



The Meath Foundation Fondúireacht Na Mí

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

Research Grant Regulations 2023

*Regulations approved by Research, Education, Quality Improvement & Innovation Board Committee
16th December 2021
Next review Q3 2023*

RESEARCH GRANT REGULATIONS

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 University Hospital. The Meath Foundation has subsequently evolved from its former role as the Board of the Meath Hospital.

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, 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.

The Meath Foundation Research Grant (MFRG) Regulations are to inform applicants of their responsibilities if successful and in accepting funding from The Meath Foundation for Research purposes.

1. Definitions

In these Regulations,

- Foundation is The Meath Foundation;
- Hospital is Tallaght University Hospital (TUH) or the Hospital's Institutes;
- MFRG recipient is the Principal Investigator (PI) of the research for which a Research Grant has been awarded by the Foundation;
- MFRG is an award granted under the MFRG Regulations for research supported by the Foundation.

2. Grants available for 2023

The following Research Grants will be available in 2023:

2 Research Grants valued at €75,000 each –

One of which is the John Barragry Research Grant

3 Research Grants valued at €50,000 each

Applications for Research Grants are assessed by a panel of external Assessors

3. Conditions under which grants are awarded

The MFRG recipient i.e. the principle investigator, must be employed in a defined capacity by TUH 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 healthcare practitioner the Clinical Indemnity Scheme must cover the position held by the applicant.

MFRG applications are assessed by an external panel of Assessors and will be assessed on the following criteria:

- The originality of the research proposal (to avoid duplication of other research efforts)
- Track record of researcher
- Have a clearly defined goal in terms of a population that will be positively affected by the programme.
- Be consistent with The Meath Foundation's Strategic Plan and that of Tallaght University Hospital.

All decisions of the Board of The Meath Foundation on the awarding of Research Grants are final.

3.1. Research Staff

The MFRG recipient shall ensure:

- 3.1.1** where research staff are employed and in receipt of stipends or involved in any Foundation-funded research, that they
 - have a letter of appointment for the research they are undertaking
 - 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** stipends to research staff are appropriately adjusted to reflect any changes in personnel, as well as any circumstances such as absences, illness or resignation.
- 3.1.5** all research staff including students have Garda clearance if carrying out research in TUH.
- 3.1.6** all research staff have professional indemnity insurance where appropriate.

The Foundation will, in the event of a MFRG recipient 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 Research Grants:

- 3.2.1** Payments will be made through The Meath Foundation and will be disbursed according to the terms of the letter of award.
- 3.2.2** Where a MFRG recipient employs research staff the Foundation can, if required/requested to do so, make arrangements for the payment of stipends. If a stipend is being paid the MFRG recipient must have a contract in place with the researcher and The Foundation must be furnished with a copy of the contract and a current Tax Clearance Certificate for the recipient of the stipend. MFRG recipients should read the guidelines at Appendix 1 associated with this facility before making the request.
- 3.2.3** The Foundation reserves the right, at any time during the period of the grant, to obtain from the MFRG recipient, a financial statement detailing disbursements from the grant and confirmation that the grant has been used for the purposes for which it was awarded.
- 3.2.4** The Foundation may, at its discretion and cost, decide to commission and conduct a separate audit of the financial statement and/or the systems used by the MFRG recipient to administer the MFRG, including the system to procure equipment and materials.
- 3.2.5** Expenditure from the award shall be limited to expenses properly and necessarily incurred for the successful completion of the approved research project. The Meath Foundation

does not award overheads. All costs must be made transparent and agreed with the Foundation before the awarding of the grant.

3.3. Intellectual property

The MFRG recipient 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 MFRG recipient 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.

3.4 Acknowledgement

The MFRG recipient undertakes to expressly acknowledge the support of The Meath Foundation in any published record of their research activities

3.5 Good research practice

The Meath Foundation expects that the research will be carried out in accordance with the best practices and standards of research and in line with TUH Research policy.

4. Responsibilities of the Grant Holder

4.1. Ethical approval

The MFRG recipient will provide a written copy of ethical approval from the Joint TUH/St. James's Hospital Ethics Committee or in the case of non-clinical studies from TCD School of Medicine REC for any research for which an award has been approved by the Foundation.

4.2 Sign off by EMT/Clinical Director Lead

Applications for MFRGs must be signed off by EMT/Clinical Director Lead. In order to allow time for the application to be reviewed it must be submitted to EMT/Clinical Director Lead at least 2 weeks prior to closing date for applications

4.3 Financial arrangements

4.3.1 The recipient of a research grant will not apply for or receive funding for the same research project from any source other than The Foundation without prior permission from The Foundation.

4.3.2 The MFRG recipient may, in consultation with the Foundation, modify the aims and objectives of an approved research project in order to follow scientific developments.

4.3.3 The MFRG recipient 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.

4.3.4 Funds remaining unused and uncommitted at the end of the grant period shall be returned to The Meath Foundation.

4.4 Review of Research Grants

The MFRG recipient for which a grant has been awarded by The Foundation, may be requested to 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.

4.5 Reports and publications

4.5.1 The MFRG recipient shall 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. MFRG recipients, who do not comply with this requirement, may be deemed ineligible to apply for future funding from The Foundation.

4.5.2 The MFRG recipient 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. Research Symposium, Foundation Meetings etc.

4.5.3 The MFRG recipient shall provide the Foundation with signed copies of all publications arising from research funded by The Foundation.

4.5.4 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.

4.5.5 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.

4.6 Transfer to another Hospital/Institution

The MFRG recipient 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 MFRG recipient 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/representative 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 MFRG recipient will furnish all necessary reports of research completed or in progress through to the date of termination.

5.3. Disputes

The Foundation and the MFRG recipient 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 MFRG recipients thereof.

RESEARCH GRANT REGULATIONS

Appendix 1

Guidelines to Grant Holders when requesting The
Meath Foundation to provide the facility to pay
Stipends to Research Assistants

Guidelines to Meath Foundation Research Grant Recipients when requesting The Meath Foundation to provide the facility to pay stipends to Research Assistants

1. Purpose of the Guidelines

The Guidelines are intended to provide assistance to recipients of Meath Foundation Research Grants (MFRG) when employing personnel whose income is derived from a MFRG and who wish to avail of the facility provided by the Foundation to pay a stipend.

2. Definitions

In these Guidelines,

- Foundation is The Meath Foundation;
- Hospital is Tallaght University Hospital or the Hospital's Institutes;
- MFRG recipient is the Principal Investigator (PI) of the research for which a Research Grant has been awarded by the Foundation;
- MFRG is an award granted under the MFRG Regulation for research supported by the Foundation.

3. Applicability of Guidelines

3.1 While The Meath Foundation expects MFRG recipients to provide equitable compensation and benefits for any person(s) employed to work on the research, control and direction over payments, the provision of benefits, hiring, firing and the assignment of duties rest solely with the MFRG recipient.

3.2 The Meath Foundation has no commitment to any person employed by the MFRG recipient beyond the assistance it provides to pay stipends.

4. Statement of Responsibilities

4.1 The MFRG recipient who employs research personnel whose income is derived from a MFRG, shall exercise the following responsibilities:

4.1.1 The MFRG recipient shall determine whether or not to employ assistance to carry out the research and will determine whether or not there is sufficient funds available.

4.1.2 Where research assistance is employed the MFRG recipient shall forward to The Meath Foundation a copy of the letter of appointment and a tax clearance certificate for the Research Assistant. Such a requirement is necessary in order to enable The Meath Foundation comply with Revenue Commissioners requirements.

4.1.3 It shall be the MFRG recipient's responsibility to authorise payment of stipend from the MFRG funds. The close off date for authorisation each month is the 15th day of the month for payment on the 25th day of the month.

4.1.4 Subject to any limits established by the MFRG, the decision of the MFRG recipient shall be final regarding the amount of the stipend to be paid and benefits, such as annual leave, sick leave, maternity leave, study leave etc.

4.1.5 The MFRG recipient shall

- comply with all statutory obligations as the employer, including the obligation to provide statutory benefits.

- exercise sole control and direction over the assignment of duties and the work performed by the Research Assistant.
- exercise sole discretion over the decision to terminate the employment of a Research Assistant funded through a MFRG.

Procedures for employing Research Assistants who are to be paid stipends through The Meath Foundation

1. General

The following procedures are to supplement the Guidelines. If there are any differences between the two, the terms of the Guidelines apply. It is important that MFRG recipients read and note the provisions of the Guidelines because it outlines the legal relationship with their research staff. Essentially, while the research staff are paid through The Meath Foundation, they are employees of the MFRG recipient and not The Meath Foundation.

2. Procedure

2.1 Responsibilities

The MFRG recipient determines the need to employ Research Assistants, confirms that the stipend to be paid and negotiates the terms and conditions of contract. All staff must be provided with at least the minimum employment rights legislated by statute or regulation. The costs associated with these are charged to the grant.

2.2 Letter of Appointment

The terms and conditions of employment should be clearly spelt out in writing to any staff member. These should identify the rate of pay, hours of work, provision for leave and the period of appointment.

If an offer of employment is being made to a non-EU person who does not have permanent residence status, the letter should indicate that the offer of employment is conditional upon obtaining a working visa.

Because The Meath Foundation is on a monthly pay cycle, rates of the stipend should never be expressed on a weekly basis. All rates of pay should be shown as a monthly or annual rate.

The Meath Foundation must be informed of any changes, extension or terminations to a Research Assistant's contract.

Any adjustment to the stipend or status changes including termination notices must be submitted to the Foundation office promptly and must meet deadline schedules i.e. 15th of the month.