HRB Applied Partnership Awards 2024
UCD Guidance

This document is designed to support UCD applicants submitting proposals to the HRB APA 2024. **It should not be distributed to others outside of UCD.** It provides advice and the institutional information required and must be used in conjunction with the following:

- HRB APA 2024 Guidance Notes
- HRB APA 2024 FAQs

This call will be managed the Proposal Support Team (proposalsupport@ucd.ie).

Scope

The Applied Partnership Awards will support applied research proposals in any area of health research where the findings from the research will have a direct impact on the decision making of the knowledge user's organisation/s. The proposed research should be explicitly linked to the **documented evidence needs** of the knowledge user organisation/s and it must be clear from the application how the knowledge user/s is integrated throughout the research process. The question/s must be answerable by the research partnership and the application should include a clear and concise knowledge translation plan that will highlight how the research findings will be applied by the knowledge user organisation/s.

Funding: Up to a maximum of €200,000 from HRB (inclusive of Overheads*[1]).
20% minimum cash Co-Funding commitment from Knowledge User Partner

Duration**: 12 – 24 months**

UCD Support and Deadlines

Mandatory Budget Review Deadline:
All budgets need to be approved by the Pre-Award Accountant prior to submission to the HRB. Please submit your budget in the APA 2024 template through RMS by the internal deadline:

Cycle 1 10am 3 April 2024
Cycle 2 10am 11 December 2024
Rolling Submissions: at least five working days in advance of your intended submission date.

We will be unable to endorse applications where the budget has not been approved.

Optional Proposal Review Deadline: Cycle 1 10am 3 April 2024
Cycle 2 10am 11 December 2024
Rolling Submissions: at least five working days in advance of your intended submission date.

[1] As per HRB guidance, overheads are calculated as 30% for clinical or lab-based research and 25% for desk-based research.

The Proposal Support team will review and provide feedback for proposals received by these dates. As this is a rolling call until December, we will endeavour to review proposals submitted outside of these deadlines should capacity allow. Please ensure your draft is submitted via RMS at least five working days in advance of your intended submission deadline. Feedback will specifically focus on proposal issues including structure and content gaps related to the evaluation criteria.

UCD 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.

FAQs:
A pre-application FAQ document is available on the HRB APA call webpage. All queries should in the first instance be directed to proposalsupport@ucd.ie. Should further clarification be required, we will refer your query to the HRB and return with their response.

Internal Deadline for UCD Endorsement:
Institutional endorsement is required by the HRB to complete the application process. To give us time to make the endorsement before the deadline, it is recommended that you submit your application for endorsement **no later than 24 hours before the HRB deadline**.

Deadline for Cycle 1 Application Proposals to HRB: 13:00, 10th April 2024

Deadline for Cycle 2 Application Proposals to HRB: 13:00, 18th December 2024

HRB Submission System

All submissions must be made via the HRB Grant Electronic Management System (GEMS). Applicants who need to register for an account for the first time should click here. Applicants submit directly. UCD will provide institutional endorsement after the application is submitted to the HRB. Applicants experiencing difficulties setting up an account or registering an application should email proposalsupport@ucd.ie.

Letters of Support

Host Institution Letters of Support must be provided for:

(1) all Lead Applicants in a contract position **AND**
(2) Co-Applicants in a contract position who are seeking their own salary.

Collaborator Agreement Forms must be provided for **EACH** collaborator.

Co-Funding Commitment Letters must be provided by the Lead Applicant – Knowledge User confirming that the funding contribution is in place.

Letter of release time approval must be provided if the Lead Applicant - Knowledge User is requesting salary-related costs.

Impact Statement

UCD Research offers detailed guidance on Developing an Impact Statement here.
The UCD Impact Toolkit is great resource to aid impact planning at any stage of the project lifecycle. The Communicate section will aid the drafting of the impact statement.

Knowledge Translation and Dissemination Plan

The application should include a clear and concise knowledge translation plan that will highlight how the researchers, knowledge users and other relevant stakeholders will engage throughout the lifetime of the project to ensure that findings will be applied by the knowledge user organisation/s, and others as appropriate (Integrated Knowledge Translation – IKT).

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 and social care 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.*

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.

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 legislation is 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?

The library provides significant resources for this section.

The following practical resources may also be of use:

- 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.
- Australian Research Data Commons' FAIR data self-assessment tool
- Digital Curation Centre: How to Develop a Data Management and Sharing Plan
- FORCE 11 FAIR Data Principles
- UK Concordat on Open Research Data
- FAIR at the Dutch Centre for Life Sciences
- Registry of Research Data Repositories
- Directory of Open-Access Journals

The **data management costing** resources may also be of use:

- Utrecht University Costs of Data Management
- TU Delft Costs of Data Management Guide

Project Budget

A full detailed breakdown of costings and justification for all funding is required. For budget advice and review, please contact the Pre-Award Accountants (budgetapprovals@ucd.ie).

Public Patient Involvement 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.

The **UCD PPI Ignite Network** provides supports for projects encompassing public and patient involvement. The website provides exhaustive supports for PPI at all stages, should you need further information please contact the team at ppi@ucd.ie.

UCD PPI and Engagement Officer: Dr Emma Dorris (emma.dorris@ucd.ie)

Ethical Approval and Approvals for Use of Animals

• 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 ethical approval is required.

Gender and/or Sex Issues in Research Project

Please refer to page 43 of the APA Guidance for a list of resources
The following practical resources will also help:

- Examples of Case Studies in Health & Medicine Where Gender/Sex in Research Matters
- Gender Toolkit in EU-Funded Research for Examples and Guidance
- Sex/Gender Influences in Health and Disease
- Methods and Techniques for Integrating Sex into Research
- NIH Policy on Sex as a Biological Variable
- General guidance on writing a Sex and Gender section are available here (sign-in may be required).

GDPR

- Refer to the Data Protection Commission website for guidance.