****

**COVID-19**

**Application Form**

**2020**

**Key Dates**

|  |  |
| --- | --- |
| **Closing date for application** | **17 July 2020 at 1 pm** |

**Full applications should be sent electronically to RCQPS at** [**rcqps@rcpi.ie**](mailto:rcqps@rcpi.ie) **no later than 1 pm on 17 July 2020**

**Table of Contents**

[Points to Note 4](#_Toc43126555)

[Lead Applicant Declaration 4](#_Toc43126556)

[1. Host Institution and Signatory Notification 4](#_Toc43126557)

[2. Applicant Details 5](#_Toc43126558)

[2.1 Lead Applicant - Researcher Details 5](#_Toc43126559)

[2.2 Lead Applicant - Knowledge User Details 6](#_Toc43126560)

[2.3 Co-Applicants Details 7](#_Toc43126561)

[2.4 Collaborators Details 9](#_Toc43126562)

[3. Project Details 10](#_Toc43126563)

[3.1 Project Title 10](#_Toc43126564)

[3.2 Project Lay Summary 10](#_Toc43126565)

[3.3 Project Abstract 10](#_Toc43126566)

[3.5 Keywords 10](#_Toc43126567)

[3.6 Project Duration and Start Date 10](#_Toc43126568)

[4. Project Description 11](#_Toc43126569)

[4.1 Current Knowledge, Background, Relevance and Knowledge Gap 11](#_Toc43126570)

[4.2 Overall Aim 11](#_Toc43126571)

[4.3 Objectives and Deliverables 11](#_Toc43126572)

[4.4 Research Design and Methodological Approach 11](#_Toc43126573)

[4.5 Public and Patient Involvement 11](#_Toc43126574)

[4.6 Gender Issues 12](#_Toc43126575)

[4.7 Potential Risks and Ethical Concerns 12](#_Toc43126576)

[4.8 Impact Statement 12](#_Toc43126577)

[4.9 Knowledge Translation and Dissemination Plan 12](#_Toc43126578)

[4.10 Project Management 12](#_Toc43126579)

[4.11 FAIR Data Management 12](#_Toc43126580)

[4.12 References 13](#_Toc43126581)

[5. Details of Research Team 13](#_Toc43126582)

[5.1 Lead Applicant – Researcher 13](#_Toc43126583)

[5.2 Lead Applicant – Knowledge User 13](#_Toc43126584)

[5.3 Co-Applicant’s Role 13](#_Toc43126585)

[5.4 Collaborator’s Role 13](#_Toc43126586)

[5.5 Personnel 13](#_Toc43126587)

[6. Infrastructure and Support 14](#_Toc43126588)

[7. Project Budget 15](#_Toc43126589)

[7.1 Budget Summary 15](#_Toc43126590)

[7.2 Detailed Breakdown of Costings and Justification 15](#_Toc43126591)

[7.3 Other Funding 16](#_Toc43126592)

[8. Ethical Approval 17](#_Toc43126593)

[9. Appendices 18](#_Toc43126594)

# Points to Note

1. Detailed guidance for the RCQPS Application Form can be found in **Appendix 1** of the **RCQPS COVID-19 Application Guidance Notes.**
2. Submission **deadline** for 2020 applications is **17 July 2020 at 1 pm.**
3. RCQPS will not follow up any supporting documentation related to the application, such as Host Institution’s Signature Page, Gantt charts etc. It is the responsibility of the Lead Applicant Researcher to provide all supporting documentation prior to submission. 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 and panel 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** |
| **If in contract position, has a letter of support from the Host Institution been attached in appendices?** |
| **Yes/No or Not applicable** |
| **If in contract position, has a letter of support from the Head of School/Research Centre been attached in appendices?** |
| **Yes/No or Not applicable** |
| **Meets Lead Applicant Researcher Requirements? (As outlined in section 5.1 of Full Application Guidance Notes)** |
| **Yes/No** |
| **Seeking salary-related costs?** |
| **Yes/No** |
| **Supervisory Experience** |
|  |
| **Contact and CV details included in appendices? (Max. 2-pages)** |
| **Yes/No** |
| **3 most relevant publications (as senior author)** |
|  |
| **3 most recent funding awards (as PI or co-applicant)** |
|  |
| **Additional evidence of experience and expertise relevant to this application. Max 300 words.** |
|  |

## 2.2 Lead Applicant - Knowledge User Details

|  |
| --- |
| **Lead Applicant – Knowledge User Name** |
|  |
| **Position** |
|  |
| **Status** |
| **Contract/Permanent** |
| **Contact and CV details included in appendices? (Max. 2-pages)** |
| **Yes/No** |
| **Evidence of expertise and experience in influencing decision making. Max. 300 words.** |
|  |

## 2.3 Co-Applicants Details

|  |
| --- |
| **Have all co-applicants contact and CV details (max. 2-pages) been attached in the appendices? Max. 10 co-applicants per application.** |
| **Yes/No or Not applicable** |

**Additional Information Required:**

***Note: Please complete separately for each co-applicant.***

* **Researcher Co-Applicant**

|  |
| --- |
| **Co-applicant – Researcher Name** |
|  |
| **Position** |
|  |
| **Status** |
| Contract/Permanent |
| **Seeking salary-related costs?** |
| **Yes/No** |
| **If seeking salary-related costs, has a letter of support from the Host Institution been attached in appendices?** |
| **Yes/No or Not applicable** |
| **3 most relevant publications** |
|  |
| **3 most relevant funding records** |
|  |

* **Knowledge User Co-Applicant**

|  |
| --- |
| **Co-applicant – Knowledge User Name** |
|  |
| **Evidence of expertise and experience in influencing decision making within knowledge user organisation(s).Max. 300 words.** |
|  |

* **PPI Contributor Co-Applicant**

|  |
| --- |
| **Co-applicant – PPI Name** |
|  |
| **Relevant experience and expertise to this application. Max. 300 words.** |
|  |

## 2.4 Collaborators Details

|  |
| --- |
| **Have all collaborators contact and CV details (max 1-page) been attached in the appendices? Max. 10 collaborators per application.** |
| **Yes/No or Not applicable** |
| **For each collaborator, has a signed Collaboration Agreement Form been attached in the appendices? *To expedite the process, Collaboration Agreement Forms from each official collaborator will be requested during contracting and not as part of the application. Forms are attached in Appendix II of Application Guidance Notes and given a very tight timeline for contact negotiation it is recommended that Lead Applicants collate these documents as soon as possible.*** |
| **Yes/No or Not applicable** |

# Project Details

## 3.1 Project Title

|  |
| --- |
|  |

## 3.2 Project Lay Summary

|  |
| --- |
|  |

**Max. 300 words**

## 3.3 Project Abstract

|  |
| --- |
|  |

**Max. 300 words**

**3.4 Relevance to RCQPS COVID-19 Theme**

|  |
| --- |
|  |

**Max. 300 words**

## 3.5 Keywords

|  |
| --- |
|  |

**Max. 5 Keywords**

## 3.6 Project Duration and Start Date

|  |
| --- |
| **Expected Project Duration (min. 3 months, max. 12 months)** |
|  |
| **Proposed Project Start Date (1 October 2020 or as close as possible)** |
|  |

# Project Description

## 4.1 Current Knowledge, Background, Relevance and Knowledge Gap

|  |
| --- |
|  |

**Max. 800 words**

## 4.2 Overall Aim

|  |
| --- |
|  |

**Max. 50 words**

## 4.3 Objectives and Deliverables

|  |
| --- |
| **Objectives (min. 2)** |
|  |
| **Deliverables** |
|  |
| **Has a Gantt chart (or alternative) which lists the above objectives and deliverables against the estimated timeline for completion been attached in the appendices?** |
| **Yes/No** |

**Max. 20 words for each objective and 50 words for the deliverables**.

## 4.4 Research Design and Methodological Approach

|  |
| --- |
|  |

**Max. 1000 words**

## 4.5 Public and Patient Involvement

|  |
| --- |
|  |

**Max. 300 words**

## 4.6 Gender Issues

|  |
| --- |
| **Is there a potential for sex and/or gender issues to arise within your research?** |
| **Yes/No** |

* 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.
* If not, outline why it is not relevant to the research proposal.

|  |
| --- |
|  |

**Max. 300 words**

## 4.7 Potential Risks and Ethical Concerns

|  |
| --- |
|  |

**Max. 200 words**

## 4.8 Impact Statement

|  |
| --- |
|  |

**Max. 200 words**

## 4.9 Knowledge Translation and Dissemination Plan

|  |
| --- |
|  |

**Max. 300 words**

## 4.10 Project Management

|  |
| --- |
|  |

**Max. 300 words**

## 4.11 FAIR Data Management

|  |
| --- |
|  |

**Max. 300 words**

## 4.12 References

|  |
| --- |
|  |

**Max. 15 publications**

# Details of Research Team

## 5.1 Lead Applicant – Researcher

|  |
| --- |
|  |

**Max. 150 words**

## 5.2 Lead Applicant – Knowledge User

|  |
| --- |
|  |

**Max. 150 words**

## 5.3 Co-Applicant’s Role

Please complete for each co-applicant listed.

|  |
| --- |
|  |

**Max. 100 words**

## 5.4 Collaborator’s Role

Please complete for each collaborator listed.

|  |
| --- |
|  |

**Max. 100 words**

## 5.5 Personnel

|  |
| --- |
|  |

**Max. 300 words**

# Infrastructure and Support

|  |
| --- |
|  |

**Max. 300 words**

# Project Budget

## 7.1 Budget Summary

|  |
| --- |
| **Award Duration:** |
| **Budget Summary:** |

## 7.2 Detailed Breakdown of Costings and Justification

|  |  |  |
| --- | --- | --- |
| **Costs** | **Budget Breakdown** | **Budget Justification** |
| 1. **Personnel costs** |  |  |
| a) Salary |  |  |
| b) Employer’s PRSI |  |  |
| c) Employer Pension Contribution | . |  |
| 2. **Running Costs** |  |  |
| 1. **FAIR data management costs** |  |  |
| 4. **Equipment** |  |  |
| 5. **Dissemination Costs** |  |  |
| 6. **Overhead Contribution** |  |  |
| 7**. Co-Funding Contribution (if relevant)** |  |  |

## 7.3 Other Funding

|  |
| --- |
| **Have you submitted this, or a similar application, elsewhere?** |
| **Yes/No** |
| **If yes, please indicate details of application** |
|  |

**Max. 200 words**

|  |
| --- |
| **Is there any other financial support or In-Kind support for this project?** |
| **Yes/No** |
| **If yes, please indicate details of support** |
|  |

**Max. 300 words**

# Ethical Approval

|  |
| --- |
| **Does this project require ethical approval?** |
| **Yes/No** |
| **If yes, has ethical approval already been secured?** |
| **Yes/No or Not applicable** |

**Note:**

* If ethical approval has already been secured for this grant you will be requested to provide a copy of the relevant approval letter with this application.
* If documents are not currently available, they must be sent to the HRB prior to any work commencing where the ethical approval is required.

# Appendices

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

|  |  |  |
| --- | --- | --- |
| **Checklist of required documentation for successful full application submission:** | | |
| **Documentation** | **Attached: Yes/No** | **Comment (optional)** |
| Host Institute Signature Page  (template in Appendix IV of Application Guidance Notes) |  |  |
| Lead Applicants Signature Page  (template in Appendix V of Application Guidance Notes) |  |  |
| ***Lead Applicant - Researcher*** | | |
| 1. Letter of support from host institution (only applicable if in contract position) |  |  |
| 1. Letter of support from head of school/research centre (if in contract position) |  |  |
| 1. Contact and CV details (Max. 2-pages) |  |  |
| ***Lead Applicant – Knowledge User*** | | |
| 1. Contact and CV details (Max. 2-pages) |  |  |
| ***Co-applicants (Max. 10)*** | | |
| 1. Contact and CV details for each co-applicant (Max. 2-pages) |  |  |
| 1. Letter of support from the host institution (if researcher co-applicant is in contract position and seeking salary) |  |  |
| ***Collaborators (Max. 10)*** | | |
| 1. Contact and CV details for each collaborator (Max. 1-page) |  |  |
| 1. Collaboration agreement form for each collaborator (template in Appendix II of Application Guidance Notes) |  |  |
| ***Project and Description*** | | |
| 1. Gantt chart (or alternative) of objectives/deliverables and estimated timeline |  |  |
| ***Ethical Approval*** | | |
| 1. Copy of relevant ethical approval if approval has already been secured |  |  |