

# HRB Co-Funding Partner Approval Policy for use with HRCI-HRB Joint Funding Scheme

Version 3.0

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## Purpose

This policy applies specifically to the Health Research Charities Ireland - Health Research Board (HRCI-HRB) Joint Funding Scheme (JFS).

This policy sets out the requirements and eligibility criteria of co-funding partners under this scheme, and the process of applying to become an approved co-funding partner.

## Background

To be considered an eligible organisation for the purpose of co-funding with the HRB under the HRCI-HRB Joint Funding Scheme an organisation must:

- Be a member of HRCI or for organisations based outside of Ireland, co-funding with a member of HRCI.
- Be financially sound i.e. sufficiently solvent to meet future financial grant commitments for projects co-funded by the Joint Funding Scheme.
- Should an application be recommended for funding the co-funding partner must agree to enter into a legal multi-party agreement between the HRB, the HRCI co-funding partner and the research performing organisation (RPO) such that the funding will go directly to the RPO and reporting and award management will be performed by the HRB. The HRB Terms and Conditions will govern the award in its entirety.
- The multi-party agreement must be enforceable in Ireland and reflect Irish law, regardless of the location of the co-funding partner or the RPO.

- Be pre-approved as a co-funding partner.

## Process

1. To apply to become an approved co-funding partner, the organisation must complete the HRCI-HRB Joint Funding Scheme Co-Funding Partner Application Form (provided by HRCI or available at <https://www.hrb.ie/funding/grant-management/grant-policies/>) and submit to [hostinstitutions@hrb.ie](mailto:hostinstitutions@hrb.ie). The HRB requires the following information to enable assessment of eligibility:
  - Confirmation and evidence of charity legal form
    - Copy of the Charity Constitution i.e. the deed of trust, memorandum and articles of association, the charter, statute, rules, or other governing documentation of the body
    - Copy of Certificate of Incorporation of the Company, where applicable
    - Evidence of registration with the Charities Regulator or equivalent body if based outside of the Republic of Ireland
  - Evidence of financial soundness
    - Charities that are not companies and have a gross income of less than the prescribed threshold as per the most up to date [Charities/Charities Amendment Act](#) will need to provide up-to-date Income and Expenditure accounts or financial statements and a statement of the assets and liabilities of the charity for the previous three years, signed and dated by the organisation's Finance Officer. Charities above the prescribed threshold, please provide audited accounts for the previous three years.
    - In the case of a Company limited by guarantee please provide audited accounts for previous three years; or a proposed guarantor or parent company guarantor where audited accounts cannot be furnished. Further financial information may be requested if required.
    - Submitted accounts must also be signed and dated by two trustees/directors.
    - A valid tax clearance certificate issued by the Revenue Commissioners in Ireland or the revenue letter confirming tax exemption status OR equivalent tax clearance certificate if based outside the Republic of Ireland
  - Name and contact details of individuals at the organisation to whom enquiries can be addressed.
2. Applications for approval/re-approval as co-funding partner for a round must be received at least three months before the closing date for the research applications for that round.
3. Following submission, the HRB will assess and grant approval as co-funding partner if the organisation meets the criteria set out in the Policy. If an application is unsuccessful, the HRB will provide feedback and an opportunity to re-apply will be available.

## Implementation

Prior to each new call, HRCI will notify member organisations, if they need to make a first application or apply for re-approval as a co-funding partner as per this policy.

Once approval has been granted, it will last for a minimum period of five years and then continue unless a point is reached where the organisation has had no co-funding arrangement with the HRB during the previous five years.

The HRB reserves the right to review any approval granted.