



Ollscoil na hÉireann  
National University of Ireland

## NUI Grant Scheme for Early Career Academics 2023

### Regulations and Procedures

*Updated: October 2023*

The National University of Ireland (NUI) is pleased to invite applications for the NUI Grant Scheme for Early Career Academics 2023.

#### General Regulations of the Grant Scheme

##### 1. Objectives of the Grant Scheme

- 1.1. The Grants are intended to support scholars in the early stage of their career, who are based in a NUI constituent university, linked college, or recognised college<sup>1</sup>.
- 1.2. Grants are intended to facilitate scholars to create, lead and manage the organisation of an international conference or symposium, developing academic connections and networks, both national and international.
- 1.3. The conference/symposium can be an in-person or virtual event or a combination of both. The event can be held in an NUI member institution (constituent university, linked college, or recognised college) or in the NUI building on Merrion Square in Dublin (with the use of NUI facilities included).
- 1.4. A brief written report of max. 500 words must be submitted to NUI within the two months following the completion of the event. This report will confirm the event for which the Grant was approved took place and may act as a source from which recipient quotes may be taken for promotional purposes.
- 1.5. Grant recipients must complete their conference/symposium no later than **31 December 2024**.

##### 2. Value of the Grants

- 2.1. The total value of the NUI Grant Scheme for Early Career Academics 2023 is capped at €40,000.
- 2.2. The value of the individual Grants ranges from a minimum of €2,000 to a maximum of €5,000. The application process requires the presentation of a detailed budget.
- 2.3. The Grant is paid directly to the candidate's chosen NUI institution on receipt of an invoice from the School/Department/Centre/Institute supporting the

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<sup>1</sup> A full list of NUI institutions is available at: [www.nui.ie/elections/docs/institutions.pdf](http://www.nui.ie/elections/docs/institutions.pdf)

conference/symposium, providing the relevant (research/departmental) cost-centre details.

### 3. Eligibility

- 3.1. To be eligible to apply, candidates must be holders of a doctoral degree, awarded no earlier than 1 January 2018, except where a candidate has had a career break(s).<sup>2</sup>
- 3.2. Applications will be accepted from candidates who have yet to be conferred with their doctoral degree but who can confirm that they have fulfilled all the formal requirements for the awarding of the doctoral degree by the closing date for the competition, i.e. **Friday, 1 December 2023.**
- 3.3. Candidates must have a current affiliation<sup>3</sup> with a School/Department or Academic/Research Centre or Institute in a member institution of the NUI federation so that funds can be transferred to a named, designated School/Department/Centre/Institute cost-centre.
- 3.4. Scholars in all disciplines, including multidisciplinary and interdisciplinary research areas, are welcome to apply.
- 3.5. Candidates may submit joint applications. For joint applications, both candidates must meet the eligibility criteria. The candidates must jointly submit one copy of the Grant Proposal and Abstract of Proposal, and individual copies of the other documents listed in Section 4 below.
- 3.6. Full-time, permanent members of academic staff of the NUI constituent universities, other NUI member institutions, or other higher education institutions are not eligible to apply. Candidates may collaborate with more established academics in organising an event, but **only** the early career academic (ECA) can apply for (and receive) Grant funding. The ECA must be the principal organiser of the event.
- 3.7. Candidates who applied previously for the NUI Grant Scheme for Early Career Academics but were unsuccessful may reapply. Previous recipients of a Grant awarded under Stream 1 are eligible to reapply. Previous recipients of a Grant awarded under Stream 2 are not eligible to reapply.

### 4. Application Procedure

The following documents are required to apply for the NUI Grant Scheme for Early Career Academics 2023.

- 4.1. **Application Form:** Application forms are available to download at [www.nui.ie/awards](http://www.nui.ie/awards).
- 4.2. **Grant Proposal:** Candidates are required to submit a proposal (max. 2,000 words) to include:
  - 4.1.1. Working title of event
  - 4.1.2. Type of event (conference, symposium, seminar, workshop)
  - 4.1.3. Duration of event

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<sup>2</sup> An extension to the five-year period following the awarding of the doctoral degree will be considered based on eligible post-PhD career breaks. Career breaks include but are not limited to maternity leave, paternity leave, adoption leave, parental leave, prolonged sick leave and carer's leave. Documentary evidence must be submitted to support the claim, and only career breaks of up to 5 years will be considered.

<sup>3</sup> This includes scholars employed on post-doctoral fellowships and scholars employed on temporary lecturing contracts of up to and including, but not exceeding, three years duration at the time of application.

- 4.1.4. Proposed event content (aims and objectives, projected outcomes and, where possible, provisional programme and format)
  - 4.1.5. List of potential or confirmed speakers
  - 4.1.6. Number of expected attendees
  - 4.1.7. Timeline and proposed location (virtual event/NUI building/NUI member institution) of conference/symposium.
  - 4.1.8. Proposed budget to include details of:
    - Catering
    - Speaker expenses
    - Promotion
    - Conference materials
    - Other reasonable costs directly related to the proposed event.
  - 4.1.9. Proposed budget may not include:
    - Speaker fees
    - Room hire
    - Video conferencing or similar licensing fees
    - Research Assistant or similar staffing salaries
    - Living costs
    - Other costs not directly related to the proposed event.
  - 4.1.10. The rationale for the organisation of this conference/symposium at this stage in the candidate's academic career, to include details of:
    - The research background as it relates to the application.
    - Why and how the event will positively contribute to the scholar's academic or academic-related career plans.
- 4.2. Abstract of Proposal:** Candidates must submit a short abstract of the Grant Proposal (max. 200 words), which must be understandable to a non-specialist academic assessor.
- 4.3. Letter of Support**
- 4.3.1. A letter from the Head/Director of the academic unit concerned that will host/support the event must be submitted. The letter should indicate support for the application and confirm that local support will be provided to the scholar should the application be successful.
  - 4.3.2. If the candidate proposes to hold their conference/symposium in NUI, a letter from the Head/Director of the academic unit concerned will also be required to confirm support for the proposed event.
- 4.4. Certified Academic Transcripts:** to be submitted for the doctoral degree awarded.
- 4.5. Curriculum Vitae (CV):** to include (i) relevant work experience, (ii) academic and research achievements to date, (iii) previous research grants awarded, (iv) scholarly publications, and (v) other relevant experience.

## 5. Selection Process

- 5.1. The NUI Awards Team will administer the competition.
- 5.2. NUI will appoint a Selection Panel to review and assess the Grant applications.
- 5.3. Depending on the number of applications received, a shortlisting process may apply.

- 5.4. Each candidate's application will be assessed independently by two panel members and scored based on the following criteria:
  - 5.4.1. Rationale for the proposed event at applicant's career stage
  - 5.4.2. Quality of proposal
  - 5.4.3. Academic profile of the candidate
  - 5.4.4. Overall persuasiveness of the proposal.
- 5.5. The Selection Panel will meet to review shortlisted applications and the assigned scores and deliberate to recommend a set of applications for funding. The overall cap on funding will be €40,000.
- 5.6. The Selection Panel will finalise its recommendations to the NUI Awards Team. All candidates will be informed of the decision via email. The decision of the Selection Panel will be final.

## 6. Lodgement of Documents

- 6.1. All applications and associated documentation must be submitted by email to [awards@nui.ie](mailto:awards@nui.ie). The email subject should state the NUI award being applied for, i.e. NUI Grant Scheme for Early Career Academics.
- 6.2. The closing date for receipt of applications is **Friday, 1 December 2023**.
- 6.3. Candidates should ensure the electronic documents included in their application (listed in Section 4 above) are:
  - 6.3.1. saved as separate files, and
  - 6.3.2. compressed into a zip file (max. size 20 MB)

## 7. Acknowledgement of NUI Support

Grant recipients must acknowledge receipt of NUI support in all publicity relating to the event. The publicity may include but is not restricted to the following: letterheads, office signs, media appearances, press releases, public lectures, interviews, conferences, publications, monographs, print materials, social media and online materials, including e-mail signatures, television and radio advertisements, websites, film, and video/audio recordings associated with or arising from the event. Where possible, NUI's logo should be included in any such acknowledgement.

## 8. Terms and Conditions of Grants

- 8.1. Grant monies will be transferred directly to a named cost-centre in the NUI institution where planned activities will take place.
- 8.2. Grant recipients must complete their event by 31 December 2024. Grant recipients must write and submit a confirmation report to NUI within the two months following the completion of the event. This report will confirm the event for which the Grant was approved took place and may act as a source from which recipient quotes may be taken for promotional purposes.
- 8.3. Grant recipients must complete their event in the NUI institution named in their application. If a Grant recipient's location changes after the approval of their Grant they must notify the NUI Awards Team, in writing to [awards@nui.ie](mailto:awards@nui.ie), to designate another NUI institution as an appropriate event location. (Depending on availability, NUI facilities at 49 Merrion Square may be used to host events.)

- 8.4. Grant recipients unable to complete their planned activities by the deadline must notify the NUI Awards Team, in writing to [awards@nui.ie](mailto:awards@nui.ie), **at least two months** before **31 December 2024**. NUI reserves the right to retract a reasonable portion of allocated Grant monies in such cases.

## 9. Further information

The following [statements](#) can be accessed from NUI's website.

- Data Protection Statement
- Equality, Diversity and Inclusion Statement
- Sustainability Statement
- Awards Appeals Process