



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



Joint Call on Circularity in Mixed Crop and Livestock Farming Systems, with Emphasis on Greenhouse Gas Mitigation

Guidelines for Irish Applicants

All applications will be treated in confidence by the Department of Agriculture, Food and the Marine (DAFM), no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as where the proposal is co-funded, for the monitoring and evaluation of project and programme outcomes, or as may be required under law, including the Freedom of Information Act 2014, and in accordance with the conditions of that Act. As Teagasc are a potential applicant, as well as a co-funder to this Call, only DAFM (i.e. no representative from Teagasc) will take the decision regarding the eligibility of any Irish applicants to the Call.

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1. INTRODUCTION

The Department of Agriculture, Food and the Marine (DAFM) in association with Teagasc invite applicants from eligible Irish Research Performing Organisations (RPOs) to submit joint transnational research proposals to the ERA-NET Joint Action on Circularity in mixed crop and livestock farming systems, with emphasis on greenhouse gas mitigation), either as partners or coordinators. The Joint Action funding will follow the *nationality principle* meaning DAFM and/or Teagasc will fund Irish research partners in a particular transnational project consortium.

These Guidelines for Irish Applicants contain detailed guidance for submitting applications to the 2021 Joint Call and should be read in conjunction with the central Joint Call Announcement document, which includes a National Annex setting out requirements for Irish applicants seeking grant-aid.

2. NATIONAL CONTACT

Name and Organisation:

Department of Agriculture, Food and the Marine

John Harrison: **Tel.:** +353 (0)874586821/**E-Mail:** john.harrison@agriculture.gov.ie

Aidan Holohan: **Tel.:** +353 (0)873807504/**E-Mail:** aidan.holohan@agriculture.gov.ie

3. MAXIMUM FUNDING AVAILABLE

The total funding provided for Irish applicants in respect of this Call shall not exceed **€1,038,000**. This is made up of a contribution of €750,000 from DAFM and €288,000 from Teagasc – these figures are not inclusive of any European Commission top-up co-funding that may arise.

The maximum funding available per project is: €250,000 from DAFM and €96,000 from Teagasc. Therefore, the total combined DAFM/Teagasc public funding to eligible Irish RPOs shall not be greater than **€346,000 per project**. **It is not mandatory for Irish applicants to request grant-aid from both DAFM and Teagasc, however where only one of these funders is selected, this must be stated clearly in the Budget Comments section of the Joint Call application** and the maximum grant available will be that stated above per project for each funder respectively.

Where grant-aid is sought from Teagasc this must be in the form of €96,000 for a four-year Walsh Scholarship-funded PhD – please refer to the ‘Funding Rules’ in Section 7A of these Guidelines for more details on how the Walsh Scholarship funding is structured to meet central Joint Call requirements.

4. NATIONAL ELIGIBILITY CRITERIA

In addition to the Joint Call criteria in the call documentation, proposals must also meet the following criteria:

1. Grant applications will only be accepted from DAFM approved Irish RPOs (see section 6 of the Guidelines for Irish Applicants)
2. The grant request by Irish RPOs must not exceed the maximum funding per project as set out in the 'Max Funding Available' in section 3 of the Guidelines for Irish Applicants
3. Address at least one of the scientific areas related to the call scope (as set out in the central Call announcement/documents under the Joint Call on Circularity)
4. Avoid duplication of recent research work already undertaken or ongoing that incorporates the scope of the scientific topic areas in the Joint Call
5. Closely align with [Sustainable Healthy Agri-Food Research Plan](#) (SHARP) – the Strategic Research and Innovation Agenda covering the 'Sustainable Food Production and Processing' and 'Food for Health' priority areas of the [National Research Prioritisation Exercise](#)
6. Align with relevant national policy and foresight documents including but not restricted to [Food Wise 2025](#), the Government's [Action Plan for Jobs, Innovation 2020](#), [Our Sustainable Future](#), [National Policy Statement on the Bioeconomy, Climate Action Plan](#), [Ag Climatise - A Roadmap towards Climate Neutrality](#) and [Teagasc Technology Foresight 2035](#), or any successor strategy that may emerge prior to the application deadline date.

Applications that do not adhere to these criteria **will be deemed ineligible** and in such cases the application will not proceed for expert review.

5. NATIONAL THEMATIC PRIORITIES

Applicants seeking grant-aid from DAFM/Teagasc can apply for funding under any of the scientific topics (as set out in the central Joint Call Announcement). Applications must be in line with the specified scope of the Joint Call (see section II of the Call for Proposals) and should also note the potential research areas outlined in section IV. It should further be noted that these potential research areas are not exhaustive and intended to provide inspiration to potential applicants only. **When considering applications, DAFM strongly recommend that proposals reflect and/or incorporate national research priorities within the context of circularity and diversification of farming systems, in that they primarily address how the reintegration of mixed systems will lead to the mitigation of GHG's (in particular methane), contribute to low carbon farming systems, increase resilience to climate change and adopt stakeholder inclusive systems approaches to finding research solutions.**

6. ELIGIBLE RESEARCH PERFORMING ORGANISATIONS

Only RPOs eligible for grant-aid under DAFM's Research Programmes can make applications and submit funding requests, either as partners or coordinators, under the Joint Call.

RPOs eligible for grant-aid from DAFM are those institutions which fall within the meaning of Section One of the HEA Act, 1971 (Universities and Institutes of Technologies, etc.), plus Teagasc, the Marine Institute, Irish Cattle Breeding Federation, the National Botanic Gardens and Birdwatch Ireland. Public RPOs based in Northern Ireland are not eligible for national funding.

7. FUNDING RULES

Irish financial support for the Joint Call is being provided through a combination of the International Exchange Strand of the [DAFM Research Programme](#) and the [Teagasc Walsh Scholarship Programme](#). As the Joint Call invites proposals for three-year projects, the scientific work must be completed within the first three years in collaboration with the international partners to comply with Joint Call requirements as the overall collaborative transnational project will have to present a final report to the Joint Call after three years.

7A. Teagasc Funding Rules

Teagasc Walsh-Scholarship Funding

The €96,000 available from Teagasc can only be used for a four-year Walsh Scholarship-funded PhD (€24,000 per year out of which the recipient pays college fees). Proposals can involve one or more eligible Irish RPOs as defined in Section 6. Where proposals do not include a Teagasc staff member as an applicant, a Teagasc supervisor, who is a permanent member of staff, must be identified to co-supervise any Teagasc Walsh Scholarship PhD student. Any proposals must include the name of the Teagasc Co-Supervisor in the Budget Comments section and also include a statement to confirm that the Teagasc staff member has given his/her approval to act as Co-Supervisor.

As the Joint Call invites proposals for three-year projects, the scientific work must be completed within the first three years in collaboration with the international partners to comply with Joint Call requirements as the overall collaborative transnational project will have to present a final report to after three years. The fourth year is primarily for completion of the PhD and writing up of the thesis.

Please note that the Teagasc Walsh Scholarship Funding does not provide any funds toward travel or consumables or attract an overhead charge – see section 7B for details on DAFM costs allowable towards a Walsh Scholarship student and DAFM overhead rates.

7B. DAFM Funding Rules

DAFM Funding

The grant rate may be up to 100% funding for eligible costs. Eligible costs are the costs necessarily incurred in carrying out the research project as described in the project proposal. Costs must fulfil the following conditions:

- Must be specific to the project work undertaken for the delivery of the tasks and milestones of the approved project
- Be incurred during the approved timeframe of the project
- Be recorded in separate financial accounts that will be maintained throughout the duration of the project and reported on as required
- Evidence of all incurred costs must be maintained and available on request for verification and audit trail purposes.

DAFM funding can be used to cover travel and consumable costs of a Teagasc funded Walsh Scholarship PhD student but only within the three-year timeframe of the project – no DAFM funding can be provided after the end of the third year of the project.

Eligible costs will be allowed in the following categories

- a) Staff Costs
- b) Equipment
- c) Travel & Subsistence
- d) Consumables
- e) Overheads
- f) Other agreed costs

In the case of projects funded under this Call DAFM will consider applications for additional funding for the duration of the statutory period of leave in the case of maternity, adoptive and paternity leave.

- a) Staff Costs

Costs will be allowed for additional staff specifically hired to carry out work on the project including postgraduate students, postdoctoral researchers/contract researchers, research assistants and research technicians. It excludes permanent staff employed by the institutions concerned.

DAFM's research funding programmes are focused on early stage researchers. DAFM will fund contributions to salaries of staff contracted to work on the project, commencing at the

minimum point of the appropriate IUA/relevant pay scale. If there is no scale available, then the minimum point of the appropriate IUA scale should be used. Staffing must be commensurate with the scope and nature of the research involved and therefore in exceptional circumstances where it is well justified in the proposal, a more senior researcher can be considered at the minimum point of the appropriate scale and will be taken into account as part of the evaluation process.

DAFM will contribute a maximum of €6,000 towards the annual cost of postgraduate fees for up to three years (this is reduced accordingly where institutions charge reduced fees in final years). In addition, DAFM will fund postgraduate student stipends at a flat rate of €18,000 per annum for up to three years. The grant for both the fees and stipend is payable directly to the HEI at which a postgraduate student is registered. Please note that fees and stipends are two separate contributions from DAFM. The stipend *must not* be used to contribute to student fees under any circumstances.

Ordinarily DAFM funded students are registered in Higher Education Institutions (HEIs) that are within the scope of the 1971 Higher Education Authority (HEA) Act. In exceptional circumstances and only where there is no appropriate supervisory expertise in a specific discipline available in a HEI that is within the scope of the HEA Act, a student may be registered in a HEI in another jurisdiction provided it is well justified in the proposal.

b) Equipment

Major items of equipment are not eligible for funding; however, a computer may be included in the budget if it can be shown to be necessary to the desk studies and otherwise unavailable. It should be clear exactly what the equipment is, thus the use of brand names is discouraged. The location of the equipment should be clearly indicated. VAT should be applicable in accordance with the institution's accounting procedures. A possible supplier should not be named as the relevant procurement rules will have to be adhered to, should the application be successful.

The costs of durable equipment to be charged to the project shall be calculated according to the following formula: $[(A/B) \times C \times D]$

- A. Period in months during which the durable equipment is used for the project after invoicing
- B. Depreciation period for the durable equipment: 36 months for computer equipment and 60 months for all other items of equipment
- C. Actual cost of the durable equipment
- D. Percentage of usage of the durable equipment for the project

Leased equipment from external sources is not subject to depreciated calculations and thus full costs should be included directly

c) Travel and Subsistence

The Travel and Subsistence (T&S) required for the project should be divided into home and foreign travel. The costs must be specifically related to a specific identifiable project task. The major conferences to be attended, the reasons for attending them and their location should be identified in the proposal. Other travel – to meetings, to collect samples etc,

should be described. The information should be sufficiently detailed. Much of the T&S should be targeted at the contract researchers and postgraduate students working on the project. The foreign travel costs of non DAFM-funded staff named in the project will only be considered if they are giving a presentation on the outputs of funded projects at an international conference.

d) Consumables

Consumables may be identified specifically (i.e. Petri dishes) or by category (i.e. microbiological culture consumables). Either way, an indication of the amount needed – which should relate to the information provided in the Task List – their use and justification for their cost is required.

e) Overheads

DAFM will fund up to a maximum of 30% of the direct costs of scientific-type research not including equipment, sub-contracting and other agreed costs (maximum 25% for desk-based socio-economic/policy type analysis).

f) Other agreed costs

DAFM Research Funding Programmes may agree to fund costs, which are relevant to approved projects and are not covered by the categories cited above. A description of what the 'Other' budget costs cover (e.g. software licences, warranties, specialised training course fees, external assistance etc.); the justification for those costs and their necessity to the project should be supplied.

Examples of **ineligible costs** include, but are not necessarily limited to:

- Permanent staff costs
- Sick pay, redundancy payments or termination costs
- Hospitality or entertainment expenses, except such reasonable expenses accepted as wholly and exclusively required for the delivery of the tasks and milestones on the approved project
- Permanent staff networking activities and informal meetings
- Office equipment and supplies
- Patent costs
- Open access, Journal subscriptions and payments to journals for articles on research
- Membership to societies, institutes
- Repairs and maintenance
- Unnecessary or unsubstantiated expenditure
- Advertising and recruitment costs
- Contingency or miscellaneous expenses
- Car Tax / Insurance
- Information and publicity

Prospective applicants should note that:

- a) The research team will be required to disseminate results / outputs of the project. However, dissemination activities should take account of the need to generate and/or protect any Intellectual Property (IP) arising from the research.
- b) In disseminating research achievements, public RPOs should acknowledge that funding was provided by DAFM and Teagasc.
- c) DAFM and Teagasc may publicise details of applications and awards made under this Call.
- d) Information supplied to DAFM and Teagasc may be disclosed in response to a request under the Freedom of Information Act 2014 and in accordance with the conditions of that Act.

8. INTELLECTUAL PROPERTY

Proposal partners are requested to carefully consider the information published on the management of Intellectual Property (IP) by Knowledge Transfer Ireland and note that they must adhere to the current National [IP Protocol](#).

Successful applicants are required to take necessary steps to:

- a) Preserve and protect such intellectual property rights including, where appropriate, applying for patent registration; and
- b) Actively exploit any discoveries, inventions or processes resulting from the research, by means of commercial licensing arrangements and otherwise.

Whenever possible, IP shall be managed for the benefit of enterprise development. Where relevant, researchers are required to discuss research outputs and potential IP with their Technology Transfer Office.

9. INDUSTRY PARTICIPATION

The involvement of industry is encouraged on a self-financing basis subject to the need to respect the 'public good' nature of DAFM Research Funding Programmes and compliance with the National IP Protocol. Evidence of such industry engagement in a real and meaningful manner can help demonstrate the relevance and likely impact of the research work.

In cases where Industry are providing a funding contribution to research which involves IP issues Section C of the National IP Protocol is particularly relevant. Further to these requirements where a project is approved for funding in these circumstances DAFM will permit the commencement of a Collaborative Research Programme on the basis that:

- A signed non-binding term sheet is submitted in advance of the grant of an award

- The participating parties convert all terms agreed between them into a fully executed binding Collaborative Research Agreement within 90 working days following the date on which the first part of the funding is awarded by DAFM.

10. STAKEHOLDER PARTICIPATION

DAFM encourages appropriate stakeholder engagement and knowledge transfer throughout its research programmes which are designed to promote an open knowledge economy that fosters beneficial research outputs and impacts for industry, policy, the environment and society. In order to maximise the impact and relevance of publicly funded research it is fundamental to consider and include the views of relevant stakeholders and their expectations in order to ensure that DAFM strategies/policies are developed with a full understanding of stakeholder needs, and, in turn, encourage increased public understanding of their scope to influence those policies.

11. GENDER EQUALITY

The principles of the EU gender mainstreaming policy apply to DAFM's Research Programmes and therefore participants will be required to report the ratio of males to females working on funded projects. Applicants are asked to be cognisant of the relevant recommendations of the [HEA National Review of Gender Equality in Irish Higher Education Institutions](#) (pdf 2,888 kb) in framing proposals and in undertaking any funded research. Applicants may be asked to give evidence of action taken to promote and increase the numbers of females working in DAFM funded projects.

12. RESEARCH & INTEGRITY

DAFM places high importance on ensuring research integrity and endorses the [National Policy Statement on Ensuring Research Integrity in Ireland](#) (pdf 1,546 kb) which provides a robust framework to help achieve the highest standards of research integrity. Research funded in this Call should be compatible with the norms and best practices regarding research integrity set out in both this document and the [European Code of Conduct for Research Integrity](#) (pdf 3,001 kb).

13. ETHICAL AND HEALTH AND SAFETY ISSUES

Ethics

All investigators and research bodies must ensure that, before the research commences and during the full award period, all the necessary ethical, legal, data protection and regulatory

requirements in order to conduct the research are met, and all the necessary licences and approvals have been obtained and remain valid for the duration when the research is undertaken. Any research to be undertaken should be compliant with Health Products Regulatory Authority's (HPRA) requirements for researchers that are in place to protect and enhance public and animal health.

Health and Safety

Research bodies are responsible for ensuring that a healthy and safe working environment is provided for all individuals undertaking work associated with DAFM funded research.

14. AFTER THE JOINT CALL APPROVAL FOR FUNDING

Where Irish partnered projects receive a positive funding recommendation at the end of the Joint Call evaluation process, the project partners must contact, directly, the Irish National Contact Point in order to start the grant negotiation process leading to the issuing of contracts to undertake the project.

Both DAFM and Teagasc will require a national application form to be completed for any successful Irish based partners emerging from the process.