

HRB Policy on Approval of Host Institutions

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Background

A Health Research Board (*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 grants. HRB Host Institution status is a requirement to submit an application under all of the HRB's grant schemes.

Policy

The policy of the HRB is that an approved Host Institution for the purpose of administering HRB research grants must be a legal entity which fulfils the responsibilities of "Host Institution" as set out in the [Terms and Conditions](#) for research grants.

All research performing organisations seeking HRB Host Institution status must satisfy all of the following conditions:

1. The organisation must be a legal entity.
2. The organisation must demonstrate financial soundness.
3. The organisation must warrant that it can comply in full with the HRB Grant Terms and Conditions.
4. The organisation must be able to demonstrate a capability to manage health related research grants and possess an existing in-house capacity to carry out research that materially extends and enhances the Irish research base.
5. The organisation must be based on the island of Ireland. An exception to this rule may be made for specific grants schemes where it can be justified for scientific reasons, e.g., in rare diseases. The organisation will not be recognised as a host institute outside of that specific individual grant.
6. Higher Education Institutions must comply with the Athena Swan accreditation requirements in place at time of application and as updated from time to time by the HRB in collaboration with Higher Education Authority and other Irish funders in line with the HRB Policy on Gender in Research Funding.

7. Organisations that do not hold Athena SWAN accreditation should provide evidence of a Gender Equality Policy, Gender Equality Plan or equivalent.

All organisations wishing to apply should contact the HRB via hostinstitutions@hrb.ie and complete the “HRB Host Institution Application Form”. Following submission, staff at the HRB will assess if the organisation meets the criteria set out in the Policy.

Once HRB Host Institution status has been granted, it will last for a period of 5 years. The approval status of Host Institutions may be the subject of periodic review. If the Host Institution’s remit changes during this period, the Host Institution is obliged to inform the HRB so that eligibility to apply to our schemes can be re-considered.

If an application is unsuccessful, HRB will provide feedback and an opportunity to re-apply will be available.

The current list of research performing organisations that are HRB Host Institutions is located on our website at the following link: [Before you apply | HRB | Health Research Board](#)