

**Paediatric Research Project Grant 2019 Cycle 2 *Sample*\* Application Form**

\*All applications must be made through the [NCRC Grant Tracker](#) online system.

**Application Summary**

**Title of Proposed Project**

**Proposed Duration of Funding (Months)**

**Research Institution/Higher Education Institution\***

\* Either the Lead Applicant or a Co-Applicant must be affiliated with a recognised Research Institution/Higher Education Institution based in the Republic of Ireland.

**Research Institution/Higher Education Institution Letter of Support**

If successful, the Research Institution/Higher Education Institution named above must agree to receive and administer the NCRC award. A Letter of Support from this Research Institution/Higher Education Institution must therefore be provided as part of the application process. A template letter of support can be downloaded [here](#). This letter should be copied onto the Research Institution/Higher Education Institution's letterhead and a signed and scanned copy uploaded as a pdf file. The document should be named as follows:

*Lead Applicant Name Institution Name Letter of Support*

**Associated Hospital(s)**

**Primary Focus Area of the Proposed Research**

- |   |   |
|---|---|
| <input type="checkbox"/> Adolescent Health  | <input type="checkbox"/> Cardiology and/or Vascular Biology |
| <input type="checkbox"/> Emergency Medicine | <input type="checkbox"/> Immunity & Infection               |
| <input type="checkbox"/> Neurology          | <input type="checkbox"/> Orthopaedics                       |

**Secondary Focus Area of the Proposed Research (if applicable)**

Please tick all areas that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Adolescent Health  | <input type="checkbox"/> Cardiology and/or Vascular Biology |
| <input type="checkbox"/> Emergency Medicine | <input type="checkbox"/> Immunity & Infection               |
| <input type="checkbox"/> Neurology          | <input type="checkbox"/> Orthopaedics                       |

**Disease area that will be the focus of the proposed research**

**Keywords**

Please provide up to 7 keywords/phrases describing your proposed research

### Lead Applicant

*Please note that applicants will be required to complete the following table via the 'Manage my Details' section on the NCRC Grant Tracker portal.*

<b>Title</b>	
<b>Name</b>	
<b>Position</b>	
<b>Department</b>	
<b>Organisation</b>	
<b>E-mail address</b>	
<b>Phone number</b>	
<b>ORCID ID*</b>	

\*ORCID provides a persistent digital identifier that distinguishes you from every other researcher. If you do not have an ORCID ID, please register for one at [www.orcid.org](http://www.orcid.org).

#### Lead Applicant CV

Please complete the CV template provide [here](#) and upload it to the system as a pdf file. The uploaded document must be named:

*Lead Applicant Name CV*

### Co-Applicant(s)

*Please note that co-applicants will be required to complete the following table via the 'Manage my Details' section on the NCRC Grant Tracker portal.*

<b>Title</b>	
<b>Name</b>	
<b>Position</b>	
<b>Department</b>	
<b>Organisation</b>	
<b>E-mail address</b>	
<b>Phone number</b>	
<b>ORCID ID</b>	

*Please note that co-applicants will be required to complete a short form comprising the follow questions.*

#### Contract Status

Do you have a permanent position within your organisation? If no, please state your contract end date.

#### Co-Applicant Contribution

Please briefly describe your contribution to the design and conduct of the proposed project.

**Co-Applicant CV**

Please complete the CV template provide [here](#) and upload it to the system as a pdf file. The uploaded document must be named:

*Co-Applicant Name CV*

**Proposed Project****Project Summary for a lay audience**

You should answer the questions below in the first person (“I” and “we”). The text should be free of technical language and **easy to understand** for a **general audience**. **As a guide, aim at an audience educated to Junior Certificate level, but not in a science subject.**

*Please note that we may edit your summary for use in fundraising material, online communications and elsewhere.*

**1. What research problem does this project seek to address?  
(Max. 100 words)**

**2. What is your proposed approach to solving this problem? (Max. 100 words)**

**3. How will this research impact on child health? (Max. 100 words)**

**Technical Abstract**

Please provide a technical abstract for experts. **(Max. 250 words)**

**Background and Hypothesis**

Please provide background to the project, including what, if any, previous work in this area the project is building upon. In addition, please state the hypothesis that your proposal seeks to address. For qualitative research that is not driven by an underlying hypothesis, please state the central research question(s).

*Please note that this section must include up to date references. A separate Project Bibliography page is provided at the end of the Proposed Project section of this form for this purpose.*

**(Max. 1250 words)**

**Aims, objectives and key deliverables**

Please provide a maximum of 5 research aims. For each aim, please list the associated objectives and deliverables. If successful, these will be used to monitor progress throughout the lifetime of the award.

**(Max. 1500 words)**

**Gantt Chart**

Please upload a Gantt Chart mapping the key objectives and deliverables listed above against the expected project timeline. Gantt Charts must be uploaded as a pdf file. Gantt Charts must be named as follows:

*Lead Applicant Name Gantt Chart*

**Research design and methodological approach**

Please provide a detailed description of the proposed study design and methodological approach. This section should include a description of the techniques that will be used and, where appropriate, exclusion/inclusion criteria, details of the primary and secondary outcome measures, justification of the proposed sample size and power calculation, and details of the proposed statistical analysis. This section should also include a discussion of any potential problems that may arise and the contingency plans in place.

*Please note that applicants may apply to the NCRC for limited statistical/design support prior to submission; please contact [grants@ncrc.ie](mailto:grants@ncrc.ie), allowing a minimum of 1 month to ensure that your request can be accommodated, if this is required.*

**(Max. 2,500 words)**

**Data Management Plan**

A data management plan. Please find a list of questions to consider when developing a data management plan [here \(external link\)](#).

**(Max. 300 words)**

**Supporting Figures**

You may upload a document containing figures, including graphs, tables, images etc., in support of your proposed project. This document must be no more than 2-pages in length and must be uploaded as a pdf file. Documents must be named as follows:

*Lead Applicant Name Project Figures*

**Please note that all figure elements, including letters, numbers, and symbols, must be legible.**

**Bibliography**

Please provide a list of all the publications cited in the project description. Please ensure that your references are up to date and cited in full using the **Harvard reference format**, that is:

*Authors (Surname, Initial). (Year). 'Title'. Journal., Volume (Issue): Page Numbers*

e.g. Smith S, et al. (2017). 'MicroRNA-302d targets IRF9 to regulate the IFN-induced gene expression in SLE.' J Autoimmun., 79(1):105-111.

### Communication plan

Please provide a communication plan addressing all stakeholders including:

- Academic and clinical colleagues, the wider NCRC, OLCHC and other children's hospital communities
- The Children's Medical Research Foundation (CMRF Crumlin) – the NCRC is supported entirely by the CMRF Crumlin. For more information please see <https://www.cmrf.org/>
- Members of the public e.g. parent and patient groups

(Max. 300 words)

### Potential for growth

The NCRC is prioritizing research projects and areas with the potential to grow into the future. Please outline how this project will develop beyond this grant cycle. (Max. 300 words)

This section should:

- Indicate if, and how, this application builds on previous NCRC support.
- Explain the capacity of the proposed project to grow beyond this grant and to develop into a high impact area of paediatric research. Any plans in place to support this growth should be detailed here.
- Identify any partnerships that may help build this research area going forward. Partners may include other funding agencies, research institutions, hospitals, pharmaceutical companies or collaborators.
- Highlight the proposed project's capacity to leverage additional funding to support it as a sustainable research area, indicating agencies that may support this area in the future.

## Proposed Budget

### Overall proposed budget

Description	Year 1	Year 2	Year 3	Total
Staff Costs				
Consumables				
Dissemination				
Travel				
Equipment				
<b>TOTAL</b>				

### Staff Costs

Description	Year 1	Year 2	Year 3	Total
Salary*				
PRSI**				
Pension***				
<b>TOTAL</b>				

\* The NCRC provides researcher salaries in line with the [IUA scales \(revised 2018\)](#). Applicants should include annual pay increments for staff in the budget.

\*\* PRSI @10.85% gross salary; please note that this must be included in the costings for all staff.

\*\*\* Please note that this must be in line with the nominated HEI's policies and must be included in the costings for all staff.

### Staff Costs 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.

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.

### Student Costs

Description	Year 1	Year 2	Year 3	Total
Stipend*				
EU Student Fees**				
<b>TOTAL</b>				

\* The NCRC postgraduate student stipend is €18,000 per annum (tax exempt).

\*\* Applicants **must** contact their nominated HEI and ensure that the exact student fees are requested for each year of the project.

### Student Costs 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.

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.

### Consumables

Please provide detailed, itemised breakdown of consumables sought, with full costing (including VAT). The table below can be expanded as required.

Description	Year 1	Year 2	Year 3	Total
<b>TOTAL</b>				

### Consumables 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.

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.

**Dissemination**

Please provide detailed, itemised breakdown of dissemination costs sought, with full costing (including VAT). The table below can be expanded as required.

<i>Description</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Total</i>
<b>TOTAL</b>				

**Dissemination 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.

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.

**Travel**

Please provide detailed, itemised breakdown of travel expenses (max. €3,000) sought, with full costing (including VAT). The table below can be expanded as required.

<i>Description</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Total</i>
<b>TOTAL</b>				

**Travel 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.

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.

**Equipment**

Please provide detailed, itemised breakdown of equipment sought, with full costing (including VAT). The table below can be expanded as required.

*Please note that a computer may be covered only with prior agreement of the NCRC and must be purchased within the first 6 months of the award. The maximum that may be requested for a computer is €1000*

<i>Description</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Total</i>

<b>TOTAL</b>				
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**Equipment 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.

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.

**Collaborations, co-funding & related applications**

**Collaborations**

Is this a collaborative project?

Yes  No

If yes, please list **no more than 3 key collaborators** below, providing their **name, position, department, organisation and email address**. In addition, **please indicate their contribution to the project**.

**Collaborator Letter of Support**

Please provide a letter of support from each named collaborator. Letters of support must be uploaded as a pdf file and named as follows:

*Lead Applicant Name Collaborator Name Letter of Support*

**Co-Funding**

Does this project have co-funding?

Yes  No

If yes, please provide the Source of Funding, Value of Funding, Date that the Funding is Available from, Duration of Funding (months), Other Details which may be relevant.

Please upload any supporting documents, as a pdf file, that you feel may be relevant. Uploaded documents should be named as follows:

*Lead Applicant Name Co-Funding*

**Related applications**

Has this project, or a closely related project, been submitted for funding to another agency?

Yes  No

If yes, please provide details of the timelines for the application and funding agency to which this was submitted.

*Please note that if funding is received from another agency for the same work, the NCRC will not proceed with its funding if the application is successful.*

### Ethical and Regulatory Approvals

#### Ethical Approval

Ethical approval is required, and a 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.

Has ethical approval been granted for the proposed project?

- Yes
- An application is planned/in progress
- The proposed project does not require ethical approval.

If the proposed project does not require ethical approval, please justify below.

#### HPRA Approval

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.

Has HPRA approval been granted for the proposed project?

- Yes
- An application is planned/in progress
- The proposed project does not require HPRA approval

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).

Does the proposed project require sponsorship under Irish Regulations?

- Yes
- No

If the proposed project requires sponsorship under Irish Regulations, please provide the name of the agreed Sponsor.

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

### Use of Animals

#### Use of animals

Will animals be used in this research?

Yes

No

The NCRC policy is to avoid the use of animals where possible. If you answered yes, briefly justify the use of animals.

### Proposed Project Location

Will the proposed research take place, either wholly or substantively, in the NCRC labs?

Yes

No

If no, where will the proposed research take place?

### International Peer Reviewer Nomination

Applicants **must** submit names and contact information for between 2 and 5 potential **International Peer Reviewers**. These should be individuals of international repute with the necessary expertise to provide a fair and comprehensive assessment of the proposal. **In each case, it is the responsibility of the applicant to ensure no conflict of interest exists.**

A conflict of interest will be deemed to exist if:

- the peer reviewer is, or has been, involved in a collaboration with the applicant in the last 5 years;
- the peer reviewer has supervised, or been supervised by, the applicant in the last 5 years;
- the peer reviewer has a personal relationship with the applicant;
- the peer reviewer has a financial interest in organisations involved in, or likely to benefit from, the proposed research;
- the peer reviewer is aware of any other reason as to why they might be unable to provide a fair and impartial review.

#### Reviewer 1

Full Name:

Department:

Organisation:

Email Address:

#### Reviewer 2

Full Name:

Department:

Organisation:

Email Address:

#### Reviewer 3

Full Name:

Department:

Organisation:

Email Address:

#### Reviewer 4

Full Name:

Department:

Organisation:

Email Address:

**Reviewer 5**

Full Name:

Department:

Organisation:

Email Address:

**Applicant Declaration & Conflict of Interest Declaration**

I hereby declare that I have read and accept the requirements set out in the *Paediatric Research Project Grants 2019 Cycle 2 Applicant Guidelines* and on the NCRC website. In addition, I confirm that the information supplied in this application is correct to the best of my knowledge.

**NCRC Conflict of Interest Policy**

1. All NCRC grant applicants are expected to adopt the highest achievable standards in the conduct of their research. As part of this all applicants are asked to declare any private, personal or commercial interests relating to an application for funding.
2. A conflict of interest occurs when a person named on the application, or in an influential role associated with the application, is in a position to derive personal benefit from the receipt of the funding or may have interests that would influence their objectivity in conducting, or reporting, the research.
3. All applicants should declare any interests which anyone named on the application has with any individual, organization, project partner or supplier involved in the research.
4. All applicants should declare any of the following:
  - I. personal remuneration from organisations or project partners involved in the proposed research other than the named employer;
  - II. financial interest in organisations involved in, or likely to benefit from, the proposed research;
  - III. A family or personal relationship with a person of influence in a named organization or project partner involved in the proposed research.
5. If new conflicts arise after commencement of the research, these should immediately be declared to the NCRC.

Does a conflict of interest exist?

Yes

No

If yes, please indicate the nature of the conflict, and comment on how you propose to manage the risk associated with it below.