

Teagasc

Walsh Fellowships Scheme

Terms and Conditions

April 2008

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Teagasc reserves the right to revise the Terms and Conditions of this Scheme at any time.

1. GENERAL

- 1.1 The objectives of the Walsh Fellowships Scheme are:
- *To provide research training opportunities for young scientists in agriculture, food and related disciplines leading to the acquisition of a higher degree*
 - *To facilitate liaison between Teagasc's applied research programme and the more basic or fundamental investigations in the third-level sector, particularly in 'new science' areas*
 - *To introduce new science into Teagasc, and*
 - *To increase the Teagasc research capacity*
- 1.2 The Scheme provides fellowships to postgraduates to work on projects relevant to the Teagasc Research Programme whilst studying for a higher degree. The Fellowships may be offered in all areas of the Programme - food processing, crop and livestock production, rural environment, agri-food economics and rural development.
- 1.3 Applications for Fellowships are made by full-time academic staff in third-level colleges ("the applicant") in association with a Teagasc research officer ("the co-supervisor").
- 1.4 Applicants must be full-time academic staff in recognised third-level institutions in Ireland, North and South.
- 1.5 In limited circumstances, where sound scientific reasons exist, and with the prior agreement of Teagasc, full-time academic staff in third-level institutions outside of Ireland may also submit applications.
- 1.6 The successful applicants, in association with the co-supervisors, select the Walsh Fellows following public advertisement.

- 1.7 Walsh Fellows will normally be located at a Teagasc research centre for the duration of their Fellowships.
- 1.8 All correspondence regarding the Walsh Fellowship Scheme should be directed to: The Walsh Fellowships Administrator, Corporate & Management Services Directorate, Teagasc Head Office, Oak Park, Carlow.
E-mail: walshfellowships@teagasc.ie Tel: 059 9170200 Direct: 059-9183444

2. PRIORITIES AND CALLS FOR PROPOSALS

2.1 Walsh Fellowships are funded from two principal sources:

2.1(a) Teagasc own resources

2.1(b) Funding provided by external bodies.

2.2 All postgraduate fellowships funded under 2.1(a) and 2.1(b) are known as **Walsh Fellowships**. The Teagasc Authority ("the Authority") must approve **all** new Fellowships.

2.3 Priorities for proposals funded under 2.1(a) will be determined by Teagasc and will reflect the priorities of its Research Programme. Priorities under 2.1(b) can reflect Teagasc Research Programme priorities or those of the funding organisation. In the latter case, Teagasc management must provide justification to the Authority, over and above the scientific merits of the proposal, as to why a Fellowship should be awarded.

2.4 Fellowships will be awarded under 2.1(a) in response to a call for proposals ("the main call"), which will be made in December of each year. A second restricted and targeted call may be published in the spring of the following year depending on: availability of funding; emergence of urgent new problems for investigation; or the need to fill gaps in the spread of existing Fellowships over the Research Programme.

2.5 Details of calls for proposals will be sent to third-level colleges in Ireland, North and South, and posted on the Teagasc website; they may also be advertised in the national press.

2.6 Proposals under 2.1(b) will be accepted in response to:

- Requests received by Teagasc from external funding sources to undertake particular pieces of research that include the involvement of a postgraduate student.

- Receipt of project funding under programmes, such as the EU Framework Programme or the Food Institutional Research Measure (FIRM), that includes provision for postgraduate students .
- Specific needs identified by Teagasc.

2.7 The main call will be for two types of proposals:

(a) proposals that are relevant to any aspect of the Teagasc Research Programme

(b) proposals that respond to specific strategic research priorities identified by Teagasc.

2.8 A Walsh Fellowships Scientific Committee may be appointed by the Director of Teagasc to assist in identifying the specific strategic research areas to be funded under (b). The Committee may include external experts.

2.9 Teagasc may also seek applications for Fellowships directly from particular colleges/staff to meet specific programme, funding or other organisational requirements. The number of any such awards in a year will be strictly limited.

2.10 In specific instances at the discretion of Teagasc management, applications may be actively sought and accepted from applicants in third-level colleges outside of Ireland.

2.11 Applications must be made on the standard proposal form, obtainable from: www.teagasc.ie. Completed proposal forms accompanied with an electronic copy must be received on or before the final closing date specified in the call.

3. PROCEDURES AND CRITERIA FOR ASSESSMENT OF APPLICATIONS

- 3.1 In the case of the main call, only completed applications received on or before the closing date specified in the call for proposals will be evaluated for funding.
- 3.2 Each application will be examined initially to ensure that it is complete and that it contains adequate information to properly evaluate the research proposal.
- 3.3 All applicants will be notified of the outcome of the evaluation process.
- 3.4 The following criteria are used in evaluating applications:
- 3.4.1 **Scientific background and technical quality of the application.** This accounts for 50% of the overall evaluation.
- Is the relevance of the research proposed to the priority areas clearly demonstrated?
 - Does the application demonstrate sound knowledge of the state-of-the art?
 - Does the application reflect a clearly understanding of the research area?
 - Is the application of high scientific quality, realistic and well described?
 - Is the methodology/approach appropriate to the project?
 - Is there a statistical input reflected in the proposal?
 - Is the application original and innovative?
- 3.4.2 **Tasks.** This accounts for 10% of the overall evaluation
- Is (are) the objective(s) clearly specified, measurable and time specific?
 - Do the tasks represent realistic measurable steps in the delivery of the task objectives?
 - Are the deliverables clearly stated and achievable within the time frame proposed?

3.4.3 **Expected benefits.** This accounts for 10 % of the overall evaluation.

- Are the expected benefits realistic?
- Is the relevance of the benefits to various stakeholder groups clearly identified?

3.4.4 **Supervision and resources.** This accounts for 30% of the overall evaluation.

- Does the supervisory team have the qualifications/expertise to oversee the successful completion of the work proposed in the application?
- Is there evidence of commitment to the development of the postgraduate student?
- Is there evidence of substantial collaboration between the College and Teagasc?
- Does the application represent value for money?

3.5 Proposals are ranked in accordance with the following categories:

Category A: top priority for funding

Category B: reserve list proposals that are of medium to high priority and may be funded during the year depending on resource availability.

Category C: not approved for funding.

3.6 The evaluation and approval process involves the following stages:

- Applications are evaluated and ranked (using the criteria in 3.4 above) by Heads of Teagasc Research Centres and Directors of Operations, Teagasc Research
- Director of Teagasc and Directors of Operations, Teagasc Research agree, for recommendation to the Authority Research Committee, the ranking of proposals and list of proposals to be funded
- The Authority Research Committee considers management's rankings and funding proposals and submits its recommendation to the Authority
- The Authority approves fellowship awards and reserve list proposals.

- 3.7 An external evaluation panel may be used in the evaluation process where deemed appropriate by the Director of Teagasc.
- 3.8 An award letter will issue within one week of the Authority decision to successful applicants. This letter will outline the conditions that will apply to the award.
- 3.9 Applicants must acknowledge receipt of the award letter and acceptance of the conditions within one month from the date on award letter
- 3.10 Unsuccessful applicants will also be informed within one week of the Authority decision.
- 3.11 The final award of a grant to any applicant is dependent on the availability of funds.
- 3.12 The schedule for the main call is as follows:
- Call for proposals in December with closing date of the first Friday in February.
 - Initial screening of applications in early February by the Fellowships Administrator and return of ineligible applications
 - Evaluation of all eligible applications by Teagasc management in late February/March.
 - Submission of management's recommendations to the Authority Research Committee in late March.
 - Submission of Authority Research Committee's recommendations to the Authority in April
 - Notification of awards to successful applicants in April
 - Selection of students by applicants and Teagasc supervisors in the period April-August.
 - Commencement of Fellowships in autumn.

3.13 The schedule for applications received other than through the main call will be agreed between Teagasc and the individual applicant.

4. SELECTION OF POSTGRADUATE STUDENTS

- 4.1 Following receipt of approval from Teagasc, the applicant (hereinafter referred to as the "academic supervisor") publicly invites postgraduate students to apply for the Fellowship. This process should be open to all suitably qualified postgraduates (i.e. not necessarily graduates of the academic supervisor's college).
- 4.2 The academic supervisor in consultation with the Teagasc co-supervisor normally selects the postgraduate. Where there is more than one suitable qualified candidate, an interview board (comprising of Teagasc and Academic Supervisors and any other appropriate persons), may be appointed to make the selection.
- 4.3 If a suitable postgraduate student has not been selected within a period of twelve months from the notification of the award to the academic supervisor, the Fellowship award will lapse and a new application will be required if the supervisors wish to be considered for an award.
- 4.4 Students selected must meet the appropriate academic entry standards of the third-level institution.
- 4.5 To satisfy the Revenue Commissioners as to their tax-free status, Walsh Fellows must be registered for full-time postgraduate degree programmes in third-level educational institutions. For this reason, Walsh Fellows must become registered postgraduate students of their college at the earliest opportunity following their appointment.
- 4.6 Students must furnish proof of registration for a higher degree throughout the term of the Fellowship. Evidence of registration is required before the first Fellowship payment is made.

- 4.7 On awarding of a Walsh Fellowship, the academic supervisor must inform the Fellowships Administrator immediately when the following details become available: name of student, registration details, college reference or account number and start date.
- 4.8 The Fellowships Administrator will maintain a register of current Walsh Fellows.
- 4.9 Walsh Fellows who are located at Teagasc research centres during all or part of the period of the Fellowship are **not** employees of Teagasc.
- 4.10 In order to comply with Health and Safety requirements, Walsh Fellows located at Teagasc Research Centres are required on their first day in the Teagasc Centre, to complete an Assumption of Duty form. This electronic form is available on the Teagasc Intranet site (Tnet) and administrative staff at the centre will assist in the completion of the form.. The electronic form will automatically be submitted to the Walsh Fellowships Administrator.

5. DURATION

- 5.1 The Fellowship is awarded initially for one year. The project will then be reviewed and, subject to satisfactory progress, renewed annually for the term of the award.
- 5.2 The duration of the award will normally be three years for a PhD and two years (maximum) for a Master's.
- 5.3 Awards may be approved to for a four year period under a Structured PhD Programme only if this is highlighted at the application stage.
- 5.4 Continued funding in each year will be dependent on the submission of satisfactory progress reports as specified in 7.1.
- 5.5 If it is anticipated that a PhD project will take longer than three years to complete, a case for this must be made at the application stage and will require approval by the Director of Teagasc.
- 5.6 Fellowships will be awarded only to those who are full-time students and who engage full-time on the approved research project during the period of the Fellowship. Fellowship holders may not engage in other paid or unpaid activities, such as conducting practicals or tutorials in the third-level institution.
- 5.7 A request for an upgrade from an MSc to a PhD programme must be made in writing to the Fellowships Administrator and be signed by both the academic and Teagasc supervisors. Requests for upgrades will be considered in the following instances:
 - Where a student provisionally registered for an MSc is approved by both his college and Teagasc supervisors to convert to a PhD, and

- Where progress on what was originally an MSc project is deemed by college and Teagasc supervisors to merit upgrade to a PhD.

5.7.1 Requests should be made in good time during the final year and should clearly state:

- the current state of progress towards obtaining the degree
- any additional output from the additional period of research
- a clear plan for completion of the thesis within the time period requested.

5.8 In both of the above instances, the maximum term of the Fellowship remains at three years except in the case of awards made under 5.3.

5.9 A request for extension to a PhD programme after a Master's has been conferred will be considered as a new proposal, requiring re-application and approval by the Authority.

5.10 In the case where what was originally a PhD Fellowship has been reduced to an MSc, a second (MSc) student may be substituted on the same project, provided that the duration of the unexpired portion of the original three-year PhD approval is not exceeded.

5.11 Another student may replace a student who leaves during the course of a Fellowship for the unexpired period of the Fellowship. In cases where a PhD student leaves within six months of first registering, the replacement (PhD) student will be funded for up to a maximum of three years in the case of a regular PhD project or four years for a Structured PhD project.

5.12 Extensions to the approved duration of Fellowships will only be considered where unforeseen circumstances of substantial consequence arise.

- 5.13 Applications for extensions should be made in writing jointly by the academic and Teagasc supervisors to the Fellowships Administrator. Requests should be made in good time during the final year and should clearly state:
- the current state of progress towards obtaining the degree
 - the unforeseen circumstance/s and how it/these has/have caused the delay in progress
 - a clear plan for completion of the thesis within the extended period requested.
- 5.14 Extensions, where agreed, will normally be limited to three months at a time.
- 5.15 The Director must in all cases approve extensions, and extensions in the nature of local payments/"arrangements" are not permitted.
- 5.16 The Director will report annually to the Authority Research Committee on the extensions requested and granted during the year.
- 5.17 Allowances may be made in conditions 5.8 - 5.10 for those who have taken approved leave from their degree programmes or who have temporarily withdrawn from them for duly certified medical reasons. These circumstances must be notified to the Fellowships Administrator at the time. Payment of the Fellowship will cease during such periods of absence.

6. SUPERVISION

- 6.1 As the primary objective of the Walsh Fellowships Scheme is the training and professional development of the postgraduate, adequate supervision is essential and this is the joint responsibility of the academic and Teagasc supervisors. The supervisors should meet and discuss progress regularly (at least twice yearly) with the student.
- 6.2 The academic and Teagasc supervisors of each Fellowship holder are recommended to convene a small 'Fellowship Committee' of two or three additional scientists. The members of the Fellowship Committee should be available to the student for discussion and assistance throughout the period of the Fellowship, and particularly as the project nears completion.
- 6.3 Meetings of the Fellowship Committee with the student should be minuted to give clarity and transparency to the discussions and as evidence of support and supervision.
- 6.4 Supervisors should ensure that Walsh Fellows achieve a level of statistical expertise appropriate to a Master's or PhD programme, including principles of experimental design, statistical analysis and critical evaluation of data. In addition, supervisors should see that students acquire competence in the following areas:
- Reviewing and analysing literature
 - Technical writing skills
 - Presentation skills, and
 - Specific technical skills (e.g. laboratory assays/analyses, time management, health & safety).

- 6.5 In cases where postgraduate students conduct their fieldwork off-campus and remote from a Teagasc centre, formal arrangements should be made for regular discussions/meetings between the students and their supervisors.
- 6.6 Supervisors should ensure that Walsh Fellows avail of those aspects of the Teagasc Staff Training & Development Scheme applicable to them.
- 6.7 To ensure adequate supervision of postgraduates, and to avoid overloading of Teagasc facilities and resources, it is necessary to limit the total number of Walsh Fellows who can be accommodated at any one time.
- 6.9 Heads of research centres must ensure that appropriate supervision is maintained in situations where the original Teagasc supervisor is unable, for whatever reason, to continue this role. Advanced provision for continuing supervision must be made in cases where the original Teagasc supervisor is scheduled to retire prior to the completion of the postgraduate programme.

7. MONITORING AND REPORTING

- 7.1 Fellowship holders are required to submit written progress reports to the Fellowships Administrator before May 30th of the academic year following the initial date of the award and in each subsequent year during which the Fellowship is held. It will be the Fellowship holder's responsibility to ensure that this report is submitted before May 30th each year. (Appendix C – Progress Report)
- 7.2 Supervisors are required to sign/endorse the student's progress report by May 30th each year. Supervisors may submit a confidential evaluation of the student's progress at any time to the Fellowship Administrator should they deem this course of action necessary. In the final year of the fellowship a more comprehensive and detailed report is required from the student and must be signed/endorsed by both the Teagasc and Academic supervisor. (Appendix B - Final Report)
- 7.3 The timely submission of these reports by the student and supervisors is a condition of holding and renewing the Fellowship.
- 7.4 If Teagasc receives an unsatisfactory report on a student's progress, or if the reports are not submitted on time, the Fellowship may be terminated.
- 7.5 If Teagasc deems that the college has provided inadequate supervision of the student, that organisation may be liable for reimbursement to Teagasc of the award in whole or in part.
- 7.6 A final report must be submitted within two months of completion of the project by the student to the Fellowships Administrator. The Final quarterly payment will be withheld pending receipt of final report. A copy of thesis must be forwarded to the Teagasc library when published.

- 7.7 Copies of any scientific papers/abstracts arising from the project must be submitted to the Fellowship Administrator and attendance at any seminar/conference presentations should be notified beforehand.
- 7.8 It is the Academic Supervisor's responsibility to ensure that a copy of the student's thesis is submitted to the Teagasc library within one month of graduation.
- 7.9 Students should be encouraged to contribute to seminars at their centres and at the annual Walsh Fellowships seminar.
- 7.10 Publication of Fellowship results in Teagasc scientific/technical journals (e.g. *Irish Journal of Agricultural & Food Research* and *Farm & Food*) is encouraged.
- 7.11 The rank order of authorship between the student and college and Teagasc supervisors should be determined by the relative contributions of the individuals concerned.
- 7.12 All public lectures and/or publications given or issued by a student which arise from work supported by the Walsh Fellowships must contain an acknowledgement of the funding received from Teagasc.

8. INTELLECTUAL PROPERTY ISSUES

- 8.1 Where the Walsh Fellow carries out most of his/her research on Teagasc premises, using Teagasc facilities and under direct Teagasc supervision, Teagasc has an equitable claim in law to the IP generated therein. In particular, for projects internally funded by Teagasc, these projects have been identified as Teagasc core research and are of strategic importance. For this reason, such Walsh Fellow(s) will be asked to formally assign his/her rights to IP to Teagasc when involved in the generation of IP.
- 8.2 In cases where the Walsh Fellow will carries out much of his/her work within the University under joint supervision, and/or in cases of externally funded projects which are deemed to be true collaborative efforts between University and Teagasc, an IP agreement may be agreed between both parties to clarify IP ownership and exploitation issues.
- 8.3 During the preparation of all publications, presentations and reports relating to the Walsh Fellowship, all potential IP contained therein should be discussed with the Teagasc supervisor and if necessary with the Teagasc IP Officer for the purpose of evaluation.
- 8.4 If Teagasc (and University) decides to file a patent application on IP generated during the course of the project, a “stay” on the thesis of the Walsh Fellow in the University library may be required for as long as is needed to protect the IP.
- 8.5 Any queries regarding IP relating to Walsh Fellowships should be directed to the IP Officer at Teagasc, Miriam.walsh@teagasc.ie (059) 9183477. The Teagasc Policy and Procedures on Intellectual Property are also available to Teagasc staff members at www.tnet.teagasc.ie/research/intellectual_property/ip_policy.asp.

9. FELLOWSHIP TERMINATION/DEFERRAL

- 9.1 Fellowships will automatically cease one month after the submission of the student's thesis. Their value will be adjusted accordingly if the thesis is submitted more than three months before the expiration date of the Fellowship.
- 9.2 It will be the responsibility of the student's supervisors to ensure that if the student leaves his/her institution, or is not dedicating sufficient time or effort to the project, Teagasc will be informed immediately.
- 9.3 Fellowships may not be deferred other than in exceptional circumstances. Students are advised that agreement to defer Fellowships will be entirely at the discretion of Teagasc, whose decision on the matter will be final and any approved deferral may not be for more than twelve months.
- 9.4 Should a Walsh Fellow be unable for any reason (including medical reasons) to pursue his/her studies in accordance with the Terms and Conditions of the Fellowship, he/she must inform Teagasc within two weeks of such a situation coming to his/her attention. In such situations, Teagasc will have regard to the usual conventions of the student's institution. However, given the basis on which Fellowships are awarded, Teagasc reserves the right to withdraw or suspend the Fellowship.
- 9.5 Teagasc recognises that for personal, professional or other reasons, a student may wish to terminate his/her Fellowship. This should not be done without *prior* consultation, since Teagasc will require evidence of academic progress to the date of departure. In the event of that progress being inadequate, Teagasc may pursue the student and / or the third-level institute for reimbursement of amounts expended.

10. FINANCIAL/LEGAL

- 10.1 The Fellowship award will be €21,000 per annum. This amount comprises a maintenance award to the student as well as payment of fees to the college and is payable in quarterly instalments *direct to the third- level educational institution at which the postgraduate student (Fellow) is registered.*
- 10.2 In exceptional cases where a placement is required in more expensive foreign country, an increase in the standard amount per annum may be considered and will require approval by the Director. Such approval will only be granted in exceptional circumstances where a clear benefit for Teagasc arises.
- 10.3 In the case of double or triple fees for a non-EU national, the Teagasc stipend is intended to cover the amount equivalent to the standard EU fee and a maintenance award equivalent to that as would be received by an EU national. The balance of a higher fee is the responsibility of the University/Student.
- 10.4 As soon as a Walsh Fellowship is approved, the Fellowships Administrator sends a letter of approval to the relevant third -level institution. A copy is sent to the named Teagasc supervisor (who is required to supply the Fellowships Administrator with the appropriate Cost Centre details - including the relevant RMIS number). **The Finance Department can make no payments until this information is available.** A copy of the standard letter is also sent to the local Teagasc Administrative Officer.
- 10.5 If a Fellow begins work in advance of registration, no stipend can be paid to the third- level institution until after registration takes place. It is possible for Teagasc to pay arrears to the relevant institution, covering the period prior to registration. The Teagasc supervisor should ensure that a Fellow registers at the earliest opportunity.

- 10.6 A final report must be submitted to the Fellowships Administrator on completion of the Fellowship. The final quarterly payment will be withheld pending receipt of final report.
- 10.7 The Fellowship amount is regarded as a tax-free scholarship. Any other payments made direct by Teagasc to Walsh Fellows (apart from restricted mileage allowances and reimbursement of vouched expenses incurred on behalf of Teagasc) are likely to be taxable. All such payments of travel and other costs are a matter for the relevant research centre and are subject to Teagasc regulations and taxation requirements.
- 10.8 The Fellowship is intended to cover a maintenance grant and the associated fees. In the event of the student fees being paid by an organisation other than Teagasc, this amount will be deducted from the Fellowship before payment is made or shall be refunded to Teagasc in the event of the Fellowship having been paid in full.
- 10.9 Where part of a Fellowship project is carried out at the Fellow's third- level institution campus, additional costs - payable direct to the third level institution - may arise. Claims to recoup costs of consumable expenses should be supported by details. Where expenditure on equipment is required, this should be purchased directly by Teagasc on the clear understanding that such assets remain in the ownership of Teagasc and can be recovered at the discretion of Teagasc.
- 10.10 Where a Walsh Fellow is located at a Teagasc research centre, approved expenses necessarily incurred by her/him in carrying out the Teagasc research programme may be reimbursed as follows:
- **Mileage:** Where a Walsh Fellow, with the written approval of local management, uses own transport in relation to the project, the Revenue has agreed that *"mileage rates without deduction of tax, in accordance with the lowest band of Civil Service mileage rates"* may be paid.

- *Subsistence and other expenses*: A Walsh Fellow is not entitled to claim Civil Service subsistence rates and can only be reimbursed for authorised out-of-pocket expenses, duly vouched up to a maximum of the Civil Service subsistence rates.

10.11 In order for Walsh Fellowships to benefit from scholarship tax exemption under Section 193 of the Taxes Consolidation Act, 1997, the following conditions must apply throughout the duration of the Fellowship:

- The Walsh Fellow must be registered as a full time postgraduate student with a recognised University
- Total weekly attendance hours (between lectures and research work) must not be less than 40 hours
- A Fellow must not be obliged or expected to carry out any duties for Teagasc, which are not directly connected with the degree course or research project during the duration of the Fellowship
- Where a Fellow is subsequently offered a contract of employment by Teagasc, his attendance at a Teagasc location during his Fellowship cannot be reckoned for superannuation purposes
- Teagasc cannot claim exclusive access to the research undertaken by the Walsh Fellow either during the Fellowship or for a set period thereafter.

10.12 The Fellowship will be paid to the college in quarterly instalments, starting at the beginning of the first whole month after the postgraduate student commences the work. Teagasc reserves the right to ask for confirmation from the External Auditors of the college of the following:

- that the annual accounts of the college are up to date and have been approved
by the Auditors without qualification;

- that the management letter from the Auditors raised no matters that did or could significantly affect the administration of research scholarships awarded by Teagasc
- that monies received under the Fellowship have been used for the purpose for which they were awarded.

10.13 Teagasc accepts no responsibility, financial or otherwise, for expenditure or liabilities arising out of work funded by research fellowships and the college must fully indemnify Teagasc against all such expenditure or liabilities and against any actions, proceedings, costs, damages, expenses claims and demands arising from them including, in particular, but without limitation, any claims for compensation for which the college may be liable as an employer or otherwise, or any claims by any person in relation to any Intellectual Property.

10.14 It is the Colleges responsibility to manage the stipend furnished by Teagasc and to ensure that fees are recouped.

10.15 These Terms and Conditions will be governed by and construed in accordance with the Laws of Ireland and all parties will expressly and irrevocably submit to the jurisdiction of the Irish Courts.

Appendix A

Teagasc

The Walsh Fellowships General Conditions of Award

The following General Conditions of Award are taken from the "Walsh Fellowship Scheme Terms and Conditions". The full Terms and Conditions of the programme are available from Corporate & Management Services Directorate, Teagasc, Oak Park, Carlow, or may be downloaded from the Teagasc website: www.teagasc.ie

1. Applications for Fellowships are made by full-time academic staff in third-level colleges ("the applicant") in association with a Teagasc research officer ("the co-supervisor").
2. The successful applicant, in association with the co-supervisor, publicly invites postgraduate students to apply for the Fellowship. This process should be open to all suitably qualified postgraduates and selection is made by the academic supervisor in consultation with the Teagasc co-supervisor. An interview board (comprising college and Teagasc staff) may be appointed to make the selection.
3. The Fellowship is awarded initially for one year. The project will then be reviewed and, subject to satisfactory progress, renewed annually for the term of the project.
4. The duration of the award will normally be three years for a PhD and two years (maximum) for a Master's. Awards may be approved to for a four year period under a Structured PhD Programme only if this is highlighted at the application stage.
5. Walsh Fellows must become registered postgraduate students of their college at the earliest opportunity following their appointment.
6. Students must furnish proof of registration for a higher degree throughout the term of the Fellowship. Evidence of registration is required before the first Fellowship payment is made.
7. On awarding of a Walsh Fellowship, the academic supervisor must inform the Fellowships Administrator immediately the following details become available: name of student, registration details, college reference or account number and start date.
8. Fellowship holders are required to submit written progress reports to the Fellowships Administrator before 30 May of the academic year following the initial date of the award and in each subsequent year during which the Fellowship is held. It will be the Fellowship holder's responsibility to ensure that this report is submitted before 30 May each year.
9. Supervisors are required to submit a confidential and comprehensive evaluation on the progress of the research by 30 May each year. The Teagasc and university supervisors must jointly submit this report directly to the Fellowships Administrator.

10. The timely submission (not later than the stated date) of these reports by the student and supervisors is a condition of holding and renewing the Fellowship.
11. A final report and copy of the thesis must be submitted on completion of the Fellowship. Final payments will be withheld pending receipt of final reports and copy of thesis.
12. Copies of any scientific papers/abstracts arising from the project should be submitted to the Fellowships Administrator and any seminar/conference presentations should be notified beforehand.
13. The Fellowship award will be €1,000. This amount comprises a maintenance award to the student as well as payment of fees to the college and is payable in quarterly instalments direct to the third-level educational institution at which a postgraduate student (Fellow) is registered.
14. Any other costs (consumables, travel, etc) must be negotiated and agreed with the relevant Teagasc research centre; such costs to be paid directly by the centre.
15. Where the Walsh Fellow carries out most of his/her research in Teagasc premises, using Teagasc facilities and under direct Teagasc supervision, Teagasc has an equitable claim in law to the IP generated therein. In particular, for projects internally funded by Teagasc, these projects have been identified as Teagasc core research and are of strategic importance. For this reason, such Walsh Fellow(s) will be asked to formally assign his/her rights to IP to Teagasc when involved in the generation of IP.
16. If Teagasc (and University) decides to file a patent application on IP generated during the course of the project, a “stay” on the thesis of the Walsh Fellow in the University library may be required for as long as is needed to protect the IP.
17. Any queries regarding IP relating to Walsh Fellowships should be directed to the IP Officer at Teagasc, Miriam.walsh@teagasc.ie (059) 9183477.

I hereby acknowledge receipt of the Walsh Fellowship award and confirm acceptance of the full terms and conditions of this programme.

Project Reference: _____

Title of Project:

Signature of academic supervisor: _____

Name (block capitals) : _____

Date: _____

Signature of official of College: _____
(eg: Technology Transfer Department, Office of the VP for Funded Research)

Name (block capitals) and Title: _____

Date: _____

Official Stamp of College:

*Please sign and return immediately to: Walsh Fellowships Administrator
Teagasc Head Office,
Oak Park, Carlow*

Appendix B



TEAGASC WALSH FELLOWSHIPS SCHEME

FINAL REPORT

Project Ref:

Project Title:

Project Start Date:

Completion Date:

Student Name:

University:

Teagasc Centre:

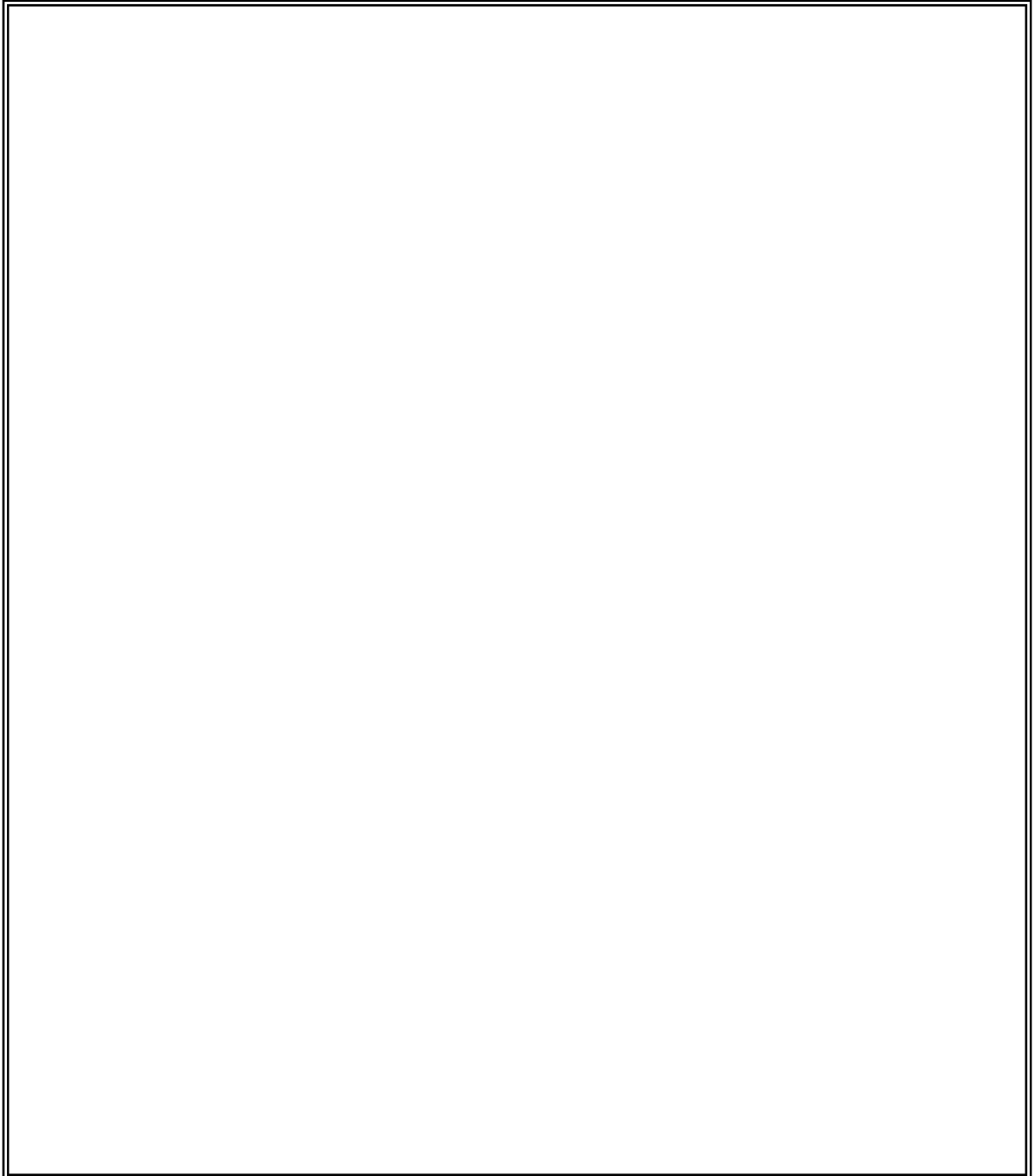
Teagasc Supervisor:

University Supervisor:

Date of Submission of Thesis:

SECTION 1

SUMMARISE THE RESULTS OF THE PROJECT – DETAILING HOW ORIGINAL GOALS OF PROJECT HAVE BEEN ACHIEVED: (500 -750 WORDS APPROX)

A large, empty rectangular box with a double-line border, intended for the user to write a summary of the project results. The box is currently blank.

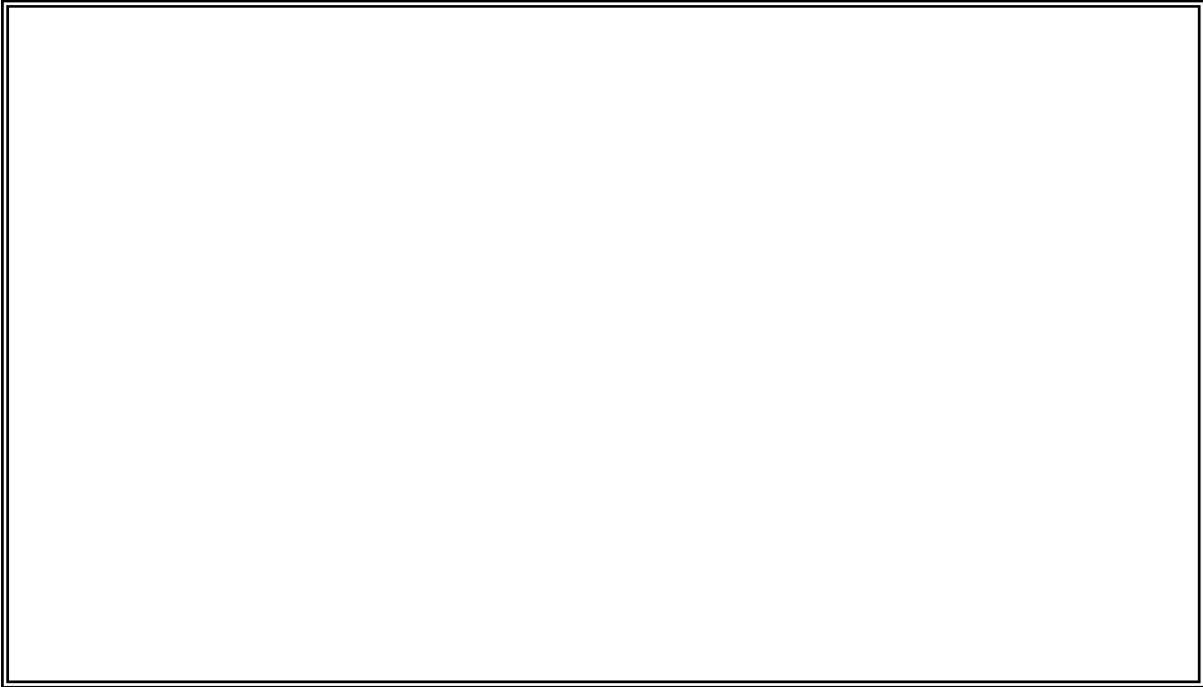
SECTION 2

OUTLINE WORK CARRIED OUT FROM START OF PROJECT TO COMPLETION

TIMESCALE	BRIEF OUTLINE OF WORK

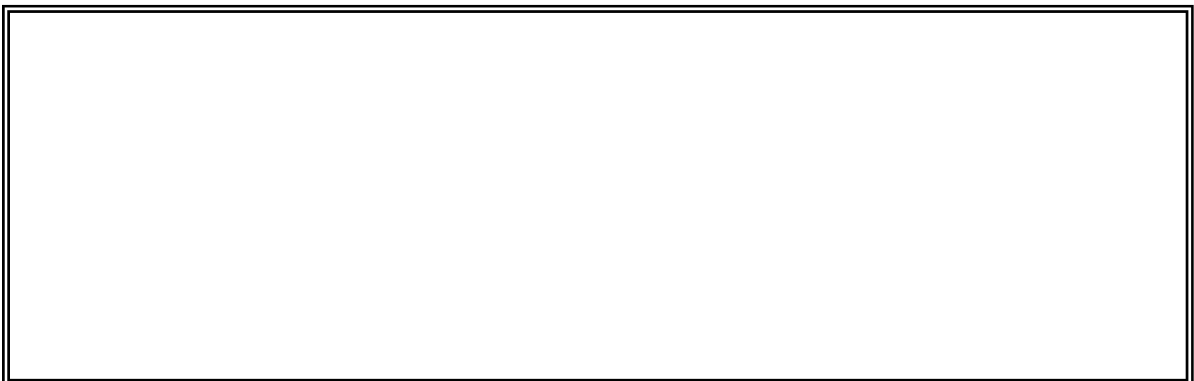
SECTION 3

LIST PUBLICATIONS/CONFERENCE PRESENTATIONS

A large, empty rectangular box with a double-line border, intended for listing publications and conference presentations.

SECTION 4

BRIEFLY OUTLINE ANY FOLLOW UP RESEARCH THAT COULD BE UNDERTAKEN, ARISING FROM THE RESULTS OF THIS PROJECT

A large, empty rectangular box with a double-line border, intended for outlining follow-up research that could be undertaken arising from the results of the project.

SECTION 5

PLEASE DETAIL ANY SUGGESTIONS OR FEEDBACK THAT YOU FEEL MAY BE USEFUL IN FUTURE ADMINISTRATION OF THE FELLOWSHIP SCHEME

UNIVERSITY AND TEAGASC SUPERVISORS MUST JOINTLY SUBMIT THIS REPORT

UNIVERSITY SUPERVISOR

SIGNED: _____

DATE: _____

TEAGASC: SUPERVISOR

SIGNED: _____

DATE: _____



TEAGASC WALSH FELLOWSHIPS SCHEME

STUDENT PROGRESS REPORT

Reporting Period:

Project Ref:

Project Title:

Project Start Date:

Completion Date:

Student Name:

University:

Teagasc Centre:

Teagasc Supervisor:

University Supervisor:

Date of Submission of Thesis:

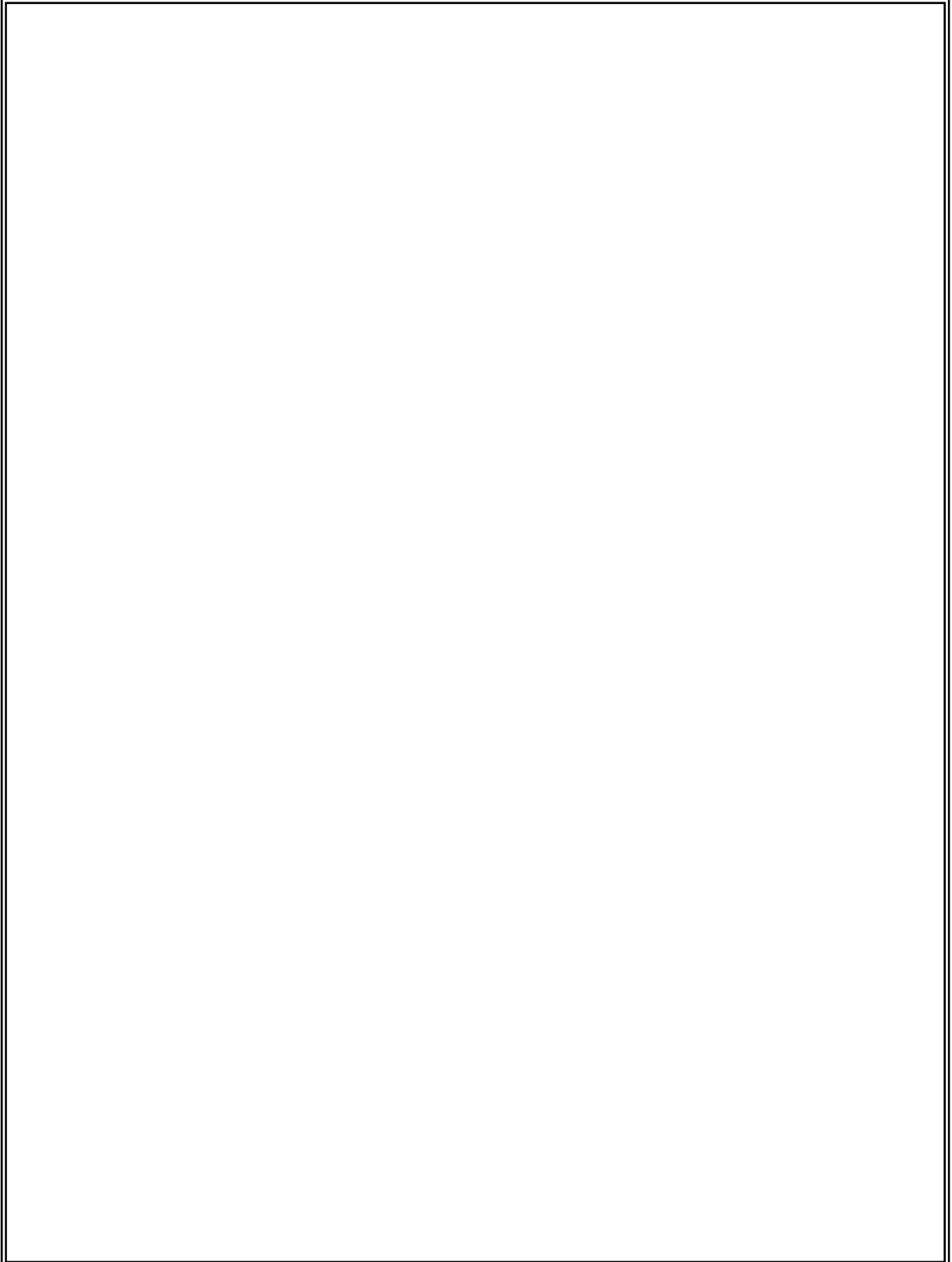
SECTION 1

SUMMARISE THE PROGRESS/RESULTS ACHIEVED ON THE PROJECT FOR REPORTING PERIOD: (500-750 WORDS APPROX))

A large, empty rectangular box with a thin black border, intended for the user to write their summary of project progress and results. The box occupies most of the page below the instructions.

SECTION 2

SUMMARISE THE PROGRESS/RESULTS ACHIEVED ON THE PROJECT TO DATE (500-750 WORDS APPROX)

A large, empty rectangular box with a double-line border, occupying most of the page. It is intended for the user to write a summary of the project's progress and results to date, as indicated by the text above it.

SECTION 3

OUTLINE A BRIEF WORK PLAN FOR PERIOD COVERED BY REPORT AND PLAN FOR COMPLETION OF PROJECT

PERIOD	STATUS (Eg: On Target, Completed etc)	BRIEF OUTLINE OF WORK PLAN

SECTION 4
LIST PUBLICATIONS TO DATE AND PROJECTED PUBLICATIONS

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SECTION 5

In addition, supervisors should ensure that students acquire competence in the following areas:

- **Reviewing and analysing literature**
- **Technical writing skills**
- **Presentation skills, and**
- **Specific technical skills (e.g. laboratory assays/analyses, time management, health & safety).**

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DECLARATION

WALSH FELLOW

SIGNED: _____

DATE: _____

TEAGASC SUPERVISOR

SIGNED: _____

DATE: _____

UNIVERSITY SUPERVISOR

SIGNED: _____

DATE: _____

Progress Reports should be submitted to the Fellowships Administrator before 30th May of each year of the fellowship.

*Walsh Fellowships Administrator
Teagasc Head Office
Oak Park
Carlow*