



HRB Conference and Event Sponsorship Scheme

CES 2019

Guidance Notes

Key dates 2019

	Round 1: 2019	Round 2: 2019
Applications open	14 January	19 July
Deadline for submission of applications	22 February at 13h00	13 September at 13h00
Assessment and selection process	Mid-March	Late September
Notification of success to applicants	End-March	Early October

Applications 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 and timeline listed above. Applicants should notify their Research Office about the application. While a Host Institution signature is not required, contracts will be processed through the Research Offices.

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Guidance Notes

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Guidance Notes

Introduction

The Health Research Board (HRB) introduced this scheme in 2018 to streamline our approach to sponsorship and ensure that all the events, workshops and conferences we sponsor are assessed, using consistent criteria.

The HRB Strategy 2016 – 2020 commits to enhancing recognition of the value of health research and the HRB’s role nationally and internationally. We want to:

- Increase awareness of the work of the HRB among stakeholders and the general public
- Ensure people recognise the HRB brand as synonymous with high quality research and evidence

The HRB conference and event sponsorship scheme creates the opportunity for the health research community to work with us in a structured way to achieve this. In 2019 there is a budget of €100,000 to fund up to 20 conferences or events.

Aim of the scheme

This scheme aims to create an opportunity for Institutions or Organisations such as registered charities, or for researchers funded by the HRB in the period of up to three years before the closing date to apply for funding to host health research related events, workshops or conferences in Ireland.

These conferences and events will help increase recognition of the value of health research to improve patient care and inform health policy and practice. They also provide an opportunity to enhance Ireland's position as a leader in health research internationally.

Objectives

The specific objectives of the HRB Conference and Event Sponsorship Scheme are to:

- Promote the impact of health research, information and evidence for patient care and health service delivery;
- Build capacity and support new initiatives that underpin HRB strategic objectives and in the areas we say that we will strengthen;
- Create opportunities for strategic national and international collaboration at all career stages;
- Position Ireland as a leader in health research.

Scope

This scheme will help to **fund or part-fund**:

- **Workshops/seminars** (typically 50-150 people) with a specific focus on health research areas supported by the HRB and in line with our strategy. These can include, but are not restricted to:
 - Summer schools that focus on a specific topic
 - Workshops to develop a research strategy for a particular area in Health
 - Seminars that help increase awareness of research outcomes or a particular research need in a specific area
- **National conferences** (typically 150+ people) to promote findings, share knowledge, increase collaboration or discuss strategy or policy in health research areas linked to national and HRB research
- **International conferences** (typically 300+ people) that will help build Ireland's reputation in a specific health research area
- **Events** that help promote health research outcomes or highlight health research issues to key groups of typically 100+ stakeholders and/or the public. This could include, but are not restricted to exhibitions, discussion series or award ceremonies to recognise excellence in the area of health research and/or innovation.

The scheme will **not** fund:

- Current HRB-funded researchers who have a KEDS award including the same conference or event.
- Current HRB-funded researchers who hold a budget line in an existing grant for the same workshops or conferences as part of dissemination.

- Drinks receptions.
- Development of new educational materials.
- Development of an outreach campaign using media such as television, radio or print.
- Placement/exchange visits for key personnel.
- Promotional tools such as information brochures, plain language summaries, newsletters or policy briefs, unless they are produced as an integral part of the workshop or conference.
- Use of online technologies such as websites, podcasts, webinars or YouTube unless they are produced as an integral part of the workshop or conference.
- The HRB fund research, manage information systems and generate evidence to improve health, advance patient care and inform policy. We do not provide direct recommendations to government or advocate in relation to health issues. We cannot support any conference or event whose main focus is advocacy or lobbying.
- Any combination of the above.

Funding Available

The funding available for this call is categorised under 3 separate areas and defined as follows:

Category	Short description	Maximum amount available
Seminars & workshops	Workshops/seminars (typically 50-150 people) with a specific focus on health research areas supported by the HRB and in line with our strategy. These can include, but are not restricted to: <ul style="list-style-type: none"> • Summer schools that focus on a specific topic • Workshops to develop a research strategy for a particular area in Health • Seminars that help increase awareness of research outcomes or a particular research need in a specific area 	Up to €5,000
Events	<ul style="list-style-type: none"> • Events that help promote health research outcomes or highlight health research issues to key groups of 100+ stakeholders and/or the public. This could include, but are not restricted to exhibitions, discussion series or award ceremonies to recognise excellence in the area of health research and/or innovation. 	Up to €5,000
Conferences	<ul style="list-style-type: none"> • National conferences (typically 100+ people) to promote findings, share knowledge, increase collaboration or discuss strategy or policy in health research areas linked to national and HRB research • International conferences (typically 300+ people) that will help build Ireland's reputation in a specific health research area 	Up to €5,000 Up to €10,000

Costs can be charged against the award within the period of the award. This is typically nine months for workshops, events, seminars and conferences and 18 months for international conferences. Please justify if, and why, you would need a longer period of award.

Eligibility

- The scheme is open to Institutions or Organisations and registered charities with a remit linked to health research, and to researchers funded by the HRB in the period of up to three years before the closing date.
- Any proposed conference, workshop or event must be held on the island of Ireland.
- The HRB will only accept one application for the event as a whole. Concurrent or satellite workshops cannot be applied for separately.
- In the case of international conferences, relevant Irish researchers, practitioners or policy makers at all career stages should be invited as participants and speakers where possible.
- A plan of how you aim to achieve gender balance must be outlined¹.
- Completed applications must address all assessment criteria identified.
- Only one application for each event/conference type will be considered.
- Events, workshops, seminars or national conferences must not occur within four months of the application date. An international conference must not occur within eight months of the application date. Applications for events more than two years from the application date will not be considered.

Assessment process and criteria

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. All applications submitted will undergo an initial eligibility check and will then be subject to an HRB-led review process, based on the criteria outlined below.

Assessment Criteria

Part A Background and Context (70% of the score)

This section must include all of the following to secure maximum marks.

- **The relevance, significance and timeliness** of the conference, workshop or event in relation to HRB goals and objectives and national health agendas.
- A clear description **how proposed activities** meet the specific objectives of this award
 - promote the impact of health research, information and evidence for patient care and health service delivery;
 - build capacity and support new initiatives that underpin HRB strategic objectives and in the areas we say that we will strengthen;

¹ <http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-gender-in-research-funding/>

- create opportunities for strategic national and international collaboration at all career stages;
- position Ireland as a leader in health research.
- **Potential impact of the activity** for health research, information or policy in Ireland and abroad as well as the potential public engagement.
- **Target audience** for the event, numbers of attendees and how they will be targeted.

Part B Budget and programme (30% of score)

Budget: Marks will be awarded for the following. Please note the budget requested **must** reflect the scale and nature of the proposed activities.

It should include:

- An overall estimate of the total costs
- The amount requested from the HRB and what it will be used for (clearly costed and justified)
- The amount secured from other sources
- What has been done to achieve value for money

Programme:

- Provide a clear programme for event, seminar or conference which identifies themes, topics and speakers.
- Outline your plan to achieve gender balance, i.e. more than 40% of the under-represented gender among, speakers, chairs and panellists.

The highest ranked applications against these criteria will be recommended to the HRB Executive Team for decision. Applicants will be informed of the outcome and receive contracts in line with the timetable overleaf.

Application Procedure

Applications must be completed and submitted using the GEMS online application system.

Application should be submitted at least four months in advance of the conference or event to facilitate review in a timely way.

Applicants should notify their Research Office about the application. While a Host Institution signature is not required, contracts will be processed through the Research Offices.

The closing dates for receipt of applications are: -

Round 1: **22 February 2019 at 13h00** Round 2: **13 September 2019 at 13h00**

Timetable 2019

	Round 1: 2019	Round 2: 2019
Applications open	14 January	19 July
Deadline for submission of applications	22 February at 13h00	13 September at 13h00
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HRB contact

If you have any queries regarding this scholarship scheme please contact:

Sponsorship@hrb.ie

Health Research Board
Grattan House
67 -72 Lower Mount St.
Dublin 2
D02 H638
t +353 1 2345000

The HRB reserves the right to reject any application that does not meet the terms of this call.

The HRB's procedure for appealing funding decisions is available at -

<http://www.hrb.ie/research-strategy-funding/policies-guidelines-and-grant-conditions/policies-and-position-statements/>.

Appendix I Your application

All applications are to be submitted via the GEMS online application system.

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. Technical Guidance notes can be found here: <https://grants.hrb.ie/Login.aspx?ReturnUrl=%2f>

Once logged in to GEMS applicants are taken directly to the Home page which is the starting point to create a new Grant application. The Lead Applicant is asked to go through a check list of mandatory Yes/No questions. In order to start the application the Lead Applicant must satisfy the conditions of this check list.

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

Evaluation

The following information is required to enable a thorough evaluation of the proposal for sponsorship.

1. Eligibility requirements

You must:

- (a) Be an organisation, institution or registered charity with a remit linked to health research; or a researcher funded by the HRB in the period of up to three years before the closing date. You must provide your active grant reference if you are applying as a HRB funded researcher.
- (b) Specify which category of sponsorship you are seeking. *Please note the request must comply with the category of sponsorship identified in funding available section on page 4.*
- (c) Be hosting the proposed conference, workshop or event on the Island of Ireland. (Provide the full name of the event or conference you are hosting and highlight any related workshop or satellite events).
- (d) Ensure that relevant Irish researchers, practitioners or policy makers at all career stages are invited as participants and speakers where possible.
- (e) Submit **one single application for each event type** and ensure no concurrent or satellite events related to it are included in other proposals.

(f) Outline a plan of how you will achieve gender balance.

(g) Ensure you address all review criteria in your application.

(h) Confirm that events, workshops, seminars or national conferences do not occur within four months of the application date or it will be deemed ineligible. An international conference must not occur within eight months of the application date or it will be deemed ineligible. Any event more than two years in advance of the application date will not be eligible.

If you do not address all eligibility requirements your application will not be shortlisted for review of the assessment criteria.

2. Your Application

Summary outline of proposal (250 words max)

Please present a short background and description of the conference or event. This should include the **name of the event, dates duration and location**. The **purpose and objectives** of the event should be included in plain English summary. It should be clear, easy to understand, and is easily accessible to a lay audience. It should also state what **type of sponsorship and the amount of funding that is requested**.

Background and context for the event (500 words max) (Total 70% of score)

This section must address items 1-4 below and be labelled accordingly:

1. **Identify the relevance, significance and timeliness** of the conference, workshop or event **in context of HRB goals and objectives and national health agendas**. This should include key areas of focus that the conference will address and explicitly state their relevance for Ireland. (500 words)
2. Clearly outline the **potential impact of the activity** for health research, information or policy in Ireland as well as the potential public impact. You should explain the extent to which the conference, workshop or event will **inform practice, influence policy, engage the public as well as generate public debate or media coverage** in a specific area of health research. (500 words)
3. **Detail how proposed activities** meet the four specific objectives of this award. (250 words)
4. Outline the **target audiences proposed** for the event and the number of participants expected and how they will be targeted (250 words)

It should be noted that if sponsorship is secured, HRB support must be acknowledged during the conference or event and in all related media materials and interviews.

The use of the HRB brand, logos or livery in any advertising or marketing material/literature must have the prior written approval of the HRB.

Conference or Event Programme and Budget (Total 30% of score)

This section should address items 1 – 4 below.

1. Submit outline detailing:
 - Profile of speakers, chairs and panellists with a plan on aiming to achieve gender balance.
 - For national and international conferences, the level of Irish participation should be clearly highlighted.
 - Public participation in the conference, workshop or event, or how you plan to engage with the public in terms of dissemination of material (where appropriate).
2. Provide the full programme available for the conference or event at the time of application. A link to an online programme is acceptable providing it identifies what is confirmed and what is not.
3. Provide a brief biography from the applicant and the conference/ event Chair (where they are not the same).
4. Budget: The budget requested must reflect the scale and nature of the proposed activities and reviewers will thoroughly assess the level of funds requested when reviewing the proposal. Please see “Scope” in the Guidance notes for what is fundable and what is ineligible for funding under this call.

The budget should:

- Define an overall estimate of the total costs for the conference or event.
- Define how much is requested from the HRB and what it will be used for (this should be costed clearly documented and justified).
- The amount secured from other sources. Itemise the level of national or international sponsorship or funding secured by organisers. *(In the case of international health research related conferences, sponsorship by the society or organisation will be looked on favourably as part of the review process).*
- Explain the steps that have been taken to achieve value for money.

The HRB will not provide additional funding in the case of either under-estimates or over expenditure.

3. Reporting requirements

If your application is successful, a short report detailing the outcomes and success factors of the conference must be submitted to the HRB within one month of the event.

This report should contain the following:

1. A brief (250 words) summary identifying how the conference met the HRB objective of this scheme.
2. Final budget income and expenditure.
3. Examples of HRB livery in situ at event or on promotional material.
4. Any partnerships or collaborations as a result of the event.
5. A synopsis of media coverage from the conference.
6. Reach indicators (social sharing, website hits).
7. Results of any feedback questionnaire conducted at the end of the event.