APPLIED PARTNERSHIP AWARDS (APA) 2022

Guidance Notes

Guidance Notes

Key Dates and Times	
Application Open	17 January 2022
Application Closing Date – Cycle 1	27 April 2022 @13:00
Application Closing Date – Cycle 2	01 Feb 2023 @13.00

Applications must be completed and submitted through the HRB online Grant E-Management System (GEMS) (https://grants.hrb.ie), and this system will close automatically at the stated deadline and timeline listed above.

**Prior to final submission to the HRB, all applications must first be reviewed and approved within GEMS by the authorised approver at the Host Institution as listed in the application form. It is critical therefore that applicants leave sufficient time in the process for the Research Office (or equivalent) in their nominated Host Institution to review, seek clarifications and approve applications prior to the final submission date. This may involve being aware of and complying with any internal Host Institution deadlines for review and approval, distinct from the HRB deadline.*

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Guidance Notes

1 Introduction

The Health Research Board (HRB) Strategy 2021-2025[1] sets out a lead role of the HRB to invest in research that delivers value for health, the health system, society, and the economy. **Objective 1.2 of the strategy aims to** "Invest in research that informs the decisions and actions of knowledge users in the Irish health and social care system". The HRB will continue to support the Applied Partnership Awards (APA) in order to deliver this objective.

Health research is conducted with the expectation that it advances knowledge and eventually translates into improved health systems and population health. However, research findings are often caught in the know-do gap: they are sometimes not acted upon in a timely way or are not applied at all.

Engaging 'knowledge users in the research process from idea formulation to dissemination and implementation has been proposed as the funding model most likely to ensure that research findings are relevant and responsive and can influence decision making in the health and social care system[2,3]. Integrated Knowledge Translation (iKT) (see Box 1)[4] has advanced as a way to increase the relevance, applicability and impact of research. With iKT, knowledge users work with researchers throughout the research process, starting with identification of the research question.

The APA scheme will provide co-funded support for research projects that are co-created by a partnership of knowledge users and researchers. A **knowledge user** is defined as one in a position of authority to influence and/or make decisions about health policy or the delivery of services and can act to ensure that the findings of the research will be translated to influence decision making and change within their (or other) organisations. This is typically managers, policy makers, clinicians, health professionals or others who can make significant changes to policy or practice. Knowledge user organisations may be Government departments, the HSE, other agencies, hospitals or hospital groups, community healthcare organisations, local government, voluntary organisations, research charities, patient/consumer groups or other organisations involved in making decisions regarding the management, structuring and/or delivery of practice or policy in the Irish health and social care system.

[1] https://www.hrb.ie/strategy-2025/

[2] Sibbald et al. (2014). Research funder required research partnerships: a qualitative inquiry. Implementation Science, 9:176.

[3] Rycroft-Malone et al. (2015) Collective action for knowledge mobilisation: a realistic evaluation of the Collaborations for Leadership in Applied Health Research and Care (CLAHRC), Health Services and Delivery Research, Vol 3; No 44. http://www.journalslibrary.nihr.ac.uk/hsdr/volume-3/issue-44

[4] Guide to knowledge translation planning at CIHR: integrated and end of grant approaches [http://www.cihr-irsc.gc.ca/e/45321.html]

Box 1 - integrated Knowledge Translation (iKT)

To describe researcher/knowledge user partnership funding models the Canadian Institutes of Health Research (CIHR) coined the term 'integrated knowledge translation' (iKT)[4] and differentiated this from end-of-grant knowledge translation (KT). The 'end-of-grant' translation activities refer to those that are developed and implemented for making knowledge users aware of the research that was gained during a project. Such 'diffusion' and 'dissemination' activities are important in bridging the research to action gap and the HRB has responded to this through the establishment of its innovative *Knowledge Exchange and Dissemination* Awards (KEDS). In adopting the broader iKT approaches, however, a key defining factor is that researchers and knowledge users should engage as partners throughout the research cycle from identification of the research issue and question right through to translation of the research findings into policy and/or practice, thus ensuring that the research is relevant to knowledge users and more likely to be used by them.

The HRB's Applied Partnership Awards scheme is underpinned by the principles of iKT, partnership and co-creation of research[5]. This scheme provides support for research projects that are priority-driven, nationally relevant and determined by the needs of the Irish health and social care system. Given the need for this initiative to be timely and responsive to knowledge users' needs and opportunities the HRB have set two pre-agreed peer review deadlines within the one call. This will allow researchers and user organisation partners time to develop collaborations, while also allowing the flexibility to submit proposals in a manner that is more representative of the needs of the user organisations.

2 Aim and Objectives

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.

Note: Documented evidence needs relate to the research priorities or needs of the Lead Applicant Knowledge User. The proposed research should be explicitly linked to the publicly 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.

[5] How to support a co-creative research approach in order to foster impact. The development of a Co-creation Impact Compass for healthcare researchers [https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0240543]

The **objectives** of the Applied Partnership Awards are to:

- support high quality research that is priority-driven and nationally relevant
- support applied projects, i.e., that have the potential for application/impact on health care policy and practice decision making within a relatively short timeframe (12 to 24 months)
- engage knowledge users in the research process from question selection through to conduct, dissemination and action to ensure that the issues addressed are relevant, timely and responsive for the Irish health and social care system
- encourage a partnership-based, co-funding model to maximize the resources available to address nationally relevant issues and to optimize the likelihood of the research evidence being applied.

3 Scope

The Applied Partnership Awards will support **applied** research proposals of between 12-24 months duration 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.

This scheme will **not** fund:

- Researcher-led research projects that seek to address a major health challenge and which are primarily aimed at addressing a gap in the scientific research base. While the research proposed in the Applied Partnership Awards may add to the scientific research base this is not a requirement and should not be the primary aim. Investigator-led research addressing major health challenges that are aimed at adding to the scientific knowledge base are funded through other HRB schemes such as the Investigator-Led Projects.
- 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.
- Applications that are solely literature reviews, audits, surveys or needs assessments (although these elements may form part of a wider research study);
- Applications that are solely **or** predominately health service developments/evaluations without inclusion of a substantive research element which aims to identify, develop or implement opportunities to improve the service/programme;

- Applications that are solely **or** predominately developing the infrastructure for biobanking, databases or patient registers.

**Please note that applicants can propose work to adapt an existing intervention to the Irish context/change in context and evaluate its implementation.*

We expect that evidence supporting the case for a project has been gathered systematically, i.e., as systematic reviews or other evidence synthesis formats. Simple literature overviews are not sufficient. Evidence synthesised systematically should include evidence of (1) a systematic identification of previous work, (2) critical appraisal, (3) synthesis of the evidence and (4) interpretation of findings.

It is also important to note that, notwithstanding the fact that this scheme aims to support timely, responsive, and important evidence to support policy and practice for knowledge users, ***scientific rigour*** *remains an absolute and critical requirement for this scheme and the associated review process.*

Where an application is outside the scope of the scheme, the application will be deemed ineligible and will not be accepted for review.

3.1 Funding Available, Duration and Start Date

For applications to be eligible in the Applied Partnership Awards scheme, there is a requirement for funding commitments from the knowledge user organisation(s) in addition to HRB funding as detailed below.

The award will offer research related costs including salary for research staff, running costs, FAIR data management costs, equipment and dissemination costs, and overheads contributions.

Awards will have a duration of between **12 and 24 months**. Successful applications in Cycle 1 should have an award start date on or as close as possible to January 2023.

3.1.1 HRB Funding

The HRB will provide funding up to a maximum of **€200,000** (inclusive of overheads) per award. The number of awards made cumulatively and in each cycle will depend on the number and quality of applications submitted and the amount requested by each application. Quality permitting, it is expected that a minimum of 10 awards will be funded over two cycles.

Note: A unique feature of the Applied Partnership Awards is that salary-related costs may be requested from the HRB funding to enable the release of time for specific staff of the knowledge user organisation (see Section 3.1.3 below). However, this scheme will not fund the salary and related costs of tenured academic staff within research institutions (including buy-out from teaching time etc.)

The budget requested and the award duration **must** reflect the scale and nature of the proposed research, and reviewers will thoroughly assess the level of funds and timeframe requested when reviewing the application.

3.1.2 Knowledge User(s) Co-Funding Commitment

In order for applications to be eligible in this scheme a co-funding commitment is required from each knowledge user organisation/s. There can be more than one knowledge user organisation.

The level of co-funding commitment counted for this purpose must:

- Be equivalent to **a minimum of 20% of the total amount requested from the HRB** (See Box 2), there is no maximum limit on co-funding commitment. If there is more than one knowledge user organisation involved in the proposal, the co-funding commitment of 20% of the total amount requested from the HRB can be split between them.
- For the purposes of the minimum 20% commitment from the knowledge user partners, the HRB will assess direct or "**cash" contributions** only. The HRB will expect to see a cash contribution from the knowledge user(s) organisations that will be used to contribute to the costs of the research. This may be used to employ someone within the award or go towards other required costs. As part of this 20% minimum commitment, the HRB cannot accept in-kind contributions such as a person's time who is already employed in the organisation, unless this person is being purposefully replaced for the period of time that they are working on the research project. If they are not being replaced, this would not be considered a cash contribution.

A **letter of commitment** in respect of the co-funding is required from each knowledge user organisation.

Box 2 - Co-funding Commitment Example

The maximum amount that can be requested from the HRB per application is €200,000 (inclusive of overheads).

i.e.

- If requesting €100,000 from the HRB, the co-funding partners must commit to provide at least €20,000 at time of application; the combined award budget would therefore be €120,000;
- if requesting €150,000 from the HRB, the co-funding partners must commit at least €30,000; the combined award budget would therefore be €180,000;
- if requesting €200,000 from the HRB, the co-funding partners must commit at least €40,000; the combined award budget would therefore be €240,000.

Note: <u>In addition</u> to the minimum co-funding cash contribution, additional in-kind or indirect contributions to the project are encouraged and welcome.

3.1.3 Release Time for Knowledge Users

Salary-related funding may be requested from the HRB to enable the release time for knowledge users up to the value of €20,000 per year. The €20,000 per year release time funding can be used in full (if required) to fund one Knowledge User Lead Applicant/Co-Applicant or it can be allocated between the Knowledge User Lead Applicant and a number of Knowledge User Co-Applicants if required.

The individual/s for whom the release time allowance is requested must meet all the following criteria:

- Be a Knowledge User Lead Applicant/Co-Applicant on the award whose primary responsibilities/role specification does not include an expectation to engage in research (i.e. as part of their regular employment);
- Have a clear plan setting out the tasks and activities in which they will be involved and how this will add value to the overall aims of the project and its application;
- Have secured their organisation's approval for the release time on the project that would justify the allowance and have their organisation certify that they are/will be engaged in the activities for which the funds have been requested.

Note: The €20,000 per year cap applies to HRB funding only. If the co-funder is contributing to the release time they must ensure that either:

- This is in addition to their cash contribution of 20% of the total amount requested from the HRB

  or

- If they wish to include the release time as part of their cash contribution, the individual must be replaced for the period of time that they are working on the research project. This must be verifiable, with documentation available for audit purposes if required.

Please note that a **letter of release time approval** from the relevant knowledge user organisation must be provided if the Knowledge User Lead Applicant/Co-Applicant is requesting salary-related costs. The letter should detail the current role of the individual, the tasks and activities in which they will be involved and how this will add value to the overall aims of the project and its application, as well as details of any additional contribution to the release time on the part of the knowledge user organisation.

4 Eligibility Criteria of Applicant Team

4.1 Applicant Team

Applications should be made on behalf of a team that is made up of **researchers and knowledge users.**

- Two distinct Lead Applicants, one from the research team and one from the knowledge user team should be designated by the applicant team.
- PPI Contributors should be included as part of the applicant team as appropriate. See Section 7 regarding the role of PPI Contributor.

The applicant team must demonstrate clearly that the appropriate and relevant partners are involved in order to achieve the objectives set out in the research proposal and in a manner that aligns well with the sections included in the application on relevance, knowledge translation plan and impact.

4.1.1 Lead Applicant - Researcher

The **Lead Applicant - Researcher** will serve as the primary point of contact for the HRB during the review process and on the award, if successful. The Lead Applicant will be responsible for the scientific and technical direction of the research programme. He/she has primary fiduciary responsibility and accountability for carrying out the research within the funding limits awarded and in accordance with the terms and conditions of the HRB.

The Lead Applicant - Researcher **must**:

- Hold a post (permanent or a contract that covers the duration of the award) in a HRB recognised Host Institution in the Republic of Ireland (the "Host Institution") as an independent investigator. For clinicians, an adjunct position in a HRB recognised Host Institution is acceptable. **OR**
- Be an individual who will be recognised by the Host Institution upon receipt of an award as an independent investigator who will have a dedicated office and research space for the duration of award, for which he/she will be fully responsible. The Lead Applicant does not necessarily need to be employed by the Host Institution at the time of the application submission.

They **must** show evidence of achievement as an independent researcher* in their chosen research field by:

a) Demonstrating a record of research output, with at least **three** publications of original research in peer reviewed journals. They should also provide evidence of broader outputs (e.g. published book chapters, reports to government, research data and datasets, research materials, databases, audio/video products, national and/or international reports, patents, models and protocols, software production, evidence of influence on health policy and practice, outreach and/or knowledge exchange activities, media coverage or other relevant activities) and/or any other relevant outputs that have resulted in a significant impact in their field.

a) Demonstrating a record of independence by showing that they 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.

b) Showing evidence that they possess the capability and authority to manage and supervise the research team.

Only one application per Lead Applicant - Researcher per cycle of this scheme will be considered.

Where an applicant fails to meet the eligibility criteria, the application will be deemed ineligible and will not be accepted for review. The HRB will contact the Lead Applicant – Researcher in the event that this situation arises.

HRB is a signatory of DORA[6] (San Francisco Declaration of Research Assessment) and explicitly guides reviewers to assess the track record of lead applicants aligned with DORA principles, as appropriate[7].

4.1.2 Lead Applicant – Knowledge User

For a reminder of the definition of a knowledge user, see Box 3. While there may be one or more knowledge user organisations involved and we acknowledge that there are many individuals in these organisations who are also experienced researchers, it is important in this scheme that there is one Lead Applicant representing the knowledge users.

The **Lead Applicant – Knowledge User** should:

- coordinate the knowledge user contribution to the application, 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,
- describe how the research question was formulated, refined and agreed,
- describe how their roles and position will enable them to influence change and action,
- summarise what prior experience (if any) they have of working with researchers, their plans for collaboration throughout the research process and the time and resources they are committing to the project.

The Lead Applicant – Knowledge User will also be responsible for submitting the letter(s) of commitment in respect of the co-funding from each knowledge user organisation who is committing funding.

For the purposes of contracting, payment and management of the award, and because HRB funds can only be awarded to a HRB approved Host Institution in the Republic of Ireland (see Section 5), the award will typically be managed by the Host Institution of the Lead Applicant - Researcher.

Box 3 – Knowledge User definition

A knowledge user is defined as one in a position of authority to influence and/or make decisions about health policy or the delivery of services and can act to ensure that the findings of the research will be translated to influence decision making and change within their (or other) organisations.

This is typically a health-system manager, policymaker, health professional, clinician or other who can make significant changes to policy or practice. Knowledge user organisations may be Government departments, agencies, hospitals, local government, voluntary organisations, research charities, patient/consumer groups or other organisations involved in making decisions regarding the management, structuring and/or delivery of practice or policy in the Irish health and social care system.

[6] https://sfdora.org/read/

[7] https://www.hrb.ie/funding/funding-schemes/before-you-apply/how-we-assess-applications/declaration-on-research-assessment/

4.1.3 Co-Applicants

Co-Applicants will be asked to select whether they are a Researcher, Knowledge User, or PPI Contributor co-applicant for the purpose of the proposed research. Up to a maximum of 10 Co-Applicants can be included. The two Lead Applicants will decide on the balance of researchers and knowledge users that will make up the research team.

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 this is appropriately justified in terms of added value for the project. 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 a salaried position. However, **Researcher Co-Applicants** can request their own salary, depending on their role and percentage of time dedicated to the research for the duration of the award if they are contract/independent investigators. PPI Contributors should be named as Co-Applicants where justified by their level of involvement (**up to a maximum of 10 Co-Applicants can be listed).**

Note: It is not mandatory to have 10 Co-Applicants, but this is to allow for flexibility should this be appropriate.

Each Co-Applicant must confirm their participation and is invited to view the application form online. The terms of any co-application should be determined early, and relevant agreements should be in place by the onset of the project. The HRB advise that consideration should be given to issues such as relative responsibilities, governance arrangements, intellectual property rights, reporting and access to data and samples when working up co-application agreements.

4.1.4 Collaborators

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 when properly justified. Named collaborators may include investigators or organisations from outside the Republic of Ireland, but an individual or organisation should **only** be named as Collaborator if they are providing specific contributions (either direct or indirect) to the activities. A Collaborator may provide training, supply samples or kits, provide access to specific equipment, specialist staff time, staff placements, access to data and/or patients, instruments or protocols, industry know-how, or may act in an advisory capacity. Collaborators can come from a range of backgrounds such as academia, the private sector, a healthcare organisation, the charity sector or a patient group (**up to a maximum of 10 Collaborators can be listed)**.

Note: It not mandatory to have 10 Collaborators, this is to allow for flexibility should this seem appropriate.

- Profile details **must** be provided for ALL official Collaborators. In addition, each official Collaborator **must** complete a **Collaboration Agreement Form**. A template Collaboration Agreement Form will be made available on GEMS for download.

If access to samples, vulnerable population groups, healthy volunteers or patients, data, databases, or a link to an existing national or international study (e.g., an existing cohort or longitudinal study)

are an integral part of the proposed project, evidence of commitment and access must be demonstrated by having the Data Controller or key Gatekeeper of a study included as a Collaborator.

A 'Data Controller' refers to a person, company, or other body that decides how and why a data subject's personal data are processed. If two or more persons or entities decide how and why personal data are processed, they may be 'joint controllers', and they would both share responsibility for the data processing obligations[8].

The terms of any collaboration should be determined early, and relevant agreements should be in place by the onset of the project. The HRB advise that consideration should be given to issues such as relative responsibilities, governance arrangements, ownership and copyright, access and sharing of data and samples etc. when developing Partnership proposals.

4.1.5 Funded Personnel

Applicants must demonstrate that the level, expertise, and experience of proposed research personnel matches the ambition and scale of the project and that they possess the necessary breadth and skills in all methodological areas required to deliver the proposed programme of work. Alignment between personnel requested and the proposed project should be demonstrated. Roles and responsibilities of funded personnel must be differentiated and clear. Reviewers will thoroughly assess the level of experience matched with the supervisory and up-skilling arrangements proposed in scoring the application.

Unlike the HRB's career development awards, this scheme is not framed as a training initiative and is not suitable for students in pursuit of a higher degree. However, in considering the broader skillsets needed to deliver Applied Partnership Awards projects such as working across diverse knowledge user and academic settings, applicants may wish to facilitate exchange or placement opportunities between partner organisations for funded personnel.

5 Host Institution

A HRB Host Institution is a research-performing organisation that is approved by the HRB for the purpose of receiving and administering HRB grant funding and is responsible for compliance with all general and specific terms and conditions of awards. HRB Host Institution status is a requirement to submit an application under all HRB schemes. The **Host Institution for the award** is normally that of the **Lead Applicant - Researcher** but it may be another organisation/institution designated by the research team, where it is clearly justified. To be eligible to apply for funding, an Institution must be an **approved** HRB Host Institution no later than two calendar months before the closing date of a call. A list of currently approved HRB Host Institutions and information on the application process for

[8] https://www.dataprotection.ie/sites/default/files/uploads/2019-07/190710%20Data%20Protection%20Basics.pdf

research performing organisations to be approved as HRB Host Institutions can be found on the HRB website[9].

Host Institution Letters of Support must be provided for (1) all Lead Applicant - Researchers in a contract position and (2) Co-Applicants in a contract position who are seeking their own salary. The formal letter 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 that extends until [*insert date*] or will be recognized by the Host Institution upon receipt of the HRB Applied Partnership 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. Electronic signatures are acceptable for letters that are uploaded on the HRB GEMS system.

It is the responsibility of the Lead Applicant - Researcher to ensure that applications are completed in full, and all necessary documentation is received by the HRB on, or before, the closing dates indicated.

6 Access and support from research infrastructures

Applications availing of the advice, research design, data management services and/or other forms of support from a Clinical Research Facility/Centre (CRF/CRC), or other infrastructure beyond the personnel and capacity within the applicant team (this includes national and/or international infrastructures, units and networks) are required to provide additional information detailing the scope and nature of the engagement

An **Infrastructure Agreement Form** will be requested as part of the application addressing the nature/scope of the service or collaboration, the rationale behind the choice of infrastructure/centre/network and any costs associated with the project (including those provided as in-kind contributions). Applications proposing research with patients that do not detail advice and/or support from a CRF/CRC/Clinical Trials Unit will be asked to justify why they have not done so.

7 Public, Patient and Carer Involvement (PPI) in Research

The HRB promotes the active involvement of members of the public, patients and carers in the research that we fund[10]. Public, Patient and Carer Involvement (PPI) is research carried out ‘with’ or ‘by’ members of the public rather than ‘to’, ‘about’ or ‘for’ them[11]. PPI, as defined here, is distinct from and additional to activities that raise awareness, share knowledge, and create a dialogue with

[9] http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/

[10] https://www.hrb.ie/funding/funding-schemes/public-and-patient-involvement-in-research/

[11] https://www.nihr.ac.uk/patients-carers-and-the-public/i-want-to-help-with-research/

the public, and it is also distinct from recruitment of patients/members of the public/carers as participants in research.

PPI represents an active partnership between members of the public, patients and carers and researchers in the research process. This can include, for example, involvement in the choice of research topics, assisting in the design, advising throughout or at particular decision points of the research project or in carrying out the research.

PPI Contributors should be actively involved and part of decision making. Involving members of the public in research can improve quality and relevance of research. It can:

- Provide a different perspective - even if you are an expert in your field, your knowledge and experience will be different to the experience of someone who is using the service or living with a health condition.
- Make the language and content of information such as questionnaires and information leaflets clear and accessible.
- Help to ensure that the methods proposed for the study are acceptable and sensitive to the situations of potential research participants.
- Help to ensure that the research uses outcomes that are important to the public.
- Identify a wider set of research topics than if health or social care professionals had worked alone.
- Help to increase participation in the research by making it more acceptable to potential participants.

In addition to improving relevance and quality of research, PPI ensures that research is influenced by broader principles of citizenship, accountability, and transparency. PPI is an ethos as well as a practice. It should be context-specific and should aim to ensure that all voices are heard. Where members of the public, patients or carers are involved, they must be compensated for their time and contributions.

Applicants are asked to describe any public involvement in the research throughout the various stages of identifying and prioritising the research question, the research design, conduct, analysis, and dissemination. The HRB recognises that the nature and extent of active public involvement is likely to vary depending on the context of each study or award. PPI Contributors should be named as Co-applicants where justified by their level of involvement.

We strongly advise that you consult with the PPI Ignite Network Ireland or your Host Institution who will be able to provide guidance and support on PPI in research. The PPI Ignite Network Ireland has offices located in the following seven Host Institutions: DCU, NUIG, RCSI, TCD, UCC, UCD and UL.

8 Application, Review Process and Review Criteria

8.1 Grant E-Management System (GEMS)

Applications must be completed and submitted through the HRB online Grant E-Management System (GEMS) (https://grants.hrb.ie/).

The application must have been reviewed and approved by the signatory approver at the research office (or equivalent) in the Host Institution before it is submitted to the HRB. Therefore, applicants should ensure that they give the signatory approver sufficient time before the scheme closing date to review the application and approve it on GEMS. Please note that many Host Institutions specify internal deadlines for this procedure.

8.2 Review Process

Following an initial eligibility check, each eligible application submitted to this scheme will undergo a two-phase review process. Phase 1 will comprise of International Peer Review, Public Review and Shortlisting. In Phase 2 an international Grant Selection Panel will convene to make final funding recommendations to the Board of the HRB.

The initial eligibility check will be conducted by HRB staff members. Where an application is deemed to be out of scope (as set out clearly in this document), the Chair of the international grant selection panel will be consulted to confirm the recommendation.

Phase 1 – International Peer Review, Public Review and Shortlisting

For each eligible application, the HRB aims to receive written feedback from at least three international peer reviewers and two public reviewers. Peer reviewers will focus on the stated assessment criteria for the call and will provide comments as well as a score which is visible to the HRB and to panel members. The individual scores received from the international peer reviewers for each application will be averaged by the HRB and a preliminary short list compiled. A higher number of applications will be selected in this step than can be recommended for funding by the Grant Selection Panel.

The PPI review does not constitute a standalone scoring criterion in this round; however, it can influence discussions under each assessment criterion as relevant to the project.

Public reviewers will only assess the quality of PPI in the application, they will provide comments and a rating but not a score.

Public Reviewers are asked to comment on:

- The Plain English Summary (Lay Summary)
- Relevance of the proposed research question
- Public, Patient and Carer Involvement in development of and throughout the project
- Research Design - inclusion of research participants (where applicable)
- Dissemination of the proposed work

The HRB will share the public review feedback with the PPI Ignite Network team in the Host Institution where applicable.

Applicant Response

Applicants short listed for advancement for consideration by the Grant Selection Panel will be provided with a time-limited opportunity to respond to peer and public review comments (see Section 9 Timeframe). Neither peer nor public review comments will include any reference to the reviewer's identity.

Once notified that the application is short-listed the peer review and public review comments will be made available to the Lead Applicant - Researcher on their GEMS personal page. The Applicant team will have 10 working days only to submit their response through GEMS, and the response has a **maximum word count of 2000 words only for the peer review response** (including references) and **500 words only for the public review response**. The response will be provided to members of the Grant Selection Panel, in advance of the Panel meeting, along with the application, the peer and public review comments and rating.

Phase 2 - Panel Review

Following the applicant response, an international Grant Selection Panel will be convened, and members will be assigned as lead and secondary reviewers to specific applications. Panel members are selected based on the range of disciplines, methodologies, and expertise appropriate to the scheme.

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.

While PPI is not a stand-alone scoring criterion, Panel members will have sight of the public review, the international 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. A summary of Panel member's comments and the Panel discussion comments will be issued to the Applicants following the conclusion of the review process.

Gender balance may be considered where required to prioritise proposals with the same scores in the Panel ranking list.

8.3 Review Criteria

Reviewers are asked to note the review criteria below and are asked to outline the strengths and weaknesses of the application.

Peer reviewers will provide a single score taking into consideration the scientific criteria. However, peer reviewers have the option to provide comments on the knowledge translation criterion should they wish.

Panel members will provide a single score taking into consideration all criteria. The scientific criteria are weighted equally to the knowledge translation criterion.

Although Panel members aren't asked to consider PPI as part of the review criteria detailed below; they may take PPI approaches into consideration under any of the assessment criteria if considered relevant. They will also have sight of the public review and the applicant team's response, to inform their review.

8.3.1 Scientific criteria

Research topic

- Does the project address a publicly documented evidence gap/s in health and social care in Ireland?
- Is it likely to affect the way care is delivered, organised, accessed, funded, evaluated, or resourced in Ireland?
- Will it support a path to better health outcomes at a patient or population centred level or improvements in quality of life?

Design and methodology

- Are the research questions specified appropriate to address the proposed evidence gaps outlined in the proposal?
- Are the research design and methods proposed appropriate to answer the research question/s posed?

Team and partnership arrangements

- Does the research team have the expertise and experience to deliver on the proposed project and are the knowledge users appropriate to the project proposed?
- Is it a genuine partnership between researchers and knowledge users?
- Have insights from public, patient or carers fed into this application and are there appropriate plans for PPI involvement during delivery, reporting and knowledge translation stages?

Management plan and feasibility

- Is there an appropriate project plan and risk mitigation strategy?
- Is the project feasible with the proposed resources and timeline?

8.3.2 Knowledge translation criterion

Knowledge translation

- Is there potential for application/impact on health care policy and practice decision making within a relatively short timeframe (12 to 24 months)?
- Are there appropriate plans and conditions set out in the proposal to enable ongoing deliberation between researchers and knowledge users and to translate findings and learnings into policy and/or practice throughout the project (not just at the end)?

9 Timeframe

Date	Cycle 1	Cycle 2
17 January 2022	Call Opening	Call Opening
27 April 2022	Call Closing	
May to June 2022	Scientific and public review	
July 2022	Applicant response	
September 2022	Panel Review Meeting	
November 2022	HRB Board meeting	
November/Dec 2022	Contract negotiation phase	
January 2023	Start date of projects	
01 February 2023		Call Closing
June 2023		Panel Review Meeting
September 2023		HRB Board meeting
December 2023		Start date of projects

10 HRB funding policies and procedures

Applicants should note that there are a number of grant policies to consider when applying to our funding schemes. These include our policies on gender, management and sharing of research data, open access, data protection and research ethics policies. Details on these as well as additional policies for both researchers and host institutions can be found here.

10.1 HRB Privacy Policy and Retention Policy

To understand why we collect the information we collect and what we do with that information, please see our Privacy and Retention Policies.

10.2 Research on Research

The HRB is developing its approach to research on research (RoR) with the aim of enhancing the evidence base for HRB research funding practices. We may also collaborate with researchers on request regarding specific RoR questions. Should your application become of interest to such a study, the HRB will seek your consent to use your information.

11 Contacts

For further information on the Applied Partnership Awards contact:

Ailbhe Lamont

Project Officer

Research Strategy and Funding

Health Research Board

E. alamont@hrb.ie

The HRB reserves the right to reject any application that does not meet the terms of this call.

Appendix I: Detailed Guidance on the Application Form

Only registered users of the GEMS system can apply for grants. In order to submit an online application to the HRB, applicants are required to register at the following address: https://grants.hrb.ie

*Please refer to the **GEMS Technical Guidance Note**[12], available on the left-hand column of your GEMS profile homepage, for further information.*

The **Lead Applicant – Researcher** must create the application, but it can then be jointly completed with the **Lead Applicant – Knowledge User** and named Co-Applicants.

- Lead Applicants can register on GEMS and they will receive an email to confirm their registration and log in details. The Lead Applicants can then add information on their contact and CV details in 'Manage My Details' section of GEMS.
- Lead Applicants previously registered on GEMS can log in to GEMS and update any information regarding their contact and CV details in 'Manage My Details'.

Once logged in to GEMS applicants are taken directly to the Home page which is the starting point to create a New Grant Application.

Once the Lead Applicant - Researcher selects the APA 2022 scheme on GEMS, they will be asked to complete a check list of mandatory questions. To access the application form, the Lead Applicant - Researcher must satisfy the conditions of this check list. The checklist for the Applied Partnership Awards is as follows:

Lead Applicant Eligibility	
I have read the Guidance Notes for the HRB Applied Partnership Awards (APA) 2022 call	☑
I have established a suitable partnership for the proposed research and secured a co-funding commitment from the knowledge user organisation/s equivalent to a minimum of 20% of the total amount of funding requested from the HRB	☑
I am clear about the role of the authorised signatory in the nominated Host Institution and I am aware that I need to build sufficient time into the application process for the HI to access, review and approve my final proposal for submission to the HRB through the GEMS system.	☑
I understand that personal data provided as part of this application (regarding all applicant team members), including but not limited to CV information, may be shared with person(s) based outside of the European Economic Area (EEA) for the specific purpose of obtaining peer reviews of this application.	☑
Working in a HRB Principal Investigator role, it is the Lead Applicant-Researcher who must begin the application process. Once the application has been initiated the Lead Applicant-Researcher will add the details of the Lead Applicant-Knowledge User. The Lead Applicant-Knowledge User must confirm their participation. If they are not already a user of GEMS they will need to register and complete the 'Manage my Details' section of their own GEMS account before proceeding. These details will then be automatically populated on the application form from the information that they	☑

[12] https://research.ie/assets/uploads/2020/05/CCGT-Grant-Application-System-Technical-Guidance-Notes.pdf

have provided. It is important that the Lead Applicant-Researcher ensures that their 'Manage My Details' section is completed as it is not enforced by the system prior to submission.	
Once the Lead Applicant-Knowledge User has accepted to participate in the application they will be able to edit the application. The system will flag through a pop-up warning if another user is working on the application form at the same time. A member of the applicant team may choose to over-ride this pop-up message and continue to enter data but it advisable that they contact the other person directly to avoid losing data when applying the override function.	☑

The Lead Applicant - Researcher will be then able to start the application. Further details for completing each of the main sections of the application form are provided below:

Host Institution

For the purposes of contracting, payment, and management of the award, HRB funds can only be awarded to HRB approved Host Institutions in the Republic of Ireland. The Host Institution for the award is normally that of the **Lead Applicant - Researcher**, but it may be another organisation/institution designated by the research team, where it is clearly justified. A list of the Host Institutions approved by the HRB at the time of this call going live can be found on our website at this link.

In GEMS you will be asked to identify a Host Institution and type it in full (do not use acronyms such as UCD, TCD, NUIG etc.). Once you have entered the first 3-4 characters of the Host Institution, you will be assisted with auto-select options. It is important that the Host Institution name is entered accurately and in full as an incorrect entry may result in delays in attaining Host Institution approvals.

If you wish to propose a Host Institution which is not on the HRB list, you are advised to contact the HRB at gemshelp@hrb.ie.

Note: In order to be eligible to apply for funding, an Institution must have been approved as a HRB Host Institution no later than two calendar months before the closing date of a call, only pre-approved Host Institutions will appear in this list.

Signatory Notification (within Host Institution)

Once the **Host Institution** is selected at the initial stages of application creation, this will allow the Lead applicant to notify the authorised signatory (Dean of Research or equivalent person authorised to endorse research grant applications for the Host Institution) in that Host Institution of the Lead Applicant - Researcher's intention to submit an application to the APA 2022. The signatory's details are pre-populated in the system, so the applicant just needs to click 'NOTIFY' within GEMS. We recommend that **you notify the Host Institution signatory** of your intention to apply as soon as possible in the application process. The signatory will receive an email from GEMS with the name and email details of the Lead Applicant - Researcher and if they have any queries or clarifications, they can engage directly to resolve them with the Lead Applicant - Researcher. The Host Institution signatory must confirm their willingness to participate as Host Institution for the application through

GEMS and once they do this a PDF of the application will be available for them to review with a view to them ultimately approving the final version for submission to the HRB.

Lead Applicant - Researcher and Lead Applicant - Knowledge User's Details

The Lead Applicant - Researcher is responsible for **adding the Lead Applicant - Knowledge User** to the GEMS application form. The Lead Applicant - Knowledge User must **confirm their participation** once they have been added and then both applicants will then have access to edit the application form.

Both Lead Applicants must be registered on GEMS and should ensure that their contact and CV details are up-to-date on the 'Manage My Details' section of GEMS.

Lead Applicant - Researcher's Details

Details are requested about the **Lead Applicant - Researcher** including their position and status (contract or permanent), and whether they are seeking salary-related costs. Please note that a letter of support from the Host Institution must be provided if the Lead Applicant - Researcher is in a contract position.

Your **contact and CV** details (Name, contact information, institution, present position, employment history, profession, membership of professional bodies, and ORCID iD) are managed in 'Manage My Details' section of GEMS and **are automatically included in any application created involving that individual.**

Note: The HRB is now an ORCID member. Lead Applicant-Researchers are encouraged to include an ORCID iD by updating their GEMS profile under 'Manage My Details' and this will feed automatically into the application form. You have also the option to import your publication record from ORCID iD in addition to PubMed. Please note this is not a mandatory field for submitting your application. For more information and to register please see https://orcid.org/.

Publications

You are asked to include your **5 most relevant publications** to this application.

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.

Relevant Funding

You should also include your **5 most relevant funding awards** as Principal Investigator or Co-Applicant.

To update this information, use the link provided to add Research Grants to the 'Manage My Details' section of GEMS. You can then use the Grant selection tool in the relevant section of the application form to select your 5 most relevant funding awards for this application.

Additional evidence of experience and expertise relevant to this application

The Lead Applicant - Researcher 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. The word limit is **400 words**.

Lead Applicant - Knowledge User Details

Details are requested about the Lead Applicant - Knowledge User including their position and status (contract or permanent) and whether they are seeking release time salary-related costs. Please note that a **letter of release time approval** from the Lead Applicant - Knowledge User organisation must be provided if the Lead Applicant - Knowledge User is requesting salary-related costs (see Section 'Knowledge User release time', page 31 for details).

The Lead Applicant - Knowledge User's **contact and CV** details (Name, contact information, institution, present position, employment history, profession, membership of professional bodies, and ORCID iD) are managed in 'Manage My Details' section of GEMS and **are automatically included in any application created involving that individual.**

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

A **knowledge user** is defined as one in a position of authority to influence and/or make decisions about health policy or the delivery of services and can act to ensure that the findings of the research will be translated to influence decision making and change within their (or other) organisations.

Knowledge users should highlight their previous and current roles in influencing decision making processes within their organization or other relevant organisations. They should also highlight their specific experiences and expertise for the Lead Applicant-Knowledge User role in relation to the proposed research. The word limit is **300 words**.

Additional evidence of experience and expertise relevant to this application

Lead Applicant - Knowledge Users may wish to include 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 with 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. If you have research expertise / experience they may wish to include relevant outputs such as publications, funding secured or other outputs. The word limit is **800 words**.

Researcher and Knowledge User Partnership

Applicants are asked to outline the rationale of the proposed partnership and any linkages between the research and knowledge user organisations that may already exist. They should describe how the research and knowledge user teams (and PPI Co-applicants, where appropriate) worked together to co-develop the research question and process, and how they will work together as equal partners throughout the research process to achieve the objectives of the proposed research. The word limit is **500 words.**

Project Details

Project Title

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. There is a **200 characters** maximum limit.

Project Duration and Start Date

Please indicate the expected length of the proposed project in months (minimum duration is 12 months and maximum duration is 24 months) and the proposed start date. For the APA-2022 Round it is expected that the earliest start date for Cycle 1 is January 2023 and the earliest start date for Cycle 2 is December 2023.

Project Lay Summary

This 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. The word limit is **300 words.**

Project Abstract

This should be a succinct summary of the proposed research. This structured summary should clearly outline the background to the research, the aims and hypotheses of the project. The objectives of the project and what the work is expected to establish should be described. Ideally it provides a clear synopsis of your application and should set the research application in context. The word limit is **300 words**.

Keywords

Please enter up to **5 keywords** that specifically describe your research project.

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 proposal, its scientific merit, the potential impact of the project in an Irish context and its feasibility. It is of particular importance that you clearly highlight the rationale for the proposed research within the Irish context and keeping in mind that the reviewers will not be from Ireland you must clearly state the rationale and how the findings of the study will be used to influence decision making in the knowledge user's organisation(s).

The Project Description must include:

1. Research Question
2. Current Knowledge, Background to the Area, Relevance and Knowledge Gap
3. Overall Aim
4. Objectives and Deliverables (plus Gantt chart or alternative)
5. Research Design and Methodological approach
6. Public, Patient and Carer Involvement (PPI) in the Research Project
7. Gender and/or Sex Issues in the Research Project
8. Potential Safety Risks and Ethical Concerns
9. Impact Statement
10. Knowledge Translation and Dissemination Plan
11. Project Management
12. FAIR Data Management and Stewardship
13. Project Description Figures
14. References

Research Question

Clearly state the research question behind the proposed work. The word limit is **50 words.**

Current Knowledge, Background to the Area, Relevance and Knowledge Gap

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, and demonstrate how the proposed research will build on existing research to influence the application of the research findings into the Irish healthcare system.

Explain the importance of the proposed research for Ireland at a national level. Please reference any documented need for this area of research, including information on burden on health or the healthcare system. Explain why this research is timely and describe the anticipated outputs, outcomes and impact, indicating the anticipated timescale for any proposed benefits to be realised. 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. Explain how the research has the potential to address the knowledge gap within healthcare services or policy and how it will accelerate the translation of the findings to enable evidence informed decision making. The word limit is **1200 words**.

NOTE: You are strongly advised to read the Guidance Notes and in particular the assessment criteria when writing this section.

Overall Aim

Please state the overall aim of the research project. The awards will provide support for applied research proposals of between 12-24 months duration and where the findings from the research will have a direct impact on the decision making of the knowledge user's organisation/s

The word limit is **100 words.**

Objectives and Deliverables

Please 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.

The word limit is **60 words for each objective and 150 words for the deliverables**.

You must upload a **Gantt chart** that lists the above objectives and deliverables against the estimated timelines for completion, together with any additional milestones/key dates. 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

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.

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 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 II.

The word limit is **4500 words.**

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 II. Please be aware there are PPI Ignite Network offices in some host institutions.

Are you including PPI in your application?

If Yes

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.

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.

If No

Please explain why PPI is not relevant to your project.

The word limit is **600 words**.

Gender and/or Sex Issues in the Research Project

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?

Please see Appendix II for resources on gender and sex considerations in research applications.

The word limit is **400 words.**

Potential Safety Risks and Ethical Concerns

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 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? The word limit is **400 words.**

Impact Statement

Describe the anticipated outputs, outcomes and impact of the proposed research, in particular for the knowledge user organisation(s). Include a clear statement of the relevance of the proposed research to societal health priorities in Ireland and the impact that it will have on national clinical and/or population health and/or health services management in the short term (1-2 years).

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 and cover potential impacts in terms of who will benefit from this research as well as how and when they will benefit. The word limit is **400 words.**

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)[13].

Please outline the knowledge translation plan including the processes or steps that will be undertaken on an ongoing basis to ensure that emerging findings, or changes in the external environment, can help shape and refine the plan and support the uptake of research findings to influence health and social care policy and/or practice. It should detail the management process

[13] Guide to knowledge translation planning at CIHR: integrated and end of grant approaches [http://www.cihr-irsc.gc.ca/e/45321.html]

that will be used to ensure that the knowledge from the research is not just shared but is actively translated and/or refined further.

While the emphasis of this section is on iKT, you should also consider knowledge translation more generally, and briefly describe how the anticipated research outputs during and after the project will be disseminated, shared, and made openly accessible in line with relevant HRB policies and resources[14].

The word limit is **1000 words**.

Project Management

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. The word limit is **600 words.**

FAIR Data Management and Stewardship

Describe the general approach to data management and stewardship that will be taken during and after the project, including who will be responsible for data management and data stewardship. Please consult with data stewards or other data-related services support in the institution (typically library and ICT and digital service, etc) and consider the FAIR Guiding Principles for scientific data management and stewardship: **F**indability, **A**ccessibility, **I**nteroperability, and **R**eusability[15].

At contract stage, successful applicants will be expected to demonstrate that they are aware of FAIR data principles and have plans for data management and stewardship during and after the project. This may include submission of a copy of their Data Management Plan.

The word limit is **500 words**.

Project Description Figures

A file upload option is available to 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**. Files should be doc, docx, or pdf.

References

A full description of the Publications cited in the Project Description should be provided. You can enter a maximum of **30 publications**. Please enter references in the same format. For example, the following format may be used:

[14] https://www.hrb.ie/funding/research-policies-and-practices/research-practices/open-research/

15 Wilkinson, M. D. et al. The FAIR Guiding Principles for scientific data management and stewardship. Sci. Data 3:160018 doi: 10.1038/sdata.2016.18 (2016).

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.

Previous Submission

Previous Submission to HRB

You are asked whether an iteration of the proposed research been submitted to any HRB award

You are asked to describe the changes that have been made to the current application and whether recommendations from previous peer, panel, or public reviews have influenced the changes you have made. The word limit is **300 words.**

Submissions to other Funding Bodies

You are asked to indicate if you have submitted this, or a similar application, to **another funding body**. If this application has been submitted elsewhere, you are asked to indicate which scheme or funding body, project title, result of submission or when outcome is expected and the amount of award. The word limit is **300 words**.

Co-Applicant Details

The Lead Applicant-Researcher can add up to 10 Co-Applicants to an application by entering their name on GEMS. If the Co-Applicant is already registered on GEMS, the system will find them and will allow the Lead Applicant-Researcher to select them. Alternatively, a Co-Applicant can be added manually by entering their name and email details. GEMS will send them an email with login details for completing the registration process and will inform them that they have been invited by the Lead Applicant-Researcher to participate on the application as a Co-Applicant.

Registered Co-Applicants can decide whether to accept or reject their participation and **must consent to the application being submitted jointly in their name**. If a Co-Applicant rejects participation on an application the Lead Applicant-Researcher is informed and may revise the application accordingly. Co-Applicants who accept participation in an application will be able to edit the application. **The system will flag if another user is working on the application form at the same time via a pop-up warning. A member of the applicant team may choose to over-ride this pop-up message and continue to enter data, but it is advisable that they contact the other person directly to avoid losing data when applying the override function.**

Each Co-Applicant can manage their **contact and CV details** (Name, contact information, institution or organisation, present position, employment history, profession, membership details of professional bodies, and ORCID iD) under 'Manage My Details' section of GEMS and this information will be automatically included in any application that involves this individual.

Co-Applicants will be asked to select whether they are a **Researcher, Knowledge User or PPI contributor Co-Applicant** for the purpose of the proposed research. If a Co-Applicants contributes from more than one perspective, please select the dominant role.

Researcher Co-Applicants

Researcher Co-Applicants will be asked to provide additional information in the application form, including their **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).

For Researcher Co-Applicants holding contract positions who are seeking their own salary, a **Letter of Support** from the Host Institution must also be included.

Host Institution Letters of Support must be provided for (1) all Lead Applicant-Researchers in a contract position and (2) Researcher Co-Applicants in a contract position who are seeking their own salary. The formal letter on headed notepaper, dated and signed by the Head of School/Research Centre 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 recognised by the Host Institution upon receipt of the HRB APA award as a contract researcher; (ii) has a dedicated 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.

Electronic signatures are acceptable for letters that are uploaded on the HRB GEMS system.

Should the award not fund any additional post-graduate students or post-doctorate researchers and the Researcher Co-Applicant is not required to mentor on this award, the HI is not required to endorse point (iii).

Knowledge User Co-Applicant

Knowledge User Co-Applicants will be asked to provide information regarding **evidence of expertise and experience in influencing decision making within knowledge user organisation(s)**.

Knowledge User Co-Applicants will also be asked to 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. The word limit is **300 words**.

Knowledge User Co-Applicants will also be asked to provide information regarding **Additional evidence of experience and expertise relevant to this application**. Knowledge user Co-Applicants may wish to include here any additional experience or expertise that will support the application. For example, they 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. The word limit is **800 words**.

Knowledge User release time

Knowledge User Co-Applicants will be asked if they are seeking a release time allowance as part of this application. Salary-related funding may be requested from the HRB to enable the release time for knowledge users up to the value of €20,000 per year. The €20,000 per year release time funding can be used in full (if required) to fund one Knowledge User Lead Applicant/Co-Applicant or it can be allocated between the Knowledge User Lead Applicant and a number of Knowledge User Co-Applicants if required.

The individual/s for who the release time allowance is requested must meet all the following criteria:

- Be a Knowledge User Lead Applicant/Co-Applicant on the award whose primary responsibilities/role specification do not include an expectation to engage in research (i.e. as part of their regular employment);
- 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;
- 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.

Note: The €20,000 per year cap applies to HRB funding only. If the co-funder is contributing to the release time they must ensure that either:

- This is in addition to their cash contribution of 20% of the total amount requested from the HRB

  or

- If they wish to include the release time as part of their cash contribution, the individual must be replaced for the period of time that they are working on the research project. This must be verifiable, with documentation available for audit purposes if required.

A **letter of release time approval** from the Knowledge User Co-Applicants' organisation must be provided if the Co-Applicant - Knowledge User is requesting Release time costs.

The letter should detail the current role of the individual, the tasks and activities in which they will be involved and how this will add value to the overall aims of the project and its application, as well as details of any additional contribution to the release time on the part of the knowledge user organisation.

PPI Contributor Co-Applicants

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. The word limit is **400 words**.

Collaborators Details

The Lead Applicant-Researcher can add **up to 10 collaborators** per application. 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. The Lead Applicant must enter **contact and CV**

details for all Collaborators including name, contact information, institution or organisation, present position, employment history, profession and membership details of professional bodies, **Publications and Funding Record** (if applicable) (**5 most relevant publications** in peer-reviewed journals and details of any past or current grants held (including HRB grants) relevant to this application where the Collaborator has acted as Principal Investigator or Co-Applicant).

In addition, for each Collaborator a signed **Collaboration Agreement Form** must be provided. A template Collaboration Agreement Form is available for downloaded from GEMS. Forms must be completed, signed, dated, and uploaded where indicated on HRB GEMS. Please label each form with the name of the relevant Collaborator. Electronic signatures are acceptable on letters/forms that are uploaded on GEMS.

Details of Research Team

Lead Applicant-Researcher Role

Please indicate the current commitment to research/clinical/teaching/other, either as a percentage or a proportion of a full time equivalent (FTE).

Give an outline of the proposed role of the Lead Applicant in this project on a day-to-day basis. Please indicate 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). The word limit is **250 words.**

Lead Applicant-Knowledge User Role

Give an outline the role of the Lead Applicant-Knowledge User in this project on a day-to-day basis including the amount of time to be dedicated to working on this project, either as a percentage or a proportion of a full time equivalent (FTE). The Lead Applicant-Knowledge User must describe how their role and position will enable them to influence change and action arising from the research proposed. The word limit is **250 words.**

Co-Applicant Role(s)

For each Co-Applicant, please identify the type of Co-Applicant (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 either as a percentage or as a proportion of a full time equivalent (FTE). The word limit is **250 words.**

Collaborator Role(s)

For each Collaborator, please outline their role in the project. The word limit is **100 words**.

Personnel

Give full details of all personnel to be funded through this project, including the Applicants if relevant. State the percentage of time each person will spend on the project and describe what aspects of the proposed research they will be involved in over the lifetime of the project. Note that you must justify the nature of all research personnel relative to the scale and complexity of the project (please see section 4.1.5 Funded Personnel for more guidance on alignment between the chosen personnel and the project). If funding is requested for known personnel, please include the

following details: Name, present position, academic and professional qualifications. The word limit is **400 words.**

Infrastructure and Support

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, research methods or regulatory expertise where this is being provided above and beyond the activities/expertise of members of the research team. The word limit is **400 words.**

Access to Research Infrastructures

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 beyond the personnel and capacity within the applicant team (this includes national and/or international infrastructures, Units, and networks) are required to provide additional information detailing the scope and nature of the engagement.

The following information must be provided:

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

The word limit is **400 words.**

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) **must provide a detailed justification** as to why they have chosen not to access such support.

An **Infrastructure Agreement Form** must be completed and can be downloaded from GEMS. The Form must be completed, signed, dated, and uploaded on GEMS. Electronic signatures are acceptable for letters/forms that are uploaded on GEMS.

Co-Funding Budget Commitment

It is a mandatory application requirement to secure a Co-Funding commitment from the knowledge user organisation(s) for this scheme. Details of this Co-Funding, including the total amount secured, must be included with the application.

Co-Funding Commitment Letter

Please note that a **Co-Funding Commitment Letter** from the Lead Applicant-Knowledge User organisation must be uploaded as part of this application. This letter should confirm that the funding contribution is in place.

Other financial support or in-kind support

You are asked to provide details of any **other financial support** or **in-kind support** for this project and indicate the organisation providing the additional support, the amount of support and the activities that it will support.

Project Budget

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

A **full detailed breakdown** of **costings** and **justification for all funding** is required for items listed under each subheading within GEMS.

Important details for APA:

- Please include the amount from the Co-Funder(s) in the Co-Funding Contribution section only. Details of how this contribution will be spent should be provided in the Co-Funding Contribution Justification section.
- Overheads will only be paid on the costs requested from the HRB and cannot be requested on the Co-Funding Contribution.
- The €20,000 per year release time funding for Knowledge User Lead Applicant/Co-Applicant(s) should be included under Personnel Costs

Note: You are strongly advised to seek guidance from the research office/finance office in the Host Institution before completing this section of the form. **The HRB will not provide additional funding in the case of either under-estimates or over expenditure.**

The total funding available will be a sum of the HRB funding plus the Knowledge User(s) Co-Funding Commitment over 12-24 months (See Section 3.1 of main Guidance Notes).

HRB will provide funding up to a maximum of **€200,000** (inclusive of overheads).

Knowledge user organisation(s) must provide **a minimum of 20% of the total amount requested from the HRB,** there is no maximum limit on co-funding commitment.

Allowable costs include:

1. Personnel costs	Must be listed for each salaried personnel under each of the following subheadings (a-e):
a) Salary	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/research-innovation/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 2023 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
b) Employer's PRSI	Employer's PRSI contribution is calculated at 11.05% of gross salary.
c) Employer Pension Contribution	Pension provision up to a maximum of 20% of gross salary will be paid to the Host Institution to enable compliance with the Employment Control Framework (an additional 5% employee contribution is part of the salary). The level of employer contribution should be in accordance with the model adopted by the Host Institution. If applicable, state the amount of employer contribution based on the pro rata salary and note the % of pro rata salary used to calculate this for reference. Exceptions apply where Circular letter 6/2007 applies. Circular Letter 6/2007 states that the pensions contribution of all Public Health Service employees who, on or after 1 June 2007, are granted secondments or periods of special leave with pay to enable them take up appointments with other organisations, including other Public Health Sector organisations, will be increased to 25% of gross pensionable pay. The rate of 25% of gross pensionable pay referred to in this context is the pension contributions to be paid by the body to which the employee is seconded – it does not include any pension contributions which employees make themselves. Where no such arrangements are in place, the HRB will not be liable for costs.
2. Running Costs	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[16]. 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:** Please see a list of costs that fall within the overhead contribution below and which should not be listed under running costs.
3. Equipment	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

[16] The maximum HRB allowable per diem rates for the maintenance of the most common strains of small animals are: mice (€0.50), other laboratory rodents (€1) and rabbits (€2) All per diem rates are inclusive of VAT at 21.5%. Maintenance costs for research involving large animals or other types of small animals must be agreed on a case-by-case basis.

	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.
4. FAIR Data Management Costs	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.
5. Dissemination Costs	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 e.g., development of infographics, as detailed in the dissemination and knowledge exchange plan. Please refer to the HRB policy on Open Access to Published Research[17]. 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.
6. Overhead Contribution	Overheads will only be paid on the costs requested from the HRB and cannot be requested on the Co-Funding Contribution. In accordance with the HRB Policy on Overhead Usage[18], the HRB will contribute to the indirect costs of the research through an overhead payment of 30% of Total Direct Modified Costs (TDMC excludes student fees, equipment, and capital building costs) for **laboratory or clinically based research** and 25% of Total Direct Modified Costs for **desk-based research**. The following items are included in the overhead contribution: recruitment costs, bench fees, office space, software, contribution to gases, bacteriological media preparation fees, waste fees, bioinformatics access. Therefore, these should not be included in the budget as direct costs.
7. Co-Funding Contribution	A Co-funding commitment is required from the knowledge user organisation/s. The minimum contribution from the partnership is 20% of the total cost of requested HRB budget. For example, if the cost requested from the HRB is €100,000, the contribution from the partners must be at least €20,000. If the requested budget from the HRB is €150,000, the contribution from partners must be at least €30,000. There is no upper limit on partner contributions to the research project. The full amount of co-funding must be itemised with relevant justification. This should include any salary costs that will not be covered by HRB funding and have not been included under Salaries. Overheads cannot be requested on the Knowledge User(s) Co-Funding Contribution.

Additional guidance to FAIR Data Management Costs

People	Staff time per hour for data collection, data anonymisation, etc
	Staff time per hour for data management/stewardship support, training, etc
Storage and computation	Cloud storage, domain hosting charge
Data access	Secondary data access, costs for preparing data for sharing (e.g., anonymisation)

[17] http://www.hrb.ie/research-strategy-funding/policies-and-guidelines/policies/open-access/

[18] http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-usage-of-research-overheads/

Deposition and reuse	Costs for depositing research data and metadata in an open access data repository
	Defining semantic models, making data linkable, choosing the licence, defining metadata for dataset, deploying/publishing
Others	Please further explain

Notes	The HRB is currently not covering the cost of long-term preservation of data
	This list is not exhaustive and aims to provide examples only of eligible costs

Ethical Approval and Approvals for 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 (pre-clinical models only). 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 evidence 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.

Submission of Applications

Please note that this is a rolling call and as such there will be one call in 2022 with two separate closing dates with staggered deadlines and distinct rounds of peer review. Applicants should only apply to one cycle in 2022. Applicants that have submitted a proposal for Cycle 1 will not be able to submit the same* proposal for Cycle 2. They will be able to submit a different proposal but should do so only in the event that they will be able fulfil commitments to both research proposals should both be successful.

*For Cycle 2 applications that were unsuccessful in Cycle 1 will only be accepted where there have been significant **substantive changes** incorporating previous peer and panel review feedback.

The deadlines for submission of complete applications are:

Cycle 1 deadline: 27th April 2022 @ 1pm
Cycle 2 deadline: 1st February 2023 @1pm

1. After successful validation, the Lead Applicant-Researcher may submit the application. It will then be routed to the designated signatory at the Host Institution for their approval.
2. If a signatory rejects the application the Lead Applicant-Researcher will be notified, along with any feedback the signatory has supplied.
3. The application can then be re-submitted; it will be returned to the signatory and will continue through the approval process as before.

4. On completion of the final approval by the Host Institution signatory, a grant application number is assigned to the application.
5. The application automatically gets submitted to the HRB through GEMS for consideration for funding.

Please note that the HRB will not follow up any supporting documentation related to the application, such as Host Institution's Letters of Support, Collaborator Agreement Form, Gantt charts etc. It is the responsibility of the Lead Applicant-Researcher to upload all supporting documentation prior to submission. If the documentation is not received by the HRB on time, in the correct format or is not properly signed or submitted, the application will be deemed ineligible without further review.

The HRB reserves the right to reject any application that does not meet the terms of this call.

Appendix II: Resources/Useful Links

CO-CREATION RESOURCES

- **ACCOMPLISSH Guide to impact planning**

  https://www.accomplissh.eu/publications-and-deliverables

- **Working together to co-create knowledge: A unique co-creation tool – Carnegie UK Trust**
  https://www.carnegieuktrust.org.uk/publications/working-together-to-co-create-knowledge-a-unique-co-creation-tool/

KNOWLEDGE TRANSLATION RESOURCES

- **Health Service Executive Research & Development Main Page**

  https://hseresearch.ie/research-dissemination-and-translation/

- **Health Service Executive Research & Development: Knowledge Translation, Dissemination, and Impact A Practical Guide for Researchers**

  https://hseresearch.ie/wp-content/uploads/2021/04/Tools-and-templates-.pdf

- **Integrated Knowledge Translation (iKT) NUI Galway**

  https://www.nuigalway.ie/hbcrg/ikt/

- **The Canadian Institutes of Health Research Guide to Knowledge Translation Planning**

  https://cihr-irsc.gc.ca/e/45321.html

- **Training Institute for Dissemination and Implementation Research in Health: Open Access Course**

  https://cancercontrol.cancer.gov/is/training-education/TIDIRC-open-access

IMPLEMENTATION SCIENCE RESOURCES

- **Centre for Effective Services**

  https://www.effectiveservices.org/resources/implementation

- **UCC Implementation Science Training Institute**

  https://www.ucc.ie/en/cpd/options/medhealth/cpd1778uccimplementationsciencetraininginstitute/

- **European Implementation Collaborative**

  https://implementation.eu/resources/

EVIDENCE SYNTHESIS RESOURCES

- **Evidence Synthesis Ireland**

  https://evidencesynthesisireland.ie/

- **The Cochrane Library**

  www.thecochranelibrary.com

- **The Campbell Collaboration**

  https://www.campbellcollaboration.org/

- **The Campbell Collaboration UK & Ireland hub at Queens University Belfast**

  https://www.qub.ac.uk/research-centres/CampbellUKIreland/

- **EQUATOR Network Library for health research reporting**

  http://www.equator-network.org/resource-centre/library-of-health-research-reporting/

PUBLIC, PATIENT AND CARER INVOLVEMENT IN RESEARCH

- **The National PPI Ignite Network Local offices located in DCU, NUIG, RCSI, TCD, UCC, UCD and UL.**

- **NIHR PPI resources**

  https://www.nihr.ac.uk/documents/ppi-patient-and-public-involvement-resources-for-applicants-to-nihr-research-programmes/23437

- **Patient-Centred Outcomes Research Institute (PCORI)**

  http://www.pcori.org

- **Public Involvement Impact Assessment Framework: Provides tools for successful involvement of members of the public in research projects and for assessment of impacts.**

  http://piiaf.org.uk/

- **NIHR Payment guidance for researchers and professionals**

  https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392

- **European Patient Forum Value + Handbook: For Project Co-ordinators, Leaders and Promoters on Meaningful Patient Involvement.**

  http://www.eu-patient.eu/globalassets/projects/valueplus/doc_epf_handbook.pdf

- **The James Lind Alliance Priority Setting Partnerships: Research priorities in disease areas set jointly by patients, clinicians, and researchers.**

  http://www.jla.nihr.ac.uk/

- **Campus Engage: Supporting Irish HEIs to embed civic engagement in their work. Includes resources, how-to-guides, and case studies for engaged research.**

http://www.campusengage.ie/what-we-do/publications/

- **UK Standards for Public Involvement: The six UK Standards for Public Involvement provide clear, concise statements of effective public involvement against which improvement can be assessed.**

  https://sites.google.com/nihr.ac.uk/pi-standards/home

GENDER AND/OR SEX ISSUES IN RESEARCH

- **Examples of case studies in Health & Medicine where gender/sex in research matters**

  http://genderedinnovations.stanford.edu/case-studies-medicine.html

- **Gender Toolkit in EU-funded research for examples and guidance**

  http://www.yellowwindow.be/genderinresearch/downloads/YW2009_GenderToolKit_Module1.pdf

- **Sex/Gender Influences in Health and Disease**

  https://orwh.od.nih.gov/sex-gender/sexgender-influences-health-and-disease

- **Methods and Techniques for Integrating Sex into Research**

  https://orwh.od.nih.gov/sex-gender/methods-techniques-integrating-sex-research

- **NIH Policy on Sex as a Biological Variable**

  https://orwh.od.nih.gov/sex-gender/nih-policy-sex-biological-variable

CLINICAL RESEARCH INFRASTRUCTURES

- **Health Research Board Clinical Research Facility, Cork**

  http://www.ucc.ie/en/crfc/

- **Children's Clinical Research Unit**

  https://www.nationalchildrensresearchcentre.ie/childrens-clinical-research-unit/apply-for-support/

- **Health Research Board Clinical Research Facility, Galway**

  http://www.nuigalway.ie/hrb_crfg/

- **Wellcome Trust-Health Research Board Clinical Research Facility, St James's Hospital (WT-HRB CRF SJH)**

  http://www.sjhcrf.ie/

- **Clinical Research Support Unit, Limerick**

  https://www.ul.ie/hri/clinical-research-support-unit

- **Clinical Research Centre, Royal College of Surgeons in Ireland**

  https://www.rcsi.com/dublin/research-and-innovation/research/resources-and-facilities/clinical-research-centre

- **Clinical Research Facility, University College Dublin**

  http://www.ucd.ie/medicine/ourresearch/researchenvironment/ucdclinicalresearchcentre/

- **Centre for Advanced Medical Imaging, St James' Hospital Dublin**

  http://www.3tcentre.com/

- **Centre for Support and training Analysis and Research (CSTAR)**

  http://www.cstar.ie

DATA MANAGEMENT AND SHARING AND FAIR PRINCIPLES

- **Digital Curation Centre:** How to develop a data management and sharing plan and examples DMPs.

  http://www.dcc.ac.uk/resources/data-management-plans/guidance-examples

- **FAIR data principles FORCE 11**

  https://www.force11.org/fairprinciples

- **UK Concordat on Open Research Data (July 2016)**

  https://www.ukri.org/wp-content/uploads/2020/10/UKRI-020920-ConcordatonOpenResearchData.pdf

- **Guidelines on FAIR data management plans in Horizon 2020**

  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

- **FAIR at the Dutch centre for Life sciences**

  https://www.dtls.nl/fair-data/

- **Registry of Research Data Repositories**

  http://www.re3data.org/