

# Knowledge Translation Awards (KTA) 2022

*Supplementary Award for Accelerating Impact*

Guidance Notes

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## Guidance Notes

Key Dates & Times	
Application Open	10 May 2022
Application Closing Date	23 June 2022 @13:00

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

*In line with the aims and remit of this scheme, access to the application form is restricted. Prior to the scheme going live the HRB will have notified eligible award holders by email of their eligibility. Eligible award holders will have access to the KTA 2022 application form through GEMS (<https://grants.hrb.ie>). You may access the form through the 'apply' for new awards button. Please see 'detailed guidance for applicants' appended to these guidance notes for more information.*

*\*Prior to final submission to the HRB, all applications must first be reviewed and approved within GEMS by the authorised approver at the Host Institution as listed in the application 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 applications prior to the final submission date. This may involve being aware of and complying with any internal Host Institution deadlines for review and approval, distinct from the HRB deadline.*

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## Guidance Notes

### 1 Introduction

The Health Research Board (HRB) Strategy (2021-2025)<sup>1</sup> sets out a lead role of the HRB to invest in research that delivers value for health, the health system, society, and the economy. Objective 2 of the strategy aims to position the HRB as a trusted objective source for health research and evidence to guide policy, inform decision-making and influence behaviour. The HRB is committed to communicating the impact of HRB work clearly and effectively to defined audiences in order to build awareness, reinforce credibility, and build trust. This call reflects that commitment. It provides an opportunity for existing HRB award holders to obtain supplementary funding to strengthen knowledge translation activities, including [public, patient and carer involvement](#) (PPI), across stages of the research lifecycle.

Health research is conducted with the expectation that it advances knowledge and eventually translates into improved health systems and population health. However, research findings are often caught in the know-do gap: they are sometimes not acted upon in a timely way or are not applied at all. The HRB views knowledge translation as a broader concept and adopts the definition of integrated Knowledge Translation (iKT) proposed by the Canadian Institutes of Health Research (CIHR)<sup>2</sup> “Knowledge Translation is a dynamic and iterative process that includes synthesis, dissemination, exchange and the ethically sound application of knowledge to improve health outcomes, provide more effective health services and products and strengthen the health care system”.

The overall concept of iKT is that it includes all activities that aim to promote, enhance and accelerate impact of research in real-world settings. It starts well before the traditional end-of-grant KT that occurs when the research is concluded. iKT shares common principles with many collaborative research approaches: co-production of knowledge, participatory research, linkage and exchange and Public, Patient and Carer Involvement. A defining feature of iKT is that it sees each stage in the research process as an opportunity for significant collaboration with Knowledge Users and with those for whom the outcomes of the research may be personally relevant, including refinement of research questions, decisions around methodology, data collection or tool development, selection of outcomes measures, interpretation of findings, crafting of the key messages and the dissemination of results. The process of iKT may vary in intensity, complexity and level of engagement depending on the nature of the research and the findings as well as the needs of the particular Knowledge User (see Box 1)

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<sup>1</sup> <https://www.hrb.ie/strategy-2025/>

<sup>2</sup> [Guide to knowledge translation planning at CIHR: integrated and end of grant approaches](http://www.cihr-irsc.gc.ca/e/45321.html) [http://www.cihr-irsc.gc.ca/e/45321.html]

### **Box 1 – Knowledge User**

For the purposes of this scheme a Knowledge User is defined as all those who would be able to use research results to inform their decisions. This includes clinicians, managers, policy makers, patients/families and others<sup>3</sup>.

This supplementary scheme supports researchers and Knowledge Users to work together to shape and deliver:

- **Knowledge translation activities** that will improve the exchange of research findings and/or its translation into policy and practice. Knowledge Users may be involved in delivering health, managing healthcare, decision or policy making, charities, members of the public, patients or carers etc.

The HRB already provides funding for dissemination as part of all core awards to facilitate publication in journals and travel to conferences/workshops to share research findings with peers. The HRB also supports its own publishing platform, HRB Open Research, which all HRB funded award holders can use at no cost to them. Therefore, this scheme does not support further dissemination activities to academic communities.

The HRB also runs a separate Conference and Events Sponsorship Scheme. While such activities are still eligible under the KTA call, they must be targeted at the general public or a subgroup of the general public, not peers.

## **2 Aim and Objectives**

The aim of this scheme is to provide HRB funded researchers with an opportunity to seek supplementary funding for knowledge translation activities not covered in the original award that will maximise the potential impact of the research findings on policy or practice, or communicate research and research findings to the general public.

## **3 Scope**

Applications for KTA supplementary awards are restricted to holders of existing, active HRB awards with an awarded budget of €100,000 or greater. All applications must include relevant collaborators who are Knowledge Users as appropriate to proposed activities. Knowledge translation activities should add value to the existing investment and accelerate potential impacts. Funding is not intended to be used to address a deficit in current research.

The funding will support a flexible package of knowledge translation activities targeted at Knowledge Users over a 12-month period that is justified and appropriately aligned with the current stage of the

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<sup>3</sup> [Moving knowledge into action for more effective practice, programmes and policy: protocol for a research programme on integrated knowledge translation - PMC \(nih.gov\)](#)

research process and with the target audience/s. Joint applications between up to two eligible awards are allowed.

Some examples are provided below. These examples are not intended to be exhaustive and there is no intent to imply that applications for these types of activities will be more successful than for activities not captured in the list.

- Hiring of a knowledge broker or implementation facilitator/change agent
- Development and organisation of linkage and translation activities (meetings, workshops or seminars) that are specifically targeted at Knowledge Users
- Support for additional PPI activities or to substantially scale up previously planned PPI activities, aligned with the intent of this scheme
- Development of new educational material/sessions
- Development of an outreach campaign
- Placement/exchange visits for key personnel
- Development and/or use of communities of practice
- Use of tools such as information brochures, plain language summaries, newsletters or policy briefs
- Development of a knowledge translation strategy for the current award
- Any combination of the above, or related activities.

Activities may use any media or formats, such as written or audio materials, online technologies (such as websites, podcasts, webinars, YouTube, TikTok), meetings or events, television or radio, or creative media (film, theatre, art).

The scheme will **not** fund:

- Knowledge translation activities not linked to eligible HRB awards
- Knowledge translation activities that are explicitly funded under the original awards;
- Conferences and events that are funded under the HRB Conference and Events Sponsorship Scheme
- Academic to academic knowledge translation
- New primary research and/or other activities that do not constitute knowledge translation activity
- Open access publication costs
- Costs associated with the application for publication of patents
- The funding of a disease registry.

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

## 4 Funding Available, Duration and Start Date

The KTA 2022 scheme will provide supplementary funding for projects up to a maximum of 10% of the total value of the original award (inclusive of overheads), or a maximum of €60,000, whichever amount is lower. This applies to joint applications also. The minimum funding amount for which applicants can apply for is €10,000 (this means that the existing awards(s) must have been awarded a budget of greater than €100,000 to be eligible to apply).

The HRB plans to commit in the region of up to €1M to the KTA 2022 awards. Quality permitting approximately 20 - 30 awards will be funded. Awards will have a **minimum duration of 3 months** and a **maximum duration of up to 12 months**.

The award will offer any costs associated with the proposed activities provided that they are clearly outlined and fully justified. Applicants should consider any additional expertise required that is not currently available within the research team, collaborators or host institution (e.g., communication specialist, website developer, graphic designer, editor).

**Note: The KTA 2022 will not fund the salary and related costs of tenured academic staff within research institutions (including buy-out from teaching time etc.).**

The budget requested and the award duration **must** reflect the scale and nature of the proposed activities, and reviewers will thoroughly assess the level of funds and timeframe requested when reviewing the application.

For successful applicants to this scheme funding awarded will be explicitly linked to the original active award for on-going management, compliance and reporting purposes.

**Projects must start** between the 7 November 2022 and the 5 December 2022.

## 5 Eligibility Criteria

### 5.1 Timing of Application

To be eligible the award must:

- Be active as of the 1 May 2022, and
- Have an end of award date of 12 December 2022 or later \*, and
- In case of overlapping awards for the same initiative, only the most recent award will be eligible.

\* *Variations impacting on eligibility*

Active award holders applying to the HRB to extend the duration of their award beyond 12 December 2022 are deemed eligible to apply for KTA funding only where their 'No Cost Extension' application has been received by the HRB prior to the KTA Awards opening date.

All eligible award holders will be notified by email.

## 5.2 Applicant Team

Applications should be made on behalf of a team which is made up of a Lead applicant, existing Co-Applicants and Collaborators.

- The Lead Applicant should be a Principal Investigators (PIs) or HRB fellows who are currently in receipt of an active HRB award with a budget of greater than €100,000 (total value of award including co-funding in cash but not in kind).
- Co-Applicants from the original award can be included on the team.
- New additional Collaborators can be added as appropriate to the planned activities.
- New Knowledge Users and/or PPI contributors should be listed as Collaborators as appropriate to the planned activities.

Only one application can be submitted per PI per award. PIs who hold more than one eligible active award may submit separate KTA applications linked to each of the awards they hold. However, they must ensure and demonstrate that they have the required time to facilitate the proposed activities should more than one of their applications be successful.

***Where an applicant fails to meet the eligibility criteria, the application will be deemed ineligible and will not be accepted for review. The HRB will contact the Applicant in the event that this situation arises.***

### 5.2.1 Lead Applicant

The **Lead Applicant** is the award holder of the eligible active award linked to the application. They will serve as the primary point of contact for the HRB during the review process and on the award, if successful. The Lead Applicant will be responsible for the direction of the activities. They have primary fiduciary responsibility and accountability for carrying out the activities within the funding limits awarded and in accordance with the terms and conditions of the HRB.

### 5.2.2 Lead Applicant – Co Lead

For joint applications one Lead Applicant should be named and the other a Co-Lead. The **Lead Applicant - Co Lead** will have joint responsibility for the direction of the activities.

### 5.2.3 Collaborators

New additional Collaborators may be included in the application. An official Collaborator is an individual or an organisation who will have an integral and discrete role in the proposed activities and is eligible to request funding from the award when properly justified. Named collaborators may include investigators or organisations from outside the Republic of Ireland, but an individual or organisation should only be named as Collaborator if they are providing specific contributions (either direct or indirect) to the activities. A collaborator may provide training, provide access to specific equipment, specialist staff time, staff placements, access to data and/or patients, industry know-



how, or may act in an advisory capacity. Collaborators can come from a range of backgrounds such as academia, the private sector, a healthcare organisation, the charity sector or a patient group (up to a maximum of 5 new Collaborators can be listed).

Note: It not mandatory to have 5 new Collaborators, this is to allow for flexibility should this seem appropriate.

Collaborators will be asked to indicate the type of collaborator they are for the purpose of the proposed KTA activities. This can include for example a Researcher, Knowledge User, PPI Contributor, Communications Expert, Knowledge Broker, Implementation Facilitator or Change Agent.

#### **5.2.4 Funded Personnel**

Applicants must demonstrate that the level, expertise, and experience of proposed personnel matches the ambition of the activities and that they possess the skills required to deliver the proposed activity. Roles and responsibilities of funded personnel must be differentiated and clear. Where a PhD student on the current award is proposed as the individual to carry out KTA activities a justification should be provided as to how this can be delivered alongside their PhD studies.

## **6 Public, Patient and Carer Involvement (PPI) in Research**

The HRB promotes the active involvement of members of the public, patients and carers in the research that we fund<sup>4</sup>. Public, Patient and Carer Involvement (PPI) is research carried out ‘with’ or ‘by’ members of the public rather than ‘to’, ‘about’ or ‘for’ them<sup>5</sup>. PPI, as defined here, 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/carers as participants in research.

PPI represents an active partnership between members of the public, patients and carers and researchers in the research process. This can include, for example, involvement in the choice of research topics, assisting in the design, advising throughout or at particular decision points of the research project or in carrying out the research.

PPI contributors should be actively involved and part of decision making. Involving members of the public in research can improve quality and relevance of research. 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.

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<sup>4</sup> <https://www.hrb.ie/funding/funding-schemes/public-and-patient-involvement-in-research/>

<sup>5</sup> <https://www.nihr.ac.uk/patients-carers-and-the-public/i-want-to-help-with-research/>

- 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 you 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. PPI is an ethos as well as a practice. It should be context-specific and should aim to ensure that all voices are heard. Where members of the public or patients are involved, they must be compensated for their time and contributions.

In the application, you are asked to describe any public involvement in your activities. We recognise that the nature and extent of active public involvement is likely to vary depending on your proposed activities. However, we ask applicants to consider the possibility of public involvement. PPI contributors should be named as Collaborators where justified by their level of involvement. Should your proposed activities include public involvement, we strongly advise that you consult with your regular PPI contributors or the [PPI Ignite Network Ireland](#) in the planning for the activities to maximise accessibility and benefit.

## 7 General Data Protection Regulation

The **General Data Protection Regulation** (GDPR) came into force on 25 May 2018. As a result, the Lead Applicant will be asked through the HRB online grant management system GEMS to **confirm you understand** that personal data provided as part of this application, including but not limited to CV information, may be shared with person(s) based outside of the European Economic Area (EEA) for the specific purpose of obtaining peer reviews of this application. International 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. Individual peer reviewers are selected for their specific expertise in relation to submitted applications and can be based anywhere in the world.

Furthermore, by confirming participation, you will be asked to confirm you understand that HRB uses the information you provide (regarding all applicant team members) to consider your application, contact you about your application, and if you are successful, to manage your grant throughout its lifetime in accordance with HRB general T&C for research awards. This will include contacting you with regard to monitoring of progress through written reporting and other means e.g., interim review. We will publish some basic information on successful awards including PI, Host Institution, amount awarded and lay summary on our website and may highlight individual awards or researchers in more detail (with specific consent). We will also use the information you have provided to generate general statistics around our current funding portfolio, and to evaluate our funding mechanisms and investment. After your grant has ended, we will continue to keep your

information on file (in accordance with HRB policies) to allow us to evaluate the outcomes, outputs and impacts of HRB investment in your research.

Please note that we will also use information associated with *unsuccessful* applications for a number of the purposes outlined above such as generating general statistics around our current funding portfolio, and to evaluate our funding mechanisms and investment e.g., demographics of applicants, research areas of applicants. Similarly, we will use the information provided about people employed on awards to help evaluate our career support and capacity building initiatives.

## 8 Application, Review Process and Review Criteria

### 8.1 Grant E-Management System (GEMS)

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

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 competitive process. To ensure the integrity of the assessment process, conflict of interest and confidentiality are applied rigorously in each stage of the process.

### 8.2 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 selection panel will be consulted to confirm the recommendation.

#### Panel and Public Review and Shortlisting

Following the initial eligibility check, each eligible application submitted to this scheme will undergo a single stage review by an internal Selection Panel and Public Reviewers. The Selection Panel will comprise of an independent chair and HRB staff panel members. HRB staff panel members may be from any function in the HRB. Each application will be reviewed by two HRB staff panel members and two public reviewers.

**HRB staff panel members** will review the strengths and weaknesses of the application relating to the review criteria detailed below and will provide a score. Applications will be short-listed for discussion at the panel meeting based on the average scores provided.

**Public reviewers** will only assess the quality of PPI in the proposal and will provide comments and an overall rating which will be shared with the panel. Public reviewers will not provide a score.

Public Reviewers are asked to comment on the following:

- The Plain English Summary (Lay Summary)
- Identifying and prioritising the Knowledge translation activities
- Public and Patient Involvement in development of and throughout the activities
- Dissemination of outcomes

Gender balance of the Applicant will be considered where required to prioritise proposals with the same scores in the panel ranking list.

Applications recommended for funding by the panel will be submitted to the Executive Team of the HRB for approval. A summary of panel member's comments and the panel discussion comments will be issued to the Applicant following the conclusion of the review process.

### **8.3 Review Criteria**

Panel members will provide a single score taking into consideration all criteria. Review Criteria are weighted equally.

#### **Topic and Potential Impact**

- Rationale for the proposed activities beyond what has been completed to date or which is proposed as part of the original funding
- Potential impact of the proposed activities in the context of the objectives of the original award
- Routes to achieving the impact clearly identified (e.g. target audience, engagement plan, and plans to measure success)

#### **Proposed Activities and Feasibility**

- Clarity and quality of proposed knowledge translation activities
- Suitability of the proposed activities to the stage of the research process of the existing award
- Has PPI, gender balance and equality, diversity and inclusion (EDI) been considered?
- Feasibility of the proposed timelines, staffing and budget

Panel members will be advised to take PPI approaches into consideration under any of the assessment criteria if considered relevant.

## 8.4 HRB Gender Policy

In line with international best practice, the **HRB Gender Policy**<sup>6</sup> recognises the responsibility the HRB has to supporting everyone to realise their full potential in order to ensure equality of opportunity and to maximise the quantity and the quality of research. To ensure fairness and equality to all applicants, each funding application received will be assessed as outlined in the call guidance documentation for that particular funding round. To ensure gender balance in decision-making, the HRB aims to reach the international best practice target of 40% of the under-represented gender in all HRB panels where possible. Gender will also be considered when appointing the position of Panel Chair.

## 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 must adhere to high standards of integrity during the peer review process. They must respect the intellectual property of applicants and may not appropriate and use as their own, or disclose to any third party, ideas, concepts, or data contained in the applications they review.

## 10 Appeals procedure

**The HRB's procedure for appealing ineligibility decisions in funding schemes is available at <https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/appealing-ineligibility-decisions-in-funding-schemes/>**

**The HRB's procedure for appealing funding decisions is available at <http://www.hrb.ie/funding/funding-schemes/before-you-apply/relevant-policies/>**

## 11 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<sup>7</sup> and Retention Policies<sup>8</sup>.

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<sup>6</sup> <http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-gender-in-research-funding/>

<sup>7</sup> <https://www.hrb.ie/about/legal/privacy-policy/>

<sup>8</sup> [https://www.hrb.ie/fileadmin/user\\_upload/HRB\\_Document\\_retention\\_policy..docx](https://www.hrb.ie/fileadmin/user_upload/HRB_Document_retention_policy..docx)

## 12 Timeframe

Date	
10 May 2022	Call Opening (Restricted Call)
23 June 2022 @13:00	Call Closing
06 September 2022	Panel Review Meeting
19 September 2022	HRB ET Approval
September/October 2022	Budget negotiations and issuing of Letters of variations
07 November 2022	Earliest start date
05 December 2022	Latest start date

## 13 Contacts

For further information on the Knowledge Translation Awards contact:

**Sara Lord**

Project Officer

Research Strategy and Funding

Health Research Board

E. [Kta\[at\]hrb.ie](mailto:Kta@hrb.ie)

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

## Appendix I: Detailed Guidance on the Application Form

Only eligible award holders can apply for a KTA Award. The Lead Applicant must create and complete the application and all applications will be made through our online grant management system (GEMS). Eligible applicants will already have been notified of their eligibility by email. Only one application can be submitted per Lead Applicant per award. Lead Applicant who hold more than one eligible active award may submit separate KTA applications linked to each of the awards they hold. However, they must ensure and demonstrate that they have the required time to facilitate the proposed activities should more than one of their applications be successful.

### Are you a registered user of GEMS?

Once logged in to GEMS, eligible applicants are taken directly to the Home page which is the starting point to create a KTA application. They can access the KTA application form through the 'apply for new award' button.

The **Lead Applicant** must create the application. In the case of a joint application this can be completed with the Co-Lead. The co-applicants will not be able to review the GEMS application form. Therefore you are advised to seek their input prior to completing the GEMS application form.

Once the Lead Applicant selects the application on GEMS, they will be asked to complete a check list of mandatory questions. In order to access the application form, the Lead Applicant must satisfy the conditions of this check list. The checklist for the Knowledge Translation Awards is as follows:

Lead Applicant Eligibility	
I have read the Guidance Notes for the KTA 2022 call and reviewed the main changes applied to the KTA 2022.	<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 application 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 application, I consent to (a) the use of my data for assessment of my application; 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 KTA 2022 Call Guidance Notes.	<input checked="" type="checkbox"/>

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:

### Host Institution

The Host Institution for the KTA award **will be the Host Institution responsible for the current active award to which the KTA application is linked**. 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 HI, 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 HI approvals.

## 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 KTA 2022. 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 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 with the Lead Applicant. The Host Institution signatory must confirm their willingness to participate as Host Institution for the 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 for submission to the HRB.

## 1 Lead Applicant's Details

Details are requested about the **Lead Applicant**. The Lead Applicant's **contact and CV** details (Name, Department, host institution (HI), present position, academic qualifications, professional qualifications) are managed in 'manage my details' section of GEMS and are automatically included in any application created involving that individual.

### 1.1 Active HRB award linked to this application

Please manually enter the details of the HRB award that is linked to this application. Only one application can be submitted per Lead Applicant per award. However, Lead Applicants who hold more than one eligible active award may submit separate KTA applications linked to each of the awards they hold. (HRB Reference Number, title, funding scheme under which the award was granted, Charity Co-Funding Partner (Co-funding Partner(s), as applicable for MRCG or HRCI award holders), total funding envelope of award, start and end date of award and Host Institution). For joint applications both active awards should be included.



## 2 Co-Applicant on the active Award

Please list the co-applicants on the active HRB award and indicate if they have a role in the proposed KTA project. The following details are requested: Name; present position; institution or organisation; role and proposed time commitment to KTA project, if relevant.

You will have to manually enter all the co-applicants' names in the spaces provided. The co-applicants will not be able to review the GEMS application form. Therefore, you are advised to seek their input prior to completing the GEMS application form.

## 3 Collaborator Details

Collaborators can be existing collaborators on the active award and/or new additional collaborators. The following details are requested for collaborators on the proposed KTA project: Name, Part of Active award or New; Collaborator type; Present position; Institution or Organisation; Role and Proposed time commitment to KTA project. Collaborator type can include for example a Researcher, Knowledge User, PPI contributor, Communications Expert, Knowledge Broker, Implementation Facilitator or Change Agent.

The Lead Applicant can add up to 5 collaborators per application.

## 4 Personnel financially supported

Please list any personnel that will be supported on the KTA project. The following details are requested: Name; Part of Active Award or New; type of personnel; PhD student on active grant Yes/No; role and proposed time commitment to the KTA project. Where a PhD student(s) on the current award is proposed as the individual to carry out KTA activities please provide a justification as to how this can be delivered alongside their PhD studies.

## 5 Application Details

### 5.1 Lay summary of application

Please present a description of the proposed KTA activities, include the purpose of the activity, why you think this is important and how you will do it. This should be written as a plain English summary, such that it is clear, easy to understand, and is easily accessible to a lay audience. It should not be copied and pasted from elsewhere in the application. The lay summary may be used when providing information to the public with regards to the variety of funding provided by the HRB and may be posted on the HRB website. A well-written lay summary will enable panel members to have a better understanding of your application. The word limit is **300 words**.

## 5.2 Project Duration and Start date

Please indicate the expected length of the proposed project in months (between 3- 12 months) and the proposed start date. The start date must be between 7 November 2022 and the 5 December 2022

## 5.3 Relationship of this application to the active award

Please explain how this application links to the active award including the aims and objectives of the active award and the progress made to date. The word limit is **200 words**.

## 5.4 Added value to the existing award

Describe how the proposed activities will add value to the existing award generally and over and above the activities that were included as part of the existing award. The word limit is **200 words**.

# 6 Activity Details

## 6.1 Objectives and Deliverables

Please add a minimum of 3 research objectives. Objectives should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound). For each objective, list a subset of deliverables which will be used to monitor progress throughout the lifetime of the award if successful. Objectives/deliverables should be mapped against estimated completion timelines in a Gantt chart, and any milestones highlighted.

The word limit is **60 words for each objective and 150 words for the deliverables**.

Please provide a **Gantt Chart** outlining the timeline and key deliverables of the activities that you wish to undertake.

A file upload option has been provided to upload the Gantt Chart.

## 6.2 Target Audience

Outline the target audiences proposed for the activities, how they will be engaged with prior to the conference or event and why the activities are important to this audience. The word limit is **200 words**.

## 6.3 Knowledge Translation Activities

Please describe in detail the proposed activities that you wish to undertake as part of this application. This should include the background / evidence as to why you have chosen these particular activities. The word limit is **300 words**.

A file upload option is available to include an attachment to support your application. A **maximum of 5 figures**, which can be a combination of images, graphs, tables, scales, instruments, or surveys, may be uploaded as a single document on HRB GEMS. The maximum size is **2MB**. Files should be doc, docx, or pdf.

## 6.4 COVID Impacts

For in person and hybrid activities, have potential future public health restrictions been considered and is there a contingency plan should the event not be able to take place as planned. The word limit is **150 words**.

## 6.5 Collaborator Engagement and Public, Patient and Carer Involvement

Please describe any collaborator engagement and PPI that you may have had already or that you intend to have on the KTA activities and give a short description of what it has/will involve.

The HRB recognises that the nature and extent of meaningful public involvement is likely to vary depending on the context of each activity. Please note PPI does not include work aimed at raising awareness of the public around research, such as media publications of research findings, and outreach activities such as open days in research facilities.

**Note: Public Reviews will be directed to this question as part of their review.**

**Please describe any Collaborator engagement and PPI at each stage of the KTA activities. This should be answered for each type of engagement.**

**Note: You are not required to add a section for each individual person, but you are required to describe all those involved under the relevant engagement type.**

- Collaborator or Engagement Type (Researcher, Knowledge User, PPI, Communications Expert, Knowledge Broker, Implementation Facilitator or Change Agent, Other)
- Identifying and prioritising the KTA Activities
- Activity Design, Oversight and Delivery
- Dissemination of Outcomes

Provide information on the individuals/groups and the ways in which they will be involved. PPI contributors should be representative of the relevant people and communities impacted by the topic. **Where members of the public, patients or carers are involved, they should be compensated for their time and contributions; this should be reflected in the budget.**

The word limit is **200 words for each**.

**Are you including PPI in your application?**

**If No**

Please explain why PPI is not relevant to your activities.

The word limit is **100 words**.

## 6.6 Equality, Diversity, and Inclusion Considerations including Gender

A key objective of the HRB is to strive for gender balance in Irish health research. We encourage a balanced participation of genders in all research activities. Equality, Diversity, and Inclusion should also be considered for planned activities. Please outline how gender and Equality, Diversity, and Inclusion has been considered in the purposed activities. The word limit is **250 words**.

## 7 Measures of Success

You are asked to consider indicators of success. In other words, if your project was funded how will you know if that you have achieved the goals as outlined in this application? These are different from the objectives and deliverables above in that the objectives and deliverables are measures of progression of the project and outline what you will, how you will do it and by when. Indicators of success are more general in that they can be used to measure how successful your project has been in achieving the objectives. A maximum of **10 indicators** can be included. As way of example, you might want to think in terms of the following:

- Reach indicators (#distributed; #requested; #downloads/hits)
- Use indicators (#intend to use; # adapting the information; # using the information as is)
- Partnership/collaboration indicators (social network growth; capacity building efforts; collaborations)
- Attitude changes (qualitative / quantitative measures)
- Knowledge changes (qualitative / quantitative measures)
- Systems changes (qualitative / quantitative measures)

## 8 Project Budget

Please provide a summary and justification of the costs and duration associated with the project.

Total costs must be within 10% of the cost of the existing award(s) or €60,000 whichever is lower and must exceed the minimum of €10,000.

A **full detailed breakdown of costings and justification for all funding** is required for items listed under each subheading within GEMS.

**Note: You are strongly advised to seek guidance from the research office/finance office in the Host Institution** before completing this section of the form. The HRB will not provide additional funding in the case of either under-estimates or over expenditure.

**The total funding available will be between €10,000 and €60,000 over 3-12 months. Allowable costs include:**

<b>1. Personnel costs</b>	Must be listed for each salaried personnel under each of the following subheadings (a-e):
a) Salary	<p>Gross Annual Salary (including 5% employee pension contribution) negotiated and agreed with Host Institution. Applicants should use the IUA website scales for the most up-to-date recommended salary scales for academic researchers <a href="http://www.iua.ie/research-innovation/researcher-salary-scales/">http://www.iua.ie/research-innovation/researcher-salary-scales/</a>.</p> <p>Please note employee pension contribution of 5% has already been incorporated into the IUA gross salary figure.</p> <p><b>Applicants should include annual pay increments for staff and related costs (pension contribution, employer’s PRSI contribution, and overhead contribution) in the budget.</b></p> <p>Salaried researchers who are registered for a PhD degree (e.g., clinical fellows) are expected to have a contribution to gross salary costs (inclusive of employee’s pension contribution) up to a maximum amount of Level 3, Point 1 of the most up to date IUA scale.</p> <p>Please find IUA pay scales at <a href="https://www.iua.ie/research-innovation/researcher-salary-scales/">https://www.iua.ie/research-innovation/researcher-salary-scales/</a>. In line with the proposed new pay agreement for State employees please apply a salary contingency of 1% per annum from 1st October 2022 and of 2% from 1st October 2023 onwards. Please note this contingency should be applied cumulatively year on year.</p> <p><b>Note:</b> The HRB does not provide funding for the salary or benefits of academic staff within research institutions that are already in receipt of salary or benefits. The HRB does not provide salary or buy out time for collaborators</p>
b) Employer’s PRSI	Employer’s PRSI contribution is calculated at 11.05% of gross salary.
c) Employer Pension Contribution	<p>Pension provision up to a maximum of 20% of gross salary will be paid to the Host Institution to enable compliance with the Employment Control Framework (an additional 5% employee contribution is part of the salary). The level of employer contribution should be in accordance with the model adopted by the Host Institution.</p> <p>If applicable, state the amount of employer contribution based on the pro rata salary and note the % of pro rata salary used to calculate this for reference. Exceptions apply where Circular letter 6/2007 applies. Circular Letter 6/2007 states that the pensions contribution of all Public Health Service employees who, on or after 1 June 2007, are granted secondments or periods of special leave with pay to enable them take up appointments with other organisations, including other Public Health Sector organisations, will be increased to 25% of gross pensionable pay. The rate of 25% of gross pensionable pay referred to in this context is the pension contributions to be paid by the body to which the employee is seconded – it does not include any pension contributions which employees make themselves. Where no such arrangements are in place, the HRB will not be liable for costs.</p>
<b>2. Running Costs</b>	<p>For all costs required to carry out the proposed activities including materials and consumables, travel costs for meetings, website costs, transcription costs etc. Costs associated with compensating PPI contributors involved in your research e.g., consultation workshops, time spent reviewing material, costs of participation in advisory groups, travel expenses, payments for time (in line with your Host institutions policies), etc. should be charged to running costs. The following costs are ineligible and will not be funded: training courses with the exception of training in public and patient involvement in research, inflationary increases, cost of electronic journals.</p> <p><b>Note:</b> Please see a list of costs that fall within the overhead contribution below and which should not be listed under running costs.</p>

<b>3. Dissemination Costs</b>	Costs associated with dissemination of outputs
<b>4. Overhead Contribution</b>	<p>In accordance with the HRB Policy on Overhead Usage<sup>9</sup>, the HRB will contribute to the indirect costs of the research through an overhead payment of 25% of Total Direct Modified Costs for <b>desk-based research</b>.</p> <p>The following items are included in the overhead contribution: recruitment costs, bench fees, office space, software, contribution to gases, bacteriological media preparation fees, waste fees, bioinformatics access. Therefore, these should not be included in the budget as direct costs.</p>

## 9 Submission of Applications

**The deadline for submission of complete applications is 23 June 2022 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.

***Please note that the HRB will not follow up any supporting documentation related to the application, such as Gantt charts etc. It is the responsibility of the Lead Applicant 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 application will be deemed ineligible without further review.***

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

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<sup>9</sup> <http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-usage-of-research-overheads/>

## Appendix II: Resources/Useful Links

### PUBLIC, PATIENT AND CARER INVOLVEMENT IN RESEARCH & RESEARCH PRIORITIES

#### The National PPI Ignite Network

<https://ppinetwork.ie/>

#### NIHR PPI resources

<https://www.nihr.ac.uk/documents/ppi-patient-and-public-involvement-resources-for-applicants-to-nihr-research-programmes/23437>

#### Patient-Centred Outcomes Research Institute (PCORI)

<http://www.pcori.org>

**Public Involvement Impact Assessment Framework:** Provides tools for successful involvement of members of the public in research projects and for assessment of impacts.

<http://piiaf.org.uk/>

#### NIHR Payment guidance for researchers and professionals

<https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392>

**European Patient Forum Value + Handbook:** For Project Co-ordinators, Leaders and Promoters on Meaningful Patient Involvement.

[http://www.eu-patient.eu/globalassets/projects/valueplus/doc\\_epf\\_handbook.pdf](http://www.eu-patient.eu/globalassets/projects/valueplus/doc_epf_handbook.pdf)

**The James Lind Alliance Priority Setting Partnerships:** Research priorities in disease areas set jointly by patients, clinicians, and researchers.

<http://www.jla.nihr.ac.uk/>

**Campus Engage:** Supporting Irish HEIs to embed civic engagement in their work. Includes resources, how-to-guides, and case studies for engaged research.

<http://www.campusengage.ie/what-we-do/publications/>

**UK Standards for Public Involvement:** The six UK Standards for Public Involvement provide clear, concise statements of effective public involvement against which improvement can be assessed.

<https://sites.google.com/nihr.ac.uk/pi-standards/home>

### KNOWLEDGE TRANSLATION RESOURCES

**The Canadian Institutes of Health Research:** Guide to Knowledge Translation Planning

<https://cihr-irsc.gc.ca/e/45321.html>

**Training Institute for Dissemination and Implementation Research in Health:** Open Access Course

<https://cancercontrol.cancer.gov/is/training-education/TIDIRC-open-access>