The R.J. Hunter Postdoctoral Fellowship Scheme 2016

Terms and Conditions

R.J. (Bob) Hunter was a highly respected historian of the Ulster plantation, who spent the bulk of his academic career teaching at the University of Ulster. His varied research interests included the role of the English settler in the Ulster plantation, the history of Ulster trade and migration from and to Britain and North America, the development of towns, and the cultural and intellectual history of Ulster from 1580 to 1660. Considering the breadth of these research ambitions, it is no surprise to find that, upon his untimely death in 2007, his private papers (now lodged in the Public Record Office of Northern Ireland) attest to a great body of unfinished research.

The R.J. Hunter Grants Scheme was established in 2015 using funding generously made available by his daughter, Ms Laura Hunter Houghton, through the Community Foundation for Northern Ireland.

For more information about the life and work of Bob Hunter please visit: http://www.therjhuntercollection.com.

Research Aims

The R.J. Hunter Postdoctoral Fellowship Scheme aims to build on his unique academic legacy by encouraging and promoting writing on the history of plantation and settlement in Ulster in the early modern period (c. 1550s-1750s) including patterns of migration from and to Britain and North America. The scheme also promotes cognate areas of research on early modern Ulster, including urban growth, local administration, social structure, religion, print culture, political interaction, trade, commerce and economy.

Overview

The Royal Irish Academy (RIA) now invites applications from suitably qualified applicants for the award of a two-year Postdoctoral Fellowship to develop and complete a new research project which will make a significant addition to knowledge in line with the stated research aims of the scheme. This can include the significant development of the original subject of the applicant’s doctorate, where appropriate. Completed projects must result in published outputs, through a variety of appropriate high-quality research outlets (e.g. monographs, peer-reviewed articles, edited volumes).

These Fellowships are available to researchers who have obtained their doctoral degrees within the seven-year period before the call deadline. The total value of the Fellowship will be up to a maximum of €45,895 in any approved year (maximum award - €91,790) to cover the fellow’s salary and employers contributions and associated research support expenses.1 Fellows, under the guidance of an Academic Mentor, must be affiliated with a recognised higher education institution (HEI) in Ireland or Northern Ireland for the entire period of the Fellowship.

All fellowships must start on 1 October 2016.

1 PRSI and pension contributions in the Republic of Ireland and equivalent NIC and pension contributions in Northern Ireland.
Eligibility

- Applications are open to all researchers who have obtained a PhD, from either an Irish or international institution within the seven year period before the 13 April 2016. The date of graduation will be taken into account or if the candidate has not yet graduated then they must have been certified as having fulfilled, within the seven-year period before the 13 April 2016, all the requirements for the award of a doctoral degree, including a viva/thesis defence where such is required. In the case of the latter, the original viva/thesis defence date and not the graduation date will be taken into account.
- Applicants must confirm they are not awaiting the outcome of a viva voce examination, nor awaiting the acceptance of any corrections required by the examiners.
- Applicants may only submit one application per grant round.
- Successful applicants must be affiliated with a recognised HEI in Ireland or Northern Ireland for the entire period of the Fellowship, and have secured the agreement of a senior researcher within the same institution to act as their Academic Mentor for the purposes of the scheme.
- An Academic Mentor is not permitted to support more than one Fellow at any given time.
- This scheme is open to candidates who may have already completed a post-doc, provided all other criteria is met.
- Only one application for the R.J. Hunter Fellowship Scheme per person is considered. Current grant holders of other RIA grants who meet the eligibility criteria are entitled to apply and are encouraged to do so.

Eligible Costs
The total value of the Fellowship will be up to a maximum of €45,895 in any approved year (maximum award - €91,790) and will consist of the following:

- An annual salary of €31,275 within the funding term.
- Employer’s PRSI contribution costs of €3,365 (10.75% of salary).
- Employer’s pension contribution, where applicable, of €6,255 (20% of salary).
- Eligible direct research support expenses (up to a maximum of €5,000 per annum) to include essential research supplies such as small consumables, archival research costs, access to appropriate research repositories or libraries, books and journals, conference travel and participation, specialist training, publishing and write up costs. Only vouched expenses incurred in actually carrying out the research during the funding term will be allowed under this heading.
- No portion of the Fellowship fund may be used to cover institutional overheads or any element that should be ascribed to institutional overheads.
- Subventions towards production or publication costs are not an eligible expense.
- While the award is made to an individual researcher the fund is to be administered through the appropriate office within the HEI.
Peer Review and Panel Membership

Through the network of Academy Members, multidisciplinary committee members and network of international contacts, the RIA is able to source the very best national and international peer-review panel from across a broad range of disciplines to ensure that all applications received are rigorously evaluated to the highest international standards.

An assessment sub-committee, chaired by the Academy’s President, and composed of Academy Members, and external experts will assess the applications received. Each assessor is required to read and score individual applications in advance of an overall panel meeting, at which the final decision on funding will be reached. The primary assessment criteria will be:

- The research background of the applicant
- The strength of the applicant in the area of proposed research
- The strength of the research proposal
- The potential contribution to the research aims of the R.J. Hunter Scheme

Conditions of the Fellowship

- Fellows must have obtained a PhD from either an Irish or international institution within the seven year period before the call deadline (viva voce must have been passed by the application deadline – documentary proof of this may be required).
- Fellows must not be employed as a permanent member of staff in an Irish HEI.
- Fellows from any country may hold an R.J. Hunter Postdoctoral Fellowship, but must maintain their principal residence on the island of Ireland for the duration of the Fellowship.
- Fellows must be affiliated with a recognised HEI in Ireland or Northern Ireland for the duration of the Fellowship. The Fellow must have a contract of employment with the affiliated HEI that covers the duration of the full funding term, or must enter into a contract of employment with the affiliated HEI for the full funding term upon receipt of the Fellowship.
- At the time of application a nominated Mentor must be identified and have accepted this position. This mentor will have responsibility for supporting and guiding the Fellow. This Academic Mentor would normally be a Principal Investigator, or other suitably qualified person.
- Fellows must maintain an actual presence within their respective department/school in their host institution during their Fellowship and must be resident within a reasonable travelling distance of the host institution.
- Should the Fellow wish to spend a length of time away from their HEI for research related activities prior permission must be sought and written approval received from the RIA.
- The Fellow and the Academic Mentor must maintain regular contact.
- It is the responsibility of the Academic Mentor to ensure that if the Fellow leaves the host institution, or is not devoting sufficient time or effort to the Fellowship, that the RIA is informed immediately.
- Duties that fall outside of the Fellowship such as teaching duties, supervision, education provision, support activities etc are permitted provided the Fellow provides the RIA with a written statement of support from their Academic Mentor and obtains prior written permission from the RIA. This is dependent on the work not being excessive (does not exceed a total of 50 hours per academic term) and does not prevent researchers from
carrying out their research activities. The RIA does not make any claim to intellectual property arising from the Fellowship.

- All Fellows must lodge their publications and other research outputs, resulting in whole or in part from RIA funded research, in an Open Access repository and should make such publications publicly discoverable, openly accessible and re-usable as soon as is possible.
- The RIA may require the Fellow to attend such events or meetings as arranged by the RIA.

Financial and Reporting Arrangements

- Subject to the compliance of the Fellow, Academic Mentor and the host institution with these terms and conditions and to the receipt by the Academy of satisfactory progress reports, the Fellowship will be paid to the host institution, quarterly in advance, beginning with the first instalment after the Fellowship commences.
- All amounts payable in respect of the R.J. Hunter Postdoctoral Fellowship are made directly to the host institution. Monies will not be paid directly to the Fellow.
- The host institution will then coordinate the payment of the award to the Fellow. It is the responsibility of the Fellow to contact the relevant Research Office (or equivalent) within the host institution.
- No portion of the Fellowship funding may be used by the host institution to cover overhead or administrative costs.
- The host institution is responsible for accountable and proper use of the Fellowship Fund.
- The RIA reserves the right to ask for confirmation from External Auditors of the host institution for the following:
  - that the annual accounts of the host institution are up to date and been approved by the auditors without qualification;
  - that the management letter from the auditors raised no matters that could affect the administration of the Fellowship;
  - that monies received under the terms of the Fellowship have been used for the purpose for which they were awarded.
- The Fellow will be required to complete a comprehensive report annually, with a shorter reported submitted midway through the year. Templates for these reports will be provided to the Fellow.
- It is the responsibility of the Fellow to make sure that all progress reports are submitted on time. The timely submission of these reports is a condition of the continuation of the Fellowship.
- These reports must be accompanied by a confidential evaluation of the progress of the Fellowship by the Academic Mentor.
- If the RIA receives an unsatisfactory progress report or evaluation, the Fellow will be informed and invited to resubmit a revised report. The RIA reserves the right to convene a review committee to evaluate the Fellowship to date. Subject to the report of the review committee, the RIA may suspend or terminate the Fellowship where it deems necessary.
- The Fellowship may be subject to an external research audit and financial audit.
- All expenditure under the Fellowship is subject to RIA scrutiny. Expenses must be vouched and in line with Department of Finance guidelines.
- Any unspent funds must be returned to the RIA following the completion of the Fellowship.
Research Ethics
The RIA requires the research it funds to be conducted in an ethical manner. It 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.

- The Host HEI must have in place clear ethical guidelines and assurance procedures designed to manage research under its direction.

- Where a Fellow’s research proposal requires approval by the University Ethics Committee, or the equivalent body in her/his Host HEI, written evidence of such ethical approval is required by the Academy prior to commencing those research activities that require ethical approval.

- Fellows should adhere to the recognised ethical practices and fundamental ethical principles appropriate to their discipline(s) and their host HEI.

Research Integrity
The host institution must ensure the highest quality of research conduct is maintained. The host institution must ensure that systems are in place to manage research misconduct (e.g., plagiarism, falsification of data, improper data selection). The systems must be clearly publicised, together with agreed procedures for investigating allegations of research misconduct.

Deferral and Termination
Fellowships may not be deferred, other than for eligible career breaks (e.g., maternity or parental leave) or in exceptional circumstances (e.g., illness). The decision is at the discretion of the RIA, whose decision on the matter will be final.

Where there is an agreed suspension of the Fellowship, the RIA can consider a Fellows’ request for a no-cost extension beyond the life of the funding term.

The RIA recognises that for personal, professional or other reasons, a Fellow may wish to terminate his/her Fellowship prematurely. This action should not be taken without prior consultation with the RIA.

Should a Fellow be unable for any reason (including medical reasons) to pursue his/her project in accordance with these terms and conditions, the Fellow and Academic Mentor, must inform the RIA as soon as possible, and no later than two weeks of such a situation coming to his/her attention. In such situations the RIA will have regard to the usual conventions of the host institution. However, given the basis on which Fellowships are awarded, the RIA reserves the right to withdraw or suspend the Fellowship.

Where the Fellow intends to prematurely terminate the Fellowship, the RIA will require evidence of research progress to the date of departure. In the event that the RIA deems the Fellow’s progress
to be inadequate, the RIA may pursue the Fellow or the host institution, or both, for reimbursement of the amounts expended.

If the Fellow terminates the Fellowship the RIA is not responsible for continuing to pay funds to the host institution. The RIA may seek to recover some or all of the funds allocated or used.

The RIA reserves the right to suspend or terminate the Fellowship and/or require reimbursement by the host institution, as the recipient of the Fellowship fund, of some or all of the payments which have been made to the Fellow, if, in the opinion of the RIA, there has been a material breach of the terms and conditions as outlined in this document.