

SUSTAIN-FIT (Call 2)

INNOVATIVE CAREER
DEVELOPMENT PROGRAMME
THAT ENABLES TALENTED,
INTERNATIONAL RESEARCHERS
TO WORK ON INDUSTRIALLY
FOCUSED SUSTAINABILITY
RESEARCH PROJECTS

Guide for Applicants



1) PURPOSE OF THE GUIDE FOR APPLICANTS

This guide provides practical information to potential applicants in applying for Sustain-FIT, a research talent programme co-funded by Enterprise Ireland and the European Union. In addition, it provides a general overview of the applicable evaluation process.

Sustain-FIT fellowships are governed by the particular Terms and Conditions underlying the fellowship scheme, 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 familiarize themselves fully with the Terms and Conditions of the scheme 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. Our objective is to Accelerate Sustainable Irish Business, now and into the future.

Enterprise Ireland client companies employ more than 234,000 people and their exports reached a record €34.57bn in 2023.

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

An important part of Enterprise Ireland's "Delivering for Ireland, Leading Globally 2025-2029 Strategy" is the commitment to help the enterprise sector reduce emissions by 35% by 2030 as targeted in the Government's Climate Action Plan.

"Sustain-FIT" features as a strategic initiative of the "Compete - Strengthen productivity, competitiveness, resilience, and sustainability" pillar of the Enterprise Ireland's Strategy.

3) PURPOSE AND OUTLINE OF THE PROGRAMME

Enterprise Ireland has been awarded "Sustain-FIT" by the European Commission under the Marie Skłodowska-Curie Actions to co-fund 50 Career Development Fellowships in Industrially Focused Sustainability Research.

Sustain-FIT aims to enhance the training and mobility of Post Doctoral Researchers through the undertaking of individually-driven, industry-focused research projects which will be interdisciplinary and focused on the **EU Green Deal areas, as well as Digitalisation as an enabler for Sustainability.**

Applicants can choose freely which host research organization to approach from the pool of potential host research organisations below.



Universities:

1. UCD - University College Dublin
2. TCD - Trinity College Dublin
3. DCU - Dublin City University
4. NUIM – Maynooth University
5. UG – University of Galway
6. UL – University of Limerick
7. UCC – University College Cork

Institutes of Technology:

8. IADT - Institute of Art, Design and Technology
9. DIT – Dundalk Institute of Technology

Technological Universities:

10. TUDublin - Technological University Dublin
11. MTU – Munster Technological University
12. TUS - Technological University of the Shannon: Midlands Midwest
13. ATU – Atlantic Technological University
14. SETU - South East Technological University

Research performing organisations:

15. Teagasc – Agriculture and Food Development Authority
16. The Marine Institute
17. IMR – Irish Manufacturing Research Centre
18. Tyndall National Institute

Sustain-FIT Fellows will benefit from the so-called triple “I” dimensions:

- **International mobility** – Post Doctoral 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 and international innovation eco-system, broaden their professional networks, acquire new skills/experiences, and undertake international training trips.
- **Intersectoral exposure** – The strong enterprise links (partnerships) and mandatory industry secondment in the Sustain-FIT fellowships embody the uniqueness of this programme and will present Fellows with the most significant intersectoral exposure to date in their careers.
- **Interdisciplinarity** – The complexity of climate change requires researchers to draw on interdisciplinary knowledge that combines natural sciences, STEM with social sciences and humanities. Fellows will have the opportunity for advanced training in research skills beyond their own discipline, and dedicated network events on sustainability, entrepreneurship, and other transferable skills.

Two Calls for Proposals are launched under the programme, with the objective to recruit 50 Fellows in total. **Please note that Call 1 is now closed.**

The Sustain-FIT Fellows will be employed by the Host Research Organisations for a period of 36 months, including a mandatory secondment of up to 12 months to the Secondment Enterprises.

Call 2 IMPORTANT DATES*	
Project Formation Phase	2 March – 30 th April 2026
Application portal - submit.com - open dates	1 st - 29 th May 2026
Application deadline	15:00 (Irish time), 29 th May 2026
Evaluation phase	June-August 2026
Interviews (online)	September 2026
Award notifications	Year-end 2026
Fellowships start date (target)	Within 6 months of Fellowship award
* subject to change by Enterprise Ireland	

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. Enterprise Ireland is not in the position to confirm eligibility of applicants during the application process. As stated in the Terms and Conditions, Enterprise Ireland will request documentary evidence to support the eligibility check at any time of the evaluation and Letter of Offer preparation processes.

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 academic qualifications, mobility and English language competency requirements);
- the proposed host research organization / secondment enterprise 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 (Submit.com);
- an application is late or otherwise submitted subsequent to the advertised applicant closing date of 3 pm (Irish time) 29th May 2026;
- 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 (word/PDF/Excel 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 supported by the applicant's proposed host research organization / secondment enterprise, or by the proposed Academic supervisor / Secondment mentor;

- the ethics issues table/statement has not been filled in and/or the project includes research activities that are not allowed under the EU research ethics rules;
- 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 research organisation. If the RO is unable to answer your query, you can contact the Sustain-FIT project team via email: Sustain-FIT@enterprise-ireland.com. The Noticeboard on the Sustain-FIT website <https://horizoneurope.ie/sustain-fit> will be regularly updated.

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 one of the **European Green Deal eight policy pillars** (clean energy, sustainable industry, building and renovating, sustainable mobility, biodiversity, sustainable food systems, eliminating pollution and climate neutrality), or Digitalization as an enabler for Sustainability. Enterprise Ireland 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 supervisor and host research organisation**

Prior to creating an application, applicants need to contact and discuss their fellowship application with their proposed host research organization and academic supervisor. You should not add a proposed 'Academic Supervisor' 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 and provided you with the relevant information to upload on the application portal. It is the responsibility of each applicant to identify a suitable academic supervisor. Enterprise Ireland is not in a position to recommend academic mentors; however, we are implementing a Noticeboard whereby we strive to facilitate the connection amongst interested parties. To know more about this Noticeboard, please contact the Sustain-FIT team at Sustain-FIT@enterprise-ireland.com. Or [Sustain-FIT | Horizon Europe](#)

- **Confirm support of your proposed secondment enterprise and secondment mentor**

Prior to creating an application, applicants need to contact and discuss their fellowship idea with their proposed secondment mentor. It is the responsibility of each applicant (with the advice of the chosen academic supervisor) to identify a suitable secondment enterprise and secondment mentor, and to upload all relevant information about them on the application portal. Please note that Enterprise Ireland is not in a position to recommend individual secondment enterprises/mentors; however, we are implementing a Noticeboard whereby we strive to facilitate the connection amongst interested parties. To know more about this Noticeboard, please contact the Sustain-FIT team at Sustain-FIT@enterprise-ireland.com. Or [Sustain-FIT | Horizon Europe](#)

Applicants are advised to carefully consider the logistics around the mandatory industry secondment and discuss it with their proposed supervisor and mentor.

Applicants are also advised to ensure that their proposed host organisations familiarise themselves with the Terms and Conditions of the scheme, and in particular with requirements

applicable to hosting and supervising/mentoring the fellow, and the intellectual property rights agreement requirement.

- **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 research organisation for information and clarification on the call, applicable PAY-related statutory deductions, and for institutional support.

- **Contact proposed referees (optional)**

Applicants have the option to upload up to two referee support letters, if they so wish. Referees should know applicants sufficiently well to provide a character reference. Note that proposed academic supervisor / secondment mentor may not act as referees for an application.

Important note regarding application deadline:

Call 2 will close automatically **at 15:00 (Irish time) on 29th May 2026** and applications not received (in full) by Submit.com 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 an application. To prevent problems with heavy server traffic, do not wait until the final day of the call to submit your application.

5) EVALUATION PROCEDURE

The evaluation procedure comprises of six steps.

Step 1: Eligibility check. All applications will be first reviewed for eligibility and adherence to the Terms and Conditions of the scheme by the Eligibility Panel. Documentary evidence as appropriate may be requested from applicants at any stage.

Step 2: Remote evaluation process and applicant rebuttal. Each application will be evaluated by at least three independent, international expert assessors who will each submit their qualitative and quantitative evaluation to the Sustain-FIT team. Feedback will be provided to the applicants through the portal submit.com. The individual applicant will then have the opportunity to submit a maximum two-page rebuttal response to issues raised by the reviewers to defend their application, capture inaccuracies, clarify points, or show how feedback will be used to enhance the project impact. Rebuttals must be submitted within one week of receiving the feedback, and the reviewers will then have another week to revise their scores or maintain the original ones.

Step 3: Ethics review. Applications above threshold that self-declare ethic issues or where issues are identified by the assessors, will be considered by the Ethics Review Panel. The Panel will make final decisions and recommendations.

Step 4: Online interviews. From the ranked list of applications by total averaged score, a maximum of 50 top applicants above-threshold will be invited to interview over the 2 calls. Interviews will be conducted online by a four-person Interview Panel and consist of two parts. In the first part, interviewees will present their proposed project, career development and training objectives. In the second part, panel members will ask follow-up questions. Applicants are strongly advised to block the estimated interview week when dates are finalised, in their diary and to note that interviews will take place at the Irish Standard Time (IST).

Step 5: Communication of outcomes. The Sustain-FIT team will prepare a ranked list of each interviewed applicant. Final scores are obtained by adding the score from the remote evaluation to the score of the interview process. The candidates will be informed individually of the outcome via email and feedback from the interview panel will be shared. A reserve list of up to five applicants will also be drawn from the ranked list.

Step 6: Redress opportunity. Applicants who consider that their proposal has been unjustly evaluated may submit a request for appeal. Requests can be made with regards to application of evaluation procedures. Requests with regards to the scientific judgement of reviewers at any stage will not be taken into consideration. Applicants may submit their request within 10 working days based on Irish calendar. Appeal requests will be considered by the Redress Panel.

Applications and interviews are assessed under three evaluation criteria:

Selection criterion	Threshold	Weighting	Priority	Ex-aequo
Excellence (0-5)	4	50%	1	<i>Ex-aequo</i> , priorities for ranking applications at first level where the applicant is a woman, and at the next level where the applicant is from a Horizon Europe widening country.
Impact (0-5)	3	30%	3	
Implementation (0-5)	3	20%	2	

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 interview step of the evaluation process is 70%, and the threshold must be passed for each criterion.

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:

EXCELLENCE (50%)	IMPACT (30%)	IMPLEMENTATION (20%)
Quality, pertinence and ambition of project's research and innovation objectives. Suitability of the research objectives for the industrially focused sustainability Sustain-FIT objectives	Clarity and quality of objectives in applicant's Training Plan. Credibility of fellowship to acquire scientific/transferable competencies to reinforce professional maturity and employability.	Quality and effectiveness of work plan and risk assessment.
Methodology: Relationship to 'state-of-the-art' and innovative nature of the project. Soundness and suitability of the research approach. Adherence to open science and gender/diversity dimension.	Credibility and quality of dissemination, exploitation, and communication activities to deliver Sustain-FIT research impact and impact for Fellow.	Appropriateness of the HRO environment (research areas, projects, infrastructure, resources) for the given project.
Quality of the match between the proposal, the supervisor(s) and the researcher in terms of delivering on the project's research, career and training objectives. Quality and appropriateness of training and of the three-way transfer of knowledge between the researcher, the HRO and the SE.	Magnitude and importance of the project's contribution to the expected scientific, societal and economic impacts.	
Appropriateness of researcher's background including experience, results, evidence of independent contributions, and alignment between researcher's profile and project. Capacity of the researcher to reach or reinforce a position of professional maturity/independence during the fellowship	Meaningful contribution and commitment of hosts and supervisor/mentor throughout the project. Potential impact of secondment on career path of the fellow.	

6) AWARD PROCESS

Successful applications will be recommended for funding, pending endorsement by the Sustain-FIT Supervisory Board and official approval by the Enterprise Ireland Industrial Research and Commercialisation Committee. Enterprise Ireland 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 programme.

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 Enterprise Ireland through DocuSign and fully signed by the successful applicant, academic supervisor, 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 – Please note official translations will be required) is supplied to Enterprise Ireland;
- A copy of a fully signed and ad hoc IP agreement between the host research organisation and the secondment enterprise (as specified in the Terms and Conditions) is provided to Enterprise Ireland.

Once it is established by Enterprise Ireland that the applicable conditions have been met, the fellowship can commence and, in exceptional and justified instances only no later than 6 months from the Fellowship offer. The fellowship commences when the fellow has relocated to Ireland and taken the position at the host research organization; no fellowship can commence or continue in a different country.

7) 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 word/pdf format.

- Applicant Details

Before filling in this section, potential applicants are strongly advised to read the Terms and Conditions of the Sustain-FIT programme carefully and assess whether they meet all the eligibility requirements.

- 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.

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.

- Research Achievements

Here applicants can mention research awards, fellowships etc. that they have obtained.

- Relevant Work Experience

Applicants should mention relevant work experience only.

- Narrative CV

These sections allow applicants to present their research activities in a broader context across a four-module narrative section: 1. How have you contributed to the generation of new knowledge?, 2. How have you contributed to the development of individuals (student supervision)?, 3. How have you contributed to the wider research community?, and 4. How have you contributed to broader society?

- Academic Supervisor

Applicants are strongly advised to closely coordinate with their proposed Academic Supervisor all input for this section.

- Enterprise Mentor

Applicants are strongly advised to closely coordinate with their proposed Secondment Mentor all input for this section.

- Fellowship proposal abstract

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).

It is important to note that the three independent reviewers who will assess each proposal will not all be domain experts, and the abstract should therefore target a non-scientific audience.

- Fellowship proposal – must be in line with the European Green Deal eight policy pillars (clean energy, sustainable industry, building and renovating, sustainable mobility, biodiversity, sustainable food systems, eliminating pollution and climate neutrality), or Digitalization as an enabler for Sustainability.

It consists of multiple sections including objectives and expected impact, methodology, gender dimensions (see [Gender in EU research and innovation - European Commission](#)), Open Science (see [Open science - European Commission](#)), etc.

- 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.

- State of the Art

Applicants should explain clearly and convincingly the SoA and how their proposed research project will advance sustainability-related innovation.

- Bibliography

In this section references and selected bibliography should be included.

- Risks & Mitigation

Applicants have the opportunity to elaborate on main risks that might endanger the success of the project and related milestones and deliverables, as well as on realistic plans they will put in place to mitigate such risks.

- Specialist Knowledge/Data/Equipment Required

This section should contain all knowledge, data, and equipment that is necessary to successfully deliver the project. Before filling in this section applicants are strongly advised to familiarize themselves with the eligible costs as well as the knowledge/data/equipment that will be made available by the host research organization and secondment enterprise.

- Dissemination Plan

Applicants need to include specific dissemination activities to make their project and project outcomes accessible to various scientific and public audiences, nationally and internationally.

- Career Training and Development Plan

A career training and development plan is a key component of a Sustain-FIT fellowship application. It should present the applicant's main training objectives for each year.

- Industry Secondment Plan

The mandatory secondment to the partner secondment enterprise is a key component of any Sustain-FIT fellowship. Applicants are advised to give full consideration to the secondment plan, discuss it with their proposed secondment mentor and lay it out clearly in this section. Secondments can take place at any time of the three-year fellowship period. If they are taken within one specific year only, the sections related to the other years can be filled with “NA – Not Applicable”.

- Motivation

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 host environment.

Applicants should address host organisations' environment at the level of the relevant unit/team/research group, as appropriate. General statements should be avoided. Specific skills/knowledge/experience/strategies and plans of the proposed Academic Supervisor/Secondment Mentor should be referred to.

- Publications

In this sections, applicants can include all scientific publications, patents, and other relevant research output.

- Ethical statement

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

We recommend that you read the [Horizon Europe 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 organisation regarding the relevant institutional process and ensure that it will meet the Sustain-FIT requirements. When an ethical approval from the relevant Ethical review committee is required, a copy of the report will have to be received by Enterprise Ireland before activities for which ethical approval is required commence.

- References

In this non-mandatory section, applicants have the option to upload up to two letters of reference in word/pdf format.

- Personal statement

Applicants are expected to demonstrate their suitability to receive a Sustain FIT 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.

8) ELIGIBLE BUDGET

Under the Sustain-FIT programme, the only funding categories that are eligible are those specified in the Terms and Conditions.

The funding rates and upper ceilings are also indicated in the Terms and Conditions.

Other costs, such as for instance membership fees, expenses incurred by individuals other than the Fellow or for purposes that are not strictly related to the Sustain-FIT project, hardware that is not critical for the implementation of the project, etc are ineligible.

9) GDPR

DATA PROTECTION STATEMENT FOR ENTERPRISE IRELAND FUNDING, INVESTMENT & SUPPORT SERVICES

Last Updated: 15th August 2024

1. ABOUT US

We are Enterprise Ireland. You can find us at: The Plaza, East Point Business Park, Dublin 3 D03 E5R6

Email: gdpronline@enterprise-ireland.com

Telephone: +353 (0)1 727 2000

Our website is: www.enterprise-ireland.com

This Data Protection Statement applies to the following Enterprise Ireland offices:

- Enterprise Ireland Head Office – The Plaza, Eastpoint Business Park, Dublin 3 D03 E5R6

- Enterprise Ireland Regional Offices
- Enterprise Ireland International Offices listed [here](#)

References to “we”, “us” and “Enterprise Ireland” shall apply to any office in the organisation that is processing your Personal Data.

We are the trade and innovation agency of the Irish Government and one of the world’s largest seed capital investors.

We invest in and support the development of Irish-owned companies on their journey to achieving greater scale and to become global leaders in their field. This provides a platform for strong economic growth and creating and sustaining jobs in communities around the country. Our teams in Ireland and across our network of 39 international offices help Irish companies to develop high-growth strategies and to enter new markets with innovative and sustainable solutions.

We need to process Personal Data to provide our services. We are committed to protecting the Personal Data rights of individuals in accordance with global data protection legislation including the General Data Protection Regulation in Europe (the “GDPR”).

2. CONTACT DETAILS

We have appointed a Data Protection Officer. If you have any questions about this Data Protection Statement or the way in which your Personal Data is being used by us, please contact:

Data Protection Officer

Data Protection and Freedom of Information Office

Enterprise Ireland

The Plaza

Eastpoint Business Park

Dublin 3

D03 E5R6

Email: gdpronline@enterprise-ireland.com

Telephone: +353 1 727 2000

3. THE PURPOSE OF THIS DATA PROTECTION STATEMENT

This Data Protection Statement applies to Personal Data. The definition of Personal Data is as follows:

“Personal Data” means any information relating to an identified or identifiable natural person (**‘data subject’**); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

This Data Protection Statement describes our approach to data protection and sets out the basis on which any Personal Data we collect from you, or that you provide to us, will be used by us where we are controllers of that Personal Data for the purposes of the GDPR. Please read this Data Protection Statement carefully to understand our views and practices regarding the Personal Data we collect and how we will treat it.

4. WHO THIS DATA PROTECTION STATEMENT APPLIES TO

This Data Protection Statement provides specific information relating to the following individuals whose Personal Data we process:

- (i) **“Applicants”** refers to any entities or individuals applying for grants or investment funding, or other support services administered by Enterprise Ireland
- (ii) **“Beneficiaries”** who are beneficiaries of grants/investment funding, other supports services administered by Enterprise Ireland
- (iii) **“Associated Contacts”** of Applicants or Beneficiaries for example employees/management teams/shareholders etc.

5. SOURCES OF PERSONAL DATA

We receive Personal Data from a variety of sources, as follows:

- the Personal Data is often provided as part of, or in the course of the grant and investment administration process;
- the Personal Data may be collected from public sources like LinkedIn;
- the Personal Data may be collected through our website;
- the Personal Data may be collected indirectly from a website or from a third party.

6. OUR LEGAL BASIS FOR PROCESSING PERSONAL DATA

We process all Personal Data lawfully and in accordance with the requirements of the law.

The GDPR sets out the legal basis that must be in place before we process Personal Data.

When we process Personal Data it is generally on one of the following legal basis:

CONTRACT

We will process Personal Data where necessary to perform our obligations relating to or in accordance with any contract that we may have with you or to take steps at your request prior to entering into that contract.

CONSENT

For certain processing activities we may rely on your consent.

Where we are unable to obtain consent for a particular processing activity, we will only process the Personal Data if we have another lawful basis for doing so.

You can withdraw consent provided by you at any time by contacting us at gdpronline@enterprise-ireland.com.

PUBLIC INTEREST OR OFFICIAL AUTHORITY

Given our role as a public authority, we will process Personal Data where necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Enterprise Ireland.

The basis for the processing shall be laid down in EU law or a National law to which Enterprise Ireland is subject.

LEGITIMATE INTEREST

At times we will need to process your Personal Data to pursue our legitimate interests where the processing does not relate directly to our role as a public authority.

We will not process your Personal Data on a legitimate interest basis where the impact of the processing on your interests or fundamental rights and freedoms outweighs our legitimate interests.

You may object to any processing we undertake on this basis. If you do not want us to process your Personal Data on the basis of our legitimate interests, contact us at gdpronline@enterprise-ireland.com and we will review our processing activities.

LEGAL OBLIGATION

If we have a legal obligation to process Personal Data, such as the payment of taxes, we will process Personal Data on this legal ground.

DEFENCE OF LEGAL CLAIMS

In limited circumstances and in accordance with the law we may use Personal Data in the defence of legal claims or enforcing legal rights.

7. THE PERSONAL DATA WE HAVE

We only collect the Personal Data that we require in order to provide the best service to you and deliver the services that you expect. We have described here in as much detail as possible the Personal Data that we use in order to provide our services categorising it under various headings.

Depending on the scope of the relationship that we have with you we may collect some or all of the following Personal Data. The Personal Data collected will also depend on the country where the information is being collected and local laws. We have outlined how we use the Personal Data in the next section.

Examples of Personal Data
Contact Data may include a person's email address, phone number, postal address, other communication details (e.g. Social Media links)
CV Data may include information from a CV or application form such as Contact Data, Identification Data, Professional Data, Education Data, Application Data, Financial Data, Health Data, Biographical Data
Education Data includes details of your education, skills and qualifications
Financial Data includes payment related information or bank account details, shareholding information and financial data received as part of the grants administration process
Identification Data includes information used to identify a person and may include, date of birth, national tax identification number, driver's license and passport information, nationality
Log Data information logged on systems relating to your use of such systems including the client support hub
Marketing Data may include Identification Data and Contact Data and any preferences in receiving marketing from us and your communication preferences

Media Data may include photographs, video data and recordings
Professional Data may include information about your professional experience, company, department, employment history, skills/experience, membership of professional bodies directorships and shareholdings
Social Media Data includes social media data including links and contacts for your business social media profile(s)
Trade Union Data includes trade union membership noted on salary certificates submitted on grant inspection
Web Data includes information that may be provided when you interact with our website such as forms on our website and, to the extent that it includes Personal Data information on the type of device you're using, its IP address, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use

8. HOW WE USE PERSONAL DATA

We want to ensure that the Personal Data is used for the purposes that you would expect, and our ultimate goal is that there should be no surprises for you in the way that Personal Data is used by Enterprise Ireland. Personal Data is used for the following key activities relating to Enterprise Ireland grants and funding to ensure that we can deliver the best service to you:

Purpose	Legal Basis
Grant and Investment Applications	

<p>In accepting and processing applications for grants and funding, we may use Personal Data for the following purposes:</p> <ul style="list-style-type: none"> ● to process grant and investment applications; ● to review projects seeking Enterprise Ireland grant and investment support; ● to assess eligibility for grants and investments against required criteria; ● to communicate with Applicants and Associated Contacts; ● to keep up to date information about Applicants and their requirements, in order to assess suitability for funding; ● to create a record on our internal systems and to associate notes and tracking throughout the grant and investment application process; ● to develop relationships; ● to tailor our grants and investments to requirements; 	<ul style="list-style-type: none"> • The exercise of Official Authority • Legal Obligation
<p>Onboarding of Beneficiaries</p> <p>We use Personal Data to onboard Beneficiaries of Enterprise Ireland grants and investments:</p> <ul style="list-style-type: none"> ● to communicate with Beneficiaries in relation to the onboarding process; ● to create and maintain profiles on our internal systems; ● to enter into a contractual relationship in relation to the provision of a grant and investment. 	<ul style="list-style-type: none"> • Contract • The exercise of Official Authority • Legal Obligation
<p>Payment of Grants and Investments</p>	<ul style="list-style-type: none"> • Contract

<p>We may use and create Personal Data for the purposes of processing grant payments including:</p> <ul style="list-style-type: none"> • to issue grant funding; • to transfer funds; • to maintain a record of payments made; • to process repayment of any grant funds issued to Beneficiaries, where applicable. 	
<p>Grant Inspection</p> <p>Once a grant is approved, we may process Personal Data to ensure that grant criteria is met which includes engaging in inspection activities required for grant drawdown and grant use including desk-based and onsite inspections. The inspection process will require us to engage with Beneficiaries and Associated Contacts.</p>	<ul style="list-style-type: none"> • Contract • Exercise of Official Authority
<p>Grant and Investment Administration</p> <p>We may use Personal Data about beneficiaries for the purposes of administering grants and investments including:</p> <ul style="list-style-type: none"> • to administer approved funding; • to deliver industrial development supports or advice; • to make introductions with buyer and other contacts; • to meet third party requirements and to share that data with third parties such as the European Commission or other EU funded agencies where the data is collected in connection with and for the purposes of a project or programme run or funded in whole or in part by the third party such as the EU or European Commission 	<ul style="list-style-type: none"> • Contract • The exercise of Official Authority • Legal Obligation

<p>Audit of Public Expenditure</p> <p>We may use Personal Data to support the auditing activities related to the expenditure of public and European funding.</p>	<ul style="list-style-type: none"> • Contract • The exercise of Official Authority • Legal Obligation
<p>Training & Mentorship</p> <p>We may use Personal Data to provide training and mentorship programmes</p>	<ul style="list-style-type: none"> • Contract • The exercise of Official Authority
<p>EI Communications</p> <p>We may use Personal Data to facilitate communication with you for the following purposes:</p> <ul style="list-style-type: none"> ● to include you on our communications database ● to provide you, or permit selected third parties to provide you, with information about events hosted or co-sponsored by us or about events we feel may interest you ● to send you email alerts and newsletters that you have opted-in to receive by filling in our online forms or contacting us by email or by other means ● to send you surveys to complete ● to contact you with business opportunities ● to contact you regarding the services provided by us 	<ul style="list-style-type: none"> • Contract • Consent • The exercise of Official Authority
<p>Business Development</p> <p>We are continuously developing our software and systems to improve our grants and investments processes. We use Personal Data in some cases to facilitate that development including to gain applicant and beneficiary insights to help optimise and develop our services and provide new offerings and improve existing offerings.</p>	<ul style="list-style-type: none"> • The exercise of Official Authority

<p>Regulatory and Legal</p> <p>We may need to process certain Personal Data as part of our legal obligations, and to ensure our practices are in line with regulatory requirements. We may use Personal Data for the following purposes:</p> <ul style="list-style-type: none"> ● to comply with our regulatory and professional requirements; ● to prevent and detect fraud, money laundering or other offences; ● to exercise our right to defend, respond or conduct legal proceedings; ● to ensure compliance with government regulation on grant approval to companies, for example when grant support packages required Cabinet approval ● to comply with our legal obligations in respect of: the collection of taxes, levies, contributions; the detection of crime; labour standards; anti-bribery legislation; and industry specific legislation; ● to comply with the law in certain jurisdictions; ● to check any conflicts of interest; 	<ul style="list-style-type: none"> ● Legal Obligation
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9. DISCLOSURE OF PERSONAL DATA

In certain circumstances, we may disclose Personal Data to third parties as follows:

- to client companies, business partners and subcontractors for the performance of any contract relating to our services, including email, Communications/Events Platforms, Customer Relationship Management system, web developers, payment processors, data aggregators, hosting service providers, external consultants, auditors, IT consultants and lawyers;
- to other organisations, companies, auditors, Government Departments, Schools and Educational Institutes, recruiters, local authorities and public bodies;

- to analytics and search engine providers that assist us in the improvement and optimisation of our services;
- to Local Enterprise Offices to enable to provision of services and supports. Further information is available on Enterprise Ireland's Corporate Website www.enterpriseireland.com;
- to International Enterprise Ireland offices, where relevant, to enable services and supports to be provided in the relevant global location;
- if we are under a duty to disclose or share Personal Data in order to comply with any legal obligation (including tax, audit or other authorities), or in order to enforce or apply any contracts that we have;
- to protect our rights, property, or safety, or that of our clients, business contacts or others. This may include exchanging Personal Data with other companies and organisations for the purpose of fraud protection or credit risk reduction. When we engage another organisation to perform services for us, we may provide them with information including Personal Data, in connection with the performance of those functions. We do not allow third parties to use Personal Data except for the purpose of providing these services.

10. SECURITY MEASURES

We will take all steps reasonably necessary to ensure that all Personal Data is treated securely in accordance with this Data Protection Statement and the relevant law, including the GDPR. In particular, we have put in place appropriate technical and organisational procedures to safeguard and secure the Personal Data we process. We monitor for and do everything we can to prevent security breaches of the Personal Data that we process.

Once we have received your Personal Data, we will use strict procedures and security features for the purpose of preventing unauthorised access and ensuring that only those who need to have access to your Personal Data can access it.

We also use secure connections to protect Personal Data during its transmission. Where you have been given (or where you have chosen) a password which enables you to access services, you are responsible for keeping this password confidential. Please do not share your password with anyone.

If you think that there has been any loss or unauthorised access to Personal Data of any individual, please let us know immediately.

11. INTERNATIONAL TRANSFERS

The Personal Data that we collect may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for the purposes described above. Those countries may not provide an

adequate level of protection in relation to processing Personal Data. Due to the global nature of our business, certain Personal Data may be disclosed to staff members of Enterprise Ireland working outside the EEA: To view a list of Enterprise Ireland overseas office, click [here](#).

To the limited extent that it is necessary to transfer your Personal Data outside of the EEA, we will ensure appropriate safeguards are in place to protect the privacy and integrity of such Personal Data, including standard contractual clauses under Article 46.2 or adequacy decision under Article 45. Please contact us at gdpronline@enterprise-ireland.com if you wish to obtain information concerning such safeguards.

12. COOKIES

Cookies are small text files placed on your computer or mobile device by websites that you visit, and they help us improve the products and services that we offer you. They are used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Cookies may allow a website to remember your activity over a period of time. Some cookies are optional and you do not have to accept them.

Further information on the cookies we use on the website and the purpose behind their respective uses are set out in our Cookie Policy available [here](#).

13. THIRD PARTY WEBSITES

Our Website may contain links to and from third party websites. If you follow a link to any of these websites, please note that these websites have their own privacy settings, and these are not endorsed by us. We do not accept any responsibility or liability for these third-party websites. Please undertake the appropriate due diligence before submitting any Personal Data to these websites.

14. RETENTION

We will store your Personal Data only for as long as necessary for the purpose(s) for which it was obtained. The criteria used to determine our retention periods include:

- i. the length of time we have an ongoing relationship and/or provide our services;
- ii. the type of support services that you are receiving, ie. EU funding/Irish Government funding
- iii. whether there is a legal requirement to which we are subject; and
- iv. whether the retention is advisable in light of our legal position (such as in regard to applicable statutes of limitations, litigation, or regulatory investigations).

Please contact us at gdpronline@enterprise-ireland.com if you wish to obtain further information concerning our retention periods.

15. YOUR RIGHTS

You have various rights relating to how your Personal Data is used.

Right of access to the Personal Data we hold on you

You have the right to ask for all the Personal Data we have about you. When we receive a request from you in writing, we must give you access to everything we've recorded about you as well as details of the processing, the categories of Personal Data concerned and the recipients of the Personal Data.

We will provide the first copy of your Personal Data free of charge, but we may charge you a reasonable fee for any additional copies.

We cannot give you access to a copy of your Personal Data in some limited cases including where this might adversely affect the rights and freedoms of others.

Right of rectification of Personal Data

You should let us know if there is something inaccurate in your Personal Data.

We may not always be able to change or remove that Personal Data, but we will correct factual inaccuracies and may include your comments in the record to show that you disagree with it.

Right of erasure of Personal Data (right to be forgotten)

In some circumstances you can ask for your Personal Data to be deleted, for example, where:

- your Personal Data is no longer needed for the reason that it was collected in the first place
- you have removed your consent for us to use your Personal Data (where there is no other lawful basis for us to use it)
- there is no lawful basis for the use of your Personal Data
- deleting the Personal Data is a legal requirement

Where your Personal Data has been shared with others, we will do what we can to make sure those using your Personal Data comply with your request for erasure.

Please note that we can't delete your Personal Data where:

- we are required to have it by law
- it is used for freedom of expression
- it is used for public health purposes
- it is used for scientific or historical research or statistical purposes where deleting the Personal Data would make it difficult or impossible to achieve the objectives of the processing
- it is necessary for legal claims.

Right to restrict what we use your Personal Data for

You have the right to ask us to restrict what we use your Personal Data for where:

- you have identified inaccurate Personal Data, and have told us of it
- where we have no legal reason to use the Personal Data, but you want us to restrict what we use it for rather than erase the Personal Data altogether

When Personal Data is restricted, it can't be used other than to securely store the Personal Data and with your consent to handle legal claims and protect others, or where it's for important public interests.

Right to object

You have the right to object to processing of your Personal Data which is based on public interest or legitimate interest processing. We will no longer process the Personal Data unless we can demonstrate a compelling ground for the processing.

Right not to be subject to automated decision-making

You have the right not to be subject to a decision based solely on automated processing. This right shall not apply where the processing is necessary for a contract with you, or the processing is undertaken with your explicit consent, or the processing is authorised by law.

You can make a complaint

You have the right to lodge a complaint with the local supervisory authority for data protection in the EU member state where you usually reside, where you work or where you think an infringement of data protection law took place.

16. QUESTIONS OR COMPLAINTS

Thank you for reading our Data Protection Statement. Please [Contact Us](#) if you have any questions.

If we are unable to resolve your concerns, you have the right to contact the supervisory authority in the country where you live or work, or where you consider that the data protection rules have been breached.

Online Form: [Data Protection Commission 'Contact Us' Form](#)

Address: 21 Fitzwilliam Square South, Dublin 2, D02 RD28, Ireland

Tel: +353 1 7650100 or +353 1800 437 737

17. AMENDMENTS TO THIS DATA PROTECTION STATEMENT

We will post any changes to this Data Protection Statement on the Website and on our job ads in recruitment portals and when doing so will change the effective date at the top of this Data Protection Statement.

In some cases, we may provide you with additional notice of changes to this Data Protection Statement, such as via email. We will always provide you with any notice in advance of the changes taking effect where we consider the changes to be material.