



HRB Applied Partnership Awards 2022

UCD support pack

These guidance notes are designed to help UCD applicants prepare an application for submission to the HRB [Applied Partnership Awards \(APA\) 2022 call](#). They should not be distributed to researchers outside UCD. These notes **must** be read in conjunction with the full [HRB APA 2022 Guidance Notes](#).

Overview

The Applied Partnership Awards scheme aims to support applied research projects in which researchers and knowledge users come together to advance timely and relevant research and **optimise knowledge translation into policy and practice**. The overarching **aim** of the Applied Partnership Awards is to support high quality **applied research** projects where researchers and knowledge users come together in a **collaboration** to focus on themes/questions that are determined by the **documented evidence needs** of the Irish health and social care system. The research projects should target research that will support the work of healthcare policy and service delivery partners.

The HRB anticipate that approximately 10 awards will be funded over two cycles for this call.

Key award parameters:

- Funding up to **€200,000**.
- A minimum of 20% of the equivalent total amount requested from HRB **must be co-funded** by the knowledge user. This must be 'direct' or 'cash' contributions (**not** e.g. in-kind contributions).
- Duration from **12 to 24 months**.

Eligible remit areas:

- Clinical research
- Health services research
- Population health research

Call deadlines and UCD Research Office management

- Contact the [UCD Research Office](#) at your earliest convenience to let us know if you are preparing an application. We can provide assistance and feedback on your proposal if requested.
- A mandatory budget review is required. Download and complete the budget template from the [Pre Award Budget Page](#) and send it, together with your justification, to budgetapprovals@ucd.ie by **23 January 2023**.
- Submit your application through HRB [GEMS](#) for internal compliance check and institutional endorsement by **30 January 2023**. At that point budget and all needed letters of support must have been finalised/checked/signed.

Application submission

All submissions must be made directly via the HRB [Grant Electronic Management System \(GEMS\)](#). Applicants who need to register for an account for the first time should [click here](#). Technical guidance notes for using GEMS can be found on the login page.

Assessment

This call has a two-phase review process:

- **Peer review, public and patient involvement review and shortlisting.** Peer reviewers will focus on the scientific assessment criteria for the call and will provide comments as well as a score, which will be used to derive a shortlist. PPI review does not constitute a standalone scoring criterion but **can influence discussions under other assessment criteria**.
- **Applicant Response.** Applicants shortlisted for the next phase will be provided with an opportunity to respond to both peer and public review comments. Applicants will have 10 working days to submit a response through GEMS, constrained to a maximum of 2000 words for the peer review response and 500 words for the PPI review response.
- **International Grant Selection Panel.** The Panel will review the strengths and weaknesses of the application relating to the review criteria detailed below. **Successful applicants are expected to score well under both the Scientific and Knowledge Translation criteria (which are weighted equally).** While PPI is not a stand-alone scoring criterion, **Panel members will have sight of the public review, the peer review and the applicant team's response, to inform their review.** Applications recommended for funding by the Panel will be submitted to the Board of the HRB for approval. Gender balance may be considered where required to prioritise proposals with the same scores in the Panel ranking list.

Evaluation criteria

- **Research topic.** Does the project address a health priority in Ireland, and is it likely to affect the way care is delivered in Ireland? Applicants are expected to demonstrate this in their application. The project should focus on themes/questions which are determined by the **documented needs** of the Irish health and social care system. Documented needs relate to the research priorities or needs of the lead knowledge user applicant. The proposed research should be explicitly linked to the documented evidence needs of the knowledge user organisation/s and this should be made clear in the application. **It is the responsibility of the Lead Applicant Knowledge User to clearly define what these are.** Applicants are expected to identify and demonstrate how the research findings are likely to enable the healthcare services or policy sector to make informed decisions or valuable changes to its practice, expenditure and/or systems in the **short term (up to 2 years)**.
- **Design and methodology.** Will the research design and methodology answer the research question?
- **Team & partnership arrangements.** Does the research team have the expertise and experience to deliver on the proposed project? Is it a **genuine partnership** between researchers and knowledge users?
- **Management plan.** Is there an appropriate project plan and risk mitigation?
- **Knowledge Translation.** Is there real potential for translation of the findings into policy and/or practice?

Lead Applicants

- **Lead Applicants** must either hold a post (permanent or contract covering the duration of the award) as an independent investigator, or be an individual who upon receipt of an award will be recognised as an independent investigator for the duration of the award. If the Lead Applicant is on a temporary contract, the relevant Head of School must provide support for the application.
- The **Lead Applicant - Research** – must show evidence of achievement as an independent researcher in their chosen research field by:
 - a) Having at least three publications of original research in peer reviewed journals.
 - b) 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 the research team.

- The **Lead Applicant - Knowledge-User** – should:
 - a) coordinate the application process and provide details on the strategic relevance of the project in the context of national priorities and in the context of the knowledge users listed in the application.
 - b) describe how the question was formulated, refined and agreed, describe how their roles and position will enable them to influence change and action.
 - c) summarise what prior experience (if any) they have of working with researchers and plans for collaboration throughout the research process and the time and resources they are committing to the project.
 - d) submit a letter of commitment in respect of the co-funding.
- **Knowledge User - Co-Applicants** will be asked if they are seeking a release time allowance as part of this application. Release time for knowledge users is a unique feature of this scheme in that it will allow up to €20,000 per year for release time for the knowledge user(s). This cap applies to HRB funding only. The €20,000 per year release time funding can be used in full (if required) to fund one knowledge user applicant/co-applicant or it can be allocated between the knowledge user applicant and a number of knowledge user co-applicants if required. **To be eligible that knowledge user(s) must meet all the following criteria:**
 - a) Be a knowledge user applicant on the award whose primary responsibilities/role specification do not include an expectation to engage in research (i.e. as part of the regular employment).
 - b) Have a clear plan setting out the tasks and activities they will be involved in and how this will add value to the overall aims of the project and its application.
 - c) Have secured their organisations approval for the release time on the project that would justify the allowance and have their organisations certify that they are/will be engaged in the activities for which the funds have been requested.
 - d) A letter of release time approval support from the Knowledge User Co-applicant's organisation must be provided if they are requesting Release time costs.

Co-Applicants

- Up to a maximum of **10** Co-Applicants can be listed.
- A Co-Applicant has a well-defined, critical and substantial role in the conduct and steering of the proposed research.
- Co-Applicants from outside of the Republic of Ireland are welcome where the nature of the research renders this necessary and is appropriately justified.
- A Co-Applicant may receive funding for items such as running costs and personnel but will not receive support towards his/her own salary if they are in salaried positions.
- However, Researcher Co-Applicants can request their own salary, depending on their role and percentage of time dedicated to the research project, for the duration of the award if they are contract independent investigators.
- PPI participants should be named as Co-applicants where justified by their level of involvement.

Collaborators

- Up to a maximum of **10** Collaborators can be listed.
- An official Collaborator is an individual or an organisation who will have an integral and discrete role in the proposed research and is eligible to request funding from the award where justified.
- A collaborator may supply material, may provide training, provide access to specific equipment, specialist staff time, access to data and/or patients, instruments or protocols or may act in an advisory capacity. They can be based in an academic institution, a private enterprise, a healthcare organisation or agency, or come from the charity sector.
- 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 is available online for download from GEMS in the Collaborator section of the application form.

Letters of Support

- Host Institution Letters of Support must be provided for:
 - All Lead Applicants in a contract position, and
 - Co-Applicants in a contract position who are seeking their own salary.
- For Lead Applicant – Researcher holding contract positions, a Letter of Support from the Head of School/Research Centre must also be included.
- Letter of Release Time Approval must be provided for Lead Applicant Knowledge-Users who are seeking release time salary-related costs. This letter must be provided by the Knowledge-User's organisation.
- Collaborator Agreement Forms must be provided for each collaborator.
- A Co-Funding Commitment Letter from the Lead Applicant-Knowledge User organisation must be uploaded as part of the application. This letter should confirm that the funding contribution is in place.

FAIR Data Management and Stewardship

- The move to FAIR and open data 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.
- The following practical resources may also be of use:
 - [HRB guidelines on Open Research](#).
 - [H2020 Programme Guidelines on FAIR Data Management](#).
 - Sample 2-page DMPs are [available here](#). Some longer DMPs (including Social Sciences & Humanities examples), which will provide a good idea of the type of content required here, are [available here](#).
 - The UCD Library also has [useful guides on Research Data Management](#).
 - These data management costing resources may also be of use:
 - [Utrecht University Costs of data management](#).
 - [TU Delft Costs of data management guide](#).

Public and Patient Involvement (PPI) in research

- Various resources on getting public and patient involvement in the design of research projects can be found on the [UCD Public Engagement website](#).
- Refer also to the [HRB's resources on PPI involvement](#), including PPI Ignite contact points.

Budget

- A full detailed breakdown of costings and justification for all funding is required. Download and complete the budget template from the [Pre Award Budget Page](#) and send it, together with your justification, to budgetapprovals@ucd.ie by **23 January 2023**.

Ethical Approval

- Ethical approval is required for all research work that involves human participants and human material (including tissue).
- If ethical approval has already been secured for this grant you will be requested to upload a copy of the relevant approval letter with this application.
- If documents are not currently available, they must be sent to the HRB prior to any work commencing where the ethical approval is required.

Gender Issues in research

- Refer to **Appendix II within the APA guidelines** for additional resources on how to address this section of your research project description. The following additional resources may be useful:
- [Stanford University's Gendered Innovations website](#) provides examples of case studies in Science, Health & Medicine, Engineering and Environment.
- [Gender in EU Funded Research Toolkit](#) provides practical tools for incorporating gender aspects into research.

General Data Protection Regulation (GDPR)

- Refer to the [Data Protection Commission website](#) for guidance.