

# DTI RESEARCH SEED FUNDING APPLICATION FORM



## Terms and Conditions

1. The project must be completed within 12 months of funding start date.
2. DTI will announce the details of successful grant application on various information platforms, including the lay summary.
3. The grantee is responsible for the design and conduct of the project supported by the grant. This includes, but is not limited to, obtaining any necessary ethical approval, complying with data protection regulations, and obtaining informed consent, as appropriate.
4. The successful grant applicant will commit to producing a (brief) 6-month report and a final report on progress.

## General Instructions

- Complete all sections using font Calibri, size 11pt with 1.5 line spacing.
- Failure to comply with the word count for each section may result in the application being rejected without assessment.
- Include Research Ethics Committee approvals and Collaborator Letters of Support where applicable
- Completed applications and applicant CV(s) (max two pages) must be submitted by email as a single PDF to [milleram@tcd.ie](mailto:milleram@tcd.ie), noting "Dementia Trials Ireland Research Seed Funding" in the subject line.

Key Dates:	
Call open	14 <sup>th</sup> August, 2024
Applicant deadline	5pm September 30 <sup>th</sup> , 2024
Outcome	November 11 <sup>th</sup> , 2024

# Dementia Trials Research Seed Funding Award

## Guidance and Application Form

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## About Dementia Trials Ireland

Dementia Trials Ireland (DTI) is a clinical trials network (CTN) funded by the Health Research Board (HRB) which aims to improve the lives of individuals at risk of, or living with dementia by conducting high quality, internationally recognized, clinical trials throughout Ireland, addressing important and common problems. DTI's goal is to improve national trial infrastructural capacity, enhance workforce capability through skills training and support a culture of participation to enable people with dementia and their carers the opportunity to access clinical trials.

## Purpose of the Award

The Dementia Trials Ireland Research Seed Funding Award is aimed at early career researchers and is intended to support a **trial preparation** project which will contribute to the pipeline of clinical trials within Dementia Trials Ireland. It will fund projects up to a value of €10,000 (plus overheads at 25%, or €2,500). This award has the potential to be highly impactful and it is intended that it should make a significant contribution towards leveraging larger scale research funding in the future.

In general applications focusing on DTI priorities are particularly welcome, these include:

- Development of Core Outcome Sets (COS)
- Evidence synthesis that would support trial planning
- A priority setting partnership (PSP), supported by James Lind Alliance methodology
- Intervention development, redevelopment, or refinement
- Applications focusing on special populations e.g., intellectual disability, Parkinson's related cognitive syndromes etc.

In all cases proposals should identify a pathway to the future acquisition of funding to assess feasibility, and (in the longer term) evaluation and implementation of the intervention. Specific funding sources should be identified.

## Assessment Criteria

Applications and accompanying CVs will be score based on the following criteria and weightings:

<p><b>Expertise in Dementia Research</b> <b>Feasibility:</b> is the proposal led by an Early Career Researcher?</p> <p>Does the Lead Applicant (and Co-Lead Applicant, where applicable) have sufficient experience and expertise in dementia research.</p> <p>Do either/both have access to adequate support?</p>	20%
<p><b>Proposed Study</b> <b>Quality and Impact:</b> what is the overall quality of the proposal (clear rationale; objectives) and the likelihood of achieving its aims within the timeframe (Section 4.1 and 4.3)?</p> <p>Has the applicant proposed a potentially impactful study, with an appropriate methodology?</p>	40%

<p><b>Strategic Alignment:</b> how closely aligned will the proposal be to DTI strategic aims? How does it link in with existing HRB assets e.g., HRB-TMRN</p>	
<p><b>Engagement</b>  <b>KED and Patient and Public Involvement:</b> are the KED and PPI plans sufficient and reflective of best practice? (Section 5)</p>	20%
<p><b>Pathway to Future Funding</b>  <b>Strategic Vision:</b> has the applicant justified how success in the current application will create a pathway to securing a substantial funding award in the future? (Section 6)</p>	20%

## Budget and Allowable Costs

The successful applicant will receive a maximum of **€10,000** (plus overheads at 25% or €2,500) for a one-year project that will contribute to future trial development within DTI. The award can only be administered through approved HRB Host Institutions. Use the following link for further information on the HRB’s current list of approved host institutions: <https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/approval-of-host-institutions/>

### Allowable costs:

#### Salary (salary, PRSI, pension contribution)

Applicants may use some, or all the budget to employ research staff. Applicants should use the IUA website for the most up-to-date recommended salary scales for academic researchers (<http://www.iua.ie/research-innovation/researcher-salary-scales/>). Please note employee pension contribution of 5% has been incorporated into the IUA gross salary figure. Please state the pay scale used and the level and point on the scale. This should be justified accordingly.

Dementia Trials Ireland does not provide funding for the salary or benefits of full-time academic staff within research institutions who are already receiving salary or benefits. Equally, Dementia Trials Ireland does not provide a salary or buy-out time for collaborators. Employer’s contributions to PRSI and/or national insurance should be at the appropriate rates.

Pension provision up to a maximum of 20% of gross salary will be paid to the host institution to enable compliance with the Employment Control Framework. The level of employer contribution should be in accordance with the model adopted by the host institution and the employment contract of the appointed researcher.

### Running Costs

The award may be used for all costs required to deliver on project activities. Funding for small items of equipment can be included in this section. Standalone computers will not be funded. All costs must be inclusive of VAT, where applicable.

### Knowledge exchange and Dissemination

This covers costs associated with article processing fees, seminar/conference attendance (provide details of name and location, where possible), and any other means of communicating outcomes or engaging with stakeholders. In line with HRB guidance open access publications and data sharing should be utilised wherever possible.

### Overhead Contribution

In accordance with the HRB Policy on Overhead Usage, the DTI CTN will contribute to the indirect costs of the research through an overhead payment of 25% of Total Direct Modified Costs. The overhead contribution includes the following items: recruitment costs, office space, and software.

## Lead Applicant & Co-Lead Applicant Eligibility

### Lead Applicant Eligibility

The Lead Applicant will serve as the point of contact for the Dementia Trials Ireland CTN during the review process, and on the award if successful. They will have primary fiduciary responsibility and accountability for conducting the research within the funding limits awarded, and in accordance with the terms and conditions of the award.

The Lead Applicant must have the expertise, competencies, and experience to successfully deliver the proposed study. They must justify within the application that they have adequate support in research design, statistics, health economics, and other areas of importance to dementia research.

A Lead or Co-Lead must fulfil one of the following criteria:

Hold a post (permanent or contract that covers the duration of the award) in an HRB-recognised Host Institution as an independent investigator. For clinicians, an adjunct position in an HRB-recognised Host Institution is acceptable **or** be a contract researcher recognised by the Host Institution as an independent investigator who will have a dedicated office and research space for the duration of award, for which they will be fully responsible.

## Section 1: Lead and Co-Lead Applicant Details

### Lead Applicant Details

<b>Forename(s)</b>	
<b>Surname</b>	
<b>Title</b> ( <i>Mr, Ms, Dr, Prof, etc.</i> )	
<b>Current role</b>	
<b>Is the lead applicant an Early Career Researcher?</b>	
<b>Mentor's name (if applicable)</b>	
<b>Institution / Organisation</b>	
<b>Office address</b>	
<b>Contact phone number</b>	

<b>E-mail</b>	
<b>Contract end date* (if applicable)</b>	
<b>Are you affiliated to a Dementia Trials Ireland site?</b>	
<b>If awarded, would you be willing to become part of the DTI network?</b>	

\*The duration of the proposed study cannot extend beyond the end of an applicant's contract.

**Co-Lead Applicant Details (if applicable)**

<b>Forename(s)</b>	
<b>Surname</b>	
<b>Title (<i>Mr, Ms, Dr, Prof, etc.</i>)</b>	
<b>Current role</b>	
<b>Institution / Organisation</b>	
<b>Office address</b>	
<b>Contact phone number</b>	
<b>E-mail</b>	
<b>Contract end date* (if applicable)</b>	

**Project Collaborators (if applicable) please describe briefly how each will contribute to the project.**

<b>Title</b>	<b>Name</b>	<b>Institution / Contribution to project</b>

\*a letter of support from project collaborators is required

## Section 2: Study Details

<b>Project Title</b>	
<b>Proposed Host Institution<sup>1</sup></b>	
<b>Start Date (dd/mm/yyyy)</b>	
<b>Duration (in months)<sup>2</sup></b>	
<b>Proposed Study Team</b>	

<sup>1</sup>Funds are administered through the approved HRB Host Institutions only. <sup>2</sup>Maximum duration is 12 months.

### Study Abstract

This should be a succinct summary of the proposed study. The **aims** of the study should be conveyed with clarity. The **objectives** of the study and what the work is expected to establish should be described. Ideally it provides a clear synopsis of the proposal and should set the proposal in context. (Max 300 Words)

### Lay Summary

Please provide a short lay (plain English) summary of the abstract above. This summary should be clear, easy to understand, and easily accessible to a non-medical, non-research audience. The lay summary may be used when providing information to the public about this scheme, and may be published on [dementrials.ie](http://dementrials.ie) (Max 200 Words)

### Section 3: Expertise in Dementia Research

Describe how the **Lead Applicant** has the expertise, competencies, and experience to successfully deliver this study. Justify that the applicant has adequate support in research design, statistics, health economics, and other areas of importance to dementia research. (Max 300 Words)

If applicable, describe the expertise, competencies, and experience of the **Co-Lead Applicant**, and how those are relevant to the successful delivery of this study. (Max 200 Words)



## Section 4: Proposed Study

4.1: Summarise (using the headings outlined below) the proposed research plan specifying the methods that will be used to achieve the aims and objectives as described in the abstract. (Max 1000 Words)

<i>Aim</i>
<i>Objectives</i>
<i>Method/Approach/Setting</i>
<i>Stakeholders</i>
<i>Timeline</i>
<i>Key outputs and outcomes anticipated</i>
<i>Description of how the project aligns with DTI objectives</i>

4.2: Please provide a summary as to how your work will directly contribute to **future trial development** within DTI (Max 300 words)

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4.3: Insert a **Gantt** chart image showing the estimated timelines, milestones (if applicable), and deliverables for your proposed project.

[INSERT GANTT CHART HERE]

4.4: Please detail the approach to **ethical considerations** where applicable (Max 300 words).

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**NB:** please include Research Ethics Committee approval letter (if available or applicable)

4.5 Please list sources cited in this section. (Max 10 sources).

<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li><li>6.</li><li>7.</li><li>8.</li><li>9.</li><li>10.</li></ol>
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## Section 5: Engagement

5.1: Describe the **patient and public involvement** (PPI) framework for the proposed study. (Max 300 Words)

5.2: Please outline the **dissemination and knowledge plan** for the proposed study. Please note an acknowledgement of the source of funding is required on any arising publications, presentations, or reports. (Max 200 words)

## Section 6: Pathway to Future Funding

Provide a description of how success in the current application will create a pathway to securing a substantial funding award in the future. (Max 300 Words)

### Other Sources of funding

Provide information of any other funding applications you are involved in, including the name of the organization, amount of funding applied for and the expected date of receipt of outcome, if applicable. (Max 200 Words)

## Section 7: Budget

For each item below, please provide a justified budget relative to the scale and size of the research study proposed. This Award will fund projects to a maximum of €10,000. Overheads will be paid at 25% of direct project costs. *Note:* costs relating to student stipends/fees and equipment are **not** eligible for inclusion.

Item	€	Brief justification
<b>Salary Costs</b>		
<b>Salary PRSI</b>		
<b>Salary Pension Contribution</b>		
<b>Running Costs</b>		
<b>Dissemination (to incl. travel)</b>		
<b>Total (excl. overhead)</b>		
<b>Overhead (25% total direct project costs)</b>		
<b>Total (direct project costs inc. overhead)</b>		

## Section 8: Signatures

**Person authorised to endorse research grant applications for the Host Institution. E-signatures are acceptable.**

I have read this application and the relevant Guidance Notes. I confirm that all staffing/budget issues have been discussed with the applicant, and the host institution is willing to accept and administer the award if successful. I confirm that published standards of good research practice, including a formal written procedure for the investigation of scientific fraud, are in place in this institution.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Position/Institution: \_\_\_\_\_

### Lead Applicant

I am submitting this application to the Dementia Trials Ireland Clinical Trial Network to be considered for funding under the Dementia Trials Ireland Research Seed Funding scheme. I confirm that I have read the Guidance Notes for the scheme and will acknowledge the source of funding in any subsequent publications arising from this work.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

### Co-Lead Applicant

I am submitting this application to the Dementia Trials Ireland Clinical Trial Network to be considered for funding under the Dementia Trials Ireland Research Seed Funding scheme. I confirm that I have read the Guidance Notes for the scheme and will acknowledge the source of funding in any subsequent publications arising from this work.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_