



The Meath Foundation Fondúireacht Na Mí

Healthcare Research, Education, Quality Improvement
& Arts in Health at Tallaght University Hospital

RESEARCH FELLOWSHIP REGULATIONS, ELIGIBILITY CRITERIA AND PROCEDURES

Research Fellowship Regulations, Eligibility Criteria & Procedures
Approved by Meath Foundation Board on 16th December 2021
For review Q3 2022

Meath Foundation Research Fellowships

1. The Meath Hospital was founded in 1753 to provide health care for the poor of Dublin's Liberties. Funded entirely by voluntary subscriptions and donations from prominent citizens of the day the hospital would attract some of Ireland's most celebrated physicians and surgeons and become an internationally recognised centre for the advancement of medical science. In 1998, along with the Adelaide and the National Children's Hospital the Meath moved to the new Hospital at Tallaght now known as Tallaght Hospital. The Meath Foundation has subsequently evolved from its former role as the Board of the Meath Hospital.
2. Purpose

The Foundation was founded to support the provision of health care research and education in the health care area and is committed to providing funding for research and education in healthcare that will help to develop the necessary skills to transform the health service and deliver a safer and better quality service to our patient.

By supporting Research Fellowships, the Foundation is seeking to support young healthcare professionals to start or develop an early career in research through the pursuit of innovative and ground breaking projects.

Applicants may submit one application and only one Fellowship will be awarded during your career.

The amount of the award will depend on the nature of the work proposed but the maximum total value of a fellowship cannot exceed €75,000

There are four stages for assessing the proposals

- **Stage 1**
Following receipt of the application it will be reviewed to ensure that the eligibility requirements are met
- **Stage 2**
Applications meeting the requirements at stage 1 will be sent to external independent Assessors for review using the attached criteria for assessment
- **Stage 3**
Assessors will present their reports to the Research, Education, Quality Improvement & Innovation (REQII) Board Committee
- **Stage 4**
The REQII Board Committee will recommend the successful applicant(s) to the Foundation Board for approval.

The Meath Foundation does not provide feedback to unsuccessful applicants and all decisions of the Foundation Board on the awarding of Fellowships are final.

The formal announcement of award(s) will be made at the Meath Foundation Research Symposium held annually on the last Friday of November.

3. Eligibility, Criteria and Procedure

3.1 The Meath Foundation Research Fellowship:

- is a non- taught programme of independent research under an established supervisor that may lead or contribute to a higher degree
- will cover 12 month's salary, or can be paid pro rata over 2 – 3 years. Payment of salary is to allow the successful applicant to devote substantive and protected time to undertake research. The Fellowship award is intended to be the primary source of income while undertaking research.
- will not be awarded more than once to the same applicant.

3.2 Applicants or their Supervisor must be employed in a defined capacity by Tallaght University Hospital (TUH) or hold a contract with another institution e.g. Trinity College, Dublin with a contractual arrangement to work in TUH for the duration of the project. Laboratory based research work should preferably be carried out in the Meath Foundation Clinical Research Laboratory at TUH. We recognise however that this may not always be possible and consideration will be given to candidates whose work is located elsewhere.

3.3 Applicants must hold a third level primary degree.

3.4 Funding up to the amount of €75,000 is intended to cover 12 month's salary, or can be paid pro rata over 2 – 3 years, appropriate to the grade of applicant up to the level of Specialist Registrar or equivalent grade in respect of other disciplines. In addition, if funding allows it will cover Postgraduate fees of up to €7,000.

3.5 Successful applicants will be paid by TUH for the duration of the Fellowship. Contractual commitment to work in TUH may be a condition of the award depending on the applicant.

3.6 The successful Meath Foundation Fellow will

- provide timely interim and final reports, each co-signed by his/her supervisor and
 - will be expected to present at the annual Meath Foundation Research Symposium.
- Holders who do not comply with these requirements may be deemed ineligible for further funding from The Foundation.

3.7 Research in the following areas is particularly encouraged:

- Clinical trials
- Bench-based research at the Meath Foundation Research Laboratory / Other Laboratory
- Population Health Study
- Quality, Safety or Risk Study in Healthcare Management
- Health Services Management Study
- Other (*please specify*)

3.8 The Supervisor must provide a letter of support for the applicant and provide details of relevant experience in supervision and or research including any current supervisory roles.

3.9 The application form must provide a project outline (no more than 1,000 words) under the following headings:

- Background - Citing relevant literature

- Supporting Data
- Hypothesis or Research Question
- Outline Programme of Research
- Gantt Chart/Timeline identifying key project milestones

3.10 Non-EU applicants must provide evidence of work permit/residency with their application which must be valid to cover the term of the award. In addition where English is not the first language, confirmation of appropriate competencies may be requested.

3.11 Award Conditions and Financial Support:

Applicants currently employed must have written support from their Line Manager and Executive Team Member/Clinical Director and a copy of the agreement to grant leave to undertake the Fellowship.

Payment of the award will be disbursed according to the terms of the letter of award.

- Salary will normally be paid through TUH payroll. TUH will recoup pay-costs from the Meath Foundation.
- Postgraduate fees, where applicable, will be paid directly by the Meath Foundation upon receipt of an invoice/receipt.
- Other expenses shall be limited to vouched expenses properly and necessarily incurred for the successful completion of the approved research project.

NOTE: Being a charity, the policy of the Meath Foundation is not to compensate Fellows for institutional overheads, bench fees or indirect costs. These costs cannot be deducted from any of the Fellowship funding as overheads can mount up and eat into awards.

3.12 Equipment

The application form includes a section on 'Detailed Costings'. The award may be used to purchase such items as a computer, research equipment, supplies and details should be included in the 'Detailed Costings' section on the application form.

At the end of the Fellowship, research equipment may be kept by the Fellow upon application and at the discretion of the Meath Foundation.

3.13 Publication and Intellectual Property Rights

- Results of research funded by the Meath Foundation should be peer reviewed and published in National and/or International Peer reviewed scientific journals.
- The support by the Meath Foundation must be expressly acknowledged in any publications resulting from work carried out under the Fellowship.
- Two signed copies of any publications which arise from the research must be forwarded to The Foundation office. These may be used by The Foundation in the promotion of its mission.
- The Research Fellow should be aware that there may be potential for intellectual property to be created during the course of the research. Any Intellectual Property (IP) arising from the research should be managed according to the policies set out in the Government publication: **Ireland's National IP Protocol 2019**. Support for the Researcher on this topic is available from **Knowledge Transfer Ireland (www.kti.ie)** whose mission is to support business and the research community to maximize innovation from research by getting technology, ideas and

expertise into the hands of business swiftly and easily for the benefit of the public and the economy.

The Fellowship holder must agree to make themselves available, to all reasonable requests from the Meath Foundation, for their participation in activities relating to furthering the aims of The Foundation e.g. Research Symposium, Foundation Meetings etc.

3.14 Ethics

Research to be carried out as part of the Fellowship **is subject to** ethical approval from the TUH/St James's Hospital Ethics Committee. Letter confirming ethical approval will be required before funding is made available.

The successful candidate is expected to maintain a high standard of professional and personal behaviour throughout the tenure of the Fellowship and should adhere to TUH policies on research conduct.

In accepting a Fellowship the successful applicant agrees to release the Meath Foundation of all liability for any damage or injuries which may occur while carrying out the funded research project.

4 General Terms

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

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