

RESEARCH GRANT REGULATIONS

The grant regulations specify the responsibilities of the grant holder when making application for funding and in accepting funding from The Meath Foundation for Research purposes.

1. Definitions

In these Regulations, Foundation is The Meath Foundation; Hospital is The Adelaide & Meath Hospital, Dublin Incorporating The National Children's Hospital or the Hospital's Institutes; Grant holder is the principal investigator of the research for which a research grant has been awarded by the Foundation; Research grant is a grant awarded under any of the schemes of research supported by the Foundation.

2. Type of grants awarded

The following types of grants are normally awarded by the Foundation:

2.1. Seed Grants

Seed Grants are grants awarded to conduct research on a specific topic; these grants may, under certain circumstances, include postgraduate student stipends

2.2. Programmed Grants

Programme Grants are grants awarded to carry out research on an agreed programme of work for up to a five year period.

2.3. Educational Grants

Fees for a Masters Degree by Research or a PhD.

3. Conditions under which grants are awarded

The grant holder i.e. the principle investigator, must be employed in a defined capacity by the Hospital or hold a contract with another institution e.g. Trinity College, Dublin with a contractual arrangement to work in the Hospital. If the grant holder is a qualified medical practitioner, then the Clinical Indemnity Scheme or the Medical Indemnity Scheme must cover the position held by the qualified medical practitioner.

Grants will be assessed on the following criteria:

- The originality of the research proposal (to avoid duplication of other research efforts)
- Relevance to public health (a programme marketable to the General Public)
- Have a clearly defined goal in terms of a population that will be positively affected by the programme.
- Be compatible with The Meath Foundation's Research Strategy and that of the Hospital.
- All decision of the Board of The Meath Foundation are final

3.1. Research Staff

The grant holder shall ensure that:

- 3.1.1** All permanent and temporary staff as well as students employed in or involved in any Foundation-funded research (research staff), receive training appropriate to their duties including Health and Safety training.
- 3.1.2** Appropriate direction of research and supervision of research staff is provided.
- 3.1.3** All appropriate health and safety procedures are in place in relation to research staff
- 3.1.4** Ensure that payments to research staffs are appropriately adjusted to reflect any changes in personnel, as well as any circumstances such as absences, illness or resignation.

The Foundation shall, in the event of a grant holder resigning during the period of Tenure of the grant, play its role in trying to ensure that postgraduate students supported by the grant are given every opportunity to complete their degree.

3.2. Financial arrangements

The following are the financial arrangements pertaining to the granting of Research Grants:

- 3.2.1** Payments will be made through the Finance Department AMNCH and must be disbursed according to the terms of the letter of award.
- 3.2.2** The Foundation reserves the right, at any time during the period of the grant, to obtain from the grant holder, a financial statement detailing disbursements from the grant and confirmation that the grant has been used for the purposes for which it was awarded.
- 3.2.3** The Foundation may, at its discretion and cost, decide to commission and conduct a separate audit of the grant holder and/or the systems used by the grant holder to administer foundation grants, including the system to procure equipment and materials.
- 3.2.4** Expenditure from the award shall be limited to expenses properly and necessarily incurred for the successful completion of the approved research project. Any overhead costs must be made transparent and agreed with the Foundation before the awarding of the grant.

3.3. Intellectual property

- 3.3.1** The Foundation recognises that the primary responsibility for research and research outcomes rests with the Researcher(s). The Researcher(s) has a duty to The Foundation to ensure that discoveries and advancements in knowledge arising from research funded by The Foundation are translated for public benefit e.g. by publication, by patenting or through securing Intellectual Property Rights.
- 3.3.2** The Intellectual property rights to any Research funded by The Foundation will be in line with the ICSTI's published National Code of Practice and any Code of Practice that succeeds it.

3.4. Acknowledgement

The Grant holder undertakes to expressly acknowledge the support of The Foundation in any published record of their research activities

3.5. Good research practice

The Foundation expects that the research will be carried out in accordance with the best practices and standards of research and in line with the Hospital's research policy.

3.6. Insurance and indemnity

- 3.6.1** The Hospital shall at all times accept responsibility for and indemnify The Foundation in full against all claims for compensation and all and any other claims or demands howsoever arising in relation to, or in connection with, the research for which an award has been approved by The Foundation.
- 3.6.2** The Hospital shall accept full responsibility for and at all times indemnify and save The Foundation harm from and against claims or demands in relation to the management, monitoring and control (including the requirements of all regulatory authorities governing the use of radioactive isotopes, animals, pathogenic organisms, genetically manipulated organisms, toxic and hazardous substances, and research on human subjects) of all research funded by research grants and all those persons including, but not limited to, employees, whether full or part time, permanent or temporary, regardless of any contractual arrangement they may have, students and others employed or involved in any research funded by this award.
- 3.6.3** The Hospital shall indemnify The Foundation, without limitation, in respect of all liabilities, damages, costs and expenses incurred by The Foundation as a result of any claims by research staff whether during, at or after the termination of funding and whether under contract, common law or statute, including, without limitation, claims relating to the European Communities (Safeguarding of Employee Rights on Transfer of Undertakings) Regulations 1980.
- 3.6.4** In the event that any person employed or involved in research funded by The Foundation should, in the course of, or in connection with, the research suffer any illness, disease, infection or personal injury of any kind or pass any such disease or infection to any third party, The Foundation shall have no liability whatsoever arising there from.
- 3.6.5** The Hospital accepts responsibility for any litigation or liability that may arise out of research funded by The Foundation.
- 3.6.6** The Hospital shall at all times take out and maintain adequate insurance coverage in respect of employers' liability insurance, professional indemnity insurance and public liability insurance.
- 3.6.7** The Chief Executive Officer or other authorised representative of the Hospital shall sign the appropriate form on behalf of the Hospital confirming that the Hospital accepts and agrees to abide by these Regulations and any conditions set out in the letter of award.

4. Responsibilities of the grant holder

4.1. Ethical approval

The grant holder shall confirm, in writing, that ethical approval has been obtained for his/her research project from the Joint AMNCH/St. James's ethical committee. Written approval must accompany any research grant application to The Meath Foundation.

4.2. Financial arrangements

- 4.2.1** The recipient of a research grant shall not accept or receive funding for the same research project from any source other than The Foundation without prior permission from The Foundation.
- 4.2.2** The grant holder may, in consultation with the Foundation, modify the aims and objectives of an approved research project in order to follow scientific developments. The grant holder may not use any amount of an award for purposes not related to the research project. To the extent that any amount is used for purposes not related to the approved research project, the same amount shall immediately become repayable to The Foundation.
- 4.2.3** The Grant award **will be for one year from date of payment.** At the end of the grant period, the grant holder shall submit a detailed financial statement showing disbursements from the grant. Funds remaining unused and uncommitted at the end of the grant period will not continue to be available except with the agreement of The Foundation.

4.3. Review of Programme Grants

The grant holder and all those associated with a programme grant, for which a grant has been awarded by The Foundation, shall participate in a review of the progress of the research, its organisation, financing and any other relevant issues at a date decided by The Foundation. The grant holder must agree to implement any recommendations made by the review panel and verified by The Foundation.

4.4. Reports and publications

- 4.4.1** The grant holder **MUST** provide a final report to The Foundation on the research for which the award was made within six months following the end of the period for which the grant has been awarded. Grant holders, who do not comply with this requirement, will be deemed ineligible to apply for future Foundation research grants and such failure will be brought to the attention of other Grant giving bodies in the State. Failure to provide a Project Report will mean that the grant holder will be held liable for all monies received.
- 4.4.2** The grant holder must make themselves available, to all reasonable requests from The Foundation, for their participation in activities relating to furthering the aims of The Foundation e.g. Annual General Meeting, Fund-raising events etc.
- 4.4.3** The grant holder shall provide the Foundation with signed copies of all publications arising from research funded by The Foundation.

4.4.4 The support of The Foundation must be expressly acknowledged in any publication, presentation, or report of research funded by The Foundation or in any publicity given to such research.

4.4.5 The Foundation at all times reserves the right to publish a summary of the research funded by The Foundation. Detailed information, furnished to The Foundation, will be regarded as confidential until the grant holder in question has published his/her results elsewhere.

4.5. Transfer to another Hospital/Institution

The grant holder shall not transfer the award to another Hospital/Institution without the prior written approval of The Foundation

5. General terms

5.1. Research staff

No grant holder or personnel working on, in relation to or in connection with the research for which The Foundation has granted an award shall represent themselves or consider themselves for any purposes whatsoever to be an employee of The Foundation.

5.2. Termination

The Foundation reserves the right to terminate the award of a grant upon 30 days written notice to the grant holder. The award of a grant will terminate in the event of the grant holder breaching any of the Regulations contained herein. The grant holder will furnish all necessary reports of research completed or in progress through the date of termination.

5.3. Disputes

The Foundation and the grant holder shall negotiate in good faith with a view to resolving any dispute arising from an award made by The Foundation, and if necessary involve an agreed third party for that purpose.

5.4. Amendment of Regulations

The Foundation reserves the right to amend these Regulations from time to time and will inform the grant holders thereof.

6 Captions

Paragraph headings or captions are for ease of reference only and shall not affect the construction or interpretation of these regulations