**Application Form Details\_ SETU Co Fund**

**Updated 29.04.24**

**Notes: [Please delete these notes before finalising your application]**

1. The Terms and Conditions of the **SETU PhD/Research Masters Co-Fund Scholarship Programme** must be read prior to completing this application form.
2. Completed application forms **must not exceed 11 pages in length** (excluding appendices and declaration sheet and CV’s). Applications over 11 pages will not be reviewed by the external evaluators. **Please note the CV template is provided as part of this application and has been adjusted to allow for adherence to DORA Principles.**
3. Appendices consist of supervisor profile sheets (to a maximum of three pages each) and reference list and letters of support, where applicable.
4. Please ensure that all sections of the form are completed fully. You may delete guiding notes to maintain the page limits required.
5. All sections must be typed in at least 11-point font and single line spacing.

Please ensure you select one project option. **There are two options for applicants under this rolling call**

**Option 1: SETU CoFund PhD**

**Option 2: SETU CoFund Research Masters**

Only complete the applicant category box for your chosen project type.

Return the completed application form by email to [research.wd@setu.ie](mailto:research.wd@setu.ie). Approximately within 3 weeks of your EOI been accepted.

**Applicant category for Option 1: SETU CoFund PhD**

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| **Evaluation panel** (For Office Use Only) |  |
| **Applicant category for PhD Project**  Please tick one box only | **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 who is a new supervisor (i.e., no prior supervisory experience of supervising a Ph.D. Candidate)** |

**Applicant category for Option 2: SETU CoFund Research Masters**

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| **Evaluation panel** (For Office Use Only) |  |
| **Applicant category for Research Masters Project**  Please tick one box only | **A**  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 Research Masters supervisory experience (having graduated at least one and no more than 5 Research Masters students)  **C** Principal Investigator with significant Research Masters supervisory experience (having graduated more than 5 Research Masters students)  **D** Principal Investigator who is a new supervisor (i.e., no prior supervisory experience of supervising a M.Sc. Candidate) |

\*\*You can delete the table that does not apply to your application form above to save space.

**Principal Investigator Details (Primary Supervisor)**

|  |  |
| --- | --- |
| **Name** |  |
| **School/Faculty** |  |
| **Department** |  |
| **C**ampus Location |  |
| **Research group / Centre/Core** |  |
| **Telephone** |  |
| **Email address** |  |
| [**ORCID ID**](https://orcid.org/) | *Or other online profile:* |
| **Please specify your current contract duration/status where known *(this will not be shared with external reviewers)*** | *E.g., 12 months, 24 months, 36 months, etc.* |

*The Primary supervisor must have a contract of employment extending beyond the normal expected registration period of the candidate (48 months). Please refer to the most up to date SETU PG regulations. If a PI does not have a contract of duration, they must have a member of the supervisory team act as the Primary Supervisor. They can still be named PI. Please adjust the application form to suit your supervisory team composition.*

**Details of other Supervisory Team Members**

|  |  |  |
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|  | **Co-supervisor 1 (if applicable)** | **Co–supervisor 2 (if applicable)** |
| **Name** |  |  |
| **Institution** |  |  |
| **S**chool/Faculty |  |  |
| **Department** |  |  |
| **Research group / centre/**core |  |  |
| **Telephone** |  |  |
| **Email address** |  |  |
| [**ORCID ID**](https://orcid.org/) **(Or other Profile link such as** [**Pure**](https://research.wit.ie/en/)**)** |  |  |
| **Please specify your current contract duration/status where know *(this will not be shared with external reviewers)*** | *E.g., 12 months, 24 months, 36 months, etc.* |  |

**Enterprise Partner Details**

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| Please note the term Enterprise Partner shall mean 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), which can be based anywhere in the world that will CoFund the researcher for the duration of the award. (***please note a Letter of Support will be required from the Enterprise Partner to accompany your full application see Page 11)*** |
| **Organisation Name:** |
| **Enterprise Partner Mentor:** |
| **Phone Number:** |
| **Email Address:** |
| **Postal Address:** |

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| **Project Title: *Insert Title here*** |
| **Abstract (200 words max.)** |
| The abstract should provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved and the potential application of the research findings. Please bear in mind this could be read by non-specialists, as well as peers, and should be written in order to communicate effectively. |
| ***Please enter text here, you may extend the box if required***  11-point font and single line spacing |

***\*11 pages start from here; you can remove the description text in BLUE if needed to save space***

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| **Section 1\_Research Proposal (30 marks)** |
| **Your research proposal should address:**   1. Aims, objectives and central research question/ hypothesis under investigation. 2. Methodology to include, for example, investigative and analytic methods and theoretical frameworks. 3. Research schedule to include Programme of work and project schedule envisaged, including an outline of deliverables and significant milestones (charts and diagrams may be included as appropriate). 4. Description of the relationship of the project to existing state of the art. Suggest how the project will make a new contribution to knowledge; outline the originality and innovative nature of the proposed project. (Do not provide bibliographical lists or footnotes here). 5. Where applicable (Option 1 & Option 2), Please outline the Enterprise Partner’s involvement in the research programme for the proposed research. Please also include the value this collaboration will bring to the project. |
| ***Please enter text here, you may extend the box if required***  11-point font and single line spacing |

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| **Ethics Statement** |
| Please outline any ethical considerations with regard to your proposed research.  Research ethics applies to all researchers who conduct research that involves human and animal subjects. For example, if you are going to conduct a survey or interview human subjects then you will require ethical approval. Please see SETU Waterford Research Ethics webpage [here](https://www.wit.ie/research/for_postgrads/research_ethics) for policies and guidelines and if you are an academic based in SETU Carlow Campus, please see [here](https://www.itcarlow.ie/public/userfiles/files/Ethics-Research-Policy-Version-8-web-Jan23.pdf) for policies and guidelines. |
| ***Please enter text here, you may extend the box if required***  11-point font and single line spacing |

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| **Gender/Sex Dimension** |
| Please provide a brief statement outlining how you have considered the Gender/Sex Dimension to your proposed research. How will this be handled over the course of the research project? Sex-and-gender analysis applies broadly to anything with a human endpoint," This includes many areas in the biological sciences and any area of engineering with a human user or interface. Sex is also relevant in animal studies. See some guidance on preparing this statement [here](https://wit.sharepoint.com/:w:/s/WITStaffHub/ER6cKQDRIllFja-aeCH5JOkBqia36720shjyVPEWCHIzvg?e=QfU8m9) (If any of the links are not accessible, please email [research.wd@setu.ie](mailto:research.wd@setu.ie)) |
| ***Please enter text here, you may extend the box if required***  11-point font and single line spacing |

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| **Data Management** |
| Please provide a data management plan which addresses the following:   * How will data be exploited and/or shared/made accessible for verification and reuse? * How data will be curated and preserved? * If applicable, how do you plan to make data FAIR (findable, accessible, interoperable and reusable)? * If data cannot be made available, please explain why?   Please see [Data Management Guidance](https://www.wit.ie/images/uploads/Research_PDF/WITDataManagementGuidance.pdf) for SETU online [here](https://www.wit.ie/images/uploads/Research_PDF/SETU_Practical_Guide_to_Research_Data_Management.pdf) |
| ***Please enter text here, you may extend the box if required***  11-point font and single line spacing |

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| **Section 2\_Training and Career Development Plan (15 marks)** |
| Provide details of training and career development objectives including structured elements which will be provided to the postgraduate candidate at research centre/departmental level and at institutional level. Describe any specialist knowledge/data required to undertake the project (e.g. language competence, technical skills, use of specialist software etc. Describe plans for acquiring this knowledge/data. Outline, where applicable, how the PhD/Research Masters candidate will benefit by having access to other national/international academic research centres or industry partner site(s). Please provide details of any internships, or onsite training that will be provided by the Enterprise Partner. |
| ***Please enter text here, you may extend the box if required***  11-point font and single line spacing |

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| **Section 3\_Dissemination Communication and Impact (15 marks)** |
| Please outline how results of the project will be disseminated. Demonstrate how the project will add value leading to greater sustainability of research at SETU. Demonstrate the potential impact of the research nationally and internationally. What is the potential impact and benefit of the proposed research for the Enterprise Partner? Ensure Quality of plans for dissemination (to scientific audiences) and communication (to non-expert groups) including relevant activities to external stakeholders. |
| ***Please enter text here, you may extend the box if required***  11-point font and single line spacing |

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| **Section 4\_Relevance of proposal to the research strategy of the Institute and School/Department/Faculty and Enterprise Partner (10 marks)** |
| Outline the relevance of the research proposal to both the Institute’s and School’s or Department’s research and teaching strategies. Please include details of any support available through the School or Department, or Enterprise Partner, e.g. lab/space, materials, equipment, costs for travel, or consumables. Also include, if applicable, any support made available to the PhD/Research Masters candidate by external collaborators. |
| ***Please enter text here, you may extend the box if required***  11-point font and single line spacing |

***\*11 pages ENDS here***

**Project Budget:** \*\*You can delete the table that does not apply to your application form above to save space.

|  |  |
| --- | --- |
| **Project Budget PhD - (Max budget available €109,000\_50% funded by the EP, 50% funded by S**ETU Waterford**)** | |
| **Option 1: S**ETU **CoFund PhD** | |
| **Total Postgraduate Student Stipend** | **€74,000** |
| **Total Postgraduate Fee Allocation** | **€23,000** |
| Over the four-year period a maximum budget of €12,000 will be allocated to cover costs for materials, consumables and travel to support the PhD candidate. Please provide details below including justification on the allocation of such costs.  **Total materials, consumables and travel allocation (must not exceed €12,000)** | €  €  **€** |
| **Total Requested Budget** | **€** |

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| **Project Budget Research Masters - Max budget available €54,500 50% funded by the EP, 50% funded by SETU Waterford)** | |
| **Option 2: SETU CoFund Research Masters** | |
| **Total Postgraduate Student Stipend** | **€37,000** |
| **Total Postgraduate Fee Allocation** | **€11,500** |
| Over the two-year period a maximum budget of €6,000 will be allocated to cover costs for materials, consumables and travel to support the Research Masters candidate. Please provide details below including justification on the allocation of such costs.  **Total materials, consumables and travel allocation (must not exceed €6,000)** | €  €  **€** |
| **Total Requested Budget** | **€** |

Projects ranging from €54,500 (MSc) to €109,000 (PhD) in total, will be awarded over a two or four-year period. This includes **€18,500 student annual stipend,** and €3,000 annual research expenses. **Postgraduate tuition fees are covered by the scholarship to a maximum of €5,750 per year for a max of 4 years**. All awards are subject to satisfactory progress assessed through successful completion of the annual progress monitoring process outlined in the [Code of Practice](http://www.wit.ie/GSO/CodeOfPractice) and the Postgraduate [Regulations](http://www.wit.ie/GSO/regulations).

**CV Template: Primary Supervisor**

***\*\*Note it can extend to Four max pages*** (Primary only) – note if the PI cannot be Primary Supervisor the PI can fill in a co-supervisor CV.

**Supervisor profile (max 3 pages)**

|  |  |
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| **Personal details** | |
| **Name** |  |
| Highest level of qualification & awarding body |  |
| Have you previously supervised a research Masters or PhD student? |  |
| If yes, please give details |  |
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| Can you confirm you have a contract with SETU for longer than 48 months | Yes/No |

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| **Section 5\_Overview of your research: Experience of supervisory team in the relevant area (30 marks)** | | | |
| Please provide a brief overview of your career track record to date, research interests and key achievements and a statement of how the proposed research proposal complements your existing research programme. You can comment on the composition of the team in this section and we have allowed an additional page for this. | | | |
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| **Current postgraduate students** (add/delete rows where necessary) | | | |
| **Student name** | **Title of Thesis** | **PhD or Masters[[1]](#footnote-1)\*** | **Expected year of completion** |
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| **Postgraduate students graduated to date** (add/delete rows where necessary) | | | |
| **Student name** | **Title of Thesis** | **PhD or Masters[[2]](#footnote-2)\*** | **Year of Graduation** |
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| **Publications** | | | |
| Please list all relevant publications over the last five years. Categorise accordingly (e.g. books, book chapters, journals, conference proceedings, conference paper, poster presentation, exhibitions) and include date of publication. *You should ensure that your primary research outputs are prioritised; however, reviews, essays and any other secondary-research articles relevant to this application may also be listed.* | | | |
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| **Research funding secured** (add/delete rows where necessary) | | | |
| **Date** | **Project Title** | **Funding Programme** | **Value** |
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| **Esteem indicators** | | | |
| Esteem indicators vary considerably from discipline to discipline but typical examples include membership of academic societies, membership of international editorial or review boards, receipt of prestigious prizes, hosting of a conference or curation of notable events. | | | |
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| **Other research impact indicators: KEY ACHIEVEMENTS IN RESEARCH EXCELLENCE & IMPACT** | | | |
| Where relevant please give details of other research impact indicators e.g. transfer of knowledge such as input to new course development/specialist training, consultancy, patents filed, licenses, enterprise created or supported. Under the DORA principles, please do not include any type of journal or publication metrics, e.g. impact factor and h-index[[3]](#footnote-3), or refer to the total number of papers you have authored or co-authored. You may include (but are not restricted to):   1. Key Achievements in the Generation of Knowledge 2. Key Achievements in the Development of Individuals 3. Key Achievements Supporting Broader Society & the Economy 4. Key Achievements Supporting the Research Community   *For each example given, provide an outline of the stated achievement, what specific role you played, why you think it is important, any benefit to the field and, where relevant, the resulting impact.* | | | |
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| **Research and learning networks** | | | |
| Please provide details of any academic, industry or professional networks in which you are involved which will enhance the PhD/Research Masters candidate’s learning experience. | | | |
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This template may be duplicated for **co-supervisor(s)** and can extend to three pages per co-supervisor

**CV Template: Co Supervisor (s)**

**Co-Supervisor profile (max 3 pages)**

|  |  |
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| **Personal details** | |
| **Name** |  |
| Highest level of qualification and awarding body |  |
| Link to SETU staff profile (if applicable) |  |
| Have you previously supervised a research Masters or PhD student? |  |
| If yes, please give details |  |

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| **Overview of your research** | | | |
| Please provide a brief overview of your career track record to date, research interests and key achievements and a statement of how the proposed research proposal complements your existing research programme. | | | |
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| **Current postgraduate students** (add/delete rows where necessary) | | | |
| **Student name** | **Title of Thesis** | **PhD or Masters[[4]](#footnote-4)\*** | **Expected year of completion** |
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| **Postgraduate students graduated to date** (add/delete rows where necessary) | | | |
| **Student name** | **Title of Thesis** | **PhD or Masters[[5]](#footnote-5)\*** | **Year of Graduation** |
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| **Publications** | | | |
| Please list all relevant publications over the last five years. Categorize accordingly (e.g. books, book chapters, journals, conference proceedings, conference paper, poster presentation, exhibitions) and include date of publication. *You should ensure that your primary research outputs are prioritised; however, reviews, essays and any other secondary-research articles relevant to this application may also be listed.* | | | |
|  | | | |
| **Research funding secured** (add/delete rows where necessary) | | | |
| **Date** | **Project Title** | **Funding Programme** | **Value** |
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| **Esteem indicators** | | | |
| Esteem indicators vary considerably from discipline to discipline but typical examples include membership of academic societies, membership of international editorial or review boards, receipt of prestigious prizes, hosting of a conference or curation of notable events. | | | |
|  | | | |
| **Other research impact indicators: KEY ACHIEVEMENTS IN RESEARCH EXCELLENCE & IMPACT** | | | |
| Where relevant please give details of other research impact indicators e.g. transfer of knowledge such as input to new course development/specialist training, consultancy, patents filed, licenses, enterprise created or supported. Under the DORA principles, Please do not include any type of journal or publication metrics, e.g. impact factor and h-index[[6]](#footnote-6), or refer to the total number of papers you have authored or co-authored. You may include (but are not restricted to):   1. Key Achievements in the Generation of Knowledge 2. Key Achievements in the Development of Individuals 3. Key Achievements Supporting Broader Society & the Economy 4. Key Achievements Supporting the Research Community   *For each example given, provide an outline of the stated achievement, what specific role you played, why you think it is important, any benefit to the field and, where relevant, the resulting impact.* | | | |
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| **Research and learning networks** | | | |
| Please provide details of any academic, industry or professional networks in which you are involved which will enhance the PhD/Research Masters candidate’s learning experience. | | | |
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**Please provide a Letter of Support from Co-Fund Enterprise Partner**

This letter should include the **committed costs** from the Enterprise Partner for

* Option 1: PhD an agreement to contribute **€13,625** per year for 4 years. Therefore, the total committed are €54,500 for a 4-year PhD project.
* Option 2 Research masters an agreement to contribute **€13,625** per year for 2 years. Therefore, the total committed are **€27,250** for a 2-year Research Masters project and

**(See Terms & Conditions for what is required at application stage)**

**DECLARATION**

* I hereby declare that I have read the SETU PhD/Research Masters CoFund Scholarship Programme Terms & Conditions and agree to be bound by them.
* All information reported within this application is true and accurate.

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| **Signature**  (Principal Investigator) |  | **Date** |  |

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| **Signature**  (Co-Supervisor) |  | **Date** |  |

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| --- | --- | --- | --- |
| **Signature**  (Co-Supervisor) |  | **Date** |  |

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| **Signature**  (Head of Department) |  | **Date** |  |

1.  Include Masters by Research only [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. Examples include, but are not limited to, H-index, i10-index, G-index, H(2)-index, HG-index, Q2-index, AR-index, M-quotient, M-index, W-index, Hw-index, E-index, A-index, R-index, W-index, J-index [↑](#footnote-ref-3)
4.  Include Masters by Research only [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)
6. Examples include, but are not limited to, H-index, i10-index, G-index, H(2)-index, HG-index, Q2-index, AR-index, M-quotient, M-index, W-index, Hw-index, E-index, A-index, R-index, W-index, J-index [↑](#footnote-ref-6)