Knowledge Translation Awards (KTA) 2024

Supplementary Grant for Accelerating Impact

Guidance Notes

Guidance Notes

Key Dates & Times	
Application Open	09 May 2024
Application Closing Date	20 June 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.

In line with the aims and remit of this scheme, access to the application form is restricted. Prior to the scheme going live the HRB will have notified eligible grant holders by email of their eligibility. Eligible grant holders will have access to the KTA 2024 application form through GEMS (https://grants.hrb.ie). You may access the form through the 'apply' for new awards button. Please see 'detailed guidance for applicants' appended to these guidance notes for more information.

**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 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 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.*

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1 Introduction

The Health Research Board (HRB) Strategy (2021-2025)[1] sets out a lead role of the HRB to invest in research that delivers value for health, the health system, society, and the economy. As part of this, the HRB acts as a trusted objective source of health research and evidence to guide policy, inform decision-making and influence behaviour.

The HRB is committed to communicating the impact of its work clearly and effectively to defined audiences in order to build awareness, reinforce credibility, and build trust. This call reflects that commitment. It provides an opportunity for existing HRB grant holders to obtain supplementary funding to strengthen knowledge translation activities, including public and patient involvement (PPI), across the grant lifecycle.

Health research is conducted with the expectation that it advances knowledge and eventually translates into improved health systems and population health. However, research findings are often caught in the know-do gap, where they are not acted upon in a timely way or are not applied at all. The HRB views knowledge translation as a broad concept and adopts the definition proposed by the Canadian Institutes of Health Research (CIHR)[2] "Knowledge Translation is a dynamic and iterative process that includes synthesis, dissemination, exchange and the ethically sound application of knowledge to improve health outcomes, provide more effective health services and products and strengthen the health care system".

Integrated Knowledge Translation (iKT) starts well before the traditional end-of-grant KT that occurs when the research is concluded. It includes all activities that aim to promote, enhance and accelerate impact of research in real-world settings. IKT shares common principles with many collaborative research approaches: co-production of knowledge, participatory research, linkage and exchange and Public and Patient Involvement. A defining feature of iKT is that it sees each stage in the research process as an opportunity for significant collaboration with Knowledge Users and with those for whom the outcomes of the research may be personally relevant, including refinement of research questions, decisions around methodology, data collection or tool development, selection of outcomes measures, interpretation of findings, crafting of the key messages and the dissemination of results. The process of iKT may vary in intensity, complexity and level of engagement depending on the nature of the research and the findings as well as the needs of the particular Knowledge User (see Box 1).

Box 1 – Knowledge User

For the purposes of this scheme a Knowledge User is defined as all those who would be able to use research results to inform their decisions. **Knowledge Users may be involved in delivering or managing health and social care, decision or policy making, charities, members of the public, patients or carers etc.**

[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]

2 Aims and Objectives

The aim of this scheme is to provide HRB funded researchers with an opportunity to seek supplementary funding for iKT activities not covered in the original grant that will maximise the potential impact of the research findings on policy or practice or communicate research and research findings to the general public.

The objectives are to:

- Support Researchers and Knowledge Users to work together to shape and deliver knowledge translation activities.
- Build capacity for iKT.
- Improve the exchange of research findings and/or its translation into policy and practice.

3 Scope

Applications for KTA supplementary grants are restricted to holders of existing, active HRB grants with an awarded budget of €100,000 or greater. All applications must include relevant collaborators who are Knowledge Users as appropriate to the proposed activities. Knowledge translation activities should add value to the existing investment and accelerate potential impacts. Funding is not intended to be used to address a financial deficit in current research.

The funding will support a flexible package of knowledge translation activities targeted at Knowledge Users over a 3-12 month period that is justified and appropriately aligned with the current stage of the research process and with the target audience/s.

Some examples are provided below. These examples are not intended to be exhaustive and there is no intent to imply that applications for these types of activities will be more successful than for activities not captured in the list.

- Hiring of a knowledge broker or implementation facilitator/change agent
- Development and organisation of linkage and translation activities (meetings, workshops or seminars) that are specifically targeted at Knowledge Users
- Support for additional PPI activities or to substantially scale up previously planned PPI activities, aligned with the intent of this scheme
- Development of new educational material/sessions
- Development of an outreach campaign
- Placement/exchange visits for key personnel
- Development and/or use of communities of practice
- Use of tools such as information brochures, plain language summaries, newsletters or policy briefs
- Development of a knowledge translation strategy for the current grant
- Any combination of the above, or related activities.

Activities may use any media or formats, such as written or audio materials, online technologies (such as websites, podcasts, webinars, YouTube, TikTok), meetings or events, television or radio, or creative media (film, theatre, art).

The HRB already provides funding for dissemination as part of grants to facilitate publication in journals and travel to conferences/workshops to share research findings with peers. The HRB also supports its own publishing platform, HRB Open Research, which all HRB funded grant holders can use at no cost to them. Therefore, this scheme does not support further dissemination activities to academic communities.

The HRB also runs a separate Conference and Events Sponsorship Scheme. While such activities are still eligible under the KTA call, they must not be targeted at peers.

The scheme will **not** fund:

- Knowledge translation activities not linked to eligible HRB grants
- Knowledge translation activities that are explicitly funded under the original grants
- Conferences and events that are funded under the HRB Conference and Events Sponsorship Scheme
- Academic to academic knowledge translation
- New primary research and/or other activities that do not constitute knowledge translation activity
- Open access publication costs
- Costs associated with the application for publication of patents
- Disease registries.

Where an application is outside the scope of the scheme, the application may be deemed ineligible by the HRB at initial eligibility review or the review panel at the panel meeting.

4 Funding Available, Duration and Start Date

The KTA 2024 scheme will provide supplementary funding for projects up to a maximum of 10% of the total value of the original grant (inclusive of overheads), or a maximum of €60,000, whichever amount is lower. The minimum funding amount for which applicants can apply for is €10,000 (this means that the existing grant(s) must have been awarded a budget of greater than €100,000 to be eligible to apply).

The HRB plans to commit in the region of up to €1M to the KTA 2024 grants. Quality permitting approximately 20 - 30 grants will be funded. Grants will have a **minimum duration of 3 months** and a **maximum duration of up to 12 months**.

The grant will offer any costs associated with the proposed activities provided that they are clearly outlined and fully justified. Applicants should consider additional expertise required that is not currently available within the research team, collaborators or host institution (e.g., communication specialist, website developer, graphic designer, editor).

Note: The KTA 2024 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 grant 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.

For successful applicants, funding awarded will be explicitly linked to the original active grant for on-going management, compliance and reporting purposes.

Projects must start between 7 November and 5 December 2024.

5 Eligibility Criteria

5.1 Timing of Application

To be eligible the linked grant must:

- Be active as of the 1 May 2024, and
- Have an end of grant date of 12 December 2024 or later*****
- In case of overlapping grants for the same initiative, only the most recent grant will be eligible.

***** Active grant holders applying to the HRB to extend the duration of their grant beyond 12 December 2024 are deemed eligible to apply for KTA funding only where their 'No Cost Extension' application has been received by the HRB prior to the KTA Awards opening date.

All eligible grant holders will be notified by email.

5.2 Applicant Team

Applications should be made on behalf of a team which is made up of a Lead applicant, existing Co-Applicants and Collaborators.

The Lead Applicant should be a Principal Investigators (PIs) or HRB fellows who are currently in receipt of an active HRB grant with a budget of greater than €100,000 (total value of grant including co-funding in cash but not in kind).

Co-Applicants and Collaborators from the original grant can be included on the team.

New Collaborators can be added as appropriate to the planned activities.

Only one application can be submitted per PI per grant. PIs who hold more than one eligible active grant may submit separate KTA applications linked to each of the grants they hold. However, they must ensure and demonstrate that they have the required time to facilitate the proposed activities should more than one of their applications be successful.

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 Applicant in the event that this situation arises.

5.2.1 Lead Applicant

The **Lead Applicant** is the grant holder of the eligible active grant linked to the application. They will serve as the primary point of contact for the HRB during the review process and on the grant, if successful. The Lead Applicant will be responsible for the direction of the activities. They have primary fiduciary responsibility and accountability for carrying out the activities within the funding limits awarded and in accordance with the terms and conditions of the HRB.

5.2.2 Collaborators

An official Collaborator is an individual or an organisation who will have an integral and discrete role in the proposed activities and is eligible to request funding from the grant when properly justified. Named collaborators may include investigators or organisations from outside the Republic of 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, provide access to specific equipment, specialist staff time, staff placements, access to data and/or patients, 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 (up to a maximum of 5 new Collaborators can be listed).

Collaborators will be asked to indicate the type of collaborator they are for the purpose of the proposed KTA activities. This can include for example a Knowledge User, PPI Contributor, Communications Expert, Knowledge Broker, Implementation Facilitator, Change Agent or Researcher.

5.2.3 Funded Personnel

Applicants must demonstrate that the level, expertise, and experience of proposed personnel matches the ambition of the activities and that they possess the skills required to deliver the proposed activity. Roles and responsibilities of funded personnel must be differentiated and clear. Where a PhD student on the current grant is proposed as the individual to carry out KTA activities a justification should be provided as to how this can be delivered alongside their PhD studies.

6 Application, Review Process and Review Criteria

6.1 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 Host Institution 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 host institutions specify internal deadlines for this procedure.

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

6.2 Review Process

Applications will be initially checked for eligibility by HRB staff members. Where an application is deemed to be out of scope the chair of the selection panel will be consulted to confirm the recommendation.

Panel Review and Shortlisting

Following the initial eligibility check, eligible applications will undergo a single stage review by two members of an internal Selection Panel. The Selection Panel will comprise of an independent chair and HRB staff panel members. Panel members may be from any function in the HRB.

Panel members will review the strengths and weaknesses of the application relating to the review criteria below and will provide a score. Applications will be short-listed for discussion at the panel meeting based on the average scores provided.

The gender of the Lead Applicant may be considered where it is not possible to distinguish proposals for funding based on the stated assessment criteria.

Applications recommended for funding by the panel will be submitted to the Executive Team of the HRB for approval. A summary of panel member's comments and the panel discussion comments will be issued to the Applicant following the conclusion of the review process.

6.3 Review Criteria

Panel members will provide a single score taking into consideration all criteria. Review Criteria are weighted equally.

Topic and Potential Impact

Rationale for the proposed activities beyond what has been completed to date or what is proposed as part of the original funding

Potential impact of the proposed activities in the context of the objectives of the original grant

Routes to achieving the impact clearly identified (e.g. target audience, engagement plan, and plans to measure success)

Proposed Activities and Feasibility

Clarity and quality of proposed knowledge translation activities, including PPI, gender balance and equality, diversity and inclusion (EDI)

Suitability of the proposed activities to the stage of the research process of the existing grant

Feasibility of the proposed timelines, staffing and budget

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

7 Timeframe

Date	
09 May 2024	Call Opening (Restricted Call)
20 June 2024 @13:00	Call Closing
04 September 2024	Panel Review Meeting
19 September 2024	HRB ET Approval
September/October 2024	Budget negotiations and issuing of Letters of variations
07 November 2024	Earliest start date
05 December 2024	Latest start date

8 Contacts

For further information on the Knowledge Translation Awards contact:

Sara Lord

Project Officer

Research Strategy and Funding

Health Research Board

E. kta@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 eligible grant holders can apply for a KTA Award. The Lead Applicant must create and complete the application and all applications will be made through our online grant management system (GEMS). Eligible applicants will already have been notified of their eligibility by email. Only one application can be submitted per Lead Applicant per grant. Lead Applicant who hold more than one eligible active grant may submit separate KTA applications linked to each of the grants they hold. However, they must ensure and demonstrate that they have the required time to facilitate the proposed activities should more than one of their applications be successful.

Are you a registered user of GEMS?

Once logged in to GEMS, eligible applicants are taken directly to the Home page which is the starting point to create a KTA application. They can access the KTA application form through the 'apply for new award' button.

The **Lead Applicant** must create the application. The co-applicants will not be able to review the GEMS application form. Therefore you are advised to seek their input prior to completing the GEMS application form.

Once the Lead Applicant selects the application 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 Knowledge Translation Awards is as follows:

Lead Applicant Eligibility	
I have read the Guidance Notes for the KTA 2024 call and reviewed the main changes applied to the KTA 2024.	☑
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) the use of my data for assessment of my application; monitoring of successful grants; and evaluation of HRB's approach to funding and investment in research, in line with HRB policies and as detailed in the KTA 2024 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 KTA grant **will be the Host Institution responsible for the current active grant to which the KTA application is linked.** 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 HI, you will be assisted with auto-select options. It is important that the HI name is entered accurately and in full as an incorrect entry may result in delays in attaining HI approvals.

Signatory Notification (within Host Institution)

Once the Host Institution is selected at the initial stages of application creation this will allow the Lead Applicant to notify the authorised signatory (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 KTA 2024. 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.

1 Lead Applicant's Details

Details are requested about the **Lead Applicant**. The Lead Applicant's **contact and CV** details (Name, Department, host institution (HI), present position, academic qualifications, professional qualifications)) are managed in 'manage my details' section of GEMS and are automatically included in any application created involving that individual.

1.1 Active HRB grant linked to this application

Please manually enter the details of the HRB grant that is linked to this application. Only one application can be submitted per Lead Applicant per grant. However, Lead Applicants who hold more than one eligible active grant may submit separate KTA applications linked to each of the grants they hold. (HRB Reference Number, title, funding scheme under which the grant was granted, Charity Co-Funding Partner (as applicable for MRCG or HRCI grant holders, total funding envelope of grant, start and end date of grant and Host Institution).

2 Co-Applicants on the active Grant

Please list the co-applicants on the active HRB grant that have a role in the proposed KTA project. The following details are requested: Name; present position; institution or organisation; role and proposed time commitment to KTA project, if relevant.

You will have to manually enter co-applicants' names in the spaces provided. The co-applicants will not be able to review the GEMS application form. Therefore, you are advised to seek their input prior to completing the GEMS application form.

3 Collaborator Details

Collaborators can be existing collaborators on the active grant and/or new additional collaborators. The following details are requested for collaborators on the proposed KTA project: Name, Part of Active grant or New; Collaborator type; Present position; Institution or Organisation; Role and Proposed time commitment to KTA project. Collaborator type can include for example a Knowledge User, PPI contributor, Communications Expert, Knowledge Broker, Implementation Facilitator, Change Agent or Researcher.

The Lead Applicant can add up to 5 collaborators per application.

4 Personnel financially supported

Please list any personnel that will be supported on the KTA project. The following details are requested: Name; Part of Active Grant or New; type of personnel; PhD student on active grant Yes/No; role and proposed time commitment to the KTA project. Where a PhD student(s) on the current grant is proposed as the individual to carry out KTA activities please provide a justification as to how this can be delivered alongside their PhD studies.

5 Application Details

5.1 Lay summary of application

Please present a description of the proposed KTA activities, include the purpose of the activity, why you think this is important and how you will do it. This should be written as a plain English summary, such that it is clear, easy to understand, and 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 funding provided by the HRB and may be posted on the HRB website. A well-written lay summary will enable panel members to have a better understanding of your application. The word limit is **300 words**.

5.2 Project Duration and Start date

Please indicate the expected length of the proposed project in months (between 3- 12 months) and the proposed start date. The start date must be between 7 November 2024 and the 5 December 2024

5.3 Lay summary for existing grant

Please copy and paste the lay summary for the active grant. The word limit is **300 words**.

5.4 Relationship of this application and added value to the active grant

Please explain how this application links to the active grant including the aims and objectives of the active grant and the progress made to date. Describe how the proposed activities will add value to the existing grant over and above the activities that were included as part of the existing grant.

The word limit is **400 words**.

5.5 Previous KTA grants linked to the same existing grant or initiative

If you have been the holder of a previous KEDS or KTA grant under the same existing grant or long-term initiative (such as infrastructures or longitudinal studies), please describe how this application differs from the previous grant.

The word limit is **100 words**.

6 Activity Details

6.1 Objectives and Deliverables

Please add a minimum of one objective. Objectives should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound). For each objective, list deliverables which will be used to monitor progress throughout the lifetime of the grant if successful. Objectives/deliverables should be mapped against estimated completion timelines in a Gantt chart, and any milestones highlighted.

The word limit is **60 words for each objective and 150 words for the deliverables**.

Please provide a **Gantt Chart** outlining the timeline and key deliverables of the activities that you wish to undertake.

A file upload option has been provided to upload the Gantt Chart.

6.2 Target Audience, Knowledge Translation Activities and Collaborator Engagement

Outline the **target audiences** for the proposed knowledge translation activities, how they will be engaged with prior to activities and why the activities are important to this audience.

Please describe in detail the proposed **knowledge translation activities** that you wish to undertake as part of this application. This should include why you have chosen these particular activities, by who and how activities will be carried out.

Please also describe all **collaborator engagement** including PPI at each stage of the KTA activity. This should be answered for each type of engagement (not per individual person).

For each,

- State collaborator type (Researcher, Knowledge User, PPI contributor, Communications Expert, Knowledge Broker, Implementation Facilitator or Change Agent, Other) and
- Describe collaborator engagement at stage of KTA Activity (identifying and prioritising the KTA activities, activity design, oversight and delivery, dissemination of outcomes and knowledge mobilisation).

The word limit is **800 words**.

A file upload option is available to include an attachment to support your application.

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. The maximum size is **2MB**. Files should be doc, docx, or pdf.

6.3 Equality, Diversity, and Inclusion Considerations including Gender

A key objective of the HRB is to strive for gender balance in Irish health research. We encourage a balanced participation of genders in all research activities. Other dimensions of Equality, Diversity, and Inclusion should also be considered for planned activities. Please outline how gender and wider Equality, Diversity, and Inclusion have been considered in the purposed activities. The word limit is **250 words**.

7 Measures of Success

You are asked to consider indicators of success. In other words, if your project was funded how will you know if that you have achieved the goals as outlined in this application? These are different from the objectives and deliverables above in that the objectives and deliverables are measures of progression of the project and outline what you will do, how you will do it and by when. Indicators of success are used to measure how successful your project has been in achieving the objectives and what difference it has made. A maximum of **10 indicators** can be included. As way of example, you might want to think in terms of the following:

Reach indicators (#distributed; #requested; #downloads/hits)

Use indicators (#intend to use; # adapting the information; # using the information as is)

Partnership/collaboration indicators (social network growth; capacity building efforts; collaborations)

Attitude changes (qualitative / quantitative measures)

Knowledge changes (qualitative / quantitative measures)

Systems changes (qualitative / quantitative measures)

8 Project Budget

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

Total costs must be within 10% of the cost of the existing grant(s) or €60,000 whichever is lower and must exceed the minimum of €10,000.

A **full detailed 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**.**

The total funding available will be between €10,000 and €60,000 over 3-12 months. 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 Host Institution. 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/. Please note employee pension contribution of 5% has already been incorporated into the IUA gross salary figure. **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.** Salaried researchers who are registered for a PhD degree (e.g., clinical fellows) are expected to have 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. Please find IUA pay scales at https://www.iua.ie/research-innovation/researcher-salary-scales/. In line with the proposed new pay agreement for State employees please apply a salary contingency of 3% per annum from 1st October 2024 onwards. Please note this contingency should be applied cumulatively year on year. **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
b) Employer's PRSI	Employer's PRSI contribution is calculated at 11.15% 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. 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.
2. Running Costs	For all costs required to carry out the proposed activities including materials and consumables, travel costs for meetings, website costs, transcription costs etc. The following costs are ineligible and will not be funded: training courses with the exception of training in public and patient involvement in research, inflationary increases, cost of electronic journals. **<u>Note:</u>** <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. PPI Costs	Costs associated with public and patient involvement in research. Some examples are: • Compensating PPI contributors for their time (for example for time spent reviewing material/ participation in advisory groups). This can be as: ○ a cost for their expertise, e.g. as hourly rate, under PPI costs or

	○ as salaries under personnel which should be labelled PPI contributors under salaries. • Travel expenses for PPI contributors. • Costs associated with PPI contributors attending conferences, workshops, or training. • PPI facilitator costs. • Compensation of public or patient organisations for their time. • Room hires for PPI events/meetings. • Hospitality for PPI events/meetings. • Companionship or childcare costs for PPI contributors while attending events, meetings, etc. • Training in PPI in research. • PPI contributors supported by salaries as research staff or co-applicants, where applicable in a scheme, should be listed and justified under the personnel heading. All costs must be in line with the Host institutions policies, practices and HRB Terms and Conditions.
3. Dissemination Costs	Costs associated with dissemination of outputs
4. Overhead Contribution	In accordance with the HRB Policy on Overhead Usage[3], the HRB will contribute to the indirect costs of the research through an overhead payment of 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.

9 Submission of Applications

The deadline for submission of complete applications is 20 June 2024 at 13:00.

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.

Please note that the HRB will not follow up any supporting documentation related to the application, such as Gantt charts etc. It is the responsibility of the Lead Applicant to upload all

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

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.

Appendix II: Resources/Useful Links

PUBLIC AND PATIENT INVOLVEMENT IN RESEARCH & RESEARCH PRIORITIES

The National PPI Ignite Network
https://ppinetwork.ie/

NIHR PPI resources
https://www.nihr.ac.uk/documents/ppi-patient-and-public-involvement-resources-for-applicants-to-nihr-research-programmes/23437

https://www.learningforinvolvement.org.uk/

How to involve the public in knowledge mobilisation: https://evidence.nihr.ac.uk/collection/how to-involve-the-public-in-knowledge-mobilisation/

Patient-Centred Outcomes Research Institute (PCORI)
http://www.pcori.org

Public Involvement Impact Assessment Framework: Provides tools for successful involvement of members of the public in research projects and for assessment of impacts.
http://piiaf.org.uk/

NIHR Payment guidance for researchers and professionals
https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392

European Patient Forum Value + Handbook: For Project Co-ordinators, Leaders and Promoters on Meaningful Patient Involvement.
http://www.eu-patient.eu/globalassets/projects/valueplus/doc_epf_handbook.pdf

The James Lind Alliance Priority Setting Partnerships: Research priorities in disease areas set jointly by patients, clinicians, and researchers.
http://www.jla.nihr.ac.uk/

Campus Engage: Supporting Irish HEIs to embed civic engagement in their work. Includes resources, how-to-guides, and case studies for engaged research.
http://www.campusengage.ie/what-we-do/publications/

UK Standards for Public Involvement: The six UK Standards for Public Involvement provide clear, concise statements of effective public involvement against which improvement can be assessed.
https://sites.google.com/nihr.ac.uk/pi-standards/home

The Involvement Matrix: A tool for researchers/project leaders to promote collaboration with patients in projects and research.
https://www.kcrutrecht.nl/involvement-matrix/

The Evaluation Toolkit: is a resource designed for practitioners of the health sector, produced after the completion of a rigorous systematic review of patient and public engagement evaluation tools.
https://ceppp.ca/en/evaluation-toolkit/

GRIPP2 reporting checklists: Tools to improve reporting of patient and public involvement in research
https://researchinvolvement.biomedcentral.com/articles/10.1186/s40900-017-0062-2#Tab1

KNOWLEDGE TRANSLATION RESOURCES

Health Service Executive Research & Development Main Page
https://hseresearch.ie/research-dissemination-and-translation/

Health Service Executive Research & Development: Knowledge Translation, Dissemination, and Impact A Practical Guide for Researchers
https://hseresearch.ie/wp-content/uploads/2021/04/Tools-and-templates-.pdf

Integrated Knowledge Translation (iKT) NUI Galway
https://www.nuigalway.ie/hbcrg/ikt/

The Canadian Institutes of Health Research: Guide to Knowledge Translation Planning
https://cihr-irsc.gc.ca/e/45321.html

Training Institute for Dissemination and Implementation Research in Health: Open Access Course
https://cancercontrol.cancer.gov/is/training-education/TIDIRC-open-access

CO-CREATION RESOURCES

ACCOMPLISSH Guide to impact planning

https://www.ugent.be/psync/en/what/projects/impactplanning.pdf

Working together to co-create knowledge: A unique co-creation tool – Carnegie UK Trust
https://www.carnegieuktrust.org.uk/publications/working-together-to-co-create-knowledge-a-unique-co-creation-tool/

Appendix III: HRB Funding Policies and Procedures

Public and Patient Involvement (PPI) in Research

The HRB promotes the active involvement of members of the public and patients in the research that we fund[4]. Public and patient involvement in research means that the public and patients are involved in planning and doing research from start to finish and help tell the public about the results of research. PPI, as defined here, is distinct from and additional to activities which raise awareness, share knowledge, and create a dialogue with the public, and it is also distinct from recruitment of patients/members of the public as participants in research.

PPI represents an active partnership between members of the public and patients and researchers in the research process. This can include, for example, involvement in the selection of research topics, assisting in the design, advising throughout or at specific decision points of the research project or in carrying out the research.

PPI contributors should be actively involved and part of decision making. Involving members of the public in research can improve quality and relevance of research. It can:

Provide a different perspective – even if you are an expert in your field, your knowledge and experience will be different to the experience of someone who is using the service or living with a health condition.

Help to ensure that the research uses outcomes that are important to the public.

Identify a wider set of research topics than if health or social care professionals had worked alone.

Make the language and content of information such as questionnaires and information leaflets clear and accessible.

Help to ensure that the methods proposed for the study are acceptable and sensitive to the situations of potential research participants.

Help you increase participation in your research by making it more acceptable to potential participants.

In addition to improving relevance and quality of research, it ensures that research is influenced by broader principles of citizenship, accountability, and transparency. PPI is an ethos as well as a practice. It should be context-specific and should aim to ensure that all voices are heard. Where members of the public or patients are involved, they must be compensated for their time and contributions.

For guidance and support on PPI in your research please consult with the PPI Ignite Network Ireland or your Host Institution. The PPI Ignite Network Ireland has offices located in the following seven Host Institutions: DCU, NUIG, RCSI, TCD, UCC, UCD, UL.

[4] https://www.hrb.ie/funding/funding-schemes/public-and-patient-involvement-in-research/

General Data Protection Regulation

The **General Data Protection Regulation** (GDPR) came into force on 25 May 2018. As a result, the applicant team will be asked through the HRB online grant management system GEMS to **confirm you understand** that personal data provided as part of this application, 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. International 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. Individual peer reviewers are selected for their specific expertise in relation to submitted applications and can be based anywhere in the world.

Furthermore, by confirming participation, you will be asked to confirm you understand that HRB uses the information you provide (regarding all applicant team members) to consider your application, contact you about your application, and if you are successful, to manage your grant throughout its lifetime in accordance with HRB general T&C for research grants. This will include contacting you with regard to monitoring of progress through written reporting and other means e.g., interim review. We will publish some basic information on successful grants including PI, Host Institution, amount awarded and lay summary on our website and may highlight individual grants or researchers in more detail (with specific consent). We will also use the information you have provided to generate general statistics around our current funding portfolio, and to evaluate our funding mechanisms and investment. After your grant has ended, we will continue to keep your information on file (in accordance with HRB policies) to allow us to evaluate the outcomes, outputs and impacts of HRB investment in your research.

Please note that we will also use information associated with *unsuccessful* applications for a number of the purposes outlined above such as generating general statistics around our current funding portfolio, and to evaluate our funding mechanisms and investment e.g., demographics of applicants, research areas of applicants. Similarly, we will use the information provided about people employed on grants to help evaluate our career support and capacity building initiatives.

The Health Research Regulations

Following the implementation of GDPR, a regulation for health research known as the Health Research Regulations 2018 (S.I. 314) has been implemented, with further amendments made in 2019 (S.I. 188) and 2021 (S.I. 18)[5]. These regulations outline the mandatory suitable and specific measures for the processing of personal data for the purposes of health research. They further set out that explicit consent is a mandatory safeguard that must be obtained from individuals when using their personal data for health research. Where it is not feasible to obtain explicit consent, an application for a consent declaration can be made to the Health Research Consent Declaration Committee[6].

[5] http://www.irishstatutebook.ie/eli/2021/si/18/made/en/pdf

[6] https://hrcdc.ie/

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.

HRB Gender Policy

In line with international best practice, the **HRB Gender Policy**[7] recognises the responsibility of the HRB to support everyone to realise their full potential in order to ensure equality of opportunity and to maximise the quantity and the quality of research. To ensure fairness and equality to all applicants, each funding application received will be assessed as outlined in the call guidance documentation for that particular funding round. To ensure gender balance in decision-making, the HRB aims to reach the international best practice target of 40% of the under-represented gender in all HRB panels where possible. Gender will also be considered when appointing the position of Panel Chair.

Conflict of Interest

Conflict of interest rules *are applied rigorously*. Where a conflict of interest exists, the reviewer is requested to inform the HRB immediately so that an alternative reviewer may be appointed. International peer reviewers will not provide comments or scores on any application on which they have a conflict of interest.

Reviewers must adhere to high standards of integrity during the peer review process. They must respect the intellectual property of applicants and may not appropriate and use as their own, or disclose to any third party, ideas, concepts, or data contained in the applications they review.

Appeals Procedure

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/**.**

Privacy Policy and Retention Policy

[7] http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-gender-in-research-funding/

To understand why we collect the information we collect and what we do with that information, please see our Privacy[8] and Retention Policies[9].

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

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