



IRISH RESEARCH COUNCIL
An Chomhairle um Thaighde in Éirinn

**CALL FOR PROPOSALS:
RESEARCH LEADER FOR THE CITIZENS'
ASSEMBLY 2016/17**

October 2016

Conducted by:

Irish Research Council
3, Shelbourne Building
Shelbourne Road
Dublin 4

Web:

www.research.ie

Application deadline: 1pm Friday, 11 November 2016
Outcome announced: Monday, 21 November 2016

An Tionól Saoránach  The Citizens' Assembly

IRISH RESEARCH COUNCIL

Call for Proposals: Research Leader for the Citizens' Assembly 2016/17

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1. Introduction

1.1 Purpose of Call Documentation

The Citizens' Assembly Secretariat, an independent entity funded by the Department of the Taoiseach, has asked the Irish Research Council to run a call to select a Research Leader for the Citizens' Assembly 2016/2017. This document provides practical information to potential applicants in creating and submitting an application for this project.

The call for a Research Leader for the Citizens' Assembly 2016/17 is governed by the particular Terms and Conditions in this document, and the Award Acceptance Form. The contents of this document are for general information purposes and the assistance of applicants.

The Council reserves the right to revise this call document.

All queries with respect to the call documentation and requests for additional information should be made by email only to Dr. Gráinne McEvoy, gmcevoy@research.ie.

1.2 Conflict of Interest

The Irish Research Council is committed to implementation of all its calls in an open and transparent manner. In this regard applicants are required to indicate whether they are aware of any potential material conflict of interest. Failure to disclose a material conflict of interest may disqualify an applicant or result in the termination of a compensation for losses incurred.

1.3 Criteria for call

Applications will be evaluated by an Assessment Board, appointed by the Council, following which a recommendation will be made to the Citizens' Assembly Secretariat. The Assessment Board will use only the information provided in the application form and accompanying requested materials. Any contract that may be awarded will be on the basis of the following criteria:

- Quality of the proposal
- Feasibility of the management of project and coordination arrangements
- Resources and skills to be applied to the role of Research Leader
- Proposed costs

Criteria	Description	Scoring
Quality of proposal and applicant	<p>The quality and completeness of the response provided and compliance with the specified application format.</p> <p>The experience and expertise of the applicant relevant to the role including demonstration of a proven ability to carry out the work in an impartial and objective manner, and satisfy the requirements specified in this document, and the call application form.</p> <p>Research track record and outputs to date.</p> <p>Comprehensiveness and quality of the approach to be adopted including research methodology and any limitations of the approach to be adopted.</p>	50/100
Feasibility of the management of project and coordination arrangements	<p>Proposed management of the project including and ability to deliver key outputs on time, clarity of description of milestones and feasibility and suitability of timescales.</p> <p>Proposed approach for coordination and liaison with the Citizens Assembly Secretariat</p>	20/100
Resources and Skills to be Applied to the Role	<p>The proven capability of the applicant to develop and deliver the services specified in this document within specified timelines and budget.</p> <p>Proposers will be required to provide evidence of competence and experience of completing comparable projects by giving details of reference sites and contacts, and by demonstrating plans to ensure that a sufficient number of suitably qualified and experienced researchers will be in place to complete the proposed work.</p>	20/100
Proposed costs	<p>Cost and value for money.</p> <p>Appropriate allocation of resources and demonstrated value for money to include a full description of costs, justification for these costs and a plan to ensure best use of resources.</p>	10/100

2. The Role and Mandate of Irish Research Council

Established in mid-2012 under the Government's Public Sector Reform Plan, the Irish Research Council ('the Council'), a merger of two former councils (the Irish Research Council for Humanities and Social Sciences, IRCHSS, and the Irish Research Council for Science, Engineering and Technology, IRCSET), is an associated agency of the Department of Education and Skills (DES) and operates under the aegis of the Higher Education Authority (HEA).

The Council was established and mandated to –

Fund excellent research within, and between, all disciplines, and in doing so to enhance Ireland's international reputation as a centre for research and learning.

Support the education and skills development of excellent individual early stage researchers and cultivate agile independent researchers and thinkers, whilst offering a range of opportunities which support diverse career paths.

Enrich the pool of knowledge and expertise available for addressing Ireland's current and future challenges, whether societal, cultural or economic and deliver for citizens through collaboration and enabling knowledge exchange with government departments and agencies, enterprise and civic society.

3. Background to the Citizens' Assembly 2016/17

The Citizens' Assembly is a body comprising the Chairperson, Ms. Justice Mary Laffoy, and 99 citizens, randomly selected to be broadly representative of the Irish electorate, with a mandate to look at the following issues:

- I. the Eighth Amendment of the Constitution;
- II. how we best respond to the challenges and opportunities of an ageing population;
- III. fixed term parliaments;
- IV. the manner in which referenda are held;
- V. how the State can make Ireland a leader in tackling climate change.

With the benefit of expert, impartial and factual advice and information the 100 citizen members will consider the topics they have been given and any other matters that may be referred to them. Their conclusions will form the basis of a number of reports and recommendations that will be submitted to the Houses of the Oireachtas for further debate by our elected representatives. Full details of the Assembly's terms of reference are provided in the Oireachtas Resolution approving its establishment, a copy of which is attached at Appendix 1.

The Assembly will begin considering the first item on its terms of reference on Saturday, 26 November. The Citizens Assembly will meet for a minimum of 8 weekends beginning 26 November to consider the topics which have been set by Government. A full schedule of meetings is provided at Appendix 2. It should be noted that the Oireachtas Resolution establishing the Assembly allows for other topics to be referred to it, meaning that the schedule may extend beyond what is currently agreed.

The Citizens' Assembly is an exercise in deliberative democracy, placing the citizen at the heart of important legal and policy issues facing Irish society today. It broadly follows the model used by the Convention on the Constitution which ran from 2012-2014, and is one of the few examples in the world of a citizen-led initiative of this kind. More specifically, this is the first time that a country has had two of these sorts of processes in a row. It is therefore important that we are able to document in an evidence-based way the work of the Assembly, with a particular reference how it engages its citizen members and incorporates the principles of deliberative democracy.

Further information about the Citizens' Assembly 2016/17 may be found at: <http://www.citizensassembly.ie/en/>

4. Summary of Requirements

4.1 Ongoing surveys/ research with feedback to the Assembly Secretariat

The Assembly Secretariat wishes to engage with the membership throughout the lifetime of the Assembly to gain a better understanding of the perceived deliberative quality of the Assembly work programme and modus operandi. The Secretariat is also eager to obtain feedback on the way in which it engages with the membership to allow for ongoing development and improvement.

In order to do achieve this, the Assembly Secretariat requires a body of research to be conducted throughout the lifetime of the Assembly.

Specifically, the Secretariat requires that a number of surveys are carried out on each of the weekends that the Assembly meets. The Secretariat would work with the successful applicant to develop the exact details of these surveys but at a minimum they would cover the following:

1. A survey at the beginning of each weekend to establish satisfaction with the housekeeping arrangements of the Secretariat: e.g. quality and timeliness of papers and material, communication with the Secretariat etc. The survey at this point might also include questions to establish the perceived deliberative quality of the process. Where appropriate, this initial survey might also seek to establish members' views on the topic before the Assembly.

2. A survey at the end of each weekend to get feedback from members and to establish satisfaction with the organisational arrangements over the weekend. This survey should also include questions to check the perceived deliberative quality of the proceedings. Where the initial survey has sought to establish members' views on the topic before the Assembly, these questions might be asked again to establish if, having heard from the Experts etc. before the Assembly, members have had changes in viewpoints etc. In this regard the Secretariat would be interested to understand if Citizens learned a significant amount from the process. So for example, even if they didn't change their views, it would be possible to say that their views are more informed. Hence the Secretariat is interested in monitoring these two distinct types of effect (information increase, view change).

Other occasional surveys may also be considered to help to address specific research questions or information needs identified by the Secretariat. In considering the appropriateness of these, the Secretariat will at all times be mindful of the burden being placed on the citizens.

While the Secretariat therefore has views on some of the questions to be included in such a survey and the format of those questions, it is recognised that the successful applicant would bring a fresh perspective and academic rigour to the development of these.

In order to best ensure that the surveys are comprehensive, the successful applicant would need to ensure that a member of the research team is available for some, if not all, of the weekend meetings to allow them to gain a better understanding of the process and to be able to inform the survey design on an ongoing basis.

The successful applicant would be required to prepare each of the surveys in sufficient time to allow the Secretariat to agree them one week in advance of each meeting (it is recognised that a more streamlined timeline will be required for the first meeting in November). Responsibility for ensuring the questionnaires are provided to members and collected from members would rest with the Secretariat.

After each weekend the successful applicant would be required to analyse the data gathered as quickly as possible and prepare a report for the Secretariat. This report would be required within 7 working days of the conclusion of each meeting. This report would then be shared with the Members at the next meeting.

The successful applicant may propose alternative methodologies to achieve the outcomes described above; however the decision on this will ultimately be a matter for the Secretariat. Due to the demographic composition of the Assembly, the online or digital collection of data will not be appropriate. The simplicity of the process from the point of view of the citizen of any proposed methodology will be a key determining factor in this context.

4.2 Final survey and research outputs

At the final meeting of the Assembly the Secretariat would like to conduct a more significant survey of all members to establish a more detailed picture of the Citizens' view on the process. Details of this survey would be agreed with the successful applicant in Q2 2017. Following implementation of the final survey the applicant will draft and submit a final survey report to the Secretariat within 4 weeks of the conclusion of the last Assembly meeting.

In order to ensure that the learnings from the Assembly process are articulated and understood, the successful applicant would be encouraged to disseminate all of the data and findings gathered during the life time of the Assembly in the form of academic output including conference papers and published articles and furnish them to the Assembly Secretariat once complete.

4.3 Eligible applicants will:

- Be an academic of standing within a relevant field who is a full-time member of the staff, engaged in teaching and/or research, either on a permanent basis or a temporary contract of sufficient duration to cover the period of appointment, at a third-level institution within the meaning of Section One of the Higher Education Authority Act, 1971 *and/or* in receipt of public funding *and/or* approved by the Minister for Education and Science for the purposes of the Free Fees Initiative; or at an eligible independent research institute. The full list of eligible institutions is provided on www.research.ie;
- Have expertise and experience in comparable primary research of this kind;
- Be knowledgeable in the field of deliberative democracy, nationally or internationally;
- Possess a strong track record of working in collaboration with stakeholders outside academia.

In line with Irish Research Council usual practice, it is expected that an appointment will be made through an Irish Higher Education Institution or Independent Research Institute eligible for the receipt of research funding. Irish Research Council research funding rules will apply, unless otherwise agreed.

4.4 Budget

The total award value will not exceed **€40,000** and this will be inclusive of staff replacement costs, research assistance and expenses incurred due to travel, publication, and other incidentals. Appendix 3 provides important information on eligible costs.

4.4 Institutional Endorsement and Hosting Agreement

The Irish Research Council must receive formal assurance from the applicant's institution of its willingness to host the project and of its readiness to provide accommodation appropriate to the project. Confirmation of the employment/contractual status of the coordinator must be furnished by the institution in addition to notice of the institution's agreement to participate in the proposed project.

4.5 Timeline

Applications must be submitted to Irish Research Council by **1pm on Friday, 11 November 2016** using the application portal [Call: Research Leader for the Citizens' Assembly](#). The Irish Research Council will notify applicants of the outcome of the Call on **Monday, 21 November 2016**.

The project will commence in advance of the Citizens' Assembly meeting on Saturday, 26 November 2016, with a completion date of no later than four weeks after the final Assembly meeting. A project report will be requested by the Irish Research Council for submission shortly after the completion of the project (in addition to the outputs for the Assembly Secretariat). A summary of the key dates for this project is as follows:

FAQ deadline	4pm, 3 November 2016
Deadline for receipt of applications	1pm, 11 November 2016
Notification of Appointment	21 November 2016
Project commencement	Before 26 November 2016
Project completion (incl. submission of final survey report to Secretariat)	4 weeks after the final assembly meeting.
Final Report to Irish Research Council	8 weeks after project completion

4.6 Grant Administration, Reporting

Funding will be dependent on delivery of the specified outputs and reports. It is the responsibility of the Research Leader for the Citizens' Assembly to ensure that outputs and reports are filed by the due dates.

Failure to meet project deliverables by the required dates or submission of an unsatisfactory report may, following consultation with the Secretariat, result in the Irish Research Council terminating the award. Where the award is cancelled, Irish Research Council reserves the right to seek recovery of monies which have been awarded under this Scheme. The funds may be reclaimed on a pro-rata basis. The award may be subject to an external research audit and/or financial audit.

The Council reserves the right to terminate awards where necessary and without prejudice.

Awards under this Scheme are subject to receipt of funding by the Irish Research Council from the Department of the Taoiseach. In the event of such funding being reduced or discontinued, neither the Department the Taoiseach nor the Irish Research Council will be under any liability to provide funding or to compensate the Research Leader or their host institution for any reduction or cessation of such funding.

Should the appointed Research Leader be unable for any reason (including medical reasons) to carry out the project in accordance with the requirements, he/she must inform the Director of the Irish Research Council within two weeks of such a situation coming to his/her attention. In such situations, the Irish Research Council will have regard to the usual conventions of the host institution. However, given the basis on which awards are made, the Irish Research Council reserves the right to withdraw funding support.

The Irish Research Council recognises that for personal or professional reasons, a Research Leader may wish to terminate his/her award. This should not be done without *prior* consultation with the Irish Research Council as it may involve reimbursement by the host institution to the Irish Research Council if the use of the funding made available up to the date of termination cannot be justified in accordance with the project's stated objectives.

5. Instructions to Applicants

5.1 Format

Applications must be submitted via the online application portal before the deadline of 1pm, Friday 11 November 2016. The application portal is available at this link: *Call for Research Leader to the Citizens' Assembly 2016/17*. It allows researchers to submit their applications to the IRC via the internet with the help of a web browser. Applicants are advised not to fill in their details until they are ready to upload their completed application form and budget table, as there is no 'save draft' facility. Submitted applications cannot be changed and can only be submitted once. Applicants are advised to check that their Adobe software is up-to-date to ensure that the file uploads correctly and is not corrupted.

Deadline for receipt of proposals is 1pm, Friday 11 November, 2016

Required documents:

- Signed (by applicant and Research Office) scanned PDF version of a completed application form (see Appendix 4)
- C.V., no more than 10 pages in length.
- Completed budget spreadsheet

Applicants may not provide information and appendices in addition to the required documents.

The Council will not be liable for any costs incurred by proposers in the preparation and submission of response(s), including any work, effort or expenses required to complete the proposal.

The Council reserves the right to amend or alter any information contained in these documents at any time. Participating proposers will be informed of any amendments or alterations.

Unwarranted or inappropriate attempts (including canvassing) to influence the decision of the Council by proposers, or by any party acting on behalf of a proposer will automatically disqualify the proposer.

During the evaluation process, the applicant may be required to give formal presentations of their proposals to the Council and the Citizens' Assembly Secretariat.

Information provided in proposals and in subsequent discussions and written communications, rates, availability dates and services offered by the applicants will be considered to form part of the basis of any contractual arrangements in the event of a proposal or proposals being accepted by the Council.

The following will form part of the contract document for the proposed project:

- This call documentation;
- Applicant responses to the call;
- Modifications and amendments to the above documents formally agreed between the parties to the contract;
- The final terms and conditions agreed between the parties to the contract;
- The official contract letter for the project issued by the Council.

5.2 Institutional Endorsement

For this call the Head of Department and Vice-President for Research (or equivalent, or their authorised signatory) must endorse the application. If the applicant is the Head of Department, then a higher authority, such as the Head of School, must endorse the application instead.

By signing and endorsing an application the applicant's institution agrees to accommodate, participate in and support the proposed project should funding be awarded. In addition, this signature will verify the contractual/employment status of the applicant.

5.3 Frequently Asked Questions (FAQs)

All reasonable requests for additional information will be addressed and such information will be made available to all other applicants in all cases (via www.research.ie).

The Council will accept FAQs up until **4pm, Thursday 3 November, 2016**. The FAQs including responses will be made available on the Council website (www.research.ie) by **1pm, Monday 7 November, 2016**.

5.4 Contractual Arrangements

The applicant must provide a copy of the proposed terms and conditions (if appropriate) for the contract with their proposal. This should include the provision of appropriate working papers and files being made available to the Council, if requested. It should also outline a proposed process for arbitration in the case of disputes or other difficulties that may arise.

5.5 Disclosure of Interest

Applicants should declare whether they are aware of any material conflict of interests in relation to their proposal.

5.6 Freedom of Information Act

The Irish Research Council undertakes to use its best endeavours to hold confidential any information provided by any firm in response to this award is subject to its obligations under law, including the Freedom of Information Act, which became applicable to the Irish Research Council in October 2001. Please note that, in response to a request under the Freedom of Information Act, information not identified as sensitive (with supporting reasons) could be released. You should accordingly identify in your proposal any specific information which you do not wish to disclose specifying the reasons why such information is sensitive. The Irish Research Council will consult you about this sensitive information in the event of it being subject to a request under the Freedom of Information Act.

Additional Information for applicants

Appendix 1: Oireachtas Resolution Approving the Establishment of a Citizens' Assembly, 2016/17

"Go ndéanann Dáil Éireann:

a cheadú go ndéanfar Tionól Saoránach a ghairm chun breithniú a dhéanamh ar na nithe seo a leanas agus chun cibé moltaí a dhéanamh is cuí leis agus chun tuairisciú do Thithe an Oireachtais:

- (i) an tOchtú Leasú ar an mBunreacht;
- (ii) conas is fearr is féidir linn tabhairt faoi na dúshláin agus na deiseanna a bhaineann le daonra atá ag dul in aois;
- (iii) parlaimintí ar théarma seasta;
- (iv) an modh ina seoltar reifrinn; agus
- (v) conas is féidir leis an Stát a chinntiú go mbeidh Éire ina ceannródaí maidir le dul i ngleic leis an athrú aeráide; agus

a thabhairt dá aire:

- gur 100 duine mar a leanas a bheidh i gcomhaltas an Tionóil:
 - Cathaoirleach a bheidh le ceapadh ag an Rialtas; agus
 - 99 saoránach atá i dteideal vótáil i reifreann, arna roghnú go hamasach sa chaoi go mbeidh siad ionadaitheach do shochaí na hÉireann i gcoitinne;
- féadfar ionadaithe a cheapadh faoi réir na gcritéar roghnóireachta thuas, agus beidh na hionadaithe sin in ann páirt a ghlacadh sna himeachtaí agus vótáil faoina n-ainm féin;
- comhaontóidh an Tionól a rialacha níos imeachta féin d'fhonn a ghnó a sheoladh go héifeachtach ar shlí a bheidh chomh heacnamúil agus is féidir;
- sa chéad ásc, tabharfaidh an tionól tuarascáil, agus déanfaidh sé moladh, do Thithe an Oireachtais ar an ní a

That Dáil Éireann

approves the calling of a Citizens' Assembly to consider the following matters and to make such recommendations as it sees fit and report to the Houses of the Oireachtas:

- (i) the Eighth Amendment of the Constitution;
- (ii) how we best respond to the challenges and opportunities of an ageing population;
- (iii) fixed term parliaments;
- (iv) the manner in which referenda are held; and
- (v) how the State can make Ireland a leader in tackling climate change; and

notes that:

- membership of the Assembly will consist of 100 persons as follows:
 - a Chairperson to be appointed by the Government; and
 - 99 citizens entitled to vote at a referendum, randomly selected so as to be broadly representative of Irish society;
- substitutes may be appointed subject to the selection criteria above, who will be entitled to contribute to the proceedings and vote in their own name;
- the Assembly will agree its own rules of procedure for the effective conduct of its business in as economical a manner as possible;
- the Assembly will first make a report and recommendation on the matter set out at (i) above to the Houses of the

leagtar amach ag (i) thuas, agus ar an méid sin a fháil tarchuirfidh Tithe an Oireachtais an Tuarascáil lena breithniú chuig Coiste den Dá Theach, ar Coiste é a dhéanfaidh a chuid tátal a chur faoi bhráid na dTithe chun díospóireacht a dhéanamh orthu;

- tuairisceoidh an Tionól do Thithe an Oireachtais agus déanfaidh sé moltaí dóibh ar gach ní eile a luaithe a bheidh a phléití críochnaithe aige agus, in aon chás, tráth nach déanaí ná bliain amháin ó dháta an chéad chruinnithe den Tionól;
- iarrfar ar an Tionól freisin breithniú a dhéanamh ar cibé nithe eile a tharchuirfear chuige;
- bunófar Gasra Comhairleach Saineolaithe chun cabhrú le hobair an Tionóil, ó thaobh faisnéis agus comhairle a ullmhú;
- féadfaidh an Tionól aighneachtaí a iarraidh ó chomhlachtaí leasmhara agus glacadh leo agus lorgóidh sé cibé comhairle shaineolaíoch is dóigh leis is inmhianaithe;
- déanfar gach ní a bheidh os comhair an Tionóil a chinneadh trí thromlach de vótaí na gcomhaltaí a bheidh i láthair agus a vótálfaidh, seachas an Cathaoirleach a mbeidh vóta cinniúna aige nó aici i gcás comhionannas vótaí; agus
- tabharfaidh an Rialtas freagra i dTithe na Oireachtais ar gach moladh a dhéanfaidh an Tionól agus, má tá sé chun glacadh leis an moladh, cuirfidh sé an creat ama in iúl ar lena linn atá sé ag brath aon reifreann gaolmhar a sheoladh;

Oireachtas, which on receipt will refer the report for consideration to a Committee of both Houses which will in turn bring its conclusions to the Houses for debate;

- the Assembly will report and make recommendations to the Houses of the Oireachtas on each remaining matter as soon as it has completed its deliberations, but in any event not later than one year from the date of the first Assembly meeting;
- the Assembly will also be asked to consider such other matters as may be referred to it;
- an Expert Advisory Group will be established to assist the work of the Assembly in terms of preparing information and advice;
- the Assembly may invite and accept submissions from interested bodies and will seek such expert advice as it considers desirable;
- all matters before the Assembly will be determined by a majority of the votes of members present and voting, other than the Chairperson who will have a casting vote in the case of an equality of votes; and
- the Government will provide in the Houses of the Oireachtas a response to each recommendation of the Assembly and, if accepting the recommendation, will indicate the timeframe it envisages for the holding of any related referendum.”

July 2016

Appendix 2: Proposed Timetable of Citizens' Assembly Meetings

	Saturday	Sunday	Proposed Topic
1	November 26 th	November 27 th	8 th Amendment
2	January 7 th	January 8 th	8 th Amendment
3	February 4 th	February 5 th	8 th Amendment
4	March 4 th	March 5 th	8 th Amendment
5	April 22 nd	April 23 rd	How we best respond to the challenges and opportunities of an ageing population
6	May 20 th	May 21 st	The manner in which referendums are held Fixed-term parliaments
7	June 10 th	June 11 th	How the State can make Ireland a leader in tackling climate change
8	July 8 th	July 9 th	Assembly Final Report and Conclusions

It should be noted that the Oireachtas Resolution establishing the Assembly allows for other topics to be referred to it, meaning that the schedule may extend beyond the dates detailed above.

Appendix 3: Eligible costs

Staff Costs	<p>Applicants may apply for teaching buyout to facilitate participation in the project, as well as postdoctoral and/or research assistance costs.</p> <p>Staff replacement costs cannot exceed 40% of total costs, and should be costed according to the approved IRC staff rates</p>
Travel Costs and other expenses	<p>Travel and accommodation costs may be included as part of the proposal. Details on the number and duration of trips being proposed are required. Every effort must be made to ensure that travel expenses are as economical as possible.</p>
Overheads	<p>These must not exceed a maximum of 20% of modified direct costs. Overhead does not apply to equipment costs.</p>
Consumables	<p>Details of costs, up to a maximum of €500, may be included</p>
Equipment	<p>Please provide details and justification for any items of equipment being sought. The Council will pay particular attention to any equipment sought (e.g. laptops, tablets, scientific tools etc.). Any such requests will require a strong rationale and an account of why such items might not be available to an applicant from any other source.</p>
Dissemination	<p>Details of costs proposed and channels to be used.</p>

Appendix 4: Indicative Application form

RESEARCH LEADER FOR THE CITIZENS' ASSEMBLY 2016/17

APPLICATION FORM

Deadline: 1pm 11 November 2016

APPLICANT DETAILS:	
Full Name (including title)	
Position Held (including department and institution, i.e. where the prospective grant will be held and administered)	
Full address	
Telephone (Landline)	
Telephone (Mobile)	
Email address	

RESEARCH LEADER PROFILE:	
Title of proposed project	Research Leader, Irish Citizens Assembly 2016-17
Research qualification(s) (title, year awarded and institution)	
Discipline/Subject Area(s)	
Total Budget requested (Please complete separate budget template)	€
Summary of your proposal (max. 300 words)	

Please list your top research outputs over the last five years and describe the impact of your work on the area of research (max. 300 words)	
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LIST RESEARCH PROJECTS (national and international) FOR WHICH RESEARCH LEADER IS CURRENTLY INVOLVED IN OR HAS RESPONSIBILITY FOR. (indicate under Title of Project if Research Leader is coordinator or partner)			
<i>Title of Project</i>	<i>Source of Award</i>	<i>Amount</i>	<i>Duration</i>

How many researchers do you currently supervise/mentor, if applicable, or have you supervised within the last five years?			
Senior Research Fellows:		Postdoctoral Researchers:	
Postgraduate Students:		Other:	

RESEARCH LEADER: CITIZENS ASSEMBLY 2016-17				
PROPOSED TEAM MEMBERSHIP/ROLES:				
<i>Role (include Research Leader listed above)</i>	<i>Name</i>	<i>Organisation</i>	<i>Division or Department</i>	<i>How many hours a week will the person work on the project?</i>

METHODOLOGY : Outline the proposed methodology to successfully implement the work of the project and to ensure a high degree of data quality and participant engagement over the duration. Plans for data collection, including through the use of technology or web-based approaches (if applicable), should be clearly set out. (max. 400 words)

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PROJECT SKILLS AND RESOURCES: Outline the skills and resources that will be brought to the project, to include the project team and the institutional host (max. 400 words)

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CO-ORDINATION WITH CITIZENS' ASSEMBLY SECRETARIAT: Outline the proposed approach(es) to ensure effective coordination and communication with the Secretariat over the duration of the project (max. 300 words)

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PLANS/MEASURES FOR DISSEMINATION OF THE OUTPUTS AND FINDINGS OF THE PROJECT (max. 300 words).

--

DOES THE RESEARCH PROPOSAL OUTLINED IN THIS SUBMISSION REQUIRE APPROVAL BY THE RELEVANT UNIVERSITY/INSTITUTIONAL ETHICS COMMITTEE? (tick)

YES

NO

If there are ethical implications of the research project please provide details of what they are and how they will be addressed:

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DOES YOUR INSTITUTION HAVE A POLICY ON GOOD CONDUCT IN RESEARCH? (tick)	YES	NO
<p><i>If yes, please indicate where these policies can be accessed:</i></p>		

EXTERNAL REFEREE CONTACT DETAILS (whom the IRC may contact). Please inform the referee of this possibility:	
Full Name (including title)	
Position Held (including department and institution)	
Full address	
Telephone (Landline)	
Telephone (Mobile)	
Email address	

APPLICANT'S DECLARATION

I declare that the above particulars are correct. I accept that failure to abide by the terms and conditions may disqualify me from this scheme. I authorise the Irish Research Council to verify, if necessary any of the information supplied in this application.

Signature of applicant	
Date	

ENDORSEMENT BY INSTITUTIONAL AUTHORITIES

I hereby endorse this application to the Irish Research Council in accordance with the terms and conditions. By endorsing this application, I am confirming that the institution will, if this proposal is successful, discharge its obligations as required under terms and conditions as host for the National Coordinator.

Signature of Head of Department/ Head of School/Faculty or equivalent (please indicate position held)	
Date	

Signature of Vice-President for Research or equivalent; or authorised signatory (please indicate position held)	
Date	

Institutional Stamp



