Career-FIT

Career Development Fellowships in the National Technology Centre Programme

Career-FIT is a new trans-national scheme that offers an opportunity for experienced researchers to develop their careers in market focused applied research in Ireland's Technology Centres, with an enterprise secondment (6-12 months) during the Fellowship (36 months). Covering a wide range of academic and industry areas aligned with Ireland's Smart Specialisation Strategy, the 15 Technology Centres were established to encourage greater efficiency in the interaction between researchers, industry, and the public sector, in research that promotes economic growth by its direct relevance to industry agendas. Each multidisciplinary Centre offers excellent facilities and equipment for Fellow use: experienced scientific staff to support the Fellow's research and extensive enterprise relationships on which market focused applied research can be progressed.

Guide for Applicants

2018 CALL

Important dates

2018 INDICATIVE CALL SCHEDULE	
APPLICANT deadline	17.00 CET 30 APRIL 2018
Referee, academic (and secondment) mentor deadline	17.00 CET 7 MAY 2018
Research office endorsement deadline	17.00 CET 14 MAY 2018
"Time of recruitment"	31 JULY 2018
Call outcome	AUGUST 2018
Deadline for submission of host organisation agreements	17:00 CET 30 OCTOBER 2018
Fellowship start date	1 FEBRUARY 2019

Contents

1. Definitions

1.1 **Academic mentor** shall mean the person or persons responsible for supporting and mentoring the fellow and ensuring the academic quality of the research produced under the fellowship. An academic mentor at a host institution is permitted to support more than one fellow under the CAREER-FIT fellowships available in the call.

1.2 **Associated country** (AC) shall mean a country which is not a European Union (EU) member state and which is associated with Horizon 2020. A list of ACs is published by the European Commission and is available online at
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf.

1.3 **CAREER-FIT** is the project title for the Enterprise Ireland Career Development Fellowships in the National Technology Centre Programme, co-funded by Marie Skłodowska-Curie Actions. This project has received funding from the European Union's Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No: 713654.

1.4 **EI** shall mean Enterprise Ireland.

1.5 **Experienced researcher** is a person in possession of a doctoral degree or a person with at least four years of full-time equivalent research experience at the time of recruitment.

1.6 **Fellow or CAREER-FIT fellow** shall mean the person awarded a CAREER-FIT fellowship. CAREER-FIT fellows will be 'Marie Skłodowska-Curie fellows'.

1.7 **Fellowship** or **CAREER-FIT fellowship** shall mean the Enterprise Ireland CAREER-FIT Career Development Fellowships in the National Technology Centre Programme, co-funded by Marie Skłodowska-Curie Actions as outlined in the Letter of Offer.

1.8 **Fellowship fund** shall mean the funding for the fellowship.

1.9 **Full-time equivalent research experience** is measured from the date when a researcher obtained the degree which would formally entitle him or her to embark on a doctorate.

1.10 **Funding term** shall mean the period between the official start date and agreed end date of the fellowship.

1.11 **Higher Education Institution (HEI)** For the purpose of these fellowships, a HEI in Ireland (as defined in clause 1.14) must be: within the meaning of Section One of the Higher Education Authority Act, 1971; and/or approved for the purposes of the Free Fees Initiative; and/or in receipt of some other form of public funding from the Department of Education and Skills. A list of eligible Irish HEIs is provided on Enterprise Ireland's website.

1.12 **Host institution** shall mean the recognised HEI in Ireland or Research Performing Organisation (RPO, as defined in clause 1.17) which will be employing the fellow for the entire duration of the fellowship and where the fellowship will be held.

1.13 **Host organisation** shall refer collectively to any host organization or any company partner.

1.14 **Ireland** shall for the purpose of the scheme mean the Republic of Ireland.

1.15 **Company partner** shall mean a client company. A company partner is permitted to support more than one fellow under the CAREER-FIT fellowships, as long as it has the capacity and infrastructure required to support the relevant research work and to provide training to more than one fellow should more than one proposal be successful.

1.16 **Research Executive Agency (REA)** is a funding body created by the European Commission. REA manages a large share of Horizon 2020, including Marie Skłodowska-Curie Actions.

1.17 **Research performing organisation** (RPO) For the purposes of CAREER-FIT fellowships, an eligible RPO in Ireland (as defined in clause 1.14) is one that possesses an existing in-house capacity to carry out research that materially extends and enhances the Irish research base.

1.18 **Research project** shall mean the research work proposed by the fellow in their CAREER-FIT application and approved by Enterprise Ireland.

1.19 **Secondment** shall mean a temporary assignment of the fellow to the company partner as approved by Enterprise Ireland, to engage in the fellowship research and career and training development activities while embedded within there. Secondments are subject to mobility requirements as specified in Clause 4.5.

1.20 **Company mentor** shall mean the person or persons designated by the company partner as being responsible for supporting and mentoring the fellow in relation to the company involvement in the fellowship.

1.21 **Time of recruitment** shall mean the deadline by which the Evaluation Board approves the final ranking list. For the 2018 CAREER-FIT call this date is 31 JULY 2018.

2. PURPOSE OF THE GUIDE FOR APPLICANTS

This guide provides practical information to potential applicants in preparing and submitting an application for CAREER-FIT - Career Development Fellowships in the National Technology Centre Programme which is a co-funded Marie Skłodowska-Curie Action (thereafter "CAREER-FIT"). In addition, it provides a general overview of the applicable assessment process.

CAREER-FIT 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 also to read carefully the Frequently Asked Questions (FAQ) before completing and submitting 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.

A guide on using the online application system (OLS) will be provided as a separate document.

3. INTRODUCTION TO ENTERPRISE IRELAND

Enterprise Ireland is a national industrial development agency with a mission that targets developing people and their capability for driving enterprise growth. At the end of 2016 there were 201,108 people employed in our client companies, which support almost 375,000 jobs in direct and indirect employment all over Ireland. Enterprise Ireland has 800 staff, a yearly operating budget of over €200 million, and has 32 overseas offices providing export access to 60 countries globally.

Traditionally capability and competency development has focused on leadership and international sales with programmes involving academic and enterprise collaboration. In its new strategy (2017-2020) the agency is about inspiring and driving Irish Enterprise to 'Build Scale and Expand Reach'. This is achieved by addressing the need for greater scale across Irish Enterprise by driving innovation in Irish enterprise, improving the competitiveness of Irish companies through Lean programmes, increasing diversification of client company exports into new market and inspiring more companies to have global ambition.

Enterprise Ireland already supports several hundred experienced researchers on existing programmes with clear evidence of effect on research and innovation capacity within client companies. This impact is demonstrated by Enterprise Ireland's investment in e.g. its Innovation Partnership Scheme which has company turnover return of €6 per €1 of Enterprise Ireland investment and the creation of over 200 gross full time equivalent (FTE) jobs in Enterprise Ireland's Technology Centres to date (expected to rise to approximately 500 FTEs by 2020).

4. PURPOSE OF THE SCHEME

Enterprise Ireland has been awarded funding by the European Commission under the Horizon 2020 Marie Skłodowska-Curie Actions to co-fund Career Development Fellowships in the National Technology Centre Programme.

The programme aims to enhance the training and mobility of Experienced Researchers (ERs) through the undertaking of individually-driven research training programmes which will be interdisciplinary and focused on the domain areas of the 14 designated Technology Centres operating in Ireland (see Table 1 below). Over the lifetime of the programme from 2017-2022 there will be two Calls for Proposals. A total of 50 Fellowships will be open to ERs to conduct a research period of 36 months in a Centre "where they have not resided or carried out their main activity in Ireland for more than 12 months in the 3 years immediately prior to the recruitment". The Fellowship also offers Fellows a secondment in an enterprise partner of their host Centre. Currently, there are over 700 enterprises affiliated to the Centres (approximately 150 Multinational Companies, over 500 indigenous SMEs, and 50 overseas enterprise partners).

In the two Calls, up to 50 Fellowships will be awarded.

Table 1: Eligible Host Organisations – EI Designated Technology Centres
1. Innovation Value Institute (IT Innovation) [NUIM*]
2. Irish Centre Cloud Computing and Commerce [DCU]
3. Centre for Data Analytics Research [UCD]
4. Irish Centre for Composite Research [UL]
5. Microelectronics Circuit Centre Ireland [UCC]
6. Applied Research for Connected Health [UCD]
7. Food for Health Ireland [UCD]
8. Dairy Processing Technology Centre [UL]
9. International Energy Research Centre [UCC]
10. Learnovate Centre [TCD]
11. Governance, Risk and Compliance Technology Centre [UCC]
12. Irish Manufacturing Research [NUIM, DCU, TCD]
13. Pharmaceutical Manufacturing Technology Centre [UL]
14. Meat Technology Centre [Teagasc]

*Lead University: NUIM, National University of Ireland Maynooth; DCU, Dublin City University; UCD, University College Dublin; UCC, University College Cork; UL, University of Limerick; NUIG, National University of Ireland Galway; TCD, Trinity College Dublin

The aims of the fellowships are to support suitable highly qualified experienced researchers to:

- conduct research relevant to the Technology Centres;

- engage in collaboration with suitable companies;

- experience and benefit from international mobility;

- avail of relevant training and career development opportunities;

- increase their chances of gaining a future senior research position, especially in the private sector.

The Career- FIT Fellows will have the unique opportunity to carry out research in areas of clear industry focus and gain experience in a company(ies). This will develop a new cadre of researchers who can move seamlessly to industry in Europe bringing high levels of research expertise.

Researchers awarded a fellowship will be hosted and employed by a host institution which is aligned with one of the eligible host organisations in Ireland (see TABLE 1) for three years, with a secondment of between six and twelve months' duration during this time to a company or companies.

Please refer to the Terms and Conditions for definitions of host organisation, host institutions and applicable requirements.

Specific mobility requirements apply to the fellowships, including secondments (see the Terms and Conditions for details).

5. THINKING ABOUT APPLYING

Familiarise yourself with the Terms and Conditions of the scheme and determine your eligibility.
Before starting an application, all applicants should check they are eligible to apply by carefully studying the Terms and Conditions. In particular, applicants should pay attention to qualification and mobility requirements and the location of their secondment, as relevant.

Exceptions to rules outlined in the Terms and Conditions will not be granted.

If you have any questions regarding the application process, please address them initially to the Research Office (RO) in your proposed host organisation. If the RO is unable to answer your query, they should send the query to Enterprise Ireland to CAREER-FIT@enterprise-ireland.com with the subject line 'CAREER-FIT 2018 FAQ'. Queries received from Research Offices will be answered through the Frequently Asked Questions process. A Frequently Asked Questions (FAQs) document will be available on Enterprise Ireland's website and updated frequently until the applicable deadline. **The deadline for submission of queries by Research Offices under the FAQ process is 17:00 (CET) 20 April 2018.**

Applicants can also contact the Enterprise Ireland Helpdesk at:
Telephone: +353-1-727 2680

E-mail: CAREER-FIT@enterprise-ireland.com

Identify suitable fellowship topic

Applications can be made in any discipline as long as the proposed research topic falls under the overarching theme of the scheme i.e. within the technology/knowledge domain of the Technology Centre, as outlined in the call documentation.

In particular, applications that are focused on close to market research anticipating future technology trends and opportunities for existing industry, addressing Technology Readiness Levels 4-8 i.e. applied research, development and demonstration will be welcomed.

Please note specific prohibited areas as specified in the Terms and Conditions of the scheme.

Applicants will be required to specify in the application form how their proposal encourages enterprises to undertake more radical kinds of innovation than normal, based on more fundamental understanding of the technologies with which they work.

Enterprise Ireland is not in the 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, you must contact and discuss your fellowship application with your proposed academic mentor. It is the responsibility of each applicant to identify a suitable academic mentor; Enterprise Ireland is not in a position to recommend academic mentors. See the Terms and Conditions for requirements applicable to academic mentors and host organisations.

Confirm support of your proposed company partner and secondment mentor

Prior to creating an application, you must contact and discuss your fellowship application with your proposed secondment mentor. It is the responsibility of each applicant to identify a suitable company partner and secondment mentor. Enterprise Ireland provides information about prospective companies on Enterprise Ireland's website. Research offices in eligible host organisations in Ireland have access to contact details for companies listed on Enterprise Ireland's website and can assist applicants wishing to approach them, subject to institutional practices and procedures.

It is important to note that applicants can make arrangements with any eligible company. See the Terms and Conditions for details regarding eligibility of companies to act as partner organisations and for requirements applicable to host organisations.

Please note that Enterprise Ireland is not in a position to recommend individual secondment mentors.

Applicants are advised to ensure that their proposed host organisation familiarises 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 to the company, confidentiality, intellectual property rights etc.

Contact the Research Office (RO) of your proposed host organisation

Contact the Research Office (i.e. the office of the Vice-President/Dean of Research/Head of Development, as applicable) in your proposed host organisation for information and clarification on

the call and for institutional proposal preparation support. The Research Office (RO) will have to endorse your application once you have submitted it. It is highly recommended that applicants contact the RO of their proposed host organisation as soon as they decide to apply for CAREER-FIT fellowship and identify an academic mentor.

Applications that are not endorsed by the RO of the proposed host organisation by the relevant deadline will be automatically deemed ineligible.

Contact your proposed referees

All applications require two referee statements. You should identify and approach your referees well in advance of the relevant deadline. Referees should know you sufficiently well to provide you with a character reference.

Note that your proposed mentors (academic mentor, secondment mentor) may not act as referees for your application.

Important note regarding application deadline:

The call will close automatically at 17:00 (CET) on 30 April 2018 and applications not received by the OLS by this deadline will be ineligible.

Enterprise Ireland 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 your application. To prevent problems with heavy server traffic, do not wait until the final day of the call to submit your application.

6. PROPOSAL PREPARATION PROCESS

CAREER-FIT fellowships will involve academic mentors and host organisations, however 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 represented below:

Application preparation and submission
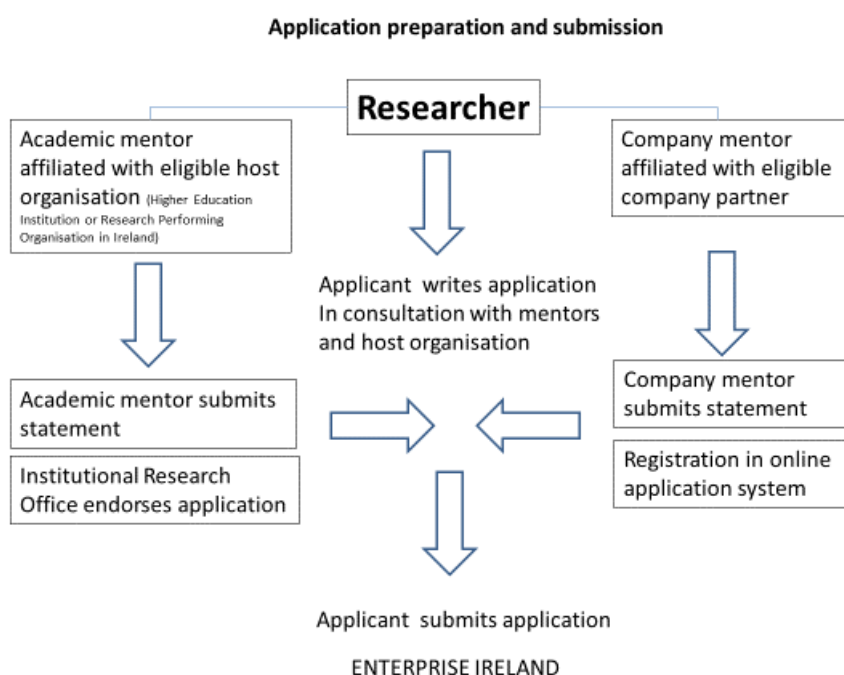
The overall responsibility for proposal preparation, for timely completion of all steps of the application process, and for compliance with the Terms and Conditions of the scheme if an award is made, lies with the applicant / fellow.

Enterprise Ireland provides general guidance on certain aspects of CAREER-FIT fellowship applications in this document. If you need advice as you shape your proposal, you should liaise with your proposed mentors and with the Research Office of your proposed host organisation.

If you have any questions regarding the application process, please address them initially to the Research Office in your proposed host organisation. If the Research Office is unable to answer your query, they should send the query to Enterprise Ireland to CAREER-FIT@enterprise-ireland.com with the subject line 'CAREER-FIT 2017 FAQ'. Queries received from Research Offices will be answered through the Frequently Asked Questions process. A Frequently Asked Questions (FAQs) document will be available on Enterprise Ireland's website and updated frequently until the applicable deadline. **The deadline for submission of queries by Research Offices under the FAQ process is 17:00 (CET) 20 April 2018.**

Applicants can also contact the Enterprise Ireland Helpdesk at:

Telephone: +353-1-727 2680

E-mail: CAREER-FIT@enterprise-ireland.com

7. APPLICATION PROCESS AND REQUIREMENTS

The entire application process is online via a web-based online application system (OLS). All participants involved in a CAREER-FIT fellowship application submission - the applicant, academic mentor, referees, secondment mentor - will be required to complete their participant forms through the OLS.

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

Referees and secondment mentors can create their online form once their details have been added and saved to the application form. Once these participants are added to an application, the online system generates an automatic email notifying them of the application and providing them with logging details for the OLS.

Academic mentors are also notified by the OLS once they are added to an application, however they can only create and submit their form after the relevant application has been submitted.

The final step in the application process is institutional endorsement. As indicated above, applications must be endorsed on behalf of the proposed host organisation by the office of the Vice-President/ Dean of Research / Head of Development as applicable. Only applications that received all participant forms as applicable by the relevant deadlines will be available in the OLS to the responsible Research Officer of the applicant's proposed host organisation for institutional endorsement. If an application does not receive institutional endorsement by the relevant deadline

or where institutional endorsement is declined, such applications will be automatically deemed ineligible.

By endorsing an application, the relevant office in your proposed host organisation will confirm that the organisation supports your application and is willing to employ you for the duration of the fellowship. Institutional endorsement may be declined where the host organisation 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.

Please keep in mind that it is not possible to make any changes in the application once it is submitted, therefore should the Research Office identify a significant shortcoming in your application at this stage of the application process, it will not be possible to address the issue. It is therefore strongly recommended that you contact the Research Office in your proposed host organisation when you start thinking about applying to ensure that your application will receive institutional endorsement.

Language of applications

Applications will be accepted in the English language only.

8. EVALUATION PROCEDURE

The programme will run an open, merit-based competition for the applying researchers, founded on international peer review. For a flowchart of the assessment process please see the 'CAREER-FIT 2018 Application and assessment process flowchart' on our website.

Eligibility Check

To be eligible, the applicant must:

Be an Experienced Researcher (ER) of any nationality. To qualify as an Experienced Researcher, the researcher must, at the time of the recruitment by the host Technology Centre, be in possession of a doctoral degree or have at least four years of full-time equivalent (FTE) research experience. FTE research experience is measured from the date when a researcher obtained the degree, which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in Ireland.

Have not resided or carried out their main activity in Ireland for more than 12 months in the 3 years immediately prior to the recruitment". There are no upper limits on the number of years of research experience and no age limits. Applicants are not required to be resident in Ireland at the time of application. Applicants cannot be a permanent employee of their proposed Host Organisation.

Each applicant is solely responsible for determining their eligibility. Please refer to the Terms and Conditions for eligibility requirements.

As specified in the Terms and Conditions of the scheme, Enterprise Ireland reserves the right to request documentary evidence, as part of eligibility checking, after the call deadline. Note that the experienced researcher status and mobility requirements must be met at a specific date which is set after the call application deadline ("time of recruitment", see the Terms and Conditions of the

scheme). Where information provided by the applicant in their application form is found to be incorrect or cannot be verified if requested, Enterprise Ireland reserves the right to deem the concerned applicant ineligible for funding, in line with rules stipulated by the Research Executive Agency.

IMPORTANT APPLICATION ADVICE

A complete application will consist of:

- A Personal Statement setting out the applicant's objectives from the Fellowship opportunity;

- A Research Proposal, approved by the selected Host Organisation and mentor, setting out the proposed research project, including, if known, information on any proposed secondment to a Host Organisation enterprise partner;

- An Application Form completed by the applicant which includes the researcher's CV, list of achievements, and a research training plan to be executed during the proposed fellowship;

- A Statement of Support from the nominated mentor at the Host Organisation and details on the mentor track record; and

- Two written References from referees nominated by the applicant.

Applications to this scheme will 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 is not an eligible host organisation as defined in the Terms and Conditions of the scheme;
- the applicant submits more than one application (even if only one application is endorsed by an eligible host organisation);
- an application has not been submitted via the online application system (OLS). In exceptional circumstances, hard copies or email forms may be accepted;
- an application is late or otherwise submitted subsequent to the advertised applicant closing date of 30 April 2018 at 17:00 (CET);
- an application does not have all the required participant forms (academic mentor, secondment mentor, two referee forms, completed in full, within the word counts and submitted via the OLS by the deadline of 30 April 2018 at 17:00 (CET). In exceptional circumstances hardcopies or email forms may be accepted;
- an application is incomplete (e.g. does not have all documents requested);
- an application exceeds the word/page limits;
- 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 Enterprise Ireland or by another funding agency/department;
- the application is not endorsed by the applicant's proposed host organisation (by the Vice-President/Dean of Research or by their authorised nominees to be authorised by the VP/Dean of Research only) via the OLS by the deadline of 7 May 2018 17:00 (CET);
- canvassing on behalf of applicants occurs;
- the ethical statement on the Application Form has not been signed (tick box);
- the application contravenes Enterprise Ireland's Research Ethics policy, with particular regard to the ethical principles of Horizon 2020.

See Terms and Conditions for full details of eligibility.

Assessment Process

All applications are first reviewed for eligibility and adherence to the Terms and Conditions of the scheme. Relevant checks will be performed by Enterprise Ireland's Executive and documentary evidence as appropriate may be requested from applicants during this stage.

All eligible applications will be evaluated through a one-stage process consisting of a remote evaluation process undertaken by at least three independent experts. The experts will be required to complete an individual evaluation report with scores and detailed feedback for each application using the Online Application System. On submission of their individual evaluation reports, one of the experts will serve as rapporteur and will engage with the other experts to prepare a consensus report for each application. Following this, a subset of the experts (sufficient to cover the domain areas of the Technology Centres) will assemble in Dublin as an Evaluation Board at which a consensus ranking of applications will be agreed. The Evaluation Board will consider the scores and rankings submitted and produce a final agreed listing of applications to be recommended for funding. These recommendations will be submitted to the Career-FIT Advisory Board for final confirmation.

Evaluation Criteria and Scoring

Applications are assessed under four evaluation criteria:

CAREER-FIT selection criteria			
Selection criterion	*Threshold*	*Weighting*	*Priority (ex-aequo)*
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 Organisation and Mentor(s)	3	20%	4

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 below.

CAREER-FIT Evaluation Criteria and Sub-Criteria			
Track Record /Research Potential of the Applicant (35 marks)	*Training & Career Development Aspects & Impact of the Fellowship (25 marks)*	*Quality of the Research Programme (20 Marks)*	*Quality of the Host Organisation & Mentor(s) (20 marks)*
Research experience (based on their scientific CV and excluding any career breaks), including trans-national mobility, **inter-sectoral mobility,** scientific/practical/management experience.	Clarity and quality of objectives in the applicant's career development.	Research/technological quality, including any interdisciplinary and multidisciplinary 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.	Impact of the proposed fellowship on the applicant's career path: **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 market focused applied research mission of Technology Centre.**	**Host expertise in developing experienced researchers in the field; capacity to provide mentoring,** and their ability to facilitate the activities specified in the applicant's career development and training plan.
Evidence of independent thinking, engaged scholarship and leadership qualities.	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.**	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.

In the assessment of the track record of the applicant, experts will be advised of relevant circumstances pertaining to the applicant such as career breaks, maternity/parental leave(s), etc in order that the applicant is not penalised unfairly in the evaluation of their Track Record/Research

Potential. In applications involving a secondment, the contribution to the Fellowship will be considered in all of the evaluation criteria, except "Track Record/Research Potential of the Applicant".

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

Interpretation of the scores is as follows:

Criteria Scoring Description	
Score	*Scoring Guideline*
0	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. Proposal broadly addresses the criterion, but there are significant weaknesses.
3	Good. Proposal addresses the criterion well, but a number of shortcomings are present.
4	Very Good. Proposal addresses the criterion very well, but a small number of shortcomings are present.
5	Excellent. Proposal successfully addresses all relevant aspects of the criterion. Shortcomings are minor.

The scores shall then be weighted to come to an overall score. The threshold must be passed for each criterion and only proposals passing the overall evaluation threshold of 70% will be placed on the ranked list.

Career-FIT adopts the position that researchers, like all other employees, should have the opportunity to combine a scientific career with a family life. It recognises that returning after, for example, a period of parental or carers leave, is less evident for researchers than for employees in other positions. The programme documentation that will be available on the programme website will specifically state that any leave of absence in the research career of more than one year such as maternity/paternal leave, sick or family care leave, military service, humanitarian aid work etc. will be taken into account during the evaluation of the application.

Career-FIT seeks to support an easier move between the academic and industrial sector and vice-versa, and therefore values the skills obtained in both sectors. The experts are instructed to take research career breaks due to working in other sectors into account. Sub- criteria under 'Track record/Research Potential of the Applicant' include transnational mobility, intersectoral mobility and management experience and under 'Research Results' patents filed and other relevant experience.

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 the OLS.

Enterprise Ireland's Executive is 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 Evaluation Board assigned the application and the decision in relation to funding in an Evaluation Summary Report. 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.

Applicants will have the opportunity to seek redress should they feel that their application was not treated fairly/adequately _on an administrative basis_. They must do so within two weeks of receiving the outcome communication.

Unsuccessful applicants may re-apply to the second CAREER-FIT call, should they meet the scheme's eligibility criteria at the time of the second call.

9. GUIDANCE ON SELECTED SECTIONS OF THE APPLICATION FORM

Please note that the word document with indicative application questions available on Enterprise Ireland's website is not used for submitting an actual application; the purpose of the indicative application questions document is to provide applicants information about the content of the application form, its structure, level of detail etc. that will be required. Applicants should familiarise themselves with the actual online application form as soon as possible. Where differences exist between the indicative application questions document and the online application form, the requirements specified in the online application form in the OLS will have to be adhered to.

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.

A guide to the online application system will be provided in a separate document.

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). See http://www.nfq-qqi.com/index.html. 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 Quaifications Ireland/NARIC Ireland website at http://www.qqi.ie/Pages/Qualifications-Recognition.aspx. 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 organisation.

If your academic qualification corresponds to the NFQ level specified in the application form but not to the degree specified in the instructions provides in the application form (i.e. bachelor's degree, master's degree, or doctoral degree) due to significant differences between the degree and the relevant degree on the NFQ, for example in the number of ECTS or in the nature of learning outcomes, please explain and indicate the corresponding NFQ award in the field provided for "additional information".

Note that the above applies also to Irish degrees that are on the relevant NFQ level but are not the degree specified in the application form (for example higher diploma, postgraduate diploma or postgraduate certificate).

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 transcripts / parchments / diploma supplements before awards are confirmed. In case of discrepancies between results provided in the application form and those on 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 (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 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 following the framework before completing the application form. For the purposes of the scheme, the scale has been expanded to include an additional "native speaker" option.

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 Enterprise Ireland reserves the right to request evidence of your exam/test result after the application deadline.

Fellowship proposal abstract and Lay abstract of proposed research

You will be required to provide an abstract of your 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.

Reasons for choosing the proposed mentors and host institutions

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

Proposed Research

The Career-FIT programme focuses on individual driven mobility, and allows the applicants full freedom in the choice of the research topics for their applications, the Technology Centre Host

Organisation in which to undertake their Fellowship, and the mentors with whom they seek to develop applications. Researchers can freely choose the topic of their research project, as long as it fits within the scope of the participating Technology Centres. This free choice allows the applicants to design their Fellowship pathway and seek excellence in the delivery of their project.

Project plan 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. A deliverable is a distinct output which is meaningful in terms of the fellowship's overall objectives. It may be a report, an event, a software etc., as relevant in the context of the proposed fellowship. Milestones are control points that help to chart progress and decide next steps. Milestones may correspond for example to the completion of a key deliverable, allowing the next phase of the work to begin, to a critical decision point, or they can be at intermediary points so that corrective measures can be taken where problems arise.

Applicants also need to outline risks that might endanger reaching these milestones and deliverables, and 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 number of months elapsed from the start of the fellowship.

Community outreach plan

In recognition of the need to address the impact of research in engaging and creative ways, fellows will be required to engage in community outreach. Separate to the broader scientific and public dissemination plan for the proposed project, community outreach is intended to provide learning and information opportunities for the community to engage with the fellows' research and the related work of partner organisations. Engagement could be locally, regionally or nationally-orientated. Examples of community outreach, which is a mandatory requirement of CAREER-FIT fellowships, could include but not be limited to visit(s) or presentation(s) to local primary or secondary school(s), mentoring, or contributing to relevant community based festivals or showcase events. Fellows will be required to report on the implementation of their community outreach measures in their progress reports.

Fellowship proposals should set out clearly the plans for community outreach, including the nature, location, timing, the audience to be engaged and implementation partner(s). Applicants should note that fellows will be responsible for ensuring that they adhere to relevant policies and procedures where appropriate in implementation of the community outreach (e.g. child protection clearance to work with young people).

Career training and development plan

Career training and development plan is a key component of a CAREER-FIT fellowship application. It should present your mid-term goals and long-term career objectives and how the CAREER-FIT fellowship will help you to achieve these goals. Outline how your fellowship will fulfil the relevant aims of the scheme, as specified in the Terms and Conditions.

Provide a description of plans for the acquisition of new knowledge and skills. For example, gaining research skills and techniques, communication skills, research management, networking, and other transferable skills during the period of the fellowship.

You should also detail how the fellowship will enable you to gain skills relevant to employment outside the traditional academic sector.

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

The Vitae website and Researcher Development Framework is an excellent career development resource that you may find useful when preparing your Career Training and Development Plan.

Personal Statement

Applicants are expected to demonstrate their suitability for a CAREER-FIT fellowship, in particular, they should explain why CAREER-FIT fellowship is the appropriate next step at the current stage of your career. It is important to outline how applicants intend to maximise potential benefits of the tripartite structure of the fellowship as well as of its inter-sector and international dimension.

The personal statement also gives applicants the opportunity to provide additional relevant information which has not been included elsewhere in the application, for example reasons for proposing the chosen research topic and the applicant's attributes, experience and achievements to date that demonstrate their capability to successfully implement the fellowship.

Ethical Statement

Applicants are required to consider carefully ethical implications of their proposed fellowship. As specified in the Terms and Conditions of the scheme, CAREER-FIT is subject to ethical requirements applicable under Horizon 2020. See https://ec.europa.eu/programmes/horizon2020/en/h2020-section/ethics. Applicants are advised to familiarise themselves with all relevant documentation, including rules and procedures in place in their proposed host institutions as relevant.

Where ethical issues may arise in the research, applicants are required to submit to Enterprise Ireland a written statement that full consideration has been given to the ethical implication of the research proposal. Full ethical approval from the relevant host organisation Ethics Committee is not required at the application stage. However, if the application is successful, evidence of full ethical approval will be required before activities for which ethical approval needed commence, but no later than three months after the start date of the fellowship.

See Appendix II for detailed guidance on completing this section.

Sex/Gender Dimension Statement

All applicants to Enterprise Ireland schemes are required to complete the Sex/Gender Dimension statement in the application. Please refer to Appendix III 'Guidance on the Sex/Gender Dimension Statement', which summarises the Toolkit Gender in EU funded research, for help on how to do this. See
http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf.

Indicative budget

CAREER-FIT 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. International expert evaluators will be instructed to consider appropriateness of the proposed budget to the fellowship proposal.

There are nine funding categories:

Funding Categories	Max per section (over 3-year period)
1. Essential research supplies such as small consumables	€8,000
2. Pay as you go access to national research infrastructure	€4,000
3. Software and hardware critical for the proposed research	€1,000
4. Archival research costs	€2,000
5. Conference travel and participation	€8,000
6. Generic and/or specialist disciplinary skills training	€1,000
7. Dissemination	€2,300
8. Community outreach	€ 500
9. Other costs	€2,000
Total	€28,800

Applicants should indicate the total amount to be requested across the lifetime of the award. An appropriately itemised 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 stationary supplies should be grouped.

Please note below clarifications regarding some of the above categories:

3 - Hardware and software critical for implementation of the proposed fellowship is to be purchased in the first year of the award. A maximum of €1,000 applies for the purchase of a laptop or desktop computer. Enterprise Ireland recognises that in exceptional circumstances, applicants may request the purchase of a laptop or desktop that exceeds this limit. In those instances, applicants must

provide a detailed justification that will be subject to review on a case by case basis. There is no guarantee that Enterprise Ireland will approve requests that exceed the limit.

5 – 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").

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.

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

Disclosure of CAREER-FIT fellowship proposal to other funding agencies and/or non-academic partners

Enterprise Ireland receives queries from interested non-academic partners about the possibility of working with postdoctoral fellows and from interested funding agencies that would like to co-fund awards with Enterprise Ireland.

Applicants will be asked at the end of their application form whether or not they would like Enterprise Ireland to make their application available to other funding agencies and/or employment or enterprise partners for funding consideration. This consideration is in addition to the award for which you are applying and an answer to this question will not affect assessment of your application in any way.

Applicants intending to answer "yes" to this question should consult with their proposed mentors whether their fellowship proposal may be disclosed to such third parties before submitting their application.

10. INFORMATION FOR SUCCESSFUL APPLICANTS

Once recommended for funding, status of successful applications in the OLS will change to 'conditional award'. Enterprise Ireland will issue a Letter of Offer and an 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 the following:

- Award Acceptance Form must be returned to Enterprise Ireland by the applicable deadline and fully signed by the successful applicant, the academic mentor, authorised representative of the host organisation, the secondment mentor;

- Any other documentation required in the Letter of Offer (including but not limited to academic transcripts and documentation required in relation to mobility rules) is supplied to Enterprise Ireland in a timely fashion;

- A copy of a fully signed agreement between the proposed host organisation and the main company partner (as specified in the Terms and Conditions clause 11.4) is provided to Enterprise Ireland by the applicable deadline.

Compliance with the scheme's rules and eligibility of applicants at the time of recruitment will be checked when all relevant documentation is received. Once it is established by Enterprise Ireland that the applicable conditions have been met, the award will be confirmed and fellowship can commence on the approved fellowship start date.

Submission of Ethical Approval

A full ethical report and approval from the relevant ethical review committee will be required from successful applicants. The relevant documentation will need to be received by Enterprise Ireland before activities for which ethical approval is required commence, but no later than three months after the start of the fellowship.

Applicants should consult with the relevant office in their proposed host organisation and familiarize themselves with the relevant institutional process to ensure that they will meet the scheme's requirements. Failure to submit the relevant documentation to Enterprise Ireland by the specified deadline will result in withdrawal or suspension of the award.

APPENDIX I

Research Categorisation

Enterprise Ireland Government of Ireland schemes are open to all disciplines*.

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

If the research proposed 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 to indicate a second categorisation. For the first categorisation, please select the primary area, discipline and other research area that the research is most closely associated with. The second categorisation should also be provided on the basis of the primary areas, disciplines and other research areas provided below.

Primary areas

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

Disciplines

Under each primary area there is a defined list of disciplines to select from. 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.

Other Research Areas

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.

*Please note prohibited areas specified in the Terms and Conditions of the scheme.

APPENDIX II

ETHICAL TABLE

Applicants are required to consider carefully ethical implications of their proposed fellowship. The Ethical table should be completed by applicants as they are undertaking the relevant assessment in advance of completing the application form in the OLS. Detailed guidance on completing the Ethical table and further information is available on the European Commission's website at http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf.

APPENDIX III

Guidance on the Sex/Gender Dimension Statement

While there are research projects in which biological sex and/or gender may not be relevant in terms of the research content, it is well established that, where relevant, not integrating sex and gender analysis into the design, implementation, evaluation and dissemination of the research can lead to poor results and missed opportunities.

The following is provided to help applicants complete the sex/gender dimension statement in the application. This is taken from the Toolkit Gender in EU-funded research at http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf , which aims to give the research community practical tools to integrate gender aspects into their research, including gender equality (equal outcomes for women and men) and integration of sex/gender analysis in research content. Please also refer to http://genderedinnovations.stanford.edu/ for examples of case studies in Science, Health and Medicine, Engineering and Environment.

A Summary from the 'Toolkit Gender in EU-funded research'

The best possible research validity: Research should take into account the differences between men and women in the research population, the results will be more representative. General categories such as 'people', 'patients' or 'users' do not distinguish between men and women. Research based on such categories may well draw partial conclusions based on partial data. For example, research on a new breast cancer treatment should include male patients, so as to draw a complete picture. Most basic research with animal models focuses on males to the exclusion of females (Zucker et al., 2010; Marts et al., 2004). Research on economic migrants cannot limit itself to male points of view if it wants to understand the whole migrant population.

Research ideas and hypotheses: The relevance of biological sex and/or gender for and within the subject matter needs to be analysed and an assessment made as to whether these are relevant variables. The formulation of hypotheses can draw upon previous research and existing literature. Indeed, the body of knowledge on sex/gender issues has been steadily growing over recent decades, and can serve as interesting reference material to build new hypotheses for future research.

Project design and research methodology: While research methodologies may vary, they all strive to represent (aspects of) reality. Whenever this reality concerns humans, any sound methodology should differentiate between the sexes and take into account the men's and women's situations equally. Groups such as 'citizens', 'patients', 'consumers', 'victims' or 'children' are therefore too general as categories.

Research implementation

Data collection tools (such as questionnaires and interview checklists) need to be gender-sensitive, use gender neutral language, and should make it possible to detect the different realities of men and women. This will help to avoid gender bias. For example, answers to be provided by the 'head of household' are not necessarily valid for all household members.

Data analysis: In most research concerning human subjects, data is routinely disaggregated by sex, which would logically lead to analyses according to sex. However to date this is still not common practice. Systematically taking sex as a central variable and analysing other variables with respect to it (e.g. sex and age, sex and income, sex and mobility, sex and labour) will provide significant and useful insights. Involving gender-balanced end-user groups in the course of the research is also a good way of guaranteeing the highest impact.

Dissemination phase – reporting of data: Collecting and analysing sex and/or gender specific data is not enough if they are omitted from the published results. Sex and/or gender should be included in 'mainstream' publications as it is as much part of daily reality as any other variable studied. Specific dissemination actions (publications or events) for sex and/or gender findings can be considered. Institutions and departments that focus on gender should be included in the target groups for dissemination. Publications should use gender-neutral language.

CHECKLIST FOR SEX AND/OR GENDER IN RESEARCH CONTENT

Research ideas phase:

- If the research involves humans as research objects, has the relevance of biological sex and/or gender to the research topic been analysed?

- If the research does not directly involve humans, are the possibly differentiated relations of men and women to the research subject sufficiently clear?

- Have you reviewed literature and other sources relating to differences in the research field?

Proposal phase:

- Does the methodology ensure that (possible) sex/gender differences will be investigated: that sex/gender differentiated data will be collected and analysed throughout the research cycle and will be part of the final publication?

- Does the proposal explicitly and comprehensively explain how sex/gender issues will be handled (e.g. in a specific work package)?

- Have possibly differentiated outcomes and impacts of the research on women and men been considered?

Research phase:

- Are questionnaires, surveys, focus groups, etc. designed to unravel potentially relevant sex and/or gender differences in your data?

- Are the groups involved in the project (e.g. samples, testing groups) gender balanced? Is data analysed according to the sex variable? Are other relevant variables analysed with respect to sex?

Dissemination phase:

- Do analyses present statistics, tables, figures and descriptions that focus on the relevant sex/gender differences that came up in the course of the project?

- Are institutions, departments and journals that focus on gender included among the target groups for dissemination, along with mainstream research magazines?

- Have you considered a specific publication or event on sex/gender-related findings?

HISTORY OF CHANGES

Version	Publication date	Changes
1.2	30 October 2017	Important dates
		Table of Content additional definitions
		Introduction to Enterprise Ireland
		Purpose of Scheme
		Thinking about Applying
		Proposal Preparation Process
		Evaluation Procedure
		Guidance on Selected Sections of the Application Form