



US-Ireland R&D Partnership Programme

Guidance for ROI and NI applicants for Submission of Tri-Partite Proposals to the National Science Foundation (NSF)

Version: 23 April 2021

Key dates

For NSF programmes with a fixed call deadline

Mandatory 'Intention to submit' form is required **at least 10 weeks** in advance of the full submission deadline at NSF

Draft Tri-Partite Proposal SFI and DfE **DEADLINE - 6 weeks** in advance of NSF deadline or, if applicable, the deadline at the US University's Research Office in advance of the NSF submission deadline

For NSF programmes without a fixed call deadline

Mandatory 'Intention to Submit' (ITS) forms must be submitted in advance of one of the following **deadlines: 1st of February, 1st of June and 1st of October.**

Draft Tri-Partite Proposal to SFI and DfE must be submitted no later than **4 weeks after the chosen ITS form submission deadline.**

Contents

1. Background and Objectives	2
2. Partner Agencies.....	3
3. How the Programme Operates.....	3
3.1 Notification of Intent to Submit	3
3.2 Draft “Tri-Partite” proposal submission	4
4. Eligibility of Research Body.....	4
5. Applicants’ Eligibility Criteria	5
5.1 Eligibility Criteria for Republic of Ireland Applicants.....	5
5.2 Eligibility Criteria for Northern Ireland Applicants	6
6. Funding	7
7. Submission of Draft Tri-Partite Proposal to Irish Funding Agencies.....	7
7.1 SFI Requirements.....	8
7.2 DfE Requirements.....	8
8. Tri-Partite Draft Proposal – Review Process and Criteria	9
9. Submission of Final Tri-Partite Proposal to NSF	9
10. Post-Award Review	10
11. General Data Protection Regulation Statements	11
11.1 SFI Statement	11
11.2 DfE Statement	11
APPENDIX 1: MANDATORY “INTENTION TO SUBMIT” FORM	12
APPENDIX 2: COVER SHEET FOR US-IRELAND PROPOSAL, ROI APPLICANTS.....	14
APPENDIX 3: BUDGET TEMPLATE FOR ROI APPLICANTS	15
APPENDIX 4: COVER SHEET FOR US-IRELAND PROPOSAL, FOR NI APPLICANTS	16
APPENDIX 5: BUDGET TEMPLATE FOR NI APPLICANTS	18

1. Background and Objectives

The US-Ireland Research and Development Partnership is a unique initiative involving funding agencies across three jurisdictions: United States of America, Republic of Ireland & Northern Ireland¹.

The overall goal of the Partnership is to increase the level of collaborative R&D amongst researchers and industry across the three jurisdictions. This collaboration aims to generate valuable discoveries and innovations which are transferable to the marketplace, or will lead to enhancements in health, disease prevention or healthcare.

The Partnership achieves its goals through tri-partite research projects in which the funding agencies fund the elements of research undertaken in their own jurisdiction. Importantly, the Partnership must add significant value to each research programme above that achievable by the PI in each jurisdiction working alone.

The current focus of the US-Ireland R&D Partnership Programme, as agreed by the Partnership Steering Group², is on the following seven thematic areas:

- Sensors & Sensor Networks
- Nanoscale Science & Engineering
- Telecommunications
- Energy & Sustainability
- Health
- Cybersecurity (*new theme*)
- Agriculture

This guidance document outlines the objectives, eligibility, funding available, review process and application procedures for submission of a US-Ireland R&D Partnership proposal to the **National Science Foundation (NSF)** in the **Sensors & Sensor Networks, Nanoscale Science & Engineering, Telecommunications, Energy & Sustainability** and new pilot **Cybersecurity** themes.

Proposal submissions under the pilot Cybersecurity theme should only be made and will only be accepted by the NSF Computer and Information Science and Engineering (CISE) Secure and Trustworthy Cyberspace (SaTC)³ programme.

For proposal submissions under the **Health theme** to the **National Institutes of Health (NIH)**, please refer to the US-Ireland Call for Submission of Tri-Partite Proposals to the National Institutes of Health (NIH) on the SFI website - **US Ireland R&D Partnership**⁴ or the **Health and Social Care Research & Development Division Northern Ireland (NI)**⁵

For proposal submissions under the **Agriculture theme** to the **National Institute of Food and Agriculture [NIFA (US)]**, please contact the Department of Agriculture, Food and the Marine [DAFM (RoI)] or Department of Agriculture, Environment and Rural Affairs [DAERA (NI)]. Further details on the Agriculture theme can be accessed from the webpage of the **Department of Agriculture, Food and the Marine**⁶.

¹<http://www.sciencediplomacy.org/perspective/2014/trilateral-partnership-for-supporting-research-and-relationships>

²<https://intertradeireland.com/innovation/us-ireland-rd-partnership/>

³https://www.nsf.gov/funding/pgm_summ.jsp?pims_id=504709&org=CISE&from=home

⁴<http://sfi.ie/funding/funding-calls/us-ireland-rd-partnership/>

⁵<https://research.hscni.net/us-ireland-rd-partnership-programme>

⁶<https://www.agriculture.gov.ie/research/trans-nationalresearchfunding/us-irelandresearchanddevelopmentpartnership/>

2. Partner Agencies

The Partners are the bodies in each jurisdiction that have agreed to provide research funding depending on the thematic research area. For Sensors & Sensor Networks, Nanoscale Science & Engineering, Telecommunications, Energy & Sustainability and Cybersecurity applications, these include the following:

- In the US, the partner agency is the National Science Foundation (NSF)⁷.
- In the Republic of Ireland (RoI), the partner agency is Science Foundation Ireland (SFI)⁸
- In Northern Ireland (NI), the partner agency is the Department for the Economy (DfE)⁹,

The US Ireland R&D Partnership is guided by a Steering Group comprised of high-level representatives from the three jurisdictions. The function of the Steering Group is to oversee the strategic and operational aspects of the Partnership and to guide, monitor and evaluate the collaborative efforts. The Steering Group is supported by a Secretariat, provided by InterTradeIreland¹⁰, the cross-border business development body.

3. How the Programme Operates

Each US-Ireland R&D Partnership proposal must have a minimum of one applicant from each jurisdiction and significant research participation by all three jurisdictions. The work proposed for each jurisdiction must add significant value, so that the overall programme of research goes beyond what might be achieved by any one PI working alone supported by national funding only.

The applicants from each jurisdiction will write a joint “tri-partite” proposal in the format required by NSF. It is the responsibility of the US investigator to submit the tri-partite proposal to the NSF for review. Proposals are evaluated in accordance with the standard NSF review criteria of intellectual merit and broader impacts of the proposed effort. The funding agencies on the island of Ireland have agreed to accept the decisions of NSF with regard to the suitability for funding of individual proposals.

The following requirements relate only to applicants/co-applicants in the Republic of Ireland and Northern Ireland for their funding agencies and are not required by the NSF for US applicants.

3.1 Notification of Intent to Submit

In order to participate in a US-Ireland R&D Partnership proposal to the NSF, NI and RoI applicants who are eligible (please see Section 5 regarding eligibility requirements) must send a mandatory Intention to Submit (ITS) form to the relevant funding agencies, North and South, from the Research Institution Research Offices on behalf of the RoI and NI lead applicant respectively. The information in this form will be used for planning purposes by the agencies.

For NSF programs with a fixed call deadline, this form must be submitted by Research Institutions on behalf of Ireland and Northern Ireland lead proposers, respectively, **at least 10 weeks in advance of the NSF full proposal submission deadline.**

⁷ <http://www.nsf.gov/>

⁸ <http://www.sfi.ie/>

⁹ <https://www.economy-ni.gov.uk/>

¹⁰ <https://intertradeireland.com>

For NSF programs without a fixed call deadline, SFI and DfE will assess Intention to Submit forms tri-annually. Intention to Submit forms must be submitted by Research Institutions on behalf of Ireland and Northern Ireland lead proposers by one of the following deadlines:

1st of February, 1st of June and 1st of October.

The information required is listed below and the form can be found in **Appendix 1**.

- Name and Research body of the RoI, NI and US applicants
- Information regarding the eligibility of the RoI and NI applicants
- Proposed topic, title of proposal, abstract
- NSF Target programme submission deadline
- Information regarding the expertise and expected budget request for each jurisdiction

For RoI applicants, please submit to USIreland@sfi.ie

For NI applicants, please submit to USIreland@economy-ni.gov.uk

It is important to note that draft “tri-partite” proposals (see Section 3.2) will not be accepted if the Intention to Submit has not been received by the agencies within the specified timeframe.

3.2 Draft “Tri-Partite” proposal submission

For NSF programmes with a fixed call deadline, a draft of the “tri-partite” proposal must be simultaneously submitted to the SFI and DfE **at least 6 weeks in advance of the NSF deadline** or, *if applicable*, the deadline at the US University’s Research Office in advance of the NSF submission deadline (please refer to Section 7 for details).

For NSF programs without a fixed call deadline, SFI and DfE will assess close-to-final proposals tri-annually. Proposers must simultaneously submit identical copies of a draft of the “tri-partite” proposal to SFI and DfE **no later than 4 weeks after submitting an Intention to Submit Form** to one of the deadlines specified above.

Following submission of the draft proposal, the funding agencies will assess the proposal in order to

- a) determine if there is evidence of significant participation by all partners,
- b) to pre-approve the budget for the project and, if supportive,
- c) to inform the relevant personnel at the NSF of the RoI/NI support for the proposal should it be approved for funding, and
- d) to provide a funding commitment letter to the applicant for inclusion in the full proposal submission to NSF.

Detail on the level of support available from each funding agency is outlined in Section 6 – Funding.

4. Eligibility of Research Body

The Research Body¹¹ is the body in charge of the financial and administrative co-ordination of the research project receiving a research grant from a Partner. Host Research Bodies must be situated in the Republic of

¹¹ The term ‘Research Body’ and ‘Institution’ are equivalent and interchangeable in this documentation.

Ireland or Northern Ireland. Please refer to Eligible Research Bodies¹² for the current list of research bodies in the Republic of Ireland who are eligible to apply to NSF under the US-Ireland R&D Partnership programme.

Eligible Research Bodies in Northern Ireland are Queen's University Belfast and Ulster University.

5. Applicants' Eligibility Criteria

In order to be eligible for SFI and DfE funding,

- the applicant must demonstrate that the research topic of the US-Ireland proposal is relevant to one of the following thematic areas: Sensors & Sensor Networks, Nanoscale Science & Engineering, Telecommunications, Energy & Sustainability, or Cybersecurity.

and

- in all cases, the research topic of the US-Ireland proposal must satisfy NSF funding requirements.

To be deemed eligible for funding, a minimum of one applicant from each jurisdiction – NI, US and ROI - must be named on the proposal. Each funding agency has its own set of eligibility criteria based on the applicant's track record.

5.1 Eligibility Criteria for Republic of Ireland Applicants

(i) Applicant contract status

The lead applicant (and co-applicant/s) must be:

- A member of the academic staff of an eligible Research Body (permanent or with a contract that covers the period of the award), or
- A contract researcher with a contract that covers the period of the award, who is recognised by the Research Body as an independent investigator and will have an independent office and research space at the host Research Body for which he/she will be fully responsible for *at least* the duration of the US-Ireland R&D partnership programme award, or
- An individual who will be recognised by the Research Body upon receipt of the US-Ireland R&D Partnership programme award as a member of the academic staff or as a contract researcher as defined above. The applicant does not necessarily need to be employed by the Research Body at the time of proposal submission.

Research Body submission confirms that the lead applicant (and co-applicant/s) meets these criteria and is either a member of the academic staff, a contract researcher, or awaiting appointment as defined above. A co-applicant may be located at a different eligible Irish Research Body than the lead applicant. In this case, the grant will be administered through the Research Body of the lead applicant only. A co-applicant, where applicable, must comply with the same eligibility and evaluation criteria as the lead applicant.

(ii) Applicant Track Record

- The applicant must hold, or have held, an SFI research award (*) **as either lead Principal Investigator (PI) or co-PI.**

¹² <http://www.sfi.ie/funding/sfi-policies-and-guidance/eligibility-related-information/>

(*) *Research awards include but are not limited to SFI IvP, SFI PI, SFI RFP, SFI SRC, SFI CSET, SFI Research Professor, SFI PIYRA, SFI SIRG, SFI CDA, SFI President of Ireland Future Research Leaders award, SFI Charles Parsons, SFI Mathematics Initiative, US-Ireland R&D Partnership award, Royal Society-Science Foundation Ireland University Research Fellowship, EPSRC-SFI Joint Funding of Research award, or SFI Research Centre. Grants such as personal fellowships or travel grants are not included. If you are unsure as to whether your SFI award is considered eligible, please contact SFI in advance of your submission.*

- If the applicant is not an SFI awardee, s/he is expected to have demonstrated research independence through securing at least one independent research grant as lead investigator or as co-investigator. The grant must have been competitively awarded and internationally and independently peer reviewed. Eligible research grants would be expected to support at least one full-time equivalent, excluding the applicant(s), and include research team costs (e.g., materials and consumables). This **excludes** smaller awards such as travel grants, equipment grants, post-graduate fellowships, postdoctoral fellowships, and awards of short duration (12 months or less). Laboratory fit-out / setup funding, awards from the applicant's institution, and awards that have not been subject to external international peer review are also excluded.
- The applicant and any co-applicant(s) must have held a PhD or equivalent qualification¹³ for at least **five years** by the proposal deadline.
 - *Applicants holding an equivalent qualification may be eligible but should nevertheless seek approval from SFI in advance of submitting a proposal.*
 - *The official date of a PhD is defined as the year that the degree was conferred (i.e. the year printed on the official PhD certificate). The number of years is determined by calendar year.*
- SFI will not accept a second application whilst the first application is under review.
- If an applicant/co-applicant has been successful in securing a US-Ireland R&D Partnership award, they will not be entitled to apply for a subsequent award until at least the last 18 months of their active award.

5.2 Eligibility Criteria for Northern Ireland Applicants

(i) Applicant contract status

- The lead applicant (and co-applicant/s) must be a member of the academic staff of Queen's University Belfast or Ulster University (permanent or with a contract that covers the period of the award).

(ii) Applicant Track Record

- DfE will accept a second application from an applicant/co-applicant whilst the first application to DfE is under review. Please note, the policy concerning concurrent applications/projects may be subject to change, depending on budget availability, at any given time.
- Applicants/co-applicants who have been successful in securing two US-Ireland R&D Partnership awards through DfE, will not be entitled to apply to DfE for a subsequent award until at least the last 18 months of the first active award. This applies to applications to DfE only and does not

¹³ http://www.sfi.ie/funding/sfi-policies-and-guidance/eligibility-related-information/PHD-equivalence-policy_September_2018.pdf

preclude applicants applying to other agencies.

6. Funding

The NI and RoI funding agencies have their own specific funding streams available for researchers in NI and RoI applying to the US-Ireland R&D Partnership programme.

Science Foundation Ireland

RoI applicants can apply to SFI for direct costs of up to €350k for a 3–5-year duration. In addition to the direct costs, SFI also makes an indirect, or overhead, contribution to the host Research Body, which is reflected as a percentage of the direct costs (excluding equipment).

SFI eligible costs are staff, materials and consumables, equipment, and travel.

Please note that for projects that are three years in duration requests for contributions towards PhD stipends and fees are not permitted.

The overhead should not be included by the applicant in the budget request. See SFI Grant Budget Policy for further details¹⁴.

Department for the Economy Northern Ireland

NI applicants can apply to DfE for total costs of up to £300k for a 3–5-year duration.

DfE eligible costs are staff, equipment, materials, and travel. DfE will also consider other specified costs if demonstrated to be essential for the project to proceed. However, the programme will not meet costs related to new premises, refurbishment, or major items of equipment (costing more than £20,000). An overhead allowance can be included at a rate of up to 40% of the staff costs. See DfE US Ireland Research and Development Partnership Budget Policy¹⁵ for further details.

7. Submission of Draft Tri-Partite Proposal to Irish Funding Agencies

In advance of submission of the final tri-partite proposal to the NSF, SFI and DfE will evaluate the draft proposal and either approve or decline support. Therefore, a draft of the “tri-partite” proposal for submission to the NSF **must be submitted to the NI and RoI funding agencies as outlined in Section 3.2.**

Draft proposals will only be accepted from applicants who have submitted an Intention to Submit form as outlined in Section 3.1.

Applicants should prepare their tri-partite proposal based on the guidelines and criteria outlined in the relevant NSF programme call and associated documentation.

¹⁴ <http://www.sfi.ie/funding/sfi-policies-and-guidance/budget-finance-related-policies/>

¹⁵ <https://www.economy-ni.gov.uk/sites/default/files/publications/economy/US-Ireland-R-and-D-Partnership-Programme-Budget-Policy.pdf>

To be deemed eligible for funding, a minimum of one applicant from each jurisdiction – NI, US, and RoI - must be named on the proposal.

7.1 SFI Requirements

SFI will accept a draft version of the tri-partite proposal **in NSF format**; however, the following documents must be included in order for SFI to accurately and fairly assess the level of support required:

- (i) A detailed overview of the research programme including a breakdown of the workpackages and tasks to be undertaken by partners in each jurisdiction.
- (ii) A standard SFI coversheet signed by the applicant and approved by the appropriate signatory from their institution; for template please refer to Appendix 2.
- (iii) CVs of each applicant in each jurisdiction in NSF format.
- (iv) Copies of the requested budget in each jurisdiction. RoI applicants should use the budget template provided in **Appendix 3**.
- (v) Budget justification for the funding requested (max. 3 pages).
- (vi) An **'added value' appendix** (1 page) which includes an outline of how the work proposed for each jurisdiction adds significant value so that the overall programme of research goes beyond what might be achieved by any one PI working alone supported only by national funding.
- (vii) If a Gantt chart or equivalent has not been included in the draft of the research programme, it should be included in the appendix.
- (viii) **Multi-applicant Management and Communication Plan** - please include a section where it is clearly outlined how the multi-applicant team will manage the programme. It is advisable that you refer to regular conference calls or annual team meetings, for example, or other methods of communication that you expect to use to enable the efficient management and a successful outcome of the proposed partnership project.

All documents must be converted into a single Adobe pdf document and emailed to USIreland@sfi.ie for RoI applicants seeking funding from SFI. Please note only the signature page should be scanned, electronic signatures are also acceptable

7.2 DfE Requirements

DfE will accept a draft version of the tri-partite proposal in NSF format; however, the following documents must be included in order for DfE to accurately and fairly assess the level of support required:

- (i) A standard DfE coversheet signed by the applicant and approved by the appropriate signatories; for template please refer to Appendix 4.
- (ii) Details of the requested NI budget. NI applicants should use the budget template provided in Appendix 5.
- (iii) Completed DfE requirements template (max. 6 pages), to include the following information:
 - An overview of the research programme, including a breakdown of the work packages and tasks to be undertaken by partners in each jurisdiction. The goal of the research programme should be set out clearly in layman's terms.
 - Gantt chart or equivalent.
 - Details of the requested NI budget and the requested partner budgets in RoI and US.

- Budget justification for the NI funding requested (max. 2 pages).
- An **‘added value’ section** (1 page). This should include an outline of how the work proposed for each jurisdiction adds significant value, so that the overall programme of research goes beyond what might be achieved by any one PI working alone supported only by national funding. The commercial potential / potential route to market of the project should also be included in this section.

Please refer to DfE website¹⁶ for further details, and for copies of the cover sheet, DfE requirements template and budget template.

All documents must be collated and sent as a single email to usireland@economy-ni.gov.uk for NI applicants seeking funding from DfE. Please note the DfE requirements template should be submitted in MS Word format.

8. Tri-Partite Draft Proposal – Review Process and Criteria

Each agency will review the draft tri-partite proposal based on the following criteria:

- Eligibility of investigators involved
- Evidence of significant participation by all partners
- The work proposed for each jurisdiction adds significant value so that the overall programme of research goes beyond what might be achieved by any one PI working alone supported by national funding only.
- The proposed research fits within one of the four thematic areas: Sensors and Sensor Networks, Nanoscale Science & Engineering, Telecommunications, Energy & Sustainability, and Cybersecurity and aligns with the relevant agency’s remit.
- The overall quality of the proposal (e.g., structure, clarity, completeness, etc.). Scientific merit of the proposal is *not* evaluated.
- The budget is well-justified and represents value for money.

The final decision on the scientific merit of the tri-partite proposal lies with the NSF peer review process.

9. Submission of Final Tri-Partite Proposal to NSF

Once eligibility of the proposal has been confirmed by the RoI and NI funding agencies and the draft tri-partite proposal approved, the RoI and NI PIs are permitted to submit the tri-partite proposal to the NSF via their US partner, as it is the US partner who takes the lead on submission of the full proposal, including all necessary documentation, to the NSF via their Research Institution.

Each of the RoI and NI funding agencies will write a Funding Commitment Letter outlining their level of budget commitment subject to NSF approval of the tri-jurisdictional proposal. Funding Commitment Letters are sent to the applicant by their funding agency and **must** be included in the final NSF submission. These Funding Commitment Letters are also sent to the NSF by SFI to inform them of the support of the overseas collaborators by their funding agencies should the application be approved for funding by the NSF.

¹⁶ <https://www.economy-ni.gov.uk/articles/higher-education-international-research-0>

Please note that, in cases of submission to the NSF programs without a fixed call deadline, a Funding Commitment Letter will include a statement that such proposals must be submitted within 3 months of the issue date. If proposal is not submitted to the NSF within this period, SFI and DfE may revoke their Funding Commitment Letters

A copy of the final NSF-submitted proposal, along with NSF FastLane submission code, must be sent to the relevant funding agencies by the applicants within two weeks of the NSF submission deadline.

10. Post-Award Review

Republic of Ireland-based applicants receiving funding from SFI will be subject to reporting requirements. These will include, but are not limited to, regular reporting¹⁷ such as an annual report on progress, researcher census, an end of grant report, participation in interim reviews and other reporting as requested such as a contribution to SFI's Researcher Snapshots. As is the case for all awards made by the Foundation, SFI reserves the right to assess progress during the lifetime of awards made under the auspices of the Partnership. The relevant SFI team will manage post-award monitoring and full details of requirements for the post-award management of awards will be set out within the Grant Terms and Conditions.

SFI post-award requirements must be adhered to, that is, **those awardees that fail to comply will risk having their grant payments suspended and/or the processing of any applications under review in other SFI calls paused**, until their reporting status is rectified. *SFI reserves the right to terminate a grant if, in the reasonable opinion of the funding agency, progress is not deemed to be satisfactory.*

For the duration of the award, **Northern Ireland-based applicants** receiving funding from DfE for Nanoscale Science & Engineering, Sensors & Sensor Networks, Telecommunications, Energy & Sustainability or Cybersecurity projects will submit quarterly written progress reports to coincide with claim periods, and an annual impact and outcome report. Upon completion of the project, a project completion report will be required to be submitted to DfE one month after the end of the project. A follow-up report to capture impacts and outcomes will also be required approximately one year after the completion of the project.

As is the case for all awards, DfE reserves the right to assess progress during the lifetime of awards made under the auspices of the Partnership. *DfE reserves the right to terminate a grant if, in the reasonable opinion of the funding agency, progress is not deemed to be satisfactory.*

For further information, ROI applicants should contact SFI at USIreland@sfi.ie and NI applicants should contact DfE at USIreland@economy-ni.gov.uk.

PLEASE NOTE: Applicants must adhere to and comply with the Terms and Conditions of the relevant funding agency who will govern the administration of the award.

¹⁷ <http://www.sfi.ie/funding/award-management/reporting-procedures/>

11. General Data Protection Regulation Statements

11.1 SFI Statement

The General Data Protection Regulation¹⁸ is a legal framework that sets out guidelines for the collection and processing of personal information of individuals within the European Union¹⁹. Applicants are advised that they must be compliant with this regulation if they collect or process personal data.

SFI may collect, use and disclose personal data provided in the application and/or otherwise obtained under, or in connection with, the application for processing the submission, for the performance of its statutory powers and functions, and for the general activities of SFI. Further details regarding SFI's collection, use and disclosure of personal data, and the rights of individuals with respect to any personal data held by SFI, are available in the SFI Privacy Statement²⁰.

During peer-review procedures, information may be sent to external experts in countries outside of the European Economic Area, including countries that are not recognised by the European Commission as having adequate data protection laws. By submitting an application to SFI, the Research Body and members of the Research Team are agreeing that they consent to the processing and transfer of personal information in this way.

During the application process or at any time thereafter, SFI may contact the Research Body, the Principal Investigator, or any member of the Research Team with regard to funding opportunities, activities or events organised by SFI or other relevant bodies, or for the purposes of monitoring and evaluation (including, but not limited to, the collection of scientific data or data relating to the application process). SFI may choose to authorise a third party to contact the Research Body, the Principal Investigator or any member of the Research Team on its behalf.

11.2 DfE Statement

DfE will collect and process personal data to manage and administer the relationship between researchers, the Higher Education Institution (HEI) and the Department for the Economy (DfE) in respect of the US-Ireland Research & Development (R&D) Partnership programme. Personal data are required to fulfil our statutory functions, to comply with our statutory obligations, and to evaluate and improve DfE performance. DfE will only use personal data for the purpose it was collected.

By submitting an application to DfE, the HEI and members of the Research Team are agreeing that they consent to the processing and transfer of personal information.

Further details regarding DfE's collection, use and disclosure of personal data, and the rights of individuals with respect to any personal data held by DfE, are available in the DfE Privacy Notice²¹ and the US Ireland R&D Partnership Privacy Notice²².

¹⁸ <https://www.dataprotection.ie/>

¹⁹ <https://eugdpr.org/>

²⁰ <http://www.sfi.ie/privacy/>

²¹ <https://www.economy-ni.gov.uk/dfe-privacy-notice>

²² <https://www.economy-ni.gov.uk/sites/default/files/publications/economy/privacy-notice-us-ireland-r-d-partnership.pdf>



APPENDIX 1: MANDATORY “INTENTION TO SUBMIT” FORM

For RoI applicants, please complete the relevant sections and submit in the form of an Adobe pdf document to USIreland@sfi.ie

For Northern Ireland applicants, please complete the relevant sections and submit in the form of a MS Word document to usireland@economy-ni.gov.uk

This form must be submitted to the relevant funding agencies, North and South, via the Research Body Research Offices of the RoI and NI lead applicant respectively at least 10 weeks in advance of the full proposal deadline at NSF.

Section 1: Contact Details and eligibility²³ of the applicant/co-applicants

Please insert another table as required if co-applicants exist

RoI Applicant Contact Details

Title	
Name	
Department	
Institution	
Telephone	
Email	
Eligibility:	(i) Contract status (ii) Qualifying research award: awarding body, grant title, grant #, funding period (iii) Year PhD awarded (iv) If you currently hold a US-Ireland award, when did the award commence?

NI Applicant Contact Details

Title	
Name	
Department	
Institution	
Telephone	
Email	
Eligibility:	(i) Contract status (ii) If you currently hold a US-Ireland award, when did the award commence and when is it due to finish?

²³ Please review the eligibility criteria in Section 5 and provide details confirming the eligibility of the Applicant and any Co-applicants to apply to the US-Ireland R&D Partnership programme. This is **ONLY** required for the RoI and NI applicants/co-applicants and **NOT** for the US applicants.

US Applicant Contact Details

Title	
Name	
Department	
Institution	
Address	
Telephone	
Email	
Eligibility	NOT REQUIRED

Section 2: NSF PROGRAMME DETAILS

NSF Programme	
Submission Deadline	For NSF calls with no fixed deadline expected date of submission must be identified

Section 3: APPLICATION OVERVIEW

Proposed topic, title of proposal, abstract

Proposed Topic		
Title of proposal		
US-Ireland thematic area		
Abstract (max 250 words)		
Rol	Highlight area of speciality which the Rol partner is contributing to the proposal	
	Indicative total direct costs likely to be requested for Rol	€
NI	Highlight area of speciality which the NI partner is contributing to the proposal	
	Indicative total direct costs likely to be requested for NI	£
US	Highlight area of speciality which the US partner is contributing to the proposal	
	Indicative total direct costs likely to be requested for US	\$

APPENDIX 2: COVER SHEET FOR US-IRELAND PROPOSAL, ROI APPLICANTS

<p>PROGRAMME NAME</p> <p>US-Ireland R&D Partnership Programme</p>	<p>NSF PROGRAMME NAME</p> <p>CLOSING DATE FOR APPLICATIONS <i>(for NSF calls with no fixed deadline indicate intended date of submission)</i></p>	<p>THEMATIC AREA <i>(tick as relevant)</i></p> <p><input type="checkbox"/> Sensors & Sensor Networks <input type="checkbox"/> Nanoscale Science & Engineering <input type="checkbox"/> Telecommunications <input type="checkbox"/> Energy & Sustainability <input type="checkbox"/> Cybersecurity</p>
<p>TITLE OF PROPOSAL (up to 30 words)</p>		
<p>NAME OF HOST INSTITUTION</p>	<p>TITLE & FULL NAME OF LEAD REPUBLIC OF IRELAND CONTACT</p>	
<p>SFI REQUESTED BUDGET DIRECT COSTS</p>		
<p>Signatures below confirm acceptance and agreement with the SFI grants and awards Terms and Conditions, and that the institution ensures the applicant meets eligibility requirements, and that the project is in full agreement with all legal and regulatory matters governing research in Ireland, and no aspect of this project is already being funded from another source and all details provided are correct .</p>		
<p>ROI INSTITUTIONAL SIGNATORY AUTHORITY</p> <p>Name (print):</p> <p>Position:</p> <p>Email:</p> <p>Correspondence Address:</p> <p>Signed:</p> <p>Date:</p>	<p>LEAD Republic of Ireland CONTACT</p> <p>Signed:</p> <p>Date:</p>	

APPENDIX 3: BUDGET TEMPLATE FOR ROI APPLICANTS

US-IRELAND R&D PARTNERSHIP PROGRAMME
 BUDGET TEMPLATE FOR REPUBLIC OF IRELAND APPLICATIONS

RoI Budget Request

Total Proposed budget (in Euro)

Description	Year 1	Year 2	Year3	Year 4	Year 5	Total
Staff						
Equipment						
Materials & Consumables						
Travel & Dissemination						
TOTAL						

Proposed staff costs (in Euro) (Please include salary scale used and point on scale)

Description	Year 1	Year 2	Year3	Year 4	Year 5	Total
TOTAL						

Proposed Equipment costs (in Euro)

Description	Year 1	Year 2	Year3	Year 4	Year 5	Total
TOTAL						

Proposed Materials and Consumables costs (in Euro)

Description	Year 1	Year 2	Year3	Year 4	Year 5	Total
TOTAL						

Proposed Travel and Dissemination costs (in Euro)

Description	Year 1	Year 2	Year3	Year 4	Year 5	Total
TOTAL						

APPENDIX 4: COVER SHEET FOR US-IRELAND PROPOSAL, FOR NI APPLICANTS



US-IRELAND R&D PARTNERSHIP

COVER SHEET FOR FULL APPLICATION TO DfE

PROGRAMME THEME (please mark one box below)		CLOSING DATE FOR APPLICATIONS (STRICTLY 6 WEEKS BEFORE NSF DEADLINE)
<u>NANO</u> <input type="checkbox"/>	<u>SENSORS</u> <input type="checkbox"/>	
<u>ENERGY/SUSTAINABILITY</u> <input type="checkbox"/>	<u>TELECOMS</u> <input type="checkbox"/>	
<u>CYBERSECURITY</u> <input type="checkbox"/>		NSF CALL DEADLINE
TITLE OF PROPOSAL (up to 30 words)		IF OPEN CALL – PROPOSED DEADLINE
NAME OF UNIVERSITY		NAME OF NI PRINCIPAL INVESTIGATOR
NAME OF REPUBLIC OF IRELAND PARTNER		REQUESTED BUDGET (£s) – NORTHERN IRELAND ONLY (MAX £300K)
NAME OF UNITED STATES PARTNER		
<p>Signatures from two university senior officials and stamps below confirm acceptance and agreement with the DfE NI Terms and Conditions, and that the University ensures that the applicant meets eligibility requirements; that the project is in full agreement with all legal and regulatory matters governing research in the UK; that no aspect of this project is already being funded from another source; that the science proposed is of a high standard, and that all details provided are correct.</p>		

Name (print):	Name (print)
Post held:	Post held:
Email:	Email:
Correspondence Address:	Correspondence Address
Signed:	Signed:
Date:	Date:

Electronic version of cover sheet for NI applicants is available at <https://www.economy-ni.gov.uk/publications/us-ireland-rd-partnership-downloadable-forms-guidance-notes-and-faqs-0>

APPENDIX 5: BUDGET TEMPLATE FOR NI APPLICANTS



**US-IRELAND R&D PARTNERSHIP PROGRAMME
BUDGET TEMPLATE**

Proposed university budget (in £ sterling)

Description	Year 1	Year 2	Year3	Year 4	Year 5	Total
Staff						
Equipment						
Materials						
Travel						
Other (specified)						
TOTALS						

Proposed staff costs (in £ sterling)

Description	Year 1	Year 2	Year3	Year 4	Year 5	Total
Total staff costs						

*Existing members of staff will not be supported, unless their posts are being back-filled with additional staff to cover their existing duties. (In other words, as is the case for all cost categories, the staff costs must represent a truly additional cost to the University).
* Insert PhD costs in the 'Other Cost' table.

Proposed Equipment costs (in £ sterling)

Description	Year 1	Year 2	Year3	Year 4	Year 5	Total
Total equipment costs						

*Up to £20k *Excluding new premises (capital) or refurbishment

Proposed Materials costs (in £ sterling)

Description	Year 1	Year 2	Year3	Year 4	Year 5	Total
Total materials costs						

Proposed Travel costs (in £ sterling)

Description	Year 1	Year 2	Year3	Year 4	Year 5	Total
Total travel costs						

Proposed Other costs (in £ sterling)

Description	Year 1	Year 2	Year3	Year 4	Year 5	Total
Overheads at 40% of staff costs						
Total other costs						

*Publication costs up to £2.5k p.a.

Electronic MS Excel version of budget template for NI applicants is available at <https://www.economy-ni.gov.uk/publications/us-ireland-rd-partnership-downloadable-forms-guidance-notes-and-faqs-0>