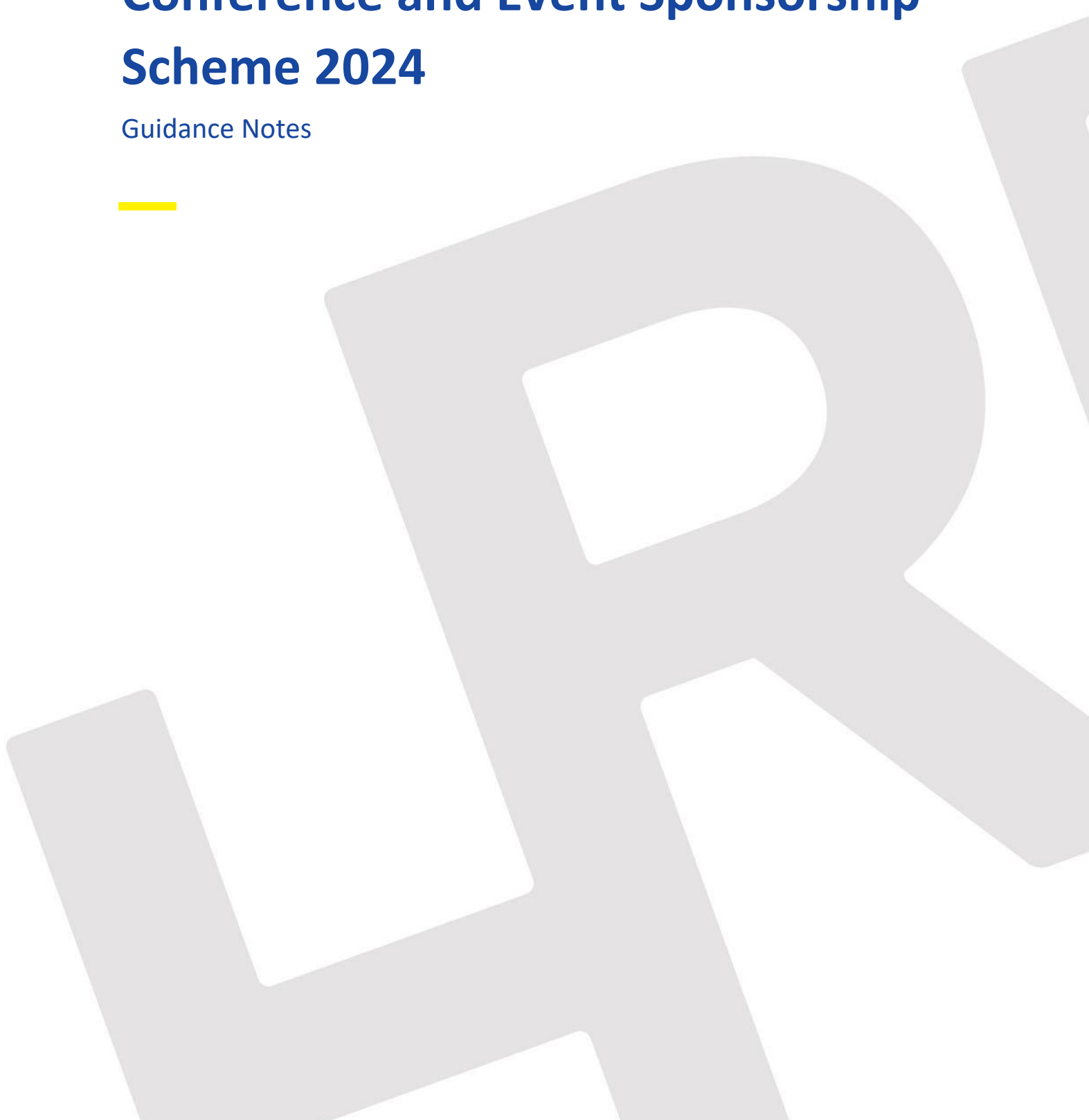




Conference and Event Sponsorship Scheme 2024

Guidance Notes



Guidance Notes

Key Dates & Times	
Application Open	10 January 2024
Application Closing Date	08 February 2024 @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. Applicants should notify their Research Office where applicable about the application. While a Host Institution signature is not required, contracts will be processed through the Research Offices.

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1 Introduction

The Health Research Board (HRB) streamlines its sponsorship activities via the HRB Conference and Event Sponsorship (CES) Scheme and ensures that all the events, workshops, and conferences we sponsor are assessed using consistent criteria.

The HRB Strategy 2021-2025, Health Research - Making an Impact, sets out how we will advance health research, data and evidence to benefit Ireland's people, society and economy. We are committed to ensuring that research and evidence are translated into important breakthroughs that improve people's health, deliver new treatments, and inform health policy and practice. We want to position the HRB as a trusted objective source for health research and evidence to guide policy, inform decision-making and influence behaviour. To support this, we aim to communicate the impact of HRB work clearly and effectively to defined audiences in order to build awareness, reinforce credibility, and build trust.

The CES scheme creates the opportunity for the health research community to work with us in a structured way to achieve this. These conferences and events will help increase recognition of the value of health research, data and evidence to improve patient care and inform health policy and practice.

2 Aim and Objectives

This scheme aims to create an opportunity to host health research related events, workshops, or conferences in Ireland.

The specific objectives of the HRB Conference and Event Sponsorship Scheme are to:

- Build capacity and support initiatives that underpin HRB strategic objectives and are relevant to health and social care research or delivery in Ireland
- Promote the impact of health research, data and evidence for patient care and health service delivery
- Create opportunities for strategic national and international collaboration
- Position Ireland as a leader in health research

3 Scope

This scheme will help to **fund, or part-fund, health research related** conferences and events. Conferences and events can be aimed at knowledge user, public or scientific audiences at any or all career stages, or any combination thereof. Events can be held in person, virtually or can be hybrid and applicants are encouraged to consider how they can make their events more sustainable.

The following type of conferences and events are in scope:

- **National conferences** (typically 150+ people) to promote findings, share knowledge, increase collaboration, or discuss strategy or policy.
- **International conferences** (typically 300+ people) that will help build Ireland's reputation in a specific area. For the purpose of this scheme an international conference is defined as any conference with an international organising committee that attracts international delegates and rotates the country it is held.
- **Events** that help promote health research outcomes or highlight health research issues to key groups of typically 100+ stakeholders and/or the public. This could include, but are not restricted to exhibitions, outreach and education, discussion series or award ceremonies to recognise excellence in the area of health research and/or innovation.
- **Workshops/seminars** (typically 50-150 people). These can include, but are not restricted to:
 - Summer schools that focus on a specific topic
 - Workshops to develop a research strategy for a particular area in Health
 - Seminars that help increase awareness of research outcomes or a particular research need in a specific area

It should be noted that if sponsorship is secured, HRB support must be acknowledged during the conference or event and in all related media materials and interviews.

The use of the HRB brand, logos or livery in any advertising or marketing material/literature must have the prior written approval of the HRB.

The scheme will **not** fund:

- Current HRB-funded researchers who hold a budget line in an existing grant for the same workshop or conference
- Drinks receptions
- Development of new educational materials
- Any conference or event that would be considered health services training
- Development of an outreach campaign using media such as television, radio or print
- Placement/exchange visits for key personnel
- Promotional tools such as information brochures, plain language summaries, newsletters, or policy briefs, unless they are produced as an integral part of the workshop or conference
- Websites, podcasts, webinars, or YouTube unless they are produced as an integral part of the workshop or conference
- Any conference or event whose main focus is advocacy or lobbying
- Any proposed conference, workshop, or event, including international conferences hosted outside of the island of Ireland.
- Concurrent or satellite workshops applied for separately

- Industry led conferences or events
- Any conference or event that is run commercially
- Any conference or event with links to the tobacco¹ or alcohol industry and related actors²
- Any combination of the above

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

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 Available, Duration and Conference or Event Date

The HRB plans to commit in the region of €75,000 to the CES 2024 scheme. Quality permitting, a minimum of 15 conferences or events will be funded.

The award will offer conference or event related costs including salary for administrative staff, running costs including for platform use for online events, and dissemination costs.

Note: The Conference and Event award will not fund the salary and related costs of tenured academic staff within research institutions (including buy-out from teaching time etc.).

The funding available for this call is as follows:

Category	Maximum amount available	Award Duration
National Conferences	Up to €5,000	12 months
International Conferences	Up to €10,000	18 months
Events	Up to €5,000	12 months
Seminars & Workshops	Up to €5,000	12 months

5 Eligibility Criteria

5.1 Timing of Events

- All events, workshops, seminars, or national conferences must be scheduled to take place between 1 June 2024 and 31 May 2025.
- International conferences must be scheduled to take place between 1 October 2024 and 31 March 2026.

5.2 Applicant

Applications should be made by an institution, organisation or registered charity with a remit linked to health. This includes all [HRB recognised Host Institutions](#).

The **Applicant** will serve as the primary point of contact for the HRB during the review process and on the award, if successful. He/she has primary fiduciary responsibility and accountability for carrying out the event or conference within the funding limits awarded and in accordance with the terms and conditions of the HRB.

Only one application for each event/conference type 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 Applicant in the event that this situation arises.

6 Application, Review Process and Assessment Criteria

6.1 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 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.

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.

6.2 Review Process

Applications will be initially checked for eligibility by HRB staff members. Where an application is deemed to be out of scope the chair of the selection panel will be consulted to confirm the recommendation.

Selection Panel

Following the initial eligibility check, each eligible application submitted to this scheme will undergo a single stage review by the Selection Panel. The Selection Panel will comprise of an independent chair and HRB staff panel members. HRB staff panel members may be from any function in the HRB. Each application will be reviewed by two HRB staff panel members.

Panel members will review the strengths and weaknesses of the application relating to the review criteria detailed below.

PPI review does not constitute a standalone scoring criterion in this round; however, it can influence discussions under each assessment criterion as relevant to the event or conference.

Gender of the applicant will be considered where required to prioritise applications with the same scores in the panel ranking list where insufficient funding is available for all these applications.

Applications recommended for funding by the panel will be submitted to the Executive Team of the HRB for approval. A summary of panel member's comments and the panel discussion comments will be issued to the Applicant following the conclusion of the review process.

Assessment Criteria

Topic (25%)

- Does the conference or event address a health research related topic and fit with HRB strategic objectives?
- Is the conference or event in an area of relevance to health and social care research or delivery in Ireland?

Programme (35%)

- Has the target audience been identified and a plan for engagement provided?
- Is there a clear and relevant programme with contributors identified? Is there any indication that this might be interesting to the target audience?
- Has PPI; Equality, Diversity and Inclusion and gender balance been considered?

Impact (25%)

- Potential impact on health research, health policy or practice
- Planned dissemination of event outputs

Budget (15%)

- Is the budget justified?
- Does the HRB request contribute an added value to the event?

7 Timeframe

Deadline	Key Dates and Times
Call Opening	10 January 2024
Call Closing	08 February 2024
Panel Review	End-March 2024
HRB ET Approval	April 2024
Notification of Success to Applicants	April 2024
Event/Workshop or National Conference Date	01 June 2024 – 31 May 2025
International Conference Date	01 October 2024 – 31 March 2026

8 Contacts

For further information on the Conference and Event sponsorship scheme contact:

Áine Rickard

Project Officer

Research, Strategy and Funding

Health Research Board

ces@hrb.ie

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**¹, available on the left-hand column of your GEMS profile homepage, for further information.

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 is asked to go through a check list of mandatory Yes/No questions. In order to start the application, the Applicant must satisfy the conditions of this check list. The checklist for the Conference and Events Scheme is as follows:

Lead Applicant Eligibility and Consent	
I have read the Guidance Notes for the Conference and Event Sponsorship Scheme 2024 call	<input checked="" type="checkbox"/>
By submitting this application, I consent to the use of my data for assessment of my application; monitoring of successful awards; and evaluation of HRB's approach to funding and investment in research, in line with HRB policies and as detailed in the Conference and Event Sponsorship Scheme Call Guidance Notes.	<input checked="" type="checkbox"/>

The Applicant will then be able to start the application. Further details for completing each of the main sections of the application form is provided below:

1 Applicant Details

Details are requested about the applicant including the organisation/institution or health related charity they are affiliated to.

2 Event Details

2.1 Event Title

You are asked to provide a title that clearly describes the conference or event to which this application is related. This should be descriptive and concise and should reflect the aim of the conference or event. There is a **200 characters** maximum limit.

2.2 Event category

You are asked to select the sponsorship category for the conference or event.

¹ <https://research.ie/assets/uploads/2020/05/CCGT-Grant-Application-System-Technical-Guidance-Notes.pdf>

2.3 Event Duration, Proposed Date and Location

The proposed date, duration and location of the conference or event are requested.

2.4 Lay Summary

Please present a description of the proposed conference or event, include the purpose of the event, why you think this is important, who is the target audience for the event and how event outcomes will be disseminated. This should 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 funding provided 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**.

3 Topic

3.1 Topic

Please state the topic of the conference or event. The word limit is **40 words**.

3.2 Objective

Please add the objective (s) of the conference or event. The word limit is **60 words** for each objective.

3.3 Topic Relevance

Describe how the conference or event links to [HRB strategic objectives](#) and outline why this event is relevant to health and social care research and/or delivery in Ireland. The word limit is **250 words**.

4 Programme

4.1 Target Audience

Outline the target audiences proposed for the event, the number of participants expected and how they will be engaged with prior to the conference or event. The word limit is **250 words**.

4.2 Programme Details

Please include an outline programme for the event and a profile of all contributors including speakers, chairs, panellists and facilitators where known. For national and international conferences, the level of Irish participation should be clearly highlighted. Please attach the full programme or a link to an online programme where available. Please also highlight any sustainability considerations that have influenced your programme.

The word limit is **1000 words**.

A file upload has been provided to upload the programme.

4.3 Public and Patient Involvement

*The HRB recognises that the nature and extent of meaningful public involvement is likely to vary depending on the context of each event. Please note PPI does **not** include work aimed at raising awareness of the public around research, such as media publications of research findings, and outreach activities such as open days in research facilities.*

Useful resources including practical examples of involving members of the public in your research can be found in [Appendix II](#). Please be aware there are PPI Ignite Network offices in some host institutions.

Are you including PPI in your application?

If Yes

Please describe all PPI at each stage of the research cycle:

- Identifying and prioritising the event topic
- Event programme Design
- Oversight and Delivery of event
- Dissemination of event outcome

For each stage, please include the purpose of this involvement and where applicable how PPI has influenced/changed what work has been planned.

This section should be a succinct summary of public involvement activities. Provide information on the individuals/groups and the ways in which they will be involved. PPI contributors should be representative of the relevant people and communities impacted by the research topic. **Where members of the public or patients 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.

Important: The PPI section 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.

If No

Please explain why PPI is not relevant to your project.

The word limit is **250 words**.

4.4 Equality, Diversity, and Inclusion Considerations including Gender

The importance of Equality, Diversity, and Inclusion in research and research communication is increasingly recognised. We encourage a balanced participation of all genders in all research activities and ask applicants to consider other dimensions of diversity. Please outline how gender and Equality, Diversity, and Inclusion has been considered in the proposed conference or event. The word limit is **250 words**.

5 Impact

5.1 Potential Impact

Describe the potential outputs or outcomes of this conference or event. Please provide details on the potential impact of the activity for health research, health policy or practice in Ireland. Please consider areas for impact such as informing practice, influencing policy, engagement with the public as well as generate public debate in a specific area of health research. The word limit is **300 words**.

5.2 Dissemination Plan

Include a clear dissemination plan to indicate how the conference or event outputs you anticipate producing during or after the event will be disseminated and shared and made openly accessible, in line with HRB Open Access Policy². Event outputs could include peer-reviewed publications, non-peer reviewed publications and conference proceedings, reports, policy briefings, guidelines, training materials and so on.

Applicants are advised to consider the following:

- The HRB has a mandatory Open Access publication policy; demonstrate how you plan to make all publications open access.
- Who are the various audiences and communities that need to be targeted if these outputs are to have any impact? What is your dissemination plan to address this, how will these audiences be reached?
- Describe how the findings of this event will be publicised to the HSE or international health community/organisations in a manner that will optimise impact on health policy and/or practice.

The word limit is **150 words**.

6 Budget

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

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

Eligible costs include the following:

1. Personnel costs	Must be listed for each salaried personnel under each of the following subheadings (a-e):
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² <http://www.hrb.ie/research-strategy-funding/policies-and-guidelines/policies/open-access/>

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 should 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% per annum from 1st October 2024 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	Employer's PRSI contribution is calculated at 11.05% of gross salary.
c) Employer Pension Contribution	<p>Pension provision up to a maximum of 20% 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). The level of employer contribution should be in accordance with the model adopted by the Host Institution.</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	For all costs required to carry out the activities including materials and consumables, costs for the use of online conferencing platforms, room or equipment hire, travel for contributors, transcription costs etc.
3. PPI Costs	All PPI-related costs for the grant (except salaried personnel), such as but not limited to:

	<ul style="list-style-type: none"> • Compensating PPI contributors for their time (for example for time spent reviewing material/ participation in advisory groups) • This can be as: <ul style="list-style-type: none"> ○ a cost for their expertise, e.g. as hourly rate, under <u>PPI costs</u> or ○ as salaries under personnel which should be labelled PPI contributors <u>under salaries</u>. • Travel expenses for PPI contributors • Costs associated with PPI contributors attending conferences, workshops or training • PPI event facilitator costs • Compensation of public or patient organisations for their time. • Room hire 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.
<p>4. Dissemination Costs</p>	<p>Costs associated with dissemination of outputs</p>

6.1 Budget Summary

- Detail the total cost of the event and how much HRB will contribute to this. Include and itemise the amount secured from other sources.
- Please outline the added value of the requested HRB contribution to the overall event.

The word limit is **250 words**.

The HRB will not provide additional funding in the case of either under-estimates or over expenditure.

7 Submission of Applications

The deadline for submission of completed applications is 08 February 2024 at 13:00.

1. After successful validation, the Lead Applicant may submit the application.
2. A grant application number is assigned to the application and the application automatically gets submitted to the HRB through GEMS for consideration for funding.

The HRB reserves the right to reject any application that does not meet the terms of this call. The HRB’s policy on ineligibility decisions is available at [Appealing ineligibility decisions in funding schemes \(hrb.ie\)](#).

Appendix II: HRB Funding Policies and Procedures

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 fund³. 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.
- 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 the audience for your conference or event. We recognise that the nature and extent of active public involvement is likely to vary depending on the type of event or conference being organised. However, we ask applicants to consider the possibility of public involvement. Should your conference or event include public involvement, we strongly

³ <https://www.hrb.ie/funding/funding-schemes/public-and-patient-involvement-in-research/>

advise that you consult with your regular PPI contributors or the [PPI Ignite Network Ireland](#) in the planning for the event to maximise accessibility and benefit.

The PPI Ignite Network Ireland has offices located in the following seven Host Institutions: DCU, NUIG, RCSI, TCD, UCC, UCD, UL.

General Data Protection Regulation

The **General Data Protection Regulation** (GDPR) came into force on 25 May 2018. As a result, the applicant will be asked through the HRB online grant management system GEMS to **confirm you understand** that personal data provided as part of this application may be shared with person(s) for the specific purpose of obtaining reviews of this application.

Furthermore, by confirming participation, you will be asked to confirm you understand that HRB uses the information you provide to consider your application, 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. 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.

HRB Gender Policy

In line with international best practice, the **HRB Gender Policy**⁴ recognises the responsibility the HRB has to supporting 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

³ <http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-gender-in-research-funding/>

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.

Reviewers must adhere to high standards of integrity during the 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 procedure for appealing ineligibility decisions in funding schemes is available at <https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-appeals/>

Privacy Policy and Retention Policy

To understand why we collect the information we collect and what we do with that information, please see our Privacy and Retention Policies.

⁴ <https://www.hrb.ie/about/legal/privacy-policy/>

⁵ https://www.hrb.ie/fileadmin/user_upload/HRB_Document_retention_policy..docx