



HRB-TMRN Training Funding Scheme

2021

Guidance Notes

Key dates

Current call opened

April 16th 2018

Current call closes

July 30th 2021

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.*

Note: The 2021 version of this call has been updated to include training during the COVID-19 pandemic. All events for this call will be held online.

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 in 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 research.

Scope

The scheme will fund (or part-fund) any training event format relevant to trial methodology, such as;

- Workshops
- Short courses
- Conferences

The current guidance relates to events being supported during the COVID-19 pandemic. All events will be held online, and all events are open to an international audience. Event schedules should consider shorter sessions, with regular breaks to ensure optimised participation and interest of delegates.

Funding and resources available

- Up to €2,000¹ per event to cover costs associated with organising and delivering the event, including hosting the event online. Costs should include technical AV support for hosting online events, costs associated with an online meeting platform (e.g. Zoom, Webex) and speaker costs as appropriate. Funding will be via payment of single invoice for all costs received from the lead applicant. Payment of invoices will be made retrospectively in line with actual spend.
- Full access to the HRB-TMRN suite of promotional tools, e.g. website, mailer, social media.
- Support and manage online registrations² by the HRB-TMRN, including all contact with delegates about the event.
- Free registration for applicant team members.
- CPD certification (subject to adequate notice), including distributing CPD certificates to delegates after the event via email. Where CPD certification is not required, regular certificates of attendance will be issued.
- Regular communication with delegates before the event to include event announcements.

¹ Applicants wishing to apply for funding in excess of €2,000 for larger events, should contact the HRB-TMRN Programme Manager by email to express interest prior to completing the form.

² 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.
- Event feedback collected and distributed to event organisers within one week of the event.

The scheme will not fund

- Current HRB-funded researchers who hold a training budget in an existing grant for the same or similar workshops or conferences as part of dissemination.
- Face-to-face live events which contravene current government pandemic restrictions or which cannot be organised with a high degree of certainty.
- Development of new educational materials.
- Development of an outreach campaign using media such as television, radio or print.
- Promotional tools such as information brochures, plain language summaries, newsletters or policy briefs.

Eligibility

- Training events must be focussed on trial methodology.
- Research teams must organise and host proposed training event(s) independently, including hosting the event online and managing the online interface with delegates live.
- Completed applications must address all assessment criteria identified.
- All training events must charge a fee for attendance, to be agreed in advance with the HRB-TMRN (See footnote 2 above).

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 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 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.

Assessment Criteria

Part A (80% of the score)

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

Part B (20% 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 budget expenditure summary