

Trinity Long Room Hub
Marie Skłodowska Curie Fellowship COFUND Programme

Guide for Applicants

2019-20 Call

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Definitions

Experienced Researchers (ER) must, at the date of recruitment under this call (1 October 2019) be in possession of a doctoral degree or have at least four years of full-time equivalent research experience. This description covers those researchers who have been working for at least 4 years full time in research but not working on a PhD. Examples could include someone working as a research assistant in academia or industry.

Full-Time Equivalent Research Experience is measured from the date when the researcher obtained the degree entitling him/her to embark on a doctorate (either in the country in which the degree was obtained or in the country in which the researcher is recruited or seconded), even if a doctorate was never started or envisaged. Any parental leave periods do not count towards the time of research experience.

Non-Academic Sector includes any socio-economic organisations not included in the academic sector. It includes all non-academic organisations, from industry to business (including SMEs), government, civil society organisations (NGOs, trusts, foundations, etc.), cultural institutions, museums, hospitals, and international organisations (like the UN or WHO).

Marie Skłodowska Curie Mobility Rule - Applicants may be of any nationality but must comply with the Marie Skłodowska Curie mobility rule which means that applicants must **not** have resided or carried out their main activity (work, studies) in Ireland for more than 12 months in the 3 years immediately prior to recruitment under this fellowship programme. The recruitment date for this fellowship is 1 October 2019.

The University of Dublin, Trinity College Dublin (TCD) was founded in 1592 and is Ireland's highest ranked university (currently in 104th position based on the QS world university rankings 2018/2019).

The Trinity Long Room Hub (TLRH) is the Arts and Humanities Research Institute of Trinity College Dublin. It is one of Trinity's four flagship research institutes, and the one dedicated to promoting and facilitating innovative research across its nine Arts and Humanities member Schools and the College Library.

1. About the Trinity Long Room Hub Arts and Humanities Research Institute

Established in 2006, the Trinity Long Room Hub (TLRH) is dedicated to advancing Trinity College Dublin's rich tradition of research excellence in the Arts and Humanities, on an individual, collaborative and interdisciplinary basis. We are focused on stimulating and sustaining the work of pioneering researchers contributing to new knowledge and understanding on the complexity of human thought, values, expression and behaviour and how it shapes cultures and societies throughout history and for our time. We are committed to demonstrating how the Arts and Humanities are at the centre of a civil society and integral to Trinity's mission to engage fearlessly in activities that advance a pluralistic, just and sustainable society.

The institute draws on a community of researchers from across its nine Arts and Humanities Schools (Creative Arts; English; Education; Histories and Humanities; Law; Languages, Literatures and Cultural Studies; Linguistic, Speech and Communication Sciences; Religions, Peace Studies and Theology; and Philosophy) as well as the College Library.

We organise our programmes and activities around a number of major interdisciplinary research priorities. Currently we are supporting 5 of the university's 21 major research themes which are deemed to have a critical mass of researchers. The 5 concerned are Arts and Humanities led and involve researchers from across the university. They include:

- [Identities in Transformation](#)
- [Digital Humanities](#)
- [Creative Arts Practice](#)
- [Making Ireland](#)
- [Manuscripts, Book and Print Cultures](#)

The institute provides supports to its research community through a variety of means including the allocation of competitive research funding, the hosting of research programmes and conferences, communicating research findings through a range of media and formats, and supporting early stage researchers linked to our partnering Schools. Our Visiting Research Fellowship programme is central to the strategy of the TLRH to advance and promote on an international level the excellence of the Arts and Humanities research environment in Trinity and Ireland. To date we have hosted more than 140 scholars from 24 countries for periods of two weeks to one year.

2. The TLRH-Visiting Research Fellowship COFUND Programme

2.1 General Description

The TLRH-VRF COFUND programme is co-financed by the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska Curie programmes (grant agreement No 713730).

The purpose of the programme is to offer excellent researchers opportunities for training through research and to acquire skills that will enhance their research and employability, deepen competences and widen their networks in a way that has significant long term impact on their chosen careers, whether they be in academia, industry or the public sector.

Fellowships are open to experienced researchers that comply with the Marie Skłodowska Curie mobility rule (see section 4.1).

This *Guide for Applicants* refers to applications for the third and final call under this programme (call 3) relating to the years 2019-20. See section 3 of this document for the timeline for Call 3. The TLRH-VRF COFUND programme aims to recruit 9 fellows over the course of a 3 year period. Three fellows were appointed under the first call (for 2017-18), the second call (for 2018-19) and the final call (for 2019-20), to which this *Guide for Applicants* relates, will appoint 3 fellows.

Fellows recruited will:

- Be provided with a 12 month fully paid fellowship based in the Trinity Long Room Hub (see section 2.3 for further information about financial arrangements). Fellowships of a shorter or longer duration are not possible under the terms of this programme;
- Strengthen their research skills via the appointment of an academic mentor based in one of Trinity's Arts and Humanities schools;
- Benefit from structured career development planning;
- Undertake transferable skills training;
- Have the opportunity to undertake a secondment in the non-academic sector (see definitions) in Ireland, or another EU member state, or associated country during their fellowship for up to 2 months, integrating an important inter-sectoral component into the programme and ensuring that the skills and knowledge that fellows develop are relevant and promote job readiness in sectors including but also outside academia.

Further details on the activities of the fellowship including the secondment are outlined in section 2.2 below and should be considered closely when preparing an application.

2.2 Activities of the TLRH-VRF COFUND Programme

2.2.1 Training through Research

Discipline Specific Training: All Fellows will be required, in their application, to propose a research project which will allow them to enhance and diversify their discipline specific skills and further develop their career. Fellows will have full freedom in choosing and designing their research project as long as it is aligned to 1 of the 5 research themes supported by the TLRH. Further information about these research themes can be found [here](#) and in Annex 1 to this document. Along with the opportunity to engage closely with their academic mentor in discipline specific training, the fellow will also have exposure to other TCD staff involved in the research theme working in areas which could offer complementarities and synergies for the development of their projects.

Transferable Skills Training: Opportunities for transferable skills training are offered through a number of units in TCD and can be availed of by fellows to develop certain transferable skills identified in their career development plan. An induction day will be organised within the first week of the fellow's arrival in Trinity to present these training opportunities which include access to the TCD: Staff Development Unit; Centre for Academic Practice and eLearning; and Research Development and Innovation Office. Furthermore the expertise of the institute's staff, dedicated to supporting researchers, will be available to the fellow on an ongoing basis offering advice and support around research funding opportunities and

application development, communications, event management and promotion and financial management.

2.2.2 Mentorship

All fellows under the programme will be assigned an experienced academic mentor related to their chosen research theme. Those fellows who choose to undertake a secondment in the non-academic sector as part of their fellowship will also be assigned an external mentor in the organisation where they choose to undertake the fellowship.

The role of the academic mentor is to be the fellow's primary contact point for the discipline specific aspects of the research project they are undertaking as well as guiding the development of transferable skills training that the fellow may undertake. They will ensure that the fellow is introduced to other researchers active in the research theme and will advise on theme activities that the fellow can contribute to or draw from.

The external mentor will be based in the non-academic organisation where fellows are undertaking their secondment. It is the role of the external mentor to act as the point of contact for the fellow over the course of their secondment and to provide guidance and advice on the project(s) that the fellow is undertaking therein.

Appointment of Mentors: Upon notification of their award, the TLRH Director and Programme Manager will liaise with the successful applicants to arrange introductions to the leadership of their relevant academic units and themes. A process of consultation with each successful applicant will help to identify appropriate mentors for the fellow, both academic and external (if the fellow chooses to undertake a secondment). The identified academic mentor will be approached by the TLRH Director after initial consultation and agreement with the newly appointed fellow. In the case of external mentors the TLRH Director will initiate discussions with the host organisation identified by the fellow to explore feasibility of the secondment. If the non-academic organisation is willing to host the secondment and can nominate an external mentor, who the fellow and TLRH Director are satisfied has the experience and qualifications required to add value to the fellow's research project and career development, then the TLRH Director will broker initial first contact between the fellow and the external mentor. This appointment of mentors, both academic and external, will be confirmed by the TLRH Director prior to the commencement of the fellowship.

2.2.3 Career Development Planning

This programme maintains a very strong emphasis on career development and the allocation of time to develop/enhance the skills which will make researchers more efficient and proficient in the long term. To assist fellows in the ongoing self-assessment required to facilitate comprehensive career planning, fellows in the months before the appointment and the start of their fellowship will be provided with a template to reflect on competencies and achievements to date and to identify areas for development. This completed exercise will be discussed with their academic mentor and the TLRH Director who will then help them tailor a project and career development plan for their fellowship period and beyond. The fellows will be given a template to create a personal development plan to capture and monitor progress towards these goals for the next twelve months and further afield. Engagement with this career development process is a condition of the fellowship. All fellows will be expected to finalise their career development plan within the second month of the fellowship and to

follow up with the Director on progress against this plan which will be reviewed at a number of points over the course of the fellowship year.

2.2.4 Intersectoral Engagement (Secondments)

The programme places an emphasis on enabling fellows recruited to avail of opportunities to work with organisations from the non-academic sector (see definitions). As such, fellows can undertake, if they wish, a secondment in an organisation in the non-academic sector. See section 4.3 for details of the eligibility criteria for secondments.

Such secondments should significantly contribute to the impact of the fellowship and applicants should outline the rationale for their inclusion in their research proposal. It is important for the applicants to clearly distinguish "secondments" from short visits (for example for field work) since they have a different nature and pursue different objectives. A short visit is not a "secondment" and therefore if an applicant wishes, for example, as part of their fellowship to undertake field work for a short period of time in another organisation either in Ireland or another European country, this should not be included in the proposal as a secondment. Secondments under this programme imply mobility to a partner organisation either in Ireland or in another EU member state or associated country involving specific mentorship arrangements (see details of the external mentor in 2.2.2 above). Secondments are not mandatory.

2.3 Financial Allowances and Contractual Arrangements

2.3.1 Financial Allowances

The financial allowances offered by the fellowship programme are outlined in the table below.

Allowance Type	Amount per year €
Living Allowance	€34,204.25
Mobility Allowance	€6,501.13
Family Allowance	€4,334.09
Research and Travel Costs	€2,400

In effect the total gross allowances for fellows with family obligations is €45,039.46 while the total gross allowances for fellows without family is €40,705.37.

Living Allowance - Each fellow is entitled to a living allowance of €34,204.25 per year which is the salary of the fellow. It will be paid by TCD to the fellow's Irish bank account. In addition to the living allowance amount fellows will receive the same pension and social security benefits as all employees in Trinity College Dublin. This living allowance will be subject to Irish tax.

Mobility Allowance - Each fellow is entitled to a mobility allowance of €6,501.13 per year. This covers costs related to the personal household, relocation and travel expenses (incurred in moving to Ireland) of the fellow. The mobility allowance will be paid directly by TCD to the fellow's Irish bank account.

Family Allowance – A family allowance of €4,334.09 per year will be paid in the case where fellows have family obligations. In this context, family is defined as persons linked to the fellow (i) by marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country or region where this relationship was formalised, or (iii) as dependent children who are actually being maintained by the fellow. Successful applicants to the programme will be asked to provide proof of family obligations in advance of a formal offer of fellowship being made. The family allowance will be paid directly by TCD to the fellow's Irish bank account.

NB: In addition to the living allowance, the mobility and family allowances may be liable for tax.

Taxes are a personal matter between the fellow and the Irish revenue commissioners. You may find these websites helpful:
<http://www.revenue.ie/en/personal/circumstances/moving/index.html>
<https://www.euraxess.ie/>

Research and Travel Costs: Each fellow will have access to €2,400 for the fellowship year (€200 a month) to cover research and travel costs, for expenses related to the participation of the researcher in research and training activities and participation at events requiring travel. **Money for these costs will be maintained centrally by the TLRH and may be availed of through College procurement or iexpense claims.**

NOTES:

- **Secondments** - Living, mobility and family allowances will continue to be paid to those fellows undertaking secondments and the monthly €200 research and travel allowance will continue to be made available to cover any expenses that arise. Payment of such expenses will continue to be managed by the TLRH team and not by the non-academic organisation where the secondment takes place. It should be noted that no additional monies over and above those outlined in the table above will be provided to those fellows who choose to undertake a secondment in the non-academic sector. Applicants considering secondments in countries outside of Ireland should bear this in mind.
- All fellows will be appointed as TCD staff for the duration of their contract and receive the same pension and social security benefits as all TCD employees.

There is no need for applicants to indicate a budget in the research proposal form. The amounts detailed above are payable to all fellows under the programme.

2.3.2 Contractual Arrangements

Letter of Offer - The TLRH Programme Manager will notify successful awardees of their award with a letter of offer. However the final award is conditional upon receipt of the following pieces of information:

- Ethical approval by the TCD Faculty of Arts, Humanities and Social Sciences Ethics Committee (where relevant);
- Submission by the applicant of 2 references either academic or previous employer references;
- Provision of proof, by the applicant, of family obligations where the applicant indicates they have family obligations;

- Where applicable, provision of proof, by the applicant, of research experience (where applicants do not have a PhD award);
- Submission of evidence of residency demonstrating compliance with mobility rule.

Once all of the above has been received awardees will be notified of their final award and will have **2 weeks to confirm their acceptance** of the award.

Fixed Term Contract - When a fellow accepts the fellowship position, TCD will sign a fixed term employment contract with the fellow. The contract denotes that all parties agree to the terms and conditions as set out in the contract. The employment contract will contain information about the statutory working practices and will determine the conditions for the implementation of the project. The employment contract will remain in place during possible secondments throughout the fellowship. In addition to the general terms and conditions of employment by TCD, the employment contract will specify the following:

- The duration of the fellowship (12 months of which a maximum of 2 months can be spent on a secondment in the non-academic sector either in Ireland or another EU member state or associated country);
- Information about the working week (37 hours);
- Location - the fellowship must be undertaken in the TLRH, Trinity College Dublin, Ireland;
- The salary level of the fellowship including any additional payments (mobility allowance and family allowance where relevant);
- Annual leave entitlements;
- Arrangements between TCD and the researcher relating to IP rights;
- Information concerning a group health insurance scheme with one of the Irish private health insurers for which the University will facilitate payment through payroll;
- All fellows recruited under the programme will be part of the Trinity College pension scheme.

2.3.3 Requirements of Fellows

Fellows recruited under the scheme must be prepared to commit to the following requirements over the course of their fellowship:

- To submit a substantial deliverable linked to their research project and to the TCD research theme to which they are affiliated, such as a peer reviewed article in a prestigious peer reviewed journal and/or a monograph;
- Career development planning is a mandatory component of this fellowship programme. All fellows appointed will be required to engage with their academic mentor and the TLRH team to develop their career development plan which should be finalised by the 2nd month of the fellowship;
- Fellows will be expected to contribute to the TLRH public humanities programme via the delivery of a public lecture and other public engagement activities over the course of their fellowship;
- Fellows will be expected to attend committee meetings for the research theme to which they are affiliated over the course of their fellowship;
- Fellows will be required, where appropriate, to interact with and advise research students in related fields of specialisation;
- Fellows will be expected to participate in general in the intellectual life of the TLRH and TCD;
- Fellows will be required to acknowledge the support of the Horizon 2020 Marie Skłodowska Curie Actions and the Trinity Long Room Hub via this fellowship programme

on any publication/documentation arising from their fellowship and during any dissemination and communication activities they are engaged in (i.e. lectures etc.).

3. Programme Call Timelines

3.1 Timeline for Call 3 (2019-20)

The TLRH-VRF COFUND programme aims to recruit 9 fellows over the course of a 3 year programme with 3 fellows to be appointed over the course of 3 calls (1 call per year). This *Guide for Applicants* refers to applications for Call 3. The timetable for Call 3 is outlined in the table below:

Launch of Call 3 (2019-20)	Monday, 20 August 2018
Closing date for application submissions	Friday, 19 October 2018, 00:00 (GMT+1), Irish Standard Time (IST)
Results of 2nd stage of evaluation process (remote evaluation)	Late February 2019 (indicative)
Expected Interview Dates	Late March/early April 2019 (indicative)
Start Date for Fellowship	1 October 2019
End Date of Fellowship	30 September 2020

4. Eligibility Criteria

In order to be eligible, applicants need to comply with a number of criteria under three categories: eligibility of applicants, eligibility of proposals and eligibility of secondments (where an applicant chooses to include a secondment in the non-academic sector as part of their fellowship).

4.1 Eligibility Criteria for Applicants

Applicants:

- Must be Experienced researchers**
 All applicants must at the time of recruitment under this fellowship programme (1 October 2019) be experienced researchers. Experienced researchers are defined by the Marie Skłodowska Curie Actions as being researchers in possession of either a doctoral degree or at least 4 years of full-time equivalent research experience (see definitions).
- Must comply with the Marie Skłodowska Curie mobility rule**
 Applicants may be of any nationality but must comply with the Marie Skłodowska Curie mobility rule which means that applicants must **not** have resided or carried out their main activity (work, studies) in Ireland for more than 12 months in the 3 years immediately

prior to recruitment¹ under this fellowship programme. The recruitment date for this call is 1 October 2019, so the three year period in question is 1 October 2016 to 30 September 2019. Compliance with the mobility rule is determined by completion in full of the mobility table in the research proposal template. **Failure to complete this table correctly will render applications ineligible.** See instructions and examples of how to complete this table in section 6.3.4.2 below (research proposal template, advice on completing section 9).

- **Must have fluent English (written and spoken).**

4.2 Eligibility Requirement for Applications

- The call opens on Monday, 20 August 2018 and proposals must be submitted online before or on the deadline for application submission (00:00 midnight (GMT+1), Irish Standard Time (IST)), on Friday **19 October 2018**.
- Proposals must be submitted in English.
- Proposals must be complete and include all the required application documentation (see section 6.2 and 6.3). **Incomplete applications will not be accepted for evaluation.**
- Applicants will have full freedom in their choice of research topic provided it is relevant to the wide research area encompassed by the 5 Arts and Humanities led research themes supported by the Trinity Long Room Hub (Digital Humanities, Creative Arts Practice, Identities in Transformation, Making Ireland and Manuscript, Book and Print Cultures). Applicants will be required to indicate in their application to which of the research themes their application is aligned.
- Research projects must be of a 12 month duration. Projects of a shorter or longer duration are not eligible for funding under this programme.
- Applicants may only submit one proposal per call.

4.3 Eligibility Criteria for Secondments

- Secondments must take place in an organisation in the non-academic sector (see definitions).
- The secondment must be meaningful to the type of fellowship planned and research field.
- If choosing to include a secondment in the fellowship the secondment proposed must not exceed 2 months in duration. The secondment phase can be a single period or divided into shorter mobility periods.
- The secondment can take place in Ireland or another EU member state or associated country.

5. Evaluation and Selection Process

Evaluation and Selection of all fellows under the TLRH-VRF COFUND scheme will be an open, transparent and internationally comparable process in line with the European Charter and Code for

¹ Compulsory national service and/or short stays such as holidays will not be taken into account when calculating this 12 month period. However career breaks or parental leave based in Ireland during this period will be counted.

Researchers². The selection process will entail 4 different stages which are detailed in section 5.2 below.

5.1 Evaluation Criteria

Applications submitted to the TLRH-VRF COFUND programme will be assessed under the following 6 main criteria, 5 of which are scored:

1. Quality and originality of the proposal and the proposed methodology;
2. Qualifications and relevant experience of the applicant;
3. Fit with TLRH capacities and mission and enablement of new knowledge transfer pathways for Arts and Humanities research;
4. Career development potential of the fellowship for the applicant;
5. Quality of the project implementation plan;
6. Ethics issues (not scored).

Applicants will be scored against these criteria by all reviewers on a scale of 1-10 for each criterion. The threshold for consideration for funding will be 6 in each category and a weighted score of 70 overall. Should two candidates have identical scores when the composite is calculated, reviewers will be asked to place higher weight upon criterion 1 (quality and originality of the project) and criterion 4 (career development potential of the fellowship for the applicant), assuming all others reach minimum thresholds for quality.

For each of the main evaluation criteria, a number of sub-criteria have been formulated, to help the reviewer to decide on the quality of the proposal and the project. The evaluation criteria, their respective weightings and sub-criteria are outlined in the table below.

1. Quality and originality of the proposal and the proposed methodology (30%)	2. Qualifications and relevant experience of the applicant (20%)	3. Fit with TLRH capacities and mission as well as enablement of new knowledge transfer pathways for Arts and Humanities research (20%)	4. Career development potential of the fellowship for the applicant (20%)	5. Quality of the project implementation plan (10%)
Potential for original, innovative, cross disciplinary scholarship.	Academic qualifications, research experience to date, peer-reviewed publications and other esteem indicators appropriate for the discipline and in line with career stage.	Fit of the applicant and their research project to the Interdisciplinary Research Theme to which the application is aligned.	Demonstration of how the fellowship (including secondments where relevant) will enhance the applicant's competences at discipline/project specific and transferable skills level.	Fit between the overall project concept and its specific objectives.

² <http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter>

Soundness of concept and methodology including theoretical frameworks (if relevant), situatedness in the current state of understanding and progress beyond the state-of-the-art.	Career breaks for any reason should be noted, and will not be taken into account in assessing career stage.	Appropriateness of measures for the dissemination of project results and knowledge transfer, including engagement of audiences outside of the immediate academic/disciplinary circle (important given the strong outreach and public engagement agenda of the TLRH).	Potential of the fellowship to significantly contribute to career development or reestablishment where relevant.	Coherence and effectiveness of the work plan (including a time plan).
Suitability of the non-academic secondment selected for the fellowship (only relevant for fellows undertaking a secondment in the non-academic sector).				

It should be noted this programme is very competitive with only the highest scoring fellows being selected for funding under each of the Calls (Call 1-3). Applicants should be able to demonstrate a promising track record of achievements. During the evaluation process for Calls 1 (2017-18) and 2 (2018-19), it was noted that all applicants shortlisted for interview (the 3rd stage of the evaluation process) had authored or co-authored at least one published peer-reviewed research publication or had a contract or equivalent agreement in place with a publisher for a future peer reviewed publication.

Criterion 6 - Ethics Issues (not scored)

All applicants to the TLRH-VRF COFUND programme are required to complete the Ethics Issues table in section 12 of their Research Proposal Template. **Applications which do not include completed ethics tables will be deemed ineligible and will not be accepted for review.** The table is identical to that required for all proposals submitted under Horizon 2020. Applicants will be asked whether their application deals with any of the following topics: human embryos and fetuses, humans, human cells /tissues, personal data, animals, third countries, environment & health and safety, dual use, misuse and other ethics issues.

Where applicants identify ethical issues in the ethics issues table they will be asked to provide further information as detailed in the *H2020 Guidance How to complete your ethics self-assessment*, including a description of the nature of these issues and how they plan to deal with them. All proposals with ethical considerations selected for funding at stage 4 of the evaluation process will be submitted to the Research Ethics Committee within the TCD Faculty of Arts, Humanities and Social

Sciences for their consideration and approval. The fellowship will not proceed until this ethics sign-off has been received.

Career Breaks

Career breaks will be taken into account when evaluating the academic quality of the applicant. Attention will be paid to individual career paths and circumstances caused by career interruptions and changes, e.g. maternity/paternity/parental/sick leave. The exact period of leave and type of leave must be stated in the applicant's CV.

5.2 Evaluation Stages

1st Stage – Technical and Eligibility Check (October 2018)

Once the call deadline is closed all applications will be checked by the TLRH staff to ensure applicants comply with eligibility criteria (section 4) and that all applications are complete.

Within 5 working days of the close of the call, the Programme Manager will notify applicants by email whether their application is eligible to proceed to the next stage, i.e. remote review. Ineligible applicants will be given the grounds for ineligibility. For Redress procedures see section 5.3 of this document.

2nd Stage - Remote Evaluation (December 2018 to February 2019)

During this stage, all **eligible applications** will be assessed by two remote, independent, international experts who will provide a close disciplinary reading of each eligible application submitted by the call deadline.

These reviewers will be familiar with the area and discipline to which the application is related. Experts will be checked to ensure that no conflict of interest exists between them and the applicant. Each application will be scored independently by each expert. Applications will be scored according to the evaluation criteria outlined in section 5.1 above. Based on the scores assigned to each application during the remote evaluation (stage 2) a ranking of the applications will be produced. The Programme Manager will inform all applicants about the outcome of stage 2 of the process, which will include details of the applicant's final score, and whether or not they will be invited to the next stage of the selection process.

In the research proposal template (section 11) applicants may suggest up to 5 academics that would have the professional expertise within the applicant's field of research to review their proposal. These recommendations cannot be for a colleague within the applicant's current organisation, a supervisor, a co-publisher or collaborator within 5 years prior to the deadline of this call (19 October 2018), a personal friend, wife/husband, partner or any blood relation. Applicants should note that the reviewers suggested must be at least at the level of an associate professor. Applicants will be asked to confirm that they have no conflict of interest with any individual named in the list of suggested reviewers (section 11.2 of the research proposal template).

3rd Stage - Interviews (Late March/early April 2019)

The Programme Manager will invite the top scoring applicants to participate in the interview stage of the process. Interviews will be undertaken either over the telephone or on skype by the TLRH Director and the Broad Interdisciplinary Panel (BIP) who will make the final funding decision during stage 4 (the consensus meeting) of the process.

The purpose of the interview stage is to provide the BIP with an opportunity to meet the applicant and to ensure they have the competencies required to implement the proposed project and to address any inconsistencies in their original proposal or questions raised by the remote reviewers during stage 2.

An overall weighted score will be calculated for each applicant that undergoes interview. This will be done by assigning a 40% weight to the score that emerged from the remote evaluation stage and a 60% weight to the interview score for each application. It is these overall weighted scores that will be used by the Broad Interdisciplinary Panel when considering their final recommendations for funding.

Applicants should note: that while the experts assigned to read your application during the remote stage of the evaluation process (stage 2) may be more familiar with your specific research field, the Broad Interdisciplinary Panel will be made up of higher-level representatives who may only have a general understanding of your research field. Thus it is important that applicants construct and write their applications so that both groups can understand it and are convinced that it is worth funding.

4th Stage - Consensus Meeting (Late March/early April 2019)

This final step will involve the BIP meeting after the interview stage. In considering their recommendations for funding they will take into account the overall weighted score combined from the remote evaluation stage and the interview stage. At the meeting a list of rank ordered applicants will be confirmed by the BIP with 3 selected for the fellowships, and the option to select reserve candidates.

All proposals selected for funding with ethical considerations will be submitted to the Research Ethics Committee within the TCD Faculty of Arts, Humanities and Social Sciences for their consideration and approval.

The Programme Manager will then contact the 3 applicants selected by the BIP to notify them of their award (conditional upon receipt of ethical approval and additional information to be supplied by the applicant) and issue the letter of offer (see section 2.3.2).

5.3 Redress Procedures

All unsuccessful applicants will be given the opportunity to appeal a decision on their application on *procedural* grounds.

A formal letter of appeal must be submitted to the Chair of the Appeals Committee via the Programme Manager within 30 days after the applicant has been notified of the outcome of their application at the relevant stage of the evaluation process (technical and eligibility check, remote review, or interview).

The redress requests can only be on procedural grounds. They must relate to the failure of Trinity to properly apply its procedures in relation to the evaluation process (Section 5.2 of the *Guide for Applicants*) or eligibility checks (Section 4 of the *Guide*). Requests related to matters of scientific judgement during the process will not be considered eligible under the terms of these Redress

Procedures. The Programme Manager will identify appeals that do not meet these requirements and, if the Chair of the Appeals Committee agrees, inform the applicant that the appeal has not been accepted. All other requests will be considered by the Appeals Committee. Where grounds for appeal are upheld, the proposal will be re-evaluated.

Unsuccessful candidates will be eligible to re-apply to future calls of the programme.

All requests for redress will be treated confidentially.

6. Application Process and Guidance

6.1 When and how to apply

- The opening of the call for applications for the 2019-20 fellowship programme: Monday, 20 August 2018.
- Deadline for applications: Friday, 19 October 2018 at 0:00 Midnight (GMT+1), Irish Standard Time (IST).
- All applications must be submitted through the [online](#) application system (see section 6.2 below) including the required documentation.
- Applications will not be accepted after the deadline.

6.2 Application Overview

A complete proposal will consist of the four steps below, all online. You will need to complete each step before proceeding to the next step. Applicants should note that Ex Ordo is the system being used to collect applications and manage the review process. This system is designed for conference papers so some of the headings might be misleading and applicants should read these instructions carefully.

Before beginning the online process you will need to have the following documentation complete and ready for uploading.

1. A pdf of your completed Research Proposal Template (which includes the mobility and ethics tables) which is available to download [here](https://www.tcd.ie/trinitylongroomhub/research/fellows/msca-cofund-2019-20.php) (<https://www.tcd.ie/trinitylongroomhub/research/fellows/msca-cofund-2019-20.php>)
2. A single pdf of your CV and Publications List combined (max 8 pages).
3. A pdf scan of your PhD certificate (if applicable).

6.3 Guidance on the Online Application Requirements

6.3.1 Step 1 – Title & Abstract (Research Proposal Summary)

- a. Title
- b. Abstract (250 words max)

6.3.2 Step 2 – Author (Personal Information sought in the online fields)

- a. Title
- b. Country
- c. Address
- d. Phone
- e. Gender

f. Nationality

6.3.3 Step 3 – Topics (Research Theme Affiliation)

Choose 1 of the five TCD research themes that you will affiliate your proposal with (Identities in Transformation; Digital Humanities; Creative Arts Practice; Making Ireland; Manuscript, Book and Print Cultures). Only one theme can be selected, applicants should choose whichever theme aligns most closely with their research.

Please note that applicants which make no attempt to clearly demonstrate that their proposal is relevant to their chosen Arts and Humanities led theme will be deemed technically ineligible.

6.3.4 Step 4

6.3.4.1 Additional Information

- a. Affiliated University/Company/Organization.
- b. Current Position.
- c. Date current position commenced.
- d. Independent Scholar.
- e. English languages requirements - In order to be eligible applicants to the programme must have fluent spoken and written English. You will be asked to indicate by ticking the box if you comply with this criteria.
- f. Indicate your number of publications in English.
- g. Indicate if you plan to take a secondment in the non-academic sector during your fellowship.
- h. Indicate a disciplinary area to which your research proposal aligns.
- i. Provide a number of key words to describe your research proposal.
- j. Ethical Statement – you will be asked to confirm the statement below:
‘I confirm that the proposed work is consistent with the highest standard of ethics and practices and that my answers on the ethics questionnaire are correct and reflect the scope and purpose of my proposal’.
- k. Marie Skłodowska Curie mobility rule - you will be asked to confirm you comply with the eligibility criteria below:
In order to be eligible applicants to the Trinity Long Room Hub Visiting Research Fellowship COFUND Programme must not have resided or carried out their main activity (work, studies, etc.) in the Republic of Ireland for more than 12 months in the 3 years immediately before the date of this recruitment under the 2019-20 call (the date of recruitment under this call is 1 October 2019).
- l. Applicants must be experienced researchers – you will be asked to indicate if you comply with the criteria below:
In order to be eligible, applicants to the programme must, at the time of recruitment, under this fellowship programme (1 October 2019) be in possession of a doctoral degree (PhD) or have at least 4 years of full-time equivalent research experience. Successful applicants will, in advance of a formal fellowship offer being made by the Trinity Long Room Hub, be requested to provide additional proof of such research experience which could include documents like contracts of employment/letters from previous employer organisations attesting to the fact that research was included as part of the applicant’s official responsibilities.

6.3.4.2 Files to be uploaded:

1. CV (3 pages max) & Publications List (5 pages max). Both provided in a single pdf document with a maximum of 8 pages.
2. Scan of PhD Certificate (if applicable).
3. Completed Research Proposal Template (which includes the completed Ethics and Mobility Tables).

RESEARCH PROPOSAL TEMPLATE

The template for this form is available at

<https://www.tcd.ie/trinitylongroomhub/research/fellows/msca-cofund-2019-20.php>

You are required to use the headlines provided below (and in the template) in your proposal. This ensures that you address each of the evaluation criteria as outlined in this *Guide for Applicants*.

The maximum length of Sections 1 – 8 listed below is 12 pages. Within the page limit, you are free to decide on the number of pages per section.

Section 1 - Abstract (250 word limit including blanks)

Applicants are required to use the same abstract summary as in the online application form. It should be written with a general audience in mind and should clearly outline the objectives of the proposal, how it relates to the research theme identified, how the objectives will be achieved and their relevance.

Section 2 - Quality and originality of the proposal and the proposed methodology

Applicants should explain the central research questions that this proposal will address. They should detail any theoretical frameworks if relevant. This section should explain the research methodology that will be undertaken during the project including the concepts, approaches or methods that will be applied. Are there any other institutions, resources, archives, collections in Ireland that could be drawn on for this research proposal?

Section 3 – State of the Art

What contribution will this project make to the applicant's field of study (state of the art)? What are the original and innovative aspects of the project?

Section 4 - Relevance to the research theme identified

How does the proposal align with the identified research theme and possibilities for collaboration and new directions?

Section 5 - Alignment with Trinity Long Room Hub Mission and enablement of new Knowledge Transfer Pathways for Arts and Humanities Research

How does the proposal meet the mission of the Trinity Long Room Hub to advance interdisciplinary and collaborative research and to promote the relevance of Arts and Humanities research to potential end users and stakeholders in other sectors including non-specialised audiences?

Section 6 - Career Development

What are your objectives for your career and how will a fellowship in the Trinity Long Room Hub contribute to your development as an independent researcher?

Section 7 – Secondment in a non-academic sector

If you do not wish to take a secondment explain why.

If you do, identify the kind of non-academic organization or your preferred organization, why, and what sort of role you would like and how you think your research expertise could contribute to the organization.

Section 8 – Implementation of the Research Proposal

Outline how the work of the project will be structured over the 12 month fellowship. Information should be provided about the phases/strands/work packages, or whatever organizing system applicants wish to use to breakdown the work and stages of their project, over the 12 month period. A list of deliverables* planned for the project, and when will they be produced, should be provided.

***A deliverable is a distinct output of the fellowship e.g. a report, a document, a piece of software, a model that applicants develop over the course of the fellowship.**

Section 9 – Mobility Table

In order to ensure compliance with the Marie Skłodowska mobility rule applicants must indicate, in the mobility table, the full address of their places of residence in the 3 year period immediately prior to the date of recruitment under this programme. The table requires applicants to detail places of residence between the period of 1 October 2016 and including expected places of residence up to 1 October 2019 (the start date for the appointed fellows under this programme). **Completion of the mobility table is mandatory and non-completion or inaccurate completion will render an application technically ineligible.** Three worked examples demonstrating how to complete this table for the 3 year period in question are provided below by way of guidance for applicants.

Example Case 1: An applicant to the programme has been living and working in London, UK since 2013 and plans to continue living and working in the UK up until the 1st of October 2019.

Mobility Table Example Case 1

Period From	Period To	Full Address of Residency i.e. please provide house/apartment number (where relevant) street name (where relevant), town/city, postal code (where relevant) and country
01/10/2016	01/10/2019	24, Dartmouth Road, Cricklewood, NW2 London

In the case above the applicant is eligible to apply for this programme as they have not been resident in Ireland for any period of time in the 3 year period prior to recruitment under this programme. As such the applicant complies with the Marie Curie eligibility rule.

Example Case 2: An applicant to the programme has been living and working in Poland since 2013. On the 1st of March 2017 the applicant moved from Poland to Cork, Ireland to take up an 8 month visiting fellowship in University College Cork. The applicant returned to Krakow on the 1st of November 2017 and has been based as a research fellow in the Jagiellonian University in Kraków since returning from Ireland. The applicant plans to continue living and working in Poland up until the 1st of October 2019.

Mobility Table Example Case 2

Period From	Period To	Full Address of Residency i.e. please provide house/apartment number (where relevant) street name (where relevant), town/city, postal code (where relevant) and country
01/10/2016	29/02/2017	48, Smoleńsk 25, 33-332 Kraków, Poland
01/03/2017	31/10/2017	14 College Road, Cork City, Cork
01/11/2017	01/10/2019	48, Smoleńsk 25, 33-332 Kraków, Poland

In the case above the applicant is eligible to apply for this programme as they have not been resident in Ireland for a period of more than 12 months in the 3 year period prior to recruitment under this programme (they have been resident in Ireland for an 8 month period only). As such the applicant complies with the Marie Curie eligibility rule.

Example Case 3: An applicant to the programme has been working in the University of California, Berkeley in the United States since 2015. Due to family commitments the applicant is planning to move to Dublin, Ireland on 1st of January 2019. At the point of application to this call the applicant did not know the precise address of where they would be moving to in Dublin as they had not secured accommodation however the applicant is planning to still be living in Dublin Ireland on the 1st of October 2019.

Mobility Table Example Case 3

Period From	Period To	Full Address of Residency i.e. please provide house/apartment number (where relevant) street name (where relevant), town/city, postal code (where relevant) and country
01/10/2016	31/12/2018	1516 Fillmore St, San Francisco, CA 94115, USA
01/01/2019	01/10/2019	Dublin City, Ireland

In the case above the applicant is eligible to apply for this programme because by the date of recruitment they will not have not been resident in Ireland for a period of more than 12 months in the 3 year period prior to recruitment under this programme (they will have been resident in Ireland for a 10 month period only). As such the applicant complies with the Marie Curie eligibility rule. Note in the example above the applicant does not provide a full postal address of planned residency for the period between January 2019 and October 2019. This is because at the point of application they have not secured accommodation for their move next January. In the above instance, given that accommodation has not yet been secured, it is sufficient to give a more general address. However where full addresses are known to an applicant they should be provided.

Section 10 – Family Allowance

Applicants are required to provide details of any family members that would qualify them for the payment of the Family Allowance benefit. Family is defined as persons linked to the applicant (i) by marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of

the country or region where this relationship was formalised, or (iii) as dependent children who are actually being maintained by the fellow.

Section 11 – Recommended remote reviewers for your proposal

Applicants may suggest up to 5 academics that would have the expertise within the applicant's field of research to review their proposal. These recommendations cannot be for a colleague within the applicant's current organisation, a supervisor, a co-publisher or collaborator within 5 years prior to the deadline of this call (19 October 2018), a personal friend, wife/husband, partner or any blood relation. Applicants should note that the reviewers suggested must be at least at the level of an associate professor. Applicants will be asked to confirm that they have no conflict of interest (as described previously) with the individuals named in the list of suggested reviewers (section 12.2 of the research proposal template).

Section 12 – Ethics Issues Table

Applicants are required to answer yes or no to the questions included. This is obligatory and applications which do not include completed ethics tables will be deemed incomplete and will not be considered eligible for review. Should your answer be yes to any of these questions you will be asked to provide further information about how these issues will be addressed in your research.

Section 13 – Bibliography

A list of secondary works cited in the research proposal as well as other **key** works that the author has consulted, even if they are not mentioned in the text, should be provided as a bibliography in section 9. This will help reviewers to evaluate the originality of the proposed project against the current state of the art in the area. Section 13 (the bibliography) does not count towards the 12 page limit for sections 1- 8.

Please note that this section should only include references to secondary literature. It should not include additional information about the research proposal or applicant. All information about the research proposal and applicant must be included either within the confines of sections 1- 8 (max. 12 pages), the CV and list of publications.

CURRICULUM VITAE AND PUBLICATIONS (max. 8 pages in one scanned document)

The CV should describe your education and research career until now. Achievements to date and future potential will be considered. The CV should be no more than 3 pages. The list of publications should be no more than 5 pages.

For career breaks, applicants are required to indicate the exact period and type of leave. It should be noted that any parental leave periods do not count towards the time of research experience.

6.4 Queries

The TLRH can respond to questions about the process, eligibility and conditions for the fellowship. However queries on the content of proposals cannot be addressed.

- Applicants can address queries while the Call is open by sending an email to tlrhapps@tcd.ie.
- Responses to all questions will be posted on the Call website <https://www.tcd.ie/trinitylongroomhub/research/fellows/msca-cofund-2019-20.php> in a regularly updated *Frequently Asked Questions* document.
- Applicants experiencing any technical difficulties with the online application system should also contact tlrhapps@tcd.ie for assistance.
- Failing satisfaction with the above, the Programme Manager, Dr Caitriona Curtis, is also contactable at curtisc@tcd.ie.

7. Updates on Application

All applicants will receive an acknowledgement email from the online system once their application is submitted.

Within 5 working days of the close of the call, the Programme Manager will notify applicants by email whether their application is eligible to proceed to the next stage, i.e. remote review.

By late February 2019 the Programme Manager will advise eligible applicants of the outcome of the remote review evaluation and whether they are to be invited to interview in late March/early April.

Those interviewed will be notified of the outcome of their interviews by the Programme Manager within three working days of the interviews.

8. Working at the Trinity Long Room Hub and Trinity College Dublin

Appointed fellows will be employed as staff by Trinity College Dublin and receive an employment contract (See section 2.3.2).

In addition to support with career and training development and integrating into the life of the institute, university and its wider community, fellows can expect assistance with practical and logistical matters that may arise from pre-arrival to post-departure including visa applications, relocation, accommodation, spouse support, childcare options, finding schools, figuring out the city and transport, etc. Detailed handbooks will be made available on appointment and guidance provided through the various stages required in their transition to take up home and employment in Dublin.

9. Additional information

For further information on the fellowship programme, application process, the Trinity Long Room Hub or Trinity College Dublin, applicants are advised to contact the Programme Manager, Dr Caitriona Curtis, at curtisc@tcd.ie.

For information on the Trinity Long Room Hub and its research themes visit www.tcd.ie/trinitylongroomhub.

EURAXESS Ireland for fellows hosted by Irish host organizations. This is a European initiative delivering information and support services to professional researchers.

Tel no: +353 1 676 4948

E-mail: mobility@iua.ie

www.euraxess.ie

Other EURAXESS centres for fellows hosted by organizations in other countries

<http://ec.europa.eu/euraxess/>

Annex 1 Research Themes

Details of the five research Themes that the Trinity Long Room Hub supports are outlined in the Table below. Further information is available at

<https://www.tcd.ie/trinitylongroomhub/research/research-themes.php>.

Creative Arts Practice	<p>This theme integrates creative arts practice with research. It builds on TCD's excellence in areas such as literary translation, creative writing, music composition, the dramatic arts and creative technologies. In addition, the theme embraces disciplines outside the creative arts core subjects, in the pure sciences, health sciences, computer sciences and engineering that employ creative arts and their practices and methodologies as both research tools and as interfaces between the research outputs of those disciplines and the wider public/consumers. The theme also connects with the general public through associated conservatories such as The Lir Academy (the National Academy of Dramatic Art), the Royal Irish Academy of Music and the Samuel Beckett Theatre.</p>
Digital Humanities	<p>This theme has over 30 core members across TCD and bases its work around the central research question: How can humanities and technology researchers combine their insights to transform our understanding of the world? The theme involves staff from the TCD School of Computer Science and Statistics, History and Humanities and English. Funded projects include; the €6.5m FP7 Collaborative European Digital Archival Research Infrastructure project CENDARI (2012-2016).</p>
Identities in Transformation	<p>This theme undertakes an investigation of how the negotiation of identity is linked to processes of transformation on the level of history and culture. Current funded projects include the FP7 Marie Curie SPeCTReSS project, which is a network of 9 international university partners collaborating in a 4 year programme of scholarly exchanges focussed on the concept of 'cultural trauma' and national identities. Since its launch in 2013 the theme has organised a large number of research events, many with a public outreach element. The theme brings together researchers from fields as varied as Art History, Classics, Drama, English, Film Studies, Gender Studies, History, Law, Linguistics, Literary and Cultural Studies, Medicine, Nursing and Midwifery, Peace Studies, Philosophy, Psychology, Sociology, and Theology.</p>
Making Ireland	<p>This theme draws together TCD's world-class studies of Ireland and things Irish under a coherent umbrella. It involves over 80 researchers in 15 disciplines across the university. These staff have stimulated new collaborative, interdisciplinary research projects through their role as principal investigators of the '1641 Depositions Project' which secured €5 million in Irish and UK funding. Building on this, the award-winning 'Down Survey Project,' funded by the Irish Research Council, has further developed relationships with the Departments of Computer Science and Geography as well as a major external partner, Google.</p>
Manuscripts, Book and Print Cultures	<p>This theme explores how the written medium, from papyrus to codex to e-book, has been the privileged form of communicating knowledge for millennia and how written records have the power to transform the inheritance of the past into a tool for understanding the present and informing the future. It harnesses the collections of TCD's historic 18th century Library, only one of 6 legal deposit libraries in the UK and Ireland, home to over six million printed volumes with extensive collections of journals, manuscripts, maps and music.</p>

	The theme includes 20 core members from the Library, Schools of Histories and Humanities, Classics, Music, Languages Literatures and Cultural Studies.
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