

**Sustainable Energy Authority of Ireland**

**Energise Fellowship Programme 2025**

**Call for Submission of Applications**

APPLICATION FORM TEMPLATE

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| **Key Dates** | |
| **Call Open Date**  **Deadline for Application Submission** | Tuesday March 18th, 2025  **Wednesday May 14th, 2025 - 12 noon IST** |

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| Note: The **Privacy Notice** is available at the following website:  <https://www.seai.ie/grants/research-funding/research-development-and-demonstration-fund/SEAI-RDD-Call-Privacy-Notice.pdf> |

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| **SECTION 1: GENERAL INFORMATION** |

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|  | **First Name** | **Surname** | **Organisation** | **Gender** |
| **Fellowship Applicant** |  |  |  | Choose an item. |
| **Academic Sponsor** |  |  |  |  |

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| **Are you applying for a SEAI-based Fellowship (YES/ NO)** |  |
| **If yes, what Topic Number?** |  |
| **Are you applying for an Academic Fellowship (YES/NO)?** |  |
| **Open Strand – proposed research area** |  |
| **Key words (max 5)** |  |
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| **Proposal Title** |
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| **Requested Duration (months)** |  |
| **Total Requested Costs (Maximum €300k)** | € |

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| **Abstract (max 250 words)** |
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| **Layman Abstract (max 150 words)** |
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| **SECTION 2: THE APPLICANT (Max 4 pages)** |  |

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| Education  *Please provide details of your education:* | | | | | |
| **From** | **To** | **Qualification** | **Subject** | **Country** | **Institution** |
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| Employment  *Please provide details of your employment history:* | | | |
| **From** | **To** | **Position** | **Organisation** |
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| **Motivation to undertake fellowship** |
| *This key section should demonstrate the Fellowship applicant’s interest in and suitability for the proposed Fellowship. Provide a summary of your academic and professional background. Highlight any relevant experience, achievements, and skills that make you a suitable candidate for the fellowship. Detail your specific research interests and how they align with this opportunity. Explain the significance of the research, its potential impact on the field, what drives you to pursue it. Describe your short- and long-term career goals, how the fellowship would help you to achieve these goals and how it fits into your overall career trajectory. For academic fellowship applications, you may mention any researchers, resources or programs at your HEI that are particularly relevant to your research. Ensure that your statement aligns with the goals and objectives of the Energise Fellowship Programme.*  *Maximum 1000 words* |

The following sections follow the structure of the narrative CV. Please omit journal-based metrics such as impact factors and author-based metrics such as h-index. For more information, please visit <https://sfdora.org/>.

For guidance on writing a narrative CV refer to online resources, including <https://www.sfi.ie/funding/sfi-policies-and-guidance/narrative-cv-dora/>

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| Most Relevant Research Outputs |
| *Please reference up to five research outputs that are most relevant to your role on this application. Please include one reference per output, if applicable, and explain very briefly for each (for example three to four lines) your specific contribution and the significance and impact to the field or to policy and/or practice.*  *Maximum 500 words.* |

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| Key Achievements in Research Excellence & Impact  *Describe the significance and/or impact of up to 3 key achievements per category below. For each example, provide an outline of the stated achievement, what specific role you played, why you think it is important, any benefit to the field and, where relevant, the resulting impact.* |
| 1. **Key achievements in the generation of knowledge** |
| *Please describe how you have contributed to the generation of new ideas, hypotheses and tools in your field. These can include but should not be limited to, preprints, open data sets, software, publications, blogposts, innovation and commercialisation activities and policy publications. Highlight if these are openly available and include a DOI, if available. Please delete this guidance once completed.]*  *Maximum 300 words.* |
| **B. Key achievements in the development of individuals and collaborations** |
| *Please describe your role in the success of a team or team member. You may wish to refer to how you have supported individuals in progressing their careers or how you have been integral to a team’s success (including supporting equality, diversity and inclusion in your team and mentoring). You may also wish to refer to contributions you have made to the success of consortia, collaborations, academic activities (e.g., teaching and workshops).*  *Maximum 300 words.* |
| **C. Key achievements supporting the research and innovation community** |
| *Please describe your key achievements supporting wider research and innovation community such as editing, reviewing and evaluation of researchers and applications for funding. Your response can also include activities such as organising events that benefited the research and innovation community, improving research culture (including, but not limited to, ethics, research integrity, equality, diversity and inclusion). It may also include your contribution to infrastructure for research, participation in committees or consortia etc*  *Maximum 300 words.* |
| **D. Key achievements supporting broader society** |
| *Please describe your key achievements in supporting society and knowledge exchange, such as engagements with the private sector, the public sector, the non-profit sector, clients and the broader public. Include impacts on research policy and/or business practice, evidence of advising policymakers at local, national or international level, and the provision of information through the press, social media etc.*  *Maximum 300 words.* |

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| Academic Fellowships Only - Academic Sponsor |
| *Describe the mentor’s expertise and interest in the project, and how their expertise is suitable to support the fellow in the proposed research.*  *Maximum 300 words.* |

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| **SECTION 3: EXCELLENCE & INNOVATION** |  |

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| Background |
| *Summarise the context of your proposed research idea.*  *Maximum 300 words* |

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| The State of the Art |
| *Describe the current state-of-the-art, current knowledge or current best practice in this area, and particularly in the Irish context. Please ensure to use references where appropriate.*  *Maximum 500 words (excluding references)* |

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| How this research will advance the state of the art |
| *Describe the concept of the proposed project and provide details of how the proposed project will further the current state-of-the-art, current knowledge or current practice. The degree of novelty and innovation associated with the proposed project should be clearly demonstrated. Describe clearly how this project would advance the state of the art in the research area/field, and within Ireland.*  *Maximum 500 words* |

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| Outline how you will address the key goals of the research including research methods |
| *Describe the proposed research methodology to carry out this research and meet its objectives- including but not limiting to research design, data collection, data analysis, etc. Please disclose and appropriately reference the plan for using any generative AI or AI assisted tools in the research and/or their use in the production of this proposal.*  *Maximum 500 words.* |

**Project Objectives**

Table 2.1 – Summary of Project Objectives

|  |  |  |
| --- | --- | --- |
| **No:** | **Objective Description:** | **Delivery Timeline (in Months):** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
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| **SECTION 4: RELEVANCE & IMPACT (Max 3 Pages)** |  |

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| Relevance to the Irish Energy Sector and to SEAI |
| *Clearly demonstrate the relevance of the proposed project to the needs of the Irish energy sector with particular reference to Ireland’s Climate Action Plan, the Programme for Government, the National Mitigation Plan, Energy White Paper and/or Ireland’s National Energy & Climate Plan (NECP), Climate Action and Low Carbon Development Bill (2021). Refer to other relevant policy documents as appropriate.  You may also refer to the objectives of the SEAI Energise Fellowship Program.*  *Maximum 500 words* |

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| Expected Impact |
| *Describe the expected impacts of the proposed project in terms of both a) academic impacts and b) research impacts. Furthermore, describe indicators of both qualitative and quantitative evidence of expected impacts where possible.*  *In terms of academic impact, please describe how this research would contribute to your field of study within academia (if applicable). As part of your description, where relevant, please refer to how the proposed project would enhance the applicant’s research career.*  *In terms of research impact, consider the contribution that this research could make in categories such as: economic (e.g. jobs, exports, turnover growth); societal (e.g. benefit to consumers/end users); policy-oriented (e.g. contribution to evidence-based policy formation and/or the legislative/regulatory framework); or scientific (enhancement of Irish scientific capacity and capability).*  *Maximum 500 words* |

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| **SECTION 5: PROJECT IMPLEMENTATION AND WORK PLAN (Max 4 Pages)** |  |

**5.1 Work Plan**

Table 5.1 – Summary of Work Packages (Max 5 work packages)

|  |  |
| --- | --- |
| **WP No.** | **Title** |
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Table 5.2 –Work Package descriptions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WP No. & Title** |  | | | |
| **Start Month No.** |  | **Finish** **Month No**. | |  |
| **Objective(s)** | WP1-O1:  WP1-O2:  *(add as many lines as objectives)* | | | |
| **Description** |  | | | |
| **Milestones** (Specify the month the Milestone will be reached) | WP1-M1:  WP1-M2:  *(add as many lines as milestones)* | | Month XX  Month XX | |
| **Deliverables**  (Specify the month the Deliverable will be provided) | WP1-D1:  WP1-D2:  *(add as many lines as deliverables)* | | Month XX  Month XX | |
| **Data Required:** | WP1- Dataset 1:  WP1- Dataset 2:  (Add as many lines as datasets) | |  | |

**5.2 Gantt chart**

*Please also provide a high-level Gantt chart (or similar) indicating timelines for the work packages and tasks. Please ensure to include your high-level Gantt chart within the Application Form Word Document template. Please do not submit a Gantt chart as a separate file.*

**5.3 Risks and Contingencies**

*Describe the primary risks associated with the proposed project, their likelihood (low, medium or high) and outline the measures which will be undertaken to avoid or mitigate these risks***.**

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| **Description of Risks** | **Likelihood** | **Proposed Risk Mitigation Measure(s)** |
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**5.4 Research Security**

The SEAI Research Development and Demonstration Programme supports the European Commission’s Council Recommendation on Research Security. SEAI will follow recommendations including reserving the right to undertake a risk appraisal in the funding application processes, as arising. SEAI encourages funding beneficiaries to identify and assess risks up front and periodically throughout the research project.

Please tick to confirm that you have reviewed your research activity in the context of research security and no risk has been identified.

Please tick to confirm that you have reviewed your research activity in the context of research security and a risk of exposure has been identified. Please provide details below.

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| Research Security |
| *Please describe any potential research security exposure of your research activity* |

**5.5 Gender Dimensions**

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| Gender Dimensions |
| *Please describe any gender dimension to the proposed research and how it will be considered in the fellowship. Maximum 300 words.* |

**5.6 Data Management**

*Project participants are asked to consider in advance how they will acquire and subsequently manage the data the project will generate, and to plan which data will be preserved, made publicly available and where. Where possible, use of existing available data is encouraged, and data acquisition agreements should be in place with data holders in advance. A data management plan will demonstrate how the data will be managed effectively and securely.*

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| Data Management |
| *Please describe:*   * *What new data will be collected or produced;* * *What existing data will be re-used;* * *How the data will be safely stored and managed both during and after the project.*   *Maximum 300 words* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Type of data** | **New or Existing** | **If existing, name of Data Provider** | **Open Access**  **Y/N** | **Please provide an open access link or location of data** |
| **Data provider 1** | *(e.g. building electricity consumption)* | *(e.g. N)* | *LoS provided* |  | *Eg. www.data.gov.ie/......* |

**5.7 Communication and Dissemination Plan**

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| Communication and Dissemination Plans |
| *Describe the strategy for communication, dissemination and implementation (if applicable), and what activities will be undertaken to promote the proposed project and engage the relevant audiences/end-users throughout the project. Please provide evidence of tailored, multifaceted communication strategies for varying end-users including public participation or consultation. SEAI expects that outputs/findings from SEAI supported projects will be widely disseminated and made publicly available. Please note that project outcomes (i.e., generated knowledge/scientific output/research results/lessons learned) must be made available, among others, in the form of a short, publishable project report/case study (allowing for IP or commercial sensitivity restrictions on any sensitive data). These outcomes may be disseminated via the SEAI website and further publication as required.*  *Maximum 500 words.* |

**5.8 N.B. For Academic Fellowship Applications Only:**

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| Supervision and Mentoring – Academic Fellowships only |
| *Describe the supervision and mentoring arrangements* with the *Academic Mentor*  *Maximum 300 words* |

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| Facilities and Host institution – Academic Fellowships only |
| *Describe the infrastructure, facilities and space to be provided by the Academic supervisor and host institution. This should include details of the office, laboratory, computing, or other facilities as necessary, where the research will be done, including the equipment and materials that will be available.*  *Maximum 300 words.* |

**5.9 Sustainable Research**

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| Sustainable Research |
| *SEAI’s mission is to drive the reduction and replacement of fossil fuel usage, and our role is to help all* *of society be more energy efficient. Research has a major role in the design of new practices and products, education, policy formation and information exchange to realise both mission and goal. However, research activities themselves can be resource intensive. SEAI funded researchers are required to describe their research design that will minimise waste and environmental footprint without adversely impacting the validity and reliability of the research outputs.*  *Here you can identify and describe how you have considered sustainable practices in your research activities. You could refer to:*   * *Fieldwork considerations.* * *Travel to place of work, conferences and meetings.* * *Reproducibility of scientific work, enabling factorial design.* * *Sustainable initiatives.* * *Reporting and promoting your results.* * *Evaluating the impact of your research practices, using targets and indicators.* * *Use of Large Language Models (Artificial Intelligence)* * *Training on environmental issues related to energy, climate and biodiversity that will facilitate their consideration in laboratory operations and scientific work.*   *Maximum 300 words* |

**5.10 References**

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| **SECTION 6: BUDGET** |  |

*Please note, for Academic and SEAI-Based Fellowships the total requested costs must not exceed €300,000 including overheads.*

**6.1 SEAI-Based Fellowship (salary only)**

**Applicant salary & Justification**

|  |  |
| --- | --- |
| **IUA Salary Level** |  |
| **Total Staff Costs** |  |
| ***Overheads (25% of staff costs)*** |  |
| **Total requested cost (must not exceed €300k)** |  |
| **Justification for the level of this position** |  |

**6.2 Academic Fellowship**

**6.2.1 Budget**

Summary of the total budget requested

|  |  |
| --- | --- |
| **Project Cost Categories** | **Project Cost (€)** |
| **Staff Costs** |  |
| **Equipment** |  |
| **Materials** |  |
| **Travel** |  |
| **Direct Project Costs** |  |
| ***Overheads (25% of staff costs)*** |  |
| **Total requested cost (must not exceed €300k)** |  |

**6.2.2 Budget Justification**

1. **Applicant salary**

|  |  |
| --- | --- |
| **Total Salary requested** |  |
| **IUA Salary Level** |  |
| **Justification for the level of this position** |  |

1. **Equipment**

*(Copy & paste each table per requested budget line item)*

|  |  |
| --- | --- |
| **Equipment & quantity** |  |
| **WP/task alignment** |  |
| **Cost requested (€)** |  |
| **Justification for cost** |  |

1. **Materials**

*(Copy & paste each table per requested budget line item)*

|  |  |
| --- | --- |
| **Materials & quantities** |  |
| **WP/task alignment** |  |
| **Cost requested (€)** |  |
| **Justification for cost** |  |

1. **Travel**

*(Copy & paste each table per requested budget line item)*

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| --- | --- |
| **Travel** |  |
| **WP/task alignment** |  |
| **Cost requested (€)** |  |
| **Justification for cost** |  |

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| **SECTION 7: LETTERS OF SUPPORT** |  |

**Letters of Support (max 1 page each)**

Letters of support should be appropriately titled and may be uploaded individually as PDF documents to the PEP portal.

**Letters of Support Checklist:**

|  |  |  |
| --- | --- | --- |
| **Letter of Support** | **Name** | **Confirm submitted with application (Y/N)** |
| Academic Mentor/Sponsor |  |  |
| Organisation Sponsor (e.g. Vice President of Research or *authorised member within the 3rd level educational body*) |  |  |

**Non-Economic Public Good Research**

Please tick to confirm that this project will conduct research activity, which pertains to public good and comprises only non-economic activities for State Aid and VAT purposes.

I declare that in the case of any change in the State Aid or VAT status of the project, I will immediately inform SEAI.

I declare that the results of this research activity will be made publicly available.

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| **SECTION 8: DECLARATION** |  |

**Artificial Intelligence (AI)**

Did you use any generative AI tool in the preparation of this application? Please describe which tools (with version specified), where the tool was used in the application and to what extent.

Please tick to confirm that the use of generative AI or AI assisted tools in the production of this proposal has been appropriately disclosed and referenced

**Applicant Declaration**

I confirm that, to the best of my knowledge, the information provided in this application is correct and is my own work and has not been/is not the subject of grant aid from any other source. By submitting this proposal, I also confirm that I meet the eligibility requirements.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **ANNEX**  **Application Checklist** |

**Fellowships**

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| --- | --- |
| Application Form |  |
| Letter of Support - Vice President of Research or Similar |  |
| Letter of Support – Academic Sponsor |  |