**MSCA Doctoral Networks Non-EU Fee Differential Waiver and**

**Overhead Usage Application**

**Purpose of Application**

The purpose of the fee waiver application is:

1. To facilitate Trinity’s participation in Marie Skłodowska Curie Doctoral Networks;
2. To write down the fee difference between EU and non-EU fees for any (non-EU) PhD candidates recruited to the grant;
3. To authorise the use of Marie Skłodowska Curie Action (MSCA) Doctoral Network (DN) overheads to cover the remaining fee balance for up to 3 years;
4. To ensure a contingency is in place for a fourth year of study, should the PhD candidate require it.

**Eligibility and cut-off dates:**

To be eligible for this programme, PhD students must be:

1. Recruited as a fellow to a funded MSCA Doctoral Network
2. beginning their PhD studies on or after September 2023

This document is to be completed and submitted after the recruitment of PhD candidate(s) to a successful MSCA DN and before the start date of the PhD studies. The cut-off dates for submissions are as follows:

For students due to start 1st September: 1 August;

For students due to start 1st March: 1st February.

**Submission of applications**

Applications should be made by the Trinity PI of the Doctoral Network and signed off by the Head of School and where relevant, the TRI where the award is hosted. Incomplete applications will not be accepted.

The Dean of Graduate Studies will evaluate applications on a case-by-case basis and notify the PI of the outcome.

Applications should be submitted to the administrative officer of the Office of the Dean of Graduate Studies ([genadgso@tcd.ie](mailto:genadgso@tcd.ie)).

[School headed paper]

# **Application for waiver of non-EU fee differential/overhead usage for PhDs Registered at Trinity as part of the Marie Skłodowska Curie Doctoral Network ‘[ACRONYM: TITLE]’**

**1) Project Summary**

**Project** **details**

Abstract:

Consortium:

|  |  |
| --- | --- |
| Beneficiary | Principal Investigator |
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|  |  |

PhD Fellows to be registered at TCD:

|  |  |  |
| --- | --- | --- |
| PhD fellow name | Duration (M) | Trinity supervisor |
|  |  |  |
|  |  |  |
|  |  |  |

**Motivation**

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| --- | --- |
| **Benefits to Trinity** | [Describe benefits to Trinity in terms of students, resources, partnerships, international collaborations, potential for related funding for other calls (name where possible), reference to Trinity Strategic Plan and/or National Research Priority Areas] |

**2) Application for non-EU fee differential waiver**

Fill in the table below to request a fee differential waiver for recruited non-EU students. If no waiver is sought, leave blank.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of non-EU PhD researcher | Project title | Months hosted | Trinity Supervisors | Fee waiver requested (Y/N) | Total fee amount to be waived (non-EU amount minus EU amount) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**3) Application for fee payment from grant overheads**

Fill in the below to request that the fees for the named Trinity PhD fellows are covered by the MIC (management and indirect costs) contribution of the grant. If no fee coverage is sought, leave blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PhD researcher name | Project title | Trinity Supervisors | Number of fee years (max 3)\* | Total tuition fee amount to be deducted\*\* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* MIC can only be used as source of funding for duration covered by the grant (max 36 months)

\*\* If a waiver has been applied for to cover the non-EU differential, please indicate the remaining fee total. **Note:** only tuition fees will be covered, any additional admin fees such as SLC may be taken out of the running costs (RTN) or remaining overheads portion of the grant.

**4) Fourth year contingency plan for doctoral programme**

As a condition of this application, please indicate the plans in place to fund a fourth year of study, if required by the PhD fellow.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PhD researcher name | Y4 fee amount (€) | Y4 fee funding source | Y4 living allowance available (€)[[1]](#footnote-1) | Y4 living allowance source of funding | Stipend or salary[[2]](#footnote-2) |
|  |  |  |  |  |  |
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**5) Signatures**

I confirm that matters pertaining to the supervision and housing of Doctoral Networks PhD students have been discussed and agreed, and that the proposed PhD programme has met with approval at School level. Funding arrangements for a 4th year of study are appropriately earmarked and secure. The PhD applicant has been made aware of the specific arrangements for their fourth year of research (if required) and any potential impact on visa status.

|  |
| --- |
| [PI signature] |
|  |
|  |

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| --- |
| [Head of School signature] |

|  |
| --- |
| [Head of TRI signature] (if applicable) |

**Annex 1: Approval for waiver of non-EU fee differential/overhead usage for PhD students registered at Trinity as part of the Marie Skłodowska Curie Doctoral Network ‘[ACRONYM: TITLE]’**

**Project details**

|  |  |
| --- | --- |
| Project acronym and title |  |
| Trinity Principal Investigator |  |
| Project number |  |
| Award Number |  |

**Administrative details of recruited PhD researchers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PhD researcher name | Student number | Course name/code | School | EU/non-EU | Total tuition fee (3 years) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**\*\*For Office of the Dean of Graduate studies only\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| Granted (Y/N) | Signature of Dean of Graduate Studies | Approval Date | Date forwarded to Student Finance, AR for processing  (PG Fee Officer and / Fee Operations Manager) |
|  |  |  |  |

**Approval**

**Annex 2: Process note**

**S**teps and key contacts for MSCA DN waiver of non-EU fee differential/overhead usage

1. Principal Investigator (PI) notified of successful outcome of DN proposal.
2. PI recruits Trinity PhD students.
3. PI submits ‘Doctoral Networks nonEU Fee Differential Waiver Application’ to Dean of Graduate Studies before PhDs due start date (Aug/Feb).
4. DoGS notifies PI of outcome, ccing Academic Registry (AR) with ‘Approval for Fee Coverage’ documentation.
5. Financial Services Division (FSD) reserves fees from MIC unit costs (overheads) and distributes remainder 50/50 to Cista and School.
6. After 3 years funded by the grant elapses: if 4th year fees required, the PhD student should contact the School. School may submit a Departmental Funding Waiver to AR.

1. The allowance should, at a minimum be bench-marked against the levels paid by external funding agencies such as SFI/IRC. [↑](#footnote-ref-1)
2. If it is envisioned that a non-EU PhD researcher will change from employed to student status in Y4 (e.g. to avail of a stipend), the supervising PI should make sure the researcher is aware of the terms of their hosting agreement. Researchers who have been hosted via this agreement for more than 2 years will be able to apply for residency. See: <https://www.tcd.ie/hr/resourcing/applicant/hosting-agreements.php>. [↑](#footnote-ref-2)