



HRB Annual Reports 2020

Guidance Notes

Key Dates & Times	
AR 2020 Request Date	31 st January 2020
AR 2020 Submission Deadline	31 st March 2020 at 13:00

Annual Reports must be completed and submitted through the HRB online Grant E-Management System (GEMS) (<https://grants.hrb.ie>), and this system will close automatically at the stated deadline listed above. Please read the “Detailed guidance on the Annual Report 2020 Form”, appended to this document prior to completing the progress report form.

1. Introduction

In accordance with the provisions of Clause 5 of the HRB General Terms and Conditions for Research Awards; the Annual Report 2020 is now being requested for active HRB Grants.

Annual Reports 2020 are requested for all HRB funded awards with a start date prior to 01 September 2019, including grants that are temporarily suspended, but excluding awards with an end date on or before 31 May 2020. Some grants such as infrastructure grants, those that are milestone based or those undergoing Interim Reviews, will have different reporting timelines and may not have an Annual Report due at this time.

2. Reporting Period

The reporting period is from the start date of the Grant until 31 December 2019.

3. Annual Report 2020 Process

In a change from previous years, Annual Reports 2020 should be completed and submitted online via the HRB Grant E-Management System (GEMS) (<https://grants.hrb.ie>).

The deadline for submission of completed online reports is Tuesday 31st March 2020 at 13:00

A report form for each individual Grant is available to each Principal Investigator via their GEMS account and must be completed by the Principal Investigator with the assistance of their Host Institution Finance Office.

In 2020, Host Institution representatives will not have direct access to the online GEMS form and must liaise with each Principal Investigator in order for the report to be completed as required.

This is particularly relevant to Section 7: The Financial Progress Report which must be completed by the Host Institution Finance Office on the excel template provided and submitted by the Principal Investigator via GEMS. Please see Appendix 1 for further details.

HRB will further develop the online reporting process for 2021 including investigating the best approach to having Host Institution access to the online form similar to the HRB grant application process.

4. Accessing HRB Grant E-Management System (GEMS)

4.1 Principal Investigators should go to <https://grants.hrb.ie> and log in using their existing GEMS accounts using their registered email address and password, as shown in Figure 1.

If you have difficulty accessing your existing GEMS account, you must contact HRB as soon as possible after receiving the request email from us.

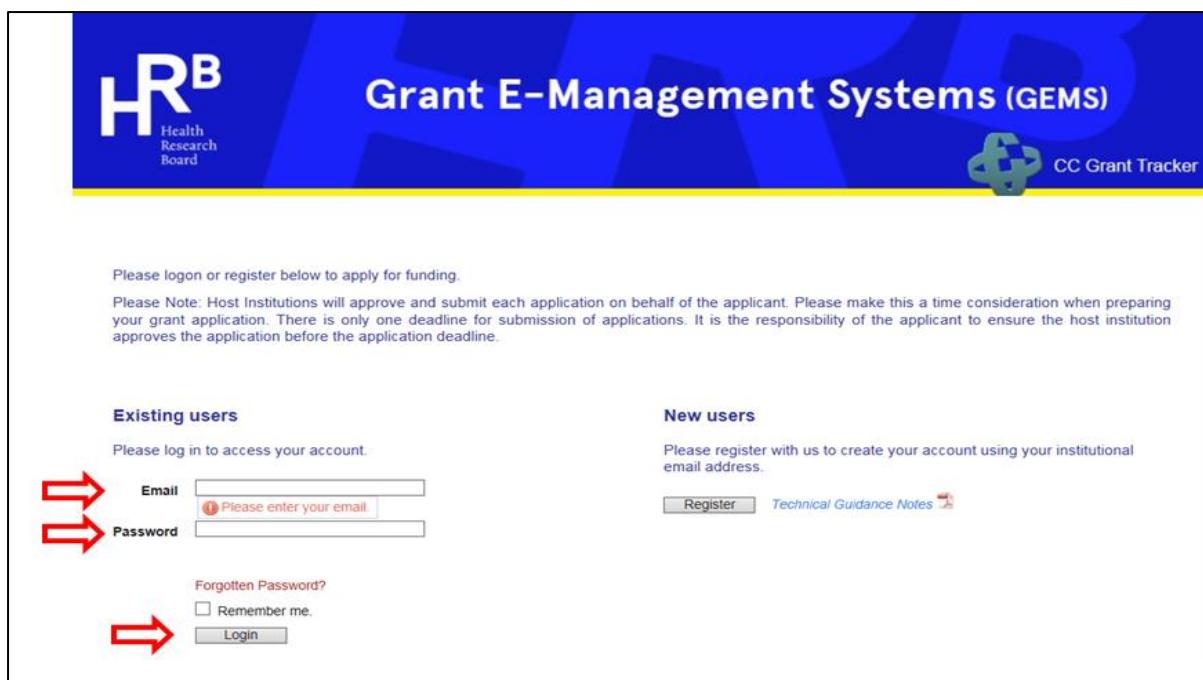


Figure 1: GEMS log in screen

4.2 Once logged on you should see a list of your active Grants at the bottom of the home screen, as shown in Figure 2. Click the link beside the Grant which an Annual Report 2020 has been requested.

Note: You are only required to complete and submit reports for Grants which you have received an email request from HRB. There may be other grants listed here if you are a Co-Applicants on other active awards but these can be ignored. If you require any clarification on this, please contact HRB.

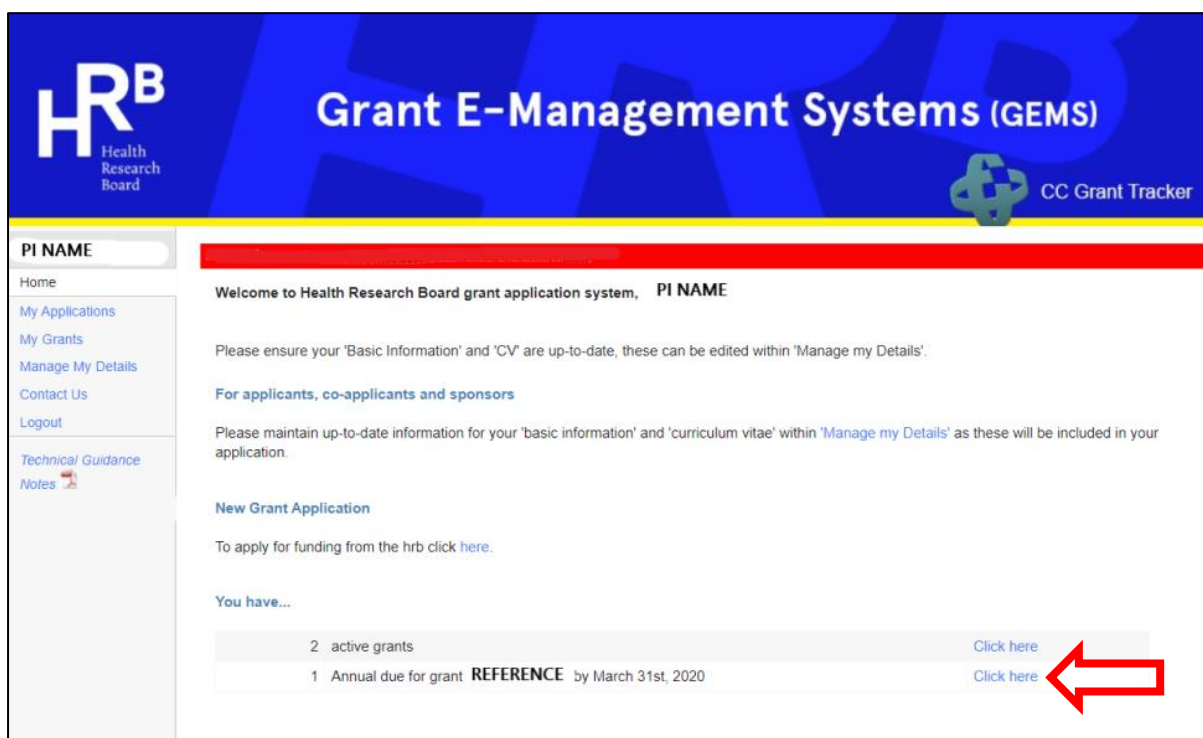


Figure 2: GEMS portal home screen

4.3 On the next page, details of your Grant will be shown. At the bottom of the page there will be links to the Annual Report form. Click on either link as shown in Figure 3, both will bring you to the same destination.

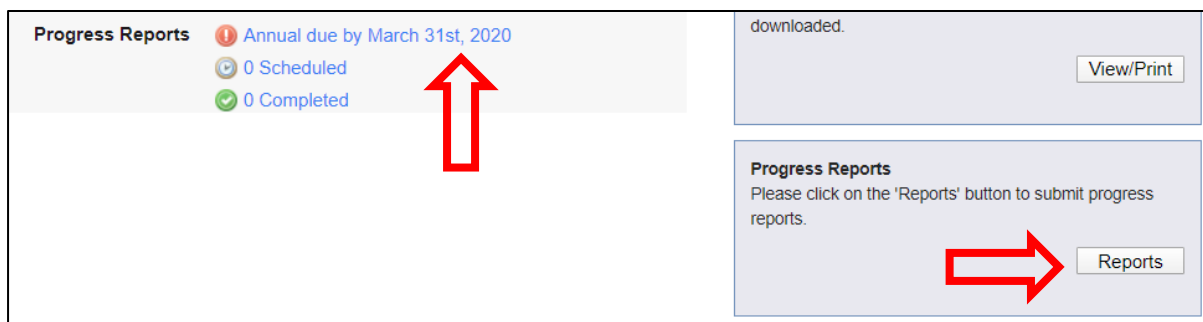


Figure 3: Links to Annual Report form

4.4 On the next page, click the Edit button on the right-hand side as shown in Figure 4.

Note: If you do not see the Edit button, you will not have access to edit the form. Check to make sure you are in the correct Grant for which you are the Principal Investigator.



Figure 4: GEMS Progress Report access link

4.5 If you have not already done so, you will be asked to read and accept the HRB Privacy Policy and Terms and Conditions.

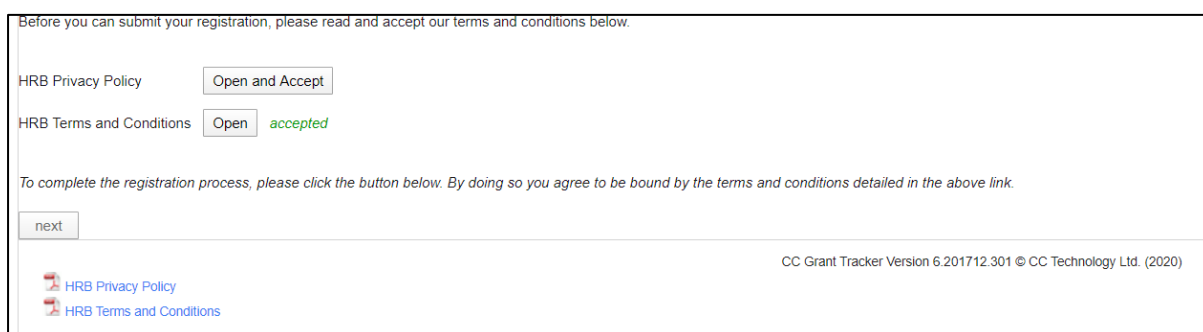


Figure 5: HRB Privacy Policy and Terms and Conditions.

4.6 You will then be brought to the Introduction page for Annual Report 2020. Use the buttons at the top and bottom of the page to navigate through the form and save your entries.

Please read Appendix 1 “Detailed guidance on the Annual Report 2020 Form” for further information on each section.

The screenshot shows the 'Introduction' page of the 'Standard Annual Progress Report 2020 Form' in the GEMS system. The page features a blue header with the HRB logo and the text 'Grant E-Management Systems (GEMS)'. Below the header, there are navigation buttons: 'Previous', 'Next', 'Save and Print', and 'Save and Close'. The main content area is titled 'HRB Annual Report 2020' and contains the following information:

- Introduction:** In accordance with the provisions of Clause 5 of the HRB General Terms and Conditions for Research Awards the Annual Report 2020 is now to be submitted for your Grant.
- Reporting Period:** The Annual Report 2020 should cover the period from the start date of the Grant until 31 December 2019.
- Deadline:** The Annual Report 2020 should be submitted online by **Tuesday 31st March 2020**.
- Guidance:**
 - Please read the Annual Report 2020 Guidance Notes before completing this online report form (click [here](#)).
 - Please complete all sections as required.
 - Please ensure all supporting documentation is uploaded as required.
- Queries:**
 - For Technical Support please contact gemshelp@hrb.ie
 - For all other queries relating to this report please contact Ailbhe Lamont at alamont@hrb.ie

On the left side, there is a sidebar with a progress indicator showing '0% complete' and a list of sections: Introduction, Section 1: Grant details, Section 2: Research Teams and Support Structures, Section 3: Project Progress, Section 4: Career Development, Section 5: KEDS Funding, Section 6: Approval Declaration, Section 7: Financial Progress Report, Section 8: Feedback to HRB, Supporting Documentation, and Validation.

Figure 6: Introduction page for Annual Report 2020 form

5. Contacts

For GEMS technical support, please contact gemshelp@hrb.ie

For any other queries in relation to Annual Reports, please contact Ailbhe Lamont:

Ailbhe Lamont, MSc

Project Officer - Post Award and Evaluation

t +353 1 2345185 e hrbgrants@hrb.ie

Appendix 1 Detailed Guidance Notes on Annual Report 2020 form

Most Grants requiring Annual Reports 2020, will be assigned the Standard form template. The Standard form comprises of eight sections as detailed below. Other form templates for specific schemes such as DIFA, PPI Ignite and MRCG may have additional questions which are not covered in this document, but guidance is also provided on the online form.

Note: Word limits after each text box indicate the maximum number of words that the form will allow but they are not necessarily the requirement and answers should be kept as concise as possible.

Section 1: Grant Details

Details in this section are automatically completed from the existing Grant record. Dates are in accordance with the Grant contract or latest Letter of Variation.

Note: If there is a variation request in progress for a No Cost Extension, the proposed dates of the extension will be shown here. This should not be taken as approval of the variation request until the Letter of Variation is issued.

Section 2: Research Team and Support Structures

2.1 Persons Financially Supported by the Grant

Principal Investigators are required to upload any outstanding Personnel Information Forms (PIF) for staff who are financially supported on the Grant. The PIF template can be downloaded from the “Managing personnel and approvals” section of HRB website: <https://www.hrb.ie/funding/manage-a-grant/grant-amendments-and-policies/>

Details are also requested for **any changes to the personnel types** hired on the grant from those requested in the original application and approved in the grant contract (or subsequently approved). i.e. if the original application stated a Research Assistant was due to be hired but a Post-Doctoral researcher was hired instead.

Note: The full list of people financially supported on the Grant are not required in this section as these details should only be included in Section 7: Financial Progress Report.

2.2 Co-Applicants / Co-Investigators / Partners

Details are requested for **any changes to the current list of Co-Applicants / Co-Investigators / Partners**. These changes should be added to the table provided. The table will allow up to 10 names to be added.

Note: Principal Investigators may request that an individual be added as a Co-Investigator to replace a Co-Applicant who has withdrawn from the team, or in recognition of their substantial role on the award. However, Co-Investigators retrospectively added to a grant do not have the same eligibility

status as a Co-Applicant in future HRB grant applications as they were not a part of the successful peer reviewed applicant team.

2.3 Official Collaborators

Details are requested for **any changes to the current list of Official Collaborators**. These changes should be added to the table provided. The table will allow up to 10 names to be added.

2.4 Sponsorship and mentorship arrangements

This section only applies to certain career development awards. If your Grant is not from one of the schemes listed on the form, this section does not need to be completed.

2.5 Management and/or governance arrangements

Details are requested for management or governance structures that were noted in the original application and/or the Grant contract. If your Grant does not require management or governance structures, this section does not need to be completed.

Section 3: Project Progress

3.1 Overall Progress

Principal Investigators are required to list key study Objectives / Work Packages/ Deliverables for the Grant, as per the original application or most recent Letter of Variation.

Each Objective / Work Package/ Deliverable added to the table provided including the name, a status indicating the current degree of progress and a brief summary of why that status is being selected.

The statuses are as follows:

- ACHIEVED
- ON GOING AND ON SCHEDULE
- ON GOING AND BEHIND SCHEDULE
- NOT STARTED YET

3.2 Progress since last Annual Report

Principal Investigators are required to summarise which aspects of the above work programme were carried out since submission of the last Annual Report.

3.3 Variation from agreed plan

Details are requested for any variation from the original, agreed scientific plan during this reporting period. Principal Investigators are required describe how this differs from the original application and give clear reason(s) for the variation.

Note: In line with the HRB Grant Conditions, significant changes to the project require prior HRB notification and approval. If you are indicating a major change to the project aims or research plan you should have previously received approval from the HRB for this change. If you have not

requested approval for a significant change(s), you should not consider this as being approved but should await a response from the HRB.

3.4 Gantt Chart

An updated Gantt Chart is a compulsory attachment for all Annual Reports. The Gantt Chart should be uploaded as a single document in the space provided.

3.5 KPI Report

An updated KPI (Key Performance Indicators) Report is only required for certain schemes. If your Grant is not from one of the schemes listed, this section does not need to be completed.

3.6 Research Integrity Training

From January 2020, Research Integrity Training has become mandatory for any person financially supported on the Grant i.e. on receipt of salary or other financial support from the Grant Budget.

Principal Investigators must provide training details for **each member of their team** who is financially supported by their Grant.

Section 4: Career Development

This section is only applicable to certain career development awards. If your Grant is not from one of the schemes listed on the form, this section does not need to be completed.

4.1 Education & Training

Details are requested for any key activities and deliverables for training and development, planned during this reporting period, as outlined in your original application (or any variation previously approved by the HRB).

4.2 Training Plan

This section is only applicable to the Interdisciplinary Capacity Enhancement (ICE) scheme.

4.3 HRB-funded PI with protected time for research activity

This section of the report is only applicable to Research Leader Awards.

Section 5: KEDS Funding

Details are required for any Grants that have previously been awarded supplementary funding via the Knowledge Exchange and Dissemination Scheme (KEDS). If your Grant does not have a KEDS award associated with it, this section does not need to be completed.

Section 6: Approval Declaration

A certified Approval Declaration is a compulsory attachment for all Annual Reports 2020.

The Approval Declaration is a declaration of regulatory approvals required for the grant as defined in the latest version of the HRB General Terms and Conditions for Research Award

<https://www.hrb.ie/funding/manage-a-grant/grant-terms-and-conditions/>

From January 2020, a revised Approval Declaration form has been introduced and must now be signed by both the Principal Investigator and an authorised signatory from the Host Institution Research Office.

The revised template should be downloaded from GEMS, completed and certified before being uploaded in the space provided.

Note: It is no longer necessary to provide copies of approval letters/notifications along with your Approvals Declaration.

Section 7: Financial Progress Report

A certified Financial Progress Report is a compulsory attachment for all Annual Reports 2020.

As previously noted, Host Institution representatives will not have direct access to the online GEMS form. The Host Institution Finance Office must liaise with the Principal Investigator in order for the Financial Progress Report to be completed on the excel template provided by HRB and submitted as required. This template will be emailed to each Host Institution Finance Office and is also downloadable from GEMS.

Two versions of the completed Financial Progress Report must be submitted for the Annual Report to be valid:

1. A fully completed excel file with all sheets filled out including a copy of the General Ledger (GL) listing for the reporting period i.e. from the start date until 31st December 2019.
2. A Certified Financial Progress Report as a PDF file.

It is the responsibility of the Host Institution Finance Office to certify and return the completed versions of the Financial Progress Report to the Principal Investigator for them to be uploaded and submitted online via GEMS with the rest of the report.

Note: HRB will not accept Financial Progress Reports that are not submitted via GEMS or any reports submitted on modified templates that have not been provided by HRB.

Section 8: Feedback to HRB

In the final section, Principal Investigators are asked to provide feedback regarding HRB Open Research, findings that may be of interest to HRB Communications team and any comments they have regarding the updated Annual Report process.

Supporting Documents

This section will show all attachments that have been uploaded for the Annual Report 2020.

Principal Investigators must ensure that all compulsory documents have been attached to the report in order for it to be valid for submission.

Note: HRB will not accept reports without compulsory attachments such as the updated Gantt Chart, Approval Declaration, Financial Progress Report and other scheme specific attachments. These reports will be returned to you without review.

Validation & Submission of Annual Reports

Principal Investigators must ensure that all mandatory fields and validation checks have been completed before the form can be submitted.

Once the form has reached its 100% completion, a **Submit Form** button will appear on the Validation summary page, where the Principal Investigator can submit the Annual Report. If you require any clarification on this, please contact HRB.

The deadline for submission of completed online reports is Tuesday 31st March 2020 at 13:00

Once submitted, a HRB staff member will acknowledge receipt of each report and having reviewed the content, they will revert back to the Principal Investigator and Host Institution to confirm satisfactory progress or to request additional information/documentation if required.