**MSCA Doctoral Networks Non-EU Fee Differential Waiver and**

**Overhead Usage Application**

**Purpose of Application**

The purpose of the fee waiver application is:

1. To facilitate Trinity’s participation in Marie Skłodowska Curie Doctoral Networks;
2. To write down the fee difference between EU and non-EU fees for any (non-EU) PhD candidates recruited to the grant;
3. To authorise the use of the Marie Skłodowska Curie Action (MSCA) Doctoral Network (DN) management and indirect contribution (overheads) toward the remaining fee balance for up to 3 years;
4. To ensure a contingency is in place for a fourth year of study, should the PhD candidate require it.

**Eligibility and cut-off dates:**

To be eligible for this programme, PhD students must be:

1. Recruited as a fellow to a funded MSCA Doctoral Network
2. beginning their PhD studies on or after September 2023

This document is to be completed and submitted after the recruitment of PhD candidate(s) to a successful MSCA DN and before the start date of the PhD studies. The cut-off dates for submissions are as follows:

For students due to start 1st September: 1st August;

For students due to start 1st March: 1st February.

**Submission of applications**

Applications should be made by the Trinity coordinator/partner of the Doctoral Network and signed off by the Head of School and, where relevant, the Trinity Research Institute (TRI) where the award is hosted. Incomplete applications will not be accepted.

The Dean of Graduate Studies will evaluate applications on a case-by-case basis and notify the coordinator/partner of the outcome.

Applications should be submitted to the administrative officer of the Office of the Dean of Graduate Studies (genadgso@tcd.ie).

[School headed paper]

# **Application for waiver of non-EU fee differential/overhead usage for PhDs Registered at Trinity as part of the Marie Skłodowska Curie Doctoral Network ‘[ACRONYM: TITLE]’**

**1) Project Summary**

**Project** **details**

Abstract:

Consortium:

|  |  |
| --- | --- |
| Beneficiary | Principal Investigator |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

PhD Fellows to be registered at TCD:

|  |  |  |
| --- | --- | --- |
| PhD fellow name | Duration (M) | Trinity supervisor |
|  |  |  |
|  |  |  |
|  |  |  |

**Motivation**

|  |  |
| --- | --- |
| **Benefits to Trinity** | [Describe benefits to Trinity in terms of students, resources, partnerships, international collaborations, potential for related funding for other calls (name where possible), reference to Trinity Strategic Plan and/or National Research Priority Areas] |

**2) Application for non-EU fee differential waiver**

Fill in the table below to request a fee differential waiver for recruited non-EU students. If no waiver is sought, leave blank.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of non-EU PhD researcher | Project title | Months hosted | Trinity Supervisors | Fee waiver requested (Y/N) | Total fee amount to be waived (non-EU amount minus EU amount) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**3) Application for fee payment from management and indirect contribution (overheads)**

Fill in the below to request that available management and indirect contribution (overheads) funds are used to pay, or partially pay the fees for the named Trinity PhD fellows. If no fee coverage is sought, leave blank. See Annex 3 for further guidance on the management and indirect contribution (overheads) allocation for Trinity coordinators/partners.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PhD researcher name | Project title | Trinity Supervisors | Number of fee years (max 3)\* | Total tuition fee amount to be deducted\*\* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\* management and indirect contribution (overheads) can only be used as source of funding for duration covered by the grant (max 36 months)

\*\* If a waiver has been applied for to cover the non-EU differential, please indicate the remaining fee total. **Note:** only tuition fees will be covered, any additional admin fees such as Student Levies and Charges (SLC) may be taken out of the research, training and networking contribution (RTN) or remaining management and indirect contribution (overheads) portion of the grant.

**4) Fourth year contingency plan for doctoral programme**

As a condition of this application, please indicate the plans in place to fund a fourth year of study, if required by the PhD fellow.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PhD researcher name | Y4 fee amount (€) | Y4 fee funding source | Y4 living allowance available (€)[[1]](#footnote-1) | Y4 living allowance source of funding | Stipend or salary[[2]](#footnote-2) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**5) Signatures**

I confirm that matters pertaining to the supervision and housing of Doctoral Networks PhD students have been discussed and agreed, and that the proposed PhD programme has met with approval at School level. Funding arrangements for a 4th year of study are appropriately earmarked and secure. The PhD applicant has been made aware of the specific arrangements for their fourth year of research (if required) and any potential impact on visa status.

|  |
| --- |
| [PI signature] |
|  |
|  |

|  |
| --- |
| [Head of School signature] |

|  |
| --- |
| [Head of TRI signature] (if applicable) |

**Annex 1: Approval for waiver of non-EU fee differential/overhead usage for PhD students registered at Trinity as part of the Marie Skłodowska Curie Doctoral Network ‘[ACRONYM: TITLE]’**

**Project details**

|  |  |
| --- | --- |
| Project acronym and title |  |
| Trinity Coordinator/Partner |  |
| Project number |  |
| Award Number |  |

**Administrative details of recruited PhD researchers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PhD researcher name | Student number | Course name/code | School | EU/non-EU | Total tuition fee (3 years) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

 **\*\*For Office of the Dean of Graduate studies only\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| Granted (Y/N) | Signature of Dean of Graduate Studies | Approval Date | Date forwarded to Student Finance, AR for processing(PG Fee Officer and / Fee Operations Manager) |
|  |  |  |  |

 **Approval**

**Annex 2: Process note**

**S**teps and key contacts for MSCA DN waiver of non-EU fee differential/overhead usage

1. Trinity Coordinator/Partner notified of successful outcome of DN proposal.
2. Coordinator/Partner recruits Trinity PhD students.
3. Coordinator/Partner submits ‘Doctoral Networks non-EU Fee Differential Waiver Application’ to Dean of Graduate Studies before PhDs due start date (Aug/Feb).
4. DoGS notifies Coordinator/Partner of outcome, ccing Academic Registry (AR) with ‘Approval for Fee Coverage’ documentation.
5. Financial Services Division (FSD) reserves fees from management and indirect contribution unit contribution (overheads).
6. After the 3 years funded by the grant elapses: if funding for a fourth year of study is required, the PhD student should contact the School. School may submit a Departmental Funding Waiver to AR.

**Annex 3: Guidance on the use of the Management and Indirect Contribution and Research, Training, and Networking Contribution portion of MSCA Doctoral Network institutional unit contributions**

MSCA-funded Doctoral Networks under Horizon Europe take the form of lump-sum unit contributions per-person month, awarded via a significant pre-financing round (30 days from entry into force/10 days before starting date – whichever is the latest) and subsequent interim/final payments. The Payment schedule is outlined as part of the Grant Agreement. These unit contributions comprise contributions for the recruited researcher (living allowance and mobility allowance, and if applicable, family allowance, long-term leave allowance, and special needs allowance) as well as contributions for the institution hosting the researcher (research, training and networking contribution, and management and indirect contribution). The beneficiary must pay the recruited researchers at least the amount of the living allowance and mobility allowance (as well as additional allowances, if applicable). Guidelines for the management of the remaining institutional contributions are noted below.

*Management and indirect contribution (MIC):*

 1. As TCD Coordinator:

 It is standard practice for coordinators of DNs to centralise a portion of the management and indirect contribution (MIC) from the consortium to contribute to the management of the network e.g. to allow appointment of a project manager for the network. This is typically ~50% of each partner's MIC contribution. If you decide to take this approach, this should be discussed and agreed on consortium-level at the application stage. The details would be set out in the consortium agreement in the event of award and sample wording is provided in the model consortium agreement adapted from the DESCA model by the National Working Group of EU Funding Advisors at German Universities and Colleges (available at <https://www.uni-giessen.de/bak/dokumente>).

 Coordinators must also note that PhD fees are applicable for doctoral candidates within TCD (at the EU-rate, following completion of the MSCA Doctoral Networks Non-EU Fee Differential Waiver and Overhead Usage Application above). The remaining portion of the MIC may then be used towards these fees. Any outstanding balance of fees can be covered by the Research, Training and Networking contribution (RTN) of the grant.

 2. As TCD Partner:

 It is standard practice for coordinators of DNs to centralise a portion of the management and indirect contribution (MIC) from the consortium to contribute to the management of the network e.g. to allow appointment of a project manager for the network. This is typically ~50% of each partner's MIC contribution. This should be discussed and agreed on consortium-level at the application stage. The details would be set out in the consortium agreement in the event of award.

 Partners hosting doctoral candidates at TCD must also note that PhD fees are applicable for doctoral candidates in the college (at the EU-rate, following completion of the MSCA Doctoral Networks Non-EU Fee Differential Waiver and Overhead Usage Application above). The remaining portion of the MIC may then be used towards these fees. Any outstanding balance of fees can be covered by the Research, Training and Networking contribution (RTN) of the grant.

*Research, Training and Networking contribution (RTN):*

 With the above practice in mind, there may be no remaining MIC on these grants (no contribution to cista communis, nor to the school hosting the PhD candidate). However, the RTN portion of the grant is substantial (EUR1600 per person-month). TCD Coordinators and Partners should confirm whether this will be sufficient to cover the total running costs for PhD candidates for the duration of the project (minus any remaining PhD fee balance in the event that the MIC does not fully cover the applicable PhD fees). If there is any unspent funds from the RTN remaining after project completion, this is disbursed to a self-financing account (typically controlled by the Head of School).

Worked examples of Doctoral Network budgets for TCD Coordinators and Partners can be made available on request to the Research Development Office (research.office@tcd.ie).

1. The allowance should, at a minimum, be bench-marked against the levels paid by external funding agencies such as SFI/IRC. [↑](#footnote-ref-1)
2. If it is envisioned that a non-EU PhD researcher will change from employed to student status in Y4 (e.g. to avail of a stipend), the supervising PI should make sure the researcher is aware of the terms of their hosting agreement. Researchers who have been hosted via this agreement for more than 2 years will be able to apply for residency. See: <https://www.tcd.ie/hr/resourcing/applicant/hosting-agreements.php>. [↑](#footnote-ref-2)