1. Phase 2 Proposal Template (including appendices H, I, J and K)

The template for the Phase 2 Proposal is provided in this Appendix G.

The Phase 2 Proposal document must be uploaded to SESAME using the file upload buttons located in the Programme Documents section of the SESAME application form, see Section 8 of the Call Document.

**All text should be provided in Times New Roman font or similar, with minimum font size of 12, 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.**

The Phase 2 Proposal will be made available to the review panel. Each panel member will provide an independent written postal review, inclusive of scoring, of the proposal in advance of the site review.

The postal reviews of the Phase 2 Proposal will be circulated to the Centre Directors. Each Centre will be afforded the opportunity to respond to these postal reviews during the site visits.

The Phase 2 Proposal template is structured to provide information under a number of headings, all of which must be addressed. The page limits of each section must not be exceeded.

**Within the Proposal document include the following:**

* **The completed proposal template (sections 1-11)**

**Additional documents/appendices:**

* + **Investigator details - tables (templates in Appendix H)**
	+ **Budget tables (templates in Appendix I)**
	+ **Good Research Practice statement (template in Appendix J)**
	+ **Data Management Plan (template in Appendix K)**
	+ **Research Body Letters of Support (guidance in section 11 of proposal template)**

**Uploads in SESAME must be submitted in Adobe or Microsoft PDF format only.**

**The number of pages in uploads must not exceed the specifications for any given section.**

**Appendices other than those indicated or other unsolicited documentation are not permitted.**

**The currency to be used is the Euro (€).**

### 1. Phase 2 Proposal Executive Summary (max. 5 pages)

Provide a summary overview of the proposal, including key aspects of the team composition, the research programme and the proposed economic and societal impact; a summarised budget must also be included. This summary should capture the pertinent aspects of the proposal, inclusive of the Centre’s vision for Phase 2, and how the Centre plans to evolve with respect to the current state of the art. Key problems and challenges in the research area should be considered, along with of the limits of current practice and of the relevant seminal and recent work in this space.

### 2. Strategy (max. 5 pages)

This section of the Phase 2 Proposal must clearly describe the long-term strategic direction, mission and vision of the Centre and should include the following:

* Describe how the Centre will engage in collaborative research with industry
* Describe how the Centre is building capacity and expertise in leveraging funding from national and international sources.
* Describe how the Centre will actively collaborate with other National Centres and leverage opportunities that can only be realised through collaboration.

### 3. SFI Research Centre Team (max. 10 pages)

The Progress Report, which must be submitted in parallel with the Phase 2 Proposal and Cost-share document, includes a section in which the Centre must provide a description of the leadership team, i.e. names and responsibilities and a brief bio-sketch of the Centre’s management team including the Director, Deputy Director(s), Co-PIs, FIs, senior managers, IP managers, etc. The Phase 2 Proposal must concentrate on changes or expansion of the team required to meet the future objectives of the Centre.

This section of the proposal must address the following:

* An outline of the proposed leadership plan for Phase 2 of the Research Centre.
* A description of and justification for any changes which will be made to the leadership team.
* Description of a succession plan for the Director, and for other key management positions and Co-PIs.
* Plans to add new Co-PIs and/or FIs to the Centre plus a description of the impact that the new PI/FI will have on the operations or research activities of the Centre.
* An outline of plans to expand the pool of PIs, for example through the SFI Research Professorship and Future Research Leaders programmes. This should include a description of the impact that the new PI/FI will have on the operations or research activities of the Centre.
* To improve the gender balance under the SFI Research Centres programme, include specific objectives related to gender equality perspectives, especially with a view to recruitment, with reference to the targets set out in SFI’s Gender Strategy.

Note that a statement on current workloads/time commitments should be provided by the Lead- and each Co-Applicant in section 3 of the CV template (Appendix B).

Note in Appendix H, there is a template for Funded Investigator details which should be completed and included as an appendix to the proposal. A high-level summary table on the applicant group and gender breakdown should also be included in this appendix using the table format provided.

**Governance and Management**

The Phase 2 Proposal must provide an overview of how the governance structure will be changed or optimised during the second phase of funding, to meet and support the ambitions of the Centre.

Within this section, the anticipated composition of the Governance Committee should be described and how it will evolve in Phase 2 to oversee the strategy of the Centre.

The success of the Research Centres programme is dependent on the partnership between Science Foundation Ireland, the Research Centre and the host and participating Research Bodies. The Research Centres Partnership Agreement (RCPA) defines the partnership between Science Foundation Ireland, the SFI Research Centres and the host Research Bodies, detailing the roles, responsibilities and expectations of SFI, the Research Centres, their Governance Chairs, and the Research Bodies.

### 4. Research Programme (max. 40 pages exclusive of references)

The Phase 2 Proposal must provide detail on the future research direction as the Centre moves into its second phase. **Note: Any change in research direction from Phase 1 must be highlighted and justified within this section, and explanations provided on research areas that are no longer being pursued and why.**

**In this section the following must be included*:***

* An outline, at a high-level, of the key research objectives of the proposed research programme, identifying the critical novel discoveries/inventions/innovations that are to be sought by the Centre and why they are important.
* A detailed description of the Centre’s Research Programme, with reference to the proposed Platform Research component of the Centre and each of the proposed Targeted Projects and how they will comply with the definition of “effective collaboration” and the conditions relating to the use and/or allocation of research results/IPR in accordance the Framework (see Section 2.4 above). The specific aims, objectives, milestones and deliverables of each should be described clearly and concisely. SFI acknowledges that the aims, objectives and milestones of each Targeted Projects may not be known. If they are not known, please provide a high-level overview of the type of Targeted Project that will form the basis of your business plan.
* Convincing evidence as to why the proposed research is relevant, timely and novel.
* **A project plan**, identifying any dependencies between the Platform Research and Targeted Projects, or the Targeted Projects with each other.

Within **the project plan** include the following details:

* Provide a summary of the **objectives** of the proposed research.
* Describe the **milestones and deliverables** for each project along with delivery dates and key performance indicators (KPIs) used to measure progress.
* Describe the role of specific **PIs** and their teams with responsibility for delivering the project plan in the proposal, including the role of PIs towards delivering each milestone.
* Include an assessment of **risks** associated with the delivery of each Targeted Project and explain measures to mitigate and manage these risks. (SFI acknowledges that this may not be possible at the project level given the fact that Targeted Projects may not yet be defined. However, based on the Centre’s experience to date, a high-level risk management plan must be provided).

**Note:** The project plan should be written in a way that facilitates evaluation by the postal and panel reviewers, and with due consideration to on-going annual assessment by SFI.

* Describe a few exemplar projects (e.g. one example project for each research theme) so that the quality of the research proposed can be further assessed by the review panel.

*Note: A Good Research Practice statement (max 1 page) and Data Management Plan (max 2 pages) are to be submitted as an appendix to the proposal document. See Appendices J and K for templates/guidance.*

**References relating to the research programme (no page limit)**

Provide a full list of all references. The reference list should include the following details: author(s), title of article, name of publication, date of publication, and other appropriate details (such as volume, pages).

### 5. Education and Public Engagement (max. 5 pages)

There is an expectation that the strategic approach to EPE in Phase 2 continues to evolve, including the continuing development of logic models for activities. In this section, articulate how the existing EPE strategy and plan will develop and be informed from Phase 1 and expanded to support a greater engagement of non-specialist audiences with the work within the Centre. It might include:

* A logic model for the EPE Phase 2 programme, informed by learning and experiences from Phase 1.
* The vision for EPE in the Centre including aims, target audiences and impacts.
* Reference to the growth in public engagement experience of the team.
* How EPE will be monitored and evaluated, including success indicators.
* Details on host Research Body support for the EPE programme.

**Team**

Consideration should be given to adequately resourcing the Research Centre’s EPE Programme in the context of resourcing the overall operations team.  It is likely that an EPE programme of scale will require a full EPE Manager role, as opposed to a combined role dealing with the areas of EPE and Communications.

**Budget**

The budget allocated to the EPE programme should be discrete and clearly identifiable and should fully support the full programme identified here.

**Note:**

In the budget breakdown the pay and non-pay costs for EPE should be clearly identified.

Note that the EPE role(s) should be included in the Operations Team cap but the non-pay costs can be allocated from research strand budgets or other sources (industry partners’ CSR etc). The sources should be clearly indicated as coming from SFI (please include the exact source of SFI funding e.g. operations or platform budget), industry or NE-NC sources.

### 6. KPIs (max. 5 pages)

For SFI Research Centres awarded Phase 2 funding, a set of KPIs different to those used in Phase 1 will be used over the 6-year duration of the award. The 6 KPIs to be considered in Phase 2 are as follows:

* # Active Spin Outs
* % Trainee Departure from Academia
* # Stand-Alone ERCs
* % EPE Participation
* % Gender Balance
* Field-Weighted Citation Index

Narrative should be provided on how the Centre would deliver against ambitious KPI targets in Phase 2.

Please note that targets for the Phase 2 KPIs will be set as part of a KPI setting process for Centres that are approved for a further 6 years of funding.

### 7. Impact Statement (max. 15 pages)

In this section of the proposal, a new impact statement should be prepared for the second 6-year term which clearly articulates the potential impact of the Centre over the longer term. It is expected that aspects of this new statement will be an extension of the original impact statement and associated roadmap submitted as part of the original application for Research Centre funding, recognising that impact can be longer term, non-linear and unpredictable. Guidance can be found [here](http://www.sfi.ie/funding/award-management/research-impact/) and should be consulted with whilst preparing this statement. SFI has observed that impact statements which are clearly articulated and present a convincing case are key components of competitive proposals.

The impact statement should be as specific as possible and should provide information that external reviewers will find helpful in assessing the potential impact of the proposed research activity. Appropriate plans, milestones, and deliverables associated with delivering the potential impact may also be included. Plans to utilise appropriate SFI and other funding sources to assist with achieving impact should be included if relevant. However, considering that impact is a key review criterion, applicants are advised to make full use of the space provided to make a strong, unambiguous, and realistic impact case with appropriate emphasis and an objective view on how long it may require for the potential impact(s) to be fully realised.

The impact statement should be written primarily in lay, non-technical language. It should be as specific and comprehensive as possible, and it should describe potential economic and societal impacts by answering the following overarching questions:

* Who will benefit from this research? (academic partner(s), industry partner(s), public, policy makers, other stakeholders)?
* What plans will you put in place to increase the chances of economic and societal impacts from the proposed research?
* When will there be a benefit from this research? (i.e., over what timeframe might the expected benefits of the proposed research programme be realised)
* What is the competitive “edge” of the proposed Research Centre? (e.g. novelty, innovation, ability to create synergistic opportunities, ability to become world leading)
* How will stakeholders benefit from this research?
* Where will the benefit of this research be realised? (e.g., Ireland, Europe, market sectors)

When describing the potential economic impact arising during the entire funding period, cross reference should be made to the business and commercialisation plans.

The Centre should also consider and describe how a culture of entrepreneurship will be developed and supported within the Centre and how researchers will be encouraged, incentivised and rewarded for entrepreneurial activities, and how these activities in turn can underpin a variety of different impact indicators. Entrepreneurship is recognised as a powerful driver of economic growth and job creation. The **National Policy Statement on Entrepreneurship**[[1]](#footnote-1) in Ireland published in 2014, sets out a number of strategic objectives to support Ireland’s ambition to be among the most entrepreneurial countries in the world. SFI Research Centres can play a significant role in this ambition.

Additionally, the impact statement should describe the training and education activities proposed for the Centre. This should include both the training of students directly funded through the Centre (e.g., taught MSc and PhD courses) as well as the wider training and education activities of the centre in the HEI and industry/commercial sectors.

**Applicants are encouraged to consult** [**Shaping Our Future**](https://www.sfi.ie/strategy/SFI-Strategy-2025-Shaping-Our-Future.pdf)**,** [**Innovation 2020**](https://dbei.gov.ie/en/Publications/Publication-files/Innovation-2020.pdf) **and the** [**Project Ireland 2040**](http://www.gov.ie/en/project-ireland-2040) **strategy documents, in addition to the Small Advanced Economies** **Initiative** **-** “[**Broadening the Scope of Impact**](http://www.smalladvancedeconomies.org/wp-content/uploads/SAEI_Impact-Framework_Feb_2015_Issue2.pdf)” **document before writing their impact statement.**

**For more information and guidance on how to successfully articulate impact, detailed information is available on the** [**SFI website**](http://www.sfi.ie/funding/award-management/research-impact/)**. A** [**webinar**](http://www.mediafire.com/download/09lcyuqw95h9ybd/2015-05-22_17.27_Impact_Webinar.wmv) **is also available. Applicants are advised to refer to this information in advance of preparing the Impact sections of the Phase 2 proposal (progress report and proposal).**

### 8. Communications (max. 5 pages)

A description of how the existing Communications plan will be expanded to build the profile of the Research Centre as a world leader should be provided in this section.

### 9. Support from the Host Research Bodies (max. 5 pages)

As the Centres become more sustainable, the expectation is that they will become more integrated into the operations of the host and partner Research Bodies.

For the purposes of the proposal, please provide the following:

* Describe any additional infrastructures, facilities space and / or services that will need to be provided by the host Research Body;
* Describe any additional support services that will be provided, for example IP/technology transfer services, HR, contracts and legal supports, by the Research Body;
* Describe how the overhead income will support the operation, sustainability and impact of the Centre;
* Describe how the host Research Body will continue to support the Centre Director;
* Describe the reporting structure which has been / will be put in place within the Research Body.
* Describe how the Research Body plans to support the Centre in redressing gender imbalance during Phase 2. This can include reference to initiatives described in applications for Athena SWAN accreditation.

When preparing this section, consideration should be given to the RCPA (described in Section 3).

In addition, a Letter of Support must be included from the Lead Applicant’s Research Body (Host Research Body) and from the Research Body of the Co-Applicants (Co-PIs) and FIs (see Section 11 - Letters of Support).

### 10. SFI Budget Request and Justification (max. 10 pages\*)

*\*page limit of 10 pages excludes the budget tables which should be included as an appendix to the proposal document using the budget table templates provided in Appendix I.*

There is no cap on the budget levels which can be requested. However, the scale of request will be considered by the review panel as part of their overall assessment, which will include consideration of value for money.

Applicants must follow [SFI’s Grant Budget Policy](https://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/Grant-Budget-Policy-June-2021.pdf). Budgets should be prepared on a project year basis (i.e., Year 1, Year 2, Year 3 etc.) at the application stage and should cover a period of 72 months (six years).

A high-level budget for the requested SFI contribution to the Research Centre must be provided in the table formats shown in Appendix I. **Theses tables should be included as an appendix to the proposal** document to provide the following:

* A budget for the requested SFI contribution (direct costs) to the Research Centre budget separated into staff, equipment, materials and travel.
* A budget for the SFI contribution (direct costs) to the Research Centre Operations, Platform Research and Targeted projects.
* Projected (high-level) industry financial contributions to the Centre, both cash (direct costs) and in-kind (e.g. staff, equipment, other).
* A high-level breakdown of the projected cash contributions (direct costs) from NE-NC sources.

**The following budget justification must be provided:**

A high-level overview of the research and operational staff required to run the Centre is required. SFI acknowledges that, as Targeted Projects are not yet defined, it is difficult to say exactly how many research staff are required. However, based on experience gained through the first four years of operation, a description of the types of researchers required and their salary level should be possible. If the Centre is funded for Phase 2, a more detailed review of the budget will follow. Increases in the total amount requested will not be permitted following the funding decision, but a detailed budget allocation across years and categories will be requested.

* Outline the required expertise for each requested researcher and justify the researcher’s role in the research project. This must be provided for core research staff working on Platform Research Projects, it does not have to be provided for researchers working on Targeted Projects. However, based on experience gained through the first four years of operation, an estimate of the numbers of researchers required and their combined expertise should be possible.
* Include the salary scale (as per the SFI Grants Team Member Budgeting Scale) for each team member. Clear and explicit justification is required for any request for an experienced post-doctoral researcher, i.e. one who will be appointed higher than Level 2A, Point 1 of the SFI team member budgeting scales. This must be provided for core research staff working on Platform Research Projects, it does not have to be provided for researchers working on Targeted Projects. However, based on experience gained through the first four years of operation, an estimate of the numbers of researchers required and their salary levels should be possible.
* Justification should also be provided for requested equipment, consumables and travel.
* Where contributions to salary for administrative support roles, inclusive of the Operations Team, are requested, clear rationale and justification must be provided, and reference must be made to the relevant role description, HR recruitment procedure and local Research Body salary scale. This information must be detailed in the budget justification. SFI will not contribute to the funding of any permanent core staff (e.g., funded by the HEA block grant). The following details also apply in cases where SFI contributions to Administrative Support salary are being considered:
	+ A description of the qualifications required for an individual to be hired, together with the expected roles and responsibilities of the post must be provided.
	+ Requests for non-research posts must be aligned to the relevant point on the Research Body scale.
	+ Appropriately detailed justification must be provided for senior administrative posts attracting substantial salaries.
	+ The Research Body must make provision for an open and transparent recruitment process.
* Access charges may be sought for use of infrastructure where SFI pre-approved access charge plans are in place or for use of other shared facilities or national test-beds, which are required as part of the proposed research. The requested access charges should be specified in the budget and justified in the budget justification section. The scientific rationale for undertaking such experiments should be outlined in the research description. Note: SFI funding may not be used to fund access to facilities, where access by the research community has already been provided for by alternate Exchequer funding.
* If funding is sought for use of overseas equipment/services, this should be clearly justified and the rationale for not carrying out this activity in Ireland must be provided.

**Note: In the original Research Centre proposal submission, Letters of Support from each industry partner outlining their intention to participate in the proposed Research Centre and their cash and in-kind contributions, were required. These are not required for the Phase 2 proposal. Instead ‘projected’ industry cost share must be provided, together with projected cost-share from NE-NC sources.**

### 11. Letters of Support

**A Letter of Support from the Research Body of the Lead Applicant, each Co-Applicant and each Funded Investigator must be provided.**

Each letter must include the following:

* The names of the Lead Applicant, Co-Applicant(s), and/or Funded Investigator(s) from their Research Body who are listed on the application.
* An endorsement of the eligibility of the Lead/Co-Applicants and FIs from their Research Body.
* A description of how the overhead income will support the operation, sustainability and impact of the Centre.
* A description of the infrastructures, facilities space and / or services that will need to be provided by the Research Body.
* A description of any additional support services that will be provided, for example IP/technology transfer services, HR, contracts and legal supports, by the Research Body.
* A description of the reporting structure which has been / will be put in place within the Research Body.
* Plans to redress gender imbalance in the Centre during Phase 2. This can include reference to initiatives described in applications for Athena SWAN accreditation.
* A brief description of the institutional policies regarding management of conflicts of interests in industry partners.
* Reference should be made to the RCPA – see section 3 of the proposal template for further details.
* In addition, the host Research Body Letter of Support should describe what services and supports will be made available to the proposed Research Centre Director.
1. Investigator Details
2. **Provide a summary table of #s PIs and FIs (Phase 1 and Phase 2)**

|  |  |  |
| --- | --- | --- |
|  | **# PIs (total)** | **# FIs (total)** |
| **Phase 1** |  |  |
| **Phase 2** |  |  |

1. **Provide a summary table with FI details (current and prospective)**

CVs are not required for FIs, but a high level ‘Proposed Funded Investigators’ table should be included as part of the application

**Summary table with FI details (current and prospective)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Involved in Phase 1 as PI/FI** **(Y/N)\*** | **Research Body**  | **Position** | **Year of PhD**  | **# senior author publications** | **ORCID ID link** | **# PhDs**  | **# Masters students**  | **Funding History** **(1 example per FI which demonstrates eligibility)** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

\*If N (i.e. if a FI is not currently a FI in the RC) – please provide the following information:

* + Research Body
	+ Position
	+ Year of PhD
	+ Number of senior author publications (original research articles only, peer reviewed)
	+ Number of PhD students graduated to-date
	+ Number of Masters students (research only) graduated to-date
	+ Funding history (provide details of 1 example of eligible funding). Please include grant ID where relevant
	+ FI eligibility criteria outlined in Section 4.3 of the call document

1. Budget Tables

Budget figures in each table should be presented in euro (€)

Applicants must follow [SFI’s Grant Budget Policy](http://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/SFI-Grant-Budget-Policy_2016_July-url-updates.pdf). Budgets should be prepared on a project year basis (i.e., Year 1, Year 2, Year 3 etc.) at the application stage and should cover a period of 72 months (six years).

A high-level budget for the requested SFI contribution to the Research Centre must be provided in the table formats shown in below. Theses tables should be included as an appendix to the proposal document to provide the following:

**Requested SFI Contribution – budget summary**

* Provide a summary breakdown of the requested SFI contribution (direct costs) to the Research Centre budget separated into staff, equipment, materials and travel.

|  |
| --- |
| **REQUESTED SFI CONTRIBUTION: RESEARCH CENTRE BUDGET** |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Total** |
| Staff |  |  |  |  |  |  | - |
| Equipment |  |  |  |  |  |  | - |
| Materials |  |  |  |  |  |  | - |
| Travel |  |  |  |  |  |  | - |
| **Total Direct Costs** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |

**Requested SFI Contribution – budget summary for Operations, Platform and Spokes**

* Provide a budget summary of the requested SFI contribution (direct costs) for the Centre Operations, Platform Research and each Targeted Project in the Research Centre.**SFI reserves the right to request more detailed budgets for the items listed below.**

|  |
| --- |
| **REQUESTED SFI CONTRIBUTION: OPERATIONS, PLATFORM, SPOKES BUDGET** |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Total** |
| Operations |  |  |  |  |  |  | **-** |
| Platform |  |  |  |  |  |  | **-** |
| Targeted Project 1 |  |  |  |  |  |  | **-** |
| Targeted Project 2 |  |  |  |  |  |  | **-** |
| Targeted Project 3 |  |  |  |  |  |  | **-** |
| Targeted Project 4 |  |  |  |  |  |  | **-** |
| Targeted Project 5 |  |  |  |  |  |  | **-** |
| Targeted Project 6 |  |  |  |  |  |  | **-** |
| Targeted Project 7 |  |  |  |  |  |  | **-** |
| Targeted Project 8 |  |  |  |  |  |  | **-** |
| Targeted Project 9 |  |  |  |  |  |  | **-** |
| Targeted Project 10 |  |  |  |  |  |  | **-** |
| **Total Direct Costs** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |

**Total Centre Budget Summary**

* Provide a summary of the total Centre Budget inclusive of the following:
	+ Requested SFI contribution (direct costs)
	+ Projected (high-level) industry financial contributions to the Centre, both cash (direct costs) and in-kind (e.g. staff, equipment, other)
	+ A high-level breakdown of the projected cash contributions (direct costs) from non-exchequer, non-commercial sources

|  |
| --- |
| **Total centre budget summary** |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** | **Total** |
| **Requested SFI Contribution** |  |  |  |  |  |  |  |
| **Industry Cash Contribution** |  |  |  |  |  |  | - |
| **Industry In-Kind Contribution** |  |  |  |  |  |  | - |
| **Contribution from Non-Exchequer, Non-Commercial sources** |  |  |  |  |  |  | - |
| **Total Centre Budget** | **-** | **-** | **-** | **-** | **-** | **-** | **-** |

1. Good Research Practice Statement

**Max. 1 page**

Please submit a Good Research Practice Statement (max. 1 page) as part of your Phase 2 Proposal. This should be included as an appendix to the proposal document.

Good research practices are founded on the fundamental principles of research integrity. As such, applicants should consider how they will support good research practices in their centre through training, supervision and mentoring, research protocols, data practices and management (cross reference can be made to the Data Management Plan), collaborative working and publication/dissemination, and outline these supports in a short statement (max. 1 page) as part of their Phase 2 proposal.

Please consult with the National Policy Statement on Ensuring Research Integrity in Ireland[[2]](#footnote-2) and the European Code of Conduct for Research Integrity[[3]](#footnote-3) when preparing this statement.

1. Data Management Plan

**Max. 2 pages**

Please provided a Data Management Plan (max. 2 pages) as part of your Phase 2 proposal with consideration to the guidance below. This plan should be included as an appendix to the proposal document.

*Core requirements for research data management*

Good data management is fundamental to all stages of the research process and a plan to support it is best established at the outset.

Good data management is a key component in ensuring that data is accessible and reusable; it supports high quality research and safeguards good research practices.

Ultimately, good data management supports the long-term preservation of data.

The following is a non-exhaustive list to consider when preparing your Data Management Plan (DMP). These points have been adapted from **Science Europe working guidelines**.[[4]](#footnote-4)

1. Data description and collection/ reuse of existing data
2. Documentation and data quality
3. Storage and back-up
4. Ethics and legal compliance, codes of conducts
5. Data sharing and long-term preservation

When preparing your DMP, you may not necessarily have to consider each of the above topics in detail. Furthermore, it may be helpful to refer to relevant policies made available by your Research Body or to domain specific protocols broadly accepted by researchers in their field/community.

Finally, you may wish to consult with the **FAIR**[[5]](#footnote-5) principles of data management.

1. https://enterprise.gov.ie/en/Publications/National-Policy-Statement-on-Entrepreneurship-in-Ireland-2014.html [↑](#footnote-ref-1)
2. <http://www.iua.ie/wp-content/uploads/2014/06/National-Policy-Statement-on-Ensuring-Research-Integrity-in-Ireland-2014.pdf> [↑](#footnote-ref-2)
3. <http://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf> [↑](#footnote-ref-3)
4. <http://www.scienceeurope.org/wp-content/uploads/2018/01/SE_Guidance_Document_RDMPs.pdf> [↑](#footnote-ref-4)
5. <https://www.go-fair.org/fair-principles/> [↑](#footnote-ref-5)