



*Marine Institute*  
Foras na Mara

## Marine Research Programme

### National Research Vessels 2017 SHIP-TIME PROGRAMME

### Grant-Aid Guidelines

### RESEARCH SURVEYS

## TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>2</b>
<b>WHO MAY APPLY? .....</b>	<b>2</b>
<b>ELIGIBLE ACTIVITY/RESEARCH THEMES.....</b>	<b>3</b>
<b>TECHNICAL INFORMATION .....</b>	<b>3</b>
<b>THE NATIONAL DEEPWATER ROV .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>EVALUATION OF PROPOSALS.....</b>	<b>4</b>
<b>APPLICATION PROCEDURE &amp; DEADLINE.....</b>	<b>4</b>
<b>TERMS AND CONDITIONS.....</b>	<b>5</b>
<b>FREEDOM OF INFORMATION &amp; DATA PROTECTION .....</b>	<b>7</b>
<b>CONTACT DETAILS.....</b>	<b>7</b>
<b>APPENDIX 1 - EVALUATION PROCEDURE .....</b>	<b>8</b>
<b>APPENDIX 2 - SME DEFINITION.....</b>	<b>10</b>
<b>APPENDIX 3 - <i>HOLLAND 1</i> ROV IMAGE DATA POLICY AND COPYRIGHT.....</b>	<b>11</b>
<b>APPENDIX 4 – SHIP-TIME PUBLICITY GUIDELINES .....</b>	<b>12</b>

## INTRODUCTION

The Marine Institute operates the national marine research vessels (*RV Celtic Explorer* and *RV Celtic Voyager*), and associated research infrastructure, on behalf of the Irish Government and the Irish marine community.

[Sea Change](#), *A Marine Knowledge, Research & Innovation Strategy for Ireland 2007-2013*<sup>1</sup>, identified the need for a dedicated competitive Ship-time Grant-Aid Programme. Continuing to maximise the use of the national research vessels through multi-purpose usage is a key action identified in [Harnessing Our Ocean Wealth](#)<sup>2</sup>. The aim of the programme is to make grant-aid available to researchers to access ship-time, thereby facilitating research projects/programmes and further developing the national potential for executing world-class multidisciplinary marine research.

Applications are now being invited for a limited number of days for grant-aid for ship-time on the R.V. *Celtic Voyager* on selected dates in 2017 to carry out ship-based research activity within defined thematic areas (see below). 5 to 15 day slots are available during the following dates only:

1. 17/10/2017 – 11/11/2017 inclusive
2. 01/12/2017 – 20/12/2017 inclusive

Applicants **must**:

- a. demonstrate how the proposed work addresses national priorities within the defined themes; and
- b. provide clear evidence of expected deliverables/outputs.

## WHO MAY APPLY?

Applications will be accepted from research performing organisations (Higher Education Institutions, Public Research Bodies and Industry) within the Island of Ireland.

- Applications led by Industry must partner a researcher/research group from one or more higher education institutions.
- Applications led by Public Research Bodies must partner a researcher/research group from one or more higher education institutions.
- Applications led by Higher Education Institutions or Public Research Bodies may include one or more industry participants as members of the survey team. Such participation must be of a specific focused nature, with the principal benefits of the survey accruing to the non-industry partners.
- Collaborative applications that fully utilise the research capabilities of the vessel are particularly encouraged.

The lead partner on applications must have the appropriate scientific/technical qualifications and expertise to conduct on-board research surveys.

Applications from early stage researchers (Masters or PhD students/early stage Post-Doctoral Researchers) are particularly encouraged, to allow emerging marine scientists the opportunity to gain hands-on experience in undertaking ship-based research.

- On such applications, 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;
- An experienced survey scientist is required to act as the Chief Scientist onboard the vessel for the duration of the survey.

---

<sup>1</sup> <http://oar.marine.ie/handle/10793/69>

<sup>2</sup> [www.ouroceanwealth.ie](http://www.ouroceanwealth.ie)

## **RESEARCH THEMES**

Applications will be accepted to carry out ship-based **research activity** within one or more of the following thematic areas:

- ***Ecosystems Approach to Marine Resource Management***  
Research that will contribute to the implementation of an ecosystems approach to marine resource management (including fisheries).
- ***Seabed Processes & Resources***  
Research that contributes to knowledge on seabed processes and resources and the development of sustainable seabed resource based activity in Irish waters.
- ***Climate/Environmental Change***  
Identified climate change research priorities—ocean/atmosphere fluxes, marine ecosystem functioning, ocean chemistry/acidification, interplay between biogeochemistry and physics and climate change impacts.
- ***Renewable Ocean Energy***  
Applications will be accepted for research proposals that address identified research requirements that will contribute towards the development of Ireland's renewable ocean energy industry. **N.B.** Proposals for specific commercial site investigations/assessment cannot be considered. Charter enquiries should be discussed with Research Vessel Operations (RV Ops).
- ***Biodiscovery/Biodiversity***  
Research that can lead to the development of high-value marine-sourced drugs, therapies, biomaterials and nutritional products.
- ***Testing of Novel Marine Technologies***  
Research focused on the development/delivery of novel sensors, intelligent systems and sensor platforms and the application of information and communication technologies to the marine sector—e.g. sensor testing/deployment and validation. The Marine Institute will provide engineering support for marinisation of the equipment, if required, and installation and testing of the technology on the vessel or ROV.
- ***Marine Policy/Legislation***  
Research in support of the implementation of EU and/or National policy/legislation—e.g. Habitats Directive, Marine Strategy Framework Directive.

**Applications must clearly identify which of these themes the proposed work addresses and demonstrate the specific outputs and deliverables that will arise.**

Multi-disciplinary applications are particularly encouraged to maximise use of the research vessels.

## **TECHNICAL INFORMATION**

Applicants are advised to refer to the *Vessel Charter Guidelines* on the [RV Operations Webpage](#) for operational and technical information on the vessels.

## EVALUATION OF PROPOSALS

National/international experts will evaluate eligible proposals. Eligible applications will be evaluated using the following criteria:

1. *Strategic context, rationale and benefits and impacts of the survey*
2. *The scientific and technical quality of the survey proposal*
3. *Scientific quality/track record of the survey team and technical capability to carry out the survey*
4. *Multi-disciplinary and collaborative approach of the research programme*
5. *Value for money and level of other funds provided by applicants for ship-time*

**Further detail on the evaluation criteria and scoring is provided in Appendix 1.**

**Applicants should ensure that sufficient information is provided in the application to allow a thorough evaluation based on these criteria.**

## APPLICATION PROCEDURE & DEADLINE

**All applications** must be submitted using a **two-step procedure**, as follows:

### **Step 1:** Apply for Ship-Time via the Survey Planning System (SPS).

- This online system has been established to assist Research Vessel Operations with vessel planning and logistics, from application through survey planning and execution. The SPS online application process is designed to capture information on the proposed use of the vessel: *e.g.* survey dates, mob/de-mob locations, area of operations, no. of personnel and equipment requirements.
- Full details (including a User Guide) on how to complete an application are provided via the SPS. If you are already a registered user of SPS please go directly to the [login page](#)<sup>3</sup>.
- Please contact [Research Vessel Operations](#) to obtain a new username and password for SPS.
- Once you have entered and submitted all the required details via the SPS you will receive email confirmation with a unique **Application Code** (*e.g.* APP-CV17010). This Application Code must be referred to in Step 2.
- **Please ensure you complete this step in sufficient time to allow you to complete Step 2 within the deadline.**

### **Step 2:** Apply for Grant-Aid via the online Research Information Management System (RIMS).

- Create a Ship-Time Funding application via RIMS:
  - If you are already a **registered user** of RIMS please go directly to the [login page](#)<sup>4</sup>. To register as a **new user** please email [rims.support@marine.ie](mailto:rims.support@marine.ie) with a password request.
  - Once you are logged in, click on the 'Open Calls Tab' and click the 'Apply' button for the Shiptime 2017 Call.
  - Complete the on-screen fields and follow the on-screen instructions to download the Application Form.
- The Application Form seeks additional information on the proposed Research Survey to assist in the evaluation of the proposal; *e.g.* context and rationale, benefits and impacts of

<sup>3</sup> <https://webapps.marine.ie/SPS/>

<sup>4</sup> <https://marine.smartsimple.ie/>

the survey.

- Evaluation of the applications for grant-aid will be based on the information provided in this Application Form. The information provided should be consistent with that provided via the SPS application but should include additional information.

For assistance with registration on the Marine Institute Research Information System (RIMS) and the application process please email [rims.support@marine.ie](mailto:rims.support@marine.ie).

Applications (PDF version) must be submitted via RIMS by:

**16:00 ON 29<sup>th</sup> March, 2017**

All applications will be acknowledged.

## **TERMS AND CONDITIONS**

### ***Grant-Aid***

- The allocation of ship-time is dependant upon the availability of ship-time and funding.
- Funding is provided for ship-time on the R.V. *Celtic Voyager*. It may be awarded in lots of single or multiple days, depending on the evaluators' recommendations. Applications must be submitted for 5 – 10 day slots within the available dates outlined above.
- Applicants may apply for funding to cover all or part of the vessel charter costs (see notes below regarding grant-aid rates). **The leveraging of funds from other sources for a portion of the total amount of ship-time applied for is strongly encouraged and should be clearly stated in the application form.**
- Grant-aid covers use of the vessels, full crew, fuel (at economical service speed), victuals and other standard operating costs. Grantees will not invoice the Marine Institute for any third-party costs (e.g. salary costs, equipment, transport, consumables, travel and subsistence costs).
- Allocated ship-time includes a 1-day mobilisation at the start of the survey and a 1-day demobilisation at the end of the survey. Applicants should bear this in mind when applying for ship-time.
- If the number of grant-aided days are reduced by the Marine Institute for any reason, or if the vessel is prevented from working (e.g. by poor weather or technical difficulties), no cash or any other form of compensation shall be payable in respect of any time lost.
- If a research survey has to be cancelled because of poor weather or technical difficulties, or postponed at the request of the applicant, then the Marine Institute will facilitate re-scheduling of ship-time to the following year wherever possible.

### Grant-Aid Amounts and Rates

- The maximum grant-aid allocations are as follows:

Vessel	Rate (per day)
Celtic Voyager	€8,000

- The maximum grant-aid rate that can be applied to cover the ship-time costs is dependent on the nature of the lead organisation, as follows:

Higher Education Institutions	Other Public Bodies	Industry (SME) <sup>5</sup>	Industry (Non SME)
100%	100%	50%	40%

### Reporting

- Successful grantees must submit a Report on the Research Survey to the Marine Institute (online via RIMS) within three months of completion of the Survey using a template provided by the Marine Institute.
- Shapefile/csv showing locations and data types acquired are required as an attachment to the survey report.
- The Marine Institute may require the Grantee to provide clarifications and/or make changes to the Report. The Grantee shall co-operate in revising or amending the final report prior to its completion and before signing off by the Marine Institute.
- If deemed suitable, the Report, or a Synthesis Report, may be published by the MI.
- Failure to comply with this requirement will disqualify grantees from seeking future ship-time grant-aid.

### Acknowledgements

- All publications/presentations/publicity arising from the Research Survey should carry an acknowledgement of the funding source (as per Appendix 4).

### Survey Blog

- Successful grantees are requested to contribute to the research survey blog <http://scientistsatsea.blogspot.ie/> and to participate in any other publicity organised by the Marine Institute.

### Datasets

- It is the responsibility of the Grantee to submit a full description of the dataset(s) acquired during the research survey to the Marine Institute in ISO 19115 standard format. A template will be provided by the Marine Institute for this purpose. This metadata is additional to any formal project reports and will be made publicly available. The Grantee is required to provide details of how such datasets will be maintained and how other researchers can access and make use of them.
- Shapefile/CSV** showing locations and data types acquired is required to be submitted to the Marine Institute one month after the survey has taken place.

<sup>5</sup> See Appendix 2 for SME Definitions

- If requested, the Grantee may be required to provide digital copies of all data to the Marine Institute at no additional cost. If requested by the Grantee, datasets will not be made publicly available (other than to the Grantee and Marine Institute staff) for a period of 12 months after the publication of the project report, but all datasets may thereafter be made publicly available.
- **Images (still and video) obtained using the ROV** during funded research surveys are subject to specific copyright rules. Please refer to Appendix 3 for further details.

## **FREEDOM OF INFORMATION & DATA PROTECTION**

Information supplied to the Marine Institute may be disclosed in response to a request under the Freedom of Information Act, 1997 and Freedom of Information (Amendment) Act, 2003. It is the responsibility of the applicant to indicate at the time of making an application which information should not be disclosed and the reasons for non-disclosure. The Marine Institute will consult with applicants about this information before making a decision on any Freedom of Information request.

Personal information supplied to the Marine Institute will be stored by electronic means (e.g. database) for use only in connection with applications for grant-aid. The provisions of the Data Protection Act, 1988 and the Data Protection (Amendment) Act, 2003 will be fully complied with.

## **CONTACT DETAILS**

For further information contact:

**Research Office:**

Tel.: 091-387200

Email: [Rims.support@marine.ie](mailto:Rims.support@marine.ie)

**Research Vessel Operations**

Email: [rv@marine.ie](mailto:rv@marine.ie)

## **APPENDIX 1 - EVALUATION PROCEDURE**

The evaluation of proposals is managed by the Research Office. The process aims to be fair and transparent and to provide constructive feedback to applicants.

In accepting and evaluating proposals, the Marine Institute does not commit funding to any proposal or guarantee that funds will be made available to applicants.

### ***Evaluation Criteria***

Eligible applications will be evaluated by an expert review panel using the following criteria:

<i>Criteria</i>	<i>Marks</i>
<p>1. <i>Strategic context and rationale and benefits and impacts of the survey</i></p> <ul style="list-style-type: none"> <li>• Relevance of the proposed research to national priorities (e.g. <i>Harnessing Our Ocean Wealth</i> and the Priority Areas identified in the <i>Report of the Research Prioritisation Steering Group</i>) and meeting international/EU legislative requirements (e.g. Marine Strategy Framework, Habitats, Birds, and Water Framework Directives).</li> <li>• Will the research undertaken support the generation of new knowledge in areas of importance to Ireland's economy, e.g. in advancing the sustainable development and management of marine resources?</li> <li>• Are the strategic objectives of the proposal clearly stated?</li> <li>• Are the benefits and impacts of the survey clearly specified and linked to the research objectives?</li> <li>• Will the benefits outlined deliver any particular advantages to the Irish marine sector?</li> <li>• Will the survey lead to the development of new research capacity and capabilities?</li> </ul>	20%
<p>2. <i>The scientific and technical quality of the survey proposal</i></p> <ul style="list-style-type: none"> <li>• Scientific/technical excellence of the proposal</li> <li>• Understanding of current state of knowledge in the research area</li> <li>• Extent to which the survey builds on current knowledge</li> <li>• Does the proposal demonstrate clear evidence of expected deliverables/outputs from the survey and are these achievable?</li> <li>• Relevant bibliography/references</li> <li>• Does the proposal include provisions for downtime/bad weather?</li> </ul>	30%
<p>3. <i>Scientific quality/track record of the survey team and technical capability to carry out the survey</i></p> <ul style="list-style-type: none"> <li>• Background/track record of the Chief Scientist</li> <li>• Background/track record of the survey team</li> <li>• Are the roles and responsibilities of the survey team clearly stated?</li> <li>• Suitability of the expertise towards achieving the research objectives of the survey</li> </ul>	15%
<p>4. <i>Multi-disciplinary and collaborative approach of the research programme</i></p> <ul style="list-style-type: none"> <li>• Is this a multi-disciplinary research survey that maximises the use of the vessel? Could additional expertise be added to the survey team?</li> <li>• Is there a collaborative/partnership approach with other research groups/institutions/private sector? Is it an appropriate approach?</li> <li>• Does the proposed survey offer suitable training opportunities to students/'young' researchers?</li> </ul>	15%
<p>5. <i>Value for money and level of other funds provided by applicants for ship-time</i></p> <ul style="list-style-type: none"> <li>• Does the proposed survey maximise the use of the research vessel and associated infrastructure?</li> <li>• Does the proposal include provisions for downtime/bad weather?</li> <li>• Are the number of days requested justified?</li> <li>• Has the proposal identified or assessed any likely risks?</li> <li>• Has the application shown that additional funding towards days at sea will be secured?</li> </ul>	20%

## **Evaluation Procedure**

Evaluation is conducted, as follows:

### **1) Eligibility Check**

Proposals for funding received by the notified deadline are checked for compliance with the general **Eligibility Criteria**. These criteria include:

- Was a completed application received on time?
- Is the proposal from an eligible institution?
- Are all sections of the application form completed correctly and is the application signed and stamped?
- Does the proposed research address one or more of the defined research themes?

Proposals considered to be ineligible are returned to the applicant with a note explaining why they were considered to be ineligible. Proposals meeting the eligibility go forward for full evaluation.

### **2) Individual Expert Evaluation**

The Marine Institute maintains a panel of expert evaluators to assist in the evaluation of all proposals for funding. The names of the experts assigned to individual proposals are not made public. However, the Marine Institute makes available lists of all the experts participating on its evaluation panels at regular intervals.

Eligible proposals are evaluated based on their individual merit by individual experts chosen from the Panel of Experts. The experts examine the proposal(s) assigned to them and score and comment on each proposal under the **Evaluation Criteria** (above).

### **3) Review Panel**

A Review Panel, consisting of Marine Institute and, where appropriate, external, members will consider the outcome of the individual evaluations and, taking into consideration the availability of funding and the ships' schedules, make a ranking and a recommendation for funding. Note: applications under the targeted calls will be ranked separately.

### **4) Approval**

Final approval for funding is provided by the Marine Institute senior management team (CEO, Directors and Board).

Taking the comments of the Individual Evaluators and those of the Review Panel a **Consensus Evaluation Report** will be prepared with constructive and informative comments suitable for feedback to the applicant. All applicants, whether successful or unsuccessful, receive a copy of the Consensus Evaluation Report for their proposal.

Successful applicants may be asked to make changes to their proposals during the grant-aid negotiation phase to accommodate the comments of the evaluators.

## **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 or that potential conflict of interest may arise as a result of their participation in the evaluation of any proposal they are asked to declare this and may not participate in the evaluation process.

## **APPENDIX 2 - SME DEFINITION**

1. Small and medium-sized enterprises (SMEs<sup>6</sup>) are defined as enterprises which:
  - o have fewer than 250 employees, **and**
  - o have either,
    - o an annual turnover not exceeding €50 million, or
    - o an annual balance-sheet total not exceeding €43 million, **and**
  - o conform to the criterion of independence as defined in paragraph 4.
  
2. Where it is necessary to distinguish between small and medium-sized enterprises, the '**small enterprise**' is defined as an enterprise which:
  - o has fewer than 50 employees **and**
  - o has either,
    - o an annual turnover not exceeding €10 million, or
    - o an annual balance-sheet total not exceeding €10 million,
  - o conform to the criterion of independence as defined in paragraph 4.
  
3. Where it is necessary to distinguish **micro-enterprises** from other SMEs, these are defined as:
  - o enterprises having fewer than 10 employees;
  - o annual turnover not exceeding €2 million; or
  - o annual balance sheet total not exceeding €2 million.
  
4. Independent enterprises are those which are not owned as to 25% or more of the capital or the voting rights by one enterprise, or jointly by several enterprises, falling outside the definitions of an SME or a small enterprise, whichever may apply. This threshold may be exceeded in the following two cases:
  - o if the enterprise is held by public investment corporations, venture capital companies or institutional investors, provided no control is exercised either individually or jointly,
  - o if the capital is spread in such a way that it is not possible to determine by whom it is held and if the enterprise declares that it can legitimately presume that it is not owned as to 25% or more by one enterprise, or jointly by several enterprises, falling outside the definitions of an SME or a small enterprise, whichever may apply.
  
5. In calculating the thresholds referred to in paragraphs 1 and 2, it is necessary to cumulate the relevant figures for the beneficiary enterprise and for all the enterprises that it directly or indirectly controls through possession of 25% or more of the capital or of the voting rights.
  
6. Where, at the final balance-sheet date, an enterprise exceeds or falls below the employee thresholds or financial ceilings, this is to result in it acquiring or losing the status of 'SME', 'medium-sized enterprise', 'small enterprise' or 'micro-enterprise' only if the phenomenon is repeated over two consecutive financial years.
  
7. The number of persons employed corresponds to the number of annual working units (AWU), that is to say, the number of full-time workers employed during one year with part-time and seasonal workers being fractions of AWU. The reference year to be considered is that of the last approved accounting period.
  
8. The turnover and balance-sheet total thresholds are those of the last approved 12-month accounting period. In the case of newly established enterprises whose accounts have not yet been approved, the thresholds to apply shall be derived from a reliable estimate made in the course of the financial year.

---

<sup>6</sup> [http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index\\_en.htm](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm)

### **APPENDIX 3 - HOLLAND 1 ROV IMAGE DATA POLICY AND COPYRIGHT**

The MI and the Grantee shall each retain copies of all images (still and video) captured using the ROV (Holland 1) during the course of the Survey.

The MI shall retain exclusive ownership of such images and controls all rights or copyright with regards commercial use.

The MI shall provide royalty-free rights to the grantee to reproduce the material, or portions thereof, in connection with their research and promotion of their activity, in perpetuity.

All uses of the images, or portions thereof, by any party, shall acknowledge:

- i) ownership of the images
- ii) the originator of the images (i.e. the grantee); and
- iii) the source of funding provided for the survey.

In the absence of a clear grantee data policy, the MI data policy will apply—*i.e.* data must be archived in the Marine Institute and made publicly available two years after the completion of the survey.

Data collected for PhD studies, or to fulfil EU project contract obligations, must be archived in national or international data centres and made publicly available one year after the completion of the PhD study/ EU project.

During the period prior to the data being made publicly available, the MI may wish to use certain images for publicity reasons. Such use shall require the consent of the Grantee, whose consent shall not be unreasonably withheld.

## **APPENDIX 4 – SHIP-TIME PUBLICITY GUIDELINES**

All published materials relating to the training programme should carry full acknowledgement of Grant-Aid funding, as follows:

“This research survey is supported by the Marine Institute, and is funded under the Marine Research Programme by the Irish Government.”

In addition to the above wording, the Marine Institute **logo** should be displayed:



### ***Presentations/Posters***

Presentations (Overheads/PowerPoint/Slides) and Posters should carry the full acknowledgement of Grant-Aid and the Marine Institute logo also. In a Presentation, this acknowledgement should come at the beginning of the presentation (e.g. after the introductory slide).

### ***Publications***

#### **Grey Literature and Scientific/Technical Literature**

The following text should be included in the Acknowledgements Section:

“This research is supported by the Marine Institute, and is funded under the Marine Research Sub-Programme by the Irish Government.”

Further Information

**Further information on publicity requirements can be obtained from the Research Office:**

**Email:** [funding@marine.ie](mailto:funding@marine.ie)

**Tel.:** 091-387200