



Internal Funding Opportunity

UCD Research Culture Local Actions, Initiatives and Measures – ReCLAIM

Funding for initiatives to foster a positive and supportive research culture locally with potential for wider impact across the university



www.ucd.ie/researchculture/reclaiminternalfunding



Eligibility

Applicants to the scheme must:

- be either members of UCD faculty, postdoctoral Staff, or UCD postgraduate students currently undertaking a PhD or Masters programme.
- hold an employment contract (staff) or be fully registered (students) at UCD for the full duration of the period during which their award will be spent, have a UCD email address and UCD Connect accessibility.

Terms and Conditions

1. Applicants may submit only one application within a given round.
2. Applicants may be UCD graduate research students, technical officers, research managers/administrators, post-doctoral research associates, research fellows, other research-funded staff, and faculty. External collaborators may be included, if justified.
3. Application forms must be complete. No supplementary material will be accepted and incomplete application forms will not be evaluated.
4. Lead applicants must have a contract for the full duration of the period during which their award will be spent., or, if a graduate research student, be registered for the full period of the award.
5. Applications that do not include a staff member on the team will be asked to appoint an appropriate staff member as a mentor, and to serve as the grant holder.
6. The lead applicant cannot transfer an award to any other person. In exceptional circumstances, a transfer to named joint lead applicants may be allowed.
7. Funding received under this scheme must be used for the project outlined in the application.

8. Should a project funded under the ReCLAIM scheme receive an additional award from another funder, the lead applicant is responsible for informing the Research Culture Team before accepting any such additional funding. Decisions on the eligibility of joint funding will be made on a case-by-case basis and the decision of the committee is final. Should the awardee apply for another source for funding during the award term, they must explicitly state as part of that application that they hold a ReCLAIM award.
9. Applicants may not apply under this scheme to reclaim expenses that have already been incurred (i.e. before notification of the award).
10. Top-up funding will **not** be available on existing awards funded by this scheme.
11. Successful applicants may submit amendment requests by email to research.culture@ucd.ie *no later than one month before the expiry of the award*, to make any changes to their award.
12. Up to 20% or €250 (whichever is greater) transfer between budget categories will be allowed without seeking written approval. For greater amounts, approval from the UCD Research Culture Team must be requested (research.culture@ucd.ie) and on approval the request to action the transfer should be sent to rfo@ucd.ie.
13. The lead applicant is responsible for ensuring spending does not exceed the budgetary allocation. Any over-spend will be charged to the relevant School or Unit.
14. Any under-spend will be automatically returned to the Wellcome Grant within three months of the end of the project or immediately on cessation of the project for any reason other than completion.
15. The lead applicants must provide a budget reconciliation with details of their actual spend compared with their budgeted spend at the end of the award period.
16. The start date of the project will be automatically activated following the announcement of the awards. The award must be spent within the agreed duration set out in the application or before the award holder's contract end date, or the expiry date of the student's registration, whichever is earlier.
17. The Head of School must agree to cover future maintenance costs of any equipment that is purchased with funding received through the scheme.
18. Any equipment purchased with funding received through this scheme will remain the property of UCD.
19. Requests for the supply of externally sourced goods, services and facilities are subject to the general University procurement procedures.
20. Projects must be able to be completed without additional space allocation.
21. The call will close at 12 noon (Dublin time) on the closing date, after which no further applications will be accepted.
22. The decision of the review panel is final and the evaluation process cannot be reopened once completed.
23. Successful applicants will be required to submit a project report detailing a summary of achievements, budget reconciliation and dissemination activities on completion of the project. Your application will be deemed ineligible if you have an outstanding report on a prior Wellcome culture award. Supervisors / Mentors are responsible for ensuring that reports of Graduate Research Students and post-doctoral research associates under their supervision are completed.
24. If the proposal does not fit within the scope of the scheme feedback will not be offered.

25. Awardees are required to use the UCD Research Culture Initiative logo, available at the bottom of the ReCLAIM page on the website (<https://www.ucd.ie/researchculture/reclaiminternalfunding/>) and comply with requirements for use of Wellcome logo as defined here: <https://wellcome.org/grant-funding/guidance/logo-usage>, on all websites, presentations, paperwork and promotional materials.