Applied Partnership Awards (APA) 2019

Turning Research into Action

Guidance Notes

<table>
<thead>
<tr>
<th>Key Dates:</th>
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<tbody>
<tr>
<td>Call opens</td>
<td>Friday 12\textsuperscript{th} October 2018</td>
</tr>
<tr>
<td>Cycle 1 Application closing date</td>
<td>25\textsuperscript{th} January 2019 @ 1pm</td>
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<td>Cycle 1 Notification of outcome</td>
<td>June 2019</td>
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<tr>
<td>Cycle 2 Application closing date</td>
<td>13\textsuperscript{th} September 2019 @1pm</td>
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<tr>
<td>Cycle 2 Notification of outcome</td>
<td>April 2020</td>
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</table>

Applications must be completed and submitted through the HRB online Grant E-Management System (GEMS) ([https://grants.hrb.ie](https://grants.hrb.ie)), and this system will close automatically at the stated deadline and timeline listed above.

Applicants are strongly recommended to read the ‘Detailed guidance notes for applicants’, appended to this document prior to completing the application form.
Applied Partnership Awards (APA) 2019

Turning Research into Action

Guidance Notes

Table of Contents

1. Background ........................................................................................................................................... 3
2. Aims and Objectives .............................................................................................................................. 4
3. Scope ...................................................................................................................................................... 5
4. Funding available .................................................................................................................................. 6
5. Eligibility Criteria ................................................................................................................................. 7
6. FAIR Data Management and Stewardship ............................................................................................ 10
7. Host Institution ..................................................................................................................................... 10
8. General Data Protection Regulation .................................................................................................... 11
10 Conflict of Interest ............................................................................................................................... 14
11. Timeframe for 2019 call ..................................................................................................................... 14
12. Contact ................................................................................................................................................ 14

Appendix I: Detailed Guidance on the Application Form ........................................................................ 15
Appendix II: Resources/Useful Links ....................................................................................................... 31
Applied Partnership Awards (APA) 2019

Turning Research into Action

Guidance Notes

1. Background

Focus Area 3 in the Health Research Board (HRB) Strategy (2017-2020)\(^1\) sets out a lead role of the HRB in addressing the research needs of the Irish health and social care system. Objective 3.1 aims to “support research that addresses questions of national relevance for clinical and population health practice and for health services management, and translation of the research results into policy and/or practice”. The Applied Partnership Awards is one of a suite of activities to deliver on this objective.

Over the last decade Governments and national research funding organisations across the world have placed greater emphases on driving forward nationally relevant research that is relevant and timely for the national health and social care system and on maximizing the impact of this research on decision making in health policy and practice (e.g. UK, Canada, Australia). Governments and research funders now recognize that it is not sufficient to fund excellent scientists to conduct their own programmes of research, but that publically funded research must also demonstrate a return of investment through ensuring that it addresses national health and social care needs and that the findings are then applied in as short a time as possible to influence decision making in policy or practice.

Engaging ‘knowledge users’ in the research process from idea formulation to dissemination and implementation has been proposed as the funding model most likely to ensure that research findings are relevant and responsive and can influence decision making in the health and social care system\(^2,3\). A knowledge user is defined as one in a position of authority to influence and/or make decisions about health policy or the delivery of services and can act to ensure that the findings of the research will be translated to influence decision making and change within their (or other) organisations. This is typically a health-system manager, policy-maker, health professional or clinician who is in a position to make significant changes to policy or practice. Knowledge user organisations may be Government departments, agencies, hospitals, local government, voluntary organisations, research charities, etc.

\(^1\) http://www.hrb.ie/publications/publications/7/
patient/consumer groups or other organisations involved in making decisions regarding the management, structuring and/or delivery of practice or policy in the Irish health and social care system.

To describe academic/knowledge user partnership funding models the Canadian Institutes of Health Research (CIHR) coined the term ‘integrated knowledge translation’ (iKT)\(^4\) and differentiated this from end-of-grant knowledge translation (KT). The ‘end-of-grant’ translation activities refer to those that are developed and implemented for making knowledge users aware of the research that was gained during a project. Such ‘diffusion’ and ‘dissemination’ activities are important in bridging the research to action gap and the HRB has responded to this through the establishment of its innovative Knowledge Exchange and Dissemination Awards (KEDS). In adopting the broader iKT approaches, however, a key defining factor is that researchers and knowledge users should engage as partners throughout the research cycle from identification of the research issue and question right through to translation of the research findings into policy and/or practice, thus ensuring that the research is relevant to knowledge users and more likely to be used by them.

To date the HRB has funded a number of initiatives where researchers and knowledge users explicitly work together to shape and deliver research evidence (e.g. Collaborative Applied Research Grants, Research Collaborative for Quality and Patient Safety, All Ireland Hospice and Palliative Care Structured Research Network, Research Leader Awards). Building on this and aligned with our strategic objectives, the HRB’s Applied Partnership Awards scheme is fuelled by the principles of iKT, partnership and co-production. This scheme provides support for research projects that are priority-driven, nationally relevant and determined by the needs of the Irish health system.

Based on what is known about the most effective iKT approaches\(^5\) this scheme requires that knowledge users are involved as active partners throughout the research process and that the knowledge users are willing to invest time and resources to the successful completion of the research. Given the need for this initiative to be timely and responsive to knowledge users’ needs and opportunities the HRB have set two pre-agreed peer review deadlines within the one call. This will allow researchers and partner organisations time to develop collaborations, while also allowing the flexibility to submit proposals in a manner which is more representative of the needs of the user organisations.

2. Aims and Objectives

The overarching aim of the Applied Partnership Awards is to support high quality applied research projects where academic researchers and knowledge users come together in a collaboration to focus on themes/questions which are determined by the documented needs of the Irish health and social care system. The research projects should target research that will support the work of healthcare policy and service delivery partners.

**Note:** Documented needs relate to the research priorities or needs of the lead knowledge user applicant. The proposed research should be explicitly linked to the documented evidence needs of the

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\(^4\) Guide to knowledge translation planning at CIHR: integrated and end of grant approaches [http://www.cihr-irsc.gc.ca/e/45321.html]

knowledge user organisation/s and this should be made clear in the application. It is the responsibility of the Lead Applicant Knowledge User to clearly define what these are.

The objectives of the Applied Partnership Awards are to:
- support high quality research that is priority-driven and nationally relevant
- support applied projects, i.e., that have the potential for application/impact on health care policy and practice decision making within a relatively short timeframe (1-2 years)
- engage knowledge users in the research process from question selection through to conduct, dissemination and action to ensure that the issues addressed are relevant, timely and responsive for the Irish healthcare system
- encourage a partnership-based, co-funding model to maximize the resources available to address nationally relevant issues and to optimize the likelihood of the research evidence being applied.

3. Scope

Aligned with the objectives set out in the HRB Strategy, this scheme supports high quality research proposals in clinical and/or population health practice and/or for health services management that are relevant to health priorities in Ireland. The awards will support applied research proposals of between 12-24 months duration where the findings from the research will have a direct impact on the decision making of the knowledge user’s organisation/s. The proposed research should be explicitly linked to the documented evidence needs of the knowledge user organisation/s and it must be clear from the application how the knowledge user/s is integrated throughout the research process. The question/s must be able to be answered by the research partnership and the application should include a clear and concise knowledge translation plan that will highlight how the research findings will be applied by the knowledge user organisation/s.

This scheme will not fund
1. Researcher-led research projects that seek to address a major health challenge and which are primarily aimed at addressing a gap in the scientific research base. While the research proposed in these awards may add to the scientific research base this is not a requirement and should not be the primary aim. Investigator-led research addressing major health challenges that are aimed at adding to the scientific knowledge base are funded through other HRB schemes such as the Investigator-Led Projects.
2. Projects seeking to design and evaluate a trial or intervention. The HRB funds such projects through the Definitive Interventions and Feasibility Awards.
3. Applications from individuals applying for, holding, or employed under a research grant from the tobacco industry.
4. Applications which are solely literature reviews, audits, surveys or needs assessments (although these elements may form part of a wider research study);
5. Applications which are solely or predominately health service developments/evaluations without inclusion of a substantive research element that aims to identify, develop or implement opportunities to improve the service/programme;
6. Applications which are solely or predominately developing the infrastructure for biobanking, databases or patient registers.
4. Funding available

4.1. HRB Funding
The number of awards made cumulatively and in each cycle will depend on the number and quality of applications submitted and the amount requested from each application. The maximum amount that can be requested from the HRB per application is €200,000 (inclusive of overheads). Projects can span durations from 12-24 months. The budget requested and the award duration must reflect the scale and nature of the proposed research, and reviewers will thoroughly assess the level of funds and timeframe requested when reviewing the proposal.

Allowable HRB costs include salary-related costs, running costs (including small items of equipment), dissemination costs and overhead contribution (based on the HRB Policy on Overhead Use).

4.2 Release Time for Knowledge Users
A unique feature of this award scheme is that salary-related funding may be requested from the HRB to enable the release time for knowledge users up to the value of €20,000 per year (This cap applies to HRB funding only. If the co-funder is contributing to the release time they must ensure that this meets the criteria as in the example below for a cash contribution). The €20,000 per year release time funding can be used in full (if required) to fund one knowledge user applicant/co-applicant or it can be allocated between the knowledge user applicant and a number of knowledge user co-applicants if required. The individual/s for who the release time allowance is requested must meet all the following criteria:

- Be a knowledge user applicant/co-applicant on the award whose primary responsibilities/role specification do not include an expectation to engage in research (i.e. as part of their regular employment);
- Have a clear plan setting out the tasks and activities they will be involved in and how this will add value to the overall aims of the project and its application;
- Have secured their organisations approval for the release time on the project that would justify the allowance and have their organisations certify that they are/will be engaged in the activities for which the funds have been requested.

4.3. Knowledge user(s) Co-funding Commitment
For applications to be eligible in this initiative a co-funding commitment is required from the knowledge user organisation/s. The level of the co-funding commitment must be equivalent to a minimum of 20% of the total award grant requested from the HRB and the co-funding counted for this purpose must reflect a cash contribution only (higher and/or additional in-kind contributions are encouraged and welcome). If there is more than one knowledge user organisation involved in the proposal, the co-funding commitment of 20% of the grant requested from the HRB can be split between them. A letter of commitment in respect of the co-funding is required for each knowledge user organisation.
Co-funding Commitment Example

The maximum amount that can be requested from the HRB per application is €200,000 (inclusive of overheads).

By way of examples, if requesting €100,000 from the HRB, the co-funding partners must commit to provide at least €20,000 at time of application; the combined award budget would therefore be €120,000; if requesting €150,000 from the HRB, the co-funding partners must commit at least €30,000; the combined award budget would therefore be €180,000; if requesting €200,000 from the HRB, the co-funding partners must commit at least €40,000; the combined award budget would therefore be €240,000.

Cash Contribution Explained

The HRB will expect to see a cash contribution from the knowledge user(s) organisations that will be used to contribute to the costs of the research. This may be used to employ someone within the award or go towards other required costs. We will not accept in-kind contributions such as a person’s time who is already employed in the organisation, unless this person was being replaced for the period of time that they are working on the research project. If they are not being replaced, this would not be considered a cash contribution.

5. Eligibility Criteria

Applications should be made on behalf of a team which is made up of researchers and knowledge users. The applicant team should designate a Lead Applicant from the research team, and a Lead Applicant from the Knowledge User team. While we acknowledge that there are many individuals in Knowledge User organisations that are also experienced researchers, it is important in this scheme that there are two distinct Lead Applicants.

The applicant team must demonstrate clearly that the appropriate and relevant partners are involved in order to achieve the objectives set out in the research proposal and in a manner that aligns well with the sections included in the application on relevance, knowledge translation plan and impact.

5.1 Lead Applicant—Researcher

The Lead Applicant—Researcher must:

- Hold a post (permanent or a contract that covers the duration of the award) in a HRB recognised Host Institution in the Republic of Ireland (the “Host Institution”) as an independent investigator. For clinicians, an adjunct position in a HRB recognised Host Institution is acceptable, OR
- Be an individual who will be recognised by the Host Institution upon receipt of an award as an independent investigator who will have a dedicated office and research space for the duration of award, for which he/she will be fully responsible. The Lead Applicant does not necessarily need to be employed by the Host Institution at the time of the application submission.

They must show evidence of achievement as an independent researcher in their chosen research field by:
a) Demonstrating a record of research output, with at least three publications of original research in peer reviewed journals. Where appropriate, they should also provide evidence of other outputs such as published book chapters, reports to government and/or any other relevant outputs that have resulted in a significant impact in their field.

b) Demonstrating record of independence by showing that they have secured at least one peer-reviewed research grant for a research project/s, as either the Lead Applicant or a Co-Applicant. Funding received for travel to seminars/conferences and/or small personal bursaries will not be considered in this regard.

c) Show evidence that they possess the capability and authority to manage and supervise the research team.

5.2 What is a Knowledge user?
A knowledge user is defined as one in a position of authority to influence and/or make decisions about health policy or the delivery of services and can act to ensure that the findings of the research will be translated to influence decision making and change within their (or other) organisations.

This is typically a health-system manager, policy-maker, health professional or clinician who is in a position to make significant changes to policy or practice. Knowledge user organisations may be Government departments, agencies, hospitals, local government, voluntary organisations, research charities, patient/consumer groups or other organisations involved in making decisions regarding the management, structuring and/or delivery of practice or policy in the Irish health and social care system.

5.3 Lead Applicant-Knowledge User
While there may be one or more knowledge user organisations involved, the Lead Applicant-Knowledge User should coordinate the application process and provide details on the strategic relevance of the project in the context of national priorities and in the context of the knowledge users listed in the application, they should describe how the question was formulated, refined and agreed, describe how their roles and position will enable them to influence change and action, summarise what prior experience (if any) they have of working with researchers, their plans for collaboration throughout the research process and the time and resources they are committing to the project. They will also be responsible for submitting a letter of commitment in respect of the co-funding.

For the purposes of contracting, payment and management of the award, and because HRB funds can only be awarded to a HRB approved Host Institution in the Republic of Ireland (see section 7), the award will typically be managed by the Host Institution of the Lead Applicant-Researcher.

5.4 Co-Applicants
Co-Applicants will be asked to select whether they are a Researcher co-applicant or a Knowledge User co-applicant for the purpose of the proposed research. Up to a maximum of 10 Co-applicants can be included. It will be up to the Lead Applicants to decide on the balance of researchers and knowledge users that will make up the research team.

A Co-Applicant has a well-defined, critical and substantial role in the conduct and steering of the proposed research. Co-Applicants from outside of the Republic of Ireland are welcome where the nature of the research renders this necessary and is appropriately justified. A Co-Applicant may receive funding for items such as running costs and personnel but will not receive support towards his/her own salary if they are in salaried positions. However, Researcher Co-Applicants can request their own salary,
depending on their role and percentage of time dedicated to the research project, for the duration of the award if they are contract independent investigators. PPI participants should be named as Co-applicants where justified by their level of involvement.

**Note:** It is not mandatory to have 10 Co-Applicants but this is to allow for flexibility should this seem appropriate.

### 5.5 Collaborators

Up to 6 Research **Collaborators** may be included. An official Collaborator is an individual or an organisation who provides an integral and discrete contribution (direct or indirect) to the proposed activities. A collaborator may supply material, may provide training, provide access to specific equipment, specialist staff time, access to data and/or patients, instruments or protocols or may act in an advisory capacity. They can be based in an academic institution, a private enterprise, a healthcare organisation or agency, or come from the charity sector. Profile details must be provided for ALL official collaborators. In addition, each official collaborator must complete a **Collaboration Agreement Form**. A template Collaborator Agreement form will be made available on GEMS for download. Collaborators may be based outside the Republic of Ireland where appropriate and justified.

**Note:** If the success of an application is dependent on access to healthy volunteers or patients, vulnerable population groups, data, databases and/or if a study is part of another planned/existing national or international study (e.g. an existing cohort or longitudinal study), it is advised that you include these details and include the relevant gatekeepers as Collaborators within your application form. This will greatly assist the reviewers and panel members in reviewing aspects of commitment, access and overall project feasibility.

The applicant team will be asked to describe any relevant agreements that they have entered into to facilitate their partnership working. The HRB advise that consideration should be given to issues such as relative responsibilities, governance arrangements, ownership and copyright, access and sharing of data/materials etc. when working up Partnership proposals.

### 5.6 Public and Patient Involvement in Research

The HRB promotes the active involvement of members of the public in the research that we fund. We use the INVOLVE UK ([www.invo.org.uk](http://www.invo.org.uk)) definition of the term 'public' which includes patients, potential patients, carers and people who use health and social care services as well as people from organisations that represent people who use services. Public involvement, as defined here, is distinct from and additional to activities which raise awareness, share knowledge and create a dialogue with the public and it is also distinct from recruitment of patients/members of the public as participants in research.

'Public involvement' represents an active partnership between members of the public and researchers in the research process. This can include, for example, involvement in the choice of research topics, assisting in the design, advising on the research project or in carrying out the research.

Involving members of the public in research can improve quality and relevance. It can:

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- provide a different perspective - even if you are an expert in your field, your knowledge and experience will be different to the experience of someone who is using the service or living with a health condition
- make the language and content of information such as questionnaires and information leaflets clear and accessible
- help to ensure that the methods proposed for the study are acceptable and sensitive to the situations of potential research participants
- help to ensure that the research uses outcomes that are important to the public
- identify a wider set of research topics than if health or social care professionals had worked alone
- help you increase participation in your research by making it more acceptable to potential participants.

In addition to improving relevance and quality of research, it ensures that research is influenced by broader principles of citizenship, accountability and transparency.

In the application, you are asked to describe any public involvement in your research throughout the various stages of research design, conduct, analysis and dissemination. We recognise that the nature and extent of active public involvement is likely to vary depending on the context of each study or award.

6. FAIR Data Management and Stewardship

Data management/stewardship plans (DMP) are nowadays widely accepted as part of good research practice. The HRB support open research\(^7\) and open publishing directly through the HRB open research platform\(^8\). The HRB is now driving the making of research data FAIR (Findable, Accessible, Interoperable and Re-usable) in order to benefit science by increasing the re-use of data and by promoting transparency and accountability. The FAIR data principles\(^9\) provide a guideline for those wishing to enhance the re-usability of their data holdings: these principles put specific emphasis on enhancing the ability of machines to automatically find and use the data, in addition to supporting its re-use by individuals.

For researchers, the move to FAIR and open data means researchers should consider data management issues and and find suitable data repositories at the research planning stage. Applicants will have to provide information about their plans for data management and data sharing at application stage.

7. Host Institution

A HRB Host Institution\(^7\) is a research performing organisation that is approved by the HRB for the purpose of receiving and administering HRB grant funding and is responsible for compliance with all general and specific terms and conditions of awards. HRB Host Institution status is a requirement to submit an application under all of the HRB’s award schemes. The Host Institution for the award is

\(^7\) [http://www.hrb.ie/funding/policies-and-principles/open-research/](http://www.hrb.ie/funding/policies-and-principles/open-research/)
\(^8\) [https://hrbopenresearch.org/](https://hrbopenresearch.org/)
\(^9\) [https://www.force11.org/group/fairgroup/fairprinciples](https://www.force11.org/group/fairgroup/fairprinciples)
normally that of the **Lead Applicant Researcher** but it may be another organisation/institution designated by the research team, where it is clearly justified. In order to be eligible to apply for funding, an Institution must be an approved HRB Host Institution no later than two calendar months before the closing date of a call. A list of currently approved HRB Host Institutions and information on the application process for research performing organisations to be approved as HRB Host Institutions can be found on the HRB website[^10].

**Host Institution Letters of Support** must be provided for (1) all **Lead Applicants Researchers in a contract position** and (2) **Co-Applicants Researchers in a contract position who are seeking their own salary**. The formal letter on headed notepaper, dated and signed by the Head of School/Research Centre/Hospital must include the following information; [**Host Institution** - insert name] which is the host institution of [**applicant - insert name**] confirms that [**applicant - insert name**]: (i) holds an employment contract which extends until [**insert date**] or will be recognized by the host institution upon receipt of the HRB APA award as a contract researcher; (ii) has an independent office and research space/facilities for which he/she is fully responsible for at least the duration of the award, and (iii) has the capability and authority to mentor and supervise post-graduate students and post-doctorate researchers. Electronic signatures are acceptable for letters that are uploaded on the HRB GEMS system.

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

### 8. General Data Protection Regulation

The **General Data Protection Regulation** (GDPR) came into force on 25 May 2018. As a result the **applicant team** will be asked through GEMS to **confirm you understand** that personal data provided as part of this application, including but not limited to CV information, may be shared with person(s) based outside of the European Economic Area (EEA) for the specific purpose of obtaining peer reviews of this application. International reviewers play a vital role for the HRB in setting standards and in benchmarking our scientific community to enable them to operate in a global context. Individual peer reviewers are selected for their specific expertise in relation to submitted applications, and can be based anywhere in the world.

Furthermore, by confirming participation, you will be asked to **confirm you understand** that the HRB uses the information you provide (regarding all applicant team members) to consider your application, contact you about your application, and if you are successful, to manage your grant throughout its lifetime in accordance with HRB general T&C for research awards. This will include contacting you with regard to monitoring of progress through written reporting and other means e.g. interim review. We will publish some basic information on successful awards including PI, Host Institution, amount awarded and lay summary on our website and may highlight individual awards or researchers in more detail (with specific consent). We will also use the information you have provided to generate general statistics around our current funding portfolio, and to evaluate our funding mechanisms and investment. After your grant has ended we will continue to keep your information on file (in accordance with HRB policies) to allow us to evaluate the outcomes, outputs and impacts of HRB investment in your research.

[^10]: [http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/](http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/)
Please note that we will also use information associated with unsuccessful applications for a number of the purposes outlined above such as generating general statistics around our current funding portfolio, and to evaluate our funding mechanisms and investment e.g. demographics of applicants, research areas of applicants. Similarly we will use the information provided about people employed on awards to help evaluate our career support and capacity building initiatives.

9. Application, Review Process and Review Criteria

9.1 Grant E-Management System (GEMS)
Applications must be completed and submitted through the HRB online Grant E-Management System (GEMS) (https://grants.hrb.ie).

The application must have been reviewed and approved by the signatory approver at the research office (or equivalent) in the host institution before it is submitted to the HRB. Therefore, applicants should ensure that they give the signatory approver sufficient time before the scheme closing date to review the application and approve it on GEMS. Please note that many host institutions specify internal deadlines for this procedure.

The HRB is committed to an open and competitive process underpinned by international peer review. To ensure the integrity of the assessment process, conflict of interest and confidentiality are applied rigorously in each stage of the process.

9.2 HRB Gender Policy
The HRB Gender Policy came into effect on 1 June 2016. In line with international best practice the HRB has a responsibility to support both women and men to realise their full potential in order to ensure equality of opportunity and to maximise the quantity and the quality of research. To ensure fairness and equality to all applicants, each funding application received will be assessed as outlined in the call guidance documentation for that particular funding round. To ensure gender balance in decision-making, the HRB aims to reach the international best practice target of 40% of the under-represented gender in all HRB panels where possible. Gender will also be considered when appointing the position of Panel Chair.

9.3 Peer and Panel Review
Following an initial eligibility check, the proposals submitted to this scheme will undergo a two phase review process. The first phase will include an online peer review approach that takes into consideration the strengths and weaknesses of the application relating to the scientific criteria detailed below. Applicants will be expected to score highly on the scientific criteria in order to move forward to the next review phase.

Following feedback and commentary from online reviewers, an international grant selection Panel will be convened to discuss applications. In addition to scientific and methodological experts, panel members from knowledge user organisations will be invited to participate. The panel will review the strengths and weaknesses of the application relating to the scientific and knowledge translation criteria.

11 http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-gender-in-research-funding/
detailed below. Each application will be assigned to a scientific panel member and a knowledge user panel member. Successful applications will be expected to be rate highly on both assessment criteria before being recommended for funding. Applications recommended for funding by the grant panel will be submitted to the Board of the HRB for approval.

9.4 Review criteria
Reviewers are asked to note the review criteria below and are asked to outline the strengths and weaknesses of the application.

Peer reviewers will provide a single score taking into consideration the scientific criteria. However, peer reviewers have the option to provide comments on the knowledge translation criterion should they wish.

Panel members will provide a single score taking into consideration all criteria. The scientific criteria are weighted equally to the knowledge translation criterion.

Although reviewers aren’t asked to consider PPI as part of the review criteria detailed below; panel members may take PPI approaches into consideration under any of the assessment criteria if considered relevant.

Scientific criteria

1. Research topic
Does the project address a health priority in Ireland, and is it likely to affect the way care is delivered in Ireland?

Irish Health Priority areas should be nationally relevant and determined by the needs of the Irish health system. Applicants are expected to demonstrate this in their application.

2. Design and methodology
Will the research design and methodology answer the research question?

3. Team & partnership arrangements
Does the research team have the expertise and experience to deliver on the proposed project? Is it a genuine partnership between researchers and knowledge users?

4. Management plan
Is there an appropriate project plan and risk mitigation?

Knowledge translation criterion

5. Knowledge translation
Is there real potential for translation of the findings into policy and/or practice?
10 Conflict of Interest

Conflict of interest rules are applied rigorously. Where a conflict of interest exists, the reviewer is requested to inform the HRB immediately so that an alternative reviewer may be appointed. International peer reviewers will not provide comments or scores on any application on which they have a conflict of interest.

Reviewers must adhere to high standards of integrity during the peer review process. They must respect the intellectual property of applicants and may not appropriate and use as their own, or disclose to any third party, ideas, concepts or data contained in the applications they review.

11. Timeframe for 2019 call

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<th>Call open to applicants</th>
<th>12th October 2018</th>
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<tr>
<td><strong>Peer Review Cycle 1</strong></td>
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<tr>
<td>Closing date</td>
<td>25th January 2019</td>
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<td>Review period</td>
<td>Feb – April 2019</td>
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<tr>
<td>Right to respond (10 Working days)</td>
<td>April 2019</td>
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<tr>
<td>Panel meeting</td>
<td>Late May 2019</td>
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<td>Recommendations to HRB Board</td>
<td>June 2019</td>
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<tr>
<td>Applicants informed of outcome</td>
<td>July 2019</td>
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<tr>
<td><strong>Peer Review Cycle 2</strong></td>
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<tr>
<td>Closing date</td>
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<td>Review period</td>
<td>October –December 2019</td>
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<td>Right to respond (10 Working days)</td>
<td>December 2020</td>
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<td>Panel meeting</td>
<td>February 2020</td>
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<tr>
<td>Recommendations to HRB Board/ET</td>
<td>March 2020</td>
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<tr>
<td>Applicants informed of outcome</td>
<td>April 2020</td>
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12. Contact

Sara Lord
Project Officer
E. slord@hrb.ie
T. 01 – 2345 205

The HRB’s procedure for appealing funding decisions is available at http://www.hrb.ie/funding/funding-schemes/before-you-apply/relevant-policies/
Appendix I: Detailed Guidance on the Application Form

Only registered users of the GEMS system can apply for grants. In order to submit an online application to the HRB, applicants are required to register at the following address: https://grants.hrb.ie

*Please refer to the GEMS Technical Guidance Notes for further information.*

The **Lead Applicant-Researcher** must create the application but it can then be jointly completed with the **Lead Applicant-Knowledge User** and named co-applicants.

- Lead Applicants can register on GEMS and they will receive an email to confirm their registration and log in details. The Lead Applicant can then add information on their contact and CV details in ‘Manage My Details’ section of GEMS.
- Lead Applicants previously registered on GEMS can login to GEMS and update any information regarding their contact and CV details in ‘Manage my details’.

Once logged in to GEMS applicants are taken directly to the Home page which is the starting point to create a new Grant application.

Once the Lead Applicant-Researcher selects the APA scheme on GEMS, s/he will be asked to go through a check list of mandatory Yes/No questions. In order to start the application the Lead Applicant-Researcher must satisfy the conditions of this check list.

The Lead Applicant-Researcher will be then able to start the application. Further details for completing each of the main sections of the application form are provided below:

**Lead Applicant Declaration**

**Agreement to share personal data in application**

I understand that personal data provided as part of this application, including but not limited to CV information, may be shared with person(s) based outside of the European Economic Area (EEA) for the specific purpose of obtaining peer reviews of this application. Y/N

**1. Host Institution and Signatory Notification**

**1.1 Host Institution**

A **HRB Host Institution** is a research performing organisation that is approved by the HRB for the purpose of receiving and administering HRB grant funding and is responsible for compliance with all general and specific terms and conditions of awards. HRB Host Institution status is a requirement to submit an application under all of the HRB’s award schemes. The **Host Institution for the award** is normally that of the **Lead Applicant Researcher** but it may be another organisation/institution designated by the research team, where it is clearly justified. In order to be eligible to apply for funding, an Institution must be an approved HRB Host Institution no later than two calendar months before the closing date of
a call. Approved HRB Host Institutions are listed on our website\textsuperscript{12}. Information is available on the same webpage on the application process for research performing organisations to be approved as HRB Host Institutions.

In GEMS you will be asked to identify a Host Institution (from this list) and type it in full (do not use acronyms such as UCD, TCD, NUIG). Once you have entered the first 3-4 characters of the HI, you will be assisted with auto-select options. It is important that the HI name is entered accurately and in full as an incorrect entry may result in delays in attaining HI approvals.

1.2 Signatory Notification (within Host Institution)
Once the Host Institution is selected at the initial stages of application creation this will allow the Lead Applicant Researcher to notify the authorised signatory (Dean of Research or equivalent person authorised to endorse research grant applications for the Host Institution) in that Host Institution of the Lead Applicant-Researcher’s intention to submit an application to the APA 2019. The signatory’s details are pre-populated in the system so the applicant just needs to click ‘NOTIFY’ within GEMS. We recommend that you notify the HI signatory of your intention to apply as soon as possible in the application process. The signatory will receive an email from GEMS with the name and email details of the Lead Applicant-Researcher and if they have any queries or clarifications they can engage directly to resolve them with the Lead Applicant-Researcher. The HI signatory must confirm their willingness to participate as HI for the application through GEMS and once they do this a PDF of the application will be available for them to review with a view to them ultimately approving the final version for submission to the HRB.

2 Lead Applicant-Researcher, Lead Applicant-Knowledge User, Co-Applicants and Collaborators details

2.1 Lead Applicant-Researcher’s Details
Details are requested about the Lead Applicant-Researcher including their position and status (contract or permanent) and whether they are seeking salary-related costs and their supervisory experience. Please note that a letter of support from the Host Institution must be provided if the Lead Applicant-Researcher is on a contract position.

For Lead Applicant-Researcher holding contract positions, a Letter of Support from the Head of School/Research Centre must also be included.

\begin{quote}
Host Institution Letters of Support must be provided for (1) all Lead Applicant-Researcher in a contract position and (2) Co-Applicants Researchers in a contract position who are seeking their own salary. The formal letter on headed notepaper, dated and signed by the Head of School/Research Centre must include the following information; [Host Institution – insert name] which is the host institution of [applicant - insert name] confirms that [applicant - insert name]: (i) holds an employment contract which extends until [insert date] or will be recognized by the host institution upon receipt of the HRB APA award as a contract researcher; (ii) has an independent office and research space/facilities for which he/she is fully responsible for at least the duration of the award, and (iii) has the capability and authority
\end{quote}

\textsuperscript{12} http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/
to mentor and supervise post-graduate students and post-doctorate researchers. Electronic signatures are acceptable for letters that are uploaded on the HRB GEMS system.

The Lead Applicant-Researcher’s contact and CV details (Name, contact information, institution, present position, employment history, profession and membership of professional bodies) are managed in ‘manage my details’ section of GEMS and are automatically included in any application created involving that individual.

Publications and Funding Record
You are asked to include your 10 most relevant publications to this application on which you have acted as senior author.

Publications are automatically included in any application created involving the Lead Applicant Researcher. To update this information edit the ‘Update CV’ section of 'Manage my Details' on GEMS. You can then use the Publication selection tool in the relevant section of the application form to select your 10 most relevant publications for this application.

You should also include your 5 most relevant funding awards as Principal Investigator or co-applicant.

For the purpose of this application form Funding Record details should be added directly on to the application form and will not be pulled through from the ‘manage my details’ section of GEMS.

Additional evidence of experience and expertise relevant to this application
Lead Applicant-Researcher’s may also wish to include any additional experience or expertise that will support their application. For example, previous experience of working in collaboration with knowledge users to produce research or evidence for health, evidence of how their research outcomes have been translated into areas of policy and/or practice or of links with other researchers (including those from other research disciplines), evidence of Patient Public Involvement in research that they have undertaken, recognised contributions to research for national need (if not apparent from other sections), and roles/responsibilities as a constructive and effective change agent. The word limit is 300 words.

2.2 Lead Applicant-Knowledge User Details
Details are requested about the Lead Applicant-Knowledge User including their position and status (contract or permanent) and whether they are seeking release time salary-related costs. Please note that a letter of release time approval support from the Lead Applicant-Knowledge User organisation must be provided if the Lead Applicant-Knowledge User is requesting salary-related costs.

The Lead Applicant-Researcher’s contact and CV details (Name, contact information, institution, present position, employment history, profession and membership of professional bodies) are managed in ‘manage my details’ section of GEMS and are automatically included in any application created involving that individual.

Evidence of expertise and experience in influencing decision making
A knowledge user is defined as one in a position of authority to influence and/or make decisions about health policy or the delivery of services and that can act to ensure that the findings of the research will be translated to influence decision making and change within their (or other) organisations.
Knowledge users should highlight their previous and current roles in influencing decision making processes within their organization or other relevant organisations. They should also highlight their specific experiences and expertise for the Lead Applicant-Knowledge User role in relation to the proposed research. The word limit is 300 words.

**Additional evidence of experience and expertise relevant to this application**

Lead Applicant-Knowledge User’s may wish to include any additional experience or expertise that will support the application. For example, you may wish to include any relevant research experience/expertise, previous experience of working in collaboration or links with researchers to produce research or evidence for health, link, evidence of Patient Public Involvement in your knowledge user role, and roles/responsibilities as a constructive and effective change agent. If you have research expertise / experience you may wish to include relevant outputs such as publications, funding secured or other outputs. The word limit is 800 words.

**Researcher & Knowledge User Partnership**

You are asked to outline the rationale of the proposed partnership and any linkages between the academic and knowledge user organisations that may already exist. You must provide evidence on how the research and knowledge user teams worked together to co-develop the research question and process, and how you will work together as equal partners throughout the research process to achieve the objectives of the proposed research. The word limit is 500 words.

### 2.3 Co-Applicants

The Lead Applicant Researcher can add up to 10 co-applicants to an application by entering their name on GEMS. If the Co-applicant is already registered on GEMS, the system will find them and will allow the Lead Applicant Researcher to select them. Alternatively, a co-applicant can be added manually by entering their name and email details. GEMS will send them an email with login details for completing the registration process and will inform them that they have been invited by the Lead Applicant to participate on the application as a co-applicant. PPI Participants can register in the same way as Co-Applicants.

Registered Co-applicants can decide whether to accept or reject their participation and consent to the application being submitted jointly in their name. If a co-applicant rejects participation on an application the PI is informed and may revise the application accordingly. Co-applicants which accept to participate in an application will be able to edit the application. The system will flag through a pop-up warning if another user is working on the application form at the same time. A member of the applicant team may choose to over-ride this pop-up message and continue to enter data but it’s advisable that they contact the other person directly to avoid losing data when applying the override function.

Prior to validation and submitting the application to the authorised signatory of the nominated Host Institution for the final approval stage, Co-applicants must also approve the content of the application.

**Co-Applicants Contact and CV Details**

Each co-applicant can manage their contact and CV details (Name, contact information, institution, present position, employment history, profession and membership details of professional bodies) under the ‘Manage my Details’ section of GEMS and this information will be automatically included in any application that involves this individual.
Co-Applicants will be asked to select whether they are a **Researcher** or a **Knowledge User co-applicant** for the purpose of the proposed research. There will also be an option for PPI co-applicants to identify as such.

### 2.4 Researcher Co-Applicants

**Researcher Co-Applicants** will be asked to provide additional information including their 5 most relevant publications, their relevant funding record and their current position and status (contract or permanent) in the application form.

For Researcher Co-Applicants holding contract positions who are seeking their own salary, a **Letter of Support** from the Host Institution must also be included.

**Host Institution Letters of Support** must be provided for (1) all Lead Applicant-Researchers in a contract position and (2) Researcher Co-Applicants in a contract position who are seeking their own salary. The formal letter on headed notepaper, dated and signed by the Head of School/Research Centre must include the following information; [Host Institution – insert name] which is the host institution of [applicant - insert name] confirms that [applicant - insert name]: (i) holds an employment contract which extends until [insert date] or will be recognized by the host institution upon receipt of the HRB APA award as a contract researcher; (ii) has an independent office and research space/facilities for which he/she is fully responsible for at least the duration of the award, and (iii) has the capability and authority to mentor and supervise post-graduate students and post-doctorate researchers. Electronic signatures are acceptable for letters that are uploaded on the HRB GEMS system.

### 2.5 Knowledge User Co-Applicants

**Knowledge User Co-Applicants** will be asked to provide additional information regarding **Evidence of expertise and experience in influencing decision making within knowledge user organisation(s)**. A knowledge user is defined as one in a position of authority to influence and/or make decisions about health policy or the delivery of services and that can act to ensure that the findings of the research will be translated to influence decision making and change within their (or other) organisations.

They will be asked to highlight their previous and current roles in influencing decision making processes within their organization or other relevant organisations. They should also use this space to highlight their specific experiences and expertise for the Knowledge User Co-Applicant role in relation to the proposed research. The word limit is **300 words**.

**Knowledge User Co-Applicants** will also be asked to provide information regarding **Additional evidence of experience and expertise relevant to this application**. Co-Applicants may wish to include here any additional experience or expertise that will support the application. For example, they may wish to include any relevant research experience/expertise, previous experience of working in collaboration or links with researchers to produce research or evidence for health, evidence of Patient Public Involvement in your knowledge user role, and roles/responsibilities as a constructive and effective change agent. If they have research expertise / experience, Co-Applicants may wish to include relevant outputs such as publications, funding secured or other outputs. The word limit is **800 words**.

Knowledge User Co-Applicants will be asked if they are seeking a release time allowance as part of this application. Release time for knowledge users is a unique feature of this scheme in that it will allow up to €20,000 per year for release time for the knowledge user(s). (This cap applies to HRB funding only). The €20,000 per year release time funding can be used in full (if required) to fund one knowledge user
applicant/co-applicant or it can be allocated between the knowledge user applicant and a number of knowledge user co-applicants if required. **To be eligible that knowledge user(s) must meet all the following criteria.**

- Be a knowledge user applicant on the award whose primary responsibilities/role specification do not include an expectation to engage in research (i.e. as part of the regular employment);
- Have a clear plan setting out the tasks and activities they will be involved in and how this will add value to the overall aims of the project and its application;
- Have secured their organisations approval for the release time on the project that would justify the allowance and have their organisations certify that they are/will be engaged in the activities for which the funds have been requested.

A **letter of release time approval support** from the Co-Applicant-Knowledge User organisation must be provided if the Co-Applicant -Knowledge User is requesting Release time costs.

### 2.6 PPI Co-applicants

PPI Co-Applicants should provide some information regarding their experience and expertise relevant to this application. For example, they may wish to include relevant experience as a service user or carer, relevant experience from their personal lives, prior experience in PPI or any other useful background information. The word limit is **400 words**.

### 2.7 Collaborators Details

The Lead Applicant Researcher can add **up to 6 collaborators** per application. Unlike Co-applicants, the information for Collaborators is **not** automatically drawn from the ‘Manage my Details’ section of GEMS but must be entered by the Lead Applicant Researcher. The Lead Applicant Researcher must enter **contact and CV details** for all collaborators including name, contact information, institution, present position, employment history, profession and membership details of professional bodies, **Publications and Funding Record** (if applicable) (five most relevant publications in peer-reviewed journals and details of any past or current grants held (including HRB grants) relevant to this application where the collaborator has acted as Principal Investigator or Co-Applicant).

In addition, for each Collaborator a signed **Collaboration Agreement Form** must be provided. A template Collaboration Agreement Form is available for downloaded from GEMS. Forms must be completed, signed, dated and uploaded where indicated on HRB GEMS. Please label each form with the name of the relevant collaborator. Electronic signatures are acceptable on letters/forms that are uploaded on GEMS.

### 3. Project Details

#### 3.1 Project Title

You are asked to provide a title that clearly describes the research to which this application is related. This should be descriptive and concise and should reflect the aim of the project.

#### 3.2 Project Duration and Start date

Please indicate the expected length of the proposed project in months (minimum duration of 12 months and maximum duration is 24 months) and the proposed start date. For the 2019 Round it is expected
that the earliest start date for Cycle 1 is August/September 2019 and the earliest start dates for Cycle 2 is May/June 2020.

3.3 Project Lay Summary
You are asked to provide a brief summary of the proposed research including the importance for health and social care in Ireland, the objectives, design, expected outcomes and potential of the findings to influence decision making for health policy and/or practice in Ireland.

The lay 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. Avoid the use of highly technical terms. This summary may be used when providing information to the public concerning the variety of research funded by the HRB. The word limit is 300 words.

3.4 Project Abstract
This should be a succinct summary of the proposed research. This structured summary should outline the background to the research, the aims of the work, including the question to be addressed by the research, the plan of investigation and a summary of the potential impact on health and social care policy and/or practice. Ideally it provides a clear synopsis of your proposal and should set the research proposal in context. The word limit is 300 words.

Please note that this section of the application form will be used as an overall summary, and therefore, should be a stand-alone section. Any abbreviations used elsewhere in the proposal should be defined here.

3.5 Keywords
Please enter up to 5 keywords that specifically describe your research project.

4. Project Description
Please ensure that your application is focused and that sufficient evidence is provided to enable the international peer reviewers and grant selection panel members to reach a considered judgement as to the quality of your research proposal, its scientific merit and the potential impact of the project in an Irish context. Of particular importance is that you clearly highlight the rationale for the proposed research within the Irish context and keeping in mind that the reviewers will not be from Ireland you must clearly state the rationale and how the findings of the study will be used to influence decision making in the knowledge user’s organisation(s).

The Project Description must include:
- Current knowledge, Background to the area, Relevance and Knowledge Gap
- Overall Aim
- Objectives and Deliverables (including Gantt chart or alternative)
- Research Design and Methodological approach
- Public Involvement in Research
- Gender issues in the research project
- Potential Risks and Ethical Concerns
- Impact Statement
- Knowledge Translation and Dissemination Plan
- Project Management
4.1 Current knowledge, Background to the area, Relevance and Knowledge Gap
Describe the background to the research proposal and detail the size and nature of the issue to be addressed. Include evidence from the literature and give references to any relevant systematic reviews. Where available, include a description of any pilot work, professional and consumer consensus studies already undertaken.

Summarise the need for research in this area, and the rationale for the particular lines of research you plan to pursue. Include the importance of the proposed research for Ireland at a national level and describe the anticipated outputs, outcomes and impact of the proposed research, indicating the anticipated timescale for any proposed benefits to be realised. Provide a clear description of the problem to be addressed and explain why it is important and timely, especially in an Irish context. Be aware that the peer reviewers reading your proposal will be based outside of Ireland, so it is important to describe the current healthcare delivery context in Ireland when discussing issues around need, relevance, timeliness and feasibility.

Demonstrate how the proposed research will build on existing research to influence the application of the research findings into the Irish healthcare system.

Explain how the research has the potential to address the knowledge gap within healthcare services or policy and how it will accelerate the translation of the findings to enable evidence informed decision making. The word limit is 1200 words.

NOTE: you are strongly advised to read the Guidance Notes and in particular the assessment criteria when writing this section.

4.2 Overall Aim
Please state the overall aim of the research project. The awards will provide support for applied research proposals of between 12-24 months duration and where the findings from the research will have a direct impact on the decision making of the knowledge user’s organisation/s. The word limit is 100 words.

4.3 Objectives and deliverables
Please add a minimum of 3 research objectives. Objectives should be SMART (specific, measurable, achievable, realistic and time-bound). For each objective list a subset of deliverables which will be used to monitor progress throughout the lifetime of the award if successful. Objectives/deliverables should be mapped against estimated completion timelines in a Gantt chart, and any milestones highlighted.

The word limit is 60 words for each objective and 150 words for the deliverables.

You must upload a Gantt chart which lists the above objectives and deliverables against the estimated timelines for completion, together with any additional milestones/key dates.

4.4 Research Design and Methodological Approach
Summarise the proposed research plan, providing descriptions of any individual work packages and describe how they integrate to form a coherent research project. Include details of the general experimental approaches, study designs and techniques that will be used. Include details on all stages of
the study design including rationale for sampling strategy, justification of sample size and power calculation, details on the design chosen and the intervention (where relevant), the methods of data collection, measures, instruments and techniques of analysis for quantitative and qualitative designs, outcomes measures and data analysis/management plans. The word limit is 4500 words.

4.5 Public and Patient Involvement in the research project
The HRB promotes the active involvement of members of the public in the research that it funds where the term 'public' includes patients, potential patients, carers and people who use health and social care services as well as people from organisations that represent people who use services. The HRB recognises that the nature and extent of active public involvement is likely to vary depending on the context of each study. Please provide details of where there has been public involvement in the preparation and/or design of this application and/or provide details of proposed future public involvement in later stages (e.g., conduct, analysis and/or dissemination). Provide information on the individuals/groups and the ways in which they will be involved. If you feel that this is not applicable to your application you are asked to explain why. The word limit is 600 words.

4.6 Gender issues in the research project
A key objective of the HRB is to strive for gender balance in Irish health research. We encourage a balanced participation between women and men in all research activities. Please identify and explain how you address sex and/or gender issues in your research. Indicate whether a potential sex and/or gender dimension may be present or could arise in the course of your proposed research:
• If so, outline how sex and/or gender analysis will be integrated in the design, implementation, evaluation, interpretation and dissemination of the results of the research.
• If not, outline why it is not relevant to the research proposal.
The word limit is 500 words.

4.7 Potential risks and ethical concerns
Please address any potential risk and/or harm to the safety of the patients or human subjects/participants in the study, if relevant, and highlight any potential ethical concerns during this study and/or at follow-up stage, even if not part of this application, and how you propose to deal with them. The word limit is 400 words.

4.8 Impact statement
Summarise the impact from the proposed research to the knowledge user organisation(s). Include a clear statement of the relevance of the proposed research to societal health priorities in Ireland and the impact that it will have on national clinical and/or population health and/or health services management in the short term (1-2 years).

This statement should be specific and provide information that the external reviewers will find helpful in assessing the potential impact of the proposed research. Impact statements should be written primarily in plain English, and cover potential impacts in terms of who will benefit from this research as well as how they will benefit. The word limit is 600 words.

4.9 Knowledge Translation and Dissemination Plan
The proposed research should be explicitly linked to the documented evidence needs of the knowledge user organisation/s and it must be clear from the application how the knowledge user/s is integrated
throughout the research process. The question/s must be able to be answered by the research partnership and the application should include a clear and concise knowledge translation plan that will highlight how the research findings will be applied by the knowledge user organisation/s.

Please outline the knowledge translation plan including the processes or steps that will be undertaken to support the uptake of the research findings to influence health and social care policy and/or practice. The knowledge translation plan should include plans for the end of grant diffusion and dissemination. It should also detail the management process that will be used to ensure that the knowledge from the research is not just disseminated but is actively translated to influence policy and/or practice.

In addition the research team should detail how they will assess the impact of the project on the knowledge user organisation(s).

This should include the following: how dissemination strategies will be tailored to meet the needs of stakeholders so the results are of maximum utility; and the planned timeframe and forum for implementation (should results be positive). Applicants are expected to identify and demonstrate how the research findings are likely to enable the healthcare services or policy sector to make informed decisions or valuable changes to its practice, expenditure and/or systems in the short term (up to 2 years).

In developing the knowledge translation plan, applicants are advised to consider the following questions:

- To what extent will the project have relevant findings that will ultimately have a substantive and sustainable impact on relevant national health outcomes, practice, programmes and/or policies?
- To what extent will the project’s findings be transferable to other practice, programmes and / or other policy contexts?
- To what extent will knowledge users be involved in interpreting the results and informing knowledge translation plans/activities?
- Are end of grant knowledge exchange and dissemination activities suitable for its goals and target audiences?
- To what extent does the evaluation plan demonstrate how the research team will assess the projects impact?

**Note:** Applicants should ensure knowledge translation and not just dissemination is clearly outlined in this section.

**Note:** applicants are strongly advised to read the Guidance Notes and in particular the assessment criteria that will be used to assess applications. The word limit is 600 words.

**4.10 Project Management**

Please describe how the research project will be managed. Describe any oversight, advisory or governance structures that are crucial to delivery of the project, including a steering committee or data safety and monitoring committee if applicable. Outline the processes that will be put in place to ensure that the project is well managed, commenting on project management, meetings schedules, financial management etc. The word limit is 600 words.
A file upload option is available to include an attachment to support your Project Description. A maximum of 5 figures, which can be a combination of images, graphs, tables, scales, instruments or surveys, may be uploaded as a single document on HRB GEMS. They must not be embedded within the text of the Project Description. The maximum size is 2MB.

4.11 References
A full description of the Publications cited in the Project Description should be provided. You can enter a maximum of 30 publications. Please enter references in the same format. For example the following format may be used:


For book and printed source citations:

5. Details of Research Team

5.1 Lead Applicant-Researcher
Outline the role of the Lead Applicant-Researcher in this project on a day-to-day basis including the amount of time to be dedicated to working on this project, either as a percentage or a proportion of a full time equivalent (FTE). The word limit is 250 words.

5.2 Lead Applicant-Researcher Knowledge user
Outline the role of the Knowledge User Principal Investigator in this project on a day-to-day basis including the amount of time to be dedicated to working on this project, either as a percentage or a proportion of a full time equivalent (FTE). The Lead Applicant-Knowledge user must describe how their role and position will enable them to influence change and action arising from the research proposed. The word limit is 250 words.

5.3 Co-Applicant’s Role
For each Co-Applicant please outline their role in the project. The word limit is 250 words.

5.4 Collaborator’s Role
For each Collaborator please outline their role in the project. The word limit is 250 words.

5.5 Personnel
Please give details of all personnel to be funded through this project including the Lead Applicants if relevant. Note that you must justify the nature of all research personnel relative to the scale and complexity of the project. If funding is requested for known personnel, please include the following details: Name, address, present position, academic qualifications and professional qualifications. The word limit is 400 words.

6. Infrastructure & Support
**Infrastructure and Support**
Describe the infrastructure, facilities, specialist expertise and other support available at the Host Institution and/or at other sites where the research will be conducted. Please include details of critical supports in areas such as statistics, methods, trial management or regulatory expertise where this is being provided above and beyond the activities/expertise of members of the research team. The word limit is **400 words**.

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**7. Project Budget**

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

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

**Important**: Please include the amount from the co-funder in the co-funding contribution section only. In the justification section for the co-funding contribution, details of how this contribution will be spent should be provided.

**Overheads Note**: Overheads will only be paid on the costs requested from the HRB.

The following costs can be requested under the APA budget: Personnel costs, Running costs, Equipment costs, Dissemination costs and Overhead costs.

**Important**: The €20,000 per year release time funding for knowledge user applicants and /co-applicants should be detailed under Personnel costs.

**Note**: You are **strongly advised** to seek guidance from the research office/finance office in the host institution before completing this section of the form. The HRB will not provide additional funding in the case of either under-estimates or over expenditure.

Funds will be provided for the following:

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<tr>
<th>1. Personnel costs</th>
<th>Must be listed for all salaried personnel</th>
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<tr>
<td>a) Salary</td>
<td>Gross Annual Salary (including 5% employee pension contribution) negotiated and agreed with host institution. Applicants should use the IUA website scales for the most up-to-date recommended salary scales for academic researchers <a href="http://www.iua.ie/research-innovation/researcher-salary-scales/">http://www.iua.ie/research-innovation/researcher-salary-scales/</a></td>
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<tr>
<td></td>
<td>Please note employee pension contribution of 5% has already been incorporated into the IUA gross salary figure.</td>
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<td></td>
<td>Applicants are advised that public sector pay increases for the period until end of 2020 have been agreed. Please find new pay scales at</td>
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If your application stretches beyond 2020; please apply a salary contingency of 2.5% p.a.

**Note:** The HRB does not provide funding for the salary or benefits of academic staff within research institutions that are already in receipt of salary or benefits. The HRB does not provide salary or buy out time for collaborators.

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<td><strong>b) Employer’s PRSI</strong></td>
<td>Employer’s PRSI contribution is calculated at 10.85% of gross salary.</td>
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| **c) Employer Pension Contribution** | Pension provision up to a maximum of 20% of gross salary will be paid to the host institution to enable compliance with the Employment Control Framework (an additional 5% employee contribution is part of the salary). The level of employer contribution should be in accordance with the model adopted by the host institution.  
If applicable, state the amount of employer contribution based on the pro rata salary and note the % of pro rata salary used to calculate this for reference.  
Exceptions apply where Circular letter 6/2007 applies. Circular Letter 6/2007 states that the pensions contribution of all Public Health Service employees who, on or after 1 June 2007, are granted secondments or periods of special leave with pay to enable them take up appointments with other organisations, including other Public Health Sector organisations, will be increased to 25% of gross pensionable pay. The rate of 25% of gross pensionable pay referred to in this context is the pension contributions to be paid by the body to which the employee is seconded – it does not include any pension contributions which employees make themselves. Where no such arrangements are in place, the HRB will not be liable for costs. |
| **2. Running Costs** | For all costs required to carry out the planned activities including materials and consumables, survey costs, travel for participants, transcription costs and any other relevant costs not covered under the named categories. All costs must be fully justified.  
The following costs are ineligible and will not be funded: training courses/workshops for funded research personnel, inflationary increases, cost of electronic journals.  
Note: Please see a list of costs that fall within the overhead contribution below and which should not be listed under running costs. |
| **3. Equipment** | Funding for small items of suitably justified equipment can be included |
in this section. Personal/Stand-alone computers will not be funded as these are considered a standard piece of office equipment, i.e. overhead. Dedicated laptops or similar equipment that is required specifically for the project because of the nature of the research, will be considered where appropriately justified. All costs must be inclusive of VAT, where applicable.

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<th>4. Dissemination Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costs associated with publication of results, seminar/conference attendance (provide details of name and location, where possible) and any other means of communicating/reporting research outcomes as detailed under knowledge dissemination and exchange activities in the dissemination and knowledge translation plan as well as costs related to data sharing. Please refer to the HRB policy on Open Access to Published Research(^\text{13}). Please list dissemination costs under the following categories: publications, conferences, other activities (expanded as necessary.) Note that meetings between the research team members for purposes of carrying out the research activities should be submitted under running costs.</td>
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</tbody>
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<table>
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<tr>
<th>5. Overhead Contribution</th>
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<tbody>
<tr>
<td>NOTE that overheads will only be paid on the costs requested from the HRB.</td>
</tr>
<tr>
<td>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) for laboratory or clinically based research and 25% of Total Direct Modified Costs if desk based research.</td>
</tr>
<tr>
<td>The following items are included in the overhead contribution: recruitment costs, bench fees, office space, software, contribution to gases, bacteriological media preparation fees, waste fees, bioinformatics access.</td>
</tr>
</tbody>
</table>

\(^{13}\) [http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-open-access/](http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-open-access/)
### 6. Co-Funding Contribution

A Co-funding commitment is required from the knowledge user organisation/s. The level of the co-funding commitment must be at least equivalent to a minimum of 20% of the total award grant requested from the HRB and the co-funding counted for this purpose must reflect a cash contribution only (higher and/or additional in-kind contributions are encouraged and welcome). By way of examples, if requesting €100,000 from HRB, the co-funding partners must commit to provide at least €20,000 at time of application; if requesting €150,000 from HRB, the co-funding partners must commit to provide at least €30,000; if requesting €200,000 from HRB, the co-funding partners must commit to provide at least €40,000 etc.

<table>
<thead>
<tr>
<th>7.1 Co-Funding Budget Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must provide details on the co-funding knowledge user organisation/s and indicate the total amount secured from this Co-Funding.</td>
</tr>
</tbody>
</table>

**Note:** The contribution listed here should also be included in the full budget section of the form under the co-funding contribution section.

### Co-Funding Commitment Letter

Please note that a Co-Funding Commitment Letter from the Lead Applicant-Knowledge User organisation must be uploaded as part of the application. This letter should confirm that the funding contribution is in place.

### 7.2 Other Funding

Please indicate if you have submitted this, or a similar application, to another HRB scheme or funding body previously. If this application has been submitted elsewhere, please indicate which HRB scheme or funding body, project title, result of submission or when outcome is expected and the amount of award. The word limit is **500 words**.

Give details of any other financial support or In-Kind support for this project that has not been included in the co-funding section. Indicate the project title, the organisation providing the additional support, the amount of support and the activities that it will support. Failure to disclose accurately or fully may result in your application being deemed ineligible and withdrawn without further review. The word limit is **1000 words**.

### 8. Ethical Approval

Ethical approval is required for all research work that involves human participants and human material (including tissue).

If ethical approval has already been secured for this grant you will be requested to upload a copy of the relevant approval letter with this application.

If documents are not currently available, they must be sent to the HRB prior to any work commencing where the ethical approval is required.
Submission of Applications

Rolling Call Deadline:

Please note that this is a rolling call and as such there will be one round in 2019 with two separate peer review cycles. Applicants should only apply to one cycle in 2019. Applicants that have submitted a proposal for peer review cycle 1 will not be able to submit the same proposal for the peer review cycle 2. However they will be able to submit a different proposal, but should do so only in the event that they will be able fulfil commitments to both research proposals should both be successful.

- Cycle 1 Application closing date 25th January 2019 @ 1pm
- Cycle 2 Application closing date 13th September 2019 @1pm

1. After successful validation the Lead Applicant Researcher may submit the application. It will then be routed to the designated signatory at the Host Institution for their approval.
2. If a signatory rejects the application the Lead Applicant Researcher will be notified, along with any feedback the signatory has supplied.
3. The application can then be re-submitted; it will be returned to the signatory and will continue through the approval process as before.
4. On completion of the final approval by the Host Institution signatory, a grant application number is assigned to the application.
5. The application automatically gets submitted to the HRB through GEMS for consideration for funding.

*Please note that the HRB will not follow up any supporting documentation related to the application, such as Host Institution’s Letters of Support, Collaborator Agreement Form, Gantt charts etc. It is the responsibility of the Lead Applicant Researcher to upload all supporting documentation prior to submission. If the documentation is not received by the HRB on time, in the correct format or is not properly signed or submitted, the application will be deemed ineligible without further review.*
Appendix II: Resources/Useful Links

**The Cochrane Library:** online collection of databases in medicine and other healthcare specialties which summarise and interpret the results of medical research.
www.thecochranelibrary.com

**The Campbell Collaboration:** promotes positive social and economic change through the production and use of systematic reviews and other evidence synthesis for evidence-based policy and practice
https://www.campbellcollaboration.org/

**The Campbell Collaboration UK & Ireland:** hub at Queens University Belfast
https://www.qub.ac.uk/research-centres/CampbellUKIreland/

**EQUATOR Network Library for health research reporting:** an international initiative that seeks to improve reliability and value of health research literature by promoting transparent and accurate reporting of research studies
http://www.equator-network.org/resource-centre/library-of-health-research-reporting/

**RESEARCH PRIORITIES & PUBLIC INVOLVEMENT IN RESEARCH**

**INVOLVE UK** website for resources on Public and Patient Involvement in research
http://www.invo.org.uk

Patient-Centred Outcomes Research Institute (PCORI)
http://www.pcori.org

Public Involvement Impact Assessment Framework (Assess the impacts of involving members of the public in their research in diverse fields from health care to local history.)
http://piiaf.org.uk/

**European Patient Forum Value + Handbook** (For Project Co-ordinators, Leaders and Promoters On Meaningful Patient Involvement)

**The James Lind Alliance Priority Setting Partnerships**
http://www.lindalliance.org/Patient_Clinician_Partnerships.asp

**GENDER/SEX ISSUES IN RESEARCH**

Examples of case studies in Health & Medicine where gender/sex matters in research
http://genderedinnovations.stanford.edu/case-studies-medicine.html

Gender Toolkit in EU-funded research for examples and guidance