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ARC HUB Accelerating Research to Commercialisation

ARC Hub Translational Research Project Application Guidance

Version 4
October 2026

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Version History

Previous Version	Changes to Document	Effective Date
Version 4: October 2026	Section 10 • Removal of score weightings Appendix II • Letters of Support – clarification on additional information required for proposed TRs currently completing their PhD and intending to become postdoctoral researchers if the TRP is funded.	1 Nov 2026
Version 2: Jan 2026	References throughout: • Research Ireland will no longer act as the final decision-maker on TRPs seeking budget greater than or equal to €150,000. Instead, the Hub will consider Research Ireland's international peer reviews alongside the Hub's local reviews to come to a final funding decision. Sections 3, 4, 6 and Appendix II: • Decoupling of the TR eligibility checks from the TRP application process, and guidance on submission for both revised processes provided in Appendix II. Section 6 and Appendix II: • Inclusion of the 'Alignment of Translational Research Project with the ARC Hub Template' in the list of required documentation for TRPs seeking budget greater than or equal to €150,000.	12 Jun 2026
Version 1: Sep 2025	Section 6: • Funding limit has been clarified as 'greater than or equal to €150,000' Section 8: • Guidance on how to link an ORCID ID to a researcher's SESAME profile have been included Appendix III – Budget: • Eligible costs for a TRP budget have been updated to include consultancy fees	27 Jan 2026

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The goal of the Accelerating Research to Commercialisation (ARC) Hub Programme is to establish a new model for regional innovation and entrepreneurial training, that will catalyse a step-change in the translation of cutting-edge publicly funded research toward impact at a regional level. The ARC Hubs will enhance and accelerate the commercialisation of research to create new products, processes and services.

1 Translational Research Budget

Each ARC Hub grant includes a Translational Research Budget, which is used to support Translational Researchers (TRs) who have identified novel research opportunities that can be accelerated towards rapid commercial impact.

In addition to the portfolio of projects approved as part of the Hub's application for funding, the Translational Research Budget of the ARC Hub will be used to support new projects during the lifetime of the Hub and may also be used to provide follow-on funding to successful projects.

For new Translational Research Projects (TRPs) requesting a budget of less than €150,000, proposals are subject to the ARC Hub's internal review process and locally approved for Hub support. The Hub must submit details on the proposed TR to Research Ireland for eligibility checking (see Section 3) and must provide information on approved TRPs for record keeping (see Section 4).

For TRPs which are seeking budget greater than or equal to €150,000 from the ARC Hub, proposals are subject to Research Ireland's international peer review process, in addition to the Hub's local review process. The Hub will consider Research Ireland's international peer reviews alongside the local reviews to come to a final funding decision (see Section 6).

Additionally, for any TRPs involving industry collaboration, the ARC Hub must contact Research Ireland *before* work on the project or activity starts, regardless of the size of the project, and submit the required documentation to Research Ireland for completion of State aid checks in line with the requirements of the EU Commission General Block Exemption Regulation (GBER)[1]. See Section 7 for more detail.

This guidance document explains the processes and documentation required for addition of new TRPs to an ARC Hub and is aimed at the leadership and Operations staff, as well as individual researchers who would like to apply for a TRP.

2 Eligibility Criteria for Translational Researchers

A TR leads on a research project funded through the Translational Research Budget and is responsible for the successful delivery of the project and, where relevant, may be the primary supervisor of team members supported through TRP funding. For larger scale projects, or those spanning multiple research bodies, it may be appropriate to include Co-Translational Researcher(s) (Co-TRs) if they are leading on a specific aspect of the project, but this is not a requirement. The eligibility criteria for Co-TRs are the same as TRs. Team members supported through the project (e.g. Research Assistants) are not considered Co-TRs.

Consideration should be given to time commitments on existing grants, including other Research Ireland grants. Where applicants have significant time commitments on existing grants, the relevant research funder should be consulted as required. This is particularly important where an applicant is in the first 12 months of a Research Ireland early career grant (such as the Pathway Programme), due to the time commitment required.

The eligibility criteria for TRs are outlined in the sections below.

[1] EU Commission Regulation (EC) No. 651/2014 of 17 June 2014 (as amended).

2.1 Employment Status

The TR must be:

- A member of the academic staff of an eligible Research Body (permanent or with a contract that covers the period of the TRP), or
- A contract researcher with a contract that covers the period of the TRP, who is recognised by the Research Body as an independent investigator and will have an independent office and research space at the host Research Body for which the researcher will be fully responsible for at least the duration of the TRP, or
- An individual who will be recognised by the Research Body upon receipt of funding for a TRP as a member of the academic staff or as a contract researcher as defined above. The applicant does not necessarily need to be employed by the Research Body at the time of application, or
- A postdoctoral researcher (including Research Fellows and holders of personal Fellowships).

Salaries of postdoctoral researchers who hold the title 'Translational Researcher' in the ARC Hub are an eligible cost for the ARC Hub Programme (up to 100% of salary can be requested in line with their time commitment to the project). However, salaries of academic staff who hold the title of 'Translational Researcher' are not an eligible cost.

Retired or emeritus members of academic staff, meeting all other eligibility criteria, are eligible to apply if their institution makes the necessary commitments and provides the respective signed letter in advance of submission, required as part of Research Ireland's Policy for Emeritus/Retired Researchers (Further details are available on the eligibility information webpage).

2.2 Qualifications

The TR is not required to hold a PhD or equivalent qualification. However, they must have relevant experience that deems them suitable to lead a TRP, including a strong track record in research (commensurate with their career stage and research discipline).

2.3 Senior-Author Publications

The TR is required to demonstrate that they are a senior author on at least one international peer-reviewed article. Only original research publications, and not review articles or other secondary research literature, are acceptable.[2] For this programme, senior authors are defined as follows:

- Authors that are listed as first or joint-first author, reflecting the fact that they have provided the greatest intellectual contribution, have held the primary responsibility for collecting and analysing data, and for the writing of the manuscript and associated drafts.
- Last authors will also be considered as a senior author, since this position generally reflects their overall responsibility for the study and suggests that a level of mentorship has been provided.
- It will be noted that different publishers have differing rules on how the senior authorship is indicated (e.g., by using asterisks, underlining, placing the name first or last in the list of authors, etc.); however, it is of overriding importance that the applicants should be able to convince and reassure Research Ireland that they are the key author on this publication. Joint-first authorship may only be

[2] Systematic reviews are considered original research publications as they produce new, original knowledge even if they do not produce new data.

claimed where the article clearly states that two (or more) authors have provided equal and significant contributions to the work described. Please note that senior authorship does not necessarily mean that the researchers were responsible for the finance associated with the research that was reported.

2.4 Supervision

Where team members are supported through TRP funding, the TR and/or Co-TR leading on the project must have the experience, capability and authority to supervise (or co-supervise) team members.

2.5 Mentor

Where a TR is (to be) employed under a postdoctoral research contract (including Research Fellows and holders of personal Fellowships), the TR must have commitment from a suitable mentor. The mentor should be an established researcher from their Host Research Body, or a Co-Principal Investigator of the ARC Hub. The role of the mentor is to provide advice and guidance to early-career stage TRs, who may have limited prior project/people management experience. The mentor is associated with the TRP in a supportive capacity only, they do not need to be named as a TR or Co-TR on the project unless they are leading on a specific aspect of the research.

2.6 Other roles

A TR may choose to include collaborators on their TRP application. A full list of roles and definitions are outlined in Appendix I.

3 Approval of new Translational Researchers

Research Ireland needs to confirm that all TRs and Co-TRs meet the eligibility criteria outlined in Section 2. If a TRP will be led by a new TR or involve new Co-TRs (i.e. someone who has not previously acted as a TR or Co-TR on an earlier TRP), an eligibility check must be conducted by Research Ireland for the proposed TR/Co-TR.

For all new TRs/Co-TRs, the following documentation must be submitted by the Award Administrator via SESAME using the 'Request Changes/Additions to Personnel' function on the homepage:

- ARC TR Eligibility Check Form
- ARC Narrative CV
- Letter of support from the host Research Body (see Appendix II for details)
- Letter of support from the proposed mentor (if applicable, see Appendix II for details)

Details of the process are outlined in Appendix II (see **SESAME TR eligibility process**).

For any TRP that is locally approved by the Hub (<€150,000, Section 4) but involves a new TR or Co-TR, no work on the project or activity should commence until Research Ireland has confirmed the TR's/Co-TRs' eligibility.

Of note, all TRs/Co-TRs being proposed will need to have a SESAME profile set up prior to submission. Further information on SESAME and how to set up a profile can be found in Section 8.

4 Translational Research Projects seeking budget less than €150,000

For new TRPs requesting a budget of less than €150,000, the review and approval process is performed by the Hub. There is an expectation that the selection and internal review process (e.g. via peer review by suitable members of the Hub Advisory Committee) is transparent, fair and robust.

Importantly, whilst the review of new TRPs requesting a budget less than €150,000 is conducted internally by the Hub, Hub management must seek confirmation of eligibility from Research Ireland if:

a) The TRP is being led by a new TR or involves new Co-TRs (see Section 3), **and/or**
b) The TRP involves an Industry Partner (see Section 7).

In addition, Research Ireland needs to have records of all TRs and TRPs supported through the Hub. Therefore, the documentation for each new TRP proposal internally reviewed must also be submitted by the Award Administrator on SESAME, as described in Appendix II (see **SESAME TRP application process**). The required documentation is outlined below. Templates can be found on the ARC Hubs Award Management webpage.

- For Research Ireland record-keeping purposes:
  - ARC TRP Application Form
  - ARC TRP Budget (see Appendix III for guidance)
  - ARC Narrative CV for named TR and any Co-TRs
- For evaluation purposes (if applicable):
  - ARC TRP Budget_Industry (replaces 'ARC TRP Budget' above if the project involves an industry partner)
  - Letter of support from the Industry Partner (see Appendix II for details)

5 Translational Research Project applications seeking follow-on funding

Applications for follow-on funding of a previously Hub-funded TRP must complete additional sections within the 'ARC TRP Application Form'. For example, applicants will need to provide high-level details of the original project and summarise the progress made to date (see 'ARC TRP Application form' in Appendix II for further details).

Where applications for follow-on funding of a previously funded TRP does not cumulatively exceed €150,000 in total (e.g. a previously ARC Hub-funded TRP of €50,000 is now seeking an additional €90,000 in funding (cumulatively totalling €140,000 (i.e. <€150,000)), this TRP application for follow-on funding should undergo the review process for a TRP seeking a budget less than €150,000, as outlined above (Section 4).

Where applications for follow-on funding of a previously funded TRP ***cumulatively exceeds*** **€150,000** in total (e.g. a previously ARC Hub-funded TRP of €140,000 is now seeking an additional €140,000 in funding (cumulatively totalling €280,000 (i.e. ≥€150,000)), this TRP application for follow-on funding **must undergo the review process for a TRP seeking a budget greater than or equal to €150,000**, as outlined below (Section 6).

6 Translational Research Projects seeking budget greater than or equal to €150,000

For TRPs which are seeking budget greater than or equal to €150,000 from the ARC Hub (excluding any Industry Partner contributions), the projects should first be subject to the Hub's internal review process. Following local review, the Award Administrator of the ARC Hub will submit the relevant documentation per proposal to Research Ireland (via SESAME) for international scientific peer review (See Section 9). Research

Ireland will share the outcome of the international peer review with the Hub, and it will be considered alongside the Hub's local reviews to come to a final funding decision.

The following documents should be submitted as part of the application (templates can be found on the ARC Hubs Award Management webpage):

- ARC TRP Application Form
- ARC TRP Budget (see Appendix III for guidance)
- ARC Narrative CV for named TR and any Co-TRs
- Alignment of Translational Research Project with the ARC Hub Template

Additionally, if the TRP involves Industry Partners (see Section 7), the following documents should also be submitted, as relevant:

- ARC TRP Budget_Industry (replaces 'ARC TRP Budget' above if the project involves an industry partner)
- Letter of support from the Industry Partner (see Appendix II)

Detailed instructions for completion of the application form and the SESAME submission process are set out in Appendix II.

7 Approval of new Industry Partners

All funding awarded under the ARC Hub Programme is subject to, and must comply with, State aid rules and the conditions of the EU Commission General Block Exemption Regulation (GBER). For any TRP involving an Industry Partner (regardless of budget size), the ARC Hub must contact Research Ireland **before** work on the project or activity starts and submit the required documentation to Research Ireland for completion of State aid checks in line with the requirements of the GBER. Projects involving industry may not commence or be funded from the Translational Research Budget until Research Ireland has issued written approval. Further detail on the required information to be supplied to Research Ireland and the submission process is outlined in Sections 7.1 and 7.2, respectively. Details on determining the levels of grant aid are outlined in Appendix IV.

7.1 Financial declarations by Industry Partners

Under State aid rules (General Block Exemption Regulation (GBER)), Research Ireland cannot provide funding, whether directly or indirectly, towards projects involving Industry Partners that are 'undertakings in difficulty'[3]. Industry Partners will be required to provide financial information/declarations (through the Award Administrator) when the Hub is applying to Research Ireland for use of the Translational Research Budget. The required documents are listed below and templates ('ARC Financial Declaration Templates') can be found on the ARC Hubs Award Management webpage.

- Declaration of financial resources
- Declaration of SME status (for applications requesting increased grant intensity based on company size)
- Declaration of solvency
- Latest set of financial records (P&L and Balance Sheet). If the Industry Partner is not required to produce audited accounts, management accounts signed off by an accountant will suffice. SMEs will need to verify their status by submitting an SME Declaration.

[3] article 2, no. 18 of COMMISSION REGULATION (EU) No 651/2014 of 17 June 2014

These documents will be used to determine eligibility of a potential Industry Partner pursuant to the State aid rules. To assess whether a State aid exemption applies, it may be necessary for Research Ireland to request further information, going beyond that provided in any application. Please note that where further information is requested, replies should be consistent with, and reconcile to, information already provided, including financials.

7.2 Financial declarations submission process

The financial declarations for new Industry Partners, must be submitted by the Award Administrator via SESAME using the 'Request Changes/Additions to Personnel' function on the homepage. The role type should be entered as 'Industry' and the company name, lead contact name and email address should be provided. The financial information/declarations listed in Section 7.1, should be uploaded as part of the request.

Of note, the request must be approved by Research Ireland before work on the project or activity starts.

8 SESAME

SESAME is Research Ireland's grants management system and is accessed here: https://grants.researchireland.ie/

Access to SESAME is controlled by staff at the Research Office of your host Research Body. Please follow your internal organisational process to request this access. Once you have been registered by your Research Office, you will receive an email containing your username, password and PIN number. Further information on SESAME, as well as guidelines on how to update Research Profiles, can be found on our website.

Please log into SESAME and update/create your Researcher Profile. Please note, all Translational Researchers are required to complete their Researcher Profile and link it to an ORCID ID **before an application can be submitted**. To link an ORCID ID, you should navigate to the 'Profile' section of your SESAME account, select the 'ORCID ID' tab and click 'Connect to ORCID'. If you already have an ORCID account, you should log in and click 'Authorise'. Otherwise, you should create an ORCID account by clicking on 'Register'.

Translational Researchers are asked to provide their SESAME PIN number in the TRP application form and their Researcher ID in the TR Eligibility Check form. To obtain these credentials, the TR should navigate to 'Profile' section of their SESAME account and select the 'RESEARCHER ID/ PIN' tab. Please see the SESAME Researcher User Guide for more detailed guidance. [4]

8.1 General Submission Guidelines

- All text in uploaded PDFs should be provided in Calibri font or similar, with minimum font size of 11 (unless set otherwise), and at least single line spacing as well as a minimum margin size of 2.5cm. Text in diagrams may be in any clearly legible font.
- Applications should be prepared using the templates provided.
- Uploads in SESAME must be submitted in Adobe or Microsoft PDF format only, unless otherwise stated.
- The number of pages in uploads must not exceed the specifications for any given section.
- Appendices or other unsolicited documentation are not permitted.
- File sizes of attachments should be less than 5MB.

[4] https://www.sfi.ie/funding/award-management-system/

8.2 Affiliation of Translational Researcher SESAME profiles

The aggregated 'Research Outputs' from all TRs and Co-TRs associated with the ARC Hub are used to calculate the Hub's progress against the agreed indicator targets. If a new TR/Co-TR is approved by Research Ireland, they can choose to 'affiliate' their SESAME profile to the Hub Award Administrator profile. This will allow the Hub Award Administrator to extract relevant outputs that the TR has entered on their SESAME profile.

Affiliation is optional. If the TR should choose not to affiliate their SESAME profile, arrangements must be made to obtain the TR's Research Outputs manually, outside of SESAME.

9 Research Ireland's Policies and Positions

In addition to complying with the General terms and Conditions, applicants are expected to be familiar and consult with Research Ireland policies/positions and with all relevant national policies and ERDF-related policies when preparing their application. All members involved in the funded programme of research should be apprised of the following non-exhaustive list of relevant policies is included below.

- Animal Usage
- Research Integrity
- Maternity, Paternity, and Adoptive Leave
- Disability Policy
- Appeals Process
- Child Protection
- Data Protection Policy
- Open Research
- Data Management
- Grant Budget Policy

Please note that some policies are being updated to reflect the expanded remit of Research Ireland and in the interim, the legacy policies of Science Foundation Ireland should be followed and can be found here.

10 International Peer Review

Research Ireland will solicit reviews of applications from at least 3 international peer reviewers. Reviewers will be asked to consider the following criteria in their assessment of each application and to provide a narrative and score (1-5) for each criterion:

- **Applicant / Team** – The applicant's, or team's (including collaborators, where relevant) experience to deliver this project, and the potential benefits of their engagement with the Hub.
- **Unmet Need / Solution / Commercial Potential** – The unmet need and evidence to support it, the proposed solution, and the proposed commercial potential, the justification for follow-on Hub funding (if applicable).
- **Execution & Delivery** – The proposed project plan, including deliverables, roles, risks and mitigations, and appropriateness of the budget and resources required to achieve the proposed outcomes.

Additionally, reviewers will be asked to select one of 3 options to reflect their overall assessment of the application:

a) Outstanding with clear potential for success
b) Promising with potential but revisions are recommended
c) Significant weaknesses identified

The submission of an application (seeking budget greater than or equal to €150,00) to Research Ireland shall be construed as consent by the applicant to participate in the peer review process. All reviewers engaged by Research Ireland are required to adhere to the Research Ireland Reviewer Code of Conduct and Research Ireland Conflict of Interest and Confidentiality Statement. The identity of international experts who conduct reviews shall remain confidential and will not be disclosed to the applicants.

Appendix I – Role Definitions

Hub Director	The **Hub Director** of the ARC Hub has primary responsibility and accountability for managing the Hub within the funding limits granted and in accordance with Research Ireland General Terms and Conditions[5] and the Letter of Offer. The Hub Director serves as the primary point of contact during the course of the grant.
Co-Principal Investigators	The **Co-Principal Investigator** (Co-PI) has a well-defined, critical and continuing role in the ARC Hub. Co-PIs are members of the Executive Management Committee and play an important role in successful execution and delivery of the ARC Hub goals. Where relevant, Co-PIs undertake a mentorship role to Translational Researchers. In addition to a leadership role in the Hub, the Co-PIs can lead on their own Translational Research Project.
Translational Researcher	A **Translational Researcher** (TR) leads on a research project funded through the Translational Research Budget. A TR may be either an academic member of staff or independent researcher employed by an eligible Irish Research Body, or a postdoctoral researcher, that has relevant experience that deems them suitable to lead a Translational Research Project. Where a TR is (to be) employed under a postdoctoral research contract (including Research Fellows and holders of personal Fellowships), they must have commitment from a suitable mentor. Where applicable, a TR may be the primary supervisor of team members supported through Translational Research Project funding.
Co-Translational Researcher	For larger scale projects, or those spanning multiple research bodies, it may be appropriate to include Co-Translational Researcher(s). A Co-Translational Researcher (Co-TR) leads on a specific aspect of the research project. Team members would not be considered Co-TRs. Please note, there is no distinction between TRs and Co-TRs in terms of Hub affiliation. Both are listed as 'Translational Researchers'.
Academic Collaborator	An **Academic Collaborator** is an academic member of staff of an Irish or international Research Body who is committed to providing a focused contribution for a specific task(s) in the TRP. The collaborator may not receive funding through the grant and may not be the primary supervisor of research staff on the Grant.

[5] https://www.researchireland.ie/funding-policies/grant-terms-conditions/

Industry Partner	An **Industry Partner** is a company that is involved in a specific Translational Research Project and is making a financial contribution (through cash or in-kind) to the budget of the ARC Hub. Industry Partners are not eligible to receive funding through the grant.
Industry Collaborator	An **Industry Collaborator** is the lead contact person from an Industry Partner who represents the Industry Partner in the ARC Hub. Industry collaborators are not eligible to receive funding through the grant.
Award Administrator	**Award Administrator** refers to a central SESAME profile to be used by Operations staff of the Hub for grant management activities such as submissions of new Translational Research Projects and reporting.

Appendix II – TR Eligibility and TRP Application Processes

The TR eligibility check and TRP application processes require completion of a number of documents which are described below. Templates can be found on the ARC Hubs Award Management webpage.

1. ARC TRP Application Form
2. ARC Narrative CV Template
3. Budget Spreadsheet (ARC TRP Budget ***or*** ARC TRP Budget_Industry)
4. ARC TR Eligibility Check Form (if applicable)
5. Letters of Support
6. Alignment of Translational Research Project with the ARC Hub Template

ARC TRP Application form

The form is split into five distinct sections:

1. Summary Details
2. Translation Researcher(s) Details
3. Translation Research Project Information
4. Translational Research Project Budget

Prior to completing this form, please ensure that all eligibility criteria have been met by the proposed TR (and Co-TRs, if applicable). The form should be completed by the TR with input from the ARC Hub's Leadership/ Operations team in section five.

Guideline points provided (in grey) for each (sub-)section in the TRP Application Form should be addressed (where applicable). However, these are not exhaustive, and applicants are encouraged to provide any additional information they deem relevant and necessary. Please adhere to word and figure limits indicated. Note that any extraneous text and figures will be removed prior to external peer-review.

Section 1. **Summary Details**:

Complete the high-level summary table for the proposed TRP.

For applications seeking follow-on funding for a previously Hub-funded TRP, a second high-level summary table must be completed that provides information on the original TRP.

Section 2. **Translational Researcher(s) Details**:

This section should include details regarding the (Co-)TR(s) involved in the proposed project, accompanied by a personal/team statement. The statement should highlight the qualifications, experience, and achievements of the team members. Additionally, it should outline the ambitions and aspirations of the TR and Co-TR(s) concerning entrepreneurship and the commercialisation of research, and how they can benefit from engagement with the Hub. If applicable, it should detail the nature of the involvement of any academic/industry collaborator(s).

Section 3. **Translational Research Project Information:**

This section requires a comprehensive description of the proposed research project. For projects seeking follow-on funding, Section 3.1 *must* be completed, detailing the background to the original TRP, any progress made to date, and justification for additional funding. **For projects not seeking follow-on funding, proceed directly to Section 3.2.** Provide an abstract and up to 15 keywords that align with the subject area of the

proposed project. Clearly outline the specific problem or unmet need being addressed, including validation activities and supporting evidence. Explain how the project aims to address this problem or unmet need, detailing its significance, how it will advance the state of the art, what the current and target TRL is, and highlight key objectives, expected outcomes, and tangible deliverables. Evidence-based approaches are highly encouraged. Additionally, describe the commercialisation potential of the project, routes to commercialisation, likely timeframes, and any supporting evidence. Finally, provide a concise execution and delivery plan with milestones and deliverables, supported by timelines and figures, risks identified and mitigations strategies, and the proposed roles and responsibilities of the team. Finally, list any references / supporting literature.

Section 4. **Translational Research Project Budget:**

In this section, provide a high-level breakdown of the budget across the primary categories: staff, equipment, materials and consumables, and travel. Additionally, include a detailed budget justification statement explaining the budget allocation. A detailed Excel budget, using the supplied template, must also be completed along with the TRP Application Form (see 'Budget Spreadsheet' section below).

ARC Narrative CV Template

Translational Researchers and Co-Translational Researchers are required to provide a CV (max. 5 pages) using the template provided.

Research Ireland is a signatory of the San Francisco Declaration on Research Assessment (DORA)[6] and, as such, is aligning its review and evaluation processes with DORA principles. Research Ireland has reinforced its commitment to the core principles by joining DORA as a member[7]. To this end, all types of research output are recognised, and Research Ireland is committed to assessing the quality and impact of research through means other than journal-based indicators/metrics and research performance-based indicators/metrics such as impact factors and H-index. In the spirit of supporting open research and as a signatory to Ireland's National Action Plan for Open Research 2022-2030[8] and a signatory of Plan S[9], Research Ireland will also consider a commitment to making data and other types of research open and accessible. Reference to metrics such as journal impact factor, h-index, and total number of publications are not permitted in the CV. **If these metrics are included, they will be redacted prior to expert review**. Applicants should review the 'Guidance for Applicants on the Narrative CV' for detailed guidance before completion. [10]

The template allows for the provision of additional information such as that relating to periods of leave from research, where relevant.

Budget Spreadsheet

In addition to the summary budget and budget justification provided as part of the TRP application form, applicants are required to complete ***either*** an 'ARC TRP Budget' ***or*** 'ARC TRP Budget_Industry' (for TRPs

[6] https://sfdora.org/read/
[7] Contributor level membership
[8] National Action Plan | National Open Research Forum (norf.ie)
[9] https://www.coalition-s.org/
[10] https://www.sfi.ie/funding/sfi-policies-and-guidance/narrative-cv-dora/

involving Industry Partners) excel spreadsheet to allow a detailed review of the budget costs requested. Guidance on the budget can be found in Appendix III.

ARC TR Eligibility Check Form

To support the eligibility checks conducted by Research Ireland and in addition to a narrative CV, new TR/Co-TRs are required to complete an 'ARC TR Eligibility Check Form'. TRs/Co-TRs already affiliated with the Hub or PI/Co-PIs listed on the parent ARC Hub award have already undergone eligibility checking and do not need to complete this form.

Letters of Support

As part of the SESAME TRP application process, the following Letters of Support (LoS) will need to be uploaded (where applicable):

- A letter of support from the Research Body of new TRs, i.e. someone who has not previously acted as a TR or Co-TR on an earlier TRP (max. 2 pages). If a TR is based in the same Research Body as another Co-TR on the same project, a single letter of support providing details of all applicants is sufficient. The LoS should endorse the eligibility of the listed TRs, as detailed in Section 2. For TRs hosted by a Research Body not currently associated with the Hub, the LoS should also comment on the infrastructure, services and support available, and **must confirm compliance** with the ERDF eligibility criteria as outlined in Appendix V.[11] This is a formal letter on headed notepaper and is signed by an authorised institutional representative.
- Where a proposed TR is currently completing a PhD and intends to take up a postdoctoral research position for the proposed TRP (if awarded), the Letter of Support from the host Research Body of the new TR (as above) must confirm the expected date of PhD completion. The proposed TRP, if awarded, cannot commence until the proposed TR has successfully completed their PhD.
- TRs (to be) employed under postdoctoral contracts are required to supply a Letter of Support from their proposed mentor (max 2 pages).
- A letter of support from each Industry Partner (if relevant) (max. 2 pages). The industry partner should supply a letter of support which outlines the rationale for involvement and their contribution to the project. In addition, the industry partner's financial contribution should be detailed in the letter and correspond to the detailed project budget spreadsheet submitted as part of the application.

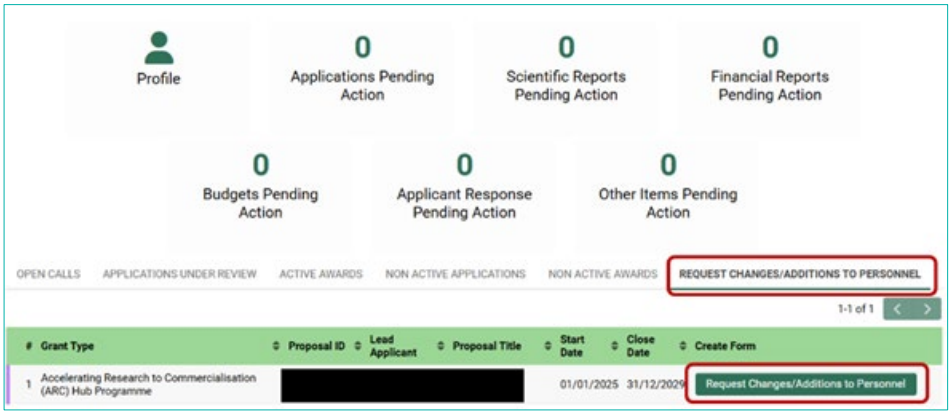
Alignment of Translational Research Project with the ARC Hub Template

An 'Alignment of the project with the ARC Hub' template must be completed by the ARC Hub (Leadership team/Operations team) for each TRP application seeking budget greater than or equal to €150,000. In this document the Hub is asked to provide an evidence-based justification for its support of the proposed TRP. It is an opportunity for the Hub to discuss strategic alignment, rationale for support and value the Hub can add to a TRP. If necessary, it is also a chance for the Hub to discuss gaps or development needs, as well as mitigation and support plans for cases where the Hub has identified that potentially significant updates to the project plan are needed. The Hub may identify elements of the project plan that require reshaping or refinement.

[12] https://www.researchireland.ie/about/policies/financial/

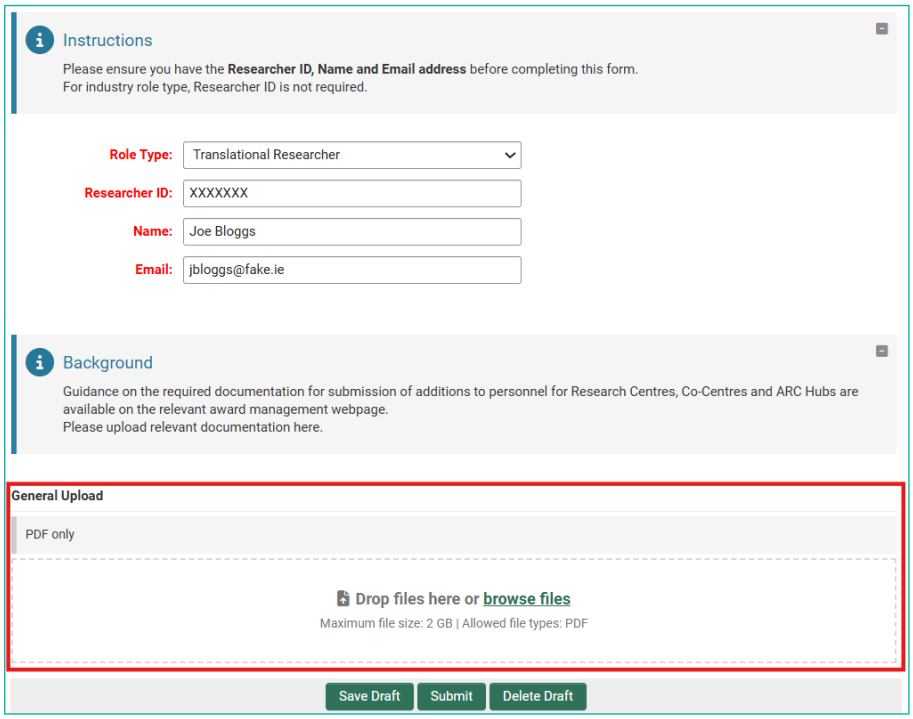
SESAME TR eligibility process

As stated in Section 3, an eligibility check must be conducted by Research Ireland on all proposed TRs and Co-TRs. The ARC Hub Award Administrator will initiate this process by submitting a request for each individual TR and Co-TR via the "Request Changes/Additions to Personnel" function on the homepage.



On the request form, the role type should be entered as 'Translational Researcher' (irrespective of TR or Co-TR role) and the SESAME Researcher ID, name and email address of the proposed TR/Co-TR should be provided. The following documentation should be uploaded under the 'General Upload' section for review by Research Ireland:

1. ARC TR Eligibility Check Form
2. ARC Narrative CV
3. Letter of support from the host Research Body
4. Letter of support from the proposed mentor (if applicable)



Once the required information has been provided and the relevant documentation has been uploaded, the Award Administrator should click 'Submit'. A 'Submission Successful' page will appear confirming the submission.

SESAME TRP application process

The ARC Hub Award Administrator is the 'Lead Applicant' for each TRP application on SESAME. The Administrator will initiate and lead on the TRP application process using the information provided by the TR in the application form and unless otherwise stated, all sections should be completed by the Award Administrator. However, each TR and Co-TR ('Co-Applicants' during the TRP SESAME application process) will need to have a SESAME profile, and as part of the application process, will be required to log-in and complete necessary details when prompted, prior to submission of the application by the Award Administrator. The following documentation should be uploaded with each TRP submission:

1. ARC TRP Application Form
2. ARC Narrative CV(s) for each TR and Co-TR
3. Budget Spreadsheet (ARC TRP Budget ***or*** ARC TRP Budget_Industry)
4. Letter(s) of support from the Industry Partner(s) (if applicable)
5. Alignment of Translational Research Project with the ARC Hub Template

Step 1

As the ARC Hub Award Administrator, on the SESAME home page, select "**View and Apply"** for the open call entitled **"ARC Hub Programme – Translational Research Project".**

Call Name	Deadline	Call Duration	
ARC Hub Programme - Translational Research Project	Q1 2029	The call will remain open until Q1 2029	View and Apply

Step 2

Call Details are presented; select **"Apply"**.

Step 3

Select **"Yes"** to confirm that the TRP meets the eligibility criteria and press **"Submit"**. In the next window, click **''Start the application process''**.

Step 4

Guidelines for the application process are displayed at the start of this page. Some initial information about the project is required before you can proceed to enter more details. Please ensure the Proposal Title provided follows our guidelines (max. 30 words) and that the Proposal ID of the Parent Award is correctly selected as the Proposal ID for the relevant ARC Hub. Once all visible fields have been completed, namely **"Proposal Title"**, **"Proposal ID of the Parent Award",** and **"Duration of Grant requested (in months)",** please press the **"Continue"** button at the bottom of the screen.

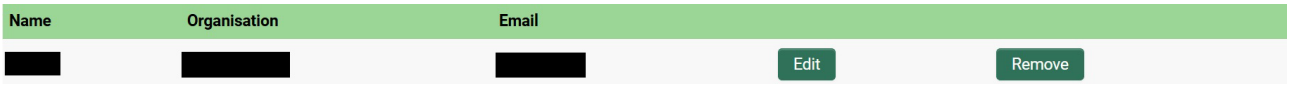
Step 5

More detailed information about the proposed TRP can now be provided. During this process, frequently select the **"Save Draft"** button to ensure any changes made are not lost. The **"Validate"** button will flag any sections that have not been completed correctly, or any information that has not yet been supplied. However, it cannot check the contents of any uploaded material, so take care to ensure any uploaded documents are correct. A list of the required information and how to provide them is given below:

- **Lead Applicant** Details – The lead applicant is the ARC Hub **Award Administrator.**
- **Co-Applicant** Details – The lead **Translational Researcher** (**TR**) (and any Co-TRs) should be added here:
    - Click ''Add'' and enter their "Researcher PIN" and "Researcher Last Name".
    - Click ''Retrieve Researcher'' and ''Associate Researcher with Application''. Clicking ''Save Draft'', will allow you to view the Co-Applicant(s) added.



    - Click ''Upload / View CV'' to upload the (Co-)TR's CV (max. 5 pages).
    - **The (Co-)TR will need to log in to SESAME** and select 'Applications Pending Action', then 'View Proposal' to provide additional information. They should click ''Complete Fields'' next to their name and provide their percentage time commitment, history of supervision, and agree to the Grants and Awards Terms and Conditions, before clicking ''Save Draft''.
    - Please note that SESAME does not permit two-individuals to concurrently modify a proposal. The Lead Applicant (Award Admin) must close the proposal in order to allow a Co-Applicant ((Co-) TRs) to make modifications, and vice-versa.
- **Collaborator Details**
    - To add Academic or Industry Collaborators, click the 'Add' button and enter the name, contact information and other required details for the individual (paste from TRP application form, section 1)
    - After adding collaborator details, click the 'Assign Collaborator' button. To exit the window, click the 'Close' button. In order for the collaborator(s) to be visible on SESAME click 'Save Draft'.



- **Main Body of Proposal**
    - Keywords – Provide up to 15 words that align with the TRP application (paste from TRP application form, section 3.3)
    - Scientific Abstract – Provide an abstract that is up to 200 words in length (paste from TRP application form, section 3.2)
- **Budget**
    - Total Budget Requested (in euros) – Please provide the total budget (paste from TRP application form, section 1)). Note: do not add commas for separation (e.g. 140,000) as this will be invalid. Only add unseparated numerical values (e.g. 140000).
    - Budget Spreadsheet – Upload the completed 'ARC TRP Budget' ***or*** 'ARC TRP Budget_Industry' Excel Spreadsheet.
- **Programme Documents** - Upload the 'ARC TRP Application Form' and the 'Alignment of Translational Research Project with the ARC Hub Template' by using the drag and drop function, or by clicking the link ''browse files''.
- **Letter(s) of Support** – If relevant (Industry Partners involved), upload Letter(s) of Support file(s) by using the drag and drop function, or by clicking the link ''browse files''.

- **View Proposal** – Click ''Save Draft'' to ensure all changes and uploads have been saved. Click ''Open'', then ''Export as PDF''. Please ensure all relevant information in the PDF is accurate and complete.
- **Declaration** – please confirm that you agree to the declaration by selecting ''I Agree''.

Step 6

Submission – please click ''Save Draft'' and ''Submit''. If the submission was successful, a new page will appear confirming ''Submission Successful'' and you will also receive an email confirming your submission. Additionally, the submitted application will be listed in the 'Applications under Review' tab on the homepage.

Monitoring TRP submissions – a list of submitted TRPs can be found by navigating to the 'Applications under Review' tab on the homepage. A list of reviewed TRPs and corresponding decision outcomes (Recommended/Not Recommended) can be found by navigating to 'Submitted Reports and Responses' and clicking "Application Project" in the drop down.

Appendix III - Budget

The specific costs for a TRP (regardless of budget size) should be detailed in either the 'ARC TRP Budget' Excel spreadsheet for TRPs that do not involve industry, or the 'ARC TRP Budget_Industry' Excel spreadsheet for TRPs involving Industry Partners, and submitted by the Award Administrator as part of the TRP application. Templates can be found on the ARC Hubs Award Management webpage. Of note, project funding cannot be committed beyond the end date of the Research Ireland ARC Hub grant (31st December 2029).

The costs eligible for support through the ARC Hub are those costs which can, uniquely and unambiguously, be identified with the TRP. TRs must give details of relevant direct costs, including staff, equipment, materials and travel, and must ensure that the final total provided includes all costs requested from the ARC Hub's Translational Research budget. Examples of eligible and ineligible costs are listed below.

Further information on Research Ireland's eligible and ineligible costs can be found in the Grant Budget Policy and the associated Research Ireland Team Member
Salary Scales.[12]

Eligible costs for a TRP budget include:

- Salaries/stipends of research staff, including post-doctoral researchers who will have the title 'Translational Researcher' in the Research Ireland ARC Hub (up to 100% of salary can be requested in line with their time commitment to the project)
- Teaching buyout/replacement for Technological University/Institute of Technology sector applicants (see below)
- Teaching Replacement after eligible leave (see below)
- Materials and consumables
- Equipment
- Travel
- Training costs
- Access to facilities and services not available to the applicant, including test-bed facilities for technology demonstration
- Access charges for use of infrastructure where Research Ireland pre-approved access charge plans are in place.[13] Note that these may include, with Research Ireland approval, access to facilities and services not available to the applicant, such as the costs associated with accessing international databases or commissioning specific experiments in national facilities (e.g., Tyndall etc.)
- Sub-contracting of research, where required (e.g. for prototyping)
- Consultancy costs

Examples of ineligible costs include, but are not necessarily limited to:

- Contingency or miscellaneous costs
- Salary or benefits of the TRs (with the exception of salary costs for postdoctoral researchers who are acting as a TRs, as described above)
- Entertainment costs
- Legal Fees

[12] https://www.researchireland.ie/about/policies/financial/
[13] https://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/

- Journal subscriptions
- Relocation expenses
- Access to facilities, where access by the research community has already been provided for by alternate Exchequer funding
- Infrastructure

Teaching Replacement (TU/IoT sector applicants only)

In order to support enhanced focus on research activities within the TU/IoT sector, TRs from this sector can apply for teaching replacement of up to 50% of their teaching load for the duration of their TRP. Salary scales for replacement lecturers based in TUs/IoT must be reasonable and justified appropriately within the budget justification. Requests for teaching replacement must be included in the requested budget and detailed in the budget justification. Teaching replacement requests must be pro-rata and proportional to the time commitment.

Teaching Replacement after eligible leave

In order to support enhanced focus on research activities following periods of leave (see eligibility criteria below), Translational Researchers are entitled to request funding for teaching replacement of up to 50% of their teaching load for a period of up to 12 months.
Such requests should be included in the requested budget and detailed in the budget justification. Any applicant who has taken consecutive documented eligible leave (minimum 12 weeks) since 1st January 2012 and has since returned to work is eligible to request funding for teaching buyout. This can include, but is not limited to:

- Statutory adoptive leave
- Statutory parental leave
- Statutory maternity leave
- Statutory paternity leave
- Carer's leave
- Long-term medical illness leave
- Conscription
- Academic staff who have returned to an academic position having worked for a minimum of two years in a science- or engineering-related industry.

If a TRP application is successful, applicants applying for eligible leave must provide Research Ireland with a short statement detailing their eligibility for teaching buyout, and the start and end dates of their eligible leave, if applicable. In addition, applicants must also produce documentary evidence of their eligibility from their host institution's Human Resources (HR) Department or, where applicable, the HR Department of their employer at the time of their eligible leave period(s).

Teaching buyout costs should be calculated on the basis of hiring a temporary lecturer (e.g., at point 1 on the Assistant Lecturer salary scale, or equivalent point on the institutional scale) regardless of the seniority of the prospective applicant. Requests must be pro-rata and proportional to the time commitment. Applicants who have previously received funding for teaching buyout after eligible leave are not eligible to apply for teaching buyout a second time.

Appendix IV – State Aid

Levels of grant aid

The EU Commission General Block Exemption Regulation (GBER) stipulates the levels of funding support (grant aid) that can be provided by Research Ireland to support the ARC Hubs grant. The maximum funding level (referred to as aid intensity) for which a project is eligible depends on the category of research the TRP falls under and the status of the Industry Partner. As such, Research Ireland can only provide a fixed proportion of the total eligible project costs with the remaining funding to be met by the Industry Partner. For example, the Research Ireland funding rate will vary from 25% to a maximum of 80% of the total eligible TRP costs depending on the size of the Industry Partner, the category of research being undertaken and on whether the outputs will be widely disseminated.

Further detail on determining the Research Ireland funding rate is provided in the sections below.

When completing the 'ARC TRP Budget_Industry' Excel spreadsheet and determining total project costs, the value of in-kind contributions from industry, as well as cash, are eligible.[14]

The Hub Director, Executive Management Committee and Host Institution are responsible for ensuring that the ARC Hub grant remains State aid compliant throughout the Hub's lifetime. This includes collecting appropriate information to demonstrate compliance with the conditions of the GBER with respect to the individual TRPs supported by the Hub. Where a Hub is supporting TRPs that involve Industry Partners, the Hub will be responsible for monitoring the aid intensities of these projects.

For all TRP proposals that give rise to State aid, Research Ireland will notify the appropriate bodies at the point of approving the TRPs, as required by prevailing State aid regulations.[15] Additional financial reporting may be requested at intervals throughout the Hub's lifetime.

Additional guidance on State aid compliance is available in the relevant section of our website.[16]

Categories of Research

Under the ARC Hub Programme, all TRPs funded by Research Ireland must align with Research Ireland's legal remit and fall under one of the following categories of research as defined by the EU[17]:

Industrial Research:

- planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services or for bringing about a significant improvement in existing products, processes or services in any area, technology, industry or sector (including, but not limited to, digital industries and technologies, such as super-computing, quantum technologies, block chain technologies, artificial intelligence, cyber security, big data and cloud technologies).
- comprises the creation of component parts of complex systems and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for the industrial research and notably for generic technology validation.

[14] In-kind costs should be accounted for using a justifiable costing methodology in line with generally accepted accounting principles

[15] In line with the obligation to report to the Commission as set out in Article 11 of COMMISSION REGULATION (EU) No 651/2014 of 17 June 2014 as amended by Commission Regulation (EU) 2023/1315 (referred to collectively as the "GBER")

[16] https://www.sfi.ie/funding/sfi-policies-and-guidance/state-aid/

[17] The definition of the categories of research/studies as are described in Articles 2(84), (85), (86) and (87) of GBER EU Commission Regulation (EC) No. 651/2014 as amended by Commission Regulation (EU) 2023/1315 (referred to collectively as the "GBER")

Experimental Development:

- means acquiring, combining, shaping and using existing scientific, technological, business and other relevant knowledge and skills with the aim of developing new or improved products, processes or services in any area, technology, industry or sector (including, but not limited to, digital industries and technologies, such as for example super-computing, quantum technologies, block chain technologies, artificial intelligence, cyber security, big data and cloud or edge technologies).
- this may also include, for example, activities aimed at the conceptual definition, planning and documentation of new products, processes or services.
- may comprise prototyping, demonstrating, piloting, testing and validation of new or improved products, processes or services in environments representative of real-life operating conditions, where the primary objective is to make further technical improvements on products, processes or services that are not substantially set.
- this may include the development of a commercially usable prototype or pilot which is necessarily the final commercial product, and which is too expensive to produce for it to be used only for demonstration and validation purposes.
- experimental development does not include routine or periodic changes made to existing products, production lines, manufacturing processes, services and other operations in progress, even if those changes may represent improvements.

The category of research each TRP falls will need to be justified when completing the 'ARC TRP Budget_Industry' Excel spreadsheet.

The Research Ireland GBER scheme shall apply only to aid which has an "**incentive effect**" as per Article 6 of the Regulation. Aid shall be considered to have an incentive effect if the beneficiary has submitted a written application for the aid to Research Ireland and Research Ireland has approved the application before work on the project starts. The application shall contain at least the following: undertaking's name and size, description of the project, relevant dates, locations, list of costs, type of aid (e.g., grant)[18] and amount of public funding needed for the project. If work begins before the applicant has received written approval from Research Ireland, the whole project will be ineligible for the aid.

In the case of "large undertakings", applicants will also need to demonstrate that there is:

a. a material increase in the scope of the project/activity due to the aid, or
b. a material increase in the total amount spent by the beneficiary on the project/activity due to the aid, or
c. a material increase in the speed of completion of the project/activity concerned;

Budget

Under State aid guidelines, Research Ireland's funding rate (aid intensity) can vary from 25% to a maximum of 80% of total eligible project costs depending on the size of the Industry Partner company and the type of research involved. The Industry Partner supports the remaining project costs. The baseline funding rate for each targeted project is determined as follows:

- 50% of the total eligible costs for Industrial Research
- 25% of the total eligible costs for Experimental Development

[18] Other types of 'aid' include loan, guarantee, repayable advance, equity injection or other. Research Ireland provides aid in the form of grants.

Company Size

The size of the Industry Partner determines the funding rate available under the call. The European Commission defines what qualifies as a small or medium-sized enterprise (SME). In general, the staff headcount and financial thresholds determine the enterprise categorisation.

Industry Partners will be required to provide financial information/declarations to Research Ireland, including financial records. This is described in detail in Section 7.1.

Company Size	Number of employees AND	Annual Turnover OR	Annual Balance Sheet
Small	1-49	≤€10M	≤€10M
Medium	50-249	≤€50M	≤€43M
Large	>250	>€50M	>€43M

These ceilings apply to the figures for individual firms only. A firm that is part of a larger group may also need to include staff headcount/turnover/balance sheet data from that group.[19]

For clarification with regard to the potential eligibility of an Industry Partner, please email arc@researchireland.ie.

The funding rate may be increased up to a maximum aid intensity of 80% of the total eligible costs as follows:

- by 10% for medium-sized enterprises
- by 20% for small enterprises
- by a further 15% (available to all Industry Partners irrespective of company size) if one of the following conditions is fulfilled[20]:
    - the results of the project are widely disseminated through conferences, publication, open access repositories, or free or open-source software. Research Ireland will monitor grants to ensure outputs are widely disseminated.
    - the beneficiary commits to, on a timely basis, make available licences for research results of aided R&D projects, which are protected by intellectual property rights, at a market price and on non-exclusive and non-discriminatory basis for use by interested parties in the EEA;
    - the R&D project is carried out in an assisted region fulfilling the conditions of Art 107(3)(a) TFEU

The maximum aid intensity that can be granted by Research Ireland is outlined in the following table:

	Industry Partner Company Size		
Category of Research: R&D Projects	**Small**	**Medium**	**Large**
Industrial Research	70%	60%	50%
Experimental Development	45%	35%	25%
Category of Research: R&D Collaborative Projects plus at least one requirements of art 25 (6)(b) fulfilled	**Small**	**Medium**	**Large**
Industrial Research	80%	75%	65%
Experimental Development	60%	50%	40%

The applicant, in conjunction with their Industry Partner, and their Technology Transfer Office as appropriate, is responsible for selecting a research category which appropriately reflects the proposed project activities. However, Research Ireland reserves the right to final assessment of project research categorisation.

[19] https://single-market-economy.ec.europa.eu/smes/sme-definition_en
[20] In line with article 25 6 (b)

Appendix V – European Regional Development Fund Eligibility Criteria

For TRs hosted by a Research Body not currently associated with the Hub, the LoS should include confirmation of compliance with the ERDF eligibility criteria listed below:

a. Confirmation that the host Research Body has effective mechanisms in place to ensure that all public procurement is consistent with National[21] and EU procurement legislation.
b. Confirmation that any State aid would be lawful, and that the host Research Body is eligible to receive grant aid at the requested level within the State aid regulations, if applicable.
c. Confirmation that any aid granted through the project to third parties is permissible under, and would be managed in accordance with, State aid regulations.
d. Confirmation that the host Research Body has effective mechanisms[22] in place to ensure compliance with the Charter of Fundamental Rights of the European Union[23] and with the United Nations Convention on the Rights of Persons with Disability (UNDRPD)[24].
e. Confirmation that all supported activities will promote sustainable development including the six principles of 'Do No Significant Harm' (DNSH).
f. Confirmation that the host Research Body has the necessary financial resources and mechanisms in place to cover operational and maintenance costs for any capital equipment purchased using ERDF funding, so as to ensure their financial sustainability.
g. Confirmation that the ERDF funding will not be used to fund infrastructure[25].
h. Confirmation that the proposed activities have not started before the selection of the operation.
i. Confirmation that the proposed activities fall within the scope of the ERDF and the specific intervention type (012. Research and innovation activities in public research centres, higher education and centres of competence including networking (industrial research, experimental development) and are consistent with the call documentation and Ireland's Smart Specialisation Strategy.
j. Confirmation that the application does not include activities which were part of an operation subject to relocation as per Article 66 of Reg (EU) 2021/1060[26] or which would constitute a transfer of a productive activity as per point (a) of Article 65(1) of the same regulation.
k. Confirmation that the application is not directly affected by a reasoned opinion by the Commission in respect of an infringement under Article 258 TFEU that puts at risk the legality and regularity of expenditure or the performance of operations.

[21] The Office of Government Procurement – The National Public Procurement Policy Framework - https://www.gov.ie/en/publication/39a1b-the-national-public-procurement-policy-framework/
[22] One of the key mechanisms for public bodies to ensure compliance is the Public Sector Equality and Human Rights Duty (Section 42 Irish Human Rights and Equality Commission Act 2014). https://www.ihrec.ie/our-work/public-sector-duty/
[23] Charter of Fundamental Rights of the European Union
[24] United Nations Convention of the Rights of Persons with Disability - https://social.desa.un.org/issues/disability/crpd/convention-on-the-rights-of-persons-with-disabilities-articles
[25] As per the European Commission 'Technical guidance on the climate proofing of infrastructure in the period 2021-2027 (2021/C 373/01)', infrastructure is a broad concept encompassing buildings, network infrastructure, and a range of built systems and assets.
[26] Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Support for Border Management and Visa Policy