



POLICY:		ACADEMIC STAFF RESEARCH SUPPORT POLICY
FIRST DRAFT:		ET 2019#07
SECOND DRAFT:		ET 2019#14
ADOPTED:		BR 2014#01 UR 2020#01- 29 January 2020 (This Version)
AMENDMENTS:		
FOR REVIEW:		EVERY THREE YEARS OR AS REQUIRED

1.0	POLICY STATEMENT
1.1	In accordance with its Mission Statement and its Strategic Plan 2023 - <i>A Flourishing Learning Community</i>, Mary Immaculate College supports a research community of scholars of theory and practice in a range of disciplines in contemporary higher education. Research is premised on critical and inquiring approaches to the acquisition and publication of new knowledge and frames of understanding across many research fields and professional and public constituencies. Research is a central part of the professional identity of the academic staff. As an institute of higher education, Mary Immaculate College is a community of learning, where the best teaching is underpinned by research and critical inquiry. Staff research activity reinforces a culture of investigation, examination, and reflection on every aspect of their disciplines, which makes teaching and learning a vital, responsive process. The College values teaching of research and teaching <i>for</i> research, recognizing the critical interdependence between the teaching and research functions of the institution. This policy is a charter for research within the College community of learning, informing and strengthening the educational and service functions of the College within the Higher Education landscape. It provides for programmatic and policy-oriented research and underpins the highest standards for ethical conduct, research integrity and responsibility in academic research.
1.2	Through this policy Mary Immaculate College endorses a research ethos that is dedicated to the pursuit and publication of knowledge. It advances an institutional research agenda with clear support structures and procedures to support the development of individual and group research, and incentivises excellence and achievement in research. This research policy encourages initiatives and innovations from all researchers to enhance the College's research profile and reputation.
1.3	The College endorses active research partnerships with corporate, governmental, educational and philanthropic agencies in responding to national, regional and local needs, and supporting socio-economic and cultural development. MIC provides leadership and support structures that enable faculty to conduct and publish research, work as exchange scholars, and undertake research leave of absence. Mary Immaculate College underwrites the highest quality standards for staff and postgraduate research.
2.0	POLICY SCOPE & APPLICATION
2.1	In this policy the College sets out its commitments to support and resource staff research in line with the College's Strategic Plans and HEA Compacts. In recent times the College has invested significantly in this area through financial supports for research, staff up-skilling, building external collaborative links and providing dedicated in-house research support structures within the College's Research Office. It also provides for staff and postgraduate research facilities within the John Henry Newman Campus at MIC. This infrastructure will be maintained and developed further, and the integration of research with teaching and learning will be a particular focus for MIC in the coming years.

2.2	The general terms of this policy apply to all members of the MIC academic staff. The policy sets out the main research support schemes for academic staff research. These schemes will be overseen by the Vice President for Research and will be operated through the Research Office with the advice and assistance of the College's Research Committee and approval of the Executive Team. The research support schemes are offered subject to the following requirements being fulfilled by scheme applicants: ○ They have produced a current year Personal Research Plan and submitted it to their HOD; ○ They have updated their Institutional Online Research Survey to the date of their application; ○ They have updated their publications on MIRR to the date of their application; ○ They have undertaken research integrity training offered through the National Forum for Research Integrity. Specific eligibility criteria for each scheme are given below. The Research Office provides Standard Operating Procedures (SOPs) for the operation of all support schemes. The College will provide for these schemes within its annual core budget for research. Funding for research support schemes will be budget sensitive, as is the case with all College functions.
2.3	Appeals relating to any aspect of the processes for the operation of the schemes set out in this policy will be dealt with in accordance with the provisions of the MIC Grievance Procedure. Information on this may be requested from the MIC HR Office.
2.4	This policy should be read in conjunction with the MIC Research Integrity Policy, MIC Data Protection Policy, Safeguarding Policies and other relevant policies, as appropriate.
3.0	RESEARCH SUPPORT SCHEMES
The following research support schemes and facilities come under the purview of this policy:	
1.	Sabbatical leave for research (Sabbatical PLOA) Faculty Office
2.	Professional leave of absence for research (PLOA) [RGS SOP108]
3.	Doctoral Fees Reimbursement scheme [RGS SOP106]
4.	Staff exchanges for research / Transfer of Knowledge [RGS SOP110]
5.	Staff Conference Fund scheme [RGS SOP103]
6.	Research Seed Funding Scheme [RGS SOP101 & SOP 101a]
7.	Research Networking Scheme [RGS SOP102]
8.	Supporting External Research Funding: Applications & Awards [RGS SOP105]
9.	Mary Immaculate Research Repository & Digital Archive (MIRR) [RGS SOP109]
10.	Mary Immaculate Research Ethics Committee (MIREC) MIREC Chair / Administrator
11.	Research Institutes & Centres Research Committee
12.	Institutional Staff Online Research Survey [RGS SOP107]
13.	Personal Research Plans / Departmental Research Plans [RGS SOP112]
14.	Research Integrity Training National Forum for Research Integrity
3.1	Sabbatical leave for research
3.1.1	Sabbatical PLOA
	Through this policy the College makes provisions for merit-based Research sabbatical leave on a competitive basis. This leave will enable staff members to develop their research profiles and achieve

	specified research targets in the context of their personal research plans (PRPs) and departmental research plans (DRPs).
3.1.2 Eligibility	This scheme is offered to members of the academic staff permanently employed by MIC for at least three years at the time of their application, and staff for whom research forms a required element of their normal duties at MIC. All areas and fields of research are eligible, and proposals may relate to any phase of the research process from initiation stage to publication stage. Qualifying staff must have more than two years to retirement from MIC after their Research Sabbatical ends. This scheme is not open to staff who do not meet these criteria. Furthermore, these provisions will not apply to the following categories of staff: ○ Staff on secondment to the College; ○ Staff employed by the College to work exclusively on externally funded projects; ○ Staff on contracts of substitution; ○ Members of the academic staff who are on a contract but for whom research does not form a required element of their normal duties at MIC.
3.1.3 Duration	Two Sabbatical PLOA awards in the Faculty of Education, and two Sabbatical PLOA awards in the Faculty of Arts will be advertised annually. Each leave period will have a duration of one semester, which may be extended by one further semester subject to the agreement of the Executive Team. Requests for such extensions must be made prior to the expiry of the initial leave semester, and its purpose must be coherent with the purpose of the original PLOA application. Sabbatical PLOA may not be deferred. Leave periods will normally commence and end on the same dates as those established for the teaching semesters. Staff members on Sabbatical PLOA are required to provide continuous and unbroken supervision to their research postgraduate students, and any other College duties specified by the Executive Team. The College will provide for the cost of a substitute to replace the teaching hours of PLOA awardees on a part-time hours basis.
3.1.4 Application and Awards	Sabbatical PLOA is offered subject to an application process which is available from the respective Faculty Office. Sabbatical PLOA will be overseen by the relevant Faculty Dean on behalf of the Executive Team. Adjudication of applications will be conducted by an Adjudication Panel consisting of two independent external experts who will be proposed by the Dean and approved by the College President. The adjudication process will be informed by a blind peer review process involving independent external discipline experts who will be chosen by the College. Additionally, applicants will nominate two/three referees to provide letters of support for their applications. Final decisions on awards will be made by the Executive Team based on the recommendations of the Adjudication Panel.
3.1.5 Selection Criteria	Criteria used in considering applications: ○ The quality of the applicant's research leave plan ○ The benefit of the proposed work to a) the College, and b) the applicant ○ The discernible capacity of the applicant to deliver the planned research outcomes ○ A sustainability plan for the applicant's research beyond the leave period in the context of their PRPs and DRPs ○ The outcomes of any previous leaves of absence of the applicant ○ The research record of the applicant
3.1.6 Substitution	i) General provisions ○ Substitution will be arranged in the form of 108 part-time hours, and pay rates will be determined

	by the College. ○ The College will provide for the cost of substitution. ○ Substitutes will be nominated by the PLOA awardee, save in the case of Department Heads or other staff holding positions of responsibility (see ii below). ○ Substitutes must be approved by the relevant Dean and the HR Office. ○ Responsibilities for, <i>inter alia</i>, lectures, tutorials, supervision, open days, department meetings, off-campus supervision and Examination Boards must be met by the substitute and the rate paid for the contact hours includes all associated work including preparation work, grading, attendance at open days, departmental meetings and Examination Boards. ○ The replacement cost for school/early learning and care placement will be borne by the College. ii) Substitution for staff with positions of responsibility ○ In the case of academic staff holding positions of responsibility, including Department Heads, responsibilities for all aspects of departmental administration and other relevant duties must be delegated to a named substitute who will act in a higher capacity for the duration of the leave. Acting- up appointments will be confined to permanent staff in the first instance and the appointee will be selected through a HR process overseen by the Director of HR, save in cases where there are contractually predetermined substitution arrangements already in place. Staff who act in a higher capacity for a minimum of 12 weeks will receive an acting up allowance based on the pay scale applicable to the post they are acting in. The acting up allowance is given in Appendix 1. ○ Arrangements must be made in a timely manner that ensures a smooth transfer of responsibilities to the Acting Head. These arrangements must be agreed by the relevant Dean of Faculty and approved by the Executive Team.
3.2	Professional Leave of Absence for Research (PLOA Scheme) [The PLOA Scheme is separate from the Sabbatical PLOA scheme set out in 3.1 above]
3.2.1	PLOA for research PLOA is allowable for research purposes that are directly related to the academic responsibilities of the applicant. These purposes are (a) PLOA for research leading to specific research outcomes, such as publications or large-scale funding applications; and (b) PLOA for the substantial advancement / completion of doctoral studies. Costs associated with the PLOA Scheme may be met (i) at the expense of the PLOA awardee, or (ii) through a suitable external grant or funding agency.
3.2.2	Eligibility This PLOA Scheme is offered to members of the academic staff permanently employed by MIC for at least two years at the time of their application, and staff for whom research forms a required element of their normal duties at MIC. Qualifying staff must have more than two years to retirement from MIC after their PLOA ends. This scheme is not open to staff who do not meet these criteria. Furthermore, these provisions will not apply to the following categories of staff: ○ Staff on secondment to the College; ○ Staff employed by the College to work exclusively on externally funded projects; ○ Staff on contracts of substitution; ○ Members of the academic staff who are on a contract but for whom research does not form a required element of their normal duties at MIC.
3.2.3	Quota The College will endeavour, as far as is reasonably practicable, to facilitate members of the academic staff to avail of PLOA. For operational reasons, as well as reasons of equity and fairness, PLOA will be limited to a maximum of 1 award in any 4 year period per staff member. An exception to this may be

	considered by the Executive Team where PLOA is requested in respect of a proposal that has the potential to attract significant funding to MIC or otherwise substantially advance the interests of the College or enhance the reputation of the College. Decisions on quotas will be made by the Executive Team.
3.2.4 Duration	Each leave period will have a duration of one semester, which may be extended by one further semester subject to the agreement of the Executive Team. Requests for any such extension must be made prior to the expiry of the initial leave semester, and its purpose must be coherent with the purpose of the original PLOA application. PLOA may not be deferred. Leave periods will normally commence and end on the same dates as those established for the teaching semesters. Staff members on PLOA are required to provide continuous and unbroken supervision to their research postgraduate students, and any other College duties specified by the Executive Team.
3.2.5 Application and Award	PLOA for research is offered subject to a standard operating procedure (SOP) and a specific application process which is available from the Research Office. Decisions on applications will be made by the Executive Team.
3.2.6 Selection Criteria	Criteria used in considering applications: ○ The quality of the applicant's research leave plan ○ The benefit of the proposed work to a) the College, and b) the applicant ○ The discernible capacity of the applicant to deliver the planned research outcomes ○ A sustainability plan for the applicant's research beyond the leave period in the context of their PRPs and DRPs ○ The outcomes of any previous leaves of absence of the applicant ○ The research record of the applicant
3.2.7 Substitution	i) General provisions ○ Substitution will be arranged in the form of 108 part-time hours, and pay rates will be determined by the College. ○ The cost of substitution for the leave period may be provided for either: (a) at the expense of the PLOA awardee, or (b) through a suitable external grant or funding agency. ○ Substitutes will be nominated by the PLOA awardee, save in the case of Department Heads or other staff holding positions of responsibility (see ii below). ○ Substitutes must be approved by the relevant Dean and the HR Office. ○ Responsibilities for, <i>inter alia</i>, lectures, tutorials, supervision, open days, department meetings, off-campus supervision and Examination Boards must be met by the substitute and the rate paid for the contact hours includes all associated work including preparation work, grading, attendance at open days, departmental meetings and Examination Boards. ○ The replacement cost for school/early learning and care placement will be borne by the College. ii) Substitution for staff with positions of responsibility ○ In the case of academic staff holding positions of responsibility, including Department Heads, responsibilities for all aspects of departmental administration and other relevant duties must be delegated to a named substitute who will act in a higher capacity for the duration of the leave. Acting-up appointments will be confined to permanent staff in the first instance and the appointee will be selected through a HR process overseen by the Director of HR, save in cases where there are contractually predetermined substitution arrangements already in place. Staff who act in a higher capacity for a minimum of 12 weeks will receive an acting up allowance based on the pay scale applicable to the post they are acting in. The acting up allowance is given in Appendix 1.

	○ Arrangements must be made in a timely manner that ensures a smooth transfer of responsibilities to the Acting Head. These arrangements must be agreed by the relevant Dean of Faculty and approved by the Executive Team.
3.3	Doctoral Fees Reimbursement Scheme
3.3.1	The Doctoral Fees Reimbursement Scheme is offered to members of the academic staff subject to a standard operating procedure (SOP) and a specific application process which is available from the Research Office. The College may agree to reimburse fees in respect of doctoral degrees undertaken by members of the academic staff where a) such staff members do not already hold a doctoral degree; and b) the proposed doctoral degree is centrally relevant to the academic responsibilities of the applicant.
3.3.2	Eligibility Members of the academic staff employed on a permanent contract by MIC for at least one year at the time of application, and staff for whom research forms a required element of their normal duties at MIC are eligible to apply. Qualifying staff must have more than four years to retirement from the time the doctorate will be awarded. Retrospective claims for reimbursement of fees for doctoral programmes (or parts of programmes) undertaken prior to becoming employed on a permanent contract by MIC are not eligible. This scheme is not available to staff who do not meet these criteria. Furthermore, these provisions will not apply to the following categories of staff: ○ Staff on secondment to the College; ○ Staff employed by the College to work exclusively on externally funded projects; ○ Staff on contracts of substitution; ○ Members of the academic staff who are on a contract but for whom research does not form a required element of their normal duties at MIC.
3.3.3	General terms of the scheme ○ The staff member must signal their intention to undertake a doctoral degree to the Vice President Research in writing and must obtain approval for fees reimbursement from the Executive Team in advance of commencing a programme; ○ Fees will be reimbursed retrospectively up to a cumulative maximum of €15,000 subject to formal application to the Research Office; ○ Reimbursement will be arranged annually in arrears subject to the production of receipts and also subject to written evidence of satisfactory progress / course completion being provided by the academic supervisor to the Research Office; ○ Staff members who resign or retire from MIC within four years (48 months) of being awarded their doctoral degree and having availed of this scheme will be required to repay in full the fees for which they were reimbursed by the College; ○ Those who do not satisfactorily complete their doctoral degree shall be required to repay in full all fees that have been reimbursed or waived by the College.
3.4	Staff exchanges for Research / Transfer of Knowledge
3.4.1	The College will endeavour insofar as possible to create the conditions whereby members of the academic staff may engage in short staff-exchange arrangements for research / transfer of knowledge purposes (e.g. Marie Skłodowska-Curie Actions, Erasmus+ activities). Staff wishing to engage in such

	exchanges should consult initially with the relevant Dean of Faculty and the Vice President for Research. Exchange requests will be dealt with on a case-by-case basis by the Executive Team based on a recommendation from the Dean of Faculty and the Vice President Research. Only proposals that are cost neutral to MIC will be considered.
3.4.2 Eligibility	Members of the academic staff employed on a permanent contract by MIC for at least two years at the time of application, and staff for whom research forms a required element of their normal duties at MIC. This scheme is not available to staff who do not meet these criteria. Furthermore, these provisions will not apply to the following categories of staff: ○ Staff on secondment to the College; ○ Staff employed by the College to work exclusively on externally funded projects; ○ Staff on contracts of substitution; ○ Members of the academic staff who are on a contract but for whom research does not form a required element of their normal duties at MIC.
3.5 Staff Conference Fund Scheme	
3.5.1	The Conference Fund Scheme is offered to academic staff subject to a specific application process which is available from the Research Office. Through this scheme the College will support attendance at professional conferences for the purpose of presenting academic research papers.
3.5.2 Eligibility	Members of the academic staff employed on a permanent contract by MIC for at least one year at the time of application and for whom research forms a required element of their normal duties at MIC. This scheme is not available to staff who do not meet these criteria. Furthermore, these provisions will not apply to the following categories of staff: ○ Staff on secondment to the College; ○ Staff employed by the College to work exclusively on externally funded projects; ○ Staff on contracts of substitution; ○ Members of the academic staff who are on a contract but for whom research does not form a required element of their normal duties at MIC.
3.5.3	General terms of the scheme Staff members may apply for up to a maximum of €1500 (<i>pro rata</i> for part-time staff) per academic year.
3.5.4	The specific Terms and Conditions of the scheme can be found on the RGS Intranet or by contacting the Research Office.
3.5.5	A standard operating procedure (RGS SOP103) can be found on the RGS Intranet or by contacting the Research Office.
3.6 Research Seed Funding Scheme	

3.6.1	The Seed Funding Scheme is offered to academic staff subject to a specific application process which is available from the Research Office. Through this scheme the College will support: a) Small-scale / pilot research project work leading to the publication of academic research papers b) Development of research skills & research-related CPD
3.6.2 Eligibility	Members of the academic staff employed on a permanent contract by MIC for at least one year at the time of application and for whom research forms a required element of their normal duties at MIC. This scheme is not available to staff who do not meet these criteria. Furthermore, these provisions will not apply to the following categories of staff: ○ Staff on secondment to the College; ○ Staff employed by the College to work exclusively on externally funded projects; Staff on contracts of substitution; ○ Members of the academic staff who are on a contract but for whom research does not form a required element of their normal duties at MIC.
3.6.3 General terms of the scheme	Applications will be adjudicated by a peer-evaluation panel drawn from the MIC academic staff body. The panel will assess the merit of applications using academic, logistical and financial criteria.
3.6.4	The specific Terms and Conditions of the scheme can be found on the RGS Intranet or by contacting the Research Office.
3.6.5	A standard operating procedure (RGS SOP101 / SOP101a) can be found on the RGS Intranet or by contacting the Research Office.
3.7 Research Networking Scheme	
3.7.1	The Research Networking Scheme is offered to academic staff subject to a specific application process which is available from the Research Office. The scheme provides for up to five annual grants of c. €1000 for purposes of research collaboration. This will be funded through the existing seed funding scheme (see 3.6). Through this scheme, the College encourages individuals / small groups to apply for travel / subsistence support on a competitive basis for purposes of preparing collaborative funding applications to external agencies, and/or to engage in formal networks that will lead to participation in large-scale international / national funded research projects.
3.7.2 Eligibility	As in 3.6.2
3.7.3 General terms of the scheme	Applications will be adjudicated by a peer-evaluation panel drawn from the MIC academic staff body. The panel will assess the merit of applications using academic, logistical and financial criteria.
3.7.4	The specific Terms and Conditions of the scheme can be found on the RGS Intranet or by contacting the Research Office.
3.7.5	A standard operating procedure (RGS SOP102) can be found on the RGS Intranet or by contacting the

	Research Office.
3.8	Supporting External Research Funding Applications & Awards
3.8.1	Management of Funding Applications Pre-Award MIC provides pre-award support for research applications by staff to external funders. Applications to external research funders must be legally and financially compliant with relevant regulations (HR; GDPR; Funder/Funding Scheme T&Cs; Financial Accounting & Audit). All research applications to external funders must be processed through the Research Office in the first instance for College approval (signoff, stamp, financial data, banker for funds, point of contact, recruitment of research personnel, ethical clearance etc.). Applications must be submitted in a timely manner that allows a reasonable period for processing to take place across the Finance Office, HR Office and the Data Compliance Office in advance of funders' deadlines. Assistance and advice is provided to applicants throughout the process, as well as detailed information on funders' schemes, programme planning, budget preparation, quality assurance, technical compliance checks and delivery of documentation to the funder in a timely and professional manner. This process also ensures that all College costs can be suitably identified and included. A standard operating procedure (RGS SOP105) can be found on the RGS Intranet or by contacting the Research Office.
3.8.2	Management of Funding Applications Post-Award In keeping with best practice used in Research Offices elsewhere in the university sector, post-award support for externally funded research grants is provided through the Research Office, HR, Data Compliance and the Finance Office. The MIC Research Office provides a systematic and transparent procedure for the management of external funding (including maintenance of running budget line balances for staff using a Control Spreadsheet, counter-signing all payments from externally funded research accounts for staff and ensuring that expenditure is in line with the budget agreed with the funder); assistance with procurement; preparation of terms of reference / advertisements / recruitment / induction of research staff; preparation of interim and final reports to funders; advice and assistance to PIs and other project staff where necessary. The Finance Office operates a Cost Centre on Agresso to manage each grant, including receipts and information on costs incurred. Post-award support for externally funded research grants provides an enhanced service to researchers that is positive and supportive, and ensures the highest possible level of professional service to MIC staff and our external funders. A standard operating procedure (RGS SOP105) can be found on the RGS Intranet or by contacting the Research Office.
3.9	Mary Immaculate Research Repository & Digital Archive (MIRR)
3.9.1	MIRR is a RIAN-compliant open-access repository developed to support dissemination of research generated by MIC staff, postgraduates and research groups. Through this policy MIC endorses MIRR and encourages staff and postgraduate students to avail of the advantages it offers. The potential of MIRR in terms of new opportunities for collaborations and publicity is substantial. MIRR is both an Institutional Repository and a Digital Archive. MIRR is underpinned by the principles of the "Open Archive Initiative" and is compliant with the Higher Education Authority (HEA) Policy relating to the open access repository of published research (2008).

3.9.2	It is a condition of this policy that staff members wishing to avail of its research support schemes must register their publications on MIRR. A standard operating procedure (RGS SOP109) can be found on the RGS Intranet or by contacting the Research Office.
3.10	Mary Immaculate Research Ethics Committee (MIREC)
3.10.1	The Mary Immaculate College Research Ethics Committee (MIREC) has overall responsibility for research ethics in all aspects of research involving human participants where this research is conducted by MIC staff, postgraduates and undergraduates.
3.10.2	MIREC supports all researchers in ensuring that research is carried out to the highest possible standards with regard for the welfare of human participants and in accordance with recognised legal, professional and ethical standards.
3.10.3	Through this policy the College endorses MIREC and requires MIC staff, postgraduates and undergraduates apply to MIREC (including as appropriate its devolved ethics committees / boards at departmental / faculty level) for ethical clearance for research projects involving human participants. Applicants are obliged to be fully conversant with MIC Safeguarding policies and the MIC Research Integrity Policy.
3.10.4	The full suite of MIREC documentation and procedures can be found on the RGS Intranet or by contacting the MIREC Administrator in the Research Office.
3.11	Research Institutes & Centres
3.11.1	Designated MIC Research Institutes and Centres are formed to offer a locus and support structure for thematic research within the College.
3.11.2	They offer an opportunity for College staff from various departments and different disciplinary backgrounds to come together in collaboration in order to conduct research in an interdisciplinary context. They also provide a structure within which MIC academics collaborate with colleagues from other institutions and organisations both nationally and internationally. They provide enhanced potential for researchers to develop and expand the range and depth of their collective research plans, and to respond to opportunities requiring economies of scale as they arise.
3.11.3	In some cases this may confer improved access to funding and other resources, while in others it opens up opportunities to engage in large-scale projects that are beyond the capacity of individuals operating on their own.
3.12	Institutional Online Research Survey
3.12.1	All members of the academic staff are required to participate in the Institutional Online Research Survey. Research data arising from the survey are used for internal (e.g. UR; President's report) and external (e.g. DES; HEA; Institutional Compact; HERD etc.) reporting. Based on this survey and other

	available data, the College will compile databases of research activities and research outputs.
3.12.2	It is a condition of this policy that staff members wishing to avail of its research support schemes must participate in the Institutional Online Research Survey. A standard operating procedure (RGS SOP107) can be found on the RGS Intranet or by contacting the Research Office.
3.13	Personal Research Plans
3.13.1	The purpose of the Personal Research Plan (PRP) is to enhance and support the strategic planning of research by individual staff members within academic departments and to inform Departmental Research Plans (DRPs). This process can accommodate individual research trajectories within departmental strategies, and ensure that the research environment within departments is supportive and responsive to the needs of staff members. The focus of the PRP is developmental, both for individuals and departments.
3.13.2	The PRP should include the full range of activities of the staff member in the context of research engagement for the forthcoming year. This might include all or some of the following, as well as other elements: ○ Formal research training / upskilling courses ○ Research networking / collaboration events ○ Current research projects underway ○ Research projects in planning ○ Research grant applications in preparation ○ Publications in planning, in preparation, in press ○ Conference presentations formally accepted for conferences in the A/Y ○ Conference organisation in current A/Y ○ Current research postgraduate supervision (Masters & Doctoral Students - start-ups, in process, approaching completion/graduation in the A/Y)
3.13.3	Once the PRP has been completed and agreed by both the Head of Department and the staff member, a copy of the PRP should be sent to the Head of Department as an electronic file. The Head of Department will incorporate each PRP into the departmental research strategy and will ensure that related departmental commitments and actions are fulfilled. The combined PRPs in each department will inform the DRP that is authored by the Head of Department. A standard operating procedure (RGS SOP112) can be found on the RGS Intranet or by contacting the Research Office.
3.14	Research Integrity Training
3.14.1	Academic staff members are offered an opportunity in MIC to avail of research integrity training provided through the National Forum for Research Integrity. This is provided across the Irish HEI sector.
3.14.2	The training is provided by the independent firm EPIGEUM, arranged by the NFRI. The Research Office coordinates the training roll-out at MIC (initially 2018-2021).

3.14.3	Training is free at the point of delivery.
3.14.4	Only those staff members who have availed of such training will be deemed eligible for internal (MIC) and external (e.g. IRC, HRB, HERA, Horizon Europe) research funding awards.
4.0	ACCOUNTABILITY
4.1	Where external funders make funds available to MIC staff members for research, the recipients will be accountable to the funder(s) and the College and must report progress / completion of the activities for which they are supported. Reports to external funders must be submitted through the Research Office.
4.2	Where the College makes funds / awards available to staff members for research, the recipients will be accountable to the College and must report progress / completion of the activities for which they are supported to the Research Office.
4.3	Procurement of goods or services for research from third parties must comply with public procurement requirements as set out in the College's policies and must be processed through the relevant College offices.
4.4	The same tendering procedures apply to equipment purchased with research grants as all other goods and services procured for the College under the Department of Finance Guidelines.
5.0	ACADEMIC FREEDOM
5.1	In keeping with the expressed commitment in the College Mission Statement to "excellence in teaching, learning, and research" and to "the intellectual freedom of staff and students", academic staff are free to engage in research / postgraduate work within their area of professional expertise. The freedom of academic staff to engage in and disseminate relevant research is also recognised through this policy.
6.0	IMPLEMENTATION
6.1	The operation of this policy and the research support schemes described here will be overseen by the Vice President Research on behalf of the Executive Team. Detailed information on the schemes, application processes and records relating to implementation of the schemes will be provided by the Research Office.
6.2	The Research Committee will advise and assist the Vice-President Research in these functions.
6.3	Standard operating procedures (SOPs) for the research support schemes described in this policy can be found on the RGS Intranet or by contacting the Research Office.
8.0	POLICY REVIEW
8.1	This policy will be reviewed at 3-year intervals, except where compliance provisions or other regulatory measures introduced externally or by the College require review and amendment to take place sooner.

9.0	EQUALITY STATEMENT
9.1	The operation of this policy and linked protocols will reflect the College's commitment to the promotion of equality, diversity and inclusion and will be fully compliant with the provisions of prevailing equality legislation, including gender equality.

Appendix 1

Allowances for an Acting Head of Department

1. First point of the SL scale where the first point is greater than the employee's existing pay by an amount greater than one increment (1st to 2nd point) on the SL scale.
2. Where 1 above is not the case, the nearest point upwards on the SL plus one increment.

Current Allowance for Acting HoDs (Temporary) as applies in October 2016			
Point on Scale	Lecturer	Point on Scale	Senior Lecturer
1	€50,158	1	€65,000
2	€59,247	1	€65,000
3	€62,471	2	€67,175
4	€65,000	3	€69,656
5	€65,050	3	€69,656
6	€68,030	4	€72,145
7	€70,996	5	€74,609
8	€73,961	6	€77,057
9	€76,891	7	€79,752
Haddington Road Agreement – Pay Restoration Phase 1			
Point on Scale	Lecturer	Point on Scale	Senior Lecturer
1	€50,158	1	€66,733
2	€59,247	1	€66,733
3	€62,471	1	€66,733
4	€65,345	2	€69,130
5	€66,943	3	€71,683
6	€70,010	4	€74,240
7	€73,062	5	€76,780
8	€76,114	6	€79,321
9	€79,147	7	€81,480
Haddington Road Agreement – Pay Restoration Phase 2			
Point on Scale	Lecturer	Point on Scale	Senior Lecturer
1	€50,158	1	€68,466
2	€59,247	1	€68,466
3	€62,471	1	€68,466
4	€65,689	1	€68,466
5	€68,836	3	€73,710
6	€71,990	4	€76,344
7	€75,128	5	€78,951
8	€78,266	6	€81,584
9	€81,403	7	€84,208
Pay Rates effective 01-10-2018 to Present [last updated 30.04.2019]			
Point on Scale	Lecturer	Point on Scale	Senior Lecturer
1	€52,186	1	€69,843
2	€61,458	1	€69,843
3	€64,746	1	€69,843
4	€67,009	1	€69,843
5	€70,220	3	€75,191
6	€73,437	4	€77,879
7	€76,638	5	€80,538
8	€79,839	6	€83,224
9	€83,039	7	€85,901