



HRB Policy on Approval of Host Institutions

Version 3.0

26 June 2020

Background

A *HRB Host Institution* 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. HRB Host Institution status is a requirement to submit an application under all of the HRB's award schemes.

Policy

The policy of the Health Research Board is that an approved Host Institution for the purpose of administering HRB research awards must be a legal entity which fulfils the responsibilities of "Host Institution" as set out in the HRB General Terms and Conditions¹ for research awards.

All research performing organisations seeking HRB Host Institution status must satisfy all of the following conditions:

1. The organisation must be a legal entity.
2. The organisation must demonstrate financial soundness.
3. The organisation must warrant that it can comply in full with the HRB General Terms and Conditions.

¹ <https://www.hrb.ie/funding/manage-a-grant/grant-terms-and-conditions/>

4. The organisation must be able to demonstrate a capability to manage health related research awards and possess an existing in-house capacity to carry out research that materially extends and enhances the Irish research base.
5. The organisation must be based on the island of Ireland. An exception to this rule may be made for specific cases where it can be justified for scientific reasons, e.g. in rare diseases.
6. Higher Education Institutions must comply with the Athena Swan accreditation requirements in place at time of application and as updated from time to time by the HRB in collaboration with HEA and other Irish funders. Details of Athena Swan requirements can be found in the HRB Gender Policy.
7. Organisations that do not hold Athena SWAN accreditation should provide evidence of a Gender Equality Policy

All organisations wishing to apply should complete the “HRB Host Institution Application Form” as set out below and return the completed form to Hostinstitutions@hrb.ie

Following submission of the HRB Host Institution Application Form, staff at the HRB will assess whether the organisation meets the criteria set out in the Policy.

Once HRB Host Institution status has been granted, it will last for a period of 5 years. The approval status of Host Institutions may be the subject of periodic review. If the status of a Host Institution changes during this period, the Host Institution is obliged to inform the HRB so that eligibility to apply to our schemes can be re-considered.

If an application is unsuccessful, HRB will provide feedback and an opportunity to re-apply will be available.

All Host Institutions must reapply every five years to keep their Host Institution status.