



HRCI/HRB Joint Funding Scheme 2020 (formerly the MRCG/HRB Joint Funding Scheme)

PART B1

Application form

IMPORTANT INSTRUCTIONS

Please fill in the application form with reference to the Applicant Guidance Notes. These contain more detailed explanations of the type of information expected under each question.

**The final file size of the application form must be a maximum of 2MB. Supporting figures, Gantt chart, and other associated documents (e.g. signature page) must not be embedded in the main 'application' document but provided as separate files.

**Any figures to support the project description must be provided in a *single additional document* up to a maximum file size of 2MB.

**The Gantt chart should be provided as a separate file with a maximum file size of 2MB.

Please use font Calibri, size 11

PROJECT TITLE (maximum 20 words):

Section 1: DETAILS OF PI AND CO-APPLICANTS

1.1 Principal Investigator name and contact details:

Name:	
Title/position:	
Department or equivalent:	
Name of Institution:	
Address:	

Tel number:	
Mobile number:	
Email address:	

1.2 Co-Applicant details

Details of all Co-Applicants associated with this research proposal should be listed.

Note: For additional co-applicants please copy and paste table as necessary (**up to a maximum of 5 Co-Applicants can be listed**).

Co-Applicant 1	
Name:	
Title/position:	
Department or equivalent:	
Name of Institution:	
Address:	
Tel number:	
Email address:	

1.3 Host Institution

Please list the Host Institution for this award, **i.e. the institution to which the research award will be made**. Provide details of the Dean of Research/CEO/equivalent authorised person of that institution. Please note that **the HRB has introduced a new Host Institution Policy with effect of 1 July 2015**. Research performing organisations wishing to submit an application need to comply with the new policy.

Name of research institution:	
Address:	
Contact person (Dean of Research/ CEO/ Equivalent authorised personnel of institution):	
Title/position:	
Tel number:	
Email address:	

Section 2: PROJECT DESCRIPTION

2.1 Project Lay Summary

Please provide a plain English summary such that it is clear, easy to understand, and is easily accessible to a **broad lay audience** (maximum 300 words)

2.2 Project Abstract of research proposal (maximum 300 words)

2.3 Relevance of research to strategic aims of the charity or charities (maximum 300 words)

Please set out the relevance of your application in addressing the strategic aims of the charity or charities (in the case that two charities are co-funding) and why the charity/charities should select your application to bring forward to the HRCI/HRB-jointly nominated selection committee. Where available, refer specifically to the strategic plan of the charity/charities you apply to, and to any other relevant strategy documents.

2.4 Keywords

Please list up to five keywords that specifically describe your area of research.

2.5 Project Description

The Project Description* should include the following:

- *Research Question*
- *Current knowledge and background to the area of the proposed research.*
- *Overall Aim, Objectives and Deliverables*
- *Research Design and Methodological approach*
- *Project Management (including Gantt chart or alternative)*
- *Public and Patient involvement in the research*
- *Gender and/or sex issues in the research project*
- *Impact Statement*
- *Arrangements for Sample Collection for Biobanking*
- *Potential Risks and Ethical Concerns*

- *Outline of FAIR data management and stewardship*
- *Dissemination and Knowledge Exchange Plan*

Please review the Guidance notes carefully for the details required in each subsection listed above.

***Any figures to support the project description must be provided in a single additional document up to a maximum file size of 2MB.**

2.5a Research Question (maximum 50 words)

2.5b Current knowledge and background to the area of the proposed research (maximum 1200 words)

2.5c Overall Aim (maximum 100 words)

Objectives and deliverables (maximum 60 words for each objective and 150 for deliverables)

Please add at least 3 individual objectives. For each objective please list in bullet point format a subset of deliverables which will be used to measure progress. Timelines should be set against objectives/deliverables in your Gantt chart. Please copy and paste box for additional objectives.

Objective 1 and associated deliverables

Objective 2 and associated deliverables

Objective 3 and associated deliverables

A Gantt chart must be included with each application which lists the above objectives and deliverables against the estimated timelines for completion, together with any additional milestones/key dates (e.g. PhD submission) and roles and responsibilities of the Principal Investigator team etc. (maximum file size of 2MB)

2.5d Research Design and Methodological Approach (maximum 4500 words)

Please review the Applicant Guidance notes carefully for the details required in this section

2.5e Project Management (maximum 600 words)

2.5f Public Involvement in the Research Project (maximum 600 words)

2.5g Gender and/or sex issues in the research project (maximum 500 words)

2.5h Impact Statement (maximum 600 words)

2.5i Arrangements for Sample Collection for Biobanking

Does your application include an element of biobanking?

Yes or No:

If Yes, you must submit a completed Infrastructure Agreement form with details of the biobank.

Please describe how you will ensure good practice for biobanking components in this project, with particular regard to quality of sample collection, processing, annotation and storage. Please reference relevant guidelines/standards you will use. Where material will be obtained or stored for a *future research purpose*, or where you will use material *previously obtained* for another purpose, please refer to the latest Recommendation of the Council of Europe¹. Some useful links are in Appendix II. The word limit is **400 words**.

2.5j Potential Risks and Ethical Concerns (maximum 400 words)

2.5k Dissemination and Knowledge Exchange Plan (maximum 600 words)

2.5l Outline of FAIR data management and stewardship (maximum 500 words)

2.6 References

Provide a **list of publications/references** (maximum 30) cited in the project description above

Example

Smyth, B.P. & O'Brien, M. (2004) Children Attending Addiction Treatment Services in county Dublin, 1990-1999. *European Addiction Research*, 10(7455) pp. 68-74.

Section 3: DETAILS OF RESEARCH TEAM

Declaration of Interests

¹ https://search.coe.int/cm/Pages/result_details.aspx?ObjectId=090000168064e8ff

Please declare any conflict of interests or potential conflict of interest that a member of the applicant team may have, see Guidance notes for further details (maximum 400 words)

Research Team Roles

3.1 Principal Investigator's Role

Outline the role of the PI in the project on a day to day basis including amount of time to be spent working on the project either as a percentage or proportion of a full time equivalent (FTE) (maximum 250 words)

3.1a Additional evidence of experience and expertise relevant to this application

The Lead Applicant can describe any additional experience or expertise that will provide evidence of their ability to successfully lead the proposed project. Please use this opportunity to describe any career gaps in your CV (maximum 500 words)

3.2 Co-Applicants Role

Outline the role of the Co-Applicants in the project on a day to day basis including amount of time to be spent working on the project either as a percentage or proportion of a full time equivalent (FTE). (maximum 150 words)

3.3 Collaborator's Role

Include details of all collaborators involved in the project and state their contribution to the project. **Note:** For each collaborator a signed **Collaboration Agreement Form** must be provided. A template Collaboration Agreement Form is available with all application forms from the HRCI-registered research charity (maximum 150 words).

3.4 Personnel

Give full details of all personnel to be funded through this project. Please fill in the following table for each person. If more tables are required please copy and paste as necessary.

Specify Personnel Type	
State percent time on project	
State specific role in the project	
Person known – y/n	

If yes, name	
If yes, address	
If yes, Present position	
If yes, Academic and Professional Qualifications	
Give a detailed justification for the nature of the research personnel relative to the scale and complexity of the project.	

For post(s) not yet filled, please include a brief job description and/or sample text for the advertisement of the post(s):

SECTION 4: RESEARCH INSTITUTION INFRASTRUCTURE AND SUPPORT

4.1 Host Institution Infrastructure and Support

Describe the infrastructure, facilities, specialist expertise and other support available at the Host Institution and/or at other sites where the research will be conducted. Please include details of critical supports in areas such as statistics, methods, trial management or regulatory expertise where this is being provided above and beyond the activities/expertise of members of the research team. **(maximum 400 words)**

4.2 Access to Research Infrastructure

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 unit (e.g., Centre for Applied Medical Imaging, CAMI, Centre for Support and Training in Analysis and Research (CSTAR)) or a biobank are required to provide additional information detailing the scope and nature of the engagement (this include national facilities and/or international facilities and Units/networks where justified) at research design or implementation stages. The following information must be provided:

- Name and address of the facility/centre/network
- Information on the nature and stage/s of the input/advice/collaboration/service;
- Rationale for the choice of facility/centre/network
- How the proposed involvement enables the planned research to be undertaken to the required quality or timescale.

Applications involving patients which do not detail such input, advice and/or support (and where this expertise is not clearly evident within the applicant team) should justify why they have chosen not to access such support (**maximum 600 words**)

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Where applicable a signed **Infrastructure Agreement Form** (Appendix 1 of the Application Form) must be provided. Failure to provide an Infrastructure Agreement Form(s) will result in the application being deemed ineligible. Electronic signatures are acceptable.

Section 5: PROJECT DURATION AND BUDGET

5.1 Project duration and budget total

Please indicate the expected length of the proposed project in months and the total budget requested. The minimum duration is 12 months and the maximum is 36 months.

Duration:
Budget Total:

5.2 Project Budget

A **full detailed breakdown of costings and justification for all funding** is required for items listed under each subheading. You are strongly advised to seek guidance from the research office/finance office in the Host Institution before completing this section of the form. HRCI/HRB will not provide additional funding in the case of either under-estimates or over expenditure.

Use **Table 1** to provide a summary of the costs requested and **Table 2** to justify each amount requested.

Table 1: Total direct costs related to the proposal

Please provide details of the **total amount of funding** requested for each year of the research proposal (Direct Costs only). Note that HRCI/HRB awards will be up to a maximum total award value (direct costs) of **€300,000** for projects from 12 months up to 36 months.

Only include direct costs in this application. HRB will apply a rate of 30% TDMC overhead on the HRB portion of research funding at time of contract for successful applications.

Cost Item	Year 1	Year 2	Year 3
1. Personnel Costs			

a) Gross Salary (inclusive of employees pension contribution)			
b) Employer's PRSI			
c) Employer Pension Contribution			
e) Student Stipend			
f) Student Fees			
2. Running Costs			
3. FAIR Data Management Costs			
4. Equipment			
5. Dissemination Costs			
<u>Total Costs</u>			

Table 2: Justification of costs.

Under each of the headings please **itemise each cost** and provide a brief but explicit **justification of the costs** claimed.

For Personnel Costs, please state the pay scale used and the level and point on the scale. This should be justified accordingly. For appointment of Research Fellows or Senior Research Fellows evidence of position must be provided at point of award.

1. Personnel Costs	Justification
a) Gross Salary (inclusive of employees' pension contribution)	
b) Employer's PRSI	
c) Employer Pension Contribution	
e) Student Stipend	

f) Student Fees	
2. Running Costs	
3. FAIR Data Management Costs	
4. Equipment	
5. Dissemination Costs	

5.3 Use of resources

Please demonstrate that the resources requested, plus other in-kind resources where applicable, are sufficient to successfully deliver this project on time. Please explain how good use is made of the budget requested, sharing resources where it is appropriate.

The word limit is **200 words**.

5.4 History of Application (if applicable)

Have you previously submitted this, or a similar application, to another HRB scheme or funding body?

Yes or No:

If this application has been submitted elsewhere, please indicate which HRB scheme or funding body, project title, result of submission or when outcome is expected and the amount of award (maximum 400 words).

5.5 Other Funding (maximum 1000 words)

Give details of any other financial support available for this or other related projects e.g. existing national or international studies.

Failure to disclose accurately or fully will result in your application being deemed ineligible and withdrawn without further review.

Section 6: ETHICAL AND REGULATORY APPROVAL, AND USE OF ANIMALS

Ethical approval is required for all research work funded by the HRB that involves human participants, human material (including tissue) or animals. Applicants are responsible for ensuring that all necessary approvals are in place prior to the start of the research.

Applicants should allow sufficient time to obtain ethical and/or competent authority approval and/or animal licenses as a copy of such approvals must be submitted to the HRB before the initiation of the award. It is suggested that these are sought in parallel to the submission of the application to the HRB.

6.1 Approval by a Research Ethics Committee

If your research proposal involves human participants, human material (including tissue) or animals, we will need written confirmation of approval by a recognised Research Ethics Committee (REC). Please send this confirmation in hardcopy as soon as it is available.

Please note, in the event that your research proposal is successful, funding cannot be released until such written confirmation is received.

Is approval by a **Research Ethics Committee necessary** for your research?

Yes or No:

Please specify, in months, at what point in your project ethics is required (e.g. month 6). If required from the beginning of your project, insert Month 1:

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If ethical approval is required, please include the details of the REC to which you have **applied/intend to apply for approval** and **the date or likely date** when REC approval will be granted.

REC:	
Contact person:	
Name of Agency/Institution:	
Address:	
Tel number:	
Email address:	
Likely date for REC approval:	
If obtained, are you including a copy of REC approval with this application*? Y/N	

*Please include a copy of REC approval if obtained

6.2 Use of Animals

Does your project involve the use of animals?

<u>Yes or No:</u>

Please specify, in months, at what point in your project the animal licence is required (e.g. month 6). If required from the beginning of your project, insert Month 1:

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If "Yes" do you have a **valid licence** from the HPRA to carry out work on animals? Please give the licence **number** and **expiry date** and include a copy of your animal licence with your application form

<u>Yes or No:</u>
<u>License Number:</u>
<u>Expiry date:</u>
Are you including a copy of Animal Licence with this application? Y/N:

Section 7 : PRINCIPAL INVESTIGATOR AND CO-APPLICANT CVs AND COLLABORATOR PROFILES

7.1 Principal Investigator and Co-Applicant CVs

The templates below must be used for CVs.

PI and Co-Applicant CV - 5 pages max: Section 1 (max 2 pages) + Section 2 (max 1 pages) + Section 3 (max 2 pages)

7.1 Principal Investigator CV

Section 1 – Required Details (max 2 pages)

NAME AND CONTACT DETAILS	
Permanent Position	YES/NO
Contract Position	YES/NO If yes, state contract end date

Research Institution Letter of Support must be provided for **(1) all Principal Investigators in a contract position and (2) Co-Applicants in a contract position who are seeking their own salary.** The formal letter on headed notepaper and signed by the Head of School/Research Centre/Hospital must include the following information:

[Research Institution – insert name] which is the research institution of [applicant - insert name] confirms that [applicant - insert name]: (i) holds an employment contract which extends until [insert date] or will be recognised by the research institution upon receipt of the HRCI/HRB award as a contract researcher; (ii) has an independent office and research space/facilities for which he/she is fully responsible for at least the duration of the award, and (iii) has the capability and authority to mentor and supervise post-graduate students and post-doctorate researchers.

CAREER PROFILE (Education and Employment)

Please include details of any adjunct positions held and include year of Ph.D. or M.D. Provide details of membership of professional bodies/councils.

DETAILS OF RESEARCH FUNDING MOST RELEVANT TO THIS APPLICATION AS PRINCIPAL/CO-INVESTIGATOR

Please note that this section should only include funding obtained as Principal or Co-Investigator.

HISTORY OF MENTORING AND SUPERVISION

Please include numbers of current and completed MSc and PhD students, directly under your supervision, as well as details of previous and current post-doctoral staff.

INNOVATION/COMMERCIALISATION ACTIVITY (e.g., relevant industry collaborations, invention disclosures, patents, spin-outs)

Please distinguish between patents applied and under review versus patents granted.

OTHER INFORMATION AS APPROPRIATE

Please include details of key achievements including measures of esteem, invited presentations, principal scientific activities and responsibilities, as well as a statement demonstrating the applicant's accomplishments as an independent PI.

Section 2 – Publication Listing (max 1 pages)

PUBLICATIONS (10 most relevant)

Please fill in the table including the total number of publications and categorise that number according to the additional categories below. Please list the 10 publications that are most relevant to this application.

Total Publications	Senior author publications				
#	#				
Journal Articles	Reviews	Book Chapters	Books	*Conference	
associated publications	Other				
#	#	#	#	#	#

**Conference associated publications can be classified into peer reviewed conference papers and edited conference proceedings where appropriate as per discipline.*

Please underline the name of the PI on each publication listed.

Section 3 – Research Funding History (max 2 pages)

LIST OF RESEARCH FUNDING HISTORY

List of research funding (include expired, current and pending).

This should include peer reviewed research funding received from funding agencies (international & national), charities, industry, etc.

For expired and current grants (for which applicant is/was contractually responsible), the applicant must indicate the funding source, the value of the award (€) and the duration. The grant number and website, where applicable, should also be provided.

For collaborative grants where you are not the sole grant-holder, state your role (PI, Co-PI or collaborator), the name of the other partners on the award, the total value of the award (€) and the specific amount of the award (€) allocated in your name.

For example, if you participate in a multi-partner project, you must identify that portion of the overall award funding (e.g., €1million) that is specifically allocated to you (e.g., €200k).

The portion of research funding that you claim in your name in this document must be an accurate and a fair reflection of your responsibility in the projects listed and will be verifiable as such. The HRB may conduct audits to verify such claims and reserves the right to reject proposals where the above principle of proportionality is not observed.

7.2 Co-Applicant CV 1

Please fill in the following table for each co-applicant. If more tables are required please copy and paste as necessary.

Section 1 – Required Details (max 2 pages)

NAME AND CONTACT DETAILS	
Permanent Position	YES/NO
Contract Position	YES/NO If yes, state contract end date
<p><i>Research Institution Letter of Support must be provided for (1) all Principal Investigators in a contract position and (2) Co-Applicants in a contract position who are seeking their own salary. The formal letter on headed notepaper and signed by the Head of School/Research Centre/Hospital must include the following information:</i></p> <p><i>[Research Institution – insert name] which is the research institution of [applicant - insert name] confirms that [applicant - insert name]: (i) holds an employment contract which extends until [insert date] or will be recognised by the research institution upon receipt of the HRCI/HRB award as a contract researcher; (ii) has an independent office and research space/facilities for which he/she is fully responsible for at least the duration of the award, and (iii) has the capability and authority to mentor and supervise post-graduate students and post-doctorate researchers.</i></p>	
CAREER PROFILE (Education and Employment)	
<p><i>Please include details of any adjunct positions held and include year of Ph.D. or M.D. Provide details of membership of professional bodies/councils.</i></p>	
DETAILS OF RESEARCH FUNDING MOST RELEVANT TO THIS APPLICATION AS PRINCIPAL/CO-INVESTIGATOR	
<p><i>Please note that this section should only include funding obtained <u>as Principal or Co-Investigator</u>.</i></p>	
HISTORY OF MENTORING AND SUPERVISION	
<p><i>Please include numbers of current and completed MSc and PhD students, <u>directly under your supervision</u>, as well as details of previous and current post-doctoral staff.</i></p>	

INNOVATION/COMMERCIALISATION ACTIVITY (e.g., relevant industry collaborations, invention disclosures, patents, spin-outs)

Please distinguish between patents applied and under review versus patents granted.

OTHER INFORMATION AS APPROPRIATE

Please include details of key achievements including measures of esteem, invited presentations, principal scientific activities and responsibilities, as well as a statement demonstrating the applicant's accomplishments as an independent PI.

Section 2 – Publication Listing (max 1 pages)

PUBLICATIONS (10 most relevant)

Please fill in the table including the total number of publications and categorise that number according to the additional categories below. Please list the 10 publications that are most relevant to this application.

Total Publications	Senior author publications				
#	#				
Journal Articles	Reviews	Book Chapters	Books	*Conference	
associated publications	Other				
#	#	#	#	#	#

**Conference associated publications can be classified into peer reviewed conference papers and edited conference proceedings where appropriate as per discipline.*

Please underline the name of the Co-Applicant on each publication listed.

Section 3 – Research Funding History (max 2 pages)

LIST OF RESEARCH FUNDING HISTORY

List of research funding (include expired, current and pending).
 This should include peer reviewed research funding received from funding agencies (international & national), charities, industry, etc.
 For expired and current grants (for which applicant is/was contractually responsible), the applicant must indicate the funding source, the value of the award (€) and the duration. The grant number and website, where applicable, should also be provided.
 For collaborative grants where you are not the sole grant-holder, state your role (PI, Co-PI or collaborator), the name of the other partners on the award, the total value of the award (€) and the specific amount of the award (€) allocated in your name.
 For example, if you participate in a multi-partner project, you must identify that portion of the overall award funding (e.g., €1million) that is specifically allocated to you (e.g., €200k).
 The portion of research funding that you claim in your name in this document must be an accurate and a fair reflection of your responsibility in the projects listed and will be verifiable as such. The HRB may conduct audits to verify such claims and reserves the right to reject proposals where the above principle of proportionality is not observed.

7.3 Collaborators

Please fill in the following table for each collaborator associated with the project. If more tables are required please copy and paste as necessary.

Collaborator 1

Name:
Department:
Institution:
Present position:
Academic qualifications:
Professional qualifications:
Please list their previous positions for the last five years. Include title of position held, name and address of the institution/organisation and start/end dates:
Are they a member of a professional body/council? If so, please provide details:
Please add five publications by this Collaborator that are most relevant to this application:
Please include details of any past or current grants relevant to this application where this collaborator has acted as Principal Investigator or Co-Applicant:

Note: For each collaborator a signed **Collaboration Agreement Form** must be provided. A template Collaboration Agreement Form is available in Part C1. Failure to provide Collaboration Agreement Form(s) will result in the application being deemed ineligible.

NOTE: THE SIGNATURE PAGE IS PROVIDED AS APPENDIX 3.

All applications for funding must provide a signature page which has been signed by the Principal Investigator and the Dean of Research/CEO/equivalent authorised personnel of the Research Institution. ***All signatures must be originals. Electronic versions of signatures are not acceptable.***

For international Host Institutions, an additional Warrant for International Hosts Form needs to be signed (Part C3)

Checklist for submission**For all applications**

B1	Application form	
B2	Gantt chart	
B3	Figures	
D1	PI Signature page	
D2	Host Institution Signature page	

Where applicable

C1	Collaboration Agreement Form	
C2	Infrastructure Agreement Form	
C3	Letters of support	
C4	Warrant for international Host Institutions only	