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| EU RESEARCH REGISTRATION FORM  | HSE National Research and Development Strategy and Research, 2nd Floor Jervis House, D01E3W9**Email:** ***Research.LegalDataprotection@hse.ie*** |

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**This form must be completed before making an EU research application to register the project and for approval purposes.**

**PLEASE ANSWER ALL OF THE QUESTIONS IN THIS FORM**

**1. HSE Project Lead / HSE Principal Investigator**

|  |  |
| --- | --- |
| **Title:**  | Choose an item. |
| **Full Name:**  |  |
| **Contact Phone Number:** |  |
| **Work Email:** |  |
| **Work Position / Role:** |  |
| **HSE Division / Area / Department:**  |  |
| **Work Address:**  |  |

**2. HSE Project Contact Person**

|  |  |
| --- | --- |
| **Title:** | Choose an item. |
| **Full Name:**  |  |
| **Contact Phone Number:** |  |
| **Work Email:** |  |
| **Work Position / Role:**  |  |
| **HSE Division / Area / Department:**  |  |
| **Work Address:**  |  |

**3. EU Project Details**

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| --- | --- |
| **Research Type:** | Choose an item.  |
| - Other (please specify) |  |
| **EU Project Title:** |  |
| **Name of the Call:** |  |
| **Reference No. / ID of the Call:** |  |
| **Deadline of the Call:**  | Click here to enter a date. |
| **What stage of the call you are at?** | Choose an item. |
| **Title of your work package / Contribution to the project:**  |  |
| **Summary of HSE Proposed Activity:** (maximum 100 words) |  |
| **Project Start / Finish Dates (estimated):**  | Start date. Finish date. |
| **Name of the EU Project Primary Coordinator (institution):** |  |
| **Number of EU Project partners:** |  |

**4. EU Project Budget Breakdown (Estimated)**

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| **Will the HSE receive project funding?** | Choose an item.  |
| - If yes, please complete a budget breakdown amount (€) below: |   |
| **Direct Cost**: |  Year 1 | Year 2  | Year 3  | Year 4  | **Total** |
| - Personnel |   |   |   |   |   |
| - Travel |  |  |  |  |  |
| - Equipment |   |   |   |   |   |
| - Consumables |   |   |   |   |   |
| - Audit (if applicable) |   |   |   |   |   |
| - Other (please specify) |   |   |   |   |   |
| - Subcontracting cost  |   |   |   |   |   |
| **Indirect Cost** (25% of direct cost) |   |   |   |   |   |
| **Total Cost**:  |   |   |   |   |   |

**Note:** *If you need support with calculation of your budget please contact R&D Office.*

**5. Budget Justification**

*Please explain how the funding will be used (max.200 words)*

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**6. Contact Details of Financial Officer**

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| **Title:** | Choose an item. |
| **Full Name:**  |  |
| **Contact Phone Number:** |  |
| **Work Email:** |  |
| **Work Position / Role:**  |  |
| **HSE Division / Area / Department:**  |  |
| **Work Address:**  |  |

**7. Additional Information**

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| **Is Ethics approval required?** | Choose an item. |
| **-** If yes, which REC will review your application? |  |
| **Is Health Products Regulatory Authority (HPRA) approval required:** | Choose an item. |
| **Is State Claims Agency approval required?** | Choose an item. |
| **How will GDPR and the Health Research Regulation be complied with?**(maximum 100 words) |  |

**Note:** *If you need support to answer any of these queries please contact R&D Office.*

**8. Line Manager / Head of Service / Division**

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| --- | --- |
| **Title:** | Choose an item. |
| **Full Name:**  |  |
| **Contact Phone Number:** |  |
| **Work Email:** |  |
| **Work Position / Role:**  |  |
| **HSE Division / Area / Department:**  |  |
| **Work Address:**  |  |
| **Has local approval been received?** | Choose an item. |

**9. Local Approval by Line Manager / Head of Service / Division**

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| **Date:**  | Click here to enter a date. |
| **Signature:****Print name:** |  |

**10. HSE Project Lead / Principal Investigator Declaration**

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| ***I confirm that the information provided herein is accurate, discloses the requirements and provisions of the proposed research activity, and that all relevant parties have been notified.*** |  [ ]  |
| **Date:**  |  |
| **Signature:****Print name:**  |  |

For office use only

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| **Date of Approval by the HSE LEAR:**  |  |
| **Signature:****Print name:**  |  |
| **PIC Number:** |  |
| **Reference Number:**  |  |