



Code: QA154

Title: Research Capacity Building Grant

Approval Date: 19 June 2017. Revised and extended 2019, 2020, 2021, Dec 2023

1.0 Purpose

The University wishes to support academic/research staff who have had or will expect to have 3 years of continuous employment at the time of application at Lecturer or Post-Doctoral Researcher/Research Fellow (R2 and R3) grades; who have had an extended period of leave (14 consecutive weeks or more at any point during their academic career) connected with caring – such as maternity leave, adoptive leave, paternity leave, parental leave, or leave to care for a dependent, critical illness or bereavement. This support is in relation to building and boosting an independent research career and it is intended that this grant will provide support to help mitigate the impact of an extended leave period on research activities.

2.0 Description

The Research Capacity Building Grant is valued at €5,000 and can be applied for via the Office of the Vice President for Equality, Diversity & Inclusion (OVPEDI). Calls will be issued annually for this grant for the duration of the Athena Swan action plan (2021-2025).

A specified number of grants will be made available annually and will be distributed across the Colleges, proportionate to the College's size and gender composition. The initial focus of this grant scheme was to support research/scholarship capacity building for staff in STEMM as a priority, in line with the initial Athena SWAN (pre 2015 Charter) agenda. This focus has now been expanded in line with the expanded Athena SWAN Ireland Charter.

The grants will be allocated on a competitive basis including a short proposal, supported by the relevant Head of School/Director of Research Institute. The proposal should state clearly how the grant will help the individual build capacity in their independent research and should be linked directly with the School / College research strategy and with specific, time-lined, measurable research outputs. The proposed outputs and impact should be articulated and monitored in the annual PMDS process, and awardees must provide a written report (one page maximum) within 1 year of uptake of the grant to the Head of School/Director of Research Institute, copied to the Dean in the relevant College and OVPEDI.

The grant may be spent in a variety of ways which will provide a tangible benefit to the research output of the staff member. This will likely vary depending on discipline norms. To-date, this grant has funded attendance at conferences, hosting seminars, visiting research collaborators, hiring Research Assistants, teaching buy-out, content development, graphic design, transcription costs, facilitation services, catering/refreshments for events, consumables for experiments, laboratory materials, publication fees. This is not a prescriptive or exhaustive list. It is intended to highlight the many ways the grant can be used to support the specific research activities of the staff member.

Staff who have availed of the [Research Grant for Returning Academic Carers'](#) are not eligible to apply for the Researcher Research Capacity Building grant. Academic/Research staff who have been awarded the Athena SWAN Mid-career Lecturer Research Capacity Building grant in the past may be eligible to

apply again if they availed of more than a single period of extended leave (14 consecutive weeks or more).

3.0 Responsibilities

Name	Responsibility
Vice-President for Equality, Diversity and Inclusion	Policy Owner
Head of School/Institute	Initial Approval of Application
Vice-President for Equality, Diversity and Inclusion	Final Approval of Application



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Policies and Procedures

Appendix 1

Research Capacity Building Grant Application Form

Please send completed form to OVPEDI@universityofgalway.ie

Name: Title:
School: College:

Dates of leave: From _____ To: _____

Proposed date of commencement of grant:

Date of initial appointment to University of Galway:

Date of appointment to present grade:

Dates of extended leave connected with caring, critical illness or bereavement as outlined in section 1 in the period since initial appointment:

Type of Leave	From	To

Outline the planned activity to be undertaken with the grant in order to build research capacity:

Provide detail of indicative costs of how the grant will be spent (details may include but are not limited to; buy-out of teaching, travel costs, funding for seminars/visiting collaborators, publication/conference costs, laboratory analysis):

In consultation with your Head of School/Institute Director, outline the relevance between the planned research/scholarship and your own and the Institute/School/College’s strategic research focus, including how this grant will help build capacity:

Outline the tangible outcome of the planned research to you and the School/Institute. The scholarly merits of the planned activities should be clear, e.g. publications, networking, grant applications, etc.

Additional information is requested in the Summary CV form, including your publications, grant funding, and PhD students. You may attach additional sheets as necessary.

Please check the box to confirm you have completed the Summary CV.

Please check the box to confirm that your IRIS profile is up-to-date.

I confirm the information above is accurate and I agree to produce a report detailing the outcomes of the Research Capacity Building Grant to the Head of School/Director of Research Institute /Dean on completion of the grant.

Signature: _____ Date: _____
(Applicant)

I support this application for the awarding of a Research Capacity Building Grant.

Signature: _____ Date: _____
(Head of School/Director of Research Institute)

I approve the awarding of a Researcher Research Capacity Building Grant.

Signature: _____ Date: _____
(VP EDI)

Summary of Curriculum Vitae

- 1. Name:
- 2. School/Research Institute:
- 3. Present Post:

4. Details of Third Level Education:

University and/or other	From	To	Courses	Qualifications

5. Outputs:

Please attach a listing of your research and scholarly outputs to this application highlighting both the **YEAR** and **TYPE**, e.g. 2018 Article in peer-reviewed journal, 2019 Conference Proceedings, 2021 Abstract, etc.

6. Postgraduate Research Students:

Name of Student	Programme	Date of Registration	Date Award Expected	Date Degree Awarded	F/T or P/T	Cosupervised (Y/N)

7. Research funding obtained:

Funding Body	Detail	Year	Amount

APPLICANT DECLARATION

I confirm the information above is accurate.

Signature: _____
(Applicant)

Date: _____