant:
Please indicate under which category of applicant you are applying (Faculty Researcher or Postdoctoral Researcher)

Applicant Subcategory: Host Organisation:
Please indicate under to which Host Organisation you are applying.

Proposal Title (max. 30 words):
Please indicate the project title for the secondment which you would like to apply for in the Proposal Title field. The title should match the title of the project included in the selected Project Outline (see "Host Organisation Project Outline Supplement").

Duration of Award Requested (in months):
Applicants are required to indicate an optimal timeframe (in months) for their secondment which is in line with the requirements set out in the project, for which they have applied. For full-time Fellowships, the award duration may vary between 3 month and 12 months. For part-time Fellowships, the Award Duration may vary between 3 months and 24 months.

    (ii)   Lead Applicant Details

Time Commitment to Project:
Please provide the % time commitment of the Researcher to the project (Placement Time/Award Duration). The time commitment must be 100% for full-time Fellowships. For part-time Fellowships, the Time Commitment is expected to be around 50% of the award duration.

Lead Applicant CV - (Upload to SESAME):
A CV of the applicant (max. 3 pages) using the template (Appendix A) should be completed and uploaded. The CV template is also available for download from the Public Service Fellowship webpage.

    (iii)   Programme Documents

Personal Statement (upload max. 2 pages)
Additional Information (upload)
    (a) Where relevant, applicants can indicate a second or third project preference.

    (b) For all applicants applying to the Oireachtas Library and Research Services, upload a 2-page briefing note on topic for analysis.

(iv)   Research Funding

Expired, Current and Pending Support of Applicant
The Applicant must report on any <u>expired,</u> <u>current</u> and <u>pending</u> funding.

(v)   Budget
Please note that the **Budget Table** for completion by the applicant(s) is located at the end of the full proposal application in SESAME.
The costs eligible for grant support by Science Foundation Ireland are those costs which can, uniquely and unambiguously, be identified with the secondment. Applicants must give details of all relevant costs, including travel (mobility allowance). Ensure that the final total provided includes all costs requested from Science Foundation Ireland. All grants are made directly to the Applicant's research body. Please also refer to the **SFI Grant Terms and Conditions**[26] and also the **SFI Grant Budget Policy**[27].

See notes for completion in the SESAME Users Guides[28] **and within SESAME.**

Staff: Salaries and Benefits
Please refer to the SFI Team Member Salary Scales[29] and note that the 'Cost to Grant' figures in these scales include the 20% employer's pension. Salary requests must be pro-rata and proportional to the time commitment of the applicant.

Travel: Mobility Allowance
A contribution towards travel and accommodation costs directly related to the Fellowship may be requested, see Eligible costs under Section 2.5, where relevant.

Ineligible Costs
The following costs are examples of ineligible costs under Public Service Fellowship 2019:
Equipment; materials and consumables; subsistence; PhD stipends and fees; clinical buyout, contingency or miscellaneous costs, hospitality and entertainment costs; technology transfer or any Intellectual Property protection costs (e.g. patent costs); workshop organisation; journal subscriptions.

(vi) Budget Justification (upload)

(vii) Letters of Support (upload)

(viii) View Proposal Prior to Submission
A PDF of your proposal is available in SESAME and should be reviewed prior to submission to enable you to validate your application. The responsibility lies with the applicant in this regard. Submission is made initially to your local research office for approval, prior to submission by the research office to Science Foundation Ireland. Please contact your Research Office well in advance in order to obtain registration details for SESAME and familiarise yourself with any internal Research Body submission deadlines.
Applicants will receive a notification from SESAME periodically when the status of their proposal changes. Alternatively, if you wish to track the status of your proposal e.g. proposal pending Research Office approval or under review at Science Foundation Ireland, this information will be displayed in SESAME.

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[26] *https://www.sfi.ie/funding/sfi-policies-and-guidance/sfi-general-terms-and-conditions/index.xml*
[27] *https://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/index.xml*
[28] *http://www.sfi.ie/funding/award-management-system/*
[29] *http://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/*