



HRB-TMRN Training Funding Scheme

2019

Guidance Notes

Key dates

Call open

April 16th 2018

Note: this call will remain open subject to funding availability.

*Applications must be completed and submitted by email to hrb-tmrn@nuigalway.ie with “**HRB-TMRN Training Funding Scheme**” in the subject line. Applications will receive a response within 3 weeks of application.*

Aim of the scheme

This scheme creates an opportunity for research teams to apply for funding to host trial methodology related training events in Ireland.

These events will help increase the knowledge base nationally, with respect to trial methodology and help improve the efficiency of randomised trials being conducted in Ireland.

Objectives

The specific objectives of the HRB-TMRN Training Funding Scheme are to:

- Build capacity and knowledge in trial methodology research nationally;
- Create opportunities for strategic national and international collaboration through networking with recognised leaders in these areas;
- Position Ireland as a leader in trial methodology.

Scope

This scheme will help fund (or part-fund) any training event format, so long as the topic is relevant to trial methodology, such as;

- Workshops / seminars
- Summer / Winter schools

Subject to capacity and interest, these events can be made available to a wider audience nationally, using the core network organisational supports; such as online registration management and online promotion of activities.

Funding and resources available

- Up to €2,000 per event to cover costs associated with organising and delivering the event, including travel of international speakers to Ireland.
- Provision of delegates welcome packs (folders, information leaflets), lanyards and pens.
- Full access to the HRB-TMRN suite of promotional tools, e.g. website, mailer, social media.

Where an event has a registration fee (see note 1)¹ the following additional services apply:

- Free registration for applicant team members.
- Administrative management of all online registrations.
- Weekly updates of registrations and delegate information (including dietary requirements and special needs of delegates).
- CPD certification (subject to adequate notice), including distribution of CPD certificates to delegates after the event via email.
- Regular communication with delegates prior to the event to include event announcements (e.g. parking information, directions to venue, schedule changes).

¹ Where event capacity allows, event registration will be opened to a wider external audience, and an appropriate registration fee applied, by the applicants in consultation with the HRB-TMRN. The HRB-TMRN will manage all aspects of fee and delegate registration management as outlined above.

Funded events are not required to be income generating. The addition of a registration fee ensures maximum attendance (i.e. less attendee drop-out) and all revenue generated is used to cover services and resources provided and core training. This is to ensure further investment in trial methodology training nationally.

- Management of cancellations or special requests.
- Final delegate information sign-in sheets provided 24 hours prior to the event.
- Event feedback collected and distributed to event organisers after the event (provided within 2 weeks of the event).

The scheme will not fund

- Current HRB-funded researchers who hold a budget line in an existing grant for the same workshops or conferences as part of dissemination;
- Drinks receptions;
- Development of new educational materials;
- Development of an outreach campaign using media such as television, radio or print;
- Placement/exchange visits for key personnel;
- Promotional tools such as information brochures, plain language summaries, newsletters or policy briefs.

Eligibility

- Any proposed training event must be held on the island of Ireland.
- Training events must be relevant to trial methodology.
- Research teams must be able to independently organise, and host proposed training events.
- Completed applications must address all assessment criteria identified.

Application and assessment process, and criteria

Applicants should complete and submit the short application form to the HRB-TMRN via email (hrb-tmrn@nuigalway.ie) for consideration.

Applications will be considered on a rolling basis.

This call is a rolling call and applications are considered throughout the year, subject to annual funding commitment availability. It is envisaged that the HRB-TMRN will commit to five awards annually.

[Note: Research teams wishing to apply for funding in excess of €2,000, should contact the HRB-TMRN Programme Manager by email to express interest]

All applications submitted will undergo an initial eligibility check and will then be subject to a HRB-TMRN led review process, based on the criteria outlined below.

Subject to network capacity, applicants will be notified of the outcome of their application within two weeks of receipt and acknowledgement of application.

Assessment Criteria

Part A (70% of the score)

- Relevance of training to trial methodology;
- Identified a clear gap in training in this area;

Part B (30% of score)

Appropriate programme and budget

- The budget requested must reflect the scale and nature of the proposed activities

Contact: For further information visit www.hrb-tmrn.ie or contact hrb-tmrn@nuigalway.ie