Supporting new independent investigators who can facilitate actionable knowledge in health research

Guidance Notes

<table>
<thead>
<tr>
<th>Key Dates &amp; Times</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications Open</td>
<td>28 May 2018</td>
</tr>
<tr>
<td>Pre-Applications close</td>
<td>30 August 2018</td>
</tr>
<tr>
<td>Full Application open</td>
<td>15 October 2019</td>
</tr>
<tr>
<td>(invitation only)</td>
<td></td>
</tr>
<tr>
<td>Full Application close</td>
<td>13 December 2018</td>
</tr>
</tbody>
</table>

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 according to the 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.
Contents

Introduction and aims & objectives 3
Summary of revisions from previous call 5
Scope 7
Funding and Duration 7
Eligibility Criteria of Lead Applicant and Research Team 9
Host Institution and other support 14
Application, Review Process and Assessment Criteria 15
Timeframe 18
Contact 19

Appendix I – Scheme Research Remits ........................................................................................................ 20
Emerging Investigator Awards for Health 2019

Supporting new independent investigators who can facilitate actionable knowledge in health research

Guidance Notes

1. Introduction
The Health Research Board (HRB) Strategy 2016 – 2020: Research. Evidence. Action. launched in January 2016 highlighting three areas of focus and three enablers that the HRB will engage in over the next five years. It identifies the training, career development and support of exceptional researchers, talent and leadership as one of these enablers (Enabler A). A framework for health research careers was also developed, which describes how we will promote the training, career development and other support measures to create a skilled workforce engaged in patient-oriented, health services and population health research in Ireland.

One of the key actions of the HRB strategy is to support individuals at the mid-stage of their research career who are ready to become independent investigators, bridging a critical career gap between progression and independence stages.

In line with this strategic objective, the HRB is now inviting applications for its 2019 Emerging Investigator Awards for Health (EIA). This is the second round for this scheme and it is expected that the HRB will make up to seven or eight awards.

2. Aims and Objectives
The overarching aim of the HRB Emerging Investigator Awards for Health is to create a cohort of new and talented independent investigators by facilitating and supporting the transition of these individuals from mid-stage researchers to independent and self-direct health researchers in the Republic of Ireland.

\[1 \text{ http://hrbstrategy.ie/}
\[2 \text{ http://www.hrb.ie/funding/funding-awarded/health-research-careers/}

The main **objectives** of this scheme are to:

1. Support talented individuals at a critical career transition stage to establish themselves as independent health investigators in an academic or other research-based institution.
2. Develop collaborative experts who can drive actionable knowledge by
   a. translating knowledge generated through research into the health care system, policies or practice, or
   b. generating research findings informed by policy and practice.

This scheme targets individuals who have already consolidated their research knowledge, skills, methodologies and capabilities and are currently progressing them by increasing or establishing strong cross-border, cross-disciplinary collaborations and networks, and are ready to transition towards becoming independent researchers.

It is expected that individuals supported by this scheme will generally advance from the R2³ (experienced/mid-stage researchers, typically at progression stage) towards R3 (investigator/senior researcher stage, specifically the independence stage) as represented in the HRB career path for health research (Figure 1).

**Note:** Please note that these awards are not fellowships and will provide the first research grant to individuals as an independent investigator.

---

**Figure 1:** HRB career path for health research

³ For career stages definitions, please refer to page 14 of the HRB health research careers framework and action plan http://www.hrb.ie/funding/funding-awarded/health-research-careers/
3. Summary of the revisions to the 2019 round

The following revisions to some aspects of the scheme have been applied based on
(1) HRB staff reflections from the first round of the call
(2) A survey conducted among all applicants from the first round EIA 2017 and
(3) Feedback received during the first networking meeting with the EIA 2017 awardees in March 2018.

3.1 Application process

The Emerging Investigator Awards for Health 2019 round will use a two-stage application process consisting of:

1. Open call for Pre-application stage (Stage 1)
   - Panel review and shortlisting
2. Invitation of selected applicants to submit a Full Application (Stage 2)
   - Peer-review
   - Panel interview

3.2 Review process:

Introduction of a two-minute elevator pitch video from each Lead Applicant as part stage 1 pre-application

We will pilot the use of a two-minute video from each applicant to be uploaded as a link in the application, which should address why the Lead Applicant is well-suited to becoming an emerging investigator. This novel approach aims to corroborate the details written in the application, in particular their personal declaration. Given that this scheme has also a strong career development component, we are keen to introduce an element of visual and verbal communication to the pre-application stage. Additional guidance on the video recording is in the Appendix II.

3.3 Eligibility of the Lead Applicant

The years of active post PhD research experience are increased from three to four years. For the purpose of this call the official date of a PhD is defined as the year that the dissertation was successfully defended. Lead Applicants who defended their thesis in 2014 or before are eligible to apply for EIA 2019 unless they have gaps (e.g. career breaks, flexible working arrangements) in their CV.

This would equal to four years active research experience for the health-related researchers and four years active research and professional-relevant experience for the professionals. In the previous round of the call it was three years for both types of Lead Applicants.

The analysis of the active research experience post PhD of successful new Emerging Investigators from the 2017 call indicates that:

- Nine individuals had six or more years’ experience
- One had four years and was a previously recipient of an international HRB health economics fellowship (HEF)
- One had only three years but also had additional professional experience as clinician.
Furthermore, we also would like to make a clearer distinction between this EIA call and the Applying Research into Policy & Practice postdoctoral fellowship (ARPP), where at least two years of active research experience post-PhD are required.

3.4 Revision of salary scale for the Lead Applicants from the “professionals’” group

The salary scale for “professional” lead applicants who plan to continue working in-practice and want to apply for research protected time is increased to the IUA Senior Research scale (level 4 at max point 4). The new maximum salary contribution for professionals only will increase from previously Level 3 to Level 4 gross salary of the most up to date IUA scale. This aims to attract additional healthcare professionals who did not previously apply because of the lower salary scales between academic and clinical positions. It also sits better within the progression of salary scales for professionals across relevant HRB scheme developed in the last two years. Otherwise the scale for health-related researchers must be applied.

The salary scale for the health researchers will remain as before at a maximum salary of Level 3 in the current IUA scale.

Please note that the maximum overall value of each award is unchanged (€800k).

3.5 Scope

The following types of applications are excluded from the scope of the EIA 2019

✓ Applications that aim to conduct a stand-alone feasibility study[^1] for an intervention
✓ Applications seeking to evaluate an intervention

On the other hands, applicants can propose to develop an intervention, and may also include initial testing of the intervention in order to provide proof of concept data aimed to develop a feasibility study as next step (beyond this project).

3.6 (FAIR) Data management and stewardship plans

We plan to pilot the development and implementation of the basic requirements of FAIR data management/stewardship plans.

‘FAIR’ stands for Findable, Accessible, Interoperable and Re-useable. Independently of this call, we will support some HRB host institutions to train a small number of FAIR data stewards in line with the EOSC and GO-CHANGE agenda for practical and coordinated implementation of the Data Stewardship globally. The newly trained data stewards from these institutions (mostly HEIs) will be expected to support Lead Applicants in the main HEIs applying to EIA (and ILP) calls by providing advice and costing during the application stage and then in the development of the full data management plan after the awards are made. More details will be provided in the Appendices of the guidance notes.

[^1]: We adopt the concept of feasibility as described by Eldridge et al (2016). Eldridge describes ‘feasibility’ as an overarching concept, within which we distinguish between three distinct types of studies (1) randomised pilot studies (2) non-randomised pilot studies and (3) feasibility studies that are not pilot studies. This call is open to all types of stand-alone feasibility studies conducted in preparation for a future definitive intervention.
4. **Scope**
The scheme provides support to individuals who can make a valuable contribution to knowledge in the area of **patient-oriented research, health services research and/or population health research** and who are capable to become independent and self-directed investigators. The call is also open to individuals currently working in disciplines outside health with an interest of moving into health research, as well as to individuals not currently working in Ireland but who have the support of a HRB approved Host Institution in Ireland.

This scheme **will not** fund:

- Applications involving basic biomedical research
- Applications using cell lines, animals or their tissue that do not constitute pre-clinical research (see page Appendix I for a definition of pre-clinical research in the context of this scheme)
- Stand-alone systematic reviews
- Applications seeking to evaluate an intervention
- Applications that aim to conduct a stand-alone feasibility study for an intervention
- Applications which are solely or predominately health service developments or implementation of an intervention without a predominant research element. The HRB will not fund the cost of providing the service or intervention itself, only the research element
- Applications which are solely literature reviews, audits, surveys, needs assessments or technology development (although these elements may be part of an integrated research study).
- Applications which are solely or predominately developing the infrastructure for biobanking, databases or patient registers without a predominant research element.
- Applications from individuals applying for, holding, or employed under a research grant from the Tobacco industry.
- Research intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer

**Note:** Please note that applicants can propose to develop an intervention, and may also include initial testing of the intervention in order to provide proof of concept data aimed to develop a feasibility study as next step (beyond this project).

*Where an application is outside the scope of the scheme, the application will be deemed ineligible and will not be accepted for review.*

5. **Funding and Duration**
The HRB plans to commit about €13.5 million over the life time of the strategy (2016-2020) to support Emerging Investigator Awards for Health. In the first round of the call 11 awards were made and in the second round the HRB estimate to make between seven and eight awards. It is expected that awards will typically be in the region of €600-700K inclusive of overheads with a maximum duration of four years. In exceptional circumstances and where the nature of the project justifies it, funding up to €800K can be requested. The budget requested **must** reflect the scale and nature of the proposed research,
salary of the emerging investigator requested and the research personnel requested to carry out the project. Reviewers will thoroughly assess this when reviewing the proposal. The maximum funding envelope available is not an invitation to apply for the maximum amount.

The award will offer funding under the following categories:

1. Salary related costs for the Lead Applicant
2. Research related costs
3. Overheads contribution

1. **Salary-related costs** for the Lead Applicant in line with the IUA most recent scale.
   - **For health-related researchers:** This is limited to the maximum level of research fellow scale (Level 3 point 4). Clear justifications on the requested salary depending on the Lead Applicant’s experience to date and the current salary at the time of the application must be provided.
   - **For professionals:** This is limited to the point 4 of the senior research fellow scale (Level 4 point 4) for individuals who plan to continue working in-practice and want to apply for research protected time. Clear justifications on the requested salary depending on the Lead Applicant’s experience to date and the current salary at the time of the application must be provided. Otherwise the scale for health-related researchers must be applied.

   Salary can be requested on as follows:
   - on **full time basis** (100% FTE) for up to 4 years or
   - on **part-time basis** for up to 4 years with at least 50% HRB funded FTE protected time for research. Part-time arrangements might be requested when combining with other activities or due to personal reasons. Individuals working in practice-based setting or other health related agencies/organisations, (e.g. healthcare delivery, health-policy) who wish to combine an award with their current work, will need to clearly explain how they will fulfil the main objectives of this scheme through the integration of these two roles. Lead Applicants still in specialty training must provide a clear statement of support from the current employer and/or training body.

2. **Research-related costs:**
   - **Salary-related costs** in line with the IUA most recent scale or **stipend and fees (EU rate only)** related costs for funded personnel necessary for the proposed research project. Please note if requesting a PhD candidate you are strongly advised to budget for four years funding. The HRB strongly encourage four-year support in line with other HRB funded doctoral training programmes such as SPHeRE, ICAT and Collaborative Doctoral Awards.
   - Running costs for the project
   - Data stewardship costs (e.g. service/fees from data steward, access to secondary data, cost of making data FAIR, etc.)
   - Equipment, inclusive of start-up costs with maximum value of €50K Research and professional skill development for the Lead Applicant and for research staff, when justified.
3. An **overhead contribution** of 30% of the Total Direct Modified Costs (TDMC) of the award for laboratory or clinically-based research or 25% of the TDMC for desk based research.

6. **Eligibility criteria for Lead Applicant and the Research Team**

6.1 **Lead Applicant**
The Lead Applicant will be responsible for the scientific and technical direction of the research project. S/he has primary fiduciary responsibility and accountability for carrying out the research within the funding limits awarded and in accordance with the terms and conditions of the HRB.

6.1.1 **Categories of individuals**
Lead Applicants from the following categories of individuals can apply:

**A) Health-related researchers** who are actively engaged in health-related research activities mainly in academic or other research institutions.

They **must have**
- a PhD or equivalent experience (at least four years active research experience post-primary degree)
- at least four years active post PhD (or equivalent) research experience. For the purpose of this call the official date of a PhD is defined as the year that the dissertation was successfully defended. Lead Applicants who defended their thesis in **2014 or before** are eligible to apply for EIA 2019 unless they have gaps (e.g. career breaks, flexible working arrangements) in their CV.

**B) Professionals** who are engaged in different health-related professions or roles (such as clinicians and other health care professionals, healthcare personnel, health system personnel, health policy makers and others, who are generally involved in planning and/or delivering healthcare services and/or engaged in healthcare policy) and research-related activities.

They **must have**
- a PhD or equivalent experience (at least four years active research experience post-primary degree)
- at least four years active post PhD (or equivalent) relevant professional experience and research. For the purpose of this call the official date of a PhD is defined as the year that the dissertation was successfully defended. Lead Applicants who defended their thesis in **2014 or before** are eligible to apply for EIA 2019 unless they have gaps (e.g. career breaks, flexible working arrangements) in their CV.

*Note: Active research experience will be considered when assessing eligibility by the HRB and competiveness of the track record of the Lead Applicants by reviewers. Career breaks, flexible working arrangements, changes in*
6.1.2 Track record to date

All Lead Applicants must be able demonstrate they have the skills, knowledge and supports necessary to direct the proposed research and to carry the research through to completion by showing

i. Appropriate evidence of expertise matching the nature and context of the project;

ii. Their contribution to scientific knowledge relative to their career stage (e.g. peer-reviewed articles, published research data, datasets, research material, databases, audio/video products, national and/or international reports or briefs, models and protocols, software, evidence of influencing policy and/or practice, outreach and/or knowledge exchange activities, media coverage or other research-related relevant activities.);

iii. Evidence of their capability and authority to supervise less experienced researchers and to manage the team.

6.1.3 Career stage

The EIA call target mid-stage career researchers who are not recognised independent investigators, which for the purpose of this call are defined as

- Having received any substantial research grant funding as lead investigator/lead applicant with a value equal or above €100K. This would also include being work package leader on EC funding schemes. Individuals previously in receipt of HRB or other personal awards at R1 or R2 level, such as fellowships or other career development awards, are eligible to apply; and/or

- Having already established a research team as an independent investigator (e.g. supervising and mentoring as primary supervisor early stage researchers, e.g. PhD candidates); and/or

- Being recognised in any other way as independent investigator by your institution.

6.1.4 Employment history

Lead Applicants must not hold

- a permanent academic position
- fixed-term academic position with contract having an end date equal to or higher than two years from the deadline of this call (30 August 2018).

The following Lead Applicants are instead eligible to apply

- Individuals who are employed in practice (e.g. health care professional employed by HSE) either with permanent or fixed-term non-academic long term positions.
- Individuals who hold a fixed term post-doctoral or other research positions.

Note: Although there is a strong expectation that the majority of the time will be spent on the EIA award, it is also expected that during the award the Lead Applicant will be involved in other grant funding applications as PI or co-Applicant, other collaborative/networking activities and that some of the EIA time will be dedicated to other commitments strongly related to the overall research and career development of the Lead Applicant.
small amount of time (maximum of 5-10% for full time and up to 5% for part-time arrangements) may be dedicated to teaching or other academic activities.

6.2 The Research Team

The proposal should have a **team-based and collaborative approach** to maximise actionable knowledge. The research team is defined as the LA as the lead of the team, the mentor, co-applicants, official collaborators and funded personnel. It should involve health researchers and/or professionals and/or innovators as appropriate to address the research question, and to respond to the objectives of the EIA call. The Lead Applicant may collaborate, where appropriate, with partner organisations such as hospitals, health agencies, universities, local government, voluntary organisations and/or industry. The research team needs to be able to address the research question and to maximise the translation of the research findings towards changes in policy and practice. It therefore should

- Contain the necessary **breadth and depth** of expertise in all methodologies skills and competencies required
- Have appropriate **cross-disciplinary and/or cross-border and/or inter-sectoral** members. Where relevant, experts in similar or different disciplines, such as but not limited to biomedical research, statistics, health economics, health service research, behavioural science, trialist, qualitative research methodologies, sociology etc., should be included as Co-Applicants or as official Collaborators. Experts by experience such as patients, potential patients, service users or carers are welcome to be included in the research team.

6.2.1 The Mentor

The Lead Applicant **must** nominate a **mentor** who will provide support and guidance to the Lead Applicant during the award for the research project, career milestones and research vision. The mentor will also be supporting the LA in the acquisition of the set of skills necessary for having an effective and active role in actionable knowledge in health research.

It is strongly advised that the mentor will not be the current sponsor of the Lead Applicant, and preferably not be based in the same Department as the Lead Applicant. This is aimed to facilitate (1) an appropriate balance between the supporting and guiding role of the mentor, and (2) the independence to be achieved by the Lead Applicant during the award.

The mentor should be an individual who has strong evidence of:

- expertise and skillset in knowledge application and/or translation and/or implementation;

---

4 As defined in the Framework for the Health Research Careers “**Innovators** are individuals who have the skills, competencies and specific authority to bring together ideas – new, old or a combination of both – and translate these ideas into practical applications and/or solutions. They may be health researchers, health professionals, health policy managers, decision-makers or other knowledge users but they must have the authority, a track record of key collaborations and expertise to influence changes and translate and/or implement knowledge into policy and practice, or towards a product.”
experience in networking, collaborating and ideally influencing clinicians, executives, health care personnel, policy makers and/or other relevant stakeholders;

- leadership experience;
- experience in conducting research projects and programmes;
- track record in scholarly publication and communication (peer-review articles, research data publications, national or international briefing/reports, etc.);
- coaching and mentoring.

If a mentor is selected from overseas, the Lead Applicant needs to justify the choice and clearly describe how proper mentorship arrangements will be met. Additionally, the LA may identify one of the co-Applicants as an additional go-to person.

6.2.2 Co-Applicants
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. Up to a maximum of 5 research Co-Applicants can be included.

Each Co-Applicant must confirm their participation, and is invited to view the application form online. The terms of any co-application should be determined early and relevant agreements should be in place by the onset of the project. The HRB advises that consideration should be given to issues such as relative responsibilities, governance arrangements, intellectual property rights, reporting and access to data and samples when working up co-application agreements.

6.2.3 Collaborators
An official Collaborator is an individual or an organisation that provides an integral and discrete contribution (either direct or indirect) to the proposed research activities. A collaborator may supply material, provide training, provide access to specific equipment or groups, specialist staff time, trials advice or other support, 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 Collaboration Agreement form will be made available on GEMS for download. Collaborators may be based outside the Republic of Ireland where appropriate and justified. The terms of any collaboration should be determined early and relevant agreements should be in place by the onset of the project. The HRB advise that consideration should be given to issues such as relative responsibilities, governance arrangements, intellectual property rights, reporting and access to data and samples when working up collaboration agreements.

Up to 10 Research Collaborators can be included.

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

6.2.4 Funded personnel

Lead Applicants must demonstrate clearly that the level, expertise and experience of proposed research personnel matches the ambition and scale of the project proposed and that they possess the necessary breadth and skills in all methodological areas required to deliver the proposed programme of work. Alignment between personnel requested and the proposed project should be given strong consideration. Reviewers will thoroughly assess the level of baseline experience matched with the supervisory and up-skilling arrangements proposed in scoring the proposal.

Lead Applicants must carefully consider how the complexity, scale, objectives and dependencies of the project match the skills and expertise required for conducting the project. Where early stage career personnel registered for a higher degree are proposed to work on the project, the proposal should clearly demonstrate some previous supervisory experience of the Lead Applicant (even if not officially as primary supervisor) as well as appropriate supervisory arrangements with a supervisory team in place, which may also include the Lead Applicant’s mentor and/or Co-Applicant(s), if appropriate. In such instances, Lead Applicants are also strongly encouraged to think about the suitability of such projects for PhD candidates, in terms of delivering a clearly identifiable original research project or potential difficulties in clustering various pieces of work packages of PhD thesis. If requesting a PhD candidate you must typically budget for four years funding for this individual. The HRB strongly encourage four-year support in line with other HRB funded doctoral training programmes such as SPHeRE, ICAT and Collaborative Doctoral Awards (CDA).

Note: If the project is within the Population Health Sciences or Health Services Research (PHHSR) areas and the LA is requesting a PhD candidate, the HRB strongly recommends that the LA provide some training through the SPHeRE PhD programme, which is Ireland’s national research training programme for PHHSR. It is not necessary to have a candidate identified at this early stage, however, please note that identified/nominated candidates will need to apply officially to the SPHeRE programme (usually around March) and have to be interviewed by the SPHeRE Directors in collaborations with the LA (usually at the end of May). No additional fees (in addition to the student fees) accrue to the SPHeRE programme for the inclusion of a self-funded Scholar. Please also note that the purchase of some or all SPHeRE training modules (six in total) in year 1 may be another option to provide a more structured training to the PhD candidate through SPHeRE. Please contact the Programme Manager Elaine Healy (elainehealy@rcsi.ie)

6.2.5 Public and Patient Involvement (PPI) in Research

The HRB promotes the active involvement of members of the public in the research that we fund. This 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. PPI is research carried out ‘with’ or ‘by’ members of the public rather than ‘to’, ‘about’ or ‘for’ them. It 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.
PPI 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 carrying out the research.

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

- 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 to 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.

7 Host institution and other support

7.1 Host institution

The Host Institution for the award must be on the HRB list of approved Host Institutions (see http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/ ) and be nominated by the Lead Applicant. A Host Institution may partner with a health service organisation if beneficial for the delivery of the research project.

The Host Institution

- Will recognise the successful Lead Applicant upon receipt of the award as an independent investigator, who will have an independent office, research space at the institution for which s/he will be fully responsible for at least the duration of the award.
- Will sustain and support the successful Lead Applicant during the duration of the award by providing other support, such as access to infrastructure, mentoring and in-house training (e.g. leadership) and networking activities, etc. A Host Institution may partner with a health service organisation or other relevant organisation if beneficial for the delivery of the research project.
The HRB has a **strong expectation** that the Host Institution will extend support to the successful individual **beyond the duration of this award** with a full time or joint faculty appointment.

The Host Institution is required to provide a **Letter of Support** at full application stage to clearly describe how it will support the Lead Applicant during the duration of the HRB award. This letter of support should be on headed paper and signed by the Dean of Research.

### 7.2 Access and support from Research Infrastructures

Where relevant applicants are expected to avail of the advice, trial and data management services and/or other forms of support from existing research infrastructures such as a Clinical Research Facility/Centre (CRF/CRC), Centre for Applied Medical Imaging (CAMI), HRB Clinical Research Co-ordination Ireland (HRB CRCI), the HRB Trials Methodology Research Network (HRB TMRN) and/or a thematic HRB Clinical Trials Network (HRB CTN).

Applicants need to provide an **Infrastructure Agreement Form** (including national and international infrastructures as required). The form set out

- The nature and scope of the service or collaboration
- The rationale behind the choice of infrastructure and
- Any costs associated with the project (including those provided as in-kind contributions).

### 8 Application and review process

Applications must be completed and submitted through the HRB online Grant E-Management System (GEMS) (https://grants.hrb.ie). The Emerging Investigator Awards for Health scheme will use a two-stage application process consisting of:

1. Open call for Pre-application stage (Stage 1)
2. Invitation of selected applicants to submit a Full Application (Stage 2).

- **GEMS will close the pre-application stage** automatically at the stated deadline and timeline (**30 August 2018 @ 13:00**).

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 transparent process underpinned by quality, excellence and 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.
8.1 Pre-Application Stage
Pre-application form will focus on (1) the track record of the Lead Applicant, (2) Details of the Research Team (Mentor and Co-applicants) and (3) an outline of the research project focusing on the relevance of the proposed project and the potential for actionable knowledge.

The pre-applications will be checked for eligibility for the LA and the scope, and will be sent to a specially convened international review panel for analysis and comments. Members of the review panel will be selected based on the range of disciplines, methodologies and expertise appropriate to the scheme. The Pre-application Review Panel will discuss the eligible pre-applications and will rank them based on the three assessment criteria below, which have equal weight.

1. The potential of the Lead Applicant to become an independent investigator;
2. Relevance of the research question and the potential for actionable knowledge;
3. Fit of the research team with the research question and the objective to drive actionable knowledge.

A short feedback will be provided to all applicants upon completion of the review of Pre-Applications.

8.2 Full Application Stage - by invitation only
A selected number of Lead Applicants will be invited to full application stage. Full applications must be submitted through the HRB online Grant E-Management System (GEMS) (https://grants.hrb.ie) and information from the Pre-Application stage will feed automatically on the invited Full Applications.

Please note that the panel will have made their selection based on the information provided at pre-application stage. The Lead Applicant will have the opportunity to make small revisions from pre-application to full application stage (e.g. addition of expertise/partner, revision of targeted profession/disciplines for training, strengthening the stakeholder participation, etc.), especially if addressing the panel feedback provided to the Lead Applicant after the pre-application stage. However, it is Full Applications should reflect a development of the relevant pre-applications rather than a radically different approach.

Full applications, once submitted, will undergo a two-stage assessment process as follow:

Stage 1 – International Peer Reviewers
For each invited full application the HRB aims to receive written feedback from at least three international peer reviewers. International peer 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.

Stage 2 – Interview Panel
The Interview Panel will comprise an independent Chair and 6-7 members and it is envisaged that many will be invited again from the Pre-Application Panel. Panel members are selected based on the range of applications received and the expertise and skillset needed (e.g. research area and methodological and analytical approaches, coaching and mentoring, knowledge translation/applied health research, etc.).
All Lead Applicants invited to submit a Full Application will be invited to attend an interview. The comments from the international peer-reviewers will be provided to the Lead Applicants prior to the interview. This will provide the Lead Applicants and their team with an opportunity to address the key comments, suggestions, misconceptions, etc. during the interview.

At the end of the interview panel meeting, a final score is collectively agreed for each application and then they will be ranked according to score. HRB staff members are present to clarify any procedural aspects for the Chair or Panel members and to take notes for the feedback process.

The recommendations of the Interview Panel will be presented for approval at the next scheduled HRB Board meeting. When the Board of the HRB has approved the process and recommendations, HRB staff will contact the applicants to notify them of the outcome. It is estimated that from the deadline of the call to the HRB decision after the assessment will take approximately nine months.

The peer-reviewers and panel reviewers will assess all full applications based on the following assessment criteria. Successful programmes must score highly in all criteria.

The following assessment criteria will be used to assess applications by peer-reviewers and interview panel. Successful applications will be expected to rated highly in all criteria.

1. Potential of the Lead Applicant to become an independent investigator
2. Relevance of the research question and potential for actionable knowledge
3. Fit of the research team with the research question and the objective to create actionable knowledge
4. Appropriate research design and methodology to address the research question and create actionable knowledge
5. Host institution support during and beyond the award.

Note: The HRB Gender Policy came into effect on 1 June 2016. Gender balance of the Lead Applicant will be among the ranking factors to prioritise proposals with the same scores in the Panel ranking list.

9 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 are required to respect the confidentiality of the peer review process, which is designed to protect and preserve the integrity of the HRB’s advisers and processes. Reviewers may not discuss any aspect of the scoring or assessment with applicants or colleagues. All such requests must be referred to the HRB.

10 Timeframe

11 months application and review process

<table>
<thead>
<tr>
<th>Pre-Application Stage (Stage 1)</th>
<th>Full Application Stage (Stage 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 May 2018</td>
<td>13 December 2018</td>
</tr>
<tr>
<td>Call opening for Pre-Application stage</td>
<td>Submission of full applications</td>
</tr>
<tr>
<td>30 August 2018</td>
<td>Late February 2019</td>
</tr>
<tr>
<td>Deadline for Pre-application submissions</td>
<td>End of peer-review</td>
</tr>
<tr>
<td>09 October 2018</td>
<td>Late-March 2019</td>
</tr>
<tr>
<td>1st Panel review and recommendations</td>
<td>End of Interview panel review</td>
</tr>
<tr>
<td>Week of the 15 October 2018</td>
<td>End of March 2019</td>
</tr>
<tr>
<td>Notification to all applicants and invitation to full application stage for a selected number of applicants</td>
<td>Interview Panel Meeting</td>
</tr>
<tr>
<td></td>
<td>End of April 2019</td>
</tr>
<tr>
<td></td>
<td>Board Approval &amp; outcome notifications</td>
</tr>
<tr>
<td></td>
<td>May-July 2019</td>
</tr>
<tr>
<td></td>
<td>Contract negotiation</td>
</tr>
<tr>
<td></td>
<td>August 2019 onwards</td>
</tr>
<tr>
<td></td>
<td>Start of the awards</td>
</tr>
</tbody>
</table>

11 CONTACT

For further information on the Emerging Investigator Awards for Health 2019 contact:
Dr Louise Bryce  
Project Officer  
Pre-Award  
Health Research Board  

e lbryce@hrb.ie  
t 01-2345 1502

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/funding/funding-schemes/before-you-apply/relevant-policies/
Appendix I – Scheme Research Remits

The details below are not exhaustive but should serve as a useful guide to applicants in considering relevance and eligibility for this scheme and in selecting the most appropriate remit for their proposal. Applications will be reviewed upon receipt by HRB staff based on the criteria below. In the case of any queries regarding appropriateness or eligibility, staff will consult with the appointed international Chair of the interview Panel before making a final decision.

**Patient-Oriented Research (POR)**

*Patient-oriented research is defined as research conducted with human subjects, or on material of human origin, such as tissues, specimens and cognitive phenomena. The research generally involves patients, samples and/or data from patient and other people who are not patients (e.g. healthy volunteers)*

Under the POR remit, the HRB will consider research projects that involve pre-clinical studies, on the understanding that pre-clinical studies represent an important stage of research that occurs before testing in humans to find out if a drug, treatment or procedure is likely to be useful. Such studies gather data on efficacy, feasibility, toxicity, safety, and supports patient eligibility criteria. They typically involve research using particular species of animals and in such cases the HRB will consider supporting animal work. However, appropriate evidence must be provided in the application setting out the case for the pre-clinical study, to justify the choice of species in a manner which resembles the human condition in aetiology, pathophysiology, symptomatology and response to therapeutic intervention and describing how the pre-clinical study correlates and aligns with the planned future stages of the research study in humans. In some pre-clinical studies, due to the species-specific nature of the clinical product (e.g., some vector-expressed human transgenes or human derived cellular products) testing in animals would not prove informative or appropriate so alternative in vitro pre-clinical studies models can be proposed, but again detailed justification must be provided.

Only POR applications which begin with research activity to the right of the red line in diagram in Figure 1 will be considered within remit for this scheme.
Population Health Research (PHR)

Research with the goal of improving the health of the population, or of defined sub-populations, through a better understanding of the ways in which social, cultural, environmental, occupational and economic factors determine health status or through the identification of effective interventions for improving health status and reducing health inequalities.

The emphasis of PHR applications is on prevention of disease, promotion of health and wellbeing and the reduction of inequalities in health. Research focuses on the health of the whole population or on defined subgroups and aims to generate evidence that is highly relevant to improving the health and wellbeing of the public.

Note: There is significant overlap between clinical medicine and population health approaches. For the purposes of this scheme, if you are submitting a science- or medically-driven proposal where the emphasis is on disease diagnosis, treatment or care of an individual or a patient group, you should submit your application to the patient-oriented panel.
Applications submitted under the PHR remit should focus on issues such as:

- Macro-level socio-economic determinants of health (the influence of social and economic policies on health)
- Individual-level socio-economic determinants of health (the relationships between access to the resources of society such as housing, income, employment, food security and health)
- Individual behavioural/lifestyle factors such as smoking, nutrition, alcohol and substance abuse, physical activity and sexual behaviour and their impact on health
- Occupational and environmental determinants
- The health of populations over the lifecourse (e.g. birth, child and adult development and ageing)
- Health of specific population groups (e.g. children and youth, people with disabilities, older adults, migrant populations)
- Gender issues and health
- Health protection, promotion, health education and intervention programmes
- Genetic epidemiology
- Prevention and control
- Monitoring and surveillance of population health

**Health Services Research (HSR)**

*Research with the goal of improving the efficiency and effectiveness of health professionals and the healthcare system through changes to practice and policy. Health services research is a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organisational structures and processes, health technologies, and personal behaviours affect access to health care, the quality and cost of healthcare and ultimately health and well-being.*

HSR remit includes proposals concerning the planning, management, organisation, financing, purchasing and provision of health and social care services. Such research may address aspects of the quality of services, access and equity in provision, relevance and appropriateness to the needs of individuals and communities, effectiveness and efficiency, workforce capacity and capability issues and how services are experienced. Applications focusing on the three main dimensions of quality – patient safety, patient experience and effectiveness of care – are particularly welcome.

Applications focusing on issues such as the following are welcome:

- Access to services
- Strategic management of waiting times
- Health service planning
- Health service delivery and organization
- Integration of care
- Evaluation of health services interventions
- Delivery and organization of hospital and primary health care
- Community-based care (long-term care, home care)
- Chronic disease prevention and management
- Citizen engagement
- Health professional influences on health care
- Public and private health care sectors
- HR and financing of health services
- Health policy and systems management
- Health ethics and law
- Health informatics
- Pharmacoepidemiology
- Quality of life and quality of care
- Health systems and policy
Appendix II: Detailed Guidance on the EIA Pre-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 Note for further information.*

The Lead Applicant must create the application but it can then be jointly completed with 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 selects the application remit 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 must satisfy the conditions of this check list.

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

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 but it may be another organisation/institution designated by the research team, where it is clearly justified. Information is available on the HRB website on the current approved Host Institutions and on the application process for research performing organisations to be approved as HRB Host Institutions⁶.

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 Host Institution, 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 Host Institution approvals.

---

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 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’s intention to submit an application to the ARPP 2018 scheme. 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 for the full application 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 and if they have any queries or clarifications they can engage directly to resolve them. The HI signatory must confirm their willingness to participate as HI for the full proposal 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 of the full proposal for submission to the HRB.

3. Project Details

3.1 Project Title
This should be descriptive and concise and should reflect the aim of the project.

3.2 Acronym
This is optional

3.3 Part time arrangements
3.3.1 Are you planning to take the award part time?
3.3.2 FTE % Please confirm what % full time equivalent (FTE) you propose to spend on this project (minimum 50% research protected time)?
3.3.3 Please detail the proposed arrangement (e.g. number of days per week) with time to be dedicated to the research project. Clearly describe how you will fulfil the main objectives of this scheme with the proposed part-time arrangement, either integrated with a practice-based or other health-related role or because of personal circumstances. Please note that block periods dedicated to research are not allowed. The word limit is 150 words.

3.4 Project Abstract
This should be a succinct summary of the proposed research project. The aims and hypotheses of the project should be conveyed with clarity. The objectives of the project and what the work is expected to establish should be described. Ideally it provides a clear synopsis of your proposal and should set the research proposal in context. The word limit is 300 words.

3.5 Keywords
Please enter up to 5 keywords that specifically describe your research project.
4. The Lead Applicant
Details are requested about the Lead Applicant including their position and status (contract or permanent) and their supervisory experience.

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

4.1 Type of Researcher
Please describe yourself as:
✓ Professional in-practice
✓ Health-related researcher
✓ Professional in research position (not in-practice)

4.2 Gender
Please select
✓ Male
✓ Female
✓ Other gender identity
✓ Prefer to not disclose

This question is included with the application form in light of the HRB Gender Policy. The HRB has the 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. The information will not be shared with reviewers and it is for HRB internal use only

4.3 ORCID
The HRB is not yet an ORCID member, however we are encouraging all researchers to obtain this persistent digital identifier that distinguishes you from every other researcher. Lead applicants are encouraged to include an ORCID iD in their application. Please note this is not a mandatory field for submitting your application. For more information and to register please see http://orcid.org/

4.4 Additional proof of eligibility
4.4.1 Please state your current position, type (e.g. fixed term, permanent) and length of contract you currently hold
4.4.2 Enter the date you defended you PhD thesis
4.4.3 Are you already supervising researchers as primary supervisor and as independent investigator (Y/N)? Please explain further your supervisory experience to date.
4.5 Personal declaration

Please briefly describe why you are well-suited to the role as emerging investigator with an active role in facilitating actionable knowledge and how this award will contribute to the attainment of your long term research vision and career objectives.

Please refer to any gaps to your past productivity, you may include a description of factors (e.g. career break, flexible work arrangement, other family care responsibilities, illness, disability, and change in sector (e.g. academia to private sector) or discipline.

You must reference up to two contributions most relevant in terms of your research career and research impact to date (not just restricted to peer-review publications and may include contributions to health policy or practice, or to technology or product discovery and development) that specifically highlight your experience and expertise most suitable for this funding application.

The word limit is 400 words.

4.6 Elevator Pitch Video

Please record a two-minute elevator pitch addressing why you are best suited as an HRB emerging investigator and how this award will support the achievement of your long term career goals. This is a novel approach the HRB is piloting in this scheme aimed to corroborate the written statement in your personal declaration by including verbal communication from the Lead Applicant given the strong career development component in this scheme. In stage two application (Full Application) there will be instead an interview stage to better assess the applicant.

Important instructions

The video must be recorded in an office-like environment using YouTube and the link only must be copied and paste below.

Technical instructions on creating an account on YouTube

✓ To sign in to YouTube, you’ll need to have or create first a Google Account.
✓ Once you have your google email address
  1. Go to youtube.com.
  2. In the top right, click Sign in.
  3. Click Create Account.
✓_uploading videos:
✓ https://support.google.com/youtube/answer/57407?hl=en-GB&ref_topic=2888648
✓ Once the video has been uploaded, without clicking on DONE, the video will commence PROCESSING, to make ready for viewing.
✓ After you click Done, the screen will share the URL. Take a copy of it.(e.g. https://youtu.be/BtrKidjEal4) and paste it into your Application form.

Note: Unlisted videos and playlists can be seen and shared by anyone with the link. We advise this option to keep the video private yet available for HRB to Review
4.7 Contribution to scientific knowledge and Research Outputs
Please detail up to four of your most relevant contributions to scientific knowledge by briefly indicating
- brief title of the project
- the background of the research question;
- the main findings from the research;
- the influence and/or application and/or impact of the findings to health and/or other research field;
- your specific role in the research project;
- reference up to two of your research outputs that are relevant to the described contribution
The word limit is **350 words** for each contribution and relevant references.

*Note: When referencing the research outputs most relevant to a specific role you may reference to peer-reviewed articles, research data and datasets, research material, databases, audio/video products, national and/or international reports, patents, models and protocols, software production, evidence of influence to health policy and practice, outreach and/or knowledge exchange activities, media coverage or other relevant activities.*

4.8 Synergistic Activities
Please provide some examples under the headings below that demonstrate the broader impact of your professional and academic activities to date. Please note these are aimed to provide a more rounded and holistic recognition of your career to date with the assumption that not all researchers must have had experience necessary under all these headings. They will be assessed in the overall context of the targeted career stage and the objectives of this scheme. The word limit is **400 words**

4.8.1 Research process
Activities such as stakeholder engagement/PPI, collaborative & cross disciplinary research, research integrity and risk management in open science procedures (e.g. making data openly available, sharing data for reuse, etc. if any).

4.8.2 Societal Impact and outreach
Knowledge translation activities that best relate to the work described in your application. E.g. communication & dissemination (beyond publications), development of IP (patents, licenses), development of guidelines and standards, knowledge exchange and outreach activities.

4.8.3 Service to research community
Peer-review contribution, networking activities, memberships to committees and/or other relevant advisory groups

4.8.4 Leadership and training
Teaching; supervising and mentoring of next generation of researchers, other activities where you have shown leadership in academic and/or other professional activities (e.g. organisation of courses, etc)
5. Research Project Description

5.1 Research question
Please state clearly the research question behind the proposed work. The word limit is 100 words.

5.2 Case for the research
Please set out a case for the relevance and importance at local, national or international level to propose this research project at this time in Ireland.

Please address the following:

✓ Outline the problem to be addressed and the relevance to the policy and practice (locally, nationally or internationally); please reference any document/publications;
✓ Describe any systematic review or alternative evidence collected systematically supporting why this research project should be conducted now and include the knowledge gaps in the research area;
✓ Include a description of any pilot work/data already undertaken or the use of existing national or international data;
✓ Describe the anticipated outputs and outcomes.

The word limit is 1500 words.

Note: Be aware that the peer reviewers and panel reviewers reading your application will be based outside of Ireland, so it is important to describe the current healthcare delivery context in Ireland when discussing issues around need and relevance.

5.3 Overarching Aim
Please state the overarching aim of the project. The word limit is 100 words.

5.4 Brief overview of the methodological approach
Please describe briefly you main methodological approach to address the research question. The word limit is 300 words.

5.5 Pathway to Actionable Knowledge Statement - outline
Please outline the likely potential of the research finding to be applied and/or translated towards improving the health care systems, policies and/or practice and to generate evidence informed by policy and practice. In the full application more detailed will be required. The word limit is 200 words.
5.5 References
A full description of the references cited should be provided. You can enter a maximum of 15 publications. Please enter references in the same format. Please note that at full application stage this will be increased to 30 publications.

For peer-review publications:

For book and printed source citations:

For data citation:
Authors, year, article title, journal, publisher, DOI
Author(s), year, dataset title, data repository or archive, version, global persistence identifier

6. The research team – Mentor, Co-Applicants and Collaborators

6.1 Mentor
The Lead Applicant can add the Mentor to an application by entering their name on GEMS. If the individual is already registered on GEMS, the system will find them and will allow theLead Applicant to select her/him. Alternatively, the Mentor 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 in the application as Mentor. Registered Mentor can decide whether to accept or reject their participation. If the proposed mentor rejects participation in an application, the Lead Applicant is informed and may revise the application accordingly. The Mentor who accepts will be able to complete some section of the application and also edit the application. The system will flag if another user is working on the application form at the same time via a pop-up warning. A member of the applicant team may choose to over-ride this pop-up message and continue to enter data but it is 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, the Mentor must also approve the content of the application.

Please note the section below must be complete by the Mentor

7 Please refer to FORCE 11 principles for further information https://www.force11.org/group/joint-declaration-data-citation-principles-final
The Mentor can manage his/her contact and CV details (Name, contact information, institution, present position, employment history, profession and membership details of professional bodies). Please note that Funding Record (including HRB grants) most relevant to this application where the applicant has acted as Lead Applicant or co-applicant) and publications will be requested manually so you do not need necessary to enter them under manage my details.

6.1.1 Type of Participant
Please describe yourself as:
- Health and social care professional with a joint or full academic appointment
- Health research investigator (Senior researcher)
- Other, please specify

6.1.2 Gender
Please select
- Male
- Female
- Other gender identity
- Prefer to not disclose

This question is included with the application form in light of the HRB Gender Policy. The HRB has the 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. The information will not be shared with reviewers and it is for HRB internal use only.

6.1.3 Mentor’s most relevant funding track record
Please reference up to five peer-reviewed grant funding (including HRB ones) that are most relevant to this application and specify your role as Lead Applicant, Co-Applicant or Collaborator.

6.1.4 Mentor’s expertise statement
Briefly describe why you are well-suited to the role as mentor of the Lead Applicant in this proposal by demonstrating evidence of expertise and skills in the following:

- State evidence of your leadership and collaborative role throughout your career, including leadership role, recognised national/international contributions, collaborations and partnerships with other researchers and key individuals, including those from other research disciplines, roles, and sectors. Please reference up to four research outputs most relevant to this role and expertise. The word limit is 400 words.

- Provide any evidence of expertise in relation to research outcomes that have been translated into, and/or have influenced, health care practice and/or policy and/or service delivery. This may include non-peer-reviewed publications such as policy briefs, national reports, research reports, evidence synthesis or other achievements such as honours/awards, national and international profiling, plenary lectures or invited speaker at international conferences. Include here also any expertise relating to commercialization and/or industry involvement, if relevant.
Please reference up to four research outputs most relevant to this role and expertise. The word limit is 400 words.

- Provide evidence of capacity building, mentoring and coaching you may have in relation to experience in team building, mentoring and supervising of researchers and how it has impacted upon your research career. Particularly mention experience in providing support at early stage researchers (PhD) and mid-stage researchers (postdoctoral and research fellows) level and experience in mentoring / supervising individuals from outside your own discipline, if any. Numbers of current and completed MSc and PhD students, directly under your supervision, as well as numbers of previous and current post-doctoral staff should be provided. The word limit is 200 words.

**Note:** When referencing the research outputs most relevant to a specific role you may reference to peer-reviewed articles, research data and datasets, research material, databases, audio/video products, national and/or international reports, patents, models and protocols, software production, evidence of influence to health policy and practice, outreach and/or knowledge exchange activities, media coverage or other relevant activities.

### 6.1.5 Publications

Please provide the total number of peer-review publications, which you have authored and/or co-authored, and you may add the weblink to your full list of peer-reviewed publications.

### 6.2 Co-applicants

The Lead Applicant may collaborate, where appropriate, with partner organisations such as hospitals, health agencies, universities, local government, voluntary organisations and/or industry.

The Lead Applicant can add up to 5 co-applicants to an application by entering their name on GEMS. You also have the option to add the Mentor as Co-applicant if the individual will have a specific role on the project in addition to fulfil the role as your mentor. In that case up to four Co-applicants can be added. If the Co-applicant is already registered on GEMS, the system will find them and will allow the Lead Applicant 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 in the application as a co-applicant. 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 in an application, the Lead Applicant is informed and may revise the application accordingly. Co-applicants who accept to participate in an application will be able to edit the application. The system will flag if another user is working on the application form at the same time via a pop-up warning. A member of the applicant team may choose to over-ride this pop-up message and continue to enter data but it is advisable that they contact the other person directly to avoid losing data when applying the override function.

Do you wish to add the mentor also as co-applicant because of his/her specific role on the project?

Y/N
If yes
Please describe the specific role of the mentor as also co-Applicant in this project and clearly justify it. The word limit is **200 words**.
You may add below up to **four additional** co-applicants.

*Please note the section below must be complete by each Co-Applicant*

**6.2.1 Co-Applicants Contact and CV Details**
Co-Applicants can manage their **contact and CV details** (Name, contact information, institution, present position, employment history, profession and membership details of professional bodies) under ‘Manage my Details’ section of GEMS and this information will be automatically included in any application that involves this individual.

Please **note** that **Publications and Funding Record** (including HRB grants where the applicant has acted as Lead Applicant or co-applicant or collaborator) most relevant to this application will be requested manually so the co-applicant does not need to complete under “Manage my details”.

For some Co-applicants (such as members of the public) not all sections will be relevant. In each case, however, a co-applicant must complete the contact details and CV section.

**6.2.2 Type of Participant**
Please describe yourself as:

- ✓ Health and social care professional with a joint or full academic appointment
- ✓ Health research investigator (Senior researcher)
- ✓ Stakeholder (charity, health organisation, patient group, policy maker, etc)
- ✓ Working in the private sector
- ✓ Other, please specify

**6.2.3 Gender**
Please select

- ✓ Male
- ✓ Female
- ✓ Other gender identity
- ✓ Prefer to not disclose

This question is included with the application form in light of the **HRB Gender Policy.** The HRB has the 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. The information will not be shared with reviewers and it is for HRB internal use only.
6.2.4 Co-Applicant’s most relevant funding track record
Please reference up to five peer-reviewed grant funding (including HRB ones) that are most relevant to this application and specify your role as lead Applicant, Co-Applicant or Collaborator.

6.2.5 Personal Declaration and research outputs
Briefly describe why you are well-suited to the role as co-applicant to this application and clearly highlight your specific role in this project. You may refer to your relevant research and analytical expertise and skills as well as your professional skills, such as negotiating and influencing, leadership, networking and collaborative work, multi-disciplinary and/or interdisciplinary work and/or the strength of the scientific environment. Also, you must identify up to five of your research outputs that specifically highlight your experience and expertise most suitable for this funding application.

The word limit is 500 words.

Note: When referencing the research outputs most relevant to a specific role you may reference to peer-reviewed articles, research data and datasets, research material, databases, audio/video products, national and/or international reports, patents, models and protocols, software production, evidence of influence to health policy and practice, outreach and/or knowledge exchange activities, media coverage or other relevant activities.

6.2.6 Publications
Please provide the total number of peer-review publications you have authored and/or co-authored. You can also add the weblink to your full list of peer-reviewed publications.

7. Submission of Applications
The deadline for submission of complete applications is 30 August 2018 at 13.00.

1. After successful validation the Lead Applicant 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 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.

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

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/

CLINICAL RESEARCH INFRASTRUCTURES/SUPPORTS

Health Research Board Clinical Research Facility, Cork
http://www.ucc.ie/en/crfc/

Health Research Board Clinical Research Facility, Galway
http://www.nuigalway.ie/hrb_crfg/

Wellcome Trust-Health Research Board Clinical Research Facility, St James’s Hospital
http://www.sjhcrf.ie/

Clinical Research Centre, Royal College of Surgeons in Ireland
http://www.rcsicrc.ie/

Clinical Research Facility, University College Dublin
http://www.ucd.ie/medicine/ourresearch/researchenvironment/ucdclinicalresearchcentre/

Centre for Advanced Medical Imaging, St James’ Hospital Dublin
http://www.3tcentre.com/

Centre for Support and training Analysis and Research (CSTAR)
http://www.cstar.ie

BIOBANKING

Council of Europe Recommendation of the Committee of Ministers to member States on research on biological materials of human origin (2016)
https://search.coe.int/cm/Pages/result_details.aspx?ObjectId=090000168064e8ff

OECD Guidelines on Human Biobanks and Genetic Research Databases
http://www.oecd.org/sti/biotech/guidelinesforhumanbiobanksandgeneticresearchdatabases/hbgrds.htm

ISBER Best Practices for Repositories
http://www.isber.org/?page=BPR

Molecular Medicine Ireland Biobanking Guidelines
http://www.molecularmedicineireland.ie/resources/biobanking-guidelines/

NCI Best Practices for Biospecimen Resources (2016 version)
http://biospecimens.cancer.gov/practices/

RESEARCH PRIORITIES & PUBLIC INVOLVEMENT IN RESEARCH

INOLVE 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 (Provides tools to assess the impacts of involving members of the public in their research in individual projects)
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

USE OF ANIMALS IN RESEARCH

Experimental Design Assistant (EDA) (online tool for design of animal experiments)
https://www.nc3rs.org.uk/experimental-design-assistant-eda

ARRIVE (Animal Research: Reporting of In Vivo Experiments) guidelines
https://www.nc3rs.org.uk/arrive-guidelines

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

Gender Toolkit in EU-funded research for examples and guidance

DATA MANAGEMENT AND SHARING and FAIR principles

Digital Curation Centre: How to develop a data management and sharing plan and examples DMPs
http://www.dcc.ac.uk/resources/data-management-plans/guidance-examples

UK Concordat on Open Research Data (July 2016)
http://www.rcuk.ac.uk/documents/documents/concordatopenresearchdata-pdf/

Guidelines on FAIR data management plans in Horizon 2020

FAIR data principles FORCE 11
https://www.go-fair.org/fair-principles/

FAIR at the Dutch centre for Life sciences
http://www.dtls.nl/fair-data/fair-data/

“The 15 data principles for better data stewardship” HRB workshop 6 December 2017 - Recordings of all the sessions.
www.youtube.com/playlist

Registry of Research Data Repositories
http://www.re3data.org/

Zenodo Data Repository (OpenAIR)
https://zenodo.org/about
https://zenodo.org/