Procedures for Postgraduate Scholarships

Trinity College Dublin

2018/19

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All dates below are approximate.

Trinity College Dublin Provost's Project Awards

Under this scheme, funding is provided, on a competitive basis for research projects to be undertaken over the subsequent four years by Assistant and Associate Professors. The funding covers the fees plus a €16,000 p/a stipend for a PhD student to work on the project and for whom the successful PI applicant will act as primary PhD supervisor. Please note that successful applicants for an award last year are ineligible to apply for another award either this year or next year. The final date for receipt of applications is 4pm on September 7, 2018.

For further information see Appendix One

Trinity College Dublin Postgraduate Research Studentships (1252)

It is envisaged that there will be one allocated per school, in which case the school will decide to whom it should be awarded.

- Award currently covers EU/non EU fee plus €6,500 stipend for three years
- Can be reallocated on annual basis only. I.e. If a student who has received the 1252 award subsequently withdraws during the duration of a 3 yr award, the remaining whole years of the award can be re-allocated by the School. The new recipient (and supervisor) must be made aware that the award is for a specific period of time and not for the full 3 years.
- Furthermore if the award is being reallocated from Student A to Student B, Student B must have the same registration date as Student A. If Student A has a September registration the remaining years of their 1252 award can only be reallocated to another Sept registrant.
- Can only be allocated up to end year 4 on register.
- Max income limit €18k per year.
  https://www.tcd.ie/study/postgraduate/scholarships-funding/

Action	Responsibility	Date
Academic Registry (AR) decides how many studentships are available and informs Schools (hopefully one awarded per school in 1819)	AR	End Jan
Schools inform AR of successful candidates.	Schools	
AR notifies FSD, with name, student number, award & duration.	AR	
FSD updates student's profile, indicating fees are covered.	FSD	
AR notifies successful students via letter from Dean of GS and provides them with pack, including payroll info and relevant forms (for stipend). (*first payroll month is Oct and is a double payment for Sept & Oct*).	AR	
Student returns forms to Employment Services (for stipend).	Student	
On receipt of forms, Employment Services sets student up on system.	Employment Services	
Student registers as normal.	Student	Sept
In the event of queries, contact resadm@tcd.ie		

Ussher Studentships

Information

- 6 in 2017/18: 3 AHSS, 2 EMS, 1 HS.
- EU/non-EU fee plus €13k stipend annually for three years
- New entrants only
- Cannot be reallocated
- Maximum income limit €18k per year

https://www.tcd.ie/study/postgraduate/scholarships-funding/

Action	Responsibility	Date
AR confirms numbers: there are normally 6 available, 3 for FAHSS, 2 for FEMS and 1 for FHS.	AR	End Jan
Student applies for PhD (deadline 1 May to be eligible for Ussher).	Student	By 1 May
Faculty Deans/ Administrators allocate them to Schools. For further details on Faculty of AHSS procedure, see appendix 2.	FO	May
Faculty informs Schools and AR of successful applicants, including a waiting-list.	FO	End May
AR notifies FSD, with name, student number, award & duration.	GSO	
FSD updates student's profile, indicating fees are covered.	FSD	
AR notifies successful students via letter from Dean of GS and provides them with pack, including payroll info and relevant forms. (first payroll month is October and is a double payment for Sept & October).	GSO	
Student returns forms to Employment Services (for stipend).	Student	
On receipt of forms, Employment Services sets student up on system.	Employment Services	
Student registers as normal.	Student	
In the event of queries, student should contact resadm@tcd.ie		

China Scholarship Council (CSC)

Background and information:
The China Scholarship Council-Trinity College Dublin Joint Scholarship programmes offers 10 Scholarships to Chinese students for PhD studies at Trinity. Each Scholarship will include a full fee-waiver from Trinity, and a stipend for living costs (approximately €1,200 per month), airfare and health insurance provided by the CSC. The Scholarship is open to Chinese nationals only (student can be current student at Trinity).
https://www.tcd.ie/study/international/scholarships/Postgraduate/csc.php

Action	Responsibility
Global Relations advertises internally and externally and attend specific recruitment fairs in China.	GRO
Students contact potential PI directly or with the help of GRO and submits application on SITS. Student must also contact their home university and apply to the CSC also.	Student
Student must apply directly to the CSC between mid-March and early April.	Student
Once student has an unconditional offer (conditional in certain circumstance) research admissions issue offer that must note that the fee-waiver is dependent upon the student successfully receiving the final award from the CSC.	Research admissions
Candidates are put forward for panel review in mid-March and final list is forwarded to CSC for review.	GRO
CSC will advise GRO and student of final result in Mid-May.	Student/GRO

*Chinese Universities may give their students a deadline earlier than this, so we need to complete our side of the process as soon as possible.

Irish Research Council Scholarships (formerly IRCHSS and IRCSET)

- Annual call from Research Council. Closing date normally in November. Student applies with supervisor support and sign off from Research Development Office (RDO). It is advisable that as soon as student identifies potential supervisor, they should speak to them about the application form as institutional support is rated highly. Scholarships start 01 Oct the following year.

Action	Resp	Date
Research Development Office (RDO) advertises with internal deadline.	RDO	Early Sept
Student contacts Supervisor.	Student	
OPTIONAL: Student prepares draft application in IRC on-line system for RDO internal deadline.	Student	Oct = approx. 4 wks before IRC deadline
RDO reviews applications and gives student advice.	RDO	Up to Mid Oct
Student submits to IRC online – submission deadline.	Student	Early Nov
RDO informs Faculty of deadline for Supervisors and referees to endorse applications.	RDO	Submission deadline + 1 day
Faculty emails Directors of PG reminding them of date for references to be submitted and importance of completing process on time.	Faculty	Submission deadline + 1 day
Students may also need to follow up with referees.	Student	Submission deadline + up to 1 week
Supervisors and Referees submit references.	Supervisors & Referees	Submission deadline + 1 week
RDO sends list of applicants to HoS, who confirms that the school supports the student's application.	RDO	Submission deadline + 8 days
RDO endorses applications online.	RDO	Submission deadline + 2 weeks
Students get results and contracts directly from IRC.	IRC	Mar/Apr
RDO informed of results by IRC and sends list to Contracts Office, Faculty Office, GSO and ES (including any late awards awarded). This will allow GSO to see if there is any double counting with Usshers.		Mar-Sept
Scholarship Start Date		1 September

Fees	
Research Account Set-up Form* and IRC Contract to be completed and sent to Contracts Office for review and legal sign off	Supervisor/ PI
Contracts Office reviews and signs off	CO
Paperwork and TCD/IRC contract sent to FSD Research Administration	CO

Stipend	
GSO provides successful students with pack, including payroll info and relevant forms.	GSO
On receipt of forms, ES sets student up on system	ES

| FSD Research Administration sets up account and notifies Supervisor/PI | FSD | | |

*https://www.tcd.ie/financial-services/forms/Research_Account_Setup.pdf

Constantia Maxwell Scholarship (FAHSS only)

To be confirmed for 1819.
There will be one €5,000 scholarship awarded by each of the twelve Schools in AHSS. The scholarship must be awarded to one taught masters student. Any other terms and conditions of the award will be determined by the individual schools.

Action	Resp	Date
Faculty confirms availability of scholarship for coming year	Faculty	End MT
Schools provide Faculty with student number, name, course of selected candidate	School	Before 01 August
School informs selected candidate that they have been selected	School	Once selected
Faculty informs Fees section of AR, who deducts amount from student's fee balance	Faculty	August

CALL FOR APPLICATIONS FOR THE PROVOST'S PROJECT AWARDS 2018-19

Introduction

1. Applications are now sought for 40 awards, known as the Provost's Project Awards to be awarded to Principal Investigators (PIs) in all disciplines throughout the university. The award is made in relation to a particular research project which the PI in question is undertaking or proposes to undertake. The awards will be used by successful applicants to fund a PhD student to work with them on the project in question for four years. The award will cover the fees (either EU or non-EU) for the recruited student as well as providing a stipend of €16,000 P/A. The successful PI will also act as the Principal Supervisor for the student in question. For the avoidance of doubt, the award is one made to the PI rather than to his or her school or, directly, to the student in question.   The award is made on a competitive basis.

Applying for an Award

2. Applications are welcomed from **assistant** and **associate** professors in all disciplines who, under calendar regulations, are entitled to be a Principal Supervisor of a PhD student. Previous recipients of a Provost's Project Award are, however, ineligible to apply for an award in the two subsequent calls for applications (thus, for example, someone who received an award in 2017 would not be eligible to apply again until the 2020 call). Joint applications, including joint applications from professors in different disciplines are welcomed (although in such circumstances it is necessary to indicate which of the different professors is to be the PI/Principal Supervisor and, where appropriate, to name the discipline in which a student funded under an award is to be based). Only one application (to be a principal supervisor) may be submitted per professor annually.

3. Applications should be made to the Dean of Graduate Studies via the relevant email address provided on the application form. Please note that these addresses are only for applications to the scheme and not for queries in relation to it which should be sent directly to the Dean of Graduate Studies.

Evaluation Scheme for Applications

4. The purpose of the scheme is three fold. First, it is aimed at rewarding and encouraging excellence of research; Secondly, it seeks to galvanise and enhance the research trajectories and career development of assistant and associate professors and, ideally, to be a 'game-changer' for them; thirdly it is aimed at ensuring that Trinity can attract the very best PhD students. The evaluation scheme for applications, detailed below, reflects these broad policy concerns.

5. As is outlined in the application form, applicants are asked to submit the following

(a) **A lay abstract of the proposal in question (max 400 words)**. Applicants should be conscious that it is entirely possible that their proposal will be reviewed at all stages by someone who is not located in their discipline or familiar with their field of research (and if the proposal moves to the second stage of evaluation listed below, it will be reviewed by academics from all three faculties thus the lay abstract should ensure that the proposal is rendered comprehensible and accessible to people who have no knowledge of the relevant field

(b) **A detailed statement of the proposal in question (max 2000 words)**. In this section, applicants can outline in 'non-lay' terms, the nature of their proposal. Applicants should note that, whereas this is not prohibited, there is no need for them to footnote relevant publications etc in relation to their proposal. The evaluation panel are particularly concerned with (a) the innovative nature of the proposal and its overall significance (b) the potential for research outputs arising from the proposal and (c) the manner in which a student funded under such an award will be involved in the project and the extent to which such involvement will be of benefit to him or her and thus applicants are advised to cover these different things within this section of the application.

(c) **A statement of the impact that an award would have on the applicant's research trajectory (max 500 words)**. As outlined above, one of the policy imperatives behind this awards scheme is to galvanise and significantly enhance research careers of successful applicants. The ideal is that these awards can act as game-changers for the research trajectories of successful PIs. Thus applicants are asked to outline in this section the reasons why they, personally, would be appropriate recipients of an award given this policy imperative.

(d) **A statement of current and future (over the next five years) research funding of which the applicant is or will be in receipt (max 500 words)**. This information is sought for two reasons. First, reviewers may consider it as one of the many relevant factors in assessing the degree of impact that a Provost's Project Award may have on an applicant's career. Secondly, some projects in respect of which applications are made will involve significant infrastructural or consumable costs that are not covered under the scheme, and it is important, in deciding on such an application, that the evaluation panel is confident that this additional funding is in place.

6. The applications are evaluated on the following basis (as outlined on the application form).

(a) All applications are scored out of a total of **70** marks.

(b) Of these 70, **20** are allocated for the section in relation to the impact of an award on the applicant's research trajectory

(c) The remaining **50** are awarded for the project itself, comprising both the lay abstract and the more detailed statement of the project.

(d) Of these **50** marks, **30** are awarded for the overall significance and degree of innovation of the project, **10** are awarded for the potential for research outputs and **10** for the extent to which the student will be involved in the project and will benefit from such involvement.

(e) Of the **30** marks for the overall significance and innovation of the project, **15** are awarded for project design and methodology and **15** for demonstration of innovation.

Evaluation process

7. Applications will be reviewed by a committee comprising three representatives (at either Professor in or Professor of level) per faculty as well as the Dean of Research and chaired by the Dean of Graduate Studies.

8. The evaluation process operates on a two-stage basis. In the first stage, the three representatives from each panel will review, and agree on an aggregated mark for each application from within their faculty, scoring the applications on the basis of the marking scheme outlined above. In the second stage, the top 25%[1] of applications (having regard to the marks allocated) from each faculty panel will be reviewed by the entire committee. An aggregated mark (again using the scoring scheme outlined above) will be awarded to each project considered under the second stage of the process, and the 40 applications that receive the highest marks will receive the Provost's Project Awards. The decision as to which applications will receive awards is at the sole discretion of this committee whose decision on the matter is final.

9. All applicants will be contacted by the Dean of Graduate Studies at the end of the application process and will receive feedback in relation to their application.

Timelines

10. The final date for receipt of applications is 4pm on September 17, 2018. Late applications will not be considered. It is expected that the results of the application process will be known by **mid-November 2018.**   Applicants will be contacted thereafter, and the list of successful applicants will be published on the Graduate Studies Office website.

Process following a Successful Application

11. Successful applicants may, immediately after being notified of this fact, start to look for a PhD student to be funded under their grant. PIs are encouraged to advertise the grant as widely as possible. The call for PhD students to apply to work with the successful PI will also

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[1] This is an indicative percentage and may vary having regard to the total number of applications received to the scheme.

be advertised centrally by Trinity, through the Office of the Dean of Graduate Studies and on various social media fora.

12. An award may only be used to fund a **new** entrant on the PhD register (in other words, it may not be used to fund the duration of the studies of an existing PhD student).

13. The decision as to the identity of the PhD student who is selected to work on a particular project is at the sole discretion of the PI on the project (subject to the fact that discretion as to whether to admit *any* student to the PhD register rests with the school and ultimately with the Dean of Graduate Studies).   Where a student who has been hired to work on the project is, for whatever reason, unable to continue to be in receipt of such funding (for example because [s]he discontinues on the PhD register/obtains alternative external funding) then the PI may hire another PhD student (including an existing student whom [s]he is supervising) for the duration of the four year award. If the PI is unable to continue to work with the student (for example if the PI leaves the university), then the funding will remain with the student and the school may transfer him or her to work on another, cognate research project either with his or her new supervisor or with another member of staff.

14. In the highly unlikely event that a successful PI is unable to hire a PhD student to work with him/her on the project in question then the PI may apply to the Dean of Graduate Studies to suspend the award for one year. The decision as to whether or not to do so rests with the Dean, though in normal circumstances this will not be possible and the award will simply not be made.

15. For the avoidance of doubt, the operation of the Provost's Project Award scheme is distinct from and does not affect any other funding schemes within the university (for example the 1252 scholarships, the Ussher awards etc).

Obligations of Successful Applicants

16. In the operation of the scheme, it is important that successful applicant professors are cognisant of the balance between the student's work on the project and his or her need to obtain a PhD. What precisely this will entail is context dependent – thus it may be that in disciplines where a student's PhD is customarily drawn from their supervisor's project different procedures will apply than in disciplines where a student's work is completely distinct from that of his or her supervisor.

17. In some disciplines, particularly perhaps in the sciences, the student's PhD will be drawn directly from the project in question. In others, the student's PhD will be ancillary to the project. In this latter scenario, the PI/supervisor must ensure that the student does not spend so much time working on the project that his or her PhD work is impoverished. In such circumstances, a student cannot work more than 24 hours per month on the project *per se*, save to the extent that this work also constitutes work towards his or her PhD. Moreover, the supervisor must ensure that [s]he remains committed to supervising the PhD.

18. Similarly, the student must work both on the project and on his or her PhD thesis to the satisfaction of the PI/Supervisor. A student who is making unsatisfactory progress in relation to the PhD is subject to the normal college rules whereby [s]he may be withdrawn from the register on this basis following submission of an unsatisfactory annual progress report in his/her first or third year or following the confirmation process in his or her second year. If a student is not working adequately on the project then this should be dealt with, in the first instance at school level. If the matter is not resolved at this level, the PI/Supervisor may apply to the Dean of Graduate Studies to have the funding removed from the student for the duration of the award and transferred to another student. This will only happen in the most extreme circumstances and at the sole discretion of the Dean of Graduate Studies.

19. Furthermore, the PI/Supervisor must be cognisant of the fact that the student must be able (i) to produce a PhD which is an *original* piece of research and (ii) at least have the capacity to publish from that PhD either alone or jointly with his or her supervisor or others. In some disciplines, where the convention following completion of a PhD is that the student publish an original monograph, or a series of single-authored journal articles, this may mean that it will be necessary for a PhD student to be hired to work on the project but to do his or her PhD in a cognate but non-identical area. Finally, students hired under this scheme and their supervisors, are subject to normal college procedures in relation to (a) the fulfilment of the structured PhD including taught modules on the structured PhD (b) data curation and (c) data management.

20. Where a student is recruited by a successful PI, it is entirely possible for the student to be co-supervised by that PI (who must be the student's Principal Supervisor) and by another member/members of staff (including staff at "Professor of" or "Professor in" level). Indeed this will inevitably be the case where the successful application for a Provost's Project Award is a joint one. In such circumstances, however, it is not permissible for the student to be expected to do additional, unpaid research work for that co-supervisor.

21. Successful PIs will be expected to complete a report following the four-year process outlining the progress of the research project and the manner in which the hired student has contributed to and advanced the project. Finally both successful PIs and hired students may be asked to meet with interested alumni or to work with the communications office to discuss the project.

Appendix 2: SOP for awarding Ussher Scholarships in FAHSS

Standard Operating Procedure for Awarding Ussher Scholarship in the Faculty of Arts, Humanities and Social Sciences

Prepared by	Faculty Administrator, FAHSS
Approved by	Ussher Review Committee Trinity Term 2018
Contact	FAHSS Administrator, ext. 2026, vsmith@tcd.ie
Responsible	Dean of FAHSS
Date Effective	Academic Year 2018/19
Date of next review	At next Ussher Committee Meeting

Purpose

This document outlines the procedure in place for the awarding of the Faculty of Arts, Humanities and Social Sciences Ussher Awards.

Procedure

Call for Nominations		1819 Dates
Confirm Number of awards available: This information is provided to the Faculty Office by AR (resadm@tcd.ie), usually in March.	Faculty Office	
Invite nominations from schools: Each DTLPG is emailed with their permitted number of nominations, and with deadline for submitting their applications. (Each School is invited to submit one application per 50 students (or part thereof) currently on the register. Part-time students will be counted pro-rata.)	Faculty Office	06 April 19
Submission of Applications		
Schools submit applications to FAHSS Office artshss@tcd.ie Documentation should include all SITS documentation, including: • SITS application Form • Research Proposal	DTLPG	09 May 19

• 2 References • 1 Letter of Recommendation from School • CV • Transcripts Copies of Degree Certificates etc. are not required. Incomplete applications are still accepted; however, missing documentation may affect the applicant's score.		
Faculty Office sends all applications and ranking sheet to PTLPG	Faculty Office	10 May 19

Schools return ranking sheet to Faculty Office
 	
Scoring Criteria and Marks:
 	
    Academic Record: 10
    Exceptional Achievement: 5
    References: 5
    Research Topic: Description: substantive and/or theoretical significance   5
    Research Topic: Methodology: research design, strategy, etc.   5
 	
DTLPG score each candidate other than those from their own school. DTLPG from Schools who choose not to submit an application should still receive the documentation and should still score the other candidates.
 	
In the event that one or more DTLPG does not return scores by the deadline, scores will be normalised to ensure that no applicant is advantaged/disadvantaged. In this instance, overall scores will be divided by the number of DTLPG scores received for each applicant, to give average scores.
	DTLPG	20 May 19

Ussher Scholarships Review Meeting		
Membership includes: • Dean (Chair) • All DTLPG • Faculty Administrator (Secretary)	Organised by: Faculty Office	12 noon, 21 May 19
Faculty distributes ranking sheet - should not be distributed prior to the meeting and only the overall score sheet should be distributed.	Faculty Office	

Discuss results: Normally, the scholarships are awarded as ranked on the ranking sheet. All scores should be agreed at the meeting, as the unsuccessful candidates will form a reserve list, in order of score. In the event of a tied overall score, the award/reserve place will be given to the candidate with the highest score in the category '*Research Topic Description: substantive and/or theoretical significance*'.	Committee members	
Review Procedure: Procedures should be reviewed annually at this meeting.	Committee members	
After Meeting		
Faculty office informs AR of results (email to resadm@tcd.ie)	Faculty Office	21 May 18
Faculty office inform Schools by email of results	Faculty Office	21 May 18
AR informs Candidates of results	Academic Registry	ASAP

Related documents:
- Ussher Scholarship scoring sheet