

Grants Policy and Procedure
Policy on Approval of Host Institutions for HRB Research Awards

Definition

Host Institution is the organisation to which a research grant is paid and which fulfils the responsibilities of 'Institution' per the HRB General Terms and Conditions for Research Awards Appendix I).

Background

In line with best international practice in research management the HRB designates responsibility to a Host Institution to ensure that adequate financial records are kept of all transactions on research grants, that researchers are provided with adequate facilities, training, insurance and a working environment that complies with health and safety regulations.

Policy

- Host Institutions must be not for profit organisations on the island of Ireland.
- Host Institutions are bound by the HRB General Terms and Conditions for Research Awards.
- Per HRB General Terms and Conditions for Research Awards, the Host Institution has full responsibility for the Grant and the Grant Funded Activities and for adherence by the Principal Investigator and the Team with the Grant Conditions.
- Per HRB General Terms and Conditions for Research Awards, the Host Institution shall have in place procedures for governing good research practice and reliable systems for the prevention of misconduct and clearly defined procedures for the investigation of allegations of misconduct.
- In the event that the Institution on a successful application is not on the HRB's list of recognised Host Institutions (appendix II) the applicant is required to submit the information required in appendix III

Appendices

Appendix I	HRB General Terms and Conditions for Research Awards
Appendix II	Recognised Host Institutions
Appendix III	Application for recognition as a host Institution

Appendix I

HRB General Terms and Conditions for Research Awards

See HRB website for details

Appendix II
Recognised Host Institutions
Revision date: July 2009

Host Institution	Location	Date Added
Adelaide and Meath Hospital (incorporating the National Children's Hospital)	Tallaght, Dublin 24	January 2005
All Hallows College	Dublin 9	July 2009
Alpha One Foundation	Dublin 9	June 2006
Asthma Society of Ireland	Dublin 1	September 2006
Athlone Institute of Technology	Athlone, Co. Westmeath	October 2006
Beaumont Hospital	Dublin 9	September 2003
Belfast City Hospital Trust	Belfast	August 2005
Blood Transfusion Service Board	Dublin 8	January 2007
Boyne Research Institute	Drogheda, Co. Louth	September 2004
Brainwave - The Irish Epilepsy Association	Dublin 12	September 2006
Temple Street Children's Hospital	Dublin 1	January 2007
Children's Research Centre (The Children's Medical and Research Foundation)	Our Lady's Hospital for Sick Children, Crumlin, Dublin 12	September 2003
Cluain Mhuire	Blackrock, Co. Dublin	December 2003
Community Action Network (CAN)	Dublin 1	September 2005
Coombe Healthcare Centre	Dublin 8	January 2007
Coombe Women's Hospital	Dublin 8	March 2005
COPE Foundation	Cork	January 2008
Cork Institute of Technology	Cork	January 2007
Cork University Hospital	Cork	June 2006
Crawford College of Art & Design	Cork	January 2007
Cystic Fibrosis Association of Ireland (The)	Dublin 6	June 2006
Cystinosis Foundation Ireland	Blackrock, Co. Dublin	September 2006
Debra Ireland	Dublin 2	September 2006
Department of Health & Children	Republic of Ireland	January 2005
Diabetes Federation of Ireland	Dublin 1	June 2006
Drug Treatment Centre Board (The)	Dublin 2	November 2004
Dublin City University	Dublin 9	September 2003
Dublin Dental School & Hospital	Dublin 2	September 2003
Dublin Institute of Technology	Dublin 1/2	January 2007

Host Institution	Location	Date Added
Dublin Molecular Medicine Centre T/a Molecular Medicine Ireland	Dublin 2	July 2005
Dun Laoghaire Institute of Art, Design and Technology	Dun Laoghaire, Co. Dublin	January 2007
Dundalk Institute of Technology	Co. Louth	June 2005
Economic and Social Research Institute (The)	Dublin 4	September 2006
Enable Ireland	Dublin 11	January 2007
Fighting Blindness	Dublin 8	October 2006
Friedreich's Ataxia Society of Dublin	18 January 2007	Ireland
Galway-Mayo Institute of Technology	Galway/Mayo	January 2007
Green Park Healthcare Trust	Musgrave Park Hospital, Belfast	September 2004
Headway	Dublin	May 2008
Haughton Institute	St. James's Hospital, Dublin 8	September 2003
Health Service Executive	Republic of Ireland	January 2005
Institute of Public Health in Ireland (The)	Dublin 2 and Belfast	January 2004
Institute of Technology, Blanchardstown	Dublin 15	January 2007
Institute of Technology, Carlow	Co. Carlow	January 2007
Institute of Technology, Sligo	Co. Sligo	September 2006
Institute of Technology, Tallaght	Dublin 24	January 2007
Institute of Technology, Tralee	Co. Kerry	January 2007
Irish Cancer Society	Dublin 2	December 2004
Irish College of General Practitioners (The)	Dublin 2	June 2006
Irish Heart Foundation	Dublin 4	September 2006
Irish Society for Quality and Safety in Healthcare	Dublin 9	June 2006
Letterkenny Institute of Technology	Co. Donegal	January 2007
Limerick Institute of Technology	Limerick	January 2007
Lucena Clinic (Mental Health Centre)	Co. Dublin/Wicklow	January 2007
Mary Immaculate College	University of Limerick, Limerick	October 2005
Mater Foundation (The)	Dublin 7	June 2006
Mater Misericordiae University	Dublin 7	September 2003

Host Institution	Location	Date Added
Hospital		
Mater Private Hospital	Dublin 7	January 2007
Medical Research Charities Group	Dublin 8	January 2007
Meningitis Research Foundation	Dublin 1	October 2006
Mercy Hospital	Cork	January 2007
Merlin Park Hospital	Galway	January 2007
Mid West Regional Hospital	Limerick	January 2007
Midland Regional Hospital	Co. Laois	January 2007
Muscular Dystrophy Ireland	Dublin 7	September 2006
National Cancer Registry	Cork	September 2003
National Federation of Voluntary Bodies	Co. Galway	January 2007
National Maternity Hospital (Holles Street)	Dublin 2	January 2007
National Rehabilitation Hospital	Dun Laoghaire, Co. Dublin	December 2005
National Suicide Research Foundation	Cork	May 2005
National University of Ireland, Maynooth	Kildare	September 2003
National University of Ireland, Galway	Galway	September 2003
Our Lady's Hospice	Blackrock, Co. Dublin	February 2005
Our Ladies Hospital for Sick Children	Dublin 12	January 2007
Queens University Belfast	Belfast	September 2003
RehabCare	Dublin 4	March 2006
Research Institute for a Tobacco Free Society	Dublin 8	August 2004
Rotunda Hospital	Dublin 1	September 2005
Royal College of Surgeons in Ireland	Dublin 2	September 2003
Royal Victoria Eye and Ear Hospital	Dublin 2	January 2005
Royal Victoria Hospital	Belfast	January 2007
St. Angela's College	Sligo	May 2009
St. Brendan's Hospital	Dublin 7	January 2007
St. Francis Hospice	Raheny, Dublin 5	December 2005
St. Ita's Hospital	Portrane, Co. Dublin	January 2007
St. James's Hospital	Dublin 8	September 2003

Host Institution	Location	Date Added
St. John Hospital	Limerick	March 2006
St. John of God Hospital	Stillorgan, Co. Dublin	January 2007
St. Loman's Hospital	Co. Westmeath	January 2007
St. Luke's Hospital	Dublin 6	September 2003
St. Patrick's Hospital	Dublin 8	January 2007
St. Vincent's Hospital	Dublin 3	January 2007
St. Vincent's University Hospital	Dublin 4	October 2006
Sligo General Hospital Research and Education Foundation Ltd.	Sligo General Hospital, Sligo	September 2006
Teagasc	Carlow	March 2006
Trinity College Dublin – The University of Dublin	Dublin 2	September 2003
University College Cork – National University of Ireland, Cork	Cork	September 2003
University College Dublin – National University of Ireland, Dublin	Dublin 4	September 2003
University College Hospital Galway	Galway	September 2003
University Dental School Cork	Cork	January 2007
University of Limerick	Limerick	September 2003
University of Ulster	Northern Ireland	September 2003
Waterford Institute of Technology	Waterford	September 2003
Waterford Regional Hospital	Waterford	September 2006

Appendix III

Application for Recognition as a Host Institution

Information Required

Name of the Chief Executive Officer	
Official authorised to sign research awards on behalf of the Institution Name: Job title: Email:	
Companies Registration Office number (if any)	

Required Documentation

	Enclosed ✓
<ul style="list-style-type: none">• A copy of the most recent Annual Report	
<ul style="list-style-type: none">• A signed copy of the most recent audited financial statements	
<ul style="list-style-type: none">• Copy of the Institution's current tax clearance certificate	
A signed statement from the CEO stating that the institution is in compliance with the following: <ul style="list-style-type: none">• "The HI shall ensure that all members of the team are sufficiently qualified or will receive training appropriate for their duties involving health and safety training" (HRB General Terms and Conditions for Research Awards 8.2.10)• " The HI shall have in place procedures for governing good research practice and reliable systems for the prevention of misconduct and clearly defined procedures for the investigation of allegations of misconduct" (HRB General Terms and Conditions for Research Awards 15.1.1)• "The Institution shall at all times take out and maintain adequate insurance coverage in respect of employers' liability insurance, professional indemnity and public liability insurance ((HRB General Terms and Conditions for Research Awards 10.1–10.9)	