



# IRISH RESEARCH COUNCIL

An Chomhairle um Thaighde in Éirinn

## NEW FOUNDATIONS SCHEME 2022

in partnership with

Department of Foreign Affairs – Irish Aid  
Department of the Taoiseach  
Department of Foreign Affairs – Irish Aid (Global Development Unit) and the  
Department of Education  
Department of Rural and Community Development  
Policing Authority  
The Sunflower Charitable Foundation through the Community Foundation for  
Ireland  
Tusla Child and Family Agency

## Guide for Applicants 2022



Roinn an Taoisigh  
Department of the Taoiseach



An Roinn Forbartha  
Tuaithe agus Pobail  
Department of Rural and  
Community Development



An Roinn Oideachais  
Department of Education

**TUSLA**

An Ghníomhaireacht um  
Leanaí agus an Teaghlaigh  
Child and Family Agency



AN TÚDARÁS PÓILINEACHTA  
POLICING AUTHORITY



**Irish Aid**  
An Roinn Críochal Eadríochta  
Department of Foreign Affairs



The Community  
Foundation for Ireland

*The Irish Research Council reserves the right to amend this Guide for Applicants.*

## 1. Important deadlines for this call

Call open	10 May 2022 at 4pm (Irish time)
FAQ deadline	14 June 2022 at 4pm (Irish time)
Applicant deadline	21 June 2022 at 4pm (Irish time)
Endorsement deadline	05 July 2022 at 4pm (Irish time)
Outcome	September 2022
Project Start Date	01 November 2022

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## 2. Purpose of the Guide for Applicants

This guide provides practical information to potential applicants in preparing and submitting an application for the Irish Research Council New Foundations Scheme.

Applicants are strongly recommended to familiarise themselves FULLY with the [New Foundations Call Document](#), and also to read carefully any Frequently Asked Questions (FAQ), before completing and submitting applications.

### 3. Eligibility

- Applicants must be based at an eligible higher education institution (HEI) or research-performing organisation (RPO) in Ireland.
- Applicants must hold a doctoral degree.
- Applicants must, on the call deadline, hold a contract of sufficient duration with their eligible HEI or RPO to carry out the proposed research from the project start date until the project end date.
- Applicants may only make one application to the scheme in a given year.
- While postgraduate scholars are not eligible to apply, their involvement in the proposed projects is encouraged.
- Note there are additional eligibility criteria specific to each strand (see Appendices), and the research project must address the required thematic focus of the respective strand.

### 4. Using the OLS (Online System)

#### 4.1. Registering as an applicant for the first time

Before you start, please ensure you are using the correct browser. The OLS can only be guaranteed to be fully operational on the following browsers:

- Chrome (Latest Version)
- Safari (Latest Version)
- Firefox (Latest Version)

**\*\*WizeHive does not recommend the use of Internet Explorer due to variances in display and capabilities that may be experienced.**

The link for the OLS portal is available on the [New Foundations funding page](#) from the time of the call opening.

#### **Step 1:**

To begin, click the 'Sign Up' button under 'Need an Account?'. Enter your email and desired password, click the box confirming that you have read the **Privacy Notice**, then click 'Sign Up' at the bottom of the page.



# IRISH RESEARCH COUNCIL

An Chomhairle um Thaighde in Éirinn

## Sign In/Sign Up Instructions

### For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

### For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click **"Forgot your password?"** and follow the prompts to reset your password.

## Sign In

Email

Password

Log In

[Forgot your password?](#)

## Need an Account?

Sign Up



powered by  
wizehive

Tick the box to certify that you understand and agree with the Privacy Notice and click on **'Continue'**. For further information on the data that the Irish Research Council collects and processes, please see the Council's [Privacy Notice](#).



# IRISH RESEARCH COUNCIL

An Chomhairle um Thaighde in Éirinn

[← Return to Login](#)

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### For New Users:

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### For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click **"Forgot your password?"** and follow the prompts to reset your password.

## Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

Confirm password

- Passwords must match

Tick here



**Privacy Notice**

Everyone has rights with regard to the way in which their personal data is handled. During the course of our activities we will collect, store and process personal data about our Applicants, Supervisors, Mentors, co-PIs and other individuals listed in the proposal and Referees, Assessors, Financial Officers in Enterprise Partner Organisations, Research Offices in Higher Education Institutions/Research Performing Organisations and other individuals involved in funding applications and awards ("Participants"), as well as about other individuals who engage with us in relation to our activities.

By registering as an applicant to the Irish Research Council New Foundations 2020 Funding Scheme, you agree that the Irish Research Council will collect, store and process personal data about you and your application. For further details, see the Irish Research Council's Privacy Notice.

Sign up here



Sign Up

If you are an existing user, sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click '**Forgot your password?**' and follow the prompts to reset your password and update your profile.

## 4.2. Creating a profile

Once you have logged in, you will be asked to create a profile. This is simply your email, first and last names, title, and gender with which you identify. This profile section can be edited at any time.



The screenshot shows the top of the Irish Research Council website. The logo is on the left, and the text 'IRISH RESEARCH COUNCIL An Chomhairle um Thaighde in Éirinn' is on the right. Below the header, there is a navigation bar with 'New Foundations 2021' on the left and 'Welcome, ircf@applicant1@gmail.com' on the right. The main content area contains three lines of instructions: 'Please click "+Create a Profile to Get Started" to begin your Profile.', 'Please click the "Edit" icon to complete your Profile. You can always look at your Profile by clicking the "view" icon.', and 'The Profile is always editable. You cannot start your application until you have completed the Profile.' Below this is a 'Profile' section with a 'Complete' button and an 'Edit' button.

You will see that there are two buttons on the right-hand side of your 'Profile' section. The button that looks like an eye and says 'View' can be used to view the details you have entered. The button that looks like a pencil and says 'Edit' can be used to **edit** your profile. **Applicants are required to give their passport issuing country.**



The screenshot shows a form for creating a profile. The fields are: 'Title: \*' with a dropdown menu showing 'Dr'; 'First Name: \*' with a text input field containing 'Text'; 'Last Name: \*' with a text input field containing 'Application'; 'Email Address: \*' with a text input field containing 'ircf@applicant1@gmail.com'; 'Gender with which the applicant identifies: \*' with radio buttons for 'Male', 'Female', and 'Other' (which is selected); and 'Passport issuing country: \*' with a dropdown menu. At the bottom right, there are two buttons: 'Save Draft' and 'Create Profile'.

When you are ready, you can begin work on your application. Click on the box that says ‘+ Get Started’.

Please be advised that applicants are **strongly recommended to contact their Research Office as soon as their application is created**, in advance of submission.

To begin your application, click "+Get Started" on the Submission Card below. This will bring you to the application.

**Applicants are strongly recommended to contact their Research Office as soon as their application is created, in advance of submission.**

When you return to this Homepage, you can see the status of your application because the Submission Card will have a coloured status bar at the bottom.

- If the status bar is gray, in colour, your application is in review status, and no action needs to be taken at the moment.
- If the status bar is purple, that means that there is an action/step that the applicant needs to take. A form needs to be filled out, etc.
- If the status bar is red, that means that there is an error and the applicant should reach out to an administrator at [newfoundations@research.ie](mailto:newfoundations@research.ie).



#### 4.4. Navigating the New Foundations application and submission page:

You will see a page that outlines the steps of the New Foundations application process.

Similar to your ‘**Profile**’ on the previous page, you can use the ‘**View**’ and ‘**Edit**’ buttons (which appear on the right-hand side of the section) to either preview or to make edits to your application.

In the section titled ‘**Applicant submission**’, you will be able to view how many days are remaining to submit your application before the applicant deadline. It also contains the ‘**Submit**’ button, which will remain inactive and ‘grey’ until all required fields of the application have been completed.



## Untitled

The newest steps will always be the first ones. Your previous steps will be below the newest steps. These will be in a read-only format.

When you have completed every section of the submission, the "Submit" button will turn green. This indicates that you can now fully submit your application.

Once you click "Submit" the application will no longer be editable.

The 'New Foundations 2022 Application' form is composed of five sections. All fields marked with a red asterisk are mandatory and **must** be completed. It is advised that you click 'Save Draft' often.

'Help' text appears below some fields and is a smaller, light grey font. It contains further explanation/information or links to aid in the completion of fields.

**Please note: Click 'Save Draft' before clicking links located in any of the 'help' text as the links will NOT open in a new window and you may lose your work.**

I. Applicant Details and Strand Choice – fields include your HEI/RPO, your position in said HEI/RPO, and which Strand you are making your application under.<sup>1</sup>

**Please note: An applicant can make one application to the scheme.**

<sup>1</sup> For further information and description of the strands, please see the 2022 New Foundations Call Document.

## New Foundations Application -

Save Draft **Mark Complete** Close

In order to complete this form, please complete all required fields.

You can save this as a draft and return later to complete by clicking "Save Draft" at the bottom of the page. Please "Save Draft" before opening any link of this form.

When you are ready to submit this section, please click the blue "Save" button at the bottom of the page.

Once you have clicked "Save" you will be redirected to the Submission Page.

DO NOT open up your application in two separate windows. You may lose your work.

Please select 'Strand being applied for' as shown below:

### Strand being applied for:

- Strand 1a: Enhancing Civic Society within a national context (max €12,000)
- Strand 4: 'A Better World' New Foundations Awards - Networking & Collaboration Grant, in collaboration with the DFA(max €10,000)
- Strand 4b: Education for Global Citizenship and Sustainable Development New Foundations Awards in partnership with the Depart...
- Strand 8: Research and networking related to the Shared Island, in partnership with the Dept. of the Taoiseach (max €20,000)
- Strand 10: Police Community Relations Collaborative Project Grant, in partnership with the Policing Authority (max of €10,000)
- Strand 11: 'Volunteering Strategy' New Foundations Award with the Department of Rural and Community Development (max €25,000)
- Strand 12: New Foundations Award in partnership with the Sunflower Charitable Foundation through the Community Foundation for...
- Strand 14: Utilising Evidence for Child Protection and Welfare Policy Needs New Foundations Award in partnership with Tusla...

II. Applicant Research Track Record – information on a selection of research outputs. This selection may be a list of the applicant's most recent outputs or a selection of the outputs that are most relevant to the aims of the selected New Foundations strand. The Irish Research Council is a [signatory of San Francisco Declaration on Research Assessment \(DORA\)](#), where research is assessed on its own merits rather than based on the journal in which it is published. The Irish Research Council also recognises the importance of all research outputs: e.g. creation of data sets, databases and software; conference papers presented; patents granted; excavations; public broadcasts; stage performances; creative writing (such as novels, poetry); creative productions; exhibitions, etc. These may be included here.

You may add up to five research outputs, including publications by clicking 'Yes' under 'Would you like add a second [third, fourth, fifth] output'.

**If you do not have any research outputs, please leave these fields blank.**

Under relevant research-related achievements to date applicants are requested not to include names, gender or Special Category Data as shown below.

Please provide a summary of other relevant research-related achievements to date. This can include but is not limited to previous awards won, conferences organised, contributions to teaching & learning, public engagement activities, etc. PLEASE DO NOT INCLUDE YOUR NAME, COLLABORATORS NAMES, GENDER or SPECIAL CATEGORY DATA in this section. The Irish Research Council will never request you to disclose Special Category Data. \*

Word Count: 0 / 500

III. Project Details - Information on your New Foundations proposal including: proposed project title, the primary and secondary discipline of your proposal, a lay and detailed proposal abstract, keywords, project partner(s) objectives and expected outputs and outcomes, references and ethical approval requirements. The detailed proposal description should include a clear description of the proposal implementation plan; timeline; and project partner's involvement in the project.

## Project Details

Title of proposed project: \*

Abbreviation of proposed title: \*

This short title or acronym will be used to identify your proposal in this call. It should be no more than 12 characters.

Primary area/Discipline of proposal: \*

For further information and definitions of the research categories, see the Irish Research Council Research Categorisation Publication, here: [http://research.cer.ie/assets/uploads/2017/07/Research\\_Categorisation.pdf](http://research.cer.ie/assets/uploads/2017/07/Research_Categorisation.pdf)

The lay abstract should provide a clear understanding of the objectives of the proposal and how they will be achieved. Please be advised that the lay abstract will be used by the Council for dissemination purposes and therefore please be mindful to use accessible language to engage all audiences. It will be used as the short description of the proposal in the assessment process. **It must not contain confidential information.**

Lay Proposal Abstract: \*

Word Count: 0 / 100 (min: 1)

Confidential information is personal data including, but not limited to: email address, date of birth, personal details of other participants, nationality. See: [http://research.cer.ie/assets/uploads/2017/05/IrishResearchCouncil\\_PrivacyNotice\\_Nov2018\\_Web.pdf](http://research.cer.ie/assets/uploads/2017/05/IrishResearchCouncil_PrivacyNotice_Nov2018_Web.pdf)

Keywords: \*

Word Count: 0 / 10 (min: 1)

We would recommend that you use keywords to describe the technology, science, sector, content or nature of result and potential uses of your result. (Tip: Which keywords would you search for to find a project/finding like yours?)

This detailed proposal description should include a clear description of the proposal implementation plan; timeline, and project partner's involvement in the project.

Detailed Proposal Description \*

Word Count: 0 / 1000 (min: 1)

Identify any project partners \*

Word Count: 0 / 250 (min: 1)

Aims and objectives \*

Word Count: 0 / 100 (min: 1)

Expected Outputs and Outcomes \*

Word Count: 0 / 200 (min: 1)

The potential impacts and benefits of the proposal. The outputs are clearly identified as the planned activities based on the allocation of resources. Outcomes are the anticipated short-term results of the research project and its outputs.

References \*

Word Count: 0 / 300 (min: 1)

Use this section to list references that you may have cited in your proposal description, if necessary.

Where ethical issues may arise in the research, applicants are required to submit to the Irish Research Council a written statement that full consideration has been given to the ethical implications of the research proposal. Full ethical approval from the relevant HEI Ethics Committee is not required at the application stage. However, if the application is successful, evidence of full ethical approval (including details of data management plans/issues) will be required as part of the Award Acceptance (as per the New Foundations 2022 Call Document).

**Does your proposed project require ethical approval? \***

Please also consider issues around data collection, management and processing when assessing the ethical requirements of your project.

- Yes  
 No

In the event of a successful outcome to this application, where relevant, written evidence of such ethical approval must be received by the Research Council before activities for which ethical approval are required commence, but no later than three months after the start date of the award.

Depending on which strand you are applying for, additional questions and/or upload requests will appear. Per the Call Document, **Strand 1a** applicants are required to upload a scanned pdf document of the official endorsement form signed by the civic society partner.

**Name of the proposed civic society partner for Strand 1a applications \***

Word Count: 0 / 18

**CHY number of the proposed civic society partner for Strand 1a applications \***

**How is your proposal relevant to the aims of Strand 1a: Engaging Civic Society within a national context? \***

Word Count: 0 / 500 (max: 1)

Demonstrate relevance to the particular strand themes and detailing the specific partnerships proposed. Evidence of input from partners should be incorporated into the proposal.

Supply clear evidence of input by the civic society partners into the proposal; details on how the project will result in expected benefits for the civic society partners and evidence/reference to future research opportunities.

**Signed and scanned endorsement form of proposed civic society partner for Strand 1a Applications \***

File to be uploaded as one single PDF. The Strand 1a Civic Society Partner endorsement template is available at: <http://research.ie/funding/new-foundations/>.

**Strand 4** applicants are required to upload a scanned endorsement form of proposed partner institution(s)/organisation(s).

How is your proposal relevant to the aims of Strand 4: Networking & Collaboration grants, in partnership with DFA? \*

Word Count: 0 / 500 (max. 1)

**Select partner country \***

Select one of the eligible partner countries: any country on the African continent, any ODA-eligible Small Island Developing State, Vietnam, Palestine, Laos, Cambodia, Myanmar.

- ODA-eligible country on the African continent.
- ODA-eligible Small Island Developing State (SIDS)
- Vietnam
- Palestine
- Laos
- Cambodia
- Myanmar

How will the partner institution(s)/organisations(s) for Strand 4 applications be incorporated into the project? \*

Word Count: 0 / 250 (max. 1)

**Signed and scanned endorsement form of proposed partner institution(s)/organisation(s) for Strand 4 applications: \***

To be uploaded as one single PDF document. The Strand 4 partner endorsement template is available at <http://research.refundingnew-foundations.org/>.

The partner endorsement forms are available on the New Foundations page of the Irish Research Council webpage, [here](#).

Per the indicative form, **Strand 1a, 4, 4b, 8, 10, 11, 12 & 14** applicants are required to detail how their proposal is relevant to the Strand.

**Strand 1a:**

How is your proposal relevant to the aims of Strand 1a: Engaging Civic Society within a national context? \*

**Strand 4:**

How is your proposal relevant to the aims of Strand 4: 'A Better World' New Foundations Awards - Networking & Collaboration Grant, in collaboration with the Department of Foreign Affairs? \*

**Strand 4b:**

How is your proposal relevant to Strand 4b: Education for Global Citizenship and Sustainable Development New Foundations Awards in partnership with the Department of Foreign Affairs (Irish Aid) and the Department of Education? \*

**Strand 8:**

Which pillar under Strand 8 is this application related to? \*

- Political, policy and economic cooperation on the island
- Civic, social and cultural connections and understanding on the island

How is your proposal relevant to Strand 8: Scoping research, networking and collaboration on themes related to the Government's Shared Island Initiative, in partnership with the Department of the Taoiseach? \*

Word Count: 0 / 800 (max: 1)

### Strand 10:

How is your proposal relevant to Strand 10: Police Community Relations Collaborative Project Grant, in partnership with the Policing Authority (to a maximum of €10,000)? \*

Word Count: 0 / 800 (max: 1)

### Strand 11:

Which pillar under Strand 11 is this application related to? \*

- Demographics
- Youth Engagement
- Economic and Social Value

How is your proposal relevant to Strand 11: 'Volunteering Strategy' New Foundations Award with the Department of Rural and Community Development (max €25,000)? \*

### Strand 12:

How is your proposal relevant to Strand 12: New Foundations Award in partnership with the Sunflower Charitable Foundation through the Community Foundation for Ireland (max €20,000)? \*

### Strand 14:

How is your proposal relevant to Strand 14: New Foundations Award in partnership with Tusla Child and Family Agency (max approx. €20,000 TBC)? \*

## IV. Proposed Budget - Details of your proposed project's budget

For each budgetary section, please provide an itemised breakdown and detailed justification for that expense. Below the detail text field, there is a 'total cost' field where the total amount requested under that category should be entered in EUR.

The cost categories are travel (including subsistence and accommodation costs), research consumables, training, dissemination costs, staff costs, and other costs.

The free text fields and their corresponding total fields must not be left blank. If your project has no expenses under a particular heading, please type 'N/A' in the free textbox and '0' in the corresponding total field.

## Proposed Budget

In the following text boxes, please provide itemised descriptions of your proposed costs in each category. Below each description, enter the total price in EUR for that category. These fields may not be left blank. If you have no expenses under a particular heading, please type 'N/A' in the text box and '0' in the corresponding total fields. Please ensure that the budget fields are populated and correct. The total amount requested will be calculated automatically

Please provide itemised breakdown of travel (including subsistence and accommodation costs) and reason needed: \*

Flights from Birmingham to Dublin for expert conference keynote speakers, Dr Joe Bloggs and Professor Jane Doe	€300
Accommodation for Professor Jane Doe for night before and night after conference	€500

The total travel cost to be entered should be the sum of the itemised travel costs described in the above field (e.g. €300+€500= €800.00)

Total travel cost requested for the full duration of the award: \*

€ 800.00

Please provide itemised breakdown of research consumables and reason needed (MAX €1000.00): \*

N/A

Total research consumables cost requested for the full duration of the award: \*

€ 0.00

The MAXIMUM allowed amount for research consumables is €1,000.

If no expenses exist for the heading, type N/A and enter 0.00 in the total field.

The 'Total Amount Requested' field will auto-populate based on the amounts entered in the individual 'total costs' requested for each category.

Please ensure that you have not requested more than the maximum amount available for your chosen strand. The maximum amounts are listed in the New Foundations Terms and Conditions, under the 'Strand being applied for' field and on the New Foundations page of the Irish Research Council website.

Please provide itemised breakdown of dissemination costs and reason needed: \*

Word Count: 0 / 350 (min: 1)

Total dissemination costs requested for the full duration of the award: \*

Please provide itemised breakdown of general and/or specialist disciplinary skill costs and reason needed: \*

Word Count: 0 / 350 (min: 1)

Total general and/or specialist disciplinary skill training cost requested for the full duration of the award: \*

Please provide itemised breakdown of staff costs and reason needed: \*

Word Count: 0 / 350 (min: 1)

Total staff costs requested for the full duration of the award: \*

Please provide itemised breakdown of all other costs (please specify) costs and reason needed: \*

Word Count: 0 / 350 (min: 1)

Total other costs requested for the full duration of the award: \*

**TOTAL AMOUNT REQUESTED:**

\*\*Please ensure that the total amount requested is correct. Changes will not be accepted after submission. Please ensure that you have not requested more than the maximum amount available for your chosen strand (see maximum per strand below).

V. Applicant Declarations -Declarations concerning the accuracy of the information included in the application, permission for the Irish Research Council to verify any of the information supplied in the application and permission to make your application available to other Funding Agencies and/or Enterprise Partners for funding consideration.

## Applicant Declarations

Would you like the Irish Research Council to make your application available to other funding agencies and/or enterprise partners for funding consideration? \*

- Yes  
 No

I hereby declare that the above particulars are correct and understand that the circulated 'Terms & Conditions' apply. I accept that failure to abide by the 'Terms and Conditions' may disqualify me from this Scheme. I also authorise the Irish Research Council to verify, if necessary, any of the information supplied in this application. \*

Please refer to the Call Document and General Terms and Conditions on the Irish Research Council website.

I Agree

I agree that if I disclose Special Category Personal Data, I give explicit consent for this data to be processed and stored by the Irish Research Council in accordance with the Irish Research Council Data Protection Notice and Retention Policy. \*

Please see Irish Research Council Data Protection Notice and Retention Policy, here: [https://research.ie/sites/default/files/2017/05/IRCC\\_Data-Protection-Notice-April-2010.pdf](https://research.ie/sites/default/files/2017/05/IRCC_Data-Protection-Notice-April-2010.pdf)

I agree

I confirm that the information supplied in this application is correct (NOTE: Should it become apparent that any of the information provided in the application is inaccurate or is not verifiable with appropriate documentation, it will result in the application automatically being deemed ineligible). \*

I Agree

As you progress through your application, you will see two buttons at the bottom-right of each individual section: one labelled '**Save Draft**' and the other labelled '**Save**'. The '**Save Draft**' button is used to save that section of your application while allowing you to remain on that page.

Use the '**Save Draft**' button if you have not input information/answered all required fields. Once you see the green '**Saved**' message next to the 'Save Draft' button, you can navigate back to the previous screens by clicking the blue link stating '**New Foundations 2022**' at the top of the page.

The '**Save**' button is used to save your application and return you to the '**Nominee Details**' section. It may only be selected successfully if all required fields contain data/are answered.

The form can be saved as draft and edited as many times as necessary within the submission deadline.

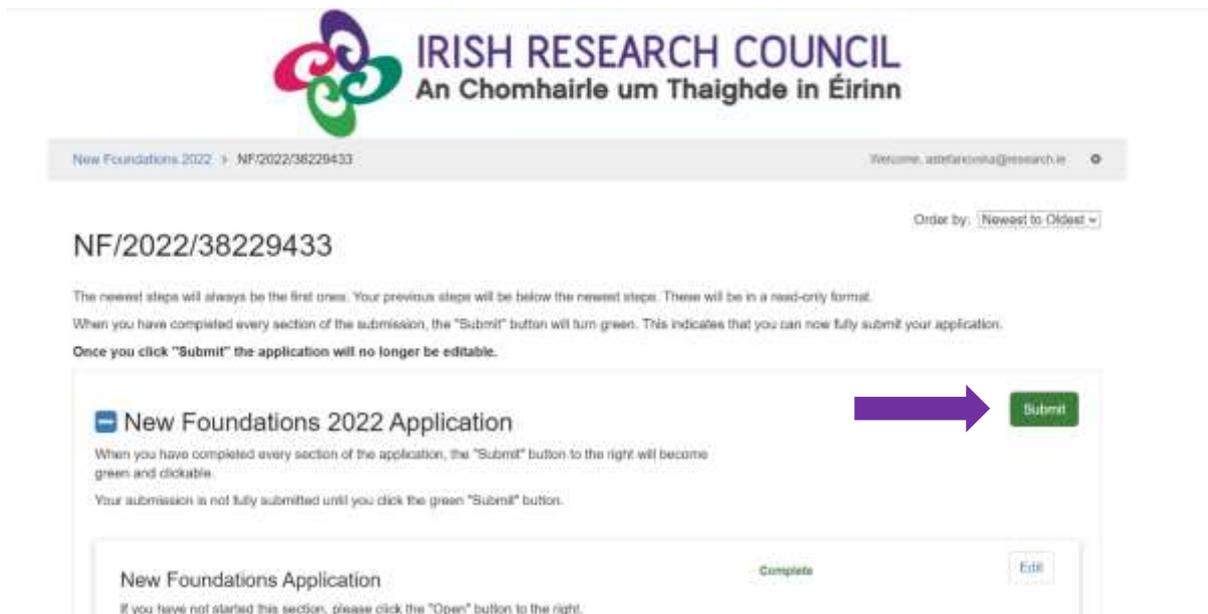
Once the form is complete, '**Save**' (the blue button) the information and the form will be ready for submission.

## 5. Submitting your Application

When you have completed all required fields and saved your application, you will be taken back to the New Foundations Application page. The message on the left-hand side of the '**View**' and '**Edit**' buttons will now say '**Complete**' in green. The '**Submit**' button on the right-hand side of the box titled '**Application Submission**' will now be green, indicating you can now submit your application.

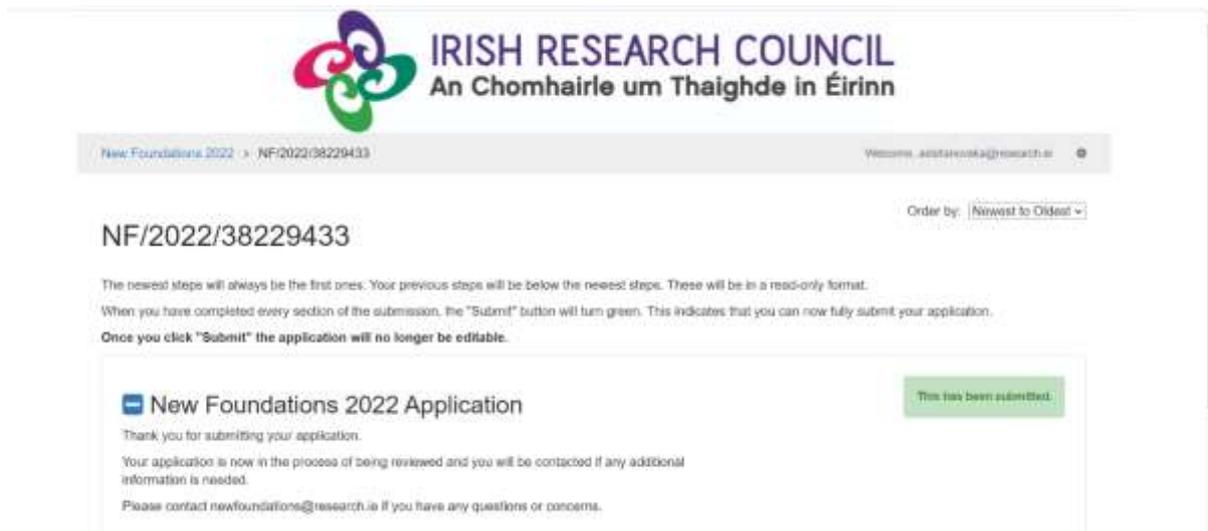
**Your application is not fully submitted until you click the green ‘Submit’ button.**

**Once you click ‘Submit’, the application will no longer be editable.** However, you may view your application at any time by clicking on the ‘View’ button.



The screenshot shows the Irish Research Council application portal. At the top, the logo and name 'IRISH RESEARCH COUNCIL An Chomhairle um Thaighde in Éirinn' are displayed. Below the logo, the breadcrumb 'New Foundations 2022 > NF/2022/38229433' and the user email 'Welcome, azbfarconia@research.ie' are visible. The main heading is 'NF/2022/38229433' with a dropdown menu set to 'Newest to Oldest'. A message states: 'The newest steps will always be the first ones. Your previous steps will be below the newest steps. These will be in a read-only format. When you have completed every section of the submission, the "Submit" button will turn green. This indicates that you can now fully submit your application. Once you click "Submit" the application will no longer be editable.' Below this, a card titled 'New Foundations 2022 Application' contains instructions: 'When you have completed every section of the application, the "Submit" button to the right will become green and clickable. Your submission is not fully submitted until you click the green "Submit" button.' A purple arrow points to a green 'Submit' button. Below the card, a summary row shows 'New Foundations Application' with a 'Complete' status and an 'Edit' button. A note says: 'If you have not started this section, please click the "Open" button to the right.'

Once you submit your application, you will see the submission confirmation ‘This has been submitted’ where the button ‘Submit’ was. This means your application has been submitted successfully. At this stage, the Research Office of your selected HEI/RPO will be notified of the submission to the New Foundations Scheme.



The screenshot shows the same Irish Research Council application portal after submission. The breadcrumb and user email remain the same. The main heading is 'NF/2022/38229433'. The message now states: 'The newest steps will always be the first ones. Your previous steps will be below the newest steps. These will be in a read-only format. When you have completed every section of the submission, the "Submit" button will turn green. This indicates that you can now fully submit your application. Once you click "Submit" the application will no longer be editable.' Below this, a card titled 'New Foundations 2022 Application' contains instructions: 'Thank you for submitting your application. Your application is now in the process of being reviewed and you will be contacted if any additional information is needed. Please contact newfoundations@research.ie if you have any questions or concerns.' A green box on the right of the card says 'This has been submitted.'

**Please note that applications received after the deadline will not be considered and will not progress for further endorsement or assessment.**

Click the 'Logout' button at the top-right of the screen to safely log out and leave the website.

## 7. Notification and feedback

Once the assessment process is complete, applicants will be informed of the outcome by email and their status will be updated on the OLS. **For reasons of transparency and fairness to all applicants, the Irish Research Council will not enter into written or telephone correspondence with any individual about the assessment process or their eligibility to apply.**

If you have a technical issue regarding use of the online system, please read these guidelines and the FAQ document available on our website. If your issue is not addressed through either of these mechanisms, only then should you email [newfoundations@research.ie](mailto:newfoundations@research.ie) with an outline of your technical issue.

For any technical query, please include:

- > your project ID;
- > the browser you are using;
- > and, if appropriate, a screenshot of any error messages.

**Numerical feedback will be provided to applicants on request.**