

# **Research Workshop & Conference Support**

***Guidance Notes for  
Support for Research  
Workshop/Conferences***

*All inquiries relating to Research Workshop/Conference Support should be addressed to:*

*Research Workshops/Conferences, HSC R&D Division Public Health Agency,  
e-mail address: [eimear.cowan@hscni.net](mailto:eimear.cowan@hscni.net)*

## 1 Introduction

- 1.1 The Health & Social Care R&D Division of the Public Health Agency (HSC R&D Division) recognises that dissemination of new knowledge is an essential prerequisite for evidence-based and research-led Health and Social Care (HSC) services in Northern Ireland.
- 1.2 Workshops and conferences can provide an effective method of dissemination of research findings and in acknowledgement of this the HSC R&D Division will provide support for relevant events held in Northern Ireland.

## 2 Eligibility

- 2.1 This Scheme is normally intended to support the running and organisation of **research workshops/conferences taking place in Northern Ireland**. Full justification must be provided for any event taking place outside Northern Ireland.
- 2.2 It is intended to support applications from Health and Social Care (HSC) organisations, Universities, other HEIs and voluntary/not-for-profit organisations in Northern Ireland **involved in health or social care provision/research**.
- 2.3 The purpose of the workshop/conference should be an event to create opportunities for strategic national and international collaboration or to promote the impact and dissemination of HSC relevant research. Therefore, the application must be able to **demonstrate the benefit** that the research workshop/conference will have for the HSC and clearly **describe the research context** of the event.
- 2.4 HSC R&D Division **will not act as sole supporting organisation** for the workshop/conference and only applicants who have already secured a significant level of funding or support from another source will be eligible.
- 2.5 Funding will only be considered for **non-profit making** workshops/conferences.
- 2.6 Where possible, the event should take place in a **non-commercial venue** in Northern Ireland. Applications related to events taking place in commercial venues (hotels and private conference facilities) may be considered, however if HSC R&D Division is being requested to pay costs directly associated with the commercial venue, then a full justification for this must be provided within the application.
- 2.7 Applications should normally be submitted a **minimum of 6 weeks** prior to the research workshop/conference for which support is being requested. Retrospective applications will not be considered.

## 3 Scope

### 3.1 Applications for research workshop/conference support:

- should not exceed £2,500
- should ensure all costs are fully justified and kept to a minimum
- will be granted on the assumption that the event is non-profit making, being co-funded by contributions from others (including academia, voluntary sector and industry) and that only actual costs will be covered (i.e. receipts can be made available if required)
- conditional on identifying at least one appropriate Personal and Public Involvement (PPI) representative who can attend and contribute to the event free-of-charge (unless otherwise stated)

### 3.2 Awards may provide a contribution towards:

- Venue Costs
  - Non-commercial venues only, unless fully justified
- Conference Catering Costs
  - Per person rates must be included and fully justified. The maximum allowance per person cost is £15 per full day (no alcohol permitted).
- Invited Speaker Costs (to cover travel & accommodation).
  - Travel should be at economy rates and public transport used where possible. First class travel will not be paid. Mileage should be at Public Transport Rate (currently 30p per mile). Taxis are only permitted where public transport is unavailable or impractical.
  - A maximum of £175 daily rate will be considered for accommodation/subsistence. The maximum permissible costs are £10 for lunch and £25 for dinner (no alcohol permitted).
  - Speaker fees/honorarium are not permitted.

Note that HSC R&D Division funds may not be used to pay for; equipment, capital expenses, computers, consultancy, speaker fee/honorarium, gifts, prizes, cash awards, entertainment, alcohol, lobbying activities, and proposal development (This list is not exhaustive and HSC R&D Division reserves the right to refuse funding for any costs that are, in its view, inappropriate and/or excessive).

### 3.3 Personal and Public Involvement (PPI): HSC R&D Division believes that research and its dissemination are strengthened through the appropriate involvement of service users and the public. We encourage applicants to **include appropriate Personal and Public Involvement (PPI)** in the planning of their event, and ensure that invitations are circulated to relevant individuals, groups and organisations representing the target audience. A minimum of one free-of-charge place should be made available to a PPI representative (see section 6.6). Further guidance on public

involvement (including reimbursement guidelines for the HSC) can be found on the [Engage website](#). Any payment to public contributors with an **active role** at the proposed event (e.g. speakers; facilitators) should be made in line with NIHR Guidance<sup>1</sup>

- 3.4 HSC R&D Division is accountable for all its funding decisions and reserves the right to refuse funding for any costs that are, in its view, inappropriate and/or excessive.
- 3.5 All funding provided from the HSC R&D Fund is subject to availability and may be affected by other pressures within the HSC.

## 4 Application Process

- 4.1 Applications to the Research Workshop/Conference Support Scheme can be made throughout the year.
- 4.2 Applications must be made only by event organisers and must be submitted on the proper application form and completed in clear typescript.
- 4.3 Applicants can normally only receive HSC R&D Division Workshops and Conferences funding a maximum of twice in any financial year
- 4.4 Application forms are available from HSC R&D Division website: <http://www.research.hscni.net>
- 4.5 E-mailed applications are accepted. The application form should be saved as a pdf file and submitted by e-mail to [eimear.cowan@hscni.net](mailto:eimear.cowan@hscni.net). The signatories who have e-signed the application declaration page must be cc'd into the submission email.
- 4.6 Applicants are asked to note the following instructions:

*Question 2: Synopsis of proposed Research Workshop/Conference:*

- Provide details of the date, duration and venue for the event. Provide a justification for any event that is taking place in a commercial venue.
- Provide details of the likely audience for the event including sector/professions and anticipated numbers.
- Provide details of the research information to be delivered and the proposed target audience.
- Provide detail of the benefit the event will bring to the HSC.
- to create opportunities for strategic national and international collaboration
- Provide detail of individuals and/or organisations in the HSC who have been involved in the planning or will be involved in the event.

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<sup>1</sup> [Payment guidance for researchers and professionals | NIHR](#)

- Provide details of Personal and Public Involvement in the event planning, including efforts and plans to circulate details of the event to suitable individuals and organisations.
- Where available, a conference/workshop programme or flyer should be included as an appendix.

*Question 3: Justification for Support:*

- Provide a breakdown of the total support requested and a clear justification for the need for this support. Also include other sources of support including the value of that support and any contribution to be made by delegates. Please refer to Section 3 of this guidance for further details.

## 5 Evaluation and Notification

- 5.1 Funding awarded under the Workshop/Conference Support Scheme will be made at the discretion of HSC R&D Division. This decision will involve a judgement on the individual and financial circumstances of a particular event together with the perceived benefits to the HSC and to HSC R&D Division.
- 5.2 The applicant will be notified of the outcome of their application by HSC R&D Division in writing, at the address specified on the application form.

## 6 Successful Applicants

- 6.1 The scope of financial support is detailed in section three. Invoices must be administered by an appropriate designated organisation, and a breakdown of costs should be provided.
- 6.2 HSC R&D Division will not be responsible for claims under any statute or common law, nor will they indemnify the organising committee or research workshop/conference organisers against any claim for compensation or any claim for which they may be liable.
- 6.3 **The support of HSC R&D Division must be acknowledged** on any advertisements or delegate packs associated with the research workshop/conference. For more information please refer to our guidance<sup>2</sup>.
- 6.4 At least one free place at the conference/workshop should be allocated for a representative from HSC R&D Division to attend.

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<sup>2</sup> <http://www.research.hscni.net/acknowledging-hsc-rd-division>

- 6.5 HSC R&D Division recognises the importance of dissemination of research results across all stakeholder groups. Where relevant, organisers are encouraged to involve lay representatives in the planning of events funded under this scheme, and also to invite service users and the public to attend.
- 6.6 At least one free place at the conference/workshop should be allocated for a PPI representative e.g. members of an existing service user/patient group, or members of the HSC R&D Division's PPI group, [PIER NI](#). Approaches to the PIER NI group should be managed through the HSC R&D Division Programme Manager responsible for your application.
- 6.7 In line with Public Health Agency guidance, HSC R&D Division encourages conference organisers to **make healthy choices** when considering event catering. General guidance on eating well is available on the [Choose to Live Better](#) website. Organisers are also encouraged to consider best practice for **reducing waste at events**; including minimising conference materials, recycling and careful planning of refreshments (including considering schemes for donating left over food).
- 6.8 This Award is exempt from standard reporting requirements. Instead the award holder will be required (within three months from the date of the event) to **provide a copy of the final workshop/conference program and a summary of the event** (500 words).  
The 500 word summary should include:
- *Aim of the event and whether this was achieved*
  - *Summary of main contributors/speakers*
  - *Summary of attendees (e.g. professions & employers)*
  - *Potential impact of the event*
  - *The value of the HSC R&D Division funding contribution*