

HRB Impact Award 2025

Guidance Notes

August 2024

Key Dates & Times	
Nominations Open	02 September 2024
Nominations Closing Date	10 October 2024 @13:00

Nominations 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.

It is strongly recommended to read the Guidance Notes prior to completing the nomination form.

**Prior to final submission to the HRB, nominations for the HRB Impact Award nominations must first be reviewed and approved within GEMS by the authorised approver at the Host Institution as listed in the nomination 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 nominations 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: Health research – making an impact ¹ highlights six strategic objectives for the HRB, including the building of a strong and supportive environment for health research in Ireland. Within this objective, the HRB is committed to invest strategically in research leadership and build the capacity of academic researchers and health and social care practitioners to respond to current and emerging health research needs.

In line with this strategic objective and particularly promoting and embedding strategic research leadership in health and academic settings working in close collaboration with knowledge users, the HRB is now inviting nominations for the HRB Impact Award 2025 (IMPACT). This initiative aims to recognise and celebrate the wider benefits and achievements of HRB funded researchers beyond academic impact and it aims to showcase both the achievements and practices of individuals (and their teams) so they can serve as a role model for the wider HRB community to maximise the impact of their research.

This is the fourth round of this prestigious initiative with [three previous IMPACT awardees recognised to date](#).

The HRB IMPACT award includes one monetary prize of €50,000 which will be granted to the recipient's chosen HRB-approved Host Institution to promote or further develop the work being honoured. The next recipient of the award will be announced at the HRB Grant Holders' Conference in February 2025, where they will be presented with the prize.

2 Scope

Research impact is variously defined but can be summarised for the purposes of this award as activities that have an effect, benefit or positive influence on policy, society or the economy.

In the context HRB strategic objectives, we are seeking nominations that demonstrate how HRB-funded research has had an impact/s on policy, practice, services or the health and social care system, with direct or indirect benefits resulting in terms of enhanced health and wellbeing, quality of life and better health outcomes and experiences for patients, communities, organisations or the public more generally.

Research impact typically comprises two key elements, **reach and significance**. The assessment process will therefore seek to assess what the individual's work enabled, enriched, influenced or achieved and it will also explore the activities they engaged in to ensure reach and scale of the impact.

3 Aim and Objectives

The overarching aim of the award is to recognise previously or currently HRB-funded Principal Investigators who have made a highly significant contribution beyond academic impact.

¹ <https://www.hrb.ie/about/strategy-2025/>

The objectives of the award are:

- To recognise and celebrate the wider benefits and achievements of HRB-funded researchers beyond academic impact.
- To showcase the achievements and practices of individuals (and their teams) that resulted in this impact so they can serve as a role model for the wider HRB community to maximise the impact of their research.

4 Nomination process: Nominators and Nominees

4.1 Nominators

The application process is nomination-based. Nominators for the award **cannot nominate themselves**. Instead, nominations must be submitted to the HRB via the approved signatory in a HRB-approved Host Institutions. There is no limit to the number of nominations that can be made by any one Host Institution, but each nomination must include details of a named Nominator as they will serve as the primary point of contact for the HRB during the nomination and review process.

As part of the nomination, the Nominator must submit a letter of support from a person who has had professional or personal experience of the impact of the Nominee's research on policy, practice, services or the health and social care system, with direct or indirect benefits resulting in terms of enhanced health and wellbeing, quality of life and better health outcomes and experiences for patients, communities, organisations or the public more generally.

Nominations should describe concrete examples of how a specific aspects of the nominated individual's funded research resulted in significant impact rather than outlining a range of impacts over the Nominee's the career. Concrete benefits/impact must have already been achieved.

4.2 Nominees' eligibility

- Nominees must be an investigator
 - who held or holds a HRB award/s as Principal Investigator
 - who are based in an academic or healthcare or related setting
 - whose research activities have had a significant and demonstrable impact in line with the scope outlined above
 - who have a contractual relationship of some sort with a HRB-recognised Host Institution for the purposes of administration of the IMPACT award, if successful.

Please note that this award to date has recognised senior Principal Investigators who have already demonstrated that concrete impact/benefits have been already achieved.

- The HRB funding may have been awarded at any time during the Nominees' career but must be directly linked to the area of research that has resulted in the impact on people's health, patient care, health policy, or practice that is the basis for their nomination.
- Individuals who were nominated unsuccessfully in previous rounds may be nominated again.

- Nominees must be working/have worked on the island of Ireland when pursuing the research related to the nomination.
- Nominees must agree to their nomination being submitted to the HRB and that, if successful, they will be responsible for the management of the award via a designated Host Institution, by providing an acceptance letter as part of this application.

Note 1: HRB staff or Board members are not eligible.

Note 2: Where a nomination fails to meet the eligibility criteria, it will be deemed ineligible and will not be accepted for review. The HRB will contact the Nominator in that this situation.

5 Host Institution

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 HRB award schemes. In order to be eligible to submit an application for this award, an Institution must be an approved HRB Host Institution prior to the opening date of the call on **02 September 2024**. A list of currently approved HRB Host Institutions and information on the application process for research performing organisations to be approved as HRB Host Institutions can be found on the HRB website².

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/>).

Each nomination must be 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, Nominators should ensure that they give the signatory approver sufficient time before the scheme closing date to review the nominations 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 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.

² <https://www.hrb.ie/funding/grant-management/grant-policies/>

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 international grant selection panel will be consulted to confirm the recommendation.

Following the initial eligibility check, each eligible nomination submitted to this scheme will undergo a one stage review process.

Panel Review

An international grant selection panel, comprised of an independent Chair and up to four members, will be convened to review the strengths and weaknesses of the nominations received according to the assessment criteria detailed below.

The recommendations of the Panel will be presented for approval to the HRB Executive Team. Subject to approval, HRB staff will contact all Nominators (and Host Institutions) to notify them of the outcome and associated feedback.

6.3 Assessment Criteria

The following assessment criteria will be used to assess nominations by the international panel reviewers. Successful Nominees will be expected to rate highly in both criteria.

Nominations will be assessed against these criteria specifically:

- 1. The nature, quality and level of the impact** that resulted in whole, or in part, from specific research and research-related activities of the nominated candidate (60%).
- 2. The avenue to impact**, i.e., the approach, the activities and the practices of the nominated candidate that ensured that their work realised the intended benefits and impacts and how this can inspire others to maximise the impact of their research (40%)

Note: *In the event that there are two or more nominations with the same final score*, the sub-score awarded for the ‘The nature, quality and level of the impact’ criterion will be the determining ranking factor to select the award.

7 Timeframe

Date	
02 September 2024	Call Opening
10 October 2024 @13:00	Call Closing
Mid-October – End November 2024	Panel review
End November 2024	Panel Review meeting
December 2024	HRB approval of funding recommendations

Early-January 2025	Notification of the outcome to Nominators and Host Institution
February 2025	Announcement of the winner at HRB Grant-holders' conference
February-March 2025	Budget and contracting
01 April 2025	Earliest start date

8 Contacts

For further information on HRB Impact Award 2025 contact:

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Project Officer - Investigator-led Grants, Research Careers and Enablers

Research Strategy and Funding

impact@hrb.ie

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

Appendix I: Detailed Guidance on the Nomination Form

Only registered users of the GEMS system can apply for grants. In order to submit an online nomination to the HRB, applicants are required to register at the following address:

<https://grants.hrb.ie>

*Please refer to the **GEMS Technical Guidance Note**³, available on the left-hand column of your GEMS profile homepage, for further information.*

The **Nominator** must create the nomination. Nominators can register on GEMS, and they will receive an email to confirm their registration and log in details. The Nominator can then add information on their contact and CV details in 'Manage My Details' section of GEMS.

Nominators 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 Nominators are taken directly to the Home page which is the starting point to create a new nomination. The Nominator will be asked to complete a check list of mandatory questions. In order to access the Nomination Form, the Nominator must satisfy the conditions of this check list. The checklist for the HRB Impact Award is as follows:

Nominator Eligibility	
I have read the Guidance Notes for the Impact Award 2025 call and reviewed the main changes applied to the IMPACT Award 2025 .	<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 nomination 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	
By submitting this nomination, I consent to (a) sharing of my data outside of the European Economic Area (EEA) for the purpose of international peer review, and (b) the use of my data for assessment of my nomination; monitoring of successful awards; and evaluation of HRB's approach to funding and investment in research, in line with HRB policies and as detailed in the IMPACT Award 2025 Call Guidance Notes.	<input checked="" type="checkbox"/>

The Nominator will be then able to start the nomination. Further details for completing each of the main sections of the Nomination 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 in the Republic of Ireland. The Host Institution for the award is that of the **Nominee**. A list of the Host Institutions approved by the HRB at the time of this call going live is included as a PDF on GEMS. In GEMS you will be asked to identify a Host Institution (from [this list](#)) and type it in full (do not use acronyms such as UCD, TCD, NoG). Once you have

³ <https://research.ie/assets/uploads/2020/05/CCGT-Grant-Application-System-Technical-Guidance-Notes.pdf>

entered the first 3-4 characters of the Host Institution, you will be assisted with auto-select options. It is important that the Host Institution name is entered accurately and in full as an incorrect entry may result in delays in attaining Host Institution approvals.

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

Note: In order to be eligible to apply for funding, an Institution must have been approved as a HRB Host Institution prior to the opening date of this call on 02 September 2024. Only pre-approved Host Institutions will appear in this list.

Signatory Notification (within Host Institution)

Once the **Host Institution** is selected at the initial stages of nomination creation, this will allow the Nominator 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 Nominator's intention to submit a nomination to the Impact 2025 round. 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 nomination process. The signatory will receive an email from GEMS with the name and email details of the Nominator and if they have any queries or clarifications, they can engage directly to resolve them with the Nominator. The Host Institution signatory must confirm their willingness to participate as Host Institution for the nomination through GEMS and once they do this a PDF of the nomination will be available for them to review with a view to them ultimately approving the final version for submission to the HRB.

1 The Nominator

Details are requested about the **Nominator** including title, name, position, and organisation. These details are managed under the "Manage my Details" section of your GEMS account.

2 The Nominee

The Nominator is asked to provide the name of the Nominee for this award including their name, title, current position, department, institution, area of research and email address.

2.1 HRB funding related to the Nomination

The Nominator is also required, in line with the eligibility criteria outlined in the Guidance Notes, to list any HRB awards where the Nominee acted as the Principal Investigator. This may have been at any time during their career, but it must be directly linked to the research that resulted in the impact on policy, practice, services or the health and social care system. The word limit is **200 words**.

2.2 Relationship of Nominee to Nominator

The Nominator is asked provide details as to the professional relationship to the Nominee. The word limit is **100 words**.

2.3 Reason for Nomination

The Nominator should describe why, in their opinion, the Nominee would be a suitable recipient for the HRB Impact Award. This should address the distinctive nature of what the Nominee did, and their pathway from research to impact. The word limit is **300 words**.

Please provide a **letter of acceptance** from the Nominee. The purpose of this letter is for the Nominee to confirm the acceptance of the nomination and to make the case of why they are an ideal candidate for this prestigious HRB award based on its key objectives.

3 Details of the Nomination

3.1 Outline of the research and impact

The Nominator should clearly describe the following:

- The significance of the health problem/challenge addressed, the research question, the approach and methods used to answer it and the outcome of the research that led to the impact.
- The beneficiaries of the research and research-related activities (e.g. patients, health and social care staff, policy makers, public etc.) and the number of people impacted.
- The Nominee's role in how this research and related activities led to impact.
- The strategy and specific activities that the Nominee led ensuring the research conducted created impact (e.g. working with knowledge users, Public and Patient Involvement (PPI), stakeholder involvement and/or other outreach activities) and how these approaches may have helped to enhance the impact of the Nominee's work.
- The impact and significance the HRB-funded research has had on policy, practice, services or the health and social care system, with direct or indirect benefits resulting in terms of enhanced health and wellbeing, quality of life and better health outcomes and experiences for patients, communities, organisations or the public more generally.

The word limit is **1500 words**.

A letter of support from a person with direct experience of the impact as testimony of the achieved impact is required.

3.2 Nominee's leadership, key contributions, and achievements

Please describe how the Nominee, through their leadership and other key attributes, has contributed to wider research community and society and outline the key achievements to date.

Please provide some concrete examples to support this description. These examples may include the following:

- Capacity building, training, and development of others.
- Knowledge translation and outreach.
- Networking.
- Open Science (open data, data sharing and open access, workshops/seminars).
- Memberships to committees, task forces, scientific boards, editorial boards, national or international groups etc.
- Honours/awards, national and international profiling, plenary lectures.

Please note that this list is non-exhaustive and other examples of the Nominee's leadership, contributions and achievements are welcomed.

The word limit is **400 words**.

4 Mandatory documents

The following documents must be uploaded to complete the nomination:

- **A letter of acceptance** from the Nominee accepting the nomination.
- **A letter of support** to the Nomination from a person with direct experience related to the impact of this nomination.

5 Submission of Nominations

The deadline for submission of complete nominations is 10 October 2024 at 13:00.

1. After successful validation, the Nominator may submit the nomination. It will then be routed to the designated signatory at the Host Institution for their approval.
2. If a signatory rejects the nomination the Nominator will be notified, along with any feedback the signatory has supplied.
3. The nomination 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 nomination.
5. The nomination is automatically submitted to the HRB through GEMS for consideration.

Please note that the HRB will not follow up any supporting documentation related to the nomination. It is the responsibility of the Nominator 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 nomination will be deemed ineligible without further review.

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

Appendix II: HRB Funding Policies and Procedures

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 awards. 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 awards including PI, Host Institution, amount awarded and lay summary on our website and may highlight individual awards 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 awards to help evaluate our career support and capacity building initiatives.

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.

Appeals Procedure

The HRB's Policy on Appeals on funding decisions is available at: <https://www.hrb.ie/funding/grant-management/grant-policies/>.

Privacy Policy

To understand why we collect the information we collect and what we do with that information, please see our Privacy Policy⁴.

HRB Gender Policy

In line with international best practice, the **HRB Gender Policy**⁵ 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.

⁴ <https://www.hrb.ie/privacy-notice/>

⁵ <https://www.hrb.ie/funding/grant-management/grant-policies/>