COVID-19

Application Guidance Notes 2020

Version 2 Updated 30 June 2020

Key Dates

Call Opens	**29 June 2020**
Application Closing Date	**17 July 2020 at 1pm**

Full applications should be sent electronically to RCQPS at rcqps@rcpi.ie no later than 1 pm on 17 July 2020.

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1. Background

RCQPS

The Research Collaborative in Quality and Patient Safety (RCQPS) is a collaborative initiative between the Health Research Board (HRB), the Health Service Executive, National Quality Improvement Team (HSE NQI Team) and the Royal College of Physicians of Ireland (RCPI) established in 2013 to advance nationally relevant research in the area of quality and patient safety (QPS). This award scheme is co-funded by the HRB and the HSE NQI Team. RCPI manage the application and peer review process and the HRB manage funded projects.

The model used for this scheme involves collaboration between knowledge users and academic 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 model has been proposed as the most likely to ensure that research findings are relevant and responsive and can influence decision making and the translation of research findings in the health and social care system[1],[2].

COVID-19

On 31 December 2019, the World Health Organization (WHO) was informed of a cluster of cases of pneumonia without known cause detected in Wuhan City, in the Hubei Province of China. On 7 January 2020, the Chinese authorities identified this to be a previously unknown type of coronavirus subsequently named SARS-CoV-2, and the linked illness named COVID-19. On 11 March 2020, the WHO Director-General declared the outbreak a pandemic, with new cases identified daily. Consult the WHO operations dashboard[3] for the most up-to-date information. The Irish Government has published an Action plan on 16 March 2020[4] and has issued a Roadmap on easing restrictions[5] on 1 May 2020.

RCQPS Funding Response to COVID-19 Pandemic

RCQPS is launching a funding opportunity supporting the National research response to COVID-19. The COVID-19 crisis has meant health and social care systems have had to rapidly adapt and put new processes and procedures in place for patients and all health care related workers. There is a unique opportunity to learn from these adaptations and to improve the quality of approaches throughout and beyond this pandemic.

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

[2] 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

[3] https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen

[4] https://www.gov.ie/en/publication/47b727-government-publishes-national-action-plan-on-covid-19/#:~:text=The%20Cabinet%20Committee%20on%20COVID,Its%20main%20aims%20are%20to%3A&text=reduce%20the%20economic%20and%20social%20disruption%20associated%20with%20the%20COVID%2D19%20outbreak

[5] https://www.gov.ie/en/press-release/e5e599-government-publishes-roadmap-to-ease-covid-19-restrictions-and-reope/

As such, research proposals are invited under the following **COVID-19 specific QPS themes**:

- Virtual learning during the COVID-19 response; how can virtual modes of delivery of training and education best serve the needs of the Healthcare Workforce in the future?
- The use of quality improvement methodologies to test or re-engineer clinical processes during the COVID-19 Pandemic response.
- Sustaining improved ways of working and methods of healthcare delivery developed during the COVID-19 Pandemic.
- Residents, families, and staff experiences in residential long-term care settings of new ways of delivering care during the COVID-19 Pandemic.

Innovative and traditional methods suited to the research question are welcomed, particularly those compatible with a **quality improvement approach**. Projects funded through this call are encouraged to build on existing networks, infrastructures, and relationships with partners in Ireland.

2. Aims and Objectives

The overarching **aim** of the RCQPS COVID-19 awards is to provide evidence for the national efforts to deal with the virus outbreak by supporting high quality research projects. To achieve this aim, knowledge users and academic researchers collaborate on QPS research questions within the defined themes and determined by the **documented needs** of the Irish health and social care system. Research findings from awards need to have a strong potential to be implemented in the Irish health and social care system during and after the end of the grant.

Note: Documented needs relate to the research priorities or needs of the knowledge user. The proposed research should be explicitly linked to the documented evidence needs of the knowledge user's organisation/s and this should be made clear in the application. It is the responsibility of the knowledge user applicant to clearly define what these are and to make the case for their importance.

The **objectives** of RCQPS Awards are to:

1. Facilitate high quality QPS research of issues of national priority with the potential to make a real difference to the Irish health service
2. Enhance collaboration between healthcare and research communities.

3. Scope

Given the pandemic situation and the possibility of future waves of COVID-19, it is particularly important that projects are timely, and outputs emerge as early as possible. Therefore, this scheme supports clearly defined research projects of between 3- and 12-month's duration where the findings from the **research will have a direct impact on the decision making of the knowledge user's organisation/s**. The research question must fit within one of the four COVID-19 specific QPS themes identified on page 4 and be relevant to national health priorities.

All deliverables must be reported in real time in open access formats and shared with the relevant stakeholders.

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 research question 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:

- Proposals that do not fall under the COVID-19 specific QPS themes identified for this call.
- Proposals that are solely literature reviews, audits, surveys, needs assessments or technology development (although these elements may be part of an integrated research study).
- Applications from individuals applying for, holding, or employed under a research grant from the tobacco industry.
- Applications which are solely **or** predominately health service developments/evaluations without inclusion of a substantive research element that aims to identify, develop or implement opportunities to improve the service/programme.
- Applications which are solely **or** predominately developing the infrastructure for biobanking, databases or patient registers.

Applicants are encouraged to check that their application falls within scope, please email rcqps@rcpi.ie for confirmation. Where an application is outside the scope of the scheme and does not fall within the COVID-19 specific themes, the application will be deemed ineligible and will not be accepted for review.

4. Funding Available, Award Duration and Start Dates

RCQPS COVID-19 awards provide funding up to a maximum award value of **€140,000** (inclusive of overheads) for projects of **3 to 12 months in duration**. Projects should be started on or as close as is possible to 1 October 2020.

The award will offer research related costs including salary-related costs, running costs (including small items of equipment), FAIR data management costs, dissemination costs and overhead contribution (based on the HRB Policy on Overhead Use). The budget requested, and award duration must reflect the scale and nature of the proposed research project and reviewers will assess the level of funds and timeframe requested when reviewing the proposal.

Expedited timelines apply throughout the process. It is expected that contracting and start-up of successful projects will be equally expedited, and that project staff will often be redeployed rather than specifically recruited. Host Institutions are required to treat awards arising from the call with utmost urgency.

Note: RCQPS Awards do not fund the salary and related costs of tenured academic staff within research institutions (including buy out from teaching time etc.).

5. Eligibility Criteria of Lead Applicants, Co-Applicants and Collaborators

Applications should be made on behalf of a team which is made up of researchers and knowledge users. This is a requirement of the scheme. The applicant team should designate a Lead Applicant from the research team and the knowledge user team. **Only one application per Lead Applicant Researcher to this scheme will be considered.** A Lead Applicants Signature Page should be included in the appendices of the application. A template can be found in Appendices V of the guidance notes.

The applicant team must demonstrate clearly that the appropriate and relevant partners are involved in order to achieve the objectives set out in these Guidance Notes and the objectives of the research proposal.

Appropriate multi-disciplinary involvement in the research team is essential and where relevant, experts in statistics, health economics, behavioural science, qualitative research, ICT, health informatics, etc. should be included as either Co-Applicants or Collaborators.

5.1 Lead Applicant – Researcher

The Lead Applicant Researcher will be the primary point of contact for the RCQPS/HRB and will have 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,
  or
- Be a contract researcher recognised by the Host institution 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,

They should 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. Where appropriate, they should also provide evidence of other outputs such as published book chapters, reports to government and/or any other relevant outputs that have resulted in a significant impact in their field.
b) Demonstrating 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.

c) Show evidence that they possess the capability and authority to mentor, manage and supervise the research team.

Only one researcher can be named as Lead Applicant - Researcher.

5.2 Lead Applicant – Knowledge User

What is a Knowledge user?

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. The Knowledge user will have identified the QPS research question that needs addressing. The knowledge user may be a clinical care programme lead, a professional body lead, health-system manager, policymaker, health professional or clinician who is in a position to 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.

Lead Applicant Knowledge User

While there may be one or more knowledge user organisations involved, the Lead Applicant-Knowledge User should 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, they should describe how the 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.

5.3 Co-Applicants

A **Co-Applicant** has a well-defined, critical, and substantial role in the proposed research. Co-Applicants from outside of the Republic of Ireland are welcome where the nature of the research renders this necessary and is appropriately justified. A Co-Applicant may receive funding for items such as running costs and personnel but cannot receive support towards his/her own salary if they are in salaried positions. Co-Applicants can however request their own salary if they are contract independent investigators and depending on their role and percentage time dedicated to the research project.

Co-Applicants will be asked to select whether they are a **Researcher Co-Applicant, Knowledge User Co-Applicant** or a **PPI contributor Co-Applicant** for the purpose of the proposed research **(up to a maximum of 10 Co-Applicants can be included).**

We recommend that where possible, the terms of any co-proposal should be determined early, and relevant written agreements should be in place prior to the onset of the project. Consideration should be given to issues such as relative responsibilities, governance arrangements, intellectual property rights, reporting and access to data and samples when establishing co-proposal agreements.

5.3.1 Public and Patient Involvement (PPI)

What is a PPI contributor?

The RCQPS promotes the active involvement of members of the public in the research that we fund. We use the INVOLVE UK (www.invo.org.uk) definition of the term 'public' which includes patients, potential patients, carers and people who use health and social care services as well as people from organisations that represent people who use services. Public involvement, as defined here, is distinct from and additional to activities which raise awareness, share knowledge and create a dialogue with the public and it is also distinct from recruitment of patients/members of the public as participants in research.

'Public involvement' represents an active partnership between members of the public and researchers in the research process. This can include, for example, involvement in the choice of research topics, assisting in the design, advising on the research project or in carrying out the research.

Involving members of the public in research can improve quality and relevance. 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 you increase participation in your research by making it more acceptable to potential participants.

In addition to improving relevance and quality of research, it ensures that research is influenced by broader principles of citizenship, accountability, and transparency.

In the application, you are asked to describe any public involvement in your research throughout the various stages of research design, conduct, analysis, and dissemination. We recognise that the nature and extent of active public involvement is likely to vary depending on the context of each study or award. PPI participants should be named as Co-Applicants where justified by their level of involvement.

8.4 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 project. A collaborator may supply samples or kits, may provide training in a technique, access to specific equipment, staff time, staff placements, access to data and/or patients, instruments or protocols, industry know-how, or may act in an advisory capacity. They can come from a range of backgrounds such as academia, the private sector, a healthcare organisation, from the charity sector or a patient group to give some examples **(up to a maximum of 10 Collaborators can be listed).** Profile details must be provided for ALL official collaborators.

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 key Gatekeeper of this data or study included as a Collaborator.

To expedite the process, *Collaboration Agreement Forms from each official collaborator will be requested during contracting and not as part of the application. Forms will be made available during the process and given a very tight timeline for contact negotiation it is recommended that Lead Applicants collate these documents as soon as possible.*

5.4 Funded Personnel

Given the very tight timeframe for this funding call, it is expected that most funded personnel will be redeployed from other research projects. It is recommended that staff are identified prior to submission.

6. FAIR Data Management and Stewardship

Data management/stewardship plans are nowadays widely accepted as part of good research practice. The HRB support open research[6] and open publishing directly through t**he HRB open research platform**[7] . The HRB is now driving the making of research data **FAIR** (**F**indable, **A**ccessible, **I**nteroperable and **R**e-usable) in order to benefit science by increasing the re-use of data and by promoting transparency and accountability. The **FAIR data principles**[8] provide a guideline for those wishing to enhance the re-usability of their data holdings: these principles put specific emphasis on enhancing the ability of machines to automatically find and use the data, in addition to supporting its re-use by individuals.

[6] http://www.hrb.ie/funding/policies-and-principles/open-research/
[7] https://hrbopenresearch.org/
[8] https://www.force11.org/group/fairgroup/fairprinciples

The HRB's policy on management and sharing of research data[9] came into effect on the 1st of January 2020. In line with this policy, all successful applicants are required to submit a completed data management plan (DMP) to the HRB **3 months after the confirmed start date of the project** and a final updated version of the DMP with the final report at the end of the project. The DMP will need to be submitted alongside certification of approval from the designated representative(s) within the Host Institution.

7. General Data Protection Regulation

The **General Data Protection Regulation** (GDPR) came into force on 25 May 2018. As a result, the applicant team will be asked to **confirm you 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 reviews of this application. International reviewers play a vital role in setting standards and in benchmarking our scientific community to enable them to operate in a global context. Individual peer reviewers are selected for their specific expertise in relation to submitted applications and can be based anywhere in the world.

Furthermore, by confirming participation, you will be asked to **confirm you understand** that the RCQPS uses the information you provide (regarding all applicant team members) to consider your application, contact you about your application, and if you are successful, to manage your grant throughout its lifetime in accordance with HRB general T&C for research awards. This will include contacting you with regards to monitoring of progress through written reporting and other means e.g. interim review. We will publish some basic information on successful awards including Lead Applicants (researcher and knowledge user), Host Institution, amount awarded and lay summary on our website and may highlight individual awards or researchers in more detail (with specific consent). We will also use the information you have provided to generate general statistics around our current funding portfolio, and to evaluate our funding mechanisms and investment. After your grant has ended, we will continue to keep your information on file to allow us to evaluate the outcomes, outputs and impacts of the RCQPS investment in your research.

Please note that the HRB will also use information associated with unsuccessful applications for a number of the purposes outlined above such as generating general statistics around our current funding portfolio, and to evaluate our funding mechanisms and investment e.g. demographics of applicants, research areas of applicants. Similarly, we will use the information provided about people employed on awards to help evaluate our career support and capacity building initiatives.

8. The Health Research Regulations

Following the implementation of GDPR a regulation for health research known as the Health Research Regulations 2018[10] has been implemented. These regulations outline the mandatory suitable and specific measures for the processing of personal data for the purposes of health research and reinforce the fact that explicit consent should always be the legal basis for health research when using

[9] https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-management-and-sharing-of-research-data/

identifiable, sensitive data unless a consent declaration is obtained from the newly appointed Consent Declaration Committee[11].

9. Host Institution

For the purposes of contracting, payment and management of the award, and because HRB-administered RCQPS funding can only be awarded to HRB approved Host Institution in the Republic of Ireland (listed on the HRB website[12]), the award will be managed by the Host Institution of the Lead Applicant Researcher. A Host Institute Letter of Support

Host Institution Letters of Support must be provided for
(**1) All Lead Applicants 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 an approved person acting on behalf of the Host Institution 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 recognized by the host institution upon receipt of the RCQPS 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 post-graduate students and post-doctorate researchers.

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 RCQPS on, or before, the closing dates indicated.

10. Application, Review Process, and Review Criteria

10.1 Application

Applications must be completed and sent electronically to RCQPS at **rcqps@rcpi.ie** no later than 1pm, on the 17th of July 2020.

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. Therefore, applicants should ensure that they give the signatory approver sufficient time before the scheme closing date to review the application and approve it. Please note that many host institutions specify internal deadlines for this procedure. Electronic or typed signatures are acceptable in this instance. Host Institute Signature Page Template can be found in the appendices.

10.2 HRB Gender Policy

[10] http://www.irishstatutebook.ie/eli/2018/si/314/made/en/pdf
[11] https://hrcdc.ie/
[12] See here for list of approved Host Institutions https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/

The **HRB Gender Policy**[13] came into effect on 1 June 2016. In line with international best practice the HRB has a responsibility to support both women and men to realise their full potential in order to ensure equality of opportunity and to maximise the quantity and the quality of research. To ensure fairness and equality to all applicants, each funding application received will be assessed as outlined in the call guidance documentation for that particular funding round. To ensure gender balance in decision-making, the HRB aims to reach the international best practice target of 40% of the under-represented gender in all HRB panels where possible. Gender will also be considered when appointing the position of Panel Chair.

10.3 Eligibility and Panel Review

The RCQPS are committed to an open and competitive process underpinned by stringent review. To expedite the process the review will be completed in a **four-step process**.

1. Applications will be initially checked for eligibility by the RCQPS co-ordinator. Each application will then be reviewed by the RCQPS Joint Executive Committee[14] to determine whether the proposed project meets the scope of the call and falls within the specific COVID-19 related QPS themes identified. The chair of the COVID-19 RCQPS panel will be consulted to confirm the recommendations of the RCQPS Joint Executive Committee.

2. An expert panel with national and international members will be convened covering knowledge of the Irish health and social care systems, QPS expertise, and knowledge translation and PPI representatives. This panel will then review each eligible application taking into consideration the strengths and weaknesses of the application relating to the review criteria detailed below. Following this, applicants will be given the opportunity to respond to queries or issues identified (4 working days).

3. The panel convene virtually to discuss the applications in light of the applicant's response to the initial review. The reviewers will assess all applications based on the review criteria detailed below and will make a recommendation to the RCQPS at the end of the meeting. Successful applications will be expected to rate highly on both assessment criteria before being recommended for funding.

4. Finally, the Board of the HRB will approve the funding recommendation.

10.4 Review Criteria

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

[13] http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-gender-in-research-funding/

[14] The RCQPS Joint Executive Committee consists of a member from each member of the collaborative.

The following assessment criteria carry **equal weight**:

1. **Scientific criteria (50% weighting)**
   - Does the project address a Quality and Patient Safety priority in Ireland relevant to the identified themes for this call?
   - Will the research design and methodology answer the research question?
   - Is there evidence that the Collaborators (knowledge users, researchers and PPI contributors) have developed a genuine partnership to deliver on the proposed project?
   - Is there an appropriate project plan and risk mitigation?
2. **Knowledge translation criterion (50% weighting)**
   - Is there real potential for translation of the findings into policy and/or practice?

An assessment of your PPI approach may influence the assessment of any or all criteria depending on the nature of the proposed research. In this round the application will be reviewed and graded separately according to the **Quality of the PPI approach**. PPI reviewers will form part of the Panel to review each application and will assign a grade according to the appropriate level of public and patient involvement for the proposed research. **Their grading will inform the consensus Panel score, and therefore the final ranking and recommendation for funding.**

PPI reviewers will focus in particular on how the research is described in the lay summary, the proposed impact of the work and dissemination channels, the specifics on public and patient involvement set out in section 4.5, and will advise on whether the proposed budget is appropriately supporting PPI activities during the project (if appropriate).

RCQPS recognises that the nature and extent of active public involvement will vary depending on the proposed study and may be curtailed by the rapid nature of this funding call. The Lead Applicant Researcher must clearly articulate how the level of public and patient involvement is appropriate to the specific research proposed. We strongly advise that you consult with your Host Institution who may be able to provide guidance and support on PPI in research.

11. Conflict of Interest

Conflict of interest rules *are applied rigorously.* Where a conflict of interest exists, the reviewer is requested to inform the RCQPS immediately so that an alternative reviewer may be appointed.

Reviewers must adhere to high standards of integrity during the peer review process. They must respect the intellectual property of applicants and may not appropriate and use as their own, or disclose to any third party, ideas, concepts, or data contained in the applications they review.

12. Timeframe for RCQPS Award Process

Call open	29 June 2020
Deadline for submission of Application	17 July 2020 at 1 pm
Applicant's right to respond	14 – 20 August 2020

Virtual Panel meeting	25 August 2020
HRB Board approval	28 August 2020
Announcement of Successful Applications	31 August 2020
Budget negotiation	31 August – 7 September 2020
Expected start dates of Projects	1 October 2020

Proposals should be sent electronically to RCQPS at rcqps@rcpi.ie no later than 1pm, on the closing date (17 July 2020) and should include; Full Application Form, Gantt Chart, Supporting Documents (figures, tables etc.) 1 page max., Budget Breakdown, Signature Page (electronic or typed signatures are acceptable in this instance), Collaboration Details & Agreement form(s) (electronic or typed signatures are acceptable in this instance) and Host Institution Signature page (electronic or typed signatures are acceptable in this instance) and Letters of Support (if necessary).

13. Contact

For further information on the RCQPS Awards contact:
RCQPS Research Coordinator at **rcqps@rcpi.ie**

Appendix I: Detailed Guidance on the RCQPS COVID-19 Application Form

Lead Applicant Declaration

You are asked to sign a declaration stating your agreement to share personal data in application.

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 reviews of this application. Y/N

1. Host Institution and Signatory Notification

1.1 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 of the HRB's award 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. In order 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. Approved HRB Host Institutions are listed on the HRB website[15]. Information is available on the same webpage on the application process for research performing organisations to be approved as HRB Host Institutions.

It is important that the HI name is recorded accurately and in full as an incorrect entry may result in delays in attaining HI approvals. A Host Institute Signature Page must be included with your application (template of which can be found in the appendices).

2. Lead Applicant-Researcher, Lead Applicant-Knowledge User, Co-Applicants and Collaborators details

A Lead Applicants Signature Page must be included with your application (template of which can be found in the appendices).

2.1 Lead Applicant-Researcher's Details

Only one application per Lead Applicant to this scheme will be considered. Details are requested about the Lead Applicant-Researcher including their position and status (contract or permanent) and whether they are seeking salary-related costs and their supervisory experience. Please note that a

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

Letter of Support from the Host Institution must be provided if the Lead Applicant-Researcher is on a contract position.

For Lead Applicant-Researcher holding contract positions, a **Letter of Support** from the Head of School/Research Centre must also be included.

Host Institution Letters of Support must be provided for (1) all Lead Applicant-Researcher in a contract position and (2) Co-Applicants Researchers 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 recognized by the host institution upon receipt of the RCQPS 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 post-graduate students and post-doctorate researchers.

The Lead Applicant-Researcher's **contact and CV details (Maximum of 2-pages)** and including name, contact information, institution, present position, employment history, profession and membership of professional bodies) should be included as appendices.

Publications and Funding Record

Please provide the total number of peer reviewed publications which you have authored and/or co-authored and the **3 most relevant publications** to this application on which you have acted as senior author.

You should also include your **3 most relevant funding** awards as Principal Investigator or Co-Applicant.

For the purpose of this application form Funding Record details should be added directly on to the application form.

Additional evidence of experience and expertise relevant to this application

Lead Applicant-Researchers may also wish to include any additional experience or expertise that will support their application. For example, previous experience of working in collaboration with knowledge users to produce research or evidence for health, relevant QPS experience, evidence of how their research outcomes have been translated into areas of policy and/or practice or of links with other researchers (including those from other research disciplines), evidence of Patient Public Involvement in research that they have undertaken, recognised contributions to research for national need (if not apparent from other sections), and roles/responsibilities as a constructive and effective change agent. The word limit is **300 words**.

2.2 Lead Applicant-Knowledge User Details

Only one application per Lead Applicant to this scheme will be considered. Details are requested about the Lead Applicant-Knowledge User including their position and status (contract or permanent).

The Lead Applicant-Knowledge User's **contact and CV details (Maximum of 2-pages)** and including name, contact information, organisation or institution, present position, employment history, profession, and membership of professional bodies) should be included as appendices.

Evidence of expertise and experience in influencing decision making

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 that 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**.

2.3 Co-Applicants

The Lead Applicant Researcher can add up to 10 Co-Applicants to an application, lead applicants should seek Co-Applicants consent to the application being submitted jointly in their name prior to submission.

Co-Applicants Contact and CV Details

Each Co-Applicant should provide their **contact and CV details** (**Maximum of 2-pages** including name, contact information, institution, present position, employment history, profession and membership details of professional bodies) for inclusion in the appendices.

Co-Applicants should outline whether they are a **Researcher or a Knowledge User or a PPI contributor Co-Applicant** for the purpose of the proposed research.

2.3.1 Researcher Co-Applicants

Researcher Co-Applicants will be asked to provide additional information including their 3 most **relevant publications,** their **3 most relevant funding record** and their current position and status (contract or permanent) in the application form.

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 in the appendices.

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 recognized by the host institution upon receipt of the RCQPS 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 post-graduate students and post-doctorate researchers. Electronic signatures are acceptable for letters that are included in the application.

2.3.2 Knowledge User Co-Applicants

Knowledge user Co-Applicants will be asked to provide additional information regarding **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 that can act to ensure that the findings of the research will be translated to influence decision making and change within their (or other) organisations.

They will be asked to highlight their previous and current roles in influencing decision-making processes within their organisation 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**.

2.3.3 PPI Contributor Co-Applicants

PPI contributor 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 **300 words**.

2.4 Collaborators Details

The Lead Applicant Researcher can add up to 10 Collaborators per application. The Lead Applicant Researcher must include **contact and CV details (Maximum of 1-page)** for all Collaborators including name, contact information, institution, present position, employment history, profession, and membership details of professional bodies, publications and funding record (if applicable - 3 most relevant publications in peer-reviewed journals and details of any past or current grants (maximum 3) 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 in Appendix II. ***To expedite the process,*** *Collaboration Agreement Forms from each official collaborator will be requested during contracting and not as part of the application. Forms will be made available during the process and given a very tight timeline for contact negotiation it is recommended that Lead Applicants collate these documents as soon as possible.*

3. Project Details

3.1 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.

3.2 Project Lay Summary

You are asked to provide a brief summary of the proposed research including the importance for health and social care in Ireland, the objectives, design, expected outcomes and potential of the findings to influence decision making for health policy and/or practice in Ireland.

The lay summary needs to be written as a plain English summary, such that it is clear, easy to understand, and is easily accessible to a broad lay audience. Avoid the use of highly technical terms. This summary may be used when providing information to the public concerning the variety of research funded by the HRB. The word limit is **300 words**.

3.3 Project Abstract

This should be a succinct summary of the proposed research. This structured summary should outline the background to the research, the aims of the work, including the question to be addressed by the research, the plan of investigation and a summary of the potential impact on health and social care policy and/or practice. Ideally it provides a clear synopsis of your proposal and should set the research proposal in context. The word limit is **300 words**.

Please note that this section of the application form will be used as an overall summary, and therefore, should be a stand-alone section. Any abbreviations used elsewhere in the proposal should be defined here.

3.4 Relevance to RCQPS COVID-19 Theme

Please indicate theCOVID-19 theme that you have selected and briefly describe how the project fits under this theme. Please note that the themes are described in Section 1 (Background) of this document. The word limit is **300 words**.

3.5 Keywords

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

3.6 Project Duration and Start date

Please indicate the expected length of the proposed project in months (minimum duration of 3 months and maximum duration is 12 months) and the proposed start date (1st of October 2020 or as close as possible).

4. Project Description

Please ensure that your application is focused, and that sufficient evidence is provided to enable the reviewers to reach a considered judgement as to the quality of your research proposal, its scientific merit and the potential impact of the project in an Irish context. Of particular importance is 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:

- Current knowledge, Background to the area, Relevance and Knowledge Gap
- Overall Aim
- Objectives and Deliverables (including Gantt chart or alternative)
- Research Design and Methodological approach
- Public Involvement in Research (if applicable)
- Gender Issues in the Research Project
- Potential Risks and Ethical Concerns
- Impact Statement
- Knowledge Translation and Dissemination Plan
- Project Management

4.1 Current knowledge, background to the area, relevance and knowledge gap

Describe the background to the research proposal 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, professional and consumer consensus studies already undertaken.

Summarise the need for research in this area, and the rationale for the particular lines of research you plan to pursue. Include the importance of the proposed research for Ireland at a national level and describe the anticipated outputs, outcomes and impact of the proposed research, indicating the anticipated timescale for any proposed benefits to be realised. Provide a clear description of the problem to be addressed and explain why it is important and timely, especially in an Irish context. Be aware that some reviewers reading your proposal will be based outside of Ireland, so it is important to describe the current healthcare delivery context in Ireland when discussing issues around need, relevance, timeliness and feasibility.

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

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 **800 words**.

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

4.2 Overall Aim

Please state the overall aim of the research project. The awards will provide support for applied research proposals of between 3 and 12months 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 **50 words.**

4.3 Objectives and deliverables

Please add a minimum of 2 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 **20 words for each objective and 50 words for the deliverables**.

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

4.4 Research Design and Methodological Approach

Summarise the proposed research plan, providing descriptions of any individual work packages and describe how they integrate to form a coherent research project. 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 and the intervention (where relevant), the methods of data collection, measures, instruments and techniques of analysis for quantitative and qualitative designs, outcomes measures and data analysis/management plans. The word limit is **1000 words.**

4.5 Public and Patient Involvement in the research project

The RCQPS promotes the active involvement of members of the public in the research that it funds where the term 'public' includes patients, potential patients, carers and people who use health and social care services as well as people from organisations that represent people who use services. The HRB recognises that the nature and extent of active public involvement is likely to vary depending on the context of each study. Please provide details of where there has been public involvement in the preparation and/or design of this application and/or provide details of proposed future public involvement in later stages (e.g., conduct, analysis and/or dissemination). Provide information on the individuals/groups and the ways in which they will be involved. If you feel that this is not applicable to your application, you are asked to explain why. The word limit is **300 words**.

4.6 Gender issues in the research project

Please identify and explain how you address sex and/or gender issues in your research.

Indicate whether a potential sex and/or gender dimension may be present or could arise in the course of your proposed 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.
- If not, outline why it is not relevant to the research proposal.

The word limit is **300 words.**

4.7 Potential risks and ethical concerns

Please address any potential risk and/or harm to the safety of the patients or human subjects/participants in the study, if relevant, and highlight any potential ethical concerns during this study and/or at follow-up stage, even if not part of this application, and how you propose to deal with them. The word limit is **200 words.**

4.8 Impact statement

Summarise the impact from the proposed research to the knowledge user organisation(s). Include a clear statement of the relevance of the proposed research to quality and patient safety 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.

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 they will benefit. The word limit is **200 words.**

4.9 Knowledge Translation and Dissemination Plan

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 able to be answered 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.

All outputs must be reported in real time in open access formats and shared with the relevant stakeholders in line with the **Joint statement on sharing research data and findings relevant to the novel coronavirus (COVID-19) outbreak**. The HRB expect study protocols to be published on the HRB open research before or at the start of the research project.

Please outline the knowledge translation plan including the processes or steps that will be undertaken to support the uptake of the research findings to influence health and social care policy and/or practice. The knowledge translation plan should include plans for the end of grant diffusion and dissemination. It should also detail the management process that will be used to ensure that the knowledge from the research is not just disseminated but is actively translated to influence policy and/or practice.

In addition, the research team should detail how they will assess the impact of the project on the knowledge user organisation(s).

This should include the following: how dissemination strategies will be tailored to meet the needs of stakeholders so the results are of maximum utility; and the planned timeframe and forum for implementation (should results be positive). Applicants are expected to identify and demonstrate how the research findings are likely to enable the healthcare services or policy sector to make informed decisions or valuable changes to its practice, expenditure and/or systems in the short term.

In developing the knowledge translation plan, applicants are advised to consider the following questions:

- To what extent will the project have relevant findings that will ultimately have a substantive and sustainable impact on relevant national health outcomes, 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?

Please note the HRB has a mandatory Open Access publication policy; demonstrate how you plan to make all publications open access.

Types of publication routes include [16]:

[16] Source: https://www.jisc.ac.uk/guides/an-introduction-to-open-access

- **Green Route:** publishing in a traditional subscription journal. Articles are 'self-archived' (added) to a repository (institutional or external subject-based) and usually made available after an embargo period, which is set by the publisher.
- **Gold Route:** publishing in an open access or hybrid journal. Articles processing charges (APCs) are required so that the article is openly available immediately on publication and can be added to a repository (institutional or external subject-based).
- **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)

Note: applicants are strongly advised to read the Guidance Notes and in particular the assessment criteria that will be used to assess applications. The word limit is **300 words.**

4.10 Project Management

Please describe how the research project will be managed. 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. The word limit is **300 words.**

4.11 FAIR Data Management

Outline of FAIR data management and stewardship

Describe the 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 consider the FAIR Guiding Principles for scientific data management and stewardship: Findability, Accessibility, Interoperability, and Reusability[17].

With the support of data stewards or other data-related services support in the institution (typically library and ICT and digital service, etc) all Lead Applicants should address as much as possible the following points below regarding the management of the research data to be generated and/or re-used during the research project.

1. **Data description and collection or reuse of existing data**: (a) What is the type, format and volume of data? (b) How will the data be collected, created or reused?
2. **Documentation and data quality**: (a) What metadata and documentation will accompany the data (b) Will you make sure globally resolvable unique, persistent identifiers are in use (e.g DOI)?; what data quality control measure do you use?
3. **Storage and backup**: (a) How will data be stored and backed up during the research? (b) How will you take care of data security and personal data protection?
4. **Ethical and legal compliance, codes of conduct**: (a) If personal data are involved, how will you manage compliance with legislation on personal data and security? (b) How will you manage legal issues, such as IPR, copyright, and ownership? Which legislations are applicable? (c) Which ethical issues and codes of conduct are there and how are they taken into account?

[17] 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).

5. **5. Data sharing and long-term preservation:** (a) How and when will you share the data? (b) How do you select data for preservation and where data will be preserved long term (e.g. data repository, archive (c) What methods or software tools are needed to access data? (d) Who will be responsible of data management (e.g. data steward) and the time needed for data management and for making data FAIR (costs will also be added under the budget section).

The word limit is **300 words.**

4.12 References

A full description of the Publications cited in the Project Description should be provided. You can enter a maximum of 15 publications. Please enter references in the same format.

For example, the following format may be used:

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.

5. Details of Research Team

5.1 Lead Applicant-Researcher

Outline the role of the Lead Applicant-Researcher 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 word limit is **150 words**.

5.2 Lead Applicant- Knowledge user

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 **150 words.**

5.3 Co-Applicant's Role

For each Co-Applicant please outline their role in the project. The word limit is **100 words**.

5.4 Collaborator's Role

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

5.5 Personnel

Please give details of all personnel to be funded through this project including the Lead Applicants if relevant. Note that you must justify the nature of all research personnel relative to the scale and complexity of the project. If funding is requested for known personnel, please include the following

details: Name, address, present position, academic qualifications and professional qualifications. The word limit is **300 words**.

6. Infrastructure & 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, methods, trial management or regulatory expertise where this is being provided above and beyond the activities/expertise of members of the research team. The word limit is **300 words**.

7. 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 below.

Overheads Note: Overheads will only be paid on the costs requested from the HRB.

The following costs can be requested under the RCQPS budget: Personnel costs, Running costs, FAIR data management cost**,** Equipment costs, Dissemination costs and Overhead 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 RCQPS will not provide additional funding in the case of either under-estimates or over expenditure.

Funds will be provided for the following:

1. Personnel costs	Must be listed for all salaried personnel
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 are advised that public sector pay increases for the period until end of 2020 have been agreed. Please find new pay scales at https://www.iua.ie/research-innovation/researcher-

	salary-scales/ If your application stretches beyond 2020; please apply a salary contingency of 2.5% p.a. **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 RCQPS will not be liable for costs.
2. Running Costs	For all costs required to carry out the planned activities including materials and consumables, survey costs, travel for participants, transcription costs and any other relevant costs not covered under the named categories. All costs must be fully justified. The following costs are ineligible and will not be funded: training courses/workshops for funded research personnel, 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. FAIR data management costs	Costs related to data management, FAIRification, storage and archiving of research data in line with best practice of data management and stewardship and the FAIR principles **incurred during the lifetime of the project** should be included.
4. Equipment	Funding for small items of suitably justified equipment can be included in this section. Personal/Stand-alone computers will not be funded as these are considered a standard piece of office equipment, i.e. overhead. Dedicated 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.
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 as detailed under knowledge dissemination and exchange activities in the dissemination and knowledge translation plan as well as costs related to data sharing. Please refer to the HRB policy on Open Access to Published Research[18]. 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.

[18] http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-open-access//

6. **Overhead Contribution**	In accordance with the HRB Policy on Overhead Usage, 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 if **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.
7. Co-Funding Contribution	Please include details of any co-funding committed by the knowledge user organisation. Note: This is not a mandatory application requirement

7.1 Other Funding

Please indicate if you have submitted this, or a similar application, to another HRB scheme or funding body previously. If this application has been submitted elsewhere, please indicate which HRB scheme or funding body, project title, result of submission or when outcome is expected and the amount of award. The word limit is **200 words**.

Give details of any **other financial support or In-kind support** for this project that has not been included in the co-funding section. Indicate the project title, the organisation providing the additional support, the amount of support and the activities that it will support. Failure to disclose accurately or fully may result in your application being deemed ineligible and withdrawn without further review.

The word limit is **300 words**.

8. Ethical Approval

Ethical approval is required for all research work that involves human participants and human material (including tissue).

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

9. Submission of Applications

Submission deadline for 2020 applications: 17 July 2020

1. Completed applications should be sent to rcqps@rcpi.ie by 1 pm on the date above.

Please note that the RCQPS will not follow up any supporting documentation related to the application, such as Host Institution's Letters of Support, 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.

Appendix II: Resources/Useful Links

- **COVID-19 RESOURCES**

SFI have set up a COVID-19 information resource: https://www.sfi.ie/covid-19/information-sources/

The Research Data Alliance has published COVID-19 Recommendations and Guidelines on best practice for quality data sharing in COVID-19 and future emergencies: https://www.rd-alliance.org/system/

- **DATA COLLECTIONS**

The catalogue of national health and social care data collections in Ireland**:** https://www.hiqa.ie/areas-we-work/health-information/data-collections

- **LIBRARIES**

The Cochrane Library: online collection of databases in medicine and other healthcare specialties which summarise and interpret the results of medical research.

www.thecochranelibrary.com

The Campbell Collaboration: promotes positive social and economic change through the production and use of systematic reviews and other evidence synthesis for evidence-based policy and practice

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: an international initiative that seeks to improve reliability and value of health research literature by promoting transparent and accurate reporting of research studies

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

- **RESEARCH PRIORITIES & PUBLIC INVOLVEMENT IN RESEARCH**

INVOLVE UK website for resources on Public and Patient Involvement in research

http://www.invo.org.uk

Patient-Centred Outcomes Research Institute (PCORI)

http://www.pcori.org

Public Involvement Impact Assessment Framework (Assess the impacts of involving members of the public in their research in diverse fields from health care to local history.)

http://piiaf.org.uk/

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

http://www.lindalliance.org/Patient_Clinician_Partnerships.asp

- **GENDER/SEX ISSUES IN RESEARCH**

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

- **IMPACT**

The Economic and Social Research Council UK'S Impact Toolkit includes information on developing impact strategies, promoting knowledge exchange and public engagement and communicating effectively with key stakeholders. https://esrc.ukri.org/research/impact-toolkit/

- **RESEARCH DATA MANAGEMENT PLANS**

HRB Policy on Management and Sharing of Research Data
https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-management-and-sharing-of-research-data/

HRB Data Management Plan template
https://dmponline.dcc.ac.uk/

The requirements of the HRB's DMP template can be found here
https://dmponline.dcc.ac.uk/template_export/1814665590.pdf

Data Stewardship Wizard created by ELIXIR CZ and NL
https://dmp.fairdata.solutions/

- **INFORMATION ON PERSISTENT IDENTIFIERS**

DOI: List of current DOI registration agencies provided by the International DOI Foundation
http://www.doi.org/registration_agencies.html

Handle: Assigning, managing and resolving persistent identifiers for digital objects and other Internet resources provided by the Corporation for National Research Initiatives (CNRI)
http://www.handle.net/

PURL: Persistent Identifiers developed by the Online Computer Library Center (OCLC). Since 2016 hosted by the Internet Archive
https://archive.org/services/purl/

URN: List of all registered namespaces provided by the Internet Assigned Numbers Authority (IANA)

https://www.iana.org/assignments/urn-namespaces/urn-namespaces.xml

- **DATA REPOSITORIES**

Registry of Research Data Repositories
http://www.re3data.org/

Data centers accredited by the German Data forum according to uniform and transparent standards (Germany)
https://www.ratswd.de/forschungsdaten/fdz

Zenodo Data Repository (OpenAIR)
https://zenodo.org/

- **FAIR/OTHER USEFUL LINKS**

Main FAIR Principles
https://www.go-fair.org/fair-principles/

UK Concordat on Open Research Data (July 2016)
http://www.rcuk.ac.uk/documents/documents/concordatopenresearchdata-pdf/

Tool that helps to select and apply a license to a resource, provided by Creative Commons
https://creativecommons.org/choose/

Appendix III: RCQPS Collaboration Agreement Form

Section 1: Application details

Title of Application

Lead Applicant Researcher Name

Lead Applicant Knowledge User Name

Section 2: Details of collaboration

Collaborator
Name, Institution/Company and address

What are the objectives of the collaboration? (max 150 words)

What is the Collaborator contributing to the delivery of the project and what task(s) are they responsible for? Is the contribution unique or could a similar contribution be made by an alternate group/organisation? (max 150 words)

Please describe how the proposed collaboration either enables the planned research to be undertaken or enables the planned research to be undertaken to the required quality and/or timescale. (max 150 words)

For industrial Collaborator(s), do any of the academic applicants have a direct or indirect interest (consultancy, shareholding, options etc)? If so, what is the nature of the interest and how are conflicts of interest between the parties being managed? (max 150 words)

Are there any restrictions on tech transfer, knowledge transfer and/or dissemination of the results from this project arising out of this collaboration? If so, what are these restrictions? (max 150 words)

Section 3: Funding

Please provide details of any income and/or expenditure to the project arising out of this collaboration. ***Please note that any items of expenditure claimed from the project budget must also be added in the budget section of the application form.***

Category	Cost (€)	Specify whether 1,2 or 3 1. In-kind contribution 2. Funding requested from project budget 3. Additional funding leveraged from elsewhere
e.g. consumables		
e.g. advice		

Please extend table as necessary to include additional categories

Provide details and justification regarding each item listed in the table above (max 200 words)

Section 4: Signatures

Lead Applicant Researcher

As the Lead Applicant Researcher I confirm, to the best of my knowledge, that the information provided is correct.

Name (BLOCK CAPITALS): _____

Signature: _____ Date:_____

Lead Applicant Researcher Knowledge User

As the Lead Applicant Knowledge User I confirm, to the best of my knowledge, that the information provided is correct.

Name (BLOCK CAPITALS): _____

Signature: _____ Date:_____

Collaborator

The **General Data Protection Regulation (GDPR)** came into force on 25 May 2018. As a result, the applicant team are asked to declare that they 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 reviews of this application, and for assessment, monitoring and evaluation purposes.

As Collaborator I confirm, to the best of my knowledge, that the information provided is correct, and I understand that personal data provided as part of this application may be shared outside of the EEA for the purpose of international peer review, and may be used for assessment of the application; monitoring of successful awards; and evaluation of HRBs approach to funding and investment in research, in line with HRB Privacy and Retention policies and as detailed in the APA 2019 Call Guidance Notes.

Name (BLOCK CAPITALS): _____

Signature: _____ Date: _____

Collaboration agreement forms should be included if available with the application. Forms must be completed, signed, dated, and attached in the appendix of the Application Form. In this instance electronic or typed signatures are acceptable and outstanding collaboration forms should be provided before contracting.

Appendix IV: Host Institute Signature Page

Host Institution Signature Form

Title of Application

Lead Applicant Researcher's Name

Host Institute

Dean of Research or equivalent person authorised to endorse research grant applications for the Research Institution

I have read this application and the relevant Guidance notes, I confirm that all staffing/budget issues have been discussed with the applicant and I confirm that the research institution is willing to accept and administer the award, if successful.

Name (BLOCK CAPITALS): _____

Position/ Institution (BLOCK CAPITALS): _____

Signature*: _____ Date:_____

*Due to COVID-19, electronic or typed signatures are acceptable in this instance.

Appendix V: Lead Applicants Signature Page

Lead Applicants Signature Form

Title of Application

Lead Applicant Researcher Name

Lead Applicant Knowledge User Name

Lead Applicant Researcher

As the Lead Applicant Researcher, I confirm that I have read the guidance notes and I agree to submit this proposal to the RCQPS assessment process. I confirm, to the best of my knowledge, that the information provided is correct.

As Lead Applicant Researcher, by submitting this application I consent to (a) sharing of my data outside of the European Economic Area (EEA) for the purpose of international review, and (b) the use of my data for assessment of my application; monitoring of successful awards; and evaluation of RCQPS's approach to funding and investment in research, in line with HRB policies and as detailed in the RCQPS Call Guidance Notes.

Name (BLOCK CAPITALS): _____

Signature/E-signature*: _____ Date:_____

Lead Applicant Knowledge User

As the Lead Applicant Knowledge User, I confirm that I have read the guidance notes and I agree to submit this proposal to the RCQPS assessment process. I confirm, to the best of my knowledge, that the information provided is correct.

As Lead Applicant Knowledge User, by submitting this application I consent to (a) sharing of my data outside of the European Economic Area (EEA) for the purpose of international review, and (b) the use of my data for assessment of my application; monitoring of successful awards; and evaluation of RCQPS's approach to funding and investment in research, in line with HRB policies and as detailed in the RCQPS Call Guidance Notes.

Name (BLOCK CAPITALS): _____

Signature/E-signature*: _____ Date:_____

*Due to COVID-19, electronic or typed signatures are acceptable in this instance.