

Charlemont Grants - Guidelines for Applicants

Background of award

The Royal Irish Academy Charlemont Grant is an international research travel scheme awarded to outstanding early career researchers in the humanities, social sciences and sciences.

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 is funded directly by the Academy to facilitate short international visits from Ireland for the conduct of primary research in any subject area including the development of new research collaborations and networks, access to research equipment and training not available in Ireland.

This highly successful scheme speaks to one of the Academy's fundamental missions to identify and encourage excellence in research and scholarship and support the development of international links and collaborations by early career researchers

Aim of funding

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.

How to Apply

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.

Applicants are required to register their interest to receive an application pack, and then submit a detailed application form online, along with the following supporting material:

- 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.

Applications will be made ineligible if relevant letters of support for the collaboration are not provided.

Who can apply:

- 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 19th February 2013**. Candidates with PhDs awarded before that date will not be 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.
- Previous scholars are eligible to re-apply, if they meet criteria.
- Applicants should be ordinarily resident and working in Ireland (including Northern Ireland)
- Applicants may hold a maximum of two Academy awards in any five-year period.

***Circumstances for extending eligibility**

- The eligibility periods can be extended beyond 7 years for the following properly documented circumstances, provided they started before the call deadline:
 - Maternity: 18 months extension for each child born before or after the PhD award. If the applicant can document a longer maternity leave, the eligibility period will be extended by the documented amount of actual leave taken until the call deadline.
 - Paternity: extension by the documented time of paternity leave taken until the call deadline for each child born before or after the PhD award.
 - Long-term illness or national service: extension by the documented amount of leave taken by the Principal Investigator until the call deadline for each incident which occurred after the PhD award date

Applications are accepted for the following

- Proposals for a clearly defined piece of research or research activity undertaken through a short international visit, which will have an identifiable outcome on the completion of the project
- The scheme will support a short visit to any country to support primary research in any subject area
- Visits of between one week and six weeks in length will be considered
- The key objectives of the research visit should be to: (i) initiate one-to-one collaborations, or (ii) explore opportunities to build lasting research collaborative networks or (iii) to gain access to ideas, library resources, research facilities including the use of equipment or (iv) receive research training not available in Ireland
- Funds are available to facilitate initial project planning and development; to support the direct costs of research; or for visits by or to partner scholars.

Costs and activities which are eligible

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 grant holder incurred during international visit
- Research assistance
- 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 Public Expenditure and Reform finance.

A per diem rate is *not* offered to grantees in cases where vouched receipts are not provided.

Costs and activities which are ineligible

- 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.
- Applications from senior academics will not be considered.
- 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.
- The remit of the call is to establish/foster new collaborations; travel to collaborate with former supervisors is not allowed.
- 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 or replacement teaching costs;
- travel and maintenance expenses for purposes such as lecture tours or to write up the results of research.
- As competition for the awards is high it is not possible to fund two-way visits.

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. The awarding of the grants is subject to the approval of Academy Council.

An initial assessment is carried out by reviewers drawn from the Academy's networks, based on the disciplines identified by applicants in the application process. Applications are shortlisted by the reviewers. Two distinct small assessment committees are chaired respectively by the Academy's Humanities and Science Secretaries to assess applications and make recommendations for funding.

Role of the Chair of the Assessment Committee

The primary role of the Chair is to facilitate the Assessment Committee in making its assessment, and to make sure that fair decisions are made in as efficient a manner as possible. In conjunction with RIA staff, the Chair must also ensure that assessments are made in line with the published criteria and that assessment procedures are followed. The Humanities Secretary chairs the Humanities Assessment panel and the Science Secretary chairs the Science Assessment panel.

In general the Chair does not have a voting role on the Assessment Committee. The exceptions to this are:

- when consensus cannot be reached and a casting vote is necessary.
- when a conflict of interest is declared by another Assessor member.

Role of the Reviewers and Assessors

Based on the applications presented to them assessors are asked to use their expertise and knowledge to assess, score and make decisions in line with the published criteria for the award and in the context of available funds.

The RIA staff member (Senior Programme Manager) who is present at the Assessment panel does not have a vote in the scoring of applications. However, the staff member is there to offer support and advice to the Assessment Committee when needed.

Assessors are required to review and assess material in advance of the Assessment Committee meeting and on the day to score each application against the criteria and to articulate the rationale for their support or otherwise of an application.

Assessors are also asked to assist the Chair in ensuring that all decisions are made within the allocated time period for the meeting. Assessors cannot abstain from making decisions unless in the case that an interest is declared (see below).

All Reviewers and Assessors must complete both conflict of interest and confidentiality forms.

Assessment criteria

The initial review and shortlisting of applications will be carried out in line with published criteria for the individual grant scheme. Applications are assessed in a competitive context and with consideration of the available resources. Assessors are requested to familiarise themselves with the specific grant criteria in advance of making their review or assessment.

The primary considerations for this grant scheme will be:

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

Reviewers and Assessors will evaluate the ability of the investigator(s) to undertake the proposed research, considering 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 research activities outlined are likely to lead to successful achievement of the objective within the stated timeframe

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. Comparative judgements about value for money may be taken into account at the final stage of assessment.

Completing the Online Application – Charlemont Scholars Grants Scheme

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

Principal Investigator contact details and academic training:

Section A must be completed by the lead applicant. 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.

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 of the proposal
- 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 activity (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 research activity
- clearly describe the methodology to be used, in the case of primary research or the reason for the international visit to access equipment / training
- 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 the particular field proposed.

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.

All applications must clearly itemise the **research programme** to be undertaken at any location. Grants are intended only for the planning and conduct of primary research activity. They are not available to cover the costs of spending time at another institution for purposes such as the writing up of primary research or to support participation or attendance at international scholarly conferences

Please provide a concise list of the intended outcomes from the proposed research activity.
Please identify the principal anticipated outcome of your research activity.

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: each applicant is asked to outline a plan for scholarly dissemination and more general public, 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.

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 for the same project.**

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 two 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 Public Expenditure

and Reform. **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 Public Expenditure and Reform.

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

<https://circulars.gov.ie/pdf/circular/per/2017/07.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 Public Expenditure and Reform. 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 4) 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 who do not have institutional authorisation must supply an explanatory note outlining this.

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 be deemed ineligible and returned to the applicant. 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 **12 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 the date outlined in your letter of offer, 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 trip, disclosure of financial details and a request for general feedback of the scheme.

Financial Details – At the same time as submitting the Grants Report Form 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 will be outlined in your letter of offer. Non-compliance with this reporting deadline will impact your ability to access future funding from the RIA.

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