

**Department of  
Agriculture, Food and the Marine**

**Competitive Call for Research Proposals  
(FIRM/RSF/CoFoRD)**

**Endorsing an Application prior to Submission**



**An Roinn Talmhaíochta,  
Bia agus Mara**  
Department of Agriculture,  
Food and the Marine

The following document includes guidelines for the applicant (i.e. Project Coordinator) and Principle Investigators, Research Offices, TTO Offices and Finance Offices relating to the completion and endorsement of DAFM Call applications.

1. When an application is started you will be presented with the view below. To invite participants to endorse the application, select **Participants**.

**Summary**

**Project Application Form MASTER** 0% complete

Master205

**Ruairi Colbert**  
Department of Agriculture, Food and the Marine 0 of 21 Pages

[Print form](#) [Download as PDF](#)

[View instructions](#)

Once you have completed all sections of the application a **'Submit application'** button will become available at the bottom of this summary page. This button only becomes available when all pages of the application are marked as **'Complete'**. Once submitted, you will be able to log in and view your application but you will be unable to modify it. Questions marked with an \* are mandatory.

Enable form editor

Application **Participants 2** [Edit Contact Details](#)

Number	Page	Est. time to complete	Status	Required documents
1	Partner Details		Not Started	<a href="#">Start</a>

2. The following participants may be invited by the applicant (Coordinator) to endorse or complete sections of the application:
  - a. Principal Investigator declaration is optional and is required when the Coordinator and Principal Investigator are two different persons. Select **Invite** or **Not Required**.
  - b. Vice President of Research/Head of Research (within lead institution) – required.
  - c. TTO Office (within lead institution) – required.
  - d. Finance Office – (if required) to complete financial sections of the application.

Application **Participants 2** [Edit Contact Details](#)

To complete and submit your application form you are required to provide declarations from yourself, and up to 3 other individuals. Using the table below, please invite these individuals to provide these references.

**If you are acting as both the Project Coordinator and Principal Investigator for this application, please mark the Principal Investigator role as Not required below.**

▼ **Collaboration requests: Active, Pending or Required**

Role	Assigned	Status
<b>Principal Investigator</b>		Optional
<b>Vice President of Research/Head of Research</b>		Required
<b>The Transfer Technology Office (TTO) or equivalent within the lead RPO</b>		Required
<b>Finance Officer</b>		Optional

**Invite a contributor to support your application**

Enter details of the person you would like to invite along with a message explaining what you want them to do, and we will send them an email inviting them to participate. However, the person you invite may reject the invitation so be sure to check back.

Title

First Name  \*

Last Name  \*

Email  \*

Confirm Email  \*

Include an optional personalised message.

Let participant know they can start immediately  
 Otherwise you will be able to notify the participant when you are ready for their participation

**Send Invitation**

3. The applicant completes the invitation with the correct information for each participant.
4. The applicant may either inform the participant that the application is ready for their input or they may be notified when the applicant is ready. The participant will receive an email inviting them to participate. The participant must respond by **“Accepting the Request”**. If the participant can start immediately they can only get access as a **“Read Only”** to review the applications. Once they are satisfied, they complete the declaration by signing and dating the application and submitting the application.
5. Or when the applicant is ready for the participant to Collaborate select **“Ready to Collaborate”** and the participant will be receive an email stating the applicant requires their input.
6. Send Invitation.

▼ Collaboration requests: Active, Pending or Required		
Role	Assigned	Status
Vice President of Research/Head of Research Invited: 14/03/19	Dr TEST Colbert <a href="mailto:ruairicolbert@hotmail.com">ruairicolbert@hotmail.com</a>	Acknowledged <b>Ready to Collaborate</b> Revoke
Finance Officer	Optional	Invite Not required

7. If the participant is not already registered on the DAFM portal they will be required to register on the portal before they can accept this invitation.

**Application submission- Involvement of the finance office**

If the finance office **has not been invited**, then the application can be submitted.

While the requirement of the finance office is an optional participation, once they are invited, the **submit button** for the application even at 100%, will not appear unless the following is done.

- A. If the participant (i.e. Finance office) that was sent the invite acknowledges it and **submits their contribution**

As according to the screen view:

2	Summary of Project Details	Complete	View
3	Project Information	Complete	View
4	Work Plan	Complete	View
5	Management Plan	Complete	View
6	Summary of Key Participants - RPO	Complete	View
7	<b>Indicative Budget</b>	Complete	Edit
8	<b>Justification of Grant-Aided Costs</b>	Complete	Edit
9	<b>Explanation of Cash and/or In-kind Contributions</b>	Complete	Edit
10	Project Coordinator Conflict of Interest & Declaration	Complete	View
11	Principal Investigator Declaration	Complete	View
12	Vice President of Research/Head of Research (within lead institution) Declaration	Complete	View
13	TTO Office (within lead institution) Declaration	Complete	View
14	References	Complete	View

**Submit your contribution**

- B. Provided the participant has not accepted, the invite can be revoked and the application page refreshed for the submit button to appear (once 100% of the application is completed).
8. Once registered, the participant can logon to the portal and will be directed to the application. Alternatively if the participant logged in directly they should select **“My Applications”** and go to **“Applications in progress”**.

Select a scheme to

## Update My Information



Update your account and contact information using the link below.

My account

My applications

### Applications in progress

Master205

1 of 1 pages complete

View

**Grant:** Project Application Form MASTER  
**Applicant:** Ruairi Colbert  
**Organisation:** Department of Agriculture, Food and the Marine

9. View the application by selecting **View** for each section. Select **Start** to complete the **Declaration** and when complete select **Save and Submit**.

16	Explanation of Cash and/or In-kind Contributions	Not Started	View
17	Project Coordinator Conflict of Interest & Declaration	Not Started	View
18	Principal Investigator Declaration	Not Required	
19	<b>Vice President of Research/Head of Research (within lead institution) Declaration</b>	Not Started	Start
20	TTO Office (within lead institution) Declaration	Complete	View
21	References	Not Started	View

← Previous pageReturn to SummarySave progressSave & SubmitNext page >

**+ Page Comments (0)**

**Declaration**

I, the undersigned, hereby declare that all the information provided by me in connection with this application is accurate, complete and true to the best of my knowledge. I undertake to maintain such records as may be required by the Department of Agriculture, Food and the Marine.

I declare that the research to be undertaken will be compliant with research integrity, ethical and conflict of interest requirements set out Guidelines for Applicants.

**Name**

**Date**

← Previous pageReturn to SummarySave progressSave & SubmitNext page >

10. The applicant will receive an email to confirm that the participant has completed the declaration. **The applicant will only be able to submit the application once all requested declarations are completed.**
11. The applicant may “**Re-Open**” and “**Revoke the Reques**” if required by selecting Re-Open and Revoke. If revoked the invited participant will no longer be able to see the application or be re-invested. A new participant may be invited.