

## SETU PHD SCHOLARSHIP PROGRAMME \_Call Terms & Conditions

Date: Updated 10/03/23 \*updates in yellow highlight

### 1. General note

The Office of Research, Innovation and Graduate Studies invite applications from **academic and research staff members** from all campuses (Waterford, Carlow and Wexford) interested in supervising PhD students to be funded under the **SETU PHD SCHOLARSHIP PROGRAMME 2023**. A maximum of **30 scholarships** will be funded. The overall purpose of this scholarship programme is to:

- Promote high quality, innovative research and the provision of research and development training for highly skilled graduates leading to the award of a PhD; and
- Support the increase in PhD numbers at SETU, in line with national priorities.

Project applications from supervisory teams involving **new supervisors (categories A and D)** 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 University. In such cases, supervisory arrangements must comply with SETU's [Code of Practice](#) and the Postgraduate [Regulations](#). To this end we will be ringfencing 20% of our overall funding for applications from projects led by new principal supervisors. This 20% equates to 6 funded scholarships out of **30 available** under this specific call.

Application Categories: **Applicant categories for a PhD Project** under this scheme

a.	<b>Principal Investigator who does not yet have experience of bringing a PhD student through to the assessment and awards stage (i.e. completion)</b>
b.	<b>Principal Investigator with some PhD supervisory experience (having graduated at least one and no more than 5 PhD students)</b>
c.	<b>Principal Investigator with significant PhD supervisory experience (having graduated more than 5 PhD students)</b>
d.	<b>Principal Investigator who is a new supervisor (i.e., no prior supervisory experience of supervising a Ph.D. Candidate)</b>

In addition, applications addressing **UN Sustainable Development Goals** are particularly welcome and will be reviewed favourably in line with the evaluation criteria and scoring, in order to continue to ensure our research is impactful at a societal level.

### 2. Human Resource Strategy for Researchers at SETU

In line with the European Principles of the Human Resource Strategy for Researchers, SETU makes every effort to align PhD education with the needs of Career Researchers. SETU holds the HR Excellence in Research award from the European Commission, in recognition of the University'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 SETU PhD's.

### **3. Scholarships Structure**

The SETU PhD Scholarships are awarded on a competitive basis and research proposals must be aligned with the University's and relevant School's prioritised research areas.

PhD projects ranging from €105,000 to €€109,000 in total, will be awarded over a four-year period. This includes €18,500 student stipends, and €2,000 research expenses per annum with an additional €1,000 for lab-based projects where justified. Postgraduate tuition fees are also covered under the scholarship to a maximum value of €5750 per year. All awards are subject to satisfactory progress assessed through successful completion of the annual progress monitoring process outlined in the [Code of Practice](#) and the Postgraduate [Regulations](#).

**Completed application forms must be signed by the Principal Investigator (PI)<sup>1</sup> and all other members of the supervisory team (where applicable), and Head of Department/Faculty.**

### **4. Eligibility & Scope**

**4.1 The SETU PhD Scholarship Programme** is open to applications from all academic or research staff from all Schools within SETU, however;

- i. Principal Investigators applying under **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 cross-campus co-supervisory arrangements are in place at the time of the application. The 2nd or 3rd supervisors named on the application must have a contract of employment extending beyond the normal expected registration period of the candidate. Only a named Supervisor on the application with a sufficient contact of duration for the duration of the PhD project can act as Primary Supervisor in accordance with SETU Postgraduate [Regulations](#).
- ii. 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 student through to the assessment and awards stage relevant to the project you are applying for.
- iii. Principal Investigators will act as the lead supervisor for the project.
- iv. One application per Principal Investigator is permitted; however, they can also be named as a co-supervisor on two additional applications.
- v. 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.

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<sup>1</sup> The Principal Investigator is the lead applicant and person who will be awarded funding under the SETU **PhD Scholarship Programme**

- vi. If the awarded Principal Investigator as indicated in the original approved application decides to take a leave of absence from the University, it is possible to apply for a 12-month deferral.
  - vii. 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.
  - viii. If the Principal Investigator leaves the University 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 cross campus Schools or Departments/Faculties are mandatory.
- 4.3** Applicants, in conjunction with their relevant Head of Department/Faculty, must ensure that their School is authorised to award a PhD 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

From the **27<sup>nd</sup> of February 2023** Expressions of interest (EOI) can be completed [online](#). 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.

**Full applications** should be submitted using the **SETU PHD SCHOLARSHIP PROGRAMME application form [here](#)**. The maximum application length is **11 pages** excluding appendices (supervisor profiles, reference list and letters of support from the Enterprise Partner if applicable) 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 sent to [scholarships2023@setu.ie](mailto:scholarships2023@setu.ie) on or before **5pm on the 03/04/2023**.

### Schedule

Call Schedule	Date
Call Launch and Call for EOI's	27 February 2023
EOI deadline	Before 1700h, 13 March 2023
Full Application Deadline	Before 1700h, 03 April 2023.
Call Outcome	Approx. May 2023
PhD student Recruitment	May – June 2023 (Exact dates will be determined)
Student Commences	September 2023

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 **SETU PHD SCHOLARSHIP PROGRAMME**

**An application will not be accepted if:**

- An EOI has not been submitted.
- If the application is received after the closing 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/Faculty.

If you are considering a Co-Funded project with Industry, we have a rolling call open all year round. Please see [here](#). All SETU academics can apply to this programme.

## **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 external evaluation panels. The number of panels will be decided once expressions of interest have been received. Applications from supervisory teams including new supervisors are encouraged.

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 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 University, School or Department/Faculty (10 marks) Application ref\_ Section 4**

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

**6.5 Interdisciplinarity – strong evidence in the research project to support cross-discipline engagement or transdisciplinary activity (10 marks) Application ref\_ Section 5**

- Outline for the proposed project **where applicable** the different fields where disciplines from STEM and SSH will work together to address societal challenges in a multi-faceted and holistic way. For example, your project might draw on the expertise of a **range of disciplines** and professions to promote change towards sustainable development in real-life environments. (see some examples on the **SHAPE-ID toolkit case study collection** (PDF collections showcasing SSH integration)-, you can also view SHAPE-ID Top Ten Tips on Writing an Inter- or Transdisciplinary Proposal <https://www.shapeidtoolkit.eu/wp-content/uploads/2021/12/Top-ten-tips-proposals.pdf> .
- If this section is not applicable, please clearly state why it is not and justify your reasoning.

**6.6 Experience of supervisor(s) in the relevant area (20 marks) Application ref\_ Section 6**

Please note as a Signatory of DORA<sup>2</sup> 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.

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<sup>2</sup> 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.

- 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 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 under this programme is **48** months.

## **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 <https://www.setu.ie/uploads/inner/Recruitment-and-Selection-Policy.pdf> to see the current SETU recruitment and selection policy.
- 8.2** Applicants will be short-listed and interviewed, in line with the guides outlined by the respective research offices on each campus. All recruitment processes must be in line with the SETU [Code of Practice](#) and the Postgraduate [Regulations](#).
- 8.3** Selection of students must follow SETU's [Code of Practice](#) and the Postgraduate [Regulations](#) and guidance provided by the relevant officer on each campus.
- 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 (HEI) cannot be offered a scholarship at SETU until they provide evidence that they have completed their studies at the other University.

## **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 University 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/Faculty.
- 9.6** In the event of a scholar securing a national scholarship, the University 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/RCSC can advise.
- 9.8** As per IP Policy any intellectual property arising from the research undertaken shall become the property of the University.
- 9.9** See the SETU PhD Programme **Post Award** Terms and Conditions document for information on the post award terms and conditions of the scholarship (available via email to [scholarships2023@setu.ie](mailto:scholarships2023@setu.ie))
- 9.10** The scholarship will be awarded on the basis of the veracity of the information provided.
- 9.11** All PhD students must be officially registered on the SETU Structured PhD programme and have been approved at SETU's 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.