

FAQs_ All Programmes (including annual fully funded call)

Eligibility

Q. Who can apply for the PhD/Research Masters CoFund Scholarship Programme **Rolling Call**

A: Project Option 1: SETU CoFund PhD: The applications are made by, at minimum, a Principal Investigator (PI) who is a member of staff with a PhD qualification. A supervisory team may apply as long as one member is nominated as PI. The following conditions apply:

- If a PI is on a temporary contract, a co-supervisor who has a contract of employment for the duration of the award is required to be named on the application.
- If the application is made by a PI who has not yet supervised a PhD student to completion, a co-supervisor who has brought a PhD student to successful completion must also be required to be named on the application form.

In all instances, supervisory arrangements must comply with the [Code of Practice](#) and the [Postgraduate Regulations](#)

A: Project Option 2: Co-Fund Research Masters: The applications are made by, at minimum, a Principal Investigator (PI) who is a member of staff with a Research Masters qualification. A supervisory team may apply as long as one member is nominated as PI. The following conditions apply:

- If a PI is on a temporary contract, a co-supervisor who has a contract of employment for the duration of the award is required to be named on the application.
- If the application is made by a PI who has not yet supervised a Research Masters student to completion, a co-supervisor who has brought a Research Masters student to successful completion must also be required to be named on the application form.

In all instances, supervisory arrangements must comply with the [Code of Practice](#) and the [Postgraduate Regulations](#)

Q. Can I submit an application to the scheme if I do not submit an expression of interest to the RSU?

A. No. In order to set up the external evaluation panel of experts, it is imperative that the RSU knows how many applications will be submitted and the thematic areas involved.

Q. Can I use this funding to fund my own PhD?

A. No, applications must be submitted by a member of staff who has a PhD. If successful, the position must be advertised and students recruited through the normal recruitment procedures.

Q. I am a postgraduate student or I would like to be a postgraduate student at SETU, I would like to apply for a SETU PhD and PhD/Research Masters CoFund Scholarship Programme, How do I apply?

A. This scheme is open to PhD/Research Masters Supervisors to apply for a scholarship. If successful, scholarships will be advertised and selection of the PhD candidate will be by interview, as per the OTMR policy.

Q. If a project is successful, can a SETU staff member ultimately be awarded the scholarship under this scheme?

A. Yes, following standard recruitment processes a staff member could be awarded a scholarship subject to normal secondment arrangement, e.g., a career break for a two/four-year period (depending on the project option applied for).

Q. I have never supervised a PhD student before am I eligible to apply as Principal Investigator?

A. Yes, however, according to the [Code of Practice](#) and the Postgraduate [Regulations](#) a co-supervisor who has supervised a student to completion should also be named on the application form.

Q. I have never supervised a Research Masters student before am I eligible to apply as Principal Investigator?

A. Yes, however, according to the [Code of Practice](#) and the Postgraduate [Regulations](#) a co-supervisor who has supervised a student to completion should also be named on the application form.

Q. I intend to submit two applications to this Scheme one as “Principal Investigator” and one as “co-supervisor”. Is this allowed?

A. Yes, one application per Principal Investigator is permitted. However, you can also be named as co-supervisor on two additional applications. All other terms and conditions must be adhered to, including the [Code of Practice](#) and the Postgraduate [Regulations](#)

Q. How many PhD Scholarship awards can I apply for?

A. One application per Principal Investigator, however, you can also be named as co-supervisor on two additional applications. The definition of lead and co-supervisor is covered in the [Code of Practice](#) and the Postgraduate [Regulations](#).

Q. I was successful in a previous round of the SETU PhD Scholarship or CoFund Programme as a lead applicant/Principal Investigator. Can I apply to this rolling call?

A. Yes, you may apply in this call under Option 1 or Option 2 of this call so long as your HOD agrees.

Q. I do not intend to submit an application as a PI to this Scheme. How many applications can I be involved in as a member of the supervisory team?

A. If you are not submitting an application as a Principal Investigator, you may be named on **three** other applications as a member of the supervisory team, i.e. co-supervisor.

Q. How many people can be involved in the supervisory team?

A. For the purposes of a SETU PhD/Research Masters CoFund Programme application process, you may name up to three people (including the PI) as members of the supervisory team. Again, please note that supervisory arrangements must comply with the [Code of Practice](#) and the Postgraduate [Regulations](#)

Q. If a project is successful, can an international student apply?

A. Yes, the award will cover all fees. Under the SETU Scholarship programme the fees applicable for national and international students is €5,750 with no excess.

Q. What is the duration of a SETU PhD CoFund Scholarship?

A. The maximum funding duration of a SETU PhD CoFund funded Scholarship is 48 months.

Q. What is the duration of a SETU Research Masters CoFund Scholarship?

A. The maximum funding duration of a SETU Research Masters CoFund Scholarship is 24 months.

Q. I have only co-supervised one student to completion so am I considered an ‘experienced’ supervisor?

A. In terms of level of experience, we have added an additional category in 2019 to take into consideration those supervisors who are at early-career stage with regard to supervision. The four categories are as follows for both project options:

Option 1, PhD Project	Option 2, Research Masters Project
A. Principal Investigator who does not yet have experience of bringing a PhD student through to the assessment and awards stage (i.e. Completion)	Principal Investigator who does not yet have experience of bringing a Research Masters student through to the assessment and awards stage (i.e. completion)
B. Principal Investigator with some PhD supervisory experience (having graduated at least one and no more than 5 PhD students)	Principal Investigator with some Research Masters supervisory experience (having graduated at least one and no more than 5 Research Masters students)
C. Principal Investigator with significant PhD supervisory experience (having graduated more than 5 PhD students)	Principal Investigator with significant Research Masters supervisory experience (having graduated more than 5 Research Masters students)
D. Principal Investigator where a member of the supervisory team is a new supervisor (i.e. no prior supervisory experience)	Principal Investigator where a member of the supervisory team is a new supervisor (i.e. no prior supervisory experience)

Q. The documentation states that applications are encouraged and will be considered favourably from new supervisors. What does this mean?

A. Ideally, we would like all applications to the programme to include new supervisors. However, the excellence of the proposal is the primary consideration. Thus, in the event that two applications are evaluated at the same level and only one will be funded, preference will be given to the application that features a new supervisor.

Q. I am based in one school but wish to submit an application under another school, is this possible?

A. Once this has been signed off by the Head of Department where the PhD student will be based, the Research Office will support this.

Application Process

Q. Who actually submits the application?

A. Applications should be submitted electronically by the Principal Investigator to research.wd@SETU.ie. The subject line should include the applicant's name and the name of the programme for which you are applying;

Option 1: SETU CoFund PhD **(Enterprise Partner contribution required)*

Option 2: SETU CoFund Research Masters **(Enterprise Partner contribution required)*

Or

Under the annual call for a fully funded PhD (typically opens in Q1 for a student intake in September of that year)

Q. How long should the application be?

A. The upper limit is 11 pages excluding appendices and declaration sheet. The supervisor sheet may be duplicated to provide co-supervisor's details. Supervisors' profiles must not exceed three pages (each). The panel will not consider project submissions which exceed the stated page limit or do not use the template provided.

Q. What exactly is an "electronic copy" for the purpose of the application?

A. A copy of the complete application form must be emailed to research.wd@SETU.ie. Note that, for ease of processing, your entire application form should be sent in one MS word or .pdf file. It should include all relevant signatures.

Q. Are electronic signatures acceptable in the event that it is not possible to get an original signature?

A. Yes.

Application Form

Q. Is it beneficial to have industry partners as collaborators on the proposal to demonstrate the feasibility of an innovative idea for commercial benefit?

A. Yes, for the SETU Co-Fund PhD Programme & Research Masters CoFund (options 1& 2) applicants are required to have an **enterprise mentor** as part of the supervisory team. The evaluation will take into consideration the expected impact of the research and external collaborations of benefit to the candidates learning experience.

Q. Does the project require ethical approval prior to submission?

A. No. However, in cases where projects require relevant institutional ethical approval, written evidence of such ethical approval will need to be obtained and available for examination by the Office of Research, Innovation and Graduate Studies within **six months** of the commencement date. All approvals should be logged on [Pure](#) against the award.

Q. If there is an area of the application that does not apply to me should I leave it blank or place N/A in every single box that does not apply to me?

A. N/A, unless otherwise indicated (e.g. some section state to delete rows, as applicable).

Q. Can the 'notes' at the top of Page One of the application form be removed (so that the project title box appears at the top of the page)?

A. Yes. The notes are for guidance as you complete the form, however, they can be deleted before you submit your completed application.

Q. Should a supervisor profile be completed for a co-supervisor?

A. Yes, supervisor profiles should be completed by all members of the supervisory team regardless of whether they are lead supervisor or co-supervisor.

Evaluation and Results

Q. Will evaluators be required to sign a non-disclosure form?

A. Yes. All members of the evaluation panels will be required to sign a non-disclosure and declaration of conflict of interest form in advance.

Q. When will the scholarships be awarded?

A. For the rolling call Notification of the outcome of the evaluation of applications will be as soon as possible subject to funding availability. For the annual call – see call Terms and Conditions for proposed schedule.

Q. What is the time frame expected for the review process? When could an approved project be expected to begin?

A. Again, for the rolling call, the results will be announced by as soon as external evaluators have returned their reviews. For the annual call – see call Terms and Conditions for proposed schedule.

Q. Who will review the SETU PhD Scholarship proposals?

A. Applications will be reviewed by an external panel of experts. Typically 2 domain experts per application.

Q. Will there be feedback on unsuccessful applications?

A. Yes.

Funding

Q. I have some funding from another source for a project. Can I use this award in whatever way I see fit?

A. No. This scholarship is for an annual stipend of €18,500 per annum. A budget of €3,000 annually will be allocated to cover materials consumables and travel costs. In addition, an allowance of €5,750 per annum will be awarded to cover postgraduate tuition fees. Scholarship holders cannot be in receipt of another grant (with the exception of Student Grant Scheme) for these PhD/Research Masters projects.

***please refer to each Call T&C's as programme rates may be subject to change.**

Q. How much is the SETU PhD/Research Masters Scholarship be worth?

A. The Scholarship is valued at €21,500 per annum plus fees (€5,750). ***please refer to each Call T&C's as programme rates may be subject to change.**

Q. Can I fund a part-time student?

A. No. This scheme is only for full-time students.

Q. Can the successful student engage in additional duties such as teaching, tutoring?

A. Where additional work is undertaken it must be relevant to your programme of research, e.g. teaching, tutoring and/or demonstration work, and **must not exceed 50 hours per academic term**. Additional duties should be approved by your HOD. Each approving department must ensure that additional duties such as teaching, tutoring and/or demonstration work is **appropriately remunerated**, and such duties must contribute to the professional development of the graduate student. It is advised where possible to avoid doing additional duties that may have a potential impact upon your research and **satisfactory academic progress**. Should you undertake additional duties outside of your programme of research this cannot be considered a mitigating factor should you fail to make **satisfactory academic progress**. It is a condition of the scholarship that you do not take any offer of **employment** during the normal working hours of the University, without the written approval of the Head of Department and your supervision panel.

Q. If successful, can a supervisor use some of the research costs towards their own travel, training or other project-related expenses?

A. No. Please note the **SETU PhD or PhD/Research Masters CoFund Scholarship Programmes** supports expenses to enable the Scholar to carry out the research project, including essential research supplies such as small consumables; books and journals; pay as you go access to national research infrastructure; software and hardware critical for the research; conference travel and participation; generic and/or specialist disciplinary skills training; publishing and write-up costs. This Award is made to the individual Scholar - no funds provided by the Institution as part of the **SETU PhD or PhD/Research Masters CoFund Scholarship Programmes** may be used by project supervisors to cover any expenses incurred by the supervisor such as travel or training. As part of the professional development of Scholars, the Institute encourages the dissemination of research output(s). Therefore, any expenses costed to the project should only relate to those incurred by the Scholar.