

National PPI Network (2021)

Supporting Public and Patient Involvement in Research

Guidance Notes

Key Dates:

Call opens	15 May 2020
Application Closing Date	28 August 2020 @ 1pm
Panel Review Meeting	October 2020

Applications must be completed and submitted through the HRB online Grant E-Management System (GEMS) (<https://grants.hrb.ie>), and this system will close automatically at the stated deadline and timeline listed above.

Applicants are strongly recommended to read the 'Detailed guidance notes for applicants' appended to this document prior to completing the application form.

National PPI Network (2021) *Supporting Public and Patient Involvement in Research*

Guidance Notes

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1 Background

The Health Research Board (HRB) and the Irish Research Council (IRC) collaborated on the PPI Ignite awards (2017-2020) and are pleased to continue this partnership to deliver a transformational impact on Public and Patient Involvement (PPI) in Ireland. The National PPI Network will further develop complementary strengths in world-leading centres of excellence in Ireland, leading to new partnerships, capacity-building and enhanced integration of PPI across Higher Education Institutions (HEIs).

The HRB Strategy 2016-2020, *Research. Evidence. Action.*, refers to Public and Patient Involvement (PPI) as a core principle and contains the commitment to strengthen and develop PPI within the HRB and in HRB-supported projects and programmes. The HRB is the first public funding agency in Ireland to do so. The development of the next HRB strategy is progressing and putting the public at the heart of the research that the HRB funds is emerging as a theme.

The IRC funds excellent research within, and between, all disciplines, and in so doing enhances Ireland's international reputation as a centre for research and learning. The IRC has taken a responsive and agile approach to the development of research funding programmes, ensuring that opportunities to foster partnerships are maximised. For many years, the IRC has provided opportunities for links to grow between researchers and civil society, recognising the significant benefit that this brings to research in Ireland and reflecting the desire to develop excellent evidence-based practice. This is highlighted in a recent case study featured in the IRC's new Strategic Plan, the partnership on '*Engaged Research for Societal Impact*', with Campus Engage, based within the Irish Universities Association. The current collaboration with the HRB on the 'National PPI Network 2021', Supporting Public and Patient Involvement in Research, is in line with 'Strategic goal 3' in the [IRC Strategic Plan 2020-2024](#).

Since 2017, five PPI Ignite awards have been funded jointly by HRB and IRC. The overarching aim of these awards was to support and promote capacity-building for high-quality PPI in health research.

The objectives of the awards were:

- To broaden the group of health researchers across all disciplines who meaningfully involve members of the public and patients in their research in accordance with the core principles and values of PPI.
- To improve the quality of PPI approaches in Irish health and social care research and promote interactions that are seen as fruitful and beneficial by both researchers and PPI contributors.

The long-term vision of these awards includes embedding PPI within the policies, procedures and practices of Higher Education Institutes (HEIs) and the contribution to a wider national network supportive of PPI. The funders recognised that, within the limited time frame and resources, it could not be expected to fully deliver on the long-term vision, but tasked PPI Ignite teams to make progress towards it.

The PPI Ignite teams have been focusing on developing a footprint within their own institutions and have been collaborating and networking. Following on from the PPI Ignite awards, the HRB and the IRC are now inviting an application for the establishment of a National PPI Network.

2 Definition of PPI

The HRB is using the definition of PPI proposed by INVOLVE: Research carried out ‘with’ or ‘by’ members of the public rather than ‘to’, ‘about’ or ‘for’ them.¹ PPI contributors should be actively involved and part of decision making. PPI is an ethos as well as a practice. It should be context-specific and should aim to ensure that all voices are heard. Examples of PPI contributions include but are not limited to:

- identifying research priorities
- joint co-applicants on a research project
- developing patient-reported outcome measures (PROMs)
- members of a project advisory or steering group
- commenting and developing patient information leaflets or other research materials
- undertaking interviews with research participants
- user and/or career researchers carrying out the research.

PPI does not include the recruitment of study participants. Whilst this falls under patient-oriented research, it is participation of the public rather than involvement. It also does not include work aimed at raising awareness of the public around research, such as media publications of research findings, and outreach activities such as open days in research facilities. This is described as engagement, not as involvement.

3 Aims and Objectives

The **overarching aim** of the National PPI Network is to support and further build capacity for high-quality PPI in health research throughout Ireland through a Network that serves its members and benefits the wider community.

The **objectives** of the National PPI Network are:

- To further improve the quality of PPI approaches in Irish health and social care research and promote partnerships that are seen as meaningful by both researchers and PPI contributors
- To embed PPI at an institutional level and in the national research ecosystem
- To create a nationally coordinated and internationally recognised network of excellence
- To create a shared national voice for PPI with an identity independent of any one institution and that will serve all
- To improve people’s health and to enhance healthcare delivery through engaged research

The **long-term vision** builds on the vision for the PPI Ignite call. Specifically, a continued **transformation of the research culture** where meaningful PPI is embedded through:

- Strategic commitment to PPI

¹ This is similar to **Engaged Research and Innovation for Societal Impact, as defined by Campus Engage**: research that aims to improve, understand or investigate an issue of public interest or concern, advanced *with* community partners rather than *for* them.

- Integration of PPI into the core activities of HEIs, including in the development of undergraduate curricula and pedagogy. This includes measuring the quality and impact of PPI on the HEI's research activities and community partners
- Reward and recognition of researchers, patients and members of the public involved in PPI
- Encouragement and support for researchers and members of the public at all levels to become involved in health research
- Creation of networks within and beyond HEI structures to share good practice and ensure that those involved in PPI feel supported
- Community-partner capacity and capability to fully engage in PPI
- Creating a network that will have international reach and position Ireland as a leader in PPI

4 Scope

This award will provide funding of up to a maximum of €3.3m (inclusive of overheads) for the establishment of a National PPI Network. The Network remit includes health and social care research across all disciplines. The award will be for five years and no more than one award will be made. A joint application should be made ideally by the seven major **HRB Host Institutions** (HIs), (NUIG, UCC, UL, UCD, TCD, DCU and RCSI) at a minimum. Local presence in each of the **Lead Sites** will remain or will be established in new sites to support day to day working. Institutions that are not Network members should be given the opportunity to join later based on evidence of institutional support. In particular, the technological higher education sector should be enabled to participate in the Network.

The Network should operate in an open and transparent way that maximises the voice and experience of public and patient partners. The National PPI Network will have a central function to:

- deliver agreed work packages of national importance on behalf of the Network member organisations
- link with stakeholders such as Campus Engage, Irish Platform for Patients' Organisations, Science and Industry (IPPOSI), Health Research Charities Ireland (HRCI), The Wheel, the Health Service Executive, Clinical Research Infrastructures
- co-ordinate administrative activities such as a common web presence, sign posting, co-ordination of meetings and events across institutions.

The National PPI Network should practically and financially support researchers wanting to conduct PPI activities ahead of the development of an application.

There is scope for a small fund administered by the National PPI Network and to be distributed by an agreed process with the aim to

- undertake PPI methodological research within studies and evaluate aspects of the PPI landscape in Ireland, including the impact of the National PPI Network.

The Network should be led by a **Lead Applicant** and **Site Leads** based at each participating Lead Site. National and community partners are integral to the application and should form part of the applicant team.

This scheme will not fund:

1. Applications focussing on a research programme;
2. Applications from individuals applying for, holding, or employed under a research grant from the tobacco industry;
3. Applications which are solely **or** predominately health service developments/evaluations;
4. Applications which are solely **or** predominately developing the infrastructure for biobanking, databases or patient registers.

5 Expectations

The HRB/IRC expects that the network will:

- Demonstrate the value of the Network as measured by performance metrics and indicators
- Improve the quality of PPI approaches in Irish health and social care research, including consideration of ethical and sex/gender issues. Equality and diversity activities are encouraged for this Call, in order to foster inclusion and innovation.
- Lead to an increasing commitment to PPI within partner HEIs and organisations, reflected e.g. in relevant strategies, policies and teaching
- Forge strong links to other relevant infrastructural resources including but not limited to IPPOSI, HRCI, Campus Engage and Clinical Research Infrastructures
- Form authentic partnerships locally, nationally and internationally
- Create a PPI network of excellence that is recognised and utilised nationally and internationally
- Create a shared national PPI voice

6 Deliverables

A final set of deliverables for the award will be agreed at contracting stage, with the aim of assessing the success of the network. Performance metrics will be indicators specific to PPI and will cover the categories of culture change, PPI in practice/policy and product development, capacity-building and training, and awareness-raising, as well as indicators of performance as a network. Deliverables will be underpinned by progress indicators to enable the monitoring of the award and the extent to which the activities and outcomes have been achieved. Awards will be measured against those indicators over the lifetime of the award on a yearly basis.

7 Reporting and Review

In addition to the annual report tracking deliverables, an interim assessment of the Network will be carried out by the HRB/IRC after three years. The aim of that interim assessment is to assess the progress of the Network and garner feedback and learning for the remainder of the award.

An end-of-grant review will take place based on a report submitted by the HI and will report on progress regarding the progress indicators specified in the award contract.

8 Funding and Duration of Awards

8.1 HRB/IRC Funding

This award will run over 60 months and the maximum amount available will be €3.3 million. This together with the co-funding from the Lead Sites will provide funding for both the central function and for the Lead Sites. HRB/IRC will endeavour to facilitate flexibility, where justified, with regard to how the budget is allocated between and within these areas in order to support the Network in developing creative national and locally adapted solutions. The HRB/IRC reserves the right to request budget amendments after the review process. The funding may be used for:

- Personnel costs at each site, which should include a project manager who will be responsible for the operational management of that site, and may also include employing experienced members of the community to be part of the team
- Administration support and project management support for the central function
- Running costs relating to items such as a web presence, communications, events, consumables and small items of equipment
- Costs relating to relevant training and development for personnel
- Costs relating to the involvement, training and/or awareness-raising of PPI among researchers, patients and members of the public
- A small fund to distribute to researchers who wish to conduct PPI activities/establish relationships ahead of the development of an application
- A small fund to carry out PPI methodological research within studies and evaluate aspects of the PPI landscape in Ireland, including the impact of the National PPI Network
- FAIR Data Management Costs
- Travel costs for purposes relating to the award
- Dissemination and networking costs relating to the award
- Overheads of 25% should be included

8.2 Co-Funding Commitment

Developing PPI capacity is a responsibility shared between the funders and the **Lead Sites**. A co-funding commitment equivalent to a 50% FTE for a Senior Programme Manager is required from the **Lead Applicant** HI and each **Site Lead** organisation. The co-funding may be in cash or in kind. If in kind, evidence is required of appropriate backfill arrangements (where applicable) and a job description matching these requirements. Higher and/or additional contributions are encouraged and welcome. A letter of commitment in respect of the co-funding is required for the **Lead Applicant** Host Institution and each **Lead Site**.

9 Eligibility

Applications should be made on behalf of a team which is made up of a **Lead Applicant, Site Leads** and **Partners**. The Network applicant team should consist of one Lead Applicant from the Host Institution and a Site Lead from each Lead Site. Partners may be national or local. PPI contributors are encouraged as partners. The Network applicant team must demonstrate clearly that the appropriate and relevant partners are involved in order to achieve the objectives of the call and the set of activities described in the proposal.

The **Lead Applicant** should ideally be a Principal Investigator on an existing PPI Ignite Award. The Lead Applicant will serve as the primary point of contact for the HRB during the review process and the duration of any subsequent contract. If successful, they will have overall responsibility for delivery of the objectives of the Network and primary fiduciary responsibility and accountability for carrying out the network activities within the funding limits awarded and in accordance with the **terms and conditions of the HRB**.

The **Site Leads** have a well-defined, critical and substantial role in terms of assisting the Lead Applicant with the leadership and management of the proposed Network. Site Leads are expected to lead on one or more of the proposed Network activities. In addition, Site Leads spearhead the activities in their Site. There should be a Site Lead at each Site. The Lead Applicant can also be the Site Lead for their Site.

Partners should form an integral part of the Network Applicant group and can be involved at a national level across the entire network or at a local level linked with individual Lead Sites. The applicants can include up to a maximum of 10 national partners across the Network and 10 local partners at each Lead Site.

9.1 Lead Applicant

The **Lead Applicant** 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. For clinicians, an adjunct position in a **HRB recognised Host Institution** is acceptable, **OR**
- Be an individual who will be recognised by the Host Institution upon receipt of an award 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. The Lead Applicant does not necessarily need to be employed by the Host Institution at the time of the application submission.

The following should be considered when identifying the Lead Applicant:

- a) They have sufficient time and availability to be the Lead Applicant.
- b) They have experience in leading consortia of different stakeholders and perspectives; this does not need to be a research consortium.

- c) They have support from their Host Institution as evidenced through HI strategies and policies and the willingness to support a national role as opposed to a role primarily beneficial to their own institution.

The HI will decide jointly with the Lead Applicant where in their institution, the central PPI function should be best placed.

9.2 Site Leads

Applications should include a Site Lead at each partnering Site. A Site Lead will not receive support towards his/her own salary if they are in salaried positions but can receive funding for all other allowable costs.

The Site Lead 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. For clinicians, an adjunct position in a HRB recognised Host Institution is acceptable, **OR**
- Be an individual who will be recognised by the Host Institution upon receipt of an award 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. The Site Lead does not necessarily need to be employed by the Host Institution at the time of the application submission.

They must show the capability and authority to manage and supervise the PPI team in their Site.

9.3 Partners

A partner can be an individual or an organisation who provides an integral and discrete contribution (direct or indirect) to the proposed activities such as training, specialist staff time, advice or support, instruments or protocols or may act in an advisory capacity. Partner organisations may be a statutory, non-statutory or voluntary organisation involved in developing, promoting or delivering PPI for health research or it may be an individual PPI contributor. Partner Organisations may also be a HEI not leading on a work package. It is expected that there will be different levels of partners, with some working at a national level with the entire Network and some working at a local level with individual Lead Sites. They may be from the Republic of Ireland or outside of Ireland where appropriately justified. Running costs for partner organisations can be included within the award. The terms of any partnership should be determined early, and partnership agreement forms must be submitted with the application. Consideration should be given to issues such as relative roles and responsibilities and governance arrangements when establishing partnership agreements.

Profile details must be provided for **ALL** official partners. In addition, each national partner must complete a Partnership Form. A template form will be made available on GEMS for download.

9.4 Host Institution and Lead Sites

Lead Sites are the organisations where the Site Leads (including the Lead Applicant) are based. The **Host Institution for the award** is that of the **Lead Applicant**. A *HRB Host Institution*⁷ 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. 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. A list of currently approved HRB Host Institutions and information on the application process for research performing organisations to be approved as HRB Host Institutions can be found on the HRB website².

Host Institution Letters of Support must be provided for **(1) the Lead Applicant in a contract position and (2) Site Leads 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/Hospital 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 HRB PPI Network 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 or typed signatures are acceptable for letters that are uploaded on the HRB GEMS system in this instance.

It is the responsibility of the Lead Applicant to ensure that applications are completed in full and all necessary documentation is received by the HRB on, or before, the closing dates indicated.

10 Governance

The National PPI Network application will need to set out appropriate governance arrangements which will form part of the award contract. Governance structures should cover oversight, management and external independent advice. The relationship between the central function, Lead Sites and Partners, as well as strategic oversight and administrative responsibility for the performance of the Network, should be clarified.

11 FAIR Data Management and Stewardship

Data management/stewardship plans (DMP) are nowadays widely accepted as part of good research practice. The HRB supports **open research**³ and open publishing directly through the **HRB open research platform**⁴. The HRB and the IRC are driving the making of research data **FAIR** (Findable, Accessible,

² <http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions/>. While the IRC has its own list of eligible higher education institutions and research performing organisations, the HRB's will be used for the purpose of this call.

³ <http://www.hrb.ie/funding/policies-and-principles/open-research/>

⁴ <https://hrbopenresearch.org/>

Interoperable and Re-usable) in order to benefit science by increasing the re-use of data and by promoting transparency and accountability. The **FAIR data principles**⁵ 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.

For researchers, the move to FAIR and open data means researchers should consider data management issues and find suitable data repositories at the research planning stage. Applicants will have to provide information about their plans for data management and data sharing at application stage.

12 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 through the HRB grant E-Management System (GEMS) 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 panel reviews of this application. International reviewers play a vital role for the HRB in setting standards and in benchmarking our scientific community to enable them to operate in a global context. Panel reviewers are selected for their specific expertise in relation to submitted application and can be based anywhere in the world.

Furthermore, by confirming participation, you will be asked to **confirm you understand** that the HRB/IRC 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 general T&C for research awards. This will include contacting you with regard to monitoring of progress through written reporting and other means e.g. interim review. We will publish some basic information on successful awards including PI, 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 (in accordance with HRB/IRC policies) to allow us to evaluate the outcomes, outputs and impacts of HRB investment in your research.

Please note that we 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.

13 Application, Review Process and Review Criteria

⁵ <https://www.force11.org/group/fairgroup/fairprinciples>

13.1 Grant E-Management System (GEMS)

Applications must be completed and submitted through the HRB online Grant E-Management System (GEMS) (<https://grants.hrb.ie>).

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 to the HRB. Therefore, applicants should ensure that they give the signatory approver sufficient time before the scheme closing date to review the application and approve it on GEMS. Please note that many host institutions specify internal deadlines for this procedure.

The HRB is committed to an open and competitive process underpinned by international peer review. To ensure the integrity of the assessment process, conflict of interest and confidentiality are applied rigorously in each stage of the process.

13.2 Gender Policy

The **IRC Gender Strategy and Action Plan**^{6a} was published in 2013, and the **HRB Gender Policy**^{6b} came into effect on 1 June 2016. In line with international best practice, both agencies have 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.

13.3 Selection Panel

The HRB is managing the application and review process on behalf of both HRB and IRC, with regular updates to be provided to the IRC. Following an initial eligibility check of applications submitted to this scheme, there is a single step review by a Selection Panel, with no additional written peer review. We do not envisage the need to short list applications.

The review will be conducted by an international panel of people with professional PPI expertise and national or international PPI panel members. The panel will include members who have experience in developing and promoting PPI in health research or in the establishing similar networks. PPI panel members may have differing levels of experience contributing to research.

The panel will review the strengths and weaknesses of the application relating to the assessment criteria detailed below and submit comments ahead of the panel meeting.

The Applicant team will be invited for interview at the panel meeting and will have access to the panel reviews of their application ahead of the interview taking place. The interview will begin with a short presentation by the applicant team followed by a Q&A session where the applicant team should aim to address any concerns raised by panel members. More details on the interview will be provided to the

^{6a} <http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-gender-in-research-funding/>

^{6b} http://research.ie/assets/uploads/2013/01/irish_research_council_gender_action_plan_2013_-2020.pdf

applicant team closer to the time. The panel will make a recommendation to the HRB/IRC at the end of the meeting. The recommendations by the panel will be submitted to the Board of the HRB for approval.

13.4 Review criteria

The assessment criteria are equally weighted, and the successful application is expected to perform highly on all.

- The extent to which the proposed activities and the anticipated outputs, outcomes and impacts will work towards embedding PPI at an institutional level and in the national research ecosystem
- The coherence of the vision and plan of creating a network structure serving all members and creating a shared voice for PPI in Ireland
- The quality of the applicant's proposal to assess and measure the impact of the award on capacity building for high quality PPI in health research
- The potential for international reach
- The strength of the team, including the relevant expertise and track record of the Lead Applicant, Site Leads and Partners. Is there a genuine and meaningful partnership between Lead Applicant, Site Leads and Partners
- Appropriate governance arrangements
- Equality, diversity and inclusion considerations throughout the application
- Support from the Host Institution and Lead Sites, demonstrated through the level of involvement of the Site team, and supports made available to them

The HRB will use a **BARS** or **Behaviourally Anchored Scale** for review of the proposal. BARS are assessment rating scales that provide the assessor with behavioural expectations at each level of the scale. BARS enable groups of assessors to make decisions that are more consistent, reliable, accurate and fair.

14 Conflict of Interest

Conflict of interest rules *are applied rigorously*. Where a conflict of interest exists, the reviewer is requested to inform the HRB immediately so that an alternative reviewer may be appointed. International peer reviewers will not provide comments or scores on any application on which they have a conflict of interest.

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.

15 Timeframe

Call Open	15 th of May 2020
Closing date	28 th of August 2020
Review period	Sept, Oct 2020
Panel meeting	October 2020
Recommendations to HRB Board	November 2020
Award Start Date	March 2021

16 Contact

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The HRB's procedure for appealing funding decisions is available at

<http://www.hrb.ie/funding/funding-schemes/before-you-apply/relevant-policies/>

Appendix I: Detailed Guidance on the Application Form

Only registered users of the GEMS system can apply for grants. In order to submit an online application to the HRB, applicants are required to register at the following address:

<https://grants.hrb.ie>

Please refer to the GEMS Technical Guidance Note for further information.

The **Lead Applicant** must create the application, but it can then be jointly completed with the **Site Leads**.

- Lead Applicants can register on GEMS and they will receive an email to confirm their registration and log in details. The Lead Applicant can then add information on their contact and CV details in 'Manage My Details' section of GEMS.
- Lead Applicants previously registered on GEMS can login to GEMS and update any information regarding their contact and CV details in 'Manage my details'.

Once logged in to GEMS applicants are taken directly to the Home page which is the starting point to create a new Grant application.

Once the Lead Applicant selects the 'National PPI Network' scheme on GEMS, s/he will be asked to go through a check list of mandatory Yes/No questions. In order to start the application, the Lead Applicant must satisfy the conditions of this check list.

The Lead Applicant will be then able to start the application. Further details for completing each of the main sections of the application form are provided below:

Lead Applicant Declaration

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

For the purposes of contracting, payment and management of the award, and because HRB funds can only be awarded to HRB approved Host Institutions in the Republic of Ireland. The Host Institution is that of the **Lead Applicant**. A list of the Host Institutions approved by the HRB at the time of this call going live is included as a PDF on GEMS. In GEMS you will be asked to identify a Host Institution (from this list) and type it in full (do not use acronyms such as UCD, TCD, NUIG). Once you have entered the first 3-4 characters of the HI, you will be assisted with auto-select options.

Note: In order to be eligible to apply for funding, an Institution must have been approved as a HRB Host Institution no later than two calendar months before the closing date of a call, only pre-approved HIs will appear in this list.

1.2 Signatory Notification (within Host Institution)

Once the Host Institution is selected at the initial stages of application creation this will allow the Lead Applicant to notify the authorised signatory (Dean of Research or equivalent person authorised to endorse research grant applications for the Host Institution) in that Host Institution of the Lead Applicant's intention to submit an application to the National PPI Network Call. The signatory's details are pre-populated in the system so the applicant just needs to click 'NOTIFY' within GEMS. We recommend that you **notify the HI signatory** of your intention to apply as soon as possible in the application process. The signatory will receive an email from GEMS with the name and email details of the Lead Applicant and if they have any queries or clarifications they can engage directly to resolve them with the Lead Applicant. The HI signatory must confirm their willingness to participate as HI for the application through GEMS and once they do this a PDF of the application will be available for them to review with a view to them ultimately approving the final version for submission to the HRB.

2 Lead Applicant and Site Lead and Partner Contact Details

2.1 Lead Applicant's Details

Details are requested about the Lead Applicant including their position and status (contract or permanent) and whether they are seeking salary-related costs and their supervisory experience. Please note that a letter of support from the Host Institution must be provided if the Lead Applicant-Researcher is on a contract position.

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

The Lead Applicant's **contact and CV details** (Name, contact information, institution, present position, employment history, profession and membership of professional bodies) are managed in 'manage my details' section of GEMS and are automatically included in any application created involving that individual.

2.2 Publications and Funding Record

You are asked to include your **5 most relevant publications** to this application on which you have acted as senior author.

Publications are automatically included in any application created involving the Lead Applicant Researcher. To update this information, edit the 'Update CV' section of 'Manage my Details' on GEMS. You can then use the Publication selection tool in the relevant section of the application form to select your 5 most relevant publications for this application.

You should also include your 5 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 and will not be pulled through from the 'manage my details' section of GEMS.

2.3 Evidence of Relevant Leadership Experience

The Lead Applicant is asked to describe any evidence of expertise or experience that they have in leading consortia of different stakeholders and perspectives, this does not need to be a research consortium. The word limit for this is **300 words**.

2.4 Previous Experience in PPI

The Lead Applicant is asked to provide any evidence or expertise they may have in previous or current roles in the area of PPI and to explain why this makes them a strong candidate for the Lead Applicant role. This could include previous experience of working in collaboration to improve the quality of PPI approaches in Irish health and social care research, evidence of PPI in research that they have undertaken that has improved people's health and enhanced health care delivery, and contributions that have led to embedding PPI at an institutional level and/or in the national research ecosystem. The word limit for this is **500 words**.

2.5 Site Leads Contact and CV Details

Each Site Lead can manage their **contact and CV details** (Name, contact information, institution, present position, employment history, profession and membership details of professional bodies) under 'Manage my Details' section of GEMS and this information will be automatically included in any application that involves this individual.

Site Leads will be asked to provide additional information including their 5 most **relevant publications** and their **relevant funding record** and their current position and status (contract or permanent) will be requested in the application form.

2.6 Additional evidence of experience and expertise relevant to this application

Each Site Lead should include any additional experience or expertise that will support their application. For example, previous experience of working in collaboration to improve the quality of PPI approaches in Irish health and social care research, evidence of PPI in research that they have undertaken that has improved people's health and enhanced health care delivery, and contributions that have led to embedding PPI at an institutional level and/or in the national research ecosystem. The word limit is **500 words**.

For Site Leads holding contract positions who are seeking their own salary, a **Letter of Support** from the Host Institution must also be included.

Host Institution Letters of Support must be provided for (1) all Lead Applicant- in a contract position and (2) Site Leads 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 National PPI Network 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 preferable however or typed signatures are acceptable for letters that are uploaded on the HRB GEMS system at this time.

2.7 Partners Details

Up to 10 National Partners and up to 10 Partners per Lead Site can be included as part of the Network. Unlike Site Leads, the information for Partners is not automatically drawn from the 'Manage my Details' section of GEMS but must be entered by the Lead Applicant or Site Lead. Details for all Partners should be provided including name, contact information, institution or organisation, present position or type of organisation. If relevant and applicable they may also include employment history, profession and membership details of professional bodies, Publications (maximum 5) and Funding Record and details of any past or current grants held (including HRB grants) relevant to this application where the partner has acted as Principal Investigator or Co-Applicant.

In addition, for each Partner a signed **Partnership Agreement Form** must be provided. A template Partnership Agreement Form is available for download from GEMS. Forms must be completed, signed, dated and uploaded where indicated on HRB GEMS. Please label each form with the name of the relevant Partner. Electronic signatures are preferable however typed signatures are acceptable on letters/forms that are uploaded on GEMS at this time.

3 Network Details

3.1 Network Title

The Lead Applicant will be asked to insert the following title: [National PPI Network Award]

3.2 Network Duration and Start date

Please indicate the expected start date. Please note that the earliest start date will be March 2021. The duration of the award will be 60 months.

3.3 Network Lay Summary

You are asked to provide a brief summary of the proposed activities including how you plan to address the requirements of the National PPI Network call.

The lay summary needs to be written as a plain English summary, such that it is a stand-alone document that 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**.

3.4 Vision

Please include a vision statement for the National PPI Network. The word limit is **50 words**.

3.5 Keywords

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

4 National PPI Network Description

Please ensure that your application is focused, and that sufficient evidence is provided to enable the international selection panel to reach a considered judgement as to how the proposed National PPI Network meets each of the assessment criteria.

In addition to this there are a number of expectations set out in the guidance notes for this call. Please ensure that you describe how this award will be used to meet the expectations of the National PPI Network:

- Demonstrate the value of the Network as measured by performance metrics and indicators
- Improve the quality of PPI approaches in Irish health and social care research, including consideration of ethical and sex/gender issues. Equality and diversity activities are encouraged for this Call, in order to foster inclusion and innovation.
- Lead to an increasing commitment to PPI within partner HEIs and organisations, reflected e.g. in relevant strategies, policies and teaching
- Forge strong links to other relevant infrastructural resources including but not limited to IPPOSI, HRCI, Campus Engage and Clinical Research Infrastructures
- Form authentic partnerships locally, nationally and internationally
- Create a PPI network of excellence that is recognised and utilised nationally and internationally
- Create a shared national PPI voice

The National PPI Network Description must include:

- PPI within each Lead Site
- HI and Lead Site Support for the National PPI Network
- Proposed Plan
- Ambition for this Award
- Impact Statement
- Gender issues in the Network
- Equality, Diversity and Inclusion
- Potential Risks and Ethical Concerns
- Dissemination and Knowledge Exchange Plan
- FAIR Data Management and Stewardship Plan

- Network Structure, Management and Governance

4.1 PPI within each Lead Site

The applicants will be asked to outline briefly the current support for PPI within each of the Lead Sites (including the HI). Where a Lead Site holds a PPI Ignite Award please describe the current arrangements for the placement of this team. Please briefly outline current strategies and policies at each site in support of PPI. The word limit is **200 words per Site**.

4.2 HI and Lead Site support for the National PPI Network

Details of any additional support the Network will have from the HI and each Lead Site as evidenced through:

- the institutions' willingness to support a national role as opposed to a role primarily beneficial to their own institution
- any additional financial commitments beyond the requirement of a 50% Programme Manager at each Lead Site, and

any other pertinent information. The word limit is **1000 words**.

4.3 Proposed Plan

Provide a clear and concise description of the proposed plan for the National PPI Network.

Your proposed work plan should include the following information:

- Summarise the overall work plan that will achieve the overarching objectives of the National PPI Network, include details of individual work packages and how they will integrate to deliver a coherent Network; each work package should include objectives and a subset of deliverables which will be finalised during contract negotiations as informed by the international review panel. Final deliverables will form part of the contract should you be successful and will be used by the HRB for monitoring of the progress of the award.
- A clear outline of the proposed range of activities to improve the quality of PPI approaches
- The feasibility of the approach ensuring that the National PPI Network will be able to deliver;
- Plans to undertake PPI methodological research within studies
- Plans to evaluate aspects of the PPI landscape in Ireland, including the impact of the National PPI Network.

Work Packages should be mapped against estimated completion timelines in a Gantt chart, and any milestones highlighted.

The word limit is **2000 words**.

4.4 Ambition for this Award

Describe your ambition to embed PPI at an institutional level and in the national research ecosystem, to create a shared voice for PPI in Ireland and create international reach. How does this link to the activities that you will undertake during the National PPI Network Award? The word limit is **500 words**.

4.5 Impact Statement

Summarise the impact of the proposed National PPI Network will have on capacity building for high quality PPI in research nationally and at an international level.

This statement should be specific and provide information that the external reviewers will find helpful in assessing the potential impact of the proposed Network. 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 **500 words**.

4.6 Gender Issues in the Network

Are there potential sex (biological) considerations for the Network?

Are there potential gender (socio-cultural) considerations for the Network?

- 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 Network.
- If not, you must clearly demonstrate why it is not relevant to the Network; have you done a literature search to confirm this?

The word limit is **300 words**.

Please see Appendix II for resources on gender and sex considerations in research proposals.

Please note this section is intended to focus researchers on the Network content, and not the gender balance within teams.

4.7 Equality, Diversity and Inclusion

Equality, Diversity and Inclusion should be considered throughout your Network proposal. Please identify and explain how you address Equality, Diversity and/or Inclusion in the Network. The word limit is **300 words**.

4.8 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 network, if relevant; and highlight any potential ethical concerns, even if not part of this application, and how you propose to deal with them. The word limit is **300 words**.

4.9 Dissemination and Knowledge Exchange Plan

Include a clear dissemination and knowledge exchange plan to indicate how the outputs you anticipate producing during and after the National PPI Network will be disseminated, shared and made openly accessible, in line with HRB Open Access Policy⁷. Outputs include peer-reviewed publications, non-peer reviewed publications and conference proceedings, reports, policy briefings, guidelines, training materials and so on. Protection of Intellectual Property should be considered before data are disseminated⁸.

1. The HRB has a mandatory Open Access publication policy; demonstrate how you plan to make all publications open access.
2. Who are the various audiences and communities that need to be targeted if these results are to have any impact? What is your dissemination plan to address this, how will these audiences be reached?
3. Describe how the findings of this research are to be publicised to the HSE, government departments or international health community/organisations in a manner that will optimise impact on health policy and/or practice.
4. Please reference aspects of the project/study undertaken to maximise chances of adoption beyond the term of the award.

Types of publication routes⁹:

- **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 paid 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)

The word limit is **500 words**.

4.10 FAIR Data Management

Describe the approach to data management 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,

⁷ <http://www.hrb.ie/research-strategy-funding/policies-and-guidelines/policies/open-access/>

⁸ All HRB Host Institutions must subscribe to the National Intellectual Property Protocol, 'Inspiring Partnership- the national IP Protocol 2016: Policies and resources to help industry make good use of public research in Ireland', prepared by Government/Knowledge Transfer Ireland to ensure transparent and consistent procedures for managing Intellectual Property from publicly funded research.

⁹ Source: <https://www.jisc.ac.uk/guides/an-introduction-to-open-access>

and Reusability¹⁰. Please consider issues such as the types, volume and format of data, and what data will be collected, processed or generated. Consider what metadata and documentation will accompany the data. Will there be a globally resolvable, unique, persistent identifier (such as DOI)? What data quality control measures will be used? Please consider how data will be stored and backed up. How will data security be addressed? How and when will you share the data? How will you select data for preservation and where data will be preserved long term (e.g. data repository, archive). What methods or software tools will be required to access data? Who will be responsible for data management (e.g. data steward) and the time needed for data management and for making data FAIR (costs may be added under the budget section). Where it is envisaged that a Data Management Plan (DMP) will be created during the project please indicate this and include delivery of the DMP and any planned revisions within the project deliverables. The word limit is **500 words**

4.11 Network Structure, Management and Governance

Provide a high-level description of the network structure and any oversight, advisory or governance structures that will be put in place. Please ensure both strategic and operational structures are described. The plans for the strategic oversight of the Network including any independent advisory structures should be detailed. Operational structures should include the central support function and you should outline the processes that will be put in place to ensure that the Network is well managed from an administrative perspective, including project management processes, meetings schedules, financial management etc. Please include an organisational chart to illustrate the network structure, management and governance using the file upload option on GEMS. The word limit is **500 words**.

A file upload option is available to include an attachment to support your Network Description. A maximum of 8 figures, which can be a combination of images, graphs, tables, scales, instruments or surveys, may be uploaded as a single document on HRB GEMS. They must not be embedded within the text of the Project Description. The maximum size is **2MB**.

4.12 References

A full description of the Publications cited in the Project Description should be provided. You can enter a maximum of 30 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.

¹⁰ Wilkinson, M. D. *et al.* The FAIR Guiding Principles for scientific data management and stewardship. *Sci. Data* 2016 3:160018 doi: 10.1038/sdata.2016.18

5 Details of the PPI Network Team

5.1 Lead Applicant

Outline the role of the Lead Applicant in the Network 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 **250 words**.

5.2 Site Lead's Role

Outline the role of each Site Lead in the Network 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 **250 words**.

5.3 Partner's Role

For each Partner please outline their role in the project. The word limit is **250 words**.

5.4 Personnel

Please give details of all personnel to be funded through the Network including the Lead Applicant 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 **400 words**.

6 Project Budget

6.1 Project Budget

Please provide a summary and justification of the costs and duration associated with the project.

You are required to provide individual work package budgets as relates to each site and one overall budget summary. An excel budget template is available to download and should be uploaded with the completed application.

The total funding available will be €3.3M over five years.

A **full detailed breakdown** of **costings** and **justification for all funding** is required for items listed under each subheading within GEMS.

In line with the allowable costs described in the guidance notes funding should be requested under the following budget headings: Personnel costs, Running costs, Training costs, FAIR Data management costs, 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 HRB 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	<p>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/</p> <p>Please note employee pension contribution of 5% has already been incorporated into the IUA gross salary figure.</p> <p>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.</p> <p>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 Partners.</p>
b) Employer’s PRSI	Employer’s PRSI contribution is calculated at 11.05% of gross salary.
c) Employer Pension Contribution	<p>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.</p> <p>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.</p>

	<p>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 HRB will not be liable for costs.</p>
2. Running Costs	<p>For all costs required to carry out the planned activities including materials and consumables, survey costs, travel for participants, costs relating to partners, transcription costs and any other relevant costs not covered under the named categories. All costs must be fully justified.</p> <p>The following costs are <u>ineligible</u> and will not be funded: inflationary increases, cost of electronic journals.</p> <p>Note: Please see a list of costs that fall within the overhead contribution below and which should not be listed under running costs.</p>
3. Training costs	<p>Costs associated with training and development in order to acquire specific technical skills and/or professional skills such as leadership, management, etc.</p>
4. FAIR data management costs	<p>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.</p>
5. Equipment	<p>Funding for small items of suitably justified equipment can be included in this section. Personal/Stand-alone computers <u>will not</u> 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.</p>
6. Dissemination Costs	<p>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</p>

	<p>to data sharing. Please refer to the HRB policy on Open Access to Published Research¹¹. 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.</p> <p>Conferences: We envisage that conference costs will be typically around €500/year for national conference and €1,500/year for international conference.</p>
<p>7. Overhead Contribution</p>	<p>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.</p> <p>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.</p>
<p>8. Co-Funding Contribution</p>	<p>Please include details of <u>all</u> co-funding committed by each Lead Site including the HI.</p> <p>Note: A co-funding commitment equivalent to a 50% FTE for a Senior Programme Manager is required from the Lead Applicant HI and each Site Lead organisation. Higher and/or additional contributions are encouraged and welcome.</p>

6.2 Co-Funding Budget Commitment

Please include details on the co-funding commitment from each Lead Site (including the HI) and indicate the total amount secured from this Co-Funding.

If in kind, evidence is required of appropriate backfill arrangements (where applicable) and a job description matching these requirements.

¹¹ <http://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-open-access//>

The contribution listed here should also be included in the full budget section of the form under the co-funding contribution section.

A Co-Funding Commitment Letter must be uploaded for each Lead Site (including the HI). This letter should confirm that the funding contribution is in place. Electronic signatures are preferable however typed signatures are acceptable for letters that are uploaded on the HRB GEMS system at this time.

Please note that a copy of Collaboration Agreements between the HI and each Lead Site will be requested by the HRB following contracting of the successful award.

Appendix II: References/Useful Links

Public and Patient Involvement

- **Public Involvement Impact Assessment Framework:** Provides tools for successful involvement of members of the public in research projects and for assessment of impacts
<http://piiaf.org.uk/>
- **PPI cost calculator**
<http://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/>
- **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:** Research priorities in disease areas set jointly by patients, clinicians and researchers
<http://www.jla.nihr.ac.uk/>
- **INVOLVE UK website for resources on Public and Patient Involvement in research**
<http://www.invo.org.uk>
- **How to involve people in research**
<http://www.invo.org.uk/find-out-more/how-to-involve-people/>
- **Campus Engage:** Supporting Irish HEIs to embed civic engagement in their work. Includes resources, how-to-guides and case studies for engaged research
<http://www.campusengage.ie/what-we-do/publications/>
- **UK Standards for Public Involvement:** The six UK Standards for Public Involvement provide clear, concise statements of effective public involvement against which improvement can be assessed. <https://sites.google.com/nihr.ac.uk/pi-standards/home>

Data management and sharing and FAIR principles

- **Digital Curation Centre:** How to develop a data management and sharing plan and examples DMPs
<http://www.dcc.ac.uk/resources/data-management-plans/guidance-examples>
- **FAIR data principles FORCE 11**
<https://www.force11.org/fairprinciples>

- UK Concordat on Open Research Data (July 2016)
<http://www.rcuk.ac.uk/documents/documents/concordatopenresearchdata-pdf/>
- Guidelines on FAIR data management plans in Horizon 2020
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf
- FAIR at the Dutch centre for Life sciences
<https://www.dtls.nl/fair-data/>
- Registry of Research Data Repositories
<http://www.re3data.org/>

Research Data Management Plans

- Data Stewardship Wizard created by ELIXIR CZ and NL
<https://dmp.fairdata.solutions/>
- DMPonline of the Digital Curation Centre (DCC), UK
<https://dmponline.dcc.ac.uk/>
- DMPTool of University of California Curation Center of the California Digital Library (CDL), USA
<https://dmptool.org/>
- RDMO Research Data Management Organiser of the German Research Foundation, Germany
<https://rdmorganiser.github.io/en/>
- Guidelines on FAIR data management plans in Horizon 2020
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

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/>

[Gender issues in research](#)

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