



EU Networking Support 2015

The aim of this rolling call for support from the Research Office is to facilitate networking activities essential for participation in EU projects. This scheme will support travel costs for researchers to attend meetings, events and conferences so as to strategically establish networks, make connections and build enduring, mutually beneficial relationships. Networking is a strategic activity and ideally you should have a clear sense of who you want to meet at an event and what your reasons for being at the event are.

There is no deadline for applications but please note that all applications should be submitted at least 2 weeks before the travel using this application form.

1. Please read carefully the terms and conditions of this scheme in Appendix 1
2. Please complete in type (min font size Times New Roman size 11)
3. Complete all sections fully.
4. Queries from applicants should be made by contacting the Research Office by email gillian.marmelstein@dkit.ie

1. RESEARCHER DETAILS	
Name	
Department	
School	
Email	
Telephone	
First time applicant for the Networking Travel Grant (Y/N)	
1) DETAILS OF EVENT (PLEASE ATTACH THE AGENDA FOR THE EVENT – IF AVAILABLE)	

Thematic Area of Event	
Event Title	
Date of event	
Organising body	
Venue	
Website for event/organising body	

2. DETAILS OF Event (max 1 page)

Please provide details of the event including:

- 1) Background to event
- 2) Strategic relevance of event - link to Research Strategy
- 3) Purpose of attendance at the event – key contact to be made
- 4) Envisaged action and outcomes

3. DETAILED BUDGET AND JUSTIFICATION

Please detail and justify the proposed budget. Please provide original receipts for all travel related costs

Name and Position	Date and duration	Estimated Cost (€)	Estimated funding requested (€)
Total Cost/Funding requested (€):			

4. RESEARCHERS TRACK RECORD

Please detail your research track record to date (research metrics) Please attach your current Curriculum Vitae to your application

Please record your Network Support Application to DkITs research management System at https://dkit.smartsimple.ie/s_Login.jsp

5. DECLARATION

I declare that the information I have provided in this application is accurate, that funds will be used solely for the purposes stated above and that I fully understand and agree to adhere to the guidelines in Appendix 1

Signature of Researcher _____

Date _____

Appendix 1 – Terms and Conditions

Objectives

The objectives of the Networking scheme are

- To develop and strengthen the Individual researchers national/international network
- To promote the Individual researcher and the Institute as a collaborator in research projects
- To identify and establish a relationship with strategic researchers as potential future collaborators
- To nurture relationships with influential researchers with national/international reputation
- To promote DkIT as a provider of internationally recognised research

Outputs and Deliverables

Each recipient must undertake the following

- Prepare and submit an event report, detailing any contacts generated and also plans for future contacts. The report should also provide the contacts list from the event (if available) and an indication of the contacts made. Actions agreed, decisions made and any future strategy for future collaboration indicated.
- This report must be submitted to the Research Office within 20 days of the end of the event. Failure to do this shall exclude the researcher from applying for further funding under this scheme for a period of 12 months

Eligible Costs associated with the proposed visit include

- Travel
- Accommodation
- Associated subsistence

Each application shall be judged according to its own merit and impact. It should be stressed that the full cost of the proposed visit might not be covered through this scheme, and that not all applications shall receive funding. It is expected that each successful applicant shall complete a report within 20 days after the research visit.

Each applicant can only **submit one application for one event**. Applications which contain multiple visits shall be deemed ineligible and returned to the applicant

Marking Scheme: (Total 100 marks)

Strategic Relevance and profile of the event (40)

Envisaged Outcome/Impact (40 marks)

Applicants research Track record (10 marks)

Budget justification (10 marks)