

HRB Impact Award 2023

Guidance Notes

11 August 2022



Guidance Notes

Key Dates & Times	
Nominations Open	16 August 2022
Nominations Closing Date	29 September 2022 @13:00

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

It is strongly recommended to read the Guidance Notes prior to completing the nomination form.

**Prior to final submission to the HRB, nominations for the HRB Impact Award nominations must first be reviewed and approved within GEMS by the authorized approver at the Host Institution as listed in the nomination form. It is critical therefore that applicants leave sufficient time in the process for the Research Office (or equivalent) in their nominated Host Institution to review, seek clarifications and approve nominations 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.*

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1 Introduction

The Health Research Board (HRB) Strategy 2021 – 2025: Health research – making an impact ¹ highlights six strategic objectives for the HRB, including the building of a strong and supportive environment for health research in Ireland. Within this objective, the HRB is committed to invest strategically in research leadership and build the capacity of academic researchers and health and social care practitioners to respond to current and emerging health research needs.

In line with this strategic objective and particularly promoting and embedding strategic research leadership in health and academic settings working in close collaboration with knowledge users, the HRB is now inviting nominations for the HRB Impact Award 2023 (IMPACT). This initiative aims to recognise and celebrate the wider benefits and achievements of HRB funded researchers beyond academic impact and it aims to showcase both the achievements and practices of individuals (and their teams) so they can serve as a role model for the wider HRB community to maximise the impact of their research.

This is the third round of this prestigious initiative with two previous IMPACT awardees recognised to date.

The HRB IMPACT award includes one monetary prize of €50,000 which will be granted to the recipient's chosen HRB-approved Host Institution in support of their work. The recipient will be announced at the HRB Grant Holders' Conference in February 2023.

2 Scope

Research impact is variously defined but can be summarised for the purposes of this award as activities that have an effect, benefit or positive influence on policy, society or the economy.

In the context of the strategic objectives of the HRB, we are seeking examples of where HRB-funded research has had an impact/s on policy, practice, services or the health and social care system, with direct or indirect benefits resulting in terms of enhanced health and wellbeing, quality of life and better health outcomes and experiences for patients, communities, organisations or the public more generally.

Research impact typically comprises two key elements, **reach and significance**. The assessment process will therefore seek to assess what the individual's work enabled, enriched, influenced or achieved and it will also explore the activities they engaged in to ensure reach and scale of the impact.

3 Changes to previous rounds

- The Guidance Notes have been amended to make explicit reference to the fact that Research Impact typically comprises two key elements, reach and significance. The assessment process will

¹ <https://www.hrb.ie/strategy-2025/>

therefore seek to assess what the individual's work enabled, enriched, influenced or achieved and it will also explore the activities they engaged in to ensure reach and scale of the impact.

- The objectives of the 2023 IMPACT award have been revised to:
 - To recognise and celebrate the wider benefits and achievements of HRB funded researchers beyond academic impact
 - To showcase both the achievements and practices of individuals (and their teams) that resulted in this impact so they can serve as a role model for the wider HRB community to maximise the impact of their research.
- The previous call included an objective (and related assessment criterion) to assess the potential of the nominated individual to realise future successful research outcomes and facilitate further advancement and impact. We believe that this blurs the purpose of this award, which is not a proposal for future activities or impacts, but is a recognition of research, practices and impact already achieved. This objective has therefore been deleted.
- In terms of eligibility criteria, previous rounds stated that “Nominees must be a Principal Investigator who received funding from the HRB, or someone employed on a HRB-funded award who made a significant contribution to the research”. This is now changed to “Nominees must be individuals who held or hold a HRB award/s as Principal Investigator, and who derive from either an academic or healthcare or related setting and whose research activities have had a significant and demonstrable impact based on the scope outlined above. This funding may have been awarded at any time during the Nominees’ career but must be directly linked to the area of research that has resulted in the impact on people’s health, patient care, health policy, or practice that is the basis for their nomination”. Aligned with this, we have removed reference that the impact must have happened during the last ten years. This was an arbitrary timeline as prospective nominees often realise impact over a much longer period of time.
- The scheme will continue to use a nomination-based approach. Nominations must be made via a HRB-recognised Host Institution in the Republic of Ireland and nominees must agree to be nominated. Host Institutions can submit more than one nomination. While Host Institutions from NI are now eligible to apply for funding in a selected number of schemes, we have stated that they are not eligible in the Impact Award 2023.

4 Aim and Objectives

The overarching aim of the award is to recognise current or former recipients of HRB awards who have made a highly significant contribution beyond academic impact. Nominations are invited for individuals who held or hold a HRB award(s) as Principal Investigator, who derive from either an academic or healthcare or related setting, and whose research activities have had a significant and demonstrable impact based on the scope outlined above.

The objectives of the award are as follows:

- To recognise and celebrate the wider benefits and achievements of HRB funded researchers beyond academic impact

- To showcase both the achievements and practices of individuals (and their teams) that resulted in this impact so they can serve as a role model for the wider HRB community to maximise the impact of their research.

5 Nomination process: Nominators and Nominees

5.1 Nominators

The application process is nomination-based. Nominators for the award **cannot nominate themselves**. Instead, nominations must be submitted to the HRB via the approved signatory in a HRB-approved Host Institutions. There is no limit to the number of nominations that can be made by any one Host Institution, but each nomination must include details of a named nominator as they will serve as the primary point of contact for the HRB during the nomination and review process.

As part of the nomination, the nominator must submit a letter of support from a person who has had professional or personal experience of the impact of the nominee's research on policy, practice, services or the health and social care system, with direct or indirect benefits resulting in terms of enhanced health and wellbeing, quality of life and better health outcomes and experiences for patients, communities, organisations or the public more generally.

Nominations should describe concrete examples of how a specific aspects of the nominated individual's funded research resulted in significant impact rather than outlining a range of impacts over the Nominee's the career. The achieved benefits/impact must be already materialised.

5.2 Nominees

- Nominees must be individuals who held or hold a HRB award/s as Principal Investigator, who derive from either an academic or healthcare or related setting, and whose research activities have had a significant and demonstrable impact based on the scope outlined above. Nominees should have a contractual relationship of some sort with a HRB-recognised Host Institution for the purposes of administration of the IMPACT award, if successful.
- This funding may have been awarded at any time during the Nominees' career but must be directly linked to the area of research that has resulted in the impact on people's health, patient care, health policy, or practice that is the basis for their nomination.
- Nominees must be working/have worked on the island of Ireland when pursuing the research related to the nomination.
- Nominees must agree to their nomination being submitted to the HRB (and they will be responsible for the management of the award via a designated Host Institution, if successful).

Note 1: HRB staff or Board members are not eligible.

Note 2: Where a nomination fails to meet the eligibility criteria, it will be deemed ineligible and will not be accepted for review. The HRB will contact the Nominator in that this situation.

6 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 HRB award schemes. In order to be eligible to submit an application for this award, an Institution must be an approved HRB Host Institution prior to the opening date of the call on 11 August 2022. A list of currently approved HRB Host Institutions and information on the application process for research performing organisations to be approved as HRB Host Institutions can be found on the HRB website².

Note: This call is not open to Host Institutions from Northern Ireland.

7 Application, Review Process and Review Criteria

7.1 Grant E-Management System (GEMS)

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

Each nomination must be 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, nominators should ensure that they give the signatory approver sufficient time before the scheme closing date to review the nominations and approve it on GEMS. Please note that many host institutions specify internal deadlines for this procedure.

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

7.2 Review Process

Applications will be initially checked for eligibility by HRB staff members. Where an application is deemed to be out of scope the Chair of the international grant selection panel will be consulted to confirm the recommendation.

Following the initial eligibility check, each eligible nomination submitted to this scheme will undergo one stage review process.

² <http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/>

Panel Review

An international grant selection panel, comprised of an independent Chair and up to four other members, will be convened to review the strengths and weaknesses of the nominations received according to the assessment criteria detailed below.

The recommendations of the Panel will be presented for approval to the HRB Executive Team. Subject to approval, HRB staff will contact all nominators (and Host Institutions) to notify them of the outcome and associated feedback.

It is estimated that from the deadline of the call to the HRB decision after the assessment will take approximately two or three months.

7.3 Assessment Criteria

The following assessment criteria will be used to assess nominations by the international panel reviewers. Successful nominees will be expected to rate highly in both criteria.

Nominations will be assessed against these criteria specifically:

1. **The nature, quality and level of the impact** that resulted in whole, or in part, from specific research and research-related activities of the nominated candidate (60%).
2. **The avenue to impact**, i.e., the approach, the activities and the practices of the nominated candidate that ensured that their work realised the intended benefits and impacts and how this can inspire others to maximise the impact of their research (40%)

Note: *In the event that there are two or more nominations with the same final score, the sub-score awarded for the ‘The nature, quality and level of the impact’ criterion will be the determining ranking factor to select the award.*

8 Timeframe

Date	
16 August 2022	Call Opening
29 September 2022 @13:00	Call Closing
End of Sep – Early October	Eligibility Check
End of Sep – Mid Nov 2022	Panel review
23 November 2022	Panel Review Meeting
Mid-December 2022	HRB Approval and Notification of the outcome
February 2023	Announcement of the winner at HRB Grant-holders’ conference
February-April 2023	Negotiations and contracting
01 May 2023	Earliest start date

9 HRB funding policies and procedures

Applicants should note that there are a number of grant policies to consider when applying to our funding schemes. These include our policies on gender, management and sharing of research data, open access, data protection and research ethics policies. Details on these as well as additional policies for both researchers and host institutions can be found [here](#).

9.1 HRB Privacy Policy and Retention Policy

To understand why we collect the information we collect and what we do with that information, please see our [Privacy](#) and [Retention Policies](#).

9.2 Research on Research

The HRB is developing its approach to research on research (RoR) with the aim of enhancing the evidence base for HRB research funding practices. We may also collaborate with researchers on request regarding specific RoR questions. Should your application become of interest to such a study, the HRB will seek your consent to use your information.

10 Contacts

For further information on HRB Impact Award 2023 contact:

Brian Nolan, PhD

Project Officer - Investigator-led Grants, Research Careers and Enablers

Research Strategy and Funding

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

The HRB's policy on ineligibility decisions is available at [Appealing ineligibility decisions in funding schemes \(hrb.ie\)](#).

The HRB's policy on appealing funding decision is available at [Appealing funding decisions \(hrb.ie\)](#).

Appendix I: Detailed Guidance on the Nomination Form

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

<https://grants.hrb.ie>

*Please refer to the **GEMS Technical Guidance Note**³, available on the left-hand column of your GEMS profile homepage, for further information.*

The **Nominator** must create the nomination. Nominators can register on GEMS and they will receive an email to confirm their registration and log in details. The Nominator can then add information on their contact and CV details in 'Manage My Details' section of GEMS.

Nominators 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 Nominators are taken directly to the Home page which is the starting point to create a new nomination. The nominator will be asked to complete a check list of mandatory questions. In order to access the Nomination Form, the Nominator must satisfy the conditions of this check list. The checklist for the HRB Impact Award is as follows:

Nominator Eligibility	
I have read the Guidance Notes for the Impact Award 2023 call and reviewed the main changes applied to the IMPACT Award 2023 .	<input checked="" type="checkbox"/>
I am clear about the role of the authorised signatory in the nominated Host Institution and I am aware that I need to build sufficient time into the nomination process for the HI to access, review and approve my final proposal for submission to the HRB through the GEMS system.	<input checked="" type="checkbox"/>

Consent	
By submitting this nomination, I consent to (a) sharing of my data outside of the European Economic Area (EEA) for the purpose of international peer review, and (b) the use of my data for assessment of my nomination; monitoring of successful awards; and evaluation of HRB's approach to funding and investment in research, in line with HRB policies and as detailed in the IMPACT Award 2023 Call Guidance Notes.	<input checked="" type="checkbox"/>

The Nominator will be then able to start the nomination. Further details for completing each of the main sections of the Nomination Form are provided below:

Host Institution

For the purposes of contracting, payment, and management of the award, HRB funds can only be awarded to HRB approved Host Institutions in the Republic of Ireland. The Host Institution for the award is that of the **Nominee**. A list of the Host Institutions approved by the HRB at the time of this call going live is included as a PDF on GEMS. 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

³ <https://research.ie/assets/uploads/2020/05/CCGT-Grant-Application-System-Technical-Guidance-Notes.pdf>

entered the first 3-4 characters of the Host Institution, you will be assisted with auto-select options. It is important that the Host Institution name is entered accurately and in full as an incorrect entry may result in delays in attaining Host Institution approvals.

If you wish to propose a Host Institution which is not on the HRB list, you are advised to contact the HRB at gemshelp@hrb.ie.

Note: In order to be eligible to apply for funding, an Institution must have been approved as a HRB Host Institution prior to the opening date of this call on 16 August 2022. Only pre-approved Host Institutions will appear in this list.

Signatory Notification (within Host Institution)

Once the **Host Institution** is selected at the initial stages of nomination creation, this will allow the Nominator 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 Nominator's intention to submit a nomination to the Impact 2023 round. 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 Host Institution signatory** of your intention to apply as soon as possible in the nomination process. The signatory will receive an email from GEMS with the name and email details of the Nominator and if they have any queries or clarifications, they can engage directly to resolve them with the Nominator. The Host Institution signatory must confirm their willingness to participate as Host Institution for the nomination through GEMS and once they do this a PDF of the nomination will be available for them to review with a view to them ultimately approving the final version for submission to the HRB.

1 The Nominator

Details are requested about the **Nominator** including title, name, position, and organisation. These details are managed under the "Manage my Details" section of your GEMS account.

Note: The HRB is now an ORCID member. Lead applicants are encouraged to include an ORCID iD by updating their GEMS profile under 'Manage my Details' and this will feed automatically into the Nomination Form. You have also the option to import your publication record from ORCID iD in addition to PubMed. Please note this is not a mandatory field for submitting your nomination. For more information and to register please see <https://orcid.org/>.

2 The Nominee

The Nominator is asked to provide the name of the Nominee for this award including their name, title, current position, department, institution, area of research and email address.

2.1 HRB funding related to the Nomination

The Nominator is also required, in line with the eligibility criteria outlined in the Guidance Notes, to provide the details of a HRB award where the Nominee acted as the Principal Investigator in receipt of funding from the HRB. This may have been at any time during their career, but it must be directly linked to the research that resulted in the impact on policy, practice, services or the health and social care system. The word limit is **500 words**.

2.2 Relationship of Nominee to Nominator

The Nominator is asked provide details as to the professional relationship to the Nominee. The word limit is **100 words**.

2.3 Reason for Nomination

The Nominator should describe why, in their opinion, the Nominee would be a suitable recipient for the HRB Impact Award. The word limit is **250 words**.

A letter of acceptance for the Nominee accepting the nomination is required.

3 Details of the Nomination

3.1 Outline of the research and impact

The Nominator should clearly describe the following:

- The significance of the health problem/challenge addressed, the research question, the approach and methods used to answer it and the outcome of the research that led to the impact.
- The beneficiaries of the research and research-related activities (e.g. patients, clinical staff, policy makers, public etc.) and the number of people impacted.
- The nominee's role in how this research and related activities led to impact.
- The strategy and specific activities that the Nominee led ensuring the research conducted reached impact (e.g. Patient, Carer and Public involvement (PPI), stakeholders involvement and/or other outreaching activities) and how these approaches may have helped to enhance the impact of the nominee's work.
- The impact and its significance the HRB-funded research has had on policy, practice, services or the health and social care system, with direct or indirect benefits resulting in terms of enhanced health and wellbeing, quality of life and better health outcomes and experiences for patients, communities, organisations or the public more generally.

The word limit is **1500 words**.

A letter of support from a person with direct experience of the impact as testimony of the achieved impact is required.

3.2 Nominee's leadership, key contributions, and achievements

Please describe how the Nominee, through their leadership and other key attributes, has contributed to wider research community and society and key achievements to date.

Please provide some concrete examples to support this description. These examples may include the following.

- Capacity building, training, and development of others;
- Knowledge translation and outreach;
- Networking;
- Open Science (open data, data sharing and open access, workshops/seminars);
- Memberships to committees, task forces, scientific boards, editorial boards, national or international groups etc;
- Honours/awards, national and international profiling, plenary lectures.

Please note that this list is non-exhaustive and other examples of the Nominee's leadership, contributions and achievements are welcomed.

The word limit is **400 words**.

4 Mandatory documents

The following documents must be uploaded to complete the nomination:

- **A letter of acceptance** for the Nominee accepting the nomination.
- **A letter of support** from a person with direct experience of the impact.

5 Submission of Nominations

The deadline for submission of complete nominations is 29 September 2022 at 13:00.

1. After successful validation, the Nominator may submit the nomination. It will then be routed to the designated signatory at the Host Institution for their approval.
2. If a signatory rejects the nomination the Nominator will be notified, along with any feedback the signatory has supplied.
3. The nomination 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 nomination.
5. The nomination automatically gets submitted to the HRB through GEMS for consideration for funding.

Please note that the HRB will not follow up any supporting documentation related to the nomination. It is the responsibility of the Nominator to upload all supporting documentation prior to submission. If the documentation is not received by the HRB on time, in the correct format or is not properly signed or submitted, the nomination will be deemed ineligible without further review.

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