

## Enterprise Partnership Scheme Postgraduate Assessor Role

### Background

The Enterprise Partnership Scheme is an initiative through which IRCSET links with private enterprise and eligible public bodies to award postgraduate scholarships and postdoctoral fellowships to the most promising researchers in Ireland.

The Scheme offers researchers the opportunity to gain additional beneficial experience and insight into the commercial arena while completing their research. Awards are made to candidates demonstrating very strong research potential and a desire to work with and learn from industry.

### Timeline

Enterprise Partnership Scheme applications (postgraduate and postdoctoral) are accepted four times each year:

	Months	Time period
<b>Online Call accepts applications (postgraduate &amp; postdoctoral)</b>	Last week of January 9am Monday – 5pm Friday	One week
Assessors notified of incoming applications for assessment	First week of February	
Assessment Stage – online remote assessment	Week 3 and 4 of February	Two weeks
<b>Online Call accepts applications (postgraduate &amp; postdoctoral)</b>	Last week of March 9am Monday – 5pm Friday	One week
Assessors notified of incoming applications for assessment	First week of April	
Assessment Stage – online remote assessment	Week 3 and 4 of April	Two weeks
<b>Online Call accepts applications (postgraduate &amp; postdoctoral)</b>	Last week of June 9am Monday – 5pm Friday	One week
Assessors notified of incoming applications for assessment	First week of July	
Assessment Stage – online remote assessment	Week 3 and 4 of July	Two weeks
<b>Online Call accepts applications (postgraduate &amp; postdoctoral)</b>	Last week of October 9am Monday – 5pm Friday	One week
Assessors notified of incoming applications for assessment	First week of November	
Assessment Stage – online remote assessment	November	Two weeks

### Enterprise Partnership Scheme Postgraduate Applications

IRCSET Enterprise Partnership Scheme postgraduate applications (including the research proposal) are written for a general scientific audience and assessors are not required to have a specific expertise in the discipline of an applicant. Where possible for Enterprise Partnership Scheme postgraduate applications IRCSET will endeavour to match assessors to applications in their general area of expertise.

### **Assessment – Online Remote Assessment**

As an assessor you are provided with a login to the Online Application System (OLS), where the applications for assessment will be assigned to you. . Assessors receive no more than 2 applications to assess at any one time. Every application is read and assessed by at least two assessors.

#### *The Application*

Each application contains details of the applicant's academic background, a personal statement, a short project proposal (800 words) and three references including one from the academic supervisor.

Each application is approximately 10 pages long.

#### *Assessment*

All applications are assessed under the following criteria:

- Academic background (30%)
- Personal statement (30%)
- Supervisor and referee endorsement of applicant (30%)
- Research Project outline (10%)

To assist assessors, IRCSET provides a 'Guideline for Assessors' document, containing information about IRCSET, the funding scheme and the details of the grading and assessment criteria. Assessors must complete the assessment form by providing a numerical score for each of the relevant sections of the application. Assessors are required to provide a comment on their assessment. The completed assessment forms allow IRCSET to provide detailed and comprehensive feedback to all applicants; therefore the assessment comments must provide constructive criticism. All the contents – except your name – will be available to the applicant after the call results have been announced.

### **Remuneration**

IRCSET does not provide any financial remuneration for Enterprise Partnership Scheme postgraduate assessments.

## **IRCSET Assessor Conflict of Interest Policy**

IRCSET requests that all assessors adhere to the IRCSET conflict of interest policy which includes:

### *Actual conflicts of interest:*

The Assessor must not be:

- involved in the preparation of an application that has been submitted
- stand to benefit directly should the application be funded (e.g. a potential scientist in charge of a application)
- have a close relationship with any person representing a host organisation
- have a close relationship with the applicant

If any of these statements hold true, the Assessor will be disqualified from reviewing this application.

### *Potential conflicts of interest:*

The Assessor must not be:

- involved in a contract or research collaboration with a host organisation
- working at the same host institution as in the application but in a different research group

If any of these statements hold true, the Assessor will be disqualified from reviewing this application and must excuse his/her self from the room when the application in question is discussed at the assessment committee meeting.

Assessors are informed of the Conflicts of Interest Policy in the following ways:

- In the 'Guidelines for Assessors' document
- Requirement to sign the 'Declaration by Assessor' at the end of the Assessment form on the OLS (checkbox): "I declare that to my knowledge I do not have any connection with the proposal or any interest in its success or otherwise that could influence my impartiality. I will not disclose any information concerning this proposal or any matter relating to it".