



**Paediatric Research Project Grants 2019 Cycle 2  
Applicant Guidelines**

**Call at a glance**

**Opening Date:** Wednesday 5<sup>th</sup> September 2018

**Closing Date:** 12 noon Wednesday 31<sup>st</sup> October 2018

**Level of funding:** Up to €300,000

**Duration of funding:** Up to 3 years

**Focus of the call:** Adolescent Health; Cardiology and/or Vascular Biology; Emergency Medicine; Immunity & Infection; Neurology; Orthopaedics

## Table of Contents

1. Background to the Call .....	3
2. Focus of the Call .....	3
3. Eligibility Criteria and Role of the Applicant(s) .....	4
3.1 Lead Applicant .....	4
3.2 Co-Applicant(s) .....	5
3.3 Collaborator(s) .....	5
3.4 Research Institution/Higher Education Institution .....	5
4. Application Procedure .....	6
4.1 Creating an Application .....	6
4.2 Completing an Application .....	6
4.3 Adding a Co-Applicant to an Application .....	7
4.4 Submitting an Application .....	7
5. Statistical Support .....	7
6. Project Budget .....	7
6.1 Personnel Costs .....	8
6.2 Other Eligible Costs .....	8
6.3 Budget Justification .....	8
6.4 Financial Management .....	9
7. Ethical & Regulatory Approval .....	9
7.1 Ethical and HPRA Approval .....	9
7.2 Clinical Studies & Trials .....	9
8. Assessment Process .....	9
8.1 Application Review .....	9
8.2 Response to Reviewers .....	10
9. Assessment Criteria .....	11
10. Timeframe .....	11
11. Useful Contacts .....	11
Appendix 1: Sample Budget Justification .....	12

## 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.

### **Applications are now invited for the NCRC Paediatric Research Project Grants 2019 Cycle 2.**

A key aim of this call is to consolidate and grow high quality research in key areas of child health, and to support meaningful partnerships between researchers across the translational spectrum – from the bench to the bedside.

The objectives of this call are to:

- support excellent translational research that has the potential for impact on child health;
- engage paediatric clinicians, nurses and allied health professionals in the design and conduct of translational research projects;
- encourage scientists to work with clinicians, nurses and allied health professionals to ensure that their research is child-focussed and translational;
- build research capacity within the key areas of child health identified in Section 2.

The Paediatric Research Project Grant will provide up to €300,000 in funding for projects in translational paediatric health. Successfully funded projects will run for a maximum duration of 3 years.

Please note that:

- the preferred option is for the proposed research to take place, either wholly or substantively, in the NCRC labs located on the grounds of Our Lady's Children's Hospital, Crumlin, however, projects based elsewhere will be considered;
- the funded researcher(s) will be required to participate in the development of the NCRC through engagement in the academic activities of the NCRC, and communication of its research activity.

## 2. Focus of the Call

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

Priority areas

- Adolescent health
- Cardiology and/or Vascular Biology
- Emergency Medicine
- Immunity & Infection, including, but not limited to
  - Allergy & Eczema
  - Chronic inflammatory diseases
  - Cystic Fibrosis
  - Gastroenterology

- Infectious diseases
- Obesity and Diabetes
- Rheumatology
- Neurology
- Orthopaedics

Applications may span more than one of these areas, with cross collaboration strongly encouraged.

Psychology and social science-based applications will be considered provided they are related to one of the above priority areas and have the potential to impact on child health. If you are unsure as to whether your proposed project is eligible, please contact us on [grants@ncrc.ie](mailto:grants@ncrc.ie).

### 3. Eligibility Criteria and Role of the Applicant(s)

Applications must show strength in both clinical and scientific research, as reflected in recent grant awards and/or peer reviewed publications. This is best achieved by an applicant team consisting of at least one scientist affiliated with an Irish Research Institution/Higher Education Institution, and one paediatric clinician, nurse or allied health professional affiliated with an Irish Public Hospital. While the NCRC acknowledges that there are many clinicians, nurses and allied health professional that are also experienced researchers, the aim of this scheme is to encourage and support collaborations between scientists and research active clinicians.

*Please note that if the proposed project comprises a research study involving patients, a Consultant, covered by the State Claims Agency's Clinical Indemnity Scheme, must be a Lead Applicant or Co-Applicant, and must accept responsibility for those patients if the proposal is funded.*

The NCRC strongly supports cross institution collaboration, particularly across children's hospitals. We also encourage partnerships with other agencies or organisations, where appropriate. Further to this, projects with co-funding from other organisations will be at an advantage.

Finally, please note that individuals currently in receipt of a NCRC Paediatric Research Project Grant are not eligible to apply to this call, unless they are in the **second half** of their existing award. The Scientific Advisory Committee may consider an exception to this where an applicant in receipt of a NCRC Paediatric Research Project Grant is on an application in a new area **or** with a new research team.

#### 3.1 Lead Applicant

The Lead Applicant will serve as the primary point of contact for the NCRC. They will have full responsibility for the application, and, with the Co-Applicant(s), will be responsible for the delivery and financial management of the proposed research project if funded.

The Lead Applicant must:

- hold a contract of sufficient duration with either a recognised **Irish Research Institution/Higher Education Institution or Public Hospital** to carry out the proposed research from the project start date until the project end;
- have at least **three** senior author\* publications in peer reviewed journals;
- be, or have been, a Principal Investigator (PI) or Co-PI, on a competitively awarded, internationally peer-reviewed research grant;
- have the capability and authority to mentor and supervise junior research team members, including postdoctoral fellows and postgraduate students.

### 3.2 Co-Applicant(s)

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

Co-Applicant(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 **Research Institution/Higher Education Institution or Public Hospital** to carry out the proposed research from the project start date until the project end.
- have at least **one** senior author\* publication in a peer reviewed journal;

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

### 3.3 Collaborator(s)

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.

**Please note that a maximum of 3 collaborators may be included in each application, and that each collaborator must provide a letter of support as part of the application process.**

### 3.4 Research Institution/Higher Education Institution

**Either the Lead Applicant or Co-Applicant must be affiliated with a recognised Research Institution/Higher Education Institution based in the Republic of Ireland.** If the application is successful, the nominated Research Institution/Higher Education Institution must agree to receive and administer the NCRC award. Further to this, a **Letter of Support** from the nominated Research Institution/Higher Education Institution must be provided as part of the application process. A template Letter of Support will be available on the NCRC Grant Tracker online system (see [Application Procedure](#)).

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\* For this scheme, a senior author is defined as the first, joint first, or last author of a publication.

If the applicant(s) plan to hire a postgraduate student under the proposed research project, then the nominated Research Institution/Higher Education Institution must possess the ability to award postgraduate qualifications. In such cases, the supervision and progression of the postgraduate student will be overseen by the Research Institution/Higher Education Institution and, as a condition of funding, formal progress reports for the postgraduate student must be submitted to the NCRC.

Finally, the nominated Research Institution/Higher Education Institution must have established rules and procedures, in line with national guidelines, in place for protecting and managing any intellectual property that may arise from the proposed research project.

#### 4. Application Procedure

**All applications must be made through the NCRC Grant Tracker online system.** In order to access the online application, applicants must register at the following address: <https://grants.nationalchildrensresearchcentre.ie>. Once registered, applicants will receive a confirmation email containing their login details.

While a brief overview of the application process follows, applicants should refer to the System Help notes, available through the NCRC Grant Tracker online system, for detailed instructions on how to use the system.

##### 4.1 Creating an Application

Once logged into the NCRC Grant Tracker portal, applicants will be brought directly to the homepage. From here they will have the option to:

- Edit their Basic Information by clicking on '*Manage My Details*';
- Create a new application form;
- Access existing application forms.

To create an application, applicants should click '*To view our open calls and apply for funding, please click here.*' which can be found under the '*New Award Application*' heading on the homepage. They will then be redirected to a new page containing a list of all open calls. Clicking '*Apply*' beside the Paediatric Research Project Grants Award Type, will bring applicants to a new page containing a check list of mandatory Yes/No questions related to the eligibility criteria for this call. In order to start the application, the applicant team must satisfy all eligibility criteria. If the applicant team does not fulfil the eligibility criteria but believes that an exception should be considered in their case, a request can be made through the system. *The NCRC's decision regarding exceptions is final.*

**Please note that the proposed Lead Applicant must create the application.**

##### 4.2 Completing an Application

The online application form is divided into a number of sections. All sections must be completed in order to allow submission. [A sample application form can be found here.](#)

### 4.3 Adding a Co-Applicant to an Application

The Lead Applicant can add up to 3 Co-Applicants to an application. If the Co-Applicant is already registered on the system, the Lead Applicant will be able to find and select them through the 'Add Contact' option on the Co-Applicant section of the form. Lead Applicants will also have the ability to manually add Co-Applicants by providing their name and email address. Once added, Co-Applicants will receive an email inviting them to participate in the application. Co-Applicants will be able to accept or reject an invitation. If a Co-Applicant rejects participation on an application the Lead Applicant will be informed and may revise their application accordingly

Co-Applicants will be required to complete and submit a short form requesting information regarding their contract status and role in the project. They will also be required to upload a CV using the CV template provided. Co-Applicants will not have the ability to edit the application form but will be able to download a PDF copy. Co-Applicants must approve all applications submitted in their name.

### 4.4 Submitting an Application

In order to submit an application, applicants must ensure the following:

- All mandatory questions have been completed, and all required documentation has been uploaded in the correct format;
- The Co-Applicant(s) have:
  - completed and submitted the Co-Applicant form;
  - approved the application.

Once these steps have been completed, the Lead Applicant can submit their application by clicking on the 'Submit' button on the right-hand side of the 'Application Summary' page.

**Please note that incomplete, incorrectly completed, or late applications will not be considered.**

## 5. Statistical Support

Applicants may apply to the NCRC for limited statistical/design support prior to submission; please contact the NCRC ([grants@ncrc.ie](mailto:grants@ncrc.ie)) if this is required. **Please note that statistical support must be sought at least 1 month prior to submission of the application**, as it may not be possible to accommodate requests for support closer to the deadline.

## 6. Project Budget

The awards in this funding round are for a maximum of **€100,000 per annum for a 3-year period**. A full and detailed justification of the budget requested and annual breakdown, should be provided. The budget requested, and the award duration, must reflect the scale and nature of the proposed research. **Please note that the NCRC does not cover overhead or administrative costs. In addition, the NCRC does not cover Lead Applicant or Co-Applicant salaries.** Further details on budget headings and allowed salary scales are provided below.

### 6.1 Personnel Costs

<b>Salary</b>	The NCRC provides researcher salaries in line with the IUA scales: <a href="http://www.iua.ie/research-innovation/researcher-salary-scales/">http://www.iua.ie/research-innovation/researcher-salary-scales/</a>  <b>Please note that applicants should include annual pay increments for staff in the budget.</b>
<b>Employer's PRSI</b>	The employer's PRSI contribution is calculated at <b>10.85%</b> of the gross salary and must be included in the costings for all staff.
<b>Employer's Pension Contribution</b>	The employer's pension contribution <b>must</b> be in line with the nominated Research Institution/Higher Education Institution's policies. This <b>must</b> be included in the costings for all staff.
<b>Postgraduate Student Stipend</b>	The NCRC postgraduate student stipend is €18,000 per annum (tax exempt).
<b>Postgraduate Student Fees</b>	Postgraduate fees for EU nationals may be included in this grant. Applicants <b>must</b> contact their nominated Research Institution/Higher Education Institution and ensure that the <b>exact fees</b> are requested for each year of the project.

### 6.2 Other Eligible Costs

<b>Consumables</b>	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.
<b>Dissemination</b>	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. A maximum of <b>€4,000</b> is available over the lifetime of the award.
<b>Equipment</b>	The NCRC does not normally fund laboratory or clinical equipment purchase. However, in <b>exceptional circumstances</b> , small pieces of equipment, including computers, may be purchased for use on this project. Please note that computers should be purchased within the first 6 months of the award, and the cost should not exceed €1000. A full justification of this expenditure must accompany the application.
<b>Travel</b>	A maximum of <b>€3,000</b> is available, over the lifetime of the award, for travel to international conferences appropriate to the research. Details of the number and duration of the trips proposed are required as part of the justification of this expense.

### 6.3 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. 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. Please see [Appendix 1](#) for a sample budget justification.

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

#### 6.4 Financial Management

The nominated Research Institution/Higher Education Institution will be responsible for the administration of the awarded funds.

The PI and Co-PI on each award must strictly adhere to the rules pertaining to budget management, including, but not limited to, budget reallocations, no cost extensions and overspends.

### 7. Ethical & Regulatory Approval

#### 7.1 Ethical 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. It is strongly suggested that all necessary approvals are sought in parallel to the submission of the application to the NCRC.

#### 7.2 Clinical Studies & 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.***

### 8. Assessment Process

#### 8.1 Application Review

The Paediatric Research Project Grant 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.](#)

Applicants will be invited to submit the names and contact information of 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.

Following international peer review, the highest ranked applications will be brought forward to Phase 2 of the review process.

### ***Phase 2 – The Scientific Advisory Council***

The second stage of the process will be an assessment of the highest ranked internationally peer reviewed applications by the [Scientific Advisory Committee \(SAC\)](#). This committee will provide an expert, constructive and objective critique of the applications under consideration. Applications will be judged based on defined criteria, such as compliance with NCRC priorities and strategy; whether they meet the full requirements and objectives of this funding call; the applicant(s) track record from previous grants; and the applicant(s) response to peer reviewer comments ([see below](#)). Following review, the projects will be ranked, with the highest-ranking projects recommended for funding to the NCRC Board.

*Please note that canvassing of the SAC, by, or on behalf of, applicants, will render an application ineligible.*

## 8.2 Response to Reviewers

The top-ranking applicants following international peer review will be provided with an opportunity to respond to reviewers' comments prior to the sitting of the SAC. Each applicant team will have a minimum of 5 working days to submit their responses and should address all weaknesses and concerns identified by the peer reviewers. This is an opportunity for applicants to address any factual errors, misunderstandings or

differences of opinion that could negatively impact the SAC's perception of the application.

## 9. Assessment Criteria

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

- the scientific excellence of the research plan;
- the strength of the research team, including track record from previous grants, and the feasibility of the project;
- the potential impact on child health;
- the communication and dissemination plan;
- the potential for consolidation and growth;
- partnerships, with other agencies or institutions, and collaborations.

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

## 10. Timeframe

Key Dates	
<b>Call Opening</b>	Wednesday 5 <sup>th</sup> September 2018
<b>Call Closing</b>	12 noon Wednesday 31 <sup>st</sup> October 2018
<b>Estimated Date of Outcome</b>	Q2 2019
<b>Project Start Date</b>	The project must start within 3 months of the award being granted

## 11. Useful Contacts

For further information on the Paediatric Research Project Grants 2019 Cycle 2 please contact:

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

## Appendix 1: Sample Budget Justification

### Salary:

The requested salary is calculated based on **XXX** and is in line with the IUA scale. PRSI is calculated at 10.85% of the gross salary, and the employer's pension contribution is calculated at **XX%**, in line with the Research Institution/Higher Education Institution's policies.

The person that fill this role will be responsible for **XXX**.

### Student Fees:

The Research Institution/Higher Education Institution's PhD/MD/MSc fee for 2019, 2020 and 2021 is quoted. *(Please note that fees may increase each year, and that you must contact your Research Institution/Higher Education Institution to ensure that the correct fees are requested.)*

### 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.

*(Please note that the budget justification for other proposed methods of outreach/public engagement should be included here)*

### 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**.