Capacity Building for Evidence Synthesis (CBES) Award 2018
- supporting evidence needs for policy and practice

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Guidance Notes

Key Dates & Times (see below for proposed timelines)	
Call open to applicants	**10 October 2017**
Application closing date	**7 February 2018 @ 1pm**

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.

*Prior to final submission to the HRB, all applications must first be reviewed and approved within GEMS by the authorized approver at the Host Institution as listed in the application form. It is critical therefore that Applicants leave 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.

Capacity Building for Evidence Synthesis (CBES) Award 2017

Guidance Notes

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Guidance Notes

1. Introduction

As set out in its *Strategy 2016 – 2020: Research. Evidence. Action*[1] the Health Research Board (HRB) aims to promote and support evidence synthesis and knowledge translation activities in order to help policy makers, service planners and providers to make evidence informed decisions. This will be supported through capacity building in evidence synthesis by consolidating, nurturing and building on previous investments.

The HRB and Health and Social Care Research and Development Division, Northern Ireland (HSC R&D) have a longstanding track record in supporting systematic reviews of evidence to underpin healthcare decision making through the Cochrane Collaboration. In 2002, the island of Ireland became the first place in the world to provide free access for all citizens to the Cochrane Library through a joint funding initiative. Almost 15 years later, a significant number of researchers, practitioners, educators, information scientists and others have participated in annually-delivered Cochrane training courses and workshops. Furthermore, more than 130 individuals have been awarded Cochrane Fellowships to provide them with protected time and intensive training to complete a systematic review and/or updates for incorporation into the Cochrane Library. In 2014 the HRB and the HSC R&D Division supported Cochrane Ireland for a three year period as a resource for researchers and users of research evidence on the island of Ireland.

In addition to these achievements in developing capacity for Cochrane reviews over the last 15 years, there have been changes in the environment that impact on the supply and demand for capacity building initiatives to underpin decision making for policy and practice. These include:

i. A shift in the Department of Health (DOH) towards policy formulation that is underpinned by research evidence. One manifestation of this has been the establishment of the HRB's Evidence Centre which works directly with the DOH to support their evidence informed policy making. As a result, there is a need for greater capacity within Ireland to support the evidence training requirements of the health and social care system.

ii. The need to build capacity in the conduct of evidence reviews beyond the systematic review methodology that is the focus of Cochrane. For example, across Ireland there is a growing cadre of

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[1] http://www.hrb.ie/publications/hrb-publication/publications//702/

qualitative researchers who require broader training than that offered through Cochrane. In addition, Queen's University Belfast recently launched the UK and Ireland Campbell Centre. The aim of the Centre is to become the national hub for promoting the better use of evidence to improve the effectiveness of public and private services. While not specifically aimed at health the Campbell Collaboration vision is to promote positive social and economic change through the production and use of systematic reviews and other evidence synthesis for evidence-based policy and practice.

iii. Changes within Cochrane Collaboration UK, such as the way Cochrane Review Groups are structured, review titles are prioritised and allocated and the increasing complexity of reviews, require a re-think of how best to support capacity building not only for Cochrane Reviews but for other types of evidence reviews.

Achievements made to date in building capacity for Cochrane reviews and systemic changes in the environment mean it is now timely to consolidate, nurture and build on some currently separately managed activities and broaden training to support different types of evidence synthesis.

The HRB and HSC R&D Division invite applications which propose a new model for delivering capacity building initiatives in evidence synthesis. The new model should ensure that supply meets the demands to facilitate timely and relevant evidence based decision making.

2. Scope
The CBES award will provide funding of up to a maximum of €2m over three years (inclusive of overheads). The award will be for three years initially, and no more than one award will be made. There is potential for an extension following a review of activities and outcomes which will take place approximately two years following the start date.

3. Aim and key principles
The **primary aim** of this national award is to build a critical mass of experts in a range of evidence synthesis methodologies. This needs to address the training and support needs for evidence informed decision making in policy and practice. The **secondary aim** is to generate knowledge around methods of and efficiencies in evidence syntheses, supporting limited methodological primary research activities. The aim of the award **is not** to provide a service to deliver evidence review products (similar to the HRB Evidence Centre or HRB-CICER).

The applicant team is encouraged to propose an innovative model for delivery of a range of capacity building activities to deliver this aim. The applicants **must** take into consideration the following key principles in deciding on their objectives and deliverables:

- The award will be co-funded by the HRB and the HSC R&D Division Northern Ireland and as such will be expected to deliver for the island of Ireland. Therefore while the lead applicant must be based in an approved HRB Host Institution in the Republic of Ireland, the applicant teams must identify how they will link with key experts in Northern Ireland.

- The Lead Applicant will be expected to take up the post of Director. The director's main role will be leadership/coordination with a focus on developing and maintaining strategic partnerships and ensuring the implementation of the strategic objectives. It will not necessarily be the role of this person to deliver training although they may wish to be involved to some extent. In addition, the successful team will be expected to have a lead co-applicant from Northern Ireland who will be the main contact point for Northern Ireland. It will be up to the applicants how best to define this role to ensure that the Northern Ireland perspective is represented within the governance and decision making structures of the award;
- The proposed model for delivery should include a range of activities to promote and support capacity building for evidence synthesis. While this may include some current Cochrane activities (e.g. short training courses, Fellowships), it is expected that the successful team will deliver a broad suite of training courses and other initiatives (e.g. placements in evidence review and synthesis centres or other innovative training initiatives) that will support evidence synthesis employing a range of methodologies (e.g. rapid reviews, umbrella reviews, narrative reviews, scoping reviews, realist reviews). Activities planned should be aimed at addressing needs in the system so while it is expected that activities will be clearly outlined in the proposed model for delivery it may be necessary to allow for some flexibility to address needs arising during the period of the award;
- The successful applicants will be expected to take over the networking, knowledge exchange and dissemination activities of Cochrane Ireland with the aim to revise and develop these as relevant. The Cochrane Collaboration has recently re-defined the role of Cochrane Centres[2] and it is expected that applicants will explore how best to maintain the role of Cochrane Ireland within this initiative;
- The applicants will be expected to have liaised with other key organisations supporting capacity building for evidence informed decision making in policy and practice prior to making an application. Applicants should outline how they will collaborate with these organisations to ensure added value in both jurisdictions and access to expertise to deliver a suite of activities as required. There are a number of relevant organisations in the UK and beyond. It will be up to the applicants to identify who best they think will meet the needs of the applicant team to fulfil a broad agenda for supporting capacity building for evidence informed decision making;
- While the application form will allow for flexibility and innovative ways of working, the applicants will be expected to clearly outline:
  - Their vision for building capacity to support evidence informed policy and practice
  - The rationale behind their vision
  - The activities that will be delivered to achieve their vision
  - Key Performance Indicators to measure progress of the award
  - A small number of indicators that will be used to assess the impact of the award.

  In line with other similar awards a monitoring framework will be agreed between HRB and successful applicant team;
- While the primary purpose of this award is capacity building, the HRB and HSC R&D Division recognises the need for and value in knowledge generation around methods of and efficiencies in

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[2] see http://community.cochrane.org/organizational-info/resources/resources-groups/centres-portal/about-role-centres

evidence syntheses. Therefore, the award may be used for limited methodological primary research activities pertaining to these areas up to a total value of €100,000.

To deliver this initiative, the successful team of applicants should include experts in a range of evidence synthesis methodologies as well as other associated disciplines where relevant (e.g. information specialists, economics) and be involved in ongoing debates and developments within the evidence synthesis sphere. Supported by a host institution, the successful applicant team will be charged with establishing a programme of work that is cognizant of the principles above while providing flexibility, optimum value for money and ensuring an all island focus.

4. Eligibility criteria

Lead Applicant

One member of the CBES applicant team must be designated as the **Lead Applicant (LA).** The Lead Applicant must have a track record and experience in evidence reviews and be cognizant of the ongoing debates within evidence synthesis methodologies. It is expected that the Lead Applicant must also demonstrate a high level of competency and track record in leadership and strategic thinking, delivering results, building and maintaining relationships and effective communication. This is critical if CBES model is to deliver to the necessary standards and timelines for capacity building that is responsive to needs, to have a credible presence nationally and internationally in the field of evidence synthesis and to secure additional funding linked to other emerging opportunities.

The Lead Applicant will be expected to take up the post of Director. It is expected that this critical appointment will be at least 0.5 FTE and funding for same can be requested from the award. They will be the primary point of contact for the HRB who will manage the award on behalf of both funders. The Lead Applicant will be responsible for the scientific and technical direction of award and will have primary responsibility and accountability for carrying out the activities within the funding limits awarded and in accordance with the terms and conditions of the HRB awards.

The Lead Applicant must hold a permanent post in a recognised research organisation in the Republic of Ireland as an independent investigator.

It is the responsibility of the Lead Applicant to ensure that applications are completed in full and all necessary documentation is received by the HRB on, or before, the closing dates indicated.

Only one application per Lead Applicant to this scheme will be considered.

Where an applicant fails to meet the eligibility criteria, the application will be deemed ineligible and will not be accepted for review. The HRB will contact the Lead Applicant in the event that this situation arises.

Co-Applicants

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 this is appropriately justified in terms of added value for the project. To be eligible the applicant team must have at least one Co-Applicant from Northern Ireland who has sufficient experience, expertise and networking skills to ensure

that the Northern Ireland perspective is represented within the governance and decision making structures of the award. 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 initiative for the duration of the award if they are contract independent investigators **(up to a maximum of 10 Co-Applicants can be listed). Note: it is not mandatory to have 10 Co-Applicants but this is to allow for flexibility should this seem appropriate.**

Each Co-Applicant is invited to view the application form online and approve content prior to submission. The terms of any co-application should be determined early and relevant agreements should be in place by the onset of the project. The HRB advise that consideration should be given to issues such as relative responsibilities, governance arrangements, intellectual property rights, reporting and access to data when working up co-application agreements.

Collaborators

An official Collaborator is an individual or an organisation who will have an integral and discrete role in delivering the activities and is eligible to request funding from the award when properly justified. Named collaborators may include investigators or organisations from outside the Island of Ireland, but an individual or organisation should only be named as Collaborator if they are providing specific contributions (either direct or indirect) to the activities. They can come from a range of backgrounds such as academia, the private sector, a healthcare organisation, from the charity sector or a patient group to give some examples **(up to a maximum of 10 Collaborators can be listed). Note: it is not mandatory to have 10 Collaborators but this is to allow for flexibility should this seem appropriate.**

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 online for download and this must;
- Detail the full nature of the collaboration and how the Collaborator will be involved in the proposed activities and specifically the value they will add
- Confirm the individual or organisation's commitment to the proposed activities
- Identify the value, relevance and possible benefits of the proposed work to the Collaborator
- State the period of support
- Detail how the results of this collaboration will be disseminated
- Details of the costs requested, where relevant, and appropriate justifications

The terms of any collaboration should be determined early and relevant agreements should be in place by the onset of the project.

Funded personnel
The application should include detailed information on the proposed 'core' CBES team but should also provide details of personnel to be employed in order to provide specific and/or additional expertise. Applicants must demonstrate clearly that the level, expertise and experience of proposed personnel matches the ambition and scale of the activities and that they possess the necessary breadth and skills in all methodological areas required to deliver the proposed programme of work.

Where the applicant team proposes to engage others as part of the CBES team, and where these individuals are known, their details including a CV should be included. Where posts or roles are indicated but individuals have not yet been identified, detailed role specifications should be included.

Host Institution
While it is anticipated that applications will be multi-institutional, one institution must be appointed as the designated Host Institution (HI) for the purposes of managing the award. A *HRB Host Institution* is a research performing organisation that is approved by the HRB for the purpose of receiving and administering HRB grant funding and is responsible for compliance with all general and specific terms and conditions of awards. The **Host Institution for the award** is normally that of the Lead Applicant but it may be another organisation/institution designated by the research team, where it is clearly justified. In order to be eligible to apply for funding, an Institution must be an <u>approved</u> HRB Host Institution no later than two calendar months before the closing date of a call. A list of the currently approved HRB Host Institutions is available on the HRB website[3].

Host Institution Letters of Support must be provided for **(1) all Lead Applicants 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/Hospital 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 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.

5. Funding available
The total funding available will be €2 million over three years. Allowable costs include:
- Salary and salary-related costs
- Running costs (including primary methodological research costs up to the value of €100,000)
- Equipment
- Administrative costs
- Training Costs
- Education and Outreach costs
- Dissemination Costs
- Overhead costs (at 25%)

6. Application and review process
The HRB and the HSC R&D Division are committed to an open and transparent international peer review process. A grant selection panel comprising international experts from a range of disciplines will be established to meet face-to-face to consider applications.

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

Comments from the grant selection panel will be available to all applicants on their GEMS homepage and they will have a time-limited opportunity (10 working days) to respond to the panel comments. This is an important opportunity for the applicant teams to address any factual errors, conceptual misunderstandings or differences of opinion that can be perceived as weakness or concerns and provides an opportunity to take on board any constructive feedback that will improve the application. The applicant team responses will be available to the grant selection panel prior to the grant selection meeting discussions. Short-listing may be necessary at this stage.

Selected applicant teams will meet with the panel to present an overview of their proposal and to answer any queries or comments the panel may have prior to making a decision. It is expected that the panel will make their final recommendation to the Board of the HRB in June 2018.

The panel will review applications based on the main assessment criteria below. The assessment criteria will be equally weighted and successful applicants are expected to perform highly on all.

- How well the application addresses the primary and secondary aim of the call
- How well the applicants addressed the key principles
- Expertise and quality of the research team for delivering evidence synthesis training and education providing a range of methodological expertise relevant to evidence synthesis
- Extent and quality of interactions with relevant organisations delivering training for evidence synthesis
- The extent to which the model delivers appropriate governance, strategic oversight and administrative oversight that will ensure an all island perspective.

7. Key timelines

Call open	October 2017
Call closed	February 2018
Review Period	February - March 2018
International Panel Meeting	May 2018
HRB Board Approval	June 2018

8. Contacts

HRB Contact
Ms Sara Lord
Project Officer
Health Research Board
slord@hrb.ie

Contact for Northern Ireland Enquiries
Dr Gail Johnston
Programme Manager
HSC Research & Development Division
Public Health Agency
gail.johnston@hscni.net

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** must create the application but it can then be jointly completed with the 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 selects the CBES 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 must satisfy the conditions of this check list.

The Lead Applicant 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 of the award, and because HRB funds can only be awarded to HRB approved Host Institutions in the Republic of Ireland. The Host Institution is normally that of the **Lead Applicant** but it may be another organisation/institution designated by the research team, where it is clearly justified. 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.

If you wish to propose a host institution which is not on the HRB list you are advised to contact the HRB at **gemshelp@hrb.ie.**

Note: In order to be eligible to apply for funding, an Institution must have been approved as a HRB Host Institution no later than two calendar months before the closing date of a call, only pre-approved HIs will appear in this list.

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's intention to submit an application to the CBES 2018. 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 and if they have any queries or clarifications they can engage directly to resolve them with the Lead Applicant. 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, Co-Applicants and Collaborators contact details

Lead Applicant's Details
Details are requested about the Lead Applicant including their position and status and whether they are seeking salary-related costs and their supervisory experience. The Lead Applicant must hold a permanent post in a recognised research organisation in the Republic of Ireland as an independent investigator.

The Lead Applicant'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.

Evidence of Relevant Expertise/Experience
Lead Applicants are asked to provide a summary of expertise and experience to support their application as Lead Applicant or any additional evidence of expertise relevant.

The Lead Applicant will take the position of Director and will be the primary point of contact for the HRB. The Lead Applicant must have a track record and experience in evidence synthesis and be cognizant of the ongoing debates within evidence synthesis methodologies. Relevant experience may include:

- Past experience and contributions to evidence synthesis using a range of evidence synthesis methodologies;
- Complementary expertise and access to additional methodological expertise

The word limit is **500 words**.

Evidence of relevant leadership experience

Lead Applicants are asked to provide evidence of a high level of competency and evidence of a track record in leadership and strategic thinking, delivering results, building and maintaining relationships and effective communication. These skills are critical if the CBES model is to deliver to the necessary standards and timelines, to have credible presence nationally and internationally in the field of evidence synthesis for clinical guidelines and to secure additional funding linked to other emerging opportunities.

Achievements outlined should be relevant to this application. They may include:
- Evidence of similar leadership/directorship roles, including those that had co-applicants and collaborators
- Experience in working in interdisciplinary and multi-institutional initiatives including evidence of working with public bodies to deliver results to meet demand within relatively tight deadlines;
- Evidence of participating in senior decision fora

The word limit is **500 words.**

Supervision and mentoring of more junior researchers

Lead Applicants are asked to provide any relevant information in relation to experience in team building, mentoring of individual's research careers, or developing, delivering or overseeing training for more junior researchers. Particularly mention experience in providing supervision and mentoring of more junior researchers undertaking evidence synthesis or related activities. Provide a summary of capacity building undertaken in relation to both capacity building for academia and any capacity building activities undertaken outside of academia (e.g. in health policy / practice environments).

The word limit is **300 words**.

Co-Applicants

The Lead Applicant can add up to 10 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 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 Lead Applicant 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 provide information including their 10 most **relevant publications** and their **relevant funding record.** Their current position and status (contract or permanent) will also 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.

Host Institution **Letters of Support** must be provided for 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/Hospital 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 CBES 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.

Evidence of Relevant Expertise and Experience
Co-Applicants will be asked to provide any evidence of expertise and experience they may have in their previous or current roles.

The Co-Applicant will have a well-defined, critical and substantial role in the conduct and steering of the proposed CBES activities. It is expected that they will have a track record and experience in the competencies relevant to the role they will undertake.

The word limit is **500 words**.

Northern Ireland Co-Applicant – Additional Information
The applicant team must have at least one Co-Applicant from Northern Ireland who has sufficient experience, expertise and networking skills to ensure that the Northern Ireland perspective is represented within the governance and decision making structures of the award. Please use this section to detail how your Co-applicant(s) meet this requirement. The word limit is **250 words**.

Note: The Northern Ireland co-applicant(s) should also be included in the co-applicant section above.

Collaborators Details
The Lead Applicant can add up to 10 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. The Lead Applicant 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

Title

The Lead Applicant will be asked to insert a title for the proposed capacity building for evidence synthesis model

Award Duration and Start date

Please indicate the expected start date. Please note that the earliest start date will be July 2018. The duration of the award will be 36 months.

Lay Summary

You are asked to provide a brief summary of the proposed model for delivery of a range of capacity building activities that will address the primary aim to build a critical mass of experts in a range of evidence synthesis methodologies.

The lay summary needs to be written as a plain English summary, such that it is a stand-alone document that 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 and training activities funded by the HRB. The word limit is **300 words.**

Model for capacity building for evidence synthesis

You are asked to provide a succinct summary of the proposed model for capacity building for evidence synthesis. This structured summary should outline the needs and gaps in capacity building across a range of evidence synthesis methodologies and the strategic plan for training and support to meet these needs and gaps. Ideally it provides a clear synopsis of your proposed model and should set the proposal in context.

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. The word limit is **500 words**.

Keywords

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

Programme Description

Overall Aim

Please state the overall aim of the proposed programme for capacity building for evidence synthesis. The word limit is **100 words.**

Objectives and deliverables

Please add <u>a minimum of 3</u> 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.

Applicants must take into consideration the key principles outlined in the guidance notes in deciding on their objectives and deliverables.

Proposed Model and work plan for Capacity Building for Evidence Synthesis (CBES)

You are asked to summarize your understanding of the high level principles of the CBES model for building capacity to support evidence informed policy and practice. Provide a clear and concise description outlining your vision for an appropriate work plan to address these requirements and the activities that will be delivered to achieve this vision.

Proposals should outline specific technical resources and supports available and should detail their approach to project management in terms of methodology, timeframes, deliverables, resources, control mechanisms and risk management. The plan should be in line with the objectives, deliverables and milestones you have provided.

Your proposed work plan should include the following information:

- Summarise the overall work plan, with details of individual work packages and how they will integrate to deliver a coherent programme of work;
- Outline how you propose to continue to seek and prioritise training and support gaps in evidence synthesis to ensure that the planned activities build a critical mass of expertise for decision making in policy and practice
- A clear outline of the proposed range of activities (including Cochrane activities) to promote and support capacity building for evidence synthesis including the suite of training courses and other initiatives that will support evidence synthesis employing a range of methodologies (e.g. rapid reviews, umbrella reviews, narrative reviews, scoping reviews, realist reviews).
- Outline how the requirement to take over the networking, knowledge exchange and dissemination activities of Cochrane Ireland with the aim to revise and develop these as relevant will be met.
- The feasibility of the approach ensuring that the CBES model will be able to deliver;
- Plans to increase the evidence base for methods of and efficiencies in evidence syntheses through methodological primary research activities (The total value for knowledge generation in these areas is up to a total value of €100,000).

Note: The word limit is deliberately left open to facilitate the space required to describe the range of activities that will be undertaken by the CBES model. You are advised to use common sense and good judgment when writing this section, which should be clear, succinct, yet thorough description of the plans for the development and management of the CBES model

The award will be co-funded by the HRB and the HSC R&D Division Northern Ireland and as such will be expected to deliver for the island of Ireland. Therefore the lead applicant must be based in an approved HRB Host Institution in the Republic of Ireland, the applicant teams must identify how they will link with key experts in Northern Ireland. At a minimum the applicant team must identify a lead co-applicant from Northern Ireland who will have a key role in representing Northern Ireland in the governance and decision making structures

The award is not to support a service to deliver evidence review products such as that delivered by the HRB Evidence Centre or HRB-CICER. It is important that this initiative is not viewed as a service but rather as a dynamic strategic plan to meet the training and support needs for evidence informed decision making in policy and practice.

Key Performance Indicators Upload

A Key Performance Indicators template is available for download from GEMS. You must upload the completed template outlining **Key Performance Indicators** to measure progress of the award.

Impact Statement

You are asked to provide a brief statement summarising the likely impacts of the proposed model. The word limit is **400 words**.

Programme Description Upload

A file upload option is available to include an attachment to support your Programme Description. This may be uploaded as a single document on HRB GEMS. This must <u>not</u> be embedded within the text of the Project Description. The maximum size is 2MB.

References

A full description of the Publications cited in the Programme Description should be provided. You can enter a maximum of <u>30 publications</u>. 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.

Institutional Infrastructure and supports

Describe any infrastructure, specialist expertise or supports available to the applicant team from the Host Institution and/or other affiliated institutions. The word limit is **300 words**.

Risk Management Plan

Provide a summary of key risks for the study and plans to mitigate these risks and any ethical concerns and how these will be overcome in the study. The word limit is **400 words**.

Dissemination Plan and Knowledge Exchange Plan

You are asked to include a clear dissemination and knowledge exchange plan to indicate how information on the activities and outcomes will be communicated and reported as well as other strategies that will be used to communicate the work of the CBES more broadly. This should also include details of the networking, knowledge exchange and dissemination activities of Cochrane Ireland as relevant. The word limit is **500 words.**

Public Involvement in the research programme

Please provide details of where there has been public involvement in the preparation and/or design of your application and/or provide details of proposed future public involvement in later stages of the programme. 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 must explain why. The word limit is **600 words**

Note: The HRB promotes the active involvement of members of the public in the research and activities 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 award. Please provide details of where there has been public involvement in the preparation and/or design of this application. Provide details of proposed future public involvement in later stages. Provide information on the individuals/groups and the ways in which they will be involved. Please note that public involvement does **not** include work aimed at raising awareness of the public around research, such as media publications of research findings, and outreach activities such as open days in research facilities.

Gender Balance

A key objective of the HRB Gender Policy is to strive for gender balance in Irish Health Research. You are asked to indicate how you have given due consideration to the HRB Gender Policy in the development of your model and how gender analysis will be integrated into the implementation of your proposed model. The word limit is **300 words**.

Governance & Management

You are asked to describe what arrangements will be in place for the management of the core infrastructure aligned with the information on Guidance Notes. You should describe any oversight, advisory or governance structures that are crucial to delivery of the objectives. Outline the processes that will be put in place to ensure that the model is well managed from an administrative perspective, including project management processes, meetings schedules, financial management etc. as well as clear indications how the model will ensure an all-island focus. The word limit is **300 words**.

Monitoring and Evaluation

You are asked to describe what arrangements you propose to put in place to oversee and monitor the collaborative internally. This should include information on potential indicators and the ability to monitor and report on them and the overall approach to evaluating the work of the proposed CBES model. The word limit is **400 words**.

Details of the Team

Details of the Team

The Lead Applicant will be asked to provide an overview of how they will ensure their CBES team would consist of a suitable mix of staff with the appropriate expertise and experience required and how they will work together to achieve the objectives of the proposal.

The Lead Applicant should:
- Outline the roles, responsibilities and contributions of the applicant team members.
- Outline the role of the Lead Applicant 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).
- For each Co-Applicant please outline their role in the proposed model as well as 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 **800 words**.

Personnel

Give full details of all personnel to be funded through this award including the Lead Applicant and Co-Applicants. Give a detailed justification for the nature of the research personnel relative to the scale and complexity of the proposed activities and their role within the activities. 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 **500 words**.

Award Budget

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

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

Note: You are <u>strongly advised</u> 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.

The total funding available will be €2 million over three years. Allowable costs include:

1. **Personnel costs**	Must be listed for each salaried personnel under each of the following subheadings (a-c):
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. **Note: Applicants are advised to include annual pay increments for staff and related costs (pension contribution, employer's PRSI contribution or NI equivalent, and overhead contribution) in the budget. Applicants are also advised to include a 1% annual contingency in salaries to cover potential future national pay agreements.** As an example, a staff member on point 1 of a given scale will go to point 2 + 1% to point 3 + 2%. All costs should be in Euro.
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 activities of the CBES model including materials and consumables, travel for meetings, etc. Access to necessary special facilities or services which are not available in the applicant institutions. i.e., consultancy fees, methodological support, etc. will be considered under running costs as long as they are appropriately justified. Running costs including **primary methodological research costs** up to the value of €100,000 may be included here.
3. **Equipment**	Funding for small items of equipment can be included in this section. Standalone computers will not be funded. All costs must be inclusive of VAT, where applicable.
4. **Administrative Costs**	This will include costs associated with the administration of the CBES model outside of salary costs and running costs. It may include advertisement and recruitment provided that it is fully justified.
5. Training Costs	This includes training courses or workshops for personnel funded through the award. It does not cover training that will be provided by the CBES model training to support different types of evidence synthesis. This should be included in the running costs.
6. **Education and Outreach Costs**	This includes activities relating to any outreach activities to promote awareness and understanding of the work of the CBES model.
7. **Dissemination Costs**	Costs associated with publication of results, seminar/conference attendance (provide details of name and location, where possible) and any other means of communicating/reporting outcomes as detailed in the dissemination and knowledge exchange plan.
8. **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 25% of Total Direct Modified Costs for desk based research. (Total Direct Modified Costs excludes student fees, equipment and capital building costs).

Submission of Applications

The deadline for submission of complete applications is 7th February 2018 at 13.00.

1. After successful validation the Lead Applicant 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 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 to <u>upload</u> 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.

The HRB reserves the right to reject any application that does not meet the terms of this call. The decision of the HRB Board in respect of any grant application is final and cannot be appealed or reviewed.

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
- Irish College of General Practitioners
- Mary Immaculate College
- National Cancer Registry Ireland
- National University of Ireland, Galway
- National University of Ireland, Maynooth (Maynooth University)
- Royal College of Physicians Ireland
- Royal College of Surgeons in Ireland
- St John of Gods Research Foundation
- Teagasc
- 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/