Collaborative Research Network for Mental Health 2025

Guidance Notes

Key Dates & Times	
Application Open	3 March 2025
Application Closing Date	30 May 2025 13:00

Applications must be completed and submitted through the HRB online Grant E-Management System (GEMS) (https://grants.hrb.ie), and this system will close automatically at the stated deadline and timeline listed above.

**Prior to final submission to the HRB, all applications must first be reviewed and approved within GEMS by the authorized 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.*

Table of Contents

1 Introduction

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

Mental health has been identified as a key area requiring targeted research investment, given its profound impact on individuals, families, and communities, as well as the urgent need for **stronger, more coordinated research to drive meaningful changes in policy and practice**. The Sharing the Vision Implementation Plan 2022–2024[2] tasked the HRB with developing a national mental health research strategy aligned with Sharing the Vision – A Mental Health Policy for Everyone, and[3] the National Mental Health Research Strategy[4] was published in December 2024. The HRB played a central role in developing the strategy, which provides a framework to strengthen mental health research in Ireland, ensuring it is impactful, responsive to societal needs, and integrated into policy and practice. The strategy emphasises the crucial role of collaboration in addressing the multisectoral determinants of mental health.

Under Pillar 4: Collaboration, the strategy calls for the development of an **all-island, interdisciplinary mental health research network**. This network is intended to integrate researchers from research institutions, voluntary and community organisations, mental health service providers, and the many other stakeholders who play a pivotal role in mental health research. This reflects the HRB's commitment to embedding co-production as a core tenet of mental health research. The establishment of the network will create **opportunities for researchers, practitioners, policymakers, and people with lived experience to collaborate across all stages of research** – identifying priorities, co-producing knowledge, and achieving impactful results.

The HRB has a strong track record of supporting collaborative research networks in key policy areas, and the **Collaborative Research Networks (CRN)** scheme is a competitive funding mechanism designed to support networks that bring together interdisciplinary teams to address key health and social care challenges in Ireland. The scheme funds networks that demonstrate **strong governance, meaningful knowledge user engagement, and a clear pathway to research impact.** Funded networks undergo rigorous peer review and are benchmarked against international best practices to ensure high-quality research and collaboration.

As part of the HRB's commitment to supporting the implementation of the National Mental Health Research Strategy, we are now launching a call for a Collaborative Research Network in Mental Health. The network will provide a much-needed structure to **foster collaboration, enabling shared learning, the leveraging of diverse expertise, and the development of a comprehensive research**

[1] https://www.hrb.ie/strategy-2025/

[2] https://www.gov.ie/en/publication/2e46f-sharing-the-vision-a-mental-health-policy-for-everyone/#sharing-the-vision-implementation-plan

[3] https://www.gov.ie/en/publication/2e46f-sharing-the-vision-a-mental-health-policy-for-everyone/

[4] https://www.gov.ie/en/publication/25d66-national-mental-health-research-strategy/

agenda that aligns with national and global priorities, and specifically addresses priority areas set out within the National Mental Health Strategy. This approach will also ensure that research outcomes are relevant, impactful, and contribute to improved mental health policies, services, and outcomes.

2 Aim and Objectives

The aim of the Collaborative Research Network in Mental Health is to **bring together all relevant stakeholders to promote and advance research in mental health and ensure its application to policy and practice, informed by the National Mental Health Research Strategy**. This network will be co-produced with those who have lived experience and developed to serve the mental health research community on an all-island basis, with an **identity independent of any single institution**. The objectives of the network include:

- Create a sustainable, independent network that represents and connects all relevant stakeholders in mental health research across the island of Ireland
- Ensure meaningful engagement with people with lived experience of mental health difficulties and embed their involvement at all levels of the network, in line with the National Mental Health Research Strategy's core principles
- Identify and address challenges in conducting and applying mental health research, particularly those affecting knowledge users such as policymakers, practitioners, and those with lived experience
- Build capacity for research and the use of research evidence in mental health policy and service delivery, including through integrated knowledge translation[5]
- Facilitate multidisciplinary collaboration that integrates research across disciplines, service delivery models, and policy contexts to drive impactful, system-wide improvements
- Engage, support, and enable early-career researchers, ensuring that the network provides structured pathways for training, mentorship, and participation in collaborative mental health research
- Foster a culture of co-production to ensure that research is designed, conducted, and applied in partnership with people with lived experience, knowledge users, including voluntary and community organisations and mental health service providers
- Communicate and disseminate research findings widely to engage policymakers, practitioners, community organisations, and the broader public
- Establish a network governance structure that ensures a transparent, inclusive, and ongoing process for bringing in new members, and
- Ensure that network activities contribute directly to implementing strategies related to mental health policy, research, and service development across the island of Ireland.

[5] Guide to knowledge translation planning at CIHR: integrated and end of grant approaches

3 Scope of Call

This award will provide funding to establish a single collaborative research network in mental health, informed by the National Mental Health Research Strategy, and taking account of relevant policy, service delivery developments, and research priorities across the island of Ireland. As a network it should build a sense of community and 'connect the dots' nationally to advance the research priority areas set out within the National Mental Health Research Strategy. The network will be designed to ensure a **visible, transparent, and ongoing process for bringing in new members,** representing all key actors in mental health research and policy.

By addressing challenges in **research integration, collaborative capacity building, and knowledge translation**, this network will create a robust foundation for impactful mental health research that informs service improvement and policy development.

Activities eligible for funding include the following:

- Establishing a register of network members, including researchers, policymakers, service providers, and people with lived experience, ensuring broad stakeholder engagement and transparency in network membership
- Mapping existing research and activities to identify gaps and opportunities for collaborative, impactful mental health research
- Identifying and co-producing research questions relevant to the needs of the community, ensuring research is designed in partnership with those it aims to benefit
- Understanding enablers and barriers to conducting impactful mental health research, with a focus on translating research into policy and practice
- Systematically sharing research findings, experiences, and lessons learned, ensuring continuous knowledge exchange across disciplines and sectors
- Addressing capacity building through education, training, and professional development, particularly for early-career researchers, ensuring the next generation of mental health researchers is well-supported
- Developing or harmonising methods, standards, datasets, and indicators to improve the conduct and evaluation of applied mental health research
- Mobilising knowledge to inform policy and service delivery transformation, ensuring research findings lead to tangible improvements in mental health care
- Fostering and enhancing all-island and international collaborations, ensuring Irish mental health research also contributes to global mental health priorities, and
- Systematically identifying and pursuing national and international grant opportunities to ensure the network remains sustainable beyond the initial funding period.

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

4 Funding and Duration of Award

The HRB will provide funding up to a maximum of **€1,000,000** (inclusive of overheads) over **60 months** for a single collaborative research network.

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

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

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

Note: Salary-related costs may be requested from the HRB funding to enable release time for specific staff of a nominated knowledge user organisation or to support PPI & lived experience contributors. However, the award will not fund the salary and related costs of tenured academic staff within research institutions (including buy-out from teaching time etc).

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

The earliest start date of the Grant is 1 December 2025.

5 Eligibility Criteria

5.1 Applicant Team

Applications should be made on behalf of a team of researchers and knowledge users and including a broad range of co-applicants, collaborators, and contributors, who are members of the public, patients, and people with lived experience. The team will be led by a **Lead Applicant,** and must encompass the necessary depth in scientific, policy and practice expertise, disciplines, methodologies.

The applicant team must demonstrate clearly that appropriate and relevant partners from multiple institutions are involved. **Multi-institutional membership** is expected within the Co-Applicant team, as **an eligibility requirement**. Given the expected all-island nature of the networks, **geographic coverage must be a consideration in the applicant team.**

Co-Applicants and Collaborators from outside the Republic of Ireland and Northern Ireland are welcome.

5.1.1 Leadership Team

The network will be managed by a leadership team. The leadership team will have two or three members in total (one Lead Applicant and one or two Co-Leads), **each of whom will hold equal responsibility for the management of the network**. The team members must span a breadth of

disciplines and professions with skills and expertise which complement one another to collaboratively lead the direction of the network.

5.1.2 Lead Applicant

The Lead Applicant **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 also have primary fiduciary responsibility for the Network within the funding limit awarded and in accordance with the terms and conditions of the HRB.**

The Lead Applicant **must**:

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

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

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

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

c) Evidence that they possess the capability and authority to manage and supervise the team.

d) Experience bringing together and leading interdisciplinary and cross-sector collaborations that have engaged policymakers, practitioners, voluntary and community organisations, and people with lived experience.

e) Experience fostering co-production and stakeholder-driven research.

Only one application per Lead Applicant to this scheme will be considered.

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 Lead Applicant in the event that this situation arises.

As signatory of the DORA Declaration[6], the HRB is committed to supporting a research environment where importance is placed on the intrinsic value and relevance of research and its potential impact in society[7].

5.1.3 Co-Leads

A maximum of two Co-Leads can be included on the application as part of the Leadership Team. Co-Leads can be from any HRB approved Host Institution on the island of Ireland.

Co-Leads **must**:

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

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

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

b) A record of independence by showing that they have secured at least one peer-reviewed grant for a research project, as either the Lead Applicant or a Co-Applicant. Funding received for travel to seminars/conferences and/or small personal bursaries will not be considered in this regard.

c) Evidence that they possess the capability and authority to manage and supervise personnel and/or teams.

d) Experience in bringing together and leading interdisciplinary and cross-sector collaborations that have engaged policymakers, practitioners, voluntary and community organisations, and people with lived experience.

e) Experience in fostering co-production and stakeholder-driven research.

[6] https://sfdora.org/

[7] https://www.hrb.ie/funding/responsible-research-assessment/

5.1.4 Co-Applicants

Co-Applicants will be asked to select whether they are a:

- Co-Applicant – Researcher
- Co-Applicant – Knowledge User
- Co-Applicant – PPI/Lived Experience Contributor
- Co-Applicant – Other (please define)

A Co-Applicant must have a **well-defined, critical, and substantial role** in the delivery and steering of the proposed network. Given the expected strong involvement with people with lived experience in this network, it is expected that **the co-applicant team will include people with lived experience**.

Each Co-Applicant must confirm their participation and is invited to view the application form online. The **terms of any co-application should be determined early**, and relevant agreements should be in place by the onset of the project. The HRB advises that consideration should be given to issues such as relative responsibilities, governance arrangements, reporting, and access to data when developing co-application agreements.

5.1.5 Collaborators

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

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

6 Host Institution

A HRB **Host Institution** is a research-performing organisation that is approved by the HRB for the purpose of receiving and administering HRB grant funding and is responsible for compliance with all general and specific terms and conditions of awards. Having HRB Host Institution status is a requirement to apply under all HRB award schemes. **The Host Institution for the award is normally that of the Lead Applicant but it may be another organisation/institution designated by the research team, where it is clearly justified.** To be eligible to apply for funding, an institution must be an approved HRB Host Institution at least two calendar months before the closing date of a call. A **list of currently approved HRB Host Institutions**[8] and information on the application process for

[8] https://www.hrb.ie/wp-content/uploads/2024/05/HRB-Policy-on-Approval-of-Host-Institutions-1.pdf

research performing organisations to be approved as HRB Host Institutions can be found on the HRB website[9].

For this award, Host Institutions in the Republic of Ireland are eligible to apply.

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

It is the responsibility of the Lead Applicant to ensure that applications are completed in full, and all necessary documentation is received by the HRB on, or before, the closing dates indicated.

7 Application, Review Process and Assessment Criteria

7.1 Grant E-Management System (GEMS)

Applications must be completed and submitted through the HRB online Grant E-Management System (GEMS) (https://grants.hrb.ie/).

The application must have been reviewed and approved by the signatory approver at the research office (or equivalent) in the 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.

7.2 Review Process

International Panel Reviewers play a vital role for the HRB in setting standards and in benchmarking our research community to enable them to operate in a global context.

An international Grant Review Panel will be convened for the CRN Mental Health Award. The Panel will consist of a Chair, at least three panel members.

Step 1 - Written assessment

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

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

[9] https://www.hrb.ie/wp-content/uploads/2024/10/List-of-Approved-HRB-Host-Institutions.pdf

Public Reviewers will only assess the quality of the involvement of the public, patients, and people with lived experience in the application and will provide comments and an overall rating which will be shared with the panel. Public reviewers will not provide a score.

Public Reviewers are asked to comment on the following:

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

Public reviewers' comments will not include any reference to the reviewer's identity or their submitted scores or rating.

Step 2 - Applicant Response

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

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

Step 3 - Panel Meeting

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

The Panel will review the strengths and weaknesses of the application relating to the assessment criteria detailed below. Successful applicants are expected to score well in all assessment criteria. While involvement of the public, patients, and people with lived experience is not a stand-alone assessment criterion, it may influence scores under any criterion as relevant to the application.

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

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

7.3 Assessment Criteria

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

The Criteria for Assessment of the application are:

- **Network relevance for mental health research across Ireland**
  - Relevance of network activities to the National Mental Health Research Strategy and mental health research priorities in Northern Ireland.
  - Vision, scope, and objectives of the network are clear and appropriate.
  - Potential impact of network activities on mental health and wellbeing.
- **Strength of team and collaborations**
  - Network identity is independent of any single institution and serves all stakeholders.
  - Expertise and track record of applicant team.
  - Appropriate stakeholder involvement, collaborations/partnerships (all-island and international).
  - Expertise in co-production and meaningfully engaging people with lived experience of mental health difficulties.
  - Open to new members on an ongoing and all-island basis.
  - Clear process to onboard new members.
  - Collaborative approach to decision-making, strategy, and network development.
  - Clarity of roles and responsibilities.
  - Clear synergies with other networks as appropriate.
- **Quality and added value of proposed network and activities**
  - Appropriate activities and work plan to deliver objectives and to achieve the network's vision.
  - Proposed investment has clear added value above and beyond existing research activities, collaborations, or networking currently taking place.
  - Ambitious but realistic and achievable work plan based on available resources.
  - Potential of activities to increase the capacity of mental health research.
- **Pathways to Impact**
  - Pathways to impact on policy and practice, and more broadly on research and innovation, are well articulated.
  - Strategies for maximising awareness and engagement amongst all stakeholders are well-thought out and appropriate (stakeholders include researchers, policy makers, service providers, key decision-makers, and people with lived experience).
  - Evidence of a strategy that ensures maximum use and benefits of the network, including through integrated knowledge translation.

Each assessment criterion is weighted equally.

Panel members will be advised to take the approach to involving of the public, patients, and people with lived experience into consideration under any of the assessment criteria as considered relevant.

8 Timeframe

Date	
3 March 2025	Call opens
30 May 2025	Call closes
July-August 2025	Public and panel review period
August-September 2025	Applicant response
September 2025	Panel review meeting
September 2025	HRB Board decision
October-November 2025	Contracting
December 2025	Earliest start date

9 Contacts

For further information on the Collaborative Research Network call contact:

David Connolly

Project Officer, Targeted Programmes

Research Strategy and Funding

Health Research Board

dconnolly@hrb.ie

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

Appendix I: Detailed Guidance on the Application Form

Only registered users of the GEMS system can apply for grants. To submit an online application to the HRB, applicants are required to register at the following address: https://grants.hrb.ie

*Please refer to the **GEMS Technical Guidance Note**[10], available on the left-hand column of your GEMS profile homepage, for further information.*

The **Lead Applicant (LA)** must create the application, but it can then be jointly completed with Co-Leads and Co-Applicants.

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

LAs previously registered on GEMS can login to GEMS and update any information regarding their contact and CV details in 'Manage my details'.

Once logged in to GEMS applicants are taken directly to the Home page which is the starting point to create a new Grant application.

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

Lead Applicant Eligibility	
I have read the Guidance Notes for the Collaborative Research Network for Mental Health 2025 call.	☑
I am clear about the role of the authorized 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 application for submission to the HRB through the GEMS system.	☑

Consent	
By submitting this application, 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 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 Collaborative Research Network for Mental Health 2025 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:

1 Host Institution

For the purposes of contracting, payment, and management of the award, HRB funds can only be awarded to HRB approved Host Institutions (HIs). The HI for the award is normally that of the **Lead Applicant,** but it may be another organisation/institution designated by the research team, where it is clearly justified. In GEMS you will be asked to identify a HI (from this list) and type it in full (do not

[10] https://research.ie/assets/uploads/2020/05/CCGT-Grant-Application-System-Technical-Guidance-Notes.pdf

use acronyms such as UCD, TCD, NUIG). Once you have entered the first 3-4 characters of the HI, you will be assisted with auto-select options. It is important that the HI name is entered accurately and in full as an incorrect entry may result in delays in attaining HI approvals.

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

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

2 Signatory Notification (within Host Institution)

Once the **HI** 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 HI) in that HI of the Lead Applicant's intention to submit an application. The signatory's details are pre-populated in the system, so the applicant just needs to click 'NOTIFY' within GEMS. We recommend that **you notify the HI signatory** of your intention to apply as soon as possible in the application process. The signatory will receive an email from GEMS with the name and email details of the Lead Applicant and if they have any queries or clarifications, they can engage directly to resolve them with the Lead Applicant. The HI signatory must confirm their willingness to participate as HI for the application through GEMS and once they do this a PDF of the application will be available for them to review with a view to them ultimately approving the final version for submission to the HRB.

3 Lead Applicant's Details

Details are requested about the **Lead Applicant** including their position and status (contract or permanent), their supervisory experience.

Please note that a **letter of support from the HI** must be provided if the Lead Applicant is on a contract position. The formal letter must be on headed notepaper, dated and signed by the Head of School/Research Centre, and must include the following information: *[Host Institution – insert name] which is the Host Institution of [applicant – insert name]* confirms that *[applicant/co-applicant – insert name]*: (i) holds an employment contract which extends until *[insert date]* or will be recognized by the Host Institution upon receipt of the HRB ILP grant as a contract researcher; (ii) has a dedicated office and research space/facilities for which they is fully responsible for at least the duration of the grant, and (iii) has the capability and authority to mentor and supervise the research team.

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

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

Publications and Funding Record

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

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

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

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

Please do not include information related to H-indexes, impact factors, or any type of metric that refers to the journal, publisher, or publication platform. The scientific content of a paper is much more important than publication metrics or the identity of the journal in which it was published.

Note: Research outputs can include datasets, software, publications, commercial or entrepreneurial or industrial products, educational products, clinical practice developments, policy publications, and other similar items. These should be examples of rigorous science following high standards, that are reproducible, and others can build upon.

Additional evidence of experience and expertise relevant to this application

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

4 Co-Leads and Co-Applicants

The Lead Applicant can add Co-Leads and Co-Applicants to an application by entering their name on GEMS. If the Co-Lead or Co-Applicant is already registered on GEMS, the system will find them and will allow the Lead Applicant to select them. Alternatively, a Co-Lead or Co-Applicant can be added manually by entering their name and email details. GEMS will send them an email with login details for completing the registration process and will inform them that they have been invited by the Lead Applicant to participate on the application as a Co-Lead or Co-Applicant. **Registered Co-Leads or Co-Applicants** can decide whether to accept or reject their participation and **must consent to the application being submitted jointly in their name**. If a Co-Lead or Co-Applicant rejects participation on an application the Lead Applicant is informed and may revise the application accordingly. Co-Leads or Co-Applicants who accept participation in an application will be able to edit the application. **The system will flag if another user is working on the application form at the same time via a pop-up warning. A member of the applicant team may choose to over-ride this pop-up message and continue to enter data, but it is advisable that they contact the other person directly to avoid losing data when applying the override function.**

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

Co-Leads

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

Co-Applicants

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

4.1 Researcher Co-Applicants

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

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

4.2 Knowledge User Co-Applicant

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

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

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

4.3 PPI & Lived Experience Co-Applicants

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

4.4 Other Co-Applicants

Other Co-Applicants will be asked to describe their role as a co-applicant, e.g., Data Controller/Processor. 'Other' Co-Applicants should provide some information regarding experience

and expertise relevant to this application. For example, they may wish to include relevant experience related to their specific co-applicant role. The word limit is **400 words**.

5 Collaborators

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

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

6 Network Details

6.1 Network Title

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

6.2 Project Duration

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

6.3 Lay Summary

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

6.4 Abstract

This should be a succinct summary of the proposed Network. This structured summary should outline the background to the proposal, the aims of the work, including the research need to be addressed, the planned activities, a summary of the potential impact on mental health policy and practice, and how the network aligns with the National Mental Health Research Strategy. Ideally it provides a clear synopsis of what you plan to do and should the network context. The word limit is **300 words**.

6.5 Keywords

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

7 Network Description

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

7.1 Background, Context, and Relevance

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

- Background to the proposal including the national and international context of mental health research, and
- Strategic relevance of the network.

The word limit is **1500 words**.

7.2 Vision and Strategy

In your description of the Network, you are asked to:

- Set out the vision for the network including its intended impact,
- Clearly describe how you will use this award to develop the network,
- Clarify how the network's activities will advance the implementation of the National Mental Health Research Strategy,
- State the overall aim of the Network and list the strategic objectives,
- Summarise the activities intended to deliver objectives.

Within this you should describe how you will develop a visible, transparent, and ongoing process for bringing in new members. You should also comment on the timeliness of network objectives and activities, including opportunities and challenges that exist.

The word limit is **1500 words**.

7.3 Delivery/Workplan

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

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

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

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

Note: You must consider gender and/or sex issues **in research**[11] **as appropriate** when setting out **proposed activities**. Please ensure that Equality, Diversity, and Inclusion (EDI) considerations underpin network membership, PPI and PWLE participation, and the prioritisation, planning and delivery of activities as appropriate.

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

The word limit is **4000 words**.

7.4 Pathways to impact

Please describe how you are embedding the concept of Integrated Knowledge Translation[12] into the Network from the outset. Describe how researchers, knowledge users and others e.g., PPI & lived experience contributor, will work together to co-develop the proposed Network, and how they will work together as partners to develop and implement the Network and its activities.

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

The word limit is **600 words**.

7.5 Involvement of the public, patients, and people with lived experience in the network

The HRB promotes the active involvement of the public, patients, and people with lived experience in the research and activities that we fund. We expect the network to promote co-production and meaningfully involve these groups, in alignment with the National Mental Health Research Strategy.

Please describe proposed involvement of the public, patients, and people with lived experience in aspects of the proposal such as:

- Identifying and prioritising activities,

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

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

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

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

For each area of involvement please include the purpose of this involvement and where applicable how involvement of the public, patients, and people with lived experience is expected to influence network activities.

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

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

Useful resources including practical examples of involving members of the public can be found in Appendix II. Please be aware there are PPI Ignite Network offices in some host institutions who should be able to offer additional advice.

The word limit is **600 words**.

7.7 Support File

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

7.8 References

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

For publications:

Gallagher PA, Shoemaker JA, Wei X, Brockhoff-Schwegel CA, Creed JT. Extraction and detection of arsenicals in seaweed via accelerated solvent extraction with ion chromatographic separation and ICP-MS detection. Fresenius J Anal. Chem. 2001 Jan 1;369(1):71-80. PMID: 11210234.

For book and printed source citations:

Farrell M, Gerada C and Marsden J (2000) *External review of drug services for the Eastern Health Board*. London: National Addiction Centre.

For data citations:

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

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

8 Governance, Management and Support

8.1 Governance and Oversight

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

List the role and responsibilities of each of the governance groups and clearly describe how these groups fit together in a complementary way without overlap of duties. The governance structure must include PPI & lived experience representation.

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

The word limit is **600 words**.

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

8.2 Details of Team

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

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

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

The word limit is **600 words**.

8.3 Infrastructure and Support

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

The word limit is **400 words.**

9 Co-Funding/In-Kind Budget Commitment

You are asked to add details of any co-funding commitments that have been secured.

If a co-funding commitment has been secured, a Co-Funding Commitment Letter from the co-funder must be uploaded as part of the application. This letter should confirm the amount of the contribution and confirm that the co-funder will provide it. Co-Funding from multiple sources is allowed, in which case a letter is required from each co-funder.

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

10 Project Budget

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

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

You are strongly advised to seek guidance from the research office/finance office in the Host Institution before completing this section of the form. The HRB will not provide additional funding in the case of either under-estimates or over expenditure.

Allowable costs include:

1. Personnel costs	Must be listed for each salaried personnel under each of the following subheadings (a-e):
a) Salary	Gross Annual Salary (including 5% employee pension contribution) negotiated and agreed with HI. Applicants should use the IUA website scales for the most up-to-date recommended salary scales for academic researchers where appropriate. http://www.iua.ie/research-innovation/researcher-salary-scales/. Please note employee pension contribution of 5% has already been incorporated into the IUA gross salary figure. Alternatively, they should reference other relevant professional, technical, or administrative scales as appropriate. **Applicants should include annual pay increments for staff and related costs (pension contribution, employer's PRSI contribution, and overhead contribution) in the budget.** In line with the proposed new pay agreement for State employees please apply a salary contingency of 3% from 1st October 2024 onwards. Please note this contingency should be applied cumulatively year on year. **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 11.05% of gross salary.
c) Employer Pension Contribution	Pension provision up to a maximum of 20% of gross salary will be paid to the HI to enable compliance with the Employment Control Framework (an additional 5% employee contribution is part of the salary). 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 run the network including materials and consumables, meeting costs, travel etc. Access to necessary special facilities or services which are not available in the host or associated institutions, e.g., consultancy fees, methodological support, will be considered under running costs. **Note:** Please see a list of costs that fall within the overhead contribution below and which should not be listed under running costs.

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. Equipment	Funding for suitably justified equipment can be included in this section. We do not expect equipment costs in excess of €10,000. Personal/Stand-alone computers will not be funded as these are considered a standard piece of office equipment, i.e., overhead. Dedicated laptops or similar equipment that is required specifically because of the nature of the activities, will be considered where appropriately justified, and should not exceed €1,200. All costs must be inclusive of VAT, where applicable.
4. Dissemination Costs	Costs associated with publication of outputs, seminar/conference attendance and any other means of communicating/reporting outcomes, as well as costs related to data sharing. Please refer to the HRB policy on Open Access to Published Research.[13] Please list dissemination costs under the following categories: publications, conferences, other activities (expanded as necessary). **Costs associated with peer-reviewed scientific publications:** HRB grant holders are required to ensure that open access to all peer-reviewed scientific publications relating to the output of their project are in line with the HRB Policy on Open Access.[13] The HRB supports Open Access publications by • Providing HRB Open Research (www.hrbopenresearch.org) which is a rapid, open peer-reviewed and open access publishing platform for all research outputs, with all publication charges covered centrally by the HRB at no expense to the grantee. And/or

[13] http://www.hrb.ie/research-strategy-funding/policies-and-guidelines/policies/open-access/

	• Providing a contribution towards Open Access publication costs of €2,200 per publication. Typically, the HRB will contribute up to three open access publications for a grant with a duration of 3-4 years. However, the maximum allowable will be proportionate to the scale and duration of the Grants within a scheme and the Guidance Notes will provide additional guidance and details, if any. **Conferences:** We envisage that conference costs will be typically around €500/year for national conference and €1,500/year for international conference.
5. Overhead Contribution	The HRB will contribute to the indirect costs through an overhead payment of up to 25% of Total Direct Modified Costs.

10.1 Co-Funding Budget Commitment

If applicable, please include details on any co-funding commitment and indicate the total amount secured from this Co-Funding.

Co-Funding Commitment Letter

Please note that a Co-Funding Commitment Letter must be uploaded where co-funding is part of this application. This letter should confirm that the funding contribution is in place. It is not a mandatory application requirement to secure co-funding.

10.2 Other Funding

Please indicate if you have submitted this, or a similar application, to another HRB scheme or funding body. If this application has been submitted elsewhere, please indicate which HRB scheme or funding body, project title, result of submission or when outcome is expected and the amount of grant. The word limit is **200 words**.

11 Supporting Documentation

The following documents must be uploaded to complete the application:

Mandatory documents:

- Objectives and Deliverables Gantt Chart
- Organogram

If applicable:

- Lead Applicant, HI Letter of Support
- Collaboration Agreement Form(s) – required for all collaborators
- Project Description Support file – A maximum of 5 figures which can be a combination of images, graphs, tables, scales, instruments, or surveys
- Project Description Support File
- Co-Funding Commitment Letter

12 Submission of Applications

The deadline for submission of complete applications is 30 May 2025 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 HI 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 HI signatory, a grant application number is assigned to the application.
5. The application automatically gets submitted to the HRB through GEMS for consideration for funding.

Please note that the HRB will not follow up any supporting documentation related to the application, such as HI's Letters of Support, Collaborator Agreement Form, Gantt charts etc. It is the responsibility of the Lead Applicant to upload all supporting documentation prior to submission. If the documentation is not received by the HRB on time, in the correct format or is not properly signed or submitted, the application will be deemed ineligible without further review.

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

Appendix II: HRB Funding Policies and Procedures & Useful Links

Involving the public, patients, and people with lived experience

The HRB promotes the active involvement of the public, patients, and people with lived experience in the grants that we fund[14]. Public and patient involvement in research means that the public, patients, and people with lived experience are involved in planning and doing research from start to finish and help tell the public about the results of research. It 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.

Involving the public, patients, and people with lived experience 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.

Members of the public, patients, and lived experience 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. Involvement of the public, patients, and people with lived experience 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.

In the application, you are asked to describe any public involvement in your research throughout the various stages of identifying and prioritising the research question, the research design, conduct, analysis, and dissemination. We recognise that the nature and extent of active public involvement is likely to vary depending on the context of each study or grant. PPI & Lived

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

Experience Contributors should be named as Co-Applicants where justified by their level of involvement.

For guidance and support on involving the public, patients, and people with lived experience 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.

Open Access Publications

The HRB is committed to achieving Open Access (OA) to research outputs, aligned with best international standards.

Since 2014, the HRB has mandated OA for its publicly funded peer-reviewed research publications. In 2018 it established the HRB Open Research publishing platform[15]. The HRB has supported national OA initiatives under the National Open Research Forum[16] and as a member of Science Europe[17]. In January 2025 the HRB OA Policy was revised to require 'full and immediate OA', aligned with the existing 10 principles of Plan S[18]. The key changes include:

- The abolition of OA publication embargoes
- Authors or their institutions must retain copyright to their publications
- All articles must be published under a Creative Commons Attribution licence (CC BY), unless a more restrictive licence is exceptionally approved. This new requirement ensures that HRB-funded research can be freely reused for new discoveries.
- Disincentivising publication in hybrid journals by agreeing not to pay publication costs except where transition agreements to full OA journals have been agreed. We have reviewed OA contribution rates for Article Processing Charges (APCs) and benchmarked against other funders and prevailing rates.

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,

[15] https://www.hrbopenresearch.org

[16] https://www.norf.ie

[17] https://scienceeurope.org/our-priorities/open-science/

[18] https://www.coalition-s.org/addendum-to-the-coalition-s-guidance-on-the-implementation-of-plan-s/principles-and-implementation/

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.

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)[19]. 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[20].

HRB Observer Initiative

The HRB is committed to being an independent, credible voice for research and evidence. To further increase transparency of our selection processes, the HRB invites staff members from HI Research Offices to observe selected HRB panel meetings, with safeguards to maintain the confidentiality of applications. We invite observers to selection panel meetings and interview-based panels, during which panel reviewers will discuss competing applications and rank these for funding. Where a panel shortlists pre-applications the meeting may also be open to observers. Our hope is that observers will widely pass on their first-hand experience of the HRB process to others inside and outside their organisation.

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.

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

[20] https://hrcdc.ie/

HRB Gender Policy

In line with international best practice, the **HRB Gender Policy**[21] 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/wp-content/uploads/2024/09/HRB-Policy-on-Appeals-2.pdf.

Privacy Policy

To understand why we collect the information we collect and what we do with that information, please see our Privacy Policy.[22]

[21] https://www.hrb.ie/wp-content/uploads/2024/05/HRB-Policy-on-Gender-in-Research-Funding-2.pdf

[22] https://www.hrb.ie/privacy-notice/

Useful Links

Useful online resources and websites can be found on the HRB Funding Opportunities webpage at: http://www.hrb.ie/funding/funding-opportunities/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

GENDER AND/OR SEX ISSUES IN RESEARCH

- **Examples of case studies in Health & Medicine where gender/sex in research matters**
http://genderedinnovations.stanford.edu/case-studies-medicine.html
- **Gender Toolkit in EU-funded research for examples and guidance**
http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf
- **Sex/Gender Influences in Health and Disease**
https://orwh.od.nih.gov/sex-gender/orwh-mission-area-sex-gender-in-research
- **Methods and Techniques for Integrating Sex into Research**
https://orwh.od.nih.gov/sex-gender/methods-techniques-integrating-sex-research
- **NIH Policy on Sex as a Biological Variable**
https://orwh.od.nih.gov/sex-gender/nih-policy-sex-biological-variable

DATA MANAGEMENT AND SHARING AND FAIR PRINCIPLES

- **Digital Curation Centre:** How to develop a data management and sharing plan and examples DMPs.
http://www.dcc.ac.uk/resources/data-management-plans/guidance-examples
- **FAIR data principles FORCE 11**
https://www.force11.org/fairprinciples
- **UK Concordat on Open Research Data (July 2016)**
https://www.ukri.org/wp-content/uploads/2020/10/UKRI-020920-ConcordatonOpenResearchData.pdf
- **Guidelines on FAIR data management plans in Horizon 2020**
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf
- **FAIR at the Dutch centre for Life sciences**
https://www.dtls.nl/fair-data/
- **Registry of Research Data Repositories**
http://www.re3data.org/

RESEARCH DATA MANAGEMENT PLANS

- **Data Stewardship Wizard created by ELIXIR CZ and NL**
  https://ds-wizard.org/
- **DMPonline of the Digital Curation Centre (DCC), UK**
  https://dmponline.dcc.ac.uk/
- **DMPTool of University of California Curation Center of the California Digital Library (CDL), USA**
  https://dmptool.org/
- **RDMO Research Data Management Organiser of the German Research Foundation, Germany**
  https://rdmorganiser.github.io/en/
- **Guidelines on FAIR data management plans in Horizon 2020**
  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

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

IMPLEMENTATION SCIENCE RESOURCES

- **Centre for Effective Services**
  https://www.effectiveservices.org/resources/implementation
- **UCC Implementation Science Training Institute**
  https://www.ucc.ie/en/cpd/options/medhealth/cpd1778uccimplementationsciencetraininginstitute/
- **European Implementation Collaborative**
  https://implementation.eu/resources/

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/

INFORMATION ON PERSISTENT IDENTIFIERS

- **DOI:** List of current DOI registration agencies provided by the International DOI Foundation
  http://www.doi.org/registration_agencies.html
- **Handle:** Assigning, managing and resolving persistent identifiers for digital objects and other Internet resources provided by the Corporation for National Research Initiatives (CNRI)
  http://www.handle.net/
- **URN:** List of all registered namespaces provided by the Internet Assigned Numbers Authority (IANA)
  https://www.iana.org/assignments/urn-namespaces/urn-namespaces.xml

DATA REPOSITORIES

- **Registry of Research Data Repositories**
  http://www.re3data.org/
- **Data centers accredited by the German Data forum according to uniform and transparent standards (Germany)**
  https://www.konsortswd.de/ueber-uns/ratswd/
- **Zenodo Data Repository (OpenAIR)**
  https://zenodo.org/

RESEARCH ETHICS RESOURCES

- **National Office for Research Ethics Committees**
  https://www.nrecoffice.ie/ethics-resources/
- **HSE Research Ethics**
  https://hseresearch.ie/research-ethics/