



## **CALL FOR APPOINTMENT OF NATIONAL COORDINATOR FOR IRELAND**

**DARIAH**  
**Digital Research Infrastructure for the Arts and Humanities**

*March 2016*

**Awarding Authority:** Irish Research Council  
Brooklawn House  
Shelbourne Road  
Dublin 4

**Web:** [www.research.ie](http://www.research.ie)

<p><b>Application deadline: 5pm Friday 15 April 2016</b> <b>Outcome announced: early May 2016</b></p>
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# IRISH RESEARCH COUNCIL

## DARIAH

### Call for Proposals for the Appointment of National Coordinator

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#### *Appendices:*

- Additional information for applicants
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## **1. Introduction**

### **1.1 Purpose of Call Documentation**

The purpose of this document is to instruct applicants in preparing proposals for the role of National Coordinator for Ireland's participation in DARIAH.

This Call is managed by the Irish Research Council. This document remains the property of the Awarding Authority and is issued only to assist in submitting a detailed response to the requirements specified.

All queries with respect to the scheme documentation and requests for additional information should be made to Fiona Davis, [fdavis@research.ie](mailto:fdavis@research.ie).

### **1.2 Awarding Authority.**

The awarding authority is The Irish Research Council.

### **1.3 Conflict of Interest**

The Irish Research Council requires that all its schemes are conducted in an open and transparent manner. In this regard you are required to indicate whether you are aware of any potential material conflict of interest. Failure to disclose a material conflict of interest may disqualify an applicant or result in the termination of a compensation for losses incurred.

### **1.4 Overview of Contents.**

The scheme documentation contains five sections as outlined below. Section 4 requires specific proposal responses.

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|------------------|--|
| <b>Section 1</b> | explains the purpose of the document, provides general instruction on the preparation of proposals and gives guidance on how they will be evaluated; |
| <b>Section 2</b> | provides background information on the Council;  |
| <b>Section 3</b> | provides background information on the DARIAH;   |
| <b>Section 4</b> | gives details of the requirements for this particular call;  |
| <b>Section 5</b> | provides instructions for applicant responses.   |

## 1.5 Instructions to Applicants

- 1.5.1 Applicants must provide all the information requested in Section 4.
- 1.5.2 All reasonable requests for additional information will be addressed and such information will be made available to all other applicants in all cases (via [www.research.ie](http://www.research.ie) ).
- 1.5.3 An electronic version must be submitted to meet the deadline to Fiona Davis, [fdavis@research.ie](mailto:fdavis@research.ie)

### **Deadline for receipt of proposals is 5pm, 15 April, 2016**

- 1.5.4 The Awarding Authority will not be liable for any costs incurred by proposers in the preparation and submission of response (s), including any work, effort or expenses required to complete the proposal.
- 1.5.5 The Awarding Authority reserves the right to amend or alter any information contained in these documents at any time. Participating proposers will be informed of any amendments or alterations.
- 1.5.6 Unwarranted or inappropriate attempts (including canvassing) to influence the decision of the Awarding Authority by proposers, or by any party acting on behalf of a proposer will automatically disqualify the proposer.
- 1.5.7 During the evaluation process, the applicant may be required to give formal presentations of their proposals to representatives of the Awarding Authority. Reference site visits may also be undertaken.
- 1.5.8 Information provided in proposals and in subsequent discussions and written communications, prices, availability dates and services offered by the applicants will be considered to form part of the basis of any contractual arrangements in the event of a proposal or proposals being accepted by the Awarding Authority.
- 1.5.9 The following will form part of the contract document for the proposed services:

This call documentation and

- Applicant responses to the call;
- Modifications and amendments to the above documents formally agreed between the parties to the contract;
- The final terms and conditions agreed between the parties to the contract;
- The official order for the services issued by the Awarding Authority.

## **1.6 Criteria for award**

Applications will be evaluated by an Assessment Board, which will make a recommendation to the Irish Research Council. Any contract that may be awarded will be awarded on the basis of the following criteria:

- Quality of the proposal
- Project management, and coordination arrangements
- Resources and skills to be applied to the role and office of NC
- Proposed costs

## **1.7 Main selection criteria**

The following matters will be among the selection criteria for the award of any contract:

- 1.7.1 The capability of the applicant to satisfy the requirements specified in this document, and the call application form.
- 1.7.2 The proven capability of the applicant to develop and deliver the services specified in this document within specified timelines and budget. Proposers may be required to provide evidence of competence and experience of providing similar services by providing details of reference sites and contacts, and by demonstrating the presence of a sufficient number of suitably qualified and experienced personnel to provide such services. Details of the personnel who will be undertaking this assignment and their experiences to date will be required.
- 1.7.3 Evidence that the host Higher Education Institution endorses the application and will provide support to the successful applicant in meeting the under the project award.
- 1.7.4 Evidence that the applicant has a good understanding of the Irish public sector (in particular the higher education, research and broader social sciences sectors) and experience of operating in this type of environment.
- 1.7.5 Agreement of appropriate contractual arrangements between the applicant and the Awarding Authority.
- 1.7.6 The quality and completeness of the response provided and compliance with the specified application format.

## **2. The Role and Mandate of Irish Research Council**

Established in mid-2012 under the Government's Public Sector Reform Plan, the Irish Research Council ('the Council'), a merger of two former councils (the Irish Research Council for Humanities and Social Sciences, IRCHSS, and the Irish Research Council for Science, Engineering and Technology, IRCSET), is an associated agency of the Department of Education and Skills (DES) and operates under the aegis of the Higher Education Authority (HEA).

The Council was established and mandated to –

Fund excellent research within, and between, all disciplines, and in doing so to enhance Ireland's international reputation as a centre for research and learning.

Support the education and skills development of excellent individual early stage researchers and cultivate agile independent researchers and thinkers, whilst offering a range of opportunities which support diverse career paths.

Enrich the pool of knowledge and expertise available for addressing Ireland's current and future challenges, whether societal, cultural or economic and deliver for citizens through collaboration and enabling knowledge exchange with government departments and agencies, enterprise and civic society.

## **3 Background to DARIAH**

The Digital Research Infrastructure for the Arts and Humanities (DARIAH) is a pan-European infrastructure for Arts and Humanities scholars working with computational methods. It supports digital research as well as the teaching of digital research methods.

In November 2014 it was formally established as a European Research Infrastructure (ERIC).

The mission of the DARIAH ERIC is to enhance and support digitally-enabled research across the humanities and arts. DARIAH ERIC develops, maintains and operates an infrastructure in support of ICT-based research practices.

DARIAH ERIC works with research and education communities in order to:

- a. Explore and apply ICT-based methods and tools to enable new research questions to be asked and old questions to be posed in new ways;
- b. Improve research opportunities and outcomes through linking distributed digital source materials;
- c. Exchange knowledge, expertise, methodologies and practices across domains and disciplines.

The DARIAH infrastructure is a connected network of people, expertise, information, knowledge, content, methods, tools and technologies for

investigating, exploring and supporting work across the broad spectrum of the digital humanities. DARIAH focuses on research and knowledge creation practices with a particular emphasis on supporting scholarship in a rapidly changing digital environment. It is this focus on research data creation and use in a research context as opposed to a preservation context that marks out DARIAH as unique. DARIAH emphasises methods and epistemic practices rather than single disciplinary practices. Instead of solely providing access to resources, DARIAH focuses on creating virtual research environments that supports the use of resources in a scholarly context.

The daily work of DARIAH ERIC is directed by the DARIAH-EU Coordination Office (DCO) which is based in Berlin (Centre Marc Bloch), Goettingen (GCDH) and the Hague (DANS).

Further information about DARIAH may be found at <https://www.dariah.eu/>

#### **4. Requirements**

**4.1** The Irish Research Council is inviting applications for the appointment of a National Coordinator and host institution for the national DARIAH Office. This Coordinator will act as the Council's agent for the DARIAH –EU ERIC.

**4.2** The National Coordinator will be:

- An academic of standing within the Arts and Humanities community who is a full-time member of the staff, engaged in teaching and/or research, either on a permanent basis or a temporary contract of sufficient duration to cover the period of appointment, at a third-level institution within the meaning of Section One of the Higher Education Authority Act, 1971 *and/or* in receipt of public funding *and/or* approved by the Minister for Education and Science for the purposes of the Free Fees Initiative; or at an eligible independent research institute. The full list of eligible institutions is provided on [www.research.ie](http://www.research.ie);
- Proficient in digital humanities;
- A person of international reputation as a researcher in the field of digital humanities;
- Knowledgeable about the development of digital humanities in Ireland;
- In possession of a strong track record of working collaboratively with national and international stakeholders.

**NB** The National Coordinator will **not** have any other key role within the DARIAH organisational structure (for example be a member of any other DARIAH EU committee).

**4.3** A national DARIAH steering committee for Ireland shall be established.

- (i) this committee will be chaired by a nominee of the Irish Research Council and comprise the national coordinator, members and / or nominees of the Irish Research Council; and persons with other relevant expertise;
- (ii) the secretariat and administration for this steering committee will be provided by the National Coordinator.

#### **4.4. National Coordination Activities**

In addition to duties associated with the national steering committee the National Coordinator shall participate in meetings of the National Coordinator Committee which meets ordinarily twice per year. This Committee supports the Board of Directors of DARIAH EU by

- a. producing an annual synthesis of the national DARIAH roadmaps of each Member and each Observer,
- b. proposing the annual national in-kind contributions of each Member and each Observer, to the Board of Directors, after approval of the Joint Research Committee.

In addition, the National Coordinator will:

- Liaise with Irish representatives who are making a contribution/leading in any Virtual Competency Centre (VCC) including education and research liaison;
- Represent the Irish Research Council as required at national and international meetings and conferences including the General Assembly;
- Complete financial reports, audits and information as requested by the EC and the DARIAH-EU Coordination Office;
- Serve as the link between the national steering committee and the DARIAH-EU Coordination Office.

**4.5** Some of the tasks above may, by written agreement with the Irish Research Council, be transferred to other team members, but the responsibility to the Irish Research Council for their delivery and for liaison with the DARIAH-EU Coordination Office will continue to reside with the National Coordinator.

**4.6** It should be noted that appointment as Coordinator for this phase of DARIAH will carry with it no obligations on Irish Research Council or the appointee in respect of the coordination of any further phases of the survey.

**4.7** In line with Irish Research Council usual practice, it is expected that an appointment will be made through an Irish Higher Education Institution or Independent Research Institute eligible for the receipt of research funding. Irish Research Council research funding rules will apply, unless otherwise agreed.



## 4.8 Budget

The Irish Research Council will award costs for completion of DARIAH for the period May 2016 to May 2020. There will be a midterm review carried out by the Council at the end of year 2 of the project. Continuation of the project at this time will be subject to a satisfactory outcome of this process. The total award will not exceed **€65,000 per annum** and this will be inclusive of staff replacement costs.

## 4.9 Institutional Endorsement and Hosting Agreement

The Irish Research Council must receive formal assurance from the applicant's institution of its willingness to host the project and of its readiness to provide accommodation appropriate to the project. Confirmation of the employment/contractual status of the coordinator must be furnished by the institution in addition to notice of the institution's agreement to participate in the proposed project.

## 4.10 Timeline

Applications must be submitted to Irish Research Council by **5pm on 15 April 2016** using the call submission template document and excel costing spreadsheet and emailed to [fdavis@research.ie](mailto:fdavis@research.ie). The Irish Research Council will notify applicants of the outcome of the Call shortly thereafter.

The award must commence by end of May 2016 with a completion date of no later than 30 May 2020. A final report will be requested by the Irish Research Council for submission by 30 June 2020. A summary of the key dates for this award is as follows:

Deadline for receipt of applications	15 April 2016
Notification of Appointment	Early May 2016
Award commencement	by End May 2016
Mid-term review	April-May 2018
Award completion	by 30 May 2020
Final Report	by 30 June 2020

## 4.11 Grant Administration, Reporting

The Irish Research Council attaches considerable importance to procedures for monitoring and renewing its awards. Funding will be dependent on the demonstration of sufficient progress through regular written reports. Reports must be submitted annually and payment will be linked to the satisfactory receipt of reports. Templates for these written reports will be provided at the appropriate times

by the Irish Research Council. It is the responsibility of the DARIAH National Coordinator (NC) holder, to ensure that reports are filed by the due dates.

Failure to file these reports by the required dates or submission of an unsatisfactory report may result in the Irish Research Council terminating an award. Where an award is cancelled, Irish Research Council reserves the right to seek recovery of monies which have been awarded under this Scheme. The award may be subject to an external research audit and/or financial audit.

The National programme is dependent upon the continuation of the DARIAH EU programme. If the DARIAH EU process is terminated for any reason, Irish Research Council funds will be reclaimed. The funds may be reclaimed on a pro-rata basis.

- 4.12 The Council reserves the right to terminate awards where necessary and without prejudice.
- 4.13 Awards under this Scheme are subject to receipt of funding by the Irish Research Council from the Department of Education and Skills. In the event of such funding being reduced or discontinued, neither the Department Education and Skills nor the Irish Research Council will be under any liability to provide funding or to compensate the DARIAH NC or their host institution for any reduction or cessation of such funding.
- 4.14 Should the appointed DARIAH NC be unable for any reason (including medical reasons) to carry out the project in accordance with the requirements, he/she must inform the Director of the Irish Research Council within two weeks of such a situation coming to his/her attention. In such situations, the Irish Research Council will have regard to the usual conventions of the host institution. However, given the basis on which awards are made, the Irish Research Council reserves the right to withdraw funding support.
- 4.15 The Irish Research Council recognises that for personal or professional reasons, a DARIAH awardee may wish to terminate his/her award. This should not be done without *prior* consultation with the Irish Research Council as it may involve reimbursement by the host institution to the Irish Research Council if the use of the funding made available up to the date of termination cannot be justified in accordance with the project's stated objectives.

## 5. **Instructions to Applicants**

### 5.1 **Proposed format**

Application should be made using the **application form provided and accompanying Excel costing spreadsheet**. Please note no other format will be accepted.

## **5.2 Proposal Team**

Applicants must identify by name those people who will be assigned to this project should the proposal be successful.

## **5.3 Contractual Arrangements**

The applicant must provide a copy of the proposed terms and conditions (if appropriate) for the contract with their proposal. This should include the provision of appropriate working papers and files being made available to the Council, if requested. It should also outline a proposed process for arbitration in the case of disputes or other difficulties that may arise.

## **5.4 Additional information and appendices**

Applicants may provide additional information and appendices as they consider appropriate.

## **5.5 Disclosure of Interest**

Applicants should declare whether they are aware of any material conflict of interests in relation to their proposal.

## **5.6 Freedom of Information Act**

The Irish Research Council undertakes to use its best endeavours to hold confidential any information provided by any firm in response to this call is subject to its obligations under law, including the Freedom of Information Act, which became applicable to the Irish Research Council in October 2001. Please note that, in response to a request under the Freedom of Information Act, information not identified as sensitive (with supporting reasons) could be released. You should accordingly identify in your proposal any specific information which you do not wish to disclose specifying the reasons why such information is sensitive. The Irish Research Council will consult you about this sensitive information in the event of it being subject to a request under the Freedom of Information Act.

## **Appendix 1 Additional Information for applicants**

### **1 Eligible costs**

<b>Staff Costs</b>	<p>Please provide details on the staff numbers involved and the salary levels being applied. All staff must be costed according to approved HEI and national guidelines.</p> <p>As other staff must be recruited to work exclusively on the proposed project recruitment costs may be provided where necessary.</p>
<b>Staff Replacement Costs</b>	<p>Costs may include staff replacement costs which facilitate participation in the project, provided that these costs do not exceed ONE-THIRD of the total award. All staff replacements must be costed according to approved IRC staff rates.</p> <p>Where staff replacement affects persons who are currently, or have been during the last three years in receipt of an award from the IRC, the Principal Investigator must secure the formal agreement of the IRC before such a replacement is proposed.</p>
<b>Travel Costs</b>	<p>Travel and accommodation costs may be included as part of the proposal. We require details on the number and duration of trips being proposed. Every effort must be made to ensure that air travel is economical.</p>
<b>Consumables</b>	<p>Where relevant to the viability of the proposal, detailed costs up to a maximum of €500 per annum may be included.</p>
<b>Equipment</b>	<p>Details and justification of the items which will be purchased during each year of the project. Computer equipment, fieldwork, data collection, archival and digitisation costs may be included under this heading.</p>
<b>Collaboration</b>	<p>Details of proposed expenditure to be incurred through any collaboration.</p>
<b>Dissemination</b>	<p>Detailed costing and information on which channels to be used for dissemination.</p>
<b>Enhancement of user engagement</b>	<p>Proposal can include costs of up to €5k annually to support the enhancement of user engagement with DARIAH, with a specific focus on the enhancement of</p>

	users that have not engaged previously. This funding is specifically ring-fenced for this purpose and cannot be proposed for other activities. As part of the mid-term review, the outputs from this ring-fenced funding will be assessed and the annual allocation under this heading may be adjusted or withdrawn.
<b>Overheads</b>	These must NOT exceed maximum of 20% of modified direct costs. Equipment costs are not applicable.  In collaborative and cross-institutional projects, overhead costs must be shared proportionately between partners. This must be agreed prior to the commencement of the project and noted in the application.
<b>Subcontracting</b>	Details of costs for any requirements subcontracted to third parties.

## 2 Institutional Endorsement

For this call the Head of Department and Vice-President for Research (or equivalent, or their authorised signatory) must endorse the application. If the applicant is the Head of Department, then a higher authority, such as the Head of School, must endorse the application instead.

By signing and endorsing an application the applicant's institution agrees to accommodate, participate in and support the proposed project should funding be awarded. In addition, this signature will verify the contractual/employment status of the applicant.

## 3 DARIAH National Coordinator (Ireland) and team

The successful DARIAH national coordinator and their team will be funded in accordance with the detailed eligible costs, as set out in appendix I, and will undertake the duties as described in the invitation to proposal.

Applicants are advised that they must be in a position to devote adequate time to the management and realisation of the project. Principal and Associate Investigators are also advised that in submitting applications in their own names, they undertake to develop the project themselves, with due attention and viable commitments of time and without subcontracting the project to another party or parties. Applicants are required to list all other research projects, funded from whatever source, for which they are contracted, and demonstrate that they will have adequate time to realise the proposed project. The scope of involvement

by the Principal Investigators will be considered by the Assessment Board (AB) in their evaluation of the expertise of the proposed research team.

#### **4 DARIAH National Steering Committee**

In accordance with conditions outlined in Section 4.4 of the proposal, applicants to the call will propose a suggested national steering committee in their application. Applicants must have prior agreement of all members named in the proposal; letters of evidence are not required at proposal submission phase; however named members may be contacted by the Irish Research Council for endorsement of their role as proposed in the proposal.

## Appendix 2 Application form

### **DARIAH National Coordinator**

### **APPLICATION FORM**

**Deadline: 5pm 15 April 2016**

#### **NATIONAL COORDINATOR CONTACT DETAILS:**

<b>Full Name (including title)</b>	
<b>Position Held</b> (including department and institution, i.e. where the prospective grant will be held and administered)	
<b>Full address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email address</b>	

#### **PROJECT DETAILS:**

<b>Title of proposed project</b>	DARIAH National Coordinator
<b>Research qualification(s)</b> (title, year awarded and institution)	
<b>Discipline/Subject Area(s)</b>	
<b>Key Words (3-5)</b>	
<b>Proposed project start date</b>	
<b>Total Budget requested</b> (Please complete separate budget template)	€
<b>Summary of your proposal</b> (max. 300 words)	

**TEAM MEMBERSHIP/All Applicants roles, including proposed National Steering Committee Members:**

<i>Role (include PI listed above)</i>	<i>Name</i>	<i>Organisation</i>	<i>Division or Department</i>	<i>How many hours a week will the person work on the project?</i>

**How many researchers do you currently supervise/mentor, if applicable, or have you supervised within the last five years?**

Senior Research Fellows:		Postdoctoral Researchers:	
Postgraduate Students:		Other:	

**SKILLS AND RESOURCES :** Outline the skills and resources that will be brought to the project, to include the project team, the National Steering Committee and the institutional host (max. 400 words)



**ROLE OF NATIONAL STEERING COMMITTEE:** How will the coordinator establish a proactive steering committee; effectively implement their recommendations; report to them on the progress of activity; and engage them in dissemination activities (max. 400 words)

**PROPOSED IMPACT OF AWARD ON OWN RESEARCH PROGRAMME** including potential for further research activity (max. 400 words).

**PROPOSED IMPACT ON THE WIDER DIGITAL RESEARCH COMMUNITY IN IRELAND** including proposed measures to increase and cultivate engagement (max. 300 words)

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<b>PROPOSED IMPACT ON TEACHING PROGRAMME including courses taught and students supervised (max. 300 words).</b>
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<b>PLANS/MEASURES FOR DISSEMINATION AND DIRECT OUTPUTS ENVISAGED (max. 300 words).</b>
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<b>PLANS FOR NATIONAL INITIATIVES TO ENCOURAGE PARTICIPATION IN DARIAH ACROSS THE AHSS COMMUNITY (max. 300 words)</b>
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SET OUT HOW HOSTING OF THIS PROJECT ALIGNS WITH THE INSITUTIONAL STRATEGY (max. 300 words)

Please list your top research outputs over the last five years and describe the impact of your work on the area of research (max. 300 words)

LIST RESEARCH PROJECTS (national and international) FOR WHICH PRINCIPAL INVESTIGATOR IS CURRENTLY INVOLVED IN OR HAS RESPONSIBILITY FOR. (indicate under Title of Project if PI is coordinator or partner)			
<i>Title of Project</i>	<i>Source of Award</i>	<i>Amount</i>	<i>Duration</i>


<b>DOES THE RESEARCH PROPOSAL OUTLINED IN THIS SUBMISSION REQUIRE APPROVAL BY THE RELEVANT UNIVERSITY/INSTITUTIONAL ETHICS COMMITTEE? (tick one)</b>	<b>YES</b>	<b>NO</b>
<p><i>If there are ethical implications of the research project please provide details of what they are and how they will be addressed:</i></p>		

<b>DOES YOUR INSTITUTION HAVE A POLICY ON GOOD CONDUCT IN RESEARCH?</b> (tick one)	<b>YES</b>	<b>NO</b>
<p><i>If yes, please indicate where these policies can be accessed:</i></p>		

<b>EXTERNAL REFEREE CONTACT DETAILS</b> (whom the IRC may contact). Please inform the referee of this possibility:	
<b>Full Name (including title)</b>	
<b>Position Held</b> (including department and institution)	
<b>Full address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email address</b>	

## APPLICANT'S DECLARATION

I declare that the above particulars are correct. I accept that failure to abide by the terms and conditions may disqualify me from this scheme. I authorise the Irish Research Council to verify, if necessary any of the information supplied in this application.

Signature of applicant	
Date	

## ENDORSEMENT BY INSTITUTIONAL AUTHORITIES

I hereby endorse this application to the Irish Research Council in accordance with the terms and conditions. By endorsing this application I am confirming that the institution will, if this proposal is successful, discharge its obligations as required under terms and conditions as host for the National Coordinator.

Signature of Head of Department/ Head of School/Faculty or equivalent (please indicate position held)	
Date	

Signature of Vice-President for Research or equivalent; or authorised signatory (please indicate position held)	
Date	

Institutional Stamp



