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**Research Collaborative in Quality and Patient Safety**

**RCQPS Pre-application Form**

**2019**

**Key Dates**

|  |  |
| --- | --- |
| **Closing date for pre-application** | **13 June 2019** |

**Full applications should be sent electronically to RCQPS at** **rcqps@rcpi.ie** **no later than 5 pm on 13 June 2019**

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# Points to Note

1. Detailed guidance for the RCQPS Pre-application Form can be found in **Appendix 1** of the **RCQPS Pre-application Guidance Notes.**
2. Submission **deadline** for 2019 pre-applications is **13 June 2019**
3. It is the responsibility of all applicants to ensure that all sections of the pre-application form are completed appropriately. If the documentation is not received by the RCQPS on time, in the correct format or is not properly signed or submitted, the application will be deemed ineligible without further review.

# Lead Applicant Declaration

|  |
| --- |
| **I understand that personal data provided as part of this application, 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 and panel reviews of this application.** |
| Yes No |

|  |
| --- |
| **I understand that personal data provided as part of this application, including but not limited to CV information, may be shared with the collaborating bodies (HRB/HSE NQI Team and RCPI) for the purpose of obtaining peer reviews of this application and contact regarding the application process.** |
| Yes No |

# Host Institution and Signatory Notification

|  |
| --- |
| **Name of approved HRB Host Institution**  |
|  |
| **Has the Signatory in your Host Institution been notified of your intention to submit an application to the RCQPS?** |
| Yes No |

# Applicant Details

## 2.1 Lead Applicant - Researcher Details

|  |
| --- |
| **Lead Applicant – Researcher Name** |
|  |
| **Position** |
|  |
| **Status** |
| Contract/Permanent |
| **Meets Lead Applicant Researcher Requirements? (As outlined in section 5.1 of Pre-application Guidance Notes)** |
| Yes No |
| **Contact and CV details included in appendices?** |
| Yes No |
| **Evidence of experience and expertise relevant to this application. Max 200 words.** |
|  |

## 2.2 Lead Applicant - Knowledge User Details

|  |
| --- |
| **Lead Applicant – Knowledge User Name** |
|  |
| **Position** |
|  |
| **Status** |
| Contract/Permanent |
| **Contact and CV details included in appendices?** |
| Yes No |
| **Evidence of expertise and experience in influencing decision making. Max. 150 words.**  |
|  |
| **Additional evidence of experience and expertise relevant to this application (optional). Max. 200 words.** |
|  |

## 2.3 Co-Applicants Details

|  |
| --- |
| **List of proposed co-applicants and identification of whether they are researchers, knowledge users or PPI contributors.**  |
|  |

**Max. 10 co-applicants/application.**

## 2.4 Collaborators Details

|  |
| --- |
| **List of proposed collaborators.**  |
|  |

**Max. 10 collaborators/application.**

# Project Details

## 3.1 Project Title

|  |
| --- |
|  |

## 3.2 Project Abstract

|  |
| --- |
|  |

**Max. 300 words**

## 3.3 Relevance to RCQPS Theme

|  |
| --- |
|  |

**Max. 300 words**

## 3.4 Keywords

|  |
| --- |
|  |

**Max. 5 Keywords**

## 3.5 Project Duration and Start Date

|  |
| --- |
| **Expected Project Duration (min. 12 months, max. 24 months)** |
|  |
| **Proposed Project Start Date** |
|  |

# Project Description

## 4.1 Relevance and Knowledge Gap, Overall Aim, Research Design and Methodological Approach

|  |
| --- |
|  |

**Max. 500 words**

## 4.2 Impact Statement

|  |
| --- |
|  |

**Max. 150 words**

## 4.3 Knowledge Translation and Dissemination Plan

|  |
| --- |
|  |

**Max. 150 words**

## 4.4 References

|  |
| --- |
|  |

**Max. 10 publications**

# Details of Research Team

## 5.1 Lead Applicant – Researcher

|  |
| --- |
|  |

**Max. 100 words**

## 5.2 Lead Applicant – Knowledge User

|  |
| --- |
|  |

**Max. 100 words**

## 5.3 Co-Applicant’s Role

Please complete for each co-applicant listed.

|  |
| --- |
|  |

**Max. 50 words/co-applicant**

## 5.4 Collaborator’s Role

Please complete for each collaborator listed.

|  |
| --- |
|  |

**Max. 50 words/collaborator**

## 5.5 Personnel

|  |
| --- |
|  |

**Max. 200 words**

# Appendices

**Note**: All relevant documentation to be included here.

|  |
| --- |
| **Checklist of required documentation for successful pre-application submission:** |
| **Documentation** | **Attached: Yes/No** | **Comment (optional)** |
| ***Lead Applicant - Researcher*** |
| 1. Contact and CV details
 |  |  |
| ***Lead Applicant – Knowledge User*** |
| 1. Contact and CV details
 |  |  |