

Research Ireland Maternity, Paternity, and Adoptive Leave Policy

Effective 30th June 2025

V. 1.0 – June 2025

1. Context and scope of policy

This Research Ireland policy refers to maternity, paternity, and adoptive leave of Research Ireland Principal Investigators and Research Ireland-funded members of the Research Team based at a Research Ireland Eligible Research Body,¹ including postdoctoral researchers and postgraduate students.²

Roles eligible to avail of the supports detailed in this policy

- ✓ Principal Investigators (PIs)/Grant holders³
- ✓ Co-Investigators (Co-PIs)⁴
- ✓ Research Ireland-funded members of the Research Team based at a Research Ireland Eligible Research Body⁵
- ✓ Research Ireland-funded postgraduate students⁶

¹ [Research Ireland Eligible Research Bodies Policy](#)

² To be eligible for the Research Ireland Maternity, Paternity, and Adoptive Supplement, the Grant must be awarded under [Research Ireland's Grant General Terms & Conditions](#), as described in the Letter of Offer. Applications from Grants awarded under Research Ireland's Discover Programme Grant Terms and Conditions, as described in the Letter of Offer, are eligible to apply for the supports provided by the Research Ireland Maternity, Paternity, and Adoptive Leave Policy and will be addressed on a case-by-case basis. Please contact maternity@researchireland.ie for further information.

³ Per the [Research Ireland Grant General Terms & Conditions](#), Principal Investigator (PI) means the individual employed by the Research Body, nominated in the Application, and approved by Research Ireland in the Letter of Offer (LoO) who shall be responsible for directing the research and innovation activities, as well as the research integrity, of the Research Programme.

⁴ Per the [Research Ireland Grant General Terms & Conditions](#), Co-Investigator means a person who assists the Principal Investigator in the management and leadership of the Research Programme.

⁵ This refers to members of the Research Team whose salary is wholly or partly funded by Research Ireland.

⁶ This refers to postgraduate students who are wholly or partly funded by Research Ireland and based at a [Research Ireland Eligible Research Body](#).

Per the Research Ireland External Equality, Diversity, and Inclusion (EDI) Strategy 2023-2028,⁷ Research Ireland is committed to removing and mitigating any existing or perceived factors that may limit the participation of individuals who have taken periods of maternity, paternity, and/or adoptive leave from participating in or returning to research careers.

As such, Research Ireland invites its Principal Investigators/Grant holders to apply for a supplemental discretionary allowance to support their Research Ireland-funded Grant when either a Principal Investigator (PI) or an eligible member of the Research Team takes a period of maternity, paternity, or adoptive leave.⁸

This policy should be read in conjunction with the Research Ireland Grant General Terms & Conditions⁹ and the employment and staff policies of the relevant host Research Body. Please refer to the below for detail of the supports provided by this policy, request process, reporting requirements, and information regarding statutory entitlements to paid leave.

2. Salaried staff *with* PRSI eligibility

2.1 For Research Ireland Principal Investigators/Grant holders or employees on Research Ireland-funded contracts,¹⁰ who satisfy the PRSI contribution conditions for maternity, paternity, or adoptive leave¹¹ can avail of social welfare maternity benefit, social welfare paternity benefit, or social welfare adoptive benefit. Research Ireland will provide additional funding for the duration of statutory paid entitlement in the case of maternity, paternity, and adoptive leave.¹²

2.2 For employees on Research Ireland-funded contracts, ‘additional’ in Clause 2.1 refers to the difference between social welfare maternity benefit, social welfare

⁷ [Research Ireland External Equality, Diversity, and Inclusion \(EDI\) Strategy 2023-2028](#)

⁸ For information on statutory entitlements to paid leave, please see Section 7 of this policy.

⁹ [Research Ireland Grant General Terms and Conditions](#)

¹⁰ Individuals wholly or partly funded by Research Ireland

¹¹ Eligible persons are those who have at least 39 weeks PRSI paid contributions in the first 12-month period before the first day of maternity, paternity leave, or date of placement of your child or at least 39 weeks PRSI paid contributions since first starting work **and** at least 39 weeks PRSI paid or credited contributions in the relevant tax year or in the year following the relevant tax year. Alternatively, you must have at least 26 weeks PRSI paid contributions in the relevant tax year **and** at least 26 weeks PRSI paid contributions in the tax year prior to the relevant tax year. Only PRSI Classes A, E, and H count.

¹² For information on statutory entitlements to paid leave, please see Section 7 of this policy.

paternity benefit, or social welfare adoptive benefit and the salary stipulated for that employee in the Research Ireland-funded contract.

- 2.3 For Research Ireland Principal Investigators/Grant holders¹³ whose salary is paid by the Host Research Body (e.g., academic staff on a permanent or temporary contract), ‘additional’ in Clause 2.1 refers to a supplement to cover the hiring of additional staff at Point 1 on the Research Fellow (Level 3) per the Research Ireland Team Member Salary Scales¹⁴ for up to 52 weeks to support the administration of the project in the Principal Investigator’s/Grant holder’s absence.
- 2.4 Research Ireland finance will account for both Employer PRSI and Employer Pension when processing an application for a Research Ireland Maternity, Paternity, and Adoptive Supplement.
- 2.5 For Principal Investigators/Grant Holders (Doctoral Candidates) on the Employment-Based Postgraduate Programme,¹⁵ Research Ireland will continue to pay the contribution to salary set out in the Letter of Offer for the period of any paid maternity, paternity, or adoptive leave. This is provided the employment partner has confirmed, in advance of the leave period, that the Principal Investigator will continue to receive a salary during the period of statutory paid leave.
- 2.6 The employee is responsible for ensuring that social welfare maternity benefit, social welfare paternity benefit, or social welfare adoptive benefit is claimed from Social Welfare in a timely manner.
- 2.7 Research Ireland will award a supplemental Grant to the Host Research Body upon timely receipt of the Research Ireland Request for Maternity/Paternity/Adoptive Allowance form and any relevant supporting documentation.¹⁶ Payment to the Host Research Body will be released on receipt of completed and duly signed

¹³ Postgraduate students and postdoctoral researchers (e.g., individuals on the Government of Ireland Postgraduate Scholarship and Postdoctoral Fellowship) whose stipend or salary is paid by Research Ireland (not the host Research Body) are not eligible for an ‘additional’ supplement to cover the hiring of additional staff to support the administration of the project in the Principal Investigator’s/Grant holder’s absence.

¹⁴ [Research Ireland Team Member Salary Scales](#)

¹⁵ [Employment-Based Postgraduate Programme](#)

¹⁶ Please **do not** provide Research Ireland with any personal, medical information or evidence including, but not limited to, birth certificate(s), medical diagnoses, or prescriptions.

Acceptance Certificates as outlined in the Letter of Offer, for the cost of providing additional funding, as described in Clause 2.1 above.

2.7.1 A no-cost extension can be applied to individual-led Grants where it relates to the maternity, paternity, or adoptive leave, for a period of up to 12 months.¹⁷

2.8 No-cost extensions related to maternity, paternity, or adoptive leave will not affect an application for a no-cost extension made subsequently during the term of the Grant.

2.9 For Grants of scale, including but not limited to Research Centres and Strategic Partnerships, requests for no-cost extensions will be dealt with on a case-by-case basis and will consider whether an extension, if required, can be supported.

2.10 Research Ireland may not be able to Grant no-cost extensions to Grants funded through international, consortium-based projects.

3. Salaried staff *without* PRSI eligibility

3.1 For Research Ireland Principal Investigators/Grant holders or employees on Research Ireland-funded contracts who do not satisfy the PRSI contribution conditions for maternity, paternity, or adoptive leave and cannot avail of social welfare maternity benefit, social welfare paternity benefit or social welfare adoptive benefit, Research Ireland will provide additional funding for the equivalent duration of statutory paid entitlement in the case of maternity, paternity and adoptive leave.

3.2 For employees on Research Ireland-funded contracts, 'additional' in Clause 3.1 refers to the salary stipulated for that employee in the Research Ireland-funded contract.

3.3 For Research Ireland Principal Investigators/Grant holders whose salary is paid by the host institution (e.g., academic staff on a permanent or temporary contract), 'additional' in Clause 3.1 refers to a supplement to cover the hiring of additional staff at Point 1 on the Research Fellow (Level 3) per the Research Ireland Team

¹⁷ See Section 7 of this policy for durations of statutory paid leave.

Member Salary Scales¹⁸ for up to 52 weeks to support the administration of the project in the Principal Investigator's/Grant holder's absence.

3.3.1 Research Ireland finance will account for both Employer PRSI and Employer Pension when processing an application for a Research Ireland Maternity, Paternity and Adoptive Supplement.

3.4 For Principal Investigators/Grant holders on the Employment-Based Postgraduate Programme,¹⁹ Research Ireland will continue to pay the contribution to salary set out in the Letter of Offer for the period of any paid maternity, paternity, or adoptive leave. This is provided the employment partner has confirmed, in advance of the leave period, that the Principal Investigator/Grant holder will continue to receive a salary during the period of statutory paid leave.

3.5 The Host Research Body is responsible for verifying the ineligibility for social welfare maternity, social welfare paternity, or social welfare adoptive benefit of the claimant.

3.6 Research Ireland will award a supplemental Grant to the Host Research Body upon timely receipt of the Research Ireland Maternity/Paternity/Adoptive Allowance Form and any relevant supporting documentation.²⁰ Payment to the Host Research Body will be released on receipt of completed and duly signed Acceptance Certificates as outlined in the Letter of Offer, for the cost of providing additional funding, as described in Clause 3.1 above.

3.7 A no-cost extension can be applied to individual-led Grants (Research Ireland-funded, co-funded, or partner-funded) where it relates to the maternity, paternity, or adoptive leave, for a period of up to 12 months.

3.7.1 No-cost extensions related to maternity, paternity, or adoptive leave will not affect an application for a no-cost extension made subsequently during the term of the Grant.

¹⁸ [Research Ireland Team Member Salary Scales](#)

¹⁹ [Employment-Based Postgraduate Programme](#)

²⁰ Please **do not** provide Research Ireland with any personal, medical information or evidence including, but not limited to, birth certificate(s), medical diagnoses, or prescriptions.

- 3.7.2 For Grants of scale, including but not limited to Research Centres and Strategic Partnerships, requests for no-cost extensions will be dealt with on a case-by-case basis and will consider whether an extension, if required, can be supported.
- 3.7.3 For co-funded or partner-funded Grants, Research Ireland will regard the position of the co-funding partners in applications for a no-cost extension.
- 3.7.4 Research Ireland is unable to Grant extensions for international, consortium-based projects.

4. Postgraduate students

- 4.1 For postgraduate students²¹ funded on Research Ireland Grants, Research Ireland will provide additional funding for the equivalent duration of the statutory paid entitlement period in the case of maternity, paternity, and adoptive leave.
- 4.2 For postgraduate students funded on Research Ireland Grants, the amount of this supplement is equivalent to the postgraduate stipend for up to 26 weeks.
- 4.3 Clauses 4.1 – 4.2 do not apply to Employment-Based Postgraduate Programme Grant holders. Clause 2.5 above applies to Employment-Based Postgraduate Programme Grant holders whether or not they are eligible for statutory benefit in respect of paid leave.
- 4.4 **This supplement is conditional on the institution not requiring the student to pay additional student fees for this period of maternity, paternity, or adoptive leave; evidence will be required of same.**²²
- 4.5 Research Ireland will award a supplemental Grant to the Host Research Body upon timely receipt of the Research Ireland Request for Maternity/Paternity/Adoptive Allowance form and any relevant supporting documentation.²³ Payment to the Host

²¹ The postgraduate student must be a research student with a studentship contract duration of 24 months or greater; this policy does not extend to taught Master's students of any duration.

²² Per the Research Ireland Grant Budget Policy, Student stipends and fees are ringfenced and cannot be used for any other purpose without the express prior approval of Research Ireland. Research Ireland's contribution to the student stipend must be paid in full to the student.

²³ Please **do not** provide Research Ireland with any personal, medical information or evidence including, but not limited to, birth certificate(s), medical diagnoses, or prescriptions.

Research Body will be released on receipt of completed and duly signed Acceptance Certificates as outlined in the Letter of Offer, for the cost of providing additional funding, as described in Clause 4.2 above.

4.6 Where a postgraduate student is supported by a Student Universal Support Ireland (SUSI) Grant,²⁴ it is a matter for the individual and their Host Research Body, and not Research Ireland, to inform SUSI of the relevant period of statutory leave of absence.

4.7 A no-cost extension can be applied to individual-led Grants (Research Ireland-funded, co-funded, or partner-funded) where it relates to the maternity, paternity, or adoptive leave, for a period of up to 12 months.

4.7.1 No-cost extensions related to maternity, paternity, or adoptive leave will not affect an application for a no-cost extension made subsequently during the term of the Grant.

4.7.2 For Grants of scale, including but not limited to Research Centres and Strategic Partnerships, requests for no-cost extensions will be dealt with on a case-by-case basis and will consider whether an extension, if required, can be supported.

4.7.3 For co-funded or partner-funded Grants, Research Ireland will regard the position of the co-funding partners in applications for a no-cost extension.

4.7.4 Research Ireland is unable to Grant extensions for international, consortium-based projects.

5. Reporting Requirements

The progress reporting requirements for all Research Ireland Grants includes annual reports and censuses (Research Outputs) as may be requested by Research Ireland. The deadline for submission of annual and final reports can be extended to Grant holders who are on maternity, paternity, or adoptive leave at the report submission deadline. These extensions must be agreed by Research Ireland between 15 days and one month before the report submission deadline. Grant holders wishing to request a

²⁴ [SUSI Grants Website](#)

reporting extension owing to maternity, paternity, or adoptive leave should do so by emailing a request to their Research Ireland Programme Manager and copying maternity@researchireland.ie.

6. Application Process

All notifications in relation to maternity, paternity, and adoptive leave, and requests for extensions to the term of a Grant (made in the Research Ireland Request for Maternity/Paternity/Adoptive Allowance form) should be submitted by the Research Ireland Grant holder to: maternity@researchireland.ie. The form should be duly stamped and signed by all parties including the finance office within the relevant host institution and should reach Research Ireland at least two months before the planned start date of the claimant's maternity, paternity, or adoptive leave. When Research Ireland-salaried staff members are employed by consecutive Research Ireland Grants which span the period of maternity, paternity, or adoptive leave, separate forms must be completed with reference to relevant Grants.

7. Statutory entitlements to paid leave

| | Type of statutory leave | | |
|---|---|---|--|
| | Maternity | Paternity | Adoptive |
| Duration and/or relevant additional entitlements | <ul style="list-style-type: none"> ▪ 0 weeks for employees who do not satisfy the PRSI contribution conditions. ▪ 26 consecutive weeks for employees who satisfy the PRSI contributions, whose contracts of employment (associated with Research Ireland funding) have 26 weeks or longer to run. ▪ For employees with less than 26 weeks left in their contract (associated with Research Ireland funding), their entitlement to paid maternity leave only extends to the end of their contract. ▪ Employees also have the right to an additional period of 16 weeks unpaid leave, which must be taken immediately following the maternity leave period. There is no entitlement to social welfare maternity benefit for the additional sixteen weeks leave. | <ul style="list-style-type: none"> ▪ 0 weeks for employees who do not satisfy the PRSI contribution conditions. ▪ 2 consecutive weeks for employees who satisfy the PRSI contributions, whose contracts of employment (associated with Research Ireland funding) have 2 weeks or longer to run. ▪ For employees with less than 2 weeks left in their contract (associated with Research Ireland funding), their entitlement to paid Paternity Leave only extends to the end of their contract. | <ul style="list-style-type: none"> ▪ 0 weeks for employees who do not satisfy the PRSI contribution conditions. ▪ 24 consecutive weeks for employees who satisfy the PRSI contributions, whose contracts of employment (associated with Research Ireland funding) have 24 weeks or longer to run. ▪ For employees with less than 24 weeks left in their contract (associated with Research Ireland funding), their entitlement to paid adoptive leave only extends to the end of their contract. ▪ Employees also have the right to an additional period of 16 weeks' unpaid leave, which must be taken immediately following the adoptive leave period. There is no entitlement to social welfare adoptive benefit for the additional sixteen weeks' leave. ▪ In the case of a foreign adoption, some or all the 16 weeks' additional adoptive leave may be taken immediately before the date of placement. There is no entitlement to social welfare adoptive benefit for the additional 16 weeks' leave. |