



Research Leaders 2025 Call 2

Call Document

Key Dates

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| Call Opens: | 18 th September 2019 |
| Deadline for receipt of Expression of interest : | 13th November 2019 , 13:00 Dublin Local Time ¹ |
| Deadline for submission of FAQs : | 13th December 2019 , 13:00 Dublin local time ¹ |
| Deadline for receipt of Full Application : | 10th January 2020 , 13:00 Dublin Local Time ¹ |
| Fellowships commence: | 1 st August 2020 |

¹Please check this time in comparison to your own time zone.

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Teagasc reserves the right to revise this Call Document.

Please note that definitions of terms used in this Call Document are available in Appendix 1.

1. Overview of Fellowships

The following is a brief overview of the fellowships. Please read the entire document in order to understand the eligibility and other conditions that apply to the fellowships.

Duration: 36 months

Structure: 18 months outside of Ireland (outgoing phase), 18 months return phase to Teagasc (return phase). Optional secondment to a non-academic organisation (e.g., industry, civil society organisation), for up to 6 months if the outgoing phase is to an academic organisation.

Research Topic: The call is “bottom-up”, so applicants are free to design their own research project. The content of the research proposal must relate to at least one of the four Teagasc programmes: Animal and Grassland Research and Innovation; Crops, Environment and Land Use; Food; and Rural Economy and Development. Applications of an interdisciplinary/multidisciplinary nature are strongly encouraged.

Salary: Gross annual salary of €51,717 (in absence of family allowance) or €56,306 (if family allowance is paid).

Research Costs:

- Desk-based: €300/month
- Field-based: €500/month
- Laboratory-based: €1,250/month

Career Development will be enhanced through:

- A high level career development plan, implemented through an annual learning and development plan.
- A dedicated career mentor - a senior researcher, independent of the host research groups. The role of the mentor will be to discuss progress on the fellow’s career development plan and to help with planning for future career development.
- Enrolment on the Teagasc Management Development Programme, which is designed to develop enrollees into high performing people managers who can lead motivated, productive teams.
- An annual fellows retreat where fellows will engage with the other fellows; already established research leaders from academia, industry and civil society organisations; national funding agencies; and the National Contact Points for Horizon 2020/Horizon Europe.

Gender:

- Remote review cohorts and the stage 2 evaluation panel will be gender balanced (neither gender will account for less than 40% of members).
- Applicants who have taken a career break will not be disadvantaged. The length of time spent on a career break will be taken into account in evaluating the applicant’s achievements to date.
- Once projects are ongoing, female fellows will be facilitated in finding a senior female researcher to serve as a career mentor.
- Paid maternity leave (26 weeks) and adoptive leave (24 weeks) are available for female fellows. In this case, we will extend the duration of the fellowship by the duration of the maternity or adoptive leave taken.

2. Quick advice for those interested in Research Leaders 2025

Applicants (experienced researchers)

If at any stage of this process, you encounter difficulties that hinder the progression of your application, please contact researchleaders2025@teagasc.ie

1. Register your interest by sending an email to researchleaders2025@teagasc.ie and include SUBSCRIBE in the subject of the email. We will then include you in our emails with updates.
2. Follow @rl2025 on twitter.
3. Check your eligibility in section 5 of this document. If you have any doubts about your eligibility or the eligibility of your proposed host organisations, please address them to researchleaders2025@teagasc.ie and include Eligibility in the subject line.
4. If you have any questions regarding the application process please address them to researchleaders2025@teagasc.ie and include FAQ in the subject line. A Frequently Asked Questions (FAQs) document will be available on www.teagasc.ie/rl2025 and updated frequently until the applicable deadline. The **deadline for receipt of queries under the FAQ process is 13:00 (Dublin local time) 13th December 2019.**
5. Check www.teagasc.ie/rl2025 for a list of Teagasc researchers who are interested in acting as a primary supervisor. If you do not see a suitable supervisor on that list, contact researchleaders2025@teagasc.ie and include Seeking Supervisor in the subject line. Please specify your research area. We will try to identify a suitable supervisor for you.
6. It is advised to first contact your potential primary supervisor in Teagasc and propose your project idea. It would be useful to include a *curriculum vitae* with your email.
7. Please note that each applicant can only submit one proposal. If an applicant submits more than one proposal, only the first eligible proposal received will be reviewed.
8. The content of the research proposal must relate to at least one of the four Teagasc programmes: Animal and Grassland Research and Innovation; Crops, Environment and Land Use; Food; and Rural Economy and Development. Applications of an interdisciplinary/multidisciplinary nature are strongly encouraged.
9. As part of the impact section, applicants will have to explain how the project will contribute to the vision of the Irish agri-food sector as set out in the Food Wise 2025¹ strategy and/or contribute to the application of the technologies highlighted in the Teagasc Foresight 2035 report² in the agri-food domain.
10. It is advised to ensure that your proposal is in an area where your supervisors have expertise and interest. The application and execution of the project will require significant and ongoing support and input from the supervisors and this is most sustainable if the project fits with the ongoing research activity of the supervisors. This is particularly the case with regards to the primary supervisor. This may also contribute to the evaluation criterion on “Quality of the supervision and of the integration in the team/institution” (see section 7).
11. In combination with your primary supervisor identify an outgoing phase host and supervisor. Note eligibility criteria regarding location of outgoing host (section 5).
12. If the outgoing phase is to an academic organisation, you can also choose a secondment host organisation and supervisor in the non-academic sector. Note eligibility criteria regarding

¹ <https://www.agriculture.gov.ie/foodwise2025/>

² <https://www.teagasc.ie/media/website/publications/2016/Teagasc-Technology-Foresight-Report-2035.pdf>

location of secondment host. Secondments should significantly add to the impact of the fellowship (see the definition of Secondment in appendix 1).

13. Consider visa requirements for working and living in the country of your proposed outgoing phase and secondment host organisations. Note the eligibility criteria (section 5) and Terms and Conditions (appendix 2) regarding location.
14. If you do not choose to include a secondment in your application, you should choose a third member of your supervisory committee. In this case, the third member could be an expert from a complementary discipline or from the non-academic sector.
15. Check your eligibility and that of your host organisations and supervisors (section 5). If you have any doubts about your eligibility or the eligibility of your proposed host organisations, please address them to researchleaders2025@teagasc.ie and include Eligibility in the subject line.
16. Discuss your supervision and other resource requirements openly with your proposed supervisors. The commitment of your supervisors to your proposed project and your career progression will be vital to the success of the fellowship. If one of your proposed supervisors is reluctant to give firm commitments on supervision or resources, or if they are slow to provide the necessary support in developing your proposal, you may consider changing supervisor before submitting the expression of interest (EoI) form. If you do this, you must respect their intellectual property rights, e.g., not use their ideas in your proposal without their permission.
17. In combination with your supervisors, develop your application.
18. Submit your EoI form as an attachment to an email to researchleaders2025@teagasc.ie (include EoI in the subject line) before the deadline for receipt of expression of interest indicated at the start of this document. EoIs that arrive in the researchleaders2025 inbox after the deadline will not be accepted. The time that it was sent from your computer is not relevant. If you submit the day before the deadline, you will avoid last minute computer malfunctions and allow time for delays between when you send it and when it arrives at our inbox. Note that there is no selection at this stage. The EoI is just to allow Teagasc to identify suitable expert evaluators in advance.
19. Make a list of all of the application requirements, noting ones that are not fully in your control and may take some time (e.g., letters of support). Develop a plan to ensure that your close-to-final full application is ready at least two weeks in advance of the deadline for receipt of full application.
20. Ask somebody else to read this close-to-final full application. A fresh perspective will notice weaknesses much easier than you.
21. Check that you have all of the necessary documents for the full application (section 6).
22. Plan to submit the full application the day before the deadline for receipt of full application (indicated at the start of this document).
23. Submit your full application by email to researchleaders2025@teagasc.ie before the deadline for receipt of full application indicated at the start of this document. Your email should include four documents in portable document format (PDF), as attachments (see section 6 for details). Applications which arrive in the researchleaders2025 inbox after the deadline will not be accepted. The time that it was sent from your computer is not relevant. If you submit the day before the deadline, you will avoid last minute computer malfunctions and allow time for delays between when you send it and when it arrives at our inbox.

24. Please also note that the deadline times are for Irish time zone.

Potential supervisors/host organisations

- Teagasc.
- Academic organisations outside of Ireland.
- Non-academic Organisations (e.g., business, industry, civil society organisations etc.).

1. Register your interest by sending an email to researchleaders2025@teagasc.ie and include SUBSCRIBE in the subject of the email. We will then include you in our emails with updates.
2. Check your eligibility in section 5. If you have any doubts about your eligibility or the eligibility of your organisation, please address them to researchleaders2025@teagasc.ie and include Eligibility in the subject line.
3. Email researchleaders2025@teagasc.ie with the following details: Name; Organisation; Department; Address; link to personal webpage and/or LinkedIn page and/or Research Gate profile and/or research group webpage; brief description of research group; research area of interest; up to 6 keywords to describe research area of interest; experience of mentoring and supervision. We will list your details on the Research Leaders 2025 website and potential fellows may contact you.
4. As an alternative to the above, if you know of a suitable applicant, contact them directly and suggest that they consider applying.
5. Assist the applicant and the other supervisors in developing the application.
6. Ensure that the project proposed is one where you have interest and expertise. The fellowship will require strong and ongoing support from supervisors.
7. Ensure that you have the necessary resources (including your own time) and infrastructure to host the fellow and to support them in undertaking the project.
8. Supervisors can support more than one application. Please note the point above regarding resources to support all fellowship applications that are submitted with your support (bearing in mind that all of the applications that you support may be funded).
9. Make an assessment of the language ability of the applicant. Is it sufficient to allow the fellow to work effectively with their peers in your organisation?
10. Ensure that you are happy with the content of the expression of interest (EoI) and full application.
11. Deliver the letter of support to the applicant in good time.

3. Introduction to Teagasc

Teagasc is the Irish agriculture and food development authority. With an annual budget of €190 million, Teagasc combines research excellence in the areas of food and agriculture with a dedicated farmer extension/advisory service (45,000 farmer clients) and a department dedicated to technology transfer to the food industry (250 client companies). The Teagasc annual research portfolio comprises some 300 research projects, carried out by 500 scientific and technical staff in seven research centres throughout Ireland. Research is organised into four programme areas:

- Animal and Grassland Research and Innovation;
- Crops, Environment and Land Use;
- Food;
- Rural Economy and Development.

Teagasc's mission³ is to support science-based innovation in the agri-food sector and wider bioeconomy so as to underpin profitability, competitiveness and sustainability. Teagasc's goals are:

1. Improve the competitiveness of agriculture, food and the wider bioeconomy.
2. Support sustainable farming and the environment.
3. Encourage diversification of the rural economy and enhance the quality of life in rural areas.
4. Enhance organisational capability and deliver value for money.

Teagasc researchers produced 2514 peer-reviewed publications between 2014 and 2018. The Incites tool, from the Web of Science allows independent and objective comparison of institutions on the basis of publication number and citations in different scientific fields. The table below shows the ranking of Teagasc in comparison to Irish and European research performers in our fields of activity:

| Research Category | All Irish Public Research Performers | All public research performers across all 28 EU countries |
|---|---|--|
| Food Science & Technology | Teagasc ranks first by number of publications and second by number of citations | Teagasc ranks seventh by number of publications and sixth by number of citations |
| Agriculture, Dairy & Animal Sciences | Teagasc ranks first by number of publications and number of citations | Teagasc ranks sixth by number of publications and fourth by number of citations |
| Agriculture, Multidisciplinary | Teagasc ranks first by number of publications and number of citations | Teagasc ranks twelfth by number of publications and sixteenth by number of citations |

As well as extensive laboratory facilities, Teagasc has an extensive network of experimental farms. This includes 379 ha of grassland for environmental and livestock system research; 412 hectares for crop production research; 912 hectares with accompanying animal accommodation and handling/measurement facilities for research on dairy, beef, sheep and pigs, 18 hectares for horticulture and 590 hectares as part of our colleges for mixed dairy, drystock, tillage and horticulture. In addition, Teagasc operates two pilot scale food facilities targeted at joint research and innovation activities with food companies.

³ <https://www.teagasc.ie/media/website/publications/2017/Statement-of-Strategy-2017-2020.pdf>

As well as being a research performer, Teagasc is also a research funder and has operated the Walsh Fellowship (studentship) programme for many years. Teagasc is a member of the Agriculture, Food Security and Climate Change (FACCE) Joint Programming Initiative⁴, coordinates the FACCE ERA-GAS ERA-NET⁵ and is a member of many other ERA-NETs.

4. Features of Research Leaders 2025

4.1 Introduction

Teagasc has been awarded funding by the European Commission under the Horizon 2020 Marie Skłodowska-Curie Actions to co-fund a research fellowship scheme. The aim of this programme is to train the next generation of research leaders in agriculture and food research to underpin the objectives of the Food Wise 2025⁶ strategy. The programme has had one funding call in 2018 and this is the second and final funding call. Each call will fund up to 10 fellowships (total 20 fellowships).

4.2 Duration and structure

Inspired by the Marie Skłodowska-Curie Actions (MSCA) Global Fellowships, Research Leaders 2025 focuses on researcher-driven mobility. The programme offers applicants the opportunity to conduct their research in an academic or non-academic organisation of their choice worldwide (outside of Ireland) for 18 months (outgoing phase), followed by a return phase to Teagasc (Ireland) for 18 months. The applicant will freely choose the outgoing host (and supervisor) and the supervisor for the return phase. In addition, if the outgoing phase is with an academic host, they may choose to incorporate a secondment for up to six months (as part of either the outgoing or return phase) to a non-academic secondment host of their choice. Secondments should significantly add to the impact of the fellowship. Appropriate justification must be provided in the full application if an optional secondment is proposed. Eligibility criteria apply to the location of the outgoing phase and secondments (see section 5).

4.3 Research Topic

The call is “bottom-up”, so applicants are free to design their own research project. The content of the research proposal must relate to at least one of the four Teagasc programmes: Animal and Grassland Research and Innovation; Crops, Environment and Land Use; Food; Rural Economy and Development. Applications of an interdisciplinary/multidisciplinary nature are strongly encouraged. As part of the impact section, applicants will have to explain how the proposed research project will contribute to the vision of the Irish agri-food sector as set out in the Food Wise 2025 strategy and/or contribute to the application of the technologies highlighted in the Teagasc Foresight 2035 report⁷ in the agri-food domain.

4.4 Value of the fellowship

The award is made to the individual fellow and will result in a 36 month contract of employment with Teagasc.

⁴ <https://faccejpi.net/>

⁵ <http://www.eras.eu/>

⁶ <https://www.agriculture.gov.ie/foodwise2025/>

⁷ <https://www.teagasc.ie/media/website/publications/2016/Teagasc-Technology-Foresight-Report-2035.pdf>

The value of the fellowship will be calculated using the principles of the Marie Skłodowska-Curie Actions Individual Fellowships and will consist of the following components:

1. Salary of the fellow.

The salary provided for the benefit of the fellows will be composed of a living allowance and a mobility allowance (both payable for the full duration of the fellowship). In addition, a family allowance will be paid in case the supported fellow has family obligations. In this context, family is defined as persons linked to the fellow (i) by marriage, or (ii) a relationship with equivalent status to a marriage recognised by the legislation of the country or region where this relationship was formalised; or (iii) as dependent children who are actually being maintained by the fellow. The family status of a fellow will be determined at the deadline for receipt of full application and will not be revised during the lifetime of the fellowship. The living allowance will be €5,035/month and the mobility allowance will be €600/month. Where applicable, the family allowance will be €500/month. When employer's pension and social insurance costs are subtracted, this will leave the fellows with a gross annual salary of €51,717 (in absence of family allowance) or €56,306 (if family allowance is paid). Payment of the salary will be subject to Irish revenue law⁸.

Standard statutory entitlements which apply to all Teagasc staff will also apply to the fellows. At the time of writing, this includes 26 weeks maternity leave, with full pay less social welfare allowance payable, for new mothers (this also applies if a staff member has a still birth or miscarriage after the 24th week of pregnancy). Adoptive leave, with full pay less social welfare allowance payable, of 24 weeks is available for female staff. In this case, we will extend the duration of the fellowship by the duration of the maternity or adoptive leave taken. New fathers are entitled to two weeks paid paternity leave. In this case there will be no extension to the duration of the fellowship.

2. Research, training and networking costs

Teagasc experience is that projects generally fall into three main categories: desk-based, field-based and laboratory based. The costs associated with these different types of projects vary considerably. Based on our experience, we have calculated costs for research, training and networking for desk-based (€300/month); field-based (€500/month) and laboratory-based (€1,250/month) projects. Applicants will be asked to identify which type of project they are undertaking at the time of application. Where a project has a mix of activities, the calculated costs will be based on the most expensive (e.g., for a mixed laboratory and field-based project, the costs will be based on a laboratory project). The final decision on the type of research costs which apply to a project will rest with Teagasc. During the outgoing phase, Teagasc will make arrangements with the outgoing phase host organisation to ensure that these amounts can be managed by the fellow. During the return phase, these amounts will be available in a Teagasc research account for the use of the fellow.

Note that **overheads** are not an eligible cost.

Applicants do not need to include a budget breakdown in the application as this will be calculated for successful proposals, based on the rates outlined above. Applicants should satisfy themselves that

⁸ Some useful information on salary deductions and taxation can be found at http://www.citizensinformation.ie/en/employment/starting_work_and_changing_job/starting_work/

they will be able to implement their research project as per Part B1 of the full application within the funding limits outlined above.

4.5 Supervision

Fellows will have a primary supervisor. This will be a member of the research staff at Teagasc, who will supervise the fellow for the full duration of the fellowship. Even when the fellow is on the outgoing phase or on secondment, the primary supervisor will keep in regular contact with the fellow, to discuss the progress of the research project and give advice and guidance on how to progress. In addition, fellows will have an outgoing phase supervisor who will be responsible for supporting and supervising the fellow during the outgoing phase. Where applicants propose to take a secondment to a non-academic organisation, they will also have a secondment supervisor. Fellows shall have regular and sufficiently-frequent contact with their primary supervisor and, during the outgoing phase or secondment, with their current host supervisor. In addition, fellows shall have six-monthly meetings with their research supervisory committee using online platforms or telephone. This committee will include the primary supervisor, outgoing phase supervisor and one other member. The third member of the research supervisory committee should be named in the application and their contribution to the fellowship should be described. In the case where the fellow is opting to include a secondment in the non-academic sector, the secondment supervisor would be an appropriate third member of the supervisory committee. In fellowship applications which do not foresee a secondment to the non-academic sector, the third member of the supervisory committee could be an expert from a complementary discipline or from the non-academic sector. The role of the supervisory committee will be, in collaboration with the fellow, to examine the progress on the research objectives of the fellowship, to help the fellow to overcome any scientific roadblocks that might arise during the course of the fellowship and to suggest remedial action if progress is insufficient.

4.6 Training and Career Development

The fellow and the primary supervisor will produce a high-level Career Development Plan before the commencement of the fellowship. This plan comprises the research objective and the fellow's training and career needs, including training on transferable skills, planning for publications and participation in conferences. This dedicated and high-level plan will act as a reference for the fellow to monitor their progress on work, training and publications, and to take corrective measures if deviations and delays are observed, in order to attain their professional development targets.

As employees of Teagasc, the fellows will engage in the established Performance Management and Development System (PMDS). This is a three-stage process, conducted annually in conjunction with their primary supervisor. Stage 1 involves the setting of SMART (Specific; Measurable; Achievable; Relevant; Time-bound) objectives for the coming year and agreeing a "Learning and Development Plan" to help achieve those objectives. The annual "Learning and Development Plan" should link to the overall high-level 3-year Career Development Plan. Stage 2 occurs in the middle of the year and involves a review of the performance of the staff member. Any changes to objectives, tasks, training etc. are dealt with at this meeting. Stage 3 occurs at the end of the year and involves a full review of the performance of the staff member as well as discussion and agreement on a rating for the performance of the staff member.

The Performance Management process is distinct from the research supervision process. Performance Management is concerned with clarifying and managing workload, receiving feedback on role and

performance and identifying development needs and career path. In contrast, the research supervision process is concerned with the progress of the research project, identifying future directions for the research and deciding on ways to overcome scientific roadblocks. PMDS gives staff an opportunity to raise difficulties with their line manager and provide upward feedback to management. It also integrates staff training, that is funded by Teagasc, with the objectives of the staff member.

Each fellow will have a career mentor. The career mentor will be a senior researcher, independent of the host research groups. The fellow will not be in a direct reporting relationship with the mentor, so that the fellow can benefit from advice and guidance that isn't influenced by power dynamics. The mentor will be identified in collaboration between the Management Team (MT) and the fellow. In general, it is better if the mentor is based in Teagasc so that they will have an understanding of the working situation of the fellow and will therefore be better able to advise them. However, the fellow will be encouraged to express any particular preferences that they might have, including preferences to have a mentor of the same gender or ethnic background, or a mentor from the non-academic sector. Where it is not possible to find an appropriately-qualified mentor that meets those preferences within Teagasc, the MT will work with the fellow to identify a suitable career mentor outside of Teagasc.

The role of the career mentor is to meet with the fellow every six months to discuss the fellow's progress on the career development plan and their future career options after the end of the fellowship. The mentor will encourage the fellow to think about their long-term career objectives and how these can be achieved. The mentor, being at a senior stage in their own career, will be able to draw on their own experience to give advice on how to achieve these objectives and how to overcome any obstacles that the fellow might face. The discussions between the mentor and fellow will remain confidential and both parties will sign an agreement to this effect before commencement of the relationship. Career mentoring can be particularly important for female scientists. Due to the gender imbalance at senior levels in research, many female scientists do not have successful female role models in their work environment. The "Through the Glass Ceiling"⁹ project funded by the European Social Fund found this type of mentoring programme to be extremely beneficial for female researchers.

The primary form of training in the fellowship will be training-through-research. In addition, training needs for skills within the chosen discipline will be identified in the Career Development Plan and plans to source that training will be included in the annual PMDS process. This training will occur during the outgoing and return phases as best suits the needs of the particular research activities being undertaken at that time.

Each fellow will be enrolled on the Teagasc Management Development Programme (MDP). This programme is specifically designed for Teagasc in order to develop enrollees into high performing people managers who can lead motivated, productive teams. The fellows will undertake the MDP during the return phase of their fellowship.

Teagasc provides a series of one- and two- day courses for experienced researchers every year. Typical modules include writing successful grant applications, media and communication skills, managing

⁹ <https://www.ucc.ie/en/iss21/researchprojects/completedresearchprojects/glassceiling/>

people and teams, statistics and data handling workshop, career planning and development, project management, supervising and professional skills, advanced scientific writing and presentation skills, and preparing for recruitment. The personalised choice of courses will be made as part of the PMDS process, taking advice from the supervisory committee and the career mentor.

It is expected that the outgoing phase host organisation will also provide the fellow with access to transferable skills training and such opportunities will be considered under the excellence criterion in the evaluation process.

Fellows will be invited to an annual retreat where they will engage with the other fellows; already established research leaders from academia, industry and civil society organisations; national funding agencies; and the National Contact Points for Horizon 2020/ Horizon Europe. The first retreat will be held at the commencement of the fellowships (before the fellows start their outgoing phase), with subsequent retreats held annually. Each fellow will also attend the retreat which occurs at the end of their fellowship. The retreat will be held over two days with a social event on the first evening. The event will include:

- An induction programme for new fellows and an introduction to Teagasc (Year 1).
- Career Role Models: Presentations from current research leaders in the academic and non-academic sector, describing the course of their research career and the lessons they have learned. The range of career role models chosen will be gender balanced.
- Transferable skills workshops e.g., research project management training; research commercialisation and entrepreneurship workshops; workshops on securing funding for research etc.

The retreat represents an opportunity for mutual learning between the fellows; fostering interdisciplinary links; learning from the experience of researchers who have been very successful in academia, industry and civil society organisations; and developing transferable skills.

4.7 Gender

The need to address the “leaky pipeline” whereby many promising female researchers do not achieve senior positions is a strong focus of the programme. Specific measures have been taken at all stages of Research Leaders 2025 to help address this leaky pipeline and ensure that we contribute to the training of female research leaders. At the evaluation stage, remote review cohorts and the stage 2 panel will be gender balanced (neither gender will account for less than 40% of members). Applicants who have taken a career break will not be disadvantaged. The length of time spent on a career break will be taken into account in evaluating the applicant’s achievements to date. Once projects are ongoing, female fellows will be facilitated in finding a senior female researcher to serve as a career mentor. Paid maternity leave (26 weeks) and adoptive leave (24 weeks) are available for female fellows. In this case, we will extend the duration of the fellowship by the duration of the maternity or adoptive leave taken.

5. Eligibility

Before starting an application, all applicants should check their application meets the eligibility criteria outlined below. If you have any doubts about your eligibility or the eligibility of your proposed host organisations, please address them to researchleaders2025@teagasc.ie and include Eligibility in the

subject line. Except in cases where a specific remedy is mentioned (e.g., criterion 1 below), in cases where the application does not meet the eligibility criteria below, the application will be deemed ineligible and returned without evaluation.

Teagasc reserves the right to request documentary evidence as part of eligibility checking after the deadline for receipt of full application. Where information provided by the applicant in their full application is found to be incorrect or the applicant fails to provide suitable documentary evidence if requested, Teagasc reserves the right to deem the candidate ineligible or to withdraw the award if the award has already been made.

Applicants

1. Each applicant can only submit one proposal. If an applicant submits more than one proposal, only the first eligible proposal received will be reviewed.
2. In line with the MSCA Cofund model grant agreement, experienced researchers that are permanent employees of Teagasc, the outgoing host organisation or the secondment host organisation are not eligible applicants.
3. Applicants must be an Experienced Researcher (ER). An ER is a person who, at the deadline for receipt of full application, will be in possession of a doctoral degree or have at least four years of full-time equivalent research experience. "In possession of a doctoral degree" means that the degree must have been conferred. Verification of the date of conferring by the awarding body must be available on request. Full-time equivalent research experience is measured from the date when an applicant obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in Ireland, even if a doctorate was never started or envisaged.
4. Fellows must have sufficient language ability to allow them to work effectively with their peers in the host organisations. A statement by the host organisations, confirming this, will be required as part of their endorsement of the application.
5. If the outgoing phase (and secondment where applicable) is to a Member State (MS) or Associated Country (AC), the applicant can be of any nationality. In line with MSCA conditions, if the outgoing phase (or secondment where applicable) is to a country other than a MS or AC, the applicant must be a national or long-term resident of a MS or AC. Long-term residents are applicants who have spent a period of full-time research activity of at least 5 consecutive (without breaks in research) years in one or more MS or AC.
6. Fellows must be able to live and work in the country of their proposed outgoing phase and, as applicable, secondment. Where it is clear that this will not be possible, the application may be deemed ineligible. Where there is uncertainty about this matter, the application may be evaluated, but this clause will also apply as a condition of the fellowship (see appendix 2).
7. Fellows must engage in international mobility. This means that the applicant must comply with the following mobility rule: the applicant must not have resided or carried out the main activity (work, studies, etc.) in the country (or countries - in case a secondment in a separate country is proposed) where the first 18 months of the fellowship will take place, for more than 12 months in the 3 years immediately prior to the deadline for receipt of full application. Compulsory national service and/or short stays such as holidays, attending conferences/meetings/workshops, and time spent as part of a procedure for obtaining refugee status under the Geneva Convention are not taken into account. For applicants who wish to spend the outgoing phase in an

'international European interest organisation' or 'international organisation' the country restriction above does not apply, but the applicant may not have spent more than 12 months in the 3 years immediately before the deadline for receipt of full application, in the same appointing organisation.

Supervisors and Host Organisations

8. The application must include an initial 18 months in a host organisation outside of Ireland followed by an 18 month return phase in Teagasc (Ireland).
9. The outgoing phase host organisation may be from either the academic or non-academic sector.
10. If the outgoing phase is based in a host organisation from the academic sector, a secondment may be included (during either the outgoing or return phase). If the outgoing phase is based in a host organisation from the non-academic sector, a secondment is not allowed and should not be included in the application. The maximum duration of the secondment is six months. It must be taken within the duration of the fellowship (either outgoing or return phase) and does not constitute an extension.
11. Where included, the secondment host organisation must be from the non-academic sector.
12. Where conducted as part of the outgoing phase, the secondment host must be located outside of Ireland. Where conducted as part of the return phase, the secondment host must be located in a Member State (MS) or Associated Country (AC).
13. The application must include three members of a research supervisory committee as described in section 4.5.
14. Supervisors can support more than one application. Supervisors should bear in mind that all proposals which they support may be funded, and they should have the necessary resources (including time) to support all potential research projects.
15. The primary supervisor must have either a permanent contract of employment or a contract that will extend beyond the lifetime of the fellowship award.
16. The outgoing phase supervisor must have either a permanent contract of employment or a contract that will extend beyond the end-date of the outgoing phase.
17. The secondment supervisor must have either a permanent contract of employment or a contract that will extend beyond the end date of the secondment.

Content

18. The content of the research proposal must relate to at least one of the four Teagasc programmes: Animal and Grassland Research and Innovation; Crops, Environment and Land Use; Food; and Rural Economy and Development.
19. The content of the full application must be consistent with the content of the EoI. If the applicant wants to make significant changes between the EoI and the full application, approval must be obtained from the Research Leaders 2025 Management Team (see section 6.1 for more details).
20. The content of the application must comply with ethical principles, including the highest standards of research integrity — as set out in the European Code of Conduct for Research Integrity — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct. Applications may be subject to plagiarism checks.
21. The following fields of research will not be financed:
 - a) research activity aiming at human cloning for reproductive purposes;

- b) research activity intended to modify the genetic heritage of human beings which could make such changes heritable;
- c) research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

Application

- 22. Research projects must have a timeline of 36 months.
- 23. The EoI form must be received in the Research Leaders 2025 inbox by the deadline for receipt of expression of interest indicated at the start of this document.
- 24. The full application must be received in the Research Leaders 2025 inbox by the deadline for receipt of full application indicated at the start of this document.
- 25. The EoI and full application must be complete, with all documents requested and all mandatory fields completed.
- 26. The EoI and full application must be completed in the English language.
- 27. Data related to eligibility must be consistent across different parts of the application. Discrepancies in information regarding eligibility may mean that the application is classified as ineligible.
- 28. The applications must be submitted as a PDF file attached to an email.
- 29. Applications must comply with the instructions given in section 6 of this call document and with the instructions in the individual templates. This includes respecting the word and page limits. After submission, excess pages will be deleted, and will not be taken into consideration by the experts. In cases of word limits being exceeded, the excess words may be blocked before the application is considered by the evaluators. In cases where word or page limits have been exceeded in multiple instances in the same application, Teagasc reserve the right to deem the application ineligible.
- 30. After submission of the application, if an applicant or somebody associated with the application attempts to unfairly influence the evaluation and selection process, the application will be deemed ineligible and withdrawn from the evaluation process.

6. Application

A two stage application process will operate, consisting of an expression of interest and a full application.

A set of FAQs will be developed after the launch of the call, as questions are submitted to the Research Leaders 2025 Management Team. These will be updated regularly while the call is open and will be available from the Research Leaders 2025 website www.teagasc.ie/rl2025

6.1 Guidance on the Expression of Interest (EoI)

Please ensure that you have consulted with your primary supervisor and outgoing phase supervisor before preparing and submitting your EoI. You should have a clear commitment from both that they will support your application before you submit the EoI. The EoI must be submitted by the applicant via email with a single PDF file as attachment to researchleaders2025@teagasc.ie (**include EoI in the subject line, and include your primary and outgoing host supervisor in CC**) by the deadline for receipt of expression of interest indicated at the start of this document. Please use the template provided

(see <http://www.teagasc.ie/rl2025>). Submission of the EoI is mandatory, but there is no selection at this point. The EoI is just to allow Teagasc to identify suitable expert evaluators in advance. The template includes guidance notes in red text. Please use these notes to inform your EoI, but delete the red text before submission of your EoI. After completion in MS Word, please convert to a single PDF file. It is the responsibility of the applicant to verify that the submitted PDF document is readable. Page limits do not apply to this section, but please note word limits apply to certain questions.

Teagasc expects the content of the EoI to be, in the main, consistent with the content of the proposal. The abstracts do not need to be identical in terms of wording but should describe similar concepts and describe a similar programme of research and training. Names of supervisors should remain the same. Changes to the names of supervisors will only be allowed where clear justification is provided. In order to avoid spending time on an ineligible proposal, if applicants wish to make significant changes between EoI and full application, they should contact researchleaders2025@teagasc.ie for confirmation that the full application will still be eligible.

6.2 Guidance on the Full Application

The full application must be submitted by the applicant via email with four different PDF files as attachments to researchleaders2025@teagasc.ie by the deadline for receipt of full application indicated at the start of this document.

Data provided in one part of the application should be consistent with other parts of the application. For example, information included in Part A2 for determination of eligibility should correspond with Part B2 (CV). Discrepancies in information regarding eligibility may mean that the application is classified as ineligible. Discrepancies in other information may be taken into account by evaluators.

Please use the forms/templates provided (see <http://www.teagasc.ie/rl2025>) for each of the four parts of the application. These include guidance notes in red text. Please use these notes to inform your application, but delete the red text before submission of your application.

After completion in MS Word, please convert to PDF files. It is the responsibility of the applicant to verify that the submitted PDF documents are readable.

Part A1: This consists of summary information on the research project, information on host organisations and supervisors and an ethics issues table. This document will be shared with expert evaluators as part of the Stage 1 and Stage 2 evaluation process. There is no page limit, but the word limits must be respected. All questions are mandatory unless otherwise stated. See appendix 3 of this call document for more detail on status of the host organisation(s). See section 8 of this call document for more detail on the Ethics Issues Table.

Part A2: This document will not be shared with evaluators. It will be used for eligibility check, determination of status for family allowance, contact details for applicant and supervisors and applicant declarations. Page limits do not apply to this document, but please note word limits apply to certain questions. All questions are mandatory unless otherwise stated. Signature of applicant is required. Please print section 6, sign it, scan it (high resolution) and incorporate into a PDF file, so that all of Part A2 is a single PDF file. For all pages other than the signature page, please convert the MS Word template provided directly to a PDF document, as printed-and-scanned versions will be of poorer quality.

Part B: This is the core part of the proposal. It contains the details of the proposed research and training activities along with the practical arrangements planned to implement them. Proposals must respect the following minimum standards:

- a minimum font size of 11 points, except for the Gantt chart and tables where the minimum font size is 8 points,
- single line spacing,
- A4 page size,
- margins (top, bottom, left, right) of at least 15 mm (not including any footers or headers),
- a clearly readable font (e.g. Arial, Calibri or Times New Roman).

Tables are for illustrating the core text of the proposal. They cannot be used to contain the core text itself. The page formatting will be systematically checked by Teagasc. Should a proposal not comply, applicants may be asked to reformat their proposal. This can lead to excess pages which will subsequently be disregarded.

Footnotes are to be used exclusively for **literature references**. Their minimum font size is 8. They will count towards the page limit. Any other information included in a footnote will be disregarded.

Please make sure that both Part B1 and B2 of your proposal carry on **each page**, as a **header**, the **proposal short title**. All pages should be numbered in a single series on the footer of the page to prevent errors during handling. It is recommended to use the numbering format "Part B1 - Page X of Y".

Part B1

This document will be shared with evaluators. The maximum total length for this document is 15 pages. It should be composed as follows:

- Section 1: Excellence
- Section 2: Impact
- Section 3: Implementation

Of the maximum 15 pages applied to sections 1, 2 and 3, applicants are free to decide on the allocation of pages between the sections. However, the overall page limit will be strictly applied: after submission, excess pages will be deleted, and will not be taken into consideration by the evaluators. Applicants shall use the template provided on the Research Leaders 2025 website in order to ensure that;

- the evaluators assess the proposal within a familiar structure, and
- all core information of Part B is present.

It is the responsibility of the applicant to verify that the submitted PDF documents are readable and are within the page limit. PDF documents can contain colours.

Please note that while Part B1 is similar to the MSCA Individual Fellowship Part B1, it is not exactly the same. Applicants should develop their application based on the template provided on the Research Leaders 2025 website and not on the MSCA Individual Fellowship template.

Part B2

This document will be shared with evaluators. Part B2 must contain sections 4-6 as described below. No overall page limit will be applied to this document, but applicants should respect the instructions given per section (e.g. in section 4, a maximum of five pages should be used for each of the CVs).

- Section 4: CV of the experienced researcher, primary supervisor, outgoing phase supervisor and the third member of the supervisory team. All have maximum length of 5 pages and must use the template provided.
- Section 5: Ethical aspects (see section 8 of this call document for more information on ethics)
- Section 6: Letters of commitment signed by authorised signatory (see the definition of authorised signatory in Appendix 1).

7. Evaluation and Selection Process

Please note that the expression of interest (Eoi) will not be used for evaluation purposes. The Eoi will just allow Teagasc to identify suitable expert evaluators in advance. Submission of the Eoi by the deadline for receipt of expression of interest indicated at the start of this document is mandatory in order for the full application to be eligible. The selection process will be managed by the Research Leaders 2025 Management Team. Proposals will be evaluated with the help of independent international expert evaluators. The MT will be guided by the following principles:

- **Excellence:** Proposals must demonstrate high quality in relation to criteria set out in the calls.
- **Transparency:** Funding decisions must be based on clearly described rules and procedures, and applicants should receive adequate feedback on the outcome of the evaluation.
- **Fairness and impartiality:** All proposals submitted in response to a call are treated equally and evaluated impartially on their merits, irrespective of their origin or the identity of applicants.
- **Efficiency and speed:** Evaluation, award and grant preparation should be done as quickly as possible without compromising quality or neglecting the rules.
- **Ethics and security:** Proposals must not contravene fundamental ethical principles or relevant security procedures.

7.1 Expert Selection:

In choosing expert evaluators to review each proposal, we will look for a high level of skill, experience and knowledge in the relevant area (scientific and researcher development). In addition, neither gender will account for less than 40% of members. Provided the above condition can be satisfied, we will also seek a balance in terms of skills, experience and knowledge; geographical diversity; the private and public sectors.

An independent chair of the evaluation process will be appointed. They will not undertake evaluation of any individual proposal, but will review the allocation of proposals to expert evaluators and oversee the work of the expert evaluators, ensuring adherence to the principles outlined above.

For clarity, applicants will not have the option to suggested expert evaluators for inclusion or exclusion.

Conflict of Interest: Experts that have a conflict of interest will not be selected. In order to avoid any potential (real or perceived) conflict of interest, experts that are based in Ireland will not be used in this evaluation process. In addition, we consider that a conflict of interest exists, if an expert:

- was involved in the preparation of a proposal,
- benefits directly or indirectly if a proposal is accepted,
- has a close family or personal relationship with any person representing an applicant,

- is a director, trustee or partner or is in any way involved in the management of a partner organisation,
- is employed or contracted by one of the partners.

An expert who is employed or contracted by one of the partners may, exceptionally, be invited to take part in the evaluation session, if all of the following apply:

- the expert works in a different department/laboratory/institute from where the fellowship is to be carried out,
- the bodies operate with a high degree of autonomy, and
- such a role is justified by the requirement to appoint the best available experts and by the limited size of the pool of qualified experts (and this is documented).

In the following circumstances, a conflict of interest may or may not exist. When an expert:

- was employed by Teagasc, the outgoing host organisation, the secondment organisation or the employer of the third supervisor in the last three years,
- is involved in a contract or grant agreement, grant decision, membership of management structures (*e.g. member of management or advisory board etc.*) or research collaboration with an applicant or a member of the supervisory team (or had been so in the last three years) or
- is in any other situation that could cast doubt on their ability to participate in the evaluation of the proposal impartially (or that could reasonably appear to do so in the eyes of an external third party).

We will decide on this based on the objective circumstances, available information and related risks.

7.2 Fellows Selection Workflow

The review process will consist of the following steps:

- Step 1. Eligibility Check
- Step 2. Evaluation Process
- Step 3. Ethics Review
- Step 4. Funding Endorsement

Documentary evidence as appropriate may be requested from applicants at any stage in this process.

Step 1 Eligibility Check: The eligibility criteria for each proposal will be checked before the evaluation begins. Proposals that do not fulfil these criteria will not be included in the evaluation. Applicants of ineligible proposals will be informed by email giving details of the reasons why and how to appeal (see Redress).

Step 2 Evaluation Process: A two stage evaluation process will apply.

Stage 1 Individual Evaluation: Each full application will be evaluated by three independent international expert evaluators. The evaluators will review the proposals remotely and will mark proposals according to the evaluation criteria and scoring system described below.

Stage 2 Panel Evaluation: A panel of high-level independent experts (different from the Stage 1 expert evaluators), who will have broad scientific and programmatic experience and will cover a broad range of research areas relevant to the four research programmes in Teagasc will meet. This meeting will

be chaired by the Evaluation Chair. Panel members will receive briefing material plus the full application and anonymous Stage 1 individual evaluations. Panel members will assess the inputs of the individual evaluations and the overall merit and priority of applications. The panel will prepare a *panel report* that will include an *evaluation summary report (ESR)* for each proposal. This ESR will include a final agreed evaluation of the proposals with scores and summary evaluation comments for each of the three evaluation headings. The panel report will also contain a ranked list of proposals based on their overall score (*panel ranked list*) and, where necessary, the panel's recommendations for a priority order for proposals in the event of equal scores.

Step 3: Ethics Review Procedure: The top ranked proposals will undergo a two-stage ethics review procedure. This is based on the Horizon 2020 ethics review. During the evaluation process, expert evaluators will be encouraged to flag any issues that they think need to be considered during the ethics review procedure.

Stage 1 Ethics Screening: The first step will flag any issues that have not been raised in the Ethics Issues Table or by the reviewers and assess whether these and the issues that have been already flagged have been adequately addressed. If the proposal raises serious or complex ethics issues, it will move to the second step – Ethics Assessment (i.e. a more in-depth analysis).

Stage 2 Ethics Assessment: Where necessary, Teagasc will seek advice from appropriately qualified experts outside of the committee.

Outcome: The outcome of the process will be formulated in an *ethics report* with an ethics opinion, which can be ethics clearance, conditional ethics clearance or ethics refusal. Proposals that receive conditional ethics clearance will have to confirm that they will meet the conditionality requirements at all appropriate times before commencement and during the research project. Proposals that are refused ethical approval will not proceed.

Step 4: Funding Endorsement: The *panel ranked list* of all proposals which have passed the ethics review will be presented to the Teagasc Research Leadership Team for endorsement. Sufficient funding will exist for 10 fellowships in this call.

Redress: Applicants may submit a request in writing, up to 15 days after receiving the eligibility/evaluation result. A template will be provided. Requests must be related to the evaluation process, admissibility or eligibility checks as described in the call document. An independent panel will examine requests for redress. This procedure is concerned with the evaluation and/or eligibility checking process. The independent panel will not call into question the scientific or technical judgement of appropriately qualified experts. Applications that were originally considered ineligible, but that the independent panel find to be eligible will enter the evaluation process. If an application was evaluated and found not to be fundable, but the independent panel upholds the redress request, a re-evaluation will only be carried out if the shortcoming in the evaluation process affects the final decision on whether to fund it or not. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if a proposal has failed anyway on the other criteria. The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score. Only one request for redress per proposal will be considered by the independent panel. All requests for redress will be treated in confidence and will not prejudice future applications to the programme.

7.3 Criteria for the selection of fellows

The following criteria will be used to evaluate proposals (note weighting will apply to these criteria).

| Excellence | Impact | Implementation |
|---|--|---|
| <p>Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects.</p> <p>Quality and appropriateness of the training and of the two way transfer of knowledge between the applicant and the host.</p> <p>Quality of the supervision and of the integration in the team/institution.</p> <p>Capacity of the applicant to reach or re-enforce a position of professional maturity/independence.</p> | <p>Enhancing the potential and future career prospects of the applicant.</p> <p>Quality of the proposed measures to exploit and disseminate the project results.</p> <p>Quality of the proposed measures to communicate the project activities to different target audiences.</p> <p>Contribution to the vision of the Irish agri-food sector as set out in the Food Wise 2025¹⁰ strategy and/or contribution to the application of the technologies highlighted in the Teagasc Foresight 2035¹¹ report in the agri-food domain.</p> | <p>Coherence and effectiveness of the work plan.</p> <p>Appropriateness of the allocation of tasks and resources.</p> <p>Appropriateness of the management structure and procedures, including risk management.</p> <p>Appropriateness of the institutional environment (infrastructure).</p> |

* Note that while these evaluation criteria are very similar to the MSCA IF evaluation criteria, they are not exactly the same. Applicants should ensure that they base their application development on the criteria listed in this document.

A weighting will apply to each criterion. The final score will be out of 100, with Excellence accounting for 50%, Impact accounting for 30% and Implementation accounting for 20%. A minimum threshold of 70% will apply to the total weighted score. In the case of equal overall scores, priority will be given to the application with a higher score for excellence, and in the case of equal overall and equal excellence scores, priority will be given to the application with a higher score for impact. If necessary, any further prioritisation will be based on other appropriate characteristics (including interdisciplinarity), to be decided by the panel. At this point, the panel can choose to consider the gender balance of applicants representing the top ten ranked applications.

Each criterion will be scored out of 5. Decimal points will be given. The scores indicate the following with respect to the criterion under examination:

- 0. **Proposal fails to address** the criterion or cannot be assessed due to missing or incomplete information.

¹⁰ <https://www.agriculture.gov.ie/foodwise2025/>

¹¹ <https://www.teagasc.ie/media/website/publications/2016/Teagasc-Technology-Foresight-Report-2035.pdf>

1. **Poor.** The criterion is inadequately addressed, or there are serious inherent weaknesses.
2. **Fair.** Proposal broadly addresses the criterion, but there are significant weaknesses.
3. **Good.** Proposal addresses the criterion well, but a number of shortcomings are present.
4. **Very Good.** Proposal addresses criterion very well, a small number of shortcomings present.
5. **Excellent.** Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

8. Ethics

It is the applicant's responsibility to identify any potential ethical issue, to handle the ethical aspects of the proposal and to detail how these aspects will be addressed. Please refer to the H2020 guidance document on completing ethics self-assessment¹² for further information.

Research must comply with the ethical principles of Horizon 2020 as outlined in Regulation (EU) No 1291/2013 of the European Parliament and of the Council of 11 December 2013 establishing Horizon 2020 and in the model grant agreement. In particular, applicants submitting research proposals for funding to Research Leaders 2025 should demonstrate proactively that they are aware of, and will comply with, European and national legislation and fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union¹³; the European Convention on Human Rights and its Supplementary Protocols¹⁴; the European Code of Conduct for Research Integrity¹⁵ and the National Policy Statement on Ensuring Research Integrity in Ireland¹⁶. We do not expect any applications to involve research on human stem cells, as this falls outside of the remit of the programme in food and agriculture research. If such an application is received, it will be subject to ethical review and will have to comply with Irish laws on this matter. Such research would have to be approved by the REA, in writing, in advance of the award commencing.

Please check the Terms and Conditions (appendix 2) for more information on ethics rules that apply to the fellowship.

9. Equality of Opportunity

Teagasc is committed to a policy of equality of opportunity in its employment practices, policies and procedures. It will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender; marital status; family status; disability; age; religion; sexual orientation; race; colour; nationality or ethnic or national origins; or membership of the traveling community.

10. Brexit

Unfortunately, at the time of launching the call, the form of the future relationship between the United Kingdom and the European Union is still to be determined.

¹² https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

¹³ http://www.europarl.europa.eu/charter/pdf/text_en.pdf

¹⁴ http://www.echr.coe.int/Documents/Convention_ENG.pdf

¹⁵ https://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf

¹⁶ <https://www.iaa.ie/publication/view/national-policy-statement-on-ensuring-research-integrity-in-ireland/>

A number of the Eligibility conditions (section 5) and Terms and Conditions (appendix 2) relating to participants and locations for outgoing phase and secondment make reference to Member States of the European Union (MS) and Associated Countries. For information, we draw your attention to the following parts of the call document:

- The definitions of MS and AC in appendix 1 state that for the purposes of this call, a country shall be defined as a MS or AC if it is a MS or AC at the deadline for receipt of full application. At the moment, we do not know if the United Kingdom will hold either of those statuses at the deadline for receipt of full application.
- Clause 6 of the eligibility conditions and clauses 9, 10 and 11 of the Terms and Conditions contain specific requirements relating to the ability of the applicant/fellow to live and work in the country of the outgoing host and, where applicable, secondment host.
- Clause 84 of the Terms and Conditions states that Teagasc reserves the right to revise the Terms and Conditions of this fellowship and/or the Research Leaders 2025 Fellowship Programme at any time. This may include changes that need to be made in order to comply with instructions from the European Commission. Thus, Teagasc will be bound by, and enforce on applicants/fellows, any instructions that we receive from the European Commission on issues related to the United Kingdom, even if those involve a change to the originally published Terms and Conditions.

11. Data Protection

The Teagasc Data Privacy Notice is available here:

<https://www.teagasc.ie/media/website/publications/2018/Data-Privacy-Notice-A5-4pp.pdf>

By submitting an application to Research Leaders 2025 you consent to the use, processing and retention of your data, in line with that notice and for the purposes of processing and evaluating the application; administering any subsequent fellowship award; managing Teagasc's relationship with you; analysing and evaluating Research Leaders 2025; reporting to the European Commission/REA on Research Leaders 2025; providing aggregate data to national and European surveys and analyses; and complying with audits that may be initiated by Teagasc, the Irish Government (or its agencies) and the European Commission (or its agencies).

Teagasc may share your data with third parties (some of which may be based outside the European Economic Area) in relation to the above activities including evaluators, ethics experts, auditors, the Research Leaders 2025 International Expert Advisory Board members, the European Commission (or its agencies) and the Irish Government (or its agencies).

Teagasc may link the data that you provide in the application with national, bibliographic or external research funding data which is available through public subscription based databases (e.g. Scopus, Web of Science, etc.) or other national / open datasets. Teagasc may also link the data that you provide in the application with future data that you provide as part of the ongoing management and reporting on a Research Leaders 2025 fellowship which may be awarded to you or, if unsuccessful in the application, a future application to Research Leaders 2025.

Appendix 1: Definitions

Academic sector consists of public or private higher education establishments awarding academic degrees, public or private non-profit research institutes whose primary mission is to pursue research, and international European interest organisations as they are defined in Article 2 of the Horizon 2020 Rules for Participation.

Associated country (AC) shall mean a country which is not a European Union (EU) member state and which is associated with Horizon 2020. A list of ACs is published by the European Commission and is available online¹⁷. For the purposes of this call, a country shall be defined as an AC if it is an AC at the deadline for receipt of full application.

Applicant: the applicant is the prospective fellow who will develop the proposal/application in collaboration with their supervisors and submit the expression of interest and full application.

Authorised Signatory: officer or representative vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement.

Career development plan comprises the research objective and the fellow's training and career needs, including training on transferable skills, planning for publications and participation in conferences. This will be developed by the fellow and the primary supervisor before the commencement of the fellowship.

Career mentor shall mean a senior researcher, independent of the host research group(s). The fellow will not be in a direct reporting relationship with the mentor, so that the fellow can benefit from advice and guidance that isn't influenced by power dynamics. The mentor will be identified in collaboration between the Research Leaders 2025 Management Team and the fellow after the award of the fellowship. The role of the career mentor is to meet with the fellow every six months to discuss the fellow's progress on the Career Development Plan and their future career options after the end of the fellowship.

Experienced researcher (ER) is a person who, at the deadline for receipt of full application, will be in possession of a doctoral degree or have at least four years of full-time equivalent research experience. "In possession of a doctoral degree" means that the degree must have been conferred. Verification of the date of conferring by the awarding body must be available on request.

Fellow, or Research Leaders 2025 fellow, shall mean the person awarded a Research Leaders 2025 fellowship. Research Leaders 2025 fellows will be 'Marie Skłodowska-Curie fellows'.

Fellowship host organisation shall mean Teagasc, which will employ the fellow for the entire duration of the fellowship.

Full-time equivalent research experience is measured from the date when an applicant obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in Ireland, even if a doctorate was never started or envisaged.

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

¹⁷ http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

Intergovernmental organisation (IGO) shall mean an entity created by treaty, involving two or more sovereign states, or other IGOs, to work in good faith on issues of common interest.

International European Interest Organisation (IEIO) is an international organisation, the majority of whose members are Member States or Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe.

International organisation (IO) shall mean; (i) any intergovernmental organisation, or (ii) any non-governmental organisation with an international membership, scope or presence. European interest organisations are considered international organisations for the purpose of this call.

Ireland shall for the purpose of this call mean the Republic of Ireland.

Member State (MS) is a member state of the European Union¹⁸. For the purposes of this call, a country shall be defined as a MS if it is a MS at the deadline for receipt of full application.

Non-academic sector: The Non-Academic sector includes any socio-economic actor not included in the academic sector and fulfilling the requirements of the Horizon 2020 Rules for Participation. This includes all fields of future workplaces of researchers, from industry to business, government, civil society organisations, cultural institutions, etc, as long as these organisations do not fit under the definition of academic sector.

Outgoing phase host organisation shall mean a partner organisation from either the academic or non-academic sector that hosts the mandatory outgoing phase of the fellowship. An outgoing phase host organisation is permitted to support more than one fellow as long as it has the capacity and infrastructure required to support the relevant research work and to provide training to more than one fellow should more than one proposal be successful. The outgoing phase host can be from the academic sector or the non-academic sector.

Outgoing phase shall mean the mandatory 18 month phase of the fellowship which will be spent at an academic or non-academic organisation worldwide (outside of Ireland). The outgoing phase will occur at the start of the fellowship. The outgoing phase is subject to the mobility rule as described in Section 5, clause 7.

Outgoing phase supervisor shall mean the person or persons employed by the outgoing phase host organisation and designated by the outgoing phase host organisation as being responsible for supporting and supervising the fellow during the outgoing phase. An outgoing phase supervisor is permitted to support more than one fellow. An outgoing phase supervisor must have either a permanent contract of employment or a contract that will extend beyond the end-date of the outgoing phase.

Partner Organisation/Host organisation shall refer collectively to any fellowship host organisation, i.e., Teagasc; the outgoing phase host organisation; and (if applicable) secondment host organisation.

Primary supervisor is a member of the research staff at Teagasc, who will supervise the fellow for the full duration of the fellowship. Even when the fellow is on the outgoing phase or on secondment, the primary supervisor will keep in regular contact with the fellow, to discuss the progress of the research project and give advice and guidance on how to progress. A primary supervisor is permitted to support

¹⁸ https://europa.eu/european-union/about-eu/countries_en

more than one fellow. A primary supervisor must have either a permanent contract of employment or a contract that will extend beyond the lifetime of the fellowship award.

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

Research Leaders 2025 is the project title for the Fellowship programme co-funded by Marie Skłodowska-Curie Actions.

Research Leaders 2025 Management Team (MT) is the team that is responsible for the implementation of the Research Leaders 2025 fellowship programme.

Research project shall mean the research work proposed by the applicant/fellow in their full application and approved by Teagasc.

Research supervisory committee will include the primary supervisor, outgoing phase supervisor and one other member. The third member of the research supervisory committee should be named in the application and their contribution to the impact of the fellowship should be described. In the case where the fellow is opting to include a secondment in the non-academic sector, the secondment supervisor would be an appropriate third member of the supervisory committee. In fellowship applications which do not foresee a secondment to the non-academic sector, the third member of the supervisory committee could be an expert from a complementary discipline or from the non-academic sector. The role of the supervisory committee will be, in collaboration with the fellow, to examine the progress on the research objectives of the fellowship, to help the fellow to overcome any scientific roadblocks that might arise during the course of the fellowship and to suggest remedial action if progress is insufficient.

Return phase shall mean the mandatory 18 month phase which will be spent at Teagasc. This will occur after completion of the outgoing phase.

Secondment shall mean an optional temporary assignment of the fellow to a non-academic partner. The purpose of this assignment is to engage in the fellowship research and career and training development activities while embedded within the secondment host organisation. The maximum duration of the secondment is six months. It will be taken within the duration of the fellowship and does not constitute an extension. Secondments are only permitted where the outgoing phase is to an academic partner. Where conducted as part of the outgoing phase, the secondment host must be located outside of Ireland. Where conducted as part of the return phase, the secondment host must be located in a Member State (MS) or Associated Country (AC).

Secondment host organisation shall mean any organisation from the non-academic sector which enters into an agreement with Teagasc and the fellow for an optional secondment under the fellowship. The secondment host organisation must be from the non-academic sector. A secondment host organisation is permitted to support more than one fellow as long as it has the capacity and infrastructure required to support the relevant research work and to provide training to more than one fellow should more than one proposal be successful.

Secondment supervisor shall mean the person or persons employed by the secondment host organisation and designated by the secondment host organisation as being responsible for supporting and supervising the fellow in relation to the secondment host organisation's involvement in the fellowship. A secondment supervisor is permitted to support more than one fellow. A secondment

supervisor must have either a permanent contract of employment or a contract that will extend beyond the end date of the secondment.

Teagasc shall mean Teagasc - Irish Agriculture and Food Development Authority.

Appendix 2: Terms and Conditions

Award of the Fellowship

1. Awards are made directly to the applicant/fellow.
2. An offer of a fellowship will be subject to the completion of a contract of employment between Teagasc and the fellow.
3. Acceptance of the award is subject to these Terms and Conditions which, in conjunction with the contract of employment constitute the basis on which the award is held. If any of the conditions of these documents are breached by a fellow, Teagasc may suspend or terminate the fellowship and/or may require reimbursement of such payments as have already been made to the fellow.
4. Teagasc reserves the right to request documentary evidence to corroborate data in the application. This includes official transcripts/parchments of qualifications. If the language of a transcript/parchment/diploma supplement is not English, successful applicants will be required to provide an English translation. Where information provided by the applicant in their full application is found to be incorrect or the applicant fails to provide suitable documentary evidence if requested, Teagasc reserves the right to withdraw the offer of a fellowship, or withdraw the award if the award has already been made.
5. Fellows are required to adhere to the general principles and requirements of the 'European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers' as applicable to researchers (<https://euraxess.ec.europa.eu/jobs/charter>).
6. Fellowships must commence by 1st August 2020. If the fellow is not in a position to commence the fellowship by that date, Teagasc reserves the right to withdraw the offer of a fellowship, or withdraw the award if the award has already been made.

Funding

7. Funding will be provided only for the implementation of the research project and the career development plan as presented in the full application. If any departures from these are intended or become apparent, these need to be agreed with Teagasc prior to these changes being undertaken.
8. Expenses related to activities that occur outside the funding term are not eligible under the fellowship.

Location of fellowships

9. Fellowships may not be held or continued at any organisation other than the host organisations and with the supervisors specified in the full application, except with the *prior* agreement of Teagasc.
10. During the fellowships, fellows must maintain an actual presence within the appropriate unit in their respective host organisation and must reside within a reasonable travelling distance of the relevant host organisation.
11. If the fellow is unable to secure the right to live and work in the location of the outgoing phase or the secondment, the fellowship may be withdrawn, suspended or terminated.
12. Teagasc requires that fellows have regular and sufficiently-frequent contact with their primary supervisor and, during the outgoing phase or secondment, with their current host supervisor. In addition, fellows shall have six-monthly meetings with their research supervisory committee via online meeting platforms or telephone, as appropriate.

13. Notwithstanding clauses 9-11, Teagasc recognises that the fellows may benefit from spending part of the duration of the fellowship away from their host organisations. Such periods may involve attending courses relevant to the fellow's training or research-related short visits.
14. In order to take up such an opportunity of more than four weeks' duration, the fellow must apply in advance to Teagasc for permission and include the written support of their primary supervisor. When such research-related absence is intended during the outgoing phase or secondment, support from the fellow's outgoing phase supervisor or secondment supervisor, as applicable, will also be required. A template will be available for this purpose. Information regarding any fellowship-related trips must be documented as part of the required progress reporting.
15. While Teagasc expects fellows to complete their research at the outgoing phase host organisation and, if applicable the secondment host organisation, originally proposed, Teagasc recognises that exceptional circumstances may call for a change of location or of supervisor. In these cases, the fellow must write to the MT stating the case for the change. The submission will be examined on its merits and discussions entered into with the fellow to explore possibilities for continuing funding in the new circumstances. The decision of Teagasc will be final in this matter.

Training and Career Development

16. The fellow and the primary supervisor will produce a high-level Career Development Plan before the commencement of the fellowship.
17. A record must be kept of training and career development activities completed by the fellow and these must be reported in progress reports submitted to Teagasc.

Additional duties outside the remit of the fellowship

18. Fellows must be fully dedicated to the research training activities of their fellowship and should not engage in any remunerated activity other than developing the stated research project and implementing the career development plan.
19. Fellows must engage full-time in fellowship-related activities during the funding term.
20. Engagement by the fellow in teaching activities is permitted where it is included in the career development plan, and under the following conditions:
 - a) teaching activities are undertaken while the fellow is based at their outgoing phase host organisation; and
 - b) the fellow's outgoing phase host organisation is a higher education establishment; and
 - c) teaching activities are relevant to the research funded by the fellowship; and
 - d) the overall extent of teaching activities (contact and non-contact hours combined) does not exceed a total of 50 hours per year; and
 - e) suitable training, monitoring and support must be provided to the fellow by their outgoing phase supervisor or another suitably qualified staff member within the outgoing phase host organisation as agreed with the primary supervisor.
21. Teagasc will monitor teaching activities as part of its progress reporting mechanism.
22. Teagasc will require the fellow to attend the annual retreat and may also require fellows to attend training sessions, research events, meetings and similar as arranged by Teagasc.

Additional awards

23. The fellowship is not intended to substitute for or to augment funds available under programmatic research actions. It may be held in conjunction with other externally funded travel or equipment grants provided that:
- Should the fellow apply for further funding to another source, they will state as part of that application (whether or not the fellow is required to do so) that they hold a Research Leaders 2025 fellowship and will notify the MT prior to submitting the application.
 - The value of other funding is not more than €20,000 in any given year during the life of fellowship. However, Teagasc recognises that, from time to time, awards which exceed this limit may independently recognise the outstanding merit of an awardee during the term of the fellowship. In such circumstances, fellows are advised that in *exceptional cases*, and then only on a case-by-case basis, they may hold such major personal awards in conjunction with the funding provided by Teagasc. The acceptance of such further awards during the term of the fellowship is subject to the *prior* approval of Teagasc.
 - Fellows who have other sources of funding (other than through paid employment) such as travel grants, etc. must inform in writing the MT about the amount and source of the funding. This information must also be recorded in the required progress reports. This applies to research funding received before or during the life of the fellowship.
 - The other funder(s) agree(s) that the Research Leaders 2025 fellowship can be held alongside their award. Teagasc will not involve itself in the decisions of other funding agencies in this regard. Tax issues which may arise from such awards are a matter for the individual fellow and not Teagasc.

Responsibilities of Host Organisations

24. Working conditions for the fellows must be aligned with Irish employment conditions and with the 'European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers'¹⁹, including but not limited to working conditions, recognition of the profession and equal opportunities.
25. Teagasc supports a research system in which individual researchers are enabled to reach their full potential at all stages of their career. Fellows and their mentors are entitled to carry out their research free from any form of harassment, victimisation, or bullying. Host organisations have the responsibility to ensure an appropriate work environment and to deal with any complaints or issues speedily, in line with agreed grievance procedures.
26. Host organisations must have the capacity to provide professional guidance and mentoring to the fellow and provide access to experimental facilities or data as relevant to the fellowship.
27. Host organisations are required to provide the facilities and access to the equipment needed for the fellow to carry out the research, ensuring that all items of equipment and materials provided for the fellowship are adequately maintained and are accessible on reasonable terms and conditions as apply to other researchers/staff members.
28. A written collaboration agreement covering confidentiality; publication; intellectual property rights; conditions of the fellow's during their outgoing phase and, where applicable, secondment including the fellow's rights and responsibilities vis-à-vis the outgoing phase host and secondment host and other aspects of the fellowship as applicable must be in place between

¹⁹ <https://euraxess.ec.europa.eu/jobs/charter>

Teagasc, the outgoing phase host and, where applicable, the secondment host, before the fellowship can commence. The terms of any such agreement must not conflict with those outlined in this document. This process will be led by the Teagasc research support office and/or technology transfer office. Teagasc will make every attempt to agree a collaboration agreement with the partner organisations. If a partner organisation is unwilling to agree to a reasonable collaboration agreement, the offer of a fellowship may have to be withdrawn.

29. Host organisations must obtain and comply with all necessary and statutory permissions laid down by local and national authorities in relation to protecting the environment, preventing pollution, and ensuring wider societal health and safety protection.

Outgoing phase host organisation

30. The outgoing phase host organisation must ensure an outgoing phase supervisor is appointed to work with the fellow, their primary supervisor and, where applicable, their secondment supervisor to offer advice and guidance to the fellow and to facilitate the fellow in implementing the research project.
31. The outgoing phase supervisor must participate in meetings of the research supervisory committee every six months.
32. In addition, the outgoing phase supervisor should inform the primary supervisor, as soon as possible, of any issues which may impede the progress of the research project.

Secondment host organisation

33. The secondment host organisation must ensure a secondment supervisor is appointed to work with the fellow, their primary supervisor and their outgoing host supervisor, to offer advice and guidance to the fellow and to facilitate the fellow in implementing the research project.
34. The secondment supervisor must participate in meetings of the research supervisory committee every six months.
35. In addition, the secondment supervisor should inform the primary supervisor, as soon as possible, of any issues which may impede the progress of the research project.

Technology transfer

36. Teagasc encourages the commercialisation of research output as outlined in ‘Inspiring Partnership – the national IP Protocol 2016: Policies and resources to help industry make good use of public research in Ireland’²⁰ and ‘Putting public research to work for Ireland: Policies and procedures to help industry make good use of Ireland’s public research institutions (2012)’²¹.
37. Applications for protection of results including patent applications must include acknowledgement of funding under Marie Skłodowska-Curie Actions.

Dissemination of results, open access policy and and acknowledgement of funding

38. Unless it goes against the legitimate interests of the fellow or the host organisations, or the conditions outlined in the collaboration agreement, the fellow must – as soon as possible – disseminate results of their research by disclosing them to the public by appropriate means (other

²⁰ <http://www.knowledgetransferireland.com/ManagingIP/KTI-Protocol-2016.pdf>

²¹ <https://www.enterprise-ireland.com/en/Research-Innovation/Companies/IPP-Putting-public-research-to-work-for-Ireland.pdf>

than those resulting from protecting or exploiting the results), including in scientific publications (in any medium).

39. Applicants will have to detail their plans for dissemination and exploitation of results in their application and this will be considered as part of the evaluation criterion on impact. Fellows will be required to report on their dissemination and exploitation activities as part of Teagasc's progress reporting.
40. All proposed publications arising from the research work must have the approval of the primary supervisor.
41. The Teagasc model is that the first channel for dissemination should be through scientific/research conferences and peer-reviewed publications. Scientific/research publications should be promptly followed by evaluation of the implications of the research findings and dissemination of these through technical articles, popular science publications and practice abstracts for farmers and other end-users (as per the format developed by the European Innovation Partnership Agricultural Productivity and Sustainability – EIP-AGRI) as appropriate.
42. The fellows must ensure open access (free of charge online access for any user) to all peer-reviewed scientific publications relating to its results. In particular, they must:
 - a) as soon as possible and at the latest on publication, deposit a machine-readable electronic copy of the published version or final peer-reviewed manuscript accepted for publication in the Teagasc Open Access Portal which also uploads to RIAN, the Irish Open Access Portal;
 - b) aim, moreover, to deposit at the same time the research data needed to validate the results presented in the deposited scientific publications; ideally in a data repository
 - c) ensure open access – via the repository – to the deposited publication at the latest:
 - (i) on publication, if an electronic version is available for free via the publisher, or
 - (ii) within six months of publication (twelve months for publications in the social sciences and humanities) in any other case;
 - d) ensure open access – via the repository – to the bibliographic metadata that identify the deposited publication.
43. Fellows are encouraged to adhere to H2020 Programme Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020²².
44. Fellows will be expected to contribute to Teagasc and Research Leaders 2025 dissemination channels i.e.
 - a) Submit articles to TRResearch, a popular science magazine published quarterly by Teagasc.
 - b) Participate in a Research Leaders 2025 Research Forum. This Forum will be held twice over the lifetime of the programme. It will be an opportunity to showcase the work of the fellows, disseminate findings, foster future collaborations, showcase the impact of EU funding and promote the success of the programme.
 - c) Submit content for a regular e-newsletter, to be disseminated through the Research Leaders 2025 website and Teagasc online channels.
 - d) Participate in relevant Teagasc annual thematic 'Open Days' aimed at specific stakeholders (information stands, demonstrations, lectures)
45. All publicity, including public lectures, interviews, email signatures, letterheads, office signs, publications, monographs, print materials, online materials, press releases, television and radio

²² http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf

advertisements, websites, film, video and audio recordings associated with or arising from the research undertaken by the fellow while in receipt of a Research Leaders 2025 fellowship must contain acknowledgement of funding received from Teagasc and from the European Commission under the Marie Skłodowska-Curie Actions, as specified in the fellowships scheme grant agreement²³.

46. Notwithstanding the requirement to report on all publicity or achievements through progress reporting, fellows are also required to notify Teagasc in advance of their participation in any significant events, including receipt of an award or medal, public dissemination of the fellow's research, or media coverage of same. Where a communication activity is expected to have mainstream media coverage, Teagasc will inform the REA.

Research ethics

47. All activities of the fellowship must comply with the ethical principles of Horizon 2020 as outlined in Regulation (EU) No 1291/2013 of the European Parliament and of the Council of 11 December 2013 establishing Horizon 2020 and in the model grant agreement. Fellows shall comply with, European and national legislation and fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union²⁴; the European Convention on Human Rights and its Supplementary Protocols²⁵; the European Code of Conduct for Research Integrity²⁶ and the National Policy Statement on Ensuring Research Integrity in Ireland²⁷.
48. Research must also comply with relevant national, EU and international legislation.
49. Funding will not be granted for activities carried out outside of the EU if they are prohibited in all member states.
50. Research activities must have an exclusive focus on civil applications.
51. The following fields of research will not be financed:
- a) research activity aiming at human cloning for reproductive purposes;
 - b) research activity intended to modify the genetic heritage of human beings which could make such changes heritable;
 - c) research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.
52. We do not expect any applications to involve research on human stem cells, as this falls outside of the remit of the programme in food and agriculture research. If such research is to be undertaken, it will be subject to ethical review and will have to comply with Irish laws on this matter. Such research would have to be approved by the REA, in writing, in advance of the award commencing
53. The host organisations must have in place clear ethical guidelines and assurance procedures designed to manage research under their direction.
54. Where a fellow's research activities require approval by the Ethics Committee or equivalent body of Teagasc, the outgoing phase host organisation or the secondment host organisation, written

²³ http://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-cofund-mono_en.pdf

²⁴ http://www.europarl.europa.eu/charter/pdf/text_en.pdf

²⁵ http://www.echr.coe.int/Documents/Convention_ENG.pdf

²⁶ https://ec.europa.eu/research/participants/data/ref/h2020/other/hi/h2020-ethics_code-of-conduct_en.pdf

²⁷ <https://www.iua.ie/publication/view/national-policy-statement-on-ensuring-research-integrity-in-ireland/>

evidence of such ethical approval must be sent to the MT before activities for which ethical approval are required commence.

55. The host organisations and fellows must make sure that the research complies with all national and international regulation requirements governing the use of sensitive materials or processes. For example (and not intended to be a complete list): radioactive isotopes, ionising radiation, laboratory animals or other animals, pathogenic organisms, genetically manipulated organisms, toxic and hazardous substances, and research on human subjects and human embryos.

Sex/gender dimension

56. Fellows are required to give careful consideration to whether there is a potential biological sex and/or gender dimension that may arise in the course of their research.
57. Where the fellow is involved in the organisation of conference, networking or dissemination panels connected with their research project, due regard should be given to gender balance within any such panel(s).

Review of Progress

58. Teagasc attaches considerable importance to procedures for monitoring research performance and ensuring effective progress under the fellowship.
59. The fellow will be required to submit a comprehensive report annually, with a shorter report submitted midway through the year.
60. It will be the responsibility of the fellow to make sure that all progress reports are submitted on time. The timely submission of these reports is a condition of the continuation of the fellowship.
61. The format for these reports is available from Teagasc, and will include but will not be limited to:
 - Implementation of the career development plan.
 - Research progress and outputs.
 - Outreach activities.
62. These reports must be accompanied by a confidential evaluation of the progress of the fellowship from the primary supervisor (in all cases), the outgoing phase supervisor (for reporting periods that include the outgoing phase) and the secondment supervisor (for reporting periods that include a secondment).
63. The career mentor will be asked to confirm that the fellow has engaged in meetings as appropriate, but no further details will be requested from the mentor, as this interaction is strictly confidential between mentor and mentee.
64. If the fellow does not submit progress reports on time, or if Teagasc receives an unsatisfactory progress report or evaluation, the fellow will be informed of the unsatisfactory report. The fellow will be allowed to resubmit an amended report. Teagasc reserves the right to convene a review committee to evaluate the fellowship to date in accordance with the deliverables outlined in the original proposal to Teagasc.
65. If asked to do so, the fellow, primary supervisor and, as appropriate outgoing host supervisor and/or secondment supervisor must attend meetings with Teagasc to provide an account of the progress or outcomes of the fellowship.
66. If a review committee is convened by Teagasc, this committee can draw as necessary on disciplinary-specific inputs from experts who have acted as evaluators. Teagasc will provide feedback to the fellow indicating either:
 - Report satisfactory in all respects and continuation of fellowship confirmed;

- Report deficient in some areas and specific actions for resolution indicated with a defined time period; or
 - Report indicates evidence of unsatisfactory progress and the fellowship may be suspended or terminated.
67. Teagasc may suspend or terminate the fellowship where it deems necessary, following review of the foregoing information and reports.
68. It will be the responsibility of the fellow's primary supervisor and, as appropriate, outgoing host supervisor and/or secondment supervisor, to ensure that if the fellow leaves their host organisation, or is not dedicating sufficient time or effort to the fellowship, Teagasc is informed immediately.
69. The fellow must contact the MT if they have any concerns about their fellowship.
70. It is the responsibility of the fellow to inform Teagasc of any change of address, telephone, or email within two weeks of such a change.
71. Fellows are required to provide follow-up contact details for the purpose of researcher career tracking in their final report, or as otherwise requested by Teagasc. Teagasc will periodically carry out a destination survey of those who have received and completed fellowships, and the fellow shall agree to cooperate in responding thereto. Where a fellow's contact details change post-completion of their award, the fellow is asked to provide updated details to the MT.
72. Fellows are required to complete and submit an evaluation questionnaire (at the end of the fellowship) and a follow-up questionnaire (two years later) provided by the Research Executive Agency.

Deferral or suspension of fellowship

73. Fellowships may not be deferred or suspended.
74. Fellows will be entitled to maternity or adoptive leave, as outlined in section 4.4 and according to Teagasc rules for employees. The taking of maternity/adoptive leave will not be considered as a deferral or suspension of the fellowship.
75. Fellows wishing to take maternity leave should follow normal Teagasc procedures. Fellows are also requested to notify the MT so that arrangements can be made for extension of the fellowship.

Termination of fellowship

76. Teagasc recognises that for personal, professional or other reasons a fellow may wish to terminate their fellowship prematurely. This action should not be taken without *prior* consultation with Teagasc.
77. Should a fellow be unable for any reason (including medical reasons) to pursue their fellowship in accordance with these Terms and Conditions, and with the approved fellowship application, the fellow and primary supervisor must, as soon as possible, inform the MT. Where an early termination is to occur during the fellow's outgoing phase, the fellow must also liaise with their outgoing phase supervisor. Where an early termination is to occur before or during the fellow's secondment, the fellow must also liaise with their secondment supervisor. The fellow must do this no later than two weeks from such a situation coming to their attention.
78. As employees of Teagasc, fellows will be subject to the normal probation and disciplinary procedures of Teagasc.

79. Continuation of a fellowship is wholly subject to the continued receipt of funding by Teagasc from the REA. In the event of such funding being reduced or discontinued, Teagasc will not be under any liability to provide funding, or to compensate a fellow for any reduction or cessation of such funding.

General Fellowship Conditions

80. These Terms and Conditions will be governed by and construed in accordance with the laws of Ireland and all parties will expressly and irrevocably submit to the jurisdiction of the Irish courts.

81. Teagasc and host organisations must follow good practice on data protection, management and security. Teagasc cannot be held legally liable for interference by any third party.

82. Teagasc reserves the right at any stage to not enforce one or more of the clauses in this document, and this shall in no case constitute a waiver or renunciation of Teagasc's right to enforce such clauses at a later date.

83. Teagasc reserves the right to revise the Terms and Conditions of this fellowship and/or the Research Leaders 2025 Fellowship Programme at any time. Any such revisions will be notified to the fellow and to participating host organisations and will also be posted on Teagasc's website (<http://www.teagasc.ie/rl2025>). This may include changes which need to be made in order to comply with instructions from the European Commission.

Appendix 3. Host Organisation Information

This information relates to the completion of Part A1, Sections 4 and 5.

The **Legal Name** of the organisation is that stated in the legal statute or the registration act/decreed establishing the organisation.

A legal entity is qualified as a '**Non-Profit Organisation**' when it is considered as such by national or international (international organisations as well as any specialised agency set up by international organisations) law. When the 'non-profit' status does not arise directly from the legal form of the organisation, there should be the statutory/legal obligation to reinvest all the profits made in the activity of the same organisation, without any possibility to distribute them to the shareholders or members. Decisions on not distributing profits made by the managing board, associates, members or stakeholders are not sufficient proof of the non-profit nature. The obligation has to be specifically inserted in the articles of association, statutes or act of establishment.

Any organisation which does not fit the description of a 'Non-Profit Organisation' above should be classified as '**For Profit**'

A '**Public Body**' is any legal entity established as such by national public law, and international organisations. Established as 'public body' signifies that the entity must be: 1) Incorporated as a public body in the act of creation or recognised as a public body by national law, AND 2) Governed by public law. Both conditions must be satisfied.

Any organisation which does not fit the description of a 'Public Body' above should be classified as '**Private Entity**'.

'**SME**' means micro-, small- and medium-sized enterprises, as defined in Commission Recommendation 2003/361/EC. See here for more information on how to determine SME status: http://ec.europa.eu/regional_policy/sources/conferences/state-aid/sme/smedefinitionguide_en.pdf

International organisation (IO) shall mean; (i) any intergovernmental organisation, or (ii) any non-governmental organisation with an international membership, scope or presence. European interest organisations are considered international organisations for the purpose of this call.

An '**International European Interest Organisation**' is an international organisation, the majority of whose members are Member States or Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe.

A '**higher or secondary education establishment**' is an organisation, whose main objectives are training and education, and which produces diplomas recognised by the respective State.

A '**Research Organisation**' is a Non-Profit Organisation, which carries out scientific and/or technical research as its main objective. The quality of being a Research Organisation must be stated in the statute of this organisation.

Civil society organisation should only be selected if the organisation is a 'Non-Profit Organisation' one and is NOT a 'Higher or secondary education establishment'.

The types of civil society organisations are as follows:

- Citizens' association pursuing a common purpose of public interest.
- Foundation or charity pursuing a common purpose of public interest.
- Organisation pursuing a common purpose of public interest.
- Organisation representing commercial interest.
- Professional association [e.g. lawyers, doctors, etc.].
- Science centre, museum, library and other cultural mediator.
- Think tank, policy institute or other organisation conducting policy research.
- Trade Union and other labour organisation.

Academic sector consists of public or private higher education establishments awarding academic degrees, public or private non-profit research institutes whose primary mission is to pursue research, and international European interest organisations as they are defined in Article 2 of the Horizon 2020 Rules for Participation.

Appendix 4. Full Application Check-list

Part A1

- General Information
- Applicant details
- Primary supervisor details
- Outgoing phase host and supervisor details
- Secondment host and supervisor/ Third supervisor details
- Ethics table

Part A2

- Type of research project
- Applicant Details
- Experienced Researcher status – A or B section
- Marital/Dependents status
- Mobility section
- Location of fellowship
- Primary supervisor details
- Outgoing phase supervisor details
- Third supervisor details
- Applicant Declarations
- Applicant signature and Date

Part B1 – page limit (max 15 pages)

1. Excellence

- 1.1 Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects
- 1.2 Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host
- 1.3 Quality of the supervision and of the integration in the team/institution
- 1.4 Potential of the researcher to reach or re-enforce professional maturity/ independence during the fellowship

2. Impact

- 2.1 Enhancing the future career prospects of the researcher after the fellowship
- 2.2 Quality of the proposed measures to exploit and disseminate the project results
- 2.3 Quality of the proposed measures to communicate the project activities to different target audiences
- 2.4 Contribution to the vision of the Irish agri-food sector as set out in the FoodWise 2025 strategy and/or contribution to the application of the technologies highlighted in the Teagasc Foresight 2035 report in the agri-food domain.

3. Implementation

- 3.1 Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources - Work packages (WP) detail & Gantt chart
- 3.2 Appropriateness of the management structure and procedures, including risk management
- 3.3 Appropriateness of the institutional environment (infrastructure)

Part B2

- CVs (page limit)
 - Applicant CV – max 5 pages, use template
 - Primary supervisor CV – max 5 pages, use template
 - Outgoing phase supervisor CV – max 5 pages, use template
 - Secondment / Third supervisor CV – max 5 pages, use template
- Ethical Issue section
- Letter of Commitments – max 2 pages from
 - Primary supervisor’s Head of Department/ Head of Programme
 - **Authorised signatory** of the outgoing phase host organisation
 - **Authorised signatory** of the secondment host organisation (if applicable) or from third supervisor