



Cancer Advocate Travel Bursary 2020

Guidelines for applicants

Updated:24.01.20

1. General

An advocate is someone who supports or defends a cause. In the cancer community, an advocate provides a voice for cancer patients and supports a cause or policy regarding cancer specifically. Cancer advocates can work on a local or national level, providing support to those living with cancer, raising public awareness of the disease, advancing cancer research, improving the quality of cancer care, or addressing legislative and regulatory issues that affect cancer care and research.

The Irish Cancer Society recognises all of these very important roles cancer advocates have and how instrumental advocates are for improving the lives of those affected by cancer. The Society also recognises that knowledge and making connections in the cancer world is key to the role of the cancer advocate and as such attendance at cancer events is extremely important. However, this is not always possible due to lack of funding available for cancer advocates.

In recognition of the funding issues faced by cancer advocates and as part of our commitment to support these cancer advocates, the Irish Cancer Society has launched the Cancer Advocate Travel Bursary 2020. The award will **provide funding for cancer advocates to attend a national or international cancer event**. The event can be a workshop, training or conference where the main topic is cancer.

Applicants for the award must be able to show how attendance at the event will be of **benefit to not only their own development** but will also have **an impact on the wider cancer patient community in Ireland**.

2. Funding

Funding up to a maximum of €2,000 is available. Funding is to support registration, travel, accommodation and subsistence costs. The event must be between May 2020 and May 2021.

Please see Section 6 on more details on costs that the award will cover.

In exceptional circumstances, applicants can apply to attend 2 events, however, the maximum funding amount remains the same, i.e. if you attend 2 events the total must be a maximum of €2,000 for the 2 events combined.

If you are planning on attending more than one event, then you must explain the value of attending each event.

3. Timeframe

Friday 24 th January 2020	Opening of call
3pm Tuesday 10th March 2020	Deadline for online submission of applications
Mid-End March 2020	Review
Early April 2020	Outcome announced.

4. Eligibility Criteria

- The event must primarily be under the cancer remit. Please email grants@irishcancer.ie if you are unsure if the event is eligible.
- Applicants must be able to demonstrate their previous efforts in a cancer advocate or support capacity.
- The applicant must be able to demonstrate how attendance at the event will ultimately have an impact on patients in Ireland.
- The award is primarily for non-professionals who would in most circumstances do not have access to research travel awards. As such, applications will not be accepted from professionals employed within the cancer space e.g. cancer researchers; allied health professionals; oncologists etc.

There will be specific questions relating to each of the above in the application form.

5. Application procedure

Prior to applying, we strongly recommend that you read this document through to completion and seek guidance from grants@irishcancer.ie if any clarifications are required.

4.1 How to Apply

Applications must be completed and submitted through the Irish Cancer Society Grant Tracker online 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.

4.2 Overview of the Application Process

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

4.3 Making an application

When you have ensured that all your basic details are inputted then you can proceed to apply for a new grant application. This can be done by returning to the Portal Home page and clicking to apply for funding from one of our grant streams. Or alternatively through the 'My Applications' tab on the left hand side of the page, and clicking the 'New Application' button.

You will then be asked what Grant Type you would like to apply for. Click 'Apply' for the Grant Type detailed as 'Cancer Advocate Travel Bursary'.

6. Application Form

There are 7 sections outlined on the left hand side of the page:

1. Introduction
2. Grant Information
3. Applicant Details
4. Event Details
5. Benefits of attending the event
6. Estimated Budget
7. Validation Summary

These sections are to be viewed and completed. It is recommended that you save the information as you complete each section. This can be done by clicking 'Save' as you go along. 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.

As you proceed through the sections you will see a small blue question mark icon next to some of the sections. By clicking on this icon you will get more information on the section to be completed.

Sections that are required to be filled out have a red circle icon next to them. You will not be able to proceed with the application if these sections are not completed.

1. Introduction

This section gives an overview of information on the Cancer Advocate Travel Award 2020.

2. Project Outline

The details in this section are set and do not need to be changed.

- Grant start date – after 01/05/2020
- Duration- 12 months

3. Applicant details

- Cancer Advocacy Background

Please outline your previous experience in a cancer advocate capacity. (Max 500 words)

If you are unsure of what constitutes cancer advocacy, please see the below description or contact grants@irishcancer.ie-

'Cancer advocates can work on a local or national level, providing support to those living with cancer, raising public awareness of the disease, advancing cancer research, improving the quality of cancer care, or addressing legislative and regulatory issues that affect cancer care and research'.

For the purpose of this award, individuals who are already professionally employed within the cancer space are not considered eligible for this award.

4. Event details

- Name of event
 - Name of the conference etc. If there is no official name, please put in a short description of the event.
- Nature of the event and event description
 - Brief description of the overall event.
- Location
 - City/Town, Country
- Duration Dates
 - First day of conference until last day of conference
- Website of event
 - If the event does not have a dedicated website, please enter the details of any website where information on the event is available.
- Dates that you plan to attend the event
 - Do you plan to attend the whole event or only specific days?

- Are you planning to attend more than one event?
 - If you are then you will be asked to input the above information for the second event.
 - You will also be asked for justification as to why you are attending multiple events

- Have you applied for funding from any other organisation to attend this event(s)?
 - If yes, please give details of what organisation(s) you have applied for funding to and when you will be notified of the outcome.

5. Benefits of attending the event.

Please explain why you have selected this particular event to attend. Please outline why attending this event will be of benefit to you in your role as a cancer advocate. (Max 500 words)

In your answer please outline:

- Specific details on particular aspects of the event that you feel are most relevant to you, such as specific sessions or attendees/speakers you wish to network with etc.
- The knowledge and skills you hope to gain by attending the event- and why this is important for the role of cancer advocate

- The connections you hope to make at the event- and why this is important for the role of cancer advocate

Please outline how your attending this event will have an impact on the wider cancer patient community in Ireland (Max 500 words).

Things to include:

- How do you plan on sharing what you learn at the event with other patients?

6. Estimated Budget

The following costs will be covered for the awardee:

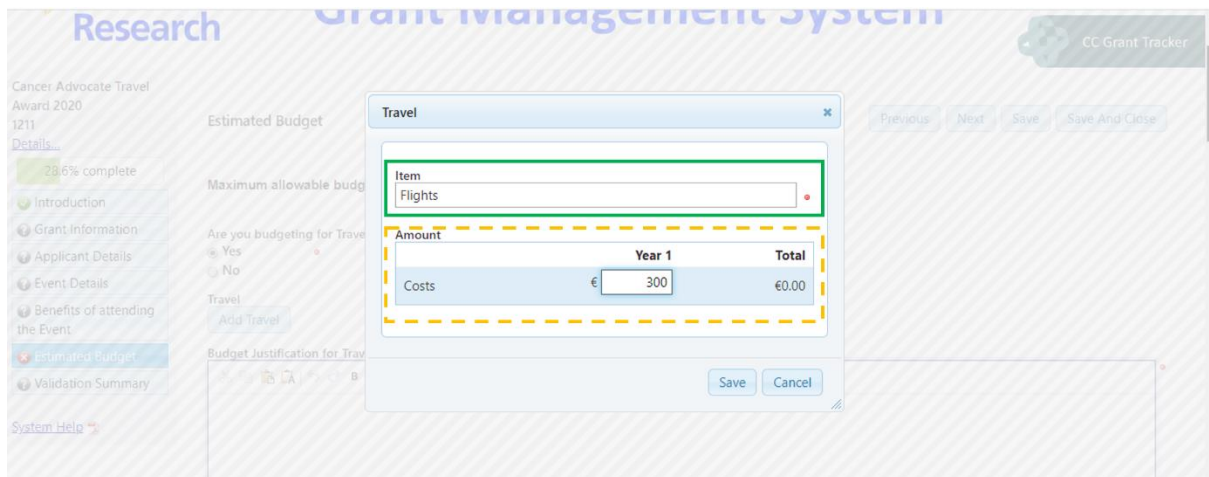
- Travel
- Accommodation
- Subsistence
- Registration/ course fees

In the application form you will be required to input individual costs and to provide a justification for each cost.

An example of how to add a cost as part of travel is given below-

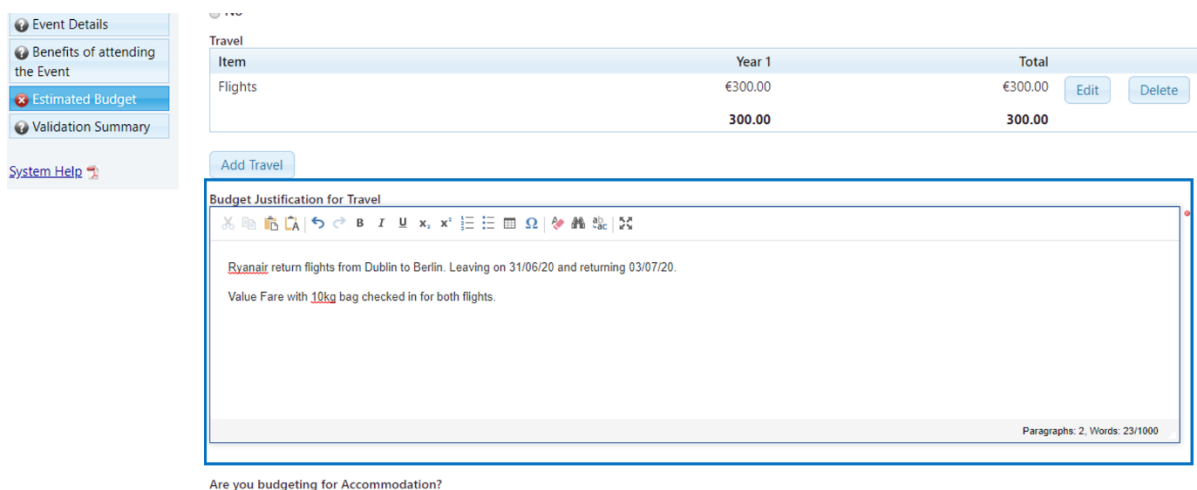
On the Estimated Budget section click the button that says 'Add travel'- outlined in the red box in the image below.

You can then input each cost as an item. In the image below 'flights' have been inputted as the item (in green box below) and a cost of €300 inputted (in orange dashed line box below).



Once the information about the cost has been inputted you can then fill out the Budget Justification. An example of a budget justification for the flights is given in the image below (in blue box).

Justification for each cost can be given in the same box.



The Society understands that actual costs may vary, therefore, this an estimate budget. However, we ask that you try as best as possible to give accurate costs.

Before completing this section, we recommend that you look up registration costs for the event, the cost of flights at the time of the event and the average price of accommodation in the location.

Awardees will receive the majority of the requested amount upfront to allow accommodation and travel to be booked. Awardees will receive the remaining amount after a report covering the event is submitted along with a detailed statement of income and expenditure and original receipts for all expenditure. Payments will be made directly into the bank account of the awardee via electronic fund transfer.

Use of funds-

The Irish Cancer Society is the largest voluntary funder of cancer research in Ireland. More than 95% of the Society's funds are raised from public donations and we are committed to ensuring that all funds are used sensibly and appropriately. Reasonable travel, accommodation, subsistence and other expenses incurred by awardees in the execution of activities directly related to the grant will be reimbursed. Reasonable expenses are defined as those that are cost effective weighed against the purpose of the activity while taking into consideration the needs and requirements of the applicant, for example requirements due to health reasons.

Guiding Principles for costs relating to:

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. * The Society acknowledges that this may not always be possible due to health reasons.
- Taxi's may be used but are the least preferred method of transport. Taxi's should be shared where possible and incur no additional fees i.e. waiting time charges or tips.
- In situations where conferences/meetings in Ireland are not accessible by means of public transport, awardees 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, applicants must endeavour to book accommodation not exceeding a 4 star rating. For accommodation in Ireland, **a rate not exceeding €120 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.
- Facilities and services which are not provided free of charge by the hotel are not permitted (e.g. wi-fi costs, breakfast (if not included in room price and over €10), room service, newspapers etc).

Alcohol

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

Subsistence

- 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.

Please note: After ending the event the awardee must submit a detailed statement of income and expenditure with all original receipts for expenditure must be submitted also. Failure to supply a receipt, or any underspend on the travel bursary must be reimbursed in full to the Society.

7. Submission of application

The application can be submitted on the system once:

- It has been verified that all required questions are answered in the correct manner on the application form.

8. Assessment procedure

Applications will be reviewed by non-scientific reviewers. The budget will be reviewed to ensure that it is feasible and reasonable.

Applicants will be notified of the outcome of the assessment by email.

9. Post-Award

The Society requests two reports from every person and organisation that is awarded funding. The two reports are a financial report and a report that details an update on activities that happened as part of the grant.

This is to ensure that the funding was spent as per what was described in the approved application.

As such, within 30 days of returning from the event awardees will be required to:

- Submit a report covering the event. The required report template will be sent to you before the event.
- Submit a detailed statement of income and expenditure
- Attach original receipts for all expenditure.

10. Contact

If you require assistance with the online application system or have any queries about the application which are not currently addressed in the FAQ document, please contact us:

Email: grants@irishcancer.ie Telephone: +353 1 2316 663