



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs



Mobility and Travel Grants 2024

Frequently Asked Questions

Applications

Q. How do I know if I am eligible to apply?

A. Support under this call is primarily aimed towards the **Small Island Developing States (SIDS)** in the Caribbean, Pacific and AIMS (Africa, Indian Ocean, Mediterranean and South China Sea). Please check the *Applicant Guidelines*, but if you are still unsure then contact oursharedocean@marine.ie

Q. I am a researcher based in one of the UN recognised Small Island Developing States (SIDS), what funding is available to me?

A. You may be eligible for all three types of funding. For event attendance at a conference or workshop to present your research apply under category 1, for a relevant training course apply under category 2 and for a research visit to Ireland in a public research performing organisation apply under category 3. **Note:** SME representatives in full-time education must apply under their host Higher Education Institute.

Q. I am a lecturer in a HEI (Higher Education Institute) in Ireland, what funding is available to me?

A. You may apply under category 3 for a research visit to a research performing organisation (RPO) in an eligible SIDS. Please see the *Applicant Guidelines* for the eligibility under this category.

Q. How do I apply?

A. Applications are submitted using the Marine Institute's online grant management system (RIMS/SmartSimple). Please refer to the *Applicant Guidelines* on how this process works.

Q. When I request my password for RIMS, is there any other information required?

A. Yes. Please include details of your organisation (including address) and your role e.g. Lecturer, Student, Post-Doctoral Researcher/Research Assistant, etc.

Q. I am applying from an eligible SIDS and wish to submit two applications, one to attend a conference in Canada and the other to attend a training course in London. Are these eligible activities? Are there any restrictions for travel to specific locations to attend conferences, workshops and training courses?

A. Provided you are presenting a poster, paper or giving an oral presentation under one of the three themes (please refer to Table 1 of the Applicant Guidelines on page 3) at the Canadian Conference, then yes you are eligible to apply for funding. If the training course in London is relevant to your research, then again yes you are eligible to apply for funding. Applicants from eligible SIDS can apply for funding to travel globally, provided all the other criteria for eligibility are met. However, applicants are advised to check the Department of Foreign Affairs travel information (please refer to page 4 of the Applicant Guidelines) prior to undertaking travel.

Q. I am a full-time student in an eligible SIDS but am also working in a company part-time, can I apply for event attendance?

A. If you are a full-time student (undergraduate or postgraduate) in a marine-related research discipline, then you can apply under category 1 for event attendance affiliated with the relevant Higher Education Institute where you are registered.

Q. Is it possible to change my application, once it has been submitted?

A. Yes. You can submit a request to recall your application, and then resubmit your application when ready. However, if your application has already been sent for evaluation, then contact oursharedocean@marine.ie in the first instance. The application must be resubmitted within the timelines outlined in the *Applicant Guidelines*.

Q. Can I apply for funding for a conference, workshop or training course that I have already attended?

A. No. Retrospective funding is not provided. Applications should be submitted at least one month before the date of the event. **Note:** In order to be fair to all applicants this one month in advance submission rule is strictly applied.

Q. What happens if I submit the wrong application form?

A. The *Our Shared Ocean* Programme team will contact you, and let you know that you need to re-submit on the correct application form.

Q. If researchers from eligible SIDS attend virtual conferences or training courses, rather than in-person, is this eligible for funding?

A. Yes. Virtual events that meet the criteria stated in the Guidelines are eligible for funding. Fees for reimbursement must exceed 500 Euro.

Q. On RIMS there is a drop-down menu of research themes, which is difference from the three themes in the application form, why is this?

A. The research themes listed on RIMS are aligned to the Irish National Marine Research & Innovation Strategy. Please choose one option that most closely relates to your research. For training courses, please select the *Ocean Literacy & Education* option.

Q. What do I need to upload on RIMS?

A. To apply for the Mobility and Travel Grants you **only** need to upload the completed relevant application form (**CV, budget or declaration form not required**). If you have a **LinkedIn** or **ResearchGate** profile, then you can include this in your application form if you wish, but there is no obligation to do so.

Q. I have submitted my application, when will I find out if I am successful?

A. You will normally be notified within 15 working days of the following the relevant close date for submissions (rolling close dates as advised in the *Applicant Guidelines*).

Q. What are my chances of being successful?

A. The expected success rate for this *Mobility and Travel Grants* call is circa 80%. However, this will depend on demand for the call funding. We will provide an update annually on success rates.

Q. How will the awards split between the different categories?

A. Please refer to Table 2 in the Guidelines on page 9 for an indicative split of the awards for 2024.

Q. My application was unsuccessful; can I appeal or re-apply?

A. The *Our Shared Ocean* Programme team will advise the reasons why your application was not successful, which usually relate to the terms and conditions of the *Applicant Guidelines* not being met, for example student wishing to attend a conference but will not be presenting their research. Where the applicant is unsuccessful because they did not provide enough information in their applications, then they can revise and resubmit their application if there is sufficient time available before the event date for a re-evaluation to be completed.

Q. What advice can you give to help me increase my chances of success?

A. Read the *Applicant Guidelines* and ensure that you are familiar with them. Complete all sections of the application form. Pay particular attention to the evaluation criteria, which are:

- 1) The benefit to you, your organisation and the host organisation (for research visits),
- 2) The value in terms of addressing national or international strategic objectives, and

- 3) The justification provided in the application e.g. demonstrate research collaboration, show how research findings are communicated, state why this event is internationally important for this area of research, etc.

Q. Is there a cap on the number of applications from an Organisation?

- A. Only for category 1, where there is a limit of three researchers attending the same event from the same organisation from an eligible SIDS. **Note:** If more than three applications are submitted, these will be assessed on a first come first served basis (as per the submission date and time on RIMS of the application).

Awards

Q. When is my award official?

- A. You will receive a letter of award by email, once you sign this and return it; then you have officially accepted the award. The award is not granted until you return the signed Grant Award Offer Letter.

Q. I have been awarded a grant to present my research at a conference, but now would like to wait until my research is further developed before presenting it internationally. Can I still receive funding?

- A. No. As funding is limited, preference must be given to researchers who are presenting their research (i.e. oral presentations or posters).

Q. I cannot now attend the event, what do I need to do to cancel my award?

- A. Contact the *Our Shared Ocean* Programme team to advise that you wish to cancel the award.

Q. Are there any circumstances where I may transfer my award to another colleague?

No, awards are not transferable.

Q. How many awards are allowed per applicant?

- A. Two awards per annum for individuals. Unsuccessful applications do not count, so the number of applications that you submit may be higher.

Q. I wish to apply for a research working visit in an eligible SIDS at the end of 2024. Can I apply for funding towards my travel costs?

- A. Yes, provided you meet the eligibility criteria and can provide the requested confirmation from the host organisation as part of your application.

Q. My circumstances have changed since I submitted my application or accepted my award. Can I still receive funding?

A. It depends. For example, if you have just moved organisation but your role is the same then you may be still eligible. However, if you are no longer resident in a SIDS then you may not be eligible. You must contact the *Our Shared Ocean* Programme team for clarification and approval.

Payment and Receipts

Q. Is it possible to receive the full funding in advance?

A. No, only 50% of the funding can be provided in advance. Reimbursement of the remaining 50% costs will be after the event (conference, workshop, training course or research visit).

Q. Why will the Marine Institute not reimburse individuals?

A. For a number of reasons the Marine Institute will only reimburse Organisations for mobility and travel awards, which are 1) to significantly reduce the potential of double funding, 2) to avoid requesting individual bank details and risk of confidentiality breach and 3) reduce administration time.

Q. The event is over, so what do I do next?

A. You must upload your report and receipts on RIMS/SmartSimple. **Note:** we do not accept reports and receipts sent by email, these must be uploaded on RIMS at the following link: <https://marine.smartsimple.ie/>.

Q. I uploaded my report and receipts on RIMS, what happens next?

A. The *Our Shared Ocean* Programme team will contact you to clarify any queries in relation to your receipts. You should be contacted within five days of uploading your report and receipts. If not, then please email oursharedocean@marine.ie

Q. How long will it take before my organisation receives payment?

A. Payment will normally be made by bank transfer 7 to 10 days after the *Our Shared Ocean* Programme team (see contact details at the end of this document) have confirmed that all documentation has been received. You will be copied on the email notification to your Organisation confirmed that payment is approved and advising of the payment amount. Payment will be paid into (credited) to the budget code/research account as advised to the Marine Institute in your application form.

Q. I attended a conference/workshop/training course, but am unsure what types of receipts I need to submit?

A. Conference, workshop or training course fee invoice and fees relating to travel (e.g. flight, local train and bus travel) and accommodation costs. Food/meal costs that are included with your accommodation receipts are allowable. **However, do not include any other food/meal receipts**

as these will not be reimbursed. Copy receipts are acceptable. Please ensure that they are legible. If you cannot read it, then the *Our Shared Ocean* Programme team cannot read it either!

Q. Do I need to post original documents?

A. No. The scanned originals submitted as PDF are acceptable to us.

Q. As an applicant from a Small Island Developing State (SIDS), do I need to provide a copy of my passport in order for my organisation to receive payment?

A. No. This will not be required.

Q. I am having problems uploading my report and receipts, who do I contact?

A. Please contact the *Our Shared Ocean* Programme team contacts shown below.

Q. Can the award be split?

A. No. We will reimburse your organisation only, to avoid any chance of duplicate payment.

Q. If my actual costs are less than the amount awarded, what happens?

A. Only receipted costs up to the amount awarded are paid. If you are awarded 2,000 Euro, but your receipts total 1,850 Euro, then we will pay 1,850 Euro. If you are awarded 2,000 Euro, but your receipts total 2,200 Euro, then we will pay 2,000 Euro.

Q. Can my offer of award be withdrawn or the grant cancelled for any reason?

A. Yes. If an applicant makes a fraudulent claim or misrepresentation e.g. double claiming of expenditure, then the *Our Shared Ocean* Programme team will cancel the award and no payment will be made.


Q. What if I have more questions?

A. Then please contact the *Our Shared Ocean* Programme team, by email or phone – see below.

Our Shared Ocean Programme Team Contacts

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