



# Acadamh Ríoga na hÉireann Royal Irish Academy

## **Royal Irish Academy – Royal Society International Exchange Cost Share Programme 2018 Guidance Notes for Applicants**

### **Objectives of the RIA - RS International Exchange Cost Share Programme**

The Royal Irish Academy - Royal Society International Exchange Cost Share Programme is designed to enable international collaboration by providing the marginal costs of research i.e. travel, subsistence and research expenses. The collaboration should be based on a single project including two teams or individuals: one based in Ireland, and the other in the UK. A relationship between both parties should already be established prior to making an application. This scheme is **not** intended to support continued research activities between an Irish applicant and a co-applicant who was a former colleague or PhD student or to support other existing or recent collaborations between the applicant and co-applicant. The collaboration should involve bilateral visits between Ireland and the UK. The RIA-RS International Exchange Cost Share Programme grant provides a maximum of €7,500 per team per year and should be seen as seed money that will lead to further collaboration and greater funding in the future. Irish applicants should apply using the online application form via our website ([www.ria.ie](http://www.ria.ie)). UK applications should be made online via the Flexi-grant system on <https://royalsociety.org/grants-schemes-awards/grants/flexi-grant/>

**Both the UK & Irish teams must make an application to their respective funding bodies (i.e. the Royal Irish Academy and the Royal Society)**

### **Eligibility**

- Grants are intended for Irish and UK scientists of proven research ability. The Project Leaders must be of at least postdoctoral status or equivalent.
- Awards are granted for research in the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural, biological and medical research, the scientific research aspects of archaeology, geography and experimental psychology. Please note that the scheme does not fund social science, clinical medical or patient orientated research.
- Irish collaborators should be resident within the Republic of Ireland.
- Applications will only be considered for bilateral (not multi-lateral) projects.
- Teams must be from academia and not industry.

- Please note that there is no provision for bench fees, conference fees, departmental costs, medical insurance, excess baggage costs, expenses relating to accompanying dependents or contributions towards salaries.
- Applicants must state whether additional funding for the project, and specifically for the visits proposed, is being sought or has been secured from other sources.
- The Royal Society has additional closing dates for which you will be able to make a direct application, please check the Royal Society's website for details. The UK host is responsible for completing the application. Applications via an alternative deadline will not include funding from the RIA.

## **Applicants**

- The Irish based Project Leader (Applicant) and the UK based Project Leader (Co-Applicant) must have completed a PhD at the time of the application. If the Applicant or the Co-Applicant is a final year PhD student, applications can only be submitted if the PhD will have been completed before the start date of the proposed activity (including *Viva Voce*). Confirmation of PhD will be required on acceptance, if the application is successful.
- The Applicant and Co-Applicant must hold a permanent or fixed-term contract for the duration of the award in a higher education institution. Ineligible organisations include industrial, private and commercial organisations, university spin-out companies, governmental bodies and research councils.
- As this scheme is not intended to be used to extend an existing fellowship the Applicant and the Co-Applicant must be based in their respective countries/institutions at the time of application.
- A corresponding application naming the same Applicant (Irish Project Leader) and Co-Applicant (UK based Project Leader) must also be submitted by the Co-Applicant to the Royal Society, via the Flexi-grant system and deemed eligible for review under the [Royal Society International Exchanges - Cost Share Programme](#).
- A relationship between the Applicant and the Co-Applicant should already be established prior to making an application as this scheme is not intended to support exploratory collaborations.

## **Activity**

- All activities must be on a subject within the natural sciences, including: physics, chemistry, mathematics, computer science, engineering, agricultural, biological and medical research, the scientific research aspects of archaeology, geography and experimental psychology.
- Collaborations should be based on a single project.
- Applications can only support travel between Ireland and the UK; costs for travel to a third country are not eligible.
- Collaborative visits must be undertaken over a fixed period of 2 years.
- Visits must be bilateral meaning that the Applicant and the Co-Applicant and/or project participants must undertake at least one visit to their respective collaborating institutions during the award period.

- Only participants working within the Applicant’s and Co-Applicant’s research group directly involved in the collaborative project are eligible to claim travel and subsistence against the award should the application be successful.

**NB\* Please note that failure to meet the eligibility criteria as outlined above will result in your application being deemed ineligible and not progressing to the next stage of the review process.**

### **Partners & Cost sharing**

Both the Irish team and UK team are required to name a ‘Project Leader’. The Project Leader’s role is to liaise between participants of the project and the Royal Irish Academy and to ensure that the grant is used according to the purposes stated in the application and the Terms of Award. Please note that an award is made to the individual Project Leaders, therefore the award cannot be transferred if a Project Leader withdraws from participation for any reason.

The number of participants on each team is not limited. However, both Irish and UK participants should be working in an Irish / UK university or research institute. PhD students may also be included on both teams provided that the benefits to the project are made clear and that the UK Project Leader’s funding sources are in agreement with their participation.

Joint Project grant programmes run for two years.

- The application is **cost-shared** with the Royal Society. The costs are shared as shown in the table below.

Royal Society	Royal Irish Academy
the UK group’s international travel costs	The Irish group’s international travel costs
the Irish group’s subsistence costs in the UK	the UK group’s subsistence costs in Ireland

### **How to Apply**

- Applications must be received by 3pm on the closing date as stated on the RIA website and online application ([www.ria.ie](http://www.ria.ie)). The UK partner must apply in parallel to the Irish applicant. Applications cannot be accepted after the deadline date has passed. The application form should be completed in co-operation with your UK partner – the fields in our application form are designed to match the information required on the Flexi-grant form required of the Royal Society. Please ask your UK partner to read the Flexi-grant requirements very carefully – the Royal Society requires institutional codes prior to final deadline and this can take up to five working days to receive.
- Submitting the application form constitutes confirmation that the information provided is complete and accurate, and acceptance of all terms, conditions and notices contained in the Notes for Applicants.

Subsequent discovery of any deliberate falsehood will automatically render the application null and void. If an award has been made, the Academy may require a full refund.

- All queries can be directed to [grants@ria.ie](mailto:grants@ria.ie)
- Please direct your UK partner to log-in through <https://grants.royalsociety.org/> to make their application.
- Applications MUST be received from the Irish team to the RIA and from their UK partners to the Royal Society.

## References

- Please note that **two referees are required**.
- **References are sought via the UK Flexi-grant process and forwarded onto the RIA for our joint consideration. Please ensure you communicate with your UK host regarding referee details.**

## Selection criteria

The primary considerations will be:

- The research background of the Irish and UK scientist
- The strength of the scientists and institution in the area of proposed research
- The mutual benefit of the collaboration
- The strength of the proposal
- The potential contribution to the Irish and UK science base

## Outcome of application

Please note principal investigators will be notified of the outcome of their application approximately **16 weeks after** the closing date. Results are issued by letter only, and cannot be given over the telephone. All queries must be addressed in writing. Academy staff cannot entertain any queries relating to the results of the scheme by telephone. Payment of an award may be withheld if there is an *overdue* report on any other grant awarded by the Academy to the principal applicant, pending submission of the relevant final report. A full list of successful projects will be published on the Academy website.

## Research Ethics

The Academy requires the research it funds to be conducted in an ethical manner: it expects accurate reporting of findings and a commitment to enabling others to replicate results where possible; impartiality of researchers to the subject of the research; fair dealing in respect of other researchers and their intellectual property. Applicants should indicate whether their proposed research raises any special ethical issues. All applicants must confirm that they have (as necessary):

- secured approval for the proposed research from their respective institutions Research Ethics Committee (or its equivalent)
- are aware of and signed up to their respective institutions Code of Good Research Practice

## Reporting Guidelines

### Reporting Guidelines - Online Grants Report Form

*Cost Share applicants only:* an interim report is required after year one and a concluding report is due after year two. Please complete the online report form as requested for both grant years.

Following the conclusion of your research project, you are required to complete the online Grants Report Form covering your visit, together with a detailed statement of income and expenditure.

The reporting requirements include; a background to the proposal, all travel details, institutions visited, details of the central objectives, the research activities and outcomes, plans for and/or details of the dissemination of research achievements resulting from the project\*, disclosure of financial details and a request for general feedback of the scheme.

*\*Following year one - Cost Share applicants are asked to supply details of their research project to date and include details of their project plans for year two.*

**Financial Details** – A statement of income and expenditure must be submitted together with a scanned copy of all relevant receipts. It is important to retain original receipts (where possible) as you may be requested to supply your receipts for additional monitoring and auditing purposes. *Please note - all expenditure must be vouched with original receipts, as any unspent funds must be returned to the Academy\*.*

*\*Following year one - Cost Share applicants are asked to supply details of their financial position to date and provide an estimate of the expected spend for year two.*

**Following the completion of year 2, final reports are requested for all RIA-RS International Exchange Cost Share projects. Typically the deadline for completed reports is 12 months after the start of the grant period.**

### Further Information

If you have any questions regarding the online application and reporting procedures or if you would like to receive further information on the Academy's grants schemes, please email: [grants@ria.ie](mailto:grants@ria.ie)