



Building Partnerships for a Healthier Society Research Awards

Guidance Notes 2008

Application deadline: Friday 18 April 2008

Guidance Notes

Please read these Guidance Notes carefully **before** completing the application form.

Please note

- All sections of the form must be completed in full and as requested.
- Do not exceed the word limits set as this will render your application ineligible.

Submission

Application must be made through the HRB online eGrants system which can be accessed through the HRB website at www.hrb.ie/fundingavailable and following the links to the Partnership Awards. Please note, applications cannot be accepted after the deadline of **5pm on Friday 18 April 2008** as the HRB online eGrants system will **automatically shut down at 5pm** on the deadline day.

Signature page(s) must be signed and sent as an original **hardcopy** to the HRB offices at **73 Lower Baggot Street** no later than five working days after the above application deadline by **5pm on Friday 25 April 2008**. All signatures must be originals, electronic signatures are not acceptable.

Failure to comply with the above requirements and failure to submit by this deadline will result in your application being deemed ineligible.

Contact Details

All enquiries and correspondence relating to this scheme should be addressed to:

Margaret Devitt
Project Officer
Research Management Unit
Health Research Board
An Bord Taighde Sláinte
73 Lower Baggot Street
Dublin 2
t +353 1 2345185
f +353 1 6130179
e mdevitt@hrb.ie
w www.hrb.ie

Building Partnerships for a Healthier Society Research Awards

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Background to this award scheme

Making Knowledge Work for Health- A Strategy for Health Research (2001) provided a framework for the development of health research in Ireland and emphasised a partnership approach to developing a thriving research culture in the health services, encouraging partnerships between health agencies, voluntary service providers, research charities and the third level institutions. It recognised the cooperation between the interests involved in health and the added value that could be gained from cooperation in research for the island as a whole.

Scope of the call

This is the fifth call by the Health Research Board for applications to the “Building Partnerships for a Healthier Society Research Awards” scheme. This scheme provides funding for research projects and pilot studies in the area of health and social care and facilitates the building of research capacity in the process. The overarching objective of this scheme is the promotion of multi-disciplinary/inter-disciplinary partnerships between academia, the health services, and patients/consumers to address research questions that will have strong relevance and impact on health policy and practice.

Partnership working in the context of this scheme

A key feature of this particular scheme is the promotion of partnership working. A partnership, in the context of this scheme is a coming together of individuals or organisations in a meaningful collaboration, one that is synergistic and where each partner brings added value to the research team.

This scheme aims to encourage and support the development of meaningful partnerships to enable the creation of innovative approaches to research; to support research that is responsive to the health needs of Irish people and to promote the dissemination of the knowledge gained as appropriately and as broadly as possible. In the spirit of partnership working, all partners work to achieve the mutual objectives and goals of the research as set out in the proposal. Partnership working is a model for combining forces to increase the reach of the funding available for health research.

In deciding whom to include in the partnership, it is important to think in terms of the proposal and answer the following questions:

- Are all the key players involved?
- Is there an appropriate mix of skills and ability to undertake the research proposed or is there a skills gap that needs to be addressed and included?
- Have all the relevant stakeholders been consulted and given an opportunity to input at the initial phase i.e. the drafting of the proposal, especially patients/clients and service users?
- Are there voluntary bodies and community support groups with whom you should consult?

- Is there a good balance of representation from both academia and health and social care services?
- If the research proposal is funded and subsequently completed, who are the key individuals who need to be involved in terms of the roll out phase?

Funding Available

The HRB is committing €400,000 to this scheme in 2008. The number of awards made will depend on the quality of the proposals received and the amount of partner funding pledged in the applications. The HRB will pledge €40,000 a year for up to two years for each successful application. A vital feature of this particular scheme, reflecting the spirit of partnership, is that the research team must be able to demonstrate exactly how the remainder of the research proposal will be funded by the partner funder(s) who is committing a substantial financial contribution, in-kind or otherwise, towards the research project.

Funding may be requested for salary support for team members, the purchase of research consumables, dissemination costs associated with the research project and a contribution towards institutional overheads. Applications proposing part-time or protected-time arrangements are welcomed.

Funding will be awarded annually to the Principal Investigator through their host institution. All awards will be subject to submission of an interim progress report half way through the lifetime of the project and an end of grant report at the conclusion of the project. The HRB reserves the right to withdraw funding if sufficient progress is not being made.

Eligibility

The Principal Investigator for these awards must:

- ✓ Be employed by a health agency (HSE, hospital, voluntary service provider, or a health service provider in the community holding a service for contract with a health agency) or employed in a recognised academic institution.
- ✓ Be able to demonstrate the relevance and the impact of the research project to the National Health Strategy and other key health policy documents;
- ✓ Be able to demonstrate a multi and inter disciplinary partnership approach such that the collective insights and research experience exist within the applicant team to result in a high quality feasible research project.

Only one application per Principal Investigator is permitted. Co-applicants (to a maximum of five individuals) may come from a wide range of backgrounds and may come from Northern Ireland and outside of Ireland.

Grant Writing Workshop

The HRB will host a special **grant writing workshop** with particular emphasis on the this funding scheme. This will take place in Dublin on **Friday 14 March 2008**. It will be of particular interest to anyone thinking of applying and will give guidance on how to complete a good grant application.

To reserve a place at this workshop please contact:

Fiona McGann

t +353 1 2345244

e fmcgann@hrb.ie

Submitting applications and the assessment process

All applications must be made online using the HRB online eGrants system which is accessible at the following address <http://egrantsproduction.imaxan.ie/>

Please read the technical guidelines section of these Guidance Notes for assistance. The feedback on the system has been very positive but if technical assistance is required this is available from the help desk help@hrb.ie or by calling Jean Cuffe on 01 2345122.

The HRB is committed to an open competitive process and international peer review to evaluate and select research proposals for funding. All applications are subjected to an eligibility check on submission. Applications rendered ineligible will be notified in a timely manner. All eligible proposals received will be subjected to an international peer review process with each proposal sent for consideration and scoring by at least two peer reviewers. Peer review is undertaken by health researchers, health professionals and policy makers, both national and international, with appropriate relevant experience to suit the nature of applications under review.

A multi-disciplinary panel will be convened in the last quarter of 2008. The panel will discuss the proposals and the collated feedback from the international peer reviewers in the context of regional and national developments and priorities in order to make the final decision with regards to funding recommendations to the Board of the HRB. This timeline should be taken into consideration when deciding on a realistic start date for the research project.

The feedback received from the peer review process will be collated and issued to applicants (successful or unsuccessful) as soon as possible after the review process has concluded and the decisions for funding have been approved by the Board of the HRB. The final score of each application will be decided based on the scientific merit and potential impact of the research but also the partnership approach and ethos demonstrated in the proposal. The decision of the Board in respect of grant applications is final and cannot be appealed or reviewed.

The criteria for assessment will include:

Scientific merit:

- Clarity of the research question(s) and the objectives;
- The rationale for the proposal is well grounded in a critical review of the pertinent literature;
- The appropriateness of the methods and the analytical frame;
- The collective experience and skills of the applicant team;
- The generalisability and validity of the results;
- The institutional environment(s) and capacity to support the research effort and the research personnel for the duration of the research project

Partnership approach and potential impact:

- The significance of the research findings for decision makers in health and social care on the island of Ireland;
- The involvement of decision makers and service users as partners in the research process;
- The extent and appropriateness of the communication and dissemination plans;
- The nature and strength of the partnership approach and co-sponsorship.

For further information please contact:

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TECHNICAL GUIDELINES FOR COMPLETION OF EGRANT APPLICATION FORM

The deadline for submission of applications is **5pm on Friday 18 April 2008**. Please note that the eGrants system will be taken off-line at 5 pm on the deadline day and will automatically shut down.

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 asterix *.

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.

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

Please log in using your unique username (email) and password, and select New Application under the heading **Partnership Awards**.

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 Guidance Notes for this scheme. Choose **'Yes'** in the drop down menu.

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. This 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.

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' above).

Question 11 : Project Description

For PC users: Please enter your project description 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 project description as a word document. NB: the file must not exceed 1.4mb in size. Please ensure there are no spaces in the file's label.

Please detail (maximum 3000 words):

(a) the project title

(b) the research programme (purpose, background and plan)

(c) the specific methodologies to be applied.

Please cite key references as appropriate

If you need to include images, graphs or tables, please refer to 'Uploading an image'. Up to two files may be uploaded.

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.

25. SIGNATURE PAGE

You cannot upload your signature page through the eGrants system as electronic signatures are not acceptable. Signature page(s) must be signed and sent as an original **hardcopy** to the HRB offices at **73 Lower Baggot Street** no later than five working days after the deadline by **5pm on Friday 25 April 2008**.

Failure to comply with the above requirements and failure to submit by this deadline will result in your application being deemed ineligible.

Checklist and 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**. Upon submission, you will receive a submission key as proof of submission. **Once you have submitted your application, you cannot edit or unsubmit it.**

Detailed guidance on each section of the application form

Please read the guidance notes carefully as there have been a number of changes to the scheme since last year. Ensure that you complete the application form in full, addressing all the issues that apply. Do not leave a section blank, but if you feel that a section is not applicable to you please state that this is the case.

Please note that incomplete applications, incorrectly completed applications and any applications which do not fit the eligibility criteria for this scheme will not be accepted.

Prior to electronic submission, applicants should consult with their Institution's Research Office (or equivalent) for internal procedures for endorsement of their application.

When you enter your log in details and password to the eGrants system you are required to enter a title for your proposal.

Title of the research proposal (maximum 10 words)

Please provide a short title for your research proposal, no longer than 10 words. The title should provide a reasonable indication of what your research is about. If your proposal is successful we will use this title when publishing lists of awards so it would be helpful if your title is meaningful to a non-specialist audience. It is essential that you complete this section.

1a Principal Investigator

The Principal Investigator is the person who takes the lead role in driving the application process and will be the contact person for the Health Research Board from this point forward in terms of all queries, and if successful, progress reports and all administrative issues. The contact details of the Principal Investigator must be entered under "user details" and not those of their secretary, Research Assistant or one of the co-applicants. It is the responsibility of the Principal Investigator to ensure that the application and all requested hardcopy documentation is submitted in full and on time.

Brief Curriculum Vitae

It is advisable to include the following information: academic and professional qualifications, level of seniority; area of expertise; membership of relevant professional bodies and research committees and any research experience relevant to this application.

In addition the Principal Investigator is asked to provide:

- Any other information in support of the application - for example give details of any significant career breaks taken
- Current Post/Job Title of the Principal Investigator
- Duration of employment in current post
- If not in a permanent post – the start and proposed end date of current contract
- It is essential to show that you have the support of your Head of Department or School. A letter of support must be uploaded to indicate that the Head of Department has read the research proposal submitted and is fully supportive.

1b. Principal Investigator's five most recent publications (where applicable)

In this particular scheme the Principal Investigator is not required to have a proven track record in research with associated publications. The application is assessed on the collective experience and skills of the entire applicant team. If the Principal Investigator has published then provide the five most recent publications, and upload the abstracts for any publications in press (where applicable). You may upload the references directly from Medline or enter the reference using the free text option. If using the free text option please follow the convention outlined at question 12 below.

1c. Funding record of the Principal Investigator (where applicable)

The Principal Investigator is not required to have a proven track record in research and may not have been funded by the HRB or other funding agency. If applicable, list **all** current grants held by the Principal Investigator, including HRB grants, indicating the project title, the amount of funding awarded and the start/end date for the project. If there are any publications arising from the current grants please upload the referenced. You may upload the references directly from Medline or enter the reference using the free text option. If using the free text option please follow the convention outlined at question 12 below.

2 - 6. Co – applicants (maximum 5)

The Principal Investigator may include up to five co-applicants associated with the research proposal. A co-applicant is an individual working in an agency, institution or organisation who is willing to become involved with the proposed research project. She/he should ideally have some expertise or interest in a specific aspect of the project or in the research area in general. Ideally, all co-applicants are expected to be closely involved and active in the research proposal providing support, advice, mentoring or supervision. The co-applicant is required to provide contact details, a brief curriculum vitae and relevant publications (where applicable). The curriculum vitae should be brief and include career history and any relevant research experience. As is the case with the Principal Investigator, the co-applicants are not required to have published in academic journals but where applicable, provide details of the five publications most relevant to this proposal. You may upload the references directly from Medline or enter the reference using the free text option. If using the free text option please follow the convention outlined at question 12 below.

NOTE: For all co-applicant CV's it is advisable to include the following information: academic and professional qualifications, details of the current post held; level of seniority; area of expertise; membership of relevant professional bodies and research committees; any research experience relevant to this application and details of any research awards received.

7. Collaborators

The applicants are advised to seek comments, support and/or endorsements on their research proposal from relevant collaborators or stakeholder groups. For the purposes of this scheme a collaborator is a person or group with whom the applicant team has consulted in connection with the proposed research because of a recognised expertise or special interest in the area and who may be in a position to act on the research findings. Perspectives and inputs from service users are particularly welcomed. The collaborator(s) may have had some input in the development of the proposal and may even participate in some aspect of the proposal but will not draw a salary from the proposal. A collaborator differs from a co-applicant in that the co-applicant is intrinsically active and involved in the project, whereas a collaborator may act in an advisory or mentoring capacity, enable the use of specific equipment or provide training in a technique. Provide the contact name(s) and complete addresses of up to three collaborators associated with this research proposal. Letters of support/endorsement may be uploaded at this point.

8. Host Institution

The HRB allocates grant funding to a host institution, not to an individual or group of individuals. The HRB must be fully satisfied that the organisation can account appropriately, over time, for any funding awarded. Please choose your host institution carefully as this is the institution that will administer the funding over the lifetime of the award. Please use the drop down menu to choose the name of the host institution. If your institution is **not** listed in the drop down menu provided then is not yet included on the HRB's list of approved institutions and you must apply for inclusion to the HRB. The Host Institution policy and an up-to-date list of registered institutions is available on the HRB website www.hrb.ie. If your institution does not appear in this list, please contact the HRB on +353 1 2345122 or email help@hrb.ie

9a. Project Abstract

The purpose of the project abstract is to provide a summary and describe what you propose to do, to say why you think it is important to complete this piece of work and how you are actually going to conduct the research. Ideally it provides a clear synopsis of your proposal.

9b. Project Lay Summary

This summary is similar to the abstract but this summary needs to be written as a plain English summary, such that it is clear, easy to understand, and is easily accessible to a broad lay audience. This summary may be used when providing information to the public with regards to the variety of research funded by the HRB.

10. Keywords to describe the project

Please choose keywords that specifically describe your area of research. The HRB maintains a database of funded research. When we search our database, your research, if successful, should be included in response to the search query.

11. Project description

NOTE: The Project Description section must not exceed 5,000 words in total including graphs and tables. (The file upload option is only available for you to include images, graphs and tables as part of your project description). 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.

The Project Description should include:

- current knowledge in the area of the proposed research
- a description of any pilot work already undertaken, if relevant
- the underlying and specific objectives
- description of the programme and plan of research to be undertaken and project management information
- methodological approach to be used including the sample size, power calculations and access to statistical support
- implications of the research findings
- justification for resources sought in this application

Current knowledge and background to the area

In describing the current knowledge in the area of the proposed research you should describe the background to the research proposal leading to the present application. Include the research context for your proposal. Why is it important that these questions or problems are explored? What other research has been conducted in this area or is currently in process? What contribution will your project make to improve, enhance, or develop knowledge or understanding in your chosen area of study? State concisely the importance and health relevance of the research proposal described in this application by relating the specific aims to the broad, long-term objectives. If relevant include a description of any pilot work already undertaken.

Aims and objectives

The research proposal should be based on a series of explicit, time specific and measurable aims and objectives. This section describes what you want to achieve by doing this piece of research, so your objectives should be stated clearly. Your objectives need to be realistic; it should be possible for you to accomplish your objectives within the time-frame suggested.

Description of the programme and plan of research to be undertaken including project management information

The description of your work plan/programme which includes milestones and deliverables should demonstrate that you have planned the work. It should lay out the tasks to be

completed in a logical order within a set timescale. In addition, your plan should demonstrate how you can manage to conduct the proposed research within a realistic timescale enabling you to achieve deliverables. In particular, you must clearly define the roles and responsibilities of each member of the research team, so that the international peer reviewers and final selection panel are clear as to who is taking responsibility for each aspect of the project. It may be helpful to load file as images, graphs and tables as part of your project management description (maximum 2 uploads).

Methodology and design

Describe in detail the design of your study and the methodology you propose to use. This section should include information on the type of study proposed i.e. whether quantitative or qualitative, the sample size and a justification for the sample size proposed, any statistical advice or support, the sampling methods, and the exclusion/inclusion criteria.

Although you should aim to be as concise, specific and clear as possible, the work to be undertaken should nonetheless be fully explained. Failure to provide adequate detail on any aspects of your proposed research may adversely affect the consideration of your application. You are advised to ensure that your application is focused and that sufficient evidence is provided to enable our external assessors and panel to reach a considered judgement as to the quality of your research proposal, its significance, its feasibility, and its value for money.

Implications of the research findings

Provide details of any potential implications of the research findings.

Justification for resources sought in this application

You are advised to ensure that your all requests for resources in this application are fully justified and that sufficient evidence is provided to enable our international peer reviewers and final selection panel to reach a considered judgement as to the quality of your research proposal, its significance, its feasibility, and its value for money.

Policy or strategy documents

Give details of any policy or strategy documents relevant to this proposal.

Dissemination plan

Describe your plans to disseminate information/results both during and at the conclusion of your research, other than publication in peer reviewed journals which is expected. Describe how you plan to disseminate any results arising from the research so as to promote or facilitate up-take by colleagues. Are these plans for dissemination supported by your organisation/institution? Where possible, your dissemination plan should include creative and imaginative ways of disseminating the results of your research.

Linkages to national/international research

Describe any linkages between your proposed research and national/international research, if applicable.

12. References

This section of your proposal should demonstrate that you are familiar with recent published research and other scholarly activity related to the proposal. It is through the inclusion of up-to-date references that you can demonstrate your awareness of the current state of knowledge in your chosen discipline. All publications cited in the project description, up to a maximum of 30, should be included here. You may upload the references directly from Medline or enter the reference using the free text option.

If using the free text option please use the following convention when entering references:

Journal articles

Include information in the following order:

1. Author(s) of the article (surname; initial(s))
2. Year of publication in parentheses
3. Title of the article – (capital initial for the first word and proper nouns, without quotes or italics, and with final full stop)
4. Title of the journal – (italic, followed by a comma)
5. Volume number, followed (without space) by part or issue number in parentheses, month or season – (followed by a colon)
6. Page number(s) of article (unspaced en rule in page ranges) – (followed by a full stop)

Examples:

Akenson DH and Fallin JF (1970) The Irish Civil War and the drafting of the Free State constitution. *Eire/Ireland*, 5(1): 10–26.

Clarke TJ (1995) Freud's Cezanne. *Representations*, No. 52: 94–122.

Books and printed sources

Include information in the following order:

1. Author(s), editor(s), or the institution responsible for writing the book – (surname followed by initial(s), followed by (ed.) or (eds) when applicable)
2. Year of publication in parentheses
3. Title and subtitle (if any) – (italic; initial capital for first word of title and for proper nouns; colon; subtitle (without initial capital, unless a proper noun); full stop)
4. Series and individual volume number (if any), followed by full stop
5. Edition (if not the first)
6. Place of publication – (city, followed by colon)
7. Name of publisher – (followed by full stop)

Examples:

EMCDDA (1996) *Annual report on the state of the drugs problem in the European Union 1996*. Luxembourg: Office for Official Publications of the European Communities.

Evans RJ (1997) *In defence of history*. London: Granta.

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

Spence B (ed.) (1993) *Secondary school management in the 1990s: challenge and change*. Aspects of Education Series, 48. London: Independent Publishers.

13. Gantt Chart

It is useful to provide a Gantt chart giving the estimated timelines for the various elements of the research project. Please refer to the technical guidelines if you wish to upload a Gantt chart.

14. 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 (www.thecochranelibrary.com) 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 by using the web address in the following format: <http://www.mrw.interscience.wiley.com/cochrane/clsysrev/articles/CD003804/frame.html> or via the HRB website www.hrb.ie and by clicking on the logo below on the left hand side of the home page of the HRB website.



15. Ethical Approval

If your research project involves humans or animals, the HRB will need written confirmation of approval by a Research Ethics Committee(s) should your application for funding be successful. A valid animal licence, issued by the Department of Health and Children, is required to carry out work on animals. If relevant please provide the license number. Details of the Research Committees to whom you intend to apply are requested. Please note that the HRB cannot release funding until such written confirmation is received. Ideally you should seek Research Ethics Committee(s) approval in parallel with the submission of your application to the HRB.

16a. Project Budget – Total Funding

The figures detailed in this section represents the total projected expenditure for the lifetime of the research proposal, to include all sources of funding. In the table provided you must provide a detailed breakdown of the total costs per year for the lifetime of the research proposal. Complete the table provided as accurately as possible to detail the total costs envisaged for the research project for the purposes of accurate assessment of costs by the international peer reviewers and final selection panel.

NOTE: The maximum amount of funding the HRB will contribute is €40,000.00 per annum for up to two years.

You are asked to pay particular attention to the overhead contribution costs. For university-based researchers, the universities will request an overhead cost which must be paid to the university and not to the grantholder. You are advised to discuss this with the Office of the Dean of Research or equivalent in any academic institution with whom you collaborate. These costs must be included at this stage in the process and cannot be claimed retrospectively.

To enter details of costs please refer to technical guidelines for using the eGrants online system above.

Where research staff are to be supported by the award, please indicate the salary required and use appropriate salary scales. For each salary requested you must provide a justification for the scale used. This will assist the reviewers to understand the need for requesting a salary on a particular scale which might, for example, allow you to recruit a more experienced researcher to work with the project. Recommended salary scales are available on the HRB website www.hrb.ie at the following URL: <http://www.hrb.ie/researchsalaryscales>

Salary support: Gross Annual Salary (excluding employee pension contribution) negotiated and agreed with host institution. The pay scale used and the point on that particular scale should be noted for reference.

Allow for annual salary scale point increases and annual increases to take account of national wage agreements.

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

Employee 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 Fixed Term Workers Act (FWTA). The level of employee and employer contribution should be in accordance with the model adopted by the host institution. State the amount of employee contribution and note the % of gross salary used to calculate this for reference.

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 Fixed Term Workers Act (FWTA). The level of employee and employer contribution should be in accordance with the model adopted by the host institution. State the amount of employer contribution and note the % of gross salary used to calculate this for reference.

Running costs: All costs required to carry out the research including materials and consumables, animals, survey costs, travel for participants, transcription costs etc.

Dissemination Costs: Costs associated with publication of results, costs associated with seminar/conference attendance and costs associated with any other means of communicating/reporting research outcomes.

Other: All other direct project costs not covered by the other headings.

Overhead Contribution: In accordance with the HRB Policy on Overhead Usage, the HRB will contribute to the indirect costs of the research through an overhead payment of 30% of Total Direct Modified Costs (TDMC excludes student fees, equipment and capital building costs).

It is strongly advised that you provide adequate justification for the all funding support requested. This will assist the international reviewers and final selection panel when reviewing the application.

16b. Project Budget – HRB Funding

The figures detailed in this section represents the amount of funding requested from the HRB up to a **maximum of €40,000.00** per annum for up to two years.

In the table provided you must provide a detailed breakdown of the proposed allocation of HRB funding for the lifetime of the award. Complete the table provided as accurately as possible to enable accurate assessment of this proposed allocation of HRB funding by the international peer reviewers and final selection panel.

The headings to be used are identical for each budget table. Please refer to the notes above for each specific heading.

16c. Project Budget – Partner Funding

Please state the name and contact details of the partner funder(s).

The figures detailed in this section represents the amount of funding to be provided by partner funder(s).

In the table provided you must provide a detailed breakdown of the proposed allocation of partner(s) funding for the lifetime of the award. Complete the table provided as accurately as possible to enable accurate assessment of this proposed allocation of partner(s) funding by the international peer reviewers and final selection panel.

The headings to be used are identical for each budget table. Please refer to the notes above for each specific heading.

17. Other Funding Sources

Give details of any other financial support available for this or any other related project. Indicate project title, funding agency and amount of award.

18. Details of Personnel

The Principal Investigator may plan to delegate some aspects of the research work to a research assistant(s) or other additional research personnel and this is quite acceptable. However, in order to be in a position to assess the research proposal fairly, the international peer reviewers and the final selection panel need to have information on both the person and the post.

Details of all personnel to be funded through this project, with names where available, must be provided. You are required to state the percentage of time each person associated with the project will spend working on the project and provide a description of the aspects of the proposal in which they will be involved and give a detailed justification for the nature of the research personnel relative to the scale and complexity of the project.

If funding is requested is for a named Researcher (who is not the Principal Investigator), please upload a curriculum vitae. If the post is not yet filled, please include a detailed job description and/or the advertisement for the post(s).

19. Relevance of Research Project to Health and Social Gain

You are asked to provide a justification for your proposal in relation to health and social gain. For the purpose of this call, health gain is concerned with improvements in the understanding, treatment, cure, or alleviation of disease or disability, or through any other general improvement in, or understanding of, the health of individuals or populations. 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 in the long term.

20. Commencement Date and Duration

Please enter a proposed start date for your research project and enter the duration of the project in months (maximum 24 months).

NOTE: When planning your start date please take account of the HRB peer review process, which will take until the last quarter of 2008 to complete. In addition, if Research Ethics Committee and/or an animal licence approval is required for your project, the HRB will not issue funding until the relevant documentation is received.

21. Good Research Practice

Please indicate if your host institution has in place published standards of good research practice including a formal written procedure for the investigation of allegations of scientific fraud. It is a condition of HRB grants that institutions must have in place their own published standards of good research practice, which includes a formal written procedure for the investigation of scientific fraud. A good example has been produced by the European Science Foundation.

You may also wish to read the HRB policy on Good research practice and on the Handling of allegations of scientific misconduct in research work which may be accessed on the website www.hrb.ie

A number of other funding related policies are also available and may be of interest including:

- Handling of allegations of misconduct in HRB grant applications
- Ethics in research on human subjects and materials, and on animals
- Code of conduct for peer review
- The rules on managing conflicts of interest
- Open Access to research publications (Position Statement)

22a. Research Classification Level 1

Please indicate the research area that best describes this particular grant application. A drop down menu is provided to include the following options:

- **Biomedical Research**
- **Translational Research**
- **Clinical Research**
- **Health Services/Systems Research**
- **Population Health**

22b. Research Classification Level 2

Please indicate the research field that best describes this particular application. You are required to click one button only from the list provided.

22c. Research Classification Level 3

Please indicate the area of occupational speciality of the Principal Investigator. If relevant you may provide details of a more specific clinical speciality.

If you have any general comments on the HRB Research Classification System please include them in the text box provided.

23. International Reviewers (maximum 3)

You are requested to nominate three individuals that may be contacted to as peer reviewers for your proposal in the HRB international peer review process. The individuals nominated by you may or may not be contacted by the HRB

In making your nomination(s) you cannot recommend an individual by whom you are currently employed or with whom you have very close working relationship. The individuals nominated by you may or may not be included in the international peer review process at the discretion of the HRB. Please provide contact details including a current email address for all nomination(s) made.

24. Publicity

Please state where you first heard about this award scheme.

25. Signature Page

All applications for funding must be signed by the Principal Investigator, the Dean of Research or Chief Executive Officer of the host institution and the authorised signatory(ies) for all partner funder(s). In this way, the HRB can be assured of their support for the research project in signing up to supporting the necessary aspects (space, facilities, financial reporting etc) of the research project if deemed successful for funding. All signatures must be originals. Electronic versions of signatures are not acceptable.

If there is more than one agency/institution/charity providing partner funding, you must provide the signature of the authorised person in each agency. This is to confirm their commitment to provide financial support for the project and to detail the exact amount pledged for each year of the research project.

NOTE: Signature page(s) must be signed and sent in **hardcopy**, to the HRB offices at **73 Lower Baggot Street, Dublin 2 no later than five working days** after the application deadline by **5pm on Friday 25 April 2008**.

Electronic Submission.

Please refer to the technical guidelines for using the HRB online eGrants system.

Failure to comply with the above requirements and failure to submit by this deadline will result in your application being deemed ineligible.

Contact Details:

All enquiries and correspondence relating to this scheme should be addressed to:

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