HRB Secondary Data Analysis Projects (SDAP) 2023
UCD guidance notes

These guidance notes are intended to help UCD applicants prepare an application for submission to the HRB Secondary Data Analysis Projects (SDAP 2023) call. These notes should be read in conjunction with the SDAP 2023 Guidance Notes and the SDAP 2023 FAQs.

Key updates for SDAP 2023
- There are **two distinct cycles** within this call, with closing dates in December 2022 and October 2023.
- The call documentation now specifies that applicants must follow the Integrated knowledge translation model (iKT) developed by the CIHR. The HRB guidance document provides additional detail on the iKT model.
- The scheme has a new third overall objective – "*To enhance capacity for further research of this nature in Ireland through upskilling, training and education of team members where possible.*" An additional scientific assessment review criterion has been added to reflect this objective. The knowledge translation review criteria have also been revised.
- An additional exception for the requirement for a letter of support granting access to datasets has been added - where the process to allow access to data only commences once research funding has been secured, correspondence from the data controller that the data is available for access will be required at time of HRB application submission.

Scope and purpose of the call
The SDAP scheme supports research to optimise the use of existing health and social care data sources to deliver high-quality, high-impact evidence for policy and/or practice. There are three key objectives for the scheme:
- To answer policy and/or practice-relevant questions using secondary data.
- To develop and strengthen partnerships between researchers, data controllers and knowledge users in the area of secondary data analysis.
- To enhance capacity for further research of this nature in Ireland through upskilling, training and education of team members where possible.

The scheme will not fund:
- Projects involving additional primary data collection studies or bio-specimen analysis.
- Projects seeking to design and evaluate a trial or intervention. The HRB funds such projects through the Definitive Interventions and Feasibility Awards.
- Applications from individuals applying for, holding, or employed under a research grant from the tobacco industry.

The awards will support research proposals up to a max value (inclusive of overheads) of **€250,000** with durations of between **18-24 months** allowed. An award may be up to 36 months in duration where data is not currently in an accessible format and in such cases up to 12 months within the award may be dedicated to improving protocols and tools making the data more accessible for research.

Quality permitting, the HRB anticipate making up to 8 awards. **The earliest start date for a Cycle 1 project is 1 October 2023**.

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. If you are planning on applying for SDAP please start your application on the HRB GEMS system **at your earliest convenience**. Once you do so, **use the Notify Signatory function** to inform the UCD Research Office that you are applying ('Dean of Research' refers to the Research Office). We will not be able to confirm participation by UCD or see your draft application on GEMS until you do this step.

The process for submitting your budget (mandatory) and proposal (optional) for review will be advised on the intranet page for this call in due course.

Assessment

This call has a two-phase review process:

- **Peer and public review.** Peer reviewers will focus on the scientific assessment criteria for the call and will provide comments as well as a score. Public reviewers will only assess the quality of PPI in the proposal, they will provide comments and a rating but not a score. The public review comments and rating will be shared with applicants and the review panel.
- **Applicant Response.** Applicants will be provided with an opportunity to respond to both peer and public review comments. Applicants will have 5 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 public review response.
- **International Grant Selection Panel.** The Panel will review the strengths and weaknesses of the application relating to the review criteria. **Successful applicants are expected to score well under both the Scientific and Knowledge Translation criteria**. 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**.

Researcher Team

- The **Lead Applicant and Co-Applicant(s)** must include a researcher and a knowledge user.
- **Data controllers** from data provider organisations **must be included as Co-Applicants or Collaborators**. At a minimum, the data controller of the organisation providing access to the dataset/s **must agree to provide access to the dataset.**
- PPI Contributors should be included as part of the team where appropriate.

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 and a Letter of Support must be uploaded**.
- The **Lead Applicant** must show evidence of achievement as an independent researcher in their chosen research field by meeting the criteria in the call document (original publications, research funding and capability to manage a team).

Please carefully check the eligibility criteria for this call in the main call guidance notes. **If you are the Lead Applicant and are not a permanent member of staff at UCD, the Research Office will require confirmation of support from your Head of School.**

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, 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. **A Letter of Support must be provided where a co-applicant is seeking their own salary.**
- Additional information will be requested for Co-Applicants acting in either a **Data Controller or Data Processor role.**

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.

Co-funding
Co-funding is **encouraged but not mandatory** – if co-funding is provided an appropriate letter of confirmation of co-funding must be uploaded.

Dataset Requirements
Dataset must meet the standards of the [HIQA Information Management Standards](#) for Health and Social Care Data Collections.

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 be of use:
- [UCD Library Guides on Research Data Management](#).
- [FORCE 11 guidelines on FAIR Data Principles](#).
- [UCD Library Data Management Checklist](#).
- [H2020 Programme Guidelines on FAIR Data Management](#).
- [Sample 2-page DMPs](#).
- [Example longer DMPs](#).
- [Utrecht University Costs of data management](#).
- [TU Delft Costs of data management guide](#).