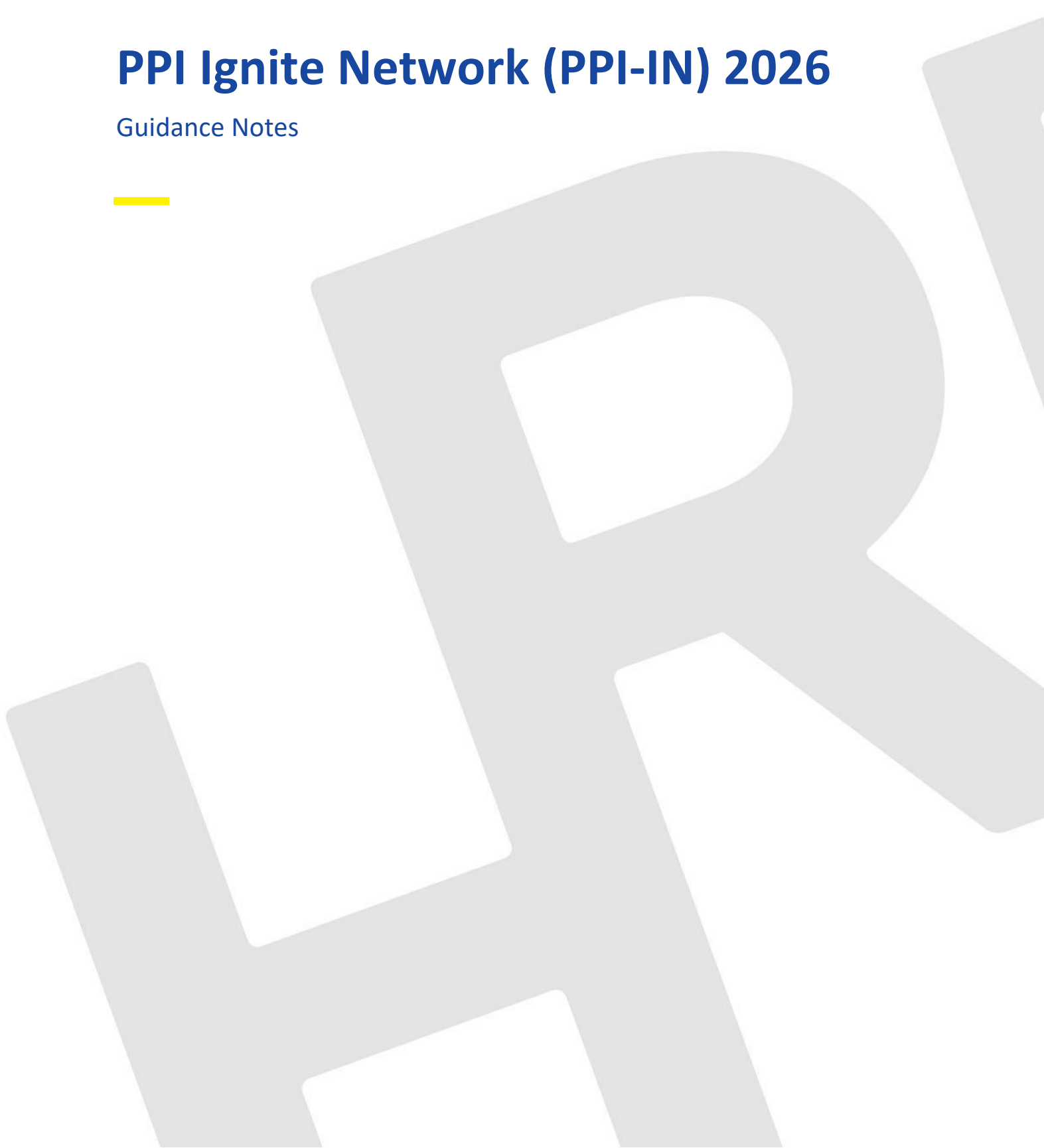


PPI Ignite Network (PPI-IN) 2026

Guidance Notes



Guidance Notes

| Key Dates & Times | |
|--------------------------|---------------------|
| Application Open | 12 May 2025 |
| Application Closing Date | 16 July 2025 @13:00 |

The Application 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.*

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1 Introduction

The Health Research Board (HRB) Strategy¹ states the importance of involving the public and patients in HRB-funded research. The HRB sees itself in a lead role for growing capacity and skills for high quality, inclusive and meaningful PPI approaches in the research that we fund.

PPI Ignite has been a central pillar of building capacity for PPI in Ireland since 2017. Initially through the PPI Ignite grants awarded to five universities with a remit to build a local PPI footprint and work towards a PPI network. In March 2021, the PPI Ignite Network award begun, building on the initial institutional investments and tasked with driving a continued transformation of research culture where meaningful PPI is embedded through:

- Strategic commitment to PPI
- Integration of PPI into the core activities of Higher Education Institutions (HEIs) including in the development of undergraduate curricula and pedagogy. This includes measuring the quality and impact of PPI on the HEI research activities and community partners
- Reward and recognition of researchers, patients and members of the public involved in PPI
- Encouragement and support for researchers and members of the public at all levels to become involved in health research
- Creation of networks within and beyond HEI structures to share good practice and ensure that those involved in PPI feel supported
- Community partner capacity and capability to fully engage in PPI
- Creating a network that will have international reach and position Ireland as a leader in PPI

As part of the HRB's continued commitment to PPI we are now launching a call to support a further phase of the PPI Ignite Network from 2026 to 2031.

2 Aim and Objectives

The **overarching aim** of the PPI Ignite Network is to support and further build capacity for high-quality PPI in health and social care research throughout Ireland.

Its objectives are to:

- Grow the PPI Ignite Network, through expansion of lead sites and partners, as a nationally and internationally recognised network of excellence.
- Normalise high-quality PPI as part of how research is prioritised, designed, delivered and translated at institutional level, and collectively tackle barriers to PPI.
- Further advance the integration of PPI into the core activities of Higher Education Institutions.

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

- Further improve the quality of PPI approaches in Irish health and social care research and promote partnerships that are seen as meaningful by PPI contributors, researchers and other partners, with a particular emphasis on diversity.
- Broaden the pool of researchers and types of health and social care research that include PPI.
- Aligned with the digitisation of the healthcare system and more data-intensive research, develop resources and supports for researchers to integrate PPI in data science, big data/AI projects and patient data re-use for health research.
- Provide seed-funding and other supports that enable and inform high quality PPI in future research and research grant applications.

3 Major changes since the last round

- Higher Education Institutions who wish to become designated PPI Ignite lead sites in the Network can be co-led by a leadership team of up to four people including at a minimum one academic Co-Applicant. A PPI co-lead, second academic/PPI co-lead, or key research support staff may be added.
- In addition to a core budget for the PPI Ignite National Office, each designated PPI Ignite lead site can request funding of up to €500,000 over the period of the grant, which includes budget to support PPI co-leadership and 0.5 FTE of an experienced programme manager.
- Access to seed funding had been identified as a major barrier to high quality PPI in a HRB survey and in stakeholder consultations. To address this barrier, a ring-fenced budget of €500,000 has been provided for seed funding. This will enable researchers and PPI partners access funding to, for example, inform and improve PPI approaches in the development of future research and new grant applications; create and develop PPI capacity in new PPI groups; provide additional support to an existing partnership or group; develop events; or similar. To ensure equal access for PPI partners and researchers regardless of their affiliation, this funding will be administered through the PPI Ignite National Office.
- In line with the ambition to grow the PPI Ignite Network, all HEIs who are approved HRB Host institutions may become designated PPI Ignite lead sites. To incentivise further expansion over time, additional funding may be made available by the HRB during the term of the grant to allow new HEIs to join the Network as designated PPI Ignite lead sites, subject to the same conditions as joining at application stage. Funding available will be pro-rata depending on the time of request to join.
- In line with the recommendations from the interim review of the PPI Ignite Network, for this phase of funding the focus will move away from activity and towards deliverables and outputs. This recognises the scale and breadth of activity delivered in the previous phase, reflects the growing maturity of PPI Ignite, and will facilitate impact assessment and communication.
- Across its range of activities, the HRB has identified a particular need for resources guiding high quality PPI in data science, big data/AI projects and patient data re-use for health research. The Network will be asked to develop such resources to facilitate the growth of the currently limited expertise in this space.

4 Scope of Call

This grant will provide funding for a further 5-year phase of a PPI Ignite Network. Ideally, the HRB welcomes a single, connected and collaborative application on behalf of HEI institutions and partners on the island of Ireland. Only one grant will be awarded, subject to quality and this should build on the strengths of the current Network while outlining an ambitious strategy for growth and enhancement in the years ahead. The Network remit includes health and social care research across all disciplines. An application should be led by a (HRB approved) HEI that proposes to host the PPI Ignite National Office, on behalf of the wider Network.

The Network should operate in an inclusive and transparent way and should include:

- A PPI Ignite National Office as a shared national voice for PPI, with an identity independent of any one institution and serving all, taking on cross-cutting issues and coordination. PPI Ignite National Office functions include the administration of seed funding. PPI Ignite National Office resourcing includes:
 - An academic lead, who will submit the application on behalf of the wider Network and act as the person responsible to the HRB for the administration of the grant
 - 1 FTE senior programme manager
 - Up to 1 FTE support staff
- A local PPI Ignite footprint in each designated lead (HEI) site. This footprint will consist of
 - A minimum of 1 FTE senior PPI programme manager co-funded by the institution
 - A leadership team of up to four people including at a minimum one academic Co-Applicant. A PPI co-lead, second academic, or key research support staff may be added.
 - PPI input into decision making will form a critical part of the Network, and there are different models by which the public voice in Network decision-making can be enhanced. Public co-leads may be added as PPI Co-Applicants where individuals have been identified for this role.
 - Lead site are expected to contribute to the objectives of the Network and to work towards change at both a local and national level.
- Local and/or national affiliated PPI Ignite partner organisations working across the Network, and local partners that partner with a specific site as a crucial part of the Network. The integration of under-served populations should be specifically considered throughout the Network and its activities. Partner organisations are not direct beneficiaries of the grant. They may benefit indirectly where they substantially contribute to a piece of work or from seed funding managed by the National PPI Ignite Office.

This scheme will not fund:

- Applications focussing on a programme of primary research;
- Applications from individuals applying for, holding, or employed under funding received from the tobacco industry¹;
- Applications from individuals applying for, holding, or employed under funding received from the alcohol industry and related actors²;

- Applications which are solely **or** predominately health service developments/evaluations;
- Applications which are solely **or** predominately developing the infrastructure for biobanking, databases or patient registers.

¹ Any company, entity, or organisation involved in the development, production, promotion, marketing, or sale of tobacco in any country of the world. The term also includes any companies that are a subsidiary or a holding company or affiliate of the above. This also includes e-cigarette companies and non-tobacco related companies which are fully or partially owned by the tobacco industry.

² Including social aspects/public relations organisations (SAPROs) funded by alcohol companies or trade associations in which such companies are members.

5 Funding Available, Duration and Start Date

This grant term is 60 months and will provide funding of:

- €1.84M for the PPI Ignite National Office
- €0.5M per PPI Ignite Lead Site

The PPI Ignite National Office Funding will support personnel costs for the 1 FTE PPI Ignite National Office programme manager, up to 1 FTE support staff, PPI seed funding of €0.5M, running costs, FAIR data management, training, PPI, equipment, dissemination and an overheads contribution of 25%.

PPI Ignite Lead Site Funding will support personnel costs for 0.5 FTE programme manager, PPI costs including a ring-fenced €75,000 for public co-leadership and PPI input into decision making, running costs, FAIR data management, training, equipment, dissemination and an overheads contribution of 25%.

The HRB reserves the right to request budget amendments after the review process.

Co-Funding Commitment

The HRB sees PPI as a shared responsibility with the higher education sector and co-funding from Lead Sites is mandatory, covering at least the costs of 0.5 FTE of an experienced programme manager to develop and coordinate the activities in their site. The co-funding may be in cash or in kind. If in kind, evidence is required of appropriate backfill arrangements (where applicable) and a job description matching these requirements. Higher and/or additional contributions are encouraged and welcome. A letter of commitment in respect of the co-funding is required for the Lead Applicant Host Institution and each Lead Site.

6 Eligibility Criteria

Applicant Team

The Network applicant team should consist of one Lead Applicant from the Host Institution and Co-Applicants from each Lead Site. Partners may be national or local. PPI contributors are also

encouraged as partners. The Network applicant team must demonstrate clearly that the appropriate and relevant partners are involved in order to achieve the objectives of the call and the specific deliverables described in the proposal.

Lead Applicant

The Lead Applicant should be an individual with knowledge of the Irish PPI landscape and the appropriate experience to lead the Network. The **Lead Applicant** will serve as the primary point of contact for the HRB during the review process and during the grant, if successful. They will have overall responsibility for delivery of the objectives of the Network and primary fiduciary responsibility and accountability for carrying out the Network activities within the funding limits 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 grant) in a HEI recognised as a HRB Host Institution (the “Host Institution”) as an independent investigator. For clinicians, an adjunct position in such an institution is acceptable. **OR**
- Be an individual who will be recognised by the Host Institution upon receipt of a grant as an independent investigator who will have a dedicated office and space for the duration of grant, 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.

The following should be considered when identifying the Lead Applicant:

- a) They have sufficient time and availability to be the Lead Applicant.
- b) They have experience in leading consortia of different stakeholders and perspectives; this does not need to be a research consortium.
- c) They have support from their Host Institution as evidenced through HI strategies and policies and the willingness to support a national role as well as a role primarily beneficial to their own institution.

The HI will decide jointly with the Lead Applicant where in their institution, the PPI Ignite National Office should be best placed.

Co-Applicants

A Co-Applicant is defined as an individual that will act as Site Lead at their Lead Site. They will have responsibility for delivery of activities linked to their Site. Applications must include an Academic Co-Applicant at each Lead Site, and may be co-led by a second academic, PPI co-leads, or one key research support staff. An Academic Co-Applicant will not receive support towards their own salary if they are in salaried positions. PPI Co-Applicants should represent the public voice and not an organisation. A maximum of **four Co-Applicants** should form part of the leadership team at each Lead Site. At a minimum one academic Co-Applicant should be included. A PPI co-lead, second academic/PPI co-lead, or key research support staff may be added.

The academic Co-Applicants must:

- Hold a post (permanent or a contract that covers the duration of the award) in a HEI recognised as a HRB 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 he/she will be fully responsible. The Co-Applicant does not necessarily need to be employed by the Host Institution at the time of the application submission.

They must show the capability and authority to manage and supervise the PPI team in their Site.

Partners

A partner can be an individual or an organisation who provides an integral and discrete contribution (direct or indirect) to the proposed activities such as training, specialist staff time, advice or support, instruments or protocols or may act in an advisory capacity. Partner organisations may be a statutory, non-statutory or voluntary/community organisation involved in developing, promoting or delivering PPI for health research or it may be an individual PPI contributor. Partner Organisations may also be a HEI not acting as a Lead Site. It is expected that there will be different levels of partners, with some working at a national level with the entire Network and some working at a local level with individual Lead Sites. They may be from the island of Ireland or outside of Ireland where appropriately justified. Running costs for partner organisations can be included within the award. The terms of any partnership should be determined early, and partnership agreement forms must be submitted with the application. Consideration should be given to issues such as relative roles and responsibilities and governance arrangements when establishing partnership agreements. A maximum of **ten National Partners** and **ten Local Partners** per Lead Site can be included.

Profile details must be provided for ALL official partners. In addition, each national partner must complete a Partnership Form. A template form will be made available on GEMS for download.

7 Host Institution and Lead Sites

A HRB Host Institution is a research-performing organisation 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 grants. HRB Host Institution status is a requirement to submit an application under all HRB grant schemes. For this call, only HEIs who are recognised HRB Host Institutions are eligible as Lead Sites or to host the PPI Ignite National Office.

Lead Sites are the organisations where the Site Leads (Lead Applicant and all Co-Applicants) are based. The **Host Institution for the grant** is that of the **Lead Applicant**. In order to be eligible to apply for funding, an Institution must be an approved HRB Host Institution no later than two calendar months before the closing date of a call. A list of currently approved HRB Host Institutions and

information on the application process for research performing organisations to be approved as HRB Host Institutions can be found on the HRB website².

Please note that this call is open to HEIs (who are HRB recognised Host Institutions) from **Republic of Ireland and Northern Ireland**.

Host Institution Letters of Support must be provided for **the Lead Applicants if 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 PPI Ignite Network grant as a contract researcher; (ii) has an independent 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. 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.

8 Application, Review Process and Assessment Criteria

The application will be submitted by a (HRB approved) Host Institution which will also host the PPI Ignite National Office.

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 underpinned by international peer review. To ensure the integrity of the assessment process, conflict of interest and confidentiality are applied rigorously in each stage of the process.

Review Process

Applications will be initially checked for eligibility by HRB staff members.

Following the initial eligibility check, each eligible application submitted to this scheme will undergo a single stage review by a selection panel.

² <https://www.hrb.ie/wp-content/uploads/2024/05/HRB-Policy-on-Approval-of-Host-Institutions.pdf>

The review will be conducted by an international panel of people with professional PPI expertise and national or international PPI panel members. The panel will include members who have experience in developing and promoting PPI in health research or in the establishing similar networks. PPI panel members may have differing levels of experience contributing to research.

The panel will review the strengths and weaknesses of the application relating to the assessment criteria detailed below and submit comments ahead of the panel meeting.

Applicant Response & Interview with Panel

The Applicant team will be invited for interview at the panel meeting and will have access to the written preliminary panel reviews of their application ahead of the interview taking place. The interview will begin with a presentation by the applicant team addressing any concerns raised by panel members. This will be followed by a Q&A session. More details on the interview will be provided to the applicant team closer to the time.

The Review Panel will make a recommendation to the HRB at the end of the meeting. This recommendation will be presented for approval at the next scheduled HRB Board meeting. When the Board of the HRB has approved the process and recommendation, HRB staff will contact the Lead Applicant and Host Institution to notify them of the outcome. A summary of Panel Member's comments and the panel discussion will be issued to the Lead Applicant following the Board approval stage.

Assessment Criteria

The following assessment criteria will be used to assess applications **by the panel reviewers**. The successful application will be expected to **rate highly in all criteria**.

Quality of approach to addressing objectives (30 %)

- The coherence of the vision and ambition for the next phase of the PPI Ignite Network
- Clearly identified, meaningful and realistic deliverables linked to objectives
- Proposed approach and activities to achieve deliverables

Impact (40 %)

- Strategies for maximising awareness and engagement amongst all stakeholders
- Clear plan and metrics to measure the impact of the grant on high-quality PPI in health and social care research throughout Ireland.

Strength of Team, Governance and Environment (30 %)

- The strength of the team, including the relevant expertise and track record of the Lead Applicant, Co-Applicants and Partners; evidence of a genuine and meaningful partnership between Lead Applicant, Co-Applicants and Partners; and measures to ensure the public voice is integral to decision-making at network and at site level

- Appropriate governance arrangements
- Support from the Host Institution and Lead Sites, demonstrated through the level of involvement of the Site team, and supports made available to them

9 Timeframe

| Date | |
|--------------------|--|
| 12 May 2025 | Call Opening |
| 16 July 2025@13:00 | Call Closing |
| July - August 2025 | Panel review |
| September 2025 | Applicant response |
| October 2025 | Panel Review Meeting |
| November 2025 | Panel recommendations presented to HRB Board |
| From December 2025 | Contracting stage (subject to approval) |
| 01 March 2026 | Award commences |

10 Contacts

For further information on the PPI Ignite Network contact:

Sara Lord

Project Officer

Research Strategy and Funding

Health Research Board

E. slord@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/wp-content/uploads/2024/09/HRB-Policy-on-Appeals-2.pdf>.

Appendix I: Detailed Guidance on the Application Form

All applications are to be submitted via the GEMS online application system. Only registered users of the GEMS system can apply for grants. In order 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**³, available on the left-hand column of your GEMS profile homepage, for further information.*

The **Lead Applicant** must create the application, but it can then be jointly completed with named co-applicants.

Lead Applicants 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.

Lead Applicants 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 Lead 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 PPI Ignite Network 2026 call and reviewed the main changes applied to the PPI Ignite Network 2026. | <input checked="" type="checkbox"/> |
|---|-------------------------------------|

| | |
|---|-------------------------------------|
| 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. | <input checked="" type="checkbox"/> |
|---|-------------------------------------|

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 PPI Ignite Network 2026 Call Guidance Notes. | <input checked="" type="checkbox"/> |
|---|-------------------------------------|

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

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:

Mandatory Requirements

Host Institution

For the purposes of contracting, payment, and management of the grant, HRB funds can only be awarded to HRB approved Host Institutions. Please note this call is open for Host Institutions from the Republic of Ireland and from the Northern Ireland. The Host Institution is that of the **Lead Applicant**. In GEMS you will be asked to identify a Host Institution (from [this list](#)) and type it in full (do not use acronyms such as UCD, TCD, NUIG). Once you have entered the first 3-4 characters of the Host Institution, you will be assisted with auto-select options. It is important that the Host Institution name is entered accurately and in full as an incorrect entry may result in delays in attaining Host Institution approvals.

Signatory Notification (within Host Institution)

Once the **Host Institution** is selected at the initial stages of application creation, this will allow the Lead applicant to notify the authorised signatory (Dean of Research or equivalent person authorised to endorse research grant applications for the Host Institution) in that Host Institution of the Lead Applicant's intention to submit an application to the PPI Ignite Network 2026. The signatory's details are pre-populated in the system, so the applicant just needs to click 'NOTIFY' within GEMS. We recommend that **you notify the Host Institution signatory** of your intention to apply as soon as possible in the application process. The signatory will receive an email from GEMS with the name and email details of the Lead Applicant and if they have any queries or clarifications, they can engage directly to resolve them with the Lead Applicant. The Host Institution signatory must confirm their willingness to participate as Host Institution for the application through GEMS and once they do this a PDF of the application will be available for them to review with a view to them ultimately approving the final version for submission to the HRB.

1 Network Details

1.1 Network Title

The Network Title field is pre-populated on the GEMS form

1.2 Network Duration and Start Date

The start date will be 1st March 2026 and duration of the award will be 60 months.

1.3 Network Lay Summary

You are asked to provide a brief summary of the proposed Network activities, deliverables and impact that it will have. The lay summary **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 funded by the HRB and may be posted on the HRB website. A well-written lay summary will enable panel members to have a better understanding of your application. The word limit is **300 words**.

2 Network Description

Please ensure that your application is focused, and that sufficient evidence is provided to enable the selection panel members to reach a considered judgement as to how the proposed PPI Ignite Network meets each of the assessment criteria.

Note: Please ensure that Equality, Diversity, and Inclusion (EDI) considerations underpin network membership and the prioritisation, planning and delivery of activities as appropriate.

2.1 Background, Context and Relevance

You are asked to set out the background, context and relevance of the National PPI Ignite Network. Your description should cover, but is not limited to the following:

The national context for PPI in health and social care research in Ireland

History of the Network, and

Impact of the investment to date

The word limit is **1000 words**.

2.2 Vision

Please include a vision statement for the next phase of the PPI Ignite Network. The word limit is **50 words**.

2.3 Ambition for this award

Describe your ambition for the next phase of the PPI Ignite Network, what would you like to achieve by the end of this grant?

The word limit is **500 words**.

2.4 Proposed Plan

Provide a clear and concise description of the proposed plan for the National PPI Ignite Network.

Your proposed plan should include the following information:

- A summary of the overall approach and range of activities that will achieve each objective of the National PPI Ignite Network as described in the Guidance Notes.
- Sites and partners that will lead (where relevant) and be involved in activities.
- High-level, meaningful and realistic deliverables linked to each objective of the National PPI Ignite Network.

Deliverables should be mapped against estimated completion timelines in a Gantt chart, and any milestones highlighted. The Gantt chart should be at Network level.

The word limit is **2000 words**.

2.5 Network Description Figures

A file upload option is available to include an attachment to support the Network Description. This can be a combination of images, graphs, tables, scales, instruments, or surveys, and uploaded as a single document on HRB GEMS. They must not be embedded within the text of the Project Description. Additional references should not be included here. The maximum size is **2MB**. Files should be doc, docx, or pdf.

2.6 References

A full description of the Publications cited in the Network 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

3 Impact

3.1 Impact Statement

Based on the ambition set out in section 2.3, summarise the impact the next phase of the National PPI Ignite Network will have on further building capacity for high-quality PPI in health and social care research throughout Ireland. How will you maximise awareness and engagement amongst all stakeholders? This statement should be specific and provide information that the external reviewers will find helpful in assessing the potential impact of the Network. It should be written in plain English and cover who will benefit and how.

The word limit is **500 words**.

3.2 Measuring Impact

Based on the ambition set out in section 2.3 and the impact statement in section 3.1, outline the key outputs and outcomes that would be indicative of reaching that ambition. What metrics should be used to measure the impact and difference the PPI Ignite Network will have on high-quality PPI in health and social care research throughout Ireland? Metrics should

- move beyond capturing activity,
- focus on impact,
- be a combination of qualitative and quantitative measures, and
- cover the duration of the award.

The word limit is **1500 words**.

3.3 Dissemination and Knowledge Exchange Plan, including Open Access Publications

Include a clear dissemination and knowledge exchange plan to indicate how the outputs you anticipate producing during and after the National PPI Ignite Network will be disseminated and shared and made openly accessible, in line with HRB Open Access Policy⁴. Outputs include peer-reviewed publications, non-peer reviewed publications and conference proceedings, reports, policy briefings, guidelines, training materials and so on. Protection of Intellectual Property should be considered before data are disseminated⁵.

Applicants are advised to consider the following:

The HRB has a mandatory Open Access policy; demonstrate how you plan to make your relevant peer-reviewed publications 'full and immediate' open access (OA) without embargo and under a CC-BY copyright licence

Who are the various audiences and communities that need to be targeted if these results are to have any impact? What is your dissemination plan to address this, how will these audiences be reached?

Types of publication routes include⁶:

Green Route: publishing in a traditional subscription journal and depositing the Author Accepted Manuscript (AAM), which is the version of your work accepted for publication, including all changes made during the peer review process, in an OA repository with no embargo periods. This is referred to as self-archiving.

Gold Route: making your publication available through the publisher's platform, where the payment of an Article Processing Charge (APC) is often required. In this instance, your HRB grant funds can be used to contribute to APCs; please consult with guidance in the HRB Budget Framework.

Please note:

- Where you can avail of a Transformative Agreement (TA), you will not be required to pay an APC. [IReL](#), the consortium of Irish research libraries, has negotiated a number of **Transformative Agreements (TAs)** with publishers. To ensure you can avail of a TA, check the [IReL website](#)⁷, or contact your institution's library service.

HRB funds cannot be used to pay APCs in Hybrid journals.

The **Diamond OA route** refers to publishing in a journal free of charge, that is entirely open access to readers. The HRB provides its own open peer reviewed and open access publication platform, [HRB](#)

⁴ <https://www.hrb.ie/wp-content/uploads/2025/01/HRB-Policy-on-Open-Access-to-Research-Publications-V2.0.pdf>

⁵ All HRB Host Institutions must subscribe to the National Intellectual Property Protocol 2019, 'A Framework For Successful Research Commercialisation', prepared by Government/Knowledge Transfer Ireland to ensure transparent and consistent procedures for managing Intellectual Property from publicly funded research.

⁶ <https://www.jisc.ac.uk/our-role-in-open-access>

⁷ <https://irel.ie/open-access/>

[Open Research](#)⁸, which is fully compliant with our HRB policy with all publication charges covered centrally by the HRB at no expense to the grantee.

The word limit is **500 words**.

4 Team and Environment

4.1 Lead Applicant's Details

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

Host Institution Letters of Support must be provided for the Lead Applicant if 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 PPI Ignite Network grant as a contract researcher; (ii) has an independent 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. Electronic signatures are acceptable for letters that are uploaded on the HRB GEMS system.

The Lead Applicant's **contact and CV** details (Name, institution, present position, employment history, profession, and ORCID ID) are managed in 'manage my details' section of GEMS and are automatically included in any application created involving that individual.

Note: The HRB is now an ORCID member. Lead applicants 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 also have the option to import your publication record from your 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

In line with our commitment to the [Coalition for Advancing Research Assessment](#) and [DORA](#), the HRB selection process is based on the **qualitative assessment of applications**. Applicant should not refer to metrics such as Journal Impact Factors, h-index or host institution ranking.

⁸ www.hrbopenresearch.org/

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 homepage 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 grants** as Principal Investigator or Co-Applicant.

You can use the Grant selection tool in the relevant section of the application form to select your relevant funding awards for this application.

Evidence of Relevant Leadership Experience

The Lead Applicant is asked to describe any evidence of expertise or experience that they have in leading consortia of different stakeholders and perspectives, this does not need to be a research consortium. The word limit for this is **300 words**.

Previous Experience in PPI

The Lead Applicant is asked to provide any evidence or expertise they may have in previous or current roles in the area of PPI and to explain why this makes them a strong candidate for the Lead Applicant role. This could include previous experience of working in collaboration to improve the quality of PPI approaches in Irish health and social care research, evidence of PPI in research that they have undertaken that has improved people's health and enhanced health care delivery, and contributions that have led to embedding PPI at an institutional level and/or in the national research ecosystem. The word limit for this is **300 words**.

Breaks from research

In this section the Lead Applicant may want to mention breaks from research, such as statutory leave, secondments, flexible work arrangements or other relevant changes (e.g., sector or discipline) that may have affected or influenced their progression as a researcher. Please state the period and the reason. The word limit is **150 words**.

4.2 Lead Applicant's Role

Outline the role of the Lead Applicant in the Network on a day-to-day basis including the amount of time to be dedicated to working on this project, either as a percentage or a proportion of a full time equivalent (FTE). The word limit **is 150 words**.

4.3 Co-Applicant Details

The Lead Applicant can add **up to four Co-Applicants per lead site** to an application by entering their name on GEMS. If the Co-Applicant is already registered on GEMS, the system will find them and will allow the Lead Applicant to select them. Alternatively, a 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-Applicant. **Registered 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-Applicant rejects participation on an application the Lead Applicant is informed and may revise the application accordingly. 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-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-Applicants will be asked to select whether they are an **Academic, PPI or Research Support** for the purpose of the proposed grant. If a Co-Applicant contributes from more than one perspective, please select the dominant role.

4.4 Co-Applicants – Academic

Academic Co-Applicants will be asked to provide additional information in the application form, including their **5 most relevant publications** in peer-reviewed journals, their **5 relevant funding record** (past or current grants held, including HRB grants) as Principal Investigator or Co-Applicant, and their **current position and status** (contract or permanent).

Additional evidence of experience and expertise relevant to this application

Academic Co-Applicants should include any additional experience or expertise that will support their application. For example, previous experience of working in collaboration to improve the quality of PPI approaches in Irish health and social care research, evidence of PPI in research that they have undertaken that has improved people's health and enhanced health care delivery, and contributions that have led to embedding PPI at an institutional level and/or in the national research ecosystem. The word limit is **250 words**.

Breaks from research

In this section the Researcher Co-Applicant may want to mention breaks from research, such as statutory leave, secondments, flexible work arrangements or other relevant changes (e.g., sector or discipline) that may have affected or influenced their progression as researcher. Please state the period and the reason. The word limit is **150 words**.

4.5 Co-Applicants - PPI

PPI Co-Applicants should provide 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 experience in PPI or any other useful background information. The word limit is **250 words**.

4.6 Co-Applicants – Research Support

Research Support Co-Applicants should provide information regarding their experience and expertise relevant to this application. For example, previous experience of working to improve the quality of PPI approaches in Irish health and social care research, contributions that have led to embedding PPI at an institutional level and/or in the national research ecosystem or any other useful background information. The word limit is **250 words**.

4.7 Co-Applicant's Role

For each Co-Applicant outline their role in the Network on a day-to-day basis including the amount of time to be dedicated to working on this project, including the amount of time to be dedicated to working on this project as a proportion of a full time equivalent (FTE). The word limit is **150 words**.

4.8 Partners Details

Up to **ten national partners** and up to **ten local partners per Lead Site** can be included as part of the Network. Details for all partners should be provided including whether they are national or local, if local what lead site they are partnering with, name, institution or organisation, organisation type, present position and website (where applicable).

For each Partner, please outline planned interaction with their lead site (if Local)/the Network (if National). The word limit is **100 words**.

National partners will be added directly onto the GEMS online system. The details of all local partners should be populated on the local partner template and uploaded with the application.

In addition, for each partner a signed Partnership Agreement Form must be provided. A template Partnership Agreement Form is available for download from GEMS. Forms must be completed, signed, dated and uploaded where indicated on HRB GEMS. Please label each form with the Lead Site and name of the relevant partner. For local partners, please include the number you have designated them on the local partner template. Electronic signatures are acceptable on letters that are uploaded on GEMS.

4.9 Current support for PPI within each Lead Site

The applicants will be asked to outline the current support for, and strategies and policies supporting PPI within each of the Lead Sites (including the HI). Where a Lead Site is part of the PPI Ignite Network already, please describe the current arrangements for the placement of this team. The word limit is **400 words per Site**.

4.10 Co-Funding Budget Commitment

The HRB sees PPI as a shared responsibility with the higher education sector and co-funding from Lead Sites is mandatory, covering at least the costs of 0.5 FTE of an experienced programme manager to develop and coordinate the activities in their site.

Please include details on the co-funding commitment from each Lead Site (including the HI) and indicate the total amount secured from this Co-Funding.

If in kind, evidence is required of appropriate backfill arrangements (where applicable) and a job description matching these requirements.

Co-Funding Commitment Letter

A Co-Funding Commitment Letter must be uploaded for each Lead Site (including the HI). This letter should confirm that the funding contribution is in place. Electronic signatures are acceptable for letters that are uploaded on the HRB GEMS system.

4.11 Support for the National PPI Ignite Network 2026

Will the HI and Lead Sites provide any additional support for the Network such as:

any additional financial or in-kind commitments beyond the requirement of a 0.5 FTE Programme Manager at each Lead Site, and any other pertinent information.

Synergies with other teams in the institution.

The word limit is **1000 words**.

5 Network Structure, Management and Governance

Provide a high-level description of the network structure and any oversight, advisory or governance structures that will be put in place. Please ensure both strategic and operational structures are described, including where and how the public voice will be integrated into decision making.

The plans for the strategic oversight of the Network including any independent advisory structures should be described. Operational structures should include the PPI Ignite National Office and you should outline the processes that will be put in place to ensure that the Network is well managed from an administrative perspective, including project management processes, meetings schedules, financial management etc. Please include an organisational chart to illustrate the network structure, management and governance using the file upload option on GEMS. The word limit is **500 words**.

Support File

A file upload option is available to include an attachment to illustrate the network structure, management and governance and to support your Network Description. Figures can be uploaded as

a single document on HRB GEMS. They must not be embedded within the text. The maximum size is 2MB.

6 Network Budget

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

Costs under each budget category should be added as the total amount per site. You are not required to breakdown specific costs under each budget category per site on the budget table. However, a breakdown of costings and justifications for all funding should be included in the relevant justification section. Sufficient detail should be provided to enable panel members to determine that the Network has been properly costed.

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

This grant term is 60 months and will provide funding of:

- €1.84M for the PPI Ignite National Office
- €0.5M per PPI Ignite Lead Site.

The PPI Ignite National Office Funding will support personnel costs for the 1 FTE PPI Ignite National Office programme manager, up to 1 FTE support staff, PPI seed funding of €0.5M, running costs, FAIR data management, training, PPI, equipment, dissemination and an overheads contribution of 25%.

PPI Ignite Lead Site Funding will support personnel costs for 0.5 FTE programme manager, PPI costs including a ring-fenced €75,000 for public co-leadership and PPI input into decision making, running costs, FAIR data management, training, equipment, dissemination and an overheads contribution of 25%.

Allowable costs include:

| 1. Personnel costs | Must be listed for each salaried personnel under each of the following subheadings (a-c): |
|--------------------|--|
| a) Salary | <p>Gross Annual Salary (including 5% employee pension contribution) negotiated and agreed with Host Institution. Applicants should use the IUA website scales for the most up-to-date recommended salary scales for academic researchers http://www.iua.ie/research-innovation/researcher-salary-scales/.</p> <p>Please note employee pension contribution of 5% has already been incorporated into the IUA gross salary figure.</p> |

| | |
|----------------------------------|--|
| | <p>Applicants <u>should</u> include annual pay increments for staff and related costs (pension contribution and employer's PRSI contribution) in the budget.</p> <p>In line with the proposed new pay agreement for State employees please apply a salary contingency of 3% from 1st October 2026 onwards. Please note this contingency should be applied cumulatively year on year.</p> <p>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</p> |
| b) Employer's PRSI | Employers' PRSI contributions are calculated at a % of gross salary. Please confirm the correct PRSI % rate with your institutional finance office. |
| c) Employer Pension Contribution | <p>Pension provision <u>up to a maximum of 20%</u> of gross salary will be paid to the Host Institution to enable compliance with the Employment Control Framework (an additional 5% employee contribution is part of the salary).</p> <p>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.</p> <p>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.</p> |
| 2. Running Costs | <p>For all costs required to carry out the planned activities including materials and consumables, travel for participants, costs relating to partners, transcription costs and any other relevant costs not covered under the named categories. PPI seed funding of €500,000 over five years should be included under running costs. The following costs are ineligible and will not be funded: inflationary increases, cost of electronic journals.</p> <p>Note: <u>Please see a list of costs that fall within the overhead contribution below and which should not be listed under running costs.</u></p> |

| | |
|------------------------------------|---|
| 3. PPI Costs | <p>€75,000 for public co-leadership and PPI input into decision making at each lead site, except where Public Co-Leadership is supported by salaries (in this instance costs should be listed and justified <u>under the personnel heading</u>).</p> <p>All costs must be in line with the Host institutions policies, practices and HRB Terms and Conditions.</p> |
| 4. Equipment | <p>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 for the project because of the nature of the research, will be considered where appropriately justified, and should not exceed €1,200. All costs must be inclusive of VAT, where applicable. Depending on the nature of the project, high spec computers may be eligible and clear justification and rationale for the costs requested must be provided. All costs must be inclusive of VAT, where applicable.</p> |
| 5. Open Access Publications | <p>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 Access⁹.</p> <p>The HRB support OA publications by</p> <ul style="list-style-type: none"> • 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. <p>And/or</p> <p>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.</p> |
| 6. Dissemination Costs | <p>Costs associated with publication of results, seminar/conference attendance (provide details of name and location, where possible) and any other means of communicating/reporting research outcomes as detailed in the dissemination and knowledge translation plan, as well as costs related to data sharing. Please list dissemination costs under the following categories: publications (excluding open access for peer-</p> |

⁹ <https://www.hrb.ie/funding/responsible-research-assessment/open-access-policy/>

| | |
|--|--|
| | <p>reviewed scientific publications), conferences, other activities (expanded as necessary).</p> <p>Note that costs related to open access for peer-reviewed scientific publications should be included under 'Open Access Costs'.</p> |
| 7. Research Data Management and Sharing Costs | Costs related to data-related and data management activities in line with best practice of data management and stewardship and the FAIR principles incurred during the lifetime of the project . Please see table below for further guidance. |
| 8. Training costs | Costs associated with training and development in order to acquire specific technical skills and/or professional skills such as leadership, management, etc. |
| 9. Overhead contribution | The HRB will contribute to the indirect costs of the grant through an overhead payment of 25% of Total Direct Modified Costs (TDMC excludes postgraduate fees, equipment, and capital building costs). HRB overhead contributions will only apply to HRB funding. |
| 10. Co-Funding Contribution | <p>Please include details of all co-funding committed by each Lead Site including the HI.</p> <p>Note: A co-funding commitment equivalent to a 50% FTE for a Senior Programme Manager is required from the Lead Applicant HI and each Site Lead organisation. Higher and/or additional contributions are encouraged and welcome.</p> |

6.1 Additional guidance to FAIR Data Management Costs

| | |
|--------------------------------|---|
| People | Staff time per hour for data collection, data anonymisation, etc |
| | Staff time per hour for data management/stewardship support, training, etc |
| Storage and computation | Cloud storage, domain hosting charge |
| Data access | Costs for preparing data for sharing (e.g., anonymisation) |
| Deposition and reuse | Costs for depositing research data and metadata in an open access data repository |
| | Defining semantic models, making data linkable, choosing the licence, defining metadata for dataset, deploying/publishing |

| | |
|---------------|---|
| Others | Please further explain |
| Notes | The HRB is currently not covering the cost of long-term preservation of data |
| | This list is not exhaustive and aims to provide examples only of eligible costs |

7 Supporting Documentation

The following documents must be uploaded to complete the application

Mandatory documents:

- Objectives and Deliverables Gantt Chart
- Co-Funding Commitment Letter must be uploaded for each Lead Site (including the HI).
- Network Description Figures
- Support File
- Local Partner Details Form – to include details of all local partners
- Partner Agreement Form(s) – required for all Partners

If applicable:

- Letter of Support for Lead Applicant in contract position

Submission of Applications

The deadline for submission of complete applications is 16 July 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 Host Institution for their approval.
2. If a signatory rejects the application the Lead Applicant will be notified, along with any feedback the signatory has supplied.
3. The application can then be re-submitted; it will be returned to the signatory and will continue through the approval process as before.
4. On completion of the final approval by the Host Institution signatory, a grant application number is assigned to the application.
5. The application automatically gets submitted to the HRB through GEMS for consideration for funding.

Please note that the HRB will not follow up any supporting documentation related to the application, such as Host Institution's Letters of Support, Partner Agreement Forms, 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/wp-content/uploads/2024/09/HRB-Policy-on-Appeals-2.pdf](https://www.hrb.ie/wp-content/uploads/2024/09/HRB-Policy-on-Appeals-2.pdf).

Appendix II: HRB Funding Policies and Procedures & Useful Links

Public and Patient Involvement (PPI) in Research

The HRB promotes the active involvement of members of the public and patients in the research that we fund¹⁰. Public and patient involvement in research means that the public and patients are involved in planning and doing research from start to finish and help tell the public about the results of research. PPI, as defined here, is distinct from and additional to activities which raise awareness, share knowledge, and create a dialogue with the public, and it is also distinct from recruitment of patients/members of the public as participants in research.

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

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

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

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

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

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

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

¹⁰ <https://www.hrb.ie/funding/funding-schemes/public-and-patient-involvement-in-research/>

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

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

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 contributors should be named as Co-applicants where justified by their level of involvement.

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

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 platform¹¹. The HRB has supported national OA initiatives under the National Open Research Forum¹² and as a member of Science Europe¹³. In January 2025 the HRB OA Policy was revised to require ‘full and immediate OA’, aligned with the existing 10 principles of Plan S¹⁴. 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

¹¹ <https://www.hrbopenresearch.org>

¹² <https://www.norf.ie>

¹³ <https://scienceeurope.org/our-priorities/open-science/>

¹⁴ <https://www.coalition-s.org/addendum-to-the-coalition-s-guidance-on-the-implementation-of-plan-s/principles-and-implementation/>

contribution rates for Article Processing Charges (APCs) and benchmarked against other funders and prevailing rates.

FAIR Data Management and Stewardship

Data management/stewardship plans (DMP) are nowadays widely accepted as part of good research practice. The HRB is committed to [Open Research](#) and is driving the making of research data **FAIR** (Findable, Accessible, Interoperable and Re-usable) in order to benefit science by increasing the re-use of data and by promoting transparency and accountability.

[FAIR data principles](#)¹⁵ provide a guideline for those wishing to enhance the re-usability of their data holdings: these principles put specific emphasis on enhancing the ability of machines to automatically find and use the data, in addition to supporting its re-use by individuals. For researchers, the move to FAIR and open data, where applicable, means researchers should consider data management issues and find suitable data repositories at the research planning stage. Applicants will have to provide information about their plans for data management and data sharing at application stage.

In line with the HRB's policy on management and sharing of research data¹⁶, all successful applicants are required to submit a completed data management plan (DMP) to the HRB on or before three months after the grant start date, and a final updated version of the DMP with the last annual report.

The DMP will need to be submitted alongside a certification of completion from the designated representative(s) within the Host Institution.

Applicants will have to provide an outline of their plans for data management and data sharing in the application inclusive of the costs associated to the plan.

The timing for completion and submission of the DMPs must be also included among the objectives and deliverables of the programme.

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.nature.com/articles/sdata201618>

¹⁶ https://www.hrb.ie/fileadmin/user_upload/HRB_Policy_on_sharing_of_research_data.pdf

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)¹⁷. 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 Committee¹⁸.

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

¹⁷ <http://www.irishstatutebook.ie/eli/2021/si/18/made/en/pdf>

¹⁸ <https://hrcdc.ie/>

The HRB is developing its approach to research on research (RoR) with the aim of enhancing the evidence base for HRB research funding practices. We may also collaborate with researchers on request regarding specific RoR questions. Should your application become of interest to such a study, the HRB will seek your consent for the use of your information.

HRB Gender Policy

In line with international best practice, the **HRB Gender Policy**¹⁹ 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 Policy²⁰

Useful Links

¹⁹ <https://www.hrb.ie/wp-content/uploads/2024/05/HRB-Policy-on-Gender-in-Research-Funding-2.pdf>

²⁰ <https://www.hrb.ie/privacy-notice/>

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