

## Clinician Scientist Postdoctoral Fellowships CSF 2020

### Frequently Asked Questions

#### **General**

##### **How do I apply for the CSF fellowship?**

All applications must be made using the HRB online Grant E-Management System GEMS <https://grants.hrb.ie>

##### **Signatory before submitting an application using GEMS**

Prior to final submission to the HRB, all applications must first be reviewed and approved within GEMS by the signatory approver at the research office (or equivalent) at the Host Institution (see Appendix V of Guidance Notes). It is critical therefore that Lead 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.

##### **What is the closing date for submission of applications?**

All full applications must be submitted to the HRB by using HRB GEMS by **Thursday 07 November 2020 at 13.00**.

#### **Lead Applicant/Eligibility**

##### **Can a Lead Applicant submit an application to both HRB postdoctoral fellowships' schemes (CSF and ARPP) to have more chance of success?**

No, you can apply to only one scheme dependent on fulfilment of eligibility criteria. If you consider that you are eligible for both schemes, please contact the HRB if you are not sure which scheme is the best fit for you. Where an applicant submits to both schemes both applications will be rendered ineligible.

##### **Does a Lead Applicant need to have senior (first or last) last author publications?**

There is no minimum amount of publications required for eligibility. However, Lead Applicants must be able to demonstrate some contribution to scientific knowledge.

##### **Does the Lead Applicant need to have a PhD**

Yes.

However, if the Lead Applicant does not have a PhD s/he must be able to demonstrate PhD research equivalence which is at least four years active\* research experience post-primary degree. These Lead Applicants must contact the HRB office to confirm eligibility before applying.

*\*Active research or professional experience will be considered when assessing the Lead Applicants track record for eligibility purposes. Career breaks, flexible working arrangements, changes in sector (e.g. industry, health organisation/agency) will be taken into account when assessing the research and/or professionals experience so please make sure to state those clearly.*

##### **Is there a minimum limit of active postdoctoral research post PhD?**

No.

**Is there a maximum limit of years postdoctoral research experience post PhD?**

No there is not. However if you have enough post-doctoral experience and you are ready to transition to research independence the next round of the **Emerging Clinician Scientists Awards** is currently expected to open in 2021.

**I am currently working abroad, can I apply?**

Yes. You must fulfil the eligibility criteria and clearly explain in the application that you have already obtained or you are currently negotiating a clinical post in Ireland. Additional proof can be provided at a later stage of the application.

**What type of clinical post do Lead Applicants have to have to be eligible?**

Lead applicants must be health and care practitioners and have or will have at the time of the award

- ❖ a clinical post in the Irish health service which covers or will cover the duration of the award if successful (e.g. specialist registrar\*, hospital consultant, nurse practitioner, physiotherapist, private dentist practice);
- or**
- ❖ a clinical post in a private practice (e.g. General Practitioners, private physiotherapy practice);
- or**
- ❖ a joint clinical and academic teaching/education position without a research element within a Higher Education Institution and the Irish Health Services;

**I am a medical doctor currently completing my SpR after which I will be eligible for a consultant post. Can I still apply even if my contract may not cover the duration of the award?**

Yes. This can be negotiated further during the award once the research protected time is in place for the new contract. A letter of support from the new employer can be provided at that time.

**Can the Lead Applicant apply for full time arrangements?**

No. Lead applicants can apply for 50% research protected time through the fellowship. The remaining 50% should be dedicated to clinical in-practice activities. A letter of support from the current employer must be provided as part of the application.

**I am currently type B consultant contract, can I apply to the fellowship?**

Yes, lead applicants with existing type B consultant contract are eligible to apply. However, it is envisaged that these applicants negotiate with their hospital group and HSE to provide a work-plan that limits private practice.

**Note:** Applicants who are applying or negotiating a new consultant contract must have a type A only to be eligible to apply.

**Mentor and Collaborators****What is the role of the mentor?**

The mentor will provide support and guidance during the application process and throughout the award, if successful. It is expected that the fellows will be based at the work environment and host institution of the mentor.

### **Who should the mentor be?**

The mentor should be an established and independent investigator in a post at the Host Institution. The mentor must have evidence of:

- Expertise and skillset in advancing knowledge and research application into policy and/or practice;
- Leadership;
- Track record in scholarly publication, communication and knowledge exchange (such as peer-review articles, book chapters, national or international briefing/reports, workshops, policy dialogues, PPI, etc.);
- Coaching and mentoring.

### **Can the mentor be my current supervisor?**

Yes, s/he could be the current supervisor.

### **Can the mentor receive payment for their role in the project?**

No. The salary of the mentor cannot be bought out through this fellowship award.

### **Can a Collaborator be from outside Ireland?**

Yes, Co-applicants/Collaborators from outside Ireland are welcome where the nature of the research makes this necessary.

### **Will the HRB pay for visits from or to Collaborators?**

Yes, visits to or from Collaborators where justified may be included under running costs.

### **Is a Collaborator agreement form needed?**

A Collaborator agreement form must be signed by each Collaborator and uploaded with your application.

### **Can a Collaborator be from private enterprise?**

Yes, a collaborator may be from private enterprise. Applications from a private enterprise are encouraged where they add value to the project for example in terms of access to expertise, technologies or reagents. The HRB does not have the capacity to broker these arrangements. The terms of the collaboration should be determined early and relevant agreements must be in place by the onset of the project. Consideration should be given to issues such as relative responsibilities, governance arrangements, intellectual property rights, reporting and access to data and samples.

### **Can a Collaborator receive payment for their role in the project?**

Yes, collaborators are eligible to receive funding from the award when properly detailed and justified in the application.

### **Scope**

*Please note that the call focuses on **applied health research** in areas of strategic importance at local, national or international level (as opposed to fully investigator-led research).*

### **I'm not sure if my application fits with the scope of the call.**

The three remits are

- Clinical research
- Population Health Research (PHR)
- Health Services Research (HSR)

Guidance and details of the research areas covered can be found in page 5-8. If after reading this you are still unsure please contact the HRB for further guidance.

## **Funding**

### **What is the duration of the award?**

The fellowship awards provide funding for four or five years.

### **How much salary can I apply for?**

**You can apply for 50% salary-related costs.** The HRB funding will cover the corresponding FTE of the salary-related costs of the locum replacement of the lead applicant in line with the appropriate scale. In the application you are also required to state your current gross salary, type of scale and point.

### **Does the HRB pay pension contributions?**

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. If applicable, state the amount of employer contribution based on the pro rata salary and note the % of pro rata salary used to calculate this for reference.

Exceptions apply where Circular letter 6/2007 applies. Circular Letter 6/2007 states that the pensions contribution of all Public Health Service employees who, on or after 1 June 2007, are granted secondments or periods of special leave with pay to enable them take up appointments with other organisations, including other Public Health Sector organisations, will be increased to 25% of gross pensionable pay. The rate of 25% of gross pensionable pay referred to in this context is the pension contributions to be paid by the body to which the employee is seconded – it does not include any pension contributions which employees make themselves. Where no such arrangements are in place, the HRB will not be liable for costs

### **Are there limits within the different budget heading in the research-related costs?**

Only for equipment which is limited to €2K max. There are no other limits and the maximum value of the contribution to the research project is €50K. Proper justification for each item under each budget heading must be provided.

### **Are overheads included in the fellowship awards?**

No, The HRB does not pay overheads for fellowship schemes.

### **Can I hire a consultant (e.g. statistical support) to support the project?**

Yes, this cost should be included under running costs.

### **Can I include the cost related to the data to be generated and/or to access secondary data?**

Yes, this cost should be included under FAIR data management costs.

## **Training and Professional Development Plan**

**If the Lead Applicant applies for the Travel Grant/Research Experience Abroad (REA) does s/he have to stay for several months abroad or can they organise shorter trips?**

You have the flexibility to plan the research experience abroad as a longer stay (eg: 6 months) or for shorter collaborations (3 weeks) and multiple trips also in different locations, depending on the nature of collaborative work, the best value for your professional development and training and your personal circumstances.

### **What does the funding cover?**

This usually covers your travel, relocation and accommodation costs to stay overseas. It does not cover any clinical related items, such fees, clinical indemnity ect while you stay abroad.

### **Does the Lead Applicant have to submit additional documentations in the application form?**

Yes, in addition to providing a summary of your plan you also must provide a Gantt Chart with the list and timelines of the proposed training courses you propose during the fellowship.

The costs must be included in the budget section only and not in the Gantt Chart.

### **What additional documentation do I need in support?**

You must upload a signed Letter of Support on headed notepaper as evidence of the Sponsors willingness to allow you to gain experience in his/her Department/Institution. Please label this upload clearly e.g. "Travel Grant Sponsor - Prof P Smith".

## **Supporting Documents**

### **What documents should be uploaded with my application form?**

You must upload the following documents:

- Letter of Support from the current employer on research protected time;
- Gantt chart Objectives and Deliverables;
- **Sponsor's Abroad Letter of Support;**
- Gantt Chart Training and Professional Plan.

Where applicable you must also upload

- Project Description support attachment: A maximum of 5 figures which can be a combination of images, graphs, tables, scales, instruments or surveys may be uploaded as a **single document** on HRB GEMS.
- Letter of Endorsement from Head of Medical school (medical doctors applying for a hospital consultant post only – see page 10 of Guidance Notes)
- Collaborator agreement forms (required for all collaborators)
- Infrastructure Agreement Form

## **Submission**

### **Do I need to upload a signature page with my application?**

No. Online approval will supersede previous Signature pages. As part of the new online application process you will be asked to select the **Dean of Research or equivalent person** authorised to endorse research grant applications for your Host Institution. Their approval is necessary to allow the application to be submitted to the HRB. **Please note that as part of the online system the Host Institutions will approve and submit each application on behalf of the applicant.**

When the application is submitted for approval online, emails are sent to the selected signatory informing them that their approval is requested. If a signatory rejects the application the Lead Applicant will be notified, along with any feedback the signatory has supplied. The application can then be amended and re-submitted; it will be returned to the signatory who made the rejection and continues through the approval process as before.

When signatories approve the application it will be sent automatically to the HRB to be considered for funding, a grant application number will be assigned to the application and a confirmation email will be sent to the Lead Applicant.

**How will I know that my application has been successfully submitted?**

Once the HI endorses your application it will be sent automatically to the HRB to be considered for funding, a grant application number will be assigned to the application and you will receive a confirmation email.

**I have submitted my application but have just realised I have amendments to make; can I amend the application?**

No, once you have submitted your application, you cannot edit or unsubmit it.