



## SCIENCE FOUNDATION IRELAND

### E.T.S. Walton Visitor Awards Programme

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# Call for Submission of Proposals

#### **Terms of Reference**

While every effort has been made to ensure the accuracy and reliability of this document, it is provided for information purposes only and as a guide to expected developments. It is not intended, and should not be relied upon, as any form of warranty, representation, undertaking, contractual, or other commitment binding in law upon Science Foundation Ireland, Forfás, the Government of Ireland, or any of their respective servants or agents. SFI Terms and Conditions of Research Grants shall govern the administration of SFI grants and awards to the exclusion of this and any other oral, written, or recorded statement.

All responses to this Call for Proposals will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as is specifically required for the consideration and evaluation of the proposal or as may be required under law, including the Industrial Development (Science Foundation Ireland) Act, 2003 and the Freedom of Information Acts 1997 and 2003

## **E.T.S. Walton Visitor Awards Programme**

### **I. Introduction**

Science Foundation Ireland advances national scientific progress by awarding grants for research on a competitive basis in those fields of science and engineering that underpin biotechnology, information and communications technology, and sustainable energy and energy efficient technologies.

SFI's E.T.S. Walton Visitor Awards programme enables highly qualified **academic** and **industrial** researchers resident outside Ireland to carry out research projects of their own choice in Ireland. Applications may be submitted for research stays normally of three to twelve continuous months. Short-term study tours, participation in conferences, or educational visits are **not eligible** for funding.

E.T.S. Walton Visitor Awards are offered on a worldwide competitive basis. Prominent international researchers from academia and industry may be nominated by a public research body in the Republic of Ireland.

Decisions will be based on the quality and feasibility of research ideas proposed, the research record of the nominee and benefit to the host research group. Prior to submission of applications, nominees and proposed hosts must agree upon the details of research projects and schedules. In exceptional cases, SFI will consider applications to extend research stays already commenced in Ireland.

**NOTE:** Applications received for this deadline will be expected to start their project in Ireland within 18 months i.e. between June 2009 and June 2010.

### **II. Objectives**

To honour and perpetuate the legacy of Ireland's 1951 Nobel laureate in physics by

- Bringing international researchers from academia and industry to Ireland for periods normally ranging up to 12 continuous months
- Strengthening Ireland's connections to, and collaborations with, the international research community
- Enhancing Ireland's reputation and culture as a home of first-class research
- Fostering the recruitment of excellent undergraduate, graduate, and postdoctoral students

### **III. Eligibility**

To be eligible for an E.T.S. Walton Award, individuals must satisfy at a minimum the three following criteria:

- Doctorate level or comparable research experience (Ph.D., MD or equivalent<sup>1</sup>),
- An independent research career of at least seven years.
- A proven record of leadership and accomplishment outside Ireland appropriate to international standards of the field.

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*1 An equivalent qualification and/or demonstrated research accomplishments may be accepted in exceptional circumstances and must be approved in advance by SFI.*

SFI will give priority to nominees who are at an early or mid-stage of independent research careers and are recognised leaders in their fields and can make a significant contribution to advancing the strategies for biotechnology or information and communications technology, or sustainable energy and energy efficient technologies, of the host institution.

### **Eligibility of Research Body<sup>2</sup>**

The Research Body is the body in charge of the financial and administrative co-ordination of the research programme receiving a research grant from the Foundation. Host Research Bodies must be situated in the Republic of Ireland. A list of [eligible research bodies](#) is available on the SFI website.

## **IV. Deliverables**

Recipients of each E.T.S. Walton Visitor Award are expected to

- Deliver, during the stay, a lecture open to the public about the recipient's research. SFI to be notified three months in advance.
- Participate in the host institution's public awareness of science programmes during the stay, and
- Within **thirty days** of the end of the stay submit a written report of up to **five pages** to SFI on accomplishments during the stay & plans for future interactions in Ireland

## **V. Deadline & Applications**

Completed applications must be received at the office of Science Foundation Ireland by **13:00 on Friday, December 12, 2008**

Each application must be completed by the candidate and endorsed by the host public research body. Proposals will only be accepted through the Award Management System (AMS) [AMS Information](#).

The AMS is a web based system which enables:

- Individual researchers and investigators to apply electronically for SFI grants and awards; and to track the progress of their submissions
- Research institutions to review and authorise all applications from their institution.

SFI will accept no more than ten nominations from a single institution.

It is the nominee's responsibility to ensure that he or she has submitted all the necessary information and provides a clear statement that connects the proposed research to SFI funding priorities.

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<sup>2</sup> *The term 'Research Body' and 'Institution' are equivalent and interchangeable in this documentation and in the SFI AMS*

## VI. Submission

Applicants **must ensure that they are using the most up-to-date version** of the Offline Assistant (OA) software. Applicants should contact their Research Office in advance of preparing their E.T.S Walton proposal to access this OA software.

The AMS enables:

- Individual researchers to apply electronically for SFI grants and awards
- Host research bodies to review and authorise all applications

**Once submitted to the AMS, an application cannot be withdrawn and modified for resubmission in the same call.**

## VII. Proposal Content

Applicants should follow the instructions below and in the AMS to complete the various sections of the application. Applications not adhering to these guidelines will be deemed ineligible and may be returned to the applicant by Science Foundation Ireland. Technical instructions for submitting an E.T.S. Walton application using the AMS can be found on the SFI website ([Applicant user guide](#)) and ([Walton Programme AMS Support Notes](#)). A checklist is provided at the end of this call document.

### General Guidelines

- All text in attachments must be provided in **Times New Roman font, with minimum font size of 12, and at least single-line spacing** as well as a minimum margin size of 2.54cm.
- Attachments in the AMS must be submitted in Adobe PDF format.
- The number of pages in attachments must not exceed the specifications for any given section. Applications that do not comply with these guidelines will be deemed ineligible and will be returned without review.
- Do not cut and paste anything to the 'Offline Assistant' directly from Microsoft Word, HTML code, or other code. Please paste to a 'Wordpad' text file and then cut and paste to the 'Offline Assistant'.
- Appendices or other unsolicited documentation are not permitted. Applications that include such unsolicited documentation will be returned without review.
- The currency to be used is the euro (€).
- The applicant is responsible for ensuring that all of the relevant information has been included at the time of submission of the application.

**Applications not adhering to these guidelines or with incomplete content will be deemed ineligible and will not be accepted for review, regardless of the date of submission.**

**It is the responsibility of the applicant to ensure that eligible proposals are received by SFI on, or before, the deadline indicated. In order to safeguard against ineligibility, applicants are reminded to adhere rigorously to the proposal checklist included in the call documentation.**

**Applications cannot be withdrawn and modified for resubmission in the same call.**

### 1. Header

Applicants must declare their Research Area as either BIO or ICT. Please choose the research area closest to your proposal, for energy related submissions select the most relevant research area. In the case of proposals crossing research areas, SFI will ensure that appropriate expert reviewers are selected to cover the spectrum of relevant research disciplines.

### 2. Title of Proposal

The title should clearly convey the nature of the research to be undertaken, in up to 30 words.

### 3. Host Institution

Please select the name of the appropriate host institution from the drop-down menu.

### 4. Applicant Details

Include name, contact information and other requested details.

### 5. Research Grant Collaborators

Please provide the requested details for host collaborator(s) in the host research body.

Details of how the collaborator(s) will contribute to the proposed research programme must be clearly described in the research programme description. For example: *Will the collaborators be supplying samples, data, etc? Will the collaborators be providing training in techniques or the use of equipment? Will the collaborators directly participate in specific work projects? Will collaborators be acting in a purely advisory capacity? etc.*

Please note that collaborators outside the Republic of Ireland are not eligible to receive funding through the SFI Walton programme. Participating research bodies receiving direct funding must be a university, institute of technology, or public research organisation. There is no expectation that additional collaborators (outside the host institution) will participate in Walton program applications but they can be added if this is likely to add benefit to the submission.

### 6. Lay summary (max. 150 words)

This should serve as a succinct and accurate summary of the proposed work when separated from the application.

### 7. Keywords (10 – 15)

Keywords from the research discipline or sub-discipline that best describe the research proposed in the application.

### 8. CVs

### ***E.T.S. Walton Visitor Awards Programme***

Please attach the curriculum vitae of the applicant, (maximum 5 pages) which must;

- State subject and class of degree(s) with the awarding university and dates;
- List previous positions in chronological order, including appropriate details and starting with current appointment;
- List significant publications by author(s), including title of article, name of publication, date of publication, and details (such as chapters, pages)
- Reference patents, granted or pending, if applicable, including application number, title, year, and assigned inventors;
- Specify current support, including the awarding agency, total amount, and period covered; and
- Note relevant awards or honours received.

Please attach the curriculum vita(e) of all listed collaborator(s) (maximum 2 pages each). The curriculum vita of the host collaborator is required.

### **9. Proposed Research Programme (max. 10 pages)**

The applicant should attach a **single document** as a project description to complete this section. This should be completed by the nominee and collaborator (**maximum 10 pages in total excluding references**), and should include the following sub-headings:

- Background
- Objectives of Research Programme
- Strategic Relevance of Research Programme
- Research Design and Methods
- Work Programme Plan, and
- Integration of Nominee into Host Research Group and Institution. This document should include the following;
  - a statement by the proposed host of the quality of the individual's work and stature as measured by international standards,
  - The plan for using the award to inform appropriate industry colleagues of the recipient's visit and research accomplishments, including through visits to the host institution
  - The importance of the proposed work to advancing the host institution's goals in the research areas of
    - 1) Biotechnology, or
    - 2) Information, communications and emergent technologies or
    - 3) Sustainable energy and efficient energy technologies.
  - The institution's plan for logistical help to the Walton visitor. Information regarding contact points in the institution responsible for organising relocation, visa, and tax related issues must be provided.

### **10. Requested Start Date**

Please provide the total duration and anticipated start and finish dates for the proposed visit. Awards are made for durations of 3 to 12 months and are normally on a continuous basis. If the applicant intends to make more than one visit during the course of the award this should be clearly stated and justified in the Research Programme. If the applicant intends to make more than one visit each visit should be a minimum of 3 months in duration. Please provide the overall start and finish dates.

**NOTE:** Applications received for this deadline will be expected to start their project in Ireland within 18 months i.e. between June 2009 and June 2010.

### **11. Walton Total (Budget)**

## **E.T.S. Walton Visitor Awards Programme**

Maximum €200,000 per annum direct costs.

### **a. Remuneration for Visitor**

SFI will contribute to a competitive salary, based on the applicant's current academic position/level. Salary requested should be in line with the corresponding salary at the applicant's level in the host institution. Employer's PRSI contribution at 10.75% should be included.

**Note:** Salary is only payable to a single individual.

### **b. Conference & Meeting Costs** (maximum €10,000)

- Include costs for travelling to selected conferences and/or meetings while in Ireland – maximum €5,000
- SFI contribution to on-going visits and interaction for up to two years beyond the end of stay in Ireland – maximum €5,000

### **c. Materials & supplies** (maximum €20,000)

- Materials & supplies required for project and not provided by the host institution (may include PC & printer, which must remain in the host institution)

### **d. Relocation** (maximum €10,000)

- SFI contribution to relocation is dependent on the current residence of the applicant.

A document outlining justification for each budget item as per guidelines above **must** be attached (max. 2 pages).

## **12. Salary Verification**

Please attach a scanned letter on headed paper from the HR Department of the home institution (in English) confirming academic position and number of years at current level. Also if requesting a salary from the E.T.S. Walton programme please specify that the applicant is not in receipt of a salary from the home institution during this period.

## **13. Institutional Signature**

Please attach your scanned host institutional representative signature.

It should be noted that institutional submission of an application encompasses approval of an application and agreement to SFI Terms and Conditions of Research Grants. Submission must only be made by an authorised institutional representative.

## **14. Applicant Signature**

It should be noted that submission of an application encompasses agreement to SFI Terms and Conditions of Research Grants. The applicant must attach a scanned signature.

## VIII. Ethical Issues

Research supported by SFI must respect fundamental ethical principles. Applicants must ensure that the research proposed respects all national rules and procedures. Where necessary, approval must be sought from the relevant national or local ethics committee prior to the start of the project.

## IX. Non-compliance

Proposals will only be accepted through the Award Management System. Proposals not in compliance with any details specified in this document, the AMS Applicant User Guide or [Science Foundation Ireland: Grants and Awards: Grant Terms & Conditions](#) will not be eligible for a grant and will be returned without review.

## X. Confidentiality

Science Foundation Ireland takes all reasonable steps to ensure that information provided in the application is treated as confidential subject to submission to the members of its committees and merit review and to any obligations under law.

## XI. Proposal Review Criteria

These Science Foundation Ireland criteria, as approved by the SFI Board, will be applied:

- Quality, significance, and relevance of the candidate's proposed research, including the potential to advance knowledge and understanding within the field or across different fields.
- Quality, significance, and relevance of the candidate's recent research record.
- Quality, significance, and relevance of the candidate's potential research contribution to fields that underpin biotechnology, information and communications technology, energy and energy sustainable technologies, and to the economic, scientific, and educational development of Ireland.
- Benefit to the host research group.
- The availability of current and future funds.
- The merits of other proposals.

The final decision on awards rests with SFI.

### Questions

SFI website: [www.sfi.ie](http://www.sfi.ie)

Walton email queries; [walton@sfi.ie](mailto:walton@sfi.ie)

Telephone: + 353 1 607 3177

Fax: + 353 1 607 3201

## XII. Before you submit: Proposal Checklist

<b>SECTION</b>	<b>LIMITS</b>
Header	Must include research area (BIO or ICT)
Title	Proposal title (up to 30 words)
Host Institution	Select single host institution
Applicant	Complete AMS fields
Host Collaborator	Complete AMS fields
Lay Summary	Maximum of 150 words
Keywords (max 15)	Maximum of 15 (you must include at least 1)
Applicant CV	Maximum of 5 pages
Host Collaborator CV	Maximum of 2 pages
Research Programme	Maximum of 10 pages EXCLUDING references
Start Date	Total duration and anticipated start and finish dates
Walton total (Budget)	Complete AMS fields
Justification of Costs	Maximum of 2 pages
Salary Verification	Attach supporting documentation verifying current position.
Institutional Signatory	
Applicant Signature	