



<b>POLICY:</b>	Protocol for Managing External Research Funding Applications & Awards
<b>FIRST DRAFT:</b>	
<b>ADOPTED:</b>	ET 2009#13
<b>AMENDMENTS:</b>	
<b>REVIEW:</b>	May 2019

## **Protocol for Managing External Research Funding Applications & Awards**

All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality and will be fully compliant with the provisions of prevailing equality legislation.

- Staff who wish to apply for external research funding are required to notify the College in advance by writing to the HEO Research & Graduate School and the relevant Dean of Faculty at the earliest possible date
- Notification is required irrespective of the nature of the funding scheme (e.g. research councils, DES, Teaching Council, EU schemes, national / international agencies, commissioned research, tenders and so on)
- The HEO Research must be provided with full details of the funding scheme to which the application is being made. Additionally, copies of draft application documents and other details as requested, such as full financial, personnel and other resource details will be required. This information must be supplied at least 15 working days prior to the next sitting of the Executive Committee
- The Vice President Administration and Finance will be required to approve the funding element of the application and the HEO Research & Graduate School will forward the documentation to the VPAF as appropriate
- The Associate Vice President for Research will be required to approve the technical and logistical elements of the application and the HEO Research will forward the documentation to the AVPR as appropriate
- The College name or logo, the College stamp, PIC number, Charity Number, VAT Number and similar details may not be used unless agreement is reached with the Associate Vice President for Research following approval by the Executive Team/College President
- The HEO / Associate Vice President for Research and the Research & Graduate School Office will provide the maximum possible support, assistance and coordination with preparing applications

- Grants arising from successful applications will be administered by the Research & Graduate School Office
- Reports to funders must be prepared and submitted in association with the Research & Graduate School Office
- Colleges offices, such as the President's Office and the Finance Office, will not process applications or awards that do not adhere to this protocol
- Where a staff member is applying for external research funding, he/she should make their Dean aware of the application and of any potential resource issues.

This protocol is supplementary to the decision of CBC (09#13 Monday July 6th 2009 Att. 5.2v2) copied below.

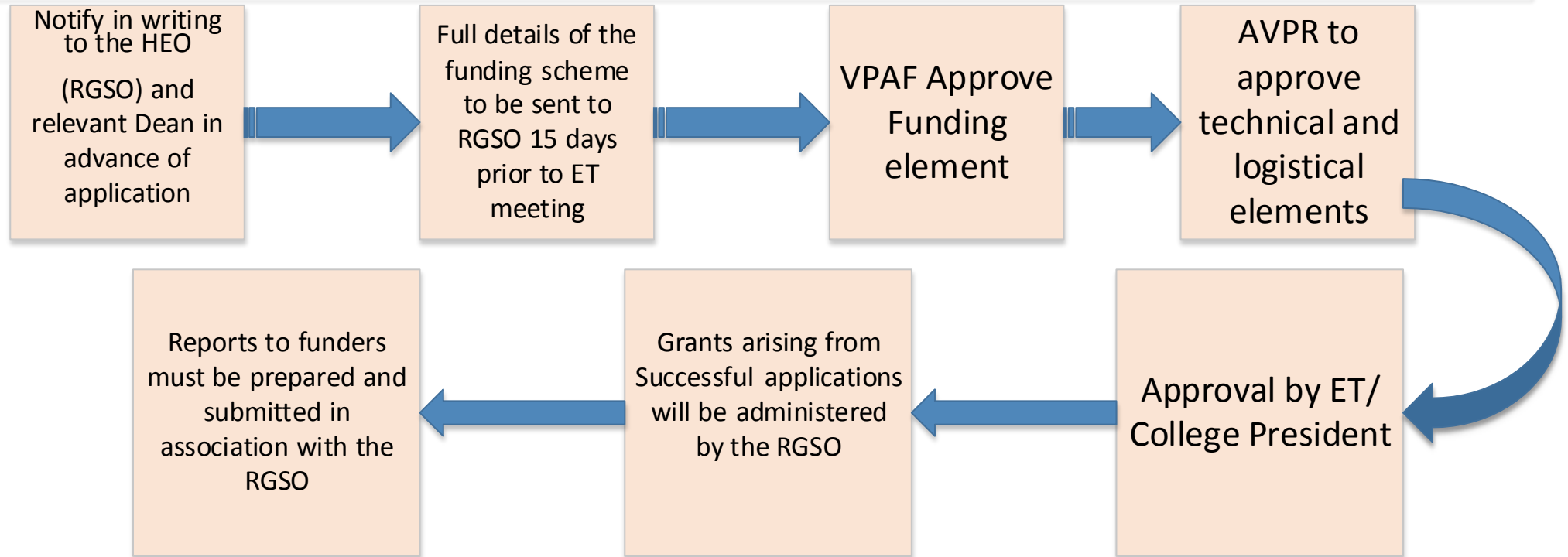
**Agreed ET 09#13 Monday July 6<sup>th</sup> 2009 Att 5.2v2**

In relation to external research funding:

- The AVP Research must be notified in advance of all applications for external research funding / external awards prior to applications being lodged or binding agreements / collaborations being entered into
- Notification must be in writing and provided with the maximum possible advance notice
- Where institutional resources are required as part of any application (e.g. office, IT, telephone service, specialist services etc.), full details of these must be approved in advance
- Appropriate contact with the AVPR and the Research Office must be maintained while applications are in preparation
- The AVPR and the Research Office will provide the maximum possible support and assistance with applications
- Feedback from external funders in relation to successful and unsuccessful applications will be copied to the Research Office



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### PLEASE NOTE

- AVPR/RGSO provides maximum support, assistance and coordination with preparing applications
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- Notification is required irrespective of the nature of the funding scheme (e.g. research councils, DES, Teaching Council, EU schemes, national/international agencies, commissioned research, tenders etc.)
- College offices, such as the President's Office and the Finance Office will not process applications or awards that do not adhere to this protocol.