WALSH SCHOLARSHIPS
PROGRAMME

GUIDELINES FOR WALSH SCHOLARSHIPS APPLICANTS

Please read carefully before making an application.

Points to note:

- All new Walsh Scholarship applications must be submitted using **SmartSimple**. We do not accept any paper/MS Word applications.
- You can access SmartSimple here: https://teagasc.smartsimple.ie
- To obtain a password please email walshscholarships@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 Scholarships 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
- ➤ if 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 Scholar and that annual award for stipend and fees are acceptable.
- Ensure the Walsh Scholarship 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 Scholarships 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 Scholarships Programme Manager (WSP). 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

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 walshscholarships@teagasc.ie

    IV. **Note:** Please ensure that your spam filter will not block the email address 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 walshscholarships@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 system generated 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 Scholarship application using 2023 Walsh Scholarships Call.
- ❖ Teagasc Researchers: if the application is associated with the annual Research Project Call, the Teagasc researcher must initiate the Walsh Scholarship application and add the external supervisors and save the application. This will allow external supervisor(s) to view/modify the Walsh Scholarship application only.
- ❖ The proposed start dates for internal funded Walsh Scholars is on or after September 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 Scholarship application is associated with a new research project call application, the number of Walsh Scholarships applications submitted must equal the number of Walsh Scholars 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 walshscholarships@teagasc.ie.

Login

Once you have received your username and password access via
https://teagasc.smartsimple.ie/s_Login.jsp

CLICK APPLY UNDER THE HEADING 2023 WALSH SCHOLARSHIPS CALL

You will be greeted with the following screen which will be your **Home Page**. You can create and edit application prior to the applicant deadline. You can also edit or change your profile details.

2023 Walsh Scholarships Call

Submission deadline for information is:
15/09/2022 14:00

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.

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 Scholar. Please note that WS's cannot start before the 01 September in the following year. If you enter a start date before the 01 September of the following (Call) year SmartSimple will alert you when you are submitting your application.

Proposed End Date: Enter the Walsh Scholar end date.

Project Code: Teagasc researchers can link your application to an on-going/approved project. Enter the four digit 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.

<div style="border:1px solid black; background-color:#f5a623; text-align:center; font-weight:bold;">
Please remember to click on 'save draft' as you proceed through your application form
</div>

Section 2: Description

| GENERAL | CATEGORISATION | **DESCRIPTION** | CO-SUPERVISORS | WORKPLAN | FUNDING | DECLARATION | ❯ |

* Walsh Scholarship Title

* Postgraduate Project Abstract

(Max 300 Words)

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Title: This should provide a clear and concise description of the scholarship that allows a reader to easily assess his or her potential interest in the scholarship 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 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 Scholar in less than 300 words.

Students: Click on [Add Student] and list the five most recent (completed) PhD students supervised by either or both lead applicants. Click on [ADD] and the next line will appear and [x] 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

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

Section 3: Co-Supervisors

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 choose from. If the organisation is not there, you must email walshscholarships@teagasc.ie
- Fill in the details of the external supervisor.
- Click on [Associate Supervisor] and the supervisor will be added

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

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

If you want to remove a supervisor you have associated with your application while it is still in draft status, in the supervisors list, click the 'remove' button in line with the supervisor's name.

Walsh Scholar Location: To add the Walsh Scholar 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 are correct.

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

Section 4: Tasks and Workplan

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.

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.

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 Scholarship application please provide details in this section and notify the Teagasc Technology Transfer Office or techtransfer@teagasc.ie before submitting your application in case there are any intellectual property implications.

You should also upload any pdf documentation confirming External Funding

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

Section 6: Declaration

Signature Page

- 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 WS application without uploading pdf.