Research Grant Application Form and Criteria for Assessment

Road Safety Authority

For the purposes of this bursary correspondence is via
National Office for Traffic Medicine
Royal College of Physicians of Ireland
Frederick House
19 South Frederick Street
Dublin 2

RESEARCH BURSARY
Tele 01 8639788
e-mail directortrafficmedicine@rcpi.ie

Confidential

Closing date: 12 noon, Tuesday 16th June, 2017. Proposed award date July 2017
Please ensure that this form, when completed, does not exceed 22 pages

1. Principal Investigator/Responsible

Surname: _____
Forename: _____
Title: _____
Address: _____
Telephone no: _____

Present appointment:

Brief summary of career:

2. Title and lay Summary of project:

3. Grant requested (to the nearest euro, to a maximum €40,000): _____

4. Please state briefly why this proposal is considered to be particularly suitable for funding by Road Safety Authority in the area of medical fitness to drive:

5. This research bursary is for 12 month period, considering this, give details of the duration of your research project:

Start date: _____
End date: _____

6. Is this project a continuation of an existing project previously funded by the RSA or another source? (Separately please see Q. 11 which asks about any present, pending and planned applications relating to this research application).

III. **Title of project:** _____

Date of application: _____
Amount awarded in euro, state nil if unsuccessful: _____
Date of completion/ final report to funder: _____

IV. **Title of project:** _____

Date of application: _____
Amount awarded in euro, state nil if unsuccessful: _____
Date of completion/ final report to funder: _____

II. **Title of project:** _____

Date of application: _____
Amount awarded in euro, state nil if unsuccessful: _____
Date of completion/ final report to funder: _____

I. **Title of project:** _____

Date of application: _____
Amount awarded in euro, state nil if unsuccessful: _____
Date of completion/ final report to funder: _____

* The RSA reserves the right to request reports on previous grants.

7. Ethics

Have you received ethical approval from a recognised ethical committee for this research? ○ Yes ○ No

Please give details below:

8. Use of human subjects/human tissue

Please indicate which of the following will be used in the research project:

(i) Population surveys/patient or family case history: ◉ Yes ○ No

(ii) Blood Samples ○ Yes ◉ No

(iii) Tissue samples/surgery or biopsy samples ○ Yes ○ No

(iv) Post mortem tissue/organs ○ Yes ○ No

(v) Cell lines derived from human tissue ○ Yes ○ No

(vi) Other (please specify) ○ Yes ○ No

9. Use of animals

Does your project include the use of animals? ○ Yes ○ No

If YES
Do you have a valid licence from the Department of Health to carry out work on animals? ○ Yes ○ No

Please give licence number: _____
Please give expiry date:

Please explain: Why animal use is necessary, what species will be used, how many animals?

10. **Total Proposed budget** (in Euro) inclusive of any taxes and other charges which are the responsibility of the grant holder)

Staff (incl PRSI, tax etcl): €_____

Equipment: €_____

Materials: €_____

Travel: €_____

See Glossary of terms/Information page 19-20

Description of staff costs and or stipend including average hours:

Description of equipment costs:

Description of materials costs:

Description of travel costs:

11. Particulars of other support

Please tick the appropriate box:

i Have you/any co-applicants /investigators made any other applications in connection with this project? ○ Yes ○ No

If so, what was the result/details? Please describe below.

The Grant holder must inform the RSA of results of any other subsequent applications relating to this project.

12. Outline the Information technology management that will be used in this project:

13 List collaborators

Please complete Section 19 onwards if the research involves a co-applicant(s) or other participants.

Collaborator 1:

Collaborator 2:

Collaborator 3:

Collaborator 4:

14. Scheme of research (1) Five A4 pages are available to be completed. Please complete this section by answering under the following 4 headings (Please see section 24 for a description of each of the assessment criteria below and for a description of the reasons why a research grant application may not be successful.

A. Aims and Objectives: What do you intend to do? (Worth 25% of the assessment criteria).

B. Background and significance : Why is the work important? Describe the background and put the proposal in context. (Worth 25% of the assessment criteria).

C. Preliminary Studies: What have you already done?(Worth 10% of the assessment criteria).

D. Research Plan: How are you going to do the work? (Worth 40% of the assessment criteria)

(i) Aims/ Objectives: What do you intend to do? (Worth 25%)

(ii) Preliminary Studies: What have you already done? (Worth 10%)

(iii) Background and significance: Why is the work important? Describe the background and put the proposal in context (Worth 25%)

(iv) Research Plan: How are you going to do the work? (Worth 40%) 3 Pages available for this answer

Page 2 of 3 continued (iv) Research Plan: How are you going to do the work? (Worth 40%) 3 Pages available for this answer

Page 3 of 3 continued (iv) Research Plan: How are you going to do the work? (Worth 40%) 3 Pages available for this answer

15. Plans for publication/dissemination

Please describe the proposed output from the research, and outline your plans for publication or other dissemination of the research for which you are seeking an award.

16. Reports: Please list any of your editorials / publications / awards of research relevant to this project or in past 3 years

Please list your most recent publications (categorised as research articles /reviews/ book chapters/ conference proceedings/ abstracts/ books). Please highlight with an asterisk the 5 most relevant publications within the last 5 years

17. Personal statement of the Principal Investigator/Responsible - CV is also required with this application

Principal Investigator /applicants must include information relating to their professional career

18. I have read the Road Safety Authority Grant Regulations as relating to this grant and agree to abide by them

Yes: ☐ (compulsory question)

If a grant is made, I

- will ensure that the Road Safety Authority contribution to funding the research is suitably acknowledged in all publications arising from it, and ensure that signed copies of any such publications are forwarded to Road Safety Authority.
- will comply with policies on intellectual property rights as set out in the Grant. Regulations noting that in general, Intellectual Property Rights (IPR), developed as part of the research grant, will remain with the university/institute. The university/institute must establish rules and procedures such that any IPR arising from the research work will be protected and managed appropriately.
- will inform the RSA of any changes to details set out in the application.
- will undertake to produce a comprehensive report on the research conducted as supported by the research grant and accept the RSA and NPOTM's right to publish this report and summaries thereof on their respective websites. Detailed information, furnished to the RSA and its partners, will be regarded as confidential until the grant holder in question has published his/her results in an academic journal.
- will endeavour to keep the RSA informed of public presentation of this work to enable them to prepare and field any resulting queries.

Applicant's signature: _____

Please sign in black pen, scan and email with fully completed application form to directortrafficmedicine@rcpi.ie)

Date:

Institutional signature: _____

(please sign in black pen, scan and email with fully completed application form)

Date:

Position held: _____

19. Details of collaborators inclusion of CVs required with application

Please complete this Section if the research involves a co-applicant(s) or other participants.

Co-investigator **(1):** _____

Surname: _____

Forename: _____

Title: _____

Present appointment and employing institution:

Brief summary of qualifications and career including principle appointments:

List of principal and/or relevant publications (up to a maximum of six)

If co-investigator has applied to the RSA for a research grant within the last five years, please give details of the most recent application

Title of the project:

_____

Date of application (month/year): _____

Amount awarded in Euro (state nil if unsuccessful): _____

19. Details of collaborators Inclusion of CVs required with application

Please complete this Section if the research involves a co-applicant(s) or other participants.

Co-investigator **(2):** _____

Surname: _____

Forename: _____

Title: _____

Present appointment and employing institution:

Brief summary of qualifications and career including principle appointments:

List of principal and/or relevant publications (up to a maximum of six)

If co-investigator has applied to the RSA for a research grant within the last five years, please give details of the most recent application

Title of the project:

_____

Date of application (month/year): _____

Amount awarded in Euro (state nil if unsuccessful): _____

20. Other participants (please *list interdisciplinary team if appropriate)*

21. Role of other participants Please *(please describe the contribution to the project to be made by other participants, citing any particular specialists and expertise)*

22. Added value of collaboration *(please provide any comments you wish on the particular relevance, timelines, or other aspects of the collaboration, and the benefits envisaged).*

Glossary of terms and information

Business continuity	Business Continuity is a holistic process that identifies potential impacts that threaten an organisation and provides a framework for building resilience and the capability for an effective response that safeguards the interests of its key stakeholders, reputation, brand and value creating activities.
Contingency	Refers to something dependent on a possible future event.
Direct work	This refers to core responsibilities for example: • Academic Class room lecturing • Research Grant writing • Clinical – e.g. ward rounds, OPD • Administration Processing applications
Indirect work	Individual but remote management that is one step removed from direct work /core responsibility; for example, completing a form for ethics approval.
Associated work	Meetings Work /duties which are not included in direct roles or indirect roles such as meetings
Non Productive work	Travel, leave – **e.g.** Annual leave, sick leave, study leave
Skill mix	The mix of different types of staff making up a department's establishment. The ideal mix; one that maintains or improves the quality of service at the least cost. Grade mix is sometimes used as a synonym for skill mix but the former includes only one profession. The latter, on the other hand, may include various professions. Skill-mix is the method of achieving the "best" mix of staff and skills, required to deliver a defined level of care in a defined area of "organisational activity".
Time-out	Leave away from the college or unit of all kinds including: sickness, annual leave, compassionate, uncertified, certified, maternity, study, etc.
WTE (Whole Time Equivalent)	One way of expressing the actual numbers of staff in an establishment
Employers' Guide – PRSI 2016	https://www.welfare.ie/en/Pages/2016-PRSI-Changes-for-certain-employees-and-employers-.aspx

24. Criteria for Assessment Note the Decision of the Road Safety Authority is final

A. AIMS

Hypothesis: Is the hypothesis valid and important in this particular sphere of investigation, and is it feasible to test this hypothesis using available methods?

Objectives: Are the specific aims logical, carefully chosen, well defined, clearly stated and reasonable? What steps are going to be taken to achieve the aims?

B. SIGNIFICANCE:

Background: Have I collected thoroughly, reviewed critically, and organised logically the data and events that led to the present proposal, and does this background information justify the next step, which is this proposal? Have I made a clear distinction between (a) what others/or collaborators have done, (b) what I have done, (c) what I intend to do?

Literature: Have I demonstrated a thorough understanding and a balanced knowledge of the pertinent literature, and have I emphasised or clarified discrepancies?

Gaps to be filled: Will the results of the research fill a defined gap in our knowledge or advance our understanding of this subject? Or will the research facilitate the development of valuable techniques or experimental models, lead to rational treatment for some pathological condition, or change existing practices?

Importance: Is this research likely to yield new conclusions that will have general theoretical value or practical clinical significance, or impact on the delivery or organisation of practices or health services?

C. PRELIMINARY STUDIES:

Feasibility: Have the preliminary studies demonstrated that the methods, procedures, techniques, and protocols are feasible, adequate and appropriate, and that the hypothesis is therefore readily testable?

Experience of investigator: Does my professional background, research experience, past progress in the topic, knowledge of recent international developments in the field and preliminary experiments, as outlined in this application demonstrate that I am qualified to perform the study, that I have the technical competence and skills needed for the proposed work, and that my results will be reliable and inspire confidence in my peers?

D. RESEARCH PLAN:

Design: Is the research plan original, appropriate, valid, carefully designed, straightforward, well organised, logically conceived and lucidly described?

Methods: Are the methods robust and appropriate for the proposed investigation and are they described in adequate detail? Do the methods correspond to the specific aims?

- **Innovations:** Am I using innovative procedures to overcome difficult technical problems? Are these innovative procedures feasible and well within my competence and experience? Do I have evidence or modelling data to show that these new approaches are feasible? Do these new procedures have obvious and clearly described advantages over the standard techniques now in use? Have I provided pilot data if available?
- Advantages: Have I anticipated and adequately discussed potential difficulties and obstacles in the approach chosen? Have I carefully considered the advantages and disadvantages of each method?
- Limitations: Have I recognised the limitations of the methods and how these limitations can influence the analysis and interpretation of the results? Have I involved external collaborators where my research team has limited experience in the use of special methods?
- Difficulties anticipated: Am I fully aware of difficulties that may be encountered in the implementation of the research plan and of the specific methods? Have I convinced the reviewers that I will be able to circumvent anticipated, as well as unexpected difficulties or propose logical and appropriate alternatives to any methodological obstacles that might be encountered?
- Sequence: Have I developed my research plan in a carefully focused, step-by-step, ordered manner? Have I drawn up a good project management work plan indicating the feasibility of completing the project in the time-frame allocated?
- Analysis of data: Have I given careful attention to the type of results that could be expected, so that I can analyse only valid and relevant data? Have I provided an analysis to justify the sampling strategy and sample sizes with estimates of statistical power? Have I detailed the handling and analysis of the data in my application?
- Interpretation of anticipated results: Have I demonstrated an awareness of the underlying principles and the associated complexities of the area under study so that I can interpret my results appropriately? It can also be helpful to seek a pre-submission review of the draft application by experienced colleagues, if time permits.

REASONS FOR REJECTION OF A GRANT APPLICATION

The following are the most common reasons why a grant application may be rejected:

- Absence of an acceptable scientific rationale
- Questionable reasoning in the methodological approach
- Lack of experience in the essential methodology
- Uncertainty concerning the future directions of the research
- Unrealistically large amount of work or where methods not sufficiently detailed
- Uncritical approach
- Research problems: (a) hypothesis - ill-defined, lacking, faulty, diffuse, unwarranted (b) significance - unimportant, unimaginative, unlikely to provide new information for health or social gain
- Study design: (a) study group or controls - inappropriate composition, number or characteristics (b) technical methodology - questionable, unsuited, defective (c) data collection problem - confused design, inappropriate instrumentation, timing, or conditions. Lack of new or original ideas. Lack of knowledge of published relevant work
- Investigator - inadequate expertise, poor past performance or productivity on a HRB grant, insufficient time to be devoted to project
- Resources - inadequate institutional setting, support staff, laboratory facilities, equipment or personnel, restricted access to appropriate patient population
- Ethics - lack of awareness of ethical issues surrounding the research, or ethical issues not addressed.

The following are some general points to consider when applying for a grant, bearing in mind that this is an electronic aplication form

- Fill out the form in full. Use the right application form and follow the guidelines given.
- Make sure all of the questions are answered.
- List references using the form at requested.
- Sign the appropriate form and return scaned signiture by email (see Pg 15) .
- Justify financial support for personnel, consumables and equipment.
- The title should be concise and express in a line or two the essential goal of the project.
- Send with application form CV(s) of principal investigator responsible required and other relevant staff (where known) as well as proof of etical approval or details of your aplication for same.