



Innovation in Vision Research Postdoctoral Training Network

Guide for Academic Supervisors

The deadline for applications including completed Supervisor Forms is

October 5, 16:00 Irish Time, 2026

Applications submitted after this time will result in applications being deemed ineligible.

The INNOVISION Hiring Committee will only accept full and completed applications submitted through the online Portal as described in the Application Guidelines.

Please do not send hard copies or emails of applications to anyone in the INNOVISION Programme. Applications not submitted through the online portal will be deemed ineligible.

Please read the Terms and Conditions on the INNOVISION website, as well as this document, thoroughly, prior to submission.

DATA COLLECTION AND DATA PROTECTION:

The data that you enter into the supervisor form will be accessible to authorised members of the INNOVISION Recruitment and Hiring Committee, and to international evaluators assigned to the relevant funding application. Only you and the authorized members of staff will have access to sensitive personal details kept in your user profile in the online system, such as your date of birth (if provided) or gender .

Applicants are required to liaise with their proposed supervisor(s) before adding them to an application. If an applicant assigns a supervisor to their application without their consent and that supervisor subsequently objects to being associated with an application, and raises this with the INNOVISION Recruitment and Hiring Committee, the Committee will remove that supervisor from the concerned application and will notify the applicant. This will deem the application ineligible. Should it happen that you are associated with an application without your consent, and you wish to avail of this option, please email INNOVISION@SETU.IE.

Required Documents and Deadlines for Applicants:

Applicants are required to submit the fully completed Supervisor Endorsement Form as part of their application, by the deadline of **October 5, 16:00 Irish Time, 2026.**

The Supervisor Endorsement form is attached to this document, and also available under “Downloads for Applicants” page on the INNOVISION website (Innovation@SETU.IE).

Applicants are required to submit Appendix 1 of this document (Supervisor Endorsement Form) and CV for each of the proposed supervisors on the proposal. CV's for Main Supervisor should be in DORA format, max 3 pages (template available on INNOVISION Website and Appendix 2 of this document). For Co-supervisor(s) and/or seconding Supervisors, CV's should be max 2 pages.

SUPERVISOR ELIGIBILITY:

MAIN SUPERVISOR:

Applicants are required to select a **Main Supervisor from one of the recruiting organisations** using the listed available supervisors on the INNIVOSION website. Additional supervisors (co-supervisors) may be added from across the organization. Within the recruiting institutions, applicants must have one Main Supervisor, and may have up to three co-supervisors (including a seconding-supervisor) listed.

CO-SUPERVISORS (Recruiting Institution):

Applicants may select to have additional co-supervisors depending on the nature and scale of their proposed project. **A Supervisor Endorsement Form is required for each supervisor and co-supervisor proposed on the project.**

Co-Supervisors within the host institution may be cross-disciplinary, or cross-department. These co-supervisors can come from any department within the host organization, but it is envisaged that the applicant will liaise with their proposed Main Supervisor prior to contacting any co-supervisors, to ensure feasibility of project aims. Co-supervisors should be at least 2 years post-PhD, and should have a contract for the duration of the proposed project.

SECONDING SUPERVISORS:

An applicant will have the option to draft a secondment plan within the proposal (though it is not required at the time of application). As such, secondment supervisors from currently identified seconding organisations are listed on the INNOVISION website. If a candidate chooses to apply with a secondment host not currently listed on the website, they must ensure the secondment host is aware of the cost of hosting a seconding researcher (up to €1,000 per month of secondment in consumables and research costs), unless the recruiting organization agrees to cover full costs of secondment. This agreement should be attached to the application. For seconding organisations already listed on the website, no agreement is required. **Secondment Supervisors are required to complete the Supervisor Endorsement Form as well.** Secondments should be a minimum of 2 months, and a maximum of 9 months, for any project. Applicants can propose more than one secondment during their project, but all secondments combined must not equate to more than 9 months. Applicants may choose to second to an organization

within the same country as their recruiting organisation if that secondment is interdisciplinary (i.e. Pharmaceutical Science in hosting org, public health in seconding host), intersectoral (i.e. University to industry). Applicants may choose any organization for international secondments. As such, secondments must be: international OR interdisciplinary OR intersectoral, and may potentially be any combination of the three.

Appendix 1: Supervisor Endorsement Form

Instructions:

Each supervisor (main supervisor, co-supervisor, or seconding supervisor) must complete this form. Please complete all fields clearly and sign the declaration at the end.

Section 1: Supervisor Information

Title	
Full Name	
Organisation / Institution	
Department / Research Unit (if applicable)	
Email Address	
Phone Number	

Section 2: Supervisor Role in the Project

Main Supervisor	<input type="checkbox"/>
Co-Supervisor 1	<input type="checkbox"/>
Co-Supervisor 2	<input type="checkbox"/>
Seconding Supervisor	<input type="checkbox"/>

Section 3: Supervisory Expertise & Research Fit

Please provide a short statement (2–3 sentences) outlining your relevant supervisory experience, expertise, and how your research background aligns with the applicant's proposal.

Section 4: Endorsement Declaration

I confirm that, if the applicant's proposal is approved for funding, I agree to act in the role indicated above and to support the researcher throughout the duration of the programme in line with the programme guidelines.

Signature	Date
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Appendix 2: Supervisor/Co-Supervisor/Seconding Supervisor DORA Compliant CV Template (Max 3 pages for Main Supervisor, 2 pages for all others)

APPLICANT/SUPERVISOR DORA-COMPLIANT CV TEMPLATE

Applicant CV must be no more than 5 pages. Main Supervisor CVs must be no more than 3 pages. Co-Supervisor/Seconding Supervisor no more than 2 pages. You may delete the instructions in order to fit within the page limits.

Please note that your full research funding track record and supervisory details should be uploaded via SESAME and should **not** be included in this CV. Please **do not** include any type of journal or publication metrics, e.g., impact factor and h-index¹, or refer to the total number of papers you have authored or co-authored. Deviating from these instructions may result in the redaction of these details or make your application ineligible for review.

SECTION 1 – Applicant or Supervisor Details (*Applicant CV must be no more than 5 pages. Main Supervisor CVs must be no more than 3 pages. Co-Supervisor/Seconding Supervisor no more than 2 pages.*)

NAME AND CONTACT DETAILS

CAREER PROFILE (Education and employment)

Please outline your education and employment history, provide details of any periods of leave from research (e.g., due to parental leave, long-term absence through illness or working in industry) or periods of part-time work.

KEY ACHIEVEMENTS IN RESEARCH EXCELLENCE & IMPACT

*Describe the **significance and/or impact** of up to 3 key achievements per category below. For each example, provide an outline of the stated achievement, what **specific** role you played, why you think it is important, any benefit to the field and, where relevant, the resulting impact.*

A. Key achievements in the generation of knowledge

[Please describe how you have contributed to the generation of new ideas and hypotheses, and the significance and/or impact of the latter, including but not limited to, preprints, open data sets, software, publications, innovation and commercialisation activities (e.g., verified invention disclosures, patents, licences, novel assays and reagents), policy publications and evidence synthesis pieces. Highlight if these are openly available and include a Digital Object Identifier (DOI) if available. Please delete this guidance once completed.]

¹ Examples include, but are not limited to, H-index, i10-index, G-index, H(2)-index, HG-index, Q2-index, AR-index, M-quotient, M-index, W-index, Hw-index, E-index, A-index, R-index, W-index, J-index

B. Key achievements in the development of individuals and collaborations

[Please describe your role in the success of a team or team members. You may wish to refer to how you have supported individuals in progressing their careers or how you have been integral to a team's success (including supporting equality, diversity and inclusion in your team and mentoring). You may also wish to refer to contributions you have made to the success of consortia, collaborations, academic activities (e.g., teaching and workshops). Please delete this guidance once completed.]

C. Key achievements supporting broader society & the economy

[Please describe your key achievements in supporting society and knowledge exchange, such as engagements with the private sector, the public sector and/or the broader public e.g., spin-out activities, policy changes, including but not limited to, inclusion and/or collaboration of the public in research processes, community education and public engagement, efforts to advise policy makers, positive stakeholder feedback or the provision of information to the press. Please delete this guidance once completed.]

D. Key achievements supporting the research community

[Please describe your key achievements supporting the wider research community such as editing, reviewing and evaluation of researchers and applications for funding. Your response can also include activities such as organising events that benefited the research community, improving research culture (including, but not limited to, ethics, research integrity, equality, diversity and inclusion). Please delete this guidance once completed.]

SECTION 2 – Publication Details (max. 2 pages)

Please **do not** exceed the maximum number of publications requested. Deviating from these instructions may result in the redaction of these details or make your application ineligible for review. Please briefly describe the importance/impact² of your publication and whether these publications are openly available.

A. SELECTED SENIOR-AUTHOR PUBLICATIONS

*Detail up to 3 peer-reviewed, senior-author (that is, first, joint-first or last author) primary-research publications, which will confirm, **where relevant**, that you meet the eligibility requirements for publications for this programme. Refer to the appropriate section of this call document for details on senior-authorship requirements. Preprints may only be included where a DOI is quoted. **Note that publications where the applicant claims joint-first authorship will only be accepted as senior-author publications where the article clearly verifies this.***

² Number of citations is appropriate in this instance.

- 1.
- 2.
- 3.

B. OTHER PUBLICATIONS

You should list up to 7 other publications (where you are a senior author or otherwise) that you wish to be considered in the assessment of this application. You should ensure that your primary research outputs are prioritised; however, reviews, essays and any other secondary-research articles relevant to this application may also be listed.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.