



Irish Clinical Academic Training (ICAT) Programme

PhD Supervisors

Terms of Reference

Version 4 – reviewed October 2023

Scope:

The Irish Clinical Academic Training Programme appoints ICAT Fellows following a competitive annual application process. ICAT Fellows enter Year 1 of the Programme with developing research interests but have not chosen a PhD Supervisor at the time of appointment.

Early during Year 1, ICAT Fellows will investigate potential Supervisors, listed in the online ICAT Supervisor Database and based in the Host Institutions. ICAT Fellows will develop a PhD project proposal in collaboration with a Primary Supervisor and their Academic Mentor. PhD project proposals are refined following cycles of review and feedback during Year 1, before submission of a written PhD proposal for independent international peer review. ICAT Fellows are interviewed by the ICAT Executive Team and external panel members to determine if the PhD proposal meets the high-quality threshold of the ICAT Programme.

If approved by the Executive Team, ICAT Fellows will register as PhD students in their Primary Supervisor's institution and proceed to a full-time PhD during years 2-4, with minimal clinical training during this period as appropriate for each ICAT Fellow.

ICAT Programme PhD Supervisor responsibilities:

1. To maintain accurate up-to-date information in the online ICAT Supervisor database relevant to potential ICAT Fellows.
2. To meet with ICAT Fellows who express an interest in the potential Supervisor's research.
3. If agreeable to both parties (Supervisor and ICAT Fellow), to work with the ICAT Fellow in developing a robust PhD project proposal.
4. To work with the ICAT Fellow to refine the PhD project proposal during the cycle of review and feedback provided by the ICAT Executive Team and external peer reviewers.
5. Along with the ICAT Academic Mentors, to support the ICAT Fellow in the ICAT PhD proposal submission and interview process.
6. If the ICAT Fellow is successful at the PhD proposal interview, the Primary Supervisor will guide the ICAT Fellow in registering as a PhD student following Host Institution rules.



7. To supervise the ICAT Fellow during their PhD, in line with Host Institution rules.
8. To assist the ICAT Fellow and the Host Institution in managing the ICAT Fellow's PhD budget.
9. To contact the ICAT Executive Team for guidance if they have queries relating to the ICAT Programme.
10. To attend ICAT Programme events such as local meetings and the annual ICAT Retreat, where relevant and practicable.
11. To acknowledge the ICAT Programme in all publications and presentations arising from the research and in any communication of the ICAT Fellow's research.
12. Each ICAT Fellow and his/her Supervisor(s) should provide research updates as required for reporting to the Funders.
13. During the ICAT Programme there may be opportunities to communicate its wider value to the general public, to patient groups, to government and other agencies. Fellows and their Supervisors are expected to assist in disseminating the value of the ICAT Programme.