



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 individuals or teams to apply for funding to host trial methodology related training events in Ireland. These events should aim to help increase the trial methodology knowledge base nationally 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 on the Island of Ireland;
- 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

Scheme will help fund (or part-fund) any training event format 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. Transfer of funds is made retrospectively in line with actual spend, upon receipt of invoice.
- 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 are provided by the HRB-TMRN:

- 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 HRB-TMRN. The HRB-TMRN will manage all aspects of fee and delegate registration management as outlined above. Where a fee is applied applicants are **required** to use the HRB-TMRN online registration facility and all revenue generated is used to cover provision of core services and resources and to invest in further core training. This is to ensure further investment in trial methodology training nationally. The addition of a registration fee ensures maximum attendance (i.e. less attendee drop-out). Funded events are not required to be income generating.

- 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 or similar 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 focussed on trial methodology.
- Research teams must be able to organise and host proposed training event(s) independently.
- Completed applications must address all assessment criteria identified.
- All training events must charge a fee for attendance

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 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 up to five awards annually.
- All applications submitted undergo an initial eligibility check and are subject to a HRB-TMRN led review process, based on the criteria outlined below.
- Applicants are notified of the outcome of their application within three weeks of receipt.
- Upon notification, successful applicants will be provided with a Training Event Details form that must be completed and returned within a week for HRB-TMRN administration purposes.
- Research teams wishing to apply for funding in excess of €2,000, should contact the HRB-TMRN Programme Manager by email to express interest.

Assessment Criteria

Part A (70% of the score)

- Relevance of training to trial methodology;
- Identified 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.

- Successful applicants will be required to complete the HRB-TMRN Rolling Call Final Report template after the event detailing a summary of budget expenditure. Unspent funds will be returned to the HRB-TMRN.