HRB Proof of Concept technical model for 'DASSL' (Data Access, Storage, Sharing and Linkage) award 2019

Frequently Asked Questions

General

How do I apply for a HRB Proof of Concept technical model for 'DASSL' award 2019?
All applications must be made using the HRB online Grant E-Management System GEMS.

Applicants are strongly advised to carefully read the Guidance Notes prior to application.

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

Once the Lead Applicant starts the application s/he will be asked to go through a check list of mandatory Yes/No questions prior to completing the form. In order to continue with the application the Lead Applicant must satisfy the conditions of this check list.

Submission process using GEMS
Prior to final submission to the HRB, all applications must first be reviewed and approved within GEMS by the signatory approver at the research office (or equivalent) at the Host Institution (see Appendix II of Guidance Notes). It is critical therefore that Lead Applicant Researcher leaves sufficient time in the process for the Research Office (or equivalent) in their nominated Host Institution to review, seek clarifications and approve applications prior to the final submission date. This may involve being aware of and complying with any internal Host Institution deadlines for review and approval, distinct from the HRB deadline.

What is the closing date for submission of applications?
The closing date for the call is the **10th April 2019 @ 1pm.**

Scope

What sort of applications does this call support?

The award will support the development of a Proof of Concept of the technical infrastructure proposed in the 'DASSL model' to inform a national solution for the safe controlled access, storage, sharing and linkage of research data and routinely collected health and social care datasets. The project will also go beyond the technical infrastructure for the proof of concept and to take into account fully the implementation and sustainability of such a model on a national scale.

The project includes four key objectives:

- Confirm that the DASSL model remains international best practice and best practice for Ireland, and propose any adjustments as appropriate;
- Develop test infrastructure for Irish health research that meets international standards of controlled data access, storage, sharing and linkage, and provides for an analytic platform;
- Deliver a detailed report of the overall process of delivery and alternative options considered, outlining how the technical infrastructure could be scaled-up to national infrastructure and implemented;
- Engage with a wide range of stakeholders to ensure user acceptance and to promote and leverage support for national infrastructure for secure access and efficient linkage of health datasets.

To the best of our knowledge, a project such as this has not been previously undertaken in the Republic of Ireland. However, there are many international experts in the design and implementation of national infrastructures for health research data based in other countries. For this reason, there is an expectation that all applicants will liaise with international experts to ensure that the Proof of Concept meets international standards for sensitive data infrastructure.

Why will synthetic be used rather than real data?
It is expected that the DASSL Proof of Concept award will use synthetic data to avoid any potential data protection issues that may arise. This data should be modelled on existing Irish research and routine health and social care datasets.

How many years does the funding cover?

The awards will provide support for up to 24 months.

Applicant/Eligibility

Can applicants submit more than one application?
No, only one application per Lead Applicant will be considered. However the lead applicants can be a co-applicant or collaborator in another application.

Can a Lead Applicant in a tenured academic post request a salary?
No, the salary and related costs of academic staff within research institutions (including buy out from teaching time etc.) will not be funded. If a Lead Applicant who is in an academic post requests salary the application will be deemed ineligible.

Can a contract researcher be a Lead Applicant and apply for their own salary?
Yes, a contract researcher acting as Lead Applicant can apply for their salary. A Host Institution Letter of Support is required for all contract researchers acting as Lead Applicant.

Co-Applicants and Collaborators

Can a Researcher Co-Applicant receive payment for their role in the project?
Researcher Co-Applicants who are contract researchers may receive a salary. A Host Institution Letter of Support is required for co-applicants who are contract researchers <u>and</u> are applying for

their own salary. Please note the HRB does not fund the salary and related costs of academic staff within research institutions (including buy out from teaching time etc.)

A Co-Applicant may also receive funding for items such as running costs and personnel.

Does a Co-Applicant's contract have to cover the duration of the award?
There are no requirements for the duration of a Co-Applicant's contract. However, where a Co-Applicant is applying for salary their contract must cover the duration of the award or the Host Institution must be willing to issue/extend a contract should the award be successful; this should be contained in the Co-Applicants letter of support.

How many Co-Applicants can I have?
The maximum number of co-applicants allowed is 10. It is not mandatory to have 10 Co-Applicants but this is to allow for flexibility should this seem appropriate.

Do Co-Applicants need to have support letters?
Host Institution letters of support are only required where Researcher Co-Applicants are contract researchers applying for their own salary.

Can a Co-applicant/Collaborator be from outside Ireland?
Yes, Co-applicants/Collaborators from outside Ireland are welcome where the nature of the research renders this necessary and is appropriately justified.

Will the HRB pay for visits from or to Co-applicants/Collaborators?
Yes, visits to or from Co-Applicants/Collaborators where justified may be included under running costs.

Is a Collaborator agreement form needed?
A Collaborator agreement form must be signed by each Collaborator and uploaded with your application.

Can a Collaborator be from private enterprise?
Yes, a collaborator may be from private enterprise. Applications from a private enterprise are encouraged where they add value to the project for example in terms of access to expertise or technologies. The HRB does not have the capacity to broker these arrangements. The terms of the collaboration should be determined early and relevant agreements must be in place by the onset of the project. Consideration should be given to issues such as relative responsibilities, governance arrangements, intellectual property rights, reporting and access to data and samples.

Can a Collaborator receive payment for their role in the project?
Yes, collaborators are eligible to receive funding from the award when properly detailed and justified in the application.

Funding

How much can I apply for?
The maximum amount that can be requested from the HRB per application is €370,000 (inclusive of overheads).

Where a co-funding contribution is being made where should the co-funding contribution be added in the GEMS budget section?

Where a co-funding contribution is being made as part of the application, this should be added under the co-funding budget heading <u>only</u>. The other budget headings including overheads are only for the breakdown of the HRB contribution**.**

How do I determine what gross salary to pay?
Applicants should use the IUA website scales for the most up-to-date recommended salary scales for academic researchers (http://www.iua.ie/research-innovation/researcher-salary-scales/). Pay scale used and the level and point on the scale must be stated and justified. For appointment of Research Fellows or Senior Research Fellows evidence of position must be provided at point of award. For employees who are not academic researchers the relevant pay scales should be used for their profession.

Does the HRB pay pension contributions?
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.

Are overheads included within the €370,000 threshold?
Yes, overheads are included within these limits.

How is the overhead contribution calculated?
The overhead payment is 30% for laboratory or clinically based research and 25% for desk based research of Total Direct Modified Costs excluding student fees, equipment and capital building costs.

<u>Note: Overheads will only be paid on the costs requested from the HRB only.</u>

What costs are included in the overhead contribution?
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. A copy of the HRB overheads policy can be found at the following link:
Health Research Board: Use of Research Overheads

Can I hire a consultant to carry out part of the project?
Yes, this cost should be included under running costs.

Can Co-Applicants who are based in another institute/organisation receive part of the budget/overheads?
The HRB will pay the award directly to the Host Institution. The Host Institution may provide running costs/overheads to a Co-Applicant's institute and the arrangements for this should be agreed between the two institutes.

Personnel

Can I hire more than one person to carry out this project?
Yes, please note the type and number of research personnel hired should be the most appropriate to successfully carry out the proposed project.

Supporting Documents

What documents should be uploaded with my application form?
You must upload the following documents:

- Host Institution Letters of Support, if applicable (see next question)
- Collaborator agreement forms, if applicable (required for all collaborators)
- Objectives and Deliverables Gantt Chart

You may also upload 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.

Who needs to provide Host Institution Letters of Support?
Host Institution Letters of Support need to be provided for (1) Lead Applicant in a contract position and (2) Researcher Co-Applicants in a contract position who are seeking their own salary.

Do Co-Applicants have to sign-off the application?
Each Co-Applicant is invited to view the application form online and approve content prior to submission.

Do I need to contact the Dean of Research to sign off on my application?
As part of the online application process you will be asked to select the **Dean of Research or equivalent person** authorised to endorse research grant applications for your Host Institution. Their approval is necessary to allow the application to be submitted to the HRB. **Please note that as part of the online system the Host Institutions will approve and submit each application on behalf of the applicant.**

When the application is submitted for approval online, emails are sent to the selected signatory informing them that their approval is requested. If a signatory rejects the application the Lead Applicant will be notified, along with any feedback the signatory has supplied. The application can then be amended and re-submitted; it will be returned to the signatory who made the rejection and continues through the approval process as before.

When signatories approve the application it will be sent automatically to the HRB to be considered for funding, a grant application number will be assigned to the application and a confirmation email will be sent to the Lead Applicant.

Submission

How will I know that my application has been successfully submitted?
Once the HI endorses your application it will be sent automatically to the HRB to be considered for funding, a grant application number will be assigned to the application and you will receive a confirmation email.

I have submitted my application but have just realised I have amendments to make; can I amend the application?

No, once you have submitted your application, you cannot edit or unsubmit it.