Patient Safety Research Network 2023

Guidance Notes

Guidance Notes

Key Dates & Times	
Application Open	15 March 2023
Application Closing Date	28 April 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 authorized 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.*

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1 Introduction

The Health Research Board (HRB) Strategy (2021-2025)[1] sets out a lead role for the HRB to invest in research that delivers value for health, the health system, society, and the economy. Amongst its objectives the strategy aims to invest in research that informs the decisions and actions of knowledge users in the Irish health and social care system. It does this via competitive calls and targeted initiatives aiming to bring together diverse groups of researchers and knowledge users to tackle areas of strategic importance in an Irish context.

Patient safety and advancing a patient safety research agenda is an area of national strategic importance. The first HSE Patient Safety Strategy was published in 2019 and set out a range of actions, including a commitment to 'Using Information to Improve Patient Safety', and to 'support patient safety research and publish and act on the results'.

National and international evidence shows us that as many as 1 in 8 patients suffer harm while using healthcare services and up to 70% of this harm could have been prevented. Patient Safety as a health care discipline aims to prevent and reduce risks, errors and harm that occur to patients during provision of health care. A cornerstone of the discipline is continuous improvement based on learning from errors and adverse events. Patient Safety research is a growing field of research, a cross-cutting theme which requires purposeful mechanisms to bring the many actors, disciplines, and methodologies together.

Since 2012 HRB has partnered with the HSE through its Quality and Patient Safety Directorate (and supported by the Royal College of Physicians in Ireland) to deliver the Research Collaborative in Quality and Patient Safety (RCQPS) funding scheme. This scheme funded projects aligned with HSE clinical care programme priorities likely to impact on the delivery of care. It also linked knowledge users in clinical care with the academic researcher community. The RCQPS scheme, over ten years, co-funded 18 projects on quality and patient safety related topics and facilitated growth and awareness of a nascent patient safety research field in Ireland. In addition to providing co-funding for the RCQPS scheme the HSE have championed QPS (Quality & Patient Safety) research through a variety of other mechanisms including conducting in-house research, and commissioned research and evaluations. As well as directly supporting the work of the National Quality and Patient Safety Directorate (NQPSD), the wider QPS community and health system have benefited from the fostering of a research community producing translatable findings which make a real difference to improving patient care.

Despite these advances there is still much to do. A recent review looking at patient safety research carried out in Ireland[2] noted that patient safety research has tended to focus on adverse events and while there has been considerable investment in patient safety improvement efforts, there is limited evidence of effectiveness. Also, the majority of safety interventions tend to be person-focused (e.g., education and training), with more effective systems focused interventions far less commonplace. This review concluded that future research should focus on the evaluation of more effective system-focused interventions. It further recommended that interventions are closely aligned to appropriate,

[1] https://www.hrb.ie/strategy-2025/

[2] A scoping review of patient safety research carried out in the Republic of Ireland | SpringerLink

and meaningful measurements and monitoring and safety in order to support rigour in evaluation of the impact of interventions on patient safety.

The Patient Safety Research Network should address some of these challenges and is intended to build on the success and learnings of the RCQPS programme, broadening to address patient safety research needs in a more strategic, national, and co-ordinated way, aligned with the needs of the HSE Patient Safety Strategy 2019 – 2024 and Sláintecare.

2 Aim and Objectives

This call aims to bring together all relevant stakeholders to promote and advance patient safety research in Ireland. The network will provide a forum to debate and determine research priorities, support development of a critical mass of research activity, and increase Irelands capacity and capability to conduct and translate high quality, internationally relevant patient safety research.

A key objective is to embed patient safety research and evidence at the core of the health services.

3 Scope of Call

The Patient Safety Research Network (PSRN) should connect all key stakeholder institutions, centres of excellence, professional bodies and their representative researchers, clinicians, policymakers, and other knowledge users with an interest/stake in patient safety research. As a network it should build a sense of community and will 'connect the dots' nationally. It should position Ireland to engage internationally to ensure it is at the forefront of best international practice when it comes to patient safety research and its application in practice.

The Patient Safety Research Network (PSRN) should facilitate sharing of tools and resources and advance discussions on methodologies. It should support education, awareness and training activities in patient safety research and increase grant applications to existing funding opportunities.

Examples of the types of activities that might be undertaken by a network to deliver on these objectives include:

- **Strategic:** identifying evidence gaps, mapping exercises, research prioritisation, developing a research strategy, considering appropriate actions, projects, or initiatives to be delivered or supported by the network.
- **Training and Capacity building:** establishment of working groups to consider training needs and to advance methodological issues, as well as facilitating other training opportunities – exchange, placements, workshops.
- **Barriers and Enablers:** examining some of the barriers to patient safety research and potential solutions e.g., regulatory issues, other practical challenges. Identifying existing resources and opportunities for economy of scale, e.g., existing training programmes, methodology expertise, datasets.
- **Networking and Collaboration:** Activities could include compiling a database of interested researchers and knowledge users, holding networking and matchmaking events, research to policy/practice fora, or theme specific workshops to bring interested parties together.

- **Communications, Outreach, and Dissemination:** providing a fit for purpose and up-to-date website with relevant resources and supporting all other forms of communication including social media and targeted outreach.

Note: Applicants are asked to bear in mind the findings of the recent review looking at patient safety research carried out in Ireland[2] as noted in Section 1 above when considering scope and network activities.

Where an application is outside the scope of the scheme, the application will be deemed ineligible and will not be accepted for review.

4 Funding and Duration of Award

The HRB will provide funding up to a maximum of **€625,000** (inclusive of overheads) over **60 months** for a Patient Safety Research Network (PSRN) which much be **at least matched** by a co-funding commitment (cash contribution) from the Lead Applicant team (see section 5.1). A single award will be funded, quality permitting.

The award will offer **network-related costs** such as salary for staff to coordinate and support the network (e.g., Network Manager, Communications support, Administrative support), running costs (e.g., training, travel costs, PPI costs), dissemination and outreach costs, and overhead contribution.

A Network Manager/co-ordinator must form part of the network for the duration of the award as a minimum requirement; these costs should be included in the budget if they are not funded from alternate sources. **The award cannot be used to support staff specific to a research study.**

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

The budget requested and the award duration **must** reflect the scale and nature of the proposed activities, and reviewers will thoroughly assess the level of funds and timeframe requested when reviewing the application.

5 Eligibility Criteria

Considering the strategic aims and objectives of this investment, the Lead Knowledge User Organisation for this Network is prescribed in advance as the HSE National Quality and Patient Safety Directorate (NQPSD).

Partnering with the Lead Knowledge User Organisation is a requirement for applying to this scheme. All interested applicants should contact the Lead Knowledge User Organisation at the earliest opportunity to express their interest in participating in and to discuss potential involvement in a collaborative, single application to be submitted to the HRB (QPSI@hse.ie).

Note: International Partners are welcome and encouraged but the Host Institution of the Lead research applicant for this call should be based in the Republic of Ireland.

5.1 Applicant Team

Applications should be made on behalf of a team of researchers and knowledge users and including a broad range of co-applicants, collaborators, and PPI contributors. The team will be led by a Lead Applicant, and the Lead Knowledge User and must encompass the necessary depth in scientific, policy and practice expertise, disciplines, methodologies, and geographic cover.

The applicant team must demonstrate clearly that the appropriate and relevant partners are involved to achieve the objectives set out in the proposal and in a manner that aligns well with the planned activities.

Co-Applicants and Collaborators from outside the Republic of Ireland are welcome where their participation clearly adds value to the proposal.

5.1.1 Lead Applicant

The **Lead Applicant (LA)** will serve as the primary point of contact for the HRB during the review process and on the award, if successful. They have primary fiduciary responsibility and accountability for the Network within the funding limits awarded and in accordance with the terms and conditions of the HRB.

The LA **must**:

- Hold a post (permanent or a contract that covers the duration of the award) in a HRB recognised HI in the Republic of Ireland (the "Host Institution") as an independent investigator. For clinicians, an adjunct position in a HRB recognised HI is acceptable. **OR**
- Be an individual who will be recognised by the HI upon receipt of an award as an independent investigator who will have a dedicated office and research space for the duration of award, for which he/she will be fully responsible. The LA does not necessarily need to be employed by the HI at the time of the application submission.

They **must** show evidence of achievement as an independent researcher in their chosen research field by:

a) Demonstrating a record of research output, with at least three publications of original research in peer reviewed journals. Where appropriate, they should also provide evidence of other outputs (e.g., published book chapters, reports to government, research data and datasets, research materials, databases, audio/video products, national and/or international reports, patents, models and protocols, software production, evidence of influence on health policy and practice, outreach and/or knowledge exchange activities, media coverage or other relevant activities) and/or any other relevant outputs that have resulted in a significant impact in their field.

b) Demonstrating record of independence by showing that they have secured at least one peer-reviewed research grant for a research project/s, as either the Lead Applicant or a Co-Applicant. Funding received for travel to seminars/conferences and/or small personal bursaries will not be considered in this regard.

c) Show evidence that they possess the capability and authority to manage and supervise personnel and/or teams.

Where an applicant fails to meet the eligibility criteria, the application will be deemed ineligible and will not be accepted for review. The HRB will contact the LA if this situation arises.

HRB is a signatory of DORA (San Francisco Declaration of Research Assessment) and explicitly guides reviewers to assess the track record of LAs aligned with DORA principles, as appropriate (HRB - Declaration on Research Assessment).

5.1.2 Lead Knowledge User

The Lead Knowledge User Organisation for this Network is the HSE National Quality and Patient Safety Directorate (NQPSD).

The Lead Knowledge User is someone who will be actively involved in leading and implementing the Network.

While there may be other knowledge user organisations involved, it is important in this scheme that there is one Lead representing the knowledge users.

Note: The Lead Knowledge User and the signatory of the letter(s) of commitment in respect of the co-funding, while from the same organisation, do not need to be the same individual.

5.1.3 Co-Applicants

Co-Applicants will be asked to select whether they are a Researcher, Knowledge User, PPI contributor or Other (please define) co-applicant for the purpose of the proposed research. A Co-Applicant has **a well-defined, critical, and substantial role** in the delivery and steering of the proposed network.

Each Co-Applicant must confirm their participation and is invited to view the application form online. The terms of any co-application should be determined early, and relevant agreements should be in place by the onset of the project. The HRB advise that consideration should be given to issues such as relative responsibilities, governance arrangements, reporting and access to data when working up co-application agreements.

5.1.4 Collaborators

An official Collaborator is an individual or an organisation who will have an integral and discrete role in the proposed network and is eligible to request funding from the award when properly justified. Named collaborators may include investigators or organisations from outside the Republic of Ireland, but an individual or organisation should **only** be named as Collaborator if they are **providing specific contributions (either direct or indirect) to the activities**. A collaborator may provide training, specialist staff time, staff placements, access to data, instruments or protocols, industry know-how, or may act in an advisory capacity. Collaborators can come from a range of backgrounds such as academia, the private sector, a healthcare organisation, the charity sector, or a patient group.

Profile details **must** be provided for ALL official collaborators. In addition, each official collaborator **must** complete a **Collaboration Agreement Form**. A template Collaborator Agreement form will be made available on GEMS for download.

6 Host Institution

A HRB **Host Institution (HI)** is a research-performing organisation that is approved by the HRB for the purpose of receiving and administering HRB grant funding and is responsible for compliance with all general and specific terms and conditions of awards. Having HRB HI status is a requirement to apply

under all HRB award schemes. The **HI for the award** is normally that of the **LA** but it may be another organisation/ institution designated by the research team, where it is clearly justified. To be eligible to apply for funding, an Institution must be an approved HRB HI no later than two calendar months before the closing date of a call. A list of currently approved HRB HIs and information on the application process for research performing organisations to be approved as HRB HIs can be found on the HRB website[3].

Please note that this call is not open to HIs from Northern Ireland.

Host Institution Letters of Support must be provided for **all Lead Applicants in a contract position.** The formal letter on headed notepaper, dated and signed by the Head of School/Research Centre/Hospital must include the following information; [*Host Institution - insert name*] which is the host institution of [*applicant - insert name*] confirms that [*applicant - insert name*]: (i) holds an employment contract which extends until [*insert date*] or will be recognized by the host institution upon receipt of the HRB PSRN award as a contract researcher; (ii) has an independent office and research space/facilities for which they is fully responsible for at least the duration of the award, and (iii) has capability and authority to manage and supervise personnel and/or teams. Electronic signatures are acceptable for letters that are uploaded on the HRB GEMS system.

It is the responsibility of the Lead Applicant to ensure that applications are completed in full, and all necessary documentation is received by the HRB on, or before, the closing dates indicated.

7 Application, Review Process and Assessment Criteria

7.1 Grant E-Management System (GEMS)

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

The 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.

7.2 Review Process

International Peer/Panel 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.

[3] http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/

An international Grant Review Panel will be convened to review the PSRN application. The Panel will be comprised of a Chair and at least three international experts with expertise related to patient safety research and networks.

Step 1 – Written assessment

The HRB will seek written feedback from the Panel Reviewers and from two Public Reviewers.

Peer/Panel Reviewers will focus on the stated assessment criteria for the call and will provide comments as well as a score.

Public Reviewers will only assess the quality of PPI in the application and will provide comments and an overall rating which will be shared with the panel. Public reviewers will not provide a score.

Public Reviewers are asked to comment on the following:

- The Plain English Summary (Lay Summary)
- Relevance of the proposed Network
- Public and Patient Involvement in development of the proposal and throughout its activities
- Dissemination and Potential Impact of the Proposed Work

Both peer and public review comments will not include any reference to the reviewer's identity or their submitted scores or rating.

Step 2 - Applicant Response

Applicant teams will be provided with a time-limited opportunity to respond to peer and public review comments (see Section 8 Timeframe).

Peer review and public review comments will be made available to the LA on their GEMS personal page. The LA will have 10 working days only to submit their response through GEMS, and the response has a **maximum word count of 2000 words only for the peer review response** (including references) and **500 words only for the public review response**. No figures can be uploaded. The response will be provided to members of the Grant Selection Panel, in advance of the Panel meeting, along with the application, the peer/panel and public review comments and rating.

This phase of the assessment process provides an opportunity to address any factual errors, conceptual misunderstandings or differences of opinion that can be perceived as weaknesses or concerns by the Panel. The response should be succinct yet clear. It should address all significant concerns and/or weaknesses described in the reviewer's feedback point by point. The Applicant Team may take on board any constructive feedback that may help to improve the application, if funded. If the applicant team disagrees with a reviewer's statement, they should explain why and provide additional information. Responses that could be construed as argumentative should be avoided.

Step 3 - Panel Meeting

The international Review Panel will meet to discuss the application. Panel members have access to the application, peer/panel and public reviews and the applicants' response. HRB staff members are present at the meeting to clarify any procedural aspects for the Chair or Panel members and to take notes for the feedback process. Key members of the applicant team may be invited to attend part of the meeting to be interviewed by the Panel, addressing any outstanding queries the Panel may have.

The Panel will review the strengths and weaknesses of the application relating to the assessment criteria detailed below. Successful applicants are expected to score well in all assessment criteria. While PPI is not a stand-alone assessment criterion, it may influence scores under any criterion as relevant to the application.

At the end of the panel meeting, a final score and consensus funding recommendation is collectively agreed by the Panel.

The Panel may suggest items that require follow up by the applicant team prior to making their final recommendation. Once any outstanding issues have been addressed the Panel recommendation will be submitted to the Board of the HRB for consideration. A summary of Panel Member's comments will be issued to the LA following the conclusion of the review process.

7.3 Assessment Criteria

The following assessment criteria will be used to assess applications **by Panel Reviewers**. A successful application will be expected to **rate highly in all criteria**.

The **Criteria for Assessment** of the application are:

- **Network relevance for health and social care needs in Ireland (justification for Network)**
  - Importance of research area
  - Potential impact of Network activities on patients and/or public health and wellbeing and/or health care
  - Vision, scope, objectives of network clear and appropriate
- **Strength of team, collaborations**
  - Expertise and track record of applicant team
  - Appropriate stakeholder involvement, collaborations/partnerships
  - Collaborative approach to decision making, strategy, network development
  - Clarity of roles and responsibilities
- **Quality of proposed network and activities**
  - Appropriate activities and work plan to deliver objectives and to achieve the Network vision
  - Ambitious but realistic/achievable work plan based on available resources
  - Potential of activities to build further capacity for patient safety research
- **Pathways to Impact**
  - Pathways to impact - on policy and practice, and more broadly on research and innovation – well articulated
  - Strategies for maximising awareness and engagement amongst all stakeholders well thought out and appropriate e.g., other researchers, evidence users, key decision-makers, the public
  - Evidence of a strategy that ensures maximum use and benefit the network

  - Appropriate consideration of PPI throughout the proposal and clear roles defined for any PPI partners/representatives

- **Management and governance, environment**
  - Appropriate Network governance, management, and advisory structures
  - Leadership and co-ordination plans clearly described and likely to be effective
  - Inclusion of PPI across governance structures Consideration of EDI
  - Accessibility and suitability of infrastructure and other supports

Each assessment criterion is weighted equally.

Panel members will be advised to take PPI approaches into consideration under any of the assessment criteria if considered relevant.

8 Timeframe

Date (2023)	
March	Call Opening
April	Call Closing
May	Scientific and public review
June	Applicant response
June - August	Panel Review Meeting and follow up
September	HRB Board Decision
October	Contracting
November	Earliest start date

9 Contacts

For further information on the Patient Safety Research Network call contact:

Catherine Gill

Programme Manager, Targeted Programmes

Research Strategy and Funding

Health Research Board

E. cgill@hrb.ie

The HRB reserves the right to reject any application that does not meet the terms of this call. **The HRB's Policy on Appeals on funding decisions is available at https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-appeals/.**

Appendix I: Detailed Guidance on the Application Form

Only registered users of the GEMS system can apply for grants. To submit an online application to the HRB, applicants are required to register at the following address: https://grants.hrb.ie

*Please refer to the **GEMS Technical Guidance Note**[4], available on the left-hand column of your GEMS profile homepage, for further information.*

The **Lead Applicant (LA)** must create the application, but it can then be jointly completed with Lead Knowledge User and named co-applicants.

LAs can register on GEMS and they will receive an email to confirm their registration and log in details. The LA can then add information on their contact and CV details in 'Manage My Details' section of GEMS.

LAs previously registered on GEMS can login to GEMS and 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 Applicant will be asked to complete a check list of mandatory questions. To access the application form, the LA must satisfy the conditions of this check list:

Lead Applicant Eligibility	
I have read the Guidance Notes for the HRB Patient Safety Research Network (PSRN) 2023 scheme	☑
I am clear about the role of the authorised signatory in the nominated Host Institution, and I am aware that I need to build sufficient time into the application process for the HI to access, review and approve my final proposal for submission to the HRB through the GEMS system.	☑
I am aware that it is the Lead Applicant who must begin the application process. Once the application has been initiated the Lead Applicant will add the details of the Lead Knowledge User. The Lead Knowledge User must confirm their participation. If they are not already a user of GEMS they will need to register and complete the 'Manage my Details' section of their own GEMS account before proceeding. These details will then be automatically populated on the application form from the information that they have provided. It is important that the Lead Applicant ensures that their 'Manage My Details' section is completed as it is not enforced by the system prior to submission.	☑
I am aware that once the Lead Knowledge User has accepted to participate in the application they will be able to edit the application. The system will flag through a pop-up warning if another user is working on the application form at the same time. A member of the applicant team may choose to over-ride this pop-up message and continue to enter data but it advisable that they contact the other person directly to avoid losing data when applying the override function.	☑

Consent	
I understand that personal data provided as part of this application (regarding all applicant team members), 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.	☑

[4] https://research.ie/assets/uploads/2020/05/CCGT-Grant-Application-System-Technical-Guidance-Notes.pdf

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

Host Institution

For the purposes of contracting, payment, and management of the award, HRB funds can only be awarded to HRB approved Host Institutions (HIs). Please note this call is not open for HIs from Northern Ireland. The HI for the award is normally that of the **LA**, but it may be another organisation/institution designated by the research team, where it is clearly justified. In GEMS you will be asked to identify a HI (from this list) and type it 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 delays in attaining HI approvals.

If you wish to propose a HI which is not on the HRB list, you are advised to contact the HRB at gemshelp@hrb.ie.

Note: To be eligible to apply for funding, an Institution must have been approved as a HRB HI no later than two calendar months before the closing date of a call, only pre-approved HIs will appear in this list.

Signatory Notification (within Host Institution)

Once the **HI** is selected at the initial stages of application creation, this will allow the LA to notify the authorised signatory (Dean of Research or equivalent person authorised to endorse research grant applications for the HI) in that HI of the LA's intention to submit an application. The signatory's details are pre-populated in the system, so the applicant just needs to click 'NOTIFY' within GEMS. We recommend that **you notify the HI signatory** 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 LA and if they have any queries or clarifications, they can engage directly to resolve them with the LA. The HI signatory must confirm their willingness to participate as HI for the application through GEMS and once they do this a PDF of the application will be available for them to review with a view to them ultimately approving the final version for submission to the HRB.

1 Lead Applicant's Details

Details are requested about the **LA** including their position and status (contract or permanent), their supervisory experience. Please note that a **letter of support from the HI** must be provided if the LA is on a contract position.

The LA's **contact and CV** details (Name, institution, present position, employment history, profession, and ORCID iD) are managed in 'manage my details' section of GEMS and are automatically included in any application created involving that individual. You are asked to select your 5 most relevant publications for this application.

Note: The HRB is now an ORCID member. LAs are encouraged to include an ORCID iD by updating their GEMS profile under 'Manage my Details' and this will feed automatically into the application form. You have also the option to import your publication record from ORCID iD in addition to PubMed. Please note this is not a mandatory field for submitting your application. For more information and to register please see https://orcid.org/.

Publications and Funding Record

You are asked to include your **5 most relevant publications** to this application.

Publications are automatically included in any application created involving the LA Researcher. To update this information, edit the 'My Research Outputs' section on the Home page of GEMS. You can then use the Publication selection tool in the relevant section of the application form to select your 5 most relevant publications for this application.

You should also include your **5 most relevant funding awards** as Principal Investigator or Co-Applicant.

For this application form, Funding Record details should be added directly on to the application form and will not be pulled through from the 'manage my details' section of GEMS.

Additional evidence of experience and expertise relevant to this application

The LA can describe any additional experience or expertise that will provide evidence of their ability to successfully lead the proposed Network. Please use this opportunity to describe any career gaps in your CV. The word limit is **400 words**.

2 Lead Knowledge User Details

Details are requested about the Lead Knowledge User including their CV details and other evidence of expertise and experience.

The Lead Knowledge User's **contact and CV** details (Name, contact information, institution, present position, employment history, profession, membership of professional bodies, and ORCID iD) are managed in 'Manage My Details' section of GEMS and **are automatically included in any application created involving that individual.**

Evidence of expertise and experience in influencing decision making within knowledge user organisation(s)

A **knowledge user** is defined as one in a position of authority to influence and/or make decisions about health policy or the delivery of services and can act to ensure that the findings of the research will be translated to influence decision making and change within their (or other) organisations.

Knowledge users should highlight their previous and current roles in influencing decision-making processes within their organization or other relevant organisations. They should also highlight their

specific experiences and expertise for the Lead Knowledge User role in relation to the proposed research. The word limit is **300 words**.

Additional evidence of experience and expertise relevant to this application

Lead Knowledge Users may wish to include any additional experience or expertise that will support the application. For example, you may wish to include any relevant research experience/expertise, previous experience of working in collaboration with or links with researchers to produce research or evidence for health, evidence of Patient Public Involvement in your knowledge user role, and roles/responsibilities as a constructive and effective change agent. If you have research expertise / experience they may wish to include relevant outputs such as publications, funding secured or other outputs. The word limit is **800 words**.

3 Co-Applicants

The LA can add Co-Applicants to an application by entering their name on GEMS. If the Co-Applicant is already registered on GEMS, the system will find them and will allow the LA to select them. Alternatively, a Co-Applicant can be added manually by entering their name and email details. GEMS will send them an email with login details for completing the registration process and will inform them that they have been invited by the LA to participate on the application as a Co-Applicant. **Registered Co-Applicants** can decide whether to accept or reject their participation and **must consent to the application being submitted jointly in their name**. If a Co-Applicant rejects participation on an application the LA is informed and may revise the application accordingly. Co-Applicants who accept participation in an application will be able to edit the application. **The system will flag if another user is working on the application form at the same time via a pop-up warning. A member of the applicant team may choose to over-ride this pop-up message and continue to enter data, but it is advisable that they contact the other person directly to avoid losing data when applying the override function.**

Each Co-Applicant can manage their **contact and CV details** (Name, contact information, institution or organisation, present position, employment history, profession, membership details of professional bodies, and ORCID iD) under 'Manage my Details' section of GEMS and this information will be automatically included in any application that involves this individual.

Co-Applicants will be asked to select whether they are a **Researcher, Knowledge User, PPI contributor, or Other (e.g., Data Controller, Data Processor) Co-Applicant** for the purpose of the proposed research. If a Co-Applicants contributes from more than one perspective, please select the dominant role.

3.1.1 Researcher Co-Applicants

Researcher Co-Applicants will be asked to provide additional information in the application form, including their **5 most relevant publications** in peer-reviewed journals, their **relevant funding record** (past or current grants held, including HRB grants.

Researcher Co-Applicants can describe any additional experience or expertise that will provide evidence of their ability to successfully lead the proposed Network. The word limit is **400 words**.

3.1.2 Knowledge User Co-Applicant

Knowledge User Co-Applicants will be asked to provide information regarding **their expertise and experience in influencing decision making within knowledge user organisation(s).**

Knowledge User Co-Applicants will be asked to highlight their previous and current roles in influencing decision-making processes within their organisation or other relevant organisations. They should also use this space to highlight their specific experiences and expertise for the Knowledge User Co-Applicant role in relation to the proposed research. The word limit is **300 words**.

Knowledge User Co-Applicants will be asked to provide information regarding potential **Additional experience and expertise relevant to this application.** For example, they may wish to include any relevant research experience/expertise, previous experience of working in collaboration or links with researchers to produce research or evidence for health, evidence of Patient Public Involvement in your knowledge user role, and roles/responsibilities as a constructive and effective change agent. The word limit is **400 words**.

3.1.3 PPI Contributor Co-Applicants

PPI Co-Applicants should provide some information regarding their experience and expertise relevant to this application. For example, they may wish to include relevant experience as a service user or carer, relevant experience from their personal lives, prior experience in PPI or any other useful background information. The word limit is **400 words**

3.1.4 Other Co-Applicants

Other Co-Applicants will be asked to describe their role as a co-applicant, e.g., Data Controller/Processor. 'Other' Co-Applicants should provide some information regarding experience and expertise relevant to this application. For example, they may wish to include relevant experience related to their specific co-applicant role. The word limit is **400 words**.

4 Official Collaborators

Unlike Co-Applicants, the information for Collaborators is not automatically drawn from the 'Manage my Details' section of GEMS but must be entered by the LA. The LA must enter **contact and CV details** for all Collaborators including name, contact information, institution or organisation, present position, employment history, profession and membership details of professional bodies, **Publications and Funding Record** (if applicable) (5 most relevant publications in peer-reviewed journals and details of any past or current grants held (including HRB grants) relevant to this application where the Collaborator has acted as Principal Investigator or Co-Applicant).

In addition, for each Collaborator a signed **Collaboration Agreement Form** must be provided. A template Collaboration Agreement Form is available for downloaded from GEMS. Forms must be completed, signed, dated, and uploaded where indicated on HRB GEMS. Please label each form with the name of the relevant Collaborator. Electronic signatures are acceptable on letters/forms that are uploaded on GEMS.

5 Network Details

5.1 Network Title

Please insert Network title. This may be 'Patient Safety Research Network' or may be modified to more accurately reflect the proposal as appropriate. There is a **200 characters** maximum limit.

5.2 Project Duration

Please indicate the expected length of the proposed project in months (up to 60 months) and the proposed start date. The earliest start date for is November 2023.

5.3 Lay Summary

This lay summary is similar to the Project Abstract in that you are asked to describe what you propose to do, say why you think it is important to do so and how you are going to go about it. The difference is that it needs to be written as **a plain English summary** such that it is clear, easy to understand, and is easily accessible to a lay audience. It should not be copied and pasted from elsewhere in the application. The lay summary may be used when providing information to the public with regards to the variety of research and initiatives funded by the HRB and may be posted on the HRB website. A well-written lay summary will enable peer reviewers and Panel members to have a better understanding of your application. The word limit is **300 words**.

5.4 Abstract

This should be a succinct summary of the proposed Network. This structured summary should outline the background to the proposal, the aims of the work, including the research need to be addressed, the planned activities, a summary of the potential impact on health and social care policy and/or practice. Ideally it provides a clear synopsis of what you plan to do and should sets those activities in context. The word limit is **300 words**.

5.5 Keywords

Please enter up to **5 keywords** that specifically describe the proposal.

6 Network Description

Please ensure that your application is focused, and that sufficient evidence is provided to enable the international panel reviewers to reach a considered judgement as to the quality of your proposal, its merit, potential impact, and its feasibility. It is of particular importance that you clearly highlight the rationale for the proposed activities within the Irish context keeping in mind that the reviewers may not be from Ireland.

Note: Please consider gender/sex issues and Equality, Diversity, and Inclusion (EDI) throughout, in terms of network membership, PPI, and the planning and delivery of activities.

6.1 Context and Vision

You are asked to set out the context and vision for the proposed Network. Your description should cover, but is not limited to the following:

- the background to the proposal including the national/international patient safety/research landscape and the strategic relevance of the proposal

- any relevant history and impact of investments to date
- the vision for the network including its potential impact
- timing, opportunities, and challenges

The word limit is **1200 words**.

6.2 Strategy

In your description of the Network Strategy, you are asked to:

- State the overall aim of the Network and list the strategic objectives
- Describe the vision for Network membership and reach which will support delivery of objectives
- Summarise the activities intended to deliver those objectives

The word limit is **1200 words**.

6.3 Delivery/Workplan

Summarise the proposed plan to deliver strategic objectives, providing descriptions of individual work packages/activity areas and describe how they integrate to form a coherent Network. For each work package or set of activities, list a subset of **deliverables which will be used to monitor progress** throughout the lifetime of the award if successful.

This section should elaborate on work packages and key activities for the award period. Please see Section 3 of the guidance notes for types of activities that might be undertaken by a network to deliver on objectives as well as guidance in Appendix 1.

Justify the activities chosen and describe how you intend to implement them. Where details of methods and approaches are known, please describe. Where unknown, describe the pathways to developing these.

Objectives/deliverables should be mapped against estimated completion timelines in a **Gantt chart**, and any milestones highlighted.

The word limit is **4500 words**.

6.4 Pathways to impact

Please describe how you are embedding the concept of integrated Knowledge Translation (iKT)* into the Network from the outset. Describe how researchers, knowledge users and others e.g., PPI contributors, worked together to co-develop the proposal, and how they will work together as partners to develop and implement the Network and its activities.

Describe what success would look like during/at the end of the five-year period and key outputs and outcomes that would be indicative of that success.

*Integrated Knowledge Translation (iKT) is a model of collaborative research, where researchers work with knowledge users who identify a problem and are in a position to act on the research findings. It engages knowledge users and other relevant stakeholders in the research process from idea formulation to dissemination and implementation, to ensure that findings are relevant and responsive, and can influence decision making in the health and social care system.

The word limit is **600 words**.

6.5 Public and Patient Involvement (PPI) in Network

The HRB promotes the active involvement of members of the public and patients in the research and activities that we fund.

Please describe proposed public and patient involvement in any aspects of the proposal such as:

- identifying and prioritising activities
- implementation of activities
- oversight and governance
- communication, engagement, and dissemination

For each area of involvement please include the purpose of this involvement and where applicable how PPI has or is expected to influence activities/actions.

This section should be a **succinct summary** of public involvement activities. Provide information on the individuals/groups and the ways in which they will be involved. Where members of the public/patients are involved, they should be compensated for their time and contributions; this should be reflected in the project budget.

Please ensure to provide more detail in other sections as appropriate.

The word limit is **600 words**.

6.6 Support File

You may include an attachment to support your Proposal. A maximum of **5 figures**, which can be a combination of images, graphs, tables, scales, instruments, or surveys, may be uploaded as a single document on HRB GEMS, **if they add value to the written description**. They must not be embedded within the text of the Network Description. The maximum size is **2MB**.

6.7 References

A full description of the Publications cited in the Project Description should be provided. You can enter a maximum of **30 publications**. Please enter references in the same format.

For publications:

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.

For book and printed source citations:

Farrell M, Gerada C and Marsden J (2000) *External review of drug services for the Eastern Health Board*. London: National Addiction Centre.

For data citations:

Authors, year, article title, journal, publisher, DOI

Author(s), year, dataset title, data repository or archive, version, global persistence identifier

7 Governance, Management and Support

7.1 Governance and Oversight

Provide details for the Governance model for management and strategic oversight for the Network.

List the role and responsibilities of each of the governance groups, and clearly describe how these groups fit together in a complementary way without overlap of duties. The governance structure must include PPI representation i.e., public/patient/ contributors.

Please describe how you ensure inclusion/openness to broad participation in Network leadership given the multidisciplinary and national relevance in the Network.

The word limit is **600 words**.

You are asked to upload **an organogram** to support your description.

7.2 Details of Team

Describe the roles, responsibilities, and contributions of core Network team (including co-applicants and collaborators) in delivering the Network.

Please provide an overview of how the core Network team will work together to achieve the objectives of the proposal.

Comment on the day-to-day coordination and management of the Network and the role played by the **coordinator** and other key staff/individuals where applicable.

The word limit is **600 words**.

7.3 Infrastructure and Support

Describe the infrastructure, facilities, specialist expertise and other support available at the Host Institution and/or at other sites associated with the Network. Please include details of critical supports where this is being provided beyond the activities/expertise of members of the applicant team.

The word limit is **400 words.**

8 Co-Funding Budget Commitment

For applications to be eligible this scheme, a co-funding commitment is required from the Lead knowledge user organisation(s) (see Section 4 of the Guidance Notes for further details regarding the funding available).

You are asked to add details of the co-funding commitments secured from the knowledge user organisation(s).

A Co-Funding Commitment Letter from the Lead Knowledge User's organisation must be uploaded as part of this application. This letter should confirm that the funding contribution is in place.

If you have **any other financial support or in-kind support** for this proposal you are asked give details including the award title (if applicable), the organisation providing the additional support, the amount of support and the activities that it will support.

9 Project Budget

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

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

Total budget should include both HRB contribution and (at least matched) co-funder contribution.

You are strongly advised to seek guidance from the research office/finance office in the Host Institution before completing this section of the form. The HRB will not provide additional funding in the case of either under-estimates or over expenditure.

Allowable costs include:

1. Personnel costs	Must be listed for each salaried personnel under each of the following subheadings (a-e):
a) Salary	Gross Annual Salary (including 5% employee pension contribution) negotiated and agreed with HI. Applicants should use the IUA website scales for the most up-to-date recommended salary scales for academic researchers where appropriate. http://www.iua.ie/research-innovation/researcher-salary-scales/. Please note employee pension contribution of 5% has already been incorporated into the IUA gross salary figure. Alternatively, they should reference other relevant professional, technical, or administrative scales as appropriate. **Applicants should include annual pay increments for staff and related costs (pension contribution, employer's PRSI contribution, and overhead contribution) in the budget.** In line with the proposed new pay agreement for State employees please apply a salary contingency of 3% from 1st October 2024 onwards. Please note this contingency should be applied cumulatively year on year. **Note:** The HRB does not provide funding for the salary or benefits of academic staff within research institutions that are already in receipt of salary or benefits. The HRB does not provide salary or buy out time for collaborators
b) Employer's PRSI	Employer's PRSI contribution is calculated at 11.05% of gross salary.
c) Employer Pension Contribution	Pension provision up to a maximum of 20% of gross salary will be paid to the HI to enable compliance with the Employment Control Framework (an additional 5% employee contribution is part of the salary). If applicable, state the amount of employer contribution based on the pro rata salary and note the % of pro rata salary used to calculate this for reference. Exceptions apply where Circular letter 6/2007 applies. Circular Letter 6/2007 states that the pensions contribution of all Public Health Service employees who, on or after 1 June 2007, are granted secondments or periods of special leave with pay to enable them take up appointments with other organisations, including other Public Health Sector organisations, will be increased to 25% of gross pensionable pay. The rate of 25% of gross pensionable pay referred to in this context is the pension contributions to be paid by the body to which the employee is seconded – it does not include any pension contributions which employees make themselves. Where no such arrangements are in place, the HRB will not be liable for costs.

2. Running Costs	For all costs required to run the network including materials and consumables, meeting costs, travel etc. Access to necessary special facilities or services which are not available in the host or associated institutions, e.g., consultancy fees, methodological support, will be considered under running costs. Costs associated with compensating PPI contributors involved e.g., consultation workshops, time spent reviewing material, costs of participation in advisory groups, travel expenses, payments for time (in line with your HIs policies), etc. should be charged to running costs. **Note:** Please see a list of costs that fall within the overhead contribution below and which should not be listed under running costs.
3. Equipment	Funding for suitably justified equipment can be included in this section. We do not expect equipment costs in excess of €10,000. Personal/Stand-alone computers will not be funded as these are considered a standard piece of office equipment, i.e., overhead. Dedicated laptops or similar equipment that is required specifically because of the nature of the activities, will be considered where appropriately justified, and should not exceed €1,200. All costs must be inclusive of VAT, where applicable.
4. Dissemination Costs	Costs associated with publication of outputs, seminar/conference attendance and any other means of communicating/reporting outcomes, as well as costs related to data sharing. Please refer to the HRB policy on Open Access to Published Research[5]. Please list dissemination costs under the following categories: publications, conferences, other activities (expanded as necessary). **Publications:** Typically, the average HRB contribution towards publication costs is €1,750/per article or **HRB Open Research**: rapid open peer reviewed and open access platform for all research outputs, with all publication charges covered centrally by the HRB at no expense to the grantee. (www.hrbopenresearch.org) free of charge. **Conferences:** We envisage that conference costs will be typically around €500/year for national conference and €1,500/year for international conference.
9. Overhead Contribution	In accordance with the HRB Policy on Overhead Usage[6], the HRB will contribute to the indirect costs of the research through an overhead payment of 30% of Total Direct Modified Costs (TDMC excludes student fees, equipment, and capital building costs) for **laboratory or clinically based research** and 25% of Total Direct Modified Costs for **desk-based research**. The following items are included in the overhead contribution: recruitment costs, bench fees, office space, software, contribution to gases, bacteriological media preparation fees, waste fees, bioinformatics access. Therefore, these should not be included in the budget as direct costs.

10 Supporting Documentation

The following documents must be uploaded to complete the application:

- Lead Applicant, HI Letter of Support (if required)
- Collaborator Agreement Forms (required for all collaborators)
- Gantt Chart (Required)
- Project Description Support File (Optional)

[5] http://www.hrb.ie/research-strategy-funding/policies-and-guidelines/policies/open-access/

[6] http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-usage-of-research-overheads/

- Organogram (Required)
- Co-Funding Commitment Letter (Required)

Submission of Applications

The deadline for submission of complete applications is 28 April 2023 at 13:00.

1. After successful validation, the LA may submit the application. It will then be routed to the designated signatory at the HI for their approval.
2. If a signatory rejects the application the LA 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 HI 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 note that the HRB will not follow up any supporting documentation related to the application, such as HI's Letters of Support, Collaborator Agreement Form, Gantt charts etc. It is the responsibility of the LA to upload all supporting documentation prior to submission. If the documentation is not received by the HRB on time, in the correct format or is not properly signed or submitted, the application will be deemed ineligible without further review.

The HRB reserves the right to reject any application that does not meet the terms of this call. The HRB's Policy on Appeals on funding decisions is available at https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-appeals/.

Appendix II: HRB Funding Policies and Procedures

Access and support from research infrastructures

Applications availing of the advice, research design, data management services and/or other forms of support from a Clinical Research Facility/Centre (CRF/CRC), other infrastructure (e.g., Centre for Applied Medical Imaging, CAMI, Centre for Support and Training in Analysis and Research (CSTAR), HRB-TNRN, Cancer Groups, National clinical trials office (NCTO), CTNs or a biobank) are required to provide additional information detailing the scope and nature of the engagement (this includes national and international facilities, Units, and networks where justified).

An Infrastructure Agreement form will be requested addressing the nature/scope of the service or collaboration, the rationale behind the choice of facility/centre/network and any costs associated with the project (including those provided as in-kind contributions). Applications proposing research with patients which do not detail advice and/or support from a CRF/CRC/CTU will be asked to justify why they have not done so.

Public and Patient Involvement (PPI) in Research

The HRB promotes the active involvement of members of the public and patients in the research that we fund[7]. Public and patient involvement in research means that the public and patients are involved in planning and doing research from start to finish and help tell the public about the results of research. PPI, as defined here, is distinct from and additional to activities which raise awareness, share knowledge, and create a dialogue with the public, and it is also distinct from recruitment of patients/members of the public as participants in research.

PPI represents an active partnership between members of the public, patients, and researchers in the research process. This can include, for example, involvement in the selection of research topics, assisting in the design, advising throughout or at specific decision points of the research project or in carrying out the research.

PPI contributors should be actively involved and part of decision making. Involving members of the public in research can improve quality and relevance of research. It can:

- Provide a different perspective - even if you are an expert in your field, your knowledge and experience will be different to the experience of someone who is using the service or living with a health condition.
- Help to ensure that the research uses outcomes that are important to the public.
- Identify a wider set of research topics than if health or social care professionals had worked alone.
- Make the language and content of information such as questionnaires and information leaflets clear and accessible.

[7] https://www.hrb.ie/funding/funding-schemes/public-and-patient-involvement-in-research/

- Help to ensure that the methods proposed for the study are acceptable and sensitive to the situations of potential research participants.
- Help you increase participation in your research by making it more acceptable to potential participants.

In addition to improving relevance and quality of research, it ensures that research is influenced by broader principles of citizenship, accountability, and transparency. PPI is an ethos as well as a practice. It should be context-specific and should aim to ensure that all voices are heard. Where members of the public or patients are involved, they must be compensated for their time and contributions.

In the application, you are asked to describe any public involvement in your proposal throughout the various stages of identifying and prioritising activities, implementation of activities, oversight and governance, communication, engagement, and dissemination.

We recognise that the nature and extent of active public involvement is likely to vary depending on the context of each study or award. PPI contributors should be named as Co-applicants where justified by their level of involvement.

For guidance and support on PPI in your research please consult with the PPI Ignite Network Ireland or your HI. The PPI Ignite Network Ireland has offices located in the following seven HIs: DCU, NUIG, RCSI, TCD, UCC, UCD, UL.

FAIR Data Management and Stewardship

Data management/stewardship plans (DMP) are nowadays widely accepted as part of good research practice. The HRB support open research[8] and open publishing directly through the HRB Open Research platform[9]. The HRB is driving the making of research data **FAIR** (**F**indable, **A**ccessible, **I**nteroperable and **R**e-usable) to benefit science by increasing the re-use of data and by promoting transparency and accountability.

FAIR data principles[10] provide a guideline for those wishing to enhance the re-usability of their data holdings: these principles put specific emphasis on enhancing the ability of machines to automatically find and use the data, in addition to supporting its re-use by individuals. For researchers, the move to FAIR and open data, where applicable, means researchers should consider data management issues and find suitable data repositories at the research planning stage. Applicants will have to provide information about their plans for data management and data sharing at application stage.

In line with the HRB's policy on management and sharing of research data[11], all successful applicants are required to submit a completed data management plan (DMP) to the HRB on or before three

[8] http://www.hrb.ie/funding/policies-and-principles/open-research/

[9] https://hrbopenresearch.org/

[10] https://www.nature.com/articles/sdata201618

[11] https://www.hrb.ie/fileadmin/user_upload/HRB_Policy_on_sharing_of_research_data.pdf

months after the award start date, and a final updated version of the DMP with the last annual report.

The DMP will need to be submitted alongside a certification of completion from the designated representative(s) within the HI.

Applicants will have to provide an outline of their plans for data management and data sharing in the application inclusive of the costs associated to the plan.

The timing for completion and submission of the DMPs must be also included among the objectives and deliverables of the programme.

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)[12]. 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 Committee[13].

DORA

The HRB is a signatory of DORA (San Francisco Declaration of Research Assessment) and has revised the LA's and the research team sections in many funding schemes. We ask additional questions addressing (1) contribution to knowledge, (2) contribution to research and career development of other researchers, (3) contribution to the wider research community and society and (4) a personal declaration. The aim is to provide additional information on the value, quality and impact of the applicant's work and the suitability of the applicant to the funding scheme and the research project proposed.

Although the HRB has never guided reviewers to consider impact factors or H-index, we now explicitly guide reviewers to assess the track record of the LAs and research team 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 articles (e.g. research data and datasets, research material, databases, 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 LA. In this case career breaks should be taken into consideration and appropriate adjustments made when considering the record and impact of outputs.

Research on Research

The HRB is developing its approach to research on research (RoR) with the aim of enhancing the evidence base for HRB research funding practices. We may also collaborate with researchers on request regarding specific RoR questions. Should your application become of interest to such a study, the HRB will seek your consent for the use of your information.

[12] http://www.irishstatutebook.ie/eli/2021/si/18/made/en/pdf

[13] https://hrcdc.ie/

HRB Gender Policy

In line with international best practice, the **HRB Gender Policy**[14] recognises the responsibility of the HRB to support everyone to realise their full potential to ensure equality of opportunity and to maximise the quantity and the quality of research. To ensure fairness and equality to all applicants, each funding application received will be assessed as outlined in the call guidance documentation for that particular funding round. To ensure gender balance in decision-making, the HRB aims to reach the international best practice target of 40% of the under-represented gender in all HRB panels where possible. Gender will also be considered when appointing the position of Panel Chair.

Conflict of Interest

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 Policy on Appeals on funding decisions is available at https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-appeals/**.**

Privacy Policy and Retention Policy

To understand why we collect the information we collect and what we do with that information, please see our Privacy[15] and Retention Policies[16].

[14] http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-gender-in-research-funding/

[15] https://www.hrb.ie/about/legal/privacy-policy/

[16] https://www.hrb.ie/fileadmin/user_upload/HRB_Document_retention_policy..docx