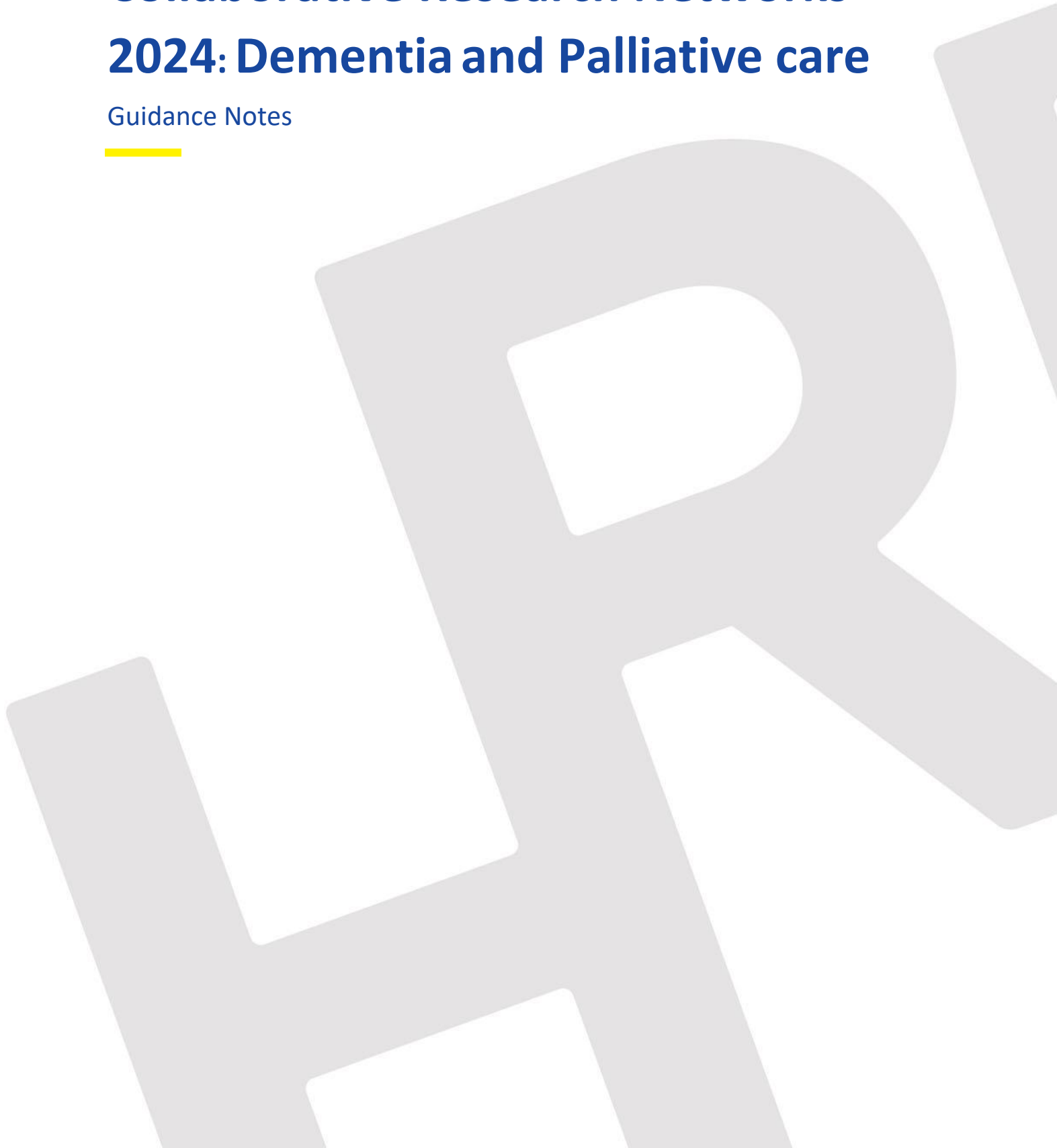


Collaborative Research Networks 2024: Dementia and Palliative care

Guidance Notes



Guidance Notes

Key Dates & Times	
Application Open	21 May 2024
Application Closing Date	12 July 2024 @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 authorised approver at the Host Institution (HI) 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 HI to review, seek clarifications and approve applications prior to the final submission date. This may involve being aware of and complying with any internal HI deadlines for review and approval, distinct from the HRB deadline.*

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1 Introduction

The Health Research Board (HRB) Strategy (2021-2025)¹ sets out a lead role for the HRB to invest in research that delivers value for health, the health system, society, and the economy. Amongst its objectives the strategy aims to invest in research that informs the decisions and actions of knowledge users in the Irish health and social care system. It does this via competitive calls and targeted initiatives aiming to bring together diverse groups of researchers and knowledge users to tackle areas of strategic importance in an Irish context.

The HRB has supported a variety of research networks in successive strategies, and these have tended to arise in specific areas and at time points linked to the development of health policies and strategies. In many instances, the catalyst for focusing on these areas stemmed from advocacy and co-funding support from other parties such as the Atlantic Philanthropies, the HSC R&D Division of the Public Health Agency of Northern Ireland, and the Health Services Executive (HSE).

The HRB Collaborative Research Networks funding scheme recognises the value of prior investments in response to a defined need and aims to put in place a more coordinated and standardised approach to network funding whether for existing or new networks. It ensures network funding applications can be reviewed and benchmarked through an open, competitive mechanism.

2 Aim and Objectives

The aim of collaborative research networks is to bring together all relevant stakeholders to promote and advance research in a thematic area and ensure its application to policy and practice. Objectives include:

- Network stakeholders in thematic research area on an all-island basis;
- Identify and address challenges for the thematic research area and its knowledge users;
- Build capacity for research and use of research evidence in health and social care, including through integrated knowledge translation (iKT)²;
- Facilitate collaboration on research and application of research results;
- Communicate and disseminate to a broad community of actors;
- Continuous development of a network that meets the needs of its community and supports the implementation of relevant national strategies.

3 Scope of Call

This award will provide funding to established collaborative research networks to build on and extend their work, taking account of the relevant policy and healthcare delivery developments, and ensuring a visible, transparent, and ongoing process for bringing in new members.

¹ <https://www.hrb.ie/strategy-2025/>

² [Guide to knowledge translation planning at CIHR: integrated and end of grant approaches](http://www.cihr-irsc.gc.ca/e/45321.html) [http://www.cihr-irsc.gc.ca/e/45321.html]

Existing HRB-funded networks in the areas of Dementia and Palliative care are invited by the HRB to submit applications for Collaborative Research Network funding. These Networks are:

- 1. Dementia Research Network Ireland (DRNI)**
- 2. AIHPC Palliative Care Research Network (PCRN)**

Activities eligible for funding include the following (as appropriate to the network):

- establishing a register of actors and interests,
- mapping existing research and activities,
- identifying and exploring research questions relevant to their work and the community they serve,
- understanding enablers and barriers to impactful research (and adoption),
- systematically sharing findings, common understandings, experiences and lessons,
- addressing capacity building: education, training, upskilling, and exchanges, especially for early-career researchers,
- progressing work to develop or harmonise methods, standards, datasets, and indicators to facilitate the conduct and evaluation of applied research,
- mobilising knowledge to inform or transform policy and/or practice,
- fostering and enhancing all-island and international contacts,
- systematically identifying and pursuing national and international grant opportunities.

Where an application is outside the scope of the scheme, the application will be deemed ineligible and will not be accepted for review.

4 Funding and Duration of Award

The HRB will provide funding up to a maximum of **€1,000,000** (inclusive of overheads) over **60 months** for each Research Network. The Palliative Care Research Network (PCRN) will be **co-funded by the HSC R&D Division of the Public Health Agency, Northern Ireland** (within the €1M funding envelope).

A **co-funding investment** from academic, hospital or other partners (cash and/or in-kind contribution) is **required** in order to ensure organisation-level commitment to network goals and to maximise the likelihood of future sustainability.

HRB and HSC R&D Division funding **must not subvent or replace existing funding** during the term of the award.

The award will offer **network-related costs** such as salary for staff to coordinate and support the network (e.g., Network Manager, Communications support, Administrative support), running costs (e.g., training, travel costs, PPI costs), dissemination and outreach costs, and overhead contribution.

A Network Manager/co-ordinator must form part of the network for the duration of the award as a minimum requirement; these costs should be included in the budget if they are not funded from alternate sources. **The award cannot be used to support staff specific to a research study.**

Note: The award will not fund the salary and related costs of tenured academic staff within research institutions (including buy-out from teaching time etc.).

The budget requested and the award duration **must** reflect the scale and nature of the proposed activities, and reviewers will thoroughly assess the level of funds and timeframe requested when reviewing the application.

5 Eligibility Criteria

5.1 Applicant Team

Applications should be made on behalf of a team of researchers and knowledge users and including a broad range of co-applicants, collaborators, and PPI contributors. The team will be led by a Lead Applicant, and must encompass the necessary depth in scientific, policy and practice expertise, disciplines, methodologies. Given the expected all-island nature of the networks, geographic coverage should be a consideration in the applicant team.

The applicant team must demonstrate clearly that the appropriate and relevant partners are involved to achieve the objectives set out in the proposal and in a manner that aligns well with the planned activities.

Co-Applicants and Collaborators from outside the Republic of Ireland and Northern Ireland are welcome where their participation clearly adds value to the proposal.

5.1.1 Lead Applicant

The **Lead Applicant (LA)** will serve as the primary point of contact for the HRB during the review process and on the award, if successful. They have primary fiduciary responsibility and accountability for the Network within the funding limits awarded and in accordance with the terms and conditions of the HRB.

The LA **must**:

- Hold a post (permanent or a contract that covers the duration of the award) in a HRB recognised HI in the Republic of Ireland (the “Host Institution”) as an independent investigator. For clinicians, an adjunct position in a HRB recognised HI is acceptable. **OR**
- Be an individual who will be recognised by the HI upon receipt of an award as an independent investigator who will have a dedicated office and research space for the duration of award, for which he/she will be fully responsible. The LA does not necessarily need to be employed by the HI at the time of the application submission.

They **must** show evidence of achievement as an independent researcher in their chosen research field by:

- a) Demonstrating a record of research output, with at least three publications of original research in peer reviewed journals. Where appropriate, they should also provide evidence of other outputs (e.g., published book chapters, reports to government, research data and datasets, research materials, databases, audio/video products, national and/or international reports, patents, models and protocols, software production, evidence of influence on health policy and practice, outreach and/or knowledge exchange activities, media coverage or other

relevant activities) and/or any other relevant outputs that have resulted in a significant impact in their field.

- b) Demonstrating record of independence by showing that they have secured at least one peer-reviewed research grant for a research project/s, as either the Lead Applicant or a Co-Applicant. Funding received for travel to seminars/conferences and/or small personal bursaries will not be considered in this regard.
- c) Show evidence that they possess the capability and authority to manage and supervise personnel and/or teams.

Where an applicant fails to meet the eligibility criteria, the application will be deemed ineligible and will not be accepted for review. The HRB will contact the LA if this situation arises.

HRB is a signatory of [DORA](#) (San Francisco Declaration of Research Assessment) and explicitly guides reviewers to assess the track record of LAs aligned with DORA principles, as appropriate ([HRB - Declaration on Research Assessment](#)).

5.1.2 Co-Applicants

Co-Applicants will be asked to select whether they are a Researcher, Knowledge User, PPI contributor or Other (please define) co-applicant for the purpose of the proposed research. A Co-Applicant has a **well-defined, critical, and substantial role** in the delivery and steering of the proposed network.

Each Co-Applicant must confirm their participation and is invited to view the application form online. The terms of any co-application 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, reporting and access to data when working up co-application agreements.

5.1.3 Collaborators

An official Collaborator is an individual or an organisation who will have an integral and discrete role in the proposed network and is eligible to request funding from the award when properly justified. Named collaborators may include investigators or organisations from outside the Republic of Ireland and Northern Ireland, but an individual or organisation should **only** be named as Collaborator if they are **providing specific contributions (either direct or indirect) to the activities**. A collaborator may provide training, specialist staff time, staff placements, access to data, instruments or protocols, industry know-how, or may act in an advisory capacity. Collaborators can come from a range of backgrounds such as academia, the private sector, a healthcare organisation, the charity sector, or a patient group.

Profile details **must** be provided for ALL official collaborators. In addition, each official collaborator **must** complete a **Collaboration Agreement Form**. A template Collaborator Agreement form will be made available on GEMS for download.

6 Host Institution

A HRB **Host Institution (HI)** is a research-performing organisation that is approved by the HRB for the purpose of receiving and administering HRB grant funding and is responsible for compliance with all general and specific terms and conditions of awards. Having HRB HI status is a requirement to apply under all HRB award schemes. The **HI for the award** is normally that of the **LA** but it may be another organisation/ institution designated by the research team, where it is clearly justified. To be eligible to apply for funding, an Institution must be an approved HRB HI no later than two calendar months before the closing date of a call. A list of currently approved HRB HIs and information on the application process for research performing organisations to be approved as HRB HIs can be found on the HRB website³.

Host Institution Letters of Support must be provided for **all Lead Applicants in a contract position**.

The formal letter on headed notepaper, dated and signed by the Head of School/Research Centre/Hospital must include the following information; [*Host Institution - insert name*] which is the host institution of [*applicant - insert name*] confirms that [*applicant - insert name*]: (i) holds an employment contract which extends until [*insert date*] or will be recognized by the host institution upon receipt of the HRB CRN award as a contract researcher; (ii) has an independent office and research space/facilities for which they is fully responsible for at least the duration of the award, and (iii) has capability and authority to manage and supervise personnel and/or teams. 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 on, or before, the closing dates indicated.

7 Application, Review Process and Assessment Criteria

7.1 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 HI 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 HIs specify internal deadlines for this procedure.

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.

³ <http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/>

7.2 Review Process

International Peer/Panel 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.

An international Grant Review Panel will be convened to review the CRN applications. The Panel will be comprised of a Chair and at least three international experts with expertise related to research networks and the thematic areas.

Step 1 – Written assessment

The HRB will seek written feedback from the Panel Reviewers and from two Public Reviewers.

Peer/Panel Reviewers will focus on the stated assessment criteria for the call and will provide comments as well as a score.

Public Reviewers will only assess the quality of PPI in the application and will provide comments and an overall rating which will be shared with the panel. Public reviewers will not provide a score.

Public Reviewers are asked to comment on the following:

- The Plain English Summary (Lay Summary)
- Relevance of the proposed Network
- Public and Patient Involvement in development of the proposal and throughout its activities
- Dissemination and Potential Impact of the Proposed Work

Both peer and public review comments will not include any reference to the reviewer's identity or their submitted scores or rating.

Step 2 - Applicant Response

Applicant teams will be provided with a time-limited opportunity to respond to peer and public review comments (see Section 8 Timeframe).

Peer review and public review comments will be made available to the LA on their GEMS personal page. The LA will have 10 working days only to submit their response through GEMS, and the response has a **maximum word count of 2000 words only for the peer review response** (including references) and **500 words only for the public review response**. No figures can be uploaded. The response will be provided to members of the Grant Selection Panel, in advance of the Panel meeting, along with the application, the peer/panel and public review comments and rating.

Step 3 - Panel Meeting

The international Review Panel will meet* to discuss the application. Panel members have access to the application, peer/panel and public reviews and the applicants' response. HRB staff members are present at the meeting to clarify any procedural aspects for the Chair or Panel members and to take notes for the feedback process. Key members of the applicant team may be invited to attend part of the meeting to be interviewed by the Panel, addressing any outstanding queries the Panel may have.

The Panel will review the strengths and weaknesses of the application relating to the assessment criteria detailed below. Successful applicants are expected to score well in all assessment criteria.

While PPI is not a stand-alone assessment criterion, it may influence scores under any criterion as relevant to the application.

At the end of the panel meeting, a final score and consensus funding recommendation is collectively agreed by the Panel.

The Panel may suggest items that require follow up by the applicant team prior to making their final recommendation. Once any outstanding issues have been addressed the Panel recommendation will be submitted to the Board of the HRB for consideration. A summary of Panel Member's comments will be issued to the LA following the conclusion of the review process.

*The Panel meeting may take place in person or online.

7.3 Assessment Criteria

The following assessment criteria will be used to assess applications **by Panel Reviewers**. A successful application will be expected to **rate highly in all criteria**.

The **Criteria for Assessment** of the application are:

- **Network relevance for health and social care needs in Ireland (justification for Network)**
 - Importance of research area.
 - Potential impact of Network activities on patients and/or public health and wellbeing and/or health care.
 - Relevance to policy and/or healthcare context.
 - Vision, scope, objectives of network clear and appropriate.
- **Strength of team, collaborations**
 - Expertise and track record of applicant team.
 - Appropriate stakeholder involvement, collaborations/partnerships (all-island and international).
 - Open to new members on an all-island basis.
 - Collaborative approach to decision-making, strategy, network development.
 - Clarity of roles and responsibilities.
 - Clear synergies with other networks as appropriate.
- **Quality and added-value of proposed network and activities**
 - Appropriate activities and work plan to deliver objectives and to achieve the Network vision.
 - Proposed investment has clear added-value above and beyond any research activities, collaboration or networking currently taking place.
 - Ambitious but realistic/achievable work plan based on available resources.
 - Potential of activities to build further capacity for research.
- **Pathways to Impact**
 - Pathways to impact - on policy and practice, and more broadly on research and innovation – well articulated.

- Strategies for maximising awareness and engagement amongst all stakeholders well-thought out and appropriate e.g., other researchers, evidence users, key decision-makers, the public.
- Evidence of a strategy that ensures maximum use and benefits of the network, including through integrated knowledge translation.

Each assessment criterion is weighted equally.

Panel members will be advised to take PPI approaches into consideration under any of the assessment criteria if considered relevant.

8 Timeframe

Date	
21 May 2024	Call Opening
12 July 2024	Call Closing
July – September 2024	Scientific and public review
October 2024	Applicant response
November 2024	Panel Review Meeting and follow up
December 2024	HRB Board Decision
January 2025	Contracting
March 2025	Earliest start date

9 Contacts

For further information on the Collaborative Research Network call contact:

David Connolly

Project Officer, Targeted Programmes

Research Strategy and Funding

Health Research Board

E. dconnolly@hrb.ie

The HRB reserves the right to reject any application that does not meet the terms of this call. The HRB's Policy on Appeals on funding decisions is available at <https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-appeals/>.

Appendix I: Detailed Guidance on the Application Form

Only registered users of the GEMS system can apply for grants. 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**⁴, available on the left-hand column of your GEMS profile homepage, for further information.*

The **Lead Applicant (LA)** must create the application, but it can then be jointly completed with Lead Knowledge User and named co-applicants.

LAs can register on GEMS and they will receive an email to confirm their registration and log in details. The LA can then add information on their contact and CV details in 'Manage My Details' section of GEMS.

LAs 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 the Home page which is the starting point to create a new Grant application.

The Applicant will be asked to complete a check list of mandatory questions. To access the application form, the LA must satisfy the conditions of this check list:

Lead Applicant Eligibility	
I have read the Guidance Notes for the Collaborative Research Networks (CRN) 2024 scheme	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>

Consent	
I understand that personal data provided as part of this application (regarding all applicant team members), 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.	<input checked="" type="checkbox"/>

The LA 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

For the purposes of contracting, payment, and management of the award, HRB funds can only be awarded to HRB approved Host Institutions (HIs). The HI for the award is normally that of the **LA**, but it may be another organisation/institution designated by the research team, where it is clearly

⁴ <https://research.ie/assets/uploads/2020/05/CCGT-Grant-Application-System-Technical-Guidance-Notes.pdf>

justified. In GEMS you will be asked to identify a HI (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 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.

If you wish to propose a HI which is not on the HRB list, you are advised to contact the HRB at gemshelp@hrb.ie.

Note: To be eligible to apply for funding, an Institution must have been approved as a HRB HI no later than two calendar months before the closing date of a call, only pre-approved HIs will appear in this list.

Signatory Notification (within Host Institution)

Once the **HI** is selected at the initial stages of application creation, this will allow the LA to notify the authorised signatory (Dean of Research or equivalent person authorised to endorse research grant applications for the HI) in that HI of the LA's intention to submit an application. 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 LA and if they have any queries or clarifications, they can engage directly to resolve them with the LA. 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 for submission to the HRB.

1 Lead Applicant's Details

Details are requested about the **LA** including their position and status (contract or permanent), their supervisory experience. Please note that a **letter of support from the HI** must be provided if the LA is on a contract position.

The LA's **contact and CV** details (Name, institution, present position, employment history, profession, and ORCID iD) are managed in the 'manage my details' section of GEMS and are automatically included in any application created involving that individual. You are asked to select your 5 most relevant publications for this application.

Note: The HRB is now an ORCID member. LAs are encouraged to include an ORCID iD by updating their GEMS profile under 'Manage my Details' and this will feed automatically into the application form. You have also the option to import your publication record from ORCID iD in addition to PubMed. Please note this is not a mandatory field for submitting your application. For more information and to register please see <https://orcid.org/>.

Publications and Funding Record

You are asked to include your **5 most relevant publications** to this application.

Publications are automatically included in any application created involving the LA Researcher. To update this information, edit the 'My Research Outputs' section on the Home page of GEMS. You can then use the Publication selection tool in the relevant section of the application form to select your 5 most relevant publications for this application.

You should also include your **5 most relevant funding awards** as Principal Investigator or Co-Applicant.

For this application form, Funding Record details should be added directly on to the application form and will not be pulled through from the 'manage my details' section of GEMS.

Additional evidence of experience and expertise relevant to this application

The LA can describe any additional experience or expertise that will provide evidence of their ability to successfully lead the proposed Network. Please use this opportunity to describe any career gaps in your CV. The word limit is **400 words**.

2 Co-Applicants

The LA can add Co-Applicants to an application by entering their name on GEMS. If the Co-Applicant is already registered on GEMS, the system will find them and will allow the LA to select them. Alternatively, a Co-Applicant 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 LA to participate on the application as a Co-Applicant.

Registered Co-Applicants can decide whether to accept or reject their participation and **must consent to the application being submitted jointly in their name**. If a Co-Applicant rejects participation on an application the LA is informed and may revise the application accordingly. Co-Applicants who accept participation in 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.**

Each Co-Applicant can manage their **contact and CV details** (Name, contact information, institution or organisation, present position, employment history, profession, membership details of professional bodies, and ORCID iD) under 'Manage my Details' section of GEMS and this information will be automatically included in any application that involves this individual.

Co-Applicants will be asked to select whether they are a **Researcher, Knowledge User, PPI contributor, or Other (e.g., Data Controller, Data Processor) Co-Applicant** for the purpose of the proposed research. If a Co-Applicants contributes from more than one perspective, please select the dominant role.

2.1.1 Researcher Co-Applicants

Researcher Co-Applicants will be asked to provide additional information in the application form, including their **5 most relevant publications** in peer-reviewed journals, their **relevant funding record** (past or current grants held, including HRB grants).

Researcher Co-Applicants can describe any additional experience or expertise that will provide evidence of their ability to successfully lead the proposed Network. The word limit is **400 words**.

2.1.2 Knowledge User Co-Applicant

Knowledge User Co-Applicants will be asked to provide information regarding **their expertise and experience in influencing decision making within knowledge user organisation(s)**.

Knowledge User Co-Applicants will be asked to highlight their previous and current roles in influencing decision-making processes within their organisation or other relevant organisations. They should also use this space to highlight their specific experiences and expertise for the Knowledge User Co-Applicant role in relation to the proposed research. The word limit is **300 words**.

Knowledge User Co-Applicants will be asked to provide information regarding potential **Additional experience and expertise relevant to this application**. For example, they may wish to include any relevant research experience/expertise, previous experience of working in collaboration or links with researchers to produce research or evidence for health, evidence of Patient Public Involvement in your knowledge user role, and roles/responsibilities as a constructive and effective change agent. The word limit is **400 words**.

2.1.3 PPI Contributor Co-Applicants

PPI Co-Applicants should provide some information regarding their experience and expertise relevant to this application. For example, they may wish to include relevant experience as a service user or carer, relevant experience from their personal lives, prior experience in PPI or any other useful background information. The word limit is **400 words**

2.1.4 Other Co-Applicants

Other Co-Applicants will be asked to describe their role as a co-applicant, e.g., Data Controller/Processor. 'Other' Co-Applicants should provide some information regarding experience and expertise relevant to this application. For example, they may wish to include relevant experience related to their specific co-applicant role. The word limit is **400 words**.

3 Official Collaborators

Unlike Co-Applicants, the information for Collaborators is not automatically drawn from the 'Manage my Details' section of GEMS but must be entered by the LA. The LA must enter **contact and CV details** for all Collaborators including name, contact information, institution or organisation, present position, employment history, profession and membership details of professional bodies, **Publications and Funding Record** (if applicable) (5 most relevant publications in peer-reviewed journals and details of any past or current grants held (including HRB grants) relevant to this application where the Collaborator has acted as Principal Investigator or Co-Applicant).

In addition, for each Collaborator a signed **Collaboration Agreement Form** must be provided. A template Collaboration Agreement Form is available for download from GEMS. Forms must be completed, signed, dated, and uploaded where indicated on HRB GEMS. Please label each form with the name of the relevant Collaborator. Electronic signatures are acceptable on letters/forms that are uploaded on GEMS.

4 Network Details

4.1 Network Title

Please insert Network title. There is a **200 characters** maximum limit.

4.2 Project Duration

Please indicate the expected length of the proposed project in months (up to 60 months) and the proposed start date. The earliest start date for is 1 March 2025.

4.3 Lay Summary

This lay summary is similar to the Project Abstract in that you are asked to describe what you propose to do, say why you think it is important to do so and how you are going to go about it. The difference is that it needs to be written as a **plain English summary** such that it is clear, easy to understand, and is easily accessible to a lay audience. It should not be copied and pasted from elsewhere in the application. The lay summary may be used when providing information to the public with regards to the variety of research and initiatives funded by the HRB and may be posted on the HRB website. A well-written lay summary will enable peer reviewers and Panel members to have a better understanding of your application. The word limit is **300 words**.

4.4 Abstract

This should be a succinct summary of the proposed Network. This structured summary should outline the background to the proposal, the aims of the work, including the research need to be addressed, the planned activities, a summary of the potential impact on health and social care policy and/or practice. Ideally it provides a clear synopsis of what you plan to do and should sets those activities in context. The word limit is **300 words**.

4.5 Keywords

Please enter up to **5 keywords** that specifically describe the proposal.

5 Network Description

Please ensure that your application is focused, and that sufficient evidence is provided to enable the international panel reviewers to reach a considered judgement as to the quality of your proposal, its merit, potential impact, and its feasibility. It is of particular importance that you clearly highlight the rationale for the proposed activities within the Irish context keeping in mind that the reviewers will not be from Ireland.

Note: Please consider gender and/or sex issues⁵ when setting out the relevance of research. Please ensure that Equality, Diversity, and Inclusion (EDI) considerations underpin network membership, PPI, and the prioritisation, planning and delivery of activities.

5.1 Background, Context and Relevance

You are asked to set out the context for the Network, and summarise its history to date. Your description should cover, but is not limited to the following:

- Background to the proposal including the national and international context for the thematic research area and need for renewed investment
- Strategic relevance of the network
- History of the Network, and
- Impact of the investment to date.

The word limit is **1500 words**.

5.2 Vision and Strategy

In your description of the 'new' Network 2025-2029, you are asked to:

- Set out the vision for the network including its intended impact,
- Clearly describe how you will use this award to **build on and extend*** the work of the network to date and take account of relevant policy and healthcare delivery developments,
- State the overall aim of the Network and list the strategic objectives,
- **Summarise** the activities intended to deliver objectives.

* Within this you should describe how you hope to ensure sustainability through maintenance of existing supports as well as securing additional supports and developing a visible, transparent and ongoing process for bringing in new members. Comment on the timeliness of network objectives and activities, including opportunities and challenges that exist.

The word limit is **1500 words**.

5.3 Delivery/Workplan

Summarise the proposed plan to deliver strategic objectives, providing descriptions of individual work packages/activity areas and describe how they integrate to form a coherent Network. Please

⁵ "Sex' and 'gender' are often used interchangeably, despite having different meanings: **Sex** refers to a set of biological attributes in humans and animals. It is primarily associated with physical and physiological features including chromosomes, gene expression, hormone levels and function, and reproductive/sexual anatomy. Sex is usually categorized as female or male but there is variation in the biological attributes that comprise sex and how those attributes are expressed.

Gender refers to the socially constructed roles, behaviours, expressions and identities of girls, women, boys, men, and gender diverse people. It influences how people perceive themselves and each other, how they act and interact, and the distribution of power and resources in society. Gender identity is not confined to a binary (girl/woman, boy/man) nor is it static; it exists along a continuum and can change over time. There is considerable diversity in how individuals and groups understand, experience and express gender through the roles they take on, the expectations placed on them, relations with others and the complex ways that gender is institutionalized in society." [What is gender? What is sex? - CIHR \(cihr-irsc.gc.ca\)](https://www.cihr-irsc.gc.ca/en/what-is-gender-what-is-sex)

ensure you state clearly what activities you will continue, enhance and what you may stop doing, and why. **Ensure you demonstrate how the additional funding with this new investment has clear added-value above and beyond any research activities, collaboration or networking currently taking place.**

For each work package or set of activities, list a subset of **deliverables which will be used to monitor progress** throughout the lifetime of the award if successful.

This section should elaborate on work packages and key activities for the award period. Please see Section 3 of the guidance notes for types of activities that might be undertaken by a network to deliver on objectives as well as guidance in this Appendix .

Justify the activities chosen, and how they are resourced, and describe how you intend to implement them. Where details of methods and approaches are known, please describe. Where unknown, describe the pathways to developing these.

Objectives/deliverables should be mapped against estimated completion timelines in a **Gantt chart**, and any milestones highlighted.

The word limit is **3500 words**.

5.4 Pathways to impact

Please describe how you are embedding the concept of integrated Knowledge Translation (iKT)* into the Network from the outset. Describe how researchers, knowledge users and others e.g., PPI contributors, worked together to co-develop the proposal/existing Network, and how they will work together as partners to develop and implement the Network and its activities.

Describe what success would look like during/at the end of the five-year period and key outputs and outcomes that would be indicative of that success.

*Integrated Knowledge Translation (iKT) is a model of collaborative research, where researchers work with knowledge users who identify a problem and are in a position to act on the research findings. It engages knowledge users and other relevant stakeholders in the research process from idea formulation to dissemination and implementation, to ensure that findings are relevant and responsive, and can influence decision making in the health and social care system.

The word limit is **600 words**.

5.5 Public and Patient Involvement (PPI) in Network

The HRB promotes the active involvement of members of the public and patients in the research and activities that we fund.

Please describe proposed public and patient involvement in any aspects of the proposal such as:

- Identifying and prioritising activities,
- Implementation of activities,
- Oversight and governance,
- Communication, engagement, and dissemination.

For each area of involvement please include the purpose of this involvement and where applicable how PPI has or is expected to influence activities/actions.

This section should be a **succinct summary** of public involvement activities. Provide information on the individuals/groups and the ways in which they will be involved. Where members of the public/patients are involved, they should be compensated for their time and contributions; this should be reflected in the project budget.

Please ensure to provide more detail in other sections as appropriate.

The word limit is **600 words**.

5.6 Support File

You may include an attachment to support your Proposal. A maximum of **5 figures**, which can be a combination of images, graphs, tables, scales, instruments, or surveys, may be uploaded as a single document on HRB GEMS, **if they add value to the written description**. They must not be embedded within the text of the Network Description. The maximum size is **2MB**.

5.7 References

A full description of the Publications cited in the Project Description should be provided. You can enter a maximum of **30 publications**. Please enter references in the same format.

For 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 citations:

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

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

6 Governance, Management and Support

6.1 Governance and Oversight

Provide details for the Governance model for management and strategic oversight for the Network.

List the role and responsibilities of each of the governance groups, and clearly describe how these groups fit together in a complementary way without overlap of duties. The governance structure must include PPI representation i.e., public/patient/ contributors.

Please describe how you ensure inclusion/openness to broad participation in Network leadership given the multidisciplinary nature and national relevance of the Network.

The word limit is **600 words**.

You are asked to upload **an organogram** to support your description.

6.2 Details of Team

Describe the roles, responsibilities, and contributions of core Network team (including co-applicants and collaborators) in delivering the Network.

Please provide an overview of how the core Network team will work together to achieve the proposal's objectives.

Comment on the day-to-day coordination and management of the Network and the role played by the **coordinator (or equivalent)** and other key staff/individuals where applicable.

The word limit is **600 words**.

6.3 Infrastructure and Support

Describe the infrastructure, facilities, specialist expertise and other support available at the Host Institution and/or at other sites associated with the Network. Please include details of critical supports where this is being provided beyond the activities/expertise of members of the applicant team.

The word limit is **400 words**.

7 Co-Funding/In-Kind Budget Commitment

You are asked to add details of the co-funding commitments secured.

A Co-Funding Commitment Letter must be uploaded as part of this application. This letter should confirm that the funding contribution is in place, and that the grant funding does not replace or subvent existing funding during the term of the award.

If you have **any other financial support or in-kind support** for this proposal you are asked to give details including the award title (if applicable), the organisation providing the additional support, the amount of support and the activities that it will support.

8 Project Budget

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

A full detailed breakdown of costings and justification for all funding is required for items listed under each subheading below.

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. Personnel costs	Must be listed for each salaried personnel under each of the following subheadings (a-e):
a) Salary	Gross Annual Salary (including 5% employee pension contribution) negotiated and agreed with HI. Applicants should use the IUA website scales for the most up-to-date recommended salary scales for academic researchers where appropriate. http://www.iua.ie/research-innovation/researcher-salary-scales/ .

	<p>Please note employee pension contribution of 5% has already been incorporated into the IUA gross salary figure.</p> <p>Alternatively, they should reference other relevant professional, technical, or administrative scales as appropriate.</p> <p>Applicants <u>should</u> include annual pay increments for staff and related costs (pension contribution, employer’s PRSI contribution, and overhead contribution) in the budget.</p> <p>In line with the proposed new pay agreement for State employees please apply a salary contingency of 3% from 1st October 2024 onwards. Please note this contingency should be applied cumulatively year on year.</p> <p>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. The HRB does not provide salary or buy out time for collaborators</p>
b) Employer’s PRSI	Employer’s PRSI contribution is calculated at 11.05% of gross salary.
c) Employer Pension Contribution	<p>Pension provision <u>up to a maximum of 20%</u> of gross salary will be paid to the HI to enable compliance with the Employment Control Framework (an additional 5% employee contribution is part of the salary).</p> <p>If applicable, state the amount of employer contribution based on the pro rata salary and note the % of pro rata salary used to calculate this for reference. Exceptions apply where Circular letter 6/2007 applies. Circular Letter 6/2007 states that the pensions contribution of all Public Health Service employees who, on or after 1 June 2007, are granted secondments or periods of special leave with pay to enable them take up appointments with other organisations, including other Public Health Sector organisations, will be increased to 25% of gross pensionable pay. The rate of 25% of gross pensionable pay referred to in this context is the pension contributions to be paid by the body to which the employee is seconded – it does not include any pension contributions which employees make themselves. Where no such arrangements are in place, the HRB will not be liable for costs.</p>
2. Running Costs	<p>For all costs required to run the network including materials and consumables, meeting costs, travel etc.</p> <p>Access to necessary special facilities or services which are not available in the host or associated institutions, e.g., consultancy fees, methodological support, will be considered under running costs.</p> <p>Costs associated with compensating PPI contributors involved e.g., consultation workshops, time spent reviewing material, costs of participation in advisory groups, travel expenses, payments for time (in line with your HIs policies), etc. should be charged to running costs.</p> <p>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></p>
3. Equipment	<p>Funding for suitably justified equipment can be included in this section. We do not expect equipment costs in excess of €10,000. Personal/Stand-alone computers <u>will not</u> be funded as these are considered a standard piece of office equipment, i.e., overhead. Dedicated laptops or similar equipment that is required specifically because of the nature of the activities, will be considered where appropriately justified, and should not exceed €1,200. All costs must be inclusive of VAT, where applicable.</p>
4. Dissemination Costs	<p>Costs associated with publication of outputs, seminar/conference attendance and any other means of communicating/reporting outcomes, as well as costs related to data sharing. Please refer to the HRB policy on Open Access to Published Research⁶. Please list dissemination costs under the following categories: publications, conferences, other activities (expanded as necessary).</p>

⁶ <http://www.hrb.ie/research-strategy-funding/policies-and-guidelines/policies/open-access/>

	<p>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.</p> <p>Conferences: We envisage that conference costs will be typically around €500/year for national conference and €1,500/year for international conference.</p>
5. Overhead Contribution	The HRB will contribute to the indirect costs through an overhead payment of up to 25% of Total Direct Modified Costs.

9 Supporting Documentation

The following documents must be uploaded to complete the application:

- Lead Applicant, HI Letter of Support (if required)
- Collaborator Agreement Forms (required for all collaborators)
- Gantt Chart (Required)
- Project Description Support File (Optional)
- Organogram (Required)
- Co-Funding Commitment Letter (Required)

Submission of Applications

The deadline for submission of complete applications is 12 July 2024 at 13:00.

1. After successful validation, the LA may submit the application. It will then be routed to the designated signatory at the HI for their approval.
2. If a signatory rejects the application the LA 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 HI 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.

Please note that the HRB will not follow up any supporting documentation related to the application, such as HI's Letters of Support, Collaborator Agreement Form, Gantt charts etc. It is the responsibility of the LA to upload all supporting documentation prior to submission. If the documentation is not received by the HRB on time, 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. The HRB's Policy on Appeals on funding decisions is available at <https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-appeals/>.