



Conference and Event Sponsorship Scheme 2019 - Round 2

Frequently Asked Questions

General

How do I apply for the Sponsorship Scheme?

- Review eligibility criteria in the [Guidance Notes](#) to ensure you are eligible for the scheme.
- Access the online applications system GEMS via the [HRB Website](#). You may also access [GEMS](#) directly.
- Register on GEMS and complete the online application form, making sure that you complete all relevant sections and upload all the required documentation.

Whom do I contact if I have a question regarding the GEMS system?

- The online [Technical Guidance Notes](#) should help you in starting to use GEMS but if you need further assistance please contact the GEMS helpdesk at gemshelp@hrb.ie.

Is a signatory required from the research office at a Host Institution?

- No, applications do not need to be approved from a signatory approver at a Host Institution. Applicants should however notify their Research Office about the application. While a Host Institution signature is not required, contracts will be processed through the Research Offices.

What is the closing date for submission of applications?

- Completed applications must be submitted through GEMS by 13:00 on 13-09-2019.

Eligibility

Who can apply?

- The scheme is open to Institutions, such as Higher Education Institutions or organisations, including registered charities with a remit linked to health research. It is also open to researchers funded by the HRB in the period of up to three years before the closing date of application.

Are post-doctoral researchers eligible to apply to this scheme?

- Post-doctoral researchers, who are working on a HRB grant held by a researcher in the period of up to three years before the closing date of application may apply for this scheme. They will need to provide the name of their Principal Investigator and the HRB grant reference number for the project they are working on.

Can a funded event or conference be held outside Ireland?

- No, the HRB will only fund events that are held on the Island of Ireland.

Funding

How much can I apply for?

Funding is available for three different categories, which must be clearly stated in the application form.

- For seminars/workshops any amount up to a maximum of €5,000,
- For events any amount up to a maximum of €5,000
- For conferences any amount up to a maximum of €5,000 (National) or €10,000 (International)

How long will I have to spend the funding?

- From receipt of contract, funding will need to be spent within 9 months for seminars, workshops or events, and within 18 months for national and international conferences.

Will additional funding be available if I have underestimated costs in my application?

- No, the HRB will not provide any additional funding in the case of either under-estimates or over expenditure.

Submission

How will I know that my application has been successfully submitted?

- Applicants will receive an automatic confirmation of receipt following the application submission.

Attaching Documents

- Multiple documents can be attached to the application form via the 'Programme' section, and managed from the 'Attachments' section.

I have submitted my application but have just realised I have amendments to make; can I amend the application or re-submit another one?

- In fairness to all other applicants, once you have submitted your application and associated documents it cannot be edited or un-submitted

How long after the event/conference must I submit a report?

- A short report detailing the outcomes and success factors of the conference must be submitted to the HRB within **one month** of the event.

If you need further information please contact:

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