



RCPI Policy on Collaborative Research

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Version 2

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Introduction

RCPI welcomes proposals for research collaboration. All requests for collaboration must be submitted through RCPI Research Department (research@rcpi.ie) and will be reviewed internally by the Research Manager, relevant Head/s of Function, appropriate Dean/s and any other relevant RCPI staff based upon the guidelines below. It is recommended that all applicants also read the RCPI “Policy on Good Research” document before applying.

Please note that from November 2020, RCPI only provides access Trainees, Members, Fellows registered with RCPI and RCPI staff on a limited number of projects designed and led in close collaboration with RCPI.

Requests to circulate information on projects or surveys of external projects will not be facilitated. However, RCPI can encourage participation in the project through other channels, such as the e-zine.

Proposal

The application for collaboration must include a research proposal. The proposal must include the following sections;

- Applicants and collaborators
- Objective
- Role of RCPI
- Research questions
- Management
- Ethics/data protection
- Methodologies
- Timelines
- Funding
- Knowledge Dissemination

Applicants and Collaborators

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

Objective

A clear objective is required and where applicable the background work (including references) that has led to the objective. Explain why collaboration with the RCPI is required.

Role of RCPI

Outline what supports are you seeking from RCPI, how do you envisage the collaboration to operate and what outputs will be delivered to RCPI at the end of the Collaboration.

Research Questions

Clearly state the research question addressed. Does the goal of the research overlap with those of RCPI? Please refer to the RCPI Policy on Good Research Practice for a comprehensive list of RCPI research foci.

Management

The proposal should include details of the project management, including Principal Investigator, staff, students.

Ethics / Data protection

All research proposals must undergo a Research Ethics Review and approval, preferably from RCPI Research Ethics committee (REC). Please refer to webpage on RCPI REC for further guidelines on ethics and data protection.

Methodology

Outline the methodology of the study and highlight where collaboration is required with RCPI. This should clearly link with the Objective section above. All researchers must agree to follow RCPI Policy on Good Research Practice while conducting their study.

Timelines

Proposals should include project timelines in the form of a Gantt chart.

Note – RCPI only contacts its trainees, members and fellows on a strict schedule of dates. Project start dates may be subject to change in order to synchronise with this schedule.

Funding

Please include funding details in the proposal or details of applications of funding made for the research. A detailed budget should be included in the proposal. *Note - certain procedures or requirements asked of RCPI may result in a financial charge.*

Knowledge Dissemination

RCPI encourages the publication of research findings in peer-reviewed journals and similarly reputable publications such as journals, books, software, policy statements, specialist conferences and expert reports. Please detail plans for dissemination of findings. During and following completion of research collaboration, RCPI should be appropriately acknowledged for its contribution in all disseminated information and results of research must be made available to RCPI for internal dissemination.

Researchers should be available to update internal stakeholders and provide reports where required. RCPI logos should be included on presentation of work as appropriate.

Review Process

All requests for collaboration should be submitted to research@rcpi.ie. All applications will be acknowledged within 10 working days and researchers will be informed about the

outcome within 20 working days. At times, the review process might take longer due to reasons beyond our control and the researchers will be informed about this should it occur.