



## The Housing Agency Research Support Programme Guidance for Applicants

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

1. What is expected of successful applicants
2. Details on the assessment process
3. Details of payment of grant funding

### 1. The Housing Agency 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:

#### 1.1 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 Dissemination Plan** as part of the application form 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 has an online presence to publicise work undertaken with the support of the Research Support Programme, this online platform can host any outputs such as blog posts, working papers, etc, with the agreement of the researchers involved. The Research Support Programme website can be found [here](http://www.housingagency.ie).



## 1.2 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 and the research and academic communities 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. Researchers are asked on the application form to state if their project needs ethical consideration and to outline the steps taken to ensure the project is aligned with the Ethical Framework.

## 2. Applications

### 2.1 Submission of application forms

Application Forms must be submitted to [researchsupport@housingagency.ie](mailto:researchsupport@housingagency.ie) no later than 5pm on the closing date.

Application Forms should be typed and formatted in Arial 11 point font and not less than single spacing. It should be sent as a PDF document.

It is Housing Agency policy that once a proposal has been submitted no amendment can be made, nor will additional documentation or attachments be accepted.

### 2.2 Selection

A panel will be established to assess proposals comprising staff of the Housing Agency and external members. Proposals will be assessed and prioritised using the marking scheme outlined below.

Please note that shortlisting will apply and shortlisted projects may be called for a short interview with an assessment panel.



## 2.3 Marking Scheme (max 100)

Previous research experience relevant to the research proposal	10 marks
Proposed project details	50 marks (minimum of 30 marks to qualify)
Alignment with The Housing Agency priority areas	10 marks
Dissemination plans and impact	20 marks
Ethical consideration	10 marks
Funding	Pass/fail

The application form provides further instruction on the details needed under each section.

## 2.4 Budget 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:

- Research staff costs
- Fieldwork
- Equipment
- Travel and incidentals
- Dissemination (including publishing/graphic design of report)
- Overhead costs
- Other specific costs (if applicable)

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

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<sup>1</sup> Available at [Third Level Education Research Services - \[VAT on Research Services carried out by third level educational bodies\] \(revenue.ie\)](#)



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

- For applications based in Ireland, applicants will be paid the VAT inclusive amount and any VAT liability is the applicant's responsibility
- For applications from any other jurisdiction it will be the applicants responsibility to check the VAT position and ensure that figures provided in the funding section of the application form are inclusive of VAT liabilities.

### 3. Payment of Research Grants

The financial support available to any one applicant will not exceed €30,000, inclusive of VAT. The amount awarded is all-inclusive and 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 made in instalments and linked to outputs and quality. Grants will be paid in three equal instalments, one third upon signing the Service Level Agreement, one third upon meeting the project's mid-point milestones and the final third upon successful completion of the project and sign off of the final written report (or other final stage output dependent on the project).

#### 3.1 Eligible Costs

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.

##### a. Research Staff Costs

This should detail the number of days and the daily rate of each researcher/member of the team.

##### b. Fieldwork

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<sup>2</sup> VAT standard rate 23% at time of publication.



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.

c. Equipment

Please provide details and justification for any items of equipment being sought (e.g., laptops, voice recorders, software, 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.

d. 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.

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

e. Dissemination

Events, design and print costs associated with the dissemination of the research can include the following:

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

Please provide details on event types and locations where possible.

f. Overhead Costs

These may be applied by a university or other institution.

g. Other Costs

If the project requires additional costs which cannot be placed under the other headings details should be provided here.

### 3.2 Tax Clearance

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



### 3.3 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 some circumstances include eliminating an applicant from the competition or terminating any contract entered into by an applicant.

### 3.4 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 publication

## 4. Other queries

For all other queries please contact [researchsupport@housingagency.ie](mailto:researchsupport@housingagency.ie).