



HRB Post-doctoral Research Fellowships 2009

GUIDELINES FOR APPLICANTS

This document contains a description of the fellowship, technical guidelines for using the HRB on-line application system (eGrants) and notes on the questions asked in the application form.

Please note each applicant may only apply to one HRB Fellowship scheme a year

Background: The main objective of the HRB Post-doctoral Research Fellowship scheme is to provide support for outstanding post-doctoral researchers who wish to consolidate their research skills and make the transition from post-doctoral research trainee to independent researcher.

As this scheme is specifically targeted at supporting the development of capacity to improve health and social care, health outcomes and service delivery and organization, the proposed research projects should clearly demonstrate the potential to have an impact on the needs of patients, health practitioners and the public.

Scope: The fellowship scheme is open to all researchers working in a health-related discipline on the island of Ireland. The scheme offers three years' full-time funding to researchers who are able to demonstrate their potential as researchers but who do not, as yet, have sufficient experience to be fully independent. Applicants must show evidence of a clear commitment to a research career and following the completion of the HRB Post-doctoral Research Fellowship, the fellow is expected to have successfully completed the research project as well as be able to show evidence of:

- Increased independence
- Publications arising from the fellowship
- Increased research skills – in existing and new areas
- Increased management skills
- Completion of a substantial and wide-ranging training element
- Establishing of collaborative relationships

Evidence of the above will be sought by the HRB through annual and final report monitoring.

HRB Fellowships are personal research training awards and are not intended as a means to fund a project.

Eligibility: To be eligible applicants must:

- Have a PhD in a health-related discipline
- Have more than two years' (24 months) and less than six years' (72 months) post-doctoral research experience on the closing date for this fellowship scheme
- Be an EU citizen, or if from outside the EU, have permanent Irish resident status or a valid work permit
- Be actively engaged in research or be returning from a gap in their research career (i.e. career break, maternity leave, parental leave)
- Be able to show evidence of publication in peer review journals
- Provide evidence of appropriate mentoring and support from an academic sponsor
- Demonstrate the support/approval from the Head of Department in the institution where the research will be carried out

Conditions: The fellowship will provide funding for salary (based on the Irish University Association salary scale for post-doctoral researchers) and salary-related costs for up to three years in addition to running costs, a training and development allowance, a dissemination allowance and a travel grant.

Payment of the fellowship will be made through a host institution on the island of Ireland and a contract of employment should be issued by the host institution to the fellow.

Application

Process: The HRB is committed to an open and competitive process underpinned by international peer review. Following an initial eligibility check ineligible applicants will be notified immediately and eligible applications will be sent to international experts for analysis and comment. A multi-disciplinary selection committee will then be established to consider applications and to short-list applicants, where required, for interview. Applicants not short-listed for interview will be informed immediately. Short-listed applicants will be invited for interview and may be asked to give a short presentation followed by open discussion and questions. The recommendations of the committee will be sent for approval to the HRB Board at their next scheduled meeting and successful applicants will be notified of their success in May/June 2009 and should be in a position to start their fellowship on 1 September 2009.

Feedback from peer reviewers and committee members will be issued to all applicants.

Assessment

Criteria: The four over-arching assessment criteria which will be used by external referees and by the selection committee members are:

- Scientific quality and innovation (25%)
- Applicant - standing and potential of the individual (30%)
- Sponsorship arrangements and host environment (25%)
- Significance to health and social care (20%)

Detailed criteria are available in Appendix A.

Closing

Date: The closing date for applications is **Friday, 14 November 2008 at 3.00pm.**

HRB

Contact: If you have any questions regarding this fellowship scheme please contact:

Patricia Cranley
Health Research Board
73 Lower Baggot Street
Dublin 2
e: pcranley@hrb.ie
t: 353 1 2345120

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.

**HRB POST-DOCTORAL RESEARCH FELLOWSHIPS 2009
TECHNICAL GUIDELINES FOR COMPLETION OF eGRANTS APPLICATION FORM**

The deadline for submission of applications is **3.00pm on Friday, 14 November 2008**. Please note that the system will be taken off-line at 3.00pm.

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 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 asterix *.

Step 2: When you have submitted your registration, you will receive an email. The email 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. **NB Remember to click on the link in the email to confirm your registration.**

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 them into the relevant sections.

TECHNICAL GUIDANCE FOR QUESTIONS ON FORM

PUBLICATIONS/REFERENCES:

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

KEYWORDS:

Keywords may be added by using MeSH or free text.

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 used 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.

RESEARCH PROGRAMME:

Please be aware that it is the responsibility of the applicant to check the word count, since the online system will not enforce it in this section.

For PC users: Please enter your research programme using 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. Please click on the URL below to download the most recent version of Internet explorer if you have an older version

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

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.

To insert symbols, please click on third drop down list entitled font name and choose symbol, the last option on the list. Keystrokes will be entered as symbols. Commonly used symbols and their corresponding keystrokes include:

P π

A α

B β

D δ

G γ

S σ

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

For Mac users: Please upload your research programme as a word document. NB: the file must not exceed 1.4mb in size. Please ensure there are no spaces or symbols in the file's label.

If you need to include images, graphs or tables, please refer to 'Uploading an image' below. Up to two files may be uploaded in addition to a Gantt chart or equivalent.

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. In addition to a Gantt Chart or equivalent.

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.

PROJECT BUDGET:

Provide a summary of the costs associated with the research programme. All amounts must be displayed in Euro.

To enter details of costs, please click on **[Add Row]** under the item heading.

Add the item name and cost.

Click on 'Save/Recalculate Totals' (at the end of the budget) at the end of each line.

Each item must be entered separately.

To delete items click on **X** next to the item.

COMPLETING THE eGRANTS APPLICATION FORM

Log in to your eGrants home page at:
<http://egrantsproduction.imaxan.ie/>

Please log in using your unique username (email) and password, and select New Application under the heading **Post-Doctoral Research 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**. 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 (this document) for this scheme. Choose '**Yes**' from the drop down menu.

NAVIGATION: Once you have passed Project Title, on the application form, the option '**View Application Layout**' will appear on the left hand side menu, this contains a list of all the questions on the form. You can use this feature to skip to whichever question you wish to fill in.

SECTION A – APPLICANT PROFILE

QUESTION 1: Applicant's 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').

Present Position: Please enter your present position/job title.

Date of Appointment: Please give the date you took up your present position.

Permanent Post: Indicate whether or not the position is permanent.

Date of Termination: If you are employed on a contract, please give the date on which the contract will terminate.

Full-Time Post: Indicate if the position is full-time.

Whole Time Equivalence: If the post is not full-time please give the whole time equivalence as a percentage (eg four-day week, equals 80%).

Breakdown of Activities: Indicate the percentage of time you spend on the following in your present position: Service/Clinical Work; Research; Teaching; Other (give details).

QUESTION 2: Nationality/Residency

Please state your nationality. Non-EU citizens should indicate if they have permanent Irish resident status or a valid work permit and provide details where relevant.

QUESTION 3: Doctorate of Philosophy (PhD)

Applicants must have received their PhD at least two years (24 months) before the closing date and have less than six years' (72 months) post-doctoral research experience on the closing date. Please attach evidence of your PhD (eg copy of degree) to the signature page.

Researchers with six years' or more post-doctoral experience should apply to the HRB Health Research Awards scheme.

Date of Award: Please state the date your PhD was awarded.

Awarding University: Name of the university that awarded your PhD.

Title: Give the title of your PhD thesis.

Supervisor: Give the name and address of the academic who supervised your PhD.

QUESTION 4: Other Academic Qualifications

Please list any other academic qualification you have giving: the name of the qualification, the class, the awarding university and the dates between which you undertook studies leading to that qualification.

QUESTION 5: Professional Qualifications

Please list any professional qualifications you have giving: the name of the qualification, the class, the awarding institution and the dates between which you undertook studies leading to that qualification.

QUESTION 6: Membership of Professional Body/Council

If you are a member of a professional body/council, please name the council.
Please provide your professional registration number (if relevant).

QUESTION 7: Employment History

Please give: the title of the position, the name and address of the institution and the dates of employment (500 words maximum).


Career Break: Please provide details of how you spent any break in your career (250 words maximum).

QUESTION 8: Research Experience

Please detail any research undertaken to date (600 words maximum).

QUESTION 9: Publications

List your most recent peer-reviewed publications (if any) to a maximum of 30. If appropriate, you may include other major reports or health-related publications you have authored.

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 . To save changes, click on 'Insert'.

Please insert the publication 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 10: Current Funding Applications

Has this project/programme of work been submitted to any other funding agencies?

Please provide details of any application(s) submitted by you that are currently under consideration by other funding bodies. Please include the project title, aims, a brief summary and when you expect to be informed of the outcome (300 words maximum).

QUESTION 11: Career Plan

Please explain why you are applying for this fellowship and describe how it fits in with your future career plan (300 words maximum).

SECTION B – RESEARCH PROPOSAL

QUESTION 12: Project Summaries

Project Abstract: Please provide an abstract of the proposed research. The aim of the project should be conveyed with clarity (300 words maximum).

Lay Summary: Please provide a summary suitable for a non-specialist reader (300 words maximum).

QUESTION 13: Keywords

Please insert a maximum of five keywords. Keywords may be added by using MeSH or free text.

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 used 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 14: Research Programme (3,000 words maximum)

Please be aware that it is the responsibility of the applicant to check the word count, since the online system will not enforce it in this section. The HRB reserves the right not to process applications exceeding this word limit.

Please include:

- Project title
- Background and current knowledge in the area of the proposed research
- Aims, objectives and hypothesis
- Methodological approach (including the methodologies to be used, methods of data collection and analysis, justification of sample size, power calculations)
- Description of the programme and plan of research to be undertaken
- How access to and use of datasets will be managed (if relevant).

Cite key references as appropriate (references are to be listed in the next question).

Please upload a Gantt Chart or equivalent giving the estimated timelines for the various elements of your research programme. (refer to "Uploading an image"). Any images, tables, graphs etc should be uploaded in the file upload spaces provided. Please note that the inclusion of images in the main research programme area can cause technical problems.

For PC users: Please enter your research programme using Web Editor. Please ensure your version of Internet Explorer is 6 or higher. Please click on the URL below to download the most recent version of Internet explorer if you have an older version

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

To insert symbols, please click on third drop down list entitled font name and choose symbol, the last option on the list. Keystrokes will be entered as symbols. Commonly used symbols and their corresponding keystrokes include:

P π
A α
B β
D δ
G γ
S σ

For Mac users: Please upload your research programme as a word document. NB: the file must not exceed 1.4mb in size.

QUESTION 15: List of Key References (maximum 40)

Please list the references cited in the project description. Using Pubmed Ids or by freetext.

QUESTION 16: Cochrane Systematic Reviews

The Cochrane Collaboration is a not-for-profit and independent organisation dedicated to making up-to-date, accurate information about the effects of healthcare interventions readily available worldwide. The Cochrane Library is designed to provide information and evidence to support decisions taken in health care and to inform those receiving care. It produces and disseminates systematic reviews of healthcare interventions in over fifty topic areas and makes them available as The Cochrane Library. In 2002, Ireland became the first country to provide free national access to the Cochrane Library, an initiative co-funded by the Health Research Board (HRB) and the Research and Development Office (RDO) in Northern Ireland.

The applicants are advised to search the Cochrane Library for systematic reviews on a topic(s) that might be relevant to their research proposal. You are asked to complete this section in order to assure the international peer reviewers and final selection panel that the research question addressed in this proposal has not already been carried out and answered and if it has, to justify to the reviewers how you are proposing to add to the existing knowledge and findings.

You can access the Cochrane Library at www.thecochranelibrary.com

Please indicate if the proposed research has been the subject of a Cochrane systematic review.

If "Yes" please cite the reference(s) to the **abstract(s)** in the Cochrane Library in the following format <http://www.mrw.interscience.wiley.com/cochrane/csysrev/articles/CD000988/frame.html> and describe how the proposed research relates to the evidence described and the recommendations put forward in the Cochrane review(s). (250 words maximum)

QUESTION 17: Sponsorship for Clinical Trial Applications

Is this an application for a clinical study that falls within the scope of the EU Clinical Trials Directive? If 'Yes', please upload a letter clarifying who is going to act as sponsor for this clinical trial study. **Note:** The HRB cannot take on the role of sponsor for this type of application.

QUESTION 18: Ethical Considerations

Please discuss your approach to the ethical issues (if any) relevant to the proposed research. Please explain how you plan to deal with these issues (300 words maximum). (Details of the Research Ethics Committee etc should be provided at Question 34).

QUESTION 19: Collaborations

Please describe any collaboration(s) you plan to develop with other researchers/groups during the course of this fellowship (250 words maximum). This question is intended to capture any collaborative effort other than those planned during your Research Experience Abroad (Question 28).

QUESTION 20: Support/Mentoring

Is there any other support or mentoring (in addition to Academic Sponsor) available to you? If "yes" please provide details (250 words maximum).

QUESTION 21: Infrastructure/facilities

What infrastructure/facilities will you require to carry out your research? Who will provide this infrastructure? (250 words maximum)

QUESTION 22: Input from stakeholders

How will patients, carers, service users, health related charities/groups etc be involved in the proposed research? (250 words maximum)

QUESTION 23: Health and Social Gain

Health gain is concerned with improvements in the understanding of the health of individuals or populations, or with improvements in the understanding, treatment, cure or alleviation of disease or disability. Social gain is concerned with broader aspects of quality of life, including the most appropriate use of resources and delivery of services. It is recognised that the benefits in question might not be easily measured in the short term but the research should have the potential to improve health or well-being in the long term.

Describe how your research will contribute to health and social gain. Please demonstrate why it is important to undertake research in this area and at this time. If there is similar or complementary work underway elsewhere, describe any linkages to this work. Please demonstrate the ultimate potential of this research to improving health outcomes and/or generate evidence for practice or policymaking. (1,250 words maximum)

QUESTION 24: Dissemination Plan

Describe your plans to disseminate results both during and at the conclusion of your research. Peer reviewed publication is expected, but please include other dissemination pathways to promote awareness and facilitate uptake. (300 words maximum).

SECTION C – SPONSORSHIP

QUESTION 25: Academic Sponsor's Details

Please give contact details for your Academic Sponsor

Describe the Academic Sponsor's current programme of research; Demonstrate how the applicant's proposed research fits with the sponsor's research programme; Describe the proposed sponsorship arrangements stating time allocated to the applicant, if possible (500 words maximum).

Number of researchers previously sponsored:

Masters students; PhD students.

Number of researchers currently sponsored:

Masters students; PhD students; Post-doctoral Researchers.

Academic Sponsor's most recent relevant publications (maximum 10)

Recommendation: Please provide a recommendation from the principal academic sponsor who will supervise the research (250 words maximum). Your academic sponsor must sign the signature page.

QUESTION 26: Recommendation from Present Head of Department/Employer

Please provide a brief recommendation from your present Head of Department/present employer (250 words maximum). Please include his/her contact details. Your present Head of Department or present employer must sign the signature page.

SECTION D – TRAINING AND DEVELOPMENT

QUESTION 27: Training

A contribution up to €2,000 over the lifetime of the fellowship, can be requested to contribute to the acquisition of specific research skills and/or complementary skills. Describe any training you plan to undertake and state when you intend to undertake this training. (300 words maximum). Please include costs in the budget (Q29).

QUESTION 28: Research Experience Abroad / Travel Grant

The HRB recognises the valuable experience that can be gained by researchers who spend time working with research groups abroad. To this end the Board will offer a grant (maximum €7,000 over the lifetime of the fellowship) to support fellows who would like to spend a period time gaining research experience in another country. **Note: You must express your interest in availing of the travel grant now.** New requests for a travel grant will not be considered during the fellowship.

Please indicate when you plan to avail of this travel grant, provide a brief programme of work and describe how your research would benefit from such a visit (600 words maximum). Please upload a letter of support from your collaborator abroad and provide his/her contact details. The amount requested for the Research Experience Abroad/Travel Grant (maximum €7,000) should be inserted in the budget section (Question 29).

SECTION E - GOVERNANCE AND COSTS

QUESTION 29: Fellowship Budget

Provide a list of the costs associated with the fellowship.

To enter details of costs, please click on **[Add Row]** under the item heading. Add the item name and cost. **Click on 'Save/Recalculate Totals' (at the end of the budget) at the end of each line.** Each item must be entered separately.

To delete items click on **X** next to the item.

The figures detailed in this section represent the total projected expenditure for the lifetime of the research fellowship. All amounts must be displayed in Euro. You are advised to discuss this section with the Finance Office/ Research Office/ Dean of Research or equivalent person in your organisation.

In relation to running costs, training, travel grant and dissemination a **full detailed itemised breakdown with costing**, must be given. Justification for the budget requested should be provided in the next section.

Salary: Please enter the Gross Annual Salary for Year 1, Year 2 and Year 3. The salary scale to be used is the Irish Universities Association's salary scale for post-doctoral researchers. The salary requested must be justified based on the career stage and research experience of the applicant and the starting point will therefore be between point 3 - point 7 on this scale. The point on the salary scale should be noted for reference. Please allow for annual salary scale point increases and an annual increase of 3% for inflation.

The IUA salary scales can be found at: <http://www.iua.ie/iua-activities/research.html>

Employer's PRSI: Employer's PRSI contribution is calculated at 10.75% of gross salary (excluding employee pension contribution).

Employer Pension Contribution: Pension provision up to a maximum of 20% of gross salary (employer contribution plus employee contribution) will be paid to the host institution to enable compliance with the Fixed Term Workers Act (FWTA). The level of employee and employer contribution should be in accordance with the model adopted by the host institution. Give the amount of employer contribution and note the % of gross salary used to calculate this for reference.

Employee Pension Contribution: Pension provision up to a maximum of 20% of gross salary (employer contribution plus employee contribution) will be paid to the host institution to enable compliance with the Fixed Term Workers Act (FWTA). The level of employee and employer contribution should be in accordance with the model adopted by the host institution. Give the amount of employer contribution and note the % of gross salary used to calculate this for reference.

Running Costs: All costs required in order to carry out the research including materials and consumables, animals, survey costs, travel for participants, transcription costs etc up to a maximum value of €15,000 per annum.

Training Costs: Contribution towards training costs to learn a specific skill/technique or to acquire specialist knowledge up to a maximum of €2,000 over the lifetime of the fellowship.

Travel Grant: Travel grant of up to €7,000 over the lifetime of the fellowship to enable the fellow to gain research experience abroad.

Dissemination: Costs associated with publication of results, costs associated with seminar/conference attendance and costs associated with any other means of communicating/reporting research outcomes up to a maximum of €3,000 over the lifetime of the fellowship.

Justification for Budget

You are required to provide justification for each amount requested. It is strongly advised that you provide adequate justification for the all funding support requested. This will assist the international reviewers and selection committee when reviewing the application. (1,500 words maximum)

QUESTION 30: Host Institution

Please select from the drop down list the name of the institution where the award will be held. If your host institution is not on the list, contact help@hrb.ie.

QUESTION 31: Commencement Date

The usual commencement date for Post-doctoral Research Fellowships is 1 September 2009.

QUESTION 32: Duration

The length of time for which you are requesting funding. The minimum duration is 12 months, the maximum duration is 36 months.

QUESTION 33: Good Research Practice

It is a condition of HRB grants that host institutions must have in place their own published standards of good research practice including a formal written procedure for the investigation of allegations of scientific fraud. Please note that no grant will be awarded unless these standards are in place.

Information on good research practice is available on the website www.hrb.ie under Research Strategy and Funding -> Information for Grantholders.

QUESTION 34: Ethical Approval

Ethical approval is required for all research work funded by the HRB that involves human participants, human material (including tissue), or animals.

If ethical approval is required for your research, please select **Yes** and enter the name of the institution to which you will be applying for ethical approval.

A copy of the ethical approval must be provided to the HRB before an award can be paid. Applicants should allow sufficient time to obtain ethical approval. If your research involves the use of animals, the HRB will also need to receive a copy of your animal licence. If these documents are available at present, please attach a copy to your signature page.

Use of Human Subjects/Human Tissue

Ethical approval is required for all research work funded by the HRB that involves human participants, human material (including tissue).

Ethical approval is required for use of the items listed below. If relevant, select **Yes** to indicate which of the following will be used in your research project:

- (a) Population surveys/patient or family case history
- (b) Blood samples
- (c) Tissue samples/surgery or biopsy samples
- (d) Post-mortem tissue/organs
- (e) Cell lines derived from human tissue (which are not available commercially)
- (f) Other (please specify)

Use of Animals

If your project involves the use of animals please provide details of your animal licence number and expiry date. Please also explain (300 words maximum):

- (i) Why animal use is necessary
- (ii) What species will be used, how many animals you intend to use and how this figure was determined
- (iii) Whether there are any other possible approaches that could be taken.

QUESTION 35: Research Classification

Please choose at each of the **three levels** the most appropriate classification.

Level 1: Broad Research Area

There are five areas at this level. Please read the definitions below for help in selecting the most appropriate research area (choose one research area only).

Biomedical Research – Research with the goal of understanding normal and abnormal human functioning, at the molecular, cellular, organ system and whole body levels that do not have a particular diagnostic or therapeutic orientation.

Translational Research – Research that is specifically concerned with the application of basic research findings into innovative strategies, devices, products or services for the diagnosis, treatment or prevention of human disease.

Clinical Research – Research with the goal of improving the diagnosis and treatment (including rehabilitation and palliation) of human disease; improving the health and quality of life of individuals as they pass through normal life stages. For this purpose, clinical research is defined as research on patients, patient tissue, or patient treatments.

Health Services/Systems Research – Research with the goal of improving the efficiency and effectiveness of health professionals and the health care system, through changes to practice and policy. Health services research is a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organisational structures and processes, health technologies, and personal behaviours affect access to health care, the quality and cost of health care and ultimately, health and well-being.

Population Health – Research with the goal of improving the health of the population, or of defined sub-populations, through a better understanding of the ways in which social, cultural, environmental, occupational and economic factors determine health status.

Level 2: Research Field

Please indicate the research field that best describes this fellowship application (choose one field only).

Level 3: Profession

Please indicate the area of occupational speciality which best indicates your occupation (choose occupation only). If relevant, give the clinical speciality in the box provided.

Comments: General comments (if any) on HRB Research Classification System.

QUESTION 36: How did you hear about the HRB Career Development Fellowships?

The HRB continuously aims to improve communications. You can help us to achieve this by answering this question on where you first heard about this call:

HRB Website

Research Liaison Officer

Supervisor

Irish Times

Word of Mouth

Other, please specify

SUBMISSION:

Please ensure that you have completed all the relevant sections of the application form. Click **Next** and you will be returned to your homepage. To submit your application use **Click to submit** under the heading **Status**. Within 24 hours of submission, you will receive an email containing a submission key as proof of submission. If you not receive this email please contact help@hrb.ie. **Once you have submitted your application, you cannot edit or unsubmit it.**

SIGANTURE PAGES

All applications must be accompanied by the appropriate Signature pages, which must be printed off, signed, dated. Please attach evidence of your PhD and send to:

Patricia Cranley
Health Research Board
73 Lower Baggot Street
Dublin 2.

The signature page(s) must be signed by the following people:

- (i) Applicant
- (ii) Academic Sponsor
- (iii) Present Employer/Present Head of Department
- (iv) Head of Department where research will be undertaken
- (v) Dean of Research at Institution where research will be undertaken

**PLEASE NOTE THAT IF THE SIGNATURE PAGE HAS NOT BEEN RECEIVED
BY THE HEALTH RESEARCH BOARD ONE WEEK AFTER THE CLOSING DATE THE
APPLICATION WILL NOT BE PROCESSED**

APPENDIX 1

Assessment Criteria

A: Scientific quality and innovation

- Is the rationale for the proposal well-grounded in a critical review of the pertinent literature?
- Are the aims and hypotheses clearly stated?
- How innovative is the proposal?
- Are the experimental plans realistic given the aims and resources?
- Are the methods and designs adequately described and are they competitive with the best in the field?
- How well has the applicant anticipated difficulties in the approach and considered alternatives?
- What is the feasibility of attaining statistical power sought (if appropriate)?
- Is the proposed project feasible within the stated timelines?
- If datasets are involved in this proposal is it clear how access to and use of data is to be managed.

B: Applicant- standing and potential of the individual

- Has the individual demonstrated adequate experience/track record appropriate to the work described?
- Is the applicant well placed to do the work?
- How well does this work fit with other work pursued by the applicant?
- Where elements of the proposal embark on work in a field new to the applicant, is there a firm foundation to take the work forward?
- Is the impact and benefit of the fellowship to the applicant in terms of their career plans clear?
- Does the applicant demonstrate potential to become an independent investigator/leader in the field?

C: Sponsorship arrangements and host environment

- For the nominated sponsor, is the requested time and their experience consistent with their proposed involvement?
- Are the necessary research infrastructures available to support the project?
- Is there a clear training element to the proposal and is it clear how this will benefit the applicant?
- What is the quality of the training proposed for the applicant?
- Where there is a travel component included in the application, is the proposed site/team and the timing appropriate and justified? Is it clear how the applicant will benefit?

D: Significance to health and social care

- Is research in this area needed?
- Is there similar or complementary research underway elsewhere?
- How important is it to do the work now?
- Does proposal realistically set out the ultimate potential benefits with respect to improving health outcomes and generating evidence for practice/policymaking?
- The proposed research should generate results which users will be interested in taking up. Are the plans for dissemination appropriate and adequate?

Reviewers will also be asked to comment on the additional questions below:

- Are the requested resources clearly justified and do they represent good value for money?
- Is the work ethically acceptable or are there issues that need separate consideration?