



Acadamh Ríoga na hÉireann Royal Irish Academy

Charlemont Grants

Notes for Applicants

The Royal Irish Academy Charlemont Grants Scheme is a travel grants scheme aimed at early career postdoctoral researchers. Named in honour of the Academy's first President and notable proponent of the Grand Tour, James Caulfeild, 1st Earl of Charlemont (1728-99), this scheme facilitates short international visits for the conduct of **primary research in any subject area**. This highly successful scheme speaks to one of the Academy's fundamental missions by identifying and encouraging excellence in all areas of Irish scholarship and facilitating research on an international stage.

Overview

All applications should demonstrate that Academy funds are sought for a clearly defined, discrete piece of research, which will have an identifiable outcome on completion of the Academy-funded component of the project.

Eligibility

- Applications are open to all researchers who have obtained a PhD (viva voce must have been passed by the application deadline) and who are within seven years of receiving their PhDs at the start of the term of the grant period. Therefore you must have obtained your PhD on or **after 1st January 2011**. Candidates with PhDs awarded in 2010 or earlier are not eligible.
- Applicants must confirm that they are not awaiting the outcome of a *viva voce* examination, nor awaiting the acceptance of any corrections required by the examiners.
- Applicants can submit one application per grant round.
- Applicants should be ordinarily resident and working in Ireland (including Northern Ireland) – applications from international scholars are welcome but the application **must** be made on their behalf by an Irish-based host.
- Postgraduate students are **not eligible** to apply for grant support from the Academy, and *principal investigators* (and *co-investigators* where appropriate) are asked to confirm that they are not currently working towards a PhD, nor awaiting the outcome of a *viva voce* examination, nor awaiting the acceptance of any corrections required by the examiners.

Eligible costs

Grants may be sought to cover the direct expenses incurred in planning, conducting, and developing the research and all purchases must be supported with vouched expenditure. The costs incurred may include:

- Project planning and development costs (cost of travel for discussion in Ireland and overseas; initial workshops with potential partners)
- Travel and maintenance for Irish scholars
- Travel and maintenance for overseas scholars engaged in collaborative research activity with Irish partner(s)
- Research assistance (based in Ireland or abroad)
- Limited consumables (to a maximum of €500) to include specialist software, photocopies etc.

The only expenses payable are the costs directly related to the research being carried out, up to a maximum of €2,500. **All expenses must be supported with vouched expenditure.** Please note that these costs are subject to the subsistence rates as set out by the department of finance. A per diem rate is *not* offered to grantees in cases where vouched receipts are not provided.

Items not eligible for funding: institutional overheads, or any element that should properly be ascribed to institutional overheads; computer hardware including laptops, electronic notebooks, digital cameras, etc; lab / bench fees, books and other permanent resources; the preparation of camera-ready copy, copy-editing, nor any other editorial task; subventions for direct production costs, costs of publication in electronic media; payment to the principal researcher(s) in lieu of salary, replacement teaching costs; travel and maintenance expenses for purposes such as lecture tours or to write up the results of research.

Please note: only one Charlemont Grant award may be held, or applied for, at any one time. An application will not be accepted if there is a report outstanding or any outstanding funds to be returned on any previous research grant awarded by the Academy to the principal investigator or co-investigator(s) named in the current application.

Peer Review & Panel Membership

Through its network of Members, multidisciplinary committee members and its network of international contacts, the Academy is able to source the very best national and international peer reviewers across a broad range of disciplines to ensure that all applications received are rigorously assessed to the highest international standards. This assessment process is overseen by the Academy's Secretary for International Affairs.

Two distinct assessment sub-committees are chaired respectively by the Academy's Humanities and Science Secretaries to assess all applications. The membership of each sub-committee is drawn from across the Academy membership to ensure a balanced disciplinary spread. Each assessor is required to read and score

each individual application in advance of an overall panel meeting, at which the final shortlist for funding is devised.

Assessment criteria

The primary considerations will be:

- The research background of the applicant
- The strength of the applicant and host institution in the area of proposed research
- The mutual benefit of the international collaboration
- The strength of the research proposal
- The potential contribution to the Irish research base

Assessors will evaluate the ability of the investigator(s) to undertake the proposed research, taking into account their track record in terms of publication and their stage of career. The primary assessment of quality will be based on the specific research objective of the proposal, and whether the methodology and research programme outlined are likely to lead to successful achievement of the objective.

The details of how the objective will be achieved will be assessed only in relation to each individual application. No preference will be shown between individual or collaborative modes of research. There are no quotas for different types of application, and no comparisons will be made across applications on the grounds of their operational and financial specifications.

For projects involving partners from other countries, assessors may take into account the availability of partner funding: in cases where partner funding is likely to be scarce, assessors may give priority to those projects which are likely to contribute to capacity building and lead to benefits for the wider scholarly community. Comparative judgements about value for money may be taken into account at the final stage of assessment.

Completing the Online Application

How to apply

Applicants must complete the online application form and upload scanned copies of all supporting letters (where appropriate) by the close of business on the closing date as stated on the online application form. Applicants are advised to take care in noting which section of the scheme (e.g. humanities or science) to which their application is to be assigned.

Supporting documentation

The original supporting documents (where appropriate) must be scanned and uploaded, using the facility available on the online application form.

Those applying under the **science section** of the scheme **must** attach a letter of invitation from the institutions(s) or research group(s) they are intending to visit or a note explaining the present situation vis-à-vis the invitation.

Those applying under the **humanities section** of the scheme **must** attach a letter of invitation from the institutions(s) or research group(s) they are intending to visit, except in cases where the planned visit is to a research library or archival institution. In such cases a short note providing a general overview of the library or archival institution is required.

All applicants associated with a HEI **must** be accompanied by a signed letter from the head of your department or institution confirming leave of absence will be given if the visit is to take place during term time. If the visit is intended to take place outside of term time, a letter of support from your institution is still required. If you are not currently working under contract to any one institution please give details of your current employment or status. Applications from independent scholars are welcome.

Please note: *Verification of the official date of your PhD award by the awarding research body must be available upon request.*

Section A: Applicant Details

A. (i) Principal Investigator contact details and academic training: Section A must be completed by the lead applicant. Please note that all correspondence will be sent **only** to the named individual at the address specified on the form. As competition for the awards is high it is not possible to fund two-way visits. The *principal investigator* is responsible for notifying the other parties where appropriate. If later there is a change of address, contact details or transfer of research to another institution please inform the Academy immediately to update your record.

Current Position:

Please supply details of the current employment position of the *principal investigator* including a **brief** summary of academic training and career, listing principal previous appointments and other professional qualifications and distinctions.

A. (ii) Co-Investigator contact details and academic training (visiting scholar only): If the applicant is a visiting scholar from abroad, then it is the responsibility of the Irish host to act as the *principal investigator* for the purposes of the application. In such cases the visiting scholar will be named as *co-investigator*. The *co-investigator* is a joint director of the project with equal responsibility for the academic management of the project. Both the *co-investigator* and the *principal investigator* are required to complete Section A (i) and Section A (ii) containing their respective details. **Please note that visiting scholars must also qualify as early career scholars (i.e. with seven years postdoctoral) to be eligible for this scheme. Applications involving senior academics will not be considered.**

Section B – Research Proposal

Please supply the title of the proposed research subject. Assessors will evaluate the proposal on the basis of:

- the academic merit, taking into account the originality, the relationship to, and the volume of, research already in the field
- the scholarly importance of the research proposed
- the suitability of the methodology
- the feasibility of the research programme
- the specificity of the scheme of research
- the presentation
- intended outcomes of the research

Please supply the subject area of the proposal. Please state the specific discipline or subject area of your research proposal. This information is used for monitoring purposes.

Outline of research proposal (maximum 1000 words): Applicants are advised that failure to provide adequate detail on the research proposal in the space allocated may seriously disadvantage their application. The proposal must:

- clearly specify the context, and research objectives of the proposed study
- clearly describe the methodology to be used, and
- set out a realistic research programme, describing the activities that will take place, and explaining how they will contribute to the achievement of the research objectives.

Applicants should give a complete account of their research and not rely on special prior knowledge on the part of assessors as assessors may not be specialists in your particular field.

It is essential that applicants clearly state the reasons why the funding is necessary. For example, it is not sufficient to state that the applicant will visit a particular archive, the application must include adequate details of the sources to be consulted, and the length of the visit must be clearly justified. The applicant should briefly explain why alternative access to the required material is not appropriate.

Grants are intended only for the planning and conduct of primary research. They are not available to cover the costs of spending time at another institution for purposes such as the writing up of primary research. All applications must clearly itemise the **research programme** to be undertaken at any location. If support is sought for visits between Irish and overseas scholars, applicants should clearly explain the purpose of the meeting(s).

Please provide a concise list of the intended outcomes from the proposed research activity.

Please identify the principal anticipated outcome of your research. In assessing value for money, the assessors may take into account the intended outcome as compared with the amount of money sought, although it is fully appreciated that some modes of research are more expensive than others and proposals will not be evaluated based on cost alone.

The Academy attaches importance to the dissemination of research, and assessors will take into account whether or not plans for publication or other dissemination have been developed.

Sections C – Travel Proposal Details

Please outline your rationale for travel, including a concise statement of proposed research activity.

This information is used for monitoring purposes. It would not be usual to fund visits to more than one country, and a clear rationale for any such proposal should be presented. Equally, it would not be usual to fund more than one visit to any partner per annum. As the scheme is operative on an all-island basis, travel between Ireland and Northern Ireland is not eligible for funding. However, travel from Northern Ireland to Great Britain or the Republic of Ireland to Great Britain is eligible.

Please provide the name and address of the institution(s) you intend to visit and their locations.

This information is used for monitoring purposes.

Please state what contacts you already have with host institution(s) and the reason for your choice.

Please provide the names of individuals you intend to visit.

This information is used for monitoring purposes.

Section D – Duration of Visit

Please state the duration of the proposed visit.

A good estimate is sufficient, but evidence of forward planning will be viewed favourably.

Section E – External Support

Please provide details of other support given or applied for in connection with the current proposal.

The Academy has no objection to its grants being held in conjunction with awards from other bodies, provided that there is no duplication of expenditure. Applicants must clarify why they need additional Academy funding. **Applicants are requested to keep the Academy informed of the outcomes of any other funding applications.** Failure to do so may jeopardise the application's prospects of success. In cases where simultaneous applications to the Academy and other funding agencies covering the same elements of a project are both successful, the applicant will be asked to choose which award to accept. Only if there is no duplication and no unnecessary inflation of a project will an applicant be permitted to retain both awards (subsequent requests to alter the plan of research simply to allow the applicant to retain both awards are unlikely to be considered favourably).

Section F – Previous RIA Awards/ Fellowships

What previous awards/ fellowships, if any, have you received from the Royal Irish Academy (within the last five years)?

In the case of a further application for continuing research which has received previous Academy support, **please note that a full report for the previous grant must have been submitted before the final application can be accepted.** Applicants may hold a maximum of three Academy awards in any five year period.

Section G – Publications

List all recent publications relevant to the application.

The applicant's (or visiting scholar's) principal publications should be listed (maximum of six), and/or the most relevant to the research proposed, particularly if a new field of enquiry is proposed. The evaluation of a proposal may take into account the applicant's track record in terms of publication. Please do not submit CVs of the principal investigator or co-investigator(s) as they will not be considered.

Section H – Costings

Applicants should prepare accurate costings for the proposed research expenses, and should be particularly careful not to overestimate the resources required. Applicants are advised that competition for funds can be intense, and proposals on the margin for award may have a greater chance of success if they are more accurately budgeted. Costs should be clearly itemised and justified in terms of the research programme. If the Academy is being asked to support only a proportion of the total costs, please list all the expenses connected with the particular phase of research for which support is sought as assessors will wish to gauge the scale of the whole project. In this case, please indicate which costs are being sought from the Academy

by typing in bold, or asterisking the relevant items. It is advised that travel costs should be fully itemised, that the length of time for which subsistence is sought should be justified in the application and that *the daily subsistence amount* should be explained.

The only expenses payable are the costs directly related to the research being carried out, up to a maximum of €2,500. All expenses must be supported with vouched expenditure. Please note that these costs are subject to the subsistence rates as set out by the department of finance. **A per diem rate is not offered to grantees in cases where vouched receipts are not provided.**

Subsistence:

The Academy will offer no more than €2,500 per month for subsistence away from home. Maximum daily rates for shorter visits will be in line with the guidelines provided by the Department of Finance.

For a full list of subsistence allowances abroad please see here:

<http://circulars.gov.ie/pdf/circular/finance/2008/11.pdf>

Subsistence rates are to include food, accommodation and local daily travel. Applicants are asked to quote daily rates dependant on location as per the guidelines from the Department of Finance. No payments can be made to the principal investigator or co-investigator either for their own salary costs or for replacement teaching. Grants are cash-limited, and there is no scope for supplementation of an award. Failure to present costed budgets may invalidate your application.

Successful recipients must provide receipts for all vouched expenditure relating to the grant - this includes expenses incurred within the subsistence rates. The Academy does not pay per diem rates and will only cover expenses that are vouched by receipt.

Supporting Documentation (refer to page 3)

Institutional authorisation is required to validate the application. Authorisation is required even if you anticipate travelling outside of term time. Applications that are not validated will not be accepted. Independent scholars to supply explanatory note.

Applicants Declaration

Please note that submitting the application form constitutes confirmation that the information provided is complete and accurate at the time of submission 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.

It is the applicants' responsibility to ensure the application is received by the close of business on the closing date as stated on the application form. Late or incomplete applications will not be accepted. No exceptions will be made to this rule.

Outcome of application

Please note principal investigators will be notified of the outcome of their application approximately **10 weeks after** the closing date. Results are issued by letter or email only and cannot be communicated by telephone. Payment of an award may be withheld if there is an *overdue* report or any outstanding funds to be returned on any other grant awarded by the Academy to the principal applicant. A full list of successful projects will be published on the Academy website.

Long-Term Outcome of Research

The Academy is interested in learning about the long-term research impacts of its funded research and will follow-up with successful grantees once the funded period of the research is over.

Research Ethics

The Academy requires the research that it funds to be conducted in an ethical manner. The Academy 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

Independent researchers without access to formal ethical scrutiny and approval should briefly describe any special ethical issues, and explain how they will be addressed. Independent researchers should observe, where appropriate, the standards of research practice set out in guidelines published by scientific and learned societies, and other relevant professional bodies. All researchers should be aware of the legal requirements that regulate their work.

Reporting Guidelines - Online Grants Report Form

Following the conclusion of your research trip, you are required to complete the online *Grants Report Form* by December covering your visit, together with a detailed statement of income and expenditure. *To locate the form please follow the online instructions as outlined in the grants section of the website (www.ria.ie/grants)*

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 trip, disclosure of financial details and a request for general feedback of the scheme.

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

The deadline for completed reports is usually on the first Friday in December following the end of the grant period. Please refer to the letter of offer with the confirmed date that reports are due.

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