Applied Partnership Awards (APA) 2017

- **Turning Research into Action**

Guidance Notes

Key Dates:	
Call opens	Monday 3rd March 2017
Cycle 1 Application closing date	28th April 2017 @ 1pm
Cycle 1 Notification of outcome	October 2017
Cycle 2 Application closing date	15th September 2017 @1pm
Cycle 2 Notification of outcome	April 2018

*Applications must be completed and submitted through the HRB online Grant E-Management System (GEMS) (**https://grants.hrb.ie**), and this system will close automatically at the stated deadline and timeline listed above. Applicants are strongly recommended to read the 'Detailed guidance notes for applicants', appended to this document prior to completing the application form.*

Applied Partnership Awards (APA) 2017

Background

Focus Area 3 in the Health Research Board (HRB) Strategy (2017-2020)[1] sets out a lead role of the HRB in addressing the research needs of the Irish health and social care system. Objective 3.1 aims to "*support research that addresses questions of national relevance for clinical and population health practice and for health services management, and translation of the research results into policy and/or practice*". The Applied Partnership Awards is one of a suite of activities to deliver on this objective.

Over the last decade Governments and national research funding organisations (RFO) across the world have placed greater emphases on driving forward nationally relevant research that is relevant and timely for the national health and social care system and on maximizing the impact of this research on decision making in health policy and practice (e.g. UK, Canada, Australia). Governments and RFOs now recognize that it is not sufficient to fund excellent scientists to conduct their own programmes of research, but that publically funded research must also demonstrate a return of investment through ensuring that it addresses national health and social care needs and that the findings are then applied in as short a time as possible to influence decision making in policy or practice.

Engaging 'knowledge users' in the research process from idea formulation to dissemination and implementation has been proposed as the funding model most likely to ensure that research findings are relevant and responsive and can influence decision making in the health and social care system[2],[3]. A **knowledge user** is defined as one in a position of authority to influence and/or make decisions about health policy or the delivery of services and can act to ensure that the findings of the research will be translated to influence decision making and change within their (or other) organisations. This is typically a health-system manager, policy-maker, health professional or clinician who is in a position to make significant changes to policy or practice. Knowledge user organisations may be Government departments, agencies, hospitals, local government, voluntary organisations, research charities, patient/consumer groups or other organisations involved in making decisions regarding the management, structuring and/or delivery of practice or policy in the Irish health and social care system.

To describe academic/knowledge user partnership funding models the Canadian Institutes of Health Research (CIHR) coined the term 'integrated knowledge translation' (iKT)[4] and differentiated this from end-of-grant knowledge translation (KT). The 'end-of-grant' translation activities refer to those that are developed and implemented for making knowledge users aware of the research that was gained during a project. Such 'diffusion' and 'dissemination' activities are important in bridging the research to action gap and the HRB has responded to this through the establishment of its innovative *Knowledge Exchange and Dissemination* Awards

[1] http://www.hrb.ie/publications/hrb-publication/publications//702/
[2] See Sibbald et al. (2014). Research funder required research partnerships: a qualitative inquiry. Implementation Science, 9:176.
[3] Rycroft-Malone et al. (2015) Collective action for knowledge mobilisation: a realistic evaluation of the Collaborations for Leadership in Applied Health Research and Care (CLAHRC), Health Services and Delivery Research, Vol 3; No 44.
http://www.journalslibrary.nihr.ac.uk/hsdr/volume-3/issue-44
[4] Guide to knowledge translation planning at CIHR: integrated and end of grant approaches [http://www.cihr-irsc.gc.ca/e/45321.html]

(KEDS). In adopting the broader iKT approaches, however, a key defining factor is that researchers and knowledge users should engage as partners throughout the research cycle from identification of the research issue and question right through to translation of the research findings into policy and/or practice, thus ensuring that the research is relevant to knowledge users and more likely to be used by them.

To date the HRB has funded a number of initiatives where researchers and knowledge users explicitly work together to shape and deliver research evidence (e.g. Collaborative Applied Research Grants, Research Collaborative for Quality and Patient Safety, All Ireland Hospice and Palliative Care Structured Research Network, Research Leader Awards). Building on this and aligned with our strategic objectives, the HRB has developed a new Applied Partnership Awards scheme fuelled by the principles of iKT, partnership and co-production. This new awards scheme will to provide opportunities for applicant teams to seek support for research projects that are priority-driven, nationally relevant and determined by the needs of the Irish health system.

Based on what is known about the most effective iKT approaches[5] this awards scheme will require that knowledge users are involved as active partners throughout the research process and that the knowledge users are willing to invest time and resources to the successful completion of the research. Given the need for this initiative to be timely and responsive to knowledge users' needs and opportunities the HRB will pilot rolling deadlines for this scheme with two pre-agreed peer review cycles in 2017. This will allow researchers and partner organisations time to develop collaborations, while also allowing the flexibility to submit proposals in a manner which is more representative of the needs of the user organisations.

Aims and Objectives

The overarching **aim** of the Applied Partnership Awards is to support high quality applied research projects where academic researchers and knowledge users come together in a collaboration to focus on themes/questions which are determined by the **documented needs** of the Irish health and social care system. The research projects should target research that will support the work of healthcare policy and service delivery partners.

Note: Documented needs relate to the research priorities or needs of the lead knowledge user applicant. The proposed research should be explicitly linked to the documented evidence needs of the knowledge user organisation/s and this should be made clear in the application. It is the responsibility of the Lead Applicant Knowledge User to clearly define what these are.

The **objectives** of the Applied Partnership Awards are to:

- support high quality research that is priority-driven and nationally relevant
- support applied projects, i.e., that have the potential for application/impact on health care policy and practice decision making within a relatively short timeframe (1-2 years)

[5] Best and Holmes (2010) Systems thinking, knowledge and action: towards better models and methods. Evidence and Policy, Vol 6, No 2, 145-149.

- engage knowledge users in the research process from question selection through to conduct, dissemination and action to ensure that the issues addressed are relevant, timely and responsive for the Irish healthcare system
- encourage a partnership-based, co-funding model to maximize the resources available to address nationally relevant issues and to optimize the likelihood of the research evidence being applied.

Scope

Aligned with the objectives set out in the HRB Strategy, 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.

This scheme will not fund

1. Researcher-led research projects that seek to address a major health challenge and which are primarily aimed at addressing a gap in the scientific research base at international level. While the research proposed in these awards may add to the scientific research base this is not a requirement and should not be the primary aim of the proposed research. Investigator-led research addressing major health challenges and are aimed at adding to the scientific knowledge base will be funded through a number of other HRB schemes which will be advertised on the HRB website.
2. Projects seeking to design and evaluate a trial or intervention. The HRB will be announcing a distinct and separate funding scheme in due course to support such projects.
3. Applications from individuals applying for, holding, or employed under a research grant from the tobacco industry.
4. Applications which are solely literature reviews, audits, surveys or needs assessments (although these elements may form part of a wider research study);
5. Applications which are solely **or** predominately health service developments/evaluations without inclusion of a substantive research element that aims to identify, develop or implement opportunities to improve the service/programme;
6. Applications which are solely **or** predominately developing the infrastructure for biobanking, databases or patient registers;

Funding available

The number of awards made cumulatively and in each cycle will depend on the number and quality of applications submitted and the amount requested from each application. The maximum amount that can be requested from the HRB per application is €200,000 (inclusive of overheads). Projects can span durations from 12-24 months. The budget requested and the award duration must reflect the scale and nature of the proposed

research, and reviewers will thoroughly assess the level of funds and timeframe requested when reviewing the proposal.

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). If there is more than one knowledge user organisation involved in the proposal, the co-funding commitment of 20% of the grant requested from the HRB can be split between them. A letter of commitment in respect of the co-funding is required for each knowledge user organisation.

Co-funding Commitment Example

The maximum amount that can be requested from the HRB per application is €200,000 (inclusive of overheads).

By way of examples, if requesting €100,000 from HRB, the co-funding partners must commit to provide a at least €20,000 at time of application; if requesting €150,000 from HRB, the co-funding partners must commit at least €30,000; if requesting €200,000 from HRB, the co-funding partners must commit to at least €40,000 etc.

Cash Contribution Explained

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 or go towards other required costs. 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.

Allowable HRB costs include salary-related costs, running costs (including small items of equipment), dissemination costs and overhead contribution (based on HRB Policy on Overhead Use).

Release Time for Knowledge Users

A unique feature of this award scheme is that salary-related funding may be requested to enable the release time for knowledge users up to the value of €20,000 per year (**this cap applies to HRB funding only. If the co-funder is contributing to the release time they must ensure that this meets the criteria as in the example above for a cash contribution).** 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. The individual/s for who the release time allowance is requested must meet all the following criteria:

- Be a knowledge user applicant/co-applicant on the award whose primary responsibilities/role specification do not include an expectation to engage in research (i.e. as part of the regular employment);
- Have a clear plan setting out the tasks and activities they will be involved in and how this will add value to the overall aims of the project and its application;

- Have secured their organisations approval for the release time on the project that would justify the allowance and have their organisations certify that they are/will be engaged in the activities for which the funds have been requested.

Eligibility Criteria

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. While we acknowledge that there are many individuals in Knowledge User organisations that are also experienced researchers, it is important in this scheme that there are two distinct Lead Applicants.

The applicant team must demonstrate clearly that the appropriate and relevant partners are involved in order to achieve the objectives set out in the research proposal and in a manner that aligns well with the sections included in the application on relevance, knowledge translation plan and impact.

What is a Knowledge user?
A knowledge user is defined as one in a position of authority to influence and/or make decisions about health policy or the delivery of services and can act to ensure that the findings of the research will be translated to influence decision making and change within their (or other) organisations.

This is typically a health-system manager, policy-maker, health professional or clinician who is in a position to make significant changes to policy or practice. Knowledge user organisations may be Government departments, agencies, hospitals, local government, voluntary organisations, research charities, patient/consumer groups or other organisations involved in making decisions regarding the management, structuring and/or delivery of practice or policy in the Irish health and social care system.

While there may one or more knowledge user organisations involved, the **Lead Applicant-Knowledge User** should coordinate the application process and provide details on the strategic relevance of the project in the context of national priorities and in the context of the knowledge users listed in the application, they should describe how the question was formulated, refined and agreed, describe how their roles and position will enable them to influence change and action, summarise what prior experience (if any) they have of working with researchers, their plans for collaboration throughout the research process and the time and resources they are committing to the project. They will also be responsible for submitting a letter of commitment in respect of the co-funding.

For the purposes of contracting, payment and management of the award, and because HRB funds can only be awarded to HRB approved Host Institution in the Republic of Ireland (listed on the HRB website), the award will typically be managed by the Host Institution of the Lead Applicant-Researcher.

The **Lead Applicant-Researcher** should fulfil the typical requirements of a HRB Principal Investigator as they will be the primary point of contact for the HRB and will have primary fiduciary responsibility and accountability for

carrying out the research within the funding limits awarded and in accordance with the terms and conditions of the HRB. They must:

- Hold a post (permanent or a contract that covers the duration of the award) in a HRB recognised Host institution in the Republic of Ireland (the "Host Institution") as an independent investigator, **or**
- Be a contract researcher recognised by the Host institution as an independent investigator who will have a dedicated office and research space for the duration of award, for which he/she will be fully responsible, **or**
- Be an individual who will be recognised by the Host Institution upon receipt of the HRB Partnership Award as a contract employee as defined above. The Principal Investigator does not necessarily need to be employed by the Host Institution at the time of the application submission.

They should show evidence of achievement as an independent researcher in their chosen research field by:

a) Demonstrating a record of research output, with at least three publications of original research in peer reviewed journals. Where appropriate, they should also provide evidence of other outputs such as published book chapters, reports to government and/or any other relevant outputs that have resulted in a significant impact in their field.

b) Demonstrating record of independence by showing that they have secured at least one peer-reviewed research grant for a research project/s, as either the lead applicant or a co-applicant. Funding received for travel to seminars/conferences and/or small personal bursaries will not be considered in this regard.

c) Show evidence that they possess the capability and authority to mentor, manage and supervise less experienced researchers

Co-Applicants (Researcher or a Knowledge User)

Co-Applicants will be asked to select whether they are a Researcher or a Knowledge User co-applicant for the purpose of the proposed research. Up to a maximum of 6 **research Co-applicants** can be included. A Co-Applicant has a well-defined, critical and substantial role in the conduct and steering of the proposed research. Co-Applicants from outside of the Republic of Ireland are welcome where the nature of the research renders this necessary and is appropriately justified. A Co-Applicant may receive funding for items such as running costs and personnel but will not receive support towards his/her own salary if they are in salaried positions. However, Co-Applicants can request their own salary, depending on their role and percentage of time dedicated to the research project, for the duration of the award if they are contract independent investigators

Collaborators

Up to 6 Research **Collaborators** may be included. An official Collaborator is an individual or an organisation who provides an integral and discrete contribution (direct or indirect) to the proposed activities. A collaborator may supply material, may provide training, provide access to specific equipment, specialist staff time, access to data and/or patients, instruments or protocols or may act in an advisory capacity. They can be based in an academic institution, a private enterprise, a healthcare organisation or agency, or come from the charity sector. Profile details must be provided for ALL official collaborators. In addition, each official collaborator must complete a **Collaboration Agreement Form.** A template Collaborator Agreement form will be made available on GEMS for download. Collaborators may be based outside the Republic of Ireland where appropriate and justified.

NOTE: If the success of an application is dependent on access to healthy volunteers or patients, vulnerable population groups, data, databases and/or if a study is part of another planned/existing national or international study (e.g. an existing cohort or longitudinal study), it is advised that you include these details and include the relevant gatekeepers as Collaborators within your application form. This will greatly assist the reviewers and panel members in reviewing aspects of commitment, access and overall project feasibility.

The applicant team will be asked to describe any relevant agreements that they have entered into to facilitate their partnership working. The HRB advise that consideration should be given to issues such as relative responsibilities, governance arrangements, ownership and copyright, access and sharing of data/materials etc when working up Partnership proposals.

Public Involvement in Research

The HRB promotes the active involvement of members of the public in the research that we fund. We use the INVOLVE UK (www.invo.org.uk) definition of the term 'public' which includes patients, potential patients, carers and people who use health and social care services as well as people from organisations that represent people who use services. Public involvement, as defined here, is distinct from and additional to activities which raise awareness, share knowledge and create a dialogue with the public and it is also distinct from recruitment of patients/members of the public as participants in research.

'Public involvement' represents an active partnership between members of the public and researchers in the research process. This can include, for example, involvement in the choice of research topics, assisting in the design, advising on the research project or in carrying out the research.

Involving members of the public in research can improve quality and relevance. It can:

- provide a different perspective - even if you are an expert in your field, your knowledge and experience will be different to the experience of someone who is using the service or living with a health condition
- make the language and content of information such as questionnaires and information leaflets clear and accessible
- help to ensure that the methods proposed for the study are acceptable and sensitive to the situations of potential research participants
- help to ensure that the research uses outcomes that are important to the public
- identify a wider set of research topics than if health or social care professionals had worked alone
- help you increase participation in your research by making it more acceptable to potential participants.

In addition to improving relevance and quality of research, it ensures that research is influenced by broader principles of citizenship, accountability and transparency.

In the application, you are asked to describe any public involvement in your research throughout the various stages of research design, conduct, analysis and dissemination. We recognise that the nature and extent of active public involvement is likely to vary depending on the context of each study or award.

Assessment process and assessment criteria

Following an initial eligibility check, the proposals submitted to this scheme will undergo a two phase review process. The first phase will include an online peer review approach that takes into consideration the scientific merit of the application. Applicants will be expected to score highly on the scientific criteria (see Criteria 1 below) before they can move forward to the next review phase.

Following feedback and commentary from online reviewers, an international grant selection Panel will be convened to discuss applications. In addition to scientific and methodological experts, panel members from knowledge user organisations will be invited to participate. The panel will review the scientific merit of the application and the strength of the partnership and knowledge translation (see Criteria 1 and Criteria 2 below). Each application will be assigned to a scientific panel member and a knowledge user panel member. Successful applications will be expected to achieve high scores on both assessment criteria before being recommended for funding. The panel will also include at least one member will have expertise in Patient/Public Involvement. Applications recommended for funding by the grant panel will be submitted to the Board of the HRB for approval. The exact number funded will be determined by the quality of applications and available budget.

Criterion 1 – Scientific merit and expertise

- Does the research question address an important and identified national need?
- Does the research question address the stated objectives?
- Are the overall aims and objectives of the project well-defined and clear?
- Is the rationale for the project idea logical and valid and well ground in the pertinent literature?
- Will the proposed methods address the research question? Are they underpinned by a conceptual and analytical framework, if appropriate?
- Is the study design appropriate and scientifically sound?
- Has the combined research team, along with collaborators, sufficient experience in the proposed field of research and with the proposed methodology?
- Are the deliverables of the project feasible within the timescale and resources proposed?
- Is the environment (academic institution and/or partner(s) organisation) suitable and appropriate to ensure successful completion of the project?
- Does the research team (researcher and knowledge user) have the expertise and experience to lead and deliver on the proposed project?

Criterion 2 –Strength of the partnership and knowledge translation

- Is the project relevant to documented health priorities in Ireland?
- Are the Knowledge Users on the team appropriate and aligned with the stated intent of the project?
- Is there strong evidence of co-development of the proposal by researchers and knowledge users?
- Are the roles of each member of the applicant clearly defined?
- Have the Principal Investigators previous experience of effective partnership working either with the proposed partners or with other partners?
- Is there appropriate level of engagement and commitment from the applicants?
- Is the financial/in-kind contribution appropriate and to sufficient to deliver the aims and ambitions?

- Do the partner organisations have sufficient capacity and experience to use the findings to influence health service or policy? For example, do the partner organisations or the roles and responsibilities defined demonstrate a record of achievement in effecting such changes?
- Has the project potential to contribute significantly to decision making in health services or policy? Is the research likely to influence health policy and/or practice?
- Are there well defined, clear and significant outputs with respect to advancing health-related knowledge, health research, health policy, health care, health systems, and/or health outcomes?
- Are there clear strategies in the Knowledge Translation plans which are appropriate to the goals and target audiences?
- Will the knowledge users be involved in interpreting findings and informing the Knowledge Translation plan?
- Have all the parties to the application agreed on fundamental issues around ownership and publication, access to data etc.
- Are there clear plans throughout the project for engagement, coordination, project management, risk management etc.?

Key dates

Call open to applicants	**March 2017**
Peer Review Cycle 1	
Closing date	28th April 2017
Review period	May – August 2017
Panel meeting	September 2017
Recommendations to HRB Board	September 2017
Applicants informed of outcome	October 2017
Peer Review Cycle 2	
Closing date	15th September 2017
Review period	October –December 2017
Panel meeting	February 2017
Recommendations to HRB Board/ET	April 2017
Applicants informed of outcome	April 2017

Contact

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Appendix I: Detailed Guidance on the Application Form

Only registered users of the GEMS system can apply for grants. In order to submit an online application to the HRB, applicants are required to register at the following address:
https://grants.hrb.ie

Please refer to the GEMS Technical Guidance Note for further information.

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.

- Lead Applicants can register on GEMS and they will receive an email to confirm their registration and log in details. The Lead Applicant can then add information on their contact and CV details in 'Manage My Details' section of GEMS.
- Lead Applicants previously registered on GEMS can login to GEMS and update any information regarding their contact and CV details in 'Manage my details'.

Once logged in to GEMS applicants are taken directly to the Home page which is the starting point to create a new Grant application.

Once the Lead Applicant-Researcher selects the APA scheme on GEMS, s/he will be asked to go through a check list of mandatory Yes/No questions. In order to start the application the Lead Applicant-Researcher must satisfy the conditions of this check list.

The Lead Applicant-Researcher will be then able to start the application. Further details for completing each of the main sections of the application form are provided below:

Host Institution and Signatory Notification

Host Institution
For the purposes of contracting, payment and management if the award, and because HRB funds can only be awarded to HRB approved Host Institutions in the Republic of Ireland. The Host Institution will typically the Host Institution of the **Lead Applicant-Researcher.** A list of the Host Institutions approved by the HRB at the time of this call going live is included as a PDF on GEMS. In GEMS you will be asked to identify a Host Institution (from this list) and type it in full (do not use acronyms such as UCD, TCD, NUIG). Once you have entered the first 3-4 characters of the HI, you will be assisted with auto-select options. It is important that the HI name is entered accurately and in full as an incorrect entry may result in delays in attaining HI approvals.

A list of currently approved HRB Host Institutions can also be found at:
http://www.hrb.ie/research-strategy-funding/policies-guidelines-and-grant-conditions/policies-and-position-statements/approval-of-host-institutions/.

Signatory Notification (within Host Institution)

Once the Host Institution is selected at the initial stages of application creation this will allow the Principal Investigator to notify the authorised signatory (Dean of Research or equivalent person authorised to endorse research grant applications for the Host Institution) in that Host Institution of the Lead Applicant-Researcher's intention to submit an application to the APA 2017. The signatory's details are pre-populated in the system so the applicant just needs to click 'NOTIFY' within GEMS. We recommend that you **notify the HI signatory** of your intention to apply as soon as possible in the application process. The signatory will receive an email from GEMS with the name and email details of the Lead Applicant-Researcher and if they have any queries or clarifications they can engage directly to resolve them with the PI. The HI signatory must confirm their willingness to participate as HI for the application through GEMS and once they do this a PDF of the application will be available for them to review with a view to them ultimately approving the final version for submission to the HRB.

Lead Applicant-Researcher, Lead Applicant-Knowledge User, Co-Applicants and Collaborators details

Lead Applicant-Researcher's Details

Details are requested about the Lead Applicant-Researcher including their position and status (contract or permanent) and whether they are seeking salary-related costs and their supervisory experience. Please note that a letter of support from the Host Institution must be provided if the Lead Applicant-Researcher is on contract position.

For Lead Applicant-Researcher holding contract positions, a **Letter of Support** from the Head of School/Research Centre must also be included.

Host Institution Letters of Support must be provided for (1) all Lead Applicant-Researcher in a contract position and (2) Co-Applicants in a contract position who are seeking their own salary. The formal letter on headed notepaper, dated and signed by the Head of School/Research Centre must include the following information; [Host Institution – insert name] which is the host institution of [applicant - insert name] confirms that [applicant - insert name]: (i) holds an employment contract which extends until [insert date] or will be recognized by the host institution upon receipt of the HRB APA award as a contract researcher; (ii) has an independent office and research space/facilities for which he/she is fully responsible for at least the duration of the award, and (iii) has the capability and authority to mentor and supervise post-graduate students and post-doctorate researchers. Electronic signatures are acceptable for letters that are uploaded on the HRB GEMS system.

The Lead Applicant-Researcher's **contact and CV details** (Name, contact information, institution, present position, employment history, profession and membership of professional bodies) are managed in 'manage my details' section of GEMS and are automatically included in any application created involving that individual.

Publications and Funding Record

You are asked to include your 10 most **relevant publications** to this application on which you have acted as senior author.

Publications are automatically included in any application created involving the Lead Applicant Researcher. To update this information edit the 'Update CV' section of 'Manage my Details' on GEMS. You can then use the Publication selection tool in the relevant section of the application form to select your 10 most relevant publications for this application.

You should also include your 5 most **relevant funding** awards as Principal Investigator or co-applicant.

For the purpose of this application form Funding Record details should be added directly on to the application form and will not be pulled through from the 'manage my details' section of GEMS.

Additional evidence of experience and expertise relevant to this application

Lead Applicant-Researcher's may also wish to include any additional experience or expertise that will support their application. For example, previous experience of working in collaboration with knowledge users to produce research or evidence for health, evidence of how their research outcomes have been translated into areas of policy and/or practice or of links with other researchers (including those from other research disciplines), evidence of Patient Public Involvement in research that they have undertaken, recognised contributions to research for national need (if not apparent from other sections), and roles/responsibilities as a constructive and effective change agent. The word limit is **300 words**.

Lead Applicant-Knowledge User Details

Details are requested about the Lead Applicant-Knowledge User including their position and status (contract or permanent) and whether they are seeking release time salary-related costs. Please note that 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.

The Lead Applicant-Researcher's **contact and CV details** (Name, contact information, institution, present position, employment history, profession and membership of professional bodies) are managed in 'manage my details' section of GEMS and are automatically included in any application created involving that individual.

Evidence of expertise and experience in influencing decision making

A knowledge user is defined as one in a position of authority to influence and/or make decisions about health policy or the delivery of services and that can act to ensure that the findings of the research will be translated to influence decision making and change within their (or other) organisations.

Knowledge users should highlight their previous and current roles in influencing decision making processes within their organization or other relevant organisations. They should also to highlight their specific experiences and expertise for the Lead Applicant-Knowledge User role in relation to the proposed research. The word limit is **300 words**.

Additional evidence of experience and expertise relevant to this application

Lead Applicant-Knowledge User's may wish to include any additional experience or expertise that will support the application. For example, you may wish to include any relevant research experience/expertise, previous experience of working in collaboration or links with researchers to produce research or evidence for health, link, evidence of Patient Public Involvement in your knowledge user role, and roles/responsibilities as a constructive and effective change agent. If you have research expertise / experience you may wish to include relevant outputs such as publications, funding secured or other outputs. The word limit is **800 words**.

Researcher & Knowledge User Partnership

You are asked to outline the rationale of the proposed partnership and any linkages between the academic and knowledge user organisations that may already exist. You must provide evidence on how the research and knowledge user teams worked together to co-develop the research question and process, and how you will work together as equal partners throughout the research process to achieve the objectives of the proposed research. The word limit is **500 words**

Co-Applicants

The Lead Applicant Researcher can add up to 6 co-applicants to an application by entering their name on GEMS. If the Co-applicant is already registered on GEMS, the system will find them and will allow the Lead Applicant Researcher to select them. Alternatively, a co-applicant can be added manually by entering their name and email details. GEMS will send them an email with login details for completing the registration process and will inform them that they have been invited by the Lead Applicant to participate on the application as a co-applicant. Registered Co-applicants can decide whether to accept or reject their participation and consent to the application being submitted jointly in their name. If a co-applicant rejects participation on an application the PI is informed and may revise the application accordingly. Co-applicants which accept to participate in an application will be able to edit the application. The system will flag through a pop-up warning if another user is working on the application form at the same time. A member of the applicant team may choose to over-ride this pop-up message and continue to enter data but it advisable that they contact the other person directly to avoid losing data when applying the override function.

Prior to validation and submitting the application to the authorised signatory of the nominated Host Institution for the final approval stage, Co-applicants must also approve the content of the application.

Co-Applicants Contact and CV Details

Each co-applicant can manage their **contact and CV details** (Name, contact information, institution, present position, employment history, profession and membership details of professional bodies) under 'Manage my Details' section of GEMS and this information will be automatically included in any application that involves this individual.

Co-Applicants will be asked to select whether they are a **Researcher or a Knowledge User co-applicant** for the purpose of the proposed research.

Researcher Co-Applicants will be asked to provide additional information including their 5 most **relevant publications** and their **relevant funding record** and their current position and status (contract

or permanent) will be requested in the application form. Please note that a letter of support from the Host Institution must be provided if a co-Applicant is on contract position and requesting his/her own salary for this project.

For Researcher Co-Applicants holding contract positions who are seeking their own salary, a **Letter of Support** from the Head of School/Research Centre must also be included.

Host Institution Letters of Support must be provided for (1) all Lead Applicant-Researcher in a contract position and (2) Co-Applicants in a contract position who are seeking their own salary. The formal letter on headed notepaper, dated and signed by the Head of School/Research Centre must include the following information; [Host Institution – insert name] which is the host institution of [applicant - insert name] confirms that [applicant - insert name]: (i) holds an employment contract which extends until [insert date] or will be recognized by the host institution upon receipt of the HRB APA award as a contract researcher; (ii) has an independent office and research space/facilities for which he/she is fully responsible for at least the duration of the award, and (iii) has the capability and authority to mentor and supervise post-graduate students and post-doctorate researchers. Electronic signatures are acceptable for letters that are uploaded on the HRB GEMS system.

Knowledge User Co-Applicants will be asked to provide additional information regarding **Evidence of expertise and experience in influencing decision making within knowledge user organisation(s).** A knowledge user is defined as one in a position of authority to influence and/or make decisions about health policy or the delivery of services and that can act to ensure that the findings of the research will be translated to influence decision making and change within their (or other) organisations.

Knowledge User Co-Applicants will also be asked to highlight their previous and current roles in influencing decision making processes within their organization or other relevant organisations. They should also use this space to highlight their specific experiences and expertise for the Knowledge User Co-Applicant role in relation to the proposed research. The word limit is **300 words**.

Knowledge User Co-Applicants will also be asked to provide information regarding **Additional evidence of experience and expertise relevant to this application.** Co-Applicants may wish to include here any additional experience or expertise that will support the application. For example, they may wish to include any relevant research experience/expertise, previous experience of working in collaboration or links with researchers to produce research or evidence for health, link, evidence of Patient Public Involvement in your knowledge user role, and roles/responsibilities as a constructive and effective change agent. If they have research expertise / experience Co-Applicants may wish to include relevant outputs such as publications, funding secured or other outputs. The word limit is **800 words**.

Knowledge User Co-Applicants will be asked if they are seeking a release time allowance as part of this application. 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. **To be eligible that knowledge user(s) must meet all the following criteria.**

- Be a knowledge user applicant on the award whose primary responsibilities/role specification do not include an expectation to engage in research (i.e. as part of the regular employment);
- Have a clear plan setting out the tasks and activities they will be involved in and how this will add value to the overall aims of the project and its application;
- Have secured their organisations approval for the release time on the project that would justify the allowance and have their organisations certify that they are/will be engaged in the activities for which the funds have been requested.

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.

Collaborators Details

The Lead Applicant Researcher can add up to 6 collaborators per application. Unlike Co-applicants, the information for Collaborators is not automatically drawn from the 'Manage my Details' section of GEMS but must be entered by the Lead Applicant Researcher. The Lead Applicant Researcher must enter **contact and CV details** for all collaborators including name, contact information, institution, present position, employment history, profession and membership details of professional bodies, **Publications and Funding Record** (if applicable) (five most relevant publications in peer-reviewed journals and details of any past or current grants held (including HRB grants) relevant to this application where the collaborator has acted as Principal Investigator or Co-Applicant).

In addition**,** for each Collaborator a signed **Collaboration Agreement Form** must be provided. A template Collaboration Agreement Form is available for downloaded from GEMS. Forms must be completed, signed, dated and uploaded where indicated on HRB GEMS. Please label each form with the name of the relevant collaborator. Electronic signatures are acceptable on letters/forms that are uploaded on GEMS.

Project Details

Project Title

You are asked to provide a title that clearly describes the research to which this application is related. This should be descriptive and concise and should reflect the aim of the project.

Project Duration and Start date

Please indicate the expected length of the proposed project in months (minimum duration of 12 months and maximum duration is 24 months) and the proposed start date. For the 2017 Round it is

expected that the earliest start date for Cycle 1 is November 2017 and the earliest start dates for Cycle 2 is February 2017.

Project Lay Summary

You are asked to provide a brief summary of the proposed research including the importance for health and social care in Ireland, the objectives, design, expected outcomes and potential of the findings to influence decision making for health policy and/or practice in Ireland.

The lay summary needs to be written as a plain English summary, such that it is clear, easy to understand, and is easily accessible to a broad lay audience. Avoid the use of highly technical terms. This summary may be used when providing information to the public concerning the variety of research funded by the HRB. The word limit is **300 words**.

Project Abstract

This should be a succinct summary of the proposed research. This structured summary should outline the background to the research, the aims of the work, including the question to be addressed by the research, the plan of investigation and a summary of the potential impact on health and social care policy and/or practice. Ideally it provides a clear synopsis of your proposal and should set the research proposal in context. The word limit is **300 words**.

Please note that this section of the application form will be used as an overall summary, and therefore, should be a stand-alone section. Any abbreviations used elsewhere in the proposal should be defined here.

Keywords

Please enter up to **5 keywords** that specifically describe your research project.

Project Description

Please ensure that your application is focused and that sufficient evidence is provided to enable the international peer reviewers and grant selection panel members to reach a considered judgement as to the quality of your research proposal, its scientific merit and the potential impact of the project in an Irish context. Of particular importance is that you clearly highlight the rationale for the proposed research within the Irish context and keeping in mind that the reviewers will not be from Ireland you must clearly state the rationale and how the findings of the study will be used to influence decision making in the knowledge user's organisation(s).

The Project Description must include:

- Current knowledge, Background to the area, Relevance and Knowledge Gap
- Overall Aim
- Objectives and Deliverables (including Gantt chart or alternative)
- Research Design and Methodological approach
- Public Involvement in Research
- Potential Risks and Ethical Concerns

- Impact Statement
- Knowledge Translation Plan
- Project Management

Current knowledge, Background to the area, Relevance and Knowledge Gap

Describe the background to the research proposal and detail the size and nature of the issue to be addressed. Include evidence from the literature and give references to any relevant systematic reviews. Where available, include a description of any pilot work, professional and consumer consensus studies already undertaken.

Summarise the need for research in this area, and the rationale for the particular lines of research you plan to pursue. Include the importance of the proposed research for Ireland at a national level and describe the anticipated outputs, outcomes and impact of the proposed research, indicating the anticipated timescale for any proposed benefits to be realised. Provide a clear description of the problem to be addressed and explain why it is important and timely, especially in an Irish context. Be aware that the peer reviewers reading your proposal will be based outside of Ireland, so it is important to describe the current healthcare delivery context in Ireland when discussing issues around need, relevance, timeliness and feasibility.

Demonstrate how the proposed research will build on existing research to influence the application of the research findings into the Irish healthcare system.

Explain how the research has the potential to address the knowledge gap within healthcare services or policy and how it will accelerate the translation of the findings to enable evidence informed decision making. The word limit is **1200 words**.

NOTE: you are strongly advised to read the Guidance Notes and in particular the assessment criteria when writing this section.

Overall Aim

Please state the overall aim of the research project. 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 word limit is **100 words.**

Objectives and deliverables

Please add a minimum of 3 research objectives. Objectives should be SMART (specific, measurable, achievable, realistic and time-bound). For each objective list a subset of deliverables which will be used to monitor progress throughout the lifetime of the award if successful. Objectives/deliverables should be mapped against estimated completion timelines in a Gantt chart, and any milestones highlighted.

The word limit is **60 words for each objective and 150 words for the deliverables**.

You must upload a Gantt chart which lists the above objectives and deliverables against the estimated timelines for completion, together with any additional milestones/key dates.

Research Design and Methodological Approach

Summarise the proposed research plan, providing descriptions of any individual work packages and describe how they integrate to form a coherent research project. Include details of the general experimental approaches, study designs and techniques that will be used. Include details on all stages of the study design including rationale for sampling strategy, justification of sample size and power calculation, details on the design chosen and the intervention (where relevant), the methods of data collection, measures, instruments and techniques of analysis for quantitative and qualitative designs, outcomes measures and data analysis/management plans. The word limit is **4500 words**

Public Involvement in the research project

The HRB promotes the active involvement of members of the public in the research that it funds where the term 'public' includes patients, potential patients, carers and people who use health and social care services as well as people from organisations that represent people who use services. The HRB recognises that the nature and extent of active public involvement is likely to vary depending on the context of each study. Please provide details of where there has been public involvement in the preparation and/or design of this application and/or provide details of proposed future public involvement in later stages (e.g., conduct, analysis and/or dissemination). Provide information on the individuals/groups and the ways in which they will be involved. If you feel that this is not applicable to your application you are asked to explain why. The word limit is **600 words**.

Potential risks and ethical concerns

Please address any potential risk and/or harm to the safety of the patients or human subjects/participants in the study, if relevant, and highlight any potential ethical concerns during this study and/or at follow-up stage, even if not part of this application, and how you propose to deal with them. The word limit is **400 words.**

Impact statement

Summarise the impact from the proposed research to the knowledge user organisation(s). Include a clear statement of the relevance of the proposed research to societal health priorities in Ireland and the impact that it will have on national clinical and/or population health and/or health services management in the short term (1-2 years).

This statement should be specific and provide information that the external reviewers will find helpful in assessing the potential impact of the proposed research. Impact statements should be written primarily in plain English, and cover potential impacts in terms of who will benefit from this research as well as how they will benefit. The word limit is **600 words.**

Dissemination and Knowledge Translation Plan

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.

Please outline the knowledge translation plan including the processes or steps that will be undertaking to support the uptake of the research findings to influence health and social care policy and/or practice. The knowledge translation plan should include plans for the end of grant diffusion and dissemination as well as the plans for the processes and steps that will be taking to ensure that the knowledge from the research is not just disseminated but is actively translated to influence policy and/or practice. In addition the research team should detail how they will assess the impact of the project on the knowledge user organisation(s).

This should include the following: how dissemination strategies will be tailored to meet the needs of stakeholders so the results are of maximum utility; and the planned timeframe and forum for implementation (should results be positive). 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).

In developing the knowledge translation plan, applicants are advised to consider the following questions:

- To what extent will the project have relevant findings that will ultimately have a substantive and sustainable impact on relevant national health outcomes, practice, programmes and/or policies?
- To what extent will the project's findings be transferable to other practice, programmes and / or other policy contexts?
- To what extent will knowledge users be involved in interpreting the results and informing knowledge translation plans/activities?
- Are end of grant knowledge exchange and dissemination activities suitable for it's goals and target audiences?
- To what extent does the evaluation plan demonstrate how the research team will assess the projects impact?

NOTE: applicants are strongly advised to read the Guidance Notes and in particular the assessment criteria that will be used to assess applications. The word limit is **600 words.**

Project Management

Please describe how the research project will be managed. Describe any oversight, advisory or governance structures that are crucial to delivery of the project, including a steering committee or data safety and monitoring committee if applicable. Outline the processes that will be put in place to ensure that the project is well managed, commenting on project management, meetings schedules, financial management etc. The word limit is **600 words.**

A file upload option is available to include 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. They must not be embedded within the text of the Project Description. The maximum size is 2MB.

References

A full description of the Publications cited in the Project Description should be provided. You can enter a maximum of 30 publications. Please enter references in the same format. For example the following format may be used:

Gallagher PA, Shoemaker JA, Wei X, Brockhoff-Schwegel CA, Creed JT. Extraction and detection of arsenicals in seaweed via accelerated solvent extraction with ion chromatographic separation and ICP-MS detection. Fresenius J Anal Chem. 2001 Jan 1;369(1):71-80. PMID: 11210234.

For book and printed source citations:
Farrell M, Gerada C and Marsden J (2000) *External review of drug services for the Eastern Health Board.* London: National Addiction Centre.

Details of Research Team

Lead Applicant-Researcher

Outline the role of the Lead Applicant-Researcher in this project on a day-to-day basis including the amount of time to be dedicated to working on this project, either as a percentage or a proportion of a full time equivalent (FTE). The word limit is **250 words**.

Lead Applicant-Researcher Knowledge user

Outline the role of the Knowledge User Principal Investigator in this project on a day-to-day basis including the amount of time to be dedicated to working on this project, either as a percentage or a proportion of a full time equivalent (FTE). The Lead Applicant-Knowledge user must describe how their role and position will enable them to influence change and action arising from the research proposed. The word limit is **250 words.**

Co-Applicant's Role

For each Co-Applicant please outline their role in the project. The word limit is **250 words**.

Collaborator's Role

For each Collaborator please outline their role in the project. The word limit is **250 words**.

Personnel

Please give details of all personnel to be funded through this project including the Lead Applicants if relevant. Note that you must justify the nature of all research personnel relative to the scale and complexity of the project. If funding is requested for known personnel, please include the following

details: Name, address, present position, academic qualifications and professional qualifications. The word limit is **400 words**.

Infrastructure & Support

Infrastructure and Support

Describe the infrastructure, facilities, specialist expertise and other support available at the Host Institution and/or at other sites where the research will be conducted. Please include details of critical supports in areas such as statistics, methods, trial management or regulatory expertise where this is being provided above and beyond the activities/expertise of members of the research team. The word limit is **400 words**.

Project Budget

Please provide a summary and justification of the costs and duration associated with the project.

A **full detailed breakdown** of **costings** and **justification for all funding** is required for items listed under each subheading within GEMS.

Important: Please include the amount from the co-funder in the co-funding contribution section **only**. In the justification section for the co-funding contribution, details of how this contribution will be spent should be provided.

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

The following costs can be requested under the APA budget: Personnel costs, Running costs, Equipment costs, Dissemination costs and Overhead costs.

Important: The €20,000 per year release time funding for knowledge user applicants and /co-applicants should be detailed under Personnel costs.

Note: You are strongly advised to seek guidance from the research office/finance office in the host institution before completing this section of the form. The HRB will not provide additional funding in the case of either under-estimates or over expenditure.

Funds will be provided for the following:

1. **Personnel costs**	Must be listed for all salaried personnel
a) Salary	Gross Annual Salary (including 5% employee pension contribution)

	negotiated and agreed with host institution. 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 Please note employee pension contribution of 5% has already been incorporated into the IUA gross salary figure. Please state the pay scale used and the level and point on the scale. This should be justified accordingly. For appointment of Research Fellows or Senior Research Fellows evidence of position must be provided at point of award. **Note:** The HRB does not provide funding for the salary or benefits of academic staff within research institutions who are already in receipt of salary or benefits. The HRB does not provide salary or buy out time for collaborators.
b) Employer's PRSI	Employer's PRSI contribution is calculated at 10.75% of gross salary.
c) Employer Pension Contribution	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.

2. **Running Costs**	For all costs required to carry out the planned activities including materials and consumables, survey costs, travel for participants, transcription costs and any other relevant costs not covered under the named categories. All costs must be fully justified. The following costs are ineligible and will not be funded: training courses/workshops for funded research personnel, inflationary increases, cost of electronic journals. Note: Please see a list of costs that fall within the overhead contribution below and which should not be listed under running costs.
3. **Equipment**	Funding for small items of equipment can be included in this section. The maximum amount that can be requested for equipment **over the lifetime of the award** is €2,000. Stand-alone computers <u>will not</u> be funded. All costs must be inclusive of VAT, where applicable.
4. **Dissemination Costs**	This covers costs associated with the any knowledge dissemination and exchange activities and in particular any activities outlined in the Knowledge Translation Plan that has been submitted as part of the proposal– for example costs allowable under this category include seminar/conference attendance (provide details of name and location, where possible) and any other means of communicating/reporting research outcomes or engaging with stakeholders. Note that meetings between the research team members for purposes of carrying out the research activities should be submitted under running costs.
5. **Overhead Contribution**	In accordance with the HRB Policy on Overhead Usage, the HRB will contribute to the indirect costs of the research through an overhead payment of 30% of Total Direct Modified Costs (TDMC excludes student fees, equipment and capital building costs) for **laboratory or clinically based research** and 25% of Total Direct Costs if **desk based research.** **<u>NOTE that overheads will only be paid on the costs requested from the HRB.</u>** 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.

6. **Co-Funding Contribution**	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). By way of examples, if requesting €100,000 from HRB, the co-funding partners must commit to provide at least €20,000 at time of application; if requesting €150,000 from HRB, the co-funding partners must commit to provide at least €30,000; if requesting €200,000 from HRB, the co-funding partners must commit to provide at least €40,000 etc.

Co-Funding Budget Commitment

You must provide details on the co-funding knowledge user organisation/s and indicate the total amount secured from this Co-Funding.

Note: The contribution listed here should also be included in the full budget section of the form.

Co-Funding Commitment Letter

Please note that a Co-Funding Commitment Letter from the Lead Applicant-Knowledge User organisation must be uploaded as part of the application. This letter should confirm that the funding contribution is in place.

Other Funding

Please indicate if you have submitted this, or a similar application, to another HRB scheme or funding body previously. If this application has been submitted elsewhere, please indicate which HRB scheme or funding body, project title, result of submission or when outcome is expected and the amount of award. The word limit is **500 words**.

Give details of any **other financial support or In-Kind support** for this project that has not been included in the co-funding section. Indicate the project title, the organisation providing the additional support, the amount of support and the activities that it will support. Failure to disclose accurately or fully may result in your application being deemed ineligible and withdrawn without further review.
The word limit is **1000 words**.

Ethical Approval

Ethical approval is required for all research work that involves human participants and human material (including tissue).

If ethical approval has already been secured for this grant you will be requested to upload a copy of the relevant approval letter with this application.

If documents are not currently available, they must be sent to the HRB prior to any work commencing where the ethical approval is required.

Nomination of International Peer Reviewers

You are allowed to nominate a maximum of **two individuals that could act as peer reviewers** for your proposal in the HRB international peer-review process. The individuals nominated by you may or may not be contacted by the HRB. Please refer to HRB Conflict of Interest Policy for further details.

Submission of Applications

Rolling Call Deadline:

Please note that this is a rolling call and as such there will be one round in 2017 with two separate peer review cycles. Applicants should only apply to one cycle in 2017. Applicants that have submitted a proposal for peer review cycle 1 will not be able to submit the same proposal for the 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.

- **Cycle 1 Application closing date** **28th April 2017 @ 1pm**
- **Cycle 2 Application closing date** **15th September 2017 @1pm**

1. After successful validation the Lead Applicant Researcher may submit the application. It will then be routed to the designated signatory at the Host Institution for their approval.
2. If a signatory rejects the application the Lead Applicant Researcher will be notified, along with any feedback the signatory has supplied.
3. The application can then be re-submitted; it will be returned to the signatory and will continue through the approval process as before.
4. On completion of the final approval by the Host Institution signatory, a grant application number is assigned to the application.
5. The application automatically gets submitted to the HRB through GEMS for consideration for funding.

Please note that the HRB will not follow up any supporting documentation related to the application, such as Host Institution's Letters of Support, Collaborator Agreement Form, Gantt charts etc. It is the responsibility of the Lead Applicant Researcher to upload all supporting documentation prior to submission. If the documentation is not received by the HRB on time, in the correct format or is not properly signed or submitted, the application will be deemed ineligible without further review.

Appendix II: Host Institutions approved by the HRB

The following research performing organisations are approved HRB Host Institutions

- Athlone Institute of Technology
- Dublin City University
- Dublin Dental University Hospital
- Dublin Institute of Technology
- Economic and Social Research Institute
- Health Information and Quality Authority
- National Cancer Registry Ireland
- National University of Ireland, Galway
- National University of Ireland, Maynooth (Maynooth University)
- Royal College of Physicians of Ireland
- Royal College of Surgeons in Ireland
- St John of God's Research Foundation
- The University of Dublin (Trinity College Dublin)
- University College Cork
- University College Dublin
- University of Limerick
- Waterford Institute of Technology

The HRB host institution list is updated as new host institutions are approved. Please refer to our website page on host institutions for the most up to date list.

http://www.hrb.ie/research-strategy-funding/policies-guidelines-and-grant-conditions/policies-and-position-statements/approval-of-host-institutions/