

# TERMS AND CONDITIONS

## IRELAND-SCOTLAND BILATERAL NETWORK GRANTS 2022

These are the Terms and Conditions for the Ireland–Scotland Bilateral Network Grants. Applicants should read these carefully before completing and submitting their application.

### THE ROYAL IRISH ACADEMY (RIA)

In line with its aims and remit the RIA has a long history of promoting, supporting and communicating research.

The Academy began providing research grants in 1876, and this legacy of supporting academic researchers in Ireland continues today. Through the vehicle of its various grants schemes world class researchers are identified and recognised throughout their careers.

### THE ROYAL SOCIETY OF EDINBURGH (RSE)

As Scotland's National Academy, the Royal Society of Edinburgh (RSE) supports high-quality academic research and public engagement activities. The RSE delivers upon its mission 'to promote the Advancement of Learning and Useful Knowledge' by supporting academic researchers, practitioners and policy makers, and in assisting the development, dissemination and deployment of research.

## IRELAND-SCOTLAND BILATERAL NETWORK GRANTS

The Royal Irish Academy (RIA) and the Royal Society of Edinburgh (RSE), with the support of the Scottish Government Office in Ireland and the Department of Foreign Affairs, are pleased to invite applications for the Ireland–Scotland Bilateral Network Grants.

The ambition of the Ireland–Scotland Bilateral Network Grants is to strengthen co-operation and learning between excellent researchers, academics and practitioners in Scotland and Ireland within the five thematic areas identified within the 2021 Irish–Scottish Bilateral Review.

### OBJECTIVES OF THE GRANTS SCHEME

- To strengthen co-operation and learning between Scotland and Ireland through bilateral funding for joint projects;
- To foster partnerships/networks within and beyond academia;
- To encourage the initiation of new partnerships and/or the development of existing partnerships;
- To contribute to policy discussion in Ireland and Scotland in the specified thematic area.

### THEMES

In 2022, the Ireland–Scotland Bilateral Network Grants invites applications which address the theme of **'Revival, Resilience and Recovery: Academic and Research networks post Covid-19'**. The importance of academic and research links between Ireland and Scotland are highlighted within the 2021 Irish-Scottish Bilateral Review, and a number of disciplines were identified as being natural areas of collaboration and development and which are eligible under this scheme:

- Oceanography
- Aquaculture
- Rural development

It is intended that some of the other areas (such as History, Archaeology, Literature, Gàidhlig/Gaeilge, and Postcolonial studies) identified under the review will form the focus of this scheme next year.

As highlighted in the 2021 bilateral review Ireland and Scotland are steeped in the tradition of education and shared learning, dating back to the time of St Colmcille, whose monastery on Iona provided the first centre of literacy in the region. Collaboration, which is at least partly founded on personal and professional relationships between teachers, academics and researchers, and facilitated through various formal programmes has been adversely effected by restrictions on mobility and other 'hands-on' collaboration over the past few years. While this has in some cases led to innovative and creative new ways of developing some barriers and difficulties have nonetheless existed which have, in many cases stymied projects and restricting progress. This scheme aims to provide a new opportunity for the kick-starting of such projects and the resulting networks.

## APPLICANT ELIGIBILITY

The grant is open to academic researchers working in higher education institutions (HEI) or research institutes (RI) in Scotland or Ireland. In each application the lead applicant must be a full or part-time academic in any of the listed disciplines, and a tenured and/or salaried staff member of an HEI or RI in Scotland or Ireland (not including Northern Ireland).

Lead applicants must be on open-ended, continuing or fixed term contracts which extend beyond the end-date of the envisaged grant period. The grant cannot be used to extend an applicant's contract.

Each application must include a partner in the other country, i.e. those with a lead applicant in Ireland must have a co-investigator in Scotland and vice versa.

Lead applicants must be from the three fields listed below but application co-investigators may come from any discipline across the Humanities, Social Sciences or Sciences.

Each application may have a number of partners/coinvestigators, across both countries if appropriate to the project.

## PROJECT ELIGIBILITY

**'Revival, Resilience and Recovery: Academic and Research networks post Covid-19'.**

The project can build on existing international collaboration between the two countries or may demonstrate plans for the development of new collaborative networks.

Projects are welcome from the fields of:

- Oceanography
- Aquaculture
- Rural development

Applications that push disciplinary boundaries by bringing various disciplines together are particularly welcome, especially where wider inclusion and diversity elements are evident.

While awards will be open to all career stages and all HEIs in Ireland and Scotland, we particularly encourage applications that are either led by early career researchers (ECRs) or include ECRs as active participants within the proposed project.

## PROJECT OUTPUTS AND IMPACT

**Outputs:** Project applicants will be expected to demonstrate a set of outputs from their project, the precise nature of which will depend on their funded network project. Awardees will produce a written report in plain English together with a 3–5 minute summary video; these will be lodged on the websites of funders, RIA and RSE. Successful awardees may also be expected to participate fully in an end-of-project Summit to showcase their work in an international forum which may be held both online and in person. Any additional outputs will be tailored to the nature of the network, e.g. records of exhibitions, publications, events, new networks created.

**Impact:** Applicants will also be asked to demonstrate the impact of the network grant, in terms of:

- Bilateral and in-country activities that have taken place as a result of the funding that would not have occurred otherwise;
- Current and future benefits of the networks for project partners, including scoping for new grants (e.g. Horizon Europe);
- Current and future benefits of the networks for those involved, including participants from the general public,
- service users (where relevant) and particularly those who may not typically have the opportunity to be involved in a project of this type.

## APPLICATION PROCESS

Applications without two references received by the closing date will not be accepted.

Retrospective applications will be deemed ineligible, funds may only be applied after the award has been formally granted.

## SUPPORTING DOCUMENTATION REQUIREMENTS

### RSE applicants only

Applicants are required to submit an Institutional Statement of Support and Statement of Agreement from Co-investigator.

- The Institutional Statement of Support should outline why they are supporting your application and indicate their support to help with dissemination and promotion of key outputs and impacts. The statement must be signed by the Line Manager, Research Officer or other appropriate authority within your institution
- The Co-Applicant letter should outline that they consent to their inclusion in the application and should an RIA RSE Award be granted and then accepted by the lead applicant that they agree to be bound by the Terms & Conditions set out in the accompanying document to this application. It should also be signed and include confirmation that the applicant is invited to their institution for this project.

### RIA applicants only

- Co-applicant consent: You are required to upload a letter from your co-applicant in the form of a PDF or word document. The letter should outline that they consent to their inclusion in the application, and should an RIA RSE Award be granted and then accepted by the lead applicant that they agree to be bound by the Terms & Conditions set out in the accompanying document to this application. It should also be signed and include their contact details.

## SELECTION PROCESS AND TIMELINE

**Application Deadlines:** The Call for applications opens on 7<sup>th</sup> September at 12 noon. The deadline for applications is 27<sup>th</sup> October 2022 at 12 noon. Successful applicants should expect to be informed by the end of December 2022. Grants are for a period of 3–6 months. All projects must be completed and final reports submitted by 21 July 2023.

**Selection Criteria:** Applications with a lead partner in Ireland will be assessed by a review panel within the RIA and applications with a lead partner in Scotland will be assessed by a review panel within the RSE. Applications will be assessed with reference to: adherence to the objectives of the call; whether the funding request is within the threshold and justified in relation to project delivery; applicant, co-applicant and network proposal; project plan, outputs and impact.

## FUNDING AND ELIGIBLE COSTS

**Eligible costs:** The maximum sum available for any one grant is £12,500 per project (GBP Sterling) for a period of 3–6 months.

Eligible costs (evidenced by receipts/invoices showing evidence of payments):

- **Research time:** appropriate and recognised salary costs at a daily or hourly rate, excluding on-costs
- **Administrative assistance:** on a daily or hourly basis, at appropriate and recognised salary costs at an hourly rate, excluding on-costs.
- **Research consumables:** examples include licenses for archival material or for software that are required for research to be carried out; printed brochures for dissemination events; tea, coffee, lunch for meetings etc.; postage, stationery and photocopying.
- Library fees, illustration permissions, copyright fees, photographic services.
- Assistance with publication costs (in the form of guarantee against loss or for illustrative material).
- Translation services and transcription of interviews.
- **Research-related travel:** reasonable expenses, using standard class fares (excluding first and business class travel), accommodation, subsistence, visa.
- Costs associated with disseminating results arising from the project – through publication or presentation at specialist conferences. Dissemination costs are **normally up to a maximum of 10% of the requested budget**.

Ineligible costs:

- Salary on-costs, that is, Health/National Insurance, Pension contributions
- Equipment and equipment-related costs.
- Event costs, that is, the costs of putting on the event; costs for attendance at events are eligible.

## REPORTING

Awardees are required to submit a final report by 21 July 2023, using the template provided by the RIA and RSE when the offer of an award is made. The report should:

- Outline the progress relative to the research programme and outputs indicated in the original application;
- Set out the main research objectives of the Grant and delivery against them;
- Provide a list of all outputs, e.g. publications produced (or in progress), conference presentations, collaborations, events etc.;
- Include a non-confidential executive summary;
- Provide a 3–5 minute video giving an accessible project summary.

## CHANGES TO THE PROJECT

The RIA and RSE must be consulted on, and informed of any significant changes to, the proposed project following approval of the application (e.g. change of institution). Failure to consult the RIA and RSE about proposed changes could result in funding being withdrawn.

If the project has to be cancelled for any reason, the RIA and RSE will seek reimbursement of any funds held by the host institution.

It will not be possible to carry forward unspent funds beyond the project end-date.

## PUBLICATIONS AND OTHER OUTPUTS

Any publications or other outputs arising from the research funded by the award would be expected to acknowledge the RIA and RSE's support.

**Royal Irish Academy:** You must also ensure that the ['Guidelines for acknowledging funding'](#) are followed including use of the [RIA logo as outlined](#).

**Royal Society of Edinburgh:** The RSE must be acknowledged in all reporting and associated presentations. Successful awardees will be provided with a document on 'acknowledgement of funding from the RSE'.

## ADDITIONAL CONDITIONS

If the awardee is found to be guilty of research misconduct or personal misconduct the RIA and RSE may withdraw the award. Please see the RSE website for the definitions of good conduct and misconduct.

If a material change in the applicant's circumstances should occur after submitting the application, details should be notified by email to the relevant contact point at the RSE or RIA.

All substantial changes to the initial budget must be approved by the RSE (or RIA).

By signing the application form and accepting the grant offer letter both the host institution and the applicant agree to be bound by the guidelines and terms and conditions upon acceptance of the award by the host Institution. Both the funders, the Royal Irish Academy and the Royal Society of Edinburgh shall be entitled to enforce these terms and conditions.

## PAYMENT OF GRANT AND REPORTING REQUIREMENTS:

### ROYAL IRISH ACADEMY

#### Applicable to RIA Awardees only

Those successful for this grant scheme will be notified of the outcome via email. Following this, the drawdown process for the grant will commence.

**Acceptance and payment one:** Successful applicants should email [grants@ria.ie](mailto:grants@ria.ie) confirming acceptance of the grant and all conditions.

Our Finance department will then make contact under separate cover to request the financial information required, including verification of tax clearance status. If an institution is administering the award on behalf of the grantee then we will require the bank details of the institution. 50% of the Grant (payment one) will be processed upon receipt of the documents listed above

Important: this required documentation should be submitted by **28 January 2023**, at the latest.

*Failure to submit your details to accounts will delay the grant drawdown.*

**Payment two:** the remaining 50% of the grant (payment two) will be released upon safe receipt of the following:

A detailed report, which will include a fully vouched and detailed statement of income and expenditure using the template available from [grants@ria.ie](mailto:grants@ria.ie).  
Submitted receipts for each expense incurred (Important: Only vouched expenses will be reimbursed).

Additional notes:

This award is subject to the travel and subsistence rates as set out by the Department of Public Expenditure and Reform. Please note that expenses listed as ineligible in the notes to applicants during the application process cannot be claimed.

It should be noted that the sum allocated is the maximum to be awarded and final amount will be based on vouched expenditure. You must submit ALL receipts as you will be required to return any unspent funds to the Academy. Please note that this specifically includes items for which there is no receipt attached.

The report form will be sent with your offer letter from the Royal Irish Academy

Deadline for submission of your report is 21 July 2023.

The report will include a lay summary of your project (maximum 200 words) and require relevant high quality image (300dpi), for inclusion on the Academy website and annual review. This summary should be written in plain English, free from jargon and at a reading level as found in a standard broadsheet newspaper. It should provide a concise overview of the project, main findings and impacts of the research.

## **PAYMENT OF GRANT AND REPORTING REQUIREMENTS: ROYAL SOCIETY OF EDINBURGH**

**Applicable to RSE Awardees only**

- It is your responsibility to fully discuss finance arrangements with your host institution to ensure they are aware of their responsibilities.
- The award is paid by the RIA or RSE to the host institution which will pay the awardees.
- Once the awardee has completed their project, they will be required to send in an invoice, statement of expenditure and final report. These forms must be submitted together [we cannot accept forms sent in separately]. Payment to the institution will be made in arrears in receipt of these three documents. It is the responsibility of the awardee and the Finance Team at the awardee's Institution to organise to have these documents sent in. Only once received can their award payment be processed. The RSE will provide a template for the final report.
- The statement of expenditure should detail the total amount received, actual spend and any outstanding balance to be returned to the RSE. The statement must be on headed paper and signed off by a senior member of the award finance team at the host institution.
- Payment will be subject to satisfactory performance and adherence to the Terms & Conditions governing the award. A percentage of payment may be withheld from the institution if the award holder fails to meet the requirements of the award described in the Terms & Conditions, including the meeting and reporting requirements below. In accepting this award, the Host Institution is expected to have in place policies covering misconduct together with procedures that would be applied should the award holder fail to abide by them. This award may be withdrawn should the awardee be found guilty of misconduct or unacceptable behaviour (both personal and work-related).
- The RSE can withdraw funding at any time if the terms and conditions or guidelines are not being completely adhered to and followed.