

# CAREER-FIT PLUS

## CAREER DEVELOPMENT FELLOWSHIPS IN THE NATIONAL TECHNOLOGY CENTRE AND TECHNOLOGY GATEWAY PROGRAMMES

### Guide for Applicants



This project has received funding  
from the European Union's Horizon  
2020 research and innovation  
programme under the Marie  
Skłodowska-Curie grant agreement  
No 847402



## **1) PURPOSE OF THE GUIDE FOR APPLICANTS**

This guide provides practical information to potential applicants in preparing and submitting an application for Career-FIT PLUS, co-funded by Marie Skłodowska-Curie Actions. In addition, it provides a general overview of the applicable evaluation process.

Career-FIT PLUS fellowships are governed by the particular Terms and Conditions underlying the fellowship, and the Award Acceptance Form. The contents of this Guide are for general information purposes and the assistance of applicants. In the event of any discrepancy arising between this Guide and the Terms and Conditions/Acceptance Form, the latter will prevail.

Applicants are therefore strongly recommended to familiarise themselves fully with the Terms and Conditions of the scheme and to read carefully any Frequently Asked Questions (FAQ) before completing and submitting their applications.

Enterprise Ireland reserves the right to revise this Guide.

Please note that definitions of terms used in this Guide are as per the Terms and Conditions of the scheme.

## **2) INTRODUCTION TO ENTERPRISE IRELAND**

Enterprise Ireland is the government organisation responsible for the development and growth of Irish enterprises in world markets. We work in partnership with Irish enterprises to help them start, innovate, scale and win export sales in global markets. In this way, we support sustainable economic growth, regional development and secure employment.

We offer leadership, competitiveness, innovation, networking and financial supports made to match ambition at every stage of company development.

Enterprise Ireland also has the mandate to drive collaboration and commercialisation of state- and European funded research.

We have over 32 international offices and 10 offices throughout Ireland.

Enterprise Ireland client companies employ more than 200,000 people and their exports reached a record €26bn in 2018.

## **3) PURPOSE OF THE PROGRAMME**

Enterprise Ireland has been awarded “Career-FIT PLUS” by the European Commission under the Marie Skłodowska-Curie Actions to co-fund Career Development Fellowships in the National Technology Centre and Technology Gateways Programmes.

Career-FIT PLUS aims to enhance the training and mobility of Experienced Researchers (ERs) through the undertaking of individually-driven, industry-focused research training projects which will be interdisciplinary and focused on the domain areas of the eligible Technology Centres and Technology Gateways in Ireland.

Career-FIT Fellows will benefit from:

- **International mobility** – Experienced Researchers of any nationality who have not resided or carried out their main activity in Ireland for more than 12 months in the three years prior to the Call deadline are eligible to apply and, if successful will gain experience in a different innovation eco-system, broaden their professional networks, acquire new skills/experiences, and develop and grow on a personal level.
- **Intersectoral exposure** – Based on previous experience, most of the applicants' research experience will have been accumulated in an academic setting. The strong enterprise links and mandatory industry secondment in the Career-FIT PLUS fellowships will present them with the most significant intersectoral exposure to date in their careers.
- **Interdisciplinarity** – Technology Centres and Gateways will provide the fellows with the unique opportunity to work in interdisciplinary innovation teams.

Two Calls for Proposals will be launched under the programme, with the objective to recruit 50 Fellows in total.

The Career-FIT PLUS fellows will be employed by the eligible host institutions for a period of 36 months, including a mandatory secondment of up to 12 months to the partner companies.

Companies of all sizes are affiliated with the Technology Centres / Gateways.

<b>Call 1 IMPORTANT DATES</b>	
<b>Application deadline</b>	<b>15:00 (Irish time), 19<sup>th</sup> December 2019</b>
Research Office endorsement deadline	15:00 (Irish time), 14 <sup>th</sup> January 2020
Eligibility check	January 2020
Evaluation of eligible applications	February 2020
Outcome of evaluation	March 2020
Supporting documents check and Contracts signature	April – May 2020
Fellowships start date	By 1 <sup>st</sup> July 2020

#### **4) THINKING ABOUT APPLYING**

Before starting an application, potential applicants should read the Terms and Conditions carefully and determine their eligibility.

Each applicant is solely responsible for determining their eligibility. EI is not in the position to confirm eligibility of applicants during the application process. As stated in the Terms and Conditions, EI will request documentary evidence to support the eligibility check.

Applications will also be deemed ineligible and will not be considered for funding if:

- the applicant does not meet the scheme's eligibility criteria, as outlined in the Terms and Conditions (including but not limited to the applicant's experienced researcher status, mobility and English language competency requirements);

- the proposed host institution/Technology Centre or Gateway/partner company is not eligible as defined in the Terms and Conditions;
- the applicant submits more than one application;
- an application has not been submitted via the online application system (Smart Simple);
- an application is late or otherwise submitted subsequent to the advertised applicant closing date of 15:00 (Irish time) 19<sup>th</sup> December 2019;
- an application does not have all the required participant forms (academic mentor, secondment mentor, two referee statements) completed in full, and submitted via the Smart Simple system only by the deadline of 15:00 (Irish time) 19<sup>th</sup> December 2019. No hardcopies or email forms will be accepted;
- an application is incomplete;
- an application exceeds the word/page limits;
- an application is not in English;
- an application includes additional materials other than those requested;
- an application includes materials in a format other than as requested (PDF format must be used);
- the research project as proposed in the application form has previously been funded in full or in part, by EI or by another funding agency/department;
- the application is not endorsed by the applicant's proposed host institution (by the Vice-President/Dean of Research or by their nominees authorised by the VP/Dean of Research only) via the Smart Simple system by the deadline of 15:00 (Irish time) 14<sup>th</sup> January 2020;
- the ethics issues table/statement has not been filled in/ticked;
- canvassing on behalf of applicants occurs.

If you have any questions regarding the application process, please address them to the Research Office (RO) in your proposed host institution. If the RO is unable to answer your query, they should send the query to the Career-FIT PLUS team via email: [careerfit@enterpriseireland.com](mailto:careerfit@enterpriseireland.com). The Frequently Asked Questions (FAQs) section on the Career-FIT PLUS website will be updated accordingly.

After you have familiarized yourself with the Terms and Conditions and confirmed your eligibility, we recommend that you follow the following steps:

- **Identify suitable research project topic**

Applications can be made in any discipline as long as the proposed research topic falls under the overarching theme of the scheme as outlined in the call documentation. In particular, applications of an interdisciplinary nature that cross boundaries between different fields of research, pioneering proposals addressing new and emerging fields of research, proposals introducing unconventional, innovative approaches and scientific inventions are welcomed. EI is not in a position to advise on suitability of research topics or to comment on the content of applications.

- **Confirm support from your proposed academic mentor**

Prior to creating an application, applicants need to contact and discuss their fellowship application with their proposed academic mentor. You should not add a proposed 'Academic Mentor' to your application if you did not discuss your fellowship proposal with him/her and if s/he did not explicitly agree to support your application. It is the responsibility of each applicant to identify a suitable academic mentor; EI is not in a position to recommend academic mentors. Please see the Terms and Conditions for requirements applicable to academic mentors and host institutions.

- **Confirm support of your proposed partner company and secondment mentor**

Prior to creating an application, applicants need to contact and discuss their fellowship application with their proposed secondment mentor. It is the responsibility of each applicant (with the advice of the chosen academic mentor) to identify a suitable partner company and secondment mentor. Please note that EI is not in a position to recommend individual secondment mentors. Applicants are advised to ensure that their proposed host organisations familiarise themselves with the Terms and Conditions of the scheme, in particular with requirements applicable to hosting the fellow and the requirement to sign an agreement including, among other, clauses pertaining to conditions of the fellow's secondment, confidentiality, intellectual property rights etc. Contact with the proposed host organisations should be made early in the application process to ensure that mentors who are not currently registered in the Smart Simple online application system can do so well in advance of the application deadline.

- **Contact the Research Office (RO) of proposed host institution**

Applicants should contact the Research Office (i.e. the office of the VicePresident/Dean of Research/Head of Development, as applicable) in their proposed host institution for information and clarification on the call and for institutional proposal preparation support. The Research Office (RO) will be required to submit their endorsement decision in relation to an application once it has been submitted. It is highly recommended that applicants contact the RO of their proposed host institution as soon as they decide to apply for a Career-FIT PLUS fellowship and identify a suitable academic mentor. Applications that are not endorsed by the RO of the proposed home host organisation by the relevant deadline will automatically be deemed ineligible.

- **Contact proposed referees**

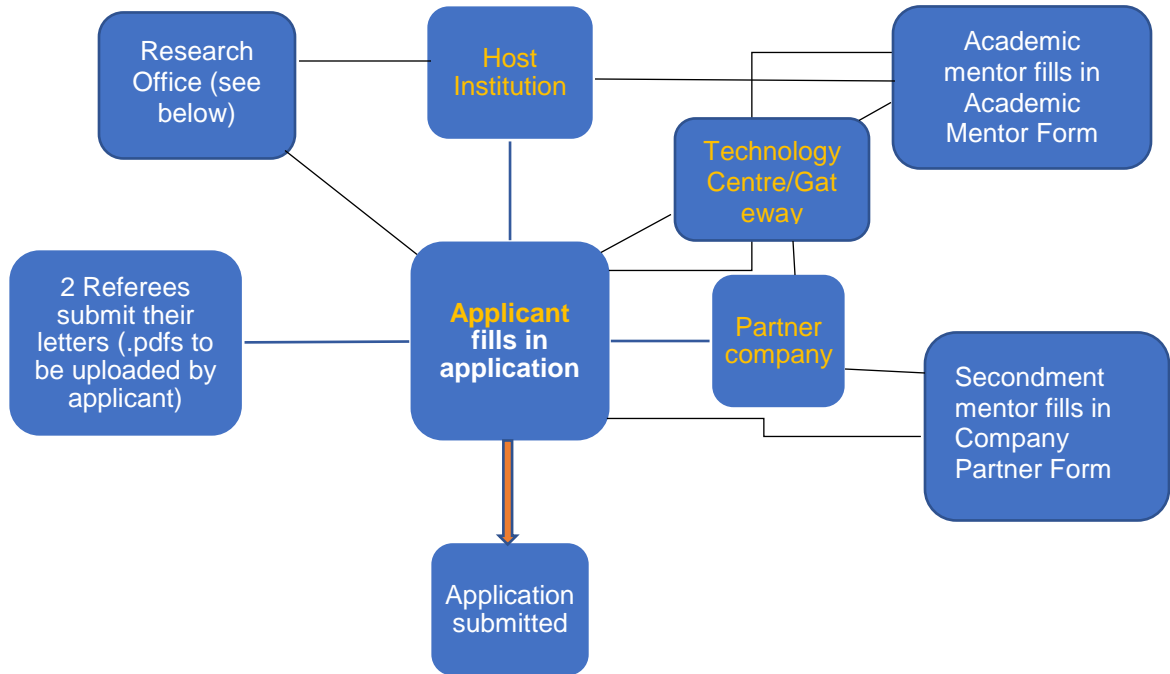
All applications require two referee statements that will have to be uploaded by the applicants themselves. Applicants should identify and approach referees well in advance of the relevant deadline. Referees should know applicants sufficiently well to provide a character reference. Note that proposed mentors (academic mentor and secondment mentor) may not act as referees for an application.

Important note regarding application deadline:

The call will close automatically **at 15:00 (Irish time) on 19<sup>th</sup> December 2019** and applications not received (in full) by Smart Simple by this deadline will be ineligible. EI encourages the submission of applications well in advance of the closing date for the competition, as on the day that the call closes there will be heavy traffic on the server, which may slow down the submission of an application. To prevent problems with heavy server traffic, do not wait until the final day of the call to submit your application.

## 5) PROPOSAL PREPARATION PROCESS

Career-FIT PLUS fellowship applications will involve mentors and host organisations, but they are individual awards made to fellowship applicants. Applicants will need to liaise with their proposed mentors and host organisations during the proposal preparation process, as is illustrated below.



-----by 19<sup>th</sup> December 2019, 3 pm (Irish time)-----



RO endorses the application ✓

-----by 14<sup>th</sup> January 2020, 3 pm (Irish time)-----

**Important note:**

The overall responsibility for the proposal preparation, for timely completion of all steps of the application process, and for compliance with the Terms and Conditions lies with the applicant. It is the applicant’s responsibility to make sure that all the pieces of the applications are fully completed and uploaded on the system.

The entire application process is online via a web-based Smart Simple application system.

It is essential that the participants nominated in an application will be available to complete their respective forms prior to the call deadline. Submission of these forms is an integral part of a fully completed application and failure to submit these forms by the relevant deadline will result in the application being deemed ineligible.

Academic and secondment mentors are notified by Smart Simple once they are added to an application. However, it is the applicant’s responsibility to follow-up with them and ensure that they fill in their part appropriately.

Once the application is submitted, it is received by the proposed host institution and it is then locked for review.

The final step in the application process is the institutional endorsement. Applications that are not endorsed on behalf of the proposed host institution by the office of the Vice-President/ Dean of Research / Head of Development (as applicable) will be deemed ineligible. Please note that only applications that received all participant forms as applicable by the 19<sup>th</sup> December deadline will be available in Smart Simple to the responsible Research Officer of the proposed host institution for endorsement. If an application does not receive institutional endorsement by the relevant deadline or where institutional endorsement is declined, such applications will automatically be deemed ineligible. By endorsing an application, the relevant office in the proposed host institution is confirming that the organisation supports the application and is willing to employ the applicant for the duration of the fellowship. Institutional endorsement may be declined where the host institution identifies significant shortcomings in an application such as non-compliance with the applicable internal or external rules and requirements, including but not limited to institutional research ethics policy and where non-compliance with the Terms and Conditions of the scheme is identified at this stage. Should the Research Office identify a minor shortcoming in an application at this stage of the process, it will be possible for the Research Office to send the application back for review to the applicant. Applicants will then have the option to make the requested small adjustment and then submit the application again. As the deadline for institutional endorsement will remain at 15:00 (Irish time) on 14<sup>th</sup> January 2020, however, it is strongly recommended that, after making the adjustments and re-submitting the application, applicants contact the Research Office to ensure that their application receive the institutional endorsement by the deadline.

## **6) EVALUATION PROCEDURE**

All applications will be first reviewed for eligibility and adherence to the Terms and Conditions of the scheme. Relevant checks will be performed by the Career-FIT PLUS team in EI and documentary evidence as appropriate may be requested from applicants during this stage.

A two-step assessment process will be in place thereafter. In the first step, eligible applications will be evaluated remotely by the Outer International Assessment Board (Outer IAB). Each application will be evaluated by three independent, international expert assessors who will each submit their qualitative and quantitative evaluation. The applications will then be ranked.

In the second step, applications will be assessed by the Inner International Assessment Board (Inner IAB) meeting in Dublin. All applications that pass the applicable threshold for progression to the second stage of the assessment process will be assessed by two independent, international reviewers who then discuss the applications at the Inner IAB meeting. The primary responsibility of the Inner IAB is to determine the final ranking of the applications referred to it make final recommendations to EI in line with the published evaluation criteria.

In both steps of the assessment process, applications will be assessed solely on the basis of the material available to EI at the time of the application deadline. Additional documentation or proposal amendments cannot be accepted after the deadline.

To allocate applications to international expert evaluators for assessment, EI will use information provided by applicants in the application form, in particular the 'Primary area', 'Discipline' and 'key words'.

Please note that while the Outer IAB members may be more familiar with your specific research field, the Inner IAB will be made up of representatives with significant overarching experience who will have a general understanding of your research field. Thus, it is important that you write your application so that both Outer and Inner IAB members can clearly understand the research proposed therein and form a fair evaluation and assessment of whether it is of an appropriate standard to recommend to EI for funding under the scheme.

Applications are assessed under three evaluation criteria:

- Excellence (weighting 50%);
- Impact (weighting 30%);
- Implementation (weighting 20%).

Evaluators will give scores between 0 and 5 to each criterion.

Interpretation of the scores is as follows:

0	The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information
1	Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.
2	Fair. The proposal broadly addresses the criterion, but there are significant weaknesses.
3	Good. The proposal addresses the criterion well, but a number of shortcomings are present.
4	Very good. The proposal addresses the criterion very well, but a small number of shortcomings are present.
5	Excellent. The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

The threshold for progressing to the second step of the evaluation process is 70%, and the threshold must be passed for each criterion.

In the event of a tie, ex-equo priorities for ranking applications are set out in the table below:

Selection criterion	Threshold	Weighting	Priority
Track record / Research potential of the applicant	4	35%	1
Training and career development aspects and impact of the fellowship	3	25%	2
Quality of the work programme	3	20%	3
Quality of the host organisations, mentors and fellowship support arrangements	3	20%	4

In line with the H2020 Widening Participation objectives, the next level of ex-equo will be where the applicant a national of a "widening" country. These countries are:



- EU Member States: Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia and Slovenia;
- Associated Countries: Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, North Macedonia, Georgia, Moldova, Montenegro, Serbia, Tunisia, Turkey and Ukraine.

For each criterion, a set of sub-criteria are provided to assist the experts in judging the quality and completeness of information for that particular criterion in the application. The sub-criteria are provided in the table below:

<b><i>Track Record /Research Potential of the Applicant (35 marks)</i></b>	<b><i>Training &amp; Career Development Aspects &amp; Impact of the Fellowship (25 marks)</i></b>	<b><i>Quality of the Research Programme (20 marks)</i></b>	<b><i>Quality of the Host Organisation &amp; Mentor(s) (20 marks)</i></b>
Research experience (based on their scientific CV and excluding any career breaks), <b>including trans-national mobility, inter-sectoral mobility, scientific/practical/ management experience.</b>	Clarity and quality of objectives in the applicant's career development.	Research/technological quality, <b>including any interdisciplinary and multidisciplinary</b> aspects of the proposal.	Suitability and Quality of the Host Organisation: research reputation of the mentor (including scientific record or other); equipment and facilities; (inter)national linkages with appropriate partners.
Research results (publications record, invited contributions, patents, teaching, etc. in relation to the level of research experience.	<b>Impact of the proposed fellowship on the applicant's career path:</b> potential to acquire competencies that improve the prospects of taking their skills from academia to industry, reaching and/or reinforcing a position of professional maturity, diversity and independence.	Alignment of the research with <b>market focused applied research mission of Technology Centre/Gateway</b>	Host expertise in developing experienced researchers in the field; capacity to provide mentoring, and their <b>ability to facilitate the activities specified in the applicant's career development and training plan.</b>
Evidence of independent thinking, engaged scholarship and leadership qualities.	<b>Potential acquisition of new scientific and transferable skills. Aspects of the proposed fellowship that allow the fellow to gain skills relevant to employment outside the traditional academic sector.</b>	Originality (relationship to the 'state-of -the-art') and innovative nature of the project.	Ability of Host Organisation to allow full implementation of all aspects of the fellowship, such as the provision of all necessary facilities for the fellow to carry out the project.
Match between the researcher's profile and the Host proposed project.		Suitability of the proposed methodology and approach for the project, including the clarity of short and long term scientific /technological objectives.	Ability of Host Organisation to assist the fellow in integrating in their new research environment.

## 7) RESULTS NOTIFICATION AND FEEDBACK

Once the assessment process is complete, applicants will be informed of the outcome by email and the status of their application will be updated on Smart Simple.

EI Career-FIT PLUS team members are precluded from discussing the results of the competition over the telephone or discussing the outcome of individual applications via email or post.

Feedback to candidates will consist of the score that the International Assessment Board assigned to the application and the decision in relation to funding. Additional feedback will not be provided beyond that which is provided with the assessment result.

Please note that this decision is final and that no correspondence will be undertaken in relation to individual assessments or scoring. Under no circumstance will feedback provided by EI compromise the confidentiality of a reference submitted.

Once recommended for funding, the status of successful applications in the online system will change to 'conditional award'. EI will issue a Letter of Offer and an Award Acceptance Form outlining the approved fellowship budget for the award to the successful applicants. Each award is made subject to the terms of the Letter of Offer, the application, the approved budget, and the Terms and Conditions of the Scheme.

The conditional offer is subject to full and timely (i.e. by the set deadline) receipt of the following:

- Award Acceptance Form must be returned to EI and fully signed by the successful applicant, the academic mentor, and secondment mentor;
- Any other documentation specified in the Letter of Offer (including but not limited to academic transcripts and documentation required in relation to mobility rules) is supplied to EI;
- A copy of a fully signed agreement between the host institution and the partner company (as specified in the Terms and Conditions) is provided to EI.

Once it is established by EI that the applicable conditions have been met, the award will be confirmed and the fellowship can commence on the approved fellowship start date and in any case by 1<sup>st</sup> July 2020.

## 8) GUIDANCE ON SELECTED SECTIONS OF THE APPLICATION FORM

The application form is structured in a number of tabs. Most of the information is to be entered as text directly into the online application form; some of the questions will ask you to upload material in pdf format.

- Academic qualifications

Applicants with degrees awarded in countries other than the Republic of Ireland will need to establish equivalency of such degrees to awards existing within the [Irish National Framework of Qualifications](#) (NFQ). Applicants will be asked to indicate the corresponding NFQ level and award type in the application form. Online resources are available to support applicants in this process, such as the Foreign Qualifications Database available at the Quality Qualifications Ireland/[NARIC Ireland website](#) or a referencing document with comparison of the NFQ with the European

Qualifications Framework for Lifelong Learning. Applicants might also seek advice from the International Office (or relevant) of the higher education institution which awarded the concerned degree, or from the International Office (or relevant) of their proposed host institution.

Examination results, qualification names and other information entered into the application form must correspond exactly with information provided on relevant official transcripts/parchments/diploma supplements; in particular applicants should not convert examination results into another grading system such as for example GPA. Successful applicants will be required to provide official certified transcripts / parchments / diploma supplements before awards are confirmed. If the language of a transcript/parchment/diploma supplement is not English, successful applicants will be required to provide an English translation.

In case of discrepancies between results provided in the application form and those on an official document, offers of awards may be withdrawn.

If the language of a transcript/parchment/diploma supplement is not English, the name of the degree and overall result if expressed verbally/in non-numerical format (such as, for example, “mention très honorable avec félicitations du jury” or “отлично/otlichno”) must be provided in the language of the transcript/parchment/diploma supplement as well as in English. It is not sufficient to provide only English translation/equivalent of the name of the degree or result.

- English language competency

Career-FIT PLUS fellows must be able to communicate to the requisite standard through the English language. A statement confirming same by the host institution will be required as part of the endorsement of the application.

As a guide, the minimum expected level of English language competency is level C1 on the [Common European Framework of Reference for Languages](#) (CEFR) scale. Applicants need to undertake a self-assessment of their English language competency using the framework before completing the application form.

If English is your second/additional language and you have undertaken an internationally recognized English language exam/test (including but not limited to TOEFL, IELTS or PTE), you can provide details of your exam/test in the application form. Please note that EI will request evidence of your exam/test result after the application deadline. Applicants should therefore only include information about such English language exams/tests for which they can provide the relevant documentary evidence. In case of discrepancies between exam/test results provided in the application form and those on an official document, or where applicants are unable to provide the relevant documentary evidence if required by EI, offers of awards may be withdrawn.

- Fellowship proposal abstract and Lay abstract of research project

Applicants will be required to provide an abstract of their fellowship proposal (to include research as well as career development and training aspects of the proposed fellowship) and a lay abstract of proposed research.

It is important to note differences between the two abstracts, in particular that the former is to cover all key aspects of the proposal while the latter should be formulated for the purposes of non-expert audiences and should focus solely on the proposed research.

- Schedule and Gantt chart

A project plan should include deliverables and milestones for completion of the proposed fellowship, including dissemination and implementation of the proposed Career Training and Development Plan and Community Outreach Plan. Applicants also need to outline risks that might endanger reaching these milestones and deliverables, and a contingency plan to be put in place in order to mitigate these risks.

Applicants are required to upload a Gantt Chart which should include the following:

Secondment, important research deliverables and milestones, important career training and development milestones, important dissemination deliverables and milestones, important community outreach deliverables and milestones.

The schedule should be in terms of the number of months elapsed from the start of the fellowship.

- Reasons for choosing the proposed mentors and host organisations

Content of these sections should be relevant to the proposed fellowship and to the applicant's specific circumstances. Information provided by applicants in these sections will be used by international expert evaluators in assessing the appropriateness of the proposed institutional environment.

Applicants should address institutional environment at the level of the relevant organisational unit/team/research group, as appropriate. General statements should be avoided.

- Career training and development plan

A career training and development plan is a key component of a Career-FIT PLUS fellowship application. It should present your mid-term goals and long-term career objectives and how a Career-FIT PLUS fellowship will help to achieve these goals.

Applicants should provide a description of plans for the acquisition of new knowledge and skills.

Applicants should also detail how the fellowship will enable the acquisition of skills relevant to employment outside the traditional academic sector.

An outline of how the fellowship will enable the applicant to acquire competencies that improve the prospects of reinforcing a position of professional maturity, diversity and independence should also be included.

- Ethical statement

Applicants are required to carefully consider the ethical implications of their proposed research project. This section includes a thorough check-list that the applicant will have to fill.

We recommend that you read the [Horizon 2020 Programme Guidance "How to complete your ethics self-assessment"](#) fully before tackling this section of the application.

Applicants should also consult with the proposed host institution regarding the relevant institutional process and ensure that it will meet the Career-FIT PLUS requirements. When an ethical approval from the relevant Ethical review committee is required, a copy of the report will have to be received by EI before activities for which ethical approval is required commence but no later than three months after the start of the fellowship.

- Sex/gender dimension statement

Applicants are required to give careful consideration to whether there is a potential biological sex and/or gender dimension that may arise in the course of their research project.

In order to help you fill this part, please use the dedicated page as a guide; <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq/977>

- Personal statement

Applicants are expected to demonstrate their suitability to receive a Career-FIT PLUS fellowship, in particular how this is the appropriate next step in their career.

It is important also to outline how the applicant will maximise the benefit of the tripartite structure of the fellowship as well as the international, intersectoral and interdisciplinary dimension.

This section also provides the opportunity for the applicant to provide any additional, relevant information.

- Indicative budget

Career-FIT PLUS fellowship awards will include an allocation for eligible direct research, training and networking expenses in the amount of €9,600 per year.

Applicants are required to outline in their application how they plan to use this allowance for the implementation of their fellowship.

The following funding categories are eligible:

- a) Essential research supplies such as small consumables
- b) Pay as you go access to national research infrastructure
- c) Software and hardware critical for the proposed research [to be purchased in the first year of the fellowship exclusively. Note that laptop/desktop computer purchase is capped at €1,500]
- d) Archival research costs
- e) Conference travel and participation [only conference-related travel costs should be included in this category. Travel costs related to other fellowship activities should be categorized under other headings (for example under “archival research costs” if related to travel to archives, under “generic and/or specific disciplinary skills training” if related to training, or under “other costs”)].
- f) Generic and/or specialist disciplinary skills training
- g) Dissemination
- h) Community outreach
- i) Other costs

Applicants should indicate the total amount to be requested across the lifetime of the award. An appropriately itemized budget is required (for example the cost and justification for individual pieces of computer equipment and software should be listed separately while small consumables such as general lab or stationery supplies should be grouped).

In line with the Career-FIT PLUS training and career development objectives, items e) and f) above should amount to €4,800 per year combinedly (€14,400 for the three years).

Ineligible costs:

Membership fees are not an eligible cost.

Subsistence/per diem rates are not an eligible cost.

Living expenses (e.g. rent, food and phone) are ineligible.

Travel not related to/included in the above funding categories is not eligible.

Apart from hardware critical for implementation of the proposed fellowship, funds may not be used to purchase capital items.

Stipends for students and salary for research assistants or similar are not eligible costs. No student/staff costs can be covered from the allocation for eligible direct research expenses.

## APPENDIX I

Enterprise Ireland's Career-FIT PLUS programme is open to all disciplines (with the exception of the prohibited ones in the Terms & Conditions).

Applicants are required to indicate the 'primary area', 'discipline' and 'other research area' under which their proposed research project fits.

If the proposed research is interdisciplinary, applicants should indicate this by categorising their research via the drop-down menus provided and then by using the 'second categorisation if interdisciplinary' free form box in the application form. For the first categorisation, please select the primary area, discipline and other research area with which the research is most closely associated. The second categorisation should also be provided on the basis of the primary areas, disciplines and other research areas provided below.

Applicants are required to select a primary area from the following defined list:

- Biological Sciences A
- Biological Sciences B
- Chemistry
- Computer Science
- Earth and Environmental Sciences
- Engineering
- Mathematics
- Physics
- Study of the Human Past
- Cultures and Cultural Production
- Individuals, Institutions, Markets, Values, Behaviour the Mind and Environment

Under each primary area there is a defined list of disciplines from which to select. Applicants should choose the discipline that most closely matches his/her proposed research. In considering the selection, the applicant should consider the methodology and techniques used in the research project.

An indicative non-exhaustive list of typical other research areas is also provided under the primary areas and disciplines in order to further categorise the research and aid in the selection of peer-reviewers. In the application form this is a free text box. So if you don't see an 'Other Research Area' which you feel matches your particular area, then please type in what you feel is an accurate descriptor for your research area.

## **APPENDIX II**

### **List of eligible host institutions:**

Athlone Institute of Technology  
Cork Institute of Technology  
Dublin City University  
Galway-Mayo Institute of Technology  
Irish Manufacturing Research  
Institute of Technology, Carlow  
Institute of Technology, Sligo  
Institute of Technology, Tralee  
Letterkenny Institute of Technology  
Limerick Institute of Technology  
Maynooth University  
National University of Ireland Galway  
Teagasc - the Agriculture and Food Development Authority  
Technological University Dublin  
University College Cork  
University College Dublin  
University of Dublin, Trinity College  
University of Limerick  
Waterford Institute of Technology