



Irish Cancer Society Research

Guidelines for Applicants

Nursing and Allied Health Research Conference Grant 2020

Table of Contents

1. Introduction.....	2
1.1. Overview	2
1.2. Funding.....	3
1.3. Reporting.....	3
2. Eligibility Criteria.....	3
2.1. Applicant Eligibility.....	3
2.2. Event Eligibility.....	3
3. Application Procedure.....	4
3.1. Overview of the Application Process	4
3.2. Making an application.....	4
3.3. Eligibility Criteria	4
4. The Application Form	5
5. Submission and Assessment of the Application	8
6. Application Checklist	9
7. Contact details	9



Guidelines for Applicants

- Irish Cancer Society Research Conference Travel Grant 2020 - Nursing & Allied Health Professionals (AHP)

1. Introduction

1.1. Overview

The Irish Cancer Nursing and Allied Health Research Conference Grant 2020 initiative offers Nursing and Allied Health Professionals (AHP) the opportunity to attend a national or international research conference. This programme will give clinical professionals at any stage of their career the opportunity to learn about up-to-date cancer research, network and collaborate, and to gain experience in research dissemination.

The aim of this award is contribute towards the cost of conference attendance which will stimulate, develop, and build capacity in cancer nursing and AHP research in the Republic of Ireland. These awards are intended to support motivated individuals who would not otherwise be able to attend such a meeting.

Successful applicants will be expected to report back to the Irish Cancer Society following their conference attendance on their learnings from the conference and on the impact this award has had on their career development.

Applications will be reviewed periodically and applicants will be notified of the outcome by email. Application deadline: **3pm 24th of March 2020**

Key Dates	
11 February 2020	Grant call opens
04 March 2020 (3pm)	Round 1 Deadline
24 March 2020 (3pm)	Round 2 Deadline (grant closes)

1.2. Funding

The total amount of funding available is €10,000. The number of awards made will be dependent on applications received. The purpose of this award is to contribute towards the costs of conference attendance at either a national or international meeting. Applicants can apply for funding up to the maximum value detailed below. Each applicant may only submit one application.

- National Conference (Republic of Ireland and Northern Ireland) - €500
- International (Europe) - €750
- International (outside Europe) - €1,500

1.3. Reporting

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

2. Eligibility Criteria

2.1. Applicant Eligibility

Applications from individuals that do not meet the eligibility criteria will not be assessed. We therefore strongly recommend you carefully read the following eligibility criteria.

Eligible lead applicants **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);
- hold an appointment consisting of substantive clinical contact with cancer patients and/or their families;
- have a demonstrable commitment to cancer research.

Eligible lead applicants **must not**:

- hold a current research appointment at a higher education institute;
- have access to existing conference travel funding.

2.2. Event Eligibility

To be eligible for funding, the intended event must be a research conference relating to cancer, either entirely or substantially. Preference will be given to applicants who intend to present, or have been offered, a poster or oral talk. The event must take place in 2020 and must occur after the application

date. Applicants must be able to demonstrate how attendance at this event will benefit their **research** career.

Funding can be used to cover reasonable costs associated with transport, accommodation, registration fees, subsistence, and poster printing. Please see spending guidelines in section 4 of this document.

Research workshops (e.g. research skills training) may also be considered. Please contact grants@irishcancer.ie before applying.

3. Application Procedure

Prior to applying, you must read this document through to completion. Applications must be completed and submitted through the Irish Cancer Society Gateway Grant Tracker online system. In order to submit an online application you are required to register at the following address: <https://grants.cancer.ie>.

Applications must be completed and submitted by **3pm 24th of March 2020**.

3.1. Overview of the Application Process

When registering please fill out all the fields on the registration form. When you enter your login details you will be directed to the Portal home page. From here you can:

- Update your basic information (please make sure all fields are completed)
- Make a new grant application
- Access previous grant applications

3.2. 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 to which grant type you intend to apply. Click 'Apply' for the Grant Type detailed as 'Nursing and AHP Conference Grant 2020'.

3.3. Eligibility Criteria

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

4. The Application Form

Once you have indicated that you meet all eligibility criteria you will then be directed to the application form. The application has automatically been created on the system. To enter information into the application click the 'Edit' button in the upper right-hand corner. Applications should be completed with the support of the proposed supervisor.

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

- a) Introduction
- b) Applicant Details
- c) Event Details
- d) Applicant's CV
- e) Declaration of Support
- f) Supporting documentation
- g) Budget
- h) 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.

a) Introduction

This section gives overview information on the Irish Cancer Society Travel Grant.

b) Applicant Details

In this section, you will be asked for information about you and your current role. You will also be asked:

Please describe your future career plans and future research plans (300 words max).

c) Event Details

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

- Name of event

- Nature of the event
 - Please include a brief description of the event
- Location of event
 - City, country e.g. Manchester, UK
- Event dates
 - First day of event until last day of the event e.g. 02/10/2020 to 04/10/2020
- Dates you will attend the event
 - Do you plan to attend the whole event or only specific days?
- Event Weblink
 - If the event does not have a dedicated website, please enter the details of any website where information on the event is available
- Do you intend to attend to submit an abstract to this event?
 - If you do, you will be asked to upload details on the 'Supporting Documentation' page.
- Have you applied for funding elsewhere for this event?
 - If you select 'yes', you will be asked to provide details of the funding.

You will also be asked:

Please describe why you wish to attend this event, including: How is this conference relevant to you; the knowledge/skills you will gain by attending; and what connections with other researchers you are hoping to make (500 words max).

Please explain how this travel grant will benefit your future career and research plans (200 words max).

d) Applicant Curriculum Vitae

Please upload your CV - completed using the template provided (the template is downloadable in this section on the online system or on the website). More information on each section is given in the template. If the section is not relevant to you please enter N/A.

e) Declaration of Support

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

The declaration of support template is downloadable from this section on the online system or on the website. This must be completed on headed paper.

f) Supporting Documentation

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).

g) Funding Request

The Irish Cancer Society is the largest voluntary funder of cancer research in Ireland. Almost 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.

Funds may be requested for the following*:

Budget and Spending Guidelines	
i. Travel	<p>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.</p> <p>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.</p> <p>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 required. 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.</p>
ii. Accommodation	<p>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 €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</p>

	<p>sought. Accommodation costs for travelling partners will not be covered.</p> <p>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.).</p>
iii. Event registration	Funds can be used to cover the registration cost of the research event.
iv. Poster printing	Printing costs may be budgeted to produce a poster that will be presented at the research event.
v. Subsistence	<p>Breakfast, lunch, and dinner costs to a value of €10, €12, and €25 per person respectively would be deemed reasonable.</p> <p>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.</p> <p>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.</p> <p>It is the Irish Cancer Society's policy not to fund alcohol for any events or meals or any form of entertainment.</p>

****Final approval of all budgeted costs and reimbursement is at the discretion of the Irish Cancer Society.***

h) Validation Summary

In this section, any required fields in the application form that have not been completed will be detailed. You will not be able to submit the application until all required fields are completed.

5. Submission and Assessment of the Application

Applications must be fully submitted on the online grant system by **3pm 24th of March 2020**. The application can be submitted once it has been verified that all required questions are answered in the correct manner on the application form.

Incomplete applications, ineligible applications and applications that are submitted after the deadline will not be assessed. Applicants will be assessed based on:

- the career benefit to the applicant
- the suitability of the event
- the applicant's commitment to research

Assessment

Applications will be reviewed periodically over two rounds and applicants will be notified of the outcome by email. The first round deadline will be 04 March 2020 (3pm). Applications submitted prior to this date will be reviewed and notified of the outcome in March. Applications submitted after this date will be reviewed following the second round deadline (**3pm 24th of March 2020**).

Payment of Funding

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

6. Application Checklist

- ☐ Full application form
- ☐ Applicant's CV
- ☐ Declaration of Support
- ☐ Abstract and acceptance letter (if applicable)

7. Contact details

If you require assistance or have any queries about the application please contact us:

Email: grants@irishcancer.ie

Telephone: +353 1 2310 583