



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

**IRISH RESEARCH COUNCIL
GOVERNMENT OF IRELAND POSTDOCTORAL FELLOWSHIP
SCHEME
2020**

**GUIDE FOR OUTER BOARD ASSESSORS
including details of the ONLINE APPLICATION SYSTEM (OLS)**

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE ASSESSING APPLICATIONS

Please **do not** submit copies of your assessment by post or e-mail.
Please use the online system which can be accessed at:
<https://irishresearch.smartsimple.ie>

Important Technical Information

Please ensure you are using the correct browser. The OLS can only be guaranteed to be fully operational on the following browsers:

- Internet Explorer: version 10.0 and higher
- Firefox download: two most recent versions*
- Google Chrome download: two most recent versions*
- Safari download: two most recent versions*

* Firefox, Google Chrome and Safari support applies to the two most recent versions published by the manufacturer excluding beta releases. If you experience any problems, please clear the cache in your browser and continue.

Also, please ensure your JavaScript is both turned on and up to date.

If you are having trouble seeing the “Submit” button, please minimize and then maximize the screen as this may resolve this issue, which often arises due to the varying sizes of computer screens.

NOTE: DO NOT use the browser “back” button at any stage as you may lose essential information. Please ensure to click “Save Draft” before navigating away from the page.

Please contact postdoc@research.ie should you experience any difficulties.

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1. Aims

As an International Assessment Board member, you may receive a combination of the following Fellowship types to assess:

Government of Ireland Postdoctoral Fellowship (One-year & Two-year Fellowships)

The aim of the Irish Research Council (the Council) Government of Ireland Postdoctoral Fellowship, hereinafter referred to as the '**Government of Ireland Postdoctoral Fellowship**', is to support suitably qualified applicants in all disciplines intending to pursue a research project. Funding under this scheme will be awarded to the individual Fellow. These Fellowships can be held for either for one year or two years

Differences between the one-year Fellowship and the two year must be taken into account when assessing applications submitted to the one-year fellowship. Applicants to the one-year Fellowship should not be penalised for not undertaking new research.

- **One-year Government of Ireland Postdoctoral Fellowship**

The one-year Postdoctoral Fellowship is designed to allow the Fellow to prepare a doctoral dissertation for publication through a variety of high-quality published outputs: e.g. monographs, peer-reviewed articles, edited volumes.

- **Two-year Government of Ireland Postdoctoral Fellowship**

The two-year Fellowship is designed to allow the Fellow to develop either a new research project or a research project that demonstrates a **significant** development of the subject of the doctorate through a variety of appropriate, feasible and clear published outputs.

2. The importance of constructive feedback for applicants

Apart from the ranking of applications and the final recommendations on fundable proposals, the most important output of the evaluation process is the feedback to applicants.

Please note the following points regarding the provision of feedback to applicants.

- After the evaluation process is complete each applicant receives a feedback letter confirming the funding recommendation, the total average score, the average score for each assessment criterion, the assessment category and anonymised feedback from each assessor.
- Each assessor must provide feedback in clear and appropriate language, identifying any weaknesses in the application and outlining the reason(s) why the applicant may have received a low score in an assessment in an assessment criterion or criteria. Guidance statements aligned with each category are available in 'Descriptors for overall final score of the application' in Section Four of this document.

A second document has been developed, *Sample Comments for Assessors on Applications for Government of Ireland Postdoctoral Fellowships*. This document is to

be used by assessors when assessing and providing feedback and is available on the Online System (OLS). The intention behind this document is to provide sample statements that can be used to establish a consistent tone in the feedback being provided. Assessors are not bound to these statements and should not limit the feedback they provide to these statements only should but check consistently that comments being provided are aligned to the tone of the sample statements and feedback is reflective of the numerical mark given in each category.

- A word limit has been placed on the text box where feedback for each category is to be entered on the online system. Assessors should aim to provide succinct, useful and accurate feedback within these limits.
- Assessors **should not** refer to any content or information that is not contained within the application.
- Assessors **should not** comment on any of the information provided by the Mentor or Referees as applicants do not have access to the content of these forms. Mentors and referees provide their comments on a confidential basis and therefore their comments should not be directly included in feedback provided by any assessor.
- Assessors should ensure that their comments on the application are factually accurate e.g. if commenting on the length of time taken to complete PhD studies or the number of peer reviewed publications produced by the applicant, please ensure that your comments on these details are correct.
- Assessors should use gender neutral pronouns.

The feedback provided may be subject to minor editing by the Council, without altering the intending message, to enhance clarity and in instances where inappropriate remarks or language is used.

3. Membership of the Outer and Inner International Assessment Board (IAB)

The membership of the Outer and Inner International Assessment Board has been constituted based on international peer review. The Council funds all disciplines and applications are received from a wide spectrum of research areas, including interdisciplinary research.

The assessment process consists of an initial remote assessment by members of the Outer International Assessment Board (Outer IAB) at the general disciplinary level. The top ranked applications then go on to the Inner International Assessment Board (Inner IAB) for consideration. The Inner IAB agrees the final ranking and which applications are to be recommended for funding.

There is an Outer and Inner IAB for the Arts, Humanities and Social Sciences (AHSS) and an Outer and Inner IAB for Science, Technology, Engineering and Mathematics (STEM). Therefore, applications in the AHSS are not in competition with applications in STEM.

Outer IAB

The focus of this scheme is on the development of the individual and the unique opportunity that an Irish Research Council Fellowship will provide for the future career development of the successful Fellow. All projects funded must be excellent and, in this regard, members of the Outer IAB are asked to read and to remotely evaluate applications

in their general disciplinary area. Outer IAB members have been selected both for their disciplinary experience and their ability to evaluate the potential of the candidates and the experience that the Fellowship will afford them.

Outer IAB members are requested to score each application against the criteria provided by the Council (see below) and to submit the scores via our online application system. These scores are very important as they will decide which applications go forward for further consideration by the Inner IAB. The Outer IAB is also asked to provide comments on the application to aid the Inner IAB in their discussion of which applications to recommend for funding.

Inner IAB

While Inner IAB assessors are distinguished in their respective disciplines, in their role as Inner IAB members they do not represent these particular disciplines for the purposes of the evaluation. Rather, they are selected for their high-level experience and ability to evaluate the potential of the candidate and the benefit that the Fellowship will offer.

Inner IAB members are requested to score each application against the criteria provided by the Council and to submit the scores via our online application system as a preliminary input to the Inner IAB meeting. Inner IAB members have access to the disciplinary comments provided by the Outer IAB readers to aid them in their consideration of each application. The two Inner IABs, AHSS and STEM, then meet in Dublin to discuss and to consider all the applications assigned to them and to agree a final ranking of applications to be recommended for funding. Where appropriate, interdisciplinary applications may be reviewed by both the AHSS and the STEM Inner IAB.

4. Assessment overview and marking guidelines

The Irish Research Council requires international assessment board members to abide by the Conflict of Interest rules of the Irish Research Council. In addition, all participants in the Irish Research Council's processes must respect confidentiality, not only in relation to the application itself but also to the overall peer review process. Assessors are asked to refer to the Conflict of Interest and Confidentiality note in Appendix I before performing their assessments.

Applications will be assigned to assessors via our online application system (Smart Simple). All applications are read and scored by two Outer IAB members. Only the top-ranked applications are then sent on to the Inner IAB, where they are read and scored by two Inner IAB members, before being discussed at the Inner IAB meeting.

Applications are to be assessed under the following four headings with a maximum of 100 marks (See Appendix II for full table):

- **Track Record and Research Potential of the Applicant – 30 marks**
- **Training and Career Development - 25 marks**
- **Quality of the Research Project – 35 marks**
- **Quality of the Host Environment – 10 marks**

Assessors are requested to **use the full scale of marks** within each heading when assigning scores to applications. Please see the 'Sample Comments for Assessors on Applications for Government of Ireland Postdoctoral Fellowships' document to aid you when providing feedback.

Irish Research Council Guidance on assessing applications aligned with the principles of DORA

The Irish Research Council are a signatory of The San Francisco Declaration on Research Assessment, [DORA](#), which is intended to address the need to improve the ways in which the output of scientific research is evaluated by funding agencies, academic institutions, and other parties. As research funders we will:

1. Be explicit about the criteria used in evaluating the scientific productivity of grant applicants and clearly highlight, especially for early-stage investigators, that **the scientific content of a paper is much more important than publication metrics or the identity of the journal in which it was published.**
2. For the purposes of research assessment, consider the value and impact of **all research outputs** (including datasets and software) in addition to research publications, and consider a **broad range of impact measures** including qualitative indicators of research impact, such as influence on policy and practice.

What does this mean for assessors and how assessors should approach assessment?

We modified the application form to

- expand the question relating to publications requesting applicants to *“Please explain why each publication is significant, focusing particularly on research content. Please specify your contribution to this publication”*.
-
- provide applicants with the opportunity to include descriptions of other types of research outputs: *“Please provide details of up to 15 other publications or research outputs (e.g. publications to date; research awards achieved; creation of data sets, databases and software; conference papers presented; patents granted; excavations; public broadcasts; stage performances; creative writing (such as novels, poetry); creative productions; exhibitions, etc.)”*.

We also modified the form by **removing the questions on impact factor**. As part of the assessment process, assessors **should not** take measurements of impact factors into account.

Track record and research potential of the applicant (out of 30 marks)

Assessors are asked to evaluate the application with consideration of the track record of the applicant (academic qualifications) and research potential of the applicant, references and the match between applicant profile and research project.

Research Mobility: This requirement has been removed from the terms and conditions of the scheme. This means that applicants to the 2-Year Fellowship no longer have to move from the institution they completed their PhD in. Applicants to the 1-Year Fellowship no longer have to justify why they are staying in the institution they completed their PhD in.

PhD Requirement: Please note, applicants are **not** required to have been awarded their PhD at the time of their application. Applicants must not be marked negatively for not having completed their PhD at the time they applied. All qualifications listed by the applicant can be viewed in the track record section of the application form.

Assessing track record and research potential

- Applicant's research experience, including trans-national mobility, inter-sectoral mobility, scientific/practical/management experience.
- Research results (publications, invited contributions, patents, teaching, monographs, data sets, etc.) achieved by the applicant relative to the level of research experience.
- Evidence of independent thinking and leadership qualities.
- Match between the researcher's profile and the project.

The personal statement seeks information from the applicant as to their personal motivation and provides an opportunity for them to include additional information which has not been provided elsewhere. Applicants are asked to address the following:

- Why have you proposed this research topic?
- Why are you particularly suited to this topic?
- Which of your attributes, experience and achievements to date demonstrate your capability to successfully implement the fellowship?

In assessing this section, assessors are asked to consider the following:

- Has the applicant addressed all of the points above?
- Is the applicant's statement well focused and coherent?
- Where new research is being proposed, does the applicant's statement demonstrate evidence of real thought as to why research is to be undertaken and to where (in terms of career development) the research is expected to lead?
- Does the applicant show evidence of enthusiasm and commitment?

Assessing references

Government of Ireland Postdoctoral applications should contain one Academic Mentor form and two supporting reference forms. Nominated referees may be either from an academic or professional background. Assessors should consider references as part of the candidate's background and research experience. The following categories are suggested as a guide to how the referee compares the applicant to other researchers at the same academic/professional level:

- Exceptional
- Excellent
- Very Well
- Well
- Poor

Assessors are asked to satisfy themselves that the overall quality of the academic mentor and referee reports are reflected in the mark awarded. Be cautious of half-hearted or generic support from referees.

Training and career development aspects/Impact of the Fellowship (out of 25 marks)

It is suggested that Assessors consider the following in relation to the training and career development aspects and Impact of the proposal:

- Clarity and quality of objectives in the applicant's career development and training plan, including the extent to which specific training activities have been scheduled.
- Potential for acquisition of new research-related and transferable skills (This is particularly relevant to the 2-year Fellowship)
- Potential of the proposed Fellowship to allow the Fellow to gain skills relevant to employment both inside and outside the traditional academic sector.
- Potential to acquire new knowledge (This is particularly relevant to the 2-year Fellowship).
- Impact of the proposed Fellowship on the applicant's career path: potential to acquire competencies that improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence.

Project (out of 35 marks)

Applicants are instructed to provide a project proposal written for a general research audience.

Quality of the research project

In addition to the points listed in the scoring table, it is suggested that Assessors also consider the following when appraising the research proposal:

- Research quality, including consideration of ethical and sex/gender issues and any interdisciplinary and multidisciplinary aspects of the proposal.
- Where new research is proposed, what is the potential of the research to advance fundamental understanding of the topic and/or potential for research impact and the degree to which the proposal addresses present or future socio-economic needs?
- Where new research is proposed, what is the originality (relationship to the 'state-of-the-art') and innovative nature of the project?
- Where new research is proposed, what is the suitability of the proposed methodology and approach for the project, including the clarity of short and long-term research objectives?
- Feasibility of the project or for the 1-year Fellowship, how feasible is the publication/dissemination plan proposed?

In addition to the points listed in the table above, it is suggested that assessors consider the following when appraising the research proposal:

- Does the project proposal clearly address all of the points requested?
- Is the proposal unnecessarily lengthy or rambling?
- Are the proposed milestones, deliverables and contingency plans feasible?
- Will the proposed research advance state of the art and make a contribution to existing knowledge?

Assessing the sex/gender dimension statement

All applicants to Council schemes are required to complete the Sex/Gender Dimension statement in the application, and this will also be a requirement for Horizon 2020 proposals.

Question for Assessor: Do you understand the concept of biological sex and social gender as they impact research content?

- Please refer to the link below which summarises the [Toolkit Gender in EU-funded research](#) for guidance
- Please refer to the links below for examples of case studies in Science, Health & Medicine, Engineering and Environment.
<http://genderedinnovations.stanford.edu/methods/concepts.html>
<http://genderedinnovations.stanford.edu/>

It is suggested that Assessors consider whether the proposed research scheme involves any of the following:

- Humans as the research focus
- Animals as the research focus
- Human samples (e.g. tissues/cells) and/or data
- Humans involved as consumers, users, patients, participants or in trials/interviews
- Research on animals, animal samples and/or data
- Research outputs with implications for both men and women
- Research outputs with implications for end users or consumers

It is suggested that Assessors consider the following when appraising the research proposal:

- Has the applicant clearly outlined the consideration that has been given to the relevance of sex and gender in their proposed research?
- If there is a potential sex/gender dimension, has the applicant clearly indicated how the potential sex/gender issues will be handled with reference to the points mentioned in the 'Checklist for sex/gender in research content' in Appendix II of this document?

Environment (out of 10 marks)

The host environment section of the application form includes details on the researcher's proposed hosting environment, i.e. the Higher Education Institution (HEI) in Ireland.

Assessors should primarily refer to the comments of the Academic Mentor of the application when considering this element of the application but may also consider any comments on the Academic Mentor/HEI that are made by the applicant. Assessors are asked not to directly quote from the Academic Mentor in the Qualitative Feedback.

Please see the ‘Sample Comments for Assessors on Applications for Government of Ireland Postdoctoral Fellowships 2020’ for further guidance and suggestions for language usage around feedback and marking criteria.

Assessors are requested not to discriminate against applicants based on perceived notions of the merits of the selected Higher Education Institution; **applicants should be assessed based on their merits as presented in the application form documentation (application form, Mentor form and references) as submitted.**

Quality of the Irish Higher Education Institute and implementation of the Fellowship:

- Suitability of the proposed Mentor: track record of the Mentor (including research record); experience in developing researchers; capacity to provide mentoring; international linkages with appropriate partners.
- Ability of Host Organisation(s) to allow full implementation of all aspects of the Fellowship, such as the provision of all necessary equipment and facilities for the Fellow to carry out the project.

Descriptors for overall final score of the application

| Assessor’s ‘Judgment of Standard’ | | |
|--|---|--------|
| Exceptional | An application of exceptional and rare quality. | 95-100 |
| Excellent | An application which is outstanding in terms of the potential, merit and feasibility and contribution to the field of knowledge. | 90-94 |
| Very Good | An application which has very good potential but which is not outstanding in all of the above respects. | 85-89 |
| Good | An application which addresses the criteria well, although certain improvements are possible and it is of lesser quality than the applications above | 70-84 |
| Fair | An application that broadly addresses the criteria; however, there are significant weaknesses. | 60-69 |
| Poor | The proposal fails to address the criteria under examination and is regarded as deficient at a technical level, or repetitious of other work or otherwise not deemed to be worthy of funding. | 0-59 |

5. Logging on to the online system

Please ensure that the email address ircapps@research.ie is on your 'safe senders' list in your email account.

The link to the login page is:

https://irishresearch.smartsimple.ie/s_Login.jsp

If you have mislaid your password, enter the above URL and select '**Forgot password?**'. A system-generated password will be sent to your email address.

When you log on, the following screen will be displayed:

The screenshot shows a user profile dashboard with the following sections:

- Welcome to Your Profile**: Includes links for 'Your Profile' (to update profile) and 'Change Password' (to change password).
- Assessments (current and past)**: Includes a link for 'My Assigned Applications' to see the status of assigned applications.
- Assessments 2014**: Includes a link for 'My Submitted Forms' to view all submitted forms.
- Inner Board Assessments**: Contains two links: 'Postgraduate Applications Ready for Inner Board Assessment' and 'Postdoctoral Applications Ready for Inner Board Assessment'. The latter is highlighted with a red box and an arrow pointing to the text 'If you are an Inner Board Panel member, click here for Assessments'.
- Outer Board Assessments**: Contains two links: 'Postgraduate Applications Ready for Outer Board Assessment' and 'Postdoctoral Applications Ready for Outer Board Assessment'. The latter is highlighted with a red box and an arrow pointing to the text 'If you are an Outer Board Panel member, click here for Assessments'.

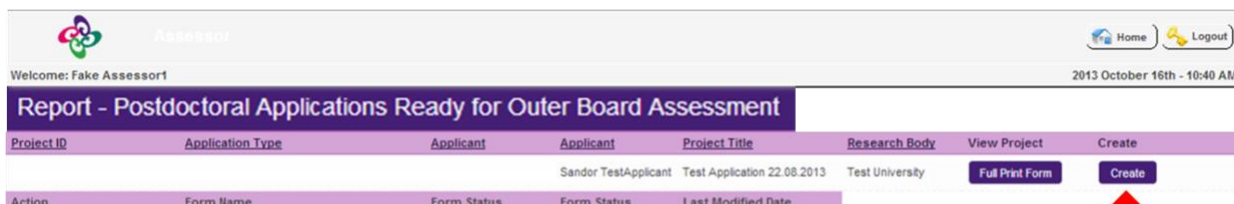
If you are an **Inner** Board Panel member, click here for Assessments

If you are an **Outer** Board Panel member, click here for Assessments

You can check on the **status of applications** which have been assigned to you by clicking on the 'My assigned Applications' icon or **begin the assessment process** by clicking on the appropriate '**Postdoctoral Applications Ready for Assessment**' icon, depending on whether you are an Inner Board or Outer Board Assessor.

6. Completing Your assessment

After clicking on the 'Postdoctoral Applications Ready for Assessment' icon, the following table will be displayed showing the status of the applications in your assigned list. To view an application, click **"Full Print Form"**. To create your assessment, click **"Create"**.



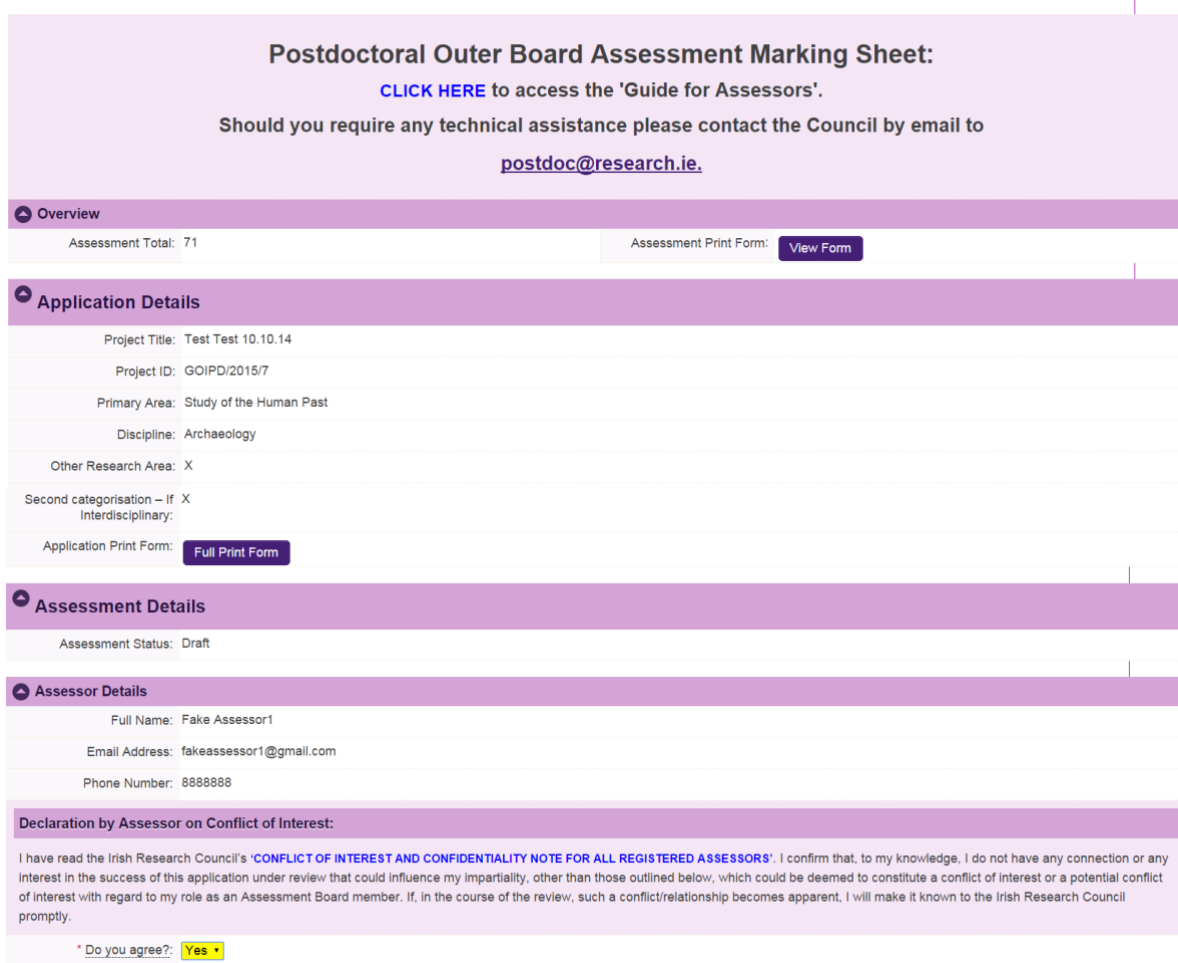
The screenshot shows a web interface for an assessor. At the top, there is a navigation bar with a logo, the word 'Assessor', and links for 'Home' and 'Logout'. Below this, a welcome message reads 'Welcome: Fake Assessor1' and the date '2013 October 16th - 10:40 AM' is displayed. The main heading is 'Report - Postdoctoral Applications Ready for Outer Board Assessment'. Below the heading is a table with the following columns: Project ID, Application Type, Applicant, Project Title, Research Body, View Project, and Create. The table contains one row of data: Project ID (blank), Application Type (blank), Applicant (Sander TestApplicant), Project Title (Test Application 22.08.2013), Research Body (Test University), View Project (Full Print Form), and Create (Create). A red arrow points to the 'Create' button.

| Project ID | Application Type | Applicant | Project Title | Research Body | View Project | Create |
|------------|------------------|----------------------|-----------------------------|-----------------|-----------------|--------|
| | | Sander TestApplicant | Test Application 22.08.2013 | Test University | Full Print Form | Create |

Click here to Create Assessment Form

7. Completing your assessment

After clicking on the 'Create' button, you will be presented with the screen below. You can then complete your assessment by filling in each section.



The screenshot shows the 'Postdoctoral Outer Board Assessment Marking Sheet' form. The form is divided into several sections:

- Postdoctoral Outer Board Assessment Marking Sheet:**
 - [CLICK HERE](#) to access the 'Guide for Assessors'.
 - Should you require any technical assistance please contact the Council by email to postdoc@research.ie.
- Overview:**
 - Assessment Total: 71
 - Assessment Print Form: [View Form](#)
- Application Details:**
 - Project Title: Test Test 10.10.14
 - Project ID: GOIPD/2015/7
 - Primary Area: Study of the Human Past
 - Discipline: Archaeology
 - Other Research Area: X
 - Second categorisation – If X Interdisciplinary: X
 - Application Print Form: [Full Print Form](#)
- Assessment Details:**
 - Assessment Status: Draft
- Assessor Details:**
 - Full Name: Fake Assessor1
 - Email Address: fakeassessor1@gmail.com
 - Phone Number: 8888888
- Declaration by Assessor on Conflict of Interest:**

I have read the Irish Research Council's 'CONFLICT OF INTEREST AND CONFIDENTIALITY NOTE FOR ALL REGISTERED ASSESSORS'. I confirm that, to my knowledge, I do not have any connection or any interest in the success of this application under review that could influence my impartiality, other than those outlined below, which could be deemed to constitute a conflict of interest or a potential conflict of interest with regard to my role as an Assessment Board member. If, in the course of the review, such a conflict/relationship becomes apparent, I will make it known to the Irish Research Council promptly.

* Do you agree?: [Yes](#)

Declaration by Assessor on Confidentiality:

I agree to maintain confidentiality concerning all aspects of the review process for the applications under consideration in this assessment process. I will not disclose any information about the applications or any matter relating to them.

* Do you agree?:

Assessment

1. Track Record and Research Potential of the Applicant (Please mark this section out of 30 marks)

Please rate the application in relation to the following areas:

- Applicant's research experience, including trans-national mobility, inter-sectoral mobility, scientific/practical/management experience.
- Research results (publications, invited contributions, patents, teaching, monographs, data sets, etc.) achieved by the applicant relative to the level of research experience.
- Evidence of independent thinking and leadership qualities.
- Match between the researcher's profile and the project.

* Enter Mark:

* Please provide 2 sentences in relation to the strengths and weaknesses of the application for further consideration by the Inner International Assessment Board.

abcdefg

199 words left

2. Training and Career Development Aspects and Impact of the Fellowship (Please mark this section out of 25 marks)

Please rate the application in relation to the following areas:

- Clarity and quality of objectives in the applicant's career development and training plan, including the extent to which specific training activities have been scheduled.
- Potential for acquisition of new research-related and transferable skills.
- Potential of the proposed Fellowship to allow the Fellow to gain skills relevant to employment both inside and outside the traditional academic sector.
- Potential to acquire new knowledge.
- Impact of the proposed Fellowship on the applicant's career path: potential to acquire competencies that improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence.

* Enter Mark:

* Please provide 2 sentences in relation to the strengths and weaknesses of the application for further consideration by the Inner International Assessment Board.

abczys

199 words left

3. Quality of the Research Project (Please mark this section out of 35 marks)

Please rate the application in relation to the following areas:

- Research quality, including any interdisciplinary and multidisciplinary aspects of the proposal.
- Potential of the research to advance fundamental understanding of the topic and/or potential for research impact and the degree to which the proposal addresses present or future socio-economic needs.
- Originality (relationship to the 'state-of-the-art') and innovative nature of the project.
- Suitability of the proposed methodology and approach for the project, including the clarity of short and long term research objectives.
- Feasibility of the project.

* Enter Mark:

* Please provide a brief summary in relation to the strengths and weaknesses of the proposed research project. Please use 'the applicant', 's/he' and 'his/her' rather than the person's name, 'she', 'he', 'his' or 'her'.

200 words left

4. Quality of the Host Organisation(s)/ Implementation of the Fellowship (Please mark this section out of 10 marks)

Please rate the application in relation to the following areas:

- Suitability of the proposed Mentor: track record of the Mentor (including research output record); experience in developing researchers; capacity to provide mentoring; international linkages with appropriate partners.
- Ability of Host Organisation(s) to allow full implementation of all aspects of the fellowship, such as the provision of all necessary facilities/equipment for the fellow to carry out the project.

* Enter Mark:

* Please provide a brief summary in relation to the strengths and weaknesses of the proposed host organisation and implementation of the fellowship. Please use 'the applicant', 's/he' and 'his/her' rather than the person's name, 'she', 'he', 'his' or 'her'.

200 words left

To save your data, click on the 'Save Draft' button at the bottom of the screen (as indicated below):

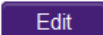




Given the different sizes of computer screens, if you are having trouble seeing the "Save Draft" button, please minimize and then maximize the screen as this may resolve the issue.

The scores that you input into each section will be totalled after you click "Save Draft", and the "Application Ranked as" field will be populated with the particular category into which the scores fall (as indicated below).

Please refer to **Section 2** in this guide for a full interpretation of the scores possible.

8. Editing your assessment after you have completed it

You can access and edit your assessment as many times as you wish by logging in and clicking  below the chosen application:

| Postdoctoral Applications Ready for Outer Board Assessment | | | | | | |
|--|---|---|---|-------------------------|---|---------------------|
| Project ID | Application Type | Project Title | Research Body | Discipline | View Project | New Assessment Form |
| GOIPD/2015/7 | Postdoctoral Fellowship (Government of Ireland) | Test Test 10.10.14 | Test University | Study of the Human Past |  | Form Created |
| | | Action | Form Name | Form Status | Last Modified Date | |
| | |  | PD Assessor Marking Sheet (Outer Board) | Draft | 21/01/2015 | |

9. IMPORTANT: Submitting your assessment

To submit an assessment, you should open the relevant assessment form. If you are happy with the information which you have provided, click the 'Submit' button at the bottom of the screen.

Given the different sizes of computer screens, if you are having trouble seeing the Submit button, please minimize and then maximize the screen as this may resolve the issue.



You will receive an email confirming receipt of your assessment.

Click 'Home' to return to your home screen after submitting your assessment.

Once submitted, you will be able to view the form in the 'Your Submitted Assessments' tab on your home page. **However, you will not be able to edit it.**

Click on the 'View Form' button to view your submitted Form.


| | | | | | | | |
|---|-----------------|---|--------------|--------------------|---|------------|------------------|
| 2 | Fake Applicant1 | Postdoctoral Fellowship (Government of Ireland) | GOIPD/2015/7 | Test Test 10.10.14 | PD Assessor Marking Sheet (Outer Board) | 21/01/2015 | View Form |
|---|-----------------|---|--------------|--------------------|---|------------|------------------|

NOTE: To print and/or to export your submitted Forms as a PDF document, click the 'Print' or 'Export as PDF' buttons.

Web Page View Actions

[Print](#) [Export as PDF](#)

[Click here to Print/Export](#)



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

PD Assessor Marking Sheet (Outer Board)

Assessment Total: 71

Application Details

Project Title: Test Test 10.10.14

Project ID: GOIPD/2015/7

Please note that the applicant will not have visibility of any information you have entered at any stage. The assessment has now been submitted to the Irish Research Council Executive.

10. What happens to your submitted assessments?

Outer IAB

Once the deadline for Outer IAB remote submissions has passed, all the assessments will be collated and an average score will be calculated for each application. This will inform the first ranking of applicants and only the top-ranked applications will be sent forward for consideration by the Inner IAB.

Inner IAB

Once the deadline for Inner IAB remote submissions has passed, assessments will be collated and an average score will be calculated for each application. This will inform a

preliminary ranking of applicants that will be presented for discussion at the Inner IAB meeting in Dublin.

Appendix I

Conflict of interest and confidentiality

Conflict of interest

The Irish Research Council is committed to ensuring all conflicts of interest are dealt with consistently, transparently and with rigour. The Irish Research Council requires assessment board members who are engaged by the Council for the purpose of evaluation to abide by the Conflict of Interest Rules of the Irish Research Council. A conflict of interest will be deemed to exist if a reviewer or assessment board member:

- is an applicant or a collaborator in the project being considered;
- is working in the same academic unit or department as an applicant;
- has supervised an applicant within the last five years;
- has collaborated, been a co-applicant or published with the applicant within the last five years;
- has, or has had, scientific or personal differences with the applicant;
- is in a position to gain or to lose (financially, personally or otherwise) as a result of the outcome of the application;
- has, or has had, a personal relationship with the applicant; or
- deems any other reason to be relevant in their consideration of applications to this scheme.

Any person who has a conflict of interest in relation to any application for funding or support being considered by the Irish Research Council must:

- disclose the conflict of interest to the Irish Research Council in advance of any consideration of an application for funding;
- refrain from influencing or seeking to influence any decision in relation to that application for funding;
- not provide peer review comments or scores on any application for funding in which they have an interest but should return that application to the Irish Research Council, disclosing their interest in the matter.
- leave the room, if in attendance at the panel meeting, when the application is being considered and take no part in assigning scores to the application;

If an International Assessment Board (IAB) member is in any doubt as to whether a conflict of interest exists, he or she should consult with the relevant Programme Manager in the first instance. Where a conflict of interest issue only arises at the assessment board meeting phase of the review process, the assessment board member should consult the Chair of the IAB. The relevant Irish Research Council Programme Manager and IAB Chair should resolve any such areas of uncertainty in accordance with fair and due process.

Confidentiality

The maintenance of confidentiality during every stage of the evaluation process is vital. All participants in the Irish Research Council's processes must respect confidentiality, not only in relation to the application itself, but throughout the overall peer-review process. It is not permissible, at any point, to disclose any confidential information, including the outcomes of panel discussions.

“Confidential Information” means any data or information that is proprietary to the Applicant (Disclosing Party) and not generally known to the public, whether in tangible or intangible form, whenever and however disclosed, including, but not limited to: (i) any scientific or technical information, invention, research design, process, procedure, formula, improvement, technology or method; (ii) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; and (iii) any other information that should reasonably be recognized as confidential information of the Applicant. Confidential Information need not be novel, unique, patentable, copyrightable or constitute a trade secret in order to be designated Confidential Information.

All information contained in applications is strictly confidential. The applications and any associated discussions may not be used for any purpose beyond that for which they are intended. Assessment Board members must not discuss any information relating to the process outside the Assessment Board meeting. Should anyone outside the assessment process contact an Assessment Board member regarding the status or assessment of their application, they should be referred to the relevant Programme Manager.

The identity of individual reviewers will not be revealed to applicants. However, a list of Assessment Board members may be published on the Irish Research Council website after the Research Council approves funding for the relevant cycle.

All materials related to the review process must be stored in a secure manner to prevent unauthorised access. They must be transmitted using secure carriers and technologies. When they are no longer required, all material related to peer review must be destroyed using a secure method or returned to the Irish Research Council.

The Irish Research Council asks International Assessment Board members to maintain confidentiality as far as the review process is concerned.

All IAB members and observers (Chair, Irish Research Council Members, Irish Research Council Staff, Funding Agency or Department representatives, etc.) are subject to the same conflict of interest and confidentiality guidelines.

Appendix II

Government of Ireland Postdoctoral evaluation criteria & detail

| POSTDOCTORAL FELLOWSHIP | | | | |
|--|--|---|--|---|
| MAXIMUM 100 MARKS | | | | |
| Track /Research of the Applicant (30 marks) | Record Potential (30 marks) | Training and Career Development Aspects and Impact of the Fellowship (25 marks) | Quality of the Research Project (35 Marks) | Suitability of the Mentor/Implementation of the Fellowship (10 marks) |
| Research experience (based on their academic CV), including inter-sectoral mobility, scientific/practical/management experience. | Clarity and quality of objectives in the applicant's career development and training plan, including the extent to which specific training activities have been scheduled. | Research quality, including consideration of ethical and sex/gender issues and any interdisciplinary and multidisciplinary aspects of the proposal. | Suitability of the proposed Mentor: track record of the Mentor (including research record); experience in developing researchers; capacity to provide mentoring; international linkages with appropriate partners. | |
| Research results (publications record, invited contributions, patents, teaching, monographs, exhibitions, data sets etc.) in relation to the level of research experience. | Potential acquisition of new research related and transferable skills. Particular attention will be paid to aspects of the proposed fellowship which allow the fellow to gain skills relevant to employment outside the traditional academic sector. | Potential of the research to advance fundamental understanding of the topic and/or potential for research impact and the degree to which the proposal addresses present or future socio-economic needs. (This is particularly relevant to the 2-year Fellowship) | Ability of Host Organisation(s) to allow full implementation of all aspects of the fellowship, such as the provision of all necessary facilities/equipment for the fellow to carry out the project. | |

| | | | |
|--|---|---|--|
| Evidence of independent thinking and leadership qualities. | Potential to acquire new knowledge. (This is particularly relevant to the 2-year Fellowship) | Originality (relationship to the 'state-of –the-art') and innovative nature of the project. (This is particularly relevant to the 2-year Fellowship) | |
| Match between the researcher's profile and the project. | Impact of the proposed fellowship on the applicant's career path: potential to acquire competencies that improve the prospects of reaching and/or reinforcing a position of professional maturity, diversity and independence | Suitability of the proposed methodology and approach for the project, including the clarity of short and long-term research objectives. (This is particularly relevant to the 2-year Fellowship) | |
| | | Feasibility of the project or the publication/dissemination plan? | |

Appendix III

Guidance on the sex/gender dimension statement

The Council funds excellent research and excellent research fully considers whether a potential biological sex and/or gender dimension is relevant to the research content and, where relevant, fully integrates sex/gender analysis, thereby maximising impact, societal benefit and optimising innovation. It is well established that, where relevant, not integrating sex/gender analysis into the design, implementation, evaluation and dissemination of the research can lead to poor results and missed opportunities.

Whereas researchers in some fields, particularly in humanities and social sciences, are well practised at considering whether there may be a potential sex/gender dimension to their research, this is less true of some other fields. This is despite the fact that there are many examples that also show the importance of integrating sex/gender analysis across a range of fields including health and medical research, engineering, environmental research, and in the development of new technologies.¹

A conscious decision to focus solely on one sex, or not to take into account gender issues, is a valid research approach as long as this is clearly stated in the project and the results are evaluated and disseminated as such. A problem only arises when the researcher has consciously ignored sex and/or gender as a valid variable or has not realised that a sex and/or gender dimension is relevant to their research. In this instance, extrapolation of the results to the population as a whole, when they actually only apply to half the population, is misleading and could have serious implications.

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

The following is provided to help applicants complete the sex/gender dimension statement in the application. This is taken from the Toolkit Gender in EU-funded research,² which aims to give the research community practical tools to integrate gender aspects into their research, including gender equality (equal outcomes for women and men) and integration of sex/gender analysis in research content. Please also refer to <http://genderedinnovations.stanford.edu/> for examples of case studies in Science, Health and Medicine, Engineering and Environment.

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

The best possible research validity: Research should take into account the differences between men and women in the research population, the results will be more representative. General categories such as 'people', 'patients' or 'users' do not distinguish between men and women. Research based on such categories may well draw partial conclusions based on partial data. For example, research on a new breast cancer treatment should include male

¹ <http://genderedinnovations.stanford.edu/>

² http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf

patients, so as to draw a complete picture. Most basic research with animal models focuses on males to the exclusion of females (Zucker et al., 2010; Marts et al., 2004). Research on economic migrants cannot limit itself to male points of view if it wants to understand the whole migrant population.

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

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

Research implementation

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

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

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

CHECKLIST FOR SEX AND/OR GENDER IN RESEARCH CONTENT

Research ideas phase:

- If the research involves humans as research objects or participants, has the relevance of biological sex and/or gender to the research topic been analysed?
- If the research does not directly involve humans, are the possibly differentiated relations of men and women to the research subject sufficiently clear?
- Have you reviewed literature and other sources relating to differences in the research field?

Proposal phase:

- Does the methodology ensure that (possible) sex/gender differences will be investigated: that sex/gender differentiated data will be collected and analysed throughout the research cycle and will be part of the final publication?
- Does the proposal explicitly and comprehensively explain how sex/gender issues will be handled (e.g. in a specific work package)?
- Have possibly differentiated outcomes and impacts of the research on women and men been considered?

Research phase:

- Are questionnaires, surveys, focus groups, etc. designed to unravel potentially relevant sex and/or gender differences in your data?
- Are the groups involved in the project (e.g. samples, testing groups) gender-balanced? Is data analysed according to the sex variable? Are other relevant variables analysed with respect to sex?

Dissemination phase:

- Do analyses present statistics, tables, figures and descriptions that focus on the relevant sex/gender differences that came up in the course of the project?
- Are institutions, departments and journals that focus on gender included among the target groups for dissemination, along with mainstream research magazines?
- Have you considered a specific publication or event on sex/gender-related findings?