



## HRB-TMRN Training Funding Scheme

### Guidance Notes

#### Key dates

Current call opened	1 <sup>st</sup> March 2022
Current call closes	30 <sup>th</sup> July 2026

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

*Applications must be completed and submitted by email to [hrb-tmrn@universityofgalway.ie](mailto:hrb-tmrn@universityofgalway.ie) with “**HRB-TMRN Training Funding Scheme**” in the subject line. Applications will receive a response within three weeks of application.*

## Aim of the scheme

This scheme creates an opportunity for individuals or teams to apply for funding to host trials and/or trials methodology related training events in Ireland. These events should aim to help increase the trials methodology knowledge base nationally and help improve how we plan, do, analyse and share the findings 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 trials and trials 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 trials methodology research.

## Scope

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

- Workshops
- Short courses
- Conferences

## Funding and resources available

- Up to €2,000<sup>1</sup> per event to cover costs associated with organising and delivering the event. 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 a 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 registrations<sup>2</sup> 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.
- Management of cancellations or special requests.
- Event feedback is collected and distributed to event organisers within one week of the event.

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<sup>1</sup> 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.

<sup>2</sup> 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 HRB-TMRN core services and resources and to invest in further core training. This is to ensure further investment in 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.

### 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 activities.
- Development of new educational materials.
- Development of an outreach communication campaign using media such as television, radio or print.
- Promotional tools including information brochures, plain language summaries, newsletters or policy briefs.

### Eligibility

- Training events must be focussed on trials or trials methodology.
- Research teams must 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, 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@universityofgalway.ie](mailto:hrb-tmrn@universityofgalway.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 an 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 trials or trials 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