NORF 2025 Open Research Fund

Sustainability and Growth

Application Form

How to complete this application form:

Each section contains further clarification and notes on what information is required. Please read this information together with the guidelines in the [Call Specification Document](#) prior to submitting your application online.

When completing this application form, note the following:

- *All fields are mandatory.*
- *You may use subheadings.*
- *The inclusion of tables or charts (as an image) is permitted. However, the text in such tables should be included in the word count.*
- *The application form must be submitted in PDF format.*
- *Please remove all text in italics before converting the application to PDF and submitting it.*
- *Please do not password protect the PDF file.*
- *If applicable, include supporting documentation as an appendix or appendices to the main application form.*

Submission:

*All applications must be submitted via Jotform by **12:00 p.m. (Midday, Irish local time) Friday, 20 June 2025**. The Jotform link is available on the NORF website (https://norf.ie/2025-open-research-fund/) under the heading "**Application process**". Please note the following:*

- *Ineligible applications will not be accepted for review.*
- *Late applications will be deemed ineligible and will not be accepted for review.*
- *Incomplete applications will be deemed ineligible and will not be accepted for review.*
- *Applications must be submitted in PDF format.*
- *Applications must be submitted by the Lead Applicant.*

Further information:

This application form, call information and an FAQ are available at https://norf.ie/2025-open-research-fund/. For questions not covered in the FAQ please contact norf@ria.ie by **12:00 p.m. (Midday, Irish local time) Friday, 13 June 2025**.

Is this a joint application?

☐ Yes
☐ No

2022 Priority Action Project(s)

Please specify the priority action project(s) funded under the 2022 Open Research Fund to which this proposed network relates.

Lead Applicant (LA) Details

This person should be the primary contact point for NORF and is responsible for ensuring that progress on workplan implementation across all consortium partners (if applicable) is being adequately monitored. They have primary fiduciary responsibility and accountability for the award.

Name:	
Affiliation: (i.e. the Host Institution)	
Position:	
Email Address:	
ORCID ID:	

Do you hold a contract with the Host Institution for at least the duration of the application procedure and the entire duration of the work programme for which the grant is being applied for?

☐ Yes
☐ No

Were you the LA of the project funded under the 2022 Open Research Fund?

☐ Yes
☐ No

Role, contribution and relevant expertise (max. <u>400 words</u>):

The LA can describe any experience or expertise that will provide evidence of their ability to successfully lead the proposed network.

Note: *LAs to the 2025 Open Research Fund who were not the LA of the associated priority action project funded under the 2022 Open Research Fund must provide **clear and verifiable evidence** of their role in the 2022 priority action project. Specifically, they **must**:*

- *Demonstrate a well-defined role by outlining their specific responsibilities and role within the associated priority action project, including their position and areas of contribution.*
- *Prove a critical and substantial contribution by providing measurable outputs or outcomes that they directly influenced, such as leadership of key work packages, authorship of major project deliverables, or coordination of significant activities.*
- *Justify the change in leadership by explaining the reason for the transition and providing endorsements (e.g. from the original Lead Applicant, project partners, and/or governance bodies).*

Note: *If applicable, include supporting documentation as an appendix or appendices to the application form. Supporting documentation will not count towards the application's word count.*

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Partner Details

A network partner is an individual or an organisation that plays an active role in the collaboration, development and delivery of the network's objectives. Partner organisations are eligible to request funding from the award where justified. Each network partner must sign the consortium agreement within three months of the award start date.

*For each partner, briefly describe their role and contribution to the network, clarifying the type and nature of involvement (**max. 150 words per partner**). Applications must demonstrate that the level, expertise, and track record of proposed personnel matches the ambition and scale of the network and that they possess the necessary breadth and skills in all methodological areas required to deliver the proposed programme of work.*

Please add/delete the format below for each partner or delete and write N/A if no partners.

Partner:	*Institution or Organisation*

Details of contributing individuals	
Name:	
Job Title:	
Email Address:	
Role, contribution and relevant expertise *(150 words per partner)*:	
Partner:	*(add additional institutional partners as necessary)*

Details of contributing individuals
Name:
Job Title:
Email Address:
Role, contribution and relevant expertise:
(add further rows as necessary)

Network Affiliates

Generally, Network Affiliates are individuals and/or institutions that contribute to funded priority actions in an advisory or governance capacity, such as members of Advisory Boards, Oversight Committees, Steering Groups etc. Network Affiliates do not directly perform network tasks and do NOT sign a consortium agreement. There is no limit on the number of Network Affiliates.

*For each affiliate, briefly describe their role and contribution to the network, clarifying the type and nature of involvement (**max. 150 words per affiliate**).*

Please add/delete the format below for each Network Affiliate or delete and write N/A if no Network Affiliates.

Network Affiliate:	*Institution or Organisation*
Details of contributing individuals	
Name:	
Job Title:	
Email Address:	
Role, contribution and relevant expertise *(150 words per affiliate)*:	
Network Affiliate:	*Institution or Organisation*
Details of contributing individuals	
Name:	
Job Title:	
Email Address:	

Role, contribution and relevant expertise *(150 words per affiliate)*:

NORF

Network Title

Proposed Start Date

Please indicate the proposed start date for the grant funded period. The earliest start date is ***1 September 2025*** *(subject to satisfactory completion of contracting).* ***All awards will have a duration of 12 months.***

Abstract (300 words)

Detailed Network Description (2500 words)

Network background, context and relevance: *Provide an overview of the national and international context for the network, the strategic relevance of the network and summarise its work to date.*

Network objectives and outcomes: *State the overall aim of the network and list the strategic objectives. Detail how this funding will enable the network to* ***build on and extend**** *its work to date, including a process for bringing in new members. Summarise the activities intended to deliver objectives.*

**Describe how you plan to ensure sustainability through maintenance of existing supports as well as securing additional supports.*

Network Impact: *Describe the expected impact of the network on the uptake of open research practices in Ireland, as well as intended dissemination and communication of results. If relevant, outline the strategy for the management and protection of intellectual property.*

Network coordination and implementation: Detail network coordination, governance and oversight, organisation and work packages or set of activities, associated milestones and deliverables. Provide a risk assessment and contingency plan.

- *A gantt chart is required (mandatory – as a separate document). Open research practices should be followed and identified.*

- *A data management plan is required (mandatory as a separate document, see Science Europe's DMP template), along with a plan for updating it. It will be a condition of the grant that solutions are open (i.e, no vendor lock-in), that the dissemination of network outputs are Open Access, and that network data are managed and shared in compliance with the FAIR principles.*

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Budget

Summarise the amounts requested to perform this work programme in the table below. The budget should include at least category totals for staff time, other direct costs such as events, travel, equipment, consultancy, etc., and overheads, to be calculated at 25% of full staff costs. The maximum available budget is €100,000 per eligible network.* Total budget should not exceed the maximum available budget. In the case of personnel costs, specify the type of position, percentage of FTE, and months of staff time. Add additional rows to clarify costs where required (i.e. if employing more than one member of staff, add each cost separately). The category "other" is not allowed: provide sufficient detail for the cost duration, scope, etc. to be understandable, e.g. months of staff time, number and nature of events, types of dissemination. For clarification please first consult the FAQ then direct questions to norf@ria.ie by 12:00 p.m. (Midday, Irish local time) Friday, 13 June 2025.

* Two or more eligible networks (i.e. networks arising from separate projects funded under the 2022 Open Research Fund) may partner on a joint proposal, with one designated as the administrative coordinator. Joint applications will have an increased budget based on the number of eligible networks involved (e.g., two networks arising from priority action projects funded under the 2022 Open Research Fund can jointly apply for €150,000 – €200,000)

Cost Category	Description	Cost (euro)
Personnel Costs	*(add new rows if multiple staff)*	
Role		
Salary		
Employer's PRSI		

Employer's Pension		
	Total Personnel Costs	
Other Direct Costs	*(add new rows to specify individual costs under each category)*	
Materials & Consumables		
Travel		
Events		
Equipment		
Consultancy	*(specify hourly rate, time)*	
Other external services		
Dissemination Costs		
FAIR data management costs		
	Total Other Direct Costs	
Overhead Costs	*(25% of full salary costs)*	
	Total	

Network Co-Funding

Will this proposal be in receipt of any additional financial or in-kind support from other sources?

☐ Yes
☐ No

If yes, please provide details of the additional support including the award title (if applicable), the organisation providing the additional support, the amount of support, and the activities it will fund **max. 300 words**.

Signature of Lead Applicant

Signature:

Name:

Date:

Institutional Sign-Off
Please provide the endorsement of a person authorised to commit the host institution to external grant funding.

Signature:

Name:

Job Title:

Date: