



HEALTH RESEARCH BOARD

RESEARCH GRANT REGULATIONS, 2007

The HRB Research Grant Regulations makes available to all grant holders, in a single document, the terms and conditions of HRB grant awards. Some grants require specific additional terms and conditions and these will be explicitly addressed in the award letter.

1. Definitions

In these Regulations,

'**HRB**' is the Health Research Board established under S.I. no 279 of 1986, as amended, principally by S.I. no 205 of 2002.

'**Grant holder**' is the principal investigator of the research or the holder of a career development award in the host institution for which a research grant has been awarded by the HRB.

'**Host institution**' is the organisation which fulfils the requirements of the HRB's policy on host institutions (available at www.hrb.ie) and which undertakes to fulfil the responsibilities outlined in this document.

'**Research grant**' is a grant awarded under any of the HRB's schemes of research support.

'**Research staff**' are all permanent and temporary staff and students employed in or involved in any HRB-funded research

2. Conditions under which grants are awarded

Responsibilities of the host institution

(A) Research staff

- (i) The host institution shall ensure that all research staff receive training appropriate to their duties including health and safety training.
- (ii) The host institution shall ensure that appropriate direction of research and supervision of research staff is provided.
- (iii) The host institution shall ensure that all appropriate health and safety procedures are in place in relation to research staff.
- (iv) The host institution shall ensure that payments to research staff are appropriately adjusted to reflect any changes in personnel, as well as any circumstances such as absences, illness, or resignation.

- (v) Should the grant holder resign during the period of tenure of the grant, the host institution shall take all reasonable steps to ensure that postgraduate students supported on the grant are given every opportunity to complete their degree.
- (vi) In the event that the duties of research staff involve patient contact, the host institution is required to inform the personnel department at the hospital in which the research staff is based so that the appropriate medical indemnity insurance can be arranged.

(B) Financial arrangements

- (i) All payments will be made directly to the host institution and must be disbursed according to the terms of the letter of award. Postgraduate students must receive the full amount of the stipend as shown on the letter of award.
- (ii) The HRB reserves the right, at any time during the period of the grant, to obtain from the host institution a financial statement detailing disbursements from the grant and confirmation that the grant has been used for the purposes for which it was awarded.
- (iii) The HRB expects the host institution to respect the right of its auditors to seek confirmation from the external auditors of the host institution of amounts paid by the HRB in respect of the grant.
- (iv) The HRB may, at its discretion and cost, decide to commission and conduct a separate audit of the grant and/or the systems used by the host institution to administer HRB grants, including the procurement system. In so doing, it may or may not seek to use the internal audit function of the host institution.
- (v) Expenditure from the award shall be limited to expenses properly and necessarily incurred for the successful completion of the approved research project. The host institution shall use only designated overhead payments from the award to offset overheads.
- (vi) Funds remaining unused or uncommitted at the end of the grant period shall be returned to the HRB within six months of the end of the grant period.

(C) Intellectual property

- (i) Host institutions and grant holders have a duty to the public to ensure that discoveries and advancements in knowledge arising from research funded by the HRB are translated for public benefit.

The HRB and other funding agencies have agreed guidelines and requirements for use by Irish Research Performing Organisations on the management of intellectual property that is generated by publicly funded research. The guidelines can be viewed on the HRB web page at www.hrb.ie/IPguidelines.

(D) Acknowledgement

- (i) The host institution must expressly acknowledge the support of the HRB in any published record of its research activities.

(E) Good research practice

- (i) The host institution must have in place its own published standards of good research practice which include a formal written procedure for the investigation of allegations of scientific fraud.

(F) Insurance and indemnity

- (i) The host institution shall at all times accept responsibility for and indemnify the HRB in full against all claims for compensation and all and any other claims or demands howsoever arising in relation to or in connection with the research for which an award has been approved by the HRB.
- (ii) The host institution shall accept full responsibility for and at all times indemnify and save the HRB harmless from and against claims or demands in relation to the management, monitoring and control (including the requirements of all regulatory authorities governing the use of radioactive isotopes, animals, pathogenic organisms, genetically manipulated organisms, toxic and hazardous substances, and research on human subjects) of all research funded by research grants and all those persons including but not limited to employees, whether full or part time, permanent or temporary, regardless of any contractual arrangement they may have, students and others employed or involved in any research funded by this award.
- (iii) The host institution shall indemnify the HRB, without limitation, in respect of all liabilities, damages, costs and expenses incurred by the HRB as a result of any claims by research staff whether during, at or after the termination of funding and whether under contract, common law or statute, including, without limitation, claims relating to the European Communities (Safeguarding of Employee Rights on Transfer of Undertakings) Regulations 1980.
- (iv) In the event that any person employed or involved in research funded by the HRB should in the course of or in connection with the research suffer any illness, disease, infection or personal injury of any kind or pass any such disease or infection to any third party, the HRB shall have no liability whatsoever arising there from.
- (v) The host institution accepts responsibility for any litigation or liability that may arise out of research funded by the HRB.
- (vi) The host institution shall at all times take out and maintain adequate insurance coverage in respect of employers' liability insurance, professional indemnity insurance and public liability insurance.
- (vii) The Dean, the Registrar, the Secretary, the Research Contracts Officer, the Bursar, Finance Officer, Chief Accountant or other authorised representative of the host institution (or such combination of them as may be required by the

HRB) shall sign the acceptance documentation on behalf of the host institution confirming that the host institution accepts and agrees to abide by these Regulations and any conditions set out in the letter of award.

(G) Procurement

- (i) The host institution must ensure that the procurement of goods, services and equipment funded by a HRB research grant is carried out in accordance with public procurement policy. Further information can be found at www.procurement.ie and at www.etenders.gov.ie
- (ii) Any equipment provided by an award is donated to the host institution's Department or School to which the grant holder is affiliated, solely for use in health related research.
- (iii) The HRB expects that the equipment will be made available to other faculty members and students for their research when not in use by the grant holder.
- (iv) The host institution is responsible for ensuring that any equipment provided by an award made by the HRB has adequate insurance cover. If the equipment is damaged or destroyed, the host institution will be required to repair or replace it.
- (v) Any loss resulting from payments made for equipment in advance of delivery will be entirely the responsibility of the host institution.

Responsibilities of the grant holder

(H) Acceptance documentation

Complete acceptance documentation must be received by the HRB before any payments can be made for an award. This may include the following:

- (i) An completed acceptance form, containing the account number of the research account set up for the award.
- (ii) A declaration signed by the grant holder confirming that he/she will comply with the grant regulations.
- (iii) Copies of an animal licence where such a licence is required by Department of Health regulations.
- (iv) Copies of ethical approval for all research work involving human participants, human material (including tissue) or animals (if an animal licence is required according to the regulations of the Department of Health). The grant holder shall seek ethical approval from an ethics committee recognised by the host institution.
- (v) Staff and student forms for all research staff. Where changes in personnel occur, updated forms must be sent to the HRB.
- (vi) A declaration regarding confidentiality of information about the individual participants in research. Grant holders should ensure that all polices and

procedures are in place to ensure compliance under the Data Protection Amendment Act (2003).

- (vii) Other documentation may be required for individual schemes and will be detailed in the award letter.

(I) Financial arrangements

- (i) The recipient of a research grant shall not accept or receive funding for the same research project from any source other than the HRB, unless this forms part of the award or has been agreed in writing at award stage.
- (ii) A grant holder may modify the aims and objectives of an approved research project in order to follow scientific developments. A grant holder may not use any amount of an award for purposes not related to the research project. To the extent that any amount is used for purposes not related to the approved research project, the same amount shall immediately become repayable to the HRB.
- (iii) At the end of the grant period, the grant holder shall submit a detailed financial statement showing disbursements from the grant. A computer print-out from the financial records of the host institution will be acceptable. Funds remaining unused and uncommitted at the end of the grant period shall be returned to the HRB.

(J) Transfer of award to another host institution

- (i) The grant holder shall not transfer the award to another institution without the prior written approval of the HRB.

(K) Changes to start and end date of awards

- (i) In exceptional circumstances, research grants can be deferred by up to 12 months.
- (ii) Any changes effecting the end date of an award, such as deferral, suspension or extension, cannot delay the end of an award by more than 12 months combined and need the approval of the HRB. Exceptions are allowed in case of long term illness and maternity leave.

(L) Reviews

- (i) Grant holders may be obliged to participate in a review of the progress of the research award, its organisation and financing and any other relevant issues at a date decided by the HRB. Where a grant has been subject to review, the grant holder and the host institution shall agree to implement any recommendations made by the review panel.

(M) Reporting and evaluation

- (i) The grant holder shall provide an end of grant report to the HRB no later than four months following the completion date of the award. Grant holders and, in the case of those in receipt of a career development award, supervisors who do not comply with this requirement will be deemed ineligible to apply for future HRB research grants until a completed end of grant report has been submitted.
- (ii) Where applicable, grant holders shall submit interim reports at the appropriate times as set out in the award letter.
- (iii) At any time during the lifetime of the award or following its completion, the grant holder shall comply with the HRB's request for additional and/or updated information relating to the outputs and outcomes of the award.

(N) Publicity and dissemination

The HRB would like to work with host institutions and grant holders to maximise publicity in relation to research conducted by all our grant recipients. Grant holders shall therefore undertake to:

- (i) Work in co-operation with the HRB to publicise research findings as part of the wider responsibility to promote the value of health research to the public. This may include:
 - a. Up to two agreed days when the grant holder or a member of the research team would be available to promote and publicise your work.
 - b. Participation in communications/media training.
- (iii) Disseminate any findings, results or products of the funded research in peer review publications, through the media and among the general public as far as possible or practicable. *(Unless this would undermine intellectual property or other rights/entitlements of the host institution, grant holder or research staff.)*
- (iv) Notify the HRB one month in advance of all publications and events that are based on research funded by the HRB. This includes full journal papers, books, reports or policy papers.

In order to facilitate association with the funding body, the grant holder shall:

- (v) Expressly acknowledge the HRB as the source of funding in any publication, presentation, report or media interview/coverage given to the research. At a minimum the following statement should be used, and where appropriate, a logo should be displayed.

(a) This work was funded by the Health Research Board in Ireland under Grant No: (insert file reference).

In relation to media information

All media releases involving work funded or part funded by the HRB must be sent to the HRB communications office communications@hrb.ie prior to general circulation.

The above statement (a) should be included the main body of any press release. A short summary about what the HRB does is shown below (b). This should be appended as a 'note to editors' on all media releases that are issued by the grant holder's communications office.

(b) The Health Research Board believe that today's health research is tomorrow's health care. With a mission to improve health through research and information we support research by funding people, infrastructure and specific health research projects in a wide variety of areas, with the ultimate aim of creating a healthier nation.

- (vi) Ensure that any advertisement for research staff or any tender notice, which is produced for press, world-wide-web or internal notice boards, carries an acknowledgement of the HRB as a funding source and the logo of the host institution and the HRB. The HRB logo must be used in line with the HRB logo guidelines which are listed in the communications section of the HRB website.

General terms

(O) Research staff

- (i) No grant holder, member of an host institution or of the personnel working on, in relation to or in connection with the research for which an award has been granted by the HRB, shall hold themselves out or be deemed for any purposes howsoever to be an employee of the HRB.

(P) Termination

- (i) The HRB reserves the right to terminate the award of a grant upon 30 days written notice to the grant holder and the host institution. The award of a grant will terminate in the event of the grant holder or the host institution breaching any of the Regulations contained herein. The grant holder will furnish all necessary reports of research completed or in progress through the date of termination.

(Q) Disputes

- (i) The HRB, the host institution and the grant holder shall negotiate in good faith with a view to resolving any dispute arising from an award made by the HRB, and if necessary involve an agreed third party for that purpose.

(R) Freedom of information

- (i) The HRB is subject to the requirements of the Freedom of Information Act and therefore requires grant holders and host institutions to assist and cooperate with the HRB to enable it to comply with information disclosure requirements.

(S) Amendment of Regulations

- (i) The HRB reserves the right to amend these Regulations from time to time.

(T) Captions

- (i) Paragraph headings or captions are for ease of reference only and shall not affect the construction or interpretation of these regulations.

Signed on behalf of the HRB_

Desmond Fitzgerald
Chairman

February 2007