Health Research Board

HRB Summer Student Scholarships (SS) 2019

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Guidance Notes

Key Dates & Times	
Application Opening date	**Monday, 10 December 2018**
Application Closing Date *	**Thursday, 14 February 2019@13.00**

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

*Prior to final submission to the HRB, all applications must first be reviewed and approved within GEMS by the Host Institution nominated in the application form. It is critical therefore that applicant leaves 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.

HRB Summer Student Scholarship (SS)

2019

Guidance Notes

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HRB Summer Student Scholarships 2019

Guidance Notes

1. Introduction

The Health Research Board (HRB) *Strategic Business Plan 2016-2020* sets out our mission with two complementary aspects: *to improve people's health* and *to improve healthcare delivery.* To achieve this, we lead and support excellent research, and we generate relevant knowledge and promote its application in policy and practice. This is enabled by the support of researchers and talent in health research across the stages of their career.

In line with its strategic objectives the HRB is now inviting applications for the 2019 Summer Student Scholarships. The scholarship scheme offers undergraduates studying in a health-related or other relevant area (e.g. statistics, informatics, management sciences) an opportunity to undertake a health or social care research project and to work with researchers in high-quality research environments to gain research experience at an early stage in their career path.

2. Objectives

The objective of this scholarship scheme is to foster an interest in health and social care research and an understanding of research processes, techniques and methodologies in undergraduate students by providing an opportunity to gain practical experience of research by conducting a small research project.

Following completion of the scholarship, the student is expected to have successfully completed a short research project and to provide the HRB with a written report of the completed research project and the research training received i.e. the specific research skills and/or techniques gained during the scholarship timeframe.

3. Scope

The scholarship scheme is aimed at full-time and part time undergraduates with strong potential, based in a university/third level institute and studying for a health-related or other relevant degree (e.g., health sciences, social sciences, informatics, mathematics, statistics, management sciences). The student must be planning to work on a health and/or social care-related project, with a suitably qualified supervisor who is experienced in this area.

Successful applicants will undertake the scholarship on a **full-time** basis for a maximum of eight weeks during the summer of 2019.

The research project must be conducted in one of the three research areas supported by the HRB: patient-oriented research, health services research and/or population health research (see Appendix II for definitions).

The Scholarship will **not** fund:

- applications which are solely or predominately basic biomedical research. (Basic biomedical research is defined as "research conducted to increase the knowledge base and understanding of the physical, chemical and functional mechanisms of life processes and disease but not directed to solving any particular biomedical problem in humans or animals");

- applications which are solely literature reviews, audits, surveys, needs assessments or technology developments (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 which are solely **or** predominately health service developments without a predominant research element. The HRB will not fund the cost of providing the service itself, only the research element

- applications proposing to use human embryonic stem cells or tissues, or 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;

- applications from individuals applying for, holding, or employed under a research grant from the tobacco industry.

4. Eligibility Criteria for Lead Applicant and Sponsor

Lead Applicant (Student)

For the purposes of this scheme, the student termed the "Lead Applicant" is responsible for preparing the application with support from the Sponsor.

The following eligibility criteria for Lead Applicants apply:

- The student must be studying **full-time or part-time**, in a relevant discipline at a university/third level institute on the island of Ireland. **Part-time students must be able undertake the scholarship on a full-time basis for a maximum of eight weeks during the summer of 2019.**

- The research project must be undertaken at a university or recognised research institution, charity or health agency in Ireland.

- The student must have the support of an appropriate, suitably qualified Sponsor (typically with a higher degree or equivalent (four years full time research experience) and with a track record in knowledge contribution and some supervisory experience) based in a university/third level institute. If the research project is to be conducted in a charity/health agency, a second Sponsor, based there, is required.

- The student must identify a suitable Academic Host Institution (HI) to administer the award. This must be the university/third level institution in which the student is studying for their degree or the Higher Education Institute of the Academic Sponsor.

The Lead applicants **must not**:

- Be in the first or final year of their degree course;

- Have held a HRB Summer Student Scholarship previously;

- Have previously conducted a PhD and/or MSc by research and/or a taught MSc with a significant research component;

- Have worked as a research assistant, research technician or any role with a significant research component;

- Be registered in an intercalated degree course that has a research component such as research placements, MSc or PhD.

*Note: Each student can only make **one** application to this scholarship scheme in this round. Where two applications are received from the same applicant both will be deemed ineligible.*

Note: Where an applicant fails to meet eligibility criteria or the application falls outside the scope of the scheme, the application will be deemed ineligible and will not progress to the next stage of review. Applicants will be informed accordingly.

5. Student Sponsorship

Academic Sponsor

Supervision by a suitably qualified individual with a research track record and affiliated to a university/third level institution is an essential element of this application. Sponsors are eligible to supervise a summer student once they have appropriate years' experience, <u>a minimum of four years</u>

active research experience (career breaks, flexible working arrangements, change of disciplines or sector, etc. will be taken into consideration) and with a scientific track record. They must be in post for the duration of the proposed project and have secured the support of their institution.

The Sponsor guides the student during the scholarship period so that s/he acquires the necessary skills to conduct the research project. The student is required to complete the proposed work and write a concise report within the scholarship timeframe.

Health Agency Sponsor

If the research project is based within a **charity** or a **health agency**, in addition to the **Academic Sponsor** based in the HEI, a **Health Agency Sponsor** based in that health agency or charity is required. In cases where the Academic Sponsor is also affiliated with the charity or health agency, one individual only may fulfil both sponsoring roles. This is to ensure that the student is well supported and working under good supervision at all times and within different settings.

Note: Please note that a hospital including teaching hospital affiliated to a HEI are considered health agency.

Note: As part of the assessment criteria, reviewers will consider carefully the supervisory arrangements including the suitability of the Sponsor; arrangements for supervision; the training/learning opportunities available to the student in addition to the research project and the research environment.

Each Sponsor regardless of where they are based can only support <u>one</u> student application in this round.

Where two applications are received from the same sponsor both will be deemed ineligible.

6. Host Institution and Health Agency

The Host Institution (HI) approves and submits the application on behalf of the student. The HI **must be the university/third level institution** where the student is undertaking their degree or the Higher Education Institute where the Academic Sponsor is based. The HI will administer the scholarship in line with the terms and conditions set out by HRB. The HRB has a list of approved Institutions on the island of Ireland that are currently recognised as Host Institutions for HRB research awards.

Important: You can find more information regarding policy on approval of Host Institutions including a list of eligible institutions at https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/

For the purpose of this call **a health agency** is defined as an organisation that provides and/or supports healthcare in Ireland. Additionally, in order to host a HRB summer student the health agency should incorporate some health-related research activities**.**

Please note:

- *Healthcare professionals must select the University in which they are studying or the Higher Education Institute of the Academic Sponsor as the Host Institution and <u>not</u> a hospital.*

- *A hospital, including a teaching hospital affiliated to a University, will be considered as health agency and so it should be selected as such in the application.*

7. Funding

The scholarship will fund the undergraduate at a rate of €300 per week for a maximum period of eight weeks. The HRB will contact the Host Institution with the names of successful applicants. The Host Instituton will arrange payment to the student for the time period of the project. All successful students should liaise with the Host Institution well in advance of starting work on their project as a Revenue Declaration Form must be completed and submitted to their HI prior to the start date. This form is available for download from the Revenue Commisioners website at the following link: https://www.revenue.ie/en/personal-tax-credits-reliefs-and-exemptions/education/scholarship-exemption/index.aspx.

8. Application Process

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

<u>GEMS will close the full application form</u> for this scheme automatically at 13.00 on **14 February 2019**

Important Note: Prior to final submission to the HRB, all applications must be reviewed and approved within GEMS by the Host Institution nominated in the application form. It is therefore critical that the student applying for the award leaves 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 ahead of the HRB deadline.

Applications should be completed online with the support of the Sponsor and approved by authorised signatory in the nominated Host Institution before submitting to the HRB on behalf of the Lead Applicant. All supplementary documents, letters of support, Research Ethics Approval/Animal Licence must be scanned, correctly labelled and uploaded to the appropriate section on GEMS.

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

The **HRB Gender Policy** came into effect on 1 June 2016[1]. In line with international best practice the HRB has a 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. To ensure fairness and equality to all applicants, each funding application received will be assessed as outlined in the call guidance documentation for that particular funding round.

Overview of the application process:

Step 1: Lead Applicants complete the application, select the Host Institution and invite the sponsor(s)

- The Lead Applicant (Student) is the person applying for the scholarship; they create and complete the application with the support of the Sponsors.

- The Lead Applicant must first register on GEMS and receive an email to confirm registration and login details. This is a once off process so the same login details are used if previously registered on the GEMS system.

- The Lead Applicant must select the Host Institution as part of the application process, GEMS draws on the pre-populated contact details of authorised signatories within the Host Institution. Once the Host Institution is selected in the application the relevant signatory is notified by email informing them. The applicant should be aware that once a Host Institution is chosen for the application, a notification will be generated and sent to them for approval. Therefore, the subsequent selection of an alternative or appropriate Host Institution will not be allowed.

- The Lead Applicant adds the Sponsor(s) to an application and when a Sponsor is added, GEMS will automatically email them to invite their participation.

- The Sponsors can decide whether to accept or reject their inclusion, manage their details and sponsorship information, edit the application form and give their consent to the application being submitted.

Step 2: Validation of the application <u>prior to submission</u>

Prior to validation of the application by the Lead Applicant, the Sponsor(s) need to approve the application.

- When the application form is completed it must be validated by the Lead Applicant. This validation process on GEMS highlights any omissions in the form, and allows these omissions to be corrected.

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[1] http://www.hrb.ie/research-strategy-funding/policies-guidelines-and-grant-conditions/policies-and-position-statements/gender-policy/

Step 3: Signatory at Host Institution and submission of the application

- Once the application is validated by the Lead Applicant (including the approval by the Sponsor), the Lead Applicant must notify the Dean of Research (or equivalent) authorised signatory in the nominated Host Institution via GEMS.

- The Host Institution is notified by email informing them that their approval is requested and providing them with access to a PDF version of the application form.

- The Dean of Research or authorised signatory approves the application, which will prompt the submission of the application to the HRB. Please note that if the Dean of Research rejects the application, it will prompt the return of the application to the Lead Applicant for further clarification and then the step must be repeated.

- The Lead Applicant may follow the progress of the HI approval process on the grant summary page in GEMS.

- When the HI signatory has approved the application, it is automatically submitted through GEMS to the HRB.

- A grant application number is assigned to the application and a confirmation email is sent to the Lead Applicant and Dean of Research.

More detailed information on the application process can be found in the GEMS Technical Guidance Notes, which can be accessed on the GEMS system when registered, or on the HRB website (www.hrb.ie/grants) and further information is provided in the Detailed Guidance on the Application Form – Appendix 1 in this document.

9. Application review process and assessment criteria

The HRB is committed to an open and competitive process. Applicants will be informed of the outcome of the eligibility phase once concluded. Eligible applications will be sent to reviewers for assessment; scores are collated and ranked and final funding recommendations are made to the Board of the HRB. It is envisaged that applicants will ultimately be informed of the outcome in April 2019.

The HRB peer review process for this Scholarship includes:

1. Review and grading of proposals by independent, external reviewers.
2. Collation and ranking of scores with funding of the highest ranked projects.

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

Reviewers

Reviewers play a vital role for the HRB in setting standards. Reviewers are contacted with details of the funding scheme, the title of the project, the name of the applicant and sponsor, conflict of interest rules, guidance on the review process and the deadlines for receipt of reviews. The scores for each proposal are collated by the HRB and the highest ranked applications are short-listed for funding.

Reviewers will review applications based on six assessment criteria approved by the HRB Board and it is expected that successful applicants will score highly in all criteria:

1. Evidence of student aptitude and interest in developing research skills.

2. Appropriateness and clarity of the research question, project description and methodology.

3. The suitability of the research as an undergraduate project with an eight week timeframe.

4. Appropriateness of the research track record and supervisory experience of the sponsor.

5. Appropriateness of the supervisory arrangements and the scientific environment to optimise the student experience.

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. 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 advisors 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.

10. Timetable

10 December 2018	Opening of call
14 February 2019	Deadline for HI submission of applications via GEMS is **Thursday, 14 February 2019 at 13.00.**
April 2019	Reviewers scores will be collated with a view to making final recommendations to the Board of the HRB in April 2019.
April 2019	Following Board approval of the recommendations, all applicants and HIs will be notified of the outcome by email in April 2019.
June 2019	Students begin working on the research project on a date agreed with the Sponsor(s) (earliest start date is **Monday, 3 June 2019** to

	allow completion of the project and submission of reports in advance of the next academic year.
September 2019	Students must complete all project work by **Friday, 13 September 2019**.
October 2019	Students and sponsors must submit final reports to the HRB by **Friday, 11 October 2019.**

11. HRB Contact:

If you have any queries regarding this scholarship scheme please contact:

Anne Costello PhD

Project Officer
Health Research Board
Grattan House
67 -72 Lower Mount St.
Dublin 2
D02 H638
e acostello@hrb.ie
t +353 1 2345157

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/research-strategy-funding/policies-guidelines-and-grant-conditions/policies-and-position-statements/.

Appendix I. Detailed guidance for completion of the 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 Notes for further information.

The Lead Applicant (Student) creates the application and completes it with the support of the Sponsors.

- The Lead Applicant registers on GEMS and receives an email to confirm their registration and log in details. Contact and CV details are added in the 'Manage My Details' section of GEMS.

- Lead Applicants previously registered on GEMS use the same login and can update any information regarding their contact and CV details in 'Manage my details'.

Once logged in to GEMS applicants are taken directly to the Home page which is the starting point to create a new Grant application. The Lead Applicant is asked to to go through a check list of mandatory Yes/No questions. In order to start the application the Lead Applicant must satisfy the conditions of this check list.

The Lead Applicant will then be able to start the application. Further details for completing each of the main sections of the application form is provided below:

Host Institution and Signatory Notification

Host Institution

The Host Institution (HI) for an HRB award is a recognised research institution on the island of Ireland. For the purpose of this call the HI is normally the Higher Education Institution where the student is studying or the one where the Academic Sponsor is based. A list of the Host Institutions recognised by the HRB at the time of this call going live is available on the HRB website at the following link: https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/. Identify a Host Institution from this list and type it into GEMS **in full** (do not use acronyms such as UCD, TCD, NUIG). Once you have entered the first 3-4 characters of the HI, you will be assisted with auto-select options. It is important that the HI name is entered accurately and in full as an incorrect entry may result in delays in attaining HI approvals.

Signatory Notification (within Host Institution)

The Host Institution for the award must be on the HRB list of approved Host Institutions (see **Host Institution section above**) and be nominated by the Lead Applicant.

As part of the application process, the Lead Applicant selects their Host Institution and sends an email notification via GEMS requesting support as Host Institution. Once the Lead Applicant is ready to submit the application, s/he must notify the Dean of Research (or equivalent) via GEMS who will then approve or reject (if there are any issues) the application, which will prompt the return of the application to the Lead Applicant for revisions or the submission of the application to the HRB. Once submitted, a grant application number will be assigned to the application and a confirmation email will be sent to the Lead Applicant and Dean of Research. The Lead Applicant should be aware that once a Host Institution is chosen for the application, a notification will be generated and sent to them for approval. Therefore, the subsequent selection of an alternative or appropriate Host Institution will not be allowed.

The Host Institution signatory's details are pre-populated in the system so the Lead Applicant just needs to click 'NOTIFY' within GEMS. We recommend that you **notify the signatories at the nominated Host institution (Dean of Research or equivalent)** of your intention to apply **as soon as possible** in the application process. The signatory will receive an email from GEMS with the name and email details of the Lead Applicant and if they have any queries or clarifications they can engage directly to resolve them with the Lead Applicant.

The Dean of Research (or equivalent) signatory must confirm their willingness to participate as HI for the application through GEMS. When they do this a PDF of the application will be available for them to review. The HI signatory ultimately approves the final version for submission to the HRB. Once submitted, a grant application number will be assigned to the application and a confirmation email will be sent to the Lead Applicant and Dean of Research.

Please note: The Host Institution approves and submits each application online on behalf of the applicant and has its own internal deadlines to facilitate this process. Please make this a time consideration when preparing your grant application.

The HRB GEMS online application form will request the following information:

Student Details

Student Details: Student's name, contact information, university/third level institute, degree course, current year of study.

Personal statement: Why are you applying for this Studentship, and what potential benefits do you forsee from conducting a research project such as this? (100 words)

Examination Results: Please provide details of your most recent end of year examination results. (200 word limit)

Previous Degrees: Please provide details of all previously obtained qualifications.

Research Experience: Please provide details of any research which you have undertaken or been involved in and give details of your role. (350 word limit)

Previous Application: Have you previously applied to the HRB Summer Student Scholarship Scheme? If yes – please state the year and outcome.

(**Please note**: You are **not** eligible to apply if you have previously been awarded a Summer Student Scholarship).

Project Details

In the research project section the applicant completes the following sub-sections:

Project Title

Please enter the title of your research project (maximum 200 characters)

Proposed Commencement Date, Project Duration and Completion date.

Please indicate the proposed start date. (Please note the earliest commencement date is **Monday 3 June 2019**.

Scholarship Stipend

This scholarship offers a stipend of €300 per week for a maximum of eight weeks. The stipend payment is made by the nominated Host Institution directly to you.

If you are successful, the HRB will inform your nominated Host Institution of your success. You must contact the Research Office/ Finance Office of your nominated Host Institution and they will arrange payment for the duration of your Scholarship.

In order to receive any payment you must complete a Revenue Student Scholarship Declaration Form and submit it to your Host Institution before you start work on your project. This form is available for download on the Revenue Commisioners website https://www.revenue.ie/en/personal-tax-credits-reliefs-and-exemptions/education/scholarship-exemption/index.aspx.

There are no running costs provided for this project so there is no detailed budget component to complete.

In the drop down box provided, please indicate the number of weeks and the total amount for which you intend to apply.

Research Area

As part of the eligibility criteria for this scheme you must select **one** of three research areas below:

1. Patient-oriented Research

2. Population Health Research

3. Health Services Research

See Appendix II for further details of the research areas.

Project Description

Provide a clear description of the research project including the background, aims and objectives, hypothesis, research design and methodology, data analysis and key outputs. Please include an estimated timeline for completion of the various elements of the research project. (1000 words)

Project Support Document (optional)

To support your **project description** you may include **one document** (to facilitate reviewers in assessing your application) composed of a Gantt chart, relevant images, graphs or tables up to a **maximum of 2 items**. This should be scanned and uploaded as a PDF document. Please ensure that you label this document correctly as the "Project Support Document" and upload it to the appropriate section in GEMS.

References

Enter any publications referenced in the Project Description up to a maximum of 5 publications using the following format. **Up to 5 publications**

1. 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

Student training and experience

Describe the particular work you (the student) will perform and the skills and experience you hope to acquire during the project. Be as specific as possible in this section, especially if this research project falls within the scope of a wider existing research programme/team. The reviewers need to know exactly what your role in the project will be in order to assess the application. (500 word limit).

You are asked to state the most important training/techique/skills you will learn and to give a brief description of each one.

Ethical Approval and Use of Animals

Research Ethics approval (REC) is required for all research work funded by the HRB that involves human participants, human material (including tissue) or animals. If this is needed for your project you need to provide a letter of approval to the HRB before you begin work. If your project involves the use of animals a copy of a valid animal licence must be submitted to the HRB. Applicants must give sound scientific reasons for their use, and explain why there are no realistic alternatives in their

proposals. Experiments should use the smallest possible number of animals to investigate the research question, and should ensure that distress and suffering are avoided wherever possible.

Applicants should allow sufficient time to obtain ethical approval and/or animal licenses. It is suggested that ethical approval and or animal licenses are sought in **parallel with submission of an application** to the HRB. If you already have an REC approval letter and/or and animal licence, you should upload a copy to GEMS, labelled clearly as Research Ethics Approval letter / Animal Licence.

Other Funding

If you have also applied for summer research funding from another source(s), please give the name of the organisation(s) and the expected date of outcome.

Please Note: If your HRB application is successful, you may **not** hold a scholarship from another organisation together with a Health Research Board Summer Student Scholarship.

Sponsor(s)

Academic Sponsors' details

Within GEMS the application is initiated by the student (Lead Applicant). The Sponsor(s) accepts an invitation from the Lead Applicant within GEMS to act as a Sponsor. The Sponsor then accesses the GEMS system and inputs their details such as name, contact information, Institution, present position, profession, degrees and qualification and employment history via the "Manage my Details" section. See the technical Guidance notes for more information,

Sponsors' Publications

Please provide details of any publications most relevant to the project. (5 publications maximum)

Sponsors' research and supervisory experience

Details of research experience/track record, specifying the Sponsors role in the project. Give details of any supervisory experience to date and include commitments with regard to other students/research projects. (500 word limit)

Supervisory arrangements

Describe the plans for supervision and monitoring progress during the scholarship. This section should give reviewers a clear sense of the access you will have to your Sponsor(s) and the level and quality of supervision you will receive. (350 word limit)

Sponsors' Letter of Support

The Sponsor(s) must provide a signed letter of support, on headed notepaper and uploaded to GEMS, clearly labelled as "Sponsor Letter of Support – Prof A Smith".

Health Agency Sponsor's details

If the research project is to be conducted outside of the Sponsor's Higher Education Institution (e.g. in a charity/health agency), a suitable individual working in the agency must act as a Health Agency Sponsor and additional information must be provided, including an additional letter of support.

In cases where the Academic Sponsor is also affiliated with the charity or health agency, one individual only may fulfil both sponsoring roles. This is to ensure that the student is well supported and working under good supervision at all times and within different settings.

Signatories

It is critical that the student applying for the award leaves 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.

It is the responsibility of the student to upload all supporting documentation when submitting to the Host Institution. If the application is not submitted to the HRB on time, fully completed with the required support documents, the application will be deemed ineligible without further review.

Submission of application:

All applications for the HRB Summer Student Scholarships 2019 must be submitted online by the nominated Host Institution. **The HRB deadline for submission of completed applications is 14 February 2019 at 13.00.**

Please ensure that you have completed all the relevant sections of the application form. Ensure that you have correctly labelled and uploaded all relevant supporting documents. Once the application is submitted it cannot be edited. Please ensure that you retain a copy of your application on file for your own records.

Checklist

The completed application must include the following documents submitted online in order to be eligible:

- All sections of the GEMS Application Form completed online.

- Letter(s) of Support from the Sponsor(s)* - labelled clearly.

The following document is <u>optional</u> but if included it must be uploaded to the appropriate section of GEMS as a PDF clearly labelled as the "Project Support Document"

- **A single file upload to support the Project Description** composed of a combination of a Gantt chart, images, graphs, tables, scales etc. up to a maximum of 2 items.

* (If the research project is to be conducted in a charity/health agency, a suitable individual working in the agency must act as a second Supervisor and a letter of support must be uploaded.)

Note: All official letters of support must be on headed notepaper, signed, scanned and uploaded to the appropriate section of GEMS. Electronic signatures are acceptable. Please label this document clearly prior to uploading i.e. "Sponsor Letter of Support Prof A Smith".

Appendix II: Definition of Research Areas within the scope of the scheme

The details below are not exhaustive but should serve as a useful guide to applicants in considering relevance and eligibility for this scheme. Applications will be reviewed upon receipt by HRB staff based on the criteria below.

Patient Oriented Research

Patient-oriented research (POR) is defined as research conducted with human subjects, or on material of human origin, such as tissues, specimens and cognitive phenomena. The research generally involves patients, samples and/or data from patient and other people who are not patients (e.g. healthy volunteers)

Under the POR remit, the HRB will consider research projects that involve pre-clinical studies, on the understanding that pre-clinical studies represent an important stage of research that occurs before testing in humans to find out if a drug, treatment or procedure is likely to be useful. Such studies gather data on efficacy, feasibility, toxicity, safety and supports patient eligibility criteria. They typically involve research using particular species of animals and in such cases the HRB will consider supporting animal work. However, appropriate evidence must be provided in the application setting out the case for the pre-clinical study, to justify the choice of species in a manner which resembles the human condition in aetiology, pathophysiology, symptomatology and response to therapeutic intervention and describing how the pre-clinical study correlates and aligns with the planned future stages of the research study in humans. In some pre-clinical studies, due to the species-specific nature of the clinical product (e.g., some vector-expressed human transgenes or human derived cellular products) testing in animals would not prove informative or appropriate so alternative in vitro pre-clinical studies models can be proposed, but again detailed justification must be provided.

Applications which begin with research activity to the right of the red line in diagram in the figure below may be considered within the POR remit.

Figure 1: Continuum from research to impacts and outcomes
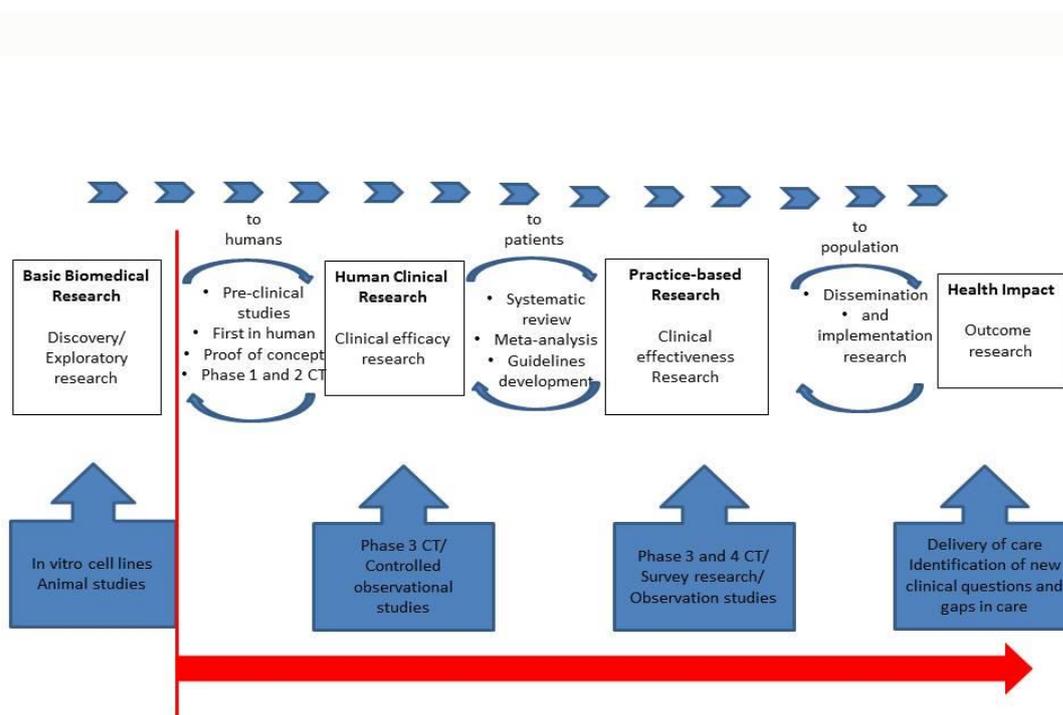
Population Health Research

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.

The emphasis of applications submitted within this research area is on the prevention of disease, promotion of health and wellbeing and the reduction of inequalities in health. It focuses on the health of the whole population or on defined sub-groups and aims to generate evidence that is highly relevant to improving the health and wellbeing of the public.

Note: There is significant overlap between clinical medicine and population health approaches. For the purposes of this scheme, if you are submitting a science- or medically-driven proposal where the emphasis is on disease diagnosis, treatment or care of an individual or a patient group, you should choose the patient-oriented option as the research area for your proposal.

Applications submitted under the population research area should focus on issues such as:

- Macro-level socio-economic determinants of health (the influence of social and economic policies on health)
- Individual-level socio-economic determinants of health (the relationships between access to the resources of society such as housing, income, employment, food security and health)
- Individual behavioural/lifestyle factors such as smoking, nutrition, alcohol and substance abuse, physical activity and sexual behaviour and their impact on health
- Occupational and environmental determinants
- The health of populations over the lifecourse (e.g., Birth, child and adult development and ageing)
- Health of specific population groups (e.g. children and youth, people with disabilities, older adults, migrant populations)
- Gender issues and health
- Health protection, promotion, health education and intervention programmes
- Genetic epidemiology
- Prevention and control
- Monitoring and surveillance of population health

Health Services Research

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.

Applications submitted under this research area will focus on the planning, management, organisation, financing, purchasing and provision of health and social care services. Application address aspects of the quality of services, access and equity in provision, relevance and appropriateness to the needs of individuals and communities, effectiveness and efficiency, workforce capacity and capability issues and how services are experienced. Applications focusing on the three main dimensions of quality – patient safety, patient experience and effectiveness of care – are particularly welcome.

Applications focusing on issues such as the following are welcome:
- Access to services
- Strategic management of waiting times
- Health service planning
- Health service delivery and organization
- Integration of care
- Evaluation of health services interventions
- Delivery and organisation of hospital and primary health care

- Community-based care (long-term care, home care)
- Chronic disease prevention and management
- Citizen engagement
- Health professional influences on health care
- Public and private health care sectors
- HR and financing of health services
- Health policy and systems management
- Health ethics and law
- Health informatics
- Pharmacoepidemiology
- Quality of life and quality of care
- Health systems and policy