Irish Cancer Society Research

Cancer Research Networking Awards 2023

Guidelines for Applicants

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1. Introduction
1.1. Overview

The Irish Cancer Society Networking Awards offer cancer researchers the opportunity to establish and strengthen collaborations and relationships with national and international cancer researchers. This programme will give clinical professionals and academic 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 developing or attending networking initiatives, training activities, collaborations or partnerships (e.g. attend or host a workshop, conference, training or any other networking activity). These awards are intended to support motivated individuals who would not otherwise be able to undertake these activities.

Successful applicants will be expected to report back to the Irish Cancer Society following the networking activity and report the learnings and impact of this award on their career development.

1.2. Indicative Timelines

Milestone	Date
Grant Call opens	Tuesday 21st February
Application Deadline	Tuesday 4th April, 3pm
Review	April/Early May
Awardees Announced	Mid May

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 cancer researchers (translational, clinical or social sciences, nursing or allied health (SNAH)) with the opportunity to establish and strengthen collaborations and relationships with national and international cancer researchers.

Applicants to the Irish Cancer Society Cancer Research Networking Award 2023 will aim to participate in or develop networking initiatives, training activities, or the development of collaborations or partnerships which will stimulate, develop, and build capacity in the cancer research community (please refer to **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 cancer research networking initiatives. Applicants can apply for funding up to a maximum of €2,000. 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.

The proposed networking initiative must not begin prior to **6th June 2023**. The initiative must be completed within 12 months of the start date (by 5th June 2024).

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. This will include a financial report, detailing expenses and including receipts for reimbursement.

2. Eligibility

2.1. Applicant Eligibility

Applications from individuals that do not meet the eligibility criteria will not be considered.

This award is open to cancer researchers of all backgrounds. This includes academic and clinical researchers (post Undergraduate level), medical doctors and professionals of social sciences, nursing and allied health (SNAH) working with those affected by cancer. Further eligibility requirements are listed below:

Lead Applicant:

Minimum Eligibility Criteria
Academic and clinical applicants are eligible to apply. There can only be one lead applicant.

Lead applicants must:

- be actively participating in translational, clinical or survivorship cancer research (post-undergraduate degree) in the Republic of Ireland

- show a demonstrable commitment to cancer research.

Medical doctors must:

- be a qualified medical doctor, registered with the Irish Medical Council

- be working in an oncology-based discipline

Nurses and Allied Health professionals must:

- be a qualified nurse or allied health professional registered with CORU or the relevant professional body (e.g. Psychological Society of Ireland, Nursing and Midwifery Board of Ireland)

Eligible lead applicants must **not**:

- the applicant must not have access to existing funding that covers the conference, workshop, or event in full. Co-funding of a conference, workshop, or event may be considered. In such cases, applicants should contact **grants@irishcancer.ie** before making an application.

Co-Applicants:

For applications which 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 which 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. Academic and non-academic collaborators 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 which receives and administers grant funding and is responsible for compliance with all general and specific terms and conditions of awards. If applying to attend an initiative/conference etc., the host institution is not the location of the initiative.

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.

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.

We recognise that not all hospital-based cancer researchers, i.e. doctors, nurses or allied health professionals, will be affiliated with a HRB-approved host institution. In such cases, award agreements may be made directly with the applicant's employing hospital and payments will be made in arrears upon submission of receipts and invoices. This will be done on a case by case basis, please contact grants@irishcancer.ie if this applies to you.

Please contact the Society with any queries regarding institutional eligibility (grants@irishcancer.ie).

2.3. Eligible Networking Initiatives

As a guide, some eligible networking initiatives include:

- Attendance and/or presentation 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 national/international researchers or clinical professionals with the aim of establishing new research collaborations in a translational/SNAH 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.**

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 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 'Cancer Research Networking Award 2023'.

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 6th June 2023)*
- Funding Period/Grant Duration (up to 12 months)
- Lead applicant(s) details
- Proposed host institution
- Co-applicants (if applicable)
  - Co-applicant 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 (e.g. 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. 02/10/2023 to 04/10/2023

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. 02/10/2023 to 04/10/2023
- – 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 (**max 500 words).**

This should address:

- – How this initiative is 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.
- – If you are hosting an initiative, you may also include details of how the proposed initiative will benefit the wider cancer research community in Ireland.

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 the Head of Department at your host institution. 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.

Hospital-based applicants who are not affiliated with a HRB host institution are not required to submit a host institution letter of support. However, all hospital-based cancer researchers must upload a declaration of support from their manager demonstrating the organisation's support for the applicant to fulfil the requirements of the award. The letter should explicitly state that the applicant would be provided the necessary time and resources to accomplish the goals of the award, which includes covering any required backfill or other staffing considerations.

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.

These may include:

- 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 here.

If supporting documentation is not applicable, please select N/A, and proceed to the next section.

g) 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 1**).

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 should be outlined here. **Travel** • 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. **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.).

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.

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

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?

Please note: justification of the costs proposed for each budget item is required. Please upload supporting images of estimated costs; e.g. flight prices/accommodation costs.

h) Validation Summary

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

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 a panel of international academic/clinical experts in the areas of translational or clinical research, or social science, nursing or allied health science. The panel will assess all sections of the application.

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 cancer research community in Ireland

The review panel will also 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.

6.3. Assessment Outcome

The deadline for applications is **3pm, Tuesday 4th April 2023**. Applications submitted prior to this date will be reviewed and notified of the outcome by email.

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.

6.4 Payment of Funding

For awardees affiliated with a HRB approved host institution, the host institution will receive 70% of the requested amount upfront, the remaining 30% of funds will be held until the submission and approval of a progress and financial report covering the event, along with the submission of 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.

For hospital-based staff who are not affiliated with a HRB approved host-institution, the Society will be unable to provide the funding to the applicant in advance. In such cases, 100% of the funds requested will be reimbursed retrospectively to the applicant's employing hospital. The reimbursement of funds will be dependent on the submission of the following:

- A detailed report covering the event.
- A financial report detailing the statement of income and expenditure.
- Receipts for all expenditure.

Please note, the Society will only cover the costs of items included in the pre-agreed budget and will not reimburse for any expenditure that is not covered by a receipt. Screenshots of bank statements or ATM receipts will not be accepted.

7. Contact

If you require assistance with the online grant management system or have any questions about the grant call, including questions regarding initiative eligibility, please contact the Irish Cancer Society Research Department by emailing grants@irishcancer.ie.

Appendix 1:
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.

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.

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.

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.

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.

2.1.4. Postgraduate Student

Stipend: The Irish Cancer Society will fund the stipend of postgraduate students (PhD and MSc) at a minimum 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 annual stipend may go above €18,500 at the discretion of the research supervisor. 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.

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.

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.

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 were 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

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.

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.

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 2 of 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.

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.