## HEALTH RESEARCH BOARD

# Research Leader Awards (RL) 2020

*Driving actionable knowledge towards tangible health impacts*

## Guidance Notes

| Key Dates & Times | |
|---|---|
| **Pre-applications open** | **04 March 2019** |
| **Pre-applications close** | **09 May 2019** |
| **Full Application open (invitation only)** | **End of June 2019** |
| **Full Application close** | **End of Sept 2019** |

*Applications must be completed and submitted through the HRB online Grant E-Management System (GEMS) (**https://grants.hrb.ie**), and this system will close automatically at the stated deadline according to the timeline listed above. Applicants are strongly recommended to read the 'Detailed guidance notes for applicants', appended to this document prior to completing the application form.*

## Contents

# Research Leader Awards (RL) 2020

# Guidance Notes

## 1. Overview

The Research Leader Awards aim to create a cohort of new research leaders who can drive "actionable knowledge[1]" in research areas of strategic relevance to health policy, health delivery and/or clinical practice in Ireland. This initiative will support established health investigators, working in an academic setting (including health practitioners with joint appointments), who are ready to transition to leadership roles. It will enable the delivery of internationally competitive research programmes and will reduce the gap between research evidence and health impacts through strong partnerships with the health sector.

Each award will support 50% of the Lead Applicant's academic, non-research time, which will be protected for research, with the expectation that award holders will spend up to 70-80% of their time on research through co-funding from other sources. The award will also fund research related costs and the maximum value will be €1.5M including overheads. The Health Research Board envisages that up to **5 awards** will be made in this round.

## 2. Introduction

The HRB is committed to promoting the training, support and career development of *health-related researchers, professionals and innovators,* to facilitate the development of cross-disciplinary and cross sectoral research teams and partnerships. The long-term goal is to develop collaborative researchers who can:

1. generate ideas and undertake research,
2. drive the integration of research and evidence into policy and practice, thus
3. improve decision-making and, ultimately, health outcomes as well as creating a wider impact on society.

One of the HRB's strategic objectives is to identify, develop and support leaders in health research. We have recently conducted an evaluation of our previous investment in this space. Building on insights generated in this evaluation and through consultation with current HRB Research Leaders we now invite applications to the Research Leader Awards 2020 scheme, supporting leadership and innovation to drive actionable knowledge in academic settings. The scheme is in line with the overall coordinated approach developed in the framework for health research careers.

[1] For definition see page 4

For the purpose of this scheme **actionable knowledge** is defined as the continuum from knowledge creation to knowledge translation and implementation into policy and practice. It requires an appropriate set of skills and competencies as follows:

- to advance knowledge discovery, and importantly
- to network, collaborate and influence change;
- to translate and/or implement knowledge into policy and practice;
- to support and/or lead research in academic and/or health service organisations;
- to apply critical and evidence-focused approaches to use knowledge in a range of different settings and health-related roles.

It is expected that enhancing the capacity of researchers to better integrate research findings into health policy and/or clinical practice will pave the way to a greater impact for the benefit of individuals and patients, populations and society as a whole.

## 3. Overarching Aim and Objectives

The **overarching aim** is to create a cohort of new research leaders who can drive "actionable knowledge" in research areas of strategic relevance to health policy, health delivery and/or clinical practice in Ireland.
The long term outcome is that the innovation and leadership of these individuals will accelerate the translation and/or implementation of research knowledge towards tangible changes in a real-world setting for the benefit of people's health, patient care (practice) and health policy in Ireland.

The **objectives** of the Research Leader Awards are:

1. To develop research leadership and health innovation in academia by providing protected research time to established health investigators with a strong track record in applying research into health policy and/or health delivery and/or clinical practice;
2. To support internationally competitive research programmes addressing health challenges in areas of strategic importance for national health policy and/or health delivery and/or clinical practice;
3. To better integrate research findings into health policy and/or clinical practice;
4. To strengthen research partnerships and collaborations between academic researchers with health practitioners, health decision-makers, knowledge users, industry and other relevant stakeholders.
5. To establish a critical mass of research leaders who will act as role models and mentors to the next generation of researchers increasing future capability nationally and globally in translating and implementing health research into policy and practice in Ireland;

Ultimately this investment aims to support established health investigators who are on an upward trajectory to becoming the most prestigious HRB leaders in health research by the end of the award, as shown in the figure below.

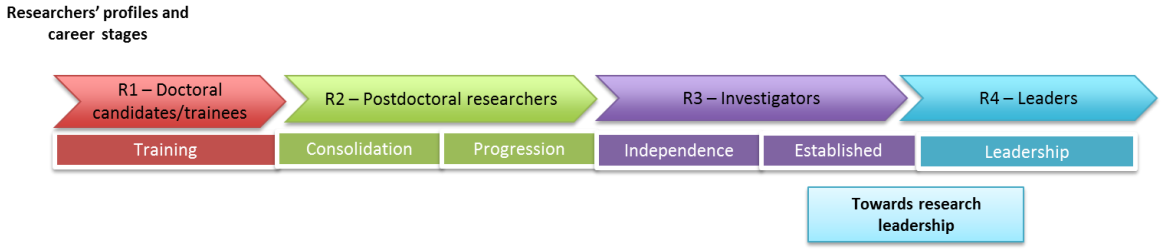



**Figure 1 –** Schematic representation of the HRB academic career path for researchers.

An overview of HRB schemes supporting careers along the career path for academic researchers can be found in Appendix I (page 21).

By the end of the award the awardees should be recognised as leaders in health research and should be able to demonstrate the following outcomes:

- Have significantly advanced a research area relevant to national health strategies;
- The ability to influence changes in policy and practice;
- Be recognised as a role model for health research leadership;
- Leading and participating in collaborations across different sectors and disciplines;
- Have leveraged significant national and international funding.

Importantly, in the long-term this investment should result in:

- Increased health research leadership in academic institutions in Ireland;
- Increased integration of research findings into health policy and/or clinical practice;
- Better treatments, decision and policy making, resulting in tangible changes in the real-world for the benefits of patients, population(s) and/or the health services in Ireland.

## 4. Key changes from the previous Research Leader Awards calls

Applicants are strongly advised to read the guidance notes carefully. The key changes from the previous RL call (in 2015) are summarised below:

**Aim and career stage**
Revised as per above.

**Scope**
The research programme must address a question of **national strategic importance** to better integrate research evidence into health policy and/or clinical practice in order to create tangible benefits to people's health, patient care and health policy.

In addition to health services research and population health research, **clinical research** is now also an eligible area.

**Application process**
Applicants can now apply without the requirement to be selected and nominated by their Host Institutions. The scheme will use a two-stage application process.

**Budget**

The maximum budget the Lead Applicant can apply for is €1.15M.

**a) Buy out of the lead applicant**

The HRB will buy-out time the Lead Applicant currently spends on academic non-research activities, to a level of 50% and through a backfill arrangement. However, the Lead Applicant is encouraged to negotiate additional protected research time up to 70/80% and salary support with the Host Institution and/or with the health agency**.**

**b) Research related costs**

The research related costs for the research programme.

In addition, an **overhead contribution** will be provided on the full award rather than on the research-related costs only. Furthermore, overheads will be calculated at contract stage and will not be included in the budget at application stage. **The maximum value of each award inclusive of overheads will be €1.5M**

**Mentorship arrangements and Programme governance and management**

These sections will now be addressed in the application.

## 5. Scope

The research programme must address a question of **national strategic importance** to better integrate research evidence into health policy and/or clinical practice in order to create tangible benefits to people's health, patient care and health policy.

The Lead Applicant must propose a research programme addressing a research topic relevant to a national strategy in Ireland (please see **https://health.gov.ie/policy/**). The case for the selection of a particular research topic will need to be justified by:

1) demonstrating a strategic importance for Ireland and the strong potential for actionable knowledge;
2) having the right team with a variety of expertise and skillsets (co-applicants and collaborators) to address the research programme and the main objectives of the funding scheme;
3) having appropriate stakeholder engagement to address the research questions and to accelerate the translation and implementation of the research findings into health policy and/or clinical practice. This may include but is not limited to patients, decision makers, policy makers and other knowledge users, innovators, industry or other experts.

Eligible areas are:

- clinical research
- health services research
- population health research

For the purpose of this scheme the following definitions are used:

### Clinical research

*Research with the goal of improving the diagnosis and treatment of disease and injury and of improving the health and quality of life of individuals as they pass through normal life stages. Clinical research is conducted on or for the treatment of patients and involves direct participation of patients and healthy subjects and/or their samples and/or their data.*

### Population Health Research (PHR)

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

### Health Services Research (HSR)

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

This scheme will not fund:

- Applications proposing research programmes clearly not linked to national strategies;
- Applications that do not show adequate evidence of a partnership approach with at least one key health-related partner.
- Applications that do not fall under the definitions of Clinical and/or PHR and/or HSR as outlined in page 6 and 7;
- Applications involving pre-clinical studies, which involve the evaluation of potential therapeutic interventions in cells and/or animals;
- Applications seeking to evaluate an intervention;
- Applications that aim to conduct a stand-alone feasibility study for an intervention;
- Stand-alone systematic reviews;
- Applications which are solely or predominately health service developments or implementation of an intervention without a predominant research element. The HRB will not fund the cost of providing the service or intervention itself, only the research element;
- Applications which are solely literature reviews, audits, surveys, needs assessments or technology development (although these elements may be part of an integrated research study);
- Applications which are solely or predominately developing the infrastructure for biobanking, databases or patient registers without a predominant research element;
- Applications from individuals applying for, holding, or employed under a research grant from the Tobacco industry;
- Research intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

## 6. Funding and Duration

The number of awards made will depend on the quality of applications and the funding available, but it is anticipated that up to five awards may be funded in this round.

The duration of each award is up to **5 years**.

Lead Applicants can apply for funding under the following categories for a maximum requested value of **€1.15M**:

**1. 50% FTE salary and related costs for the Lead Applicant**

- The HRB will buy out 50% FTE of the academic non-research activities of the Lead Applicant. The salary requested must be justified by the current position and current salary level of the Lead Applicant. It is also strongly encouraged that the Lead Applicant secures additional salary support and hence more research protected time to a level of 70-80% with the support of the Higher Education Institution or the HEI in partnership with the health agency.
  Note: the HRB accepts that the support for additional protected time and salary-costs supplementing HRB funding may be finalised at contract stage following the review process.

**2. Research-related costs**

- **Research personnel:** Salary-related costs in line with the most recent IUA scale or stipend and fees (EU rate only) related costs for funded personnel necessary for the proposed research project.
- Other administration and/or project management support
- Running costs
- Small items of research equipment
- Training costs for research personnel including a leadership course or similar training for the Lead Applicant;
- Dissemination, knowledge exchange and outreach activities

At contract stage an overhead contribution of 30% of the Total Direct Modified Costs (TDMC) of the full award for clinically-based research or 25% of the TDMC for desk based research will be also calculated. **This will not be included in the budget at the time of application.**

The maximum value of the award inclusive of overheads is €1.5M

## 7. The Team Based and Collaborative Approach

The research team is defined as the Lead Applicant leading a team of partnering organisations or individuals, official collaborators, key stakeholders (patients' groups, knowledge users, etc.) and funded personnel. The application should have a **team-based and collaborative approach** in order to drive actionable knowledge effectively**.** It should involve health researchers and/or health practitioners and/or

innovators[2] as appropriate to address the research question and to translate or implement research findings towards tangible changes in policy and practice.

The application **must** include **at least one health-related** organisation as a partner which may be a statutory, non-statutory or voluntary organisation involved in planning and/or delivering healthcare services and/or engaged in healthcare policy in the Republic of Ireland. Other partnering organisations may be hospitals, health agencies, other Universities or departments, local government, charities, voluntary organisations and/or industry.

The application should clearly outline the arrangements with the partner organisations which will enable the Lead Applicant to work with service providers and/or policy makers to facilitate the development, conduct and translation of research into policy/practice. As such the team should:

- contain the necessary **breadth and depth** of expertise in all methodologies skills and competencies required;
- have appropriate **cross-disciplinary and/or cross-border and/or inter-sectoral** members. Where relevant, experts in similar or different disciplines, such as, but not limited to biomedical research, statistics, health economics, health service research, behavioural science, qualitative research methodologies, sociology etc., should be included as Co-Applicants or as official Collaborators.
- have a strong stakeholder involvement as relevant to the research question. Experts by experience such as patients, potential patients, service users or carers are welcome to be included in the research team. Decision-makers, policy makers, knowledge users, health agencies and healthcare professionals must be involved throughout the entire research process to ensure integration into policy and practice as relevant to the research question and the national strategic area proposed.

## 8. Suitability and Eligibility Criteria for the Research Team

### 8.1 Lead Applicant

The Lead Applicant must be an **established investigator** who is on an upward trajectory to becoming a leader in health research but is not, as yet, recognised as a leader.

#### 8.1.1 Lead applicant's suitability

Lead applicants applying to this scheme should be able to demonstrate that their skills and experience match those of the **transition to research leadership career stage** by:

- leading a team and a research programme as independent investigator;
- having a track record in securing several research grants as principal investigator, co-applicant and collaborator;
- having a track record of significant research contribution to scientific knowledge demonstrated by several relevant research outputs also as independent investigator. The HRB has signed up to **DORA** and we ask reviewers to consider the value, quality and impact of the applicant's work. Lead

[2] As defined in the **Framework for the Health Research Careers** " ***Innovators*** *are individuals who have the skills, competencies and specific authority to bring together ideas – new, old or a combination of both – and translate these ideas into practical applications and/or solutions. They may be health researchers, health professionals, health policy managers, decision-makers or other knowledge users but they must have the authority, a track record of key collaborations and expertise to influence changes and translate and/or implement knowledge into policy and practice, or towards a product. "*

applicants should list their research outputs such as peer-reviewed publications research data, datasets, research material, databases, audio/video products, national and/or international reports or briefs, models and protocols, software, evidence of influencing policy and/or practice, outreach and/or knowledge exchange activities, media coverage or other research-related relevant activities;

- having experience and expertise to direct and manage a research team and in supervising and mentoring several doctoral researchers (R1 stage) to completion of their degrees and post-doctoral researchers (R2 stage);
- having experience in effectively communicating research outputs (e.g. conferences, patient or other stakeholder involvement, media, etc.)
- evidence of successful national and/or international collaborations
- having a long term research strategic vision during and beyond the award with clear plans on how to develop as internationally recognised leader.

We would typically expect lead applicants to be at senior lecturer level; however this is not a specific requirement.

Please note that **career breaks, flexible working arrangements, changes in discipline and sector** (e.g. industry, health organisation/agency) are accounted for when reviewers assess the potential of the Lead Applicant.

### 8.1.2 Lead Applicant's Eligibility Criteria

The Lead Applicant

- must have a PhD degree;
- must have secured at least
    - **one** independently peer-reviewed research grant from a competitive funding source as Lead Applicant of a value equal or higher than **€200K**. This also includes being a work package leader of a research grant from the European Commission with a value equal or above €200K. *For the purposes of this scheme, fellowships or other personal awards directly awarded to the Lead Applicant are eligible. However, PhD studentships, travel bursaries/awards or other small bursaries are not eligible as well as personal awards where the lead applicant was the named supervisor (e.g. PhD or Post-doctoral fellowships) are* not eligible.
    - **two additional** independently peer-reviewed research grants from competitive funding sources as lead applicant (or co-lead applicant) and/or co-applicant.

- must currently hold a permanent or contract based position (which must cover the duration of the award) as independent investigator in a higher education institute which is a HRB recognised host institution (typically senior lecturer or similar grade)

***or***

- will hold a permanent or contract based position (typically senior lecturer or similar grade that covers the duration of the award) as independent investigator (e.g. if applying from overseas, changing Institution in Ireland, returning after career break) in a higher education institution which is a HRB recognised Host Institution. In these cases the Lead Applicant must be recognised by the institution upon receipt of the HRB Award as a member of the academic staff.

Note: Whilst the eligibility criteria include health practitioners with a joint position, this scheme will not buy out clinical time. Another scheme, Clinician Scientist Awards, which will provide protected research time to health practitioners, is expected to launch in 2021.

The Lead Applicant must not

- be recipient of a previous HRB Research Leader Award.
- be recipient of a non-HRB national or international award targeting "transition to leadership" and/or "leadership" career stages. Please contact the office to check eligibility.

### 8.2 Partners

The partners or partner organisations will have a well-defined, critical and substantial role in defining the research programme, ensuring that the proposed activities are achieved, properly disseminated and can ultimately have tangible impacts on policy/practice. A partner may receive funding for items such as running costs and personnel but will not receive support towards his/her own salary if they are in salaried positions.

**Up to a maximum of five partner individuals or organisations can be listed**

Partners may be comprised of one or more departments/schools within a HEI or may consist of departments/schools/faculties across a number of HEIs or other research performing organisations. The terms of any partnership should be determined early and relevant written agreements should be in place prior to the onset of the project. Consideration should be given to issues such as relative responsibilities, governance arrangements, intellectual property rights, reporting and access to data and samples when establishing partnership agreements.

The application must include **at least one health-related** organisation as a partner. This may be a statutory, non-statutory or voluntary organisation involved in planning and/or delivering healthcare services and/or engaged in healthcare policy in the Republic of Ireland. This partner(s) will ensure a critical link from the academic environment to policy and/or practice in order to reduce the gap between research evidence and impact on policy and practice. The HRB encourages the co-localisation of the research programme between the academic and health-related organisations with the Lead Applicant spending a percentage of the time at each site. This approach should encourage stronger partnership, better knowledge exchange and constant communication between the academic investigators and the health partners.

### 8.2 Official Collaborators

**An Official Collaborator** is an individual or an organisation that provides an integral and discrete contribution (either direct or indirect) to the proposed research activities. A collaborator may supply material, provide training, provide access to specific equipment or groups, specialist staff time, trials advice or other support, access to data and/or patients, instruments or protocols or may act in an advisory capacity. They can be based in an academic institution, a private enterprise, a healthcare organisation or agency, or come from the charity sector. Collaborators may be based outside the Republic of Ireland where appropriate and justified. The terms of any collaboration should be determined early and relevant agreements should be in place by the onset of the project. The HRB advise that consideration should be given to issues such as relative responsibilities, governance arrangements, intellectual property rights, reporting and access to data and samples when working up collaboration agreements.

Up to **10 Collaborators** can be included.

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

### 8.3 Funded Personnel

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

The Lead Applicant must address how **administrative and/or coordinating/managing support** will be provided within the team for the duration of the award depending on the need of the team and the research programme. The support should facilitate the day to day coordination, running and delivery of the research programme and other associated activities. This could be full time or part time and could be a combination of research and managing roles (e.g. a mid-stage researcher) or a combination of administration and managing roles.

The Lead Applicant must carefully consider how the complexity, scale, objectives and dependencies of the project match the skills and expertise required for conducting the project. Lead Applicants are also strongly encouraged to think about the suitability of such projects for PhD candidates, in terms of delivering a clearly identifiable original research project. If requesting a PhD candidate the HRB strongly encourage four-year support in line with other HRB funded doctoral training programmes such as SPHeRE, ICAT and Collaborative Doctoral Awards (CDA).

***Note:*** *If the project is within the Population Health Sciences or Health Services Research (PHHSR) areas and the* Lead Applicant *is requesting a PhD candidate, the HRB strongly recommends that the* Lead Applicant *provides structured and mentored training through the* ***SPHeRE PhD programme****, which is Ireland's national research training programme for PHHSR. This programme might also be suitable to research programmes more clinically focused as the first year's modules are general. It is not necessary to have a candidate identified at an early stage, however, once identified/nominated, candidates will also need to apply officially to the SPHeRE programme and will also be interviewed by the SPHeRE Directors in collaborations with the LA/PI. There are no additional costs (in additional to the student fees) to be accrued to be part of the SPHeRE programme for the inclusion of a self-funded Scholar. Please also note that the purchase of some or all SPHeRE training modules (six in total) in year 1 may be another option to provide training to the PhD candidate through SPHeRE. Please contact the Programme Manager of SPHeRE for further details.*

### 8.4 Public and Patient Involvement (PPI) in Research

The HRB promotes the active involvement of members of the public in the research that we fund. This includes patients, potential patients, carers and people who use health and social care services as well as

people from organisations that represent people who use services. PPI is research carried out '**with'** or '**by'** members of the public rather than '**to'**, '**about'** or '**for'** them. It is distinct from and additional to activities which raise awareness, share knowledge and create a dialogue with the public and it is also distinct from recruitment of patients/members of the public as participants in research.

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

Involving members of the public in research can improve quality and relevance as it can:

- Provide a different perspective - even if you are an expert in your field, your knowledge and experience will be different to the experience of someone who is using the service or living with a health condition;
- Make the language and content of information such as questionnaires and information leaflets clear and accessible;
- Help to ensure that the methods proposed for the study are acceptable and sensitive to the situations of potential research participants;
- Help to ensure that the research uses outcomes that are important to the public;
- Identify a wider set of research topics than if health or social care professionals had worked alone;
- Help to increase participation in your research by making it more acceptable to potential participants.

In addition to improving relevance and quality of research, it ensures that research is influenced by broader principles of citizenship, accountability and transparency.

In the application, you are asked to describe any public involvement in your research throughout the various stages of research design, conduct, analysis and dissemination. We recognise that the nature and extent of active public involvement is likely to vary depending on the context of each study.

## 9. FAIR Data Management and Stewardship

Data management/stewardship plans (DMP) are nowadays widely accepted as part of good research practice. The HRB supports **open research**[3] and open publishing directly through the **HRB open research platform**[4]**.** The HRB is now driving the making of research data **FAIR** (**F**indable, **A**ccessible, **I**nteroperable and **R**e-usable) in order to benefit science by increasing the re-use of data and by promoting transparency and accountability. The **FAIR data principles**[5] provide guidelines for those wishing to enhance the re-usability of their data holdings: these principles put specific emphasis on enhancing the ability of machines to automatically find and use the data, in addition to supporting its re-use by individuals.

For researchers, the move to FAIR and open data means researchers should consider data management issues and find suitable data repositories at the research planning stage. Applicants will have to provide information about their plans for data management and data sharing at application stage.

[3] http://www.hrb.ie/funding/policies-and-principles/open-research/
[4] https://hrbopenresearch.org/
[5] https://www.nature.com/articles/sdata201618

## 10. Mentorship Arrangements

Mentorship is a useful tool for guidance and support towards becoming leaders in health research. Lead Applicants are not required to name their mentor(s) at application stage but they must explain clearly the mentorship arrangements that will be put in place with one or more individuals or through other supporting structures, e.g. scientific advisory committee, etc.

## 11. Programme Governance and Management

Each programme must have an appropriate governance structure in place (e.g. Steering Committee, Scientific Advisory Board) to oversee the successful delivery of the research programme. The structure should ideally comprise of national and international experts (academic and other key stakeholders, such as health decision or policy makers or clinicians) as relevant to the strategic research topic to be addressed, the pathway to actionable knowledge and the dissemination and outreaching strategy. The Lead Applicant and team have the flexibility to decide the most appropriate governance and oversight structures as relevant to the proposed programme;

The main objectives of this structure should be:

- To oversee the delivery and strategic development of the programme as a whole and
- To monitor any ethical, intellectual property, data protection, issues and other relevant elements.

Management arrangements should also be put in place in order to monitor finances, general reporting and the day to day management of the programme. There is flexibility for the Lead Applicant and the team to propose appropriate management arrangements (e.g. senior researcher, already established network, institutional support).

## 12. Host Institution and Other Support

### 12.1 Host institution

The **Host Institution** must be a **Higher Education Institutions** which is a recognised HRB host institution where the Lead Applicant is currently or will be employed. The Host Institution is the body in charge of the financial and administrative co-ordination of the award. A list of recognised host institutions can be found at **https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/**.

Given the objectives of this scheme and the investment from the HRB there is a strong expectation that any institution supporting a Lead Applicant will extend the support to the successful individual beyond the duration of this award at the same or higher level of appointment as this award.

At full application stage, the Host Institution is required to provide a **Letter of Support** on headed paper and signed by the Dean of Research which must clearly describe:

- The percentage of research protected time the Lead Applicant has under the current contract
- The agreed protected research time for the Lead Applicant during the award, if successful, and the official arrangements for the release of the Lead Applicant from specific institutional activities for the duration of the award;

- Arrangements for additional protected time and financial support from the Institution or the potential of this at contract stage;
- Any other type of additional staffing or funding support for the programme;
- Other support such as access to infrastructure, mentoring and in-house training (e.g. leadership) and networking activities, administrative assistance etc.

The Host Institution, the health partner(s) and/or other partners, may commit additional funding to the award (e.g. salary support for the Lead Applicant for additional research protected time (over and above the HRB supported 50% FTE), administrative support, salary support to staff members, etc.). While this is not a requirement of the award, it would be a clear indication of the commitment of the organisation(s) to supporting and facilitating the work programme of the Lead Applicant.

**Note:** There is an expectation that individuals successful in these awards will continue to be involved, at some level, in the teaching of graduates and/or undergraduates and will continue to be role models and mentors in higher education institutions as part of their research dissemination strategy.

### 12.2 Access and support from clinical research infrastructure

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

## 13. The General Data Protection Regulation (GDPR)

The **General Data Protection Regulation** (GDPR) came into force on 25 May 2018. As a result the applicant team will be asked through 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 the 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.

## 14. Application and Review Process

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

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

- GEMS will close the pre-application stage automatically at the stated deadline and timeline (**09 May 2019 @ 13:00**).

The application must have been reviewed and approved by the signatory approver at the research office (or equivalent) in the host institution before it is submitted to the HRB. Therefore, applicants should ensure that they give the signatory approver sufficient time before the scheme closing date to review the application and approve it on GEMS. Please note that many Host Institutions specify internal deadlines for this procedure.

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

The HRB has recently signed up to **DORA** (San Francisco Declaration of Research Assessment) and has revised the lead applicant's and the research team sections in many funding schemes and we now ask additional questions, such as personal declaration, most important contributions to scientific knowledge and/or additional expertise matching the role in the application with relevant research outputs, and synergistic activities. They aim to provide additional information on the value, quality and impact of the applicant's work and the suitability of the applicant to the funding scheme and the research project proposed.

Although the HRB never guided the reviewers to consider impact factors or H-index, we now explicitly guide the reviewers to assess the track record of the lead applicants and research team based on

- The content, quality and impact/influence of the research outputs in the research field and/or in policy and practice.
- Different types of research outputs in addition to peer-reviewed articles (e.g. research data and databases , research material, audio/video products, national and/or international reports, patents, models and protocols, software production, evidence of influence to health policy and practice, outreach and/or knowledge exchange activities, media coverage or other relevant activities).

- Active research experience of the Lead Applicant, so career breaks should be also taken into consideration and appropriate adjustments made when considering the record and impact of outputs.

### 14.1 Pre-Application Stage

The Pre-application form will focus on (1) the track record of the **Lead Applicant,** (2) details of the **Research Team** and (3) **an outline of the research programme**.

The Pre-applications will be checked for eligibility of the Lead Applicant and the scope of the programme, and will be sent to a specially convened international review panel for assessment and comments. It is envisaged that the Panel will comprise an independent Chair and approximately 10 members. Panel members are selected based on the range of applications received and the expertise and skillset required (e.g. research area and methodological and analytical approaches, coaching and mentoring, knowledge translation/applied health research, etc.). The Pre-application Review Panel will discuss the eligible pre-applications at a meeting in Dublin and will rank them based on the three assessment criteria below, which have equal weight.

1. Potential of the Lead Applicant to become a leader in health research as evidenced by their track record and long term research vision;
2. Strategic relevance of the research programme and potential for actionable knowledge;
3. Fit of the core research team with the research programme and potential to drive actionable knowledge.

Brief feedback will be provided to all applicants upon completion of the review of Pre-applications.

### 14.2 Full Application Stage - by invitation only

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

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

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

#### Stage 1 – International Peer Reviewers

For each invited full application the HRB aims to receive written feedback from at least three international peer reviewers. International peer reviewers play a vital role for the HRB in setting standards and in benchmarking our scientific community to enable them to operate in a global context.

### Stage 2 – Interview Panel

The Interview Panel will comprise an independent Chair and 6-7 members. It is envisaged that a number of these will be invited from the Pre-application Panel. Additional members may be invited if gaps in disciplines and methodologies are identified.

All Lead Applicants invited to submit a Full Application will be invited to attend an interview. The comments from the international peer-reviewers will be made available to the Lead Applicants prior to the interview. This will provide the Lead Applicants and their team with an opportunity to address the key comments, suggestions, misconceptions, etc. during the interview.

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

1. Potential of the Lead Applicant to become a leader in health research as evidenced by their track record and long term research vision;
2. Strategic relevance and overall quality of the research programme and the likelihood of the findings to impact on policy and practice;
3. Appropriate research design and methodology to address the research question and to drive actionable knowledge;
4. Suitability of the research team and proper stakeholder engagement to conduct the research programme;
5. Commitment and support of the host institution and of the partners to the Lead Applicant and the research programme.

The recommendations of the Interview Panel will be presented for approval at the next scheduled HRB Board meeting. When the Board of the HRB has approved the process and recommendations, HRB staff will contact the applicants to notify them of the outcome.

**Note**: The **HRB Gender Policy** came into effect on 1 June 2016[6]. Gender balance of the Lead Applicant will be among the ranking factors to prioritise proposals with the same scores in the Panel ranking list.

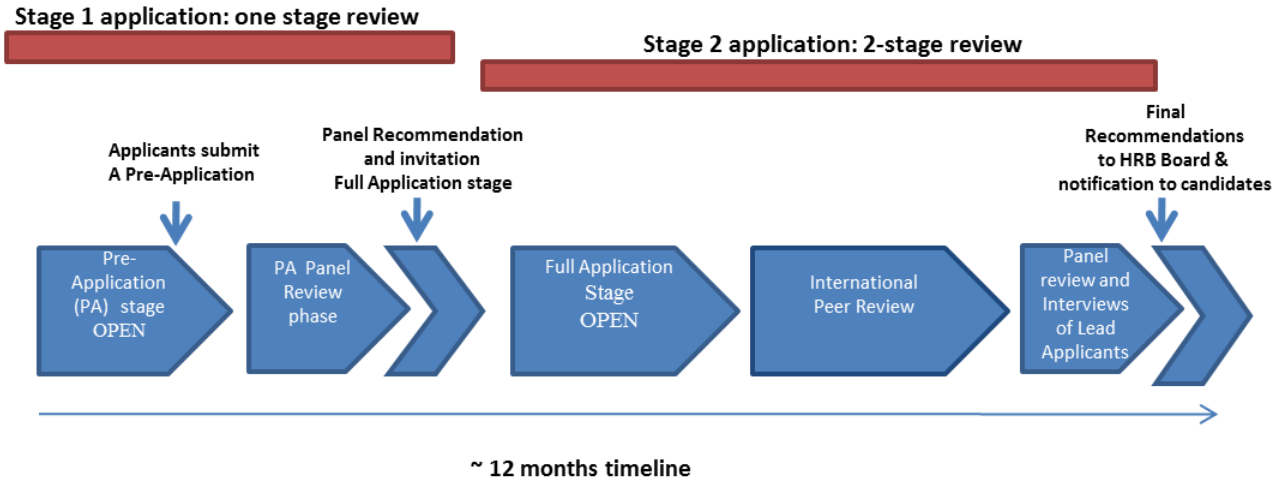
## 15. Conflict of Interest

Conflict of interest rules *are applied rigorously.* Where a conflict of interest exists, the reviewer is requested to inform the HRB immediately so that an alternative reviewer may be appointed. International peer reviewers will not provide comments or scores on any application on which they have a conflict of interest.

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

[6]https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-gender-in-research-funding/

## 16. Timeframe




| **Pre-Application Stage** | |
|---|---|
| 04 March 2019 | Call opening for Pre-application stage |
| 09 May 2019 | Deadline for Pre-application submissions |
| End-June 2019 | 1st Panel review and recommendations |
| End June 2019 | Notification to all applicants and invitation to full application stage for a selected number of applicants |

| **Full Application Stage** | |
|---|---|
| End of September 2019 | Submission of full applications |
| Mid-December 2019 | End of peer-review |
| Mid /late January 2020 | Interview Panel Meeting |
| February 2020 | Board Approval |
| March 2020- June 2020 | Budget negotiation and contracts |
| Jul – December 2020 | Start of the awards |

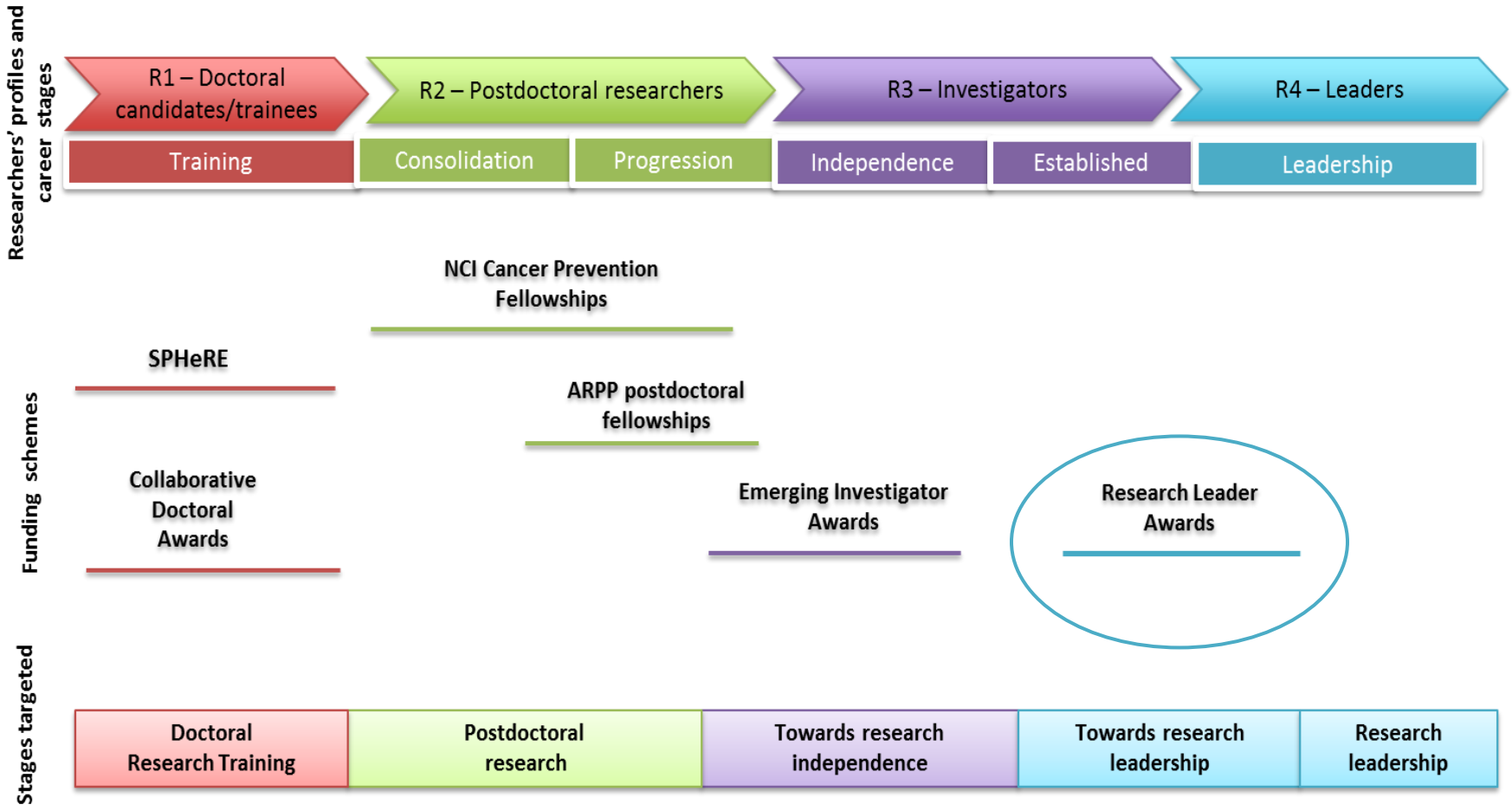
## 17. Contact

For further information on the **Research Leader Awards 2020** contact:

**Dr Anne Costello**
Project Officer
Pre-Award
Health Research Board
**e** acostello@hrb.ie
**t** 01-2345 157

***The HRB reserves the right to reject any application that does not meet the terms of this call. The HRB's procedure for appealing funding decisions is available at*** **http://www.hrb.ie/funding/funding-schemes/before-you-apply/relevant-policies/**

# Appendix I – Overview of the HRB Career Path for Academic-based Researchers



# Appendix II: Detailed Guidance on the RL2020 Pre-application Form

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

*Please refer to the GEMS Technical Guidance Note for further information.*

The Lead Applicant must create the application which can then be jointly completed with named partners.

- Lead Applicants can register on GEMS and they will receive an email to confirm their registration and log in details. The Lead Applicant can then add information on their contact and CV details in the 'Manage My Details' section of GEMS.
- Lead Applicants previously registered on GEMS can login to GEMS and update any information regarding their contact and CV details in 'Manage my details'.

Once logged in to GEMS applicants are taken directly to their home page where they can begin a new grant application.

Once the Lead Applicant selects the RL application on GEMS, s/he will be asked to go through a check list of mandatory, tick to confirm, questions. In order to start the application, the Lead Applicant must satisfy the conditions of this check list. The checklist for the Research Leader Awards is as follows:

| **Lead Applicant Eligibility** | |
|---|---|
| Please confirm you have not previously been recipient of a RL award or a non-HRB national or international award targeting "transition to leadership" and/or "leadership" career stages. | ✓ |
| Please confirm you have three independently peer reviewed funding awards (one of at least €200K) as outlined in the Guidance Notes | ✓ |
| Please confirm you currently hold (or will hold if recipient of the award) a permanent or contract-based position (which must cover the duration of the award) as independent investigator in a higher education institute which is a HRB recognised host institution. | ✓ |
| **Application Scope Eligibility** | |
| Please confirm the application links to a national strategy | ✓ |
| Please confirm the research falls under the definitions of Clinical and/or PHR and/or HSR as outlined in page 6 and 7 of the guidance notes | ✓ |
| Please confirm no preclinical study is included in the proposed research | ✓ |
| Please confirm the application does not seek to evaluate an intervention | ✓ |
| Please confirm the application does not aim to conduct a stand-alone feasibility study for an intervention | ✓ |
| Please confirm the application does not seek to conduct a stand-alone systematic review | ✓ |
| Please confirm the application does not solely or predominately involve health service developments or implementation of an intervention without a predominant research element. | ✓ |
| Please confirm the application is not solely a literature review, audit, survey, needs assessment or technology development (although these elements may be part of an | ✓ |

| | |
|---|---|
| integrated research study); | |
| Please confirm the application does not solely or predominately involve developing the infrastructure for biobanking, databases or patient registers without a predominant research element (Y = it does not) | ✓ |
| Please confirm the applications is not from individuals applying for, holding, or employed under a research grant from the Tobacco industry; | ✓ |
| Please confirm the research does not intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer | ✓ |
| **Other Requirements** | |
| Please confirm at least one health partner is included | ✓ |
| By submitting this application, I agree 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 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 RL 2020 Call Guidance Notes. | ✓ |

The Lead Applicant will be then able to select the Host Institution and notify the Authorised Signatory before starting the application. Further details for completing these items and each of the main sections of the application form are provided below.

## Host Institution

A *Host Institution* for this award is one of the Higher education Institutions in the Republic of Ireland who will be administering HRB grant funding and is responsible for compliance with all general and specific terms and conditions of awards.

In GEMS you will be asked to identify a Host Institution (from this list) and type it in full (do not use acronyms such as UCD, TCD, NUIG). Once you have entered the first 3-4 characters of the Host Institution, you will be assisted with auto-select options. It is important that the HI name is entered accurately and in full as an incorrect entry may result in delays in attaining Host Institution approvals.

## 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 RL 2020 scheme. The signatory's details are pre-populated in the system so the applicant just needs to click 'NOTIFY' within GEMS. **We recommend that you notify the *HI signatory* of your intention to apply *as soon as possible* in the application process.** The signatory will receive an email from GEMS with the name and email details of the Lead Applicant and if they have any queries or clarifications they can engage directly to resolve them. The HI signatory must confirm their willingness to participate as HI for the application through GEMS and once they do this a PDF of the application will be available for them to review, with a view to them ultimately approving the final version of the proposal for submission to the HRB.

# 1. Project Details

### 1.1 Project Title

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

### 1.2 Project Title Acronym

This is optional

### 1.3 Current Position and Research Protected Time

**1.3.1** %FTE Please confirm the percentage full time equivalent you propose to spend on this project (50%-70%) 50% only will be financially supported by the HRB.
**1.3.2** Please state your current position (e.g. senior lecturer), if permanent or on contract (and duration) and which salary level you will be applying for.
**1.3.3** If applying from overseas, changing institution or returning from a career break please detail your current arrangements with the Host Institution in providing you with a faculty appointment upon receipt of this award, and support for the remaining academic time not covered by this award.

### 1.4 Project Abstract

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

### 1.5 Keywords

Please enter up to **5 keywords** that specifically describe your research project.

# 2. The Lead Applicant

Details are requested for the Lead Applicant. **Contact and CV details** (name, contact information, institution, present position, employment history, profession and membership of professional bodies) are managed under "manage my details".

***Please note*** you do not need to complete or update your publications or your funding record under 'manage my details' as they will not feed through to this application. You will be asked to enter them manually in the section below.

**Where research outputs are requested *please note*** The HRB has signed up to **DORA** and we ask reviewers to consider the value, quality and impact of the applicant's work. Lead applicants should list research outputs such as peer-reviewed publications, research data and databases, research material, audio/video products, national and/or international reports or briefs, models and protocols, software, evidence of influencing policy and/or practice, outreach and/or knowledge exchange activities, media coverage or other research-related relevant activities. As such any requested research outputs can include the sources mentioned above as well as non-peer-reviewed publications such as policy briefs, national reports, research reports, evidence synthesis or other achievements such as honours/awards, national and international profiling, plenary lectures or invited speaker at international conferences and any expertise relating to commercialization and/or industry involvement, if relevant.

### 2.1 Type of Researcher

**Please describe yourself as:**

- Health Practitioner with a join faculty position
- Academic Investigator

### 2.2 Gender

*This question is included with the application form in light of the **HRB Gender Policy.** The HRB has the responsibility to support both women and men to realise their full potential in order to ensure equality of opportunity and to maximise the quantity and the quality of research. The information will not be shared with reviewers and it is for HRB internal use only.*

Please select

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

### 2.3 ORCiD

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

### 2.4 Career breaks

Please reference any gaps to your past productivity. You may include a description of factors (e.g. career break, flexible work arrangement, other family care responsibilities, illness, disability, and change in sector (e.g. academia to private sector) or discipline. The word limit is **150 words**

### 2.5 Most relevant funding track record

Please reference up to five independently peer-reviewed research funding awards (including personal awards and awards received from the HRB) which are most relevant to this application and, please specify your role on each; eg: Lead Applicant, Co-Lead Applicant; Co-Applicant (Partner) or Collaborator.

### 2.6 Research outputs

Please reference **up to ten research outputs that had most impact on your career to date.** Please explain very briefly for each research output (three-four lines) your specific contribution to it, the significance and impact. The word limit is **400 words.**

### 2.7 Total number of peer-reviewed publications

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

### 2.8 Supervisory and mentoring experience

Describe **your supervisory and mentoring experience** to early stage researchers (PhD) and mid-stage researchers (postdoctoral and research fellows) as well as other individuals (e.g. clinical fellows, research assistants) or from outside your own discipline, if any. Briefly describe the names of these individuals, their position while in your team, their position now and your actual contribution to their career development and progression. The word limit is **400 words**.

### 2.9 Personal declaration

Please briefly describe why you are well-suited to becoming a HRB Research Leader, your long-term research and career visions and how this award will contribute to their attainment. The word limit is **300 words**.

### 2.10 Synergistic Activities

Please provide some examples (bullet points are also acceptable) under the headings below that demonstrate the broader impact of your professional and academic activities to date. Please note these are aimed to provide a more rounded and holistic recognition of your career to date with the assumption that not all researchers must have had experience necessary under all these headings. They will be assessed in the overall context of the targeted career stage and the objectives of this scheme. The word limit is **300 words**

- **Research process** Activities such as stakeholder engagement/PPI, collaborative & cross disciplinary research, research integrity and risk management in open science procedures (e.g. making research outputs including data openly available, sharing data for reuse, etc.).
- **Societal Impact and outreach** Knowledge translation activities that best relate to the work described in your application. E.g. communication & dissemination (beyond publications), development of IP (patents, licenses), development of guidelines and standards, knowledge exchange and outreach activities.
- **Service to research community** Peer-review contribution, networking activities, memberships to committees and/or other relevant advisory groups
- **Leadership** Activities where you have shown leadership in academic and/or other professional activities (e.g. organisation of courses, etc)
- **Professional development** Continuing professional development, project management and personal qualities.

### 2.11 Additional information regarding eligibility

#### Funding awarded

Please list three **independently peer-reviewed research grants from a competitive funding sources:**

- **At least one** award where you were listed as **Lead Applicant (or Co-Lead or work package leader for EU funding)** with a value **equal or above €200K** and
- **An additional two** awards where you were listed as the Lead Applicant or Co-Lead (or work package leader for EU funding) or Co-Applicant.

Please see details in **page 10** of the Guidance Notes.

Note: For a more efficient eligibility check, which will follow the submission of the pre-applications to the HRB, we kindly ask you to check with the HRB prior to submitting your application if you are unsure. The grants awarded, including fellowships or other personal awards where you were the named fellow/awardee (not where you were supervisor or sponsor), must have been independently peer-reviewed in addition to being awarded through a competitive review process.

**Were you ever recipient of an award supporting transitioning to or research leadership in Ireland or internationally?** If **Yes** please explain further. The word limit is **150 words.**

## 3. Research Project Description

The research programme must focus on **health research** in areas of **national strategic importance** to accelerate the translation or implementation of research evidence towards tangible benefits to people's health, patient care and health policy.

### 3.1 Research question

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

### 3.2 Case for the research

Please set out a case for the **relevance and importance** to propose this research project at this time in Ireland.

Please address the following:

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

The word limit is **1500 words**.

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

### 3.3 Overarching Aim

Please state the overarching aim of the project. The word limit is **100 words**

### 3.4 Brief overview of the methodological approach

Please briefly describe your main methodological approach to address the research question. The word limit is **300 words.**

### 3.5 Pathway to Actionable Knowledge Statement - outline

Please outline the likely potential of the research finding to be translated towards improving the health care systems, policies and/or practice and to generate evidence informed by policy and practice. *In the full application more detailed will be required.* The word limit is **200 words.**

### 3.6 References

A full description of the references cited should be provided. You can enter a maximum of 15 publications. Please enter references in the same format. Please note that at full application stage this will be increased to 30 publications.

For peer-review publications:

Gallagher PA, Shoemaker JA, Wei X, Brockhoff-Schwegel CA, Creed JT. Extraction and detection of arsenicals in seaweed via accelerated solvent extraction with ion chromatographic separation and ICP-MS detection. Fresenius J Anal. Chem. 2001 Jan 1;369(1):71-80. PMID: 11210234.

For book and printed source citations:

Farrell M, Gerada C and Marsden J (2000) *External review of drug services for the Eastern Health Board.* London: National Addiction Centre.

For data citation[7]:

Authors, year, article title, journal, publisher, DOI

Author(s), year, dataset title, data repository or archive, version, global persistence identifier

## 4. The Research Team: Partners

### 4.1 Collaborative and Team-based Approach Outline

The research team is defined as the Lead Applicant leading a team of partnering organisations or individuals, official collaborators, key stakeholders (patients' groups, knowledge users, etc.) and funded personnel. The application should have a **team-based and collaborative approach** in order to drive actionable knowledge effectively. It should involve health researchers and/or health practitioners and/or innovators[1] as appropriate to address the research question and to translate or implement research findings towards tangible changes in policy and practice.

Describe why you have selected the partners, the overall complementarity of skills, expertise and disciplines within the team, and how they will converge and work together during the award. Please also briefly describe your initial engagement with the health partner(s) in developing and delivering the proposed research programme. More information will be asked at full application stage. The word limit is **200 words**.

### 4.2 Partners

To ensure a team based and collaborative approach the Lead Applicant may collaborate, where appropriate, with individuals, partner organisations such as hospitals, health agencies, universities, local government, voluntary organisations and/or industry. The Lead Applicant can add up to five partners to an application by entering their name on GEMS. At least one must be a health-related partner.

- If the partner is already registered on GEMS, the system will find them and will allow the Lead Applicant to select them.
- Alternatively, a partner can be added manually by entering their name and email details.

GEMS will send them an email with login details for completing the registration process, and will inform them that they have been invited by the Lead Applicant to participate in the application as a partner.

---

[7] *Please refer to FORCE 11 principles for further information* ***https://www.force11.org/group/joint-declaration-data-citation-principles-final***

[1] As defined in the **Framework for the Health Research Careers** " ***Innovators*** *are individuals who have the skills, competencies and specific authority to bring together ideas – new, old or a combination of both – and translate these ideas into practical applications and/or solutions. They may be health researchers, health professionals, health policy managers, decision-makers or other knowledge users but they must have the authority, a track record of key collaborations and expertise to influence changes and translate and/or implement knowledge into policy and practice, or towards a product. "*

Registered partners can decide whether to accept or reject their participation and consent to the application being submitted jointly in their name.

- If a partner rejects participation on an application, the Lead Applicant is informed and may revise the application accordingly.
- Partners who accept participation on an application will be able to edit the application. *The system will flag if another user is working on the application form at the same time via a pop-up warning. A member of the applicant team may choose to over-ride this pop-up message and continue to enter data but it is advisable that they contact the other person directly to avoid losing data when applying the override function.*

***Please note the section below must be completed by each partner***

### 4.3 Partner's Contact and CV Details

Partners can manage their **contact and CV details** (name, contact information, institution, present position, employment history, profession and membership details of professional bodies) in the 'Manage my Details' section of GEMS and this information will be automatically included in any application that involves this individual.

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

**Where research outputs are requested *please note*** The HRB has signed up to **DORA** and we ask reviewers to consider the value, quality and impact of the applicant's work. Core Partners should list research outputs such as peer-reviewed publications, research data and databases, research material, audio/video products, national and/or international reports or briefs, models and protocols, software, evidence of influencing policy and/or practice, outreach and/or knowledge exchange activities, media coverage or other research-related relevant activities. As such any requested research outputs can include the sources mentioned above as well as non-peer-reviewed publications such as policy briefs, national reports, research reports, evidence synthesis or other achievements such as honours/awards, national and international profiling, plenary lectures or invited speaker at international conferences and any expertise relating to commercialization and/or industry involvement, if relevant.

For some partners (such as from the health organisation or members of the public) not all sections will be relevant. In each case, however, a partner must complete the contact details and CV section and can add N/A to the sections not relevant.

### Type of Participant

Please describe yourself as:

- Health Practitioner (with or without a joint academic position)
- Health Investigator
- Health Partner
- Other Stakeholder - please specify (charity, health organisation, patient group, policy maker, etc)

### Gender

*This question is included with the application form in light of the **HRB Gender Policy.** The HRB has the responsibility to support both women and men to realise their full potential in order to ensure equality of opportunity and to maximise the quantity and the quality of research. The information will not be shared with reviewers and it is for HRB internal use only.*

Please select

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

### Partner's funding track record most relevant to this funding application

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

### Partners Personal Declaration and relevant research outputs

Briefly describe why you are well-suited to the role as partner to this application and clearly highlight your specific role in this project. You may refer to your relevant research and analytical expertise and skills as well as your professional skills, such as negotiating and influencing, leadership, networking and collaborative work, multi-disciplinary and/or interdisciplinary work and/or the strength of the scientific environment.

Please identify **up to five of your research outputs** (if applicable) that specifically highlight your experience and expertise most suitable for this funding application. The word limit is **500 words**.

### Peer Reviewed Publications

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

### 4.4 Patient and Public and other Stakeholder Engagement Outline

Please describe any public and/or end users and/or stakeholder involvement in your research throughout the various stages of research design, conduct, analysis and dissemination. The word limit is **200 words**.

## Submission of Applications

**The deadline for submission of complete applications is 9 May 2019 at 13.00.**

1. After successful validation the Lead Applicant may submit the application. It will then be routed to the designated signatory at the Host Institution for their approval.
2. If a signatory rejects the application the Lead Applicant will be notified, along with any feedback the signatory has supplied.
3. The application can then be re-submitted; it will be returned to the signatory and will continue through the approval process as before.
4. On completion of the final approval by the Host Institution signatory, a grant application number is assigned to the application.

5. The application automatically gets submitted to the HRB through GEMS for consideration for funding.

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

# Appendix III: Resources/Useful Links

**The Cochrane Library:** online collection of databases in medicine and other healthcare specialties which summarise and interpret the results of medical research.
**www.thecochranelibrary.com**

**EQUATOR Network Library for health research reporting**: an international initiative that seeks to improve reliability and value of health research literature by promoting transparent and accurate reporting of research studies
**http://www.equator-network.org/resource-centre/library-of-health-research-reporting/**

**CLINICAL RESEARCH INFRASTRUCTURES/SUPPORTS**

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

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

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

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

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

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

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

**BIOBANKING**

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

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

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

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

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

## RESEARCH PRIORITIES & PUBLIC INVOLVEMENT IN RESEARCH

**INVOLVE UK website for resources on Public and Patient Involvement in research**
**http://www.invo.org.uk**

**Patient-Centred Outcomes Research Institute (PCORI)**
**http://www.pcori.org**

**Public Involvement Impact Assessment Framework** (Provides tools to assess the impacts of involving members of the public in their research in individual projects)
**http://piiaf.org.uk/**

**European Patient Forum Value + Handbook** (For Project Co-ordinators, Leaders and Promoters On Meaningful Patient Involvement)
**http://www.eu-patient.eu/globalassets/projects/valueplus/doc_epf_handbook.pdf**

**The James Lind Alliance Priority Setting Partnerships**
**http://www.lindalliance.org/Patient_Clinician_Partnerships.asp**

## USE OF ANIMALS IN RESEARCH

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

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

## GENDER ISSUES IN RESEARCH

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

**Gender Toolkit in EU-funded research for examples and guidance**
**http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf**

**DATA MANAGEMENT AND SHARING and FAIR principles**

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

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

**Guidelines on FAIR data management plans in Horizon 2020**
**http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf**

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

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

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

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

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