

**HEALTH RESEARCH BOARD INVESTIGATOR-LED PROJECTS 2023 ANNOTATED TEMPLATE**

|  |  |
| --- | --- |
| **Lead Applicant** |  |
| **Co-Lead Applicant** (if applicable) |  |
| **Strand** *(delete as necessary – only one strand is permissible)* | Patient-oriented research (POR) Population health research (PHR) Health services research (HSR) |

## Contents

[Call info and supports available 4](#_bookmark1)

[Budget Review and Approval (mandatory): 4 October 2023 10am 4](#_bookmark2)

[Contacts 4](#_bookmark3)

[Scientific Quality and Innovation (40%) 5](#_bookmark4)

[Impact (30%) 5](#_bookmark5)

[Research Team and Environment (30%) 5](#_bookmark6)

1. [PROJECT DETAILS 6](#_bookmark7)

[Project Title (max 200 characters) 6](#_bookmark8)

[Duration in Months 6](#_bookmark9)

[Grant Start Date (Cannot be before 01/09/2024) 6](#_bookmark10)

[Project Lay Summary (max 300 words) 6](#_bookmark11)

[Project Abstract (max 300 words) 6](#_bookmark12)

[Keywords (Max 5 items) 7](#_bookmark13)

1. [PROJECT DESCRIPTION 7](#_bookmark14)

[State deliverables in bullet point format (max 150 words) 8](#_bookmark15)

[Gantt Chart 8](#_bookmark16)

[Research Design and Methodological approach (max 4500 words) 8](#_bookmark17)

[Resubmission Statement 8](#_bookmark18)

[Has an iteration of the proposed research been submitted to any HRB award scheme in the last 3](#_bookmark19) [years? (Y/N) 8](#_bookmark19)

[Award Scheme 9](#_bookmark20)

[Year of previous submission 9](#_bookmark21)

[Changes to the application (max 300 words) 9](#_bookmark22)

[Details of applications with 'pre-clinical' study? (max 1000 words) 9](#_bookmark23)

[Impact Statement (max 400 words) 10](#_bookmark24)

[IP Considerations (max 300 words) 10](#_bookmark25)

[Dissemination and Knowledge Exchange Plan (max 500 words) 10](#_bookmark26)

[Project Management (max 600 words) 11](#_bookmark27)

[FAIR Data Management and Stewardship (max 500 words) 11](#_bookmark28)

[Public, Patient and Carer Involvement (PPI) in the Research Project 12](#_bookmark29)

[UCD Supports for PPI 12](#_bookmark30)

[Are you including PPI in your application? (Y/N) 12](#_bookmark31)

[Description of PPI involvement at each stage of the research cycle (max 600 words) 12](#_bookmark32)

[Gender and/or Sex Issues in the Research Project (max 400 words) 13](#_bookmark33)

[Potential Safety Risks and Ethical Concerns (max 400 words) 13](#_bookmark34)

[Does your application include an element of biobanking? (Y/N) 13](#_bookmark35)

If Yes, [Biobanking description (max 400 words) 13](#_bookmark36)

[Infrastructure Agreement Form (to be uploaded) 14](#_bookmark37)

1. [Details of Research Team 14](#_bookmark38)

[Personnel 15](#_bookmark39)

[Infrastructure Description (max 400 words) 15](#_bookmark40)

[Involvement of CRF/CRC or other infrastructure units (Y/N) 15](#_bookmark41)

[Scope and Nature of the Engagement (max 400 words) 15](#_bookmark42)

[Infrastructure Agreement Form 15](#_bookmark43)

[5. PROJECT BUDGET 16](#_bookmark44)

[Stipend (max 100 words) 16](#_bookmark45)

[Student Fees (max 100 words) 16](#_bookmark46)

[Running Costs (max 400 words) 16](#_bookmark47)

[PPI Costs (max 400 words) 17](#_bookmark48)

[Equipment (max 200 words) 17](#_bookmark49)

[Dissemination Costs (max 200 words) 17](#_bookmark50)

[FAIR Data Management Costs (max 200 words) 17](#_bookmark51)

[Overhead Contribution 17](#_bookmark52)

[Have you received co-funding towards this project? (Y/N) 18](#_bookmark53)

[If yes, 18](#_bookmark54)

[Co-Funding Partner Budget 18](#_bookmark55)

[Co-Funding Commitment Letter 18](#_bookmark56)

[Current Funding Applications 18](#_bookmark57)

1. [Lead Applicant 19](#_bookmark58)

[Lead Applicant Contract Status 19](#_bookmark59)

[Publications 19](#_bookmark60)

[Funding Record 19](#_bookmark61)

[Supervisory Experience (max 200 words) 19](#_bookmark62)

1. [CO-APPLICANTS 20](#_bookmark63)

[Researcher Co-Applicant 20](#_bookmark64)

[Relevant Publications (max 5 for each co-applicant – 200 words max) 20](#_bookmark65)

[Relevant funding 20](#_bookmark66)

1. [OFFICIAL COLLABORATORS 22](#_bookmark67)

[Collaboration Agreement Form 23](#_bookmark68)

[SUPPORTING DOCUMENTATION 24](#_bookmark69)

# Call info and supports available

This document is designed to support and enhance preparation for UCD applicants submitting proposals to the [HRB ILP 2024 call](https://www.hrb.ie/funding/funding-schemes/all-funding-schemes/grant/investigator-led-projects-ilp-2024/). **It should not be distributed to others outside of UCD.** It provides advice and the institutional information required and at no point it should be considered substitute of the official documentation. Please make sure that you are fully familiar with the [HRB ILP 2024 Call Guidance Notes and FAQs](https://www.hrb.ie/funding/funding-schemes/all-funding-schemes/grant/investigator-led-projects-ilp-2024/) before preparing the application.

**Internal Deadlines Application review and feedback (optional): 4 October 2023 10am.**

The Proposal Support Team (PST) will review and provide feedback for proposals received by this date. To avail of this support, applicants should submit a **full draft** of their proposal to UCD Research via the [Funding Opportunity on RMS Profiles](https://ucd.elements.symplectic.org/GrantTracker/en/Portal/Page/Apply?roundid=38a69fd8-ca94-4245-a930-b05100e9095f).

(If you have difficulties with the link, please paste it into your browser or sign in through UCD Connect and you will find the listing).

PST strongly recommends that applicants get feedback on the scientific/scholarly aspects of their proposal from peers in direct and closely adjacent areas of their projects.

## Budget Review and Approval (mandatory): 4 October 2023 10am.

Send complete budget for review and approval to UCD Research via the [Funding](https://ucd.elements.symplectic.org/GrantTracker/en/Portal/Page/Apply?roundid=38a69fd8-ca94-4245-a930-b05100e9095f) [Opportunity on RMS Profiles](https://ucd.elements.symplectic.org/GrantTracker/en/Portal/Page/Apply?roundid=38a69fd8-ca94-4245-a930-b05100e9095f).

Please use the UCD Budget Template for this call, available for download from the Funding Opportunity.

**Full submission on GEMS for UCD endorsement: 9 October 2023 1pm.**

Institutional endorsement is required by the HRB to complete the application process. To give PST time to perform a careful compliance check and make the endorsement before the deadline, it is recommended that you submit your application by the internal deadline.

All final pre-proposal submissions must be made via the [HRB Grant Electronic Management](https://grants.hrb.ie/Login.aspx?ReturnUrl=%2f) [System (GEMS)](https://grants.hrb.ie/Login.aspx?ReturnUrl=%2f).

**Contacts**

If you cannot find an answer for your query in the [Call guidance notes](https://www.hrb.ie/fileadmin/2._Plugin_related_files/Funding_schemes/ILP_2024_-_Guidance_Notes.pdf) or [FAQ](https://www.hrb.ie/fileadmin/2._Plugin_related_files/Funding_schemes/ILP_2024_-_FAQs.pdf), please contact the Proposal Support Team (proposalsupport@ucd.ie).

For Technical Support please contact [gemshelp@hrb.ie](mailto:gemshelp@hrb.ie).

For all other queries relating to this call please contact Sónia Pereira at [SPereira@hrb.ie](mailto:SPereira@hrb.ie).

**EVALUATION CRITERIA**

**Scientific Quality and Innovation (40%)**

* Important research question
* Evidence supports need for proposed project
* Design and methodology appropriate
* Project plan and risk mitigation for project delivery

**Impact (30%)**

* Impact on patients, public and/or healthcare system
* Generalisability beyond research setting
* Planned knowledge dissemination and translation

**Research Team and Environment (30%)**

* Applicant team expertise and experience relevant for project
* Supports, infrastructure, environment
* Project staffing and funding

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

1. **PROJECT DETAILS**

**Project Title (max 200 characters)**

You are asked to provide a title that clearly describes the research to which this application is related. This should be descriptive and concise and should reflect the aim of the project.

**6.2 Project Duration (max 48 months)**

Please indicate the expected length of the proposed project in months (minimum duration of 24 months and maximum duration is 48 months) and the proposed start date. The earliest start date is 1 September 2024.

## Duration in Months:

**Grant Start Date (Cannot be before 01/09/2024)**

**Project Lay Summary (max 300 words)**

The 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 complete this piece of work and how you are going to go about conducting, analysing and drawing conclusions from the research. 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 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 research application.

## Project Abstract (max 300 words)

This should be a succinct summary of the proposed research project. The aims and hypotheses of the project should be conveyed with clarity. The objectives of the project and what the work is expected to establish should be described. Ideally it provides a clear synopsis of your proposal and should set the research proposal in context.

**Keywords (Max 5 items)**

Please enter up to **5 Keywords** that specifically describe your research project and select them from MeSH Tree Structure within GEMS

## PROJECT DESCRIPTION

Please ensure that your application is focused, and that sufficient evidence is provided to enable the international peer reviewers and grant selection panel members to reach a considered judgement as to the quality of your research application, its potential health impact and its feasibility.

**Research Question (max 50 words)**

Please clearly state the research question behind the proposed work.

**Current Knowledge, Background to the Area, Relevance and Knowledge Gap (max 1200 words)**

Describe the background to the research application and detail the size and nature of the issue to be addressed. Include evidence from the literature and give references to any relevant systematic reviews. Where available, include a description of any pilot work, professional and consumer consensus studies already undertaken.

Please reference any documented need for this area of research, including information on burden on health or the healthcare system. Have any potential users of research outputs been involved in identifying the research question (e.g., patients, healthcare professionals, policymakers?). Explain why this research is both important and timely. Show how your research will add to the knowledge base/advance the state of the art in this area. Be aware that the peer reviewers reading your application will be based outside of Ireland, so it is important to describe the current healthcare delivery context in Ireland when discussing issues around need (including specific needs of any under-represented groups), relevance, timeliness, and feasibility.

NOTE: you are strongly advised to read the Guidance Notes and in particular the

**EVALUATION CRITERIA** *when writing this section.*

**Overall Aim (max 100 words)**

Please state the overall aim of the research project.

**Objectives and Deliverables (max 60 words for each objective and max 150 words for deliverables)**

Please use the add objectives function to add a **minimum of 3** research objectives. Objectives should be SMART (**S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-bound). For each objective, list a subset of deliverables which will be used to monitor progress throughout the lifetime of the award if successful. Objectives/deliverables should be mapped against estimated completion timelines in a Gantt chart, and any milestones highlighted.

**Objective (max 60 words)**

**State deliverables in bullet point format (max 150 words)**

**Gantt Chart**

Please upload a Gantt chart which lists the above objectives and deliverables against the estimated timelines for completion, together with any additional milestones/key dates (e.g. PhD submission). Please note that the preparation and submission of Data Management Plans should also be added as deliverables/milestones of the Programme.

**Research Design and Methodological approach (max 4500 words)**

Summarise the proposed research plan, providing descriptions of individual work packages and describe how they integrate to form a coherent research application.

Include details of the general experimental approaches, study designs and techniques that will be used. Include details on all stages of the study design including rationale for sampling strategy, justification of sample size and power calculation, details on the design chosen, the methods of data collection, measures, instruments, and techniques of analysis for quantitative and qualitative designs, outcomes measures and plans for data analysis/data management. Where research involves human participants, please describe the selection criteria and rationale for participant selection considering the relevant population for the issue under study. Are under-served populations/groups considered?

Please justify any exclusions based on age or sex/gender of participants.

Show how your research design will allow you to answer your research question. Notes:

* *You are strongly advised to seek advice and input from an experienced research design and statistics expert in advance of submitting your application. Discrepancies and incorrect approaches in this section represent the most common source of feedback in unsuccessful HRB applications.*
* *Power calculations and sample sizes (including for animal studies) must be described and justified, and aligned with the study aim, objectives and goals and the context of the study.*
* *Explain in detail how new techniques and/or or high-risk studies will be managed and suggest alternative approaches should these fail.*
* *Where new methods are being developed, arrangements for establishing validity and reliability should be described. Examples of non-standard questionnaires, tests, etc. should accompany the application or their content be clearly indicated.*
* *Useful links and resources are summarised in Appendix IV of the* [*Call Guidance*](https://www.hrb.ie/fileadmin/2._Plugin_related_files/Funding_schemes/ILP_2024_-_Guidance_Notes.pdf)*.*

## Resubmission Statement

**Has an iteration of the proposed research been submitted to any HRB award scheme in the last 3 years? (Y/N)**

**If yes,**

**Award Scheme**

**Year of previous submission**

**Changes to the application (max 300 words)**

Please briefly describe the changes that have been made to the application. Have the recommendations from the previous peer, panel, or public review you received influenced the changes you have made?

**Details of applications with 'pre-clinical' study? (max 1000 words)**

If your application contains one or more elements of a 'pre-clinical' study, please provide additional information as detailed on Section 5.6 Details for applications that include a ‘pre- clinical’ study of the [Guidance Notes](https://www.hrb.ie/fileadmin/2._Plugin_related_files/Funding_schemes/ILP_2024_-_Guidance_Notes.pdf).

In addition to details given in Section 7.5 (Research Design and Methodological Approach) as to number of animals used and how this was determined, applicants must provide further information as follows:

* *Provide appropriate evidence with regard to the relevance of the proposed animal species or model compared with humans (e.g., target expression distribution and primary structure*; *pharmacodynamics; metabolism and other pharmacokinetic aspects; or cross reactivity studies using human and animal)* ***and***
* *Justify and document in detail the choice of species/model relative to the pathology and/or human condition (aetiology, pathophysiology, symptomatology, and response to therapeutic intervention)* ***and***
* *Describe how the proposed pre-clinical work correlates and aligns with any planned future stages of the research in humans even if not part of this application.*
* *If your project involves the use of animals, provide sound scientific justification for their use, explain why there are no realistic alternatives, and demonstrate that the numbers proposed will allows meaningful results to be obtained from the research.*
* *Give details of the proposed sex of the animals, and rationale for the numbers of each sex.*
* *Please refer to the ARRIVE checklist for animal studies referenced in Appendix IV of the* [*Call Guidance*](https://www.hrb.ie/fileadmin/2._Plugin_related_files/Funding_schemes/ILP_2024_-_Guidance_Notes.pdf)*.*

**Note:** Experiments should use the smallest possible number of animals required to answer the research question and should ensure that distress and suffering are avoided wherever possible. See the Science Europe Report on “Improving Science Quality through the Replacement, Reduction and Refinement of Animals in Biomedical Research and Development” for a recent discussion. Links to an online tool created to aid researchers in experimental design of studies involving animals can be found in Appendix IV of the [Call](https://www.hrb.ie/fileadmin/2._Plugin_related_files/Funding_schemes/ILP_2024_-_Guidance_Notes.pdf) [Guidance](https://www.hrb.ie/fileadmin/2._Plugin_related_files/Funding_schemes/ILP_2024_-_Guidance_Notes.pdf), in addition to links to recently updated Guidance and checklists for animal studies from 3Rs. The appendix also gives details of registers for systematic reviews involving animal studies.

**Note:** In some pre-clinical studies where, due to the species-specific nature of the clinical product (e.g., some vector-expressed human transgenes or human derived cellular products) testing in animals would not prove informative or appropriate, alternative in vitro pre-clinical models may be proposed, but detailed justification must be provided.

**Note:** Where no relevant species exists, the use of homologous proteins or the use of relevant transgenic animals expressing the human target may be the only choice but, in every instance, a detailed justification of the pre-clinical model must be provided.

## Impact Statement (max 400 words)

Describe the anticipated outputs and outcomes of the proposed research. Please provide details on the likely impact of this research on human health and wellbeing indicating the anticipated timescale for any proposed benefits to be realised.

Please consider areas for impact such as, but not limited to, providing the basis for new/improved healthcare innovations, influencing policy and practice, increasing enterprise activity. Outline what steps are necessary for these impacts to be realised.

This statement should be specific and provide information that the external reviewers will find helpful in assessing the potential impact of the proposed research. Impact statements should be written primarily in plain English.

## IP Considerations (max 300 words)

Please describe any current Intellectual property (IP) that will be relevant for the study and whether such IP assets are held by the applicants, and/or others outside the research team.

The Lead Applicant together with the Host Institution has a duty to the public to ensure that discoveries and advancements in knowledge arising from any award are translated for public benefit including but not limited to commercial development of new therapies, diagnostics, materials, methodologies, and software for health23. Please consult with the relevant Technology Transfer Office for advice on this section, where appropriate.

Such IP might include software, checklists, scales, protocols, guidelines, questionnaires, or medicinal products for example. Has relevant background IP for your study been identified? If IP is required, is there freedom to operate, such that this research can eventually be translated? What arrangements are in place to manage IP during the study, and ensure it is protected (if appropriate) prior to dissemination? Do you foresee any barriers to use of IP in order for the research outputs to be adopted?

## Dissemination and Knowledge Exchange Plan (max 500 words)

Include a clear dissemination and knowledge exchange plan to indicate how information will be disseminated during and after your research.

***Applicants are advised to consider the following:***

1. *The HRB has a mandatory Open Access publication policy; demonstrate how you plan to make all publications open access.*
2. *Who are the various audiences and communities that need to be targeted if these results are to have any impact? What is your dissemination plan to address this, how will these audiences be reached?*
3. *Describe any plans for technology transfer.*
4. *Describe how the findings of this research will be publicised to the HSE or international health community/organisations in a manner that will optimise impact on health policy and/or practice.*
5. *Please reference aspects of the project/study undertaken to maximise chances of adoption beyond the term of the award.*

***Types of publication routes include:***

* ***Green Route:*** *publishing in a traditional subscription journal. Articles are ‘self-archived’ (added) to a repository (institutional or external subject-based) and usually made available after an embargo period, which is set by the publisher.*
* ***Gold Route:*** *publishing in an open access or hybrid journal. Articles’ processing charges (APCs) are required so that the article is openly available immediately on publication and can be added to a repository (institutional or external subject-based).*
* ***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.*

## Project Management (max 600 words)

Please describe how the research project will be managed.

The role of each applicant team member and research personnel member should be clearly outlined. Describe any oversight, advisory or governance structures that are crucial to delivery of the project, including a steering committee or data safety and monitoring committee if applicable. Outline the processes that will be put in place to ensure that the project is well managed, commenting on project management, meetings schedules, financial management etc. Describe contingency plans, including how you intend to manage any risks to the delivery of the project.

## FAIR Data Management and Stewardship (max 500 words)

Describe the general approach to data management and stewardship that will be taken during and after the projects, including who will be responsible for data management and data stewardship

With the support of data stewards or other data-related services support in the institution (typically library and ICT and digital service, etc) all Applicants should address as much as possible the following points below regarding the management of the research data to be generated and/or re-used during the research project. Please consider the FAIR Guiding Principles for scientific data management and stewardship: **F**indability, **A**ccessibility, **I**nteroperability, and **R**eusability.

1. *Data description and collection or reuse of existing data: (a) What is the type, format and volume of data? (b) How will the data be collected, created or reused?*
2. *Documentation and data quality: (a) What metadata and documentation will accompany the data? (b) Will you make sure globally resolvable unique, persistent identifiers are in use (e.g DOI)? (c) What data quality control measure do you use?*
3. *Storage and backup: (a) How will data be stored and backed up during the research? (b) How will you take care of data security and personal data protection?*
4. *Ethical and legal compliance, codes of conduct: (a) If personal data are involved, how will you manage compliance with legislation on personal data and security? (b) How will you manage legal issues, such as IPR, copyright, and ownership? Which legislations are applicable? (c) Which ethical issues and codes of conduct are there and how are they taken into account?*
5. *Data sharing and long-term preservation: (a) How and when will you share the data? (b) How do you select data for preservation and where will data be preserved long term (e.g. data repository, archive)? (c) What methods or software tools are needed to access data? (d) How will the application of a unique and persistent identifier (such as a Digital Object Identifier (DOI)) to each data set be ensured?*
6. *Data management responsibilities and resources: (a) Who (for example role, position, and institution) will be responsible for data management (i.e., the data steward)? (b) What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR?*

## Public, Patient and Carer Involvement (PPI) in the Research Project

The HRB recognises that the nature and extent of meaningful public involvement is likely to vary depending on the context of each study. Please note PPI does not include the recruitment of study participants in research projects, this is participation of the public rather than involvement. It also does not include work aimed at raising awareness of the public around research, such as media publications of research findings, and outreach activities such as open days in research facilities.

Useful resources including practical examples of involving members of the public in your research can be found in Appendix IV of the [Call Guidance](https://www.hrb.ie/fileadmin/2._Plugin_related_files/Funding_schemes/ILP_2024_-_Guidance_Notes.pdf). Please be aware of the UCD support for PPI.

## UCD Supports for PPI:

* [*UCD PPI Ignite Team*](https://www.ucd.ie/ppi/)
* *UCD PPI and Engagement Officer:* Dr Emma Dorris *(emma.dorris@ucd.ie)*
* [*UCD Public Engagement*](https://www.ucd.ie/research/portal/outcomesandimpacts/publicengagementandengagedresearch/)

## Are you including PPI in your application? (Y/N)

**Description of PPI involvement at each stage of the research cycle (max 600 words)**

For each stage, please include the purpose of this involvement and where applicable how PPI has influenced/changed what work has been planned.

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. PPI contributors should be representative of the relevant people and communities impacted by the research topic. Where members of the public, patients or carers 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.

**Important:** The PPI section 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.

Please describe all PPI at each stage of the research cycle:

* Identifying and prioritising the research question
* Design
* Conduct
* Analysis
* Oversight
* Dissemination

For each stage, please include the purpose of this involvement and where applicable how PPI has influenced/changed what work has been planned.

**Gender and/or Sex Issues in the Research Project (max 400 words)**

A key objective of the HRB is to strive for gender balance in Irish health research. We encourage a balanced participation of genders in all research activities. Please note this section is intended to focus researchers on the research content, and not the gender balance within the research team. Please identify and explain how you address sex and/or gender issues for this project.

Are there potential sex (biological) considerations for this research?

Are there potential gender (socio-cultural) considerations for this research?

* *If so, outline how sex and/or gender analysis will be integrated in the design, implementation, evaluation, interpretation, and dissemination of the results of the research application.*
* *If not, you must clearly demonstrate why it is not relevant to the research application; have you done a literature search to confirm this?*

*UCD resource on gender available on* UCD Research Portal

Appendix IV in [Call Guidance](https://www.hrb.ie/fileadmin/2._Plugin_related_files/Funding_schemes/ILP_2024_-_Guidance_Notes.pdf) for resources on gender and sex considerations in research applications.

## Potential Safety Risks and Ethical Concerns (max 400 words)

Please address any potential risk and/or harm to patients or human subjects/participants in the research, if relevant.

Please highlight any potential ethical concerns (including work involving animals) during this study and/or at follow-up stage. Describe any potential ethical concerns that may arise as a result of this research, even if not part of this application, and how you propose to deal with them. If the proposed research includes vulnerable groups, what additional considerations are there for these participants?

## Does your application include an element of biobanking? (Y/N) If yes,

**Biobanking description (max 400 words)**

Please describe how biobanking within this project will be in compliance with international best- practice ethical considerations and the General Data Protection Regulation, in particular in

relation to consent.

## Infrastructure Agreement Form (to be uploaded)

**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 Europe. Some useful links are in Appendix IV of the [Call Guidance](https://www.hrb.ie/fileadmin/2._Plugin_related_files/Funding_schemes/ILP_2024_-_Guidance_Notes.pdf).

**Project Description Figures (max 5 figures)**

You may include an attachment to support your Project Description. 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. They must not be embedded within the text of the Project Description. The maximum size is **2MB**

**References (max 30 publications)**

Please list all Publications cited in Project Description.

A full description of the Publications cited in the Project Description should be provided. Please enter references in the same format. For example, the following format may be used: 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.

## Details of Research Team

**Lead Applicant’s Role**

Please indicate the current commitment to research/clinical/teaching/other as a percentage of a full time equivalent (FTE; please enter the value between 0 and 1). Give an outline of the proposed role of the Lead Applicant in this project on a day-to-day basis. Please indicate below the proposed amount of time to be dedicated to working on this project, either as a percentage or a proportion of a full time equivalent (FTE; please enter the value between 0 and 1).

**Co Applicant’s Role**

For each Co-Applicant, please identify the type of Co-Applicant they are here (Researcher Co-applicant, Knowledge User Co-applicant, or PPI Co-applicant) and outline their role in this project on a day-to-day basis, including the amount of time to be dedicated to working on this project as a proportion of a full time equivalent (FTE). Collaborator's Role For each Collaborator, please outline their role in the project.

**Personnel**

Give full details of all personnel to be funded through this project, including the Lead Applicant if relevant. Please justify the nature of all research personnel relative to the scale and complexity of the project.

1. **HOST INFRASTRUCTURE AND SUPPORT**

**Infrastructure Description (max 400 words)**

*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, research methods, biobanking expertise or regulatory expertise where this is being provided above and beyond the activities/expertise of members of the research team..*

## Involvement of CRF/CRC or other infrastructure units (Y/N)

Do you plan to avail 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)) at research design or implementation stages?

**If yes,**

**Scope and Nature of the Engagement (max 400 words)**

Please detail the scope and nature of the engagement (this includes national facilities and/or international facilities and units/networks where justified). 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.

**Infrastructure Agreement Form**

You must submit a completed **Infrastructure Agreement**.

# PROJECT BUDGET

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

Please use the UCD Budget Template when preparing your draft budget for review.

**Budget Justification Salaries (max 200 words)**

Gross Annual Salary (including 5% employee pension contribution) negotiated and agreed

with Host Institution. Applicants should use the IUA website scales for the most up-to-date recommended salary scales for academic researchers <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. Applicants should include annual pay increments for staff and related costs (pension contribution, employer’s PRSI contribution, and overhead contribution) in the budget. Salaried researchers who are registered for a PhD degree (e.g., clinical fellows) are expected to have a contribution to gross salary costs (inclusive of employee’s pension contribution) up to a maximum amount of Level 3, Point 1 of the most up to date IUA scale. Please find IUA pay scales at https:/[/www.iua.ie/researchinnovation/researcher-salary-scales/.](http://www.iua.ie/researchinnovation/researcher-salary-scales/) In line with the proposed new pay agreement for State employees please apply a salary contingency of 1% per annum from 1st Oct 2021 and 1st October 2022 and of 2% from 1st October 2023 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

Please indicate the salary scale used, the level and point on that scale, and briefly justify the salary level chosen

**Stipend (max 100 words)**

The HRB student stipend is €18,000 per annum (tax exempt).

## Student Fees (max 100 words)

Fees for students registered for a higher degree at EU level only. Applicants should liaise with their Host Institution’s Research Office for fee levels. Annual increments are not provided within budget

## Running Costs (max 400 words)

For all costs required to carry out the research including materials and consumables, survey costs, travel for participants, transcription costs etc. Maintenance costs of animals are allowed for pre-clinical animal models only . Access to necessary special facilities or services which are not available in the host academic or clinical institutions. i.e., consultancy fees, methodological support, Clinical Research Facilities support, MRI facilities etc. will be considered under running costs as long as they are detailed in an accompanying ‘Infrastructure Agreement Form’. Costs associated with compensating PPI contributors involved in your research e.g., consultation workshops, time spent reviewing material, costs of participation in advisory groups, travel expenses, payments for time (in line with your Host institutions policies), etc. should be charged to running costs. The following costs are ineligible

and will not be funded: training courses/workshops with the exception of training in public and patient involvement in research, inflationary increases, cost of electronic journals.

**Note:** The HRB does not provide funding for start-up costs.

**Note:** Where an overhead cost has been incorrectly listed under running costs this will be removed. Please see a list of costs that fall within the 'Overhead Contribution' category in the associated help text ('?' icon) above.

## PPI Costs (max 400 words)

**Equipment (max 200 words)**

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 for the project because of the nature of the research, will be considered where appropriately justified. All costs must be inclusive of VAT, where applicable.

Please enter the grant start date, and grant duration before providing budget details

## Dissemination Costs (max 200 words)

Costs associated with publication of results, seminar/conference attendance (provide details of name and location, where possible) and any other means of communicating/reporting research outcomes as detailed in the dissemination and knowledge exchange plan, as well as costs related to data sharing. Please refer to the HRB policy on Open Access to Published Research30. 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

Please enter the grant start date, and grant duration before providing budget details.

## FAIR Data Management Costs (max 200 words)

Costs related to data-related and data management activities in line with best practice of data management and stewardship and the FAIR principles incurred during the lifetime of the project. Please see table below for further guidance

Please enter the grant start date, and grant duration before providing budget details FAIR Data Management Costs Justification

## Overhead Contribution

Overhead Contribution will be added by HRB staff during contract negotiations for successful applications. Please select the type of research proposed:

**5. Co-Funding Budget Commitment**

**Have you received co-funding towards this project? (Y/N)**

**Note:** Co-funding is not a mandatory application requirement.

If yes, please include details on any co-funding commitment and indicate the total amount secured from this Co-Funding.

## Co-Funding Partner Budget

If applicable, please include details on any co-funding commitment from the knowledge user organisation/s and indicate the total amount secured from this Co-Funding.

**Note:** The contribution listed here should also be included in the full budget section of the form under the co-funding contribution section.

## Co-Funding Commitment Letter

Please note that a Co-Funding Commitment Letter must be uploaded where co-funding is part of this application. This letter should confirm that the funding contribution is in place.

**6. Other Funding**

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

**Current Funding Applications**

Please indicate if you have submitted this, or a similar application, to another HRB scheme or funding body. 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.

Copy and paste for each funding application.

Scheme/Body Project Title

Result of Submission / Expected date of Outcome Amount requested

## Lead Applicant

**Lead Applicant Contract Status**

Are you an independent investigator in a contract position wishing to act as Lead Applicant on this application?

If yes, you should upload a Letter of Support 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 ILP 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 the research team.

## Publications

Publications are automatically included in any application created involving the Lead Applicant 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.

1. Publication 1
2. Publication 2
3. Publication 3
4. Publication 4
5. Publication 5

**Funding Record**

Please include your **5 most relevant funding awards** for this application, as Principal Investigator or Co-Applicant. These should be added directly on to the application form and will not be pulled through from the ‘manage my details’ section of GEMS. Please convert ([www.xe.com](http://www.xe.com/)) and list any non-EU based awards in the Euro equivalent (€) for ease of review.

1. Funding Award
2. Funding Award
3. Funding Award
4. Funding Award
5. Funding Award

**Supervisory Experience (max 200 words)**

If you are planning to supervise a higher degree/postgraduate student, as part of this application, please include a brief summary of your supervisory experience to date. Please

state the number of students supervised, those successfully completed and indicate how many of these are still in progress.

**Additional evidence of experience and expertise relevant to this application (max 400 words)**

Please describe any additional experience or expertise that will provide evidence of the ability of the Lead Applicant to successfully lead the proposed project. Please use this opportunity to describe any career gaps in your CV.

## CO-APPLICANTS

A **maximum of 6 Co-applicants** can be included.

Include here list of Co-Applicants and their type (Researcher, Knowledge user or PPI Contributor)

|  |  |
| --- | --- |
| Co-Applicant Name | Type |
|  | Researcher / Knowledge User / PPI Contributor |
|  | Researcher / Knowledge User / PPI Contributor |
|  | Researcher / Knowledge User / PPI Contributor |
|  | Researcher / Knowledge User / PPI Contributor |
|  | Researcher / Knowledge User / PPI Contributor |
|  | Researcher / Knowledge User / PPI Contributor |

**Researcher Co-Applicant**

Include 5 most relevant publications in peer-reviewed journals, their relevant funding record (past or current grants held, including HRB grants), and their current position and status (contract or permanent).

**Relevant Publications (max 5 for each co-applicant – 200 words max)**

Include max 5 publications for each co-applicant (200 words max)

**Relevant funding**

Include 5 most relevant funding awards as Principal Investigator or Co-Applicant (past or current grants held, including HRB grants) for each co-applicant (200 words max).

**Additional evidence of experience and expertise relevant to this application (max 400 words)**

**Co-Applicant Contract Status**

**Is the Co-Applicant in a contract position and requesting salary?**

If yes, a Letter of Support from the Host Institution must be included.

**Are you planning to supervise a higher degree/postgraduate student, as part of this application?** *If yes, please include a brief summary of the Researcher Co-Applicant supervisory experience to date. Please state the number of students supervised, those successfully completed and indicate how many of these are still in progress.* **(max 200 words)**

**Did you have any breaks from research that you may want to mention?** *The Researcher Co-Applicant may want to mention breaks from research, such as statutory leave, secondments, flexible work arrangements or other relevant changes (e.g., sector or discipline) that may have affected or influenced their progression as researcher. Please state the period and the reason.* **(max 150 words)**

## Knowledge User Co-applicants (max 300 words)

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

Knowledge User Co-Applicants should highlight their previous and current roles in influencing decision-making processes within their organization 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.

**Additional evidence of experience and expertise relevant to this application (max 300 words)**

You may wish to include here 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 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**.**

## PPI Contributor Co-Applicants (max 400 words)

PPI Co-Applicant experience and expertise relevant to this application.

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.

## OFFICIAL COLLABORATORS

A **maximum of 10 Collaborators** can be included. 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 Lead Applicant**. You must enter **contact and CV details** for all Collaborators.

## List of Collaborators

Copy and paste the table for each Collaborator

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Contact information: |  | |
| Institution or Organisation: |  | |
|  | | |
| 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 **(max 400 words)** | |  |
| Are they a member of a professional body? | | Yes / No (delete one) |
| Please add five peer-reviewed publications by this Collaborator that are most relevant to this  application **(max 200 words)** | |  |
| Please include details of any past or current grants relevant to this application where this collaborator has acted as Principal Investigator or Co- Applicant (including HRB grants)  **(max 200 words)** | |  |

**Collaboration Agreement Form**

For each Collaborator **a signed Collaboration Agreement Form** must be provided. A template Collaboration Agreement Form is available for downloaded by clicking [here](https://grants.hrb.ie/Forms/en/Submit/Attachments/RedirectToDocumentTemplate/86cd90bf-cb9a-40f5-9073-ad4e01105b1e). Forms must be completed, signed, dated, and uploaded where indicated on HRB GEMS. Please label each form with the name of the relevant collaborator (e.g. Collaborator 1 – Prof Peter Smith). Electronic signatures are acceptable on letters/forms that are uploaded on GEMS.

**9. Ethical Approval and Approvals for Use of Animals**

Please note that ethical approval is required if your project involves the use of any of the items listed above. (Yes, No)

Does your research involve human subjects/human tissue? (Yes,No) Does your project involve the use of animals? (Yes,No)

# SUPPORTING DOCUMENTATION

The following is a checklist of documents which should be uploaded throughout the application.

Once uploaded they will be listed in the table on GEMS

|  |  |  |
| --- | --- | --- |
| **Reference Section** | **Item** | **Check** |
| Mandatory | | |
| Section 1 | Letter of Support from Host Institution (in case of contract researchers) |  |
| Section 3 | Collaborator Agreement Form (if applicable,  **max. 10**) |  |
| Section 7 | Infrastructure Agreement Form (if applicable) |  |
| Section 5 | Gantt Chart |  |
| Section 9 | Copy of Research Ethics Committee Approval (if available) |  |
| Section 9 | Copy of Animal Licence (if available). |  |
| Optional | | |
| Section 5 | Project Description Figures: A maximum of 5 figures which can be a combination of images, graphs, tables, scales, instruments or surveys (optional) |  |