







US-Ireland R&D Partnership Programme

Guidance for Rol and NI applicants for Submission of Tri-Partite Proposals to the U.S. National Science Foundation (NSF)

Version: 1.0 2025

Key dates

For NSF programmes with a fixed call deadline

Mandatory 'Intention to submit' form is required at least 10 weeks in advance of the full submission deadline at NSF.

Draft Tri-Partite Proposal - Research Ireland and DfE deadline - 6 weeks in advance of NSF deadline.

For NSF programmes without a fixed call deadline

Mandatory 'Intention to Submit' (ITS) forms must be submitted in advance of one of the following deadlines: 1st of February, 1st of June and 1st of October.

Draft Tri-Partite Proposal to Research Ireland and DfE must be submitted no later than 4 weeks after the chosen ITS form submission deadline.

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1. Background and Objectives

The US-Ireland Research and Development Partnership is a unique initiative involving funding agencies across three jurisdictions: United States of America, Republic of Ireland & Northern Ireland¹.

The overall goal of the Partnership is to increase the level of collaborative R&D amongst researchers and industry across the three jurisdictions. This collaboration aims to generate valuable discoveries and innovations which are transferable to the marketplace, or will lead to enhancements in health, disease prevention or healthcare.

The Partnership achieves its goals through tri-partite research projects in which the funding agencies fund the elements of research undertaken in their own jurisdiction. Importantly, the Partnership must add significant value to each research programme above that achievable by the PI in each jurisdiction working alone.

The current focus of the US-Ireland R&D Partnership Programme, as agreed by the Partnership Steering Group², is on the following seven thematic areas:

- Sensors & Sensor Networks
- Nanoscale Science & Engineering
- Telecommunications
- Energy & Sustainability
- Health
- Cybersecurity
- Agriculture

This guidance document outlines the objectives, eligibility, funding available, review process and application procedures for submission of a US-Ireland R&D Partnership proposal to the U.S. National Science Foundation (NSF) in the Sensors & Sensor Networks, Nanoscale Science & Engineering, Telecommunications, Energy & Sustainability and Cybersecurity themes.

Proposal submissions under the Cybersecurity theme should <u>only</u> be made and will only be accepted by the NSF Computer and Information Science and Engineering (CISE) Secure and Trustworthy Cyberspace (SaTC)³ programme.

For proposal submissions under the Health theme to the National Institutes of Health (NIH), please refer to the US-Ireland Call for Submission of Tri-Partite Proposals to the National Institutes of Health (NIH) on the Research Ireland website - US Ireland R&D Partnership or the Health and Social Care Research & Development Division Northern Ireland (NI).

or proposal submissions under the Agriculture theme to the National Institute of Food and Agriculture [NIFA (US)], please contact the Department of Agriculture, Food and the

¹ Science and Diplomacy Article on US Ireland Partnership

² InterTrade Ireland US Ireland Programme home page

³ NSF Security, Privacy and Trust in Cyberspace home page

Marine [DAFM (RoI)] or Department of Agriculture, Environment and Rural Affairs [DAERA (NI)].

2. Partner Agencies

The Partners are the bodies in each jurisdiction that have agreed to provide research funding depending on the thematic research area. For Sensors & Sensor Networks, Nanoscale Science & Engineering, Telecommunications, Energy & Sustainability and Cybersecurity applications, these include the following:

In the United States, the partner agency is the U.S. National Science Foundation (NSF)⁴.

In the Republic of Ireland (RoI), the partner agency is Research Ireland⁵.

In Northern Ireland (NI), the partner agency is the Department for the Economy (DfE)⁶.

The US Ireland R&D Partnership is guided by a Steering Group comprised of high-level representatives from the three jurisdictions. The function of the Steering Group is to oversee the strategic and operational aspects of the Partnership and to guide, monitor and evaluate the collaborative efforts. The Steering Group is supported by a Secretariat, provided by InterTradeIreland⁷, the cross-border business development body.

3. How the Programme Operates

Each US-Ireland R&D Partnership proposal must have a minimum of one applicant from each jurisdiction and significant research participation by all three jurisdictions. The work proposed for each jurisdiction must add significant value, so that the overall programme of research goes beyond what might be achieved by any one PI working alone supported by national funding only.

The applicants from each jurisdiction will write a joint "tri-partite" proposal in the format required by NSF. It is the responsibility of the US investigator to submit the tri-partite proposal to the NSF for review. Proposals are evaluated in accordance with the standard NSF review criteria of intellectual merit and broader impacts of the proposed effort. The funding agencies on the island of Ireland have agreed to accept the decisions of NSF with regard to the suitability for funding of individual proposals.

The following requirements relate only to applicants/co-applicants in the Republic of Ireland and Northern Ireland for their funding agencies and are not required by the NSF for US applicants.

⁴ NSF home page

⁵ Research Ireland home page

⁶ Department for the Economy home page

⁷ InterTradeIreland home page

3.1 Notification of Intent to Submit

In order to participate in a US-Ireland R&D Partnership proposal to the NSF, NI and Rol applicants who are eligible (please see Section 5 regarding eligibility requirements) must send a mandatory Intention to Submit (ITS) form to the relevant funding agencies, North and South, from the Research Institution Research Offices on behalf of the Rol and NI lead applicant respectively. The information in this form will be used for planning purposes by the agencies.

For NSF programs with a fixed call deadline, this form must be submitted by Research Institutions on behalf of Ireland and Northern Ireland lead proposers, respectively, at least 10 weeks in advance of the NSF full proposal submission deadline.

For NSF programs without a fixed call deadline, Research Ireland and DfE will assess Intention to Submit forms tri-annually. Intention to Submit forms must be submitted by Research Institutions on behalf of Ireland and Northern Ireland lead proposers by one of the following deadlines:

1st of February, 1st of June and 1st of October.

The information required is listed below and the form can be found online on both the Research Ireland and DfE homepages for the programme.

Name and Research body of the Rol, NI and US applicants

Information regarding the eligibility of the Rol and NI applicants

Proposed topic, title of proposal, abstract

NSF Target programme submission deadline

Information regarding the expertise and expected budget request for each jurisdiction

For Rol applicants, please submit to USIreland@researchireland.ie

For NI applicants, please submit to USIreland@economy-ni.gov.uk

It is important to note that draft "tri-partite" proposals (see Section 3.2) will not be accepted if the Intention to Submit has not been received by the agencies within the specified timeframe.

3.2 Draft "Tri-Partite" proposal submission

For NSF programmes with a fixed call deadline, a draft of the "tri-partite" proposal must be simultaneously submitted to the Research Ireland and DfE at least 6 weeks in advance of the NSF deadline (please refer to Section 7 for details).

For NSF programs without a fixed call deadline, Research Ireland and DfE will assess close-to-final proposals tri-annually. Proposers must simultaneously submit identical copies of a draft of the "tri-partite" proposal to Research Ireland and DfE no later than 4

weeks after submitting an Intention to Submit Form to one of the deadlines specified above.

Following submission of the draft proposal, the funding agencies will assess the proposal in order to:

determine if there is evidence of significant participation by all partners;

to pre-approve the budget for the project and, if supportive;

to inform the relevant personnel at the NSF of the Rol/NI support for the proposal should it be approved for funding; and

to provide a funding commitment letter to the applicant for inclusion in the full proposal submission to NSF.

Detail on the level of support available from each funding agency is outlined in Section 6 – Funding.

4. Eligibility of Research Body

The Research Body⁸ is the body in charge of the financial and administrative coordination of the research project receiving a research grant from a Partner. Host Research Bodies must be situated in the Republic of Ireland or Northern Ireland. Please refer to the list of Research Ireland Eligible Research Bodies⁹ for the current list of research bodies in the Republic of Ireland who are eligible to apply to NSF under the US-Ireland R&D Partnership programme.

Eligible Research Bodies in Northern Ireland are Queen's University Belfast and Ulster University.

5. Applicants' Eligibility Criteria

In order to be eligible for Research Ireland and DfE funding, the applicant must demonstrate that the research topic of the US-Ireland proposal is relevant to one of the following thematic areas:

Sensors & Sensor Networks, Nanoscale Science & Engineering, Telecommunications, Energy & Sustainability, or Cybersecurity;

and

in all cases, the research topic of the US-Ireland proposal must satisfy NSF funding requirements.

⁸ The term 'Research Body' and 'Institution' are equivalent and interchangeable in this documentation.

⁹ Research Ireland Information on eligible research bodies

To be deemed eligible for funding, a minimum of one applicant from each jurisdiction – NI, US and RoI - must be named on the proposal. Each funding agency has its own set of eligibility criteria based on the applicant's track record.

5.1 Eligibility Criteria for Republic of Ireland Applicants

Applicant contract status

The lead applicant (and co-applicant/s) must be:

A member of the academic staff of a Research Ireland Eligible Research Body (permanent or with a contract that covers the period of the award), or

A contract researcher with a contract that covers the period of the award, who is recognised by the Research Body as an independent investigator and will have an independent office and research space at the host Research Body for which he/she will be fully responsible for at least the duration of the US-Ireland R&D partnership programme award, or

An individual who will be recognised by the Research Body upon receipt of the US-Ireland R&D Partnership programme award as a member of the academic staff or as a contract researcher as defined above. The applicant does not necessarily need to be employed by the Research Body at the time of proposal submission.

Research Body submission confirms that the lead applicant (and co-applicant/s) meets these criteria and is either a member of the academic staff, a contract researcher, or awaiting appointment as defined above. A co-applicant may be located at a different eligible Irish Research Body than the lead applicant. In this case, the grant will be administered through the Research Body of the lead applicant only. A co-applicant, where applicable, must comply with the same eligibility and evaluation criteria as the lead applicant.

Applicant Track Record

The applicant is expected to have demonstrated research independence through securing at least one independent research grant as lead investigator or as co-investigator. The grant must have been competitively awarded and internationally and independently peer reviewed. Eligible research grants would be expected to support at least one full-time equivalent, excluding the applicant(s), and include research team costs (e.g., materials and consumables). This excludes smaller awards such as travel grants, equipment grants, post-graduate fellowships, postdoctoral fellowships, and awards of short duration (12 months or less). Laboratory fit-out / setup funding, awards from the applicant's institution, and awards that have not been subject to external international peer review are also excluded.

The applicant and any co-applicant(s) must have held a PhD or equivalent qualification¹⁰ for **at least five years** by the proposal deadline.

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¹⁰ Please refer to the legacy SFI policy for PhD equivalence

Applicants holding an equivalent qualification may be eligible but should nevertheless seek approval from Research Ireland in advance of submitting a proposal.

The official date of a PhD is defined as the year that the degree was conferred (i.e. the year printed on the official PhD certificate). The number of years is determined by calendar year.

Research Ireland will not accept a second application whilst the first application is under review.

If an applicant/co-applicant has been successful in securing a US-Ireland R&D Partnership award, they will not be entitled to apply for a subsequent award until at least the last 18 months of their active award.

5.2 Eligibility Criteria for Northern Ireland Applicants

- (i) Applicant contract status
- The lead applicant (and co-applicant/s) must be a member of the academic staff of Queen's University Belfast or Ulster University (permanent or with a contract that covers the period of the award).
- (ii) Applicant Track Record
- DfE will accept a second application from an applicant/co-applicant whilst the first application to DfE is under review. Please note, the policy concerning concurrent applications/projects may be subject to change, depending on budget availability, at any given time.
- Applicants/co-applicants who have been successful in securing two US-Ireland R&D Partnership awards through DfE, will not be entitled to apply to DfE for a subsequent award until at least the last 18 months of the first active award. This applies to applications to DfE only and does not preclude applicants applying to other agencies.

6. Funding

The NI and RoI funding agencies have their own specific funding streams available for researchers in NI and RoI applying to the US-Ireland R&D Partnership programme.

Research Ireland

Rol applicants can apply to Research Ireland for direct costs of up to €350k for a three-to five-year duration. In addition to the direct costs, Research Ireland also makes an indirect, or overhead, contribution to the host Research Body, which is reflected as a percentage of the direct costs (30% of the combined costs for team member salaries/stipends, materials and consumables, and travel, but not equipment).

Research Ireland eligible costs are staff, materials and consumables, equipment, and travel.

Please note that for projects that are three years in duration, requests for contributions towards PhD stipends and fees are not permitted, unless accompanied by a signed Letter of Support from a relevant senior member of academic staff (i.e. Head of Department/School or above) confirming that the student(s) will be supported for four years and that the cost of the fourth year of stipend and fees will be borne by the Eligible Research Body.

The overhead should not be included by the applicant in the budget request. See Research Ireland Interim Grant Budget Policy for further details¹¹. Please refer to the most up to date Team Member Salary Scales page for details on salaries and stipend levels¹²

Department for the Economy Northern Ireland

NI applicants can apply to DfE for total costs of up to £400k for a three to five-year duration.

DfE eligible costs are staff, equipment, materials, and travel. DfE will also consider other specified costs if demonstrated to be essential for the project to proceed. However, the programme will not meet costs related to new premises, refurbishment, or major items of equipment (costing more than £25,000). An allowance for indirect costs can be included at a rate of up to 30% of the staff costs (Post Doctoral salary costs and PhD stipends). See DfE US Ireland Research and Development Partnership Budget Policy¹³ for further details.

7. Submission of Draft Tri-Partite Proposal to Irish Funding Agencies

In advance of submission of the final tri-partite proposal to the NSF, Research Ireland and DfE will evaluate the draft proposal and either approve or decline support. Therefore, a draft of the "tri-partite" proposal for submission to the NSF must be submitted to the NI and Rol funding agencies as outlined in Section 3.2.

Draft proposals will only be accepted from applicants who have submitted an Intention to Submit form as outlined in Section 3.1.

Applicants should prepare their tri-partite proposal based on the guidelines and criteria outlined in the relevant NSF programme call and associated documentation.

To be deemed eligible for funding, a minimum of one applicant from each jurisdiction – NI, US, and Rol - must be named on the proposal.

¹² Research Ireland Financial Policies

¹¹ Research Ireland Interim Grant Budget Policy

¹³ DfE US Ireland R&D Partnership Budget Policy

7.1 Research Ireland Requirements

Research Ireland will accept a draft version of the tri-partite proposal **in NSF format**; however, the following documents must be included in order for Research Ireland to accurately and fairly assess the level of support required:

- (i) A detailed overview of the research programme including a breakdown of the work packages and tasks to be undertaken by partners in each jurisdiction.
- (ii) A standard Research Ireland coversheet signed by the applicant and approved by the appropriate signatory from their institution.
- (iii) CVs of each applicant in each jurisdiction in NSF format.
- (iv) Copies of the requested budget in each jurisdiction.
- (v) Budget justification for the funding requested (max. 3 pages).
- (vi) An 'added value' statement (1 page) which includes an outline of how the work proposed for each jurisdiction adds significant value so that the overall programme of research goes beyond what might be achieved by any one PI working alone supported only by national funding.
- (vii) If a Gantt chart or equivalent has not been included in the draft of the research programme, it should be included as a supplementary document.
- (viii) Multi-applicant Management and Communication Plan please include a section where it is clearly outlined how the multi-applicant team will manage the programme. It is advisable that you refer to regular conference calls or annual team meetings, for example, or other methods of communication that you expect to use to enable the efficient management and a successful outcome of the proposed partnership project.
- (ix) **Data Management Plan** (2 pages max) please provide a short high-level summary DMP as part of your proposal. A DMP is a living document which details the procedures for careful handling of data and other research outputs. A DMP follows the data through the lifecycle of the programme of research, from collection to analysis and interpretation, sharing and dissemination, and long-term storage. Although practices and standards vary across disciplines, Research Ireland recommends the use of Science Europe DMP templates and guidelines. Leach DMP should include a **high-level summary** of the following, as appropriate to the research programme:
 - Data description and collection or re-use of existing data.
 - Documentation and data quality.
 - Storage and backup during the research process.
 - Legal and ethical requirements, codes of conduct.
 - Data sharing and long-term preservation.
 - Data management responsibilities and resources including institutional or project-specific resources dedicated to managing data and ensuring

¹⁴ Science Europe - Research Data Management

adherence with the FAIR principles (Findable, Accessible, Interoperable, Reusable).

Please refer to the Research Ireland website¹⁵ for copies of the relevant cover sheet and budget templates.

All documents must be converted into a single Adobe pdf document and emailed to <u>USIreland@researchireland.ie</u> for Rol applicants seeking funding from Research Ireland. Electronic signatures are acceptable for use on the cover sheet.

7.2 DfE Requirements

DfE will accept a draft version of the tri-partite proposal in NSF format; however, the following documents (templates available online) must be included in order for DfE to accurately and fairly assess the level of support required:

- (i) A standard DfE coversheet signed by the applicant and approved by the appropriate signatories;
- (ii) Details of the requested NI budget. NI applicants should use the budget template provided online.
- (iii) Completed DfE requirements template (max. 6 pages), to include the following information:
 - An overview of the research programme, including a breakdown of the work packages and tasks to be undertaken by partners in each jurisdiction. The goal of the research programme should be set out clearly in layman's terms.
 - Gantt chart or equivalent.
 - Details of the requested NI budget and the requested partner budgets in Rol and US.
 - Budget justification for the NI funding requested (max. 2 pages).
 - An 'added value' section (1 page). This should include an outline of how the
 work proposed for each jurisdiction adds significant value, so that the overall
 programme of research goes beyond what might be achieved by any one PI
 working alone supported only by national funding. The commercial potential /
 potential route to market of the project should also be included in this section.

Please refer to the DfE website¹⁶ for further details, and for copies of the cover sheet, DfE requirements template and budget template.

All documents must be collated and sent as a single email to <u>usireland@economy-ni.gov.uk</u> for NI applicants seeking funding from DfE.

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¹⁵ Research Ireland US-Ireland home page

¹⁶ DfE US Ireland home page

8. Tri-Partite Draft Proposal – Review Process and Criteria

Each agency will review the draft tri-partite proposal based on the following criteria:

- Eligibility of investigators involved
- Evidence of significant participation by all partners
- The work proposed for each jurisdiction adds significant value so that the overall programme of research goes beyond what might be achieved by any one PI working alone supported by national funding only.
- The proposed research fits within one of the five thematic areas: Sensors and Sensor Networks, Nanoscale Science & Engineering, Telecommunications, Energy & Sustainability, and Cybersecurity and aligns with the relevant agency's remit.
- The overall quality of the proposal (e.g., structure, clarity, completeness, etc.). Scientific merit of the proposal is *not* evaluated.
- The budget is well-justified and represents value for money.

The final decision on the scientific merit of the tri-partite proposal lies with the NSF peer review process.

9. Submission of Final Tri-Partite Proposal to NSF

Once eligibility of the proposal has been confirmed by the Rol and NI funding agencies and the draft tri-partite proposal approved, the Rol and NI PIs are permitted to submit the tri-partite proposal to the NSF via their US partner, as it is the US partner who takes the lead on submission of the full proposal, including all necessary documentation, to the NSF via their Research Institution.

Each of the Rol and NI funding agencies will write a Funding Commitment Letter outlining their level of budget commitment subject to NSF approval of the tri-jurisdictional proposal. Funding Commitment Letters are sent to the applicant by their funding agency and **must** be included in the final NSF submission. These Funding Commitment Letters are also sent to the NSF by Research Ireland to inform them of the support of the overseas collaborators by their funding agencies should the application be approved for funding by the NSF.

Please note that, in cases of submission to the NSF programs without a fixed call deadline, a Funding Commitment Letter will include a statement that such proposals must be submitted_within 4 months of the issue date. If proposal is not submitted to the NSF within this period, Research Ireland and DfE may revoke their Funding Commitment Letters

A copy of the final NSF-submitted proposal, along with NSF proposal ID number, must be sent to the relevant funding agencies by the applicants within two weeks of the NSF submission deadline.

10. Post-Award Review

Republic of Ireland-based applicants receiving funding from Research Ireland will be subject to reporting requirements. These will include, but are not limited to, regular reporting¹⁷ such as an annual report on progress, researcher census, an end of grant report, participation in interim reviews and other reporting as requested. As is the case for all awards made by the agency, Research Ireland reserves the right to assess progress during the lifetime of awards made under the auspices of the Partnership. The relevant Research Ireland team will manage post-award monitoring and full details of requirements for the post-award management of awards will be set out within the Research Ireland Grant Terms and Conditions¹⁸.

Research Ireland post-award requirements must be adhered to, that is, those awardees that fail to comply will risk having their grant payments suspended and/or the processing of any applications under review in other Research Ireland calls paused, until their reporting status is rectified. Research Ireland reserves the right to terminate a grant if, in the reasonable opinion of the funding agency, progress is not deemed to be satisfactory.

For the duration of the award, **Northern Ireland-based applicants** receiving funding from DfE for Nanoscale Science & Engineering, Sensors & Sensor Networks, Telecommunications, Energy & Sustainability or Cybersecurity projects will submit quarterly written progress reports to coincide with claim periods. Upon completion of the project, a project completion report will be required to be submitted to DfE one month after the end of the project. A follow-up report to capture impacts and outcomes will also be required approximately each year for five years after the completion of the project.

As is the case for all awards, DfE reserves the right to assess progress during the lifetime of awards made under the auspices of the Partnership. DfE reserves the right to terminate a grant if, in the reasonable opinion of the funding agency, progress is not deemed to be satisfactory.

For further information, Rol applicants should contact Research Ireland at <u>USIreland@researchireland.ie</u> and NI applicants should contact DfE at <u>USIreland@economy-ni.gov.uk</u>.

<u>PLEASE NOTE:</u> Applicants must adhere to and comply with the Terms and Conditions of the relevant funding agency who will govern the administration of the award.

11. General Data Protection Regulation Statements

11.1 Research Ireland Statement

The General Data Protection Regulation¹⁹ is a legal framework that sets out guidelines for the collection and processing of personal information of individuals within the

¹⁷ Please refer to the legacy SFI website until further notice.

¹⁸ Research Ireland grant terms and conditions

¹⁹ The Data Protection Commission

European Union²⁰. Applicants are advised that they must be compliant with this regulation if they collect or process personal data.

Research Ireland may collect, use and disclose personal data provided in the application and/or otherwise obtained under, or in connection with, the application for processing the submission, for the performance of its statutory powers and functions, and for the general activities of Research Ireland. Further details regarding Research Ireland's collection, use and disclosure of personal data, and the rights of individuals with respect to any personal data held by Research Ireland, are available in the Research Ireland Privacy Statement²¹.

During peer-review procedures, information may be sent to external experts in countries outside of the European Economic Area, including countries that are not recognised by the European Commission as having adequate data protection laws. By submitting an application to Research Ireland, the Research Body and members of the Research Team are agreeing that they consent to the processing and transfer of personal information in this way.

During the application process or at any time thereafter, Research Ireland may contact the Research Body, the Principal Investigator, or any member of the Research Team with regard to funding opportunities, activities or events organised by Research Ireland or other relevant bodies, or for the purposes of monitoring and evaluation (including, but not limited to, the collection of scientific data or data relating to the application process). Research Ireland may choose to authorise a third party to contact the Research Body, the Principal Investigator or any member of the Research Team on its behalf.

11.2 DfE Statement

DfE will collect and process personal data to manage and administer the relationship between researchers, the Higher Education Institution (HEI) and the Department for the Economy (DfE) in respect of the US-Ireland Research & Development (R&D) Partnership programme. Personal data are required to fulfil our statutory functions, to comply with our statutory obligations, and to evaluate and improve DfE performance. DfE will only use personal data for the purpose it was collected.

By submitting an application to DfE, the HEI and members of the Research Team are agreeing that they consent to the processing and transfer of personal information.

Further details regarding DfE's collection, use and disclosure of personal data, and the rights of individuals with respect to any personal data held by DfE, are available in the DfE Privacy Notice²² and the US Ireland R&D Partnership Privacy Notice²³

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²⁰ Legal framework of EU data protection

²¹ Research Ireland Privacy Notice

²² DfE Privacy Notice

²³ DfE US-Ireland R&D Partnership Privacy Notice