



Health Research Board

HRB Internship Programme 2019

Call for Applications

Key Dates & Time

Application Opening Date:	25 November 2019
Application Closing Date:	12 December 2019 at 3pm

HRB Internship Programme

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HRB Internship Programme 2019

1. Introduction to the HRB

The Health Research Board (HRB) is the lead agency responsible for funding health research, managing health information systems and providing evidence for policy and practice in Ireland. Our aim is to support research that will improve people's health, patient care and health service delivery. We achieve this through three core areas:

- **Research Funding:** We fund key infrastructure, excellent researchers from clinical and academic disciplines and inspiring projects across health and social sciences.
- **Information:** We manage five national health information systems which provide high-quality, timely and relevant data for policy, service planning and research in the areas of disability, mental health and alcohol and other drugs.
- **Evidence Generation:** We promote and support evidence synthesis and knowledge translation activities, in order to assist policy-makers, service planners and providers in making evidence-based decisions.

Full details of our work and responsibilities may be found on our website (<http://www.hrb.ie>).

2. Objectives of the HRB Internship Programme

The HRB is committed to building capacity in health research practice and management and encouraging and supporting our early-stage researchers to develop their careers. To support this aim, the HRB runs an Internship Programme. This provides researchers with a recent PhD or MSc with an opportunity to gain first-hand experience of working in a state agency alongside experienced research management professionals. It also creates the opportunity of networking with a range of stakeholders.

This is the second round of the 2019 call and one position is available for this call. Four additional interns will start in January 2020

2.1 Who can apply for the HRB Internship Programme?

Early-stage researchers with a degree in a health sciences, social care or social sciences in a health-related area who:

- Have recently secured, or are soon to secure, a higher degree (MSc, PhD).
- Are interested in pursuing a career in areas such as health analytics, research coordination or research management, health policy and management, public administration, academic research or the private sector.

2.2 What type of experience will HRB Interns gain?

Interns are exposed to:

- The way funding decisions are made and the critical success factors involved in securing funding
- How calls are developed and best practice peer review processes applied
- Factors involved in grant management, monitoring and evaluation
- The research governance and policy environment in which national and international research operates
- How health information is collected, collated and analysed
- The process for designing and conducting evidence synthesis and reviews
- How evidence can be effectively used to inform policy and drive the development of new and existing services.

The Programme will also benefit individuals who are thinking about making a transition from academia into public administration or the private sector as it will provide them with a broad range of knowledge and skills.

3. Roles and Responsibilities of the HRB Intern

The duration of a HRB Internship is 24 months. HRB Interns will rotate between the Research Strategy and Funding Directorate and the Health Information and Evidence Directorate and will spend one year in each Directorate. Interns will have an opportunity to experience each business area. They will report to a senior manager within the relevant Directorate.

Within the Research Strategy and Funding Directorate Interns will work across a range of activities including but not limited to:

- Assisting with the generation of call documents for research grant schemes
- Supporting the announcement of funding programmes
- Coordinating the online processing and management of grant applications through the HRB's GEMS system
- Responding to requests for advice and guidance from the research community
- Participating in the delivery of peer review processes and panel meetings, and provision of feedback to applicants
- Contributing to all post award management activities including contracting, payments, progress reports and interim reviews
- Contributing to the collection, collation and analysis of evaluation data for annual and other reports
- Contributing to development and refinement of grant-related processes, systems and policies
- Data gathering, analysis and report writing
- Liaising with other national and international agencies on joint funding arrangements and new initiatives

Within the Health Information and Evidence Directorate Interns may work in the National Health Information Systems or HRB Evidence Centre. Interns will work across a range of activities including but not limited to:

- Managing the day-to-day aspects of a national health information system (i.e. maintaining a service inventory, training data providers, data collection, data coding, and entry, data querying and validation)
- Analysing large data sets using the statistical package SPSS
- Writing reports to meet the needs of policy-makers and health service providers
- Contributing to testing and updating national health information system protocols and data management mechanisms
- Understanding data standards, data governance and data protection issues of health information systems
- Understanding how national health information systems can be used for research purposes
- Working with policy-makers or service planners to clarify their evidence needs
- Deciding the best methods to answer the research question and agreeing these with the policy maker or service planner
- Developing peer review literature and grey literature search strategies that are repeatable and complete and implementing them
- Screening literature using relevant inclusion and exclusion criteria
- Reading the literature to ensure it is relevant and extracting the relevant information to answer the policy-makers or service planners' questions
- Identifying the level of evidence and carrying out quality assessment of each paper
- Synthesising the research or information to answer the policymakers' questions
- Presenting to and drafting an evidence review in a clear and concise manner for policy-makers or service planners
- Identifying possible peer reviewers for selection by the Director, recruiting them and dealing with their comments

Each rotation will include a communications project. Strong communications skills are a central pillar in any career path. The ability to clearly communicate the outcomes of research can influence whether research is used to change policy or practice. Projects could include, but are not limited to:

- Supporting knowledge transfer, outreach and promotional activities
- Co-ordinating workshops and seminars
- Producing lay summaries of research projects for website or media material
- Developing publications from writing content to design and layout to published product (with support of a design team)
- Organising and participating in sponsorship activities
- Generating social media campaigns relating to a project

In addition Interns will develop key skills in teamwork, use of ICT systems, general administration and project management. They will also get the opportunity to enhance their understanding of national and European research governance and policy issues in areas such as IP, ethics, data management, public and patient involvement and research prioritisation.

Training will be provided in house and externally at various times during the internship where the need and opportunity arises.

4. Eligibility Criteria

4.1 Support from an eligible Host Institution

It is essential that applicants wishing to apply to the HRB Internship Programme have the support of a Host Institution. A 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. See <https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/> for a list of approved HRB Host Institutions and details of the HRB's host institution policy.

A Host Institution must demonstrate their support for an application to the Internship Programme in the form of a signature from the Vice President for Research (see Appendix 2). For successful applicants, the costs associated with the Internship will be issued to the Host Institution as an award and all aspects of the Internship, including terms and conditions, will be managed by the Host Institution.

Prospective applicants are advised to contact a Host Institution for guidance.

4.2 Eligibility of the Applicant (Intern)

The HRB Internship Programme is targeted at researchers with a degree in a health-related area who have earned, or will shortly earn, a higher degree (MSc or PhD) and who are currently working in Ireland.

Applicants must

- Be currently working in Ireland for the last 12 months;
- Have a PhD or MSc by the deadline for applications of the Internship Programme;

Or

- If not yet graduated for the higher degree, must have successfully conducted their viva examination/submitted their written dissertation by the start of the Internship Programme (02 March 2020).

Note: Previous HRB Interns are not eligible to apply.

Ideally, applicants should have a keen interest in health research and will be familiar with the HRB and its core functions. Applicants should have the following attributes:

- Good communication skills;
- Strong organisational skills;
- Attention to detail;
- The ability to work well in an office environment, as part of a team and under their own initiative.

5. Funding and duration

Allowable costs for an Internship Award, payable via the Host Institution, include

- Salary and related costs (PRSI and Employer's pension contribution) at the appropriate point on the IUA's Researcher Salary Scale (Level 2 point 2 in Year 1 and point 3 in Year 2); and
- an overhead contribution (25% in accordance with HRB policy for desk-based research).

The duration of the award is 24 months and the applicant must be available to take up the Internship on the 02 March 2020.

6. Application Process

To apply for a HRB Internship, please complete the signature form (Appendix 2), and submit it along with a *curriculum vitae* and cover letter, addressed to Dr Annalisa Montesanti at the HRB. The CV and cover letter should emphasise relevant qualification, skills, current employment status, career plans and interests. Applications should indicate an available start date.

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 enough time before the scheme closing date to review the application. Please note that many Host Institutions specify internal deadlines for this procedure.

These documents must be submitted by email to internship@hrb.ie no later than 12 December 2019 at 3 p.m. Applications will be shortlisted by the HRB and applicants will be notified before Christmas. Interviews are anticipated to take place during the week of 6 January 2020.

7. Time lines

Call opens	25 November 2019
Call closes	12 December 2019 at 3pm
Short listing for interview	20 December 2019
Interviews	Week of 6 January 2020
Outcome to candidates	Mid-January
Start of internship	02 March 2020

8. Contact information

If you have any queries regarding the Internship Programme please email Dr Annalisa Montesanti at internship@hrb.ie.

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 1: Checklist

1. Signature Form: Must be signed by Vice President Research or equivalent person and a local lead/contact person in the Host Institution, and the applicant.
2. Applicant CV
3. Cover Letter



Appendix 2: HRB Internship Programme Application – Signature Form

Full name of applicant:

Signatures below confirm acceptance and agreement with HRB's Terms and Conditions, that the Institution has read the guidelines, ensures the applicant meets the eligibility criteria, and is supportive of his/her application to be considered for a HRB Internship Award.

1. VP Research or equivalent person authorised to endorse research grant applications for the Host Institution:

I confirm that the host institution is willing to accept and administer the award, if successful.

Name (BLOCK CAPITALS):

Position/ Institution (BLOCK CAPITALS):

Signature:

Date:

Email address:

2. Local Lead/Contact Person in Host Institution:

Name (BLOCK CAPITALS):

Signature:

Date:

Email address:

3. HRB Internship applicant:

Name (BLOCK CAPITALS):

Signature:

Date: