

HRB Summer Student Scholarships (SS) 2023

Guidance Notes



Guidance Notes

Key Dates & Times	
Application Open	10 January 2023
Application Closing Date	09 March 2023 @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 authorised approver at the Host Institution (HI) as listed in the application form. It is critical therefore that applicants leave sufficient time in the process for the Research Office (or equivalent) in their nominated HI to review, seek clarifications and approve applications prior to the final submission date. This may involve being aware of and complying with any internal HI deadlines for review and approval, distinct from the HRB deadline.*

Table of Contents

- 1. Introduction 4
- 2. Objectives 4
- 3. Scope 4
- 4. Main changes from previous rounds5
- 5. Funding Available, Duration and Start Date5
- 6. Eligibility Criteria 6
- 7. Host Institution 8
- 8. Application, Review process and Assessment Criteria 8
- 9. Timetable11
- 10. HRB Contact11

- Appendix I: Detailed guidance on the application form.....12
- Appendix II: Definition of Research Areas within the scope of the scheme20
- Appendix III: HRB Funding Policies and Procedures20
- Appendix IV: HRB PhD equivalency request form26

1 Introduction

The Health Research Board (HRB) Strategic Business Plan 2021-2025 sets out our mission to support research that improves people's health, promotes evidence informed care and creates solutions to societal challenges. 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 2023 Summer Student Scholarships. The scholarship scheme offers undergraduates studying in a health-related or other relevant areas (e.g. statistics, social sciences, informatics, management sciences, engineering) 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.

Students must independently identify a suitable Supervisor in their area of interest and work closely with them to develop a proposal to submit to the HRB. This offers a unique opportunity for undergraduate students to experience the grant application process.

Following completion of the scholarship, the student is expected to have successfully completed the short research project described in their application.

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. 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 six and a maximum of eight weeks during the summer of 2023.

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 Main changes from previous rounds

The HRB is introducing a number of changes in the assessment process for the Summer Student Scholarships 2023. Research assessment is at the centre of a major international discussion, and keeping the effort proportionate to risk is one of the recommendations¹. Changes include:

- A shortened application form, focussing more on the suitability of the supervisor and a brief description of the proposed work.
- Selection of applications for funding using a single stage review by an internal Selection Panel.
- No more requirement of reporting back to the HRB at the end of the scholarship.
- Faster turnaround time from application deadline to outcome notification from twelve weeks to four weeks.
- This call is now open for Host Institutions from Northern Ireland.

Note: We will continue to ensure that supervisors are suitably qualified to ensure that all Summer Students have a positive research experience.

5 Funding Available, Duration and Start Date

The scholarship will fund the undergraduate at a rate of €300 per week for a period of **six to eight weeks**. The scholarship does not provide additional funding for project resources or consumables. The HRB will contact the Host Institutions (HI) with the names of successful applicants. The HI will arrange payment to the student for the time period of the project and will invoice the HRB for the

¹ [Our principles - EViR](#)

award amount upon completion of the project. All successful students should liaise with the HI well in advance of starting work on their project.

The earliest start date of the scholarship is 6 June 2023.

Please note that only students registered in full time undergraduate degrees are eligible to receive the award on a tax-free basis and for students registered in part time undergraduate courses the award will be subject to tax at the normal rate.

6 Eligibility Criteria

Where the lead applicant, supervisor, and/or sponsor fails to meet the eligibility criteria listed below, the application will be deemed ineligible and will not progress any further. Applicants and HIs will be informed accordingly.

6.1 Lead Applicant (Student)

For the purposes of this scheme, the student, termed the “Lead Applicant”, is responsible for preparing the application with support from their supervisor and sponsor, where applicable.

The following eligibility criteria for Lead Applicants apply:

- The student must be studying full-time or part-time, in a relevant discipline at a third level institute on the island of Ireland. All applicants must be able to undertake the scholarship on a full-time basis for a minimum of six and a maximum of eight weeks during the summer of 2023.
- The research project must be undertaken at a university or recognised research institution, charity or health agency in the island of Ireland.
- The student must have the support of an appropriate, suitably qualified supervisor.
- The student must identify a suitable HI to administer the award. This **must be a HRB approved HI**. The HI can be the third level institution in which the student is studying for their degree **OR** the organisation of the Academic Supervisor.
- 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.
- Previous SS applicants who were awarded a SS award but had to withdraw are still eligible to re-apply again another year. If you have previously completed a SS award you cannot apply again.

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.

Please note that the HRB will not allow successful awards to be deferred to future years. Each successful award must be completed in the year the grant was awarded.

6.2 Academic Supervisor

Supervision by a suitably qualified individual with a research track record and who is affiliated with a HRB approved HI is an essential element of this application.

Each Lead Applicant must include an Academic Supervisor who is key in providing the student with a positive research experience. The supervisor guides the student during the scholarship period so that they acquire the necessary skills to conduct the research project. Therefore, the HRB emphasises that supervisors have the relevant expertise and experience.

The Academic Supervisor **must**

- Possess a PhD degree or demonstrate equivalent research experience as defined in the 'Towards a European Framework for Research Careers'².
- PhD equivalency is defined as at least four years **full time research experience** post-primary degree, which does not need to be consecutive. Full-time equivalent research experience is measured from the date when a researcher obtained the degree entitling them to embark on a doctorate (either in the country in which the degree was obtained or in the country in which the researcher is recruited), even if a doctorate was never started or envisaged.

Equivalency must be granted before submission of an application. Please contact the HRB to discuss equivalency as soon as possible. The form to be completed is in Appendix IV and must be sent at least one week before the deadline for applications.

Please note that professional and taught doctorate degrees are not accepted as equivalent research experience to a PhD.

- Be actively engaged in research activity. They must have a minimum of one original research article published in the last three years.
- Have a contract of employment for the duration of the proposed project and have secured the support of their institution.
- Be personally affiliated with a HRB approved HI. A personal affiliation in this context is defined by either being employed by, or holding an honorary position in, the HI. Individuals

²https://cdn5.euraxess.org/sites/default/files/policy_library/towards_a_european_framework_for_research_careers_final.pdf

who are employed in a health agency/health institution, which is affiliated with a Higher Institution, will not be accepted as Academic Supervisors. These individuals can act as a health agency sponsors only.

- Only support one student application in this round. Where two or more applications listing the same Supervisor are received, both, or all, of those applications will be deemed ineligible.

6.3 Health Agency Sponsor

If the research project is based within a charity or a health agency (such as a hospital or a community care setting), a **Health Agency Sponsor** based in that setting is required **in addition to the Academic Supervisor** based in the HRB approved HI. The inclusion of a health agency sponsor is to ensure that the student is well supported, will work under good supervision at all times, and has the necessary local and digital accesses. In cases where the Academic Supervisor is also affiliated with the charity or health agency, and will be in situ with the student, a second sponsor is not required.

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

7 Host Institution

The 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 the Institution where the Academic Sponsor is based. In either case it must be an approved HRB HI (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.

Hospitals (including teaching hospitals affiliated to a Higher Education Institution) or other health agencies cannot be included as the HI.

This call is open for HIs from Northern Ireland.

8 Application, Review Process and Assessment Criteria

8.1 Grant E-Management System (GEMS)

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

The application must have been reviewed and approved by the signatory approver at the research office (or equivalent) in the HI before it is submitted to the HRB. Therefore, applicants should ensure that they give the signatory approver sufficient time before the scheme closing date to review the application and approve it on GEMS. Please note that many HIs specify internal deadlines for this procedure.

The HRB is committed to an open and competitive process underpinned by international peer review. To ensure the integrity of the assessment process, conflict of interest and confidentiality are applied rigorously in each stage of the process.

GEMS will close applications for this scheme automatically on 09 March 2023 at 13:00.

8.2 Overview of the application process

Step 1: Lead Applicants open the application, select the Host Institution, and invite the Academic Supervisor and Health Agency Sponsor, where applicable

- The Lead Applicant (student) is the person applying for the scholarship; they create and complete the application with the support of their supervisor.
- The Lead Applicant must first register on GEMS. Once registered you will 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 already registered on the GEMS system you should use your previously used login details to access the system.
- The Lead Applicant must select the HI as part of the application process. The system will automatically include the contact details of authorised signatories within the selected HI. The applicant should be aware that once a HI is chosen for the application, a notification will be made available which should be sent to them for approval.
- The Lead Applicant adds the Supervisors(s) to an application and when a Supervisor is added, GEMS will automatically email them to invite their participation.
- The Supervisor can decide whether to accept or reject their inclusion. Should they accept, they can manage their details and Supervisorship information, edit the application form and give their consent to the application being submitted.
- Only the Supervisor can access and populate the Supervisor section of the application form.

Step 2: Validation of the application prior to submission

- Prior to validation of the application by the Lead Applicant, the Academic Supervisor is required to approve the application.
- When the Supervisor 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 supervisor), the Lead Applicant must submit the application.
- Submitting the application will trigger an automatically notification to the Dean of Research (or equivalent authorised signatory) in the nominated HI via GEMS.

- The HI notification informs them that their approval is requested and provides them with access to a PDF version of the application form for checking.
- The Dean of Research or authorised signatory approves or rejects the application.
- If the Dean of Research rejects the application, it is returned to the Lead Applicant for further clarification/revision. 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 Appendix I - Detailed Guidance on the Application Form.

8.3 Review process

The HRB will check for eligibility of the Lead Applicants, Supervisors and Sponsors. In addition, applications which are incomplete or lacking details requested as per Guidance Notes will be deemed ineligible.

Following the initial eligibility check, each eligible application submitted to this scheme will undergo a single stage review by an internal 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 acting as panel members.

HRB staff panel members will review the applications based on the assessment criteria as described below.

8.4 Assessment criteria

The following assessment criteria will be used to assess applications by the HRB staff reviewers, and it is expected that successful applicants will score highly in all criteria:

1. Relevance of the research question and fitness with the remits of the HRB Strategy (as described under Section 3 (Scope) and Appendix III of the SS 2023 Guidance Notes).
2. Appropriateness of the research track record and supervisory experience of the Supervisor, the supervisory arrangements and the scientific environment.

It is envisaged that applicants will be informed of the outcome in early April 2023.

9 Timetable

Date	Stage
10 January 2023	Opening of call
09 March 2023 at 13:00	Deadline for HI submission of applications via GEMS
Mid-March	Eligibility checks
End March 2023	Selection process and recommendations
Early April 2023	Following HRB Executive Team approval of the process and recommendations, applicants and HIs will be notified of the outcome.
06 June 2023	Students begin working on the research project on a date agreed with the Sponsor(s) (earliest start date is Tuesday, 6 June 2023 to allow completion of the project and submission of reports in advance of the next academic year.
16 September 2023	Students must complete all project work by Friday, 15 September 2023 .

10 HRB Contact

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

Marta Pisarska

Postdoctoral Intern – Investigator-led Grants, Research Careers and Enablers

Research Strategy and Funding Directorate

Health Research Board

e summerstudents@hrb.ie

Appendix I: Detailed guidance on 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 (available on the left hand side column of your GEMs profile) 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 can use the same login and can update any information regarding their CV details in the 'Manage my details' section of their GEMS profile.

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 third level institute in the island 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.	✓
Academic Supervisor Eligibility	
Supervisor holds a PhD OR has been approved as a suitable supervisor by the HRB prior to 09 March 2023, the closing date of the call.	✓
Supervisor is authored on a minimum of one original research article published in the last three years.	✓
Supervisor has a contract of employment for the duration of the proposed project and has secured the support of their institution	✓
Supervisor is personally affiliated with a HRB approved host institution	✓
Supervisor supports only this application	✓
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	✓

Host Institution and Signatory Notification

Host Institution

The Host Institution (HI) for a HRB award is a recognised research institution in the island of Ireland. For the purposes of this call the HI is normally the Higher Education Institution where the student is studying or the HRB Approved Host Institution 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, ESRI etc). 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 the 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

1.1 Student details

Lead applicant's full name and 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.

1.2 Gender

This question is included with the application form in light of the HRB Gender Policy. The HRB has the responsibility to support people of any gender to realise their full potential in order to ensure equality of opportunity and to maximise the quantity and the quality of research. This information is for HRB internal use only.

Please choose:

- Man
- Woman
- Other
- Prefer not to disclose

1.3 Degree name

Please state the name of the degree for which you are studying (50 words limit)

1.4 Applicant eligibility

Please note this section must be completed to confirm eligibility.

1.4.1 Duration and current year of degree

Please state the full duration of your degree course and the year of the degree which you are currently completing

Duration:

Current year:

Please confirm you are not in the first or final year of a level 8 NFQ degree course

1.4.2 Previous Application

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

Please note: You are not eligible to apply if you have previously completed a Summer Student Scholarship). This rule excludes individuals who have previously been awarded but withdrew from the award prior to commencement.

1.4.3 Previous research experience

Have you previously completed a full-time research project for a duration of eight weeks or more?
(Y/N)

1.4.4 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 6 June 2023**. Please note that your research project requires a completed Approvals Declaration form which must be submitted to the HRB **before** you begin your project. The Approvals Declaration form is to track your projects' Research Ethics Approval/Animal license, if required.

2.3 Scholarship Duration and Stipend

This scholarship offers a stipend of €300 per week for a minimum of six and a maximum of eight weeks.

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

3 Project Description and Student experience

3.1 Alignment of your project with the remit of SS 2023

Please select from the dropdown list below which area of research your project falls under.

Patient-orientated research

Health services research

Population health research

3.1.1 Description of how your project aligns with remit of SS 2023

Please provide a brief and clear overview of how your proposed project aligns with the scope of SS 2023. The scope includes patient-orientated research (POR), health services research (HSR), and

population health research (PHR), details of which can be found in Appendix II of the SS 2023 Guidance Notes (100 words limit).

3.2 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. (500 words limit)

3.3 References

Enter any references given in the Project Description (up to a maximum of **five 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

3.4 Student expected training

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. (150 words limit).

4 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 declaration to that effect to the HRB before you begin work.

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.

5 Supervision

Applicants are required to have one suitably qualified Academic Supervisor with appropriate expertise relevant to the research project, with a PhD or equivalent research experience (4 years of full-time research experience (HRB PhD equivalency)). Please note that career breaks, flexible working arrangements, change of disciplines or sector, etc. will be taken into consideration when assessing the PhD equivalency. The Supervisor must be currently employed in a HRB recognised Host Institute in the island of Ireland and have a contract of employment for the duration of the proposed project. The Supervisor must have the support of their institution. The Supervisor must have at least one published original research article in the past three years. The Supervisor must support only one application/student per round.

5.1 Academic Supervisor details

Within GEMS the application is initiated by the student (Lead Applicant). The Supervisor accepts an invitation from the Lead Applicant within GEMS to act as a Supervisor. The Supervisor 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.

***Please note section 5.1 of the application form (inclusive of 5.1 – 5.3 and ‘Academic Supervisor Eligibility’) is accessible only by the Academic Supervisor ***

5.1.1 Most relevant funding track record

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

5.1.2 Contribution to scientific knowledge

Please provide details of a maximum of five research outputs most relevant to the project.

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.

5.1.3 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 Supervisor(s) and the level and quality of supervision they will receive (200 word limit).

Academic Supervisor Eligibility

Please note this section must be completed for eligibility purposes and is for HRB use only. It will not be included in the reviewable application PDF

Qualification

Please confirm that you have a PhD **or** have been approved as a suitable supervisor as of 09 March 2023, the closing date of the SS 2023 funding call.

Actively engaged in research

Please reference one authorship on an original research article published in the last three years.

Contract of employment

Are you permanently employed? Y/N

If ‘No’ please insert employment contract end date

Host Institution Affiliation

Please confirm you are personally affiliated with a HRB Approved Host institution Y/N

If **Yes** please include the name of the HI and describe the nature of your personal affiliation with, or role within, the Host institution

If **No** you are not eligible to act as Supervisor on this application

SS 2023 Applicant supervision

Please confirm this is the only summer student application on which you are listed as Academic Supervisor in this round.

5.2 Health Agency

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

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

If **Yes**, please complete section 5.2.2.

5.2.2 Is the Academic Supervisor 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 Supervisor within the agency.

If **No**, please complete section 5.3

5.3 Health Agency Sponsor details (If applicable)

If the research project is to be conducted outside of the Student'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 Supervisor 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.

5.3.1 Name and address of Health Agency

Please list the name and address of the Health Agency. Where the Health Agency has multiple locations, please include the address where the student will be based.

5.3.2 Name, job title and role of Health Agency Sponsor

Please list the name and job title of the health agency sponsor and include details of their role in the health agency.

5.3.3 Arrangements for supervisory support

Please describe how and why the Health Agency Sponsor was chosen and how they will complement the supervision of the student and the supervisory arrangements of the Academic Supervisor (150 words).

5.3.4 Health agency letter of support

Please upload a letter of support from the health agency, on headed paper, outlining the health agency and health agency sponsor's commitment to the student and the project.

Documentation Checklist

All sections of the GEMS Application Form must be completed.

Submission of Applications

The deadline for submission of complete applications is **09 March 2023** at 13:00 via GEMS.

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.

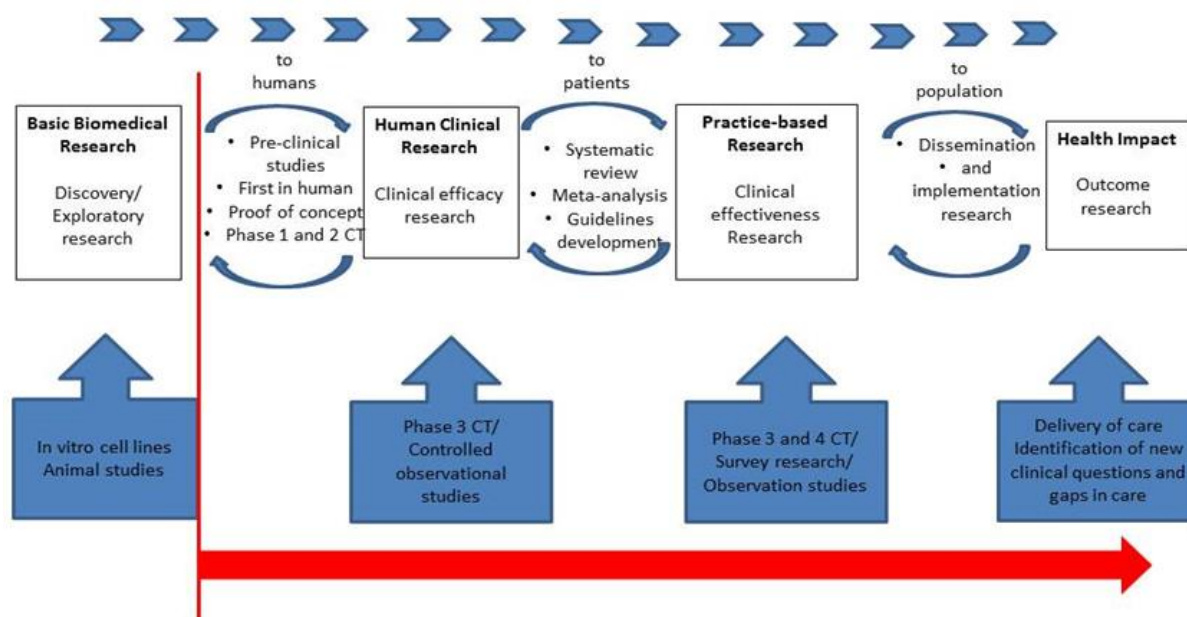


Figure 1: Continuum from research to impacts and outcomes

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. Applications 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.

Appendix III: HRB Funding Policies and Procedures

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/>

General Data Protection Regulation

The **General Data Protection Regulation (GDPR)** came into force on 25 May 2018. As a result, the applicant team will be asked through the HRB online grant management system 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 are selected for their specific expertise in relation to submitted applications and can be based anywhere in the world.

Furthermore, by confirming participation, you will be asked to confirm you understand that HRB uses the information you provide (regarding all applicant team members) 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 and other means e.g., interim review. We will publish some basic information on successful awards including PI, HI, 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.

The Health Research Regulations

Following the implementation of GDPR, a regulation for health research known as the Health Research Regulations 2018 (S.I. 314) has been implemented, with further amendments made in 2019 (S.I. 188) and 2021 (S.I. 18)³. These regulations outline the mandatory suitable and specific measures for the processing of personal data for the purposes of health research. They further set out that explicit consent is a mandatory safeguard that must be obtained from individuals when using their personal data for health research. Where it is not feasible to obtain explicit consent, an application for a consent declaration can be made to the Health Research Consent Declaration Committee⁴.

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

Reviewers must adhere to high standards of integrity during the peer 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/appealing-ineligibility-decisions-in-funding-schemes/>

The HRB's procedure for appealing funding decisions is available at <http://www.hrb.ie/funding/funding-schemes/before-you-apply/relevant-policies/>.

³ <http://www.irishstatutebook.ie/eli/2021/si/18/made/en/pdf>

⁴ <https://hrcdc.ie/>

Privacy Policy and Retention Policy

To understand why we collect the information we collect and what we do with that information, please see our Privacy⁵ and Retention Policies⁶.

⁵ <https://www.hrb.ie/about/legal/privacy-policy/>

⁶ https://www.hrb.ie/fileadmin/user_upload/HRB_Document_retention_policy..docx

Appendix IV: HRB PhD equivalency Request Form

Overview

HRB PhD equivalence, for the purposes of HRB grant application eligibility, can be granted by the HRB where an individual can prove they have a **minimum of 48 months of active research experience at 1 full time equivalent (1 FTE)**. Time spent conducting active research is the only criterion which contributes to HRB PhD equivalence.

Please note all other research metrics, including published papers, research funding, membership of committees and research titles **do not** contribute, in any way, to the assessment HRB PhD equivalence. This type of CV information **should not** be included in this form.

NB: Individuals currently studying for a PhD qualification are not eligible to apply for HRB PhD equivalency.

PhD equivalence is calculated based on a researcher's time spent conducting remunerated active research, post primary degree. Active research time does not need to be consecutive or conducted full-time. Partial FTEs over a period of time can be expressed as months conducting active research. The sample calculation below shows how a researcher could meet the requirement, of 48 months research time at 1 FTE, and be approved for HRB PhD equivalence.

Active research is defined as **working directly on an original research project, or projects, for the purposes of generating new scientific knowledge**. Active research **does not** include supervision of individuals who are performing active research.

Sample calculation

Job title	Contract Start date (dd/mmm/yyyy)	Contract End date (dd/mmm/yyyy)	Time in Months (T)	FTE conducting active research	Active research in months (T x FTE)
Research nurse	5 Jan 2015	27 Jan 2017	24.5	1	24.5
Research assistant	6 Feb 2017	16 Mar 2018	13.5	0.75	10.125
Research nurse	20 Mar 2018	19 Jun 2018	3	1	3
Research assistant	01 May 2019	31 Apr 2020	12	0.5	6
Lecturer with 25% protected time for research	1 May 2020	31 Dec 2021	19	0.25	4.75
Total					48.375

Information required for PhD equivalence assessment

Please submit the completed form to the HRB contact for the funding call to which you wish to submit an application. The contact person for a funding call can be found on the call Guidance Notes document or on the HRB funding call web page ([All funding schemes \(hrb.ie\)](http://hrb.ie)).

Name: _____

Organisation: _____

Current Position: _____

Contact email address: _____

Please fill in the PhD equivalence request table below, including the organisation for each employment. Include additional rows if required.

Job title	Organisation	Contract Start date (dd/mmm/yyyy)	Contract End date (dd/mmm/yyyy)	Time in Months (T)	FTE conducting active research	Active research in months (T x FTE)
Total						

Please note: HRB PhD equivalence need only to be assessed once for any given researcher. If you are granted HRB PhD equivalence this will be noted on the HRB Grant E-management system (GEMS) against your researcher profile for your future reference.

Declaration:

I confirm that I have worked directly on an original research project, or projects, for the purposes of generating new scientific knowledge for each of the active research FTEs reported in the table above. I confirm that all information included in this application is correct.

Print name

Signature

Date dd/mm/yyyy