

Cullen Fellowship Programme 2016

Terms and Conditions

2016

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The Marine Institute reserves the right to revise the Terms and Conditions of this Programme at any time.

1. GENERAL

- 1.1 The objectives of the Cullen Fellowship Programme are:
- ***To provide research training opportunities for scientists in marine and related disciplines leading to the acquisition of a higher degree,***
 - ***To facilitate liaison between the Marine Institute's applied research programme and the more basic or fundamental investigations in the third-level sector, particularly in 'new science' areas,***
 - ***To introduce new science into the Marine Institute, and***
 - ***To increase the Marine Institute's research capacity.***
- 1.2 The Programme provides fellowships to postgraduates to work on projects relevant to the Marine Institute whilst studying for a higher degree. The Fellowships may be offered in all areas of Marine Institute research activity – food safety, marine technology, oceanography fisheries, shipping, statistics, marine economics, aquaculture and genetics.
- 1.3 Applications for Fellowships are made by full-time academic staff in third-level colleges ("the Applicant") in consultation with the named Marine Institute research officer. Applications submitted without input from the Marine Institute research office will be considered ineligible.
- 1.4 Applicants must be full-time academic staff in recognised third-level institutions on the Island of Ireland. For the 2016 Cullen Fellowship topic Modelling the food web in the Irish Sea in the context of a depleted commercial fish community (PhD Award) organisations outside of Ireland may submit applications.
- 1.5 In limited circumstances, where sound scientific reasons exist, and with the prior agreement of the Marine Institute, full-time academic staff in third-level institutions outside of Ireland may also submit applications.
- 1.6 The successful applicants, in association with the co-supervisors, select the Cullen Fellows following public advertisement.
- 1.7 Cullen Fellows will normally be located at a Marine Institute research facility for the duration of their Fellowships.

2. PRIORITIES AND CALLS FOR PROPOSALS

- 2.1 Cullen Fellowships are funded from two principal sources:
- 2.1(a) Marine Institute own resources
 - 2.1(b) Funding provided by external bodies.
- 2.2 All postgraduate fellowships funded under 2.1(a) and 2.1(b) are known as **Cullen Fellowships**. The Marine Institute ("the Institute") must approve all new Fellowships.
- 2.3 Priorities for proposals funded under 2.1(a) will be determined by the Institute and will reflect the priorities of its Research Programme. Priorities under 2.1(b) can reflect Marine Institute Research Programme priorities or those of the funding organisation. In the latter case, Marine Institute management must provide justification to the Institute, over and above the scientific merits of the proposal, as to why a Fellowship should be awarded.
- 2.4 Fellowships will be awarded under 2.1(a) in response to a call for proposals ("the main call"), which will be made by the Marine Institute Research Office each year. A second restricted and targeted call may be published later in the year depending on: availability of funding; emergence of urgent new problems for investigation; or the need to fill gaps in the spread of existing Fellowships over the Research Programme.
- 2.5 Details of calls for proposals will be sent to third-level colleges on the island of Ireland, and posted on the Institute's website; they may also be advertised in the national press.
- 2.6 Proposals under 2.1(b) will be accepted in response to:
- Requests received by the Institute from external funding sources to undertake particular pieces of research that include the involvement of a postgraduate student.
 - Receipt of project funding under programmes, such as the EU Framework Programme.
 - Specific needs identified by the Institute.
- 2.7 The main call will be for two types of proposals:
- (a) proposals that are relevant to any aspect of the Marine Institute Research Programme, and/or
 - (b) proposals that respond to specific strategic research priorities identified by the Institute.
- 2.8 The Institute may seek applications for Fellowships directly from particular third-level institutions/staff to meet specific programme, funding or other organisational requirements. The number of any such awards in a year will be strictly limited.
- 2.9 In specific instances at the discretion of Institute management, applications may be actively sought and accepted from applicants in third-level institutions outside of Ireland.

- 2.10 Applications must be made on the standard proposal form submitted through RIMS, (the Marine Institute Research Information Management System). Proposals must be received via RIMS on or before the final closing date specified in the call.
- If you are already registered on RIMS please visit <https://marine.smartsimple.ie/>
 - To register as a new user please email rims.support@marine.ie with a password request.

3. PROCEDURES AND CRITERIA FOR ASSESSMENT OF APPLICATIONS

- 3.1 Only completed applications received on or before the closing date specified in the call for proposals will be evaluated for funding.
- 3.2 Each application will be examined initially to ensure that it is complete and that it contains adequate information to properly evaluate the research proposal.
- 3.3 The following criteria are used in evaluating applications:

Scientific background and technical quality of the application

This accounts for 50% of the overall evaluation.

- Is the relevance of the research proposed to the priority areas clearly demonstrated?
- Does the application reflect a clearly understanding of the research area?
- Is the application of high scientific quality, realistic and well described?
 - Is the methodology/approach appropriate to the project?

Project Plan/ Tasks

This accounts for 20% of the overall evaluation.

- Is (are) the objective(s) clearly specified, measurable and time specific?
- Do the tasks represent realistic measurable steps in the delivery of the task objectives?
- Are the deliverables clearly stated and achievable within the time frame proposed?

Expected benefits

This accounts for 15% of the overall evaluation.

- Are the expected benefits realistic?
- Is the relevance of the benefits to various stakeholder groups clearly identified?

Supervision and resources

This accounts for 15% of the overall evaluation.

- Does the supervisory team have the qualifications/expertise to oversee the successful completion of the work proposed in the application?
- Is there evidence of commitment to the development of the postgraduate student?
- Is there evidence of substantial collaboration between the host institution and the Marine Institute, in particular with the Applicant and Co-Supervisor?
- Does the application represent value for money e.g. additional support from host institution and benefit of facilities available?

- 3.4 Proposals are ranked in accordance with the following categories:
- Category A:** top priority for funding
Category B: reserve list proposals that are of medium to high priority and may be funded during the year depending on resource availability.
Category C: not approved for funding.
- 3.5 The evaluation and approval process involves the following stages:
- Applications are evaluated by an external panel of expert evaluators. All reasonable measures will be taken to ensure objectivity, fairness, quality and confidentiality.
 - The Marine Institute Research Office will make a recommendation to the CEO and Directors of the Marine Institute, based on the ranking of proposals and list of proposals to be funded.
 - The Institute approves fellowship awards and reserve list proposals.
- 3.6 An award letter will issue within two weeks of the Institute's decision to successful applicants. This letter will outline the conditions that will apply to the award.
- 3.7 Applicants must acknowledge receipt of the award letter and acceptance of the conditions within one month from the date on award letter.
- 3.8 Unsuccessful applicants will also be informed within two weeks of the Institute's decision.
- 3.9 The final award of a grant to any applicant is dependent on the availability of funds.
- 3.10 The schedule for the main call will be as follows:
- Call for proposals in February with a closing date in April
 - Evaluation of all eligible applications by the Marine Institute in May.
 - Submission of recommendations to the Institute Directors/CEO in June.
 - Recommendation to the Marine Institute Board in June
 - Notification of awards to successful applicants in June.
 - Completion of Grant-Aid Agreement in July.
 - Selection of students by applicants and Marine Institute co-supervisors in the period July-September.
 - Commencement of Fellowships in Autumn.
- 3.11 The schedule for applications received other than through the main call will be agreed between the Institute and the individual applicant.

4. SELECTION OF POSTGRADUATE STUDENTS

- 4.1 Following receipt of approval from the Institute, the applicant (hereinafter referred to as the "academic supervisor") publicly invites postgraduate students to apply for the Fellowship. This process should be open to all suitably qualified postgraduates.
- 4.2 The academic supervisor in consultation with the Marine Institute co-supervisor normally selects the postgraduate. Where there is more than one suitable qualified candidate, an interview board (comprising of Marine Institute and academic supervisors and any other appropriate persons), may be appointed to make the selection.
- 4.3 If a suitable postgraduate student has not been selected and registered at the host institution within a period of six months from the signing of the Grant-Aid Agreement by the Marine Institute CEO, the Fellowship award will lapse and a new application will be required if the supervisors wish to be considered for an award.
- 4.4 Students selected must meet the appropriate academic entry standards of the host institution.
- 4.5 To satisfy the Revenue Commissioners as to their tax-free status, Cullen Fellows must be registered for full-time postgraduate degree programmes in host institutions. For this reason, Cullen Fellows must become registered postgraduate students of their college at the earliest opportunity following their appointment.
- 4.6 Students must furnish proof of registration for a higher degree throughout the term of the Fellowship. Evidence of registration is required before the first Fellowship payment is made.
- 4.7 On awarding of a Cullen Fellowship, the academic supervisor must inform the Marine Institute Research Office immediately when the following details become available: name of student, registration details, college reference or account number and start date.
- 4.8 The Marine Institute Research Office will maintain a register of current Cullen Fellows.
- 4.9 Cullen Fellows who are located at Marine Institute facilities during all or part of the period of the Fellowship are **not** employees of the Marine Institute.

5. DURATION

- 5.1 The Fellowship is awarded for three years for a PhD and two years (maximum) for a Master's.
- 5.2 Awards may be approved for up to a four year period under a PhD. This is not automatic and applications will be reviewed on a case-by-case basis.
- 5.3 Continued funding in each year will be dependent on the submission of satisfactory progress reports as specified in 7.1.
- 5.4 If it is anticipated that a PhD/MSc project will take longer than three/two years to complete, a case for this must be made at month 30 (Phd Awards) or month 18 (MSc Awards) and will require approval by the CEO of the Marine Institute.
- 5.5 Fellowships will be awarded only to those who are full-time students and who engage full-time on the approved research project during the period of the Fellowship. Fellowship holders may not engage in other paid or unpaid activities.
- 5.6 A request for an upgrade from an MSc to a PhD programme must be made in writing to the Marine Institute Research Office and be signed by both the academic and Marine Institute supervisors. Requests for upgrades will be considered in the following instances:
 - Where a student provisionally registered for an MSc is approved by both the host institution and Marine Institute supervisors to convert to a PhD, and
 - Where progress on what was originally an MSc project is deemed by the host institution and Marine Institute supervisors to merit upgrade to a PhD.
- 5.7 Requests should be made in good time during the final year and should clearly state:
 - the current state of progress towards obtaining the degree,
 - any additional output from the additional period of research, and
 - a clear plan for completion of the thesis within the time period requested.
- 5.8 In both of the above instances, the maximum term of the Fellowship remains at three years except in the case of awards made under 5.4.
- 5.9 A request for extension to a PhD programme after a Master's has been conferred will be considered as a new proposal, requiring re-application and approval by the Institute.
- 5.10 In the case where what was originally a PhD Fellowship has been reduced to an MSc, a second (MSc) student may be substituted on the same project, provided that the duration of the unexpired portion of the original three-year PhD approval is not exceeded.
- 5.11 Where a student leaves the Programme, the grant will not be transferable and will expire.

- 5.12 Applications for extensions should be made in writing jointly by the academic and Marine Institute supervisors to the Marine Institute Research Office. Requests should be made at month 30 (for PhD Awards) or month 18 (for MSc Awards) and should clearly state:
- the current state of progress towards obtaining the degree,
 - the unforeseen circumstance/s and how it/these has/have caused the delay in progress, and
 - a clear plan for completion of the thesis within the extended period requested.
- 5.13 The Marine Institute Research Office must in all cases approve extensions, and extensions in the nature of local payments/"arrangements" are not permitted.
- 5.14 Allowances may be made for those who have taken approved leave from their degree programmes or who have temporarily withdrawn from them for duly certified medical reasons. These circumstances must be notified to the Marine Institute Research Office Administrator at the time. Payment of the Fellowship will cease during such periods of absence.

6. SUPERVISION

- 6.1 As the primary objective of the Cullen Fellowships Programme is the training and professional development of the postgraduate, adequate supervision is essential and this is the joint responsibility of the academic and Marine Institute supervisors. The supervisors should meet and discuss progress regularly (at least twice yearly) with the student.
- 6.2 Supervisors should ensure that Cullen Fellows achieve a level of statistical expertise appropriate to a Master's or PhD programme, including principles of experimental design, statistical analysis and critical evaluation of data. In addition, supervisors should see that students acquire competence in the following areas:
- Reviewing and analysing literature,
 - Technical writing skills,
 - Presentation skills, and
 - Specific technical skills (e.g. laboratory assays/analyses, time management, health & safety).
- 6.3 In cases where postgraduate students conduct their fieldwork off-campus and remote from a Marine Institute centre, formal arrangements should be made for regular discussions/meetings between the students and their supervisors.
- 6.4 Supervisors should ensure that Cullen Fellows avail of those aspects of the Marine Institute Staff Training & Development Scheme applicable to them.
- 6.5 To ensure adequate supervision of postgraduates, and to avoid overloading of Marine Institute facilities and resources, it is necessary to limit the total number of Cullen Fellows who can be accommodated at any one time.
- 6.6 Marine Institute supervisors must ensure that appropriate supervision is maintained in situations where the original Marine Institute supervisor is unable, for whatever reason, to continue this role. Advanced provision for continuing supervision must be made in cases where the original Marine Institute supervisor is scheduled to retire prior to the completion of the postgraduate programme.

7. MONITORING AND REPORTING

- 7.1 Fellowship holders are required to submit written progress reports to the Marine Institute Research Office before September 30th of the academic year following the initial date of the award and in each subsequent year during which the Fellowship is held. It will be the academic supervisor's responsibility to ensure that this report is submitted before September 30th each year.
- 7.2 Supervisors are required to sign/endorse the student's progress report by September 30th each year. Supervisors may submit a confidential evaluation of the student's progress at any time to the Marine Institute Research Office should they deem this course of action necessary. In the final year of the Fellowship a more comprehensive and detailed report is required from the student and must be signed/endorsed by both the Marine Institute and Academic supervisor.
- 7.3 The timely submission of these reports by the student and supervisors is a condition of holding and renewing the Fellowship.
- 7.4 If the Marine Institute Research Office receives an unsatisfactory report on a student's progress, or if the reports are not submitted on time, the Fellowship may be terminated.
- 7.5 If the Marine Institute deems that the host institution has provided inadequate supervision of the student, that host institution may be liable for reimbursement to the Marine Institute of the award in whole or in part.
- 7.6 A final report must be submitted within two months of completion of the Fellowship by the student to the Marine Institute Research Office. The final payment (equivalent to 50% of the final instalment payment) will be withheld pending receipt of final report. A copy of thesis must be forwarded to the Marine Institute library when published.
- 7.7 In some instances the PhD thesis may be compiled of bound papers where deemed suitable by the Marine Institute. The call documentation for each award will clearly outline any instances where a compilation of bound papers thesis is required.
- 7.8 Copies of any scientific papers/abstracts arising from the project must be submitted to the Marine Institute Research Office and attendance at any seminar/conference presentations should be notified beforehand.
- 7.9 It is the academic supervisor's responsibility to ensure that a copy of the student's thesis is submitted to the Marine Institute library within one month of graduation.
- 7.10 Students should be encouraged to contribute to seminars at their centres and at the annual Cullen Fellowships seminar.
- 7.11 All public lectures and/or publications given or issued by a student which arise from work supported by the Cullen Fellowships must contain an acknowledgement of the funding received from the Marine Institute.
- 7.12 Cullen Fellows will be required to present their work at an annual Cullen Fellowship Seminar.

8. INTELLECTUAL PROPERTY

- 8.1 The Marine Institute acknowledges that the host institution owns all rights to Intellectual Property generated by the Fellowship.
- 8.2 The host institution is required to take all necessary steps to:
- Preserve and protect such Intellectual Property Rights (IPR) including, where appropriate, by applying for patent registration; and
 - Actively to exploit in a timely fashion any discoveries, inventions or processes resulting from the research, by means of commercial licensing arrangements and otherwise.
 - Whenever possible, intellectual property shall be managed for the benefit of enterprise development in Ireland.
- 8.3 The host institution shall be guided by by “Inspiring Partnership” the national IP Protocol 2016 for Ireland¹.
- 8.4 The ownership interest in Intellectual Property generated from work undertaken as part of the Fellowship may not be transferred or assigned without written agreement of the Marine Institute. Such agreement shall not be unreasonably withheld.
- 8.5 Where the host institution has not moved to exploit or commercialise the intellectual property produced by the Fellowship, the host institution shall, if requested by the MI, appoint the MI as its exclusive agent to exploit the intellectual property on its behalf or to appoint a mutually acceptable third party IP broker. This situation could be anticipated to occur should exploitation or commercialisation not take place within two years of the first identification of the intellectual property.
- 8.6 The host institution is responsible for ensuring that the research carried out for the purposes of the Fellowship and the final and interim Fellowship reports and any publications arising from the Fellowship shall not knowingly infringe the IPR, including the copyright, of any third party. Subject to Clause 10.13, the host institution is required to indemnify and keep indemnified the MI against any claims by any third party that the results of the research carried out for the purposes of the Fellowship and the final progress report for the Fellowship infringe that third party's rights.

9. FELLOWSHIP TERMINATION/DEFERRAL

- 9.1 Fellowships will automatically cease one month after the submission of the student's thesis.
- 9.2 It will be the responsibility of the student's supervisors to ensure that if the student leaves his/her institution, or is not dedicating sufficient time or effort to the project, the Marine Institute Research Office will be informed immediately.
- 9.3 Fellowships may not be deferred other than in exceptional circumstances. Students are advised that agreement to defer Fellowships will be entirely at the discretion of the Marine Institute, whose decision on the matter will be final and any approved deferral may not be for more than twelve months.
- 9.4 Should a Cullen Fellow be unable for any reason (including medical reasons) to pursue his/her studies in accordance with the Terms and Conditions of the Fellowship, he/she must inform the Marine Institute Research Office within two weeks of such a situation coming to his/her attention. In such situations, the Marine Institute will have regard to the usual conventions of the student's institution. However, given the basis on which Fellowships are awarded, the Marine Institute reserves the right to withdraw or suspend the Fellowship.
- 9.5 Should a Cullen Fellow be unable to pursue her studies as a result of maternity leave, she must inform the Marine Institute Research Office when informing her supervisors at 24 weeks. The Fellowship will be suspended for the period of the maternity leave and will resume when the student returns.
- 9.6 The Marine Institute recognises that for personal, professional or other reasons, a student may wish to terminate his/her Fellowship. This should not be done without prior consultation, since the Marine Institute will require evidence of academic progress to the date of departure. In the event of that progress being inadequate, the Marine Institute may pursue the student and / or the host institution for reimbursement of amounts expended. Where a student leaves the Programme, the grant will not be transferable and will expire.

10. FINANCIAL/LEGAL

- 10.1 The Fellowship award will be €24,000 per annum. This amount comprises a maintenance award of €16,000 to the student as well as payment of fees to the host institution. The maximum fees payable to the college will be €6,000 per annum. The Fellowship award includes a travel budget of €2,000 for the sole use of the student and is payable on a reimbursement basis in annual instalments direct to the host institution at which the postgraduate student (Fellow) is registered.
- 10.2 Where financial support is sought for short overseas working visits/training or conference attendance, students are expected to apply for support through the Marine Institute Networking and Travel Grant Awards, if available. Two Networking and Travel Grants may be awarded to individuals per calendar year.
- 10.3 In the case of double or triple fees for a non-EU national, the Marine Institute stipend is intended to cover the amount equivalent to the standard EU fee and a maintenance award equivalent to that as would be received by an EU national. The balance of a higher fee is the responsibility of the host institution/student.
- 10.4 As soon as a Cullen Fellowship is approved, the Marine Institute Research Office sends a letter of approval to the relevant host institution. A copy is sent to the named Marine Institute co-supervisor.
- 10.5 If a Fellow begins work in advance of registration, no stipend can be paid to the host institution until after registration takes place. It is possible for the Marine Institute to pay arrears to the relevant institution, covering the period prior to registration. The Marine Institute supervisor should ensure that a Fellow registers at the earliest opportunity.
- 10.6 A final report must be submitted to the Marine Institute Research Office on completion of the Fellowship. The final payment (equivalent to 50% of the final instalment payment) will be withheld pending receipt of final report.
- 10.7 Where part of a Fellowship project is carried out at the Fellow's host institution campus and where expenditure on equipment is required, this should be purchased directly by the Marine Institute on the clear understanding that such assets remain in the ownership of the Marine Institute and can be recovered at the discretion of the Marine Institute.
- 10.8 In order for Cullen Fellowships to benefit from scholarship tax exemption under Section 193 of the Taxes Consolidation Act, 1997, the following conditions must apply throughout the duration of the Fellowship:
- The Cullen Fellow must be registered as a full time postgraduate student with a recognised HEI (Higher Education Institution).
 - Total weekly attendance hours (between lectures and research work) must not be less than 40 hours.
 - A Fellow must not be obliged or expected to carry out any duties for the Marine Institute, which are not directly connected with the degree course or research

project during the duration of the Fellowship.

- Where a Fellow is subsequently offered a contract of employment by the Marine Institute, his/her attendance at a Marine Institute location during his/her Fellowship cannot be reckoned for superannuation purposes.
- The Marine Institute cannot claim exclusive access to the research undertaken by the Cullen Fellow either during the Fellowship or for a set period thereafter.

10.9 The Fellowship will be paid to the host institution in annual installments following signature of the Grant-Aid Agreement by all parties. The Marine Institute reserves the right to ask for confirmation from the External Auditors of the college of the following:

- that the annual accounts of the college are up to date and have been approved by the Auditors without qualification,
- that the management letter from the Auditors raised no matters that did or could significantly affect the administration of research scholarships awarded by the Marine Institute, and
- that monies received under the Fellowship have been used for the purpose for which they were awarded.

10.10 The Marine Institute accepts no responsibility, financial or otherwise, for expenditure or liabilities arising out of work funded by research fellowships and the host institution must fully indemnify the Marine Institute against all such expenditure or liabilities and against any actions, proceedings, costs, damages, expenses claims and demands arising from them including, in particular, but without limitation, any claims for compensation for which the college may be liable as an employer or otherwise, or any claims by any person in relation to any Intellectual Property.

10.11 It is the host institution's responsibility to manage the stipend furnished by Marine Institute and to ensure that fees are recouped.

10.12 These Terms and Conditions will be governed by and construed in accordance with the Laws of Ireland and all parties will expressly and irrevocably submit to the jurisdiction of the Irish Courts.