

# GUIDELINES FOR WALSH FELLOWSHIP APPLICANTS

Please read carefully before making an application.

## Points to note:

- All new Walsh Fellowship applications must be submitted using **SmartSimple**. We do not accept any paper/MS Word applications.
- You can access SmartSimple here: [https://teagasc.smartsimple.ie/s\\_Login.jsp](https://teagasc.smartsimple.ie/s_Login.jsp)
- To obtain a password please email [walshfellowships@teagasc.ie](mailto:walshfellowships@teagasc.ie)
- You are advised to submit your application well in advance of closing date.
- Applicants should be aware that the relevant calls will no longer be visible after the deadline date.
- Applicants should also note that applications that have already been started (i.e. in draft stage) will not be able to be submitted after the deadline.

## Eligibility

- Applications for Fellowships are made by full-time academic staff (“the Lead External supervisor”) in third-level colleges in collaboration with a permanent Teagasc research officer (“the lead Teagasc supervisor”)
- Applications are not accepted from individual postgraduate students, and the Programme does not fund taught (non-research) postgraduate programmes.

## Important Information for Applicants

### Applications will be deemed ineligible if

- an application is not submitted or is in draft prior to the advertised deadline
- the declaration form is not endorsed by the office of the Vice-President/Dean of Research/Head of Development, as applicable, of the academic supervisor’s institution and signed by both lead academic and lead Teagasc supervisors and uploaded as part of the application.
- an application is incomplete
- the word count is exceeded as application cannot be submitted

### Prior to creating an application

- Teagasc researchers must contact and discuss proposed application with your Head of Programme.
- Please do NOT add any supervisor to your application without their prior approval.
- Third-level college applicants can accept direct payment from Teagasc for fees and stipend. for the Walsh Fellow and that annual award for stipend and fees are acceptable.
- Ensure the Walsh Fellowship Programme Terms and Conditions are read and fully accepted.
- You have names and email addresses for two relevant potential reviewers for this application and they can complete review by deadline given and via online system.
- No conflict of interest exists for the reviewer in relation to the application or the call.

## Evaluation Process

- a) All Walsh Fellowships applications will be sent for external peer review.
- b) These applications will be further assessed by a Teagasc-appointed Technical Evaluation Panel (TEP), which will draw up a recommended list of proposals for funding.
- c) The recommended list will be submitted to an internal Teagasc panel comprising the Director of Teagasc, the Director of Research and the Walsh Fellowships Programme Manager (WFP). They will agree a final list of proposals for submission to the Teagasc Authority.
- d) The Teagasc Authority will approve the final list of proposals for funding.
- e) All applicants will be notified of the outcome and provided with feedback from the external reviewers.

## Assessment Criteria

Applications will be assessed under the following four criteria headings

- ❖ Scientific background, technical quality and relevance to Teagasc of the application (50%)
- ❖ Tasks (20%)
- ❖ Expected benefits (10%)
- ❖ Supervision and resources (20%)

### Registering as an application on

#### Registering as an external applicant for the first time

Academic staff in a third-level institution who wish to register as an applicant for the first time must click <https://teagasc.smartsimple.ie/files/437490/f101946/applicant.html> and complete the application registration page.

- I. The organisation to which you belong must be registered before an individual can register.
- II. If your organisation is already registered in the system it will appear once you begin to type it in the field entitled Organisation.
- III. If your organisation does not appear on the list please email [walshfellowships@teagasc.ie](mailto:walshfellowships@teagasc.ie)
- IV. **Note:** Please ensure that your spam filter will not block the email address [noreply@teagasc.ie](mailto:noreply@teagasc.ie). Preferably add this address to your contacts/address book before registering.
- V. Upon first login, users will be asked to change their password

#### Registering as an Teagasc applicant for the first time

Teagasc staff who don't have access to the application portal should contact [walshfellowships@teagasc.ie](mailto:walshfellowships@teagasc.ie)

If you are already registered as an application but have forgotten your password, please just click on Forgot Password? on the portal page and a new temporary password will be sent to your email address.

## USING TEAGASC ONLINE APPLICATION SYSTEM

Please note the following when using the system:

- ❖ External applicants can create a Walsh Fellowship application using 2019 Walsh Fellowships Call.
- ❖ Teagasc Researchers: if the application is associated with the annual Research Project Call, the Teagasc researcher must initiate the Walsh Fellowship application and add the external supervisors and save the application. This will allow external supervisor(s) to view/modify the Walsh Fellowship application only.
- ❖ The proposed start dates for internal funded Walsh Fellows is on or after October of the following year.
- ❖ No alterations can be made to an application once it has been submitted. Therefore it is important to check and re-check the application form until you are fully satisfied with all sections of your application before you click 'Submit Application'.
- ❖ Please ensure all email addresses are correct **prior** to submission as once submitted no alternations are possible and automatic notification will not be received.
- ❖ To avoid loss of progress, applicants are advised to save their applications as often as possible. To do this, click 'Save Draft' at the bottom of the page.
- ❖ If you enter information into HTML and **do not save** before closing the page this information will be lost.
- ❖ You can use copy and paste into a rich text field and format the text.
- ❖ If the Walsh Fellowship application is associated with a new research project call application, the number of Walsh Fellowships applications submitted must equal the number of Walsh Fellows required before the project application can be submitted.
- ❖ Please note that the organisation of the external supervisor must be already on the system before they can be added. If the organisation of the supervisor is not on the system you should contact [walshfellowships@teagasc.ie](mailto:walshfellowships@teagasc.ie).

### Login

Once you have received your username and password access via [https://teagasc.smartsimple.ie/s\\_Login.jsp](https://teagasc.smartsimple.ie/s_Login.jsp)

**CLICK APPLY UNDER THE HEADING 2019 WALSH FELLOWSHIPS CALL**

You will be greeted with the following screen which will be your **Home Page**. You can access, edit your draft applications or view the application status. You can also edit or change your profile details.

### Welcome to the Teagasc on-line Application system portal


This portal enables you to access and manage your applications and awards. You can create a new application to open calls, manage your personal profile and track the status of your application(s) through preparation, submission and evaluation to award decision.

Please visit our websites below for more information on the types of applications:


- Walsh Fellowship applications: <http://www.teagasc.ie/research/postgrad/2016/index.asp>

**'Guidance Notes' on how to use the on-line system are available in the 'Help' menu.**

You can access information using the icons on this page. If you have any questions as you navigate the system please contact [research\\_operations@teagasc.ie](mailto:research_operations@teagasc.ie).



**Manage Profile**  
Click here to manage your profile.



**Change Password**  
Click here to change your password.

### Open Calls

**TEAGASC 2016 Walsh Fellowships**  
Submission deadline for preliminary information is: **31/12/2016 23:59**

[Apply](#)

**2017 Walsh Fellowships Call**  
Submission deadline for preliminary information is: **15/09/2016 23:59**

[Apply](#)

New Applications

Walsh Fellowships

Approved Projects

Completed Projects

## Application Form

The SmarSimple application form has 7 sections as follows:

- Section 1: Categorisation
- Section 2: Description
- Section 3: Co-Supervisors
- Section 4: Workplan
- Section 5: Funding
- Section 6: Declaration
- Section 7: Communications (not completed by applicant)
- Section 8: Other

The relevant part of each section must be completed. Each section will be described in more detail below.

Categorisation	Description	Co-Supervisors	Workplan	Funding	Declaration	Communications
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**Activity - Walsh Fellowship**

Status: Draft

Review Application - PDF: [Open](#)

Lead Applicant: Hilary King      University: Please add a Lead External Supervisor

Categorisation	Description	Co-Supervisors	Workplan	Funding	Declaration
<b>Associate Co-Supervisors</b>					
* Lead External and Lead Teagasc Supervisors must be added here. Once added, the lead supervisors will be displayed on the Supervisor table under the Co-Supervisors tab. You may need to add yourself as a Lead Supervisor if you do not appear in the Supervisor list as a Lead Supervisor.					
<a href="#">Add Lead Teagasc Supervisor</a> <a href="#">Add Lead External Supervisor</a>					
The below fields are for your Lead Teagasc Supervisor whom you can add above					
Programme:	Please add a Lead Teagasc Supervisor				
Department:	Please add a Lead Teagasc Supervisor				
Location:	Please add a Lead Teagasc Supervisor				
<b>Qualifications</b>					
* Are you applying for an MSc, 3 Year PhD or 4 Year Structured PhD?					
<input type="text"/>					
* Duration in Months:	<input type="text"/>				
* Proposed Start Date:	<input type="text"/> <input type="calendar"/>				
* Proposed End Date:	<input type="text"/> <input type="calendar"/>				
Project Code:	<input type="text"/>				
<a href="#">Save Draft</a> <a href="#">Submit</a>					

## Section 1: Categorisation

### Teagasc Supervisors

- To add a Teagasc supervisor, click 'Add Teagasc supervisor.'
- Enter the email address and the Surname of the supervisor.

**Programme, Department and Location:** automatically populated from Teagasc lead supervisor profile.

### External Supervisors

- To add an external supervisor, click 'Add External supervisor.'
- Fill in the details of the external supervisor.

**University:** automatically populated from External lead supervisor profile.

**Qualification:** Choose from the drop-down menu.

**Duration in month:** This should tally with qualification chosen.

**Proposed Start Date:** Enter the start date for the Walsh Fellow. Please note that WF's cannot start before the 01 October in the following year. If you enter a start date before the 01 October of the following (Call) year SmartSimple will alert you when you are submitting your application.

**Proposed End Date:** Enter the Walsh Fellow end date.

**Project Code:** Teagasc researchers can link your application to an on-going/approved project. Enter the four digit RMIS/Smartsimple number of the project into the 'Project Code' field. If there is no project leave blank.

**Review Application – PDF:** you can view your application in pdf format at any stage by clicking on the 'Open' button.

**Please remember to click on 'save draft' as you proceed through your application form**

## Section 2: Description

Category	Description	Co-Supervisors	Workplan	Funding	Declaration
<p><b>Description - Please Note that the following two sections must address the specific research being proposed for the postgraduate programme</b></p> <p>* Title</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>* Postgraduate Project Abstract</p> <p>(Max 300 Words)</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Source <input type="checkbox"/> Copy <input type="checkbox"/> Paste <input type="checkbox"/> Undo <input type="checkbox"/> Redo <input type="checkbox"/> Find <input type="checkbox"/> Bold <b>B</b> Italic <i>I</i> Underline <u>U</u> Strikethrough <del>S</del> Text Color <span style="color: red;">I<sub>x</sub></span> Bulleted List <ul style="list-style-type: none"><li>•</li></ul> Numbered List <ol style="list-style-type: none"><li>1</li></ol> Indent <input type="checkbox"/> Link <input type="checkbox"/> Table <input type="checkbox"/> Ω</p> <p>Format <input type="text"/> Font <input type="text"/> Size <input type="text"/> <input type="text"/> <input type="text"/></p> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div> <p>300 words left</p> </div> <p>* Objectives</p> <p>(Max 100 Words)</p> <p style="text-align: right;"> <input type="button" value="Save Draft"/> <input type="button" value="Submit"/> </p>					

**Title:** This should provide a clear and concise description of the fellowship that allows a reader to easily assess his or her potential interest in the fellowship without reading further.

**Postgraduate Project Abstract:** This should be a succinct and accurate summary of the proposed postgraduate work, in less than 300 words.

**Objectives:** This should be 4 or 5 bullet points, in less than 100 words.

**Justification:** This should be clear in setting out the reason for the proposal, e.g. economic, gaps in existing knowledge, expected benefits etc. in less than 400 words.

**Methodology and other details:** This should include sufficient detail to enable an external reviewer to establish the hypotheses, relevance /appropriateness of methodologies being propose in less than 1500 words.

**Expected Benefits:** This should include deliverables, any industry impacts and describe any stakeholder involvement in the project in less than 400 words.

**Briefly describe the college commitment to the development of the postgraduate student:** This should include a list of the university training courses - e.g. experimental design, statistics and professional development modules that will be available to the Walsh Fellow in less than 300 words.

**Students:** Click on  and list the five most recent (completed) PhD students supervised by either or both lead applicants.. Click on  and the next line will appear and  at the end of the line if you wish to delete the line. You must click Save before Close or the information inputted will be lost

### Students

**Project Code: 0000**

**Teagasc**

**Title:**

**Applicant:** Hilary King

**Instructions:** You will need to complete all fields presented and then click the **Save** button. Please list, where appropriate, the five most recent (completed) students supervised by either or both applicants (please indicate funding agency, start year, thesis submission year and significant outputs).

Name	Funding Agency	Start Year	Thesis Submission Year	Significant Outputs
Hilary King				

ADD

Save Clear Close

Please remember to click on 'save draft' as you proceed through your application form

### Section 3: Co-Supervisors

Activity - Walsh Fellowship

Categorisation	Description	Co-Supervisors	Workplan	Funding	Declaration
Associate Co-Supervisors					
Create & Associate External Supervisors with this project		Add External Supervisors	Find & Associate Teagasc Staff with this project		Add Teagasc Supervisor
Supervisors List					
Name	Email address	Institution	Programme	Department	Supervisor Type
Dr. Hilary King	Hilary.applicant@test.fake	Teagasc	Animal and Grassland Research and Innovation Programme	Animal and Bioscience	Lead Applicant
Walsh Fellow Location					
* Walsh Fellow Location: Add Location					
Year 1	Year 2	Year 3	Year 4		
Suggested Reviewers					
Please provide the name and email address for two potential reviewers for this project					
* Title:	* Name:	* Email:	* Institution:		
* Title:	* Name:	* Email:	* Institution:		
Previous			Next		
Save Draft			Submit		

### External Supervisors

- To add an external supervisor, click 'Add External supervisor.'
- In the organisation box start typing in the name of their organisation and organisations should start appearing starting with that initial to chose from. If the organisation is not there, you must email [walshfellowships@teagasc.ie](mailto:walshfellowships@teagasc.ie)
- Fill in the details of the external supervisor.
- Click on Associate Supervisor and the supervisor will be added



Add External Supervisor	
*Organisation	<input type="text" value="Maynooth"/>
*Department	<input type="text"/>
*Prefix	Select One
*First Name	<input type="text"/>
*Last Name	<input type="text"/>
Job Title	<input type="text"/>
*Supervisor Type	Select One
*Email	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
*Country	----- Select One -----
Postal Code	<input type="text"/>
Associate Supervisor	
Clear Fields	
Close	

### Teagasc Supervisors

- To add a Teagasc supervisor, click 'Add Teagasc supervisor.'
- Enter the email address and the Surname of the supervisor, then click on Retrieve Teagasc Supervisor

Teagasc Supervisor Email:	<input type="text"/>
Teagasc Supervisor Last Name:	<input type="text"/>
Retrieve Teagasc Supervisor	

All supervisors will appear in the table shown in the tab.

**Walsh Fellow Location:** To add the Walsh Fellow location, select the location from the dropdown list for each year.

**Suggested Reviewers:** You must enter details for two potential reviewers and ensure their emails, etc. are correct.

**Please remember to click on 'save draft' as you proceed through your application form**

**Workplan:** The objective here is to clearly demonstrate that thought has been given the major components of the work plan rather than being overly prescriptive. If the application is for MSc the start or finish must in workplan must be equal or less than 24, 36 for PhD and 48 for 4 Year PhD.

Click  and complete the table, click Save then Close. You can go back into the table again and edit the details or delete the line.

### Workplan

Detail the Workplan associated with the project.

- To add a Workplan item click **ADD** button.
- Click **X** button to delete a Workplan item.
- To clear the table and start over click the **Clear** button.
- When you have detailed all the project Workplan items click **Save** to save Workplan items to the application.
- If you leave this screen without pressing the **Save** button all changes to the Workplan will be lost.

#### Workplan

Title (500 characters)	Start Month No.	Finish Month No.	Any other relevant information (750 characters)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

**X**

**ADD**

## Section 4: Tasks and Workplan

You must create work plan for the Postgraduate and the objective is to clearly demonstrate that thought has been given to the major components of the work plan rather than being overly prescriptive. You should include literature review, thesis etc.

**Create Workplan**

Number	Title	Start Month No.	Finish Month No.	Any other relevant information
1.	gig gigj	0	3	ffjfr

**Please remember to click on 'save draft' as you proceed through your application form**

## Section 5: Funding

Only complete this section if there is **any External Funding** available for the fees/stipend **or** external project funds. If there is any industry funding or in-kind contribution associated with your Walsh Fellowship application please provide details in this section and notify the Teagasc Technology Transfer Office or [Miriam.walsh@teagasc.ie](mailto:Miriam.walsh@teagasc.ie) before submitting your application in case there are any intellectual property implications.

Activity - Walsh Fellowship

Status: Draft

Review Application - PDF: **Open**

Lead Applicant: Hilary King      University: Please add a Lead External Supervisor

Categorisation	Description	Co-Supervisors	Workplan	Funding	Declaration		
<b>Funding</b>							
NOTE: Only complete this section if there is any External Funding available for this application							
<b>Open</b>							
Funding Use	Funding Source	Company Name	Year 1	Year 2	Year 3	Year 4	Project Total
Additional Funding Comments							
External Funding Documentation:		<input type="button" value="Multiple Files..."/> <input type="button" value="Single File..."/>					

### Walsh Fellowship Application Funding

**Project Code: 0000**

**Teagasc**

**Title:**

**Applicant:** Hilary King

**Instructions:** You will need to complete all fields presented and then click the **Save** button.

Enter one or multiple rows for Stipends and Fees

And / or enter one or multiple rows for Project Funds other than Stipends and Fees

**Breakdown of External Funding Payable to Teagasc**

**Expenditure**

Funding Use	Funding Source	Company Name	Year 1	Year 2	Year 3	Year 4	Project Total
Stipend & F							
Project Fun							

ADD

rently €22,000 per annum which comprises of fees of up to a maximum of €6,000 per annum; the remaining balance for student

Save Clear Close

You should also upload any documentation confirming External Funding as pdfs

**Please remember to click on 'save draft' as you proceed through your application form**

**Section 6: Declaration**

**Signature Page**

**Signatures**

\* Signature Upload  
Please download the [signature page](#), sign it and upload it to this field

Upload

- The Declaration page must be downloaded and signed by both Teagasc and the External Institution.
- Ensure that your application is up to date and click 'Save Draft'.
- Click on signature page (shown above).
- The system will generate the Declaration page with all the relevant details from the application which you can download.
- Once it has been signed, it can be uploaded using the upload button.
- This should be uploaded as a pdf.
- You cannot submit the WF application without uploading pdf.