

## Met Éireann Research Call Programme

### Appeals Process for Research Grants

This policy should be referred to in cases where an Applicant for MET ÉIREANN funding (excluding joint funding programmes managed by the co-funding partner) wishes to query a failed application for funding.

Applications are sent for external peer review to assess the scientific quality, impact, applicant team, implementation and any other relevant element of the proposal as outlined in the Terms and Conditions for the call. The results of the peer review process, and MET ÉIREANN /Department of Housing, Planning and Local Government policy, will inform the funding decisions.

Appeals can only be made regarding procedural or administrative errors, suspected and undeclared conflicts of interest or incorrect information/documentation being given to reviewers. MET ÉIREANN will not reopen the review process in the event where an Applicant disagrees or is unhappy with the reviewer's professional assessment.

MET ÉIREANN makes every effort to engage high quality, objective, relevant experts to review proposals. All reviewers must read MET ÉIREANN's Conflict of Interest Policy and agree that they do not have/or declare any conflict of interest. The professional assessment and opinions of the reviewers are not grounds for appeal.

In cases where an issue is raised, MET ÉIREANN will assess the issue raised and determine whether there are grounds for a formal appeal or not. Decisions at this stage are final.

#### Procedure for Appeals

1. The Applicant must formally contact MET ÉIREANN's Research Funding Office Manager ([researchfunding@met.ie](mailto:researchfunding@met.ie)) clearly stating their concerns and grounds for a formal appeal.
2. If there are insufficient grounds for an appeal, the Applicant is informed and further appeals regarding the application will not be heard.
3. If the grounds for appeal are assessed and a case to answer is identified, the Applicant will be provided with further information about their review and the manner in which it was assessed.



4. If the Applicant is not satisfied with the reply and additional information provided, they may formally submit an appeal to MET ÉIREANN's Director. This must be submitted by email and in the case of HEIs (i) by the Research Office or other organisations (ii) by a senior member of Management on behalf of the Applicant. This must be submitted to [researchfunding@met.ie](mailto:researchfunding@met.ie) within 14 days of the initial notification that the proposal would not be funded.
5. Step 2 must be taken before a formal appeal can be submitted under Step 4.
6. A suitably qualified appropriate nominee, independent of MET ÉIREANN will assess the appeal and determine if there were procedural errors/omissions that led to an unfair review of the application. He/she will also determine whether that error or omission negatively affected the review to the extent that the outcome would have been different.
7. If it is determined that no error/omission occurred, or that any change in scores would not affect the initial assessment of the proposal, the Applicant's appeal will be refused and the decision final. If an error/omission is found to have detrimentally affected the review process, an external third party may be asked to examine the evidence (including the original reviews) and make a recommendation. All decisions communicated by MET ÉIREANN's Director to the Applicant are final.

For initial queries please contact MET ÉIREANN's Research Funding Office Manager at [researchfunding@met.ie](mailto:researchfunding@met.ie) or see [www.met.ie/science](http://www.met.ie/science) for details.

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