

Collaborative Doctoral Awards in Patient-focused Research (CDA) 2021

Pre-application stage

Frequently Asked Questions

Lead Applicant/Eligibility

Can a Lead Applicant (LA) submit more than one application?

No; only one application per Lead or Co-Lead Applicant will be considered in this round.

Can a Lead Applicant be from outside of the Republic of Ireland?

No; the Lead Applicant must be from a Host Institution in the Republic of Ireland, however the Co-Lead(s) can be based in an institution on the island of Ireland.

Can the application include a Co-Lead Applicant?

The inclusion of one to two co-lead applicants is a requirement for this round of the CDA scheme. The leadership team will be comprised of either two or three members, each of whom will share equal co-directorship of the programme. Leadership team eligibility criteria can be found on pages 11 and 12 of the guidance notes.

Can the Co-Lead Applicant be from Northern Ireland?

Yes; while the Lead Applicant must be from a Host Institution in the Republic of Ireland, the Co-Lead(s) can be from the same Institution or be based in different institution on the island of Ireland.

Can an individual be listed as Lead Applicant in one application and as Core Partner in another?

There is no specific rule against this. However, if both applications are invited to submit a full application, clarification of this individual's time commitment and their specific role as co-director and core partner, would be required, in case both applications are successful.

Can a Director or co-Director from a previously funded CDA apply as lead or co-lead applicant in this round?

No; directors or co-directors of a CDA Programme awarded in 2018 or 2019 are not eligible to apply as members of a leadership team in the 2021 round of the CDA funding call.

Are each of the Leadership team members required to fulfil all Leadership team eligibility criteria?

No; Each leadership team eligibility criterion must be met in full by at least one member of the leadership team. **The leadership team jointly** will have to fulfil the eligibility requirements listed below. This means one member of the team can fulfil all criteria **OR** different members can fulfil one or two criteria as long as all

three criteria are met. Each criterion must be met in full by at least one member of the leadership team. One single leadership team member does not need to fulfill all eligibility criteria. Please find further information on page 12 of the Guidance notes.

Core Partners and Associated Partners

How many Core Partners can be included in one application?

Each application requires a minimum of five Core Partners. A maximum of 10 Core Partners is permitted.

How many Associated Partners can be included in one application?

We would expect a maximum number of 10 associated partners in each programme, however more can be proposed when properly justified.

Can Core Partners who are based in another institute receive part of the budget/overheads?

The HRB will pay the award directly to the Host Institution. The Host Institution may then provide running costs/overheads to a core partner's institute, the arrangements of which should be agreed between the two institutions.

Can an Associated Partner receive payment for their role in the project?

Yes; they are eligible to receive funding from the award when properly detailed and justified in the application.

Is a Partner Agreement Form needed?

Not at the pre-application stage, however, a Partner Agreement Form must be completed for each of the Associated Partners included in a full application.

Scope

I'm not sure if my application fits with the scope of the call. What is the definition of Patient-focused research (as per the remit of this funding programme)?

A definition of Patient-focused Research can be found on page 7 of the guidance notes. Although applications may incorporate components of health services research and/or population health relevant to patient-focused research, the work programme should focus on clinical questions (spanning all professions) with direct patient contact. This can include, for example, intervention studies, clinical trials and the use of primary patient samples. It is notable that Patient-focussed research does not include the use of pre-clinical study methodology such as, for example, cell lines or *in vivo* models.

If you are still unsure about scope, please contact the HRB for further guidance.

Doctoral Programme

Can PhD candidates register in institutions outside of the Republic of Ireland?

Each PhD candidate will need to be registered at a higher education institution on the island of Ireland for their PhD degree. However, a majority of PhD candidates must be registered in the Republic of Ireland, meaning that a minimum of three must be registered in Republic of Ireland based institutions.

How many PhD candidate projects can be included in the application?

The number of projects included in the application must reflect the number of PhD candidates proposed to be supported by the award; this is either four or five.

Training Elements in the Doctoral Programme

If an Institution has a structured doctoral programme in existence and modules are already developed, is it expected that these would be leveraged and maybe tweaked to be specific in terms of the programme being proposed?

Yes; we do not expect than new modules are created for one cohort of four or five PhD candidates. Therefore, training courses and modules which are already in place and available should be used where possible. Additional training courses/modules need to be identified for each PhD candidate depending on their specific research, methodological or professional needs.

Funding

Is any budgetary information required at pre-application stage?

No; budgetary information is not required at pre-application stage. The requested funding at full application stage can include costs such as PhD candidate stipend/salary, PhD student fees (EU rate only), research running costs, travel costs for knowledge exchange/dissemination, training costs, administration & management. The overheads will be included at award stage at 25% or 30% of the total modified direct costs. A full overview of eligible budgetary costs can be found on page 10 of the guidance notes.

What gross salary can I claim for PhD candidates?

Each PhD candidate can be supported with a salary and related cost or a stipend a depending on whether they are from health-related disciplines or from the health and care professions. It will be up to the consortium to justify the case within the funding portfolio. The options are:

- A contribution to gross salary costs (inclusive of employee's pension contribution) up to a maximum amount of Level 3, Point 1 of the most up to date IUA scale **for PhD candidates who are health and care practitioners;**
- Or
- A student stipend of €18,000 for **PhD candidates from health sciences disciplines;**

Are overheads included within the €1.2 million threshold?

No; up to 30% for clinical or lab-based research or 25% for desk-based research of the Total Direct Modified Costs (TDMC) will be included in the final budget at award stage, if successful.

How is the overhead contribution calculated?

The overhead allowance is 30% or 25% of TDMC. TDMC excludes student fees and equipment.

What costs are included in the overhead contribution?

The overhead contribution includes costs such as: recruitment costs, bench fees, office space, software, contribution to gases, bacteriological media preparation fees, waste fees, bioinformatics access. A comprehensive outline of eligible overhead costs can be found in the HRB overheads policy at the following link: [Health Research Board: Use of Research Overheads](#)

Can I hire a consultant to carry out part of the project?

Yes, this cost should be included under running costs.

Supporting Documentation

What documents should be uploaded with my application form?

The following documents must be uploaded to complete the application:

- Letter(s) of Support for the Lead Applicant or Co-lead applicant(s) if in contract position(s) (Sections 3.2.2 + 3.3.2 + 3.4.2). Further information is available in sections 7.1 and 9 of the Guidance Notes;
- Training Programme Summary Chart (Section 6.2). For further information see section 10 of the Guidance Notes.

The following is an optional upload:

- Training Programme Support File (Section 6.2). For further information see section 10 of the Guidance Notes.

Do I need to upload a signature page with my application?

No, online application approval is now required. As part of the online application process you will be asked to select the **Dean of Research or equivalent person** authorised to endorse research grant applications for your Host Institution. Their approval is necessary to enable submission of the application to the HRB. **Please note that as part of the online system the Host Institutions will approve and submit each application on behalf of the applicant.**

When the application is submitted for approval online, an email notification is sent to the selected signatory, informing them that their approval is requested. The signatory may then approve the application or reject with amendments. If a signatory rejects the application the Lead Applicant will be notified. This notification will include any feedback the signatory has supplied. The application can then be amended and re-submitted; it will be returned to the signatory and continues through the approval process as before. Once the signatory approves the application it is submitted automatically to the HRB to be considered for funding. A grant application number will be assigned to the application and a confirmation email will be sent to the Lead Applicant.

Submission of Applications

What is the submission process?

Prior to final submission to the HRB, all applications must first be reviewed and approved within GEMS by the signatory approver at the Research Office (or equivalent) of your Host Institution (see Appendix V of

Guidance Notes). It is critical therefore that Lead Applicants leave sufficient time in the process for the Research Office (or equivalent) in their nominated Host Institution to review, seek clarifications and approve applications prior to the final submission date. This may involve being aware of and complying with any internal Host Institution deadlines for review and approval, distinct from the HRB deadline.

What is the closing date for submission of applications?

All pre-applications must be submitted to the HRB by the Host Institution's Research Office, using HRB GEMS by **Thursday, 17 December 2020 at 13.00**.

How will I know that my application has been successfully submitted?

Once the HI endorses your application it will be sent automatically to the HRB to be considered for funding. A grant application number will be assigned to the application and you will receive a confirmation email.

I have submitted my application but have just realised I have amendments to make; can I amend the application?

No; once your application has been submitted to the HRB you cannot edit it or re-submit it.