

# The Housing Agency

## Research Support Programme

### Guidance for Applicants



An Ghníomhaireacht  
Tithíochta  
The Housing Agency

This document provides guidance for applicants wishing to submit a proposal to The Housing Agency Research Support Programme, 2021.

For 2021 The Housing Agency is interested in proposals under the overarching theme of ***Housing – Our Shared Future*** under two main research strands.

#### 1. Children and Housing

The Children and Housing theme responds to Pathway 2 of *Housing for All* “Eradicating Homelessness, Increasing Social Housing Delivery and Supporting Social Inclusion”.

Research projects that focus on the impact housing has on children’s quality of life and life chances will be considered. This may include, for example, children with disabilities, children in precarious housing situations and children from minority ethnic backgrounds.

#### 2. Sustainability and Housing

The Sustainability and Housing theme reflects the Housing Agency’s strong commitment to supporting the development of sustainable and resilient communities. The theme also responds to the strong emphasis in *Housing for All* on embedding social, environmental and economic sustainability across the housing system.

Research projects can focus on one or more aspects of housing sustainability, for example, the town-centre first approach and sustainable communities, housing and climate change and housing in the context of the UN Sustainable Development Goals.

We envisage that two successful proposals will be awarded grant funding in this round to a maximum of €60,000 per project (including VAT). Proposals awarded grant funding should be completed in 2022.

The Agency is open to joint funding of research projects with partnership organisations and welcomes collaborative proposals which may involve academic/professional researchers and practitioners working in the local authority, approved housing body, NGO sector and government sector.

## **This Guidance Document**

- Part 1 outlines what is expected of successful applicants
- Part 2 provides details on the assessment process
- Part 3 provides details of payment of grant funding

### **PART 1: Expectations of successful applicants**

When applying for funding from The Housing Agency, applicants are expected to comply with our policies and in particular those outlined below.

#### **Research ethics**

The Housing Agency requires that the projects we support are designed and conducted in such a way that it meets certain ethical principles.

As a source of public funds for research projects and as a body which encourages, supports, and advises on such research projects, The Housing Agency recognises that it has a special obligation towards the general public, the research and academic community to ensure that the projects which it funds are carried out to a high ethical standard. We recognise the importance of high ethical standards within research projects and have an Ethical Framework which all Housing Agency supported projects are expected to observe.

#### **Knowledge exchange and Impact**

The Housing Agency is committed to knowledge exchange and encouraging collaboration between those conducting research projects and the private, public and civil society sectors. Collaborative working benefits all parties and The Housing Agency. Through collaboration, partners learn about each other's expertise, share knowledge and gain an appreciation of different professional cultures. Collaborative activity can therefore lead to a better understanding of the ways in which research projects of all types can add value and offer insights to key issues of concern for policy and practice.

To be most effective, knowledge exchange should not be treated as an 'add-on' at the end of a research project but considered before the start and built into a project. With this in mind, applicants must provide an Impact Statement and proposed Dissemination Plan which shows how the research project will be effectively disseminated and potentially impact housing policy and practice. Innovative approaches to dissemination via various online platforms are welcome.

It is expected that The Housing Agency can practically assist successful applicants with networking and some publishing and dissemination activities. The Housing Agency also plans to create an online presence to publicise work undertaken with the support of the Research Support Programme, this online platform can also host any outputs such as 'blog posts', working papers, etc, with the agreement of the researchers involved.

## PART 2: Applications

### When to apply

The current call has a closing date of **Monday November 15<sup>th</sup> 2021 at 12 noon**

### Submission of application forms

Proposals must be submitted to [researchsupport@housingagency.ie](mailto:researchsupport@housingagency.ie) not later than 12 noon on the closing date for consideration.

It is our policy that once a proposal has been submitted, no amendment can be made to that proposal, nor will additional accompanying documentation or attachments be accepted (i.e., no erratum changes will be accepted). Proposals will need to stand as submitted.

### Selection

A panel will be established to assess proposals. This will consist of staff of The Housing Agency and may include some external members. Proposals will be assessed and prioritised using the marking scheme outlined below.

Please note that shortlisting will apply. Shortlisted projects may be called for a short interview with an assessment panel. It is anticipated that any interviews will take place during the fourth week of November 2021.

### Marking Scheme (max 100)

<b>Proposed project's alignment with The Housing Agency's research strands</b>	20 marks
<b>Proposed project details</b>	45 marks Minimum of 30 marks to pass
<b>Impact statement and dissemination plan</b>	25 marks
<b>Budget</b>	Pass/Fail
<b>Previous experience relevant to the proposed project</b>	10 marks

The scoring areas relate directly to areas of the application form. The application form provides instructions on the details needed under each section.

## Budgets and VAT

To qualify for funding, you must provide a detailed budget, as per the categories set out in the application form. A breakdown of the following costs (if applicable) is required: researchers/staff, fieldwork, equipment, dissemination (events and design & print), travel and incidentals and any overhead costs, if applicable.

The Housing Agency is guided by Revenue's manual '[Research services carried out by third level educational bodies](#)'<sup>1</sup> (August 2021).

The nature of the Research Support Scheme means that generally VAT will be payable at the standard rate.<sup>2</sup>

- For applicants based in Ireland you will be paid the VAT inclusive amount and any VAT liability is then your responsibility.
- For applicants from any other jurisdiction, we ask that you check the VAT position and ensure that the figures provided in your budget are inclusive of any VAT liabilities.

Please contact us if you have additional questions on budgets or VAT.

## Research Ethics Committee

Before the granting of an award, proposals which may have potential ethical issues will be submitted to The Housing Agency Research Ethics Committee. This will comprise one staff member from within The Housing Agency with the remaining committee members being external to The Housing Agency, and who will have significant experience in research governance matters.

The membership composition of the research ethics committee is fundamental to ensuring that it has the range of expertise and the breadth of experience necessary to provide competent and rigorous reviews of the submitted research proposals, and to do so from a position that is independent of both the researchers and The Housing Agency. Its composition and independence are important in establishing the legitimacy of the opinions expressed and the decisions made, in the eyes of the community and wider society as well as the researchers and funders of research. The research ethics committee will be permitted to consider proposals remotely if deemed appropriate.

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<sup>1</sup> Available at <https://www.revenue.ie/en/tax-professionals/tdm/value-added-tax/part03-taxable-transactions-goods-ica-services/Services/services-third-level-educational-bodies-research.pdf>

<sup>2</sup> At time of writing, in Ireland, this is 23% <https://www.revenue.ie/en/vat/vat-rates/search-vat-rates/current-vat-rates.aspx>

## **PART 3: Payment of Research Grants**

The financial support available to any one application is unlikely to exceed €60,000 including VAT. The amount awarded is all-inclusive, no additional payment is available for expenses or other disbursements. We aim to award grant funding to a minimum of two projects in 2021.

The recipient(s) of the grant will be responsible for ensuring that any taxation that is applicable is paid in full.

Payment of research grants will be in instalments, based on progress and quality. Grants will be paid in three equal instalments, one third upon signing of the service level agreement, one third upon meeting the project's mid-point milestones and the final third upon successful sign-off of the final written report (or other final stage output, dependent on the project).

### **Eligible Costs**

#### **General Conditions**

All costs sought under an application must be detailed and justified. Applicants must clearly demonstrate that any costs sought are necessary to carry out the proposed research project. Applicants should ensure that their budget calculations are correct and adhere to the eligible costs set out below.

All prices quoted must show the VAT exclusive amounts, the VAT amounts and the overall totals. Prices must be expressed in Euro.

#### **Research Staff Costs**

This should detail the no. of days and the daily rate of each researcher/member of the team.

#### **Fieldwork**

This should provide a detailed breakdown of fieldwork related costs. This includes outsourcing of fieldwork to market research companies, any incentive payment to participants, payment for venues etc.

#### **Equipment**

Please provide details and justification for any items of equipment being sought. The Housing Agency will pay particular attention to any equipment sought (e.g., laptops, voice recorders, etc.). Any such requests will require a strong rationale and an account of why such items might not be available to an applicant from any other source.

#### **Travel and incidentals**

Costs for travel, subsistence and accommodation may be requested. Details on the number of trips, researchers/staff involved, location, purpose and duration of the trips should be provided.

Incidentals costs (non-IT equipment) can be included here. Normally these will have a value of less than €1,000.

## **Dissemination – Events and Design & Print**

Costs associated with the dissemination of the research can include the following:

- Design and printing of reports and on-line publishing
- Online event costs, seminars, launches and conference attendances

Please provide details on event types and locations where possible.

## **Overhead costs**

These may be applied by a university or other institution.

## **Tax Clearance**

Successful applicants must have an appropriate tax clearance certificate. Further details will be set out in the Service Level Agreement.

## **Conflict of Interest**

Any conflict of interest or potential conflict of interest on the part of an applicant, individual employees, agents, or subcontractors of an applicant must be fully disclosed to The Housing Agency) as soon as the conflict or potential conflict is or becomes apparent. In the event of any conflict or potential conflict of interest, The Housing Agency may invite applicants to propose means by which the conflict might be removed. The Housing Agency will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating an applicant from the competition or terminating any contract entered into by an applicant.

## **Ensuring Quality**

The Housing Agency will implement mechanisms to ensure that research projects meet quality standards.

Quality mechanisms which will be put in place include:

- Detailed assessment of methodology
- Monitoring of research progress
- Experience and qualifications of the project team
- Peer review of larger research projects
- Disclaimer in publications