



Clinical Research Fellowship 2019 Applicant Guidelines

Call at a glance

Opening Date: 25th January 2018

Cycle 1 Closing Date: Wednesday 7th March 2018

Cycle 1 Fellowship Start Date: January 2019

Cycle 2 Closing Date: Wednesday 16th May 2018

Cycle 2 Fellowship Start Date: July 2019

Aim of the call: To support clinically qualified PhD, MD and MSc candidates to pursue research, full- or part-time, in the field of Paediatric medicine.

Who can apply: Paediatric clinicians, nurses and allied health professional

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1. Background to the Call

The National Children's Research Centre (NCRC) is the largest children's research centre in Ireland. Located on the grounds of Our Lady's Children's Hospital, Crumlin, it has been at the heart of paediatric research in Ireland for more than 50 years.

Supported by donations to the Children's Medical Research Foundation (CMRF), the mission of the NCRC is to support excellent, translational, and internationally competitive research that has a real impact on the health of children. Over the past 8 years, the NCRC has focused on the development of a critical mass of researchers, both clinicians and scientists, in key areas of child health.

Applications are now invited for the NCRC Clinical Research Fellowship 2019.

The aim of the Clinical Research Fellowship is to support suitably qualified Doctor of Philosophy (PhD), Doctor of Medicine (MD) and Master of Science (MSc) candidates to pursue research, full- or part-time, in the field of paediatric medicine. By supporting excellent new investigators, the NCRC aims to develop, consolidate, and sustain high quality clinical research in key areas of child health.

The Clinical Research Fellowship is aimed at medical doctors, nurses and allied health professionals working in paediatrics. It is designed to offer a range of options to encourage research across a spectrum of clinical activities. These awards aim to inculcate and foster research as part of clinical practice, and to ensure that research is directly relevant to the sick child.

The future development of high quality paediatric research, both at the NCRC and nationally, is at the heart of this call. In this funding round, the successful applications will:

- be in an area of importance to child health;
- demonstrate how meaningful impact will result from the proposed project;
- have the potential to strengthen and grow the identified areas by current or future collaboration, engage with other funding agencies, and build partnerships.

A central part of this call is to provide investigators that are relatively new to research with an opportunity gain a thorough education in research practice. Evidence, therefore, including written support from an Academic Supervisor and a Clinical Supervisor, of a strong support team around the applicant will be essential. **Note that if suitably qualified, a single supervisor may act in both an academic and clinical supervisory capacity.** A supervisory plan will also be required to demonstrate that sufficient time and guidance will be given to the applicants to ensure success of the project.

Finally, the applicants must indicate how the investment in this research will be measured and communicated, not only to the academic community, but also to the hospital, the CMRF, fundraisers, parents and patients, and the wider public.

2. Focus of the Call

The focus of this call is on the following areas within the NCRC current strategy:

Priority areas

- Cardiology
- Childhood cancer
- Immunity and Infection, including, but not limited to
 - Allergy & Eczema
 - Chronic inflammatory diseases
 - Cystic Fibrosis
 - Gastroenterology
 - Infectious diseases
 - Obesity and Diabetes
 - Rheumatology
- Orthopaedics
- Vascular Biology

An additional area for support is for this round of funding is

- Impact on the practice of paediatric health care

Applications may be drawn from outside of these areas, but applicants must provide evidence that the thematic research area proposed will be sustainable beyond this application and has potential to develop into a research theme going into the future.

3. Timeframe

The 2019 Clinical Research Fellowship Scheme will have **two deadlines**. The first deadline is for applicants that wish to commence their research in **January 2019**, while the second is for applicants that wish commence their research in **July 2019**. Please note that applicants **cannot** apply for both Cycles of the Clinical Research Fellowship 2019. The key dates will be as follows:

Call opens	25 th January 2018
Cycle 1 Call closes	17.00 (Irish time) 7th March 2018
Cycle 1 Fellowship Start Date	January 2019
Cycle 2 Call closes	17.00 (Irish time) 16th May 2018
Cycle 2 Fellowship Start Date	July 2019

Please note that **applicant interviews for Cycle 1** are expected to take place in **Q2 2018**, while applicant interviews for **Cycle 2** are expected to take place in **Q4 2018**.

4. Funding Streams

Four funding streams are available within this Fellowship.

<i>Funding Stream</i>	<i>Time Commitment</i>	<i>Includes Cost of Consumables</i>
CRF01	Full-time	Yes
CRF02	Full-time	No
CRF03	Part-time	Yes
CRF04	Part-time	No

Applicants may apply to do either a PhD, MD or MSc by Research under any of the streams. **Applicants may apply to one stream only.**

5. Eligibility Criteria

This funding call is open to medical doctors, nurses or allied health professionals wishing to engage in translational paediatric research.

5.1 Applicant

To be eligible applicants must:

- be registered in Ireland as a medical doctor, nurse or allied health professional;
- have a strong background in paediatrics, or be undertaking Higher Specialist Training in Paediatrics;
- have the support of their hospital consultant or manager, as appropriate, to undertake the proposed project;
- have proof that they will receive suitable academic and clinical supervision for the duration of the proposed project.

5.2 Supervisor

The applicant requires the support of an Academic Supervisor and a Clinical Supervisor. **If suitably qualified, a single supervisor may act in both a clinical and academic supervisory capacity.** Please note that the Academic and Clinical Supervisor(s) will be considered the Principal Investigator(s) on this award.

The Academic Supervisor must:

- hold a contract of sufficient duration with an Irish Higher Education Institution to support the proposed research from the project start date until the project end;
- have significant and demonstrable experience in translational research.

The Clinical Supervisor must:

- hold a contract of sufficient duration with the HSE to support the proposed research from the project start date until the project end;
- have significant and demonstrable experience in paediatric health care.

Finally, if the proposed project comprises a clinical research study involving patients, a Consultant, covered by the State Claims Agency's Clinical Indemnity Scheme, must accept responsibility for those patients.

5.3 Higher Education Institution

The supervision and progression of the Clinical Research Fellow must be overseen by the Higher Education Institution (HEI) to which the Academic Supervisor is affiliated. Further to this, the Academic Supervisor's HEI must be based in Ireland, and possesses the ability to award postgraduate qualifications. Please note that a HEI may partner with a health service organisation as part of the research programme.

5.4 Co-PI(s) and Collaborators

Co-PI(s), will be responsible, with the PI, for delivery and financial management of the proposed research project if funded. **Please note that a maximum of 3 Co-PIs can be included in each application**

Co-PI(s) must:

- have a significant and well-defined role in the design, management and direction of the proposed research project;
- hold a contract of sufficient duration with either a **Higher Education Institution or Public Hospital** to carry out the proposed research from the project start date until the project end.

Please note that while international Co-PIs will be eligible to apply, the NCRC is not in a position to transfer funds outside of the Republic of Ireland.

A collaborator provides a focused contribution to the project but does not receive funding. Collaborators may include individuals or organisations from outside the Republic of Ireland.

6. Application Procedure

6.1 Application Form

The application form (available on the NCRC website) must be submitted in electronic format as **a single Word document** no later than **17.00 (Irish time) on Wednesday 7th March 2018 (Cycle 1) or Wednesday 16th May 2018 (Cycle 2)**. Applications should be submitted to grants@ncrc.ie. Incomplete, incorrectly completed, or late applications may not be considered. A hard copy of the signed application form **must** also be submitted to the following address:

Dr Alice Coughlan,
Research Grants Manager,
National Children's Research Centre,
Gate 5, Our Lady's Children's Hospital,
Crumlin,
Dublin 12.

These should be received by the NCRC by **Wednesday 14th March 2018 or Wednesday 23rd May 2018 (Cycle 2)**.

Please note that electronic versions of signatures are not acceptable.

6.2 Applicant CV and Personal Statement

The applicant for this award must provide a maximum 4-page CV (Arial 11 point) with the application form, plus a Personal Statement not exceeding 1 page (Arial 11 point) to include:

- motivation for undertaking this research;
- interest in this area;
- contribution to the project development;
- benefit of this funding to the applicant's career as a research active health professional;
- overall benefit to the development of research within the department.

6.3 Supervisor Details and Supervision Plan

This funding is aimed at researchers in a clinical setting who are relatively new to research, and as such it is vital that a strong support and supervisory/mentoring team are in place. A letter of support from the applicant's proposed Academic and Clinical Supervisor(s) will be required, together with details of their research and supervisory experience.

A research training and supervision plan should also be included to show that regular planned meetings between the supervisor(s) and applicant will take place, and that the progress of the project will be monitored against the agreed deliverables. Details of the research training that the applicant will receive should they be successful must also be provided.

6.4 Ethics and HPRA Approval

Ethical approval is required, and a PDF copy of the approval must be provided, for all research work funded by the NCRC that involves human participants, human material (including tissue) or animals.

The HPRA is responsible for regulating, amongst other things, clinical trials, human medicines and the use of animals for research. If an application involving

a study that requires HPRA approval is successful, then a copy of the approval must be provided to the NCRC.

If these approvals are not available at the time of submission of the application this should be indicated on the form. If successful, the applicant must furnish all necessary approvals prior to the commencement of the award.

6.5 Clinical Studies and Trials

All funding applications to the NCRC for clinical studies that fall within the scope of [Irish Clinical Trials Regulations](#) must include details of the sponsorship arrangements made by the applicant(s).

Please note that the NCRC is not a sponsor of clinical trials.

6.6 Statistical Support

Applicants may apply to the NCRC for limited statistical/design support prior to submission; please contact the NCRC (fayla.byrne@ncrc.ie) if this is required.

7. Financial Information

A summary of the budget guidelines for each funding stream is included in [Appendix 1](#). Please note that the NCRC does not cover overhead or administrative Costs.

7.1 Salaries

Salary	<p>For full-time, qualified applicants who are employed 100% on the research project, and with no other salary, the maximum amount of €50,000 may be sought; this must not exceed the salary that the applicant is in receipt of at the time of the application.</p> <p>For individuals seeking to participate in research on a part-time basis, the salary will be prorated to a maximum contribution of €50,000 from the NCRC. The combined total should not exceed the current salary.</p> <p>No salary contribution is made to Academic or Clinical Supervisor(s).</p>
Employer PRSI	The employer's PRSI contribution is calculated at 10.75% of the gross salary
Employer Pension Contribution	The employer's pension contribution must be in line with the nominated HEI's policies. This must be included in the costing.
Student Fees	University fees for a full-time higher degree of up to a three-years are paid by this award. The period during

	<p>which university fees for a part-time higher degree are paid by this award will be decided on a case-by-case basis.</p> <p>The maximum contribution towards the annual cost of postgraduate fees is €7,000. Please contact the nominated HEI to include accurate fees for each year of the project. Finally, please note that fees may increase each year, and that this should be considered when requesting funds.</p>
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7.2 Other Eligible Costs

Consumables	<p>For an applicant intending to work full-time in bench research, a maximum amount of €15,000 per annum may be sought for consumables.</p> <p>For those intending to make bench research a part only of their research plan, this maximum sum available for consumables will be prorated to reflect the time spent in the laboratory.</p> <p>Please provide a detailed breakdown of proposed consumables for this project, outlining the nature of the consumables, justification of costing, and the proposed spending per annum. Costs should be inclusive of VAT.</p>
Dissemination	<p>A maximum of €2,000 is available over the lifetime of the award to cover publication and dissemination costs.</p> <p>Applicants are encouraged to publish their results in high impact journals, ideally with open access. Other forms of dissemination are also encouraged and may be included in the dissemination budget. Estimated costs, together with details of the channels to be used and justification of the expenditure, should be included in the budget.</p>
Travel	<p>A maximum of €1,500 is available over the lifetime of the award. This should be used for travel to national or international conferences appropriate to the research. Please note that in exceptional cases travel funds may be sought in order to support national or international collaborations; please contact the NCRC for further information. Full documentation supporting the expenditure must be provided to the NCRC in advance of applying to use these funds, and expenditure must be in line with the NCRC policy on travel expenses.</p>
Computer	<p>A computer may be covered only with prior agreement of the NCRC and must be purchased within the first 6 months of the award and the cost should not exceed €1000.</p>

7.3 Budget Justification

The budget justification is a narrative explanation of the budget. It should clearly explain why the requested costs are necessary for the proposed research, and how they have been calculated. Please see [Appendix 2](#) for a sample budget justification. The budget justification should follow the same order as that in the itemised budget form, so that the reviewers can easily compare the two documents, and all items listed in the budget should be referenced in the budget justification. The most significant costs should have the most comprehensive justification.

The NCRC reserves the right to, at the award-stage, remove/reduce insufficiently justified expenses from an otherwise successful candidate's budget.

7.4 Financial Management

Full management of the awarded funds must be managed by the nominated HEI. Furthermore, the Principal Investigator(s) on each award must strictly adhere to the NCRC rules pertaining to budget management, including, but not limited to, budget reallocations, no cost extensions and overspends.

8. Review Process

The Clinical Research Fellowship Scheme will operate a two-phase review process.

Phase 1 – International Peer Review

To ensure that only the highest quality of research is funded, all eligible applications will be subjected to International Peer Review. Experts, each with a significant international reputation in a suitable field of research, will be invited by the NCRC to review each application; a detailed, standardized scoring system and set of guidelines will be provided to each reviewer. [Further information on the NCRC's International Peer Review Policy is available here.](#)

Following international peer review, the highest ranked candidates will be shortlisted for interview.

Phase 2 – Interview

The next stage of assessment involves interview by members of the [Scientific Advisory Committee \(SAC\)](#) of the NCRC. Interviews will take place at the NCRC Offices in Our Lady's Children's Hospital, Crumlin, Dublin 12. **To be eligible for funding the applicant must be available to attend for interview on the scheduled date.**

Please note that this is a competitive process and therefore an interview does not guarantee funding. Indeed, at the end of the interview process, a final score will be

agreed for each candidate, and the top-ranking candidates will be recommended for funding to the NCRC and CMRF Boards.

9. Assessment Criteria

In this funding call, the proposal will be judged primarily on:

- the scientific excellence of the research plan and the feasibility of the proposed project;
- the calibre of the applicant;
- the strength of the Supervisor(s), including their track record from previous grants;
- the potential impact on child health, including the likely impact of the study on clinical understanding or practice, or in identifying potential therapeutic application;
- whether the proposed project represents value of money;
- the communication and dissemination plan;
- the potential for consolidation and growth.

Applications with a high review score and co-funding from other agencies will be at an advantage.

10. Deferral of Fellowship

The Clinical Research Fellowship 2019 may not be deferred. Exceptions will be made where an eligible career break is sought. Eligible career breaks include maternity leave, paternity leave, adoptive leave, sick leave and carer's leave. For further information please contact us.

11. Conflict of Interest

The NCRC Conflict of Interest Policy is included at the back of the application form and must be signed by the applicant, the supervisor(s) and all Co-PIs who are party to the application.

12. Useful Contacts

For further information on the Clinical Research Fellowship 2019 please contact:

Dr Alice Coughlan
Research Grants Manager
National Children's Research Centre
E: grants@ncrc.ie
Ph: 01-4096419

Appendix 1: Budget Guidelines

Funding stream	Salary	Number of years	PRSI	PRSA	Student Fees	Consumables	Dissemination	Travel	Computer*
CRF01	Max. €50,000 P/A	Max. 3 years	10.75% of total gross salary	In line with HEI policy	Max €7,000 P/A	Max. €15,000 P/A	€2,000	€1,500	Max €1,000
CRF02	Max. €50,000 P/A	Max. 3 years	10.75% of total gross salary	In line with HEI policy	Max €7,000 P/A	NA	€2,000	€1,500	Max €1,000
CRF03	See notes	See notes	10.75% of total gross salary	In line with HEI policy	Max €7,000 P/A	See notes	€2,000	€1,500	Max €1,000
CRF04	See notes	See notes	10.75% of total gross salary	In line with HEI policy	Max €7,000 P/A	NA	€2,000	€1,500	Max €1,000

*A computer may be covered only with prior agreement of the NCRC, and must be purchased within the first 6 months of the award.

Notes

CRF01: Full-time PhD, MD or MSc requiring consumables.

CRF02: Full-time PhD, MD or MSc not requiring consumables.

CRF03: Part-time PhD, MD or MSc requiring consumables; salary prorated to a max. contribution from the NCRC of €50,000 per annum, with the combined total not exceeding the current salary; consumables prorated to a max. value of €15,000 per annum to reflect the time spent in the laboratory. The period during which university fees for a part-time higher degree are paid by this award will be decided on a case-by-case basis.

CRF04: Part-time PhD, MD or MSc not requiring consumables; salary prorated to a max. contribution from the NCRC of €50,000 per annum, with the combined total not exceeding the current salary. The period during which university fees for a part-time higher degree are paid by this award will be decided on a case-by-case basis.

Appendix 2: Sample Budget Justification

Salary:

The requested salary is calculated based on the applicant working full/part-time on the proposed project. PRSI is calculated at 10.75% of the gross salary, and the employer's PRSA contribution is calculated at XX%, in line with the HEI's policies. The applicant is currently employed on a full/part-time basis as a XXX and their current salary is in line with that requested.

The Clinical Research Fellow, under the supervision of their Academic and Clinical Supervisor(s) will be responsible for ensuring successful completion of the proposed project.

Student Fees:

The Higher Education Institution's PhD/MD/MSc fee for 2019/2020 is quoted. *(Please note that fees may increase each year, and that this should be considered when requesting funds.)*

Consumables:

Requested Item 1: This is required for XXX reasons. The cost is estimated based on XXX and includes VAT at 23% (the standard rate). Approximately XX number of this item will be required over the time period.

(Each item requested should be listed here.)

Dissemination:

It is estimated that this project will result in X number of publications in peer reviewed journals. The estimated cost of these publications is based on XXX's current page fees/publishing costs.

Travel:

Travel funds are requested to attend the XXX conference in Year X and the XXX conference in Year X.

The estimated cost of these are as follows:

Conference	Flights	Accommodation	Number of Days	Registration Fee	Total
XXX Year 2	NA	€300	3	€150	€450
XXX Year 3	€250	€250	2	€300	€800
					€1250

Computer:

Funding for a laptop/desktop, to be purchased within the first 6-months, is requested. This is required for XXX reasons.