

North South Research Programme 2024

Responses to queries on the call document

Note: This document may be updated during the call process.

Last updated: 20 February 2025

Clarification added to Q3y on 26 February 2025

Please be aware that queries on the call document will be accepted until and including 17th February 2025. All responses will be published by 20th February 2025 prior to the call closing on 27th February 2025.

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1. Allowable Expenditure

Stipends

Q1a. Call document Page 13, pt 4.2.24 states that €30,000 per annum for research students can be sought. Also, this point states fees may be sought, is this in addition to the €30,000 or to come from that as well? Does the recently announced increased minimum PhD stipend of €25,000 per annum affect this? If we use the €25,000 per year, by the time this is covered and fees are paid, there would be nothing left from €30,000 for consumables and travel. Even if the fees are to come from elsewhere, this would mean that the PhD student only had €5,000 per annum for consumables and travel, whereas the cap is set at €10,000 per year for other research staff members (page 12 point 4.2.12).

The total value of research student (Masters and PhD) costs being sought under Call 2 can be increased from €30,000 to €32,000 per annum for a maximum duration of four years for a PhD student and in accordance with the course duration for a Masters research student.

Costs, including stipends for research students travel and consumables, of up to €32,000 per annum per research student may be sought. Stipends must be no lower than €19,000 per annum. Fees for research students may be sought in addition to this, for up to a maximum of four years for a PhD student and in accordance with the course duration for a Masters research student. The level of stipend paid within the above limits is a matter for each institution to determine.

Q1aa. With regards to section 4.2.12 'Research consumables and travel costs are capped at a maximum of €10,000 per research staff member per year.' Does this include laboratory or experiment costs/engagement and surveys with stakeholder groups/fieldwork and other research costs?

Yes. Research costs including travel, consumables, equipment and other costs are capped at €10k per annum per researcher.

Q1aaa. Are travel and subsistence an eligible expense for a project manager on an NSRP funded project under Call 2?

Costs can be allowed for reasonable and vouched travel and subsistence expenses for a designated project manager on a funded NSRP project under Call 2 subject to a limit of €1,000 per annum, 10%

Q1aaaa. Can you please confirm that as per the FAQ that applicants can now request €1,000 per year for travel for project managers. Even though it is stated in the call document: 'Costs for research consumables and travel cannot be sought for the project manager'?

Yes, as per FAQ Q1aaa costs can be allowed for reasonable and vouched travel and subsistence expenses for a designated project manager on a funded NSRP project under Call 2 subject to a limit of €1,000 per annum, noting the cross border/ multiple location element of this programme.

Q1aaaaa. Are costs for Irish Residence Permits and mandatory health insurance for postgraduate students an eligible expense under the programme?

Costs may be sought for a contribution of up to a maximum of €300 towards the costs of Irish Residence Permits and maximum of €600 per annum towards mandatory health insurance costs for postgraduate students from non-EU/ EEA countries

Q1aaaaaa. Can I confirm that PIs can claim the 10k research costs? I refer to the budget spreadsheet example provided which indicates this is an eligible cost.

Yes, Lead Investigators can request research costs including travel, consumables, equipment and other costs capped at €10k per annum provided clear justification is provided for the request.

Q1aaaaaaa. Our query relates to the costs that can be assigned to a PhD project in this programme. We are wondering if specific tasks of the PhD required field work or work with live animals, and this field work was to be conducted at a partner institute, could the costs be attributed to the PhD which is part of the HE partner's budget?

Where field work is being conducted at an institute identified as a partner institute on an application, which will be analysed by a PhD student working as part of a North South Research Programme funded project, the costs for that work may be requested under 'Other Costs' once clearly detailed and justified.

Q1b. Can a clinical PhD be funded outside of the stated limits for PhD students? Their stipends alone would typically exceed 32k per annum?

No, research costs, including stipends for research students (Masters and PhD), consumables and travel, up to a maximum of €32,000 per annum only per student may be sought. Stipends must be no lower than €19,000 per annum. In addition, costs for fees may be sought for research students for up to a maximum of four years

Should an institution wish to provide a top-up to a research student's stipend and/or research costs, this top-up must come from sources other than funding awarded under this programme.

Research students may supplement their stipend/ research costs/ travel costs through funding awarded from other sources provided the terms and conditions of that other source do not inhibit or prevent the student from achieving the aims and objectives of their research as funded by the North-South Research Programme.

Recruitment of research students

Q1b. If a project is asking for €4,000,000 euros, and an external partner is entitled to received 10% of the award (€400,000), can the external partner use this money for recruitment of postgrad students?

Recruitment of postgrad students by an External Partner on a project is not an eligible cost. All Research Students on a NSRP funded project must be registered at an HEI in the consortium.

Research students may spend time at an External Partner, but terms of their registration are between their host institution and the research student.

2. Programme budget

Number of projects to be funded

Q2a. Call document Page 4, section 1.4: To clarify, is it expected that 4-5 projects will be offered funding across both strands, or 4-5 projects per strand?

The value of funding available under Call 2 of the NSRP is €17.01m. Subject to available funding and recommendations of the international panel of assessors, 4-5 project proposals in total across Call 2 will receive offers of funding.

Q2b. I'll be assisting QUB Academics with their costings for this upcoming call. Can I please ask if there is a set € conversion rate that we need to apply?

There is no fixed exchange rate for calculating budgets. The date and exchange rate used in calculating budgets must be provided in the budget template accompanying each project proposal. When using an exchange rate use the InforEuro website.

Q2bb. We are finalising budgets, one institution is using a standard exchange across all our applications and not using euroinfo. However, one of our northern partners is using the euroinfo rate. There is only one section to input exchange rate calculation. Are we held to one exchange rate? The southern lead is keen we all use the same one. Can you advise on this?

As stated in point 4.2.40 of the Call document "One consolidated budget in Euros must be submitted per application. The InforEuro website should be used for calculating exchange rate".

Budget

Q2c. Is the budget maximum of €4million inclusive of overheads or are overheads calculated on top of the €4million?

Overheads are inclusive of the maximum budget amount of €4 million.

Q2d. Is the amount budgeted for buy-out included in staff costs for the purposes of calculating overheads?

The cost of institutional overheads may be included at the cost of up to 25% of pay costs (full-time personnel). Where a staff member is not working full time on the project overheads may be calculated on a pro rata basis.

Q2e. Is £10k the maximum expenditure on equipment, or can larger equipment be purchased?

No single item of equipment may exceed €10,000.

Q2f. The Call document limits expenditure on pieces of equipment to €10,000, but allows for budget for access charges for equipment. If the hiring of a piece of equipment for a project costs a

similar amount as the cost of buying it, can a proposal make the case for the purchase of equipment beyond the €10,000 limit?

See the answer to Q2e.

Q2g. Point 4.2.7 indicates that buy-out costs for research staff, project manager, and core staff can be included. Is the buy-out cost to be based on the individual's actual salary costs?

As per 4.2.8 buy-out costs should be applied in accordance with institutional norms. In relation to example of an allowable cost under the category of 'Other Cost'. Such costs are to be justified in the proposal by demonstrating how the expenditure will contribute towards building research capacity. As per the glossary provided in Appendix 2 of the Call Document' Additional Partners are from outside of Ireland and Northern Ireland and, subject to clear justification, may be included in a project proposal. Costs incurred by additional partners may not be included in the proposal or charged to the North South Research Programme.'

Q2h. 1. Can we pay costs for one off international speakers to come to Ireland for a masterclass/lecture series? 4.2.34 of the call document suggests that guest speakers can be paid for as long as there is balanced development and impact in Ireland and Northern Ireland. However, elsewhere, the call doc is very adamant that additional partners from outside Ireland and Northern Ireland cannot seek costs. So is it okay to pay external speakers as long as they are not 'additional partners'.

Point 4.2.34 iterates that associated costs with the objective of building research capacity between institutions may be sought. Costs for external guest speakers to deliver talks on the island is an example of an allowable cost under the category of 'Other Cost'. Such costs are to be justified in the proposal by demonstrating how the expenditure will contribute towards building research capacity. As per the glossary provided in Appendix 2 of the Call Document' Additional Partners are from outside of Ireland and Northern Ireland and, subject to clear justification, may be included in a project proposal. Costs incurred by additional partners may not be included in the proposal or charged to the North South Research Programme.

Q2i. Can we name and cost particular people for postdocs? We are looking for people with particular skill sets and we are aware of some really highly qualified individuals who are finishing postdocs at other institutions. So, these people would need to be paid at a higher postdoc rate to take into account their skills and experience. 4.2.8 says that salary costs may be sought for researchers recruited onto a project. Would it be better to name a potential postdoc to explain the reasoning for higher salary or is it more appropriate to think in terms of skill sets and open application for the posts.

Identifying particular people in an application to fill posts not yet advertised is not appropriate. The costing of postdoctoral salaries should be in line with the IUA salary scale and institutional norms or an equivalent. The recruitment of team members should be in line with best practice and is a matter for the institutions involved.

Q2ii. When forecasting pay costs can we incorporate the future IUA published pay scales reflecting salary inflation that will occur on 01-Aug-2025, 01-Feb-2026 and 01-June-2026. If not, what effective date should we use for forecasting purposes?

The costing of salaries should be in line with the published IUA salary scale and institutional norms or an equivalent. The recruitment of team members should be in line with best practice and is a matter for the institutions involved.

Q2iii. Following on from Q2ii. Can I confirm that we cannot consider a budget provision that may occur after 01-Jun-2026 and that any such increases will only be funded from Contingency?

Budgets should include provision for advancement on incremental salary scales with appropriate justification provided. Where the full range of increment increases are not available for a role for the duration of a project, an appropriate portion of requested contingencies may be sought to cover changes in salary costs. The use of contingencies on a live project is subject to HEA approval.

Q2j. Is it possible to cost a post doc equivalent e.g fellowship based on the principles of the Marie Skłodowska-Curie Actions Individual Fellowships. i.e. gross salary, employers pension and PRSI; research, training and networking costs (€9,600/annum); family allowance if applicable (€6,000/annum).

Point 4.2.10 states that “Irish HEI partners should use academic and research salary cost rates as per their institution. Postdoctoral salaries must begin no lower than at the first point on the Irish Universities Association (IUA) salary scale or an equivalent. For partners in Northern Ireland, salary rates should be relevant to the rate applicable in Northern Ireland”. The staff employment, pension matters and/or buy-out costs should be in accordance with institutional norms.

Q2k. Can the Contingency budget be used to cover staff pay increases not incorporated into the current IUA payscales? If not, can we incorporate possible pay rises another way (eg. 10% of pay totals), or 3% per year after Oct 2026?

Costs anticipated for increments incurred over the course of employment on a project must be included in the proposed budget. However as Point 4.2.36 of the Call document states “The contingency budget is intended to mitigate risk and to minimise the impact of risk related costs” by providing for a future event or circumstance that is unlikely but may occur. Requests for contingencies must be clearly justified. Use of contingencies is subject to the approval of the HEA. No further funding will be made available to a project during the course of a project.

Q2l. For the contingency costs in the budget template, must there be a separate budget line for all partner institutions? Or can all the contingency costs be included in the budget for the lead institution and allocated to partners later in the project as required?

A flat rate may be included here. However, where contingency costs are being divided between institutions an extra line per institution may be entered into the spread sheet. Contingency can be utilised as need arises and are subject to the agreement of the consortium and approval by the HEA. An itemised breakdown may be sought at the time of a Letter of Offer being issued.

Q2m. Just wanted to check whether access to services/equipment should be included in the budget under ‘other costs’ and whether there was a budget cap on this item. Just to add to this and to flesh it out:

Are animal purchasing/maintenance/licencing costs, access to services such as genome sequencing and bioinformatics and/or flow cytometry included under ‘other costs’, and if so, is there a budget cap on these items?

Small equipment including maintenance costs may be sought as a separate category in the budget. Please see the Indicative Budget Template provided [here](#) on the HEA website as an example. A maximum of €10,000 may be sought for any single item of small research equipment. Clear justification must be provided in the budget that the equipment is necessary to carry out the research and that such a facility is not available through other means to the researcher(s).

Licencing, animal purchase and access to services may be included in Other Costs as appropriate to the proposal.

All costs for the above must clearly pertain to the proposal submitted to the NSRP. Costs that are not fundamental to an approved project will not be permitted.

Q2n. Are costs for hiring a Research Engagement Officer eligible?

Clause 4.2.14 of the Call document states that “Employment and research consumable costs may be sought for individuals whose skills are crucial to the completion of the research (i.e., a digital archivist, lab manager participating in research, public engagement practitioner, etc.). The dependence of the project on these individuals must be demonstrated in the application”. The costs incurred through the recruitment process of any team member are subject to institutional norms.

Q2o. Are recruitment costs an eligible expense?

Yes, where the institution does not cover the cost for carrying out recruitment processes to identify team members for a project, these costs may be sought in the proposed budget as an eligible expense. Costs should be clearly justified.

Q2p. Are costs recorded under ‘Other costs’ on the budget template (with examples like ‘fieldwork, data collection, archives, open access publications, access to national infrastructures’) additional to the €10,000 per year per staff member for ‘research consumables and travel costs’ or should the €10k per year per person be reduced according to the amount under ‘Other costs’?

‘Other Costs’ are allowed where a project requires costs associated with the project on the whole or costs which could be attached to an institution. It was not intended that these ‘Other Costs’ would include requests for consumables to supplement the allowable €10k per eligible researcher per annum.

Q2q. Where a project involves significant funding for activities like publicity campaigns, app development, etc, which are to be subcontracted to external organisations, should these costs be recorded as External Partner costs (and therefore be limited to 10% of the total budget) or as 'Other' costs?

Subcontractors providing specific services to the project and those services only are not considered External Partners.

'Other Costs' are allowed where a project requires costs associated with the project on the whole or costs which could be attached to an institution. The including of subcontractors and costs associated must be clearly justified and they must be based on the island of Ireland. The contracting of subcontractors must be in compliance with all national and EU procurement guidelines, at the most cost-effective price and upon the most competitive terms, having regard to the needs of the project in relation to economy, time, and quality, and without any conflict of interest.

Q2r. The guidance allows for 1 full-time Project Manager across the duration of the project. If this Project Manager is to be based in the Irish Administrative Lead Organisation, can the Lead Institution in Northern Ireland include and cost fractional administrative / clerical staff to support the project locally in NI?

The Call document provides for the appointment of 1FT Project Manager or more than 1 FT equivalent Project Managers but does not provide for support clerical staff other than a Project Manager.

The Project Manager may be based at the Lead Administrative/Governance Institution or in one or more of the other lead partner institutions and should support the consortium. The costs sought may be split across PT Project Manager based in or across any of the lead partner institutions provided the maximum allowable value per annum is not exceeded. Breakdown of the costs and the Project Manager's location is subject to the agreement of all partners involved in the project. Any splitting of location and costs must be agreed by the consortium.

Q2s. Some of our applicants are interested in including Additional partners outside of Ireland and Northern Ireland. Would you be able to please confirm if the Additional partners need to be verified/ approved before including them in the applications? We appreciate that costs for additional partners cannot be included in the proposal budget and clear justification is needed for their participation.

Additional partners do not need to be verified prior to being added to an application. Additional Partners from outside of Ireland and Northern Ireland may be included in a project proposal provided their inclusion can be demonstrated by the proposers as bringing added value and further support to the project in meeting the aims and objectives of the NSRP. Such additional partners should not be included in place of partners in Ireland or Northern Ireland. Costs incurred by additional partners may not be included in the proposal or charged to the NSRP.

3. Proposal Details

Information on Strands II and III

Q3a. Call document Page 10, pt 4.1.3: There is very little information about Strand III other than ‘Higher education institutions will be supported to collaborate with each other on the basis of their respective institutional strategic research priorities.’ More information was provided in the last call, can we please get clarification on what is included under ‘Institution to Institution strategic research engagement’?

Q3b. Can you provide more information on the difference between a Strand II and Strand III project? For example, would this cover non-research-based projects, such as projects with a goal of developing training in certain strategic areas?

Response to Q3a & Q3b

Page 7, point 2.2.14 of the NSRP Call 2 document states that “...The research can be basic or strategic in nature and can include costs associated with the establishment of partnerships, which improve researcher exchanges and interactions with each other and with external stakeholders. The proposal should focus on the establishment of a critical mass of resource and expertise in a clearly identified area and, where relevant, demonstrate sustainability beyond the lifetime of funding under the NSRP...”

Strand II: Emerging Hubs of Excellence. This strand will provide funding for academic research teams to collaborate on an agreed programme of research. This might, for example, be several departments or faculties with similar (or related) disciplines working collaboratively across a range of institutions and partners (north and south).

Strand III: Partnerships of scale. This strand will support institution to institution strategic research engagement: Higher education institutions will be supported to collaborate with each other based on their respective institutional strategic research priorities, aligned with the objectives of the scheme as set out in the call document.

Proposals submitted under the programme may address basic or strategic research and/or research strategies or design policies and/or programmes/networks that will build research capacity through collaboration on an institutional, national, all-island basis.

The objectives of an agreed work programme submitted as part of a proposal must align with the programme's key principles and specific programme criteria.

Training programmes may not seek funding under the Call. Research activities that support the building of research capacity and expertise across the island including the training of research

students over the course of a specific programme of work leading to a Masters by Research or a PhD may seek funding under the Call.

Costs required for the development of specific modules around transferable skills and academic context for research students and/or training necessary to the project for researchers may be sought under this Call. Costs for further education, civic society, cross community, enterprise and innovation partners may include training costs but justification must be provided illustrating that the costs are absolutely necessary to carry out the project.

Q3bb. Does the HEA have a working definition of Basic vs. Strategic research?

For the purposes of the North-South Research Programme **Basic Research** can be taken to mean ‘bottom up’ research that seeks to advance the frontiers of scientific knowledge and understanding. In the context of the Programme, **Strategic Research** is taken to mean research that has a delineated pathway to application and is building on pre-existent knowledge.

Q3bbb. As part of our proposal, we are intending to design and deliver some CPD courses to employers as a pilot, to gain feedback.

The response to Q3b in the FAQs noted "Training programmes may not seek funding under the Call". Can you advise if the delivery of the CPD courses would be considered a "training programme"?

Training programmes including CPD courses may not seek funding under the call. However, costs for a course being designed and tested in answer to a research question that is fundamental to the proposed project may be included in the proposal provided its inclusion and the requested costs are clearly justified.

Q3c. A colleague who is interested in applying to the North South Research Programme 2024 – Call 2 has been reviewing the EOI document and has queried where the list of disciplines are to complete the "Discipline" section of the EOI.

The form states that "The list of disciplines is available in the User Guide for Applicants available on the HEA website" – however these do not appear to have been included in the user guide.

The list of disciplines is referenced in the Indicative [Application Form, Appendix Two](#).

Q3d. Is the ROI institute only notified if projects can progress to full application stage? i.e. does the NI HEI have to wait to be notified by ROI research office on 18th Dec?

Approval to progress to the submission of a full proposal, or otherwise, will be communicated to the Research Office in the Lead Administrative/Governance Institution by the HEA through the return of the Submission Pack, inclusive of the HEA decision.

Expression of Interest

Q3e. On p.8 of the User Guide for Research Offices, it states “Prior to the submission of an Expression of Interest by the Lead Administrative/Governance Institution in Ireland, each Partner Institution involved in a proposal must provide the Lead Administrative/Governance Institution with confirmation that they agree to be included in the submission and to support the proposal”. The Endorsement form seeks signs off by the VP for Research or equivalent office holder in both lead institutions (Ireland and Northern Ireland) but there is no space for endorsement by partner institutions. Can you please clarify how this confirmation should be provided by partner institutions?

Confirmation of each Partner Institution’s involvement in a proposal must be provided to and retained by the Lead Administrative/Governance Institution. Only the Lead Administrative/Governance institution and the Lead Partner Institution in Northern Ireland are required to endorse the application endorsement form. How this confirmation is provided by partner institutions to Lead Institutions is a matter for consortium partners to agree.

Q3f. Is it necessary for the Research Office to record partner institutions on the EOI submission pack?

Only the names of the Lead Administrative/Governance Institution in Ireland and the Lead Partner Institution in Northern Ireland are required to be recorded on the Expression of Interest Submission Pack.

Q3g. The Call documentation indicates that the Dean of Research can endorse the Eoi but that the full application needs to be endorsed by the Provost or President of the HEI? Is that truly the case or can the full application also be endorsed by the Dean of Research if deemed appropriate by the applicant institution?

As per the Call Document 5.1.2. 9, all submitted applications must be endorsed by the Institution President/Provost or their deputy/nominated person within the Lead Administrative/Governance Institution in Ireland and the Lead Institution in Northern Ireland.

The Application Endorsement Form also states the signature of the Lead Administrative/Governance Institution’s representative (President/Provost), or authorised signatory is required.

If deemed appropriate by the Lead Institution, authorised signatures may endorse the Application Endorsement Form on behalf of the Provost or President of the institution if they are authorised to do so.

Q3gg. The endorsement form requests signature from the 'President/Provost or their authorised signatories. Is a signature from the VP for Research permissible, as it was for the Eoi stage?

Yes, please see answer Q3g

Q3h. Are clinical trials permitted as part of a research programme? I appreciate the scheme is likely not envisaged as trial funding, but is there any additional stipulation on clinical research?

Proposals that involve elements of and/or clinical trials as part of the overall project will be considered under this Programme. All proposals submitted must address the key principles and

objectives of the Programme. Where a project involves clinical trials, all lead investigators/team leads are responsible for ensuring Irish, and EU regulations regarding clinical trials are adhered to.

Q3i. The HEA website states that the results of the funding will be June 2025 and that projects would start in academic 24/25. PhD students normally start in October, and it may be difficult to recruit students in the summer of 2025 for a start in Oct 2025. So, could it be postponed to Oct 2026?

Projects are expected to begin in the Academic Year 2025/26. The start date cannot be postponed until October 2026.

Q3ii. Is there flexibility in terms of the start date – can projects start at any point during the 2025/26 academic year and run for 48 months from that date, e.g. 01/04/2026-31/03/2030?

See Q3i. response.

Q3j. Does the HEA have a repository of funded projects for previous NSRP calls?

An overview of projects funded under Call 1 of the North South Research Programme is available on the [HEA website](#).

Q3k. What is the process for a Research Office to follow when submitting an Expression of Interest?

The [User Guide for Research Offices](#) on the HEA website sets out the steps to be followed by a Research Office using the Expression of Interest Submission Pack. A complete and endorsed Expression of Interest (EOI) must be submitted to the HEA by email to research@hea.ie by the Research Office at the Lead Administrative/Governance Institution in Ireland by the EOI deadline of 4pm on Thursday, 5th December 2024 on behalf of a proposed consortium.

Q3l. In the Guide for Applicants you say that the lead institution in Ireland must get confirmation from the home institutions of 'consortium co-leads' that they agree to the submission of the proposal. Does this mean that external/additional partners don't need to provide this confirmation at application stage?

Prior to the submission of an Expression of Interest by the Lead Administrative/Governance Institution in Ireland, each Partner Institution must provide the Lead Administrative/Governance Institution with confirmation that they agree to be included in the submission and to support the proposal. Any offer of funding will be subject to completion of a research agreement between all partners involved in a project.

Application

Q3m. I am writing to seek clarification regarding the consortium. Specifically, would it be possible to include new partners in the consortium after the Expression of Interest (EOI) stage?

Yes, new HEI partners may be added to the consortium after the Expression of Interest stage is complete provided that prior to the submission of an application through the online system all

partners agree to the inclusion of the new partners and each Partner Institution provides the Lead Administration/Governance Institution in Ireland with confirmation they agree to be included and support the proposal. All HEI partners that are to be part of a proposed consortium must be included in the linked form 'List of HEI Partners' to be completed as part of the online application stage. Any offer of funding will be subject to completion of a research agreement between all partners involved in a project.

Q3n. The Co-lead in Ireland is leaving their current organisation (Institution1) and will be joining one of the partner organisations (Institution2) between March and April. Would it be possible for Institution2, where the PI is moving, to be designated as the new Irish Co-lead?

In other words, can the lead institution be transferred from Institution1 to Institution2, as the EOI was originally submitted by Institution1?

Yes, the Lead Administration/Governance Institution can be changed following the completion of the Expression of Interest stage. This is a matter for the Lead Administration/Governance Institution involved in a proposal as it is their responsibility to endorse projects for progression to the full application stage that align with the North South Research Programme criteria and objectives and the institution's priorities.

Q3nn. Regarding Q3n about changing the Lead Administration/Governance Institution after the EOI, is there a formal process for this?

Where the Lead Administration/Governance Institution in Ireland changes after the EOI process has been completed, the Research Office in the initial Lead Administration/Governance Institution must inform the HEA of the change and the newly proposed Lead Administration/Governance Institution must also confirm its agreement to host the proposed project before the 20th of February 2025 by emailing research@hea.ie with the Vice President for Research in each institution included. Prior to the submission of an application through the online system all researchers and partners must provide the new Lead Administration/Governance Institution in Ireland with confirmation they agree to be included and support the proposal.

Q3nnn. We are reaching out to seek clarification regarding the formal process for an application to the NSRP, where the Lead PI from the Lead Administrative/Governance Institution in Ireland is transitioning to another university.

Specifically, we would like to confirm if it is necessary to provide confirmation from the Research Office of the new lead PI that this institution will assume the role of the Lead Administrative/Governance Institution in Ireland?

See Q3nn above

Q3nnnn. We would like to seek clarification on the application process for a full proposal.

Specifically, in a case where the lead applicant from the Governing/Administrative Institution in Ireland is transitioning from Institution 1 to Institution 2 and does not yet have a university email account at Institution 2, who should submit the application?

Would it be permissible for a partner at Institution 2 to apply on her behalf so that Institution 2 can endorse the proposal at the RO endorsement stage? Or should this be handled through a different procedure?

A university email is not necessary to submit an application. An application may be submitted on behalf of a consortium provided that the consortium is in agreement with the sharing of information with the individual submitting the application.

A Lead Investigator/Co Consortium Lead does not have to be employed in the host institution at the application stage but must be employed by the host institutions identified in the application at the time of award initiation and have a contract of sufficient duration to cover the complete timescale of a funded project.

Q3o. We have a Lead Applicant whose HEA NSRP 2024 Project has been invited through to full proposal stage, however they would now like to transfer the lead applicant status to a different PI in another ROI HEI which was also named as a partner in the EOI, is this possible?

The Lead Applicant named and endorsed in the Expression of Interest stage cannot change as the lead applicant in Ireland must be part of the Lead Administration/Governance Institution.

Q3oo. Following on from Q3o. Could the lead applicant status be transferred to another PI at the same ROI HEI for the full application stage?

The Lead Applicant at the Lead Admin/Governance Institution in Ireland named and endorsed in the Expression of Interest stage may change at full application stage provided the HEA has been notified of the change in advance of the submission of a full application and all partners, including the new and former Lead Investigators confirm this change.

Q3p. I have received a query about merging two applications where 2 x Eois were submitted. Can you please confirm that this is permitted?

Yes, combining applications after the Expression of Interest stage is complete is allowed provided that prior to the submission of an application through the online system all researchers and partners provides the Lead Administration/Governance Institution in Ireland with confirmation they agree to be included and support the proposal. Any offer of funding will be subject to completion of a research agreement between all partners involved in a project. Where the combining of two proposals as set out in the EOI process involves two different Lead Administrative/Governance Institutions, the host Lead Administrative/Governance Institutions must be confirmed with the HEA before the 20th of February 2025 by emailing research@hea.ie.

Q3q. In the Design, Methodology, and Implementation section a word-count limit of 3,000 words is given. Does this include references? Also, can we confirm that figures/tables/supporting data can be included in this section, and if so, is the text excluded from the word count?

Responses to **Design, Methodology, and Implementation** section of the application form must not exceed 3000 words. Any references included go towards the 3000-word count. Figures may be

included in this section provided the total number of **Design, Methodology, and Implementation template** pages uploaded to the online system in response to section 4.2 does not exceed 6 pages and is within the 3000-word cap. Applications that do not comply with these requirements may be deemed ineligible and will be returned without review.

Q3qq. Are applicants obliged to follow the order of headings and bullet list as set out in the Section 4.2 Design, Methodology and Implementation template?

Yes, applicants must follow the template layout provided.

Q3r. Can letters of support from external partners be attached as appendices in the application?

Letters of support cannot be included in the appendices. Any unsolicited material included in an application will deem an application ineligible.

Q3s. Now that the portal is open, can you please confirm if you will be providing an updated budget template or not? The one available on the HEA call website is still labelled as "indicative" so several researchers are unsure if they should be using it.

Yes "indicative" has been removed from the website and applicants are asked to provide a clear breakdown of the total funding being requested for the proposed projects using the template provided by the HEA and found [here](#) on the HEA website.

Q3ss. The guidelines state that the limit for research students stipends plus travel plus consumables is €30k. In the FAQs, Q1a states that the limit for PhD stipend plus travel plus consumables can be increased to €32k. However, the indicative budget template still lists the limit as €30k. If there is an updated budget template, will the limit be listed as €32k? If there is not going to be an update budget template, can researchers ignore the €30k figure included in the template and use the €32k limit?

Yes, for the North South Research Programme Call 2 please adhere to €32k PA as the limit on funding that may be sought per research student per annum to cover stipends, research costs and travel. Please see the updated budget template to be used here.

Q3t. In section 6 of the indicative application form, it seems to indicate that the consolidated CVs of the lead and co-lead applicants should be included separately to the consortium statement, however in the portal it seems to indicate that these should be incorporated together. Can you please confirm a) whether they should be incorporated or separate and b) if the 1,000-word limit is for both the CV and consortium statement together?

In section 6, applicants are asked to provide a consortium statement that includes consolidated CVs of the lead investigators and co-consortium leads as they pertain to the proposal. This is to be included within the 1000-word limit of the upload.

Q3tt. The call specifies that a CV is required for leads and each project partner, but I couldn't see a template. Will the HEA provide a CV template?

No, the HEA will not provide a CV template. Please also see answer Q3t.

Q3ttt. 'In section 6, Consortium statement, applicants are asked to provide a consortium statement that includes consolidated CVs of the lead investigators and co-consortium leads as they pertain to the proposal. This is to be included within the 1000-word limit of the upload. Do we make no discussion at all here of any External or Additional Partners or any other staff involved in the proposed programme? Is this statement supposed to ONLY include the lead investigators and co-consortium leads?'

The Consortium statement must include the consolidated CVs of the lead investigators and co-consortium leads as they pertain to the proposal. The statement may also include reference to roles that will make up the team and to external or additional partners.

Q3u. In the system, Q20 - Current country of residence of the Lead Investigator in Ireland: - Do you mean county or country as it states the country Ireland already in the question.

Q20 refers to the country of residence. In this instance the question is asking the applicant to identify the current country of residence of the identified Lead Investigator in Ireland. Applicants may not necessarily be based in Ireland at the time of application.

Q3v. Can a project title or acronym change between the EOI and full application? The substance of the project has not altered.

As stated on the EOI form submitted to the HEA project acronyms will be used as an identifier for your project throughout the application process. Therefore, the acronym cannot change between stages.

Q3w. Some of our PIs' partner institutions are requesting a PDF of the current draft for their review. Since the PDF can only be generated after submitting the full application, the PIs were wondering if the system supports multiple submissions of the draft application to generate PDFs for review? If an applicant presses "Submit" button, does the system take it as the final submission without an option to revise further?

Yes, once the applicant presses the submit button, the application will be submitted, and no further revisions can be made. The system does not support multiple submissions of the draft application.

Q3x. I am unclear as to who I am supposed to include in the team composition section of the online portal. I have 22 staff collaborators who are full time academics - 10 at the Lead Administrative/Governance Institution in Ireland and 12 at the Lead Institution in Northern Ireland. They are to act as PhD supervisors and PD mentors but their time is not directly costed in the grant.

Applicants are asked to provide details of the proposed team composition, which should reflect the personnel requirements (research staff and students) necessary to meet the aims and objectives of the proposal and complete the project.

Where PhD supervisors and PD mentors are contributing to a project, they should be added to the Team Composition form to demonstrate that the project has the capacity to carry out supervision and mentorship required to support students and PDs on that project.

Q3y. The application form instructs applicants not to provide any identifying information about the research team in the Team Composition form. However, is it acceptable to provide identifying information in Section 6, q 72 - Define why this consortium is an appropriate mix of HEI(s) and Partners (where relevant) to undertake this proposal?

Proposals should not include names or any other details that would render team members identifiable.

Q3yy. In response to a number of queries from Research Offices relating to Q3y, we have provided a further response.

Please note the following regarding the application form:

- *Section 2:* asks for clerical details necessary to the application and must include identifying details.
- *Section 5:* can include details of how external partnerships are of benefit to the proposal.
- *Section 6:* the consortium statement is to include the consolidated CVs of the project Lead Investigators and Consortium Co-Leads.
- *Team Composition Form:* is to include details of the roles that will be included in the team. The team composition form should provide a high-level overview of the capacity of the team to fulfil the work being proposed should it be funded. In line with query Q2i, the identification of people not yet employed on a project in particular should be avoided. Should a proposal be funded, roles such as Post doc roles are to be advertised, and recruitment filled in line with institutional norms as set out in the call document.
- *Budget:* as per the template instructions please do not provide names against roles and costs being sought as this may inadvertently reveal personal details such as salary etc.

4. Eligibility

Q4a. I am reaching out regarding a query from some of our prospective applicants. They are asking whether it is possible for two researchers to apply as Lead Investigators, both of whom would be employed at the Lead Administrative/Governance Institution in Ireland, in addition to having a co-lead in Northern Ireland.

Page 5, point 2.1.5 of the NSRP Call document states that “Each application must have a Lead Investigator who will be employed at the **Lead Administrative/Governance Institution in Ireland** and one **Lead Investigator** employed at the **Lead Institution in Northern Ireland** at the time of award start”.

One Lead Investigator per partnering Lead Institution must be identified with the exception of proposals involving separate interdisciplinary teams from within a single institution, where more than one lead investigator may be identified.

Q4aa. Could you please advise if it is possible to have two (or more) consortium co-leads from one partner institute at the same time? For example, if there are two academics each leading their own groups and researchers on the project within one partner institution, is it possible to have both as consortium co-lead?

Yes, see response Q4a.

Q4b. Can you please clarify if previous NSRP awardees are eligible to submit a new application?

Yes, previous NSRP awardees/Lead Investigators who were awarded funding under NSRP Call 1 may submit a new application for Call 2.

Q4c. Can Lead applicants from currently funded Strand II projects from the HEA N/S 2021 call apply to this 2024 call?

See the response to Q4b.

Q4d. Can you please clarify the North South Research Programme (NSRP) Call 2 is only open to researchers who were successful in Call 1 of the NSRP?

See the response to Q4b.

Q4dd. Can the leader of a previously funded HEA project be a co-lead in this round?

See the response to Q4b.

Q4e. If so, would it be expected that they apply for Strand III in this 2024 call rather than seeking additional funding from Strand II?

Applicants may apply to either Strand II or Strand III provided they meet all eligibility requirements and new research activities are being proposed.

Q4ee. Are those funded under Call 1 of the NSRP eligible to apply for further funding in this call, either for a different topic or as supplementary for the existing/ongoing project?

See the response to Q4d, 4dd, 4e & 4f.

Q4f. Is it possible for an ongoing Strand II project can be scaled up and evolved into a Strand III project, or does it have to be a bespoke, independent application?

Double funding is not allowed under the programme. Initiatives and research activities already funded through the programme or through another source may not apply to Call 2 for repeat funding.

However, proposals that demonstrate that impact and/or outcomes from a project funded under Call 1 of the NSRP or under another funding stream suitability for further development into new research activities that meet the programmes key criteria and objective may be submitted.

Q4ff. Can a previously funded HEA North South consortium reapply for further funding in this 2nd call?

See the response to Q4d, Q4dd, Q4e, Q4f, Q4g.

Q4g. The Call Document (p.4) states that Call 2 is “to build on the research partnerships supported through Call 1 of the NSRP and develop the ecosystem for research collaboration by higher education institutions across the island” but the eligibility criteria doesn’t state that applicants must have been successful in Call 1.

Applications will be open to all eligible researchers in any discipline, at early, mid or advanced stages of their careers. Applicants do not need to have been awarded NSRP funding under Call 1 to be eligible to apply to Call 2.

Q4gg. Having looked at the FAQs, question Q4d. Can you please clarify the North South Research Programme (NSRP) Call 2 is only open to researchers who were successful in Call 1 of the NSRP? is not completely clear, as doesn’t give a yes or no response and it refers to question Q4b, which then reads like only previous applicants can apply. But the original document does not suggest this.

See Q4g.

Q4h. The Call document (p 6) states that at the time of the initiation of an award, the Lead Investigator in the Lead Administrative/Governance Institution in Ireland must be employed by that higher education institution with a contract of sufficient duration to cover the complete timescale of a funded project. Contractual matters are an issue for resolution between prospective team members and their proposed host higher education institutions.

We have a perspective applicant who is a funded Research Professor and as such has an appointment to for 5 years, would this be considered as an eligible contract?

As per the Call Document, at the time of the initiation of an award the Lead Investigator in the Lead Administrative/Governance Institution in Ireland must be employed by the Lead Administrative/Governance Institution with a contract of sufficient duration to cover the complete time scale of a funded project. These contractual matters are an issue for resolution between the prospective individual Lead Investigator and their proposed host institution, should an offer of funding be made. Projects funded under Call 2 of the NSRP will begin during the academic year 2025/26.

Q4i. Can a Lead Investigator on one proposal be a Consortium Co-Lead on another separate bid in the same call?

A Lead Investigator may be involved in more than one application across the two strands. Where more than one of the applications is recommended for funding assurance that the commitment

required from the researcher in meeting each project's requirements can be met by that researcher will be required by the Higher Education Authority prior to any offer of funding being made.

Q4ii. Can one person be a Consortium Co-Lead in two different proposals? Just to confirm we imply the non-hosting leads.

A Consortium Co-Lead may be involved in more than one proposal. In the event that more than one of the proposals is recommended for funding, assurance that the commitment required from the co-lead in meeting all project deliverables will be required by the HEA prior to an offer of funding being made.

Q4j. If an institution is listed as an eligible institution in Northern Ireland and has a campus or affiliations in another jurisdiction can investigators/staff from other jurisdictions be included as the NI partner?

The list of institutions eligible to act as Lead Administrative/Governance, Lead Partner Institutions or as a Consortium Co-Lead in Ireland and in Northern Ireland is set out in Appendix 1 of the Call Document. All staff employed on a project funded through the North South Research Programme must be employed in a host institution (Lead Administrative/Governance, Lead Partner Institutions or at a Consortium Co-Lead). Host institutions are set out in the Glossary of the Call Document as "Institutions within which a Lead Investigator or Consortium Co-Lead is employed and where research students and team members are registered/employed".

Expertise based outside of the island of Ireland may be included in a proposal as an Additional Partner. The proposal must demonstrate that the partner being deployed as an Additional Partner is not being included at the behest of partners on the island of Ireland.

Q4jj. One of our applicants has partnered with two NI higher education institutions, with both institutions being equally involved (in terms of activity, leadership and funding). Is it possible to list both NI partners as the NI Lead or can only one be listed as the Lead Institution in Northern Ireland and the second has to be included as an External Partner?

If we are allowed to include two NI Leads, how should this be handled in terms of the Research Office Pack (xls spreadsheet) and the EoI and Endorsement Form?

The inclusion of more than one lead in Ireland and one lead in Northern Ireland is not permissible under this call. As set out in point 2.2.6 of the Call Document partner institutions may be added a consortium co-lead: "While there must be a minimum of two lead partner institutions from higher education (one in Ireland and one in Northern Ireland), the application may include other higher education partners (Partner Institutions) and identified researchers to work as Consortium Co-Leads."

For the purpose of completing the Expression of Interest Submission Pack and Endorsement Forms the Lead Administrative/Governance Institution in Ireland and the Lead Institution in Northern Ireland only must be identified.

Q4jj. We have a lead partner HEI from Ireland and a lead HEI partner from Northern Ireland. We have a third HEI institution (in Ireland) who is listed in Appendix 1, list 1 that will collaborate on the research in the final two years of the project. Can this HEI hire research assistants and buy back academic time from the total budget allocated?

Yes, HEIs in Ireland identified in list 1 of appendix 1 of the Call document are eligible Lead Administrative/Governance Institutions and Partners and as per 4.2.6 in the Call document 'Buy-out costs may be sought for core staff already employed in the institutions hosting the project. Institutions listed in Appendix One (List 1) can seek staff buy-out costs or request salary costs for eligible researchers/personnel'.

Costs anticipated for increments incurred over the course of employment on a project must be included in the proposed budget.

Q4k. Can an institution that is not listed in Appendix 1 (List 1) participate in a proposal as a Lead Administrative/Governance partner, Lead Institution or as a Consortium co Lead?

The list of institutions eligible to act as Lead Administrative/Governance, Lead Partner Institutions or as a Consortium Co-Lead in Ireland and in Northern Ireland is set out in Appendix 1 of the Call Document. Institutions not listed in List 1 may participate in a proposal as an External Partner.

Q4l. In the eligibility criteria it specifically notes PhD with a minimum of 2 years post-graduation is the requirement for lead applicants, is a clinical equivalency allowed for academic staff with MDs and research experience?

Subsequent to requests for further clarification, and while the HEA does not have an academic mandate, nor a system for recognition of PhD equivalence, in respect of an MD qualification, applications may be put forward by applicants where the host institution is satisfied that an equivalence exists for the purposes of an application to this scheme. The HEA may seek to confirm this acceptance of equivalence by the host institution should an application be successful.

Q4m. What are the eligibility criteria for Consortium Co-Lead researchers in partner institutions?

Lead Investigators and consortium Co-Leads must be, at a minimum, two years post PhD. They must have been awarded their doctoral degrees no later than 31st December 2022.

Q4n. What are the eligibility criteria for researchers who are named as part of the team within the Rol lead institute or other partner institutions?

Lead Investigators and consortium Co-Leads must be, at a minimum, two years post PhD. They must have been awarded their doctoral degrees no later than 31st December 2022. The team composition submitted with an application must show that the team will have the resources necessary to complete the work proposed in the application.

A team may be composed of team members with specialist skills necessary to ensuring a project is completed but whom may not necessarily have a PhD. The inclusion of any such team members must be clearly justified and the recruitment of team members must be in line with institutional norms.

Q4o. If a researcher has an honorary appointment with the lead Host Institution is this sufficient to constitute being “employed at the Lead Administrative/Governance Institution in Ireland”?

Applications must be endorsed by the lead admin HEI. Internal HEI eligibility policies relating to honorary appointments are a matter for the HEI and the potential applicant. Clause 2.2.7 of the Call Document states that “Team members, with the exception of visiting researchers, are to be employed at a host institution”. Clause 2.2.6 highlights that at the time of the initiation of an award, the Lead Investigator in the **Lead Administrative/Governance Institution in Ireland** must be employed by that higher education institution.

Q4p. From the call documents, External Partners are not eligible to be lead applicants and can only request 10% of the budget, while an institution listed in Appendix List 1 may act as a host institution is an (as per the glossary): “Institution[s] within which a Lead Investigator or Consortium Co-Lead is employed and where research students and team members are registered/employed”.

Our query is in regards External Partners which are both clearly indicated as External partners, but who are also part of an institution identified in List 1, and so employees and students would be employed by/registered with the proposed Lead Administrative/Governance Institution. Can you please confirm that as long as the Host Institution submits the EOI on their behalf associated researchers are eligible as Lead applicants?

Institutions identified in Appendix 1. List 1 may act as the Lead Administrative/Governance Institution in Ireland and are responsible for the HEA communication, governance and management of the project.

Entities included in Appendix 1. List 3 may act as External Partners and cannot act as the Lead Administrative/Governance Institution. Up to 10% of the budget may be sought in total for an External Partner. Staff employed on a funded project must be in a host institution.

External Partners

Q5a. I am looking through the call document), page 22 (Eligible institutions).

If an organisation is in the list as “External Eligible Partners”, does this mean that that organisation is not eligible to lead a project under this call?

External partners are not eligible to lead on a NSRP project. An External Partner may partner with eligible education institutions in Ireland and Northern Ireland as set out under List 1 of Appendix 1 in the call document to collaborate on a project but cannot lead or act as a consortium co-lead.

Q5aa. One of our PI’s would like to include external partners that are not on the dropdown menu of the online application.

New external partners should be added to the application using the link provided within the system. Where an external partner is not listed in the Call document, the HEA must be informed by email at research@hea.ie of new partners before a full application is submitted through the online application system.

If an external partner is a charity, please ensure that it is a registered charity. All external partners must be based on the Island of Ireland.

Q5b. I can see that there are eligibility criteria mentioned for the identified Lead Investigators and Consortium Co-Lead Partners page 6 (for example, “minimum of two years post PhD”). However, I cannot find the eligibility criteria for Leads from an external partner. Are there any eligibility criteria regarding the PhD conferral, or type of contract (permanent, not-permanent)?

See Q5a.

Q5c. Do External partners also need to provide an Application Endorsement Form?

An Application Endorsement Form from the External Partner is not required. It is a matter for the Lead Admin Institution to seek this on behalf of the proposed consortium. All offers of funding are subject to the completion of a research agreement involving all consortium partners.

Q5d. An External Partner is listed in Appendix 1 as an external partner, but we are seeking guidance on whether

- i) An External Partner is an eligible external partner which falls under the 10% cap of total project budget or***
- ii) are we simply an eligible external partner and the 10% does not apply to us?***

If it is scenario 1 – is the 10% cap on all external partners collectively or it is per external partner?

External partners listed in appendix 1 may be included in a proposal. The total costs of all External Partners involved in a proposal must not exceed 10% of the proposal’s total costs.

Q5e. Re the criteria that External Partners may be allocated no more than 10% of the proposed overall budget, does this apply collectively or individually? i.e. can one external partner be allocated an amount equal to 15% of the overall budget, and another be allocated an amount equal to 5% of the budget therefore collectively not exceeding the maximum 10%

The total costs of all External Partners involved must not exceed 10% of the proposal’s total costs.

Q5ee. Can I please clarify if the 10% cap for funding to be allocated to External Partners would be applied to institutions (listed on the Call Document as eligible institutions) who would be forming part of a consortium, but would not be acting as lead HEI in the Republic of Ireland or Northern Ireland? Or is this only applied to those organisations listed as external partners?

Institutions listed in Appendix 1 List 1 may act as the Lead Administrative/ Governance Institution in Ireland or as a Consortium Co-Lead. The level of funding sought in a proposal for an institution acting as a Consortium Co-Leads is subject to the agreement of the proposed Consortium.

Total costs sought for consortium partners involved in a proposal who are identified as “External partners” in Appendix 1 List 3 must not exceed 10% of the proposal’s total costs.

Q5f. I understand that an external partner can join these proposals as “External Partner”, correct? Would it be possible for an “external partner” to be part of two proposals?

There are no limits to the number of proposals that an External Partner can be part of. External Partners may be included in the proposal once clearly justified and, in the event of an offer of funding being received on more than one proposal that the External Partner is involved in, they must demonstrate capacity to carry out the work being proposed.

Q5ff. I have a query from a researcher employed by an external partner regarding his involvement in more than one proposal for the North South Call. I can't find anything in the call document regarding the impossibility for a researcher to be involved in two proposals. But I thought that it would be a good idea to ask directly to you and make sure his proposals are eligible, if he decides to participate in both.

A researcher in an External Partner may be involved in more than one proposal. Clause 2.2.7 of the Call document states that team members who are part of the proposed consortium are to be employed at a host institution.

Q5fff. I have a query from a researcher regarding the hiring of personnel by an "external partner" institution. Can "external partners" hire personnel (Research officers, Postdocs, technicians etc)?

Only host institutions are allowed to apply for buy-out costs or request salary costs under this scheme. Clause 2.2.7 of the Call document states that team members who are part of the proposed consortium are to be employed at a host institution

Q5ffff. As per 4.2.20 in the call document, External Partners may 'seek costs related to travel, networking (i.e., workshops & seminars), dissemination and impact (i.e., publication services), and fieldwork'. Can you please clarify whether external partners can get staff costs? i.e. can the external partner hire staff e.g. a research assistant to carry out said field work?

See Q5 ff and Q5fff.

Q5g. "Clause 2.1.8 of the call document states that "other government agencies may be also included as External Partners". We have a government agency we wish to work with who is not included in Appendix 1 of the call document in list 3. "Eligible External Partners". Can we include them as External Partners in the proposal without having them listed (i.e. the list is indicative and non-exhaustive)? If they must be included in the list, how do we get them included?"

Yes, a government agency not listed in Appendix 1 of the Call document may be also included as an **External Partner**. The online application form will allow an External Partner that is not listed in the Call Document appendix to be included in the proposal.

A proposal including an External Partner must outline how projects will benefit from the inclusion of the External Partner and their contribution to the project must be clearly outlined in the proposal along with a description of their compatibility with the NSRP objectives.

The Lead Administrative Governance Institution that receives funding from the HEA must ensure that the associated terms or conditions attached to this funding, be applied to any onward payments to be made to External Partners. In the case of any such onward grants, the Lead Administrative

Governance Institution remains fully liable and directly responsible to the HEA as the funded body for any and all funding regardless of the operation of any such onward grants.

Q5h. We are aware of the list of eligible external organisations provided on Appendix 1 Section 3 of the Call Document but under the general guidelines section 2.1.8 in the Call Document it states that government agencies may be external partners, can you confirm if this includes government departments.

Yes, see Q5g. Government Departments may be included in a proposal as an External Partner.

The Lead Administrative Governance Institution that receives funding from the HEA must ensure that the associated terms or conditions attached to this funding, be applied to any onward payments to be made to External Partners. In the case of any such onward grants, the Lead Administrative Governance Institution remains fully liable and directly responsible to the HEA as the funded body for any and all funding regardless of the operation of any such onward grants.

Q5i. Is HEA approval required for every organisation that is added to a consortium when the organisation does not feature on the list? We have a government agency we wish to work with who is not included in Appendix 1 of the call document in list 3. "Eligible External Partners". Can we include them as External Partners in the proposal without having them listed (i.e. the list is indicative and non-exhaustive)? If they must be included in the list, how do we get them included and is there a deadline by which they must be included?"

Where an external partner including a government agency is not listed in the Call document, the HEA must be informed of the intention to add a new partner/s to an application.

The HEA is to be informed by the Research Office of an Institution involved in the application by emailing research@hea.ie by 12pm on the 27th of February and before a full application is submitted. The mail must include the relevant project acronym and the Lead Investigator's name. All members of a consortium must be in agreement with the addition of all partners to an application. Any charity added to an application as an external partner must be registered. All external partners must be based on the Island of Ireland. See Q5aa

Q5j. "External Partners may be allocated a maximum of 10% of the proposed overall budget" We are presuming that the above means 10% of the total funding may go to eligible external partners regardless of the amount of them, for examples 10% of €4 million = €400k if we have two externals they get €200k each but if there are four they get €100k each. – can you confirm if this is correct or if we apply 10% per partner in other words that they could each be allocated €400k of the €4 million funding

The total costs of all External Partners involved must not exceed 10% of the proposal's total costs regardless of the number of External Partners involve in a proposal.

Q5k. We would like to seek clarification on two questions.

1. ***Can External partners bid for staff salary costs whilst remaining within the 10% of overall budget ceiling?***
2. ***If so, where do the staff costs go on the excel costings sheet as there doesn't seem to be a salary costs/buy out line within the external partner section?***

The guidance would suggest External partners can claim recurring costs but other aspects suggest staff salary costs aren't claimable for external partners.

Text:

2.1.7 External Partners from outside higher education and research institutions are welcome, with their costs being capped at 10% of a proposal's total budget.

Partner(s)

4.2.19 The recurrent cost of collaboration sought by External Partners may be included in the proposal once clearly justified and not exceeding 10% of the total cost of the proposal. Any capital costs incurred by such External Partners will not be covered by this provision. Additional Partners from outside of Ireland and outside of Northern Ireland may not seek costs, recurrent or otherwise.

4.2.20 External Partners may seek costs related to travel, networking (i.e., workshops & seminars), dissemination and impact (i.e., publication services), and fieldwork

As per 2.2.7 of the Call document team members, with the exception of visiting researchers, are to be employed at a host institution.

The NSRP Call 2 Budget Template budget template includes a tab titled "Allowable Expenditure" in under the "External Partners" section: Costs allowed include - Travel, Networking, Dissemination & Impact Costs (publication services), Fieldwork Costs...No staff costs or overheads may be sought for External Partners.

See Q5 ff and Q5fff.

Q5f. Where an organisation is listed on the eligible external partner list for NI, what does this mean? Can they be an NI lead and how should they be included in a proposal Can they be included as a research organisation and claim all costs associated with their involvement in the project without the 10% restriction rather than T&S and capital costs only?

Where an organisation is identified in the Call Document for the NSRP Call 2 as an External Partner, that organisation may join a consortium as an External Partner provided the consortium is in full agreement with their addition and should be added to an application using the linked for 'External Partners'. Costs assigned to External Partners may be included in the proposal once clearly justified and not exceeding 10% of the total cost of the proposal.

The NSRP Call 2 Budget Template budget template includes a tab titled "Allowable Expenditure" in under the "External Partners" section: Costs allowed include - Travel, Networking, Dissemination & Impact Costs (publication services), Fieldwork Costs...No staff costs or overheads may be sought for External Partners.

5. Research Office Review Stage

Q6a. During the RO review stage (4th-14th March), can the Research Office recommend amendments to the applicant and can changes be made by the applicant?

Once an application is submitted by an applicant no further changes may be made to the proposal. The purpose of the Research Office review stage is to have visibility of the application in order to confirm that proposals are eligible as outlined in the terms and conditions stipulated in the Call Document.

Q6b. Can I please confirm that the need for an Organisational Stamp on the endorsement sheet is not required. This step adds a significant level of effort for both signatories in terms of the printing, stamping and scanning that would be required to complete this.

The endorsement template requires the Organisational Stamp and signature of the Institution President or authorised signatory: in the Lead Administrative/Governance Institution in Ireland and in the Lead Institution in Northern Ireland.

Q6c. We are currently in the process of arranging signature of the Endorsement Forms to accompany final applications.

The forms will be signed by the Pro Vice Chancellor for Research who holds the most senior research post. I note that the wording on the form is; Organisational Stamp and signature of the Institution President or authorised signatory.

Can I please check if the PVCR signature will suffice? We have a physical stamp but this would require the forms to be printed, stamped & signed and then scanned by the PVCR office.

If the Pro Vice Chancellor for Research is the authorised signatory and this is the institutional norm for such applications, they may sign the endorsement form in place of the President. Please note that an organisational stamp is required in addition to the signature.

END 20th February 2025.