



# Irish Cancer Society Research

## Translational Cancer Research Networking Awards 2022

### Guidelines for Applicants

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Guidelines for Applicants

### 1. Introduction

#### 1.1. Overview

The Irish Cancer Society Translational Cancer Research Networking Awards offers translational cancer researchers the opportunity to establish and strengthen collaborations and relationships with national and international cancer researchers. This programme will give researchers at any stage of their career the opportunity to learn about up-to-date cancer research, network and collaborate, and gain experience in research dissemination.

The aim of this award is to contribute towards the cost of networking initiatives, training activities, or the development of collaborations or partnerships (attend or host a workshop, conference, training or any other networking activity) which will help stimulate, develop, and build capacity in the translational cancer research community. These awards are intended to support motivated individuals who would not otherwise be able to undertake these activities.

Application deadline: **3pm Thursday 28<sup>th</sup> April 2022**

#### 1.2. Indicative Timelines

There will be two funding rounds for this award: round A and round B. Applicants may apply for either funding round. Applications for round B will open following round A. There is no difference in the funding rounds; simply, it is to allow applicants who require funding for opportunities at different times of the year to have access to it. Unsuccessful applicants from round A may apply for round B.

## Round A:

Milestone	Date
Grant Call opens	Tuesday 8 <sup>th</sup> March 2022
<b>Round A Deadline</b>	Thursday 28 <sup>th</sup> April 2022
Review	May
Awardees Announced	Late May

## Round B:

Milestone	Date
Call opens	Wednesday 1 <sup>st</sup> June 2022
<b>Round B Deadline</b>	Thursday 28 <sup>th</sup> July 2022
Review	August
Awardees Announced	Early September

Please note: that the above dates are provisional subject to change at the discretion of the Irish Cancer Society.

### 1.3. Purpose and Objectives

The purpose of this award is to afford translational cancer researchers with the opportunity to establish and strengthen collaborations and relationships with national and international cancer researchers.

Applicants to the Translational Cancer Research Networking Award 2022 will undertake networking initiatives, training activities, or the development of collaborations or partnerships which will inspire, progress, and build capacity in the translational cancer research community (see section 2.3 for examples of eligible research initiatives).

### 1.4. Funding and Duration

The purpose of this award is to contribute towards the costs of translational networking initiatives. Applicants can apply for funding up a maximum of €2000. The number of awards made will be dependent on number of applications received and total budget requested in each. Each applicant may only submit one application per round. Unsuccessful applicants from round A may submit the same or modified proposal again in round B.

For **round A**, the proposed networking initiative must not begin prior to **1 June 2022**. The initiative must be completed within 12 months of the start date.

For **round B**, the proposed networking initiative must not begin prior to **1 October 2022**. The initiative must be completed within 12 months of the start date.

## 1.5. Reporting

Recipients of this grant will be expected to provide a written report to the society within one month following the funded event.

## 2. Eligibility

### 2.1. Applicant Eligibility

Applications from individuals that do not meet the eligibility criteria will not be assessed. This award is open to translational cancer researchers at all career stages.

#### Lead Applicant:

##### Minimum Eligibility Criteria

At a **minimum**, the lead applicant must meet the following criteria:

- Being actively participating in translational cancer research (post-undergraduate degree) in the Republic of Ireland
- have a demonstrable commitment to cancer research

##### Eligible lead applicants must **not**:

- if planning to use this funding to attend a conference or workshop the applicant must not have access to existing conference travel funding.

#### Co-Applicants:

For applications that entail hosting or organising an event, a maximum of 5 co-applicants are allowed to be added to the application. Co-applicants must play a significant role in the development and planning of the initiative e.g. significant input into event design and organisation, or participation in activities. If projects are co-designed with key stakeholders (e.g. PPI), you may add them as a co-applicant to the project. You will be asked to provide a brief role description for each co-applicant. Co-applicants will be required to confirm their participation.

#### Official Collaborators:

For applications that entail hosting or organising an event, official collaborators are eligible as long as they play a significant and substantial role in the planned networking event. Collaborators (both academic and non-academic) are also acceptable. For this award

collaborators are defined as individuals or organisations that provide focused help or assistance on certain aspects of the plan. For example, a collaborator may provide the use of their venue facilities.

## 2.2. Institution Eligibility

The host institution is the organisation that receives and administers grant funding and is responsible for compliance with all general and specific terms and conditions of awards. In order to be eligible to apply for funding, a proposed host institution must be based in the Republic of Ireland and must be listed as an approved host institution on the Health Research Board's website:

<https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions>

Applicants conducting research out of non-approved sites (e.g. hospital) must nominate an approved host institute and all finances must be managed by this institute.

## 2.3. Eligible Networking initiatives

As a guide, some eligible networking initiatives include:

- Attendance at a cancer specific international or national conference or workshop
- Attendance at a cancer specific summer school or winter school (or similar)
- Organise and host a small-scale conference or workshop in translational cancer research
- Host a meeting with international researchers with the aim of establishing new research collaborations in a translational cancer research topic

Please note, this is not an exhaustive list, The Society is open to all networking initiatives that satisfy the purpose and objectives of the call. If you are unsure if your initiative is eligible please contact [grants@irishcancer.ie](mailto:grants@irishcancer.ie).

# 3. Application Procedure

## 3.1. How to Apply

Applications must be completed and submitted through the Irish Cancer Society online grant management system. In order to submit an online application you are required to register at the following address: <https://grants.cancer.ie>. When registering, please fill out all the fields on the registration form.

When you enter your login details, you will be directed to the portal home page. From here, you can:

1. Update your basic information (please make sure all fields are completed)
2. Make a new grant application
3. Access previous grant applications
4. Manage any active grants

When you have entered your basic details, you will be able to create a new application from the portal home page. Alternatively, select 'New Application' from the 'My Applications' tab. Next, click 'Apply' for the Grant Type detailed as 'Translational Networking Award 2022'.

### **3.2. Eligibility Criteria**

Once you click 'Apply' you will be required to tick that you meet all of the eligibility criteria before you can proceed to make an application. If you do not meet all criteria, then you will be unable to make an application.

## **4. Application Form**

There are 8 sections outlined on the left hand side of the page:

- a) Application outline
- b) Initiative details
- c) Benefit to the applicant's career
- d) Applicant's CV
- e) Declaration of Support
- f) Supporting documentation
- g) Budget
- h) Validation Summary

Saving your progress regularly is strongly recommended by clicking 'Save' as you go through the application form. Alternatively, the information will be saved when you click 'Save and Close'. By clicking 'Previous' you will be brought to the previous section and by clicking 'Next' you will be brought to the next section.

Mandatory sections are marked with a red circle icon. You will not be able to submit with the application if these sections are incomplete.

**Further details on each section of the application form:**

### **a) Application Outline**

In this section, you will be asked to provide basic information about your application. Input and save the information as required under the following headings:

- Proposed title
- Proposed funding date (must be on or after 1 June 2022) \*
- Duration (up to 12 months)
- Lead applicant(s) details
- Proposed host institution
- Co-applicants (if applicable)
  - Co-applicant contact details
  - Co-applicant role
- Collaborators (if applicable)
  - Collaborator roles

\* Please note: If you require funding prior to the networking initiative please ensure that you allow ample time. For example, if you are planning a small workshop in November you may require funding to plan the event. In this case, select a start date prior to the workshop in, for example, August.

### **b) Initiative details**

In this section, you will be asked to describe and justify the research initiative you wish to attend or host.

If you are planning to **host** a networking initiative, you will be asked to complete the following:

- Title of Initiative
- Nature of the initiative (workshop, conference, training course etc.)
  - Please include a description of the initiative (300 words Max.)
- Location of initiative
  - City, country e.g. Dublin, Ireland
- Initiative dates
  - First day of event until last day of the event e.g. 02/10/2022 to 04/10/2022

If you are planning to **attend** a networking initiative, you will be asked to complete the following:

- Name of Initiative
- Nature of the initiative (workshop, conference, training course etc.)
  - o Please include a description of the initiative (300 words Max.)
- Location of initiative
  - o City, country e.g. Manchester, UK
- Initiative dates
  - o First day of event until last day of the event e.g. 02/10/2022 to 04/10/2022
- Dates you will attend the event or initiative (If applicable)
  - o Do you plan to attend the whole event or only specific days?
- Do you intend to attend to submit an abstract to this initiative (if applicable)?
  - o If you do, you will be asked to upload details on the 'Supporting Documentation' page.
- Website of initiative
  - o If the initiative does not have a dedicated website, please enter the details of any website where information on the event is available

### **c) Benefit to the applicant's career**

Please describe the benefit of this initiative including:

- How is this initiative relevant to you;
- How this initiative aligns with the objectives and aims of the funding call;
- The knowledge/skills you (and; if applicable, other researchers) will gain from this initiative;
- What connections with other researchers you are hoping to make
- How this funding will benefit your future career and research plans **(500 words max)**.

### **d) Applicant Curriculum Vitae**

Please upload your CV - completed using the template provided (the template is downloadable in this section on the online system or on the website). More information on each section is given in the template.

Please only fill in relevant details, certain sections can be left blank if not applicable to the applicant's career stage. You will not be penalised for this.



### e) Declaration of Support

Please upload a letter of support from your Head of Department. Your Head of Department should indicate that they support your application and that they will ensure your ability to take time away from your work duties to attend the event. On awarding of the funding, a contract will be made between the Irish Cancer Society and the institute at which the awardee works. The declaration of support should indicate that the Head of Department will facilitate this process.

The declaration of support template is downloadable from this section on the online system or on the website.

### f) Supporting Documentation

Please upload any supporting documentation relevant to your application.

- If you have submitted an abstract to the research event, or your abstract has been accepted, please submit the abstract here in addition to the letter of acceptance (if applicable).
- If you have already begun planning a networking initiative or have previously hosted an initiative, please provide information.
- If not applicable, please select N/A.

### h) Budget

All applications should include a detailed budget. Indirect costs/overheads are not eligible costs for Irish Cancer Society awards. Please consult the Irish Cancer Society budget spending and expenses guidelines when developing your grant budget (see section 6.4).

Approval of all budget items is at the discretion of the Irish Cancer Society. Any budgeted costs that do not adhere to spending guidelines risk rejection.

Direct costs that can be requested for the following budget categories:

Budget Item	Details
Registration, workshop and training fees	Funds can be used to cover the registration cost to attend conferences, courses, workshops, professional development training, etc.
Travel, Accommodation and Subsistence	Any costs associated with travel, accommodation and subsistence can be outlined here.
Dissemination costs	Costs associated with research dissemination may be budgeted e.g., poster printing, etc. can be budgeted here.

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Running costs

If you are planning to host a small conference, workshop or meeting, please outline budgeted items in this category.

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You will also be asked:

- Does the proposed budget to the Irish Cancer Society cover the budget of the initiative in full?
- If not, where is the shortfall covered from?
- What is the total cost of the initiative?

### **i) Validation Summary**

The validation summary page will notify you of any incomplete required. You will not be able to submit the application until all required fields are complete.

## **5. Submission of the Application**

The application is ready for submission once the form has been validated on the validation summary page. This will also highlight any collaborators who have yet to confirm their participation. Once the application has been validated, it may be submitted by the lead applicant. In the case of joint lead applicants, the application must be submitted by the applicant who originally created the application form.

**Applications must be received by the Society prior to the deadline. Late or incomplete applications will not be accepted.**

Application Checklist

- Completed application form
- Applicant CV
- Declaration of support
- Supporting documentation (if applicable)

## 6. Application Assessment

The Irish Cancer Society bases its funding decisions on the recommendations of an external review panel. However, the Society withholds the right to reject any funding application at its own discretion.

Incomplete, ineligible, or late applications will be rejected by the Society and may not proceed to external review.

### 6.1. Conflicts of Interest

The Society endeavours to ensure that external reviewers are free of any conflicts of interest that might unduly bias the decision making process.

### 6.2. Assessment Procedure

Applications are reviewed by the Irish Cancer Society Annual Review Panel. The panel will consist of experts in the areas of translational biomedical cancer research. The panel will assess all sections of the application.

The application will then be routed to any required signatories (co-applicants) if applicable. The application will not be received by the Society until all signatories have approved it. All signatories must approve the application before the application deadline. It is the responsibility of the lead applicant to ensure that signatories are given sufficient time to approve the application before the deadline.

The review panel will be asked to provide feedback on the budget, which the Society will take into consideration. The approval of all grant budget items is at the discretion of the Irish Cancer Society.

#### **The Panel will score applications based on:**

- Feasibility of the planned networking initiative
- How the initiative will benefit the applicants career
- How the initiative will support and build upon the translational cancer research community in Ireland

### 6.3. Assessment Outcome

Review scores and comments will be collated and all applications will be discussed at a review panel meeting. The review panel will select which applications should be funded. Applicants will be informed of the outcome by email. Reviewer feedback will be available to all applicants.

Applications will be reviewed over two rounds and applicants will be notified of the outcome by email. The first round deadline will be **3 pm 28<sup>th</sup> April 2022**. Applications submitted prior to this date will be reviewed and notified of the outcome in May. Applications submitted after this date will be reviewed following the second round deadline **3pm 28<sup>th</sup> of July 2022**.

## 6.4 Budgeting Guidelines

Budget Item	Details
Registration fees	Funds can be used to cover the registration cost to attend conferences, courses, workshops, professional development training, etc.
Subsistence	<ul style="list-style-type: none"> <li>All subsistence expenses <b>must be</b> vouched expenses. The Irish Cancer Society does not permit any researchers to claim standard subsistence rates that may be outlined by their individual Research Institutions.</li> <li>Breakfast, lunch, and dinner costs to a value of €10, €12, and €25 per person respectively would be deemed reasonable.</li> <li>An added tip or discretionary service charge of up to 15% on bills is deemed reasonable in countries where such charges are expected and are standard practice.</li> </ul>
Travel	<ul style="list-style-type: none"> <li>Travel should be by the most economical means and the Society expressly encourages that public transport be used whenever possible, when this is the cheapest option. Tickets for public transport should be booked in advance where possible and should be standard class or economy class only.</li> <li>Taxi's may be used but are the least preferred method of transport. Taxi's should be shared where possible and incur no additional fees i.e. waiting time charges or tips.</li> <li>In situations where conferences/meetings in Ireland are not accessible by means of public transport, researchers may use their own vehicle to travel to and from the conference/ meeting. A standard motor travel rate of <b>€0.35 cent per kilometre</b> is permitted in instances where this is necessary. Higher mileage rates permitted by the Research Institution will not be covered by the Society.</li> </ul>

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The motor travel rate paid is deemed to cover all expenses incurred in running the car e.g. insurance, tax, running costs etc.

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#### Accommodation

- The cost of accommodation should be reasonable and in line with the duration of the event.
- For travel to conferences/meetings, researchers must endeavour to book accommodation not exceeding a 4-star rating.
- For accommodation in Ireland, **a rate not exceeding €140 per night** (B&B; standard room) should be sought.
- For international accommodation, rates will vary depending on the city and country, therefore, it is difficult to give a guiding rate. However, accommodation rates that are reasonable and in line with the average daily hotel rate for the specific location should be sought.
- Accommodation costs for travelling partners will not be covered.
- In situations where a Research Institution has agreed a discounted rate for accommodation, which exceeds a 4-star rating, prior approval must be sought from the Society in order to proceed with any booking.
- Facilities and services which are not provided free of charge by the hotel are not permitted (e.g. Wi-Fi costs, room service, newspapers, etc.).

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#### Dissemination costs

Dissemination costs should be clearly planned and articulated as part of your budget. Such costs may include printing, posters, generation of leaflets, publication costs, costs associated and hosting of public awareness events etc. All costs must be inclusive of VAT, where applicable.

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#### Running costs

In furthering the research interests of the Society, researchers on Irish Cancer Society-funded grants may occasionally host meetings or events between researchers, members of the public, patients and/or scientific advisory groups.

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- Expenditure for events such as these should be kept as low as possible, compatible with the occasion.
  - Where possible, room hire for any events should ideally be restricted to locations that are free of charge. Exceptions may apply, but would need prior approval from the Irish Cancer Society.
  - For bookings associated with national or international guest speakers, the travel and accommodation rates set out in these guidelines must be adhered to.
  - The number of hosts accompanying a guest for lunch or dinner should be dependent on a necessary requirement to attend and should not be perceived as a reward for attendees.
  - Lunch and dinner costs to a value of €12 and €25 per person respectively would be deemed reasonable. This includes the costs associated with the provision of catering for events.
  - An added tip or discretionary service charge of up to 15% on bills is deemed reasonable in countries where such charges are expected and are standard practice.
  - For events that utilise internal and external suppliers, it is expected that the most economical supplier be utilised.
  - Costs for materials required for the event such as stationary should be budgeted for here.
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## **6.5 Payment of Funding**

Host Institutions will receive 70% of the requested funding upfront to allow accommodation and travel to be booked by the awardee. The remaining 30% will be held until the submission and approval of report covering the event, along with a detailed statement of income and expenditure and receipts for all expenditure. Funding will be paid directly to the recipients' employing/host institution, and it is the responsibility of the employer/host institute to set up a dedicated research account for these funds and to administer the funding to the awardee.

## 7. Contact

If you require assistance with the online grant management system or have any questions about the grant call, please contact the Irish Cancer Society Research Department:

Email: [grants@irishcancer.ie](mailto:grants@irishcancer.ie)