HRB Applied Partnership Awards (APA) 2017

Frequently Asked Questions

General

How do I apply for a HRB Applied Partnership Award?
All applications must be made using the HRB online Grant E-Management System GEMS.

Applicants are strongly advised to carefully read the Guidance Notes prior to application.

The Lead Applicant-Researcher must create the application but it can then be jointly completed with the Lead Applicant-Knowledge User and named co-applicants.

Once the Lead Applicant-Researcher starts the application s/he will be asked to go through a check list of mandatory Yes/No questions prior to completing the form. In order to continue with the application the Lead Applicant-Researcher must satisfy the conditions of this check list.

Submission process using GEMS
Prior to final submission to the HRB, all applications must first be reviewed and approved within GEMS by the signatory approver at the research office (or equivalent) at the Host Institution (see Appendix II of Guidance Notes). It is critical therefore that Lead Applicant leaves sufficient time in the process for the Research Office (or equivalent) in their nominated Host Institution to review, seek clarifications and approve applications prior to the final submission date. This may involve being aware of and complying with any internal Host Institution deadlines for review and approval, distinct from the HRB deadline.

What is the closing date for submission of applications?
This is a rolling call and as such there will be one round in 2017 with two separate peer review cycles.The closing date for Cycle 1 is the **28 April 2017 @ 1pm.** The closing date for Cycle 2 is the **15 September 2017 @1pm**

Applicant/Eligibility

Can applicants that have submitted a proposal for peer review cycle 1 to submit the same proposal for peer review cycle 2?

Applicants that have submitted a proposal for peer review cycle 1 will <u>not</u> be able to submit the same proposal for peer review cycle 2. However they will be able to submit a different proposal, but should do so only in the event that they will be able fulfil commitments to both research proposals should both be successful.

Can applicants submit more than one application in a peer review cycle?
No, only one application per Lead Applicant-Researcher and Lead Applicant-Knowledge User will be considered in a peer review cycle. However the lead applicants can be a co-applicant or collaborator in another application provided they have the time commitment to fulfil both roles should the applications be successful.

Does there have to be two Lead Applicants in order to apply?
Applications should be made on behalf of a team which is made up of researchers and knowledge users. The applicant team should designate a Lead Applicant from the research team, and a Lead Applicant from the Knowledge User team.

Does a Lead Applicant-Researcher need to have last author publications?
Not necessarily, however, Lead Applicant-Researchers must have at least three or more peer reviewed original research publications.

Does a Lead Applicant-Researcher have to have previous peer reviewed funding?
Yes, the Principal Investigator must demonstrate research independence through securing at least **one** peer-reviewed research grant for a research project/s as the lead applicant or co-applicant; Funding received for travel to seminars/conferences and/or small personal bursaries will not be considered in this regard.

Can a Lead Applicant-Researcher in a tenured academic post request a salary?
No, the salary and related costs of academic staff within research institutions (including buy out from teaching time etc.) will not be funded. If Lead Applicant-Researcher who are in an academic post request salary the application will be deemed ineligible.

Can a contract researcher be a Lead Applicant-Researcher and apply for their own salary?
Yes, a contract researcher acting as Lead Applicant-Researcher can apply for their salary. A Host Institution Letter of Support is required for all contract researchers acting as Lead Applicant-Researcher.

Can I be Lead Applicant-Researcher on one application and Co-Applicant on another?
Yes, it is worth bearing in mind however that should both applications reach review Panel stage the amount of time you are spending on both will be scrutinised so this should be realistic. The same applied for Lead Applicant- Knowledge Users.

Can there be more than one knowledge user organisation involved in the proposed research?
Yes, there may be one or more knowledge user organisations involved in the proposed research. The co-funding may come from one or more knowledge user organisations. It will be up to the Lead Applicant- Knowledge User to coordinate the proposal from the knowledge user organisations.

How do we represent a large network of knowledge users?
While there may be a lot of knowledge users across different institutions the knowledge users on the research team are the leaders in that area and who have the responsibility for leading and driving change within their organisation. They should be in a position of authority allowing them act on the findings from the research. It will be up to the Lead Applicants to select the best team and then to use the activities under the knowledge translation plan to include a wider network of knowledge users.

Can a Lead Applicant-Knowledge User request a salary through the award?

Yes, salary-related funding may be requested to enable the release time for Lead Applicant - Knowledge Users. A letter of release time approval support from the Lead Applicant-Knowledge User organisation must be provided if the Lead Applicant-Knowledge User is requesting salary-related costs. They will also need to meet the criteria outlined in the Guidance Notes.

Is there a limit on how much salary can be requested for the Lead Applicant-Knowledge User on the award?
Release time for knowledge users is a unique feature of this scheme in that it will allow up to €20,000 per year for release time for the knowledge user(s) (This cap applies to HRB funding only). The €20,000 per year release time funding can be used in full (if required) to fund one knowledge user applicant/co-applicant or it can be allocated between the knowledge user applicant and a number of knowledge user co-applicants if required.

Co-Applicants and Collaborators

Can a Researcher Co-Applicant receive payment for their role in the project?
Researcher Co-Applicants who are contract researchers may receive a salary. A Host Institution Letter of Support is required for co-applicants who are contract researchers <u>and</u> are applying for their own salary. Please note the HRB does not fund the salary and related costs of academic staff within research institutions (including buy out from teaching time etc.)

A Co-Applicant may also receive funding for items such as running costs and personnel.

Does a Co-Applicant's contract have to cover the duration of the award?
There are no requirements for the duration of a Co-Applicant's contract. However, where a Co-Applicant is applying for salary their contract must cover the duration of the award or the Host Institution must be willing to issue/extend a contract should the award be successful; this should be contained in the Co-Applicants letter of support.

How many Co-Applicants can I have?
The maximum number of co-applicants allowed is 6.

Is there a limit to how many of the co-applicants should be researcher/knowledge user co-applicants?
No. It will be up to the Lead Applicants to decide on the balance of researchers and knowledge users that will make up the research team.

Do Co-Applicants need to have support letters?
Host Institution letters of support are only required where Researcher Co-Applicants are contract researchers applying for their own salary while a **letter of release time approval support** from the Co-Applicant-Knowledge User organisation must be provided if the Co-Applicant -Knowledge User is requesting Release time costs.

Can a Co-applicant/Collaborator be from outside Ireland?
Yes, Co-applicants/Collaborators from outside Ireland are welcome where the nature of the research renders this necessary and is appropriately justified.

Will the HRB pay for visits from or to Co-applicants/Collaborators?
Yes, visits to or from Co-Applicants/Collaborators where justified may be included under running costs.

Is a Collaborator agreement form needed?
A Collaborator agreement form must be signed by each Collaborator and uploaded with your application.

Can a Collaborator be from private enterprise?
Yes, a collaborator may be from private enterprise. Applications from a private enterprise are encouraged where they add value to the project for example in terms of access to expertise, technologies or reagents. The HRB does not have the capacity to broker these arrangements. The terms of the collaboration should be determined early and relevant agreements must be in place by the onset of the project. Consideration should be given to issues such as relative responsibilities, governance arrangements, intellectual property rights, reporting and access to data and samples.

Can a Collaborator receive payment for their role in the project?
Yes, collaborators are eligible to receive funding from the award when properly detailed and justified in the application.

Scope

What sort of applications does this call support?
This scheme will support high quality research proposals in clinical and/or population health practice and/or for health services management that are relevant to health priorities in Ireland. The awards will provide support for applied research proposals of between 12-24 months duration and where the findings from the research will have a direct impact on the decision making of the knowledge user's organisation/s. The proposed research should be explicitly linked to the documented evidence needs of the knowledge user organisation/s and it must be clear from the application how the knowledge user/s is integrated throughout the research process. The question/s must be able to be answered by the research partnership and the application should include a clear and concise knowledge translation plan that will highlight how the research findings will be applied by the knowledge user organisation/s.

Does a transnational pre-clinical project fall within this project?
This scheme will support high quality research proposals in clinical and/or population health practice and/or for health services management that are relevant and timely to the partner knowledge user organisation. An important criterion is that the findings of the research will be translated so that they will inform decision making within the knowledge user organisation within a relatively short time period (1-2 years). The scheme is aimed at addressing timely, relevant and applicable research within the Irish health and social care system so the research question must meet this aim.

How many years does the funding cover?
The awards will provide support for applied research proposals of between 12-24 months duration.

I'm unsure as to what is meant by 'documented needs'. Can you be more specific?
Documented needs are defined by the knowledge user organisation. It will be the responsibility of the Lead Applicant – Knowledge User to document why the research issue being addressed is an unmet need within their organisation and how the findings will be used to influence/impact on the decision making within their organisation.

I'm wondering if it is only 'decision making' of the user organisation that can be the focus of the project or can the project address (other) challenges that are not specifically related to decision making?
In terms of decision making, applicants are expected to identify and demonstrate how the research findings are likely to enable the healthcare services or policy sector to make informed decisions or valuable changes to its practice, expenditure and/or systems in the short term (up to 2 years).

Funding

How much can I apply for?
The maximum amount that can be requested from the HRB per application is €200,000 (inclusive of overheads).

For applications to be eligible in this initiative a co-funding commitment is required from the knowledge user organisation/s. The level of the co-funding commitment must be at least equivalent to a minimum of 20% of the total award grant requested from the HRB and the co-funding counted for this purpose must reflect a cash contribution only (higher and/or additional in-kind contributions are encouraged and welcome).

The contribution of knowledge users is to be in cash. What does this mean? Does this include the allocation of a specified amount of personnel time to the project from people already employed in those organisations, for example?
The HRB will expect to see a cash contribution from the knowledge user(s) organisations that will be used to contribute to the costs of the research. This may be used to employ someone within the award. We will not accept in-kind contributions such as a person's time who is already employed in the organisation. Unless this person was being replaced for the period of time that they are working on the research project then this would not be considered a cash contribution.

How do I determine what gross salary to pay?
Applicants should use the IUA website scales for the most up-to-date recommended salary scales for academic researchers (http://www.iua.ie/research-innovation/researcher-salary-scales/). Pay scale used and the level and point on the scale must be stated and justified. For appointment of Research Fellows or Senior Research Fellows evidence of position must be provided at point of award. For employees who are not academic researchers the relevant pay scales should be used for their profession.

Does the HRB pay pension contributions?
Pension provision up to a maximum of 20% of gross salary will be paid to the host institution to enable compliance with the Employment Control Framework (an additional 5% employee contribution is part of the salary). The level of employer contribution should be in accordance with the model adopted by the host institution. If applicable, state the amount of employer

contribution based on the pro rata salary and note the % of pro rata salary used to calculate this for reference.

Exceptions apply where Circular letter 6/2007 applies. Circular Letter 6/2007 states that the pensions contribution of all Public Health Service employees who, on or after 1 June 2007, are granted secondments or periods of special leave with pay to enable them take up appointments with other organisations, including other Public Health Sector organisations, will be increased to 25% of gross pensionable pay. The rate of 25% of gross pensionable pay referred to in this context is the pension contributions to be paid by the body to which the employee is seconded – it does not include any pension contributions which employees make themselves. Where no such arrangements are in place, the HRB will not be liable for costs.

Are overheads included within the €200,000 threshold?
Yes, overheads are included within these limits.

How is the overhead contribution calculated?
The overhead payment is 30% for laboratory or clinically based research and 25% for desk based research of Total Direct Modified Costs excluding student fees, equipment and capital building costs.

Note: Overheads will only be paid on the costs requested from the HRB.

What costs are included in the overhead contribution?
The following items are included in the overhead contribution: recruitment costs, bench fees, office space, software, contribution to gases, bacteriological media preparation fees, waste fees, bioinformatics access. A copy of the HRB overheads policy can be found at the following link:
Health Research Board: Use of Research Overheads

Can I hire a consultant to carry out part of the project?
Yes, this cost should be included under running costs.

Can Co-Applicants who are based in another institute/organisation receive part of the budget/overheads
The HRB will pay the award directly to the Host Institution. The Host Institution may provide running costs/overheads to a Co-Applicant's institute and the arrangements for this should be agreed between the two institutes.

Personnel

Can I hire more than one person to carry out this project?
Yes, please note the type and number of research personnel hired should be the most appropriate to successfully carry out the proposed project.

Supporting Documents

What documents should be uploaded with my application form?
You must upload the following documents:
- Objectives and Deliverables Gantt Chart
- Co-Funding Commitment Letter

- Host Institution Letters of Support, if applicable (see next question)
- Release Time Letters of Support (see next questions)
- Collaborator agreement forms, if applicable (required for all collaborators)

You may also upload an attachment to support your Project Description. A maximum of 5 figures which can be a combination of images, graphs, tables, scales, instruments or surveys may be uploaded as a **single document** on HRB GEMS.

Who needs to provide Host Institution Letters of Support?
Host Institution Letters of Support need to be provided for (1) Lead Applicant-Researcher in a contract position and (2) Researcher Co-Applicants in a contract position who are seeking their own salary

Who needs to provide Release Time Letters of Support?
A letter of release time approval support from the Lead Applicant-Knowledge User organisation must be provided if the Lead Applicant-Knowledge User is requesting salary-related costs. A letter of release time approval support from the Co-Applicant-Knowledge User organisation must be provided if the Co-Applicant -Knowledge User is requesting Release time costs.

Do Co-Applicants have to sign-off the application?
Each Co-Applicant is invited to view the application form online and approve content prior to submission.

Do I need to contact the Dean of Research to sign off on my application?
As part of the online application process you will be asked to select the **Dean of Research or equivalent person** authorised to endorse research grant applications for your Host Institution. Their approval is necessary to allow the application to be submitted to the HRB. **Please note that as part of the online system the Host Institutions will approve and submit each application on behalf of the applicant.**

When the application is submitted for approval online, emails are sent to the selected signatory informing them that their approval is requested. If a signatory rejects the application the Lead Applicant-Researcher will be notified, along with any feedback the signatory has supplied. The application can then be amended and re-submitted; it will be returned to the signatory who made the rejection and continues through the approval process as before.
When signatories approve the application it will be sent automatically to the HRB to be considered for funding, a grant application number will be assigned to the application and a confirmation email will be sent to the Lead Applicant-Researcher.

Submission

How will I know that my application has been successfully submitted?
Once the HI endorses your application it will be sent automatically to the HRB to be considered for funding, a grant application number will be assigned to the application and you will receive a confirmation email.

I have submitted my application but have just realised I have amendments to make; can I amend the application?
No, once you have submitted your application, you cannot edit or unsubmit it.