RESEARCH GRANT REGULATIONS

ROAD SAFETY AUTHORITY

RESEARCH GRANT 2019

TRAFFIC MEDICINE: MEDICAL FITNESS TO DRIVE

Contents

RESEARCH GRANT REGULATIONS

The Research Grant Regulations specify the responsibilities of the research grant holder; when making application for funding and in accepting funding from the RSA for Research Grant 2019 in Traffic Medicine: Medical Fitness to Drive.

Definitions

In these Regulations: -

- RSA is the Road Safety Authority
- RCPI is the Royal College of Physicians of Ireland
- NOTM is the National Office for Traffic Medicine a joint initiative of RCPI/RSA
- grant holder is the principal investigator of the research for which a research grant has been awarded by the RSA
- research grant is the grant awarded

Section 1) Conditions under which grants are awarded

The grant holder i.e. the principal investigator, must be a full-time academic staff in third levels colleges or senior clinicians in clinical services associated with third level institutions. The research grants will be of one year's duration in the first instance, subject to satisfactory progress. The successful project will be supervised by appropriate experts in the host university/institute in accordance with the grant proposal. Grant awards will be made to the academic institution or equivalent following the Road Safety Authority evaluation.

This research grants will be assessed on the following criteria.

A. Aims

Hypothesis: Is the hypothesis valid and important in this particular sphere of investigation, and is it feasible to test this hypothesis using available methods?

Objectives: Are the specific aims logical, carefully chosen, well defined, clearly stated and reasonable? What steps are going to be taken to achieve the aims?

B. Significance:

Background: Have I collected thoroughly, reviewed critically, and organised logically the data and events that led to the present proposal, and does this background information justify the next step, which is this proposal? Have I made a clear distinction between (a) what others/or collaborators have done, (b) what I have done, (c) what I intend to do?

Literature: Have I demonstrated a thorough understanding and a balanced knowledge of the pertinent literature, and have I emphasised or clarified discrepancies?

Gaps to be filled: Will the results of the research fill a defined gap in our knowledge or advance our understanding of this subject? Or will the research facilitate the development of valuable techniques or experimental models, lead to rational treatment for some pathological condition, or change existing practices?

Importance: Is this research likely to yield new conclusions that will have general theoretical value or practical clinical significance, or impact on the delivery or organisation of practices or health services?

C. Preliminary studies:

Feasibility: Have the preliminary studies demonstrated that the methods, procedures, techniques, and protocols are feasible, adequate and appropriate, and that the hypothesis is therefore readily testable?

Experience of investigator: Does my professional background, research experience, past progress in the topic, knowledge of recent international developments in the field and preliminary experiments, as outlined in this application demonstrate that I am qualified to perform the study, that I have the technical competence and skills needed for the proposed work, and that my results will be reliable and inspire confidence in my peers?

D. Research Plan:

Design: Is the research plan original, appropriate, valid, carefully designed, straightforward, well organised, logically conceived and lucidly described?

Methods: Are the methods robust and appropriate for the proposed investigation and are they described in adequate detail? Do the methods correspond to the specific aims?

- **Innovations:** Am I using innovative procedures to overcome difficult technical problems? Are these innovative procedures feasible and well within my competence and experience? Do I have evidence or modelling data to show that these new approaches are feasible? Do these new procedures have obvious and clearly described advantages over the standard techniques now in use? Have I provided pilot data if available?
- **Advantages:** Have I anticipated and adequately discussed potential difficulties and obstacles in the approach chosen? Have I carefully considered the advantages and disadvantages of each method?
- **Limitations:** Have I recognised the limitations of the methods and how these limitations can influence the analysis and interpretation of the results? Have I involved external collaborators where my research team has limited experience in the use of special methods?

- **Difficulties anticipated:** Am I fully aware of difficulties that may be encountered in the implementation of the research plan and of the specific methods? Have I convinced the reviewers that I will be able to circumvent anticipated, as well as unexpected difficulties or propose logical and appropriate alternatives to any methodological obstacles that might be encountered?
- **Sequence:** Have I developed my research plan in a carefully focused, step-by-step, ordered manner? Have I drawn up a good project management work plan indicating the feasibility of completing the project in the time-frame allocated?
- **Analysis of data:** Have I given careful attention to the type of results that could be expected, so that I can analyse only valid and relevant data? Have I provided an analysis to justify the sampling strategy and sample sizes with estimates of statistical power? Have I detailed the handling and analysis of the data in my application?
- **Interpretation of anticipated results:** Have I demonstrated an awareness of the underlying principles and the associated complexities of the area under study so that I can interpret my results appropriately? It can also be helpful to seek a pre-submission review of the draft application by experienced colleagues, if time permits.

The decision of the RSA on the awarding of this Research Grant is final.

1. Research Staff

The grant holder shall ensure: -

(i) where the grant holder employ's research staff as well as students employed in or involved in any RSA-funded research (research staff), that they receive training appropriate to their duties including health and safety training

(ii) appropriate direction of research and supervision of research staff is provided

(iii) all appropriate health and safety procedures are in place in relation to research staff

(iv) that payments to research staff are appropriately adjusted to reflect any changes in personnel, as well as any circumstances such as absences, illness or resignation

(v) all research staff including students have Garda clearance

(vi) all research staff have professional indemnity insurance

2. Financial arrangements

The following are the financial arrangements pertaining to the granting of this Research Grant: -

(ii) The RSA shall pay the Research Grant to the Host Institution at the times and in the manner set out in the Research Grant letter subject to compliance with any conditions precedent set out in the Research Grant Letter and compliance with the Research Grant conditions.

(iii) Where the Research Grant holder employs research staff they are responsible for the payment of salaries/stipends inclusive of taxes and other expenses.

(iv) The RSA reserves the right, at any time during the period of the grant, to obtain from the grant holder, a financial statement detailing disbursements from the grant and confirmation that the grant has been used for the purposes for which it was awarded.

(v) The RSA may, at its discretion and cost, decide to commission and conduct a separate audit of the grant holder and/or the systems used by the grant holder to administer RSA grants, including the system to procure equipment and materials.

(vi) All Expenditure for the research must be included in the grant application as no additional expenses will be covered. If the costs incurred by the Host Institution exceed the amount of the maximum Research Grant such excess shall be borne by the Host Institution.

(vii) The RSA shall pay the Research Grant to the Host Institution at the times and in the manner set out in the Research Grant letter subject to compliance with any conditions precedent set out in the Research Grant letter and compliance with the Grant conditions.

3. Intellectual property

In general, Intellectual Property Rights (IPR), developed as part of the research grant, will remain with the university/institute. The university/institute must establish rules and procedures such that any IPR arising from the research work will be protected and managed appropriately.

4. Acknowledgement

The research grant holder undertakes to produce a comprehensive report on the research conducted as supported by the research grant and acknowledges the right of the RSA and NOTM to publish this report and summaries thereof on their respective websites. **Detailed information, furnished to the RSA and its partners, will be regarded as confidential until the grant holder in question has published his/her results in an academic journal.**

5. Good research practice

The RSA expects that the research will be carried out in accordance with the best practices and standards of research.

6. Liability, Indemnity and Insurance

The Host Institution shall be wholly responsible for the conduct of the Research Grant funded activities and the RSA shall have no obligation, responsibility or any liability financial or otherwise of any kind to the Host Institution, the Principal Investigator or any member of the team or any third party arising directly or indirectly from the Research Grant or the grant funded activities or payment of the Research Grant or any part thereof or any representation or other act or omission connected with the Research Grant save and except the payment of the Research Grant in accordance with the grant conditions.

Section B) Responsibilities of the grant holder

1. Ethical approval

The research grant holder shall confirm, in writing, that ethical approval has been obtained from an agreed Ethical Committee for any research for which an award has been approved by the RSA.

2. Financial arrangements

(i) The recipient of a research grant shall not accept or receive funding for the same research project from any source other than the RSA without prior permission from the RSA.

(ii) The research grant holder may, in consultation with the RSA, modify the aims and objectives of an approved research project in order to follow scientific developments.

(iii) The research grant holder may not use any amount of an award for purposes not related to the research project. To the extent that any amount is used for purposes not related to the approved research project, the same amount shall immediately become repayable to the RSA.

(iv) Funds remaining unused and uncommitted at the end of the grant period shall be returned to the RSA.

3. Review of Programme Grants

The research grant holder and all those associated with a programme grant, for which a grant has been awarded by the RSA, shall participate in a review of the progress of the research, its organisation, financing and any other relevant issues at a date decided by the RSA. The grant holder must agree to implement any recommendations made by the review panel and verified by the RSA.

4. Reports and publications

(i) The grant holder shall furnish a first progress report to the RSA on agreed date or within six months of the Commencement Date of the 12-month project.

(ii) The grant holder shall provide a final report to the RSA on the research for which the award was made within six months following the end of the period for which the grant has been awarded. Grant holders, who do not comply with this requirement, will be deemed ineligible to apply for future RSA research grants and such failure will be brought to the attention of other Grant giving bodies in the State. Failure to provide a Project Report will mean that the grant holder will be held liable for all monies received.

(iii) All such reports shall be in the form or template (if any) prescribed by the RSA/NOTM from time to time and shall contain such information as the RSA/NOTM may reasonably require and shall be completed to the satisfaction of the RSA/NOTM.

(iv) The grant holder must make themselves available, to all reasonable requests from the RSA, for their participation in activities relating to furthering the aims of the RSA e.g. Research Symposium, RSA Meetings, etc.

(v) The grant holder shall provide the RSA with signed copies of all publications arising from research funded by the RSA.

(vi) The support of the RSA must be expressly acknowledged in any publication, presentation, or report of research funded by RSA or in any publicity given to such research. The RSA requests that the grant holder would keep it informed of high-profile presentations or publications of the research results to facilitate its preparation of any resulting enquiries.

(vii) The RSA and the National Office for Traffic Medicine at all times reserves the right to publish a summary of the research funded by the RSA. **Detailed information, furnished to the RSA and its partners, will be regarded as confidential until the grant holder in question has published his/her results.**

(viii) The Host Institution shall furnish an End-of-Grant Report to the RSA within sixty days of the cessation of the Grant Funded Activities and a compressive report within 6 months (to be read in conjunction with section 4 Acknowledgement).

5. Transfer to another Hospital/Institution

The grant holder shall not transfer the award to another Principal investigator/ principal hospital/Institution without the prior written approval of the RSA.

Section C) General terms

1. Research staff

No grant holder or personnel working on, in relation to or in connection with the research for which the RSA has granted an award shall represent themselves or consider themselves for any purposes whatsoever to be an employee of the RSA.

2. Termination

The RSA reserves the right to terminate the award of a grant upon 30 days written notice to the grant holder. The award of a grant will terminate in the event of the grant holder breaching any of the Regulations contained herein.

The grant holder will furnish all necessary reports of research completed or in progress through to the date of termination.

3. Disputes

The RSA with the NOTM and the grant holder shall negotiate in good faith with a view to resolving any dispute arising from an award made by the RSA, and if necessary involve an agreed third party for that purpose.

4. Amendment of Regulations

The RSA reserves the right to amend these Regulations from time to time and will inform the grant holders thereof.

5. Captions

Paragraph headings or captions are for ease of reference only and shall not affect the construction or interpretation of these regulations.