



North-South Research Programme 2021

Guide to Submission

27/09/2021

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Application Guidance Document

Please ensure to read the [call document](#) and [FAQs](#) closely while preparing an application for final submission. Supporting documents for the submission of an application to the North-South Research Programme can be found on the funding call's [homepage](#) and in the appendices of this document.

Contacting the Higher Education Authority

Queries regarding the North South Research Programme 2021 may be submitted to research@hea.ie. Before submitting queries, please consult the 'Call Document', the 'Frequently Asked Questions' and the Research Office in your institution. The FAQs are updated each week.

Eligible Institutions

The programme is open to all higher education and research institutions and organisations as listed in Appendix 1 of the call document. All institutions, team lead/lead investigators must meet the eligibility requirements set out in the call document.

Data protection

Information collected by proposers, in preparing, submitting and applying to the North-South Research Programme during the application preparation process, should be done so in agreement, and with the consent of, the partners involved. Proposers should be cognisant of the data protection policies in their respective institutions regarding the sharing of draft and completed applications. Copies of the application should be destroyed once they are no longer required by the proposers. Where a copy of the submitted application is retained for administrative purposes it should be anonymised in line with institutional policies.

Data collection and processing

The HEA as data controller during the application process, processes personal data in line with the requirements of GDPR and the Data Protection Act 2018. For more information, please see the [HEA Data Privacy Notice](#) and the [HEA North-South Research Programme 2021 Data Collection Notice](#) which are available on the HEA website. Applicants should only provide the data requested and when providing proposal details (title, abstract, etc.) should avoid including data of any identifiable third-party subjects unless necessary to the project.



Eligibility criteria

The lead investigators and/or team lead/s applying to the North-South research Funding Programme must be, at a minimum, two years post PhD. They must have been awarded their doctoral degrees no later than 31st December 2019. For this condition, the date of graduation (conferral) should be taken into account. If the lead has not yet graduated, all the requirements for the award of a doctoral degree, including the submission of the hardbound corrected thesis, must be complete within the required timeline. Please see FAQs for further detail on eligibility.

Partner requirements

While there is no limit on the number of lead institutions, there must be at least one lead from the North (appendix 1.3) and one from the South (appendix 1.1). An administrative lead (appendix 1.1) must also be clearly identified (for HEA communication and grant management purposes). The higher education and research partners, as listed in appendix 1.2, can be included, as partners or co-leads. A glossary of terms including an explanation for each partner type may be found in Appendix 1 of this document.

Overview of partner requirements for all strands	Required	Note
Identify a lead HEI partner in Ireland that will fulfil the role of admin institution	Yes	The institution involved as the lead HEI partner is Ireland will be the lead admin HEI. See Appendix 1.1 of the 'Call Document' for a list of the eligible institutions.
Identify a primary contact in admin institution in Ireland	Yes	The primary contact can be the lead investigator/team lead or an institutional representative. It may also be a Project Manager (Strand II & III only) who can be identified after the project begins, but for the purposes of the application, an interim primary contact must be identified.



Identify a lead HEI partner in Northern Ireland	Yes	See Appendix 1.3 of the 'Call Document' for a list of the eligible institutions.
Identify lead HEI/organisations in Ireland and/or in Northern Ireland as partners	No	See Appendix 1.1, 1.2 or 1.3 of the 'Call document' for a list of eligible institutions. Use the partner form on the online system to add such partners to the application. Lead investigators/team leads may be identified to lead research in these institutions and can be added to the application form using the team composition form on the online system.
Identify partners from outside of higher education and research	Welcome but not required	Third party partners from outside of higher education and research may be added to the application using the partner form on the online system. No more than 10% of the total budget may be allocated to partners from outside of higher education and research.
Identify additional partners from outside of Ireland and outside of Northern Ireland	Not required	Additional partners are partners from outside of Ireland and outside of Northern Ireland. This may also include higher education institutions from outside of Ireland and outside of Northern Ireland. No budget may be requested for additional partners.

Institutional endorsement

Those wishing to apply to the North-South Research Programme 2021 call must inform their respective institution and Research Office prior to applying. The endorsement template may be found



in Appendix 3 below and in the supporting documents section on the North-South Research programme [homepage](#).

Prior to the submission of the endorsement form by the lead admin institution in Ireland, each lead investigator/team lead identified on the application must provide the lead admin institution with confirmation that their host institution agrees to the submission of the project proposal and, if successful, to the collaborative management of the project. Institutions must ensure each application meets all eligibility requirements before endorsing an application.

The lead admin institution in Ireland must complete the endorsement template and the submitter must upload the completed endorsement template to the online system before the call deadline.

Submission

Proposals will be accepted through the online system WizeHive only. Applications must be submitted on WizeHive by **4pm on 8 November 2021**. Applications will not be accepted after the deadline.

Once submitted through WizeHive, an application cannot be withdrawn and subsequently modified for resubmission in the same call, regardless of the date of submission.

Applying through Irish

The application form will be available in English through the online portal. Answers may be provided in the Irish language. Where the online application form requires applicants to complete templates to be uploaded to the system these uploads may be provided through Irish. Since assessors involved with the call will be international, assigning Irish language speakers to the assessment of the application may be difficult.

Applicants may upload an English language translation of their application to the online portal. If the HEA cannot identify suitable assessors to review the application through Irish, the English language translation will be made available to assessors in the area.



If the applicant does not upload an English language translation and no suitable assessors are available to assess the application through the Irish language, the HEA will seek a translation of the proposal from external services in order to assign assessors.

Please refer to FAQ 4p.

Proposal submission requirements:

- All text in uploaded PDFs should be provided in Calibri font or similar, with minimum font size of 11, and at least single-line spacing as well as a minimum margin size of 2.5cm. Text in diagrams may be in any clearly legible font. Gantt charts may be uploaded in pdf or excel sheets. The budget template must be uploaded in excel format.
- Uploads in WizeHive must be submitted in Adobe or Microsoft PDF format only. Please ensure to use unencrypted, non-password protected PDFs with the copying function disabled, developed using either Adobe or Microsoft word PDF convertor software only.
- The number of pages/words in uploads must not exceed the specifications for any given section. Applications that do not comply with these requirements will be deemed ineligible and will be returned without review.
- Appendices or other unsolicited documentation are not permitted with the exception of Irish language materials and an English language translation as outlined above. Applications that include such unsolicited documentation will be returned without review and may render an application ineligible.
- Applicants must complete all required fields before submitting an application.

Post submission

- Following the closing of the call, the HEA executive will carry out eligibility checks. The awarding of funding is subject to meeting all eligibility requirements and conditions of contract.
- Applications will be assigned to a panel of international assessors. Process auditors are in place to provide oversight for the panel meeting which is to be held virtually. The assessment process concludes with a ranked list of applications recommended for funding, to be ratified by the Board of the HEA, DFHERIS and the Department of the Taoiseach. Depending on



budget, demand and the calibre of applications received, a reserve ranking list may be put in place.

ORCID ID

ORCID provides a unique identifier for all researchers, which can then be linked to their research work across different platforms. Please note the provision of an ORCID ID is **not mandatory** and WizeHive is not currently integrated with ORCID ID.

Admin requirements

Type	Duration	Maximum Value of Award
Strand I: Bilateral researcher-researcher projects.	1 – 2 years	€200,000
Strand II: Emerging hubs of excellence.	1 – 4 years	€4,000,000
Strand III: Partnerships of scale.	1 – 4 years	€4,000,000

Note regarding duration:

Projects on Strands II and III may run to a maximum of 48 months. Where the project duration is 42 months or less, reasons for the shorter duration and justification of the project's feasibility in that timeframe should be provided in the project proposal. Projects are expected to begin in January 2022. Please refer to FAQs 6a.

Please populate the following required proposal admin sections of the application as outlined below:

- Proposal strand, nature of the research, duration and total funding being requested.
- Breakdown of partner participants (number of partners involved, location, type of partner and breakdown of funding to be allocated to each partner should the proposal be successful).
- Lead admin HEI and lead HEI contact details in Ireland and in Northern Ireland.
- Lead partner team investigator/team lead profile details for the lead admin HEI and lead HEI in Northern Ireland (DoB, self-identified gender, PhD graduation date, full name and role of lead investigator/team lead, current country of residence, name of current institution at which the lead investigator/team lead is employed if different from the host institution).
- Full title, full name, and role of primary contact in lead admin HEI in Ireland.

Please populate the following as required using the partner forms:



- Contact details for lead partners in Ireland and in Northern Ireland.
- Contact details for any non-higher education and/or non-research partners including their location.

Proposal summary

The application requires a proposal summary as outlined below:

- Proposal Title (100 words max), abbreviation of proposed title (10 characters max) and keywords (10 words max). The Research Proposal title should clearly convey the nature of the research to be undertaken and should not contain confidential details, given that the titles of funded proposals are published by the HEA. Use the 'Abbreviation of the Proposed Title' field to provide an abbreviation of less than 10 characters.
- Identify the primary and secondary research areas. Where the discipline is not listed in the Appendix at the end of the 'Indicative Form', please use the text box provided in the online system to specify the discipline involved.
- Provide relevant keywords to contextualise the specific discipline further.
- If Interdisciplinary/Multidisciplinary/Transdisciplinary, please indicate discipline involved and specify the synergies, approaches, dynamics involved.
- Duration of Grant Requested.

Proposal Abstract

This should be a succinct and accurate summary of the proposed work, separate from the application, and not exceeding 300 words.

Lay Abstract

This should be a succinct and accurate summary in lay, non-technical language of the proposed work, separate from the application, and not exceeding 300 words.

Proposal alignment with Programme



This should provide an overview of how the proposal is aligned with the key principles and objectives of the programme. Applicants should familiarise themselves with the key principles and objectives of the programme and applications should reflect these.

Note: Proposals should make a commitment to making data, and other types of research, open and accessible and this commitment should be evidenced in the proposal in section 3 and/or 4 or elsewhere as relevant.

Proposal Details

Please populate the following required proposal sections of the form as outlined below. Details are not to exceed 3,000 words:

- Provide a clear set of aims and objectives and expected outputs and outcomes for the proposal.
- Provide a detailed description of the proposed project to include a brief literature review, a detail plan of the project with a clear description of the proposed project methodology which points to its credibility and feasibility.
- Specification of milestones, output measures, indicators and evidence which will be used to monitor the performance and progress of the proposal and where relevant, a description of how the project's sustainability is to be maintained.
- A clear demonstration of mechanisms which will assist in the understanding of cultural diversities (inter-community engagement /public/cross community engagement).
- A clear description of the proposal's implementation plan for how it will contribute to achieving the goals and objectives of national and institutional research strategy and the objectives of the shared island initiative and national alignment with Horizon Europe's mission-based approach and/or one or more of the United Nation's SDGs.
- Demonstrate that proposers have given full consideration to whether there is a potential sex and/or gender dimension in their proposed research. Where applicants have indicated that there is no sex/gender dimension to their research, they must justify this assertion. (Please see below for information on the Sex/Gender Dimension).

Note: Evidence must be provided of shared objectives, joint work programmes, costs, resources, joint responsibilities and associated clarification on roles and contributions of each party. Sections 3.1, 4.1 and 5.1 may be used to provide this evidence. Reference may also be made in the budget



justification section to such evidence. Where relevant, evidence of equality of access should also be demonstrated and this may be done in sections 3.1, 4.1 and 5.1.

Sex/Gender Dimension

Excellent research fully considers the potential biological sex and social gender dimensions as key analytical and explanatory variables. If relevant sex-gender issues are missed or poorly addressed, research results will be partial and potentially biased. In worst-case scenarios poor consideration of the sex-gender dimension in research can result in real-world applications based on inaccurate results or conceptions. Full consideration of the sex-gender dimension in research content is a requirement. The integration of the sex-gender dimension in research is commonly mistaken for the integration of gender balance in research teams. These are two distinct matters, and the gender balance of a team should not be used to address the sex-gender dimension in a proposed project's research question.

Collaboration

Within the online system please provide a detailed description of how the proposed collaboration will be of benefit to society, economy and education. Details are not to exceed 1,000 words.

Include the following:

- Demonstrate how both the quality of the proposal being presented and the outcomes expected through the proposed collaboration and partnership will address the key principles of the programme and the specific funding criteria.
- Detail the external partnership to include demonstration of a deep and meaningful engagement collaboration. Include details of how the project will impact on the education and research sectors North and South and on the Substance, level, and quality of research collaboration including the adequacy and specificity of arrangements for formal governance, management, financial and risk management, and co-ordination of the work.
- Describe the mechanisms which will assist in the understanding of cultural diversities (Inter community engagement /public/cross community engagement).
- Describe how the proposal will develop sustainable collaboration.
- Indicate where further funding may be relevant to the project's long-term impacts/ structures/networks.



Consortium Statement, team composition table and consolidated team CV

Applicants must provide a consortium statement and consolidated CV for all lead investigators/team leads. When planning the team involved in a proposal, the consortium statement and the team composition guidance in the following table should be taken into account in accordance with each strand.

Strand	What is required?	Guidance
Strand I	Summary of expertise and track record of lead researchers in the proposed area of research. Describe how the proposers and/or the proposers' institution/s institution have contributed to the proposed area of research.	Where expertise outside of that of the lead researchers/team leads is required, the proposers should use the 'Team Composition' table to show how other team members will bring the necessary expertise to the project.
Strand II	Summary of expertise and track record of lead researchers/team leads in the proposed area of research. Describe how the proposers and/or the proposers' institution/s institution have contributed to the proposed area of research.	Where expertise outside of that of the lead researchers/team leads is required, proposers should use the 'Team Composition' table to show how other team members will bring the necessary expertise to the project.
Strand III	Summary of expertise and track record of the institutions and team leads in the proposed area of research. Describe how the proposers and/or the proposers' institution/s institution have contributed to the	Institutions should demonstrate expertise and track record in the area and include reference to their management of other large scale collaborative projects. Where expertise outside of that of the lead researchers/team leads is required,



	proposed area of research/strategic engagement.	proposers should use the 'Team Composition' table to show how other team members will bring the necessary expertise to the project.
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Online User Guide

[Click here for the link](#) which will take you to the call document and other North-South Research Programme templates, guides, and weblink to the Online Application System

[Click here for the link](#) which takes you to the Online Application System

Before you begin, please note the following:

- Only one user per email address can have access to the submission portal. Multiple submissions per user is enabled.
- Details of the Lead admin HEI in Ireland and the Lead HEI in Northern Ireland are entered using the 'Application Form' section of the submission portal.
- Partner details and team composition details are entered using the partner forms visible on the landing page once an applicant logs in.
- Once submitted, applications may not be changed.
- The HEA will confirm the outcome of the call with the applicant.

Step 1

Sign up for an account by clicking 'Sign Up'. Fill in your email. Pick and confirm your password (note the conditions of the password).



Sign In/Sign Up Instructions

For New Users:
By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:
Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click **"Forgot your password?"** and follow the prompts to reset your password.

The North-South Research Programme aims to support the deepening of links between higher education institutions, researchers, and research communities. The programme is a collaborative scheme arising from the Government's Shared Island initiative. It is delivered by the Higher Education Authority (HEA) on behalf of the Government of

Sign In

Email

Password

[Forgot your password?](#)

Need an Account?



Step 2

Fill in your email. Pick and confirm your password (note the conditions of the password).



[Return to Login](#)

Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click **"Forgot your password?"** and follow the prompts to reset your password.

The North-South Research Programme aims to support the deepening of links between higher education institutions, researchers, and research communities. The programme is a collaborative scheme arising from the Government's Shared Island Initiative. It is delivered by the Higher Education Authority (HEA) on behalf of the Government of Ireland and the Department of Further and Higher Education, Research Innovation and Science.

Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

Confirm password

- Passwords must match

[Sign Up](#)

Step 3

You will now be asked to complete your profile.



[Homepage](#)

Welcome, [research@hea.ie](#)

Please click **"Create a Profile to Get Started"** to begin. You can always edit your Profile by clicking "Edit".

You cannot move forward until you have completed your Profile.

[Create a Profile to Get Started](#)



Step 4

You may save your profile in draft and click 'Create Profile' to complete the profile set up process.

Homepage > Profile **Draft** Welcome, test@gmail.com

Profile ▾ Save Draft Create Profile

First Name *

Last Name *

Email Address *

Save Draft Create Profile

POWERED BY wizehive

You may then return to the 'Homepage' to begin your application. Please note multiple submissions is enabled for applications applying to more than one application.



Homepage

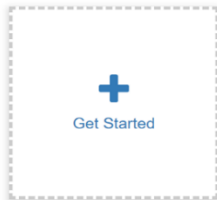
Welcome, test@gmail.com

Please click "+Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit".
You cannot move forward until you have completed your Profile.

Profile	Complete	Edit
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To begin, click "+Get Started" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.



Step 5

To begin an application, click on 'Get Started'.



Homepage

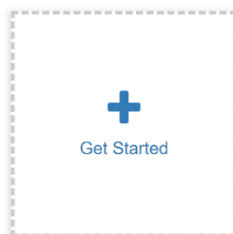
Welcome, test@gmail.com

Please click "+Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit".
You cannot move forward until you have completed your Profile.

Profile	Complete	Edit
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To begin, click "+Get Started" below. When you return to this Homepage, you can see the status of your submission by the colored status bar below the submission card.

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.



Step 6

Completing the application form



Applicants must complete each required section. **Please save your application regularly.**

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

<p>Application Form</p> <p>The North-South Research Programme 2021 is a collaborative scheme arising from the Government's Shared Island Initiative. It is being delivered by the Higher Education Authority (HEA) on behalf of the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS).</p> <p>Deadline: 4:00pm 4 November 2021</p>	Action Required	Open
Lead Contact Details Ireland	Optional	Open
Lead Contact Details Northern Ireland	Optional	Open
Third Party Details Ireland	Optional	Open
Third Party Details Northern Ireland	Optional	Open
Additional Partners	Optional	Open
Team Composition	Complete	Edit

The 'Application Form' should be saved and once completed to the applicant's satisfaction, the applicant should click the '**Mark Complete**' button. Edits may still be made to the application.

Application Form ▾

[Save Draft](#)

[Mark Complete](#)

[Close](#)

The North-South Research Programme 2021 is a collaborative scheme arising from the Government's Shared Island Initiative. It is being delivered by the Higher Education Authority (HEA) on behalf of the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS).

Deadline: 4:00pm 4 November 2021

Please complete all required fields.

You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

The team composition form **must** be completed before submission can happen.

Team Composition	Action Required	Open
------------------	-----------------	----------------------

By returning to the 'Homepage' you can click through to the 'Team Composition' form. Click open and use the green 'New Item' button to add each team member including the lead investigator/team leads in the lead admin in Ireland and in the lead HEI in Northern Ireland.



Team Composition ▾

Close

Please click "+Add New Item".

Minimum required: 1 Maximum allowed: 500 Total Completed: 0

+ New Item

There are no items in this list yet...

Identify the role each member will have and where they will be located.

Team Composition

Completion of all relevant roles is required.

Add rows as necessary. Note: As far as possible the gender balance of a research team should be balanced and reporting requirements will include reflections on that balance. Please do not provide any personal data in the Team Composition table that would facilitate the identification of a team member. **

Identify the role *

Identify the host institution/organisation *

Where the team member will be based for most of the project

Describe the contribution to the to the project this team member will make *

Word Count: 0 / 25

25 words max

Click save to save the form. When the form has been completed click save and 'Mark Complete'. Click close to return to the 'Home page' or to make further additions to the 'Team Composition'.



Team Composition ▾

Delete

Save Draft

Mark Complete

Close

Last saved at 10:23:10 PM

Team Composition

Completion of all relevant roles is required.

Add rows as necessary. Note: As far as possible the gender balance of a research team should be balanced and reporting requirements will include reflections on that balance. Please do not provide any personal data in the Team Composition table that would facilitate the identification of a team member. **

Before submitting ensure all lead partners in Ireland and in Northern Ireland, third parties and additional parties involved in an application have been added. Contact details for partners **must** be added through the partner forms. Since partners are optional these are not required sections. Partner forms will continue to appear as 'Optional' after they have been completed. Please ensure all details have been entered appropriately.

Lead Contact Details Ireland	Optional	Open
Lead Contact Details Northern Ireland	Optional	Open
Third Party Details Ireland	Optional	Open
Third Party Details Northern Ireland	Optional	Open
Additional Partners	Optional	Open

On the 'Homepage' click 'Open' on the relevant partner form. Use the green 'New item' button to add a partner. Once completed click save and 'Mark Complete' to add the partner to the application.



Third Party Details Northern Ireland ▾

Delete Save Draft **Mark Complete** Close

Last saved at 10:30:40 PM

Third-Party Partner Contact Details in Northern Ireland

Name of the Third-Party Partner organisation in Northern Ireland *

Address of the Third-Party Partner in Northern Ireland *

Type of partner *

e.g. SME, NGO, charity

Identify the main contact in the partner/s *

John Doe

Email *

Phone *

Once all sections of the application have been completed and any partners involved in the project have been added the applicant may submit the application.

If the application is incomplete the 'Submit button' will remain grey. Once it turns **green** the applicant may submit. Be careful not to submit before adding partners to the application form.

Application

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

There are 42 days remaining to submit this.

Submit

Application Form

Complete

Edit

The North-South Research Programme 2021 is a collaborative scheme arising from the Government's Shared Island Initiative. It is being delivered by the Higher Education Authority (HEA) on behalf of the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS).



Step 9

Completion

Application

Thank you for submitting.

Your submission is now under review and you will be contacted if any additional information is needed.



This has been submitted.

Application Form

The North-South Research Programme 2021 is a collaborative scheme arising from the Government's Shared Island Initiative. It is being delivered by the Higher Education Authority (HEA) on behalf of the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS).

[View](#)

Once an application is submitted no further changes can be made. Applicants will receive confirmation of submission to the email address provided on the application form. Where an applicant is applying to more than one strand the applicant can return to the portal to continue with a submission until that too is also submitted.

Appendix 1: Budget template

Please find the budget template in the 'Application supporting documents folder'

Appendix 2: Endorsement Template



ENDORSEMENT BY LEAD ADMIN PARTNER

LEAD HIGHER EDUCATION INSTITUTION (HEI) PARTNER IN IRELAND

All proposals must be signed by the President/VP/Director of Research or the appropriate office holder in this regard within the host institution(s).

I hereby confirm that, on behalf of [Insert name of lead admin HEI], I support this application to the Higher Education Authority in accordance with the circulated Call document. I further understand that acceptance of the Terms and Conditions that will be set out in the 'Letter of Award' will be required prior to confirmation of any offer of funding.

I confirm that as part of this application, that any management and resource implications (e.g., PI time commitment, teacher reduction, space requirements, potential budget shortfalls, and/or additional funding) have been discussed with [insert lead admin HEI].

Name of lead admin partner:



Name of lead investigator/team lead in lead admin partner:		
Name of primary contact:		
Lead admin representative:		
Signature of lead admin representative, or authorised signatory: (Please indicate position held)	Print name:	
	Position held:	
	Signature	
Date:		

*Prior to the submission of the endorsement form by the lead admin institution in Ireland each lead investigator/team lead identified on the application must provide the lead admin institution with confirmation that their host institution agrees to the submission of the project proposal and to the collaborative management of the project if successful.

Organisational Stamp and signature of the VP/Director of Research/Institution President



Appendix 3: Section 3.2 Design, methodology and implementation upload template

Upload template for section 3. 2: Design, methodology and implementation

Please upload as a pdf.

All of section 3.2 is required.

Maximum word limit is 3000 words.

Define and provide details of the project design and the proposal's implementation plan demonstrating that it will address the key principles of the programme and the specific funding criteria as set out in the Call Document.

Include the following:

- A description of the proposal to include a brief literature review
- plan specifics including work packages with clearly identified SMART deliverables (Specific, Measurable, Achievable, Relevant and Time-bound)
- a clear description of the proposed project methodology which points to its credibility and feasibility. A GANTT chart may be uploaded to support the description.
- specification of milestones, output measures, indicators and evidence which will be used to monitor the performance and progress of the proposal and where relevant a description of how the project's sustainability is to be maintained.
- a clear demonstration of mechanisms which will assist in the understanding of cultural diversities. (Inter community engagement /public/cross community engagement)
- a clear description of the proposal's implementation plan for how it will contribute to achieving the goals and objectives of national and institutional research strategy and the objectives of the Shared Island initiative and national alignment with Horizon Europe's mission-based approach and/or one or more of the United Nation's SDGs.
- demonstrate that proposers have given full consideration to whether there is a potential sex and/or gender dimension in their proposed research. Where applicants have indicated that there is no sex/gender dimension to their research, they must justify this assertion.

(3000 words max)

Note: Evidence must be provided of shared objectives, joint work programmes, costs, resources, joint responsibilities and associated clarification on roles and contributions of each party. Sections 3.1, 4.1



and 5.1 can also be used to provide this evidence. Budget justification can also be used to provide such evidence. Where relevant evidence of equality of access should also be demonstrated and this may be done in sections 3.1, 4.1 and 5.1.

END