



Road Safety Authority

For the purposes of this bursary correspondence is via
National Office for Traffic Medicine
Royal College of Physicians of Ireland
Frederick House
19 South Frederick Street
Dublin 2

RESEARCH BURSARY
Tele 01 8639788
e-mail directortrafficmedicine@rcpi.ie

Confidential

Closing date: 12 noon, Friday 31 May 2019. Proposed award date 12 July 2019

Research Grant Application Form and Criteria for Assessment

Please ensure that this form, when completed, does not exceed A4 pages

For Office use only

Date Received	
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1. Principal Investigator/Responsible

Surname	
Forename	
Title (Dr, Professor. etc)	

Address for correspondence

Tel No:	
Email: .	

Male

Female

Present appointment

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Brief summary of career (no more than 3 lines)

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2. Title and lay Summary of project (Not to exceed space in this box) Please discuss originality of this proposal and its relevance to medical fitness to drive.

Title:

Summary:

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3. Grant requested (to the nearest euro, to a maximum €40,000)

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4. Please state briefly why this proposal is considered to be particularly suitable for funding by Road Safety Authority in the area of medical fitness to drive.

[Empty box for response to question 4]

5. This research bursary is for 12 month period, considering this, gives details of the duration of your research project

(a) Duration of this proposal (maximum months) start [] end []
(b) Duration of entire research project (if different) start [] end []

Is this project a continuation of an existing project previously funded by the RSA or another source? Yes [] No []

If you answered yes to the above and this project has received previous funding from the RSA or another source(s) please give details.

Table with 4 columns: Date of application (month/year), Title of project, Amount awarded (list €0 if unsuccessful), Date Progress / Final Report to funder. Rows 1-5.

* The RSA reserves the right to request reports on previous grants.



7. Ethics

Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice?

Yes No

Have you obtained ethical approval from the relevant authority?

Yes No

If you have answered yes to the first question and no to the second question, please describe any non-standard ethical issues arising from your research and how you will address them.

8. USE OF HUMAN SUBJECTS/HUMAN TISSUE

Please indicate which of the following will be used in the research project:

- (i) Population surveys/patient or family case history: **YES or NO:** _____
- (ii) Blood Samples **YES or NO:** _____
- (iii) Tissue samples/surgery or biopsy samples **YES or NO:** _____
- (iv) Post mortem tissue/organs **YES or NO:** _____
- (v) Cell lines derived from human tissue **YES or NO:** _____
- (vi) Other (please specify) **YES or NO:** _____



9 USE OF ANIMALS

Does your project include the use of animals?

YES or NO: _____

If YES

Do you have a valid licence from the Department of Health to carry out work on animals?

YES or NO: _____

Please give licence number:

Please give expiry date

Please explain:

- (i) Why animal use is necessary,
- (ii) What species will be used, how many animals you intend to use and how this figure was determined,
- (iii) Whether there are any other possible approaches that could be taken



10. Particulars of directly incurred costs

10.1 Activity Analysis

Please complete the Activity analysis as directed

The table is divided into four sections. Please see Section 23 for the glossary of terms

Direct	Indirect	Associated	Non-productive work
E.G Interviewing	Transcription of interview	Meetings with Ethics Committees	Travel time - depending on number of sites
	Data analysis	Meetings with research team	Leave - annual leave As per organisational policy Any absence
	Report writing	Supervision	
	Presentations		

10.2 Role Clarification Please specify any additional roles which will be undertaken e.g. clinical commitments per week or teaching commitments.

10.3 Justify why a specific health care professional grade is undertaking the research role.

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10.4 Specify what roles may be conducted by other grades. E.g. transcription of tapes Registrar, R.N /administrative



10.5 Give a breakdown of the total costs that will be directly incurred.

Salary	Applicant	Co-investigator	Other
Average number of hours per week to be charged to the grant			
Contracted working week as a % of full-time work			
Gross Salary			
Employers PRSI Costs – see below			
Employers PRSI rates			
Weekly pay band	Employer PRSI		
€8-€52	8.7%		
€52.01-€86	8.7%		
€86.01 - €124	10.95%		
€124.01 plus	10.95%		
For more information on PRSI rates check out https://www.welfare.ie/en/Pages/Advance-Notice-of-PRSI-Changes-For-Computer-Users-2019.aspx			

Stipend	Applicant	Co investigator	Other
Average number of hours per week to be charged to the grant			
Contracted working week as a % of full-time work			
Gross Pay			
Withholding tax (unless employee holds a tax clearance certificate)			



Other Costs associated with this grant

	Applicant	Co-investigator	Other
Travel costs /Accommodation			
Materials /Consumables: please state item and number (including VAT)			
Services/ Fees (including VAT)			
Use of facilities/equipment (including VAT)			
Other directly allocated costs			
Total Salary Costs (Including Employers PRSI costs			
Total Stipend Costs (Including Withholding Tax if required)			
Total non-pay costs associated with the grant application			
Grand Total			



11. Particulars of other support

Please tick the appropriate box

Have you/any co-applicants made any other applications in connection with this project?

Yes No

If so, what was the result? Please keep The RSA informed of results of any other applications relating to this project.

Fund/organisation	Amount requested	Result (or date expected)

12. Outline the infrastructure that will be utilised in this application

13. List collaborators

Please complete Section 19 onwards if the research involves a co-applicant(s) or other participants.



14. Scheme of research (1) Five A4 pages are available to be completed and will be scored using the criteria for assessment (Section 24).

To what extent will the project have relevant findings that will ultimately have a substantive and sustainable impact on relevant national road safety in relation to medical fitness to drive, practice, programmes and/or policies? • To what extent will the project's findings be transferable to other practice, programmes and / or other policy contexts?

To what extent will knowledge users be involved in interpreting the results and informing knowledge translation plans/activities?

Are end of grant knowledge exchange and dissemination activities suitable for its goals and target audiences? • To what extent does the evaluation plan demonstrate how the research team will assess the projects impact?



Scheme of research continued (2)



Scheme of research continued (3)



Scheme of research continued (4)



Scheme of research continued (5)



15. Plans for publication/dissemination

Please describe the proposed output from the research, and outline your plans for publication or other dissemination of the research for which you are seeking an award.

16. Reports

Please list any of your editorials / publications / awards of research relevant to this project or in past 3 years

17. Personal statement of the Principal Investigator/Responsible - CV is also required with this application

Applicants must include information relating to their professional career



18. Signature and date

I have read the Road Safety Authority Grant Regulations as relating to this grant and agree to abide by them

If a grant is made, I

- will ensure that the Road Safety Authority contribution to funding the research is suitably acknowledged in all publications arising from it and ensure that signed copies of any such publications are forwarded to Road Safety Authority.
- will comply with policies on intellectual property rights as set out in the Grant Regulations noting that 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
- will inform the RSA of any changes to details set out in the application

Applicant's signature

Date

Institutional authorisation

Signature
Name (please print)
Position (please print)
Date

Please e-mail the completed application to directortrafficmedicine@rsa.ie



19. Details of collaborators Inclusion of CVs required with application

Please complete this Section if the research involves a co-applicant(s) or other participants.

Co-investigator (1)

Surname	Forename	Title (Dr, Professor etc)

Present appointment and employing institution

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Brief summary of qualifications and career (no more than 3 lines, including principal appointments)

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List of principal and/or relevant publications (up to a maximum of six)

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If co-investigator has applied to the RSA for a research grant within the last five years, please give details of the most recent application

Date of application (month/year)	Title of project	Amount awarded (list €0 if unsuccessful)

Co-investigator (2)

Surname	Forename	Title (Dr, Professor etc)

Present appointment and employing institution

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Brief summary of qualifications and career (no more than 3 lines, including principal appointments)

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List of principal and/or relevant publications (up to a maximum of six)

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If co-investigator has applied to the RSA for a research grant within the last five years, please give details of the most recent application.

Date of application (month/year)	Title of project	Amount awarded (list £0 if unsuccessful)



20. Other participants –

Please list interdisciplinary team if appropriate

21. Role of other participants

Please describe the contribution to the project to be made by other participants, citing any particular specialists and expertise.



22. Added value of collaboration

Please provide any comments you wish on the particular relevance, timeliness, or other aspects of the collaboration, and the benefits envisaged.



23. Glossary of terms

<i>Business continuity</i>	Business Continuity is a holistic process that identifies potential impacts that threaten an organization and provides a framework for building resilience and the capability for an effective response that safeguards the interests of its key stakeholders, reputation, brand and value creating activities.
<i>Contingency</i>	Refers to something dependent on a possible future event
<i>Direct work</i>	This refers to core responsibilities for example: <ul style="list-style-type: none"> • Academic Class room lecturing • Research Grant writing • Clinical – e.g. ward rounds, OPD • Administration Processing applications
<i>Indirect work</i>	Individual but remote management that is one step removed from direct work /core responsibility; for example, completing a form for ethics approval
<i>Associated work</i>	Meetings Work /duties which are not included in direct roles or indirect roles such as meetings
<i>Non-Productive work</i>	Travel , leave – eg Annual leave, sick leave, study leave
<i>Skill mix</i>	<p>The mix of different types of staff making up a department's establishment. The ideal mix; one that maintains or improves the quality of service at the least cost. Grade mix is sometimes used as a synonym for skill mix, but the former includes only one profession. The latter, on the other hand, may include various professions.</p> <p>Skill-mix is the method of achieving the “best” mix of staff and skills, required to deliver a defined level of care in a defined area of “organisational activity”.</p>
<i>Time-out</i>	Leave away from the college or unit of all kinds including: sickness, annual leave, compassionate, uncertified, certified, maternity, study, etc.
<i>WTE (Whole Time Equivalent)</i>	One way of expressing the actual numbers of staff in an establishment



24 Criteria for Assessment **Note the Decision of the Road Safety Authority is final**

If you identify a conflict of interest, please contact the Chair of the Panel awarding the Research bursary.	
Rate the proposal	Ratings: 1. Incomplete 2. Poor 3. Good 4. Very Good 5. Excellent
Please rate your suitability to assess this project: Rate 1. Totally outside my field of competence 2. Working knowledge of the field 3. Well within my field of expertise	
Assessment of Project	
Is this Research in a topic related to medical fitness to drive	
Theme under which this project meets the topic requirements	
Majority of funding is required for?	
Does the costing of this project reflect true costs?	
Can this project be completed in the time specified	
Rate the proposal	Ratings: 6. Incomplete 7. Poor 8. Good 9. Very Good 10. Excellent
Originality of the proposal	
Background Literature review and rationale for study	
Methodology including design, method and sample selection	
Ethical issues, validity, reliability and rigour of study	
Is this important research in the context of the discipline	
Relevance to medical fitness to drive	
Quality of the proposal	
Is the infrastructure available to support this project?	
Quality of the proposer Note; No points will be awarded if section 17 is not completed	
Publications	
Total Score	
Assessors Please rate your opinion of this project over the other proposals that you have reviewed Rate 1st 2nd 3rd etc.	