

Call Terms & Conditions

1. General note

The Office of Research, Innovation and Graduate Studies now invites applications from **academic and research staff members** interested in supervising PhD/Research Masters students to be funded under the **SETU PhD/Research Masters Co-Fund Scholarship Programme**. The overall purpose of this scholarship programme is to:

- Promote high quality research in line with SETU's strategic objectives and the provision of research and development training for highly skilled graduates leading to the award of a PhD/Research Masters; and
- Support the increase in PhD numbers at SETU, in line with national priorities.
- To link excellent researchers to enterprise, bringing research ideas into an enterprise partner.

Applications from supervisory teams involving new supervisors are particularly welcome and will be reviewed favourably in line with the evaluation criteria and scoring, in order to continue to expand the research supervisory capacity of the Institute. In such cases, supervisory arrangements must comply with the [Code of Practice](#) and the Postgraduate [Regulations](#)

In addition, applications relating to UN Global Goals are particularly welcome and will be reviewed favourably in line with the evaluation criteria and scoring, in order to continue to expand the research capacity of the Institute in this area and ensure our research is impactful at a societal level.

2. Human Resource Strategy for Researchers

In line with the European Principles of the Human Resource Strategy for Researchers, SETU makes every effort to align PhD/Research Masters education with the needs of Career Researchers. SETU holds the HR Excellence in Research award from the European Commission in recognition of the Institution's on-going commitment to provide an attractive, supportive and stimulating environment in which to carry out research. SETU is well placed to implement the HRS4Rs Action Plan following recent developments in its supports for postgraduate researchers in the University including the establishment of the SETU's PhD and Research Masters CoFund Scholarship programme.

3. Scholarships Structure

The SETU PhD and CoFund (PhD/Research Masters) Scholarships are awarded on a competitive basis and research proposals must be aligned with the Institution's and relevant School/Faculty prioritised research areas.

For **Co-funded PhD** projects €109,000 over a four-year period will be awarded (50% contributed by SETU Waterford and 50% contributed by the Enterprise Partner), subject to satisfactory progress assessed through successful completion of the annual progress monitoring process outlined in the [Code of Practice](#) and the Postgraduate [Regulations](#). This award is broken into annual stipend of €18,500 per annum. A

budget of €3,000 annually will be allocated to cover materials consumables and travel costs. Postgraduate tuition fees are also covered under the scholarship to a maximum value of €5750 per year.

For **Co-funded Research Masters** projects, €54,500 over a two-year period will be awarded (50% contributed by SETU Waterford and 50% contributed by the Enterprise Partner), subject to satisfactory progress assessed through successful completion of the annual progress monitoring process outlined in the [Code of Practice and the Postgraduate Regulations](#). This award is broken into annual stipend of €18,500 per annum. A budget of €3,000 annually will be allocated to cover materials consumables and travel costs. Postgraduate tuition fees are also covered under the scholarship to a maximum value of €5750 per year. to a maximum value of €5750 per year.

Completed application forms must be signed by the Principal Investigator (PI)¹ and all other members of the supervisory team (where applicable), and head of department.

There are two options for applicants under this rolling call

Option 1: SETU Co-Fund PhD

Option 2: SETU Co-Fund Research Masters

3.1 The aim of the SETU PhD and Research Masters CoFund Scholarship Programme is to link with an Enterprise Partner to award co-funded postgraduate scholarships to highly promising researchers.

3.2 The Enterprise Partner contribution will consist of one half of the total value of the scholarship up to a minimum contribution of **€13,625** per annum. This forms part of the scholarship and is not in addition to the scholarship.

3.3 SETU will issue the first invoice to the Enterprise Partner for payment of this contribution once the selected student had registered onto the scholarship and subsequent invoices will be issued annually over the lifetime of the scholarship. The Enterprise Partner's contribution will be paid to SETU by electronic funds transfer within thirty days of receipt of invoice.

3.4 The Enterprise Partner must provide a **Letter of Support** with the application form, confirming their Enterprise's mentorship and financial support for the duration of the scholarship.

3.5 Eligible Enterprise Partners may be based anywhere in the world and include: an established business/company (including SMEs and MNCs), a registered charity, a social, cultural or not-for-profit or non-governmental organisation, a semi-state commercial organisation, a Government Department, statutory agency or a Research Performing Organisation (RPO) that will CoFund the researcher for the duration of the award.

3.6 SETU recognises that a Scholar may benefit from spending part of the duration of the Scholarship away from SETU. Such periods may involve: **attending courses** which are relevant to the Scholar's training. SETU will not normally sanction such courses longer than one academic term in duration and

¹ The Principal Investigator is the lead applicant and person who will be awarded funding under the **SETU PhD/Research Masters Co-Fund Scholarship Programme**

will **not be liable for paying any additional fees or expenses associated with such courses**; spending a part of the academic year engaged in research in Ireland or abroad in an organisation other than SETU; spending an agreed time on an Enterprise Partner placement component of the Scholarship. (**Details of which should be provided in the Enterprise Partners' letter of support**).

3.7 Where feasible and appropriate, the **Enterprise Partner is encouraged to provide a placement period for the Scholar at its facilities. This will be agreed with SETU and the Academic Supervisor before the Scholarship commences.**

3.8 The Enterprise Partner will **nominate an Enterprise Mentor to work with the Scholar and her/his Academic Supervisor, to** offer advice and to create a link with the Enterprise Partner's activities. Contact should be maintained between the Enterprise Mentor and the Scholar throughout the duration of the Scholarship.

3.9 The Enterprise Mentor must also contribute to the development of the scholar's training and career development plan.

4. Eligibility & Scope

4.1 The **SETU PhD/Research Masters Co-Fund Scholarship Programme** is open to applications from all academic or research staff from all Schools within SETU, however;

- i. Principal Investigators applying under **Option 1: SETU CoFund PhD** projects must be full-time or contract academic or research staff, with a PhD, whose contract extends for the duration of the project. If a Principal Investigator does not have a contract for the duration of the project, they should ensure that adequate supervisory arrangements are in place. The PI can only act as a Primary Supervisor if they have a contract over 48 months in duration, if not they can be a co-supervisor and PI. They will need to add a Primary Supervisor with a contract of duration.
- ii. Principal Investigators applying under **Option 2: SETU CoFund Research Masters** projects must be full-time or contract academic or research staff, with a Research Masters, whose contract extends for the duration of the project. If a Principal Investigator does not have a contract for the duration of the project, they should ensure that adequate primary supervisory arrangements are in place (as above).
- iii. If you are applying under Category A or Category D (for either project- *see application form for category list*), you must ensure you include a co-supervisor on your supervisory team, who has experience of bringing a PhD/Research Masters student through to the assessment and awards stage relevant to the project you are applying for.
- iv. Principal Investigators will act as the lead supervisor for the project.
- v. One application per Principal Investigator is permitted; however, they can also be named as a co-supervisor on two additional applications.
- vi. A staff member who is not applying as Principal Investigator may be a named member of the supervisory team on a maximum of three applications.
- vii. If the awarded Principal Investigator as indicated in the original approved application decides to take a leave of absence from the Institute, it is possible to apply for a 12-month deferral.

- viii. Awards are not transferrable between staff, except in the instance where the co-supervisor was named on the funding proposal and it is proposed that that co-supervisor takes over the project. However, if the co-supervisor is a Lead Applicant on a successful application under the same call they are ineligible to take over as Lead Supervisor.
 - ix. If the Principal Investigator leaves the institute prior to the letter of offer being issued to the student the project will be withdrawn, unless point (vii) above can be met. If the letter of offer has been issued to the student the awarded school must ensure a supervisory team is in place.
- 4.2** Joint, collaborative submissions from Schools or Departments are welcome and encouraged.
 - 4.3** Applicants, in conjunction with their relevant Head of Department, must ensure that their School/faculty is authorised to award a PhD/Research Masters in the area proposed in the application.
 - 4.4** Awards are made subject to funding being available and SETU reserves the right not to award any or all scholarships.

5. Application Process

**Please note application forms are available on [online](#)

As this is a Rolling call Expressions of interest (EOI) can be completed [online](#) any time. Completed application forms will be assigned to evaluation panels based on the categories selected on the EOI. All applicants **must** submit an EOI in order to be considered for full applications **Please visit [here](#)**

Full applications should be submitted using the **SETU PhD and PhD/Research Masters CoFund Scholarship Programme application form**. Application Forms will be available for download [online](#). The **upper limit is 11 pages** excluding appendices (supervisor profiles, reference list and letters of support from the Enterprise Partner) and declaration sheet. The supervisor sheet may be duplicated to provide co-supervisor details, where applicable. Supervisor profiles must not exceed three pages.

The evaluation panel **will not** consider project submissions which exceed the stated page limits and word counts, or those which do not use the application form template provided.

Full applications should be received by the Research Office, via research.wd@setu.ie **within 3 weeks of acceptance of your EOI.**

An electronic copy of the completed application form (using template provided) with relevant signatures is required. Email subject line should include the applicant's name, followed by the name of the scholarship programme which you are applying for:

Option 1: SETU CoFund PhD

Option 2: SETU CoFund Research Masters

An Application will not be accepted if:

- An EOI has not been submitted.
- If the application is received after the agreed date.
- If the application exceeds the specified word count and page limit (i.e. completed application form, excluding appendices and declaration sheet, exceeds 11 pages; and/or supervisor profiles exceed three pages each) and/or are not completed on the template provided.
- The application has not been pre-screened and **endorsed by the relevant Head of Department.**

6. Evaluation Criteria & Scoring

Each proposal will be scored out of 100 on five criteria (outlined below). Applicants must achieve a minimum threshold of 75% of the total marks available and at least 50% of the available marks for each criterion. Proposals which meet this threshold will then be ranked and scholarships awarded on the basis of the overall scores.

Applications will be evaluated by one of a number of independent evaluation panels. The number of panels will be decided once expressions of interest have been received. Applications from supervisory teams including new supervisors will be assessed favourably.

SETU is a signatory to the San Francisco Declaration of Research Assessment (DORA). As such, SETU is aligning its review and evaluation processes with DORA principles. To this end, all types of research output are recognised by SETU and we are committed to assessing the quality and impact of research through means other than journal impact factors. SETU has developed a DORA-compliant CV template to assist with compliance to DORA principles as part of the main application form. Furthermore, in the spirit of supporting open research and as a signatory of Plan S, SETU will positively consider where there is a commitment to making data and other types of research open and accessible.

6.1 Quality of the proposal (30 marks) Application ref_ Section 1_

- Clarity and coherence of the proposed topic, including the aims and objectives of the project, the key questions and proposed outcomes.
- Quality and appropriateness of methodological approach.
- Feasibility and credibility of the proposed research plan in the proposed time period.
- Clarity of the work programme.
- Originality and innovative nature.
- Clarity of plans to acquire new knowledge and skills to achieve research aims.
- Suitability of the proposed research project for the award of a PhD/Research Masters depending on category chosen.

6.2 Training & career development plan (15 marks) Application ref_ Section 2

- Training to be provided to the student within SETU and by external collaborators.

6.3 Dissemination, Communication and Impact (15 marks) Application ref_ Section 3

- Contribution to Irish, European and international research excellence.

- Quality of plans for dissemination (to scientific audiences) and communication (to non-expert groups) including relevant activities to external stakeholders.
- Potential for long-term sustainability and future plans.

6.4 Relevance to the research strategy of the Institute, School or Department (10 marks) Application ref_ Section 4

- Clarity on the relevance to research and teaching strategies of the Institute/School.
- To include the quality of the research environment and support available from the School/Department.

6.5 Experience of supervisor(s) in the relevant area (30 marks) Application ref_ Section 5

Please note as a Signatory of DORA² SETU recognises a variety of research outputs in addition to research articles, including data, research material, databases, audio/video products, and more. Please ensure to describe the impact of your most important research outputs and how you specifically contributed to each one. Please see the revised CV template in the main Application form.

- Match between the project and the supervisor(s)'s areas of expertise.
- Academic and professional distinction of the supervisor(s).
- Record of the supervisor and/or supervisory team in bringing students to successful completion of a research degree.
- Supervisor(s) research track record (e.g. funding, publications, collaborations and awards) to date.
- The involvement of new Supervisors as part of the research supervisory team.
- Links with other academic research centres, industry or other external collaborators which may benefit the PhD/Research Masters candidate's learning experience.
- The appropriateness and suitability of the research environment to carry out the proposed research.

7. Duration of project

The maximum funding duration of a project is **48 months for option 1 PhD** and 24 months for option 2 Research Masters.

8. Recruitment of Postgraduate Students

8.1 Applicants will be recruited by advertisement, in line with SETU's recruitment policies and procedures, to ensure an open and transparent recruitment process. Visit [here](#)

8.2 Applicants will be short-listed and interviewed, in line with the guides outlined by RSU, email pgfundedsetup@setu.ie and the SETU Waterford [Code of Practice](#) and the Postgraduate Regulations..

² The [Declaration on Research Assessment \(DORA\)](#) has been a beacon illuminating the problems due to the excessive attention paid to journal metrics and pointing the way to improvements that can be made by all stakeholders involved in evaluating academic research and scholarship.

8.3 Selection of students must follow SETU's [Code of Practice](#) and the Postgraduate [Regulations](#) Guidance is also provided by the RSU's staff officer (pgfundedsetup.wd@setu.ie).

8.4 Applicants whose first language is not English must demonstrate on application that they meet SETU's English language requirements and provide all necessary documentation. Page 7 of the Code of Practice, demonstrates the requirement that will be in place 01.09.2023 in a tabular format.

8.5 Applicants who are registered at another Higher Education Institution cannot be offered a scholarship at SETU until they provide evidence that they have completed their studies at the other Institution.

9. General Conditions of Funding

9.1 The decision of the evaluation panel is final.

9.2 A project should be commenced within **six months** from the date the scholarship offer is made.

9.3 Awards are typically not transferable however, in mitigating circumstances a case may be made to the Office of Research, Innovation and Graduate Studies.

9.4 Principal investigators should make clear in their proposals if they plan to take leave of absence from the Institute for any period greater than three months during the course of the proposed research.

9.5 A condition of a project's funding is that an annual report is submitted to the VP of Research, Innovation and Graduate Studies, and the relevant Head of School and Head of Department.

9.6 In the event of a scholar securing a national scholarship, the Institute reserves the right to withdraw funding.

9.7 The successful scholar is **required to apply at least once to the Irish Research Council under the appropriate programme (Enterprise Partnership Programme/Employment based programme or the Government of Ireland Postgraduate Programme)**. The National Research Programmes Officer in the RSU can advise. In the case of Option 2 the Research masters the scholar can be excused from making an application. We note that for a Masters by Research Scholar it may not be feasible within the timeframe to make an application to the IRC. For our Masters Scholars, participating in any such applications and competition should only be undertaken if it does not jeopardize the progress on the core research project plan.

9.8 As per IP Policy any intellectual property arising from the research undertaken shall become the property of the Institute.

9.9 See the SETU PhD and PhD/Research Masters CoFund Programme **Post Award Terms and Conditions** document for information on the post award terms and conditions of the scholarship (available via email to research.wd@setu.ie).

9.10 The scholarship will be awarded on the basis of the veracity of the information provided.

9.11 All PhD/MSc students must be officially enrolled and registered on the relevant programme and have been approved at SETU Research Committee (RC) in place in order to receive a stipend under the fund if awarded. Further guidance and forms will be given on this post award to successful awardees.

10. Knowledge Transfer for PhD/Research Masters CoFund Programme

10.1 SETU encourages the commercialisation of research output as outlined in *Ireland's National IP Protocol 2019 (Knowledge Transfer Ireland, 2019)*³.

10.2 In line with the National Policy, foreground Intellectual Property (IP) generated will be owned by SETU. In exceptional circumstances preferential terms for the Enterprise Partner may be negotiated if SETU is of the view that the interest of Ireland is best advanced through the utilisation of this option.

10.3 A Research Agreement (including reference to intellectual property rights and confidentiality) must be in place between the Principal Investigator, SETU and the Enterprise Partner before the Scholarship can commence. The terms of any such agreement must not conflict with those outlined in this document.

10.4 The Enterprise Partner and SETU must establish rules and procedures for protecting and managing any intellectual property arising during the Scholarship. These rules and procedures must be in accordance with national guidelines.

10.5 SETU requires that background IP is captured clearly by SETU and the Enterprise Partner prior to initiation of the project, so that there is clarity on who has access to background IP and declarations made on basis of same. Good practice through the maintenance of notebooks and records must be adhered to.

³ <https://www.knowledgetransferireland.com/Reports-Publications/Ireland-s-National-IP-Protocol-2019-.pdf>