



Irish Cancer Society Research

Public and Patient Involvement Awards 2022

Guidelines for Applicants

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Irish Cancer Society Research

Public and Patient Involvement Awards 2022

Guidelines for Applicants

1. Introduction

1.1. Overview

As the largest voluntary funder of cancer research in Ireland, the Irish Cancer Society is committed to putting patients, families, carers, survivors, supporters and the public at the very heart of what we do. Public and Patient Involvement (PPI) in the research process ensures that research is meaningful and of benefit to those directly and indirectly affected by cancer. PPI can be involved at any stage of a research project, from development and design to interpretation and dissemination.

In line with this commitment, the Irish Cancer Society's Public and Patient Involvement Awards aim to support excellent Irish-based cancer researchers in all disciplines, to foster and grow their public and patient involvement activities.

Applications can request up to a maximum €5,000 each, awarded to researchers based in the Republic of Ireland to cover costs associated with public and patient involvement activities. The Irish Cancer Society strongly encourages initiatives which promote involvement and the equity of access for individuals and groups from hard to reach and under-represented populations, ensuring diverse representation of the population.

The award will cover expenses associated directly with the PPI activities; more details will be provided in section 4.

Please note, expenses must be in line with the Irish Cancer Society budget and expenses guidelines (appendix II); final approval of the budget is at the discretion of the Irish Cancer Society.

Application deadline: **3pm Thursday 15th September 2022**

1.2. Indicative Timelines

Milestone	Date*
Grant Call opens	Thursday 7 th July 2022
Full Application Deadline	Thursday 15 th September 2022
Review	September - October
Awardees Announced	October
PPI Plans	2023

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

1.3. Purpose and Objectives

The purpose of this award is to provide the funding required for the applicants to foster and grow public and patient involvement activities associated with their area of research.

1.4. Funding and Duration

Applicants can apply for funding of a maximum €5,000, however this must be appropriately justified based on the PPI activities proposed. Applications requesting lower amounts are also welcome and eligible for this award. Each applicant may only submit one application.

The proposed PPI activities must begin in **2023**. The initiative must be completed within 36 months of the start date.

1.5. Reporting

Recipients of this grant will be expected to provide a written report to the Society at the end of the award and at regular intervals throughout the grant duration.

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 cancer researchers, at all post-undergraduate career stages.

The research team can include:

1. A **lead applicant** (mandatory)
2. A **PPI co-applicant** (optional)*
3. A **mentor** (mandatory for lead applicants with fewer than 4 years' post-graduate research experience or equivalent)

*Please note: the addition of a PPI co-applicant(s) is not mandatory for this award. While the Irish Cancer Society ideally encourages PPI co-applicants in research, in recognition that some researchers are still at the start of their PPI journey and require funding to kick-start this experience, we are not making this a mandatory requirement.

1) Minimum Eligibility Criteria

Lead Applicant:

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

- Have a compelling track-record in cancer research
- Be based at a [HRB-approved host institution](#) in the Republic of Ireland
- Have a strong commitment to progress public and patient involvement activities

Mentor:

Applicants who have less than 4 years' post-graduate research experience must include a mentor.

At a **minimum**, the mentor must meet the following criteria:

- Have experience of successful PPI
- Have a compelling track-record in cancer research and grant management
- Be based at a [HRB-approved host institution](#) in the Republic of Ireland
- Confirm their support and intention to mentor the lead applicant, by providing a letter of support.

PPI Co-Applicant:

For this award, PPI co-applicants are defined as individuals or organisations that provide focused help or assistance on certain aspects of the plan. For example, a PPI contributor who helps to develop the recruitment strategy prior to starting your PPI activities.

It is strongly encouraged to involve people affected by cancer at as early-stage as possible in your research project. If you have already identified a PPI collaborator(s), they may be included as an official PPI co-applicant in your application. They must provide a letter of

support, confirming their support and intention to collaborate with the lead applicant throughout the course of the project plans.

It is also very important to include the relevant charities, communities and societal partner organisations and PPI networks in your activities, ensuring that you are provided with different perspectives. We strongly advise that you consult with the PPI Ignite Network Ireland or your host institution who will be able to provide guidance for including PPI in research.

Eligible Applications must **NOT**:

- a. Use the funding for PPI activities for which funding from another charity/organisation is already available i.e. using funding to 'top up' a previously awarded grant.
- b. Include engagement activities or participation activities; applications must plan for true public and patient **involvement and partnership**.
- c. Use the funding to carry out research activities.

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. a hospital) must nominate an approved host institution, and all finances must be managed by this institution.

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 homepage. 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 homepage. Alternatively, select 'New Application' from the 'My Applications' tab.

Next, click 'Apply' for the Grant Type detailed as 'Public and Patient Involvement Awards 2022'.

4. Application Form

Prior to completing your application form, please consult **Appendix I: Public and Patient Involvement in Research**, ensuring that your proposed PPI plans are true plans for 'Involvement'.

Please also note that this application form will be assessed by a panel of PPI reviewers with a lived experience of cancer. It should therefore be written in plain accessible English throughout. Failure to do this may result in the PPI reviewers being unable to accurately score and provide feedback on your application.

There are 9 main sections outlined on the left-hand side of the page:

1. Proposal Outline
2. PPI Co-Applicant(s)
3. Mentor
4. Summary
5. PPI plan
6. Impact Plan
7. Budget
8. Declaration of Support- Head of Department
9. 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 the application if these sections are incomplete.

Further details on each section of the application form:

1) Proposal 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 project title
- Proposed start date for PPI activities (must be by the end of Q1 2023)
- Duration (minimum 12 months – maximum 48 months)
- Lead applicant details
- Are you adding a PPI co-applicant to this application? (Maximum 3 PPI co-applicants can be included)
- Proposed host institution (Ireland)
- Cancer type
- Research type
- Discipline
- Keywords (maximum 5)

2) PPI Co-Applicant(s)

I. PPI Co-Applicant(s)

Please indicate if you are including a PPI co-applicant. Your co-applicant(s) will have to confirm participation in the application and approve the application after you complete it and before it is finally submitted to the Society.

To add your co-applicant, you can search for them by entering their email address. If the co-applicant has already created an account, then they will appear on the list. To add them as your co-applicant, click 'Select'. Please note that on saving, the contact will be added to the Application as a co-applicant and they will receive a notification of this via email.

If your co-applicant does not already have an account you can click 'Add a New Contact,' and enter their name and email address. Please note that on saving, the contact will be added to the Application as a co-applicant. They will receive a notification of this via email.

II. Role of PPI Co-Applicant

Please detail why you have chosen your PPI co-applicant and any role they will have in the project **(150 words maximum)**.

III. Declaration of Support – PPI Co-Applicant

If a PPI co-applicant is included, please upload a declaration of support from the co-applicant(s). The Declaration of Support Template is downloadable from this section on the online system or on the website. This must be completed on headed paper. Each declaration of support can be **1 A4 page maximum**.

If you are including multiple PPI co-applicants, a declaration of support is required from each of them. Please combined into a single pdf and upload here.

3) Mentor

A mentor is required and mandatory for all applicants with less than 4 years of post-graduate research experience.

I. Mentor

If you have less than 4 years' post-graduate research experience, you must add a Mentor to the application. Your mentor will have to confirm participation in the application and also approve the application after you complete it and before it is finally submitted to the Society.

To add your Mentor, you can search for them by entering their email address. If the Mentor has already created an account, then they will appear on the list. To add them as your Mentor, click 'Select'. Please note that on saving, the contact will be added to the Application as a Mentor and they will receive a notification of this via email.

If your Mentor does not already have an account you can click 'Add a New Contact,' and enter their name and email address. Please note that on saving, the contact will be added to the Application as a Mentor. They will receive a notification of this via email.

II. Role of Mentor

Please detail why you have chosen your mentor and any role they will have in the project (**150 words maximum**).

III. Declaration of Support - Mentor

If a mentor is required, please upload a declaration of support from your mentor. The Declaration of Support Template is downloadable from this section on the online system or on the website. This must be completed on headed paper. Each declaration of support can be **1 A4 page maximum**.

4) Summary

Please provide a summary of your research project, ensuring that this is written in lay terms. Further guidance on accessible language can be found in Appendix I. **(300 words max)**.

5) Public and Patient Involvement Plan

Please provide a detailed description of your plan for involving people affected by cancer in your research project.

Please complete the following sections using the guidelines where relevant:

- a. Please tell us what you hope to achieve by involving PPI contributors e.g. will it help to ensure relevance of your research to a particular patient group, or benefit people in some other way? **(200 words max)**.
- b. Tell us **in plain English** about your plans for PPI. You should include details on the focus of your research, the **phases of the research cycle** in which you hope to involve PPI contributors and the approaches you are considering using to facilitate this involvement. If you have already developed a role description for PPI contributors, please attach it.

We encourage you to involve patients/the public from the earliest phases of your research planning but will not penalise you for not having done so **(500 words max)**.

- c. At what **stage** is your research?
 - Planning phase
 - Funding secured but not yet started
 - Project has recently started
 - Project is well underway
 - Other- please provide details.

- d. Ethical Approval

If **ethical approval** has been granted for the research you will undertake, please attach the participant information sheet. If ethical approval has not been granted, please state why. *Note: ethical approval is not required for PPI activities (unless there are particular ethical concerns for the contributors).*

- e. How much **time** do you estimate will be required of PPI contributors, and what is the timeframe involved? Please also state how long individual PPI activities will take **(200 words maximum)**.
- f. **Where** will the activities take place? Just state the location(s) or, if PPI contributors can be involved from home, state how this will be done. **(200 words maximum)**.
- g. **How many** PPI contributors are you seeking and how did you come up with this figure? **(100 words maximum)**.

- h. Are there particular **characteristics required in the people you wish to involve** e.g. should they have a particular subtype of a condition, should they be patients themselves or carers, or should they be past or current patients? How will you ensure equality, diversity and inclusion on your PPI panel? **(200 words maximum)**.
- i. **How will you support PPI contributors** to participate in your activities e.g. will training or role descriptions be provided, will you be offering payment and will their expenses be covered? *(We strongly encourage that you cover all costs for your PPI contributors, at a minimum)*. If necessary, what measures do you have in place to ensure sufficient accessibility for patients? E.g. suitable reading materials, appropriate location access, provision of interpreters etc. **(250 words maximum)**.
- j. **Tell us a little about how you will manage any risks**. Are there any risks that you are aware of, to PPI contributors participating in the involvement activity e.g. potential for distress? If so how will you address them? **(250 words maximum)**.
- k. How will you **share the outcomes** of the research with the PPI contributors over time? We consider this essential in order for us to provide support. How will you acknowledge their contribution to the work? Will you encourage the PPI contributors to feedback their views of the process? **(250 words maximum)**.
- l. How will potential PPI contributors **apply/get in touch** with you and how will you let them know if they have been accepted? **(250 words maximum)**.

6) Impact Plan

Creating impact from the grants that we fund has always been of great importance to the Irish Cancer Society. The purpose of considering the potential impact at the application stage is to focus all projects on working towards achieving meaningful impact from the outset. Therefore, it is the impact of the research beyond academic outputs, i.e. the real life benefit of the research, aided by the inclusion of public and patient involvement, and how this may improve the lives of people who are affected by cancer.

How will you measure the success of your PPI activities? For example, what KPIs will you utilise to ensure that your PPI activities have had an impact? **(300 words maximum)**.

7) 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 (appendix II).

Please note that at a minimum, the Irish Cancer Society would expect the applicant to: provide honoraria for each PPI contributor, and cover their expenses- including their travel, food, childcare etc. associated with their involvement in this project. Aside from monetary

contributions, please consider additional ways to value your PPI partners. This can be through recognising them as co-applicants or collaborators on grants, including them on papers or publications, and many other ways of showing your appreciation.

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.

All costs should directly contribute to the purpose of the PPI activities detailed in this application. Please provide details of any external funding. A maximum of €5,000 may be requested.

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

Budget Item	Details
Running Costs (directly associated with PPI activities)	<ul style="list-style-type: none">• Finding people/advertising• Training and learning costs• Venues and catering• Small equipment and printing• Access to university facilities (venue hire)• Honoraria for PPI contributors• Costs of travel, sustenance, childcare etc. for PPI contributors
Other Costs	<ul style="list-style-type: none">• Language translation and interpretation costs• Support for people with impairments

8) Declaration of Support – Head of Department

Please upload a declaration of support from the head of department of the lead applicant. The Declaration of Support template is downloadable from this section on the online system or on the website. This must be completed on headed paper.

The declaration of support required from the head of department is simply a standard letter stating that they are aware of and support the application.

9) Validation Summary

The validation summary page will notify you of any incomplete sections that are 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.

The application will then be routed to any required signatories (co-applicants and mentor) 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.

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

Application Checklist

- Completed application form
- Declarations of support

6. Application Assessment

The Irish Cancer Society bases its funding decisions on the recommendations of an Irish Cancer Society PPI 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 will be reviewed by a panel of Irish Cancer Society PPI reviewers. The panel will consist of experts in the area of PPI. The panel will assess all sections of the application.

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 PPI activities
- How the initiative will benefit the applicant’s research
- How the initiative will support and build the PPI networks in this research team and institution
- The clear demonstration of the importance of PPI as an integral part of the overall research project

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.

7. Contact

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

Email: grants@irishcancer.ie



Irish Cancer Society Research

Appendix 1: Public and Patient Involvement (PPI) in Research Guidelines

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Irish Cancer Society Research

Appendix 1: Public and Patient Involvement (PPI) in Research Guidelines

1. Background

The Irish Cancer Society is committed to putting patients, families, survivors, carers, supporters and the public at the very heart of what we do. In keeping with this commitment, we are embedding Patient and Public Involvement (PPI) in our research processes. The majority of Irish Cancer Society grant calls will require researchers to detail their plans for including patients in their proposed research. These involvement sections will be reviewed by people affected by cancer (PPI reviewers).

This document is intended as an additional resource on PPI for researchers planning on submitting a grant application to the Irish Cancer Society.

Information specific to individual grant calls can be found in the Guidelines to Applicants document for each call.

2. What is Public and Patient Involvement in research?

Interaction with patients and the public can be contextualised in the many different ways people with cancer can interact with research, specifically by means of *participation*, *engagement*, and *involvement* outlined below.

10) Participation

A person with cancer may be recruited into, and take part in, a research study e.g. a clinical trial, and provide data of some form.

11) Engagement

Engagement is when the researcher communicates and disseminates research information, for example, at science festivals, public talks, television programmes, or radio.

12) Involvement

Involvement is distinct from participation or engagement. Where participation and engagement are conducted *'to'*, *'about'*, and *'for'* people with cancer, involvement is conducted *'with'* or *'by'* people with cancer¹. People with cancer can be involved at any stage of the research process, from conceptualisation to dissemination.

Involvement does not refer to researchers raising awareness of research, sharing knowledge or engaging and creating a dialogue with the public. It does also not refer to the recruitment of patients or members of the public as participants in research. However, these different activities – involvement, engagement and participation – are often linked and, although they are distinct, can complement each other¹.

3. Why is PPI important?

PPI is becoming increasingly important in research. The Irish Cancer Society is committed to expanding the involvement of those affected by cancer in the research that the Society funds, and in the funding decision-making process. This commitment is reinforced by the Irish Governments' National Cancer Strategy (2017-2026)², which highlighted:

“Patient involvement in cancer research improves the relevance of research questions, the quality, acceptability and feasibility of research conduct and the likelihood of uptake of research outputs.”

PPI creates a partnership between people affected by cancer and researchers. It is more than a tokenistic gesture to comply with policy, but can provide a real and substantial benefit to all key stakeholders. While not without its challenges, PPI can:

- Promote a sense of empowerment and value among patients³
- Enhance patient trust in researchers³
- Improve researchers' insight into their own research area³
- Help researchers identify barriers and come up with solutions to research³
- Increase trust and acceptability in the patient community of research findings³
- Inform the provision, access, and location of healthcare services⁴
- Improve the dialogue between healthcare professionals and patients⁴

Specific to the cancer setting, PPI may be used by patients as a resource, to make sense of living with a chronic condition⁵. People with cancer report feeling enhanced knowledge and skills from taking part in PPI, as well as feeling they contributed to research by providing a lay perspective (i.e., practical knowledge about being a patient with cancer)⁶.

As such, PPI can be a valuable tool in the research process for both patients and researchers, and the Irish Cancer Society aims to continually to build on its PPI work.

4. PPI is a partnership

PPI is about creating a partnership between researchers and people affected by cancer, whereby all contribute collaboratively in varying degrees towards the research process or the research output. Each voice is of equal importance in PPI.

Involving people affected by cancer as early as possible in your planning process, and ensuring on-going clarity about their activities, roles and goals, is crucial to the success of PPI

Be clear from the outset what will be required from all involved in the patient involvement activities. A good exercise to do is to complete a role description for the role of the patient involved along with a description of what your role (the researcher) is with regards to PPI. This is beneficial as it is clear to both the researcher and the person affected by cancer what exactly is involved from both sides from the outset.

Relationship building is key for successful PPI. Having an open and respectful relationship is key to successful PPI. A number of different factors are important for a good relationship between the PPI contributor and the researcher(s), these are listed below.

- A good communicator including keeping in touch as needed
- Shows respect, empathy and understanding
- Has time for each other and the PPI activities

It is a good idea to keep in mind this relationship aspect of PPI when designing the Patient Involvement plans.

5. PPI and the funding process

The majority of Irish Cancer Society application forms contain sections relating to patient involvement. These sections will be reviewed by PPI reviewers and in most instances PPI reviewers will contribute to funding decisions along with scientific reviewers. As such, the review of applications is undertaken by scientific and PPI reviewers. In doing this, we ensure that the research we fund is of the highest scientific quality, while being relevant and important to people affected by cancer.

PPI reviewers are people effected by cancer including patients, survivors, family members and carers who have all received appropriate reviewer training.

6. PPI Sections in the Application

The following sections give information on PPI sections in application forms. Please note that not all sections outlined below may be in all application forms.

These sections will be reviewed by PPI reviewers. For some grant calls the PPI reviewers will score the sections and provide feedback and for other grant calls the PPI reviewers will give feedback only. This information will be given in the call guidelines.

6.1. Project Summary

A project summary should provide an overview of the research proposal, written in a format appropriate and understandable to your audience. A good summary should describe what you intend to do, why you intend to do it, and establish context. A clear understanding of the research project will allow the PPI panel to effectively evaluate other sections, such as the Patient Involvement Plan and Sharing of Research Findings sections.

For some awards, particularly those that include human participants, the PPI panel will review the practicalities and feasibility of the project and its relevance to people affected by cancer. Therefore, it is important to be clear and detailed.

Remember, your audience, who will be people affected by cancer, **may not** have a scientific background. Therefore, ensure the project summary is written in plain English (please see Section 6). However, an important consideration when writing the project summary is to determine the right balance between pitching it to the correct lay audience and oversimplifying it too much. As such, the summary should be written in clear plain English, but also adequately conveys the details on the research question, research plan and what makes that particular research project important. The abstract may still have some “jargon” or scientific names when necessary, once they are clearly defined in understandable terms.

6.2. Patient involvement plan

The patient involvement plan should detail how patients will be involved in the research project.

It should be well thought out and as detailed as possible. Vague plans are to be avoided. The patient involvement plan should be given as much consideration as the scientific sections in the application.

It is strongly recommended that plans include specific details such as how many patients will be involved, how these patients will be recruited, what exactly the patients will be doing etc.

As with any project we acknowledge that patient involvement plans may change over the course of an award but detailed plans are still sought at the application stage.

Please note that activities outlined in the Patient Involvement plan are required to be included in the Gantt chart (when a Gantt chart is required as part of the application).

13) Information on types of involvement:

Involvement can be incorporated into almost any stage of the research process, which should be planned from the very beginning of study design. Some examples of how patient involvement can be incorporated into research includes (but is not limited to):

- as members of a patient advisory group for the project-
 - advising on the direction of the research; *
 - commenting on and developing patient information leaflets, consent forms, questionnaires or other research materials;
 - commenting on and developing dissemination materials (e.g., conference abstracts, posters, presentations);
- user and/or carer researchers carrying out the research e.g. conducting interviews, co-facilitating focus groups, assisting in the interpretation of results.
- Involvement in organising and running public and patient engagement activities;
- Input into grant applications

*Any post-award significant alterations to study design or protocol suggested by the patient advisory group would need to be approved in advance by the Irish Cancer Society throughout the duration of the research project.

14) Challenges

- When planning how you will involve people, it is important to think about what might go wrong and how you might handle any challenges that arise.
 - A PPI Ready: Researcher Planning Canvas was developed by MacCarthy et al⁷, which researchers may find useful when considering potential challenges and how to address them.
- In some instances, patients may need additional support (emotional), it is a good idea to identify supports that could be offered to patients should they need it.
- Patients may also need practical supports to be involved. For example, not all patients will have easy access to a computer. Offer to post printed copies of information and allow for additional time for people to read information and paperwork. Some people may need to use the phone as opposed to a computer to join meetings. These practical needs should be assessed at the start.

15)

16) **Additional things to consider-**

- A number of universities within the Republic of Ireland already have dedicated individuals, infrastructure, training, or programmes in place dedicated to PPI. We strongly recommend that you engage with these local resources when planning how patient involvement will be integrated into your project.
- Engagement can sometimes be mistaken for involvement (more information on both in section 2). While engagement activities are important and can often lead to involvement opportunities, it is predominantly involvement that should be outlined in this section - *Involvement is conducted 'with' or 'by' people affected by cancer.*

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- For translational biomedical laboratory based research it can be difficult to initially envision the practicalities of how patients can be involved in a research project in a meaningful way. However, there are a lot of valuable opportunities to involve patients in this type of research. Further guidance on PPI in lab-based research can be found here- <https://sites.google.com/parkinsons.org.uk/ppi-in-lab-based-research/home>

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6.3. Sharing of research findings

The Irish Cancer Society is the largest voluntary funder of cancer research in Ireland. Research is conducted primarily for the benefit of patients, therefore, a key priority of the Irish Cancer Society is to ensure that the public (including people affected by cancer) are kept up to date on research that is funded by the Society. In line with this, it is a requirement that all applicants produce a sharing of research findings plan to include communication of their research to **all** relevant audiences including the public and patients. As part of this section of the grant application, researchers are encouraged to carefully consider the different stakeholders that may be interested in their research, and develop a plan for communicating which each of these stakeholder groups.

It is important to note that while peer-reviewed journals are an important means of communicating research findings to academic researchers, members of the public are less likely to access academic journals.

Some examples of research dissemination and knowledge exchange includes but is not limited to:

- Peer-reviewed journals (open-access is encouraged).

- Dissemination at conferences and meetings
- Non-peer reviewed professional periodicals e.g., The Irish Psychologist, World of Irish Nursing;
- Public engagement talks or events e.g., Irish Cancer Society ‘Decoding Cancer’, Pint of Science, Science Week events, public university talks, etc.
- Newspapers/media e.g., The Irish Times, thejournal.ie, Newstalk;
- Blog posts e.g., professional blog, Irish Cancer Society website;
- Newsletters
- Online videos and website content

6.4. Budgeting for PPI

The cost of PPI is dependent on how you plan to embed it into your study i.e., your Patient Involvement Plan. As such, it is difficult to prescribe guidelines on how to budget for PPI. However, at a minimum, it is expected that the out of pocket expenses of PPI members associated with involvement are covered by the research grant

Before beginning to budget we recommend that you check that the host institute has appropriate systems in place for the payment of PPI costs and expenses. The host institute may also have specific guidelines in place around budget costs and allowable expenses, we recommend that you check this with your institute before completing the budget.

The steps to PPI budgeting are described below:

Step	Activity
Step 1: Framework selection	Select a framework for mapping involvement costs. This might be the research project cycle (i.e., the step-by-step research process/procedure) or a project timeline (e.g., Gantt chart).
Step 2: Planning your involvement	Make a plan of the involvement activities you intend to incorporate into your research.
Step 3: What are the costs?	For each activity, identify the specific costs for which you will need to budget.
Step 4: How much will it cost?	Estimate the cost or range of costs against each involvement activity. To work out the budget for your study, go to the online cost calculator:

	https://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/ . Please note the online calculator is in Pound Sterling.
Step 5: Mapping	Map the involvement activities onto your selected project framework so that you know exactly when in the project timeline costs are allocated.
Adapted from the UK National Institute for Health Research, Budgeting for Involvement (2013)	

An online calculator is available on the NIHR Involve website: <https://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/>. Please note the online calculator is in pound sterling (£), euro conversion rates will apply. **The online calculator is a guiding tool, all costs must be appropriate to costing in the Republic of Ireland and all researchers must verify the costs associated with their PPI plan.**

Costings from all categories of the online calculator will be eligible (see below). However, please note that final approval of all costs is at the discretion of the Irish Cancer Society.

Justification must also be given for a costs. Please note this is not an opportunity to elaborate on details of your patient involvement plan or sharing of research findings plan, all relevant information on these plans must be in the relevant sections.

PPI budgeting costs:

Costing category	Related costs
Payments and rewards	<ul style="list-style-type: none"> Fees to individuals Vouchers/tokens for individuals Prize draw awards Fee/donation to a group Funding for additional training and learning Honorary appointment e.g., lay fellow or research partner

Expenses	Travel Subsistence Childcare Carer costs Personal assistants Overnight accommodation Home office costs
Involvement activity	Finding people/advertising Training and learning costs Venues and catering Equipment and books Access to university facilities Conference fees
Involvement staffing	Administrative support Involvement coordinator Independent facilitator Peer researchers/interviewers
Other costs	Disclosure and barring service Language translation and interpretation costs Support for people with impairments

Adapted from the UK National Institute for Health Research, Involvement Cost Calculator

Working examples:

Please see the worked costing examples below for guidance on creating and budgeting for the PPI plan.

Worked costing example for virtual advisory group:

A researcher wishes to set up a patient advisory group to advise on dissemination of the research results and assist with writing lay summaries for grant applications.

The researcher is looking for three patient representatives to form the advisory group. The group will meet for 3 half day virtual workshops over 2 years.

The estimated costs associated with the advisory group are as follows:

Category	Detail	Quantity	Cost	Total
Virtual Meetings	Online meeting platform used by institution for example Zoom. No cost as institute pays for the licence.	1	€0	€0
Advisory group honorarium	Honorarium for attending virtual advisory group/workshops	3 x 3= 9 (3 representatives x 3 meetings)	€100	€900
TOTAL COST (€1000 from PPI budget)				€ 900

All costs were calculated in the Republic of Ireland as of January 2021.

Worked costing example for in-person advisory group:

A researcher wishes to set up a patient advisory group to advise on dissemination of the research results and assist with writing lay summaries for grant applications.

The researcher is looking for three patient representatives to form the advisory group. The group will meet for 2 half day in-person meetings and 1 virtual meeting over 2 years.

The estimated costs associated with the advisory group are as follows:

Category	Detail	Quantity	UnitCost	Total
Travel	Local travel in Dublin (1 representative x 2 meetings)	1 x 2= 2	€8	€16
	Travel from outside of Dublin	2 x 2= 4 (2 representatives x 2 meetings)	€30	€120
Advisory group payment x 2	Honorarium for attending advisory group meetings)	3 x 3= 9 (3 representatives X 3 meetings)	€100	€900
Virtual Meetings	Online meeting platform used by institution for example Zoom. No costs as institute pays for licence.	1	€0	€0
Venue costs	University meeting room cost No cost as at host institute.	1	€0	€0

Catering costs	Lunch for attendees (€10 per person/per meal)	3 x 2= 6 (3 representatives x 2 meetings)	€10	€60
TOTAL COST (€1000 from PPI budget and €96 from consumables budget)				€1,096

All costs were calculated using estimated costs for train tickets, hotels, and so on in the Republic of Ireland as of January 2021.

Please note: This budget is for specific costs associated with involvement only. If part of your PPI plan is that patients will organise an event or dissemination materials, the budget for these must be incorporated into the dissemination category of the main grant budget.

7. Writing in plain English

As outlined in Section 6 the project summary should be written in plain English. There are many online resources available to guide you in writing an effective plain English summary. Some of these resources are listed in Section 9 of this document.

Here are some general notes on how to write in plain English:

- People affected by cancer are not scientists (usually) and knowledge should not be assumed. Avoid using technical language or scientific terminology. Use everyday words to communicate your point and explain the science.
- While language should be understandable, it should not be dumbed down - It may be necessary to use scientific words and jargon in order to convey why your research is special, but be sure to explain it thoroughly and be consistent in its use.
- Use short clear sentences.
- Use paragraphs
- Make sure grammar, punctuation, and spelling are accurate.
- Bullet points (like these ones) can make it easy to digest a lot of information

8.Contact

If you have any questions relating to PPI please contact grants@irishcancer.ie.

9. Additional Resources

[General resources](#)

- INVOLVE – UK National Institute of Health Research (NIHR) initiative to support PPI. <http://www.invo.org.uk>
- National Standards for Public Involvement.

<https://www.invo.org.uk/posttypepublication/national-standards-for-public-involvement/>

- NALA (National Adult Literacy Agency)

<https://www.nala.ie>

- Access to Understanding: Promoting public understanding of biomedical and health research

<http://www.access2understanding.org>

- Versus Arthritis: Patient & Public Involvement, A researcher's guide

<https://www.versusarthritis.org/media/1373/patient-and-public-involvement-booklet.pdf>

Writing a Lay Summary

- Duke, M. (2012). How to write a lay summary.

<http://www.dcc.ac.uk/sites/default/files/documents/publications/HowToLaySummariesDec2012.pdf>

Communicating to patients

- NHS England. Language Matters: Language and Diabetes.

<https://www.england.nhs.uk/wp-content/uploads/2018/06/language-matters.pdf>

Writing in plain English

- NALA (National Adult Literacy Agency). *Writing and Design Tips*.

<https://www.nala.ie/wp-content/uploads/2019/08/Writing-and-design-tips.pdf>

Budgeting for PPI

- INVOLVE PPI Involvement Cost Calculator

<https://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/>

10. References

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- 2) Department of Health. (2017). National Cancer Strategy (2017-2016). Retrieved from <https://health.gov.ie/wp-content/uploads/2017/07/National-Cancer-Strategy-2017-2026.pdf>. Accessed 07/01/21.
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- 6) Froggatt, K., Preston, N., Turner, M., & Kerr, C. (2014). Patient and public involvement in research and the Cancer Experiences Collaborative: benefits and challenges. *BMJ Supportive & P Care*, 5, 518–521.
- 7) MacCarthy, J., Guerin, S., Wilson, A and Dorris, E. (2019). Facilitating public and patient involvement in basic and preclinical health research. *PLoS One*, 12(5).



Irish Cancer Society

Research

Appendix 2: Irish Cancer Society Research Budget & Expenses Policy

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1. Introduction

The Irish Cancer Society is the largest voluntary funder of cancer research in Ireland. The majority of the Society's funds are raised from public donations and we are therefore committed to ensuring that all funds are budgeted for and used sensibly in line with donor's expectations and the scientific goals of the work. This policy describes the Society's requirements for drafting budgets as part of the research grant submission process, as well as our expenses policy for research grant expenditure. This document should be consulted when completing Irish Cancer Society grant applications or grant variations. Bearing in mind that funding from the Society comes from the enormous effort, sacrifice and generosity of the general public it should be a general principle of all budgeting to get the most value and minimise costs in every way that is reasonable and justifiable.

Please note:

- These guiding principles are not an automatic approval for the use of funds from any grant. The Society reserves the right to review expenditure for reasonableness at any time during the research project.
- These guidelines describe the overall general budget and expenses guidelines for our awards. More specific rules may apply for some bespoke awards, and these rules will be included in the call documentation and/or contract specific for that award.
- Each research grant has a defined, agreed budget to help carry out the agreed Research Project. It is the responsibility of the research institution to ensure that all monies claimed and paid are allowable, necessary and reasonable for the conduct of the Research Project.
- The Society acknowledge that an approved budget may require modifications over the course of an award. Budget reallocations may be permitted during the lifetime of award provided they are adequately justified on an Irish Cancer Society budget reallocation form. Approval of such reallocations is at the sole discretion of the Society. Details of the budget reallocation process can be found [here](#) on the Irish Cancer Society website.
- It is expected that an internal financial governance structure will be in place to monitor and review allocation of funds for the Research Project.
- Annual and interim financial reports sought by the Society must include a detailed breakdown of costs claimed. The Society reserves the right to request independent verification of costs charged to a research grant.
- The Society reserves the right to refuse the payment of costs, which are deemed contrary to the guiding principles contained herein.
- The Society reserves the right, as often as it may reasonably require, to arrange for an audit to be conducted into the use of funds provided.
- As an Irish charity, The Irish Cancer Society will fund eligible direct costs only. The Society do not pay any overhead contribution to host universities.

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This guidance document does not represent an exhaustive list and where queries arise that fall outside of the guidance herein, prior authorisation from the society should be sought by emailing grants@research.ie

2. Budgeting for Personnel Costs

The Irish Cancer Society will only fund the direct salaries of staff working on Irish Cancer Society research projects provided it is expressly stated in the call documentation specific to a particular funding award. For the majority of awards, the Irish Cancer Society will not provide funding for the salaries of applicants already employed by their host-institution on a full-time permanent basis. Exceptions may be made in certain research calls or applicant cohorts that allow for the provision of buy-out time. In addition, the Irish Cancer Society will not contribute to the salaries of any project mentors or collaborators included on a grant application.

It is expected that all applicants will budget for salary to include employers' PRSI and pension contributions in accordance with the appropriate salary scale and host institution. Where an applicant is budgeting for a part-time position, salaries should only be budgeted for the percentage full-time equivalent (FTE) that the employee will spend working on that specific research project. Please note The Irish Cancer Society may ask the employee to provide evidence (e.g. records or timesheets etc.) for specific time spent on the funded research project. For all positions, the Irish Cancer Society will allow a staff member to move up a point on the scale every 12 months. This **must** be incorporated into the original budget application.

2.1. Academic Research Staff

The Irish Cancer Society will fund the direct salaries of academic research members according to [the IUA Researcher Salary Scale](#). The scale, point, and full salary (including employer's PRSI and pension contribution) must be included within all salary budgets. Therefore, it is recommended that applicants use the 'RESEARCHER SALARY SCALES AND EMPLOYMENT COSTS' attachment on the IUA scale website.

The IUA scales are continually updated, therefore, it is important to utilise the most up to date scale according to the time period in which the anticipated staff member is due to commence employment. The IUA scales are continually changing, therefore if the IUA scale does not cover the funding period in question, a salary contingency of 2.5% per annum should be applied.

17) 2.1.1. Research Assistant

The Irish Cancer Society will fund the salary of a research assistant starting at the entry level position of Point 1 of the research assistant IUA Scale, which is the minimum point on the scale. It would be expected at this level that the research assistant would hold a primary degree but would likely have little or no research experience. For higher points on the scale, the individual would be expected to hold a secondary degree (Masters/PhD) and/or some research experience. Higher points on the scale would need to be thoroughly justified in grant applications.

18) 2.1.2. Postdoctoral Researcher

The Irish Cancer Society will fund the salary of a postdoctoral researcher starting at the minimum point of PD1, Point 1 of the IUA Scale (early stage post-doctoral researcher). It would be expected at this level that the postdoctoral fellow would hold a minimum of PhD or equivalent* research experience. For higher points on the scale, the individual would be expected to hold the required number of years (depending on the point) postdoctoral and/or industry experience. For PD2 of the IUA scale, it would be expected that the postdoctoral researcher has significant post-doctoral research experience, this would need to be thoroughly justified in grant applications.

**PhD equivalency is only permitted for certain grant calls, and will be specifically outlined in the grant call guidelines. The Irish Cancer Society defines PhD equivalence as three or more senior (first, joint-first, or last) author publications in peer-reviewed academic journals or 4 years' full-time research experience post-primary degree. Alternative research outputs may be considered eligible e.g. monographs. In such instances, candidates should contact grants@irishcancer.ie before applying.*

19) 2.1.3. Research Fellow

The Irish Cancer Society will only fund the salary of a research fellow if it is expressly stated in the call guidance document and pre-approved by the Society prior to application submission. A research fellow will be required to hold at least 4-6 years post-doctoral and/or industrial research experience and must have a significant track record of high-quality peer reviewed publication and/ or other equivalent outputs based on the norms of their discipline. In addition, it will be expected that the research fellow has previously obtained independent competitive peer-reviewed research grants, and is capable of leading and managing independent research projects. Research fellows should be appointed at point 1 of the research fellow IUA scale, and a strong justification will be required to appoint at other points on the scale.

For larger programmatic award, the salary of senior research fellows may be permitted if it is robustly justified, and only if it is expressly stated in the call guidance document. Such individuals must have a central role in leading a significant portion of the funded research programme and must not already be in receipt of a full-time permanent position within the

host institution. Senior research fellows should be appointed at point 1 of the senior research fellow IUA scale.

20) 2.1.4. Postgraduate Student

Stipend: The Irish Cancer Society will fund the stipend of postgraduate students (PhD and MSc) at a flat rate of €18,500 per year for up to four year's full time (in the case of a PhD scholar) or up to two years full-time (in the case of MSc students). The funding of part-time post-graduate students over longer periods of time may be permitted depending on the specific funding call.

Fees: The Irish Cancer Society will make a contribution of up to €8,500 towards the annual costs of EU or non-EU postgraduate registration fees for up to four years. Some host institutions provide a reduction of fees in the latter years of the postgraduate degree (e.g. a 50% reduction in year 4 of a PhD) and this should be taken into account when calculating the total registration fees over the four years. The Society is not in a position to fully fund the full registration fees of non-EU applicants. In this instance, it would be the responsibility of the host institution to cover the remaining fee shortfall.

2.2. Nursing and Allied Health Professionals

The Irish Cancer Society will fund the direct salaries of nurses and allied health professionals (AHPs) either via the [IUA Researcher Salary Scale](#) or via buy-out time on the HSE salary scale, whichever is the most appropriate for the call and/or applicant. For appointments on the IUA researcher salary scale, applicants should follow the guidelines outlined in Section 2.1.

For applicants seeking buy-out using the HSE salary scales, a maximum of 0.5 FTE buy-out time will be permitted for applicants who will hold a concurrent clinical post in their professional field. **Only applicants that are permanently employed by the HSE may use this salary scale.** Applicants should use the scale and salary point most relevant for their role and experience within the HSE. A strong justification will be required as to why specific salary points were chosen.

2.3. Research Support Staff

For large programmatic awards, the Irish Cancer Society, in certain circumstances, will allow for the budgeting of research support staff (project managers, project officers, project admin staff, etc.). In this instance, salaries should be aligned to the most appropriate administrator scale for the specific research institution. Strong justification on all scales and salary points will be required.

3. Budgeting Non-Personnel Costs

3.1. Research Running Costs

These are all the day-to-day costs associated with the running of the research project. The Irish Cancer Society will allow the payment of reasonable running costs relevant to the specific project. Such costs may include but are not limited to: materials and consumables, research sample costs, access costs, survey costs, costs associated with research participants, transcription costs, data management costs, bench fees etc. Please note, any travel-based costs specifically associated with the running of the research project e.g. travel costs associated with research participants should be outlined in this section and not in the travel and dissemination section. All costs must be inclusive of VAT, where applicable. All running costs should be itemised within the application budget section and suitably justified.

21) 3.1.1. Small Equipment items

The Irish Cancer Society will allow researchers to purchase small equipment items up to a maximum total value of €3,000. A strong justification must be provided for each equipment item, and a rationale must be given as to why this item is not already available to the researcher at their host institution. Exceptions to the €3,000 cap may apply for larger programmatic awards, and these will be expressly stated in the call documents specific to these larger awards. Only equipment items that are **specific** to the applicant's research project will be allowed. All costs must be inclusive of VAT, where applicable.

22) 3.1.2. Computer/Laptop Equipment

The purchase of computer equipment as part of an Irish Cancer Society funding award will be considered for any grant of over 24 months' duration, provided a strong rationale is given at the time of grant application. The maximum allowed contribution from the Irish Cancer Society for the purchase of a computer or laptop is €1,500. For funding awards of less than 24 months' duration, the purchase of computer equipment will only be permitted in exceptional circumstances. Any computer or laptop purchased as part of an Irish Cancer Society award is the property of the host institution and any use of such equipment by the researcher or research team beyond the end date of the Irish Cancer Society grant is at their discretion.

23) 3.1.3. Mobile Phone Budget

The Irish Cancer Society will not generally cover mobile phone expenses of any researcher working on a Society-funded project. However, the Society do acknowledge that for exceptional cases only, the provision of a phone for specific research projects may be required.

Please refer to Section 4.6 for further detail on allowable expenditure for mobile phone use.

3.2. Training and Education Budget

These are the costs associated with the education and training of the grant applicant and/or other Irish Cancer Society team members. These include costs relating to technical skills training specific to the research project e.g. animal handling, statistical analysis etc. In addition, costs relating to the long-term career development of the researchers will also be permitted e.g. personal and professional development training etc. providing it relates to their future research career aspirations.

For some awards, the Irish Cancer Society will cover the cost of further education to allow researchers funded by the Society to pursue formal education opportunities as part of their grant programme e.g. taught post-graduate diploma or masters programmes etc. Provision for these opportunities will be outlined in the specific call document if relevant.

All costs relating to training must be outlined and justified as part of the researcher's application budget. When justifying these costs, it is important to provide details on the training type, location and rationale. Please note, for any training elements where travel is required, please detail the travel costs as part of the Travel and Dissemination budget (Section 3.4).

3.3. Travel and Dissemination Budget

24) 3.3.1. Travel

These are the costs relating to the travel of the grant applicant and/or other Irish Cancer Society funded team members for dissemination and networking purposes. Such costs must be directly related to events as part of the research programme and only funded researchers will be eligible to claim these expenses. Any travel costs that are part of the direct day-to-day running of the research programme e.g. travel costs associated with research participants should be budgeted under running costs (Section 3.1). As a charitable organisation, we would expect that all costs in relation to travel be reasonable, and must be clearly justified. Please note that the Irish Cancer Society will fund Economy-Class flights only. Please refer to Section 4.1 for further detail on permitted costs.

An example of permitted travel includes but is not limited to: costs associated with attendance at meetings, conferences, patient engagement events, workshops, fostering collaborations etc.

Reimbursement for costs associated with conference attendance will only be provided if the recipient is presenting their specific Society-funded research project in poster and/or oral format. Exceptions may apply for post-graduate students in the first year of study, whom would benefit from attendance at a national conference.

The applicant should provide as much detail as possible at the application stage. For example, if planning to attend a conference: the name, location and dates (where possible) of the conference should be detailed, in addition to the reason for attendance.

25) 3.3.2. Dissemination

These are the costs associated with the communication and reporting of your research results. A key priority of the Society is to ensure that research findings are communicated to all relevant stakeholders. In particular, we are committed to ensuring that the public (particularly people affected by cancer) are kept up to date on our research that is funded. In line with this, we require that all applicants produce a dissemination plan that includes communication of their research not only to the academic community but to **all relevant audiences**.

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

26) 3.3.3. Open Access Publication:

The Irish Cancer Society encourage publication in open-access journals and will provide a contribution of up to €2,000 towards open-access publication costs. Please note, the Irish Cancer Society will not fund any research published in so called 'predatory journals'. We therefore ask that all researchers be aware of predatory publishers and exercise caution in this regard when publishing their research.

3.4. PPI Budget

The Irish Cancer Society is dedicated to putting patients, families, survivors, supporters, and the public at the very heart of what we do. Public and Patient Involvement (PPI) in the research process ensures that research is meaningful and of benefit to those affected by cancer and other relevant stakeholders. PPI can be involved at any stage of a research project, from development and design to interpretation and dissemination.

In line with this commitment, it is encouraged that all applicants include PPI within their application where relevant, and guidelines on this will be outlined within the guidance documentation specific to each call. The Irish Cancer Society have specific documentation in place for developing a PPI Budget and these can be found in Appendix 1 of all call document guidelines.

A mandatory minimum provision for specifically costing PPI activities into grant applications is included in the majority of Irish Cancer Society funding calls, and will be outlined in the specific call documentation. At the very minimum it is expected that that all costs to patient members associated with involvement are covered by the research grant e.g. bus/train fares, mileage, parking charges, and subsistence. These costs should be outlined as part of the PPI section of your grant application. Universities will have their own specific rules and policies regarding budgeting and expenditure in relation to PPI costs. We therefore strongly

encourage all researchers to consult with their host university and local PPI resource (e.g. PPI Ignite) when completing the PPI section of their application budget.

3.5. Mobility and Capacity Building Element Budget

As part of our scholarship and fellowship research awards, applicants are given the opportunity to request either A) a mobility initiative for travel to a national or international research institution in furtherance of advancement of their research project aims, or B) a non-mobility **project-based** Initiative that facilitates academic and clinical networking; encourages national and/or international cooperation and collaboration; and promotes the development of new skills and/or perspectives. The specific details, amount and duration of funding for this element will be outlined in the specific grant call documentation.

Details of the mobility and capacity building element funding is requested at the application stage and the main standard budget grant categories should be used in developing a mobility and capacity building element. However, please note that this funding is separate to the funding amount requested as part of the main application. In recognition that mobility plans can often change through-out the course of the research project, all successful applicants must reapply for this funding closer to the period of travel (at least three months in advance of the initiative commencement). Applicants therefore have the opportunity to change the details of the mobility element during the research award. However, final approval of all changes is at the discretion of the Irish Cancer Society. For further details on allowable costs as part of the Mobility and Capacity Building Element, please refer to Section 4.7.

Post-award applications for the mobility and capacity building element can be made through the online grant management system: <http://grants.cancer.ie>.

4. Research Grant Expenses

The Irish Cancer Society are committed to ensuring that all funds included within budget are used sensibly and appropriately. Reasonable travel, accommodation, subsistence, and other expenses incurred by a researcher in the execution of activities directly related to the research project will be reimbursed.

Reasonable expenses are defined as those that are cost effective weighed against the purpose of the activity. Researchers should be sensitive to what is perceived as reasonable at all times. It is not possible to set out rules for every situation and so you are required to exercise judgment to ensure that all claims made are within the spirit of the guidelines.

Please note, an awardee will be required to submit a detailed statement of income and expenditure as part of their annual report process. As part of this reporting, the Irish Cancer Society may request copies of the original receipts associated with any travel on their grant.

Failure to supply a receipt or any underspend on any travel bursaries must be reimbursed in full to the Society

If there is any uncertainty as to whether something is reasonable or not, then a query should be addressed to the Society by emailing grants@irishcancer.ie in advance of incurring such expenditure.

4.1 Travel Expenses

- 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.
- Taxis may be used but are the least preferred method of transport. Taxis should be shared where possible and incur no additional fees i.e. waiting time charges or tips.
- 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 **€0.35 cent per kilometre** is permitted in instances where this is necessary. Higher mileage rates permitted by the research institution will not be covered by the Society. The motor travel rate paid is deemed to cover all expenses incurred in running the car e.g. insurance, tax, running costs, etc.

4.2. Accommodation Expenses

- 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.).

4.3. Subsistence

- All subsistence expenses must be 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.
- Breakfast, lunch, and dinner costs to a value of €10, €12, and €25 per person respectively would be deemed reasonable.
- 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.

4.4. Costs Associated with Meetings and Events

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.

- 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 in locations that are free of charge. However, the Society do acknowledge that depending on the type of event and location that this is not always possible.
- For bookings associated with national or international guest speakers, the travel and accommodation rates set out in Section 4.1 and 4.2 of this policy 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.

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4.5. Alcohol and Entertainment

It is the Irish Cancer Society's policy not to fund alcohol for any events or meals or any form of entertainment.

4.6. Mobile Phone Expenses

The Irish Cancer Society do not generally permit the use of funds to cover the cost of a mobile phone or mobile phone bill. However, we do recognise that in certain circumstances exceptions may apply. In this case, mobile phone expenses must be robustly justified and pre-approved by the Society at the post-award budget negotiation stage prior to contract signing.

The researcher must use the most economical and cost-effective means for purchasing a phone and bill-pay call plan. The Society will cover mobile phone bill costs associated specifically with the funded research project up to a maximum of €40 per month only. No expenditure outside of the researcher's standard call plan allowance will be permitted to be charged to the Irish Cancer Society Research Grant. Please note, mobile phones can only be used for specific research purposes only and expenditure will be carefully scrutinised upon submission of the annual financial reports. It is at the discretion of the Society to request copies of all mobile phone bills and justification of call.

4.7. Mobility Element & Capacity Building Expenses

Allowable expenses associated with the mobility and capacity building element include travel, networking or workshop registration fees, accommodation, and running costs associated with the mobility or capacity building elements. Payments will only be made by the Irish Cancer Society upon approval of a successful mobility and capacity building element application.

Please provide a summary of the costs requested and justification of each amount requested.

For costs associated with travel, quotes detailing the estimated average cost for travel and accommodation must be attached the mobility application. Eligible travel costs are those that involve return travel from your location of origin to your mobility or capacity building element destination only. Local travel required day-to-day to get to your place of work will not be covered i.e. public transport, mileage, parking charges, tolls etc.

All researchers are advised to be as economical as possible when making accommodation arrangements as part of the mobility and capacity building element award. Hotel bookings can often be much more expensive when booked for long durations of time, therefore, this may mean booking Airbnb or other self-catering accommodation for your stay.

During the mobility and capacity building element period, all researchers will continue to receive their standard monthly salary from their research institution. It is therefore the policy of the Irish Cancer Society that the researcher uses their own salaries to cover subsistence costs such as food. Costs for subsistence will only be allowed under exceptional circumstances and to a maximum value of €200 per month.

