



AN TÚDARÁS PÓILÍNEACHTA
POLICING AUTHORITY

**Policing Authority Research Bursary 2019
Guidelines for Applicants**

The Policing Authority is seeking applications for funding of research projects under its Research Bursary Scheme 2019.

Up to €25,000 is available to fund a project or projects covering the research themes selected by the Authority and outlined in Section 2.

Applications are invited from independent researchers, academic researchers, research institutions and agencies, non-governmental bodies or a partnership of the above.

The deadline for receipt of applications is 5pm on Friday 22nd March 2019.

Please read this booklet carefully as it contains essential information regarding the application process.

The Policing Authority is committed to a policy of equal opportunity.

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1. Background

1.1 The Policing Authority

The Policing Authority (“the Authority”) is an independent statutory body, established on 1 January 2016. The mission of the Authority is to drive excellent policing through valued and effective oversight and governance. The full list of Authority functions are set out in the Garda Síochána Act 2005 (“the Act”). Its main function is to “*oversee the performance by the Garda Síochána of its functions relating to policing services*” (section 62H(1)(a)).

Amongst the other statutory functions of the Authority are to “*promote and support the continuous improvement of policing in the State*” (section 62H(1)(j)); to “*promote public awareness of matters relating to policing services*” (section 62H(2)(d)); and to “*provide advice to the Minister with regard to best policing practice*” (section 62H(2)(h)).

Additionally, section 62H(2)(g) of the Act provides that the Authority shall:

- “(g) undertake, commission or assist in research projects (including by way of public consultation) and other activities in respect of matters relating to policing services, which in the opinion of the Authority, may –
- (i) promote an improvement in standards for those matters and public awareness of them,
 - or
 - (ii) contribute to a reduction in the number of complaints against members of the Garda Síochána in relation to those matters, and make recommendations to the Minister arising from those projects or activities ...”

Further information on the Policing Authority and its remit is available from the website.

2. Overview of Research Bursary Scheme

2.1 Objectives of the Scheme

The Authority is calling for applicants for a Research Bursary scheme, with the objectives of supporting the Authority’s remit under the Garda Síochána Act 2005, and contributing to the objectives in the Statement of Strategy 2019-2021. Specifically, the scheme is aimed at:

- Supporting the Policing Authority’s remit of promoting continuous improvement of policing in Ireland through creating relevant and robust research aligned to our strategic priorities;
- Building research capacity in the policing field, and strengthening links between the Policing Authority, institutions, agencies and groups involved in policing related research;
- Enhancing Policing Authority familiarity with creative or new research on policing; and
- Promoting public and stakeholder awareness of quality new research on policing in Ireland, through publishing the results and outcomes of supported projects on the Policing Authority website and in the media.

2.2 The Bursary

The maximum amount awarded under the scheme will be €25,000, inclusive of VAT if applicable. It is envisioned that the amount may be subdivided and up to two awards may be made, depending on the quality and nature of the applications received. The duration of the projects selected shall be between 3 and 12 months.

Applicants may apply for **one** research project under the scheme. Joint applications (e.g. collaborations between organisations/individuals) will be considered but the input from each must be clearly specified in the application form.

The Authority may consider projects which are already in receipt of other funding, in which case applicants must submit a letter from the funder outlining their level of financial support. However, the Authority is to have contractual right to disseminate and use project outputs freely as specified further in section 3 below.

Bursary applications should include detailed financial information including all costs associated with the research project including V.A.T. where applicable. Costs should include (where relevant) salary; travel; subsistence; production of final report and other relevant costs. Details of any non-financial or in-kind contributions to the research project should be provided.

Funding may only be used towards the current expenditure associated with the direct costs of the research process, and may not be used for capital expenditure or overheads. Funding is inclusive of all expenses.

The Authority reserves the right not to award any funding based on the standard or suitability of the applications, or any other reason.

2.3 Themes

The Policing Authority is particularly interested in receiving research proposals on the following themes:

Policing and community safety

- Police responses to incidents involving people with mental illness in crisis/volatile situations;
- Policing diverse societies, including mechanisms to ensure diversity of the police workforce;
- Collaborating with other agencies, or building community partnerships.

Police governance and accountability

- Best practice in police oversight;
- Measuring policing performance;
- Improving local accountability;
- The role of data.

Human Rights policing

- Compliance;
- Monitoring.

While the Authority has developed the above themes in line with its strategic objectives, it is also willing to consider proposals on any themes which might be deemed to support its statutory remit and strategic objectives. Proposals should address the value of the research in the context of the objectives of the Authority outlined above.

2.4 Deliverables

Successful applicants are required to undertake a piece of research relevant to an approved theme and produce a **report of the research to a publishable standard** within agreed timeframes (as will be contractually specified), to include:

- An Executive Summary setting out the key findings;
- Sections detailing methodology, detailed findings, conclusions and recommendations, supported by appropriate qualitative and/or quantitative data;
- A high level presentation to Authority Members and the Executive of the Authority on the research findings; and
- Participation in a public launch of the research, if required by Authority.

Successful applicants will be provided with a style guide which they are required to follow in relation to the content of the research report and the presentation.

Successful applicants will also be required to attend an initial meeting which will take place at the Authority offices in Dublin, and any other meetings as are required as part of the scheme supervision outlined below.

2.5 Assignment of rights

Intellectual property rights (IPR) will reside with the researcher/s, but the Authority is to have contractual right to disseminate and use the project outputs freely, including:

- Publishing the report on the Authority website, to include right of first publication;
- Making copies available to third parties;
- Making paper and electronic copies of the report;
- Quoting from the report.

Policing Authority funding must be acknowledged in any publication of the research, as will be contractually specified.

2.6 Eligibility

Applications are invited from independent researchers, academic researchers, research institutions and agencies, non-governmental bodies or a partnership of the above.

Please note that this is not a scholarship scheme, and may not be used to cover the cost of tuition fees.

2.7 Research Criteria

Research should be original, and contribute to advancing the knowledge of policing in an Irish context.

The proposed research may reflect a wide number of methodological approaches and be qualitative, quantitative or involve mixed methods, but it is expected that applied rather than theoretical research will be prioritised for funding by the Authority.

3. Evaluation process

Applications will be reviewed by an Evaluation Board consisting of a member of the Policing Authority Executive, a member of the Policing Authority, and an external expert. The Authority reserves the right to interview and may decide to call applicants to clarification meetings before a final decision is made. The Evaluation Board will assess the applications against the following criteria:

Marking Scheme	
Quality and Relevance of research and methodology:	55%
<p>Aspects which will be considered under this heading include:</p> <ul style="list-style-type: none"> ➤ Is the proposal relevant to the Policing Authority’s statutory remit and strategic objectives? ➤ Will it contribute to furthering the field of policing research in Ireland? ➤ Will it promote and support the continuous improvement of policing in Ireland? ➤ Will it contribute to the development of relevant policies? ➤ Does the proposal address the stated research objective? ➤ Has the methodology been clearly described in the application? ➤ Is the methodological approach appropriate to achieve the stated research objective? ➤ Has the proposal demonstrated appropriate consideration of ethical issues that may arise in relation to the research, and compliance with best practice in this respect? 	
Expertise and experience of personnel involved and project management process:	35%
<p>Aspects which will be considered under this heading include:</p> <ul style="list-style-type: none"> ➤ Are the qualifications and experience of the personnel appropriate to the proposed research? ➤ Is there a track record of production of relevant work? ➤ Are the allocated time-frames and staffing resources adequate? ➤ Have sufficient quality controls and research supervision processes been put in place? 	
Budget breakdown and value for money.	10%
<p>Aspects which will be considered under this heading include:</p> <ul style="list-style-type: none"> ➤ Has the proposal been clearly costed and is the cost realistic and achievable? ➤ Does the proposed cost offer value-for-money? 	

Applications must score 50% or above in each of the three criteria to be eligible for further consideration. Applications scoring at or above this point shall be short-listed for further consideration by the Evaluation Board.

4. Supervision and Monitoring

Following the award, successful applicants must enter into a contract, setting out the terms under which the Bursary funding will be made available. The contract will set out sanctions to apply in the event of unsatisfactory performance or failure to complete the proposed research.

The following deliverables will be required as part of the Authority monitoring of the process:

- **Written progress reports** on a monthly basis: applicants are also required to discuss progress regularly with a nominated member of the Evaluation Board or Policing Authority research unit.
- **An interim report** in electronic format must be provided at a date agreed with the applicant on award. This report must outline progress, including on the following elements: methodology, literature review, fieldwork and schedule and timeframe for completion. The report should identify any risks which might affect the timeframe as laid out in the application. Applicants may be required to present the Interim report to the Authority's members and executive in the form of a seminar.

Applicants may be required to attend a meeting for further discussion if this is considered warranted.

- **Final report:** the Final report should be of a publishable standard, and in line with the style guide as given to the successful applicant/s.

Projects which do not meet these criteria will have the final payment withheld and the Authority will seek to recoup payments previously made.

5. Finance and funding

As will be detailed contractually, funding will be provided in three tranches subject to rounding as follows:

- A third on acceptance of contract;
- A third on receipt of satisfactory interim report; and
- A third on receipt of satisfactory final report.

The Authority reserves the right to withhold funding and/or to recoup monies already paid if the recipient fails to discharge its contractual obligations to the Authority.

The recipient is responsible for ensuring that they are fully compliant with taxation requirements. In advance of receiving any funding, successful applicants must provide the Authority with a VAT Number and a Tax Clearance Access Number (TCAN) or Tax Clearance Certificate, or equivalent documentation.

6. Applications

6.1 Submission of Applications

Applicants must submit a completed application form by email to research@policingauthority.ie in accordance with the following detailed instructions.

It will not be possible to accept an incomplete or incorrectly submitted application so applicants should ensure that they follow the instructions below carefully.

1. Applicants should download the application form from the Policing Authority website.
2. This is an editable Word document.
3. Applicants should complete the application form. Once they are satisfied that they have completed all sections of the form, they should print and sign the completed form.
4. The candidate should scan the form and save it as a pdf, which should be named: **"Your name Application.pdf"** (e.g. Mary Murphy Application.pdf).
5. Any other relevant documentation (e.g. CVs, letters from other funders) should be saved in Microsoft Office or Adobe PDF or OpenOffice Format, and named **"Your name CV"** or **"Your name letter"** as appropriate.
6. The Application and supporting documents should be attached to an email with the subject title **"Research Bursary Your Name"** (e.g. Research Bursary Mary Murphy) and submitted to the email address provided above.

The deadline for receipt of applications is 5pm on Friday 22nd March 2019. Proposals which are received after this time will not be considered.

6.2 Queries

Any queries that applicants may have should be addressed in writing by email to research@policingauthority.ie by **5pm Irish time on 15th March 2019**. Title for email queries should be "Research Bursary Query".

Any queries that we receive and have responded to will also be posted on the Bursary FAQ section of the website. Applicants should ensure that they check the FAQs before submitting their application form.

6.3 Freedom of Information/Data Protection

Applicants are advised that the Policing Authority is subject to the Freedom of Information Act 2014 ("the FOI Act"). Should a request under the FOI Act be received by the Authority, the material an applicant has supplied may be considered for release. If an applicant considers that any of the information supplied in their application is either commercially sensitive or otherwise confidential in nature, this should be highlighted and the reasons for its sensitivity specified. Please note that the final decision on any request under the FOI Act, including the applicability of any exemptions, rests with the Authority.

If Applicants consider that information supplied by them is sensitive, they should make a statement to that effect in Section 6 of the Application Form.

All data will be processed in accordance with the GDPR and relevant data protection law.

With effect from 25 May 2018, a new Europe wide data protection regime has come into place under the General Data Protection Regulation (GDPR). The GDPR significantly increases the obligations and responsibilities for organisations and businesses on how they collect, use and protect personal data. Applicants are required to comply with the requirements of data protection legislation and the General Data Protection Regulation (GDPR).

6.4 Communication

An email will be sent acknowledging receipt of all applications. If you do not receive an acknowledgement within two working days please contact the Policing Authority at 01-8589090.

Applicants are advised that nothing in these Guidelines or in any other communication made between the Authority and any other party shall be taken as constituting a contract, agreement or representation between the Authority and any other party. The Policing Authority will not be liable in respect of any costs incurred by suppliers in the preparation of proposals or any associated work effort.