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Research Ireland

ARC HUB | Accelerating Research to Commercialisation

GUIDANCE ON THE CHANGE/ADDITION OF CO-PRINCIPAL INVESTIGATORS TO AN ARC HUB

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1 Scope

This guidance applies to change in status of a Co-Principal Investigator (Co-PI) named on an ARC Hub award, or where an ARC Hub would like to add new Co-PIs to the award. An ARC Hub Co-PI is an independent researcher who co-holds an award from Research Ireland under the ARC Hub programme. An ARC Hub Co-PI is expected to have a well-defined, critical and continuing role in the ARC Hub. They are expected to be members of the Executive Management Committee and play an important role in successful execution and delivery of the ARC Hub goals.

A change in status may include, but not be limited to, a change of Co-PI's affiliation with the Research Body, or any other change that may have a material effect on the Grant stewardship and/or progress relating to the research programme. Please refer to Research Ireland's [Grant General Terms and Conditions](#) for further details relating to changes in Co-PI status. In the event of a Co-PI departing from their role within the ARC Hub, the affiliated ARC Hub must notify Research Ireland in writing (arc@researchireland.ie), promptly, and in any event, within thirty days. In the event of the sudden or unforeseen departure of a Co-PI, the Research Body should endeavour to inform Research Ireland as early as possible. The addition of a Co-PI must be approved by Research Ireland in advance of it taking effect.

2 Eligibility Criteria

The following eligibility criteria should be considered prior to submitting a change of Co-PI request:

1. **Academic Status:** The Co-PI must be one of the following:
 - A member of the academic staff of an eligible Research Body (permanent or with a contract that covers the period of the grant), **OR**
 - A contract researcher with a contract that covers the period of the grant, 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 Research Ireland grant, **OR**
 - An individual who will be recognised by the Research Body upon receipt of the Research Ireland grant 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 proposal submission.

Retired or Emeritus members of academic staff, meeting all other eligibility criteria, are eligible to apply if their institution makes the necessary commitments; further details are available on the website.¹

2. **Academic Qualifications:** The Co-PI must hold a PhD or PhD equivalent for at least 8 years.² The official date of the PhD is defined as the year the degree was conferred, i.e., the year printed on the official PhD certificate. The number of years is determined by the calendar year.

¹ <https://www.sfi.ie/funding/sfi-policies-and-guidance/eligibility-related-information/>

² For individuals who do not hold a PhD please refer to the policy on [PhD equivalence](#)



3. **Research Publications:** The Co-PI must be the senior author on at least 10 international peer-reviewed articles. Only original research publications are acceptable; review articles and book chapters do not count towards this requirement. 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 is 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 these publications. Joint-first authorship may only be 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.

Where a Conference Proceeding is selected to be one of the ten publications required as part of the eligibility considerations, applicants must include the note “[original and peer reviewed]”, to confirm the originality of the work therein and that the Conference Proceeding has undergone peer-review, in line with the requirements of this programme call and Research Ireland’s Open Access Policy.³

4. **Research Independence:** The applicant must have demonstrated research independence by securing at least one independent research Grant as a lead investigator or co- investigator. Personal awards such as travel awards, career fellowships (which only include the salary of the PI and not research team costs (i.e., salary for team member(s) & consumables etc.) do not count as independent research grants.
5. **Mentoring and Supervision:** The applicant must have the experience, capability, and authority to mentor and supervise postgraduate students and team members.

Consideration should be given to time commitments on existing awards, including other Research Ireland awards. The evaluation process will examine the commitment and workload of the proposed Co-PI in determining the suitability of such an arrangement.

An individual is only permitted to be Co-PI on one ARC Hub. Directors of currently funded Research Ireland Centres are not eligible to be a Co-PI on an ARC Hub (but can contribute as either a Translational Researcher or Academic Collaborator). Co-PIs of Research Centres are eligible to be ARC Hub Co-PIs.

³ <https://www.researchireland.ie/funding-policies/open-research/>



3 Request Submission Process

The following documents must be submitted via SESAME:

1. A completed application form
2. A letter of support from the applicant's host Research Body, confirming the applicant's employment status and endorsing their eligibility.
3. A statement from the applicant confirming they are prepared to act as Co-PI in the ARC Hub and will assume the responsibilities for the ARC Hub award that are attached to that role.

Additional pertinent information may also be provided. (Upon review Research Ireland may seek additional information that is considered relevant and/or appropriate).

4 Affiliation of Co-Principle Investigator SESAME Profiles

The aggregated 'Research Outputs' from all team members associated with the ARC Hub (i.e. Co-PIs, TRs etc) are used to calculate the Hub's progress against the agreed indicator targets. If a new Co-PI 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 Co-PI has entered on their SESAME profile.

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

Upon affiliation, the ARC Hub Award Administrator will be able to run an automated report that extracts relevant Research Outputs that the Co-PI has entered in their SESAME profile. The Award Administrator will not be able to view or report on any other part of the Co-PI's profile, (such as their date of birth, year of PhD, etc), nor edit any records on the Co-PI's SESAME profile (i.e. the report is a 'read only' operation).

Further information on SESAME, as well as guidelines on how to update Research Profiles, can be found on the Research Ireland website. Any personal data collected by Research Ireland is processed and stored in accordance with all applicable data protection law, including the General Data Protection Regulation, in accordance with Research Ireland's [privacy policy](#).