

## Charlemont Grants - Guidelines for Applicants

### Background of award

The Royal Irish Academy Charlemont Grant scheme is an international research 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 and has previously facilitated 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 year, for the second time, in light of the Covid-19 travel restrictions the scheme will provide seed funding for the development of international or all island collaboration projects.

The focus of proposed projects must be on the significance of the proposed collaborative element, and all applications must include an illustration of the potential for long-term collaboration and planned outputs (e.g. publications, public engagement, presentation in RIA, further applications). This scheme also allows for travel costs, including travel within the island of Ireland, but travel should not be the main focus of the application.

This 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. Early career researchers are defined in the 'who can apply' section below.

### Aim of funding

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

Applicants are asked to pay particular attention to their demonstration of the collaborative nature of the proposed research and the extent to which this research could not be realised through other, non-collaborative methods.

### How to Apply

Applicants are advised to take care in noting which section of the scheme (e.g. humanities or science) their application should 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 **must** attach a letter of agreement from the institution with whom they intend to partner, confirming the institution's willingness to work together on the proposed project
- All applicants who are currently employed by a HEI **must** be accompanied by a signed letter from the head of their department or institution confirming their permission and support for the project to take place. If you are not currently working under contract to any one 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 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 28 February 2015**. 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 continue to meet eligibility 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, carer's leave 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 collaboration between an applicant in one institution based on the island of Ireland and a researcher in an institution in Northern Ireland or overseas, which will have an identifiable outcome on the completion of the project.
- In the case of a primary applicant from Northern Ireland, the partner cannot be from elsewhere in Northern Ireland; similarly, if the primary applicant is from the Republic of Ireland the partner must not be from the Republic of Ireland.
- The key objectives of the research visit should be to: (i) initiate collaborations, or (ii) explore opportunities to build lasting research collaborative networks.
- 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 if appropriate.

#### **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)
- Research assistance
- Limited consumables (to a maximum of €500) to include specialist software, photocopies etc.
- **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**

The only expenses payable are the costs directly related to the research being carried out, up to a maximum of €2500.

- 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; collaboration 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.

### **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 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.

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. 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 are:

- The research background of the applicant and partner and their ability to undertake the proposed research
- The strength of the applicant, host institution and partner in the area of proposed collaborative research
- Excellence of the research proposal
- The potential of this project to lead to further collaboration
- The potential contribution of the collaboration to generate and disseminate new knowledge

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.

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 these applications will be read by a non-expert panel as well as peers in their own precise 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 made be available upon request.*

### **Section A - Applicant Details**

#### ***Details of discipline and subject area***

#### ***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. The *principal applicant* is responsible for notifying the other parties of the grant decision. 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 – Details of partner**

***Please provide the name and address of the institution you intend to collaborate with***

This information is used for monitoring purposes.

***Please state what contacts you already have with your proposed partner and the reason for your choice. Please provide the names of individuals you intend to collaborate with.***

### **Section C – Research Proposal**

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

- The research background of the applicant and partner and their ability to undertake the proposed research
- The strength of the applicant, host institution and partner in the area of proposed collaborative research
- Excellence of the research proposal
- The potential of this project to lead to further collaboration
- The potential contribution of the collaboration to generate and disseminate new knowledge

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.

**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 reminded to provide adequate detail on the research proposal in the space allocated as this will aid a fully informed and comprehensive assessment. The proposal must:

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

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. For example, it is not sufficient to state that the applicant will work with a particular partner. If a visit is intended as part of the proposal for example, the application must state the purpose and length of the meeting. If it requires overnight accommodations the reasons for this should be explained. The applicant should briefly explain why alternative access to the required material is not appropriate.

**Please provide a concise list of the intended outcomes from the proposed collaborative 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 and collaborative 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.

## **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.**

Failure to inform the Academy of the outcomes of other funding applications, if known 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 E – 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.**

### **Section F – Publications**

***List all recent publications (within the last five years) including any relevant to the application.***

The applicant and partner's principal publications should be listed (maximum of six), and 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 G – Costings**

Applicants should prepare accurate costings for the proposed collaborative research expenses. Costs should be clearly itemised and justified in terms of the collaborative 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 collaborative 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. If applicable 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 collaborative 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 *Guidelines for Applicants*. Subsequent discovery of any deliberate falsehood will automatically render the application null and void. If a grant 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.

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 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 and 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. Independent researchers are also requested to contact the Grants team for the RIA's Code of Conduct for Research Integrity. 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, 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 project details, 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.

**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.*

You must also submit a form signed by your partner confirming that all expenses due to them as per the submitted application have been paid.

**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)