

GUIDELINES FOR WALSH SCHOLARSHIPS PROPOSERS

Please read carefully before making a proposal

Points to note:

- All new Walsh Scholarship proposals must be submitted using **SmartSimple**. We do not accept any paper/MS Word proposals.
- You can access SmartSimple here: <https://teagasc.smartsimple.ie>
- To obtain a password please email walshscholarships@teagasc.ie
- You are advised to submit your proposal well in advance of closing date.
- Proposers should be aware that the relevant calls will no longer be visible after the deadline date.
- Proposers should also note that proposals that have already been started (i.e. in draft stage) will not be able to be submitted after the deadline.

Eligibility

- Proposals for Scholarships are made jointly 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”)
- Proposals are not accepted from individual postgraduate students, and the Programme does not fund taught (non-research) postgraduate programmes.

Important Information for Proposers

Proposals will be deemed ineligible if

- a proposal 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 proposal.
- an proposal is incomplete
- the word count is exceeded as proposal cannot be submitted

Prior to creating an proposal

- Teagasc researchers must contact and discuss proposals with your Head of Programme.
- Please do NOT add any supervisor to your proposal without their prior approval.
- Third-level college 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 proposal and they can complete review by deadline given and via online system.
- No conflict of interest exists for the reviewer in relation to the proposal or the call.

Evaluation Process

- a) All Walsh Scholarships proposals will be sent for external peer review.
- b) These proposals 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 proposers will be notified of the outcome and provided with feedback from the external reviewers.

Assessment Criteria

Proposals will be assessed under the following four criteria headings

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

Registering as an proposal

Registering as an external user for the first time

Academic staff in a third-level institution who wish to register as a user for the first time must complete the 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 walhscholarships@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 user for the first time

Teagasc staff who don't have access to the relevant portal should contact walhscholarships@teagasc.ie

If you are already registered 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 SYSTEM

Please note the following when using the system:

- ❖ External users can create a Walsh Scholarship proposals using 2024 Walsh Scholarships Call.
- ❖ Teagasc Researchers: if the proposal is associated with the annual Research Project Call, the Teagasc researcher must initiate the Walsh Scholarship proposal and add the external supervisors and save the proposal. This will allow external supervisor(s) to view/modify the Walsh Scholarship proposal 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 a proposal once it has been submitted. Therefore it is important to check and re-check the proposal form until you are fully satisfied with all sections of your proposal before you click 'Submit'.
- ❖ 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, you are advised to save their proposals 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 proposal is associated with a new research project call proposals, the number of Walsh Scholarships proposals submitted must equal the number of Walsh Scholars required before the project proposal 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 2024 WALSH SCHOLARSHIPS CALL

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

2024 Walsh Scholarships Call

Submission deadline for information is:
14/09/2023 14:00

Apply

Form

The SmarSimple proposal 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 proposer)
- Section 8: Other

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

Walsh Scholarship



GENERAL CATEGORISATION DESCRIPTION CO-SUPERVISORS WORKPLAN FUNDING DECLARATION

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.

GENERAL CATEGORISATION DESCRIPTION CO-SUPERVISORS WORKPLAN FUNDING DECLARATION   

▼ Associate Co-Supervisors

* 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.

Add Lead Teagasc Supervisor

Add Lead External Supervisor

The below fields are for your Lead Teagasc Supervisor whom you can add above

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 you will receive an alert when you are submitting your proposal.

Proposed End Date: Enter the Walsh Scholar end date.

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

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

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

Section 2: Description

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

* Walsh Scholarship Title

* Postgraduate Project Abstract

(Max 300 Words)



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  and list the five most recent (completed) PhD students supervised by either or both lead proposers. 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				



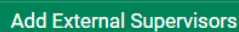
Please remember to click on 'save draft' as you proceed through your proposal form

Section 3: Co-Supervisors


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

Associate Co-Supervisors

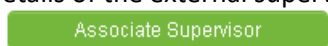
Create & Associate External Supervisors with this project



Find & Associate Teagasc Staff with this project



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  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"/>

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"/>

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

If you want to remove a supervisor you have associated with your proposal 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 proposal 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 proposal is for MSc the start or finish 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.

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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ADD

Section 5: Funding

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

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

Funding

NOTE: Only complete this section if there is any External Funding available for this application

Open

Funding Use	Funding Source	Company Name	Year 1	Year 2	Year 3	Year 4	Project Total
Project Code: 0000							
SmartsimpleTest							
Title:							
Applicant: Brian applicant							
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		
Stipend & Fees							
Project Funds (E							

You should also upload any pdf documentation confirming External Funding

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

Section 6: Declaration

Signature Page

Signatures

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



- The Declaration page must be downloaded and signed by both Teagasc and the External Institution.
- Ensure that your proposal 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 proposal 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 proposal without uploading pdf.