HRB Patrick Quinn Awards for Parkinson's Research
PQA 2019

Frequently Asked Questions

General

How do I apply for a HRB Patrick Quinn Awards for Parkinson's Research?
All applications must be made using the HRB online Grant E-Management System GEMS. Applicants are strongly advised to carefully read the Guidance Notes prior to application. The Lead Applicant-Researcher must create the application which can then be jointly completed with the Lead Applicant-Knowledge User, Lead-Applicant PPI Contributor, and named co-applicants. Once the Lead Applicant-Researcher starts the application s/he will be asked to go through a check list of mandatory Yes/No questions prior to completing the form. In order to continue with the application the Lead Applicant-Researcher must satisfy the conditions of this check list.

Submission process using GEMS
Prior to final submission to the HRB, all applications must first be reviewed and approved within GEMS by the signatory approver at the research office (or equivalent) at the Host Institution. It is critical therefore that Lead 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.

What is the closing date for submission of applications?
The closing date for submission is the **21 February 2019 @ 1pm.**

Does the HRB intend to run this scheme again?
This is a once-off call using the generous bequest from the late Mr Patrick Quinn to support Parkinson's research.

Applicant/Eligibility

Can applicants submit more than one application in a peer review cycle?
No, only one application per Lead Applicant-Researcher will be considered. Lead Applicant-Knowledge Users and Lead Applicant-PPI Contributors can participate in more than one application. Lead applicants can be a co-applicant or collaborator in other applications provided they have the time commitment to fulfil both roles should the applications be successful.

Does there have to be three Lead Applicants in order to apply?
Yes. Applications should be made on behalf of a team which is made up of researchers, knowledge users and people with Parkinson's, family members or carers or a relevant patient representative

organisation/charity (PPI contributors). The applicant team should designate a Lead Applicant from the research team, a Lead Applicant from the knowledge user team and a Lead Applicant from the PPI contributors.

Does a Lead Applicant-Researcher need to have last author publications?
Not necessarily, however, Lead Applicant-Researchers must have at least <u>three</u> or more peer reviewed original research publications.

Does a Lead Applicant-Researcher have to have previous peer reviewed funding?
Yes**,** the Principal Investigator must demonstrate research independence through securing at least **one** peer-reviewed research grant for a research project/s as the <u>lead applicant</u> or <u>co-applicant</u>; Funding received for travel to seminars/conferences and/or small personal bursaries <u>will not</u> be considered in this regard.

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

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

Can I be Lead Applicant-Researcher on one application and Co-Applicant on another?
Yes, it is worth bearing in mind however that should both applications reach review Panel stage the amount of time you are spending on both will be scrutinised so this should be realistic. The same applied for Lead Applicant- Knowledge Users.

Can there be more than one knowledge user organisation involved in the proposed research?
Yes, there may be one or more knowledge user organisations involved in the proposed research.

How do we represent a large network of knowledge users?
While there may be a lot of knowledge users across different institutions the knowledge users on the research team are the leaders in that area and who have the responsibility for leading and driving change within their organisation. They should be in a position of authority allowing them act on the findings from the research. It will be up to the Lead Applicants to select the best team and then to use the activities under the knowledge translation plan to include a wider network of knowledge users.

Can a Lead Applicant-Knowledge User request a salary through the award?
Yes, salary-related funding may be requested to enable the release time for Lead Applicant - Knowledge Users. A letter of release time approval support from the Lead Applicant-Knowledge User organisation must be provided if the Lead Applicant-Knowledge User is requesting salary-related costs. They will also need to meet the criteria outlined in the Guidance Notes.

Is there a limit on how much salary can be requested for the Lead Applicant-Knowledge User on the award?
Release time for knowledge users will allow up to €20,000 per year for release time for the knowledge user(s). The €20,000 per year release time funding can be used in full (if required) to fund one knowledge user applicant/co-applicant or it can be allocated between the knowledge user applicant and a number of knowledge user co-applicants if required.

Co-Applicants and Collaborators

Can a Researcher Co-Applicant receive payment for their role in the project?
Researcher Co-Applicants who are contract researchers may receive a salary. A Host Institution Letter of Support is required for co-applicants who are contract researchers and are applying for their own salary. Please note the HRB does not fund the salary and related costs of academic staff within research institutions (including buy out from teaching time etc.)

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

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

How many Co-Applicants can I have?
The maximum number of co-applicants allowed is 10.

Is there a limit to how many of the co-applicants should be researcher/knowledge user/PPI co-applicants?
No. It will be up to the Lead Applicants to decide on the balance of researchers and knowledge users that will make up the research team.

Do Co-Applicants need to have support letters?
Host Institution letters of support are only required where Researcher Co-Applicants are contract researchers applying for their own salary while a **letter of release time approval support** from the Co-Applicant-Knowledge User organisation must be provided if the Co-Applicant -Knowledge User is requesting Release time costs.

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

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

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

Can a Collaborator be from private enterprise?
Yes, a collaborator may be from private enterprise.

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

Scope

What sort of applications does this call support?
This scheme provides funding for clearly defined research projects in clinical and/or population health and/or health services that are relevant to people with PD in Ireland.

The research question is expected to have been influenced by and informed by people with Parkinson's Disease, and the question/s must be able to be answered by the research partnership. This may also be informed by resources such as the James Lind Alliance Priority Setting Partnership Findings from the research are expected to have a direct impact on the decision-making of the knowledge user's organisation/s, and it should be clear from the application how the knowledge user/s is integrated throughout the research process. Each application should include a clear and concise knowledge translation plan that will highlight how the research findings will be applied by the knowledge user organisation/s.

Proposals addressing the following are particularly welcome:
- Improving activities of daily living for people with Parkinson's
- Self and family management tools and approaches for PD
- People with Parkinson's, families' and carers' experience of healthcare provision/access, as well as means to improve their experience
- Epidemiology of PD in Ireland
- Delivery and organisation of care at community, primary care or hospital level
- Integrated care, with doctors, nurses, health & social care professions, patients, families and patient organisations working together in a collaborative way to improve the patient journey
- Models of care involving multiple sites
- Health service developments/reconfiguration

How many years does the funding cover?
The awards will provide support for applied research proposals of between 12-24 months duration.

HRB Health
Research
Board

Funding

How much can I apply for?

The amount that can be requested from the HRB per application is **between €100,000 and €250,000** (inclusive of overheads). Applicants are advised to closely match duration and requested budget to the scope of the research.

How do I determine what gross salary to pay?

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

Does the HRB pay pension contributions?

Pension provision up to a maximum of 20% of gross salary will be paid to the host institution to enable compliance with the Employment Control Framework (an additional 5% employee contribution is part of the salary). The level of employer contribution should be in accordance with the model adopted by the host institution. If applicable, state the amount of employer contribution based on the pro rata salary and note the % of pro rata salary used to calculate this for reference.

Exceptions apply where Circular letter 6/2007 applies. Circular Letter 6/2007 states that the pensions contribution of all Public Health Service employees who, on or after 1 June 2007, are granted secondments or periods of special leave with pay to enable them take up appointments with other organisations, including other Public Health Sector organisations, will be increased to 25% of gross pensionable pay. The rate of 25% of gross pensionable pay referred to in this context is the pension contributions to be paid by the body to which the employee is seconded – it does not include any pension contributions which employees make themselves. Where no such arrangements are in place, the HRB will not be liable for costs.

Are overheads included within the €250,000 threshold?

Yes, overheads are included within these limits.

How is the overhead contribution calculated?

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

What costs are included in the overhead contribution?

The following items are included in the overhead contribution: recruitment costs, bench fees, office space, software, contribution to gases, bacteriological media preparation fees, waste fees, bioinformatics access. A copy of the HRB overheads policy can be found at the following link:
Health Research Board: Use of Research Overheads

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

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

Personnel

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

Supporting Documents

What documents should be uploaded with my application form?
You must upload the following documents:
- Lead Applicant-Researcher Letters of Support (if required)
- Lead Applicant-Knowledge User Letters of Release (time approval) (if required)
- Co-Applicant Researcher Letters of Support (release time) (if required)
- Co-Applicant Knowledge User Letters of Support (release time) (if required)
- Collaborator Agreement Forms (required for all collaborators)
- Objectives and Deliverables Gantt Chart (Required)
- Project Description Support File (Optional)
- Research Ethics Committee Approval (if required)

You may also upload an attachment to support your Project Description. A maximum of 5 figures which can be a combination of images, graphs, tables, scales, instruments or surveys may be uploaded as a **single document** on HRB GEMS.

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

Who needs to provide Release Time Letters of Support?
A letter of release time approval support from the Lead Applicant-Knowledge User organisation must be provided if the Lead Applicant-Knowledge User is requesting salary-related costs. A letter of release time approval support from the Co-Applicant-Knowledge User organisation must be provided if the Co-Applicant -Knowledge User is requesting Release time costs.

Do Co-Applicants have to sign-off the application?

Each Co-Applicant is invited to view the application form online and approve content prior to submission.

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

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

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

Submission

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

I have submitted my application but have just realised I have amendments to make; can I amend the application?
No, once you have submitted your application, you cannot edit or unsubmit it.