**HRB Host Institution Application Form**

**Version 2.1**

**PLEASE NOTE:** Following receipt of a completed application, the review process typically takes between eight to twelve weeks.

**Please refer to Section 8 for a copy of the HRB’s Host Institution Policy**

|  |  |
| --- | --- |
| **Name of Applicant Organisation:** |  |
| **Address:** |  |

**SECTION 1 – LEGAL STRUCTURE**

**1.1** What is the legal status of the applicant organisation (tick appropriate box)?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company limited by guarantee |  |  | Trust |  |
| Voluntary Hospital |  |  | Limited Company |  |
| Partnership |  |  | Sole Trader |  |
| Charity |  |  | State Agency |  |
| Higher Education Institution |  |  | Government Department |  |
| Other (provide details) |  |  |  |  |

|  |  |
| --- | --- |
| Companies Registration Office No. (if applicable) |  |
| Charity Registration Number (if applicable) |  |
| Revenue Commissioner CHY No. (if applicable) |  |

Evidence of registration with the Charities Regulatory Authority. Please include a printout of the charities register page covering the applicant organisation from <https://www.charitiesregulatoryauthority.ie/>

**1.2** Set out the aims and objectives of the applicant organisation (refer to Memorandum and articles of incorporation, corporate strategy etc.)

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**1.3** Complete the following table in respect of:

* Subscribers of a Company Limited by Guarantee
* Shareholders of a Company Limited by Shares
* Beneficial Owners of the assets/liabilities of the applicant organisation e.g., Department Minister

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name** | **Address** | **Occupation** | **% ownership/****shareholding** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

(Insert more lines if required)

**1.4** Have the assets of the applicant organisation been provided as security for any loan or other benefit?

 Yes No





If the answer to question 1.4 is ‘yes’, then please complete Section 1.5 below.

**1.5** Complete the table below providing full details on; (a) the loan or other benefit secured, (b) whether the applicant or another person/legal entity is the beneficiary of the loan or other benefit, (c) the security holder(s).

The Applicant Organisation must provide written confirmation from each of the security holder(s) that the Grant Monies will never be called upon to satisfy any loan payments or repayment of other benefits of the Applicant Organisation. *(Confirmation should be submitted on the headed note paper of the Security Holder, addressed to the Health Research Board, and submitted together with this application)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of loan or other benefit secured\***  | **Name of beneficiary of the loan or other benefit** | Name of Security holder(s) on loan or other benefit | Date of letter from security holder to HRB |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

\*(including original value and value on the date of signing this Host Institution application form)

**SECTION 2 – FINANCIAL INFORMATION ON APPLICANT ORGANISATION**

**2.1** Attach a copy of the three most recent set of financial statements of the applicant organisation.

2.1(a) Where the financial statements are audited, please include the audit opinion.

2.1(b) Where the financial statements are not audited due to exemption, please include a certificate from the

 accountant of the entity confirming there have been no amendments to the accounts and attesting to the accuracy of the financial statements.

2.1(c) Please provide a copy of the current tax clearance certificate of the entity or if a charity the revenue letter confirming tax exemption status.

**2.2** Please complete the table below to show the organisation’s total income from research during the past five financial years as per the financial statements of the organisation.

|  | **Year-end date** | **DD MM YYYY** **€** | **DD MM YYYY** **€** | **DD MM YYYY** **€** | **DD MM YYYY** **€** | **DD MM YYYY** **€** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Total Research Income from Irish Government sources (Exchequer/Public funding) |  |  |  |  |  |
| 2 | Total Research Income from Irish Non-Exchequer sources (Charities, Industry, Philanthropy, other) |  |  |  |  |  |
| 3 | Total Research Income for International Non-Exchequer sources (EU, Charities, Industry, Philanthropy, other) |  |  |  |  |  |
|  | **Total Research Income** |  |  |  |  |  |

**2.3** Taking each of the categories above 1 – 3, please outline the sources of research funding received within the last five years in the following format.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Title of award** | **Funding Body/Sponsor** | **Duration of award** | **Amount funded €** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**2.4** Please complete the table below to show the organisation’s total expenditure on research during the past five financial years as per the financial statements of the organisation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year-end date** | **DD MM YYYY****€** | **DD MM YYYY****€** | **DD MM YYYY****€** | **DD MM YYYY****€** | **DD MM YYYY****€** |
| Health Related Research Expenditure |  |  |  |  |  |
| Other Research Expenditure |  |  |  |  |  |
| **Total Research Expenditure** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surplus/ (Deficit)** |  |  |  |  |  |

**2.5** Please describe in detail the system(s) and processes in place in the applicant organisation to ensure effective financial management of research awards (please refer to the organisations’ Standard Operating Procedures where applicable) in line with the HRB general terms and conditions including but not limited to;

* Internal financial controls at grant set-up, separate financial records, and the assigning of a unique code to each grant.
* Provide detailed descriptions of the organisations process for budget management (including proposed budget changes) and annual and final financial reporting requirements.
* A description of the process in place to ensure that double funding for the same research activity does not occur.
* Regarding entering into contracts with third parties, HRB T&C require you as host institution (HI) to ensure that you make a provision in contracts with relevant third parties to allow inspection of their records. The T&C also require each HI to obtain HRB approval prior to delegating activities on a grant to a third party. Please provide detail on the processes you have in place to ensure this.
* T&C require each HI to ensure that any financial commitments they enter into, in relation to a grant provided by the HRB, are conditional on the funding from the HRB. Please detail the processes you have in place to address this issue.
* Please describe the financial record keeping processes you have in place.
* Please confirm if travel and subsistence rates used by the HI are in line with those issued by the Department of Finance.

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**SECTION 3 – RESEARCH ADMINISTRATION, SUPPORT & GOVERNANCE**

**3.1** Please outline the research vision, mission, and objectives of the applicant organisation. Provide a copy of the most recent Research Strategy (or equivalent), if available.

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***In the following questions (3.2-3.6) you are asked to describe the resources, supports, infrastructure and systems in place in the applicant organisation to ensure compliance with the HRB General Terms and Conditions.***

* 1. **Award management and support**

Please describe the resources, supports, infrastructure and systems in place to:

* Support the grant application process including support and advice for preparation, sign-off and submission of research grant applications.
* Support award contract negotiation and acceptance (including subcontracts); legal services for contract negotiation.
* Ensure reporting, certification, monitoring, and close-out of awards.
* Ensure PI/Team understand and can comply with all obligations of the award and are suitably qualified to do so.
* Support development of collaboration agreements and third party contracting.
* Support effective dissemination and communication from research awards.

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* 1. **Statutory requirements and research governance**

Please describe processes in place to ensure compliance with all relevant statutory and regulatory requirements including but not limited to:

* All regulations related to the ethical conduct of research, the use of animals in research, and the involvement of patients and other research participants such as the Health Research Regulations and the Clinical Trials Directive.
* General Data Protection Regulation (GDPR), Freedom of Information Act.
* Effective procurement practices and asset management/maintenance.
* Health and safety etc.

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Please describe the governance structures, policies, and systems to promote good research practice and to enable compliance with national requirements and policy positions including but not limited to:

* Research integrity (National Policy Statement on Ensuring Research Integrity in Ireland).
* Open access and open research (National Open Research Framework).
* FAIR Data management, and the use of Data Management Plans (DMPs), including signing a declaration on DMP completion.
* Gender equality (Athena SWAN Charter).
* Public and patient involvement (PPI) in research.
* The San Francisco Declaration on Research Assessment (DORA) and other initiatives aiming to change the way in which research and researchers are assessed.
* Intellectual Property Rights (Ireland’s National IP Protocol 2019: A Framework for Successful Research Commercialisation).

Please see related HRB policies <https://www.hrb.ie/funding/research-policies-and-practices/research-policies/all-grant-policies/> and practices <https://www.hrb.ie/funding/research-policies-and-practices/research-practices/>

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* 1. **Recruitment, training, and development**

Please describe the resources, supports, infrastructure and systems in place in the applicant organisation to ensure compliance with the HRB General Terms and Conditions in relation to recruitment, selection, training and development, performance management of research personnel across all career stages and in all relevant aspects of health-related research. This should include support for mentoring, supervision, and succession planning.

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* 1. **Research Support Structures**
		1. **Research Office or equivalent structure(s)**

Provide details for *each* member of core staff that is engaged in research administration, support, and governance, in the following format (excluding staff already listed in question 2.3):

***Examples may include personnel involved in approving grant submissions, Contracts, Technology Transfer, Communications, Ethics, Integrity, Data Management (Data steward) etc.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Qualifications | Role within organisation  | Full Time or Part Time | Date of appointment | Date role ends |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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* + 1. **Other supporting infrastructures**

Please describe any additional infrastructural supports that are in place to support conduct of research. Examples include access to Clinical Research Facilities, Statistics and Data management supports, Methodology support, supports for accessing European infrastructure etc.

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* 1. Can the applicant organisation provide evidence for compliance with section nine “Liability, Indemnity and Insurance” of the HRB General Terms and Conditions?

 Yes No





If yes, briefly describe below.

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**SECTION 4 – RESEARCH CAPACITY**

As an indicator of the level of activity as a research performing organisation;

**4.1** Please provide details for *each* category of research staff actively involved in conducting health-related research in the applicant organisation within the last 5 years in the following format:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Researcher** | **Number per Year** *(insert year)* | **Number per Year** *(insert year)* | **Number per Year** *(insert year)* | **Number per Year** *(insert year)* | **Number per Year** *(insert year)* |
| *MSc Student* |  |  |  |  |  |
| *PhD Student* |  |  |  |  |  |
| *Technician* |  |  |  |  |  |
| *Research Assistant* |  |  |  |  |  |
| *Post doctoral scientist* |  |  |  |  |  |
| *Principal Investigator* |  |  |  |  |  |
| *Project Manager* |  |  |  |  |  |
| *Research Nurse* |  |  |  |  |  |
| *Study* *Co-ordinator* |  |  |  |  |  |
| *Statistician* |  |  |  |  |  |
| *Other* |  |  |  |  |  |

*(Insert more lines if required)*

**4.2** Outputs and Outcomes from health-related research funding within the last five years:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Year*(Insert year)* | Year*(Insert year)* | Year*(Insert year)* | Year*(Insert year)* | Year*(Insert year)* |
| Number of higher degrees supported |  |  |  |  |  |
| \*Number of peer-reviewed Publications |  |  |  |  |  |
| Number of presentations (poster and oral presentations) at national and international conferences |  |  |  |  |  |
| Number of keynote addresses at national and international conferences |  |  |  |  |  |
| Other |  |  |  |  |  |

*(Insert more lines if required)*

***\* Please provide full details of all publications noted above as an appendix to this application***

**SECTION 5 – HRB GENERAL TERMS AND CONDITIONS DECLARATION**

**Declaration**

I have read and understand the above requirements and declare that the information provided is true and accurate.

I have read, understand, and agree with the HRB General Terms and Conditions

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised Signatory of the Applicant Organisation

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 6 – ORGANISATION CONTACTS & SIGNATORIES**

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| **6.1 Person responsible for authorising the submission of research grant applications (GEMS Pre-award Contact)** |
| Name |  |
| Job title |  |
| E-mail address |  |
| Telephone number |  |

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| **6.2 Person responsible for co-ordinating the administration\* of successful awards (GEMS Post-award Contact)****\*** The GEMS Post-award contact will be the HRB contact point for all communication to and from the Host Institution in relation to the following activities:- contracts- payment notifications- progress reports (annual, end-of-grant etc)- variations (requests for change to the grant contract)- ad hoc notifications regarding active grants It is anticipated that the nominated contact in the Applicant Organisation will be responsible for triaging such communications/queries, liaising with the appropriate person(s) within their organisation and coordinating responses. |
| Name |  |
| Job title |  |
| E-mail address |  |
| Telephone number |  |

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| --- |
| **6.3 Person responsible for signing award contracts on behalf of the Applicant Organisation\*\*** |
| Name |  |
| Job title |  |
| E-mail address |  |
| Telephone number |  |
| Sample signature |  |

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| --- |
| **6.4 Person responsible for signing award financial reports on behalf of the Applicant Organisation\*\*** |
| Name |  |
| Job title |  |
| E-mail address |  |
| Telephone number |  |
| Sample signature |  |

\*\* The HRB would expect the applicant organisation to demonstrate a segregation of duties between the contract signee and the financial report signee.

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| --- |
| **6.5 Please provide the bank account details of the nominated account of the Applicant Organisation for receipt of funding from the HRB.** |
| Account Name |  |
| Bank Name  |  |
| Bank Address  |  |
| BIC  |  |
| IBAN  |  |

**SECTION 7: CHECKLIST OF ACCOMPANYING DOCUMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Description of Document Required** | **Section of application form referring to document** | **Tick if included in application** |
|  | Evidence of the legal status e.g., Certificate of Incorporation, copy of memorandum and articles of association, or legislation establishing the institution | Section 1.1 |  |
| 2. | Letter from security holder if applicable | Section 1.5 |  |
| 4. | Audit opinion or Accountant Certification | Section 2.1 |  |
| 5. | Tax Clearance Cert or Revenue Commissioner Letter | Section 2.1 |  |
| 6. | Research Strategy  | Section 3.1 |  |

**SECTION 8: HRB HOST INSTITUTION POLICY**

**HRB Host Institution Policy**

**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 [General Terms and Conditions](https://www.hrb.ie/funding/manage-a-grant/grant-terms-and-conditions/) 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.
4. The organisation must be able to demonstrate a capability to manage heath 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 if 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.

*The current list of research performing organisations that are HRB Host Institutions is located on our website at the following link:* [Host Institutions](https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/approval-of-host-institutions/)