

## **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 to 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/social sciences or sciences) to which their application is to be assigned.

Applicants are required to register their interest to receive an application link, 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 along with details of plans for access
- All applicants associated with a HEI **must** accompany their application with a signed letter of support from the head of your department or institution. If the research visit is to take place in term time, then confirmation should be included in the letter that leave of absence will be granted for this period.
- Applications from independent scholars are welcome. If you are not currently working under contract to an academic institution, please give details of your current employment or status and include a letter of support from a relevant Academic researcher who is independent of the project and with whom you have worked.

- The letter of support is your opportunity to show the support of your institution or general recognition of the significance of your proposed research. The Academy encourages applicants to use this opportunity. 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 PhD at the start of the term of the grant period. Therefore you must have obtained your PhD on or **after 10<sup>th</sup> February 2016**. Candidates with PhDs awarded before that date will not be eligible.\*
- 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**

- Maternity leave: 18-month extension for each child born before or after the PhD award, regardless of how long the applicant took for maternity leave. 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 deadline of the grant scheme. The same principle also applies for child adoption.
- Paternity leave: Applicants will be granted an extension equal to the documented amount of paternity leave actually taken for each child born before or after the PhD award. The same principle also applies for child adoption.
- Parental or carer's leave: Applicants will be granted an extension equal to the documented amount of leave actually taken by the applicant for each incident which occurred after the PhD award.
- Long-term illness (over ninety days for the applicant or a close family member, i.e. child, spouse, parent, sibling): applicants will be granted an extension equal to the documented amount of leave actually taken by the applicant for each incident which occurred after the PhD award.

#### **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
- Applications for 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, and/or (ii) explore opportunities to build lasting research collaborative networks and/or (iii) to gain access to ideas, library resources, research facilities including the use of equipment and/or (iv) receive research training not available in Ireland
- Funds are available to facilitate initial project planning and development and to support the direct costs of research

#### **Costs and activities which are eligible**

Grants may be sought to cover the direct expenses incurred in planning, conducting, and developing the research. 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.

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

### **Costs and activities which are ineligible**

- Only one Charlemont Grant award may be held, or applied for, at any one time.
- 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 applicant 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.
- 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 applicant named in the current application.

### **Review of Applications**

Through its network of Members, multidisciplinary committee members and 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.

An initial assessment is carried out by reviewers drawn from the Academy's networks, based on the discipline/s identified by applicants in the application process. Applications are shortlisted by the reviewers. Two distinct assessment committees are chaired respectively by the Academy's Humanities & Social Sciences and Sciences Secretaries to assess applications and make funding decisions.

### **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 and Social Sciences Secretary

chairs the Humanities and Social Sciences Assessment panel and the Sciences Secretary chairs the Sciences 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 reviewers and 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 cannot abstain from making decisions unless 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 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 applicant 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

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

Applicants are asked to bear in mind that that applications will be read by a non-expert panel as well as peers in their own field and to present their application content accordingly.

## **Royal Irish Academy Statement on Diversity and Inclusion**

It is Academy policy to ensure that its procedures for the nomination and elections of Members; membership of Council, Multidisciplinary and other Academy committees; nominations of candidates for international prizes and membership of international committees; awards of Academy medals, prizes **and research fellowships**; and appointments of all staff are fair and equitable. No one should be disadvantaged or receive less favourable treatment because of gender, institutional affiliation, discipline, marital status, family status, age, disability, sexual orientation, race, religion or membership of the Traveller community.

To view the Academy's statement on Diversity and Inclusion please [see here](#).

## **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**

#### ***Applicant contact details and academic training:***

Section A must be completed by the applicant. All correspondence will be sent **only** to the named individual at the address specified on the form. The applicant 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 or situation*** of the applicant 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 subject area of the proposal.*** Please state the specific discipline or subject area of your research proposal.

***Please supply the title of the proposed research subject.*** *Reviewers and Assessors* will evaluate the proposal on the basis of the assessment criteria listed above namely:

- 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

***Outline of research proposal (maximum 1000 words):*** Applicants are advised to provide adequate detail on the research proposal in the space allocated as this will aid a fully informed and comprehensive assessment. The proposal should:

- 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 are asked to outline their broader research only insofar as is required for context and that the information provided should be focused on the application in question.

Applicants should give a complete account of their proposed collaborative 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 and justify the duration. 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 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 the intended outcomes and proposals for dissemination to a scholarly audience as well as to the 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 provide the name and address of the institution(s) you intend to visit and their locations.**

This information is used for monitoring purposes.

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

Visits to more than one country or partner are possible within the scheme; a clear rationale for any such proposal should be presented. 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 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.

**Please state the duration of the proposed visit.**

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

**Please attach letter of invitation/explanatory note (in pdf format) from the host institution as per the guidance above**

## Section D – 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.**

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).

**Particulars of any travel budget available to you in your current position (i.e. a ring-fenced travel fund)**

## Section E – Previous RIA Awards/ Fellowships

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

Applicants may hold a maximum of two Academy awards in any five-year period.

## Section F – Publications

**List all recent publications (in the past five years) relevant to the application.**

The applicant'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.

Please do not submit CVs of the applicant as they will not be considered

## Section G – Costings

Applicants should prepare accurate costings for the proposed research. 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. 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:**

Maximum daily rates for 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](#).

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 applicant 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:**

- **Institutional authorisation is required** to validate the application (see page 1). 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 affiliation and authorisation must supply an explanatory note outlining this.
- **Letter of Invitation or Letter showing access to library/archive** is required to validate the application (see page 1)

### **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 *Guidelines 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 applicant's 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 the applicant will be notified of the outcome of their application approximately **12 weeks after** the closing date. Results are issued by letter or email only. 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.

Successful grantees must acknowledge RIA funding in all associated publications, in line with the RIA guidelines for acknowledging funding:

([https://www.ria.ie/sites/default/files/acknowledging\\_ria\\_funding.pdf](https://www.ria.ie/sites/default/files/acknowledging_ria_funding.pdf))

### **Research Ethics**

The Academy requires the research it funds to be conducted in an ethical manner. Please see the [RIA Code of Conduct for Research Integrity](#) for all details.

Grant applicants must indicate whether your proposed research raises any special ethical issues, and, where appropriate, must confirm that you have secured approval for the proposed research from your respective institution's Research Ethics Committee (or its equivalent).

Independent researchers without access to formal ethical scrutiny and approval must briefly describe any potential ethical issues as defined in publications by authoritative bodies, one such being the [manual on Ethics Self-assessment](#) provided by the EU Commission.

You must explain how any such issues will be addressed. The independent researcher's ethics self assessment and proposed plan for managing ethics issues may be reviewed by an Ethics panel convened by the RIO, to include the RIO, the Vice-President for Research, one to two experts in the principal research field(s), and, where applicable, the RIA leader of the collaborative research project in which the independent researcher proposes to engage.

All researchers should be aware of the legal requirements that regulate their work.

**Applicants are required to confirm that they have secured approval for the proposed research from their respective institution's Research Ethics Committee (or its equivalent) or that, in the case of independent researchers that they have followed the guidelines above and can provide details if required.**

### **Reporting Guidelines – Online Grants Report Form**

Following the conclusion of your research visit, 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](mailto:grants@ria.ie)