HRB Rapid Response Mechanism to support Ukrainian researchers in crisis 2022 (Ucrisis 2022)

Guidance Notes

Key Dates & Times	
Application Open	Friday 22 April 2022
Applications can be submitted at any time and will be reviewed in real time. The call will remain open for the foreseeable future subject to review of the evolving situation in Ukraine.	

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

*Prior to final submission to the HRB, all applications must first be reviewed and approved within GEMS by the authorized approver at the Host Institution as listed in the application form. It is critical therefore that applicants leave sufficient time in the process for the Research Office (or equivalent) in their nominated Host Institution to review, seek clarifications and approve applications prior to submission.

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Introduction

Science and scholarly research is predicated on exchange and peaceful cooperation. As a member of Science Europe, the Health Research Board (HRB) condemns the Russian aggression and invasion of Ukraine in the strongest possible terms. In an effort to combat this unprecedented humanitarian and economic loss, the HRB is launching a new supplemental grant scheme to encourage and enable Principal Investigators of existing HRB awards, and their associated Host Institutions and partners, to provide opportunities for displaced health-related researchers and technical staff from Ukraine to join existing HRB-funded awards in order to integrate swiftly in the Irish research system and to enable them to maintain continuity in their research work.

Applications are open to Principal Investigators of eligible HRB-funded awards and open to refugee researchers from Ukraine at any stage of their research career.

This scheme will adopt a rolling deadline, a shortened application form and an expedited review process. It seeks to build on and complements other systems and supports introduced by Irish Government Departments and agencies, including:

- The lifting of visa requirements between Ukraine and Ireland by the Department of Justice to streamline and support the swift exit from Ukraine and an expedited review process to grant Temporary Protection Directive[1] status to those arriving in Ireland.

- A range of initiatives to provide access to accommodation, coordinated by the International Protection Accommodation Service (IPAS) and the Department of Children, Equality, Disability, Integration and Youth.

- Streamlined processes to provide Personal Public Service Numbers (PPSN), social welfare and other State supports by the Department of Social Protection.

- Rapid access to places for children in schools, coordinated by TUSLA education support service.

- Provision of medical cards and other supports in health and social care by the Health Service Executive (HSE).

- Ongoing actions by Department of Further and Higher Education, Research, Innovation and Science (DFHERIS), the Irish Universities Association (IUA) and Higher Education Institutes (HEIs) to provide appropriate opportunities for people from Ukraine seeking to enter higher education here (including for Irish students who had to leave Ukraine in the middle of their studies). A central helpdesk is being established by DFHERIS, with the support of Scholars At Risk Network

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[1] The **Temporary Protection Directive** applies to:

- (a) Ukrainian nationals who lived in Ukraine before 24 February 2022
- (b) Nationals of a third country (other than Ukraine) or stateless persons who would have benefited from international protection (for example: Refugee status) or an equivalent national protection status in Ukraine and were residing there before 24 February 2022
(c) Family member* of persons covered by (a) and (b) above, where your family already existed in Ukraine at the time of events leading to the mass influx prior to 24 February (where *family members include a spouse or partner, unmarried minor children of either of them, and their other close dependent family relatives who have been living with them as part of the family unit).

(SAR), to guide students and researchers in relation to work opportunities, applications, English language requirements, student finance, funding, fees and grants. It is envisaged that this will be open from end of April 2022 and further details will be posted on the Government website (https://www.gov.ie/en/publication/320e9-employment-and-education/) under Higher Education.

- Ongoing actions from other national research funders, including Science Foundation Ireland (SFI) and Irish Research Council (IRC).

This response embodies in very practical terms the values of Leadership, Independence, Collaboration, Responsiveness and Inclusiveness set out in the HRB Strategy. It builds on the Health Research Board (HRB) Strategy (2021-2025)[2] commitment to foster and enhance European and international coordination, collaboration and engagement.

Aim and Objectives

The aim of this supplemental funding scheme is to support displaced health-related researchers and technical staff from Ukraine to join active HRB-funded awards in order to integrate swiftly into the Irish research system, enable continuity in their research work and sustain the individuals' research career and development.

Scope

Under this scheme, Principal Investigators of eligible HRB awards can request supplementary funding for a **named individual/s** who have been displaced by the Russian invasion in Ukraine or who cannot return to Ukraine due to the invasion (and are being supported by the Irish Government under the Temporary Protection Directive). Funding can be requested for more than one named individual. The researchers supported by the scheme need to be located in the Republic of Ireland and to provide documentation showing that they are covered by the *Temporary Protection Directive* as part of the application.

The scheme is open to support researchers and research-related technical staff across the research career framework, including those that were conducting MSc or PhD-level training, postdoctoral fellows and senior investigators. Proposals should be proportionate and appropriate to the original award in terms of scale and ambition and the skills of the supported individual/s. Applications need to be supported by the Host Institution.

Activities funded should relate to and add value to the original award objectives. Funding must be associated with clearly identified individuals and activities and cannot be reallocated later to other

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[2] https://www.hrb.ie/strategy-2025/

cost headings in the original award. Monitoring and reporting of additional funded activities supported under Ucrisis 2022 will be in line with the associated original award[3].

Applications can be submitted at any time and will be reviewed in real time. The call will remain open for the foreseeable future subject to review of the evolving situation in Ukraine.

Funding Available, Duration and Start Date

The Ucrisis scheme will provide financial support in the format of a start-up grant ("equipment" - to cover basic necessities as required including laptop, books etc.), running costs, dissemination, contributions to monthly salary and overheads contributions.

Awards will have **a duration of up to 12 months**. The budget requested and the award duration **must** reflect the scale and nature of the proposed research.

The total funding per award will largely be determined by the appropriate financial support requested. The level of the monthly salary will be based on the level of seniority of the researcher and Applicants should use the IUA website scales for the most up-to-date recommended salary scales for academic researchers http://www.iua.ie/research-innovation/researcher-salary-scales/ or other university/national scales as appropriate for technical staff or professionals. The salary-related costs will be reviewed and determined in accordance with the proposed contribution and timeline and finalised in accordance with the relevant salary scales as for other HRB awards.

Other direct research costs are eligible up to a total of €20,000 per supported researcher/technical staff:

- A contribution towards running costs of up to **€15,000** per individual is available, where specified and justified. This should include potential funding for plans to integrate and support the researcher/s into the research team and the project, and details of other relevant research-related supports such as language classes, skills development, mentoring and networking opportunities.

- A contribution of **€2,000** towards start up/equipment (such as for computers) is eligible.

- Dissemination costs associated with publication of results, seminar/conference attendance and any other means of communicating/reporting research outcomes as detailed in the dissemination and knowledge exchange plan, as well as costs related to data sharing are covered up to a limit of **€3,000**.

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[3] In accordance with standard HRB Guidance, this supplementary scheme will **not** support the following: Applications involving basic biomedical research; Applications using cell lines, animals or their tissue that do not constitute pre-clinical research; 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; 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.

In accordance with the HRB Policy on Overhead Usage[4], the HRB will contribute to the indirect costs of the research through an overhead payment of 30% of Total Direct Modified Costs (TDMC excludes student fees, equipment, and capital building costs) for **laboratory or clinically based research** and 25% of Total Direct Modified Costs for **desk-based research**.

Eligibility Criteria

Eligible Awards

Applications are welcomed from Principal Investigators for currently active awards across all HRB schemes with the exception of *training awards tailored to specific individuals* (Summer Scholarships and Post-doctoral fellows, e.g., ARPP, CSF and HRB Interns) and *short, specific awards* (Conference and Event Sponsorship, Knowledge Exchange and Dissemination Scheme, HRB Impact Awards). Principal Investigators of eligible awards will be alerted by the HRB. Where awards are co-funded with another organisation, the HRB will provide the full cost associated with this scheme.

Applicant Team

Lead Applicant

The **Lead Applicant** will serve as the primary point of contact for the HRB during the review process and on the award, if successful. The Lead Applicant will be responsible for the scientific and technical direction of the research programme. He/she has primary fiduciary responsibility and accountability for carrying out the research within the funding limits awarded and in accordance with the terms and conditions of the HRB.

Lead Applicant eligibility is determined by the eligibility of the original HRB award.

Supported Ukrainian Researchers

The individuals supported by the scheme need to be located in Republic of Ireland and provide documentation showing that they are covered by the Temporary Protection Directive as part of the application. They should provide an outline of their health research-related skills and experience and outline how the scheme will benefit them and will add value to the project. Responsibility for determining an individual's academic and professional qualifications and checking the legal requirements for the integration of named researchers rests with the Host Institutions.

Applicants must demonstrate that the level, expertise, and experience of proposed researchers matches the ambition and scale of the project and that they possess the necessary breadth and skills in all methodological areas required to deliver the proposed programme of work. Alignment between researchers requested and the proposed project should be demonstrated. Roles and responsibilities of the supported researchers must be differentiated and clear. Reviewers will thoroughly assess the level of experience matched with the supervisory and up-skilling arrangements proposed in scoring the application.

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[4] http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-usage-of-research-overheads/

Host Institution

The Host Institution for the Ucrisis award will be the same as for the active HRB award.

The Host Institution will review and administer the HRB grant funding and is responsible for compliance with all general and specific terms and conditions of the award.

Host Institution Letters of Support must be provided for **all Ukrainian researchers who are seeking financial support.** The HRB recognises that Host Institutions may need to deploy new and or alternative mechanisms to ensure appropriate arrangements are in place to support Ukrainian researchers. The formal letter on headed notepaper, dated and signed by the Head of School/Research Centre/Hospital should provide clarity on these arrangements. At a minimum Letters of Support must include the following information; [*Host Institution - insert name*] which is the host institution of [*Lead applicant - insert name*] confirms that [*Ukrainian researcher - insert name*]: (i) holds an appropriate contract with the HI for the duration of the award and (ii) has appropriate office and research space/facilities for at least the duration of the award.

Electronic signatures are acceptable for letters that are uploaded on the HRB GEMS system.

It is the responsibility of the Lead Applicant to ensure that applications are completed in full, and all necessary documentation is received by the HRB before submission.

Application, Review Process and Review Criteria

Grant E-Management System (GEMS)

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

The application must have been reviewed and approved by the signatory approver at the research office (or equivalent) in the Host Institution before it is submitted to the HRB.

Review Process

Applications will be checked for eligibility by HRB staff. Following the initial eligibility check, each eligible application will undergo an in-house review process by HRB staff.

As the active awards have already been peer reviewed, the application for a supplement largely focuses on information on the individual/s to be incorporated into a project and the case for how this will add value to the project and to the individual/s.

Applications will be reviewed in accordance with the following criteria:

1. The suitability of the supported individual (relevant CV)

2. The added value to the original award of the additional researcher/s

3. The plans to integrate and support the researcher/s into the research team and the project, and details of other relevant supports such as language classes, skills development, mentoring and networking opportunities.

Timeframe

Date	
22 April 2022	Call Opening
Applications can be submitted at any time and will be reviewed in real time	
Review and approval procedures will be expedited	

Contacts

For further information on the Ucrisis 2022 contact:

Peter Hyde	**Sónia Pereira**
Project Officer	Project Officer
Research Strategy and Funding	
E: ucrisis@hrb.ie	

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

Appendix I: Detailed Guidance on the Application Form

Only 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**[5], available on the left-hand column of your GEMS profile homepage, for further information.*

The **Lead Applicant** must create the application. Lead Applicants 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 the Home page which is the starting point to create a new Grant application.

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

Lead Applicant Eligibility	
I have read the Guidance Notes for the Ucrisis 2022 call	☑
I am clear about the role of the authorised signatory in the nominated Host Institution and I am aware that I need to build sufficient time into the application process for the HI to access, review and approve my final proposal for submission to the HRB through the GEMS system.	☑

Consent	
By submitting this application, I consent 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 Ucrisis 2022 Call Guidance Notes.	☑

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

Host Institution

The Host Institution for the Ucrisis 2022 award will be the same as for the active HRB award. A list of the Host Institutions approved by the HRB at the time of this call going live is included as a PDF on GEMS. 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 Host Institution name is entered accurately and in full as an incorrect entry may result in delays in attaining Host Institution approvals.

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[5] https://grants.hrb.ie/Download.aspx?docTemplateID=97936cf6-e4b4-4aa6-9509-a0e000ae40b7&nocache=637861540746169609

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 <u>authorised signatory</u> (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 Ucrisis 2022. The signatory's details are pre-populated in the system, so the applicant just needs to click 'NOTIFY' within GEMS. We recommend that **you notify the Host Institution signatory** of your intention to apply as soon as possible in the application process. The signatory will receive an email from GEMS with the name and email details of the Lead Applicant and if they have any queries or clarifications, they can engage directly to resolve them with the Lead Applicant. The Host Institution signatory must confirm their willingness to participate as Host Institution for the application through GEMS and once they do this a PDF of the application will be available for them to review with a view to them ultimately approving the final version for submission to the HRB.

Lead Applicant's Details

The Lead Applicant's **contact and CV** details (Name, institution, present position, employment history, profession, and ORCID iD) are managed in 'manage my details' section of GEMS. All required information for this application is <u>automatically included in any application.</u>

Ukrainian researcher/s or technical staff requesting support

Up to three Ukrainian researchers/technical staff can currently be named per application and this should be proportionate and appropriate to the scale and objectives of the original award. Necessary information includes name, academic qualifications, professional qualifications, last research-related role - job title), last research-related role – institution and address, and the upload of documentation demonstrating cover under the Temporary Protection Directive for each person.

Relevant professional experience: Please describe your professional experience relevant to this application. This may include publications, scientific presentations, policy and practice outputs, teaching and training of early career researchers, engagement with the public, research outputs such as development of new tools, materials or methods, datasets, healthcare innovations, patents, and any other relevant experience. **Word limit 300**

Active HRB award linked to this application

Required information includes HRB Reference Number, title of the award, start date of award, end date of award as per contract and the latest contract variation where applicable. A short description of the work undertaken so far and still planned under the active HRB award is also requested.

Additional work proposed

Please present a short description of the objectives and deliverables of work to be undertaken as part of this Ucrisis 2022 application. You are asked to describe what you propose to do, why you

think it is important and how you will do it. The summary needs to be written in plain English and be clear and easy to understand to a non-expert audience. **Word limit 300**

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

Please indicate the expected start date of the proposed work and duration in months (maximum duration is 12 months).

Integration and supports for the researcher/s or technical staff

Please give a short description of the plans to integrate and support the researcher/s or research-related technical staff into the research team and the project, including details of other relevant supports such as language classes, skills development, mentoring and networking opportunities. **Word limit 300**

Project Budget

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

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

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

Allowable costs include:

1. Contribution to Salary	Must be listed for each **Ukrainian researcher** supported under each of the following subheadings (a-e):
a) Salary	Please indicate the salary scale used, the level and point on that scale, and briefly justify the salary level chosen. The salary level chosen should be appropriate to the expertise and experience of the supported researcher and can range across the full spectrum of relevant scales. Please find IUA pay scales at https://www.iua.ie/research-innovation/researcher-salary-scales/. Other university/national scales may be used as appropriate for technical staff or professionals **Note:** The HRB does not provide funding for the salary or benefits of academic staff within research institutions that are already in receipt of salary or benefits.
b) Employer's PRSI	Employer's PRSI contribution is calculated at 11.05% of gross salary.
c) Employer Pension Contribution	Pension provision up to a maximum of 20% of gross salary will be paid to the Host Institution to enable compliance with the Employment Control Framework (an additional 5% employee contribution is part of the salary). The level of employer contribution should be in accordance with the model adopted by the Host Institution. If applicable, state the amount of employer contribution based on the pro rata salary and note the % of pro rata salary used to calculate this for reference.
2. Running Costs	For all costs required to carry out the research including materials and consumables, survey costs, travel for participants, transcription costs etc.

	Maintenance costs of animals are allowed for pre-clinical animal models only[6]. Access to necessary special facilities or services which are not available in the host academic or clinical institutions. i.e., consultancy fees, methodological support, Clinical Research Facilities support, MRI facilities etc. will be considered under running costs as long as they are detailed in an accompanying 'Infrastructure Agreement Form'. This should include potential funding for plans to integrate and support the researcher/s, e.g., language classes, skills development, mentoring and networking opportunities. **A limit of €15,000 applies to this cost category per funded researcher.** Costs associated with compensating PPI contributors involved in your research e.g., consultation workshops, time spent reviewing material, costs of participation in advisory groups, travel expenses, payments for time (in line with your Host institutions policies), etc. should be charged to running costs. **Note:** <u>Please see a list of costs that fall within the overhead contribution below and which should not be listed under running costs.</u>
3. Equipment	Funding for suitably justified equipment can be included in this section. **A limit of €2,000 applies to this cost category per funded researcher.** Dedicated laptops or similar equipment that is deemed necessary for researcher start-up such as books, stationary etc., will be considered where appropriately justified. All costs must be inclusive of VAT, where applicable.
4. Dissemination Costs	Costs associated with publication of results, seminar/conference attendance (provide details of name and location, where possible) and any other means of communicating/reporting research outcomes as detailed in the dissemination and knowledge exchange plan, as well as costs related to data sharing. Please refer to the HRB policy on Open Access to Published Research[7]. Please list dissemination costs under the following categories: publications, conferences, other activities (expanded as necessary). **A limit of €3,000 applies to this cost category per funded researcher.** **Publications:** Typically, the average HRB contribution towards publication costs is €1,750/per article or **HRB Open Research**: rapid open peer reviewed and open access platform for all research outputs, with all publication charges covered centrally by the HRB at no expense to the grantee. (www.hrbopenresearch.org) free of charge. **Conferences:** We envisage that conference costs will be typically around €500/year for national conference and €1,500/year for international conference.
5. Overhead Contribution	In accordance with the HRB Policy on Overhead Usage[8], the HRB will contribute to the indirect costs of the research through an overhead payment of 30% of Total Direct Modified Costs (TDMC excludes student fees, equipment, and capital building costs) for **laboratory or clinically based research** and 25% of Total Direct Modified Costs for **desk-based research**. The following items are included in the overhead contribution: recruitment costs, bench fees, office space, software, contribution to gases, bacteriological media preparation fees, waste fees, bioinformatics access. Therefore, these should not be included in the budget as direct costs.

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[6] The maximum HRB allowable per diem rates for the maintenance of the most common strains of small animals are: mice (€0.50), other laboratory rodents (€1) and rabbits (€2) All per diem rates are inclusive of VAT. Maintenance costs for research involving large animals or other types of small animals must be agreed on a case-by-case basis.

[7] https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/open-access/

[8] http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-usage-of-research-overheads/

Submission of Applications

Applications can be submitted at any time and will be reviewed in real time. The call will remain open for the foreseeable future subject to review of the evolving situation in Ukraine.

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.

Research on Research

The HRB is developing its approach to research on research (RoR) with the aim of enhancing the evidence base for HRB research funding practices. We may also collaborate with researchers on request regarding specific RoR questions. Should your application become of interest to such a study, the HRB will seek your consent for the use of your information.

Privacy Policy and Retention Policy

To understand why we collect the information we collect and what we do with that information, please see our Privacy[9] and Retention Policies[10].

Please note that the HRB will not follow up any missing supporting documentation related to the application, such as Host Institution's Letters of Support, Collaborator Agreement Form, Gantt charts etc. It is the responsibility of the Lead Applicant to <u>upload</u> all supporting documentation prior to submission.

If the documentation is not received by the HRB in the correct format or is not properly signed or submitted, the application will be deemed ineligible without further review.

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

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[9] https://www.hrb.ie/about/legal/privacy-policy/

[10] https://www.hrb.ie/fileadmin/user_upload/HRB_Document_retention_policy..docx