Research Ireland Maternity, Paternity, and Adoptive Leave Allowance Request Form

**This form should be read in conjunction with the Research Ireland Maternity, Paternity, and Adoptive Leave Policy.[[1]](#footnote-1) Please refer to the Policy before completing this form, so that you fully understand your entitlements.**

This form covers requests for a supplementary allowance to Research Ireland grant holders/Principal Investigators (PIs) requesting the following supports for either themselves or Research Ireland-funded team members (including postgraduate students) on their grant:

1. Maternity leave
2. Paternity leave
3. Adoptive leave

Research Ireland will award a supplemental grant to the relevant host Research Body upon timely receipt of the Research Ireland Request for Maternity, Paternity, and Adoptive Allowance Request Form and any relevant supporting documentation.[[2]](#footnote-2)

Payment to the host Research Body will be released at the end of the leave period, on receipt of a written confirmation from the host Research Body that the claimant has taken a period of maternity, paternity, or adoptive leave, for the cost of providing additional funding, as described in Clause 2.1 of the Research Ireland Maternity, Paternity, and Adoptive Leave Policy.

# Grant information**[[3]](#footnote-3)**

|  |  |
| --- | --- |
| Grant ID |  |
| Start Date |  |
| Project Title |  |
| Principal Investigator |  |
| Host Research Body |  |

# Social benefit Entitlement

Social benefit being claimed (please tick relevant box):

* Maternity Leave
* Paternity Leave
* Adoptive leave

Dates of statutory leave: Start\_\_\_\_\_\_\_\_\_\_\_\_\_End\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of additional leave: Start\_\_\_\_\_\_\_\_\_\_\_\_\_End\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of return to work: Start\_\_\_\_\_\_\_\_\_\_\_\_\_End\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete only one section from either Section 1, 2, or 3 below**

## Claim for additional salary funding

*This section should be completed if you satisfy the PRSI contribution conditions for maternity, paternity, or adoptive leave.*

Additional funding being sought from Research Ireland:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A | B | C | D |
|  | Weekly \*gross salary (as per contract) [€] | Weekly social welfare benefit [€] | \*\*No of weeks entitlement | Additional funding sought from Research Ireland ([(A-B)XC][€] |
| Maternity Leave |  |  |  |  |
| Paternity Leave |  |  |  |  |
| Adoptive Leave |  |  |  |  |

\*Gross salary refers to the salary before any deductions, taxes, PRSI and pension contribution. **Note:** the gross salary is **exclusive** of Employer PRSI and Employer Pension. Research Ireland Finance will account for both Employer PRSI and Employer Pension when processing an application for a Research Ireland Maternity, Paternity, and Adoptive allowance.

\*\* For employees with less than 26 weeks (in case of maternity leave) or 24 weeks (in case of adoptive leave) left in their contract (associated with Research Ireland funding), their entitlement to maternity or adoptive leave only extends to the end date of their award as originally agreed with Research Ireland in the letter of offer, inclusive of any approved no-cost extension.

## Additional funding claim for salaried staff members without PRSI eligibility

*This section should ONLY be completed by salaried personnel if you do* ***not*** *satisfy the PRSI contribution conditions for maternity and adoptive leave.*

Additional funding being sought from Research Ireland:

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | B | C |
|  | Weekly \*gross salary (as per contract) [€] | \*\*No of weeks entitlement | Additional funding sought from Research Ireland (AxB) [€] |
| Maternity Leave |  |  |  |
| Paternity Leave |  |  |  |
| Adoptive Leave |  |  |  |

\*Gross salary refers to the salary before any deductions, taxes, PRSI and pension contribution. **Note:** the gross salary is **exclusive** of Employer PRSI and Employer Pension. Research Ireland Finance will account for both Employer PRSI and Employer Pension when processing an application for an Research Ireland Maternity & Adoptive allowance.

\*\* For employees with less than 26 weeks (in case of maternity leave) or 24 weeks (in case of adoptive leave) left in their contract (associated with Research Ireland funding), their entitlement to maternity or adoptive leave only extends to the end date of their research as originally agreed with Research Ireland in the letter of offer, inclusive of any approved no-cost extension.

Required documentation to accompany this claim

For salaried personnel, proof that you are NOT eligible to claim PRSI contribution for maternity and adoptive leave should be included (this should take the form of a letter from your host Research Body, confirming your ineligibility, duly signed and stamped by and authorised Finance offices and on official headed paper.[[4]](#footnote-4)

## Additional funding claim for Research Ireland Grant holders whose salary is paid by the host Research Body

*This section should ONLY be completed by Research Ireland Grant holders whose salary is paid by the host Research Body (e.g. academic staff on a permanent or temporary contract)[[5]](#footnote-5) – see Sections 2.3 and 2.4 of the Research Ireland Maternity & Adoptive Allowance policy (available on the Research Ireland website).*

Additional funding being sought from Research Ireland:

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | B | C |
|  | Monthly \*gross salary [€] | \*Number of months requested | Additional funding sought from Research Ireland (AxB) [€] |
| Maternity Leave |  |  |  |
| Adoptive leave |  |  |  |

\*Please refer to Section 2.3 of the Research Ireland Maternity, Paternity, and Adoptive Leave Policy for the monthly gross salary amount to be claimed in this instance and the maximum number of months permissible.

\*\*Gross salary refers to the salary before any deductions, taxes, PRSI and pension contribution. **Note:** the gross salary is **exclusive** of Employer PRSI and Employer Pension. Research Ireland Finance will account for both Employer PRSI and Employer Pension when processing an application for a Research Ireland Maternity & Adoptive allowance.

## Request for extension to award

Please complete this section if you wish to request an extension to an active grant beyond the End Date specified in the Letter of Offer. Please note that clauses 24.1 and 24.2 in the Research Ireland Grant General Terms and Conditions, which state that you can only seek a no cost extension within a specified timeframe before your grant end date, do not apply in these instances.[[6]](#footnote-6)

|  |  |
| --- | --- |
| Current end date |  |
| Requested end date |  |

Financial statement (current):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget heading (direct costs) | Total Grant (as detailed in contract) (€) | Total Actual Expenditure (€) | Variance (€) | Variance (%) |
| Salary |  |  |  |  |
| Materials |  |  |  |  |
| Equipment |  |  |  |  |
| Travel |  |  |  |  |
| Other |  |  |  |  |
| TOTAL |  |  |  |  |

Spending plan during the period of extension

# Endorsements (Must be completed)

**PI or Research Ireland-funded team member for whom the claim is being made:**

Name (including title):

Original signature:

Date:

**Grant holder/Principal Investigator:**

Name (including title):

Original signature:

Date:

**Host Research Body Signatory Authority**

Name of financial Officer or Equivalent Research Body Stamp/Date

Position held:

Original signature:

Date:

Please send the signed and scanned version of this form to maternity@researchireland.ie.

The original copy of the form should be kept by the claiming researcher/PI.

1. [Research Ireland Policies](https://www.researchireland.ie/about/policies/) [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. Per the Letter of Offer. [↑](#footnote-ref-3)
4. 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. [↑](#footnote-ref-4)
5. 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. [↑](#footnote-ref-5)
6. [Research Ireland Grant General Terms & Conditions](https://www.researchireland.ie/about/policies/grant-terms-and-conditions/) [↑](#footnote-ref-6)