INTERREG VA CHITIN HEALTHCARE INTERVENTION TRIALS FUNDING CALL

Frequently Asked Questions

Intention to Submit

1. What is the purpose of the Intention to Submit stage?

One purpose of the Intention to Submit stage is to allow for the early identification of peer reviewers for the applications being submitted. The aim of this is to allow peer reviewers to be identified ahead of the submission of full applications, thus reducing the time lines for the review process. No eligibility checks or evaluation of the Intention to Submit form will be undertaken.

To be considered at the full application stage, applicants must complete the Intention to Submit stage. Given that it is anticipated that further guidance and advice may be necessary ahead of full submission, a further purpose of the Intention to Submit stage is to identify applicants so that the CHITIN partners can provide updates on such matters between the Intention to Submit stage and Full Application submission. All applicants who complete and send in the Intention to Submit form by the deadline should continue to work on their full application.

2. Is there a word limit for the Sections of the Intention to Submit form?

The word limit for the abstract is 500 words. There is no limit to the research methods, but it is not expected that full protocol details are provided here. Please provide a brief indication of the techniques and expertise needed to carry out the research. Similarly, section 2e should be used to provide an indication of the peer review expertise that is appropriate to your proposal.

3. What happens after the Intention to Submit stage?

Once the Intention to Submit stage closes, you should continue to work on your full application for 29 September. The Referees that you have nominated will be contacted and their willingness to undertake a peer review **of your full application** confirmed. Up to two more independent peer reviewers will be identified based on the information you have provided within the Intention to Submit form. All those who agree to undertake a peer review will then complete a Confidentiality Agreement and be provided with dates on which they will receive your application for review after the full application deadline. They will also be given a date for return of their review so that this can be considered by the Expert Panel as part of their evaluation.

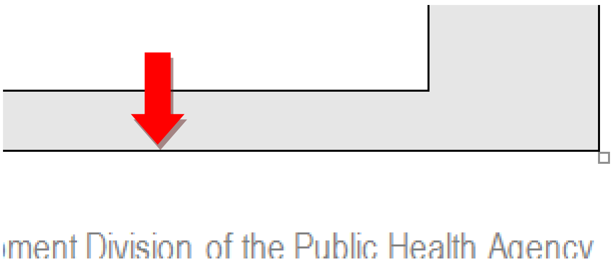
The CHITIN Partners may be in touch to provide further information to applicants between the closes of the Intention to Submit and the full application.

4. My Abstract text is within the word limit but does not fit in the box – what should I do?

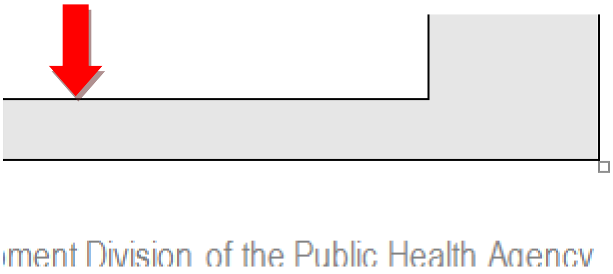
If your text does not fit in the box, you can either extend or duplicate the box:

To extend the box,

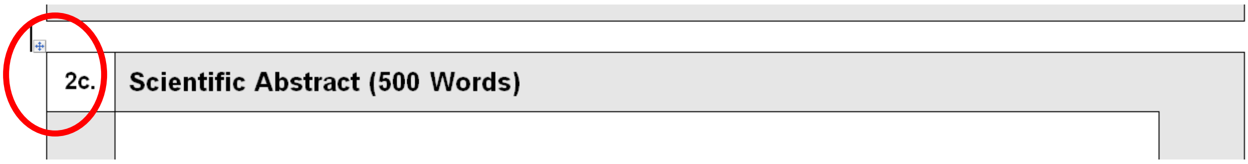
- Hover over the line beneath the grey section of the form and drag downwards:



- Then do the same with the same with the white section of the box:

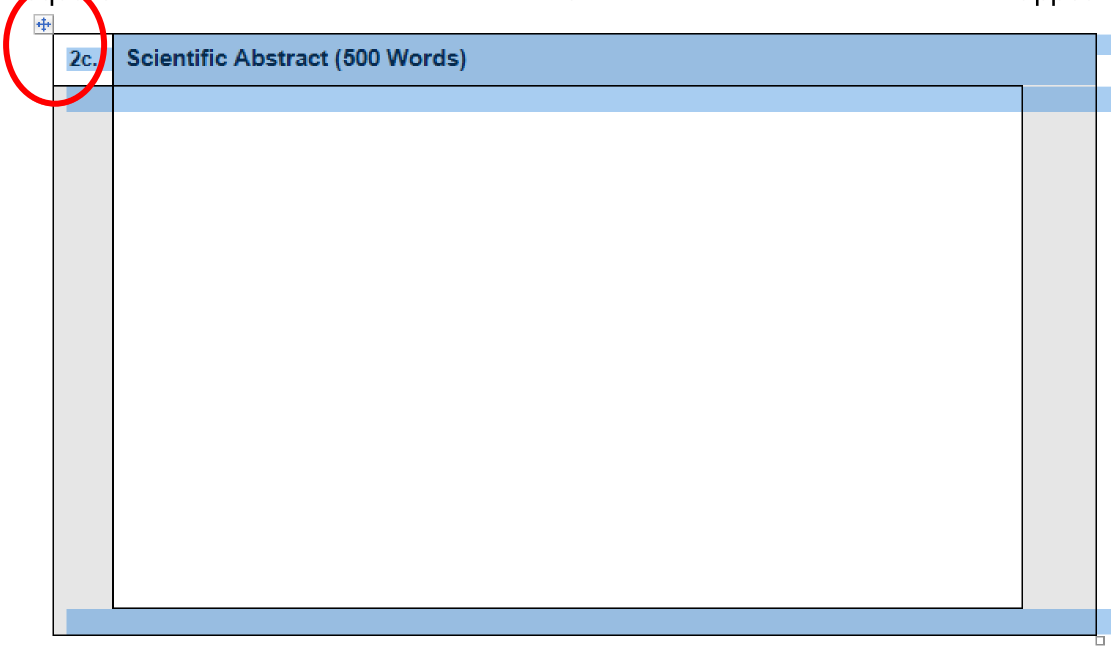


- The box will move onto the next page. If the title section remains on the previous page, click in the space above and outside the box and use the Return key to puch the box onto the next page:



To duplicate the box:

- Select the entire box by hovering over the top left corner and clicking on the small square that appears:



- Hold down Control and press “c” to copy
- Click in the space between boc 2c and Box 2d
- Hold down Control and press “v” to paste

General

5. Do the projects need to include full clinical trials and do the projects need to cover the cost of carrying out the trials?

Projects may, but are not required to include full randomised controlled trials. Projects where costs for some of the project activities have been secured from another funding source are eligible. Evidence of the funding commitment will need to be included with the application. The full cost of the clinical trial must be covered by funds secured from other sources and the funds requested through the application to this call.

6. Does my proposal have to be a full trial or can pilot trials be proposed?

Where a benefit to participants can be demonstrated, pilot and feasibility studies are welcome i.e. the work should normally involve recruitment of participants who should receive an intervention aimed at an improvement in their health or wellbeing. Proposals should not include pilot studies and trials of definitive interventions, but could include pilot and feasibility studies.

7. Do the projects need to include a CTU and the cost of a CTU?

If CTU expertise is required, the costs of and evidence of support from a suitable CTU or equivalent organisation in the Republic of Ireland should be included in the application, or evidence of an alternative funding source provided. If expertise appropriate to the requirements of the proposed study can be demonstrated within the team, then a CTU may not be required.

8. Do I need to involve the existing research infrastructure?

Applicants are encouraged to consider if their study could be supported or adopted by the existing research infrastructure, and discussions should be initiated with these organisations as early as possible. Details of some HSC R&D Division/HRB-funded infrastructure are provided in the ***Useful Information*** document. A linked diagram of the NI infrastructure can also be found here. If, following discussions with representatives of the infrastructure an agreement of involvement reached, evidence of support should be included with full application submissions.

9. In terms of e-health, how well developed does the e-health element need to be – i.e. Does the e-health intervention need to be fully finished or can this be an health intervention which is in the process of being developed?

Proof of concept should have been attained, and a benefit to participants should be demonstrable i.e. the intervention should be at a stage of development that participants receiving the intervention could be perceived to benefit from that participation. This call will not pay for the costs of development of an intervention that is at an early stage of development. See also Question 9.

10. How is an "intervention under development" being defined?

The intervention should have proof of concept and some evidence supporting its readiness for trial by the method and/or in the population that you propose. The peer review process will allow standalone assessment and scoring of your proposal. The expert panel will take these assessments into consideration when reviewing your application alongside other applications selected for review. This is a competitive process and the ten proposals of highest quality will be funded. As such, if you feel you can present a compelling justification for the intervention's completeness and readiness for trial as above, then you are encouraged to apply.

11. Will these awards allow for app development?

These awards cannot fund research to develop the intervention. They may only be used to inform small refinements required for adaptation to the research setting and to test the feasibility/definitive intervention implementation of completed intervention.

12. In terms of what the funding will not support, can you clarify what is meant by 'the cost of providing the service or the intervention itself'.

The call will not fund applications which are solely or predominately health service developments or implementation of an intervention without a predominant research element. The call will not fund the cost of providing the service or intervention itself, only the research element. This means that the call will not fund 'usual care' but will fund anything over and above usual care that is part of the research.

Budget and Finance

13. How can I use the cost categories?

Discussions with SEUPB regarding the allocation of costs related to the HITs to the cost categories are on-going. You are not required to provide a breakdown of your proposed budget for the Intention to Submit stage of the application process. The Partners will provide further advice and guidance on the allocation of costs to categories between the Intention to Submit and full application submissions. This section will be updated with the details in due course.

Here are some examples of how the cost categories may be used:

- Staff Costs: staff costs can be claimed on the award on a full-time, or part-time basis. Individuals employed on the award on a full-time basis will be paid actual salaries based on evidence provided in employment documentation and payslips. Individuals working on the award on any part-time basis will be paid based on evidence provided in a working time registration system.

- Office and Administration: these costs equate to an Overhead payment to cover the costs of administration and general running costs e.g. utilities, general office supplies, security, IT systems. These costs are paid at 15% of staff costs only. See Question 13.
- Travel and Accommodation Costs: costs of public transport, mileage, meals, overnight accommodation for individuals working on the research. Proof of costs will need to be provided.
- Equipment and Consumables: large and small equipment; consumables associated with delivery of the HIT, office equipment, IT hardware/software; laboratory equipment, instruments, tools and devices and their associated consumables required for delivery of the HIT. AN inventory or asset register must be maintained for assets purchased on the award.
- Training: this category should be used for expenditure on external expertise and services including but not limited to training associated with delivery of the HIT. Please note that a core training programme will be available for all HITs to access; this will include general training in management and delivery of R&D. Further details will be available in due course.

Please also refer to the INTERREG Programme Rules for further details of the cost categories and eligible costs. **Ineligible costs will not be paid and eligibility checks will be undertaken for each quarterly claim submitted.**

14. What do I do if my project requires spend that doesn't align with the maximum values indicated?

You should prepare your initial budget under headings relevant to your project. Following receipt of your Intention to Submit form, the CHITIN Partners will be in touch to discuss allocation of costs to appropriate categories.

If at that point your project needs more spend in one cost category than is indicated in the application form, you should profile the budget in accordance with what is required and provide a justification for the change to the budget profile in the Justification of Costs section. These proposed changes will be considered as part of the review process. Whilst reprofiling will be considered, it should be noted that the overall maximum amount of €700,000 should not be exceeded.

15. What is the Office and Administration budget line and why is it 15% of staff costs?

The Office and Administration budget is 15% of the staff costs and is the overhead rate payable on INTERREG awards at a project level by the INTERREG program.