



Road Safety Authority

Road Safety Authority Bursary Awards 2011/2012

Terms and Conditions for PhD Bursary

Terms and Conditions

Section 1; General

The Road Safety Authority Bursary Awards 2011/2012 offers opportunities for suitably qualified women and men to pursue a postgraduate degree by research supported by a Bursary awarded by the Road Safety Authority , hereafter referred to as ‘the Authority’.

The objective of the Programme is to support basic research in the broad area of road infrastructure in subject areas selected by the Authority. The project objectives, work plan, timescale, costs and outputs will be agreed prior to the start of the project.

Bursary Candidates must normally have a first- or upper second-class honours primary degree, or the equivalent. If examination results are not known at the time of application, the Authority may make a provisional offer of a Bursary on condition that the applicant’s undergraduate degree result is a first- or upper second-class honours or the equivalent.

Bursary Candidates must be formally accepted by the relevant department of the Research Body before the commencement of the Bursary.

The Authority is committed to the maintenance of high ethical standards in the research it funds through this Programme. Qualifying Research Bodies are expected to have in place clear ethical guidelines and assurance procedures designed to manage research under their direction. Where an applicant’s research proposal requires approval by the relevant Research Body Ethics Committee, written evidence of such ethical approval will need to be obtained and available for examination by the Authority prior to the funding of any successful research proposal.

Section 2; Responsibilities of the Research Body

Research Bursaries are paid to the Research Body at which the work is to be carried out. The Research Body will publish a quality assurance procedure relating to the formation of postgraduate researchers and will ensure that such procedures are effectively applied. Acceptable formats for these procedures have been advocated by both the Irish University Quality Board and by HETAC. The Research Body is also responsible for:

- appointing Research Supervisor(s) with the responsibility for supporting and guiding the research work of the award holder;
- making the appropriate payment to the postgraduate student and notifying the Authority directly should the student discontinue their studies for any reason;
- providing the facilities needed to carry out the research, including access to and the use of, equipment and services available in the Research Body;
- maintaining accountability for proper use of public funds. An annual report on all disbursements under the awards will be required by Authority and unspent amounts on awards reimbursed to Authority at agreed intervals.

The Research Body will obtain all necessary permissions prescribed by Local and/or National Authorities and will comply with all requirements of such permissions together with all statutory requirements which may be necessary in relation to the protection of the

environment, the prevention of pollution and ensuring wider societal health and safety protection.

The Research Body must establish rules and procedures such that any intellectual property arising from the research work will be protected and managed appropriately. The design of such rules and procedures must be in accordance with any existing policies of the Research Body relating to intellectual property management.

The Research Body must have in place adequate systems for assuring that scientific misconduct (e.g. plagiarism, falsification of data, improper selectivity of data) can be prevented. The Research Body should have effective mechanisms for identifying scientific misconduct and clearly publicised and agreed procedures for investigating allegations of such misconduct.

The Research Body will accept full accountability for the management, monitoring and control of all the research work funded by the Bursary award. The Research Body and the Research Supervisor will ensure that the research programme complies with the requirements of all national and international regulatory authorities governing the use of sensitive materials or processes, for example (and not intended to be a complete list): radioactive isotopes, ionising radiation, laboratory or other animals, pathogenic organisms, genetically manipulated organisms, toxic and hazardous substances and research on human subjects and human embryos.

The Research Body shall indemnify the Road Safety Authority against:

any liability, loss, claim or proceedings in respect of any injury or damage whatsoever to any property real or personal insofar as any such injury or damage arises out of or in the course of or by reason of the execution of the Bursary provided that such injury or damage is due to any negligence, omission or default of the Research Body, its servants or agents, or any sub-contractor or sub-service provider, their servants or agents.

any liability, loss, claim or proceedings whatsoever arising under any statute, statutory instrument, legislation of the European Union or at common law in respect of personal injury to or disease contracted by or the death of any person whomsoever arising out of or in the course of or caused by the execution of the Bursary, provided that such injury or damage is due to any negligence, omission or default of the Research Body, its servants or agents, or any sub-contractor or sub-service provider, their servants or agents.

Section 3; Conditions of the Bursary

The annual budget for the Bursary comprises a fixed stipend of €15,000 per annum plus other acceptable costs as agreed by the Authority. The total cost associated with the Bursary will be agreed prior to the commencement of the Bursary. This cost will not be exceeded without the written agreement of the Authority.

While it is expected that a Candidate will pursue his/her research work to completion at the Research Body originally nominated, it is recognised that there may be exceptional circumstances in which a change of research Supervisor or research location may be desirable. In such circumstances the Candidate and the proposed new Supervisor/Research

Body must present a written submission to the Authority and present the case for the change requested. The Authority will examine each such submission on its merits and will respond with a decision as to continue funding in the new circumstances.

Bursaries will only be awarded to those who will engage full-time in research during the period of the Bursary. The duration of the award will normally be three years for a PhD. Continued funding in each year will be dependent on the submission of a satisfactory progress report. Funding (or partial funding) may be extended into a fourth year for a specific period of months. Any such extension will be subject to a separate application being made during the third year of registration for the PhD.

Allowances may be made in the above conditions for those who take approved leave from the Programme or who have temporarily withdrawn from it for duly certified medical reasons. These circumstances must be brought to the attention of the Authority at the time of application. If an applicant feels that his/her case should be an exception to the above, he/she should make a written submission to the Authority. Such submissions, together with all relevant supporting documentation, must be forwarded at the same time as the application. Such submissions will only be considered in exceptional circumstances and the decision of the Authority on these will be final.

Candidates will not be permitted to undertake paid work of more than a total 312 hours per academic year. These hours can be allocated over the year as required. Such work must be relevant to the research funded by the award and

- have obtained the written support of the Candidate's Supervisor;
- the records of teaching or other paid work and approvals for same must be held by the Research Body for examination.

Payment for such relevant work will not affect the level of the Candidate's award.

Candidates will be required to carry out part of their research at the Road Safety Authority headquarters in Ballina, Co. Mayo for a minimum period of four weeks. Library facilities are available at headquarters. While at the Road Safety Authority headquarters the candidate may be required to carry out specific research tasks as determined by the research manager.

Candidates must maintain their principal residence in Ireland during the term of the Bursary and must maintain an actual presence within their respective departments/institution during the academic years of the Bursary and are required to have regular contact with their Supervisors. However, the Authority recognises that Candidates may benefit from spending part of the term of the Bursary away from their registered institutions. Such periods might involve either:

- taking courses which are relevant to the Candidate's training. Except in special circumstances, such courses may only be taken *prior* to the commencement of the research phase of the degree and providing that the case for taking such courses has been made to the Authority by the Candidate's Supervisor. The Authority will not normally sanction such courses longer than one academic term in duration and will not be liable for paying any additional fees or expenses associated with such courses;

- spending part of the academic year engaged in research in Ireland or abroad. If the overseas component of this research proposed is to exceed 3 months, the prior permission of the Authority will be required.

Section 4; Review of progress

The Authority attaches considerable importance to procedures for monitoring research performance and ensuring effective progress under the Bursary. Candidates will be required to submit written progress reports to the Authority according to a schedule agreed at the project outset (normally every six months). These reports will be accompanied by a confidential and comprehensive evaluation from the Candidate's Supervisor on the progress of the research. It will be the Candidate's responsibility to ensure that these reports are submitted on time. The timely submission (not later than the stated dates) of these reports by the Candidate and the Supervisor are a condition of holding and renewing the Bursary. The Authority stresses that if it receives an unsatisfactory report on a Candidate's progress, or if the reports are not submitted on time, the Bursary may be terminated. If the Authority deems that inadequate supervision of the Candidate has been provided by the Research Body, that organisation may be liable for reimbursement to the Authority of the award in whole or in part.

Section 5; Bursary termination/deferral

Bursaries will automatically cease one month after the submission of the Candidate's PhD thesis or final report whichever is appropriate. Their value will be adjusted accordingly if the thesis is submitted more than 3 months before the expiration date of the Bursary.

It will be the responsibility of the Candidate's Supervisor to ensure that if the Candidate leaves his/her institution, or is not dedicating sufficient time or effort to the project, the Authority is informed immediately.

Bursaries may not be deferred, other than in exceptional circumstances. Candidates are advised that agreement to defer Bursaries will be entirely at the discretion of the Authority whose decision on the matter will be final.

Should a Candidate be unable for any reason (including medical reasons) to pursue his/her studies in accordance with the Terms and Conditions of the Bursary, he/she must inform the Authority within two weeks of such a situation coming to his/her attention. In such situations, the Authority will have regard to the usual conventions of the Candidate's institution. However, given the basis on which Bursaries are awarded, the Authority reserves the right to withdraw or suspend the Bursary.

The Authority recognises that for personal, professional or other reasons; a Candidate may wish to terminate his/her Bursary. This should not be done without *prior* consultation since the Authority will require evidence of academic progress to the date of departure. In the event of that progress being inadequate, the Authority may pursue the Candidate and/or the Research Body for reimbursement of amounts expended.

Section 6; Financial and Legal

The Bursary will be paid to the Research Body in six monthly instalments, starting at the beginning of the first whole month after the postgraduate student commences the work. The Authority reserves the right to ask for confirmation from the External Auditors of the Research Body of the following:

- that the annual accounts of the Research Body are up to date and have been approved by the Auditors without qualification;
- that the management letter from the Auditors raised no matters that did or could significantly affect the administration of research Bursaries awarded by the Authority;
- that monies received under the Bursary have been used for the purpose for which it was awarded.

The Authority also reserves the right to commission audits of the participating Research Bodies for financial or other compliance. The Research Body undertakes to fully facilitate these reviews.

Annual reporting will be required of expenditure against the approved categories of expenses associated with the award.

The Authority accepts no responsibility, financial or otherwise, for expenditure or liabilities arising out of work funded by research Bursaries and the Research Body must fully indemnify the Authority against all such expenditure or liabilities and against any actions, proceedings, costs, damages, expenses claims and demands arising from them including, in particular, but without limitation, any claims for compensation for which the Research Body may be liable as an employer or otherwise, or any claims by any person in relation to any Intellectual Property.

These Terms and Conditions will be governed by and construed in accordance with the Laws of Ireland and all parties will expressly and irrevocably submit to the jurisdiction of the Irish Courts.

Section 7; Dissemination

The Bursary programme funds not-for-profit research intended to generate knowledge for public good purposes and as such Road Safety Authority expects that outputs and findings should be widely disseminated and made publicly available.

Section 8; Other

All public lectures and/or publications or public interviews given or issued by a Candidate which arise from work supported by the Authority must contain an acknowledgement of funding received from the "Road Safety Authority".

The Authority reserves the right to revise the Terms and Conditions of this Scheme at any time. It is the Candidate's responsibility to ensure they are aware of any changes to the Terms and Conditions.

The Authority will strive to adopt procedures that are consistent with the policies of the Irish Government in relation to the procurement and execution of the Bursary and accordingly properly authenticated electronic communications will be treated as legally equivalent to paper submission. Good practices will be observed in relation to data management, protection and security, but the Authority cannot be held legally liable for interference by any third party. However it will be a condition of application, that applicants grant permission to the Authority to share application data with government departments and other national funding agencies for statistical and policy formation purposes.

Applications will not be assessed if they:

- are incomplete;
- have been received in the Authority's office after the advertised closing date.

Road Safety Authority Research Bursaries are held subject to these Terms and Conditions. If any of these Terms and Conditions is breached by a Candidate, the Authority may suspend or terminate the award and/or may require the Candidate to reimburse the Authority for such payments as have already been made to the Candidate.

Further information on the Road Safety Authority Research Bursary Programme may be obtained by contacting the Road Safety Authority Research Manager at the following address:

**Road Safety Authority
Moy Valley Business Park
Ballina
Co Mayo**