



HRB/NCI Health Economics Fellowships 2009

Background

The *Ireland-Northern Ireland-National Cancer Institute Cancer Consortium*, established in 1999, aims to provide world-class cancer care to the people on the island of Ireland. The scope of the Consortium includes the development of joint programmes that could enhance the environment for cancer control, and the development of educational exchange programmes for cancer control personnel on the island of Ireland.

The need to increase research capacity in health economics and cancer policy analysis has been identified by the departments of health in Ireland and Northern Ireland as a priority to improving the quality of cancer care on the island of Ireland. This was specifically included in the renewed memorandum of understanding which forms the basis for the Cancer Consortium. Equally, the report of the Strategic Advisory Committee, *Towards Better Health – Achieving a Step Change in Health Research* (2006) points out the critical need to develop capacity in the social and behavioural sciences, including health economics. As part of the 2009 Consortium activities, the Health Research Board invites applications for the Health Economics Fellowship awards.

Objective of the call

1) To address the limited research capacity in health economics in the Irish health care system; 2) to train graduates from relevant disciplines in conducting health economics research in Ireland towards a PhD degree in health economics; 3) to expose these graduates to world-class health economics research abroad and to give a good grounding in the Irish health care system.

Key research areas

- Tobacco control
- Translation of knowledge into practice
- Utilisation of hospital services – process mapping and process engineering
- Screening
- Oncology drugs - utility and value
- Economic evaluation of interventions other than drugs
- Cost of illness including all healthcare costs (hospital, community, medications, nursing homes, alternative therapies etc), costs to the patient and their family (travel, time off work, reduced working life) and costs to society (productivity losses due to disability and death)
- Centralisation of services. Value for money analysis around quality improvement and costs associated with centralisation.

Scope of the award

The duration of the fellowship will be four years. It will be administered in association with the HRB PhD Scholars Programme in Health Services Research <http://www.rcsi.ie/healthserviceresearch>

In the first year, the fellowship will involve coursework in health economics in York (UK), cancer prevention at the National Cancer Institute (NCI, Bethesda, Maryland) and health economics and health policy in Dublin. Details of the coursework on health economics can be found at <http://www.york.ac.uk/inst/che/training/expert.htm>, details for the coursework on cancer prevention can be found at <http://www3.cancer.gov/prevention/pob/courses/index.html> and details on the coursework on health practice and policy can be found at http://www.rcsi.ie/coursework_hsr. Other courses may be added as appropriate.

Fellows will be required to spend two years with an NCI-sponsored mentor in the US or Europe followed by a final year of mentored research at an affiliated host institution in Ireland. NCI-sponsored mentors may include an NCI-intramural or extramural scientist working on a research project in health economics and health service research. An NCI-sponsored mentor may or may not be based in the U.S.; however, he or she must be a Principle Investigator (PI) on an NCI grant or contract. An approximate timetable for the fellowship is outlined below:

29 June – 3 July 2009	Module 1 of the York summer course in Health Economics (York, UK)
July 2009	Cancer prevention summer program at the NCI (Bethesda, Maryland, USA) Initial meeting with NCI researchers in the US
August – September 2009	Six week thesis project in a cancer health economics – related topic (Ireland). Meeting with PhD programme coordinators in Ireland
October 2009 – March 2010	Taught programme within the HRB PhD Scholar Programme in Health Services Research (Dublin)
April 2010	PI Workshop with NCI and Irish mentors (Dublin, Ireland)
May 2010 – March 2012	Thesis projects finalised and two year PhD research project under day-to-day supervision of NCI mentor (jointly with Irish mentor) (USA – Bethesda or location of NCI grantee)
April 2012 – April 2013	Completion of Irish part of PhD research under the day-to-day supervision of the Irish mentor (jointly with the NCI mentor) (Ireland)
May 2013	PhD thesis submission (Ireland)

The Health Research Board (HRB) will cover the cost of an annual salary of €31,829 - €36,349; this is subject to tax and PRSI and is paid through the host institution. The HRB also covers student fees for the duration of the award, costs associated with travel to and from the US and the UK and the cost of health insurance for the duration of your stay in the US. Funds are provided to enable the fellow to attend one appropriate scientific meeting per year of research up to a maximum of €2,000 per year.

Eligibility

Applications are invited from graduates and researchers with a primary degree in a relevant discipline such as epidemiology, (bio)statistics and economics. Applicants with degrees in medicine, health services research, social sciences, public health, pharmacy, or other sciences will also be considered. Applicants do not need specific experience in health economics, although some training in economics is an advantage.

Applicants must be an EU citizen or be a graduate from outside the EU with permanent Irish resident status or a valid work permit and have worked or trained in Ireland within the past twelve months. All applicants must be eligible to obtain a visa to work for two years in the US from the relevant US Embassy or Consulate. Please note, it is the responsibility of the applicant to ensure that they will, in principle, satisfy the visa requirements before submitting an application.

Start date

Fellows selected in this call will commence on 29 June 2009. Applicants must be available to start at that time.

How to apply

All applications should be submitted through the online HRB eGrants system. New applicants to the HRB need to first register. The eGrants system can be found at <http://egrantsproduction.imaxan.ie/>

Closing Date

The closing date for applications is **5 pm on Friday 14 November 2008**.

Assessment Criteria

Fellowships are awarded in open competition and on the basis of peer review. Assessment will be carried out considering the scientific potential of the applicant, the applicant's prior commitment to research and the benefit of the fellowship to the applicant's training and career development.

Selection Procedure

Short-listed applicants will be invited for interview in early December 2008 and all applicants will be notified of the outcome of his/her application by March 2009. The Board may exercise discretion as to the number of Fellowships to be offered and may not recommend any, if such a course is warranted. This also depends on funding made available for the scheme by the Department of Health and Children.

Outputs

Fellows are expected to submit a progress report at the end of every year and a final report on completion of the Fellowship. Note that the HRB will not consider fellows or their sponsors for funding in the future if this condition is not met. Fellows are expected to have submitted their PhD thesis by the end of the fellowship.

For further information, please contact Dr Sallyann O' Brien by email (saobrien@hrb.ie) or by phone (+353-1-23 45 211). *The HRB reserves the right to reject any application that does not meet the terms of this call. Canvassing of panel members will result in the disqualification of the applicant. The decision of the Board in respect of any grant application is final and cannot be appealed or reviewed.*



HEALTH RESEARCH BOARD/NATIONAL CANCER INSTITUTE
HEALTH ECONOMICS FELLOWSHIP IN CANCER 2009
GUIDELINES FOR COMPLETION OF eGRANT APPLICATION FORM

The deadline for submission of applications is **5.00 pm on 14 November 2008**. Please note that the system will be taken off-line at 5.00 pm.

While we have made every effort to make the online application as straightforward as possible, if you are not familiar with online systems this procedure will take longer than the conventional hard-copy system. For this reason we suggest you allow extra time to complete your application.

Please use the following notes for reference when completing the application form.

Computer Requirements

You will need:

- A PC (personal computer) or Mac

The eGrants system has been optimised to work on Internet Explorer version 6 on a PC.

- Connection to the internet

The eGrants system can be accessed on Internet Explorer/Netscape version 4 or higher. If you have an older version of either browser, you can download a more recent version free of charge at:

<http://www.microsoft.com/windows/ie/downloads/default.asp> for Internet Explorer.

<http://wp.netscape.com/download/> for Netscape.

NOTE: Please note the Web Editor tool is only available if you are using a PC with Internet Explorer version 6 and upward. Please follow the steps above to download the most recent version of Internet explorer if you have an older version.

- An email address

- Adobe Acrobat Reader, version 5

This may be downloaded from:

<http://www.adobe.com/products/acrobat/readstep2.html>

Registration

In order to submit an online application with the HRB, you are required to register at the following address:

<http://egrantsproduction.imaxan.ie/>

Step 1: Click on 'Register Yourself' on the left-hand menu. Please supply the details of the Principal Investigator/Fellowship Applicant on this screen. The name and address details will appear at the top of your application form. All mandatory fields are marked with an asterisk *.

Step 2: When you have submitted your registration, you will receive an email. Follow the instructions in the email to confirm your registration. The email also contains your username, password and researcher ID. You will need your username and password for logging in to the eGrants site and you will need your researcher ID for all future correspondence with the HRB.

Tools

When you are filling out your application form, there are a number of useful tools in a menu on the left-hand side of the computer screen. They are:

- User Home
- Edit Profile
- Email Us
- View Application Layout
- Guidelines
- View Form
- Print Form
- Form Headings

User Home: This button will return you to your unique user homepage, which gives details of your project title, its submission status, and the number of days to the submission deadline.

Edit Profile: This button allows you to update your personal details, which you entered for your registration.

Email Us: You may email the HRB helpdesk (help@hrb.ie) for assistance and your query will be answered within 24-hours Monday to Friday.

View Application Layout: This button opens another window that contains a list of all the questions on the form. Use this to skip to whichever question you wish to fill in. This is a useful tool to navigate through sections of the form.

Guidelines: This document.

View Form: You may use this button at any stage to see the layout of the form, and the content you have entered to date.

Print Form: Click here to view your form in print layout and to print off your application form.

Form Headings: This button allows you to view each section of the form individually.

Helpdesk

If you require help with the eGrants system please contact the HRB helpdesk:

Email: help@hrb.ie

Telephone: +353 1 2345122

All queries will be dealt with within 24 hours, Monday to Friday.

Timeout and Saving Information

Please ensure that you save your information at least once every 50 minutes. The system will automatically log you out after 60 minutes if you do not save your information and you may lose whatever you have entered. This protects your private information and saves valuable system resources.

We recommend that you complete any large sections offline (in MS Word, for example) and copy and paste it into the relevant sections.

Web Editor

The Web Editor is only available if you are using a PC with Internet Explorer version 6 and upwards. A Web Editor is software that allows you to format your text and to include symbols. For this scheme, it is available for entering your Research Programme.

If you are not using a PC with Internet Explorer, your Research Programme can be uploaded via a word document.

(Please do not upload tables directly into the webeditor as it can cause problems when printing the application)

To use the Web Editor

Click on **Please click here to edit** on the screen. Once you have entered and formatted your text click on the 'save' button.

Uploading an image file

You cannot use the Web Editor or Text Box for images. This means that your images will appear separately on your application so please ensure that they are referenced in the text of your Research Programme.

The file upload option is only available for you to include images, graphs and tables as part of your research programme. You have the option of uploading 2 files to support your research programme.

How to upload your file

1) Make sure your image is in one of these formats:
Joint Photographic Experts Group (.jpeg or .jpg)
Graphic Interchange Format (.gif)
Portable Network Graphics Format (.png)

NB: Please ensure that the file name they are saved under includes no spaces or symbols.

2) Create a single document for your image(s) by copying and pasting into one of these formats:

MS Word (.doc)
Adobe PDF (.pdf)
Rich Text Format (.rtf)
Powerpoint (.ppt)
MS Excel (.xls)
MS Publisher (.pub)

3) Check the size of the file (click on properties under File menu). If the file is smaller than 1,440 KB upload it by clicking on the first 'browse' button.

4) If your file is larger than 1,440 KB, you have the option of uploading a second file it by clicking on the second 'browse' button.

5) If the two documents exceed 1,440 KB each (or 2,880 KB in total), the size of the file can be reduced by decreasing the size of the original image and then converting and saving it following the steps above.

Gantt Charts in MS Project format (.mpp,.mpt and .mpx) can also be uploaded. Gantt charts can be created in any of the following formats, MS Word (.doc), Adobe PDF (.pdf), Rich Text Format (.rtf), Powerpoint (.ppt), MS Excel (.xls) and MS Publisher (.pub). These files can then be uploaded but must not exceed 1,440 KB in size.

NOTE: Please be patient when uploading your file as it may take some time if using a normal telephone line. Do not interrupt transfer unless you see no progress after five or six minutes.

Filling out your Application Form

Log in to your eGrants home page at:

TU<http://egrantsproduction.imaxan.ie/UT>

Please log in using your unique username (email) and password, and select New Application under the heading **Health Economics Fellowships 2009**.

You can login and logout as often as you wish to fill in the form and you can make changes to any section before you submit your application. After filling in a question, you must click on **Next(Save)** to save the information you have entered. Once you have submitted your application, you will not be able to make changes to it.

You will first be asked to enter your **Project Title**. This can be your name or a general project title as the precise project is not known at this stage of the process. The title should not exceed 200 characters. Please note that only plain text may be used in entering the project title.

The **Important** notice coming up asks you if you have read the Guidelines for this scheme. Choose **'Yes'** in the drop down menu, when you have read the Guidelines for this scheme.

NAVIGATION: Once you have passed the first question **'Project Title'**, on the application form, the option **'View Application Layout'** will appear on the left hand side menu, which contains a list of all the questions on the form. Use this to skip to whichever question you wish to fill in. This is a useful tool to navigate through sections of the form.

Question 1: Personal Details

The next screen will show you the details you entered for registration. You can edit these details at any time using the **Edit Profile** button (see 'Tools' above).

Please include your Home address and an additional telephone number, if available.

Question 2: Residency

Eligibility to work in the EU: Are you an EU national or a non- EU national with a valid work permit or permanent Irish resident status?

Current working/training status: Are you currently working or training in Ireland?*

Recent employment history: Have you worked/trained in Ireland within the past 12 months?*

*N.B: Please provide proof of most recent employment or training in Ireland. Submit all requested hardcopies to the HRB, by **5.00 pm 21 November 2008**.

Question 3: Eligibility for US Visa

Are you eligible for a J-1 Visa from the relevant US Embassy or Consulate?

Please note, it is the responsibility of the applicant to ensure that they will, in principle, satisfy the visa requirements before submitting an application.

Question 4: Education/Training

Please enter your Highest Degree to date in the text box provided.

Please list all colleges and universities attended and any other relevant training. Complete each of the following fields for each institution.

- A) Institute
- B) Degree title
- C) Dates attended
- D) Year degree awarded/expected
- E) Grade

N.B: This information must be supported by copies of all relevant documents including translations, where appropriate.

Question 5: Employment

Employment Details: Please list your current and past employment details. Include the following information for each position:

- a) Current Post/Job Title
- b) Institution/Organisation
- c) Work address
- d) Start and end date dd/mm/yyyy
- e) Employer
- f) Duties and accomplishments

Question 6: Research Experience

Research Experience: Please detail your research experience to date, if any.

Other Comments: Is there any other information you would like to provide in support of your application? (e.g. please indicate any breaks in your career).

Question 7: Keywords

Keywords: Please provide a few keywords that describe your research interests.

MeSH or Medical Subject Headings is the National Library of Medicine's (USA) controlled vocabulary thesaurus. MeSH consists of a set of terms or subject headings that are arranged in both an alphabetic and a hierarchical structure. At the most general level of the hierarchical structure are very broad headings such as "Anatomy," "Mental Disorders," and "Enzymes, Coenzymes, and Enzyme Inhibitors." At more narrow levels are found more specific headings such as "Ankle," "Conduct Disorder," and "Calcineurin." There are more than 19,000 main headings in MeSH. Using MeSH keywords facilitates literature searches of Medline since all Medline articles are indexed using MeSH.

To search for a word in MeSH click on a main category, e.g. 'Body Regions', then sub category 'abdomen'. If abdomen is a keyword for your project select it by clicking on the + button to the left of 'abdomen'. If you wish to select a further sub-category click on abdomen and you will be directed into the next level. You can move between categories. When you have reached the last level, the text will be in black indicating that it is the final level.

If your keyword is not in MeSH you can enter it into the free-text box at the top of the screen.

Question 8a -c: Research Classification

Please choose from each of the **three** lists the most appropriate area:

a) Level 1: Research Area

Indicate the broad research area that best describes this grant application.

b) Level 2: Research Field

Please indicate which field of research your application is predominantly concerned with.

c) Level 3: Profession

Please indicate the area of occupational speciality of the applicant.

Question 9: Cochrane Systematic Reviews

If your research area of interest has been the subject of a Cochrane Systematic Review please give the reference to the **abstract** in the Cochrane Library.

Cochrane reviews provide systematic, up-to-date summaries of the possible benefits and harms of health care. For an example see the Cochrane website:

<http://www.cochrane.org/cochrane/exreview.htm>

You can search the Cochrane Systematic Reviews for reviews relevant to your research on the Cochrane website:

www.thecochranelibrary.com

Please enter the web address of the abstract in this format:

<http://www.update-software.com/abstracts/ab000072.htm>.

Question 10: Career Intentions

Research interests: Describe your research interests and goals and how these relate to the field of health economics.

Career goals: Please also provide insight into your short- and long-term career goals and explain how the Fellowship will help you in achieving those goals.

Question 11: Publications

List any research publications where you are listed as author or coauthor. Where appropriate, include any other relevant reports or health-related publications you have authored."

If the papers are not published, indicate whether they are "in press," "submitted," or "in preparation". Use full citations including title, list of authors and journal.

Each reference is automatically numbered. Please enter each reference separately. You can change the order in which they appear by using the up and down arrows.

To delete a reference, use **X**.

To edit a free text reference, click on the pencil icon.

To save changes, click on 'Insert'.

Please insert the references using one of the following methods:

(i) PUBMED Ids, where the article is indexed for Medline. The PubMed unique identifier is the number that appears beneath the citation as shown in the example below. To search for PubMed Ids (PMIDs) click on the PubMed link

<http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=PubMed>

PMIDs must be cited correctly, without spaces before or after the ID number.

Or

(ii) Free text, as in this example:

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

Question 12: References

Please include full referee details for two referees.

N.B.: Upload a letter of recommendation from each referee along with your application.

An original signed copy of these letters should be sent to the HRB within 5 working days of the closing date. An electronic signature is NOT acceptable.

Upload a letter as a word document.

N.B.: Please ensure there are no spaces in the file name.

NOTE: Please be patient when uploading your file as it may take some time if using a normal telephone line. Do not interrupt transfer unless you see no progress after five or six minutes.

Question 13: Publicity

We continuously aim to improve our communication. You can help us to achieve this by answering the question on where you first heard about the Health Economics Fellowships in Cancer.

- Cancer Consortium Website
- HRB website
- Irish Times
- Research Liaison Office
- Word of Mouth
- Other

Question 14: Signature page

Please ensure that you send your signature page to reach the HRB by 5.00 pm 21 November 2008. Applications without a signature page are incomplete and will not be processed.

Question 15: Checklist

Before sending in the requested hardcopies, please make sure you have included all of the following:

- Proof of current/most recent employment or training in the Republic of Ireland
- Copy of your qualifications

- Signed and dated signature page (original signatures only please as an electronic version is not acceptable)
- Two original signed letters of reference (original signatures only please as an electronic version is not acceptable)

Submit all requested hardcopies to the HRB, by **5.00 pm 21 November 2008**

Question 16: Submission

Please ensure that you have completed all the relevant sections of the application form.

Please note that incomplete applications may not be processed.

Click "**Next**" and you will be returned to your homepage. To submit your application use "**Click to Submit**" under the heading "**Status**".

Once you have submitted your application, you cannot edit or unsubmit it.