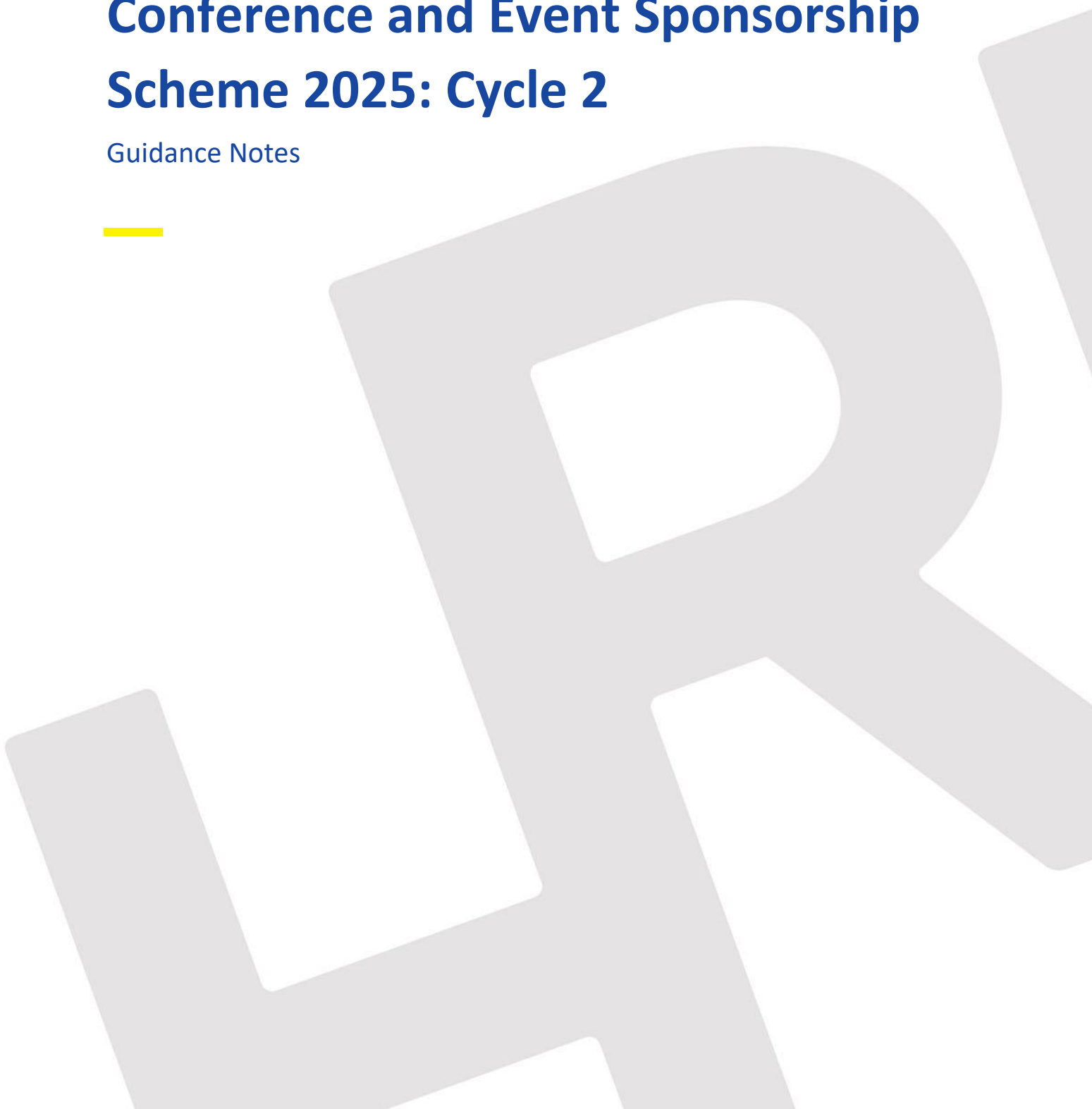


Conference and Event Sponsorship Scheme 2025: Cycle 2

Guidance Notes



Guidance Notes

Key Dates & Times	
Application Open Date – Cycle 2	23 June 2025
Application Closing Date – Cycle 2	22 July 2025 @13:00

Applications must be completed and submitted through the HRB online Grant E-Management System (GEMS) (<https://grants.hrb.ie>) and this system will close automatically at the stated deadline and timeline listed above. Applicants should notify their Research Office where applicable about the application. While a Host Institution signature is not required, contracts will be processed through the Research Offices.

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1 Introduction

The Health Research Board (HRB) streamlines its sponsorship activities via the HRB Conference and Event Sponsorship (CES) scheme and ensures that all events, workshops, and conferences we sponsor are selected using consistent criteria.

The HRB Strategy 2021-2025, Health Research - Making an Impact, sets out how we will advance health research, data and evidence to benefit Ireland's people, society and economy. We are committed to ensuring that research and evidence are translated into important breakthroughs that improve people's health, deliver new treatments, and inform health policy and practice. We want to position the HRB as a trusted objective source for health research and evidence to guide policy, inform decision-making and influence behaviour. To support this, we aim to communicate the impact of health research in Ireland clearly and effectively to defined audiences in order to build awareness, reinforce credibility, and build trust.

The CES scheme creates the opportunity for the health research community to work with us in a structured way to achieve this. These conferences and events will help increase recognition of the value of health research, data and evidence to improve patient care and inform health policy and practice.

2 Aim and Objectives

This scheme aims to create an opportunity to host health research related events, workshops, or conferences in Ireland.

The specific objectives of the HRB CES Scheme are to:

- Build capacity and support initiatives that are relevant to health and social care research in Ireland and align to the HRB mission to support research that improves people's health, promotes evidence-informed care and creates solutions to societal challenges
- Promote the impact of health research, data and evidence for patient care and health service delivery
- Create opportunities for strategic collaboration
- Position Ireland as a leader in health research

3 Major changes since the last round

The HRB is introducing a number of changes to the CES scheme 2025. Overall, these changes ensure that we continue to support a high number of events, that the review process is proportionate, fair and efficient, and that applicants have more opportunities each year to avail of funding under the scheme.

3.1 Number of Cycles per Round

There will be two funding cycles for the CES round in 2025, in January and again in June. This replaces the once-yearly cycle run since 2020. The outcome of each cycle will be communicated approximately 8 weeks after its respective closing date. This move from one cycle per year to two cycles per year will facilitate applications for events that commence planning during the year. These Guidance Notes apply to both calls.

3.2 Funding amount

The budget will increase to €90,000 per cycle, with total spending of €180,000 in 2025. In doing so, we aim to maintain a similar rate of success among applications comparative to recent years of the scheme.

3.3 Conferences and Events Supported

The HRB will no longer support international conferences through CES scheme. We would like to focus the scheme on events that would not happen without HRB support.

3.4 Randomisation process for funding decisions

In 2025, the HRB will introduce a randomisation process in the selection of successful grants in the CES scheme. A shortened application form will reflect this change. This randomisation process will replace the selection panel review process previously used. All applications will be ranked through a randomised selection process, after which eligibility will be checked on ranked applications until the allocated budget for each cycle is reached. A randomised selection process will identify successful applications in a way that ensures that selection from all eligible applications is progressed in an efficient, unbiased and transparent way.

This type of research assessment is at the centre of a major international discussion, and the new approach aims to be:

- Proportionate, in terms of the type of investment, time and resources, to the scheme.
- Pragmatic, providing a solution-focused approach.
- Innovative, piloting a novel approach for funding allocation.

4 Scope

This scheme will help to **fund, or part-fund**, conferences and events which must be **related to health research and clearly linked to the HRB mission**. They can be aimed at knowledge user, public or scientific audiences at any or all career stages, or any combination thereof. Conferences and events can be held in person, virtually or can be hybrid, and applicants are encouraged to consider how they can make their events more sustainable. In-person conferences and events should take place on the island of Ireland.

The following type of conferences and events are in scope:

- **National conferences** (typically 150+ people) to promote findings, share knowledge, increase collaboration, or discuss strategy or policy.
- **Events** that help promote health research outcomes or highlight health research issues to key groups of typically 100+ stakeholders and/or the public. This could include, but are not restricted to, exhibitions, outreach and education, discussion series or award ceremonies to recognise excellence in the area of health research and/or innovation.
- **Workshops/seminars** (typically 50-150 people). These can include, but are not restricted to:
 - Summer schools that focus on a specific topic related to health research
 - Workshops to develop a research strategy for a particular area of health
 - Seminars that help increase awareness of research outcomes or of a particular research need in a specific health research area

It should be noted that if sponsorship is secured, HRB support must be acknowledged during the conference or event and in all related media materials and interviews.

Any advertising or marketing material/literature must display the HRB brand, logos or livery. Further details can be found on the HRB website at <https://www.hrb.ie/media-centre-hrb-logo-and-use/>.

The scheme will **not** fund:

- Current HRB-funded researchers who hold a budget line in an existing grant for the same workshop or conference
- Drinks receptions
- Development of new educational materials
- Any conference or event that would be considered health-services training
- Development of an outreach campaign using media such as television, radio or print
- Placement/exchange visits for key personnel
- Promotional tools such as information brochures, plain language summaries, newsletters, or policy briefs, unless they are produced as an integral part of the workshop or conference
- Websites, podcasts, webinars, or YouTube unless they are produced as an integral part of the workshop or conference
- Any conference or event whose main focus is advocacy or lobbying
- Any proposed conference, workshop, or event hosted outside of the island of Ireland.
- Concurrent or satellite workshops where the main conference is the subject of a separate application for funding
- Industry-led conferences or events
- Any conference or event that is run commercially or to make a profit

- Any conference or event with links to the tobacco¹ or alcohol industry and related actors²
- Applications from individuals applying for, holding, or employed under funding received from the tobacco industry or alcohol industry and related actors
- International conferences. An international conference is defined as any conference that attracts at least 50% of delegates from countries other than Ireland and rotates the country it is held. They often have an international organising committee as well as a local organising committee.
- Any combination of the above

Where an application is outside the scope of the scheme, the application will be deemed ineligible and will not be included in the randomised selection process.

5 Funding Available and Duration

The CES scheme will provide funding for conferences and events up to a maximum of €5,000 per grant. The HRB plans to run CES twice in 2025 and commit in the region of €90,000 to each cycle of the round. Depending on the number of eligible applications received, an estimated minimum of 18 conferences or events will be funded in each round. Grants will have a duration of 12 months.

The grant will offer conference or event related costs including salary for administrative staff, running costs, and dissemination costs.

Note: The grant will not fund the salary and related costs of tenured academic staff within research institutions (including buy-out from teaching time etc.).

6 Eligibility Criteria

The CES scheme will not fund any conferences or events that are out of scope as per Section 4. In addition, the following eligibility criteria apply:

6.1 Timing of Events

Cycle 2

¹ any company, entity or organisation involved in the development, production, promotion, marketing, or sale of tobacco in any country of the world. The term also includes any companies that are a subsidiary or a holding company or affiliate of the above. This also includes E-cigarette companies and non-tobacco related companies which are fully or partially owned by the tobacco industry

² Including social aspects/public relations organisations (SAPROs) funded by alcohol companies or trade associations in which such companies are members

- All events, workshops, seminars, or national conferences must be scheduled to take place between 1 January 2026 and 31 December 2026.

6.2 Applicant & Organisation

Applications should be made by an institution, organisation or registered charity with a remit linked to health. This includes but is not limited to all [HRB recognised Host Institutions](#). Applicant organisations must be based on the island of Ireland and cannot operate as for-profit entities.

The **Applicant** will serve as the primary point of contact for the HRB during the review process and during the grant period, if successful. S/he has primary fiduciary responsibility and accountability for carrying out the event or conference within the funding limits awarded and in accordance with the terms and conditions of the HRB.

Only one application per conference/event will be considered.

Where an applicant organisation fails to meet the eligibility criteria or an event is deemed out of scope, the application will be deemed ineligible and will not be accepted for review. The HRB will contact the Applicant in the event that this situation arises.

7 Application, Review Process and Assessment Criteria

7.1 Grant E-Management System (GEMS)

Applications must be completed and submitted through the HRB online Grant E-Management System (GEMS) (<https://grants.hrb.ie/>).

7.2 Review Process

Randomisation of the funding decision

The selection of successful grants will be carried out using a randomisation process. Each application will be assigned a reference number, which is then entered into a random number generating software. The software will randomly select and rank each submitted application in order.

The entire randomisation process will be conducted in the presence of **two independent observers** from the HRB Approved Institutions Research Offices. This ensures transparency and fairness in the process.

Eligibility assessment

After applications have been ranked through randomisation, applications will be checked for eligibility by HRB staff members. Eligibility will be checked on ranked applications, starting at No. 1, until the pre-decided number of eligible grants and budget limit for the cycle has been reached. Applications that are not funded will not be checked for eligibility. Applications will be screened to confirm that they are within scope, an outline programme has been provided, the target audience has been clearly identified, and the applicant organisation meets the requirements.

Where a HRB staff member deems an application ineligible, this will be confirmed by the Head of Unit for the scheme. Applicants will be notified if their application was selected for funding but was subsequently deemed ineligible.

Approval and outcome

Once the randomisation process and eligibility checks are completed , the outcomes of the selection process will be presented to the HRB Executive Team for approval.

After approval, applicants will be informed of the outcomes, with applications classified as funded or not funded.

8 Timeframe

Cycle 2

Deadline	Key Dates and Times
Call Opening	23 June 2025
Call Closing	22 July 2025
Selection by Randomisation	Early August 2025
HRB Executive Team Approval	Early Sept 2025
Notify Applicants of Outcome	Mid Sept 2025
Event/Workshop or National Conference Dates	01 January 2026 – 31 December 2026

9 Contacts

For further information on the Conference and Event Sponsorship Scheme contact:

Sónia Pereira

Project Officer

Research, Strategy and Funding

Health Research Board

ces@hrb.ie

The HRB reserves the right to reject any application that does not meet the terms of this call. The HRB's Policy on Appeals on funding decisions is available at <https://www.hrb.ie/wp-content/uploads/2024/09/HRB-Policy-on-Appeals-2.pdf>

Appendix I: Detailed Guidance on the Application Form

All applications are to be submitted via the GEMS online application system. Only registered users of the GEMS system can apply for grants. In order to submit an online application to the HRB, applicants are required to register at the following address: <https://grants.hrb.ie>

*Please refer to the **GEMS Technical Guidance Note**³, available on the left-hand column of your GEMS profile homepage, for further information.*

The **Applicant** must create the application. Once logged in to GEMS, applicants are taken directly to the Home page which is the starting point to create a new grant application. The Applicant is asked to go through a check list of mandatory Yes/No questions. In order to start the application, the Applicant must satisfy the conditions of this check list. The checklist for the Conference and Event Sponsorship Scheme is as follows:

Lead Applicant Eligibility and Consent	
I have read the Guidance Notes for the Conference and Event Sponsorship Scheme 2025 call	☒
By submitting this application, I consent to the use of my data for assessment of my application; monitoring of successful grants; and evaluation of HRB's approach to funding and investment in research, in line with HRB policies and as detailed in the Conference and Event Sponsorship Scheme Call Guidance Notes.	☒

The Applicant will then be able to start the application. Further details for completing each of the main sections of the application form is provided below:

1 Applicant Details

The Applicant will be asked to confirm that they are not applying for, holding, or employed under funding received from either the tobacco industry or alcohol industry or related actors, in line with the HRB's position statement available at: <https://www.hrb.ie/wp-content/uploads/2024/05/HRB-Position-Statement-on-Tobacco-and-Alcohol-industry-funding-1.pdf>.

Details are also requested about the institution, organisation or health-related charity they are affiliated to.

2 Event Details

2.1 Event Title

³ <https://research.ie/assets/uploads/2020/05/CCGT-Grant-Application-System-Technical-Guidance-Notes.pdf>

You are asked to provide a title that clearly describes the conference or event to which this application is related. This should be descriptive and concise and should reflect the aim of the conference or event. There is a **200 character** maximum limit.

2.2 Event category

You are asked to select the conference or event type.

2.3 Proposed Date, Event Duration and Location

You are requested to provide the proposed date, duration and location of the conference or event.

2.4 Lay Summary

Please present a description of the proposed conference or event, include the purpose of the event, why you think this is important, who is the target audience for the event and how event outcomes will be disseminated. This should be written as a **plain English summary**, such that it is clear, easy to understand, and is easily accessible to a lay audience. It should not be copied and pasted from elsewhere in the application. The lay summary may be used when providing information to the public with regards to the variety of funding provided by the HRB and may be posted on the HRB website. The word limit is **300 words**.

3 Topic

3.1 Topic

Please state the topic of the conference or event. The word limit is **40 words**.

3.2 Objective

Please add the objective (s) of the conference or event. The word limit is **60 words** for each objective.

3.3 Topic Relevance

Describe how the conference or event is relevant to **health and social care research in Ireland and aligns to the HRB mission** to support research that improves people's health, promotes evidence-informed care and creates solutions to societal challenges. The word limit is **250 words**.

4 Programme

4.1 Target Audience

Outline the target audiences proposed for the event and the number of participants expected. The word limit is **250 words**.

4.2 Programme Details

Please include an outline programme for the event and a profile of all contributors including speakers, chairs, panellists and facilitators where known. Please attach the full programme or a link to an online programme where available. Please also highlight any sustainability considerations that have influenced your programme.

The word limit is **500 words**.

A file upload function has been provided to upload the programme.

4.3 Public and Patient Involvement

*The HRB recognises that the nature and extent of meaningful public involvement is likely to vary depending on the context of each event. Please note PPI does **not** include work aimed at raising awareness of the public around research, such as media publications of research findings or outreach activities such as open days in research facilities.*

Useful resources including practical examples of involving members of the public in your research communication can be found in Appendix II. Please be aware that there are PPI Ignite Network offices in some host institutions.

Are you including PPI in your application?

If Yes

Please describe all PPI at each stage of the conference or event:

- Identifying and prioritising the event topic
- Event programme design
- Oversight and delivery of event
- Dissemination of event outcome

Where members of the public or patients are involved, they should be compensated for their time and contributions; this should be reflected in the budget.

Important: The PPI section needs to be written as a plain English summary such that it is clear, easy to understand, and is easily accessible to a lay audience.

If No

Please explain why PPI is not relevant to your conference or event.

The word limit is **200 words**.

4.4 Equality, Diversity, and Inclusion Considerations including Gender

The importance of Equality, Diversity, and Inclusion in research and research communication is increasingly recognised. We encourage a balanced participation of all genders in all research activities and ask applicants to consider other dimensions of diversity. Please outline how gender and Equality, Diversity, and Inclusion has been considered in the proposed conference or event. The word limit is **200 words**.

5 Potential Impact

Describe the potential outputs or outcomes of this conference or event, providing details on the potential impact of the activity for health research, health policy or practice in Ireland. Please consider areas for impact such as informing practice, influencing policy, promoting health research, as well as generating public debate in a specific area of health research.

Please also discuss how any conference or event outputs will be disseminated and made openly accessible to your target audience, in line with the HRB Open Access Policy⁴. Event outputs could include videos, peer-reviewed publications, non-peer reviewed publications and conference proceedings, reports, policy briefings, guidelines, training materials and so on.

The word limit is **200 words**.

6 Budget

Please provide a summary and justification of the costs and duration associated with each activity.

A full detailed breakdown of costings and justification for all funding is required for items listed under each subheading within GEMS. Please note that additional overhead contributions are not provided on CES grants.

Allowable costs include the following:

1. Personnel costs	Must be listed for each salaried personnel under each of the following subheadings (a-e):
a) Salary	Gross Annual Salary (including 5% employee pension contribution) negotiated and agreed with Host Institution. Applicants should use the IUA website scales for the most up-to-date recommended salary scales for academic researchers http://www.iua.ie/research-innovation/researcher-salary-scales/. Please note employee pension contribution of 5% has already been incorporated into the IUA gross salary figure. Applicants should include annual pay increments for staff and related costs (pension contribution and employer's PRSI contribution) in the budget.

⁴ <https://www.hrb.ie/wp-content/uploads/2025/01/HRB-Policy-on-Open-Access-to-Research-Publications-V2.0.pdf>

	In line with the proposed new pay agreement for State employees, please apply a salary contingency of 3% per annum from 1st October 2026 onwards. Please note this contingency should be applied cumulatively year on year. Note: The HRB does not provide funding for the salary or benefits of academic staff within research institutions that are already in receipt of salary or benefits. The HRB does not provide salary or buy out time for collaborators.
b) Employer's PRSI	Employers' PRSI contributions are calculated at a % of gross salary. Please confirm the correct PRSI % rate with your institutional finance office.
c) Employer Pension Contribution	Pension provision up to a maximum of 20% of gross salary will be paid to the Host Institution to enable compliance with the Employment Control Framework (an additional 5% employee contribution is part of the salary). If applicable, state the amount of employer contribution based on the pro rata salary and note the % of pro rata salary used to calculate this for reference. Exceptions apply where Circular letter 6/2007 applies. Circular Letter 6/2007 states that the pensions contribution of all Public Health Service employees who, on or after 1 June 2007, are granted secondments or periods of special leave with pay to enable them take up appointments with other organisations, including other Public Health Sector organisations, will be increased to 25% of gross pensionable pay. The rate of 25% of gross pensionable pay referred to in this context is the pension contributions to be paid by the body to which the employee is seconded – it does not include any pension contributions which employees make themselves. Where no such arrangements are in place, the HRB will not be liable for costs.
2. Running Costs	For all costs required to carry out the activities including materials and consumables, costs for the use of online conferencing platforms, room or equipment hire, travel for contributors, transcription costs, etc.
3. PPI Costs	All PPI-related costs for the grant (except salaried personnel), such as but not limited to: • Compensating PPI contributors for their time (for example for time spent reviewing material/ participation in advisory groups) This can be as: ○ a cost for their expertise, e.g. as hourly rate, under <u>PPI costs</u> or ○ as salaries under personnel which should be labelled PPI contributors <u>under salaries</u>. • Travel expenses for PPI contributors • Costs associated with PPI contributors attending conferences, workshops or training • PPI event facilitator costs • Compensation of public or patient organisations for their time. • Room hire for PPI events/meetings

	• Hospitality for PPI events/meetings • Companionship or childcare costs for PPI contributors while attending events, meetings, etc. • Training in PPI in research. All costs must be in line with the Host institutions policies, practices and HRB Terms and Conditions.
4. Open Access Costs	Costs associated with peer-reviewed scientific publications. HRB grant holders are required to ensure that open access to all peer-reviewed scientific publications relating to the output of their project are in line with the HRB Policy on Open Access⁵. The HRB support OA publications by • Providing HRB Open Research (www.hrbopenresearch.org) which is a rapid, open peer-reviewed and open access publishing platform for all research outputs, with all publication charges covered centrally by the HRB at no expense to the grantee. And/or Providing a contribution towards Open Access publication costs of €2,200 per publication.
5. Dissemination Costs	Costs associated with dissemination of outputs not including Open Access publications.

6.1 Budget Summary

Detail the total cost of the event and how much the HRB will contribute to this. Include and itemise the amount secured from other sources.

The word limit is **250 words**.

The HRB will not provide additional funding in the case of either under-estimates or over expenditure.

7 Submission of Applications

The deadline for submission of completed applications in Cycle 2 is 22 July 2025 at 13:00.

The HRB reserves the right to reject any application that does not meet the terms of this call. The HRB's policy on ineligibility decisions is available at [Appealing ineligibility decisions in funding schemes \(hrb.ie\)](https://www.hrb.ie/funding/responsible-research-assessment/open-access-policy/).

⁵ <https://www.hrb.ie/funding/responsible-research-assessment/open-access-policy/>

Appendix II: HRB Funding Policies and Procedures

Public and Patient Involvement (PPI) in Research

The HRB promotes the active involvement of members of the public and patients in the research that we fund⁶. Public and patient involvement in research means that the public and patients are involved in planning and doing research from start to finish and help tell the public about the results of research. PPI, as defined here, is distinct from and additional to activities which raise awareness, share knowledge, and create a dialogue with the public, and it is also distinct from recruitment of patients/members of the public as participants in research.

PPI represents an active partnership between members of the public and patients and researchers in the research process. This can include, for example, involvement in the selection of research topics, assisting in the design, advising throughout or at specific decision points of the research project or in carrying out the research.

PPI contributors should be actively involved and part of decision making. Involving members of the public in research can improve quality and relevance of research. It can:

- Provide a different perspective - even if you are an expert in your field, your knowledge and experience will be different to the experience of someone who is using the service or living with a health condition.
- Help to ensure that the research uses outcomes that are important to the public.
- Identify a wider set of research topics than if health or social care professionals had worked alone.
- Make the language and content of information such as questionnaires and information leaflets clear and accessible.
- Help to ensure that the methods proposed for the study are acceptable and sensitive to the situations of potential research participants.
- Help you increase participation in your research by making it more acceptable to potential participants.

In addition to improving relevance and quality of research, it ensures that research is influenced by broader principles of citizenship, accountability, and transparency. PPI is an ethos as well as a practice. It should be context-specific and should aim to ensure that all voices are heard. Where members of the public or patients are involved, they must be compensated for their time and contributions.

In the application, you are asked to describe the audience for your conference or event. We recognise that the nature and extent of active public involvement is likely to vary depending on the type of event or conference being organised. However, we ask applicants to consider the possibility of public involvement. Should your conference or event include public involvement, we strongly

⁶ <https://www.hrb.ie/funding/funding-schemes/public-and-patient-involvement-in-research/>

advise that you consult with your regular PPI contributors or the [PPI Ignite Network Ireland](#) in planning for the event to maximise accessibility and benefit.

The PPI Ignite Network Ireland has offices located in the following seven Host Institutions: DCU, NUIG, RCSI, TCD, UCC, UCD, UL.

Open Access Publications

The HRB is committed to achieving Open Access (OA) to research outputs, aligned with best international standards.

Since 2014, the HRB has mandated OA for its publicly funded peer-reviewed research publications. In 2018 it established the HRB Open Research publishing platform⁷. The HRB has supported national OA initiatives under the National Open Research Forum⁸ and as a member of Science Europe⁹. In January 2025, the HRB OA Policy was revised to require ‘full and immediate OA’, aligned with the existing 10 principles of Plan S¹⁰. **The key changes include:**

- The abolition of OA publication embargoes
- Authors or their institutions must retain copyright to their publications
- All articles must be published under a Creative Commons Attribution licence (CC BY), unless a more restrictive licence is exceptionally approved. This new requirement ensures that HRB-funded research can be freely reused for new discoveries.
- Disincentivising publication in hybrid journals by agreeing not to pay publication costs except where transition agreements to full OA journals have been agreed. We have reviewed OA contribution rates for Article Processing Charges (APCs) and benchmarked against other funders and prevailing rates.

General Data Protection Regulation

The **General Data Protection Regulation (GDPR)** came into force on 25 May 2018. As a result, the Applicant will be asked through the HRB online grant management system GEMS to **confirm you understand** that personal data provided as part of this application may be shared with person(s) for the specific purpose of reviewing this application.

Furthermore, by confirming participation, you will be asked to confirm you understand that the HRB uses the information you provide to consider your application, contact you about your application, and if you are successful, to manage your grant throughout its lifetime in accordance with HRB general T&C for research grants. This will include contacting you with regard to monitoring of progress through written reporting. We will publish some basic information on successful grants including PI, Host Institution, amount awarded and lay summary on our website and may highlight individual grants or researchers in more detail (with specific consent). We will also use the

⁷ <https://www.hrbopenresearch.org>

⁸ <https://www.norf.ie>

⁹ <https://scienceeurope.org/our-priorities/open-science/>

¹⁰ <https://www.coalition-s.org/addendum-to-the-coalition-s-guidance-on-the-implementation-of-plan-s/principles-and-implementation/>

information you have provided to generate general statistics around our current funding portfolio, and to evaluate our funding mechanisms and investment. After your grant has ended, we will continue to keep your information on file (in accordance with HRB policies) to allow us to evaluate the outcomes, outputs and impacts of HRB investment in your research.

Please note that we will also use information associated with *unsuccessful* applications for a number of purposes outlined above such as generating general statistics around our current funding portfolio, and to evaluate our funding mechanisms and investment e.g. demographics of applicants, research areas of applicants. Similarly, we will use the information provided about people employed on grants to help evaluate our career support and capacity building initiatives.

HRB Gender Policy

In line with international best practice, the **HRB Gender Policy**¹¹ recognises the responsibility that the HRB has to supporting everyone to realise their full potential, in order to ensure equality of opportunity and to maximise the quantity and the quality of research. To ensure fairness and equality to all applicants, each funding application received will be assessed as outlined in the call guidance documentation for that particular funding round. To ensure gender balance in decision-making, the HRB aims to reach the international best practice target of 40% of the under-represented gender in all HRB panels where possible, if a panel is applicable to the scheme. Gender will also be considered when appointing the position of Panel Chair if a panel is applicable to the scheme.

Conflict of Interest

Conflict of interest rules are *applied rigorously*. Where a conflict of interest exists, the reviewer in question is requested to inform the HRB immediately so that an alternative reviewer may be appointed.

Reviewers must adhere to high standards of integrity during the review process. They must respect the intellectual property of applicants and may not appropriate and use as their own, or disclose to any third party, ideas, concepts, or data contained in the applications they review.

Appeals procedure

The HRB's procedure for appealing ineligibility decisions in funding schemes is available at
<https://www.hrb.ie/wp-content/uploads/2024/09/HRB-Policy-on-Appeals-2.pdf>

Privacy Policy

¹⁰ <https://www.hrb.ie/wp-content/uploads/2024/05/HRB-Policy-on-Gender-in-Research-Funding-2.pdf>

To understand why we collect the information we collect and what we do with that information, please see our Privacy Policy¹².

¹² <https://www.hrb.ie/privacy-notice/>