

Monkstown Hospital Foundation

Bursary Application Guidelines

Monkstown Hospital Foundation is a charitable trust and registered Charity whose aim is to provide support through its charitable funds to registered health charities.

Charitable Trust

Monkstown Hospital Foundation (**the 'Foundation'**) is a charitable trust, registered as a charity with the Charities Regulatory Authority (No. 20001919) and the Revenue Commissioners (CHY 1258). The trustee of the Foundation is Monkstown Hospital (**the 'Trustee'**), a company incorporated by guarantee (registered number 27064). The Foundation's activities are regulated by certain legal documents.

The work of the **Foundation** is undertaken by a voluntary board of directors (**the 'Board'**) supported by a part-time secretary. The directors of the **Trustee** are empowered to exercise their discretion in the implementation of their powers. The **Board** and the **Foundation** are committed to good governance and to following the guidelines issued by the Charities Regulatory Authority.

The assets of the **Foundation** originated from the closure of Monkstown Hospital in 1987. They are held in trust and are managed by a professional investment manager.

The main activity of the **Foundation** is to provide assistance through its charitable funds for:

- Grants to Grantees - registered health charities within Ireland who need grants to proceed with specific capital medical projects
- Clinical Research and Support of Medical Training through a bursary scheme.

Research Bursary

Applications are sought from registered medical professionals working in the Republic of Ireland who are attached to Medical establishments, such as Hospitals, Institutes or Medical Schools.

Preference for applications for Research Bursaries will be given to start-up research projects, for which funds may not be readily available from other recognised funding authorities. It is the intention that such seed funding would enable the researchers to successfully apply to the Medical Research funding authorities in the future, on completion of their initial research project.

Applications will be considered by the Grants Committee of the **Foundation** prior to the Autumn meeting in September. Subject to funds available, up to €25,000 will be awarded annually for up to three years to the successful applicant subject to meeting certain conditions.

- The Researchers must submit an annual progress report, demonstrating that they have fulfilled the targets as set out in their application.
- A detailed report must be submitted before the final payment is drawn down.
- It is expected that the **Foundation** will be acknowledged as a funding authority in any presentation or publication arising from the research.

Monkstown Hospital Foundation CHY 1258 Charity No. 20001919

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Trustee: Monkstown Hospital (a company limited by guarantee with a license to dispense with the word limited)

Registered in Ireland No. 27064

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Application Process

Applications must outline a summary of the research proposal to include a simple research question and details as to how they intend to answer the question; details of the researchers expertise in the subject area must be included.

The application must outline how the grant will be spent, against achievable research project targets on a yearly basis.

All applications will be reviewed by the members of the Grants Committee. The applications will be scored against criteria established by the Committee and amended from time to time. The two projects with the highest scores will be reviewed by an external assessor, selected by the Committee as an authority on the subject matter and whose opinion will be sought as to whether the projects are worthy of support.

On receipt of the external assessor's report, the Grants Committee will make a recommendation to the **Board** who will then make the final decision, based on the information provided to them.

The Secretary will then inform the successful applicant, setting out a time schedule for payment, subject to receiving a detailed, verified list of costs against the agreed research targets and detailed progress report. The successful applicant may be requested to give a presentation to the Grants Committee.