



Marine Institute
Foras na Mara

Marine Research Programme

National Research Vessels 2019-2020 SHIP-TIME PROGRAMME

Grant-Aid Guidelines

SHIP-BASED TRAINING

CONTACT DETAILS

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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 on a charter basis.

[Sea Change](#), *A Marine Knowledge, Research & Innovation Strategy for Ireland 2007-2013*¹, identified the need to build new research capacity and capability in order to augment and further develop the national potential for executing world-class multidisciplinary marine research. Continuing to maximise the use of the national research vessels is a key action identified in [Harnessing Our Ocean Wealth](#)². The provision of hands-on training for undergraduate and postgraduate students is essential in achieving this. Access to the national research vessels via structured training programmes provides students with invaluable experience to assist them in entering the workforce, across a wide range of activities (e.g. research and monitoring). The importance of ship-based training is identified under the Ocean Literacy and Education theme of the [National Marine Research & Innovation Strategy 2017-2021](#).

Applications are now being invited for grant-aid for ship-time for higher education institutions and public research bodies within the island of Ireland, to provide **dedicated on-board training programmes** for postgraduate and/or undergraduate students.

N.B. The *Celtic Voyager* is the dedicated training vessel.

Applicants for ship-based training are advised to consult the Strategic Marine Alliance for Research and Training (SMART) based in Galway-Mayo Institute of Technology. SMART aims to standardise and optimise ship-based training for undergraduate and post-graduate students and develop nationally accredited ship-based training activities for national Higher Education Institutes (please contact smart@gmit.ie).

The expected ship availability for training programmes in each year (2019 and 2020) is 60 days on the RV *Celtic Voyager*.

WHO MAY APPLY?

Applications for grant-aid for ship-time to conduct training programmes on-board the research vessels will be accepted from Higher Education Institutions and Public Research Bodies (Annex 1) on the island of Ireland with relevant undergraduate/postgraduate courses and/or postgraduate research students.

Applicants who are submitting two applications for funded ship-time in 2019 and 2020 can complete one application, then create a copy in RIMS which is editable. There will be some fields that must be edited (e.g. the SPS code). Note: you can only copy your application before it has been submitted. If successful, then they will need to submit a report for each training programme once complete.

In order to create a copy application, please select the *Option* button on the top left of the application and select *Copy* from the dropdown. Scroll to the bottom of the screen and click 'copy'. A copy of your application will appear in edit mode. Please ensure you complete the required fields. Any documents uploaded to the original application will not copy, please ensure you upload the Application Form and Declaration.

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

² www.ouroceanwealth.ie

TECHNICAL INFORMATION

Applicants are advised to refer to the *Vessel Charter Guidelines* on the [RV Operations Webpage](#)³ for further operational and technical information on the vessels, including logistical information for the organisation of surveys.

EVALUATION OF PROPOSALS

A panel established by the Research Funding Office will evaluate eligible proposals. Eligible applications will be evaluated using the following criteria:

- Nature of the training programme, including multi-disciplinarity;
- Number of students (undergraduates and postgraduates);
- Utilisation of the data acquired during the training for undergraduate projects or postgraduate programmes
- Experience of the chief scientist; and
- Benefits, learning outcomes, impact and contribution of the programme to marine education and research, including impact on research capability building in Ireland.

Applicants should ensure that sufficient information is provided in the application to allow a thorough evaluation.

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).
<ul style="list-style-type: none"> • 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: <i>e.g.</i> 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 page⁴. • 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 (<i>e.g.</i> APP-CV19001 or APP-CV20001). 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).
<ul style="list-style-type: none"> • Create a Ship-Time Funding application Via RIMS: <ul style="list-style-type: none"> ➢ If you are already a registered user of RIMS please go directly to the login page⁵. ➢ To register as a new user please email rims.support@marine.ie with a password request, and include your organisation details.

³ <http://www.marine.ie/Home/site-area/infrastructure-facilities/research-vessels/research-vessels>

⁴ <https://webapps.marine.ie/SPS/>

⁵ <https://marine.smartsimple.ie/>

- Once you are logged in, click on the 'Open Calls Tab' and select 'Ship-Time' from the drop-down list.
- Complete the on-screen fields and follow the on-screen instructions to download the Application Form. **Please ensure you download and complete the correct application form (Ship-based Training).**
- The Application Form seeks **additional information** on the proposed Training Programme to assist in the evaluation of the proposal; *e.g.* context and rationale, benefits and impacts of 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.

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

15:00 HOURS ON FRIDAY, 21ST SEPTEMBER 2018

All applications will be acknowledged.

TERMS AND CONDITIONS

Grant-Aid

- 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.
- Applicants may apply for funding to cover all or part of the vessel charter costs. 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, such as salary costs, equipment manufacture, repair, transport or rental, consumables, travel and subsistence costs, sub-contracting and assistance, publication costs, and overheads.
- The allocation of ship-time is dependant upon the availability of ship-time and funding.
- If the number of grant-aided days are reduced by the Marine Institute for any reason or if the vessels are 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 training programme 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 allocation is as follows:

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

Note: Should the daily rate be revised following a review of costs, then the grant-aid allocation will be adjusted accordingly by the Marine Institute.

DPER Circular on Grant Management

Successful applicants will have to adhere to the relevant requirements contained in circular 13/2014 *Management of and Accountability for Grants from Exchequer Funds* issued by the Department of Public Expenditure and Reform on 26th September 2014. These requirements, dealing with reporting of grant expenditure, publication of the award details in the grantee's financial statements and disposal of assets, will be detailed in the grant award letter. For shiptime grantees the requirements only relate to the publication of the award details in their financial statements.

Reporting

- Successful grantees must complete a **Report** on the Training Programme to the Marine Institute. This should be submitted, within three months of completion of the programme (online via RIMS), using a template provided by the Marine Institute.
- 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 may disqualify grantees from seeking future ship-time grant-aid.

Images

The successful grantee must upload a **minimum** of three digital images captured during their training programme in JPEG format on RIMS. These images will be uploaded on the understanding that they may be used in Marine Institute reports and promotional materials. Please ensure that the copyright owner and the photographer are identified, as this details will be included if the images are used.

Acknowledgements

- All publications/presentations/publicity arising from the Training Programme should carry an acknowledgement of the funding source (as per Appendix 2).

Outreach

- Grantees are requested to participate in outreach activities or 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 Training Programme (if applicable) 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.
- **Track/CSV** file showing vessel track/data acquired and/or CSV file showing locations and data acquired should be submitted to the Marine Institute one month after the training takes place.
- 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.

FREEDOM OF INFORMATION

Information supplied to the Marine Institute may be disclosed in response to a request under the Freedom of Information Act, 2014. 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.

DATA PROTECTION

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. The Marine Institute and the Applicant will comply with the EU General Data Protection Regulation (2016/679) from the regulation enforcement date of 25th May 2018.

APPENDIX 1 – PUBLIC RESEARCH BODY

For the purpose of this call a public research body is defined as “a public sector body or a legal entity governed by private law with a public service mission providing adequate financial guarantees, who are undertaking research and are based on the island of Ireland”. A public research body must be a legal entity with their registered office address in the Republic of Ireland or Northern Ireland.

Therefore, there are two clear cases of entities that are considered public bodies:

1) Public sector bodies

Any public authority or entity set up under public law by a state or one of its authorities (e.g. government). Even if such an entity has a legal personality, it acts on behalf of the State with regard to and within the limits of its specific areas or competencies. Activities carried out by such authorities or entities may be of a commercial nature.

2) Legal entities established under private law with a public service mission and providing adequate financial guarantees

With respect to the “public service mission”:

a) Where an entity established under private law is owned by a public sector body or the state, it can be deemed to have a public service mission.

b) For an entity established under private law that is not owned by a public sector body, the entity must be explicitly granted such a mission through a decision by a public sector body. Secondary and higher education establishments that deliver diplomas recognised by a public authority according to criteria established by the state or perform research with public funding and in accordance with objectives agreed by the state would meet this criterion. In cases of doubt proof of the public service mission can be required from the potential contractor showing that it falls into one of the two categories above.

With respect to the “adequate financial guarantees”:

a) If the entity is owned by the state then it can be presumed to provide adequate financial guarantees as the state will honour its obligations.

b) If the entity is not owned by the state or a public sector body then it must prove that it will provide adequate financial guarantees (except for the secondary and higher education establishments that are presumed to provide such guarantees). In cases of doubt proof of the existence and adequacy of a financial guarantee can be required from the potential contractor showing that it falls into one of the two categories above.

The following organisations are considered to be eligible Public Research Bodies:

- Agri-Food and Biosciences Institute (AFBI)
- Athlone Institute of Technology (AIT)
- Bord Iascaigh Mhara (BIM)
- Commissioners of Irish Lights (CIL)
- Cork Institute of Technology (CIT)
- Dublin City University (DCU)
- Dublin Institute of Advances Studies (DIAS)
- Dublin Institute of Technology (DIT)
- Dundalk Institute of Technology (DkIT)
- Environmental Protection Agency (EPA)
- Galway-Mayo Institute of Technology (GMIT)
- Geological Survey of Ireland (GSI)
- Inland Fisheries Ireland (IFI)
- Institute of Technology Sligo (IT Sligo)
- Institute of Technology Tralee (IT Tralee)

- Letterkenny Institute of Technology (LyIT)
- Limerick Institute of Technology (LIT)
- Marine Institute (MI)
- Met Éireann
- National University of Ireland, Galway (NUI Galway)
- National University of Ireland, Maynooth (NUIM)
- Queen's University Belfast (QUB)
- Sea Fisheries Protection Authority (SFPA)
- Teagasc
- Trinity College Dublin (TCD)
- Tyndall National Institute
- Ulster University (UU)
- University College Cork (UCC)
- University College Dublin (UCD)
- University of Limerick (UL)
- Waterford Institute of Technology (WIT)

The list above includes organisations who have previously been funded to undertake marine research in Ireland, but this list is not exhaustive and if any applicant is unsure whether they are eligible, then they should clarify with the Marine Institute by sending an email to funding@marine.ie.

APPENDIX 2: SHIP-TIME PUBLICITY GUIDELINES

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

“This training programme 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).

Further Information

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

Email: funding@marine.ie

Tel.: 091-387200