Frequently Asked Questions
FEDUA Research Programmes Funding
Round 1, 2009 (for funding in 2010)

Q: Can an individual be named on more than one Research Programme application?
A: Yes, they can be named on more than one application.

Q: Can there be more than one Programme Leader for each research programme bid?
A: No, the application should stipulate only one Programme Leader (PL).

Q: Can a Programme Leader lead more than one programme?
A: Yes, an individual can be named as Programme Leader on more than one research programme bid.

Q: Can Institute Directors be named on an application?
A: No, they cannot be named. Where an Acting Director has been appointed, such as is the case for the Humanities Research Institute in the first half of 2010, they may be named but will not take part in the assessment of that application.

Q: Can a researcher from another Faculty be a PL or CI?
A: They cannot be a PL. But they can be named on an application as a Chief Investigator (CI) or an Associate Investigator.

Q: What is the difference between CIs and Associate Investigators?
A: There is not much difference - an Associate Investigator would usually devote less time to the research activities described in the application and/or they may have a very specific role. Also note that section B2 of the application form requests specific details of the track record for each CI. The same detail is not required for Associate Investigators (who are to be listed in Section B4).

Q: Associate Investigators from other Faculties - can they get workload points for their involvement?
A: No. There is no system in place for reciprocal workload arrangements between Faculties.

Q: Our bid has CIs from two Schools within FEDUA – do we need to get a Letter from both Heads of School?
A: Yes, A5 of the application form requires 'Letter/s of Support from the relevant Heads of Schools'. The letter should clearly indicate that the Head of School supports the inclusion of their School personnel in the bid and that they approve any specific FTE amounts linked to School staff in the application.

Q: Can RP funding be allocated in the budget towards topping up existing projects that fall within the RP? For example, a CI may have an ECR grant. Or an existing PhD candidate, who would be considered part of the RP, would benefit from top up funds.
A: Yes - but the projects must fit within a coherent research program plan. This funding strategy is very much about ways to aggregate and scale up existing research strength, so it makes sense to include relevant existing projects.

Q: Would a request for funds to employ casual tutors to teach a CI's course for a semester, or for marking, be acceptable?
A: No – teaching buy out including marking should be dealt with through the FTE aspect of the budget.

Q: Can some of the budget be used to fund teaching buy-out for a CI from another Faculty?
A: No, funds cannot be used for teaching buy-out for staff members from other Faculties. However cross-Faculty teams may decide to distribute funds to CIs in other Faculties for research costs. The rationale for this would again have to make sense within the coherent research plan.

Q: How is 4.5FTE calculated? Is this per person or the total per application?
A: 4.5 FTE is the total amount of workload that can be requested per application. It is the combined total of the research team – not a total per individual researcher.

1 FTE is a complete year's workload. Remember that .2 FTE = 1 day per week of a Faculty member's efforts. So that, to request .2 or .4 FTE is to commit a day or two days a week to a programme for one year.

Over 2 to 5 years a programme could request 4.5 research years of workload, the full time work of 4.5 faculty members, with the proviso that no faculty member can ever request full buy out from teaching and service.

4.5FTE is the maximum amount that can be requested per programme and needs to be fully justified.

Q: What is the last year that can be included in the 'last 5 years' of publications?
A: The list should cover 2005 to 2009. Publications accepted but not yet published must include the acceptance date.

Q: What is the definition of an ECR?
A: It is the same as that used by the ARC – that is, within five years of being awarded a PhD.

Q: How much information do you need in Section D10 about our nominated referees?
A: Please provide name, title, institution and contact details including an email address and a relevant phone contact for them during December/January.

Q: When will our referee/s be contacted and what is the deadline they will be given for the return of their reports?
A: The selected nominated external reviewer will be contacted and provided with the FEDUA Research Programme Funding Guidelines and selection criteria (which are on pages 3-4 of this document) between December 1 and 11, 2009. The deadline for the return of their written report is Wednesday 20 January, 2010.

Q: What will the referee be asked to complete?
A: The selected external referee for your application will be invited to provide a written assessment about your application under the specific headings of the selection criteria plus a space for any

additional comments. They will be provided with a copy of your application, the Guidelines (which include the selection criteria), a referees report form to complete, and a copy of the ‘Institutional Strategic Plan 2007-2011 Building Distinction’.

Q: What happens if my nominated referee doesn’t respond?
A: We will advise you if there are any problems encountered in contacting your referees.

Q: I have been working on a FEDUA Research Programme Grant application with a group of academics for a number of weeks now. I am wondering if we are permitted to submit an older version of the on-line application (ProgramAppln_104e.pdf). I have been working on the fourth version of the form and note that on Friday you sent out a fifth version of the form. It takes a significant amount of work to repopulate the form each time it is updated.
A: You can continue to work on and submit the application on the original form. It will be eligible. There are no substantive changes in the later versions - we just added functionality based on requests from, for example, groups who had more than 10 named investigators and needed to add in extra lines.

Q: Do Associate Investigators have to provide a signature? There seems to be a discrepancy between the statement on page 4 of the Guidelines and the application form (p6).
A: Associate Investigators do need to provide a signature. (And yes, this is not clear in the Guidelines - we will correct that for next time). Select the right number of Associate Investigators from the scroll down box on the signatures page and it will populate the right number of lines to be completed. You can submit multiple copies of the signatures page.

Q: I have a question to do with gathering the signatures of all Chief and Associate investigators. This bid involves a number of people from outside the University; will it be OK to append various sheets of paper (each with a single signature)?
A: Yes - you can append as many individual sheets as it takes to capture the signatures of your Chief and Associate Investigators. You are not expected to collect all the signatures on the one sheet. Faxed pages of handwritten signatures are quite OK.

Q: I'm looking at on-costs for staffing. The web page referred to says that the costing depends on whether the post is funded from 'Operating' or 'Research Grants and Non-operating etc' or ‘Operating, Research etc funds’. Can you advise me which category this fund falls under?
A: Use the on-costs listed under ‘Research Grants & Non-Operating Funds’ for ongoing and fixed term staff and ‘Operating, Research & Other’ for casual staff (16.27% on-costs).

Q. How many programmes will be funded?
A: There is no set quota. The Faculty is looking to fund the best programmes. As a broad indication, the Faculty expects that no more than six programmes will be funded, and that not all of these will be funded to the maximum amount requested.

Q. How much funding is available?
A: This is an unknown figure as the 2010 budget had not been announced.

Q: How do I submit Part D (D1 to D9)? I know this has changed since the round opened.

A: You have a choice of how you prepare Part D. You can complete it using the online form – however you will not be able to include tables and the form may affect your font and formatting. Further to the discussion at the Q&A session on 13 November, it was decided that Part D1 to D9 of the application may now also be completed as additional text and submitted as a PDF. Please ensure that all pages of additional text as follows comply with the following:

- Follow the same headings for D1 to D9 as provided in the online form;
- use black type;
- use a single column;
- 12 point font size.
- You must use a highly legible font type such as Times New Roman, Arial, Courier, Palatino, or Helvetica subject to it being equivalent 12 point font to Times New Roman 12 point font;
- white A4 paper;
- adhere strictly to the 10 page limit;
- at least a 2 cm margin on each side; and
- References (Part D9) may be reproduced in at least 10 point font size.

We do not recommend the use of fine graphics and grey scale as they may not be precisely reproduced due to low resolution scanning of PDFs.

Parts A, B, C and D10 (Nominated external reviewers) must still be completed using the online form and submitted via email.