



NUI Grant Scheme for Early Career Academics 2025

Regulations and Procedures

The National University of Ireland (NUI) is pleased to invite applications for the NUI Grant Scheme for Early Career Academics 2025.

Section 1: General Regulations of the Grant Scheme

1 NUI Grant Scheme for Early Career Academics

- 1.1 These NUI grants are intended to support early career academics (ECAs) in organising an international conference or symposium.
- 1.2 To be eligible to apply, candidates must be at the early stage of their career and be based in an NUI member institution, i.e. a constituent university (or linked college of a constituent university) or a recognised college.
- 1.3 The conference/symposium can be an in-person, virtual, or hybrid event. In-person events should be held in an NUI member institution or in the NUI building on Merrion Square in Dublin (with the use of NUI conference facilities included).
- 1.4 Grant recipients must complete their conference/symposium no later than **31 December 2026**.

2 Value of the Grants

- 2.1 The total fund available for the NUI Grant Scheme for Early Career Academics is limited to €40,000 per annum.
- 2.2 Individual grants range from a minimum of €2,000 to a maximum of €5,000.
- 2.3 Grant monies will be paid directly to the grant recipient's designated cost-centre, following receipt of an invoice from the academic unit (e.g. school, department, research centre) in the NUI member institution that is supporting the conference/symposium. Grants will only be paid to cost-centres in NUI member institutions.

3 Objectives

3.1 The main objectives of this grant scheme are to support NUI ECAs in:

- (i) creating, leading and managing the organisation of an international conference or symposium;
- (ii) developing academic connections and networks, both national and international.

4 Eligibility

- 4.1 To be eligible to apply, candidates must be holders of a doctoral degree. This must have been awarded no earlier than 1 January 2020, except where a candidate has had a career break(s).¹
- 4.2 Applications will be accepted from candidates who have yet to be conferred with their doctoral degree but who can confirm that they have fulfilled all the formal requirements for the awarding of the doctoral degree by the closing date of the competition, i.e. **Friday, 30 May 2025**.
- 4.3 Candidates must have an affiliation with an academic unit in an NUI member institution at the closing date of the competition. Eligible affiliation includes post-doctoral fellowships and temporary lecturing contracts of up to and including, but not exceeding, three years duration.
- 4.4 Permanent members of academic staff of NUI member institutions, or other higher education institutions, are not eligible to apply.
- 4.5 ECAs in all disciplines, including those engaged in multidisciplinary and interdisciplinary research, may apply for this grant.
- 4.6 Candidates may submit joint applications. Each candidate applying through a joint application must meet the eligibility criteria. The candidates must submit one copy of the Grant Proposal, Abstract of Proposal, and Letter of Support, and individual copies of the other documents listed in Section 5 below.
- 4.7 Candidates may collaborate with more established academic colleagues in organising an event, but **only** the ECA(s) can apply for (and receive) grant funding. The ECA(s) must be the principal organiser(s) of the event.
- 4.8 Candidates who applied previously for this grant but were unsuccessful may reapply.
- 4.9 ECAs will only be awarded this grant on **one** occasion; previously successful candidates may not reapply.

5 Application Procedure

The following documents are required to apply for the NUI Grant Scheme for Early Career Academics:

5.1 Application Form:

Application forms are available to download at www.nui.ie/awards.

¹ An extension to the five-year period following the awarding of the doctoral degree will be considered based on eligible post-PhD career breaks. Career breaks include but are not limited to maternity leave, paternity leave, adoption leave, parental leave, prolonged sick leave and carer's leave. Documentary evidence must be submitted to support the claim, and only career breaks of up to 5 years will be considered.

5.2 Grant Proposal:

Candidates must submit a proposal (max. 2,000 words) to include:

- (i) Working title of event
- (ii) Type of event (e.g. conference, seminar, workshop)
- (iii) Proposed event content (aims and objectives, projected outcomes and, where possible, provisional programme and format)
- (iv) List of potential or confirmed speakers
- (v) Number of expected attendees
- (vi) Duration and location of event
- (vii) Proposed budget to include details of:
 - Catering
 - Speaker expenses
 - Promotion
 - Conference materials
 - Other reasonable costs directly related to the proposed event.

Please note, the proposed budget may **not** include:

- Speaker fees
 - Room hire
 - Video conferencing or similar licensing fees
 - Research Assistant or similar staffing salaries
 - Living costs
 - Other costs not directly related to the proposed event.
- (viii) The rationale for the organisation of the proposed event at this stage in the candidate's academic career, to include details of how the event is connected to their academic background and how it will positively contribute to their academic career plans.

5.3 Abstract of Proposal:

Candidates must submit a short abstract of the Grant Proposal (max. 200 words), which can be understood by non-specialists.

5.4 Letter of Support:

Candidates must submit a letter from the Head/Director of the academic unit that will host and/or support the event. The letter should indicate support for the application and confirm that local support will be provided to the candidate should the application be successful.

If the candidate proposes to hold their event in NUI, a letter from the Head/Director of the academic unit that the candidate is affiliated with will also be required to confirm support for the proposed event.

5.5 Curriculum Vitae (CV):

To include:

- (i) relevant work experience
- (ii) academic and research achievements
- (iii) previous research grants awarded
- (iv) scholarly publications
- (v) other relevant experience.

6 Selection Process

- 6.1 The NUI Awards Team will administer the competition.
- 6.2 NUI will appoint a selection panel to review and assess the grant applications.
- 6.3 Depending on the number of eligible applications, a shortlisting process may apply.
- 6.4 Each application will be assessed by two panel members and scored on the following criteria:
 - (i) rationale for the organisation of the proposed event at this stage in the candidate's academic career
 - (ii) quality of the proposal
 - (iii) academic profile of the candidate
 - (iv) overall persuasiveness of the proposal.
- 6.5 The selection panel will review shortlisted applications. Following this review, the panel will finalise its recommendations to the NUI Senate.
- 6.6 The NUI Awards team will inform the candidates in writing of the Senate's decision regarding the awarding of the grants.
- 6.7 The decision of the Senate on the awarding of the grants will be final.

7 Lodgement of Documents

- 7.1 All applications and associated documentation must be submitted by email to awards@nui.ie. The email subject should state the NUI award being applied for, i.e. NUI Grant Scheme for Early Career Academics.
- 7.2 Candidates should ensure the electronic documents included in their application (listed in Section 4 above) are:
 - (i) saved as separate files, and
 - (ii) compressed into a zip file (max. size 20 MB).
- 7.3 The closing date for receipt of applications is **Friday, 30 May 2025**.

Section 2: General Regulations of the Grant Scheme

8 Terms and Conditions of Grants

- 8.1 Grant monies will be transferred directly to a named cost-centre in the NUI institution where the planned event will take place.
- 8.2 Grant recipients must submit a report (max. 500 words) to NUI within two months following completion of their event. This report will confirm the event for which the grant was approved took place and may act as a source from which recipient quotes may be taken for promotional purposes.
- 8.3 Grant recipients must complete their event in the NUI institution named in their application. If a grant recipient's location changes after the awarding of the grant, or if a grant recipient's contract is terminated, they must notify the NUI Awards Team in writing to awards@nui.ie. The NUI Awards Team, in consultation with the NUI Registrar, will determine whether the grant may still be awarded. Depending on the

circumstances and availability, either an alternative NUI institution or NUI facilities at 49 Merrion Square may be used to host events.

8.4 Grant recipients must complete their event by 31 December 2026.

Grant recipients unable to complete their planned activities by 31 December 2026 must notify the NUI Awards Team, in writing to awards@nui.ie. NUI reserves the right to retract a reasonable portion of allocated grant monies in such cases.

9 Ethics

9.1 The Senate will not award funding for research activity prohibited by law in Ireland.

10 Acknowledgement of NUI Support

Grant recipients must acknowledge receipt of NUI support in all publicity relating to the event. The publicity may include but is not restricted to the following: letterheads, office signs, media appearances, press releases, public lectures, interviews, conferences, publications, monographs, print materials, social media and online materials, including e-mail signatures, television and radio advertisements, websites, film, and video/audio recordings associated with or arising from the event. Where possible, NUI's logo should be included in any such acknowledgement.

11 Further information

The following [statements](#) can be accessed from NUI's website:

- Data Protection Statement
- Equality, Diversity and Inclusion Statement
- Sustainability Statement
- Awards Appeals Process.