

FAQs _ Updated 31.03.23

New sections in Yellow _ Q26b



Eligibility

Q1. Who can apply for the PhD Scholarship Programme 2023

A. 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, they must add another supervisor who has a contract of employment for the duration of the award and is required to be named on the application and act as the **Primary Supervisor**.
- 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 Graduate Studies [Code of Practice](#) and [Regulations](#) for new postgraduate students that will come into effect on 01.09.2023

Q2. Can I submit an application to the scheme if I do not submit an expression of interest to the RSU (Research Support Unit)/RCSC (Research, Commercialisation & Support Centre)?

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

Q3. 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, in line with SETU Recruitment policy <https://www.setu.ie/uploads/inner/Recruitment-and-Selection-Policy.pdf>

Q4. I am a postgraduate student, or I would like to be a postgraduate student at SETU. I would like to apply for a SETU Fully funded PhD programme (2023) how do I apply?

A. This scheme is open to PhD Supervisors to apply for a scholarship award. If successful, scholarships **will be advertised**, and selection of the PhD candidate will be by interview, as per the SETU Recruitment policy <https://www.setu.ie/uploads/inner/Recruitment-and-Selection-Policy.pdf>

Q5: Can you please clarify the interpretation of clause 4.2 in the terms and conditions document. ..."*Joint, collaborative submissions from cross-campus Schools or Departments/Faculties are mandatory*"...

A. This clause is to ensure applications show engagement across campuses and cross-campus supervision, This can mean a collaborative submission from colleagues in the Waterford and Carlow campuses, and it can also mean collaboration between Wexford and Carlow, but it must be cross-campus. This collaboration can be in the format of a co-supervisor or an advisor. For example, a Principal Investigator (Lead Applicant) in Waterford can have an advisor in Carlow/Wexford or a Co-Supervisor in Carlow/Wexford. A Principal Investigator in Carlow can have an advisor in Wexford or a Co-Supervisor in Waterford/Wexford and so on.

Supplementary to this, The Research, Innovation and Graduate Studies office also encourages advisors or external supervisors from our campuses in our **associated European Universities** (see European Universities factsheet [here](#)). This intention is to expand the network reach of collaborations among colleagues and ensure interdisciplinarity within projects, in particular with our partnering universities under EU CONEXUS, see list of participating Universities [here](#). If you are unsure if your suggested collaboration/supervisory team is in keeping with clause 4.2, we can check this at the EOI stage once you include all details and make suggestions or recommendations at this point.

**Advisor can be someone that is not part of the supervisory team but has a particular area of expertise that can be added to the project (see 7.6 of the [Regulations](#)).

Note: If you need to add an advisor to your application form, just include their details on the form, below the co-supervisor details, you can add additional boxes for more supervisors if needed. Please note you can add a CV for an advisor, but it's not mandatory. It is mandatory for all co-supervisors to include a CV in the final application.

Details of other Supervisory Team Members

	Co-supervisor 1 (if applicable)	Co-supervisor 2 (if applicable)
Name		
Institution		
Department/Faculty		
Research group / Centre / CORE		
Telephone		
Email address		
ORCID ID (Or other Profile link such as Pure)		
Please specify your current contract duration/status where know *Office use only	<i>E.g., 12 months, 24 months, 36 months, etc.</i>	<i>E.g., 12 months, 24 months, 36 months, etc.</i>



	Advisor	
Name		
Institution		
Department/Faculty		
Research group / Centre / CORE		
Telephone		
Email address		

** the student will be registered and situated on the campus where the PI (Principal Investigator) resides and the campus where the school/faculty is situated.

Q6a. I have never supervised a PhD student before, am I eligible to apply as Principal Investigator?

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

Q6b. Can a member of the supervisory team be external to SETU, for example a supervisor from UCD that has significant supervisory experience to allow for the fact the PI or other supervisors don't have experience in bringing a PhD student to completion.

A. The answer is YES, external supervisors are welcome as long as the Primary Supervisor is based in SETU, again please refer to the [Regulations](#)

Q7. 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 (under the Co-fund rolling call option or this current open call). All other terms and conditions must be adhered to, including the [Regulations](#).

Q8. 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 [Regulations](#).

Q9. I was successful in a previous round of the SETU PhD Scholarship or Co-Fund Programme as a Lead Applicant/Principal Investigator. Can I apply to either call?

A. Yes, you may apply to either call so long as your HOD agrees, and you have capacity to supervise if successful.

Q10. 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. *We advise no more than 3 named supervisors on any one application. You may add advisors to your team in addition to the 2 co-supervisors.*

Updated: Given the call this year and the added clause of the cross-campus engagement, you can extend beyond 2 co-supervisors if needed. So, you can have as many co-supervisors as needed to successfully meet the call terms and deliver the project successfully. We do still advise where possible keep to the minimum recommended, but we understand this may be difficult due to the interdisciplinarity requirements under the call.

Q11. How many people can be involved in the supervisory team?

A. For the purposes of a **SETU Fully funded PhD programme (2023)** 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 [Regulations](#)

Q12. If a project is successful, can an international student apply?

A. Yes, the award will cover all fees. Under the SETU PhD Scholarship programme, the fees applicable for national and international students up to a maximum of €5,750 with no excess will be covered.

Q13. What is the duration of a Fully funded SETU PhD Scholarship?

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

Q14. I have only co-supervised one student to completion so am I considered an ‘experienced’ supervisor?

A. In terms of level of experience, an additional category was added to take into consideration those supervisors who are at early-career stage with regard to supervision. The four categories are as follows:

PhD 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)
B. Principal Investigator with some PhD supervisory experience (having graduated at least one and no more than 5 PhD students)
C. Principal Investigator with significant PhD supervisory experience (having graduated more than 5 PhD students)
D. Principal Investigator where a member of the supervisory team is a new supervisor (i.e. no prior supervisory experience)

Q15. 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 receive the same evaluation score and only one will be funded, preference will be given to the application that features a new supervisor. For the SETU PhD Scholarship Programme 2023, 20% of the budget has been ringfenced for projects involving new supervisors.

Q16. 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, and signed off by the Head of Department where the supervisor is based, the Research Office will support this.

Q17: Is there a cap on the number of Supervisors?

A. We advise a maximum of 3 under this call as sometimes more can be difficult to manage post-award but you can have more if needed for cross-campus engagement or to include certain expertise.

Q18: Under a project, we are considering our PI (principle investigator) does not have a contract that extends to the duration of the project so therefore cannot be the Primary supervisor. Is this an issue?

A. The PI does not have to have a contract for the project duration but must have a member of the Supervisory team act as Primary Supervisor, therefore the PI will be a Co-Supervisor on the enrolment documentation.

Application Process

Q19a. What is the turnaround time from EOI?

A. The EOI deadline is on 13.03.23, the RO will review and invite people as soon as we can see they have submitted a valid EOI. Please note they may not have all their Supervisory team in place at the EOI stage and that is understandable given the time it takes to form these alliances cross campus. We hope to call colleagues within 2-3 days of the EOI deadline to full application.

Q19b. Does a full panel of supervisors need to be in place for the EOI?

See above

A. So the team does not have to be in place until Full application, the EOI is merely for us to identify the panels and get evaluators in time for the volume of applications, colleagues can be working on their full application in the backend. So long as they successfully complete the EOI, they will be called to apply. We may be sending some emails to clarify eligibility of lead, but the purpose of the EOI is to ensure we are aware you are intending to submit. The EOI is submitted online see Cognito form [here](#)

Q19c. Who submits the application?

A. Applications should be submitted electronically by the Principal Investigator to scholarships2023@setu.ie The subject line should include the applicant's name and the name of the programme for which you are applying.

Q20. 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.

Q21. What exactly is an "electronic copy" for the purpose of the application?

A. A copy of the complete application form must be emailed to scholarships2023@setu.ie. Note that, for ease of processing, you're entire application form should be sent in one MS word or .pdf file. It should include all relevant signatures.

Q22. Are electronic signatures acceptable in the event that it is not possible to obtain an original signature?

A. Yes.

Application Form

Q23. 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.

Q24. 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. **Include** N/A, unless otherwise indicated (e.g., some sections state to delete rows, as applicable).

Q25. 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, they can be deleted before you submit your completed application.

Q26a. Should a supervisor profile/CV be completed for a co-supervisor?

A. Yes, supervisor profiles/CV should be completed by all members of the supervisory team regardless of whether they are lead supervisor or co-supervisor. We have a separate template for Co-Supervisors. Advisors don't need to complete the template, but can if preferred. They could alternatively like to provide a letter of support outlining where they can add to the project and provide expertise.

Q26b. Can a CV/Profile extend beyond 3 pages?

A. Yes, for the **Primary Supervisor** only, we can accept up to 4 pages, as this CV contains a **Section 6** we can make allowances to the 3-page limit. We are also happy to accept valid LINKS to online profiles such as PURE or online links to lists of publications to save space.

for longer than 48 months	terms and conditions section 4.1)
Section 6_Overview of your research: Experience of supervisory team in the relevant area (20 marks)	
Please provide a brief overview of your career track record to date, research interests and key achievement, a statement of how the proposed research proposal complements your existing research programme.	

Evaluation and Results

Q27. Will evaluators be required to sign a non-disclosure form?

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

Q28. When will the scholarships be awarded?

A. Notification of the outcome of the evaluation of applications will be as soon as possible, subject to funding availability, we are hopeful of a **May 2023** outcome.

Q29. What is the period expected for the review process? When could an approved project be expected to begin?

A. Reviews typically take 3 weeks, the results will be announced as soon as all external evaluators have returned their reviews. We expect May 2023.

Q30. Who will review the SETU PhD Scholarship proposals?

A. Applications will be reviewed by an external panel of experts based on the areas outlined in the EOI's submitted to the call.

Q31. Will feedback on unsuccessful applications be provided?

A. Yes.

Funding

Q32. 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 €2,000/€3,000¹ annually will be allocated to cover materials consumables and travel costs. In addition, an allowance of up to €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 projects.

Q33. Can I fund a part-time student?

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

Q34. Are there any teaching requirements for the successful candidate under this scheme?

A. No, previous programmes had this included, the 2023 excludes this clause and or requirement. If PhD candidates wish to avail of teaching hours, this is done at the discretion of their Supervisor and HOD and they must be remunerated fairly for this work.

Q35. 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 Fully funded PhD programme** 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 University as part of the **SETU Fully funded PhD programme** 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 University encourages the dissemination of research output(s). Therefore, any expenses costed to the project should only relate to those incurred by the Scholar.

Call Website <https://www.setu.ie/research/setu-phd-scholarship-programme-2023>

Please email scholarships2023@setu.ie if you have any further queries.

- Detailed [Terms & Conditions](#) regarding the programme.
- The [Full application form](#) for those called to apply

¹ Additional resources for Lab Based Projects where justified