

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, 2020, Round 2.

Preferred Themes

At this time, proposals in the following areas are particularly welcome:

- Housing and Sustainability
- Housing Affordability
- Housing for those with a disability
- Housing in the COVID-era
- Planning for the housing we need
- Innovations in Housing Management

It is still possible to submit proposals outside of the above themes during this round. Preferred themes may change in future rounds of the research support programme.

This Guidance Document

Part 1 outlines what is expected of successful applicants, Part 2 provides details on the assessment process in deciding successful awards, and Part 3 provides details of payment of research grants.

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 collaboration

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.

Applicants must provide an Impact Statement and proposed Impact 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 **Wednesday, October 21st 2020, 12 noon**

Submission of application forms

Proposals must be submitted to 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 some external members. Proposals will be assessed and prioritised using the scoring system outlined below.

Scoring System (max 100)

Alignment with The Housing Agency's preferred themes	25
Proposed Project Details	45 Minimum of 30 to pass
Impact Plan	25 marks
Budget	Pass/Fail
Previous Experience relevant to the Proposed Project	5

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](#). This includes the VAT exclusive amounts, VAT amounts and overall totals.

The nature of the Research Support Scheme means that VAT will be payable at the standard rate.¹

- 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.

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.

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

¹ At time of writing, in Ireland, this is 21% <https://www.revenue.ie/en/vat/vat-rates/search-vat-rates/current-vat-rates.aspx>

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.

PART 3: Payment of Research Grants

The financial support available to any one application is unlikely to exceed €20,000 including VAT. The amount awarded is all-inclusive, i.e. no additional payment is available for expenses or other disbursements.

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.

- For grants up to €10,000 this will be paid in two equal instalments of 50%, the first instalment upon signing of the service level agreement and the second instalment upon sign-off of the final written report (or other agreed output).
- For grants between €10,001 and €20,000 this will be paid in three equal instalments, one third upon signing of the service level agreement, one third upon meeting agreed mid-point deliverables and the final third upon successful sign-off of the final written report (or other agreed output).

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.

Impact – 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