

Appendix 1

Summer Student Scholarships (SS) 2021

Guidance Notes

Key Dates & Times

Application Opening date	Monday, 16 November 2020
Application Closing Date *	Thursday, 21 January 2021 @ 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.

Prior to final submission to the HRB, all applications must first be reviewed and approved within GEMS by the Host Institution nominated in the application form. It is critical, therefore, that the applicant leaves **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.*



HRB Summer Student Scholarships (SS) 2021

Guidance Notes

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HRB Summer Student Scholarships (SS) 2021

Guidance Notes

1. Introduction

The Health Research Board (HRB) *Strategic Business Plan 2016-2020* sets out our mission with two complementary aspects: *to improve people's health* and *to improve healthcare delivery*. To achieve this, we lead and support excellent research, and we generate relevant knowledge and promote its application in policy and practice. This is enabled by the support of researchers and talent in health research across the different stages of their career.

In line with its strategic objectives the HRB is now inviting applications for the 2021 Summer Student Scholarships. The scholarship scheme offers undergraduates studying in a health-related or other relevant area (e.g. statistics, informatics, management sciences, medicine [including graduate entry]) an opportunity to undertake a health or social care research project and to work with researchers in high-quality research environments to gain research experience at an early stage in their career.

2. Objectives

The objective of this scholarship scheme is to foster an interest in health and social care research in undergraduate students. Each student will be given an opportunity to gain practical research experience and an understanding of research processes, techniques and methodologies by conducting a small research project.

Following completion of the scholarship, the student is expected to have successfully completed a short research project. Each student and supervisor will then provide the HRB with a written report of the completed research project and the research training received i.e. the specific research skills and/or techniques gained during the scholarship timeframe.

3. Scope

The scholarship scheme is aimed at full-time and part-time undergraduates with strong potential, based in a university/third level institute and studying for a health-related or other relevant degree (e.g., health sciences, social sciences, informatics, mathematics, statistics, management sciences). The

student must be planning to work on a health and/or social care-related project, with a suitably qualified supervisor who is experienced in this area.

Successful applicants will undertake the scholarship on a **full-time** basis for a minimum of four and a maximum of eight weeks during the summer of 2021.

The research project must be conducted in one of the three research areas supported by the HRB: patient-oriented research, health services research and/or population health research (see Appendix II for definitions).

The Scholarship will **not** fund:

- applications which are solely or predominately basic biomedical research. (Basic biomedical research is defined as “research conducted to increase the knowledge base and understanding of the physical, chemical and functional mechanisms of life processes and disease but not directed at solving any particular biomedical problem in humans or animals”);
- applications which are solely literature reviews, audits, surveys, needs assessments or technology developments;
- applications which are solely **or** predominately developing the infrastructure for biobanking, databases or patient registers without a predominant research element;
- applications which are solely **or** predominately health service developments without a predominant research element. The HRB will not fund the cost of providing the service itself, only the research element;
- applications proposing to use human embryonic stem cells or tissues, or intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer;
- applications from individuals applying for, holding, or employed under a research grant from the tobacco industry.

4. Eligibility Criteria for the Lead Applicant

Lead Applicant (Student)

For the purposes of this scheme, the student termed the “Lead Applicant” is responsible for preparing the application with support from the Sponsor.

The following eligibility criteria for Lead Applicants apply:

- The student must be studying **full-time or part-time**, in a relevant discipline at a university/third level institute in the Republic of Ireland. **Part-time students must be able undertake the scholarship on a full-time basis for a minimum of four and a maximum of eight weeks during the summer of 2021.**
- The research project must be undertaken at a university or recognised research institution, charity or health agency in the Republic of Ireland.

- The student must have the support of an appropriate, suitably qualified Sponsor. The Sponsor should, typically, have a higher degree or equivalent (four years full time research experience) and a track record in knowledge contribution. They should also have some supervisory experience and be based in a university/third level institute. If the research project is to be conducted in a charity/health agency, a second Sponsor, based there, is required.
- The student must identify a suitable Academic Host Institution (HI) to administer the award. This must be the university/third level institution in which the student is studying for their degree or the Higher Education Institute of the Academic Sponsor.

The Lead applicants **must not**:

- Be in the first or final year of their NFQ Level 8 degree course;
- Be in the final year of the undergraduate component of a degree course which includes an optional or additional year or more for further level 9 or 10 qualification such as MSc MPharm or PhD*;
- Have previously conducted a PhD and/or MSc by research;
- Have worked as a research assistant, research technician or any role with experience of 8 weeks or more of active research;
- Have undertaken any research project equal to or longer than 8 weeks consecutively, in a full-time capacity including HRB or other summer student scholarships.

*Please contact the HRB if you are unsure of your eligibility.

Note: Each student can only make **one** application to this scholarship scheme in this round. Where two applications are received from the same applicant **both will be deemed ineligible**. Applicants will be informed accordingly.

Note: Where an applicant fails to meet eligibility criteria or the application falls outside the scope of the scheme, the application will be deemed ineligible and will not progress to the next stage of review. Applicants will be informed accordingly.

5. Student Sponsorship

Academic Sponsor (Supervisor)

Supervision by a suitably qualified individual with a research track record and who is affiliated to a university/third level institution is an essential element of this application. Sponsors are eligible to supervise a summer student once they have a minimum of four years of active research experience. Experience must be a minimum of 48 months in total, however, this does not need to be consecutive. Career breaks and percentage of FTE will be accounted for. Sponsors must have a scientific track record. They must be in post for the duration of the proposed project and have secured the support of their institution.

The Sponsor guides the student during the scholarship period so that they acquire the necessary skills to conduct the research project. The student is required to complete the proposed work and to write a concise report within the scholarship timeframe. The sponsor is also required to complete a supervisor report summarising the student's research experience and overall performance during the scholarship.

Note: An academic sponsor must be personally affiliated with the Higher Institution through which the application is being submitted. Sponsors who are affiliated through a health agency/health institution affiliation only will not be accepted as Academic sponsors. These individuals can act as a health agency sponsor only.

Health Agency Sponsor

If the research project is based within a **charity** or a **health agency** a **Health Agency Sponsor** based in that health agency or charity is required in addition to the **Academic Sponsor** based in the HEI. The inclusion of a health agency sponsor in this instance is to ensure that the student is well supported and will work under good supervision at all times, regardless of the setting. In cases where the Academic Sponsor is also affiliated with the charity or health agency, and will be in situ with the student, a second sponsor is not required.

Note: Please note that hospitals, including teaching hospitals affiliated to a HEI, are considered health agencies.

Note: As part of the assessment criteria, reviewers will consider carefully the supervisory arrangements including the suitability of the Sponsor; arrangements for supervision; the training/learning opportunities available to the student in addition to the research project and the research environment.

Important Note:

Each Sponsor, regardless of where they are based, can only support one student application in this round. Where two applications are received from the same sponsor both will be deemed ineligible.

6. Host Institution and Health Agency

The **Host Institution (HI)** approves and submits the application on behalf of the student. The HI must be the Higher Education Institution where the student is undertaking their degree or where the Academic Sponsor is based. In either case it must be an approved HRB host institution (see <https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/>). The HI will administer the scholarship in line with the terms and conditions set out by HRB.

For the purposes of this call a **health agency** is defined as an organisation that provides and/or supports healthcare in the Republic of Ireland. Additionally, in order to host a HRB summer student the health agency should incorporate some health-related research activities.

Please note:

- *Students from health and social care professions (medics, nurses and midwives, pharmacists, dentists and allied health professions) must select the University in which they are studying or the Higher Education Institute of the Academic Sponsor as the Host Institution and not a hospital.*
- *Hospitals, including teaching hospitals affiliated to a HEI, are considered health agencies.*

7. Funding

The scholarship will fund the undergraduate at a rate of €300 per week for a maximum period of eight weeks and a minimum period of four weeks. The HRB will contact the Host Institution with the names of successful applicants. The Host Institution will arrange payment to the student for the time period of the project and will invoice the HRB for the award amount upon completion of the project. All successful students should liaise with the Host Institution well in advance of starting work on their project. Only students registered in full time undergraduate degrees are eligible to receive the award on a tax-free basis.

Please note that for students registered in part time undergraduate courses the award will be subject to tax at the normal rate.

8. Application Process

Applications must be completed and submitted through the HRB online Grant Electronic-Management System (GEMS) (<https://grants.hrb.ie>)

GEMS will close the full application form for this scheme automatically at 13.00 on **21 January 2021**

Applications should be completed online with the support of the Sponsor and approved by the authorised signatory in the nominated Host Institution before submitting to the HRB on behalf of the Lead Applicant. All supplementary documents, letters of support, Research Ethics Approval/Animal Licence must be scanned, correctly labelled and uploaded to the appropriate section on GEMS.

Important Note: When an applicant submits their application on the GEMS system they are submitting to their HI for approval, they are not submitting to the HRB. Prior to final submission to the HRB, **all applications must be reviewed and approved within GEMS by the Host Institution** nominated in the application form. It is therefore critical that the student applying for the award **submits their application leaving 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 ahead of the HRB deadline. Once the HI signatory is satisfied that the application has been completed appropriately, they will approve the application on the GEMS system. Only then is the application submitted to the HRB.

Overview of the application process:

Step 1: Lead Applicants open the application, select the Host Institution and invite the sponsor(s)

- The Lead Applicant (Student) is the person applying for the scholarship; they create and complete the application with the support of their Sponsor (supervisor).
- The Lead Applicant must first register on GEMS and receive an email to confirm registration and login details. This is a once off process which creates a GEMS account for the user. If previously registered on the GEMS system the login details you would have submitted when you registered are required.
- The Lead Applicant must select the Host Institution as part of the application process. The system will automatically include the contact details of authorised signatories within the selected Host Institution. The applicant should be aware that once a Host Institution is chosen for the application, a notification will be made available which should be sent to them for approval.
- The Lead Applicant adds the Sponsor(s) to an application and when a Sponsor is added, GEMS will automatically email them to invite their participation.
- The Sponsor can decide whether to accept or reject their inclusion. Should they accept, they can manage their details and sponsorship information, edit the application form and give their consent to the application being submitted.

Step 2: Validation of the application prior to submission

Prior to validation of the application by the Lead Applicant, the Sponsor(s) need to approve the application. When the Sponsor has approved the application and the form is completed it must be validated by the Lead Applicant. This validation process on GEMS highlights any omissions in the form and allows these omissions to be corrected before the application is submitted to the HI for approval.

Step 3: Signatory at Host Institution and submission of the application

- Once the application is validated by the Lead Applicant (including the approval by the Sponsor), the Lead Applicant must notify the Dean of Research (or equivalent) authorised signatory in the nominated Host Institution via GEMS.
- The Host Institution is notified by email informing them that their approval is requested and providing them with access to a PDF version of the application form.
- The Dean of Research or authorised signatory approves the application. Please note that if the Dean of Research rejects the application, it will prompt the return of the application to the Lead Applicant for further clarification. In this instance the Lead Applicant must make any required adjustments or clarifications before resubmitting the application. This step can be repeated as many times as is necessary until the signatory ultimately approves the application.

- The Lead Applicant may follow the progress of the HI approval process on the grant summary page in GEMS.
- When the HI signatory has approved the application, it is automatically submitted through GEMS to the HRB.
- Upon submission a grant application number is assigned to the application and a confirmation email is sent to the Lead Applicant and Dean of Research.

More detailed information on the application process can be found in the GEMS Technical Guidance Notes, which can be accessed on the GEMS system when registered, or on the HRB website (www.hrb.ie/grants). Further information is provided in the Detailed Guidance on the Application Form – Appendix 1 in this document.

9. Application review process and assessment criteria

The HRB is committed to an open and competitive process underpinned by international peer review. Eligible applications will be sent to reviewers for assessment; scores are collated and ranked before final funding recommendations are made to the HRB. It is envisaged that applicants will ultimately be informed of the outcome in early April 2021.

The HRB peer review process for this Scholarship includes:

1. Review and grading of proposals by independent, external reviewers.
2. Collation and ranking of scores, with funding of the highest ranked projects.

To ensure the integrity of the assessment process, conflict of interest and confidentiality rules are applied rigorously at each stage of the process.

The **HRB Gender Policy** came into effect on 1 June 2016¹. Gender balance of the Lead Applicant will be a ranking factor to prioritise proposals with the same scores in the ranking list following the review process.

Reviewers

Reviewers play a vital role for the HRB in setting standards. International reviewers are contacted with details of the funding scheme, the title of the project, the name of the applicant and sponsor, conflict of interest rules, guidance on the review process and the deadlines for receipt of reviews. The scores for each proposal are collated by the HRB and the highest ranked applications are short-listed for funding.

¹ <http://www.hrb.ie/research-strategy-funding/policies-guidelines-and-grant-conditions/policies-and-position-statements/gender-policy/>

Reviewers will review applications based on three assessment criteria approved by the HRB Board and it is expected that successful applicants will score highly in all criteria:

1. Evidence of student aptitude and interest in developing research skills;
2. Appropriateness and clarity of the research question, project description and methodology and likelihood of completion within the 8-week timeframe;
3. Appropriateness of the research track record and supervisory experience of the sponsor, the supervisory arrangements and the scientific environment.

The HRB is a signatory of the San Francisco Declaration of Research Assessment **DORA**². For the purposes of this scheme we have revised the sponsor section to ask for information on their most important contributions to scientific knowledge and/or relevant research outputs. This aims to provide additional information on the value, quality and impact of the sponsor's work and the suitability of the sponsor to the research project proposed.

Although the HRB has never guided reviewers to consider impact factors or H-index, we now explicitly guide all reviewers to assess the track record of the sponsor based on

- The content, quality and impact/influence of the research outputs in the research field and/or in policy and practice.
- Different types of research outputs in addition to peer-reviewed articles (e.g. research data and databases, research material, audio/video products, national and/or international reports, patents, models and protocols, software production, evidence of influence to health policy and practice, outreach and/or knowledge exchange activities, media coverage or other relevant activities).
- Active research experience of the Sponsor, so career breaks should be also taken into consideration and appropriate adjustments made when considering the record and impact of outputs.

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. Reviewers will not provide comments or scores on any application on which they have a conflict of interest.

Reviewers are required to respect the confidentiality of the peer review process, which is designed to protect and preserve the integrity of the HRB's advisors and processes. Reviewers may not discuss any aspect of the scoring or assessment with applicants or colleagues. All such requests must be referred to the HRB.

² <https://sfdora.org/>

10. HRB Open Research

We encourage all HRB-funded Summer Students to explore whether their research project would be suitable for submission to HRB Open Research, the HRB's online publishing platform. To publish on the platform, the work must be original and at least one author must have held or worked on an active HRB-funded/co-funded grant on or since 1 January 2017 (SS awardees fulfil this criteria). The study must meet all applicable research and publication standards.

For Summer Students, the publication of Research Notes - single-finding papers that can be reported with one or two illustrations (figures/tables), descriptions of unexpected observations, and lab protocols – may be the most suitable way to publish their research project. Publishing on HRB Open Research allows students additional credit and visibility for their research projects.

All articles published on the platform are published using a fully transparent, author-driven model: the authors are solely responsible for the content of their article. Invited peer review takes place openly after publication, and the authors play a crucial role in ensuring that the article is peer-reviewed by independent experts in a timely manner. Once the platform has been formally approved by bibliographic databases, articles that pass peer review will be indexed there.

For more information visit - <https://hrbopenresearch.org/>

11. The General Data Protection Regulation (GDPR)

The **General Data Protection Regulation (GDPR)** came into force on 25 May 2018. As a result, the applicant and sponsor will be asked through 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 can be based anywhere in the world.

Furthermore, by confirming participation, you will be asked to **confirm you understand** that the HRB uses the information you provide to consider your application, contact you about your application, and if you are successful, to manage your grant in accordance with HRB general T&C for research awards. This will include contacting you about written student and sponsor reports. We may publish some basic information on successful awards including Lead applicant/Sponsor, 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 summer studentship 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.

12. Timetable

16 November 2020	Opening of call
21 January 2021	Deadline for HI submission of applications via GEMS is Thursday, 21 January 2021 at 13:00.
March 2021	Reviewers scores and feedback will be collated with a view to making final recommendations to the Board of the HRB.
April 2021	Following HRB approval of the recommendations, all applicants and HIs will be notified of the outcome by email in early April 2021.
June 2021	Students begin working on the research project on a date agreed with the Sponsor(s) (earliest start date is Monday, 7 June 2021 to allow completion of the project and submission of reports in advance of the next academic year.
September 2021	Students must complete all project work by Friday, 17 September 2021.
October 2021	Students and sponsors must submit final reports to the HRB by Friday, 15 October 2021.

13. HRB Contact:

If you have any queries regarding this scholarship scheme, please contact:

Emma McGrath PhD
Project Officer – Pre-Award
Research, Strategy and Funding
Health Research Board
e emcgrath@hrb.ie

The HRB reserves the right to reject any application that does not meet the terms of this call. The HRB's procedure for appealing funding decisions is available at <http://www.hrb.ie/research-strategy-funding/policies-guidelines-and-grant-conditions/policies-and-position-statements/>.

Appendix I: Detailed guidance for completion of the application form

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 Notes for further information.

The Lead Applicant (Student) creates the application and completes it with the support of the Sponsors.

- The Lead Applicant registers on GEMS and receives an email to confirm their registration and log in details. Contact and CV details are added in the 'Manage My Details' section of GEMS.
- Lead Applicants previously registered on GEMS use the same login and can 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 is asked to go through a check list of mandatory Yes/No questions. In order to start the application, the Lead Applicant must satisfy the conditions of the following check list:

Lead Applicant (Student) Eligibility	
I am a full-time or part time student in a relevant health/social care related discipline at a university/third level institute in the Republic of Ireland.	✓
I am not in the first or final year of my NFQ level 8 degree course.	✓
I am not in the final year of the undergraduate component of a degree course which includes an optional or additional year or more for further level 9 or 10 qualification such as MSc, MPharm or PhD	✓
I have not previously conducted a PhD and/or MSc by research	✓
I have not worked as a research assistant, research technician or any role with experience of 8 weeks, or more, of active research.	✓
I have not undertaken any research project equal to or longer than 8 weeks consecutively, in a full-time capacity including HRB or other summer student scholarships.	✓
Sponsor (Supervisor) Eligibility	
My Academic Sponsor (Supervisor) is suitably qualified with at least 4 years of active research experience and is based in a university or recognised research institution, in the Republic of Ireland.	✓
My Sponsor (Supervisor) is not submitting in conjunction with another student; this is our sole application in this round.	✓
Other Requirements	
By submitting this application, I agree 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	✓

awards; and evaluation of HRB’s approach to funding and investment in research, in line with HRB policies and as detailed in the SS 2021 Call Guidance Notes.	
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The Lead 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.

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Host Institution and Signatory Notification

Host Institution

The Host Institution (HI) for a HRB award is a recognised research institution in the Republic of Ireland. For the purpose of this call the HI is normally the Higher Education Institution where the student is studying or the HI where the Academic Sponsor is based. A list of the Host Institutions recognised by the HRB at the time of this call going live is available on the HRB website at the following link: <https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/>. Please check that your HI is listed and type it into GEMS **in full** (do not use acronyms such as UCD, TCD, NUIG). Once you have entered the first 3-4 characters of the HI, you will be assisted with auto-select options. It is important that the HI name is entered accurately and in full as an incorrect entry may result in a delay in attaining HI approval.

Signatory Notification (within Host Institution)

The Host Institution for the award must be on the HRB list of approved Host Institutions (see **Host Institution section above**) and must be nominated by the Lead Applicant.

As part of the application process, the Lead Applicant selects their Host Institution and sends an email notification via GEMS requesting support as Host Institution. Once the Lead Applicant is ready to submit the application, they must notify the Dean of Research (or equivalent) via GEMS who will then approve or reject (if there are any issues) the application. A rejection will prompt the return of the application to the Lead Applicant for revisions and an approval will result in the submission of the application to the HRB. Once submitted, a grant application number will be assigned to the application and a confirmation email will be sent to the Lead Applicant and Dean of Research. The Lead Applicant should be aware that once a Host Institution is chosen for the application, a notification will be generated and sent to them for approval.

The Host Institution signatory's details are pre-populated in the system so the Lead Applicant just needs to click 'NOTIFY' within GEMS. We recommend that you **notify the signatories at the nominated Host institution (Dean of Research or equivalent)** 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 with the Lead Applicant to resolve them.

The Dean of Research (or equivalent) signatory must confirm their willingness to participate as HI for the application through GEMS. When they do so a PDF of the application will be available for them to review. The HI signatory ultimately approves the final version for submission to the HRB. Once submitted, a grant application number will be assigned to the application and a confirmation email will be sent to the Lead Applicant and Dean of Research.

Please note: The Host Institution approves and submits each application online on behalf of the applicant and has its own internal deadlines to facilitate this process. Please make this a time consideration when preparing your grant application and submit the application on GEMS well ahead of the HRB deadline.

The HRB GEMS online application form will request the following information:

1. Applicant Information

Student details: Lead applicant's full name and university/third level institute. This information will be automatically included in the application form. If this information requires updating, please edit the details in the '*Manage my details*' section of your GEMS profile.

Gender: This question is included with the application form in light of the HRB Gender Policy. The HRB has the responsibility to support both women and men to realise their full potential in order to ensure equality of opportunity and to maximise the quantity and the quality of research. This information will not be shared with reviewers and it is for HRB internal use only.

Please choose:

- Man
- Woman
- Other
- Prefer not to disclose

1.1 Personal statement:

Briefly outline your reasons for applying for this Studentship and the potential benefits you foresee from conducting a research project such as this. (100 word limit)

1.2 Degree name:

Please state the name of the degree for which you are studying. (100 word limit)

1.3 Year of degree:

Please state which year/stage of the degree you are completing and the total number of years in the degree course (eg: year 3 of 4)

1.4 Student record:

Please provide details of your examination results at the end of the most recent academic year (200 word limit).

1.5 Previous Degrees:

Please provide details of all previously obtained qualifications (100 word limit).

1.6 Previous Research Experience:

Please provide details of any research which you have undertaken or been involved in and give details of your role (200 word limit).

Please note: You are **not** eligible to apply if you have 8 consecutive weeks, or more, of full-time research experience.

1.7 Previous Application

Have you previously applied to the HRB Summer Student Scholarship Scheme? If yes – please state the year and outcome.

*Please note: You are **not** eligible to apply if you have previously been awarded a Summer Student Scholarship).*

1.8 Other Funding

If you have also applied for summer research funding from another source(s), please give the name of the organisation(s) and the expected date of outcome.

Please Note: If your HRB application is successful, you may not hold a scholarship from another organisation together with a Health Research Board Summer Student Scholarship.

2. Project Details

In the research project section, the applicant completes the following sub-sections:

2.1 Project Title

Please enter the title of your research project (maximum 200 characters)

2.2 Proposed Commencement Date

Please indicate the proposed start date. (Please note the earliest commencement date is **Monday 7 June 2021**. Please note if your research project requires Research Ethics Approval/ Animal Licence, a letter of approval/copy of the licence must be submitted to the HRB before you begin your project.

2.3 Scholarship Stipend

This scholarship offers a stipend of €300 per week for a minimum of four and a maximum of eight weeks. The stipend payment is made by the nominated Host Institution directly to you.

If you are successful, the HRB will inform your nominated Host Institution of your success. You must contact the Research Office/ Finance Office of your nominated Host Institution and they will arrange payment for the duration of your Scholarship.

In order to receive any payment you must complete a Revenue Student Scholarship Declaration Form and submit it to your Host Institution before you start work on your project. This form is available for download on the Revenue Commissioners website <https://www.revenue.ie/en/personal-tax-credits-reliefs-and-exemptions/education/scholarship-exemption/index.aspx>.

There are no running costs provided for this project so there is no detailed budget component to complete.

In the drop down box provided, please indicate the duration of your project. You must select between four and eight weeks. The total amount for which you intend to apply will be automatically calculated based on the duration of your project.

2.4 Lay summary

The Project Lay Summary needs to be written such that it is easily accessible to a broad lay audience. This summary may be used when providing information to the public with regard to the variety of research funded by the HRB and may be posted on the HRB website.

2.5 Research area

As part of the eligibility criteria for this scheme you must select **one** of three research areas below:

3. Patient-oriented Research
4. Population Health Research
5. Health Services Research

See Appendix II for further details of the research areas.

2.6 Keywords

Include up to 5 keywords associated with your research

3. Project Description

3.1 Description of the research project

Please provide a clear description of the research project including the background, aims and objectives, hypothesis, research design and methodology, data analysis and key outputs. Please include an estimated timeline for completion of the various elements of the research project. (1000 words)

3.2 Project description support document (optional)

To support your **project description** you may include **one document** (to facilitate reviewers in assessing your application) composed of a Gantt chart, relevant images, graphs or tables up to a **maximum of 2 items**. This should be scanned and uploaded as a PDF document. Please ensure that you label this document correctly as the “Project Support Document” and upload it to the appropriate section in GEMS.

3.3 References

Enter any references given in the Project Description (up to a maximum of **5 publications**) using the following format.

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

4. Student training and experience

4.1 Student work plan

Describe the particular work you (the student) will perform. Be as specific as possible in this section, especially if this research project falls within the scope of a wider existing research programme/team. The reviewers need to know exactly what your role in the project will be in order to assess the application. (500 word limit).

4.2 Training, experience, techniques and skills acquisition list

You are asked to list and to briefly describe the most important training you will undertake, the techniques and skills you will learn and the experience you will gain during the research project.

5. Ethical approval and use of animals

Research Ethics approval (REC) is required for all research work funded by the HRB that involves human participants, human material (including tissue) or animals. If this is needed for your project you need to provide a letter of approval to the HRB before you begin work. If your project involves the use of animals a copy of a valid animal licence must be submitted to the HRB. Applicants must give sound scientific reasons for their use and explain in their proposals why there are no realistic alternatives,. Experiments should use the smallest possible number of animals to investigate the research question and should ensure that animal distress and suffering are avoided wherever possible.

Applicants should allow sufficient time to obtain ethical approval and/or animal licenses. It is suggested that ethical approval and or animal licenses are sought in **parallel with submission of an application** to the HRB. If you already have an REC approval letter and/or and animal licence, you should upload a copy to GEMS, labelled clearly as Research Ethics Approval letter/Animal Licence.

6. Sponsorship

Applicants are required to have one suitably qualified Academic Sponsor (Supervisor) with appropriate expertise relevant to the research project, typically ≥ 4 years of active research experience - career breaks, flexible working arrangements, change of disciplines or sector, etc. will be taken into consideration. The Academic Sponsor is required to be currently employed in a recognised research institute in the Republic of Ireland.

6.1 Academic Sponsor details

Within GEMS the application is initiated by the student (Lead Applicant). The Sponsor accepts an invitation from the Lead Applicant within GEMS to act as a Sponsor. The Sponsor then accesses the GEMS system and inputs details such as name, Institution, present position, profession, degrees and qualifications and employment history via the “Manage my Details” section of their own GEMS account. This information is automatically included in the application. See the technical guidance notes available within the application form for more information.

6.1.1 Most relevant funding track record

Please reference up to five independently peer-reviewed research funding awards (including those received from the HRB) most relevant to this application and please specify your role on each: Principle Investigator, Co-Principle Investigator (Co-Lead), Co-Applicant or Collaborator.

6.1.2 Contribution to scientific knowledge

Please provide details of a maximum of five research outputs most relevant to the project. For each research output please briefly explain the research question, the significance and impact, and your specific contribution (60 word limit per output).

In addition to peer-reviewed articles research outputs can also include research data and databases, research material, audio/video products, national and/or international reports, patents, models and protocols, software production, evidence of influence to health policy and practice, outreach and/or knowledge exchange activities, media coverage or other relevant activities.

6.1.3 Research and supervisory experience

Details of research experience/track record, specifying the Sponsor’s role in the project. Give details of any supervisory experience to date and include commitments with regard to previous students/research projects. Reference to gaps in past productivity may also be included here (e.g. career break, flexible work arrangement, other family care responsibilities, illness, disability, and change in sector (e.g. academia to private sector) or discipline. (500 word limit)

6.1.4 Supervisory arrangements

Describe the plans for supervision and monitoring progress during the scholarship. This section should give reviewers a clear sense of the access the student will have to the Sponsor(s) and the level and quality of supervision they will receive. (350 word limit)

6.1.5 Letter of Support from Academic Sponsor

The Sponsor must upload a signed letter of support to GEMS. This should be on headed notepaper and clearly labelled as “Sponsor Letter of Support – Prof A Smith”.

6.2 Will the student be based in a Health Agency? Y/N

If **No**, no further information is required.

If **Yes**, please move on to section 6.3.

6.3 Is the Academic Sponsor affiliated to the Health Agency or Charity? Y/N

If **Yes**, please indicate the name and address of the health agency/charity and the current role of the Academic Sponsor within the agency.

If **No**, please move on to section 6.4.

6.4 Health Agency Sponsor details

If the research project is to be conducted outside of the Sponsor's Higher Education Institution (e.g. in a charity/health agency), a suitable individual working in the agency must act as a Health Agency Sponsor and additional information must be provided, including an additional letter of support. The inclusion of a health agency sponsor is to ensure that the student is well supported and working under good supervision at all times regardless of setting.

In cases where the Academic Sponsor is also affiliated with the charity or health agency and will be in situ with the student during the research project, a second health agency-based sponsor is not required.

Documentation Checklist

All sections of the GEMS Application Form must be completed. When submitted the application must also include the following documents in order to be eligible:

- Letter of Support from the Academic Sponsor - clearly labelled*.
- Letter of Support from the Health Agency Sponsor (if applicable**) - clearly labelled.

The following document is optional but if included it must be uploaded to the appropriate section of GEMS as a PDF file, clearly labelled as the "Project Support Document"

- **A single file upload to support the Project Description** composed of a combination of a Gantt chart, images, graphs, tables, scales etc. up to a maximum of 2 items.

* All official **letters of support must be on headed notepaper, signed, scanned and uploaded to the appropriate section of GEMS**. Electronic signatures are acceptable. Please label this document clearly prior to uploading e.g. "Sponsor Letter of Support Prof A Smith".

** If the research project is to be conducted in a charity/health agency, a suitable individual working in the agency must act as a second Sponsor and a letter of support from them must be uploaded.

Submission of Applications

The deadline for submission of complete applications is 21 January 2021 at 13.00.

It is critical that the student applying for the award, submits the application on GEMS **leaving 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.

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 ensure that all the relevant sections of the application form are completed. Ensure that all relevant supporting documents are correctly labelled and uploaded. Please note once the application is submitted it cannot be edited or unsubmitted. Please ensure that you retain a PDF copy of your application on file for your own records.

It is the **responsibility of the student to upload all supporting documentation when submitting to the Host Institution.** If the application is not approved by the HI and submitted to the HRB on time, fully completed, with the required support documents the application will be deemed ineligible without further review.

Appendix II: Definition of Research Areas within the scope of the scheme

The details below are not exhaustive but should serve as a useful guide to applicants in considering relevance and eligibility for this scheme. Applications will be reviewed upon receipt by HRB staff based on the criteria below.

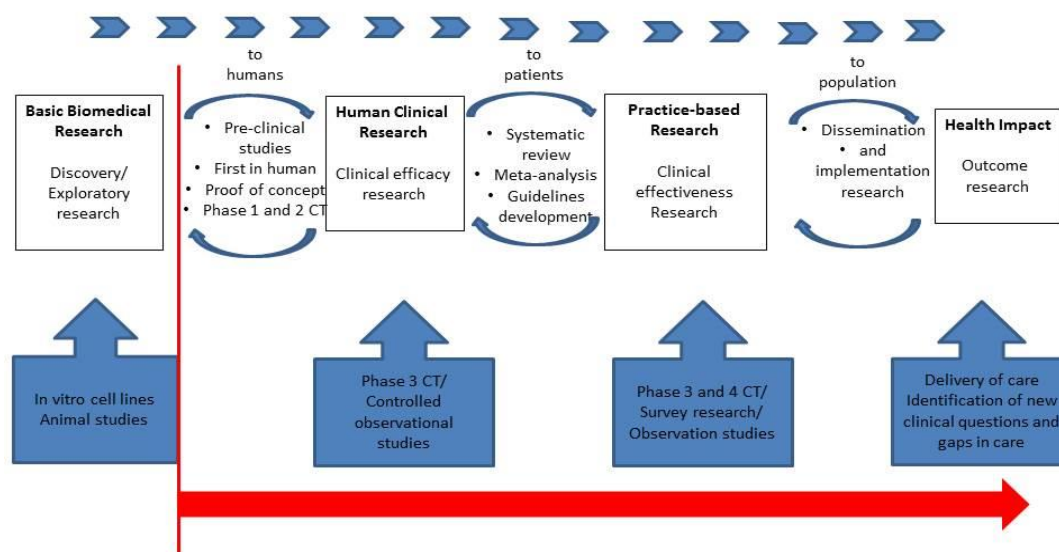
Patient Oriented Research

Patient-oriented research (POR) is defined as research conducted with human subjects, or on material of human origin, such as tissues, specimens and cognitive phenomena. The research generally involves patients, samples and/or data from patient and other people who are not patients (e.g. healthy volunteers)

Under the POR remit, the HRB will consider research projects that involve pre-clinical studies, on the understanding that pre-clinical studies represent an important stage of research that occurs before testing in humans to find out if a drug, treatment or procedure is likely to be useful. Such studies gather data on efficacy, feasibility, toxicity, safety and supports patient eligibility criteria. They typically involve research using particular species of animals and in such cases the HRB will consider supporting animal work. However, appropriate evidence must be provided in the application setting out the case for the pre-clinical study, to justify the choice of species in a manner which resembles the human condition in aetiology, pathophysiology, symptomatology and response to therapeutic intervention and describing how the pre-clinical study correlates and aligns with the planned future stages of the research study in humans. In some pre-clinical studies, due to the species-specific nature of the clinical product (e.g., some vector-expressed human transgenes or human derived cellular products) testing in animals would not prove informative or appropriate so alternative in vitro pre-clinical studies models can be proposed, but again detailed justification must be provided.

Applications which begin with research activity to the right of the red in Figure 1 below may be considered within the POR remit.

Figure 1: Continuum from research to impacts and outcomes



Population Health Research

Research with the goal of improving the health of the population, or of defined sub-populations, through a better understanding of the ways in which social, cultural, environmental, occupational and economic factors determine health status or through the identification of effective interventions for improving health status and reducing health inequalities.

The emphasis of applications submitted within this research area is on the prevention of disease, promotion of health and wellbeing and the reduction of inequalities in health. It focuses on the health of the whole population or on defined sub-groups and aims to generate evidence that is highly relevant to improving the health and wellbeing of the public.

Note: There is significant overlap between clinical medicine and population health approaches. For the purposes of this scheme, if you are submitting a science- or medically-driven proposal where the emphasis is on disease diagnosis, treatment or care of an individual or a patient group, you should choose the patient-oriented option as the research area for your proposal.

Applications submitted under the population research area should focus on issues such as:

- Macro-level socio-economic determinants of health (the influence of social and economic policies on health);
- Individual-level socio-economic determinants of health (the relationships between access to the resources of society such as housing, income, employment, food security and health);
- Individual behavioural/lifestyle factors such as smoking, nutrition, alcohol and substance abuse, physical activity and sexual behaviour and their impact on health ;

- Occupational and environmental determinants;
- The health of populations over the lifecourse (e.g., Birth, child and adult development and ageing);
- Health of specific population groups (e.g. children and youth, people with disabilities, older adults, migrant populations);
- Gender issues and health;
- Health protection, promotion, health education and intervention programmes;
- Genetic epidemiology;
- Prevention and control;
- Monitoring and surveillance of population health.

Health Services Research

Research with the goal of improving the efficiency and effectiveness of health professionals and the health care system through changes to practice and policy. Health services research is a multidisciplinary field of scientific investigation that studies how social factors, financing systems, organisational structures and processes, health technologies, and personal behaviours affect access to health care, the quality and cost of healthcare and ultimately health and well-being.

Applications submitted under this research area will focus on the planning, management, organisation, financing, purchasing and provision of health and social care services. Application address aspects of the quality of services, access and equity in provision, relevance and appropriateness to the needs of individuals and communities, effectiveness and efficiency, workforce capacity and capability issues and how services are experienced. Applications focusing on the three main dimensions of quality – patient safety, patient experience and effectiveness of care – are particularly welcome.

Applications focusing on issues such as the following are welcome:

- Access to services;
- Strategic management of waiting times;
- Health service planning;
- Health service delivery and organization;
- Integration of care;
- Evaluation of health services interventions;
- Delivery and organisation of hospital and primary health care;
- Community-based care (long-term care, home care);
- Chronic disease prevention and management;
- Citizen engagement;
- Health professional influences on health care;
- Public and private health care sectors;
- HR and financing of health services;
- Health policy and systems management;
- Health ethics and law;

- Health informatics;
- Pharmacoepidemiology;
- Quality of life and quality of care;
- Health systems and policy.