

SHIP-TIME PROGRAMME 2009

"BRIGHT SPARKS" COMPETITION

5 Days on board the RV Celtic Voyager



GUIDELINES FOR APPLICANTS 2009

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INTRODUCTION

The Marine Institute operates the national marine research fleet¹ (RV *Celtic Explorer* and RV *Celtic Voyager*), on behalf of the Irish Government and the Irish marine research community, on a charter basis.

*Sea Change—A Marine Knowledge, Research & Innovation Strategy for Ireland 2007-2013*², identified the need for a dedicated competitive R&D Research Vessel Funding Programme. The aim of such a programme, similar to that operated in other countries, is to make grant-aid available to researchers on a competitive (annual) basis, enabling them access to ship time as part of institutional and co-operative international marine research and training programmes, thus expanding existing marine research capabilities and building research potential.

Through funding provided under the Marine Research Sub-Programme of the National Development Plan (2007-13) the Marine Institute provides grant-aid for ship-time onboard the national research vessels (R.V. *Celtic Explorer* and R.V. *Celtic Voyager*) for:

- I. Higher education institutions within the island of Ireland, to provide **dedicated training programmes** at sea; and
- II. Higher education institutions and R&D focused organisations within the island of Ireland to carry out **integrated research surveys** of a multidisciplinary nature.

As part of the Ship-time funding programme, the **Bright Sparks Competition 2009** offers emerging marine scientists the opportunity to gain hands-on experience in undertaking research in Irish waters on board the RV *Celtic Voyager*. The successful applicant will be offered five days onboard the Celtic Voyager plus up to €5,000 to cover the costs of consumables, logistics etc.

The following Guidelines provide information for applicants to the 2009 Bright Sparks Competition.

Applicants should also read the *Charter of Marine Institute Research Vessels 2009 Guidelines for Applicants*, available to download from:

<http://www.marine.ie/home/services/researchvessels/applyforshiptime.htm>

AIM AND OBJECTIVES OF THE BRIGHT SPARKS COMPETITION

The aim of the Bright Sparks competition is to introduce emerging scientists to the Marine Institute's research vessel facilities and to provide experience in:

- Preparation and submission of research proposals;
- Design, planning and execution of scientific surveys;
- Analysis of survey data;
- Preparation of final survey report; and
- Participation/presentation of survey results.

ELIGIBILITY

Who may apply?

Applicants must be a student/group of students (undergraduate and/or postgraduate) registered in a higher education institution on the island of Ireland.

In addition:

- at least one experienced academic researcher must provide mentoring and guidance to students in the preparation of the proposal and oversee the design and planning of the survey, analysis of the data and preparation of the final report; and

¹ www.marine.ie/home/Research+Vessels

² www.marine.ie/home/SeaChange

- at least one experienced survey scientist is required to act as the Chief Scientist onboard the vessel for the duration of the survey.

Each student must have the written consent of their supervisor to be part of the application and to participate in the cruise and must have insurance cover for the duration of the project.

Collaborative applications and a partnership approach with other research groups/institutions are **strongly encouraged**.

The prize will not be awarded to fund a continuation of ship-time for a pre-existing survey programme.

ROLE OF THE INTEGRATED MARINE EXPLORATION TEAM

The Marine Institute has established an **Integrated Marine Exploration Programme** (IMEP) via funding secured under the Government's *Strategy for Science, Technology and Innovation 2006-2013* (SSTI)³. The primary objective of the programme is to further develop and augment national capacity in marine research and exploration across the island of Ireland. A dedicated multi-disciplinary field team of scientists and technicians has been set up within the Marine Institute to support and increase the quantum and nature of information gathered on surveys.

The field team is available to provide advice and guidance to applicants. In addition, applicants may request members of the IME field-team to provide on-board support, thereby increasing the multidisciplinary nature of the scientific programme and adding value to the survey data. Further information on the IMEP may be found at <http://www.marine.ie/imep> or by contacting the programme at imep@marine.ie.

GRANT-AID

Ship-time

Funding is provided for ship time on the *R.V. Celtic Voyager* for five days (see below). This includes the use of the vessel, full crew, fuel (at economical service speed), victuals and other standard operating costs. Allocated ship time includes 1-day mobilisation at the start of the programme and 1-day demobilisation at the end of the programme.

Consumables, expenses and logistics

A **maximum** of €5,000 is available towards the cost of consumables, non-vessel equipment insurance, medical certification, personal survival training, travel and subsistence. A breakdown of these costs, for which invoices/receipts will be required, should be provided in the Application Form.

Grantees may not invoice the Marine Institute for any additional third party costs outside of the additional €5,000.

TIMING AND LOCATION OF PROPOSED CRUISE

Cruise Dates

Due to the availability of ship-time slots on the *RV Celtic Voyager* for 2009, the proposed cruise **must** take place during the second half of September 2009. Dates will be finalised following the award of ship-time. **Applicants should allow part of the first and last day for mobilisation.**

³ www.entemp.ie/science/technology/sciencestrategy.htm

Ports of Mobilisation and Demobilisation

The location of ports of mobilisation and demobilisation will be dependent on the proposal of the successful applicant.

TERMS AND CONDITIONS

Applicants are advised to refer to the Marine Institute's website (Vessel User Information section), which provides logistical information for the organisation of research/training surveys.

<http://www.marine.ie/home/services/researchvessels/explorer/Vessel+User+Information.htm>

This includes information on:

- Undertaking research in Marine Special Areas of Conservation;
- Application to Undertake Research in Foreign Waters;
- Medical requirements; and
- Personal Survival Techniques Training Courses.

In addition, when applying for this competition applicants should note the following:

1. All Vessel Users are required to hold and present an original current ENG 11 certificate (*seafarers medical*) and a Personal Survival Techniques (PST STCW 95) certificate. (Further information is available on the Marine Institute's website -Vessel User Information Section
<http://www.marine.ie/home/services/researchvessels/explorer/Vessel+User+Information.htm>)
2. The granting of the award for ship-time to the successful applicant is conditional on the subsequent timely completion of the survey details in the online Survey Planning System (SPS).
3. Equipment requirements should be clearly indicated and limited to those actually needed. Allocation of certain items of equipment will be at the Marine Institute's discretion. Modification to, or unauthorised use of, equipment is forbidden.
4. Vessel users should consult with Research Vessel Operations well in advance of a survey programme in order to ensure that logistical requirements are clearly understood.
5. Vessel users should note that any equipment that they bring onboard the vessel is done so at their own risk and, as such, all users must indemnify the Marine Institute against loss or damage to their (users) equipment, whilst it is carried onboard, or deployed from, the vessel. Non-vessel equipment logistics are the responsibility of the scientist.
6. If there is an intention to deploy any type of mooring equipment the Chief Scientist should submit a detailed description of the mooring rig and the proposed nature and location of deployment to the Vessel Manager in advance of the programme. The Chief Scientist should also arrange to have appropriate Marine Notices circulated. This can be done by contacting the Maritime Safety Division, The Department of Transport, Transport House, Kildare St., Dublin 2, Ireland.

CHIEF SCIENTISTS' RESPONSIBILITIES

1. The Chief Scientist should ensure that all scientific personnel are fully familiar with all safety provisions on board the *Celtic Voyager*. Vessel users should familiarise themselves with the *Celtic Voyager* Safety Procedures. The Chief Scientist will be issued with a copy of the Vessel User Guidelines upon allocation of ship time which must be read, signed and returned to Research Vessel Operations prior to the pre-cruise meeting.

2. Copies of the Vessel User Guidelines are also available onboard the vessel and it is the responsibility of the Chief Scientist to ensure that each member of the scientific complement reads the Guidelines on embarkation. Each member of the scientific party must sign a form to indicate that they have read and agree to abide by the Guidelines and the chief scientists should fax this back to Research Vessel Operations during the survey.
3. The Chief Scientist should ensure that all scientific personnel are in possession of a valid original ENG 11 medical certificate. Forms can be obtained by contacting Research Vessel Operations or downloaded from the Marine Institute website using the following link:
<http://www.marine.ie/home/services/researchvessels/explorer/Vessel+User+Information.htm>
 All participants must have their passports with them if they wish to sail with the vessel.
4. The Chief Scientist should ensure that all scientific personnel have completed a Personal Survival Techniques (PST) course before participating on scientific programmes. Details of organisations offering personal survival techniques courses can be obtained by contacting Research Vessel Operations or downloaded using the following link: <http://www.dcmnr.gov.ie/NR/rdonlyres/35A3B16C-CE69-481D-A760-5BADCB42D237/0/marnot122008.doc>
5. In the event of proposed use of any hazardous materials/chemicals, the Chief Scientist should advise the Vessel Manager accordingly in writing and ensure that appropriate transport, storage and usage methods are adhered to. The Chief Scientist must also make available Material Safety Data Sheets to all scientific staff.
6. The Chief Scientist should be aware of the crewing requirements for the *Celtic Voyager* and take these into account when preparing sailing instructions. The *Celtic Voyager* can accommodate a total of 15 people; the crewing requirements for various activities are given below.

Passive Survey 12 Hour operations	6 Crew 9 Scientists
Passive Survey 24 Hour operations	7 Crew 8 Scientists
Fishing Survey 12 or 24 Hour operations	8 Crew 7 Scientists
Camera Survey 12 or 24 Hour operations	7 Crew 8 Scientists

7. In the event of any difficulty, or reason for complaint while on board, the Chief Scientist should first address this to the Master of the vessel. In all other circumstances the scientist should contact Research Vessel Operations in the first instance at rv@marine.ie and should refer to the Vessel User Guidelines for information.

EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

1. Scientific Merit of the Proposal

The proposal should set out the aims of the scientific survey with clearly stated objectives and deliverables.

2. Importance/Relevance of the Proposed Work

Applicants should clearly identify the relevance of the proposed survey to their current studies/research and to national and/or international research priorities, e.g. Sea Change Strategy, National Geoscience Strategy or INFOMAR.

3. Value for Money and the Ability of the Proposal to Make Effective Use of the Vessel

Proposals will be evaluated on the effective use of the vessel's scientific capabilities, likely risks should be stated and include a contingency plan for poor weather conditions.

4. Multidisciplinary nature of the proposed research and the extent, of intra- and inter-institutional co-operation and collaboration.

The proposal should also detail the range of datasets to be collected during the programme and the extent to which the survey will provide training.

Applicants are advised to consider these criteria carefully when preparing a proposal.

Further information on the evaluation procedure is provided in Appendix II to this guide.

APPLICATION PROCEDURE & DEADLINE

Applications must be submitted using the appropriate **Application Form** (see Appendix I). An electronic copy of this Application Form should be downloaded from the Marine Institute website <http://www.marine.ie/home/funding/FundingCalls/opencalls/>.

Applicants should complete **all sections** of the Application Form and follow the instructions provided in the Application Form. The application must include a detailed plan identifying how you propose to utilise five days of ship time.

The proposal must include:

- Applicant(s) Details (including supervisor/mentor details)
- Chief Scientist contact details
- Overview of roles and responsibilities of cruise participants
- A description of the survey as per the headings listed in Part B of the Application Form

Applicants should consider the evaluation criteria (described above) in compiling their applications.

Please note: Only applications that have the appropriate institutional signatories and official **Department or Research Office Stamp** will go forward for evaluation.

Four signed copies of the completed application form must be provided. One of these must be unbound. An electronic version, as one complete document, should also be supplied on CD/Disk or EMAIL in MS Word/PDF format.

Before submitting your application, please refer to the check list attached as Appendix III.

The **closing date** for receipt of applications is:

NOT LATER THAN 13:00 HOURS ON FRIDAY 3rd APRIL 2009

Completed application forms should be posted or hand-delivered to **arrive no later** than the appropriate time and date (above) to:

Bright Sparks Competition 2009
Sea Change Funding Office
 Marine Institute
 Rinville,
 Oranmore,
 Co. Galway.

Late or faxed applications will not be accepted and will be returned un-opened to the applicant.

The *Sea Change* Funding Office will acknowledge receipt of all applications.

REPORTING

Successful grantees are expected to furnish a Final Report of their survey to the *Sea Change* Funding Office of the Marine Institute. This should be completed, in a format to be advised by the Marine Institute, within six months of the survey completion and submitted in a digital and hard-copy (x2) format.

The successful grantee will be required to make a presentation on the survey and its outcomes at an appropriate forum (details to be agreed between the Marine Institute and the grantee).

All publications/presentations/publicity arising from the Bright Sparks Competition should carry an acknowledgement of the funding source in a format to be advised in writing by the Marine Institute.

CONTACT DETAILS

<p>Funding Office: <i>Sea Change</i> Funding and Administration Office Marine Institute Rinville Oranmore Co. Galway Tel.: 091-387200 Email: funding@marine.ie</p>	<p>Integrated Marine Exploration Programme: Marine Institute Rinville Oranmore Co. Galway Tel.: 091-387200 Email: imep@marine.ie</p>
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APPENDIX I - APPLICATION FORM

This application form is available to download as a MS Word document from <http://www.marine.ie/home/funding/FundingCalls/opencalls/>

For Official Use Only. To be attached to the Standard Grant-Aid Agreement

<i>Date Received:</i>	<i>Proposal Ref No.:</i>	<i>Eligibility Check Completed</i>
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SECTION A: Applicant(s) Details & Summary Information

Title of Proposal

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Applicant(s) Details (Student/Group of Students)

Lead Applicant

Title:	
Surname:	
First name:	
Supervisor's name	
Institution:	
Department/Research Group	
Details of undergraduate course or postgraduate course/studies:	
E-mail:	
Telephone:	

Other Applicants

Surname	First name	Institution	Details of undergraduate course or postgraduate course/studies	Supervisor Name

Chief Scientist Details

Please provide details of the Chief Scientist (an experienced survey scientist who is required to be onboard the vessel during the survey)

Title:	
Surname:	
First name:	
Position:	
Institution/Organisation:	
Department/Research Group	
Address:	
County:	
E-mail:	
Telephone:	
Web address:	<i>Link to Expertise Ireland website welcome</i>

Mentor(s)

Please provide details of Academic Researcher(s) (e.g. academic supervisor) who provided guidance in the preparation of the proposal and who will oversee the design and planning of the survey.

Title:	
Surname:	
First name:	
Position:	
Institution/Organisation:	
Department/Research Group	
Address:	
County:	
E-mail:	
Telephone:	
Web address:	<i>Link to Expertise Ireland website welcome</i>

Overview of Roles and Responsibilities

Name	Going to Sea? (Y/N)	Position (undergraduate/postgraduate/staff, researcher etc.)	Institution	Role in this proposal (applicant, mentor, chief scientist, etc.)

Further detail on the composition of the survey participants should be provided in Section B of your application.

Declaration

I declare that the information provided is accurate and correct. I agree that the Marine Institute may make any enquires it considers necessary to verify the information provided herein. I have read and agree, if successful, to be bound by the Terms and Conditions of the Bright Sparks Competition.

Signature of Lead Applicant:

Signature of Chief Scientist:

Signature of Mentor:

Date:

Official Organisation Stamp
 In the case of multi-institutional applications the research stamp of the lead applicant is sufficient

In addition, please provide, as an appendix, the written consent of the supervisor for each student to be part of the application and to participate in the cruise. Supervisor(s) must also confirm that appropriate insurances are in place for the duration of the project.

SECTION B: Description of the Survey

The information provided in this section must cover all of the topics outlined below and should not exceed 20 pages (excluding tables and maps).

- 1. Title of Proposal**
- 2. Survey Summary** - outline the nature of the research survey and, for example, how it relates to the current studies/research of the participants.
- 3. Aims and Objectives of the Survey** - including a clear description of the scientific objectives of the survey and the research hypothesis.
- 4. Description of the Research Survey** – including, but not limited to:
 - Geographic area of Interest (please provide a map);
 - Preliminary timetable/survey-plan for the proposed cruise and a map of the working area/stations;
 - Scientific instrumentation being deployed (both RV Operations and own);
 - Details of mooring requirements or special navigation/ communication requirements;
 - Outline any potential risks and contingency plans in event of poor weather conditions; and
 - Any other information, e.g. special requirements.
- 5. Relevance to National and/or International Research Priorities** (e.g. *Sea Change* Strategy, National Geoscience Strategy, INFOMAR).
- 6. Anticipated Results and Benefits/Deliverables of the Survey**
- 7. Composition and Experience of the Project Team** - including specific roles and responsibilities. (This should also include details of the multi-disciplinary and collaborative approach of the survey if applicable)
- 8. Breakdown of Indicative Costs** (N.B. A maximum of €5,000 will be paid to the winning applicant to cover consumables and other expenses. If your costs are expected to exceed this amount please indicate the level and source of other funding you will use to cover this.)

APPENDIX II - EVALUATION PROCEDURE

The evaluation of proposals is managed by the *Sea Change* Funding and Administration Office

Evaluation of proposals is based on the well established principles of **Transparency, Equality of Treatment, Impartiality,** and **Efficiency and Speed.**

Evaluation is conducted in two steps, as follows:

Step	Undertaken by
1. Eligibility Check	<i>Sea Change</i> Funding & Administration Office
2. Expert Evaluation	Panel of Experts overseen by the Marine Institute

Eligibility Check

Project proposals received by the notified submission date will be screened for compliance with the general eligibility criteria for the Bright Sparks Competition 2009.

Proposals considered to be ineligible will be returned to the applicant with a note explaining why the proposal was considered to be ineligible.

Proposals meeting the eligibility criteria will be allocated a unique reference number. A letter of receipt (including the unique reference number) will be sent to the applicant. This unique reference number should be used in any subsequent correspondence.

These proposals will be put forward to be evaluated based on their individual merit by a panel of expert evaluators established for this purpose by the Marine Institute.

Expert Evaluation

The aim of the expert evaluation process is to select the best proposal received under the Bright Sparks Competition and in doing so to (a) ensure an open, fair and transparent assessment of proposals and (b) provide constructive feedback to applicants.

The selection of expert evaluators is the responsibility of the Marine Institute. All reasonable measures will be taken to ensure objectivity, fairness, quality and confidentiality.

The names of the experts assigned to individual proposals will not be made public. However, the Marine Institute will make available lists of all the experts participating on its evaluation panels at regular intervals.

Individual Evaluation

Each expert will examine the proposals assigned to them and score the proposals under each of the Evaluation Criteria using an **Individual Expert Evaluation Form.**

Consensus Evaluation

Once the three experts to whom proposals have been assigned have completed their individual assessments, a consensus meeting will be convened to enable joint consideration of proposals by the three experts. The consensus meeting will identify the project proposal deemed most suitable for the award. The highest scoring application will be selected as the recipient for the funding for ship-time. The panel will justify their marks with constructive and informative comments suitable for feedback to the applicant(s) and agree on an overall **Consensus Evaluation Report.** Applicants will receive a copy of this report, whether their proposal is successful or unsuccessful.

An officer from the *Sea Change* Funding Office will act as moderator/rapporteur for the consensus meeting. Their role is to support the process and ensure that the panel evaluation is carried out in a fair and proper fashion.

Declaration of Confidentiality and Conflict of Interest

Evaluators are required to read and sign a Declaration of Confidentiality and Conflict of Interest Form. If an expert considers that they may have a vested interest in a proposal being evaluated, they should decide not to participate and declare this on the Declaration of Confidentiality and Conflict of Interest Form.

Freedom of Information

The Freedom of Information (FOI) Act provides a legal right to individuals to obtain access to information held by public bodies, to the greatest extent possible consistent with the public interest and the right to privacy. The Act provides strong protections for information supplied to the Marine Institute that is confidential, commercially sensitive or personal (Sections 26, 27 and 28 of the FOI Act refer). The Act also gives certain rights to individuals or companies who supply such information. These rights ensure that information that is confidential, commercially sensitive or personal cannot be released under FOI without the person supplying such information being consulted. There is also a right of appeal to the Information Commissioner, who is an independent authority for FOI matters.

APPENDIX III CHECKLIST

Before submitting your application please read the following to ensure you have provided the appropriate information in your application.

Have you:

- Completed every section of the application form (Section A, & B) and provided sufficient detail?
- Provided 4 signed copies of the application form, 3 bound and 1 unbound and 1 Electronic version to be supplied as one complete document, on CD /Disk in either Word/PDF Format?
- Signed and dated all the printed applications?
- Ensured that the Declaration (Section A) is signed by the nominated Chief Scientist and your mentor and that it is stamped?
- Provided a written consent from each student's supervisor to participate in the application?

When you have completed all of the above you should submit your application to:

*Bright Sparks Competition 2009
Sea Change Funding and Administration Office
Marine Institute
Rinville
Oranmore
Co. Galway*