**Ireland Chair of Poetry Student Prizes 2019**

**Guidelines for Applicants**

**Purpose and objectives of the prizes:**

The Ireland Chair of Poetry Trust has established these prizes to encourage and assist students who are pursuing Masters degrees in Creative Writing or in Poetry.

**Who is eligible?**

Only Masters students studying for degrees in Creative Writing or in Poetry in Queen's University Belfast, Trinity College Dublin or University College Dublin are eligible to apply. Students must be registered in the current academic year (2019-20).

**Application checklist**

Use the checklist below to make sure that your application for the Ireland Chair of Poetry Student Prize is complete.

* I have included my application form
* I have filled all of the sections of the application form
* I have included four poems
* I have asked someone else to check over my application to make sure there are no errors and nothing is missing.

**Getting help with your application**

If you have a query applying for this award please email chairofpoetry@poetryireland.ie

**Deadline for submission of applications: 5.30pm on 28th February 2020**

**What are the prizes?**

Up to two prizes will be awarded in each of the participating universities, provided sufficient merit is shown, each valued at 1,000 euros.

**What supporting material must you submit with your application?**

In order to be considered eligible for assessment, you must submit the following:

* A completed application form
* Examples of your work (4 poems). There is no minimum length but the total length of the poems submitted should not exceed 200 lines.

**Making your application**

All applications must be made to the Ireland Chair of Poetry via email:

chairofpoetry@poetryireland.ie Only complete applications will be accepted, and additions/edits cannot be made after the fact. Please mark the subject as ‘Ireland Chair of Poetry Student Prize'. Applications made in any other way (by post, fax etc.) will not be accepted.

Give yourself enough time to complete the application

**The assessment process**

* All applications received are acknowledged.
* Applications are checked for eligibility.
* All eligible applications are assessed by an assessment panel comprising of the current Ireland Professor of Poetry and two Trustees of the Trust.
* Decisions are communicated in writing to applicants.

**Time frame: The panel’s decision is final, and will be communicated by late April 2020.**

**Declaration of conflict of interest**

In order to ensure fairness and equity in decision-making, all those involved in assessment of applications (or other aspects of the decision-making process e.g. shortlisting, sign off, budget setting) must declare an interest where they have a close personal or professional link with the applicant or are linked in any way with the application. An ‘interest’ is either ‘pecuniary’ or ‘non-pecuniary’ (e.g. familial relationships, personal partnerships, or formal or informal business partnerships, etc.).

**Criteria for the assessment of applications**

The only assessment criteria are eligibility and artistic merit.

**Outcome of applications**

All applicants will be informed, via email, of the outcome of their application.

If your application is successful, you will receive the prize shortly afterwards. Prizes will be paid into a bank account held in the name of the applicant.