

NDA Research Promotion Scheme (Community Integration) 2017

Terms and Guidelines

I. Introduction and theme

The National Disability Authority (NDA) is an independent statutory body which was established to provide evidence-based expert advice to the Government on disability policy and practice and to promote Universal Design in Ireland.

The NDA's Research Promotion Scheme aims to achieve quality new research on specific themes aligned to the NDA's strategic priorities, through the provision of funding to successful applicants.

The NDA is now inviting proposals for research projects from research bodies and organisations, disability organisations or service providers, or other relevant bodies, under the theme set for 2017:

The effective promotion and support of community integration of people with disabilities.

The theme of community integration is about people with disabilities being enabled and supported to live in the community and to be valued for their uniqueness and abilities in the same way as all other persons. While community integration has been variously defined it is generally understood to encompass relationships with others, independence in determining one's living situation, and opportunities to participate in both purposeful and leisure activities.

Effective measures or approaches include but are not limited to:

- Person centred approaches
- Self-directed supports
- Feasibility, sustainability and cost effectiveness of independent living supports
- Social role valorisation
- Learning and development opportunities for people with disabilities, their families and staff
- Circles of support
- Local area initiatives
- Informal supports

The NDA is particularly interested in research on measures which have been found to be effective in promoting and supporting the community integration of persons with severe and profound intellectual disabilities and with significant physical disabilities. Case studies that illustrate the step by step process by which community integration has been achieved, or contributed to, are also of particular interest. Proposals should reference the Irish policy framework and the measures highlighted should be applicable in the Irish context.

Applicants should demonstrate that their proposed research topic fills a gap in current research and will add to the existing evidence base. Applicants should also show how their research is of sufficient scale to give findings that could be generalised.

Deliverables

Successful applicants will be required to

- undertake a piece of research relevant to the theme, with a strong evidence-base and meeting NDA's quality standards
- write a report of the research, to a publishable standard
- develop a strategy for dissemination of the research to key target audiences including policy makers, service providers and academics
- permit the NDA to publish the report on its website if it so decides
- give a seminar in the NDA

2. Application process and timeframe

Applications for funding are required to use the standard RPS (Community Integration) 2017 Application Form, which contains full details of parameters and requirements for applying, and which should be read in conjunction with these terms and guidelines.

Successful applicants will be given details of the NDA's quality criteria and style guidance which they will be expected to follow as an integral part of their agreement with NDA.

The table below outlines the key milestones in the application process:

Stage:	Date/Time:
Call for Applications	8 th August, 2017
Deadline for Completed Applications	12 noon, 29 th September, 2017
Interviewing of Short-listed Applicants	Week commencing 23 rd October, 2017
Successful Applicants Notified	Week commencing 30 th October, 2017

Applicants should plan to initiate and deliver their research by the end of June 2018. In exceptional circumstances only, the timeframe for completion may be open to reconsideration.

3. Eligibility

Proposals/applications are invited from the following:

- research institutions and agencies
- academic departments in recognised third-level institutions
- representatives of user/advocacy groups
- service providers

NDA encourages proposals prepared by partner agencies/ organisations/ institutions who wish to work in collaboration. However, joint applications must indicate clearly the involvement of all different partners and stakeholders in the design, planning, implementation and dissemination of the research.

Essential criteria

Only proposals received within the deadline and meeting the following essential criteria will be considered:

Contribution to Research

The proposed research must be original and should not duplicate research already conducted.

The research should contribute to the existing knowledge base and advance existing scholarship.

The proposed research must inform the development of relevant policies.

The research should be based on sound evidence, of sufficient scale to allow some generalisability of findings, or indicate directions for further consideration.

Ability to complete research in timeframe

Only organisations which can deliver a satisfactory final draft report on the research by end June, 2018 will be eligible for consideration. A 'satisfactory' report refers to a report on which only minor further edits would be required.

System of research supervision and review in place

While the NDA will review the quality of the final report as a condition of payment, we are not in a position to provide ongoing supervision of the work in progress. Only proposals which provide a satisfactory arrangement for such research oversight and supervision will be accepted. This condition could be met by putting in place a research advisory committee to the project, comprising people with suitable qualifications and experience, and indicating the willingness and availability of such persons to serve in that capacity. The NDA expects the final research submitted to meet its Quality Standards as set out in the call for proposals.

Tax clearance certificate

Successful applicants will be required to provide Tax Clearance Certificates to the NDA; otherwise funding cannot be provided. Organisations should ensure these are in order before submitting their application to avoid unnecessary delay in allocating funding.

Satisfies conditions set in EU rules

Under EU rules, applicants will be ruled out if any of the circumstances listed in paragraph 1 of Article 45 of EU Directive 2004/18/EC of 31st March 2004 apply. These circumstances are outlined at Appendix A. (Broadly, these circumstances are bankruptcy, professional misconduct and failure to pay taxes or social security contributions.)

Received within deadline

Only proposals that have been received within the deadline will be considered.

Note: This is not a scholarship scheme and is not designed for students.

4. Selection Criteria

The NDA will evaluate the eligible research proposals on the basis of the following selection criteria:

- Quality of research approach and relevance to NDA strategic priorities – **60%**
- Experience and qualifications of research team and research supervision – **40%**

Only projects which reach a pass mark under each of the above criteria will be further considered.

Short listing

Following initial assessment, the NDA will create a shortlist of applicants to interview at the second assessment stage. The researcher leading the project must attend this interview, which will take place week of 23rd October, 2017, at the NDA offices. Applicants will have the opportunity to present their proposed research at this stage and will be questioned on specific aspects of their proposal.

Failure to attend this interview will eliminate applicants from further consideration.

Rights reserved

The NDA reserves the right not to award any funding, or to award funding in relation to some elements only of a particular research proposal. Reaching the interview stage is not a guarantee that funding will be awarded.

Following award, a contract will be signed by the NDA and the proposing organisation. The contract will specify the conditions to apply in the event of unsatisfactory performance or failure to complete the proposed research.

5. Funding

Maximum grant

The maximum grant will be €25,000, and it is envisaged that grants will be in the range €20,000 to €25,000.

Number of awards

It is envisaged that up to two awards will be made, subject to the quality of proposals received, and to budgetary pressures. Additional qualifying research projects may be put on a reserve list, should extra funding become available in the course of the year.

Use of Funding

Research Promotion Scheme funding may only be used towards the current expenditure associated with the direct costs of the research process, including additional personnel, hired specifically and exclusively to work on the funded research. Funding may not be used for capital expenditure or overheads.

Payments

Payment of the grant will be made in three tranches, which subject to rounding, are:

- A third on acceptance of contract
- A third on receipt of a **satisfactory** draft research report
- A third on satisfactory completion of the research report

Rounding will be applied to ensure the last two payments are in exact €'000s.

A satisfactory draft report is one that requires only minor further editing.

The final draft is expected to be of publishable standard and the final payment will be withheld if this condition is not satisfied.

6. Monitoring and quality evaluation

Funded organisations must meet the NDA requirements for the submission of interim, final and other reports and will be required to submit periodic information regarding overall project performance, monitoring and management.

Please note successful applicants are expected to source their own academic supervision and/or advisory committee.

Successful applicants will be required to familiarise themselves with and follow the Quality Criteria for NDA Research (which will be provided at contract stage).

Interim Report

Maximum 15 pages, in line with the NDA Corporate Style Guidance for contractors (see <http://nda.ie/>). To contain a **brief progress note** on the following specific elements of the research (where applicable):

- Methodology – including search terms, scope and sources for literature review
- Literature review – summary of key arguments and theories, identification of key authors and sources, implications for the research, practice, and policy
- Fieldwork
- Schedule and timeframe for the completion of the research – identifying any deviation from original plan

Final Report

The final report should be of publishable standard, in line with the Quality Criteria for NDA Research and should be written in a style which is accessible to a broad audience. It will be produced in accordance with NDA style guidance, which is designed to ensure a report that readily accessible to the screen-reader technology used by people with disabilities.

In addition, there will be a two-page Executive Summary setting out the key findings.

The core report (excluding appendices) is expected to be of the order of 60 pages but this would be agreed with NDA contact person.

7.Applications

Completed applications should be returned by: **12 noon on 29th September, 2017**. Applications received after this time and date will not be processed.

Applications should be marked '**RPS (Community Integration) 2017**' and submitted by email or hardcopy to:

Kate McCabe, Policy and Research, National Disability Authority, 25 Clyde Road, Ballsbridge, Dublin 4.

Email: kmmccabe@nda.ie

Please address any queries you have to Kate McCabe at 01-6080405.

Appendix A

Extract from Article 45, EU Directive 2004/18/EC of 31st March 2004
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Article 45

Any economic operator may be excluded from participation in a contract where that economic operator:

- a. is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in an analogous situation arising from a similar procedure under national laws and regulations;
- b. is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations;
- c. has been convicted of an offence concerning his professional conduct by a judgment which has the force of res judicata;
- d. has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- e. has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
- f. has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;
- g. is guilty of serious misrepresentation in supplying the information required under this Chapter.