



## Research Support Programme Frequently Asked Questions\*

### General Queries

**1. *Can the 12-month timeline be extended?***

The timeline will only be extended in cases of exceptional circumstance (e.g. sickness, maternity leave, bereavement, etc).

**2. *If my research requires ethical approval, how do I get it approved?***

If the applicant applies to a third level institution or organisation with an Ethics Committee, approval can be sought externally. However, all applications will be assessed in the Housing Agency and ensure it complies with the Housing Agency's Ethical Framework.

**3. *I am based abroad, can I still apply for the Research Support Programme?***

Yes, the Research Support Programme extends to researchers abroad.

### Application Queries

**4. *Can an organisation submit more than one application for two different projects?***

An organisation can submit more than one application for two different research projects, however both projects would need to show capacity to carry out and complete the research within the 12-month time line and there would need to be separate research teams for each project.

**5. *Does the lead researcher / research team need to be part of the project for the duration of the research?***

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\* This document will be updated regularly.



Any researchers listed on the project cannot be replaced with any other researcher without prior approval from the Housing Agency.

**6. Can a researcher be listed on more than one research application?**

A researcher can only be listed on one research application.

**7. If a partner organisation is involved in the research project what supporting documentation is needed?**

A letter from each co-funder on headed paper providing support for the project and details on any funding being given is considered sufficient.

## Budget Queries

**8. What are the criteria for the pass/fail in the budget section of the application form?**

The criteria are as follows:

- a) The total expense is not more than the maximum grant money being offered
- b) Expenses match the other sections of the application (particularly with regard to the Dissemination Plans and Impact section)
- c) The budget is realistically tailored to meet the needs of the research project

**9. What VAT should be included on the budget section of the application?**

VAT should be included at 23%

**10. What are overhead costs?**

Costs that are not directly related to the production of the research but are needed for its operation. Researchers should check with their institutions/organisations if overhead costs need to be included.