



Policy on 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 grant regulations (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
- Per the grant regulations (3(B)(i)) "all payments will be made directly to the Institution"
- Host Institution are bound by the Grant Regulations of the HRB.
- 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 II Recognised Host Institutions
Appendix III Application for recognition as a host Institution

Appendix II

Recognised Host Institutions

Host Institution	Location	Date Added
Adelaide and Meath Hospital (incorporating the National Children's Hospital)	Tallaght, Dublin 24	January 2005
Beaumont Hospital	Dublin 9	September 2003
Belfast City Hospital Trust	Belfast	August 2005
Boyne Valley Research Institute	Drogheda, Co. Louth	September 2004
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 Women's Hospital	Dublin 8	March 2005
Drug Treatment Centre Board (The)	Dublin 2	November 2004
Dublin City University	Dublin 9	September 2003
Dublin Dental Hospital	Dublin 2	September 2003
Dublin Molecular Medicine Centre	Dublin 2	July 2005
Dundalk Institute of Technology	Co. Louth	June 2005
Green Park Healthcare Trust	Musgrave Park Hospital, Belfast	September 2004
Houghton 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
Irish Cancer Society	Dublin 2	December 2004

Appendix II - continued

Recognised Host Institutions

Host Institution	Location	Date Added
Mary Immaculate College	University of Limerick, Limerick	October 2005
Mater Misericordiae Hospital	Dublin 7	September 2003
National Suicide Research Foundation	Cork	May 2005
National Cancer Registry	Cork	September 2003
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
Queens University Belfast	Belfast	September 2003
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
St. James's Hospital	Dublin 8	September 2003
St. Lukes Hospital	Dublin 6	September 2003
Trinity College Dublin – The University of Dublin	Dublin 2	September 2003

Appendix II - continued

Recognised Host Institutions

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 College Limerick	Limerick	September 2003
University of Ulster	Northern Ireland	September 2003
Waterford Institute of Technology	Waterford	September 2003

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	
<p>A signed statement from the CEO stating that the institution is in compliance with the following:</p> <ul style="list-style-type: none">• "The Institution shall ensure that all appropriate health and safety procedures are in place in relation to research staff" (grant regulations 2(A)(iii))• "The institution shall ensure that it has in place its own published standards of good research practice which include a formal written procedure for the investigation of allegations of scientific misconduct. (grant regulation 2(E)(i))"• "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 (2(F)(vi))"	