



## Irish Cancer Society Cancer Research Engagement Awards 2021

### Guidelines for Applicants

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## Irish Cancer Society Cancer Research Engagement Awards 2021

### Guidelines for Applicants

#### 1. Introduction

##### 1.1. General information

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.

A key priority in the new Irish Cancer Society strategy 2020-2025<sup>1</sup> is to invest in world-class cancer research that will ultimately bring about a positive change to the lives of people affected by cancer. We do this by ensuring that all the research that we fund will have an impact and make a difference to people affected by cancer. Fundamental to driving forward impactful cancer research is ensuring that people with cancer are informed about, engaged with, and involved in cancer research. In line with this, we have launched the Cancer Research Engagement Awards 2021.

The Cancer Research Engagement Awards will provide funding for researchers based in the Republic of Ireland to organise engagement activities to promote cancer research to people affected by cancer and the public. **The Irish Cancer Society strongly encourages a focus on projects and initiatives which promote participation and equity of access for individuals and groups from hard to reach and under-represented populations.** A blended approach to public engagement can foster more inclusivity and greater participation with cancer research across Ireland. Therefore, given the ongoing Covid-19 pandemic, 'virtual' and 'blended' projects will be considered for this award, as well as in-person projects, provided they fulfil all eligibility criteria.

There are many different definitions of engagement. For the Cancer Research Engagement Award the following definition is used:

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<sup>1</sup> Irish Cancer Society Strategic Plan- 2020-2025 (<https://www.cancer.ie/about-us/irish-cancer-society-strategy-2020-2025>)

*'Engagement is where information and knowledge about cancer research is provided to and shared with cancer patients and the public.'*

For the Cancer Research Engagement Awards the primary target audience of engagement activities must be people affected by cancer (i.e. patients, service users, survivors, family members and carers). Engagement activities aimed only at the general public are not eligible **unless the activities specifically focus on promoting cancer prevention**. Please see Appendix 1 & the FAQs for more information.

Each application should include engagement activities that aim to achieve one or all of the following:

- Promote awareness and understanding of the importance and relevance of cancer research
- Support formal and informal learning about cancer research
- Stimulate interest and excitement about cancer research
- Engage with socially, educationally or economically disadvantaged groups or communities about cancer research
- Address disparities in participation of individuals from racial, ethnic and/or social minorities in cancer research

Applications proposing creative, innovative and inclusive engagement activities are strongly encouraged. Patient engagement is multi-faceted. Engagement activities include (but are not limited to):

- a workshop aimed at people affected by cancer focusing on an aspect of cancer research
- developing online/video/audio/print resources on cancer research for a specific patient audience
- theatre/arts based engagement activities on the topic of cancer research *e.g. an interactive art exhibition on the topic of cancer research aimed at people affected by cancer*
- delivering hands-on activities, workshops, performances or talks at an event or festival, focusing on cancer research
- Virtual webinars or workshops on the topic of cancer research
- Development of toolkits for patient involvement and engagement in cancer research

It is very important that all sections of the application form are written in **plain English** and are understandable to a non-scientific audience. **Applications will be reviewed by non-scientific reviewers.**

## 1.2. Applications

Applications are sought from a wide range of people working within the remit of cancer research. Applications are open to translational research scientists and clinical researchers as well as individuals working in the social sciences, nursing and allied health fields.

Individual and group applications are acceptable. For group applications there must be at least one lead applicant. Joint lead applications will also be accepted. At least one lead applicant must be formally affiliated with a HRB approved host institution. Should the application be successful, the HRB approved higher education institution will act as the host institution for the duration of the award.

## 1.3. Public and Patient Involvement (PPI)

A key priority for the Irish Cancer Society is to ensure that the patient voice is always included when designing an engagement activity centred on cancer research. Therefore, **the inclusion of a public and patient involvement plan** is requested as part of the application. People affected by cancer **must** be involved as part of the public and patient involvement plan. General public stakeholders may also be involved. However, plans with general public stakeholders only will not be accepted.

We recognise that people affected by cancer may not have been involved in the development of the proposal in this application, however we require that at a minimum, you have a plan to involve people affected by cancer in the management and development of this project once the award begins (if funded). Examples of public and patient involvement include:

- *Having an advisory group composed of individuals affected by cancer that may be consulted to inform and advise on decisions throughout the duration of the award or on certain aspects of the plan.*

Please ensure that you allow adequate time and budget to facilitate PPI. See Appendix I for more information.

## 1.4. Funding

The maximum funding granted for the Cancer Research Engagement Award is €2,500\* over a 12-24-month period. The Society will fund at least 4 awards in 2021.

In certain circumstances, where there is strong justification, this funding can be topped-up from other external funding sources. However, the Irish Cancer Society must be the primary funder of the engagement activities; lower funding amounts can be provided by external funding sources. The funding cannot be used to top-up other pre-existing engagement activities or awards. Contact [grants@irishcancer.ie](mailto:grants@irishcancer.ie) for further information.

*\* This funding is intended for engagement activities only. It cannot be used to support a cancer research project.*

## 1.5. Timeframe

Applications Open	Monday 26 July 2021
<b>Application Deadline</b>	<b>3 pm Wednesday, 8 September 2021</b>
Detailed review of applications	September 2021
Awardee Announcement	October 2021

## 2. Eligibility Criteria

Applications from individuals that do not meet the eligibility criteria will not be assessed. We therefore strongly recommend you read the following to be made aware of requirements for the applicant:

**The award is open to translational, medical, social, nursing and allied healthcare graduates, including:**

### **Academic staff:**

- principal investigators
- postdoctoral researchers
- postgraduate research masters and PhD students

### **Clinical staff:**

- medical doctors
- nurses
- allied health and social care professionals

Lead applicants **must** fulfil the following criteria:

- At least one lead applicant must be affiliated with a [HRB approved Institution](#) in the Republic of Ireland. Please note, the award must be administered through this HRB approved Institution.
- be active in cancer research.
- have a suitable mentor (required for lead applicants with fewer than 6 years' post-graduate research experience or equivalent\*).
- have a strong commitment to progress patient engagement and involvement.

**Co-applicants:** For this award you may add up to 5 co-applicants to the project. Co-applicants must have a well-defined and substantial role in the proposed plan e.g. significant input into event design and organisation, or participation in engagement 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.

**Collaborators** (both academic and non-academic) are also acceptable. For this award collaborators are defined as individuals or organisations that provide focused help or assistance on certain aspects of the plan. For example, a collaborator may provide the use of their venue facilities.

Only **one** application can be submitted per applicant. An application can only be submitted once\*.

Please see [Section 3](#) for more information.

*\*Applicants that submit multiple applications will be rejected. Applications submitted more than once by different applicants will be rejected.*

The proposed engagement activities **must** fulfil the following criteria\*:

- be cancer research specific
- include engagement activities aimed primarily at people affected by cancer
- involve and include public and patient involvement
- primarily take place in the Republic of Ireland

*\*Please note: Given the ongoing Covid-19 pandemic, engagement activities can be held virtually or face-to-face. 'Blended' events with both 'physical' and 'virtual' components are encouraged.*

Eligible Applications **must NOT** fulfil the following criteria:

- use the funding for an engagement activity for which funding from another charity/organisation is already available i.e. using funding to 'top up' a previously awarded grant.
- include engagement activities aimed only at the general public, except where the activity is specifically focused on cancer prevention

#### Host institution

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 a higher education institution in the Republic of Ireland and must be one of the HRB's [approved host institutions](#).

## **3. Application Procedure**

Prior to applying, you **must** read this document through to completion. If applicable, you must identify a suitable mentor (required for applicants with less than 6 years' post-graduate research experience), and discuss the proposed engagement activity with your mentor before completing the application form.

### **3.1. 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 of the registration form.

### **3.2. Overview of the Application Process**

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

### **3.3. Making an application**

When you have ensured that all your basic details are provided, you can proceed to make a new grant application. This can be done by returning to the Portal Homepage 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 Research Engagement Awards 2021'.

### **3.4. 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.

There are 10 sections outlined on the left hand side of the page:

1. Introduction
2. Proposal Outline
3. Mentor
4. Summary
5. Engagement plan
6. Public and Patient Involvement
7. Impact Plan
8. Budget
9. Declaration of Support- Head of Department
10. Validation Summary

These sections are to be viewed and completed. Please ensure that all sections of the application form are written in plain English and are understandable to a non-scientific audience. Please see Appendix 1 for guidelines on writing a lay abstract.

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 overview information on the award.

### **2. Proposal Outline**

Details of your application are entered into this section. Input and save the information as required under the following headings:

1. Proposed Title
2. Proposed Start Date – expected to start in Q4 2021 or Q1 2022
3. Duration - Must be no more than 24 months
4. Proposed Host Institution
5. Co-applicants
6. Cancer Type
7. Keywords

### **3. Mentor**

Please indicate if you have at least 6 years' post-graduate research experience. A mentor is required for all applicants with less than 6 years of post-graduate research experience. If it is a group application and no group members have 6 years of post-graduate research experience, then a mentor is required.

#### **I. Mentor**

If you have less than 6 years' post-graduate research experience, you must add your 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. 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.

### **4. Summary**

Please provide a lay summary of your engagement plan **(200 words max)**.

## **5. Engagement plan**

Please provide a detailed description of your plan\* for engaging with people affected by cancer. Please keep in mind the aims of the award and what is expected from the engagement activities (Section 1.1).

Please complete the following sections using the guidelines where relevant:

### **1. Aims and objectives (300 words max)**

- Background to the idea
- Aims and objectives

### **2. Plan delivery (400 words max)**

- Timeline for the award through all stages *e.g.* planning, execution and dissemination
- The logistics of the planned engagement activities (*i.e.* virtual platform, venue, timings, locations, audience number etc.)

### **3. Target audience (200 words max).** *Please note the Irish Cancer Society strongly encourage applications that seek to engage with individuals and groups from hard to reach and under-represented populations*

- Who is the target audience and why is it important to engage with this audience?
- How will you target the audience effectively throughout the award?

### **4. Role of co-applicants**

- If there are co-applicants, please explain their roles in the plan delivery (maximum of 5 co-applicants)

### **5. Collaborators**

Collaborators can be included and involved in your current proposal. Please provide a detailed list of collaborators that will be involved. Collaborators can be both academic (*e.g.*, a principal investigator) and non-academic (*e.g.*, a patient/public organisation).

- If there are collaborators, please detail their role in the plan delivery

### **6. Previous experience (500 words max).**

- Why are you the best individual to lead the proposed activities?
- What relevant experience do your co-applicants have?

### **7. Available support (150 words max).**

- What patient and public engagement infrastructure/supports are available within your research organisation, and how will they be utilised?

*\* Please see Appendix I for more information on methods of engagement.*

## **6. Public and patient involvement plan**

Please provide a detailed description of how people affected by cancer will be co-involved in the management and development of the proposed engagement activities\* **(400 words max)**.

Where relevant, please detail the following:

- How will stakeholders be involved?
- How will stakeholders be approached and from where?
- What steps will be taken to ensure patient stakeholder involvement is not tokenistic?
- Were stakeholders involved in the design and development of the proposal in this application form?

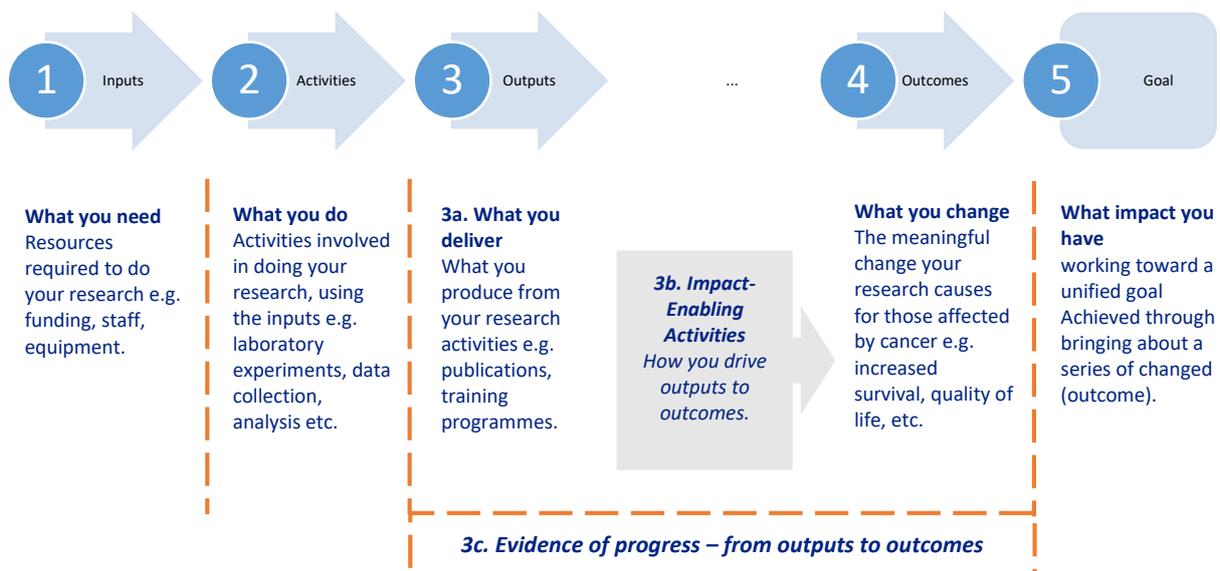
*\* Please note that it is a requirement that people affected by cancer are involved in the PPI plan. General public stakeholders are not required but may be included in addition to people affected by cancer.*

## **7. Impact plan**

**To complete this section, the Research Impact Framework (RIF) (Appendix 2) must be consulted.**

Creating impact from the research that we fund has always been of great importance to the Irish Cancer Society. The purpose of including an impact plan at the application stage is to focus all projects on working towards achieving impact from the outset in line with the Irish Cancer Society’s strategic objectives [2020-2025](#).

The impact plan details how the input of research funding ultimately results in meaningful impact to people affected by cancer. This is detailed using a sequence of steps, as follows:



The impact plan information provided by researchers at the application stage may be somewhat limited as the project has not yet started, and it can be difficult to predict research results or how a research landscape may change over time. However, it is important to start thinking about the pathway



	<p>You may choose ‘other’ if you feel strongly that none of the other outcomes covers the potential outcome of your research. If other is selected, then more detail will be required on the proposed outcome.</p> <p>By targeting a strategic outcome, every funded study funded is contributing to the Society’s goal.</p>
<b>3A. OUTPUTS</b>	<p>Planned outputs for the project e.g. publications, policy document, patents, information leaflets, and training programmes. <b>(150 words max)</b>.</p> <p>These are just examples and are not a comprehensive list. The appropriate outputs will vary for each type of project and what outcome has been selected.</p>
<b>B. IMPACT-ENABLING ACTIVITIES</b>	<p>An output is unlikely to achieve a desired outcome on its own. Impact-enabling activities bridge the gap between <i>outputs</i> and <i>outcomes</i>.</p> <p>Please detail what activities need to occur for the outputs to impact the identified outcome. When will these activities take place? Information can be provided in narrative or bullet point format <b>(300 words max)</b>.</p> <p><i>For example, the output could be the development of a new series of online videos that explain the variety of cancer research carried out across Ireland, for example, clinical trials. The intended outcome would be “People affected by cancer feel more empowered in their cancer journey” and the impact enabling activity could be a workshop with key stakeholders in the field to discuss how best to disseminate the videos to people affected by cancer.</i></p>
<b>C. EVIDENCE OF PROGRESS</b>	<p>Please detail how you will measure the effectiveness of impact-enabling activities. What evidence can be used to show this? Indicators may be qualitative or quantitative <b>(300 words max)</b>.</p> <p><i>Using the example provided in 3.b, the evidence of progress could be the reach of the online video e.g. number of views of video on YouTube, shares on social media, locality of viewers etc.</i></p>
<b>2. ACTIVITIES</b>	<p>Activities that will take place as part of the research project. A high-level breakdown of what will be done over the course of the funding period is sufficient. Bullet points may be used <b>(150 words max)</b>.</p>
<b>1. INPUTS</b>	<p>Please detail the resources needed for the project. High-level information is sufficient. Bullet points may be used <b>(150 words max)</b>.</p>

## **8. Budget**

A full detailed breakdown of costs and justification for all costs must be provided in your application\*. Please be as detailed as possible. All costs should directly contribute to the purpose of the Cancer Research Engagement Award. Please provide details of any external funding.

A maximum of €2,500 may be budgeted for costs and must be justifiable within the remit of the Cancer Research Engagement Award. Please see Appendix I for more information.

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

*\* Please see Appendix I for more information on budgeting.*

### **9. 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.

### **10. 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 of the Application.**

The application is ready for submission for signatory approval once:

- It has been verified that all required questions are answered in the correct manner on the application form.
- Your mentor has confirmed their participation (for all applicants with less than 6 years' post-graduate experience)
  - An email will be sent to your mentor requesting their participation when they are added to the application.

The application is ready for final submission to the Irish Cancer Society once:

- The application submitted by the lead applicant is approved by all co-applicants.
  - The co-applicants will be notified by email once the applicant has submitted the application.
- The application submitted by the lead applicant is approved by the mentor, if required.
  - The mentor will be notified by email once the applicant has submitted the application.
- The signatories will be able to see the full application in PDF format on their online portal.
- The signatories may approve or reject at this stage.
  - The applicant will be notified of both approval and rejection of the application. Rejected applications will be returned to the lead applicant.

**Applications that have been submitted by the lead applicant but not approved by the signatories before the deadline will not be considered. It is the responsibility of the lead applicant to ensure that the signatories approve the application before the deadline. Please ensure that the application is submitted with sufficient time allowed for signatory approval.**

## 6. Assessment Procedure

Incomplete and ineligible applications and those submitted after the deadline will not be assessed.

Applications will be reviewed by lay reviewers and PPI advocates (PPI reviewers). Applications must therefore be written in non-scientific language.

### 6.1. Conflicts of Interest

We will endeavour to ensure that the review panel chosen do not have any conflicts of interest regarding the applications they are assessing.

### 6.2. Assessment Procedure

The following will be assessed and scored by all reviewers:

- Summary
- Engagement plan
- Public and patient involvement plan
- Impact plan

The budget will be reviewed by the Irish Cancer Society to ensure that it is feasible and that all maximum limits have been adhered to.

### 6.3. Assessment outcome

Applicants will be informed of the outcome of review by email.

## 7. Application Checklist

Completed Application form.

Including the upload of:

- Declaration of Support – Mentor (if required)
- Declaration of Support- Head of Department

This must be completed and submitted **online by 3pm Wednesday 8 September 2021.**

## 8. 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](mailto:grants@irishcancer.ie)**



## Appendix I: Cancer Research Engagement Awards 2021

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## **Appendix I: Cancer Research Engagement Awards 2021**

The Irish Cancer Society is committed to putting patients, families, survivors, carers, supporters and the public at the very heart of what we do. The Cancer Research Engagement Awards provides researchers with funding to organise engagement activities to promote cancer research to anyone affected by cancer. The Irish Cancer Society is committed to expanding the involvement of those affected by cancer in the grants that we fund. Therefore, in keeping with this commitment, in planning the engagement activities it is expected that patient stakeholders will be involved, as such, the application form requires a public and patient involvement (PPI) plan.

Information on both engagement and involvement can be found in this appendix, as can information on budgeting for the award.

Applications will be reviewed by lay and patient reviewers. Guidelines on writing for a lay audience are included in this appendix.

### **What is patient engagement and why is it important?**

There are many different definitions of engagement. For the Cancer Research Engagement Award the following definition is used:

*'Engagement is where information and knowledge about cancer research is provided and shared with people affected by cancer and the public.'*

Engagement is when the researcher communicates and disseminates research information, for example, at science festivals, public talks, television programmes, or radio. For the Cancer Research Engagement Awards the primary target audience of engagement activities must be people affected by cancer, and the secondary audience the public. There must be adequate justification as to why the

public is being targeted in addition to people affected by cancer. Engagement activities aimed only at the public will not be accepted.

Each application should include engagement activities that aim to achieve one or all of the following:

- Promote awareness and understanding of the importance and relevance of cancer research
- Support formal and informal learning about cancer research
- Stimulate interest and excitement about cancer research
- Engage with socially, educationally or economically disadvantaged groups or communities about cancer research
- Address disparities in participation of individuals from racial, ethnic and/or social minorities in cancer research

### **What is public and patient involvement and why is it important?**

Cancer research is conducted primarily for the benefit of people affected by cancer, therefore, it is very important that people affected by cancer are involved in the planning of the activities. Public stakeholders may also be involved in the planning (in addition to patient stakeholders).

PPI (stakeholder 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 cancer<sup>1</sup>.

Examples of PPI include (but is not limited to):

- as members of a patient advisory group for the engagement activities;
- commenting on and developing dissemination materials (e.g., conference abstracts, posters, presentations);
- commenting on and developing research information leaflets

Please note, a number of universities within the Republic of Ireland already have dedicated individuals, infrastructure, training, or programmes (e.g., the HRB ‘PPI Ignite Award’) in place dedicated to public and patient involvement. We recommend that you engage with these local resources when planning your stakeholder involvement.

Involvement does not refer to researchers raising awareness of research, sharing knowledge or engaging and creating a dialogue with the public. It also does not refer to the recruitment of people

affected by cancer 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 other<sup>1</sup>.

**Budgeting**

The maximum funding granted for the Cancer Research Engagement Award is €2,500\* over a 12-24-month period.

*\* This funding is intended for engagement activities only. It cannot be used to support a cancer research project.*

**1. Budgeting for engagement plan**

This award will not fund salary or research equipment. Costs associated with venues, catering, production costs, marketing etc. are acceptable (see below for eligible costings\*).

*\* Please note that final approval of all costs is at the discretion of the Irish Cancer Society.*

**Engagement activity budgeting costs:**

<b>Costing category</b>	<b>Related costs</b>
Activity costs	<ul style="list-style-type: none"> <li>• Finding people/advertising</li> <li>• Training and learning costs</li> <li>• Venues and catering</li> <li>• Small equipment and books</li> <li>• Access to university facilities</li> <li>• Conference fees</li> </ul>
Other costs	<ul style="list-style-type: none"> <li>• Disclosure and barring service</li> <li>• Language translation and interpretation costs</li> <li>• Support for people with impairments</li> </ul>

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

**2. Worked costing example (engagement plan)**

Please see the worked costing example below for guidance on creating and budgeting for the engagement plan. More information will be required in the application form such as justification of costs etc.

**Background to worked engagement plan example:**

- One-day science festival to be held in a university
- Promotional materials needed

- Informational materials needed

<b>Science Festival Costs</b>				
Category	Detail	Quantity	Individual cost	Total cost
Venue costs	University meeting room cost (holds up to 200 people, includes tables, chairs, screens and computers, small kitchen area)	1	€0	€0
Advertising	Facebook advertisement (per week)	2	€70	€140
Resources	- Printing of booklets (containing information on research findings and future goals)	200	€0.96	€192
	- Printing of educational posters	5	€32	€160
	- Home-made prop and game development	5	€50	€250
	- Irish Cancer Society information booklets	100	€0	€0
	- Creation of research presentations	N/A	€0	€0
Catering	- Tea and biscuits (€3.50 per person) (morning)	100	€3.50	€350
	- Lunch	100	€4.50	€450
	- Tea and biscuits (€3.50 per person) (afternoon)	100	€3.50	€350
<b>TOTAL COST</b>				<b>€1,892</b>

*All costs were calculated using estimated costs in the Republic of Ireland as of May 2021.*

### **3. Budgeting for public and patient involvement**

It is difficult to prescribe specific guidelines on how to budget for PPI as each plan will vary. However, at a minimum, it is expected that the cost to stakeholders associated with involvement are covered by the grant e.g., bus/train fares, mileage, parking charges, and subsistence (if appropriate). Please see below for eligible costings\*.

A breakdown of costs will be required in the application form. All costs must be appropriate to costings in the Republic of Ireland and all researchers must verify the costs associated with their proposal. Please check that the host institute has appropriate systems in place for the payment of costs and expenses.

*\*Please note that final approval of all costs is at the discretion of the Irish Cancer Society.*

**Stakeholder involvement budgeting costs:**

Costing category	Related costs
Payments and rewards	<ul style="list-style-type: none"> <li>• Fees to individuals</li> <li>• Vouchers/tokens for individuals</li> <li>• Prize draw awards</li> <li>• Fee/donation to a group</li> <li>• Funding for additional training and learning</li> <li>• Honorary appointment e.g., lay fellow or research partner</li> </ul>
Expenses	<ul style="list-style-type: none"> <li>• Travel</li> <li>• Subsistence</li> <li>• Childcare</li> <li>• Carer costs</li> <li>• Personal assistance</li> <li>• Overnight accommodation</li> <li>• Home office costs</li> </ul>
Other costs	<ul style="list-style-type: none"> <li>• Disclosure and barring service</li> <li>• Language translation and interpretation costs</li> <li>• Support for people with impairments</li> </ul>

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

**4. Worked costing example (stakeholder involvement)**

Please see the worked costing example below for guidance on creating and budgeting for the engagement plan. More information will be required in the application form such as justification of costs etc.

*The estimated costs associated with stakeholder engagement are as follows:*

Steering committee costs				
Category	Detail	Quantity	Cost	Total
Travel	Local travel in Dublin	3	€7	€21
	Travel from outside of Dublin	2	€30	€60
Focus group payment	One for all vouchers for attending steering committee workshop and teleconferences	5	€75	€375
Venue costs	University meeting room cost	1	€0	€0
Catering costs	Breakfast and lunch for attendees (€10 per person/per meal)	5	€20	€100
Teleconference costs	Use of meeting room and teleconference facilities	1	€0	€0
<b>TOTAL COSTS</b>				<b>€556</b>

*All costs were calculated using estimated costs in the Republic of Ireland as of May 2021.*

## Writing in plain English

Applications will be reviewed by lay and patient reviewers, therefore, it is important that it is 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 6 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.
- Use an active voice, and place the person/group/thing doing the action at the beginning e.g., 'We ran an experiment,' rather than, 'The experiment was run.'
- Don't use 'don't'. You can write in plain English without becoming too casual/unprofessional.
- Use an appropriate tone. This is not a newspaper article, and its purpose is not to entertain.
- Make sure grammar, punctuation, and spelling are accurate.
- Bullet points (like these ones) can make it easy to digest a lot of information.

## Additional Resources

### Engagement resources

The National Co-ordinating Centre for Public Engagement.

<https://www.publicengagement.ac.uk/about-engagement>

### General resources

INVOLVE – UK National Institute of Health Research (NIHR) initiative to support PPI.

<http://www.invo.org.uk>

NALA (National Adult Literacy Agency)

<https://www.nala.ie>

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

<http://www.access2understanding.org>

### 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/sites/default/files/publications/Writing%20and%20Design%20Tips%20011\\_1.pdf](https://www.nala.ie/sites/default/files/publications/Writing%20and%20Design%20Tips%20011_1.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/>

## **References**

- 1) INVOLVE. (2018). *What is public involvement in research?* Retrieved from <http://www.invo.org.uk/find-out-more/what-is-public-involvement-in-research-2/>. Accessed 2/08/2018.



## Appendix 2: Research Impact Framework (RIF)

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# 1. Introduction

## 1.1 Purpose

The Research Impact Framework (RIF) is a guide on impact for those applying for funding from the Irish Cancer Society and for grant holders who are successful in securing a grant.

Its purpose is to **help maximise the impact of the research that the Irish Cancer Society funds through our grant schemes.**

Creating impact from the research that we fund has always been of great importance to the Irish Cancer Society. This RIF pulls together previous information and guidance on impact into a single document.

The RIF is the central Irish Cancer Society guidance document on research impact.

It is intended to support researchers to understand, plan for, deliver, and demonstrate research impact and to enable the Irish Cancer Society to facilitate, understand, and communicate on that impact.

It should act as an important reference point for grant applicants, grant holders, and the Irish Cancer Society to ensure that impact remains a focus before, during, and after a funded research project is completed.

*Please note that each successful award will have terms and conditions (T&Cs) specific to that award. These T&Cs will cover many of the same areas as this document but the specific terms may be slightly different. Precedence is given to the T&Cs specific to each award.*

## 1.2 What is research impact?

Broadly speaking, research impact is the demonstrable contribution that research makes to society.

For the Irish Cancer Society, research impact is defined as ‘research being **used to bring about a positive change to the lives of people affected by cancer.**’

We recognise that the impact is specific to each project and can be varied; impact can occur over different timescales, from the short- to the long-term. However, all forms of impact are important to the Irish Cancer Society and we must work in partnership with researchers to not only achieve impact, but also to measure, and communicate it.

## 1.3 Why is impact important?

The Irish Cancer Society receives the vast majority of its income from donations. **People donate to us because they want to make a difference to the lives of those affected by cancer.**

Therefore, it is our duty to our donors to ensure that the research we fund does just that - makes a difference.

It is very important that the research we fund is always working towards making an impact on the lives of those affected by cancer. It is equally important that we can communicate this impact to our donors to let them know how their donations have made a difference.

The Irish Cancer Society’s vision or goal is:

*‘By 2025, 3 out of 4 Irish cancer patients will survive their diagnosis and everyone affected by the disease will have access to world-class treatment, care and support. In future, no one in Ireland will die from cancer.’*

To achieve this goal, we must strongly focus on maximising the impact of our funded research, in particular putting an emphasis on achieving outcomes that will ultimately contribute to realising this goal.

## 2. Research Impact Framework

### 2.1 Framework overview

The RIF describes how the Irish Cancer Society approaches research impact in four sections:

- **Framework Principles** - How the Irish Cancer Society and researchers will work together: a set of principles which underpin how the charity will work in partnership with grant holders to maximise research impact.
- **Theory of Change** - What the Irish Cancer Society is aiming to achieve: the Goal, and the Outcomes (or changes that need to happen in order for that goal to be achieved), to which all research projects funded through the grants scheme should aim to make a contribution; this is articulated in the ‘Theory of Change’.
- **Impact Plan** - How impact should be planned by researchers at the application stage.
- **Impact Reporting** - How the progress of achieving impact will be monitored by the Irish Cancer Society.

## 3. Framework principles

These research impact principles frame the relationship the Irish Cancer Society wants to have with all of its grant holders.

By having these principles, it allows us all to work from the same page from the very start. They are designed to ensure the best levels of support, partnership and mutual understanding, with the ultimate aim of maximising research impact.

PRINCIPLE	PRINCIPLE IN PRACTICE
<b>1. WORKING IN PARTNERSHIP</b>	Partnership is the best way to ensure maximum impact and this is a two-way relationship. The Irish Cancer Society will contribute internal expertise and networks to support and promote the research. Grant holders will work with the Irish Cancer Society to maximise the potential of the research to benefit people affected by cancer.
<b>2. INVOLVING THE PUBLIC AND PEOPLE AFFECTED BY CANCER</b>	Grant holders will need to carefully consider how the public and people affected by cancer can be meaningfully involved in their research. The Irish Cancer Society requires that public and patient involvement (PPI) is

	<p>included in the research projects that we fund. The Irish Cancer Society can provide guidance and training on including PPI in grant applications and projects.</p>
<p><b>3. REGULAR COMMUNICATION</b></p>	<p>Grant holders will maintain an ongoing dialogue with the Irish Cancer Society through regular reporting. Reporting schedules will be determined for each grant and will be detailed in the T&amp;Cs.</p> <p>Outside of these reports we encourage regular communication with our grant holders. The Irish Cancer Society will provide a named contact for each grant and will respond promptly to queries, issues or updates.</p>
<p><b>4. DISSEMINATION AND ENGAGEMENT</b></p>	<p>Grant holders will inform the Irish Cancer Society of any dissemination or engagement activities planned as soon as they can. The Irish Cancer Society Research and Communication teams will support grant holders to deliver communications in accessible ways, especially for people affected by cancer, donors and the general public.</p> <p>Grant holders will work closely with the Irish Cancer Society teams (including Communications and Fundraising) to plan and undertake communications and attend engagement events run by the Irish Cancer Society to raise awareness of their research and its findings.</p>
<p><b>5. OPEN ACCESS</b></p>	<p>Open access to research outputs is an important way of maximising the impact of research. Grant holders are encouraged to share their research outputs (not just publications, but also datasets and other outputs) with the wider research community, and with the public and other audiences as appropriate. The Irish Cancer Society will support open access publication costs.</p>
<p><b>6. LONG TERM IMPACT MONITORING</b></p>	<p>Impact can take a long time to emerge, often beyond the timescales of a research project. The Irish Cancer Society will want to work with grant holders to monitor impact both during and beyond the grant funding period. Grant holders are encouraged to maintain longer term contact with the Society through its research community.</p>

#### 4. Theory of Change

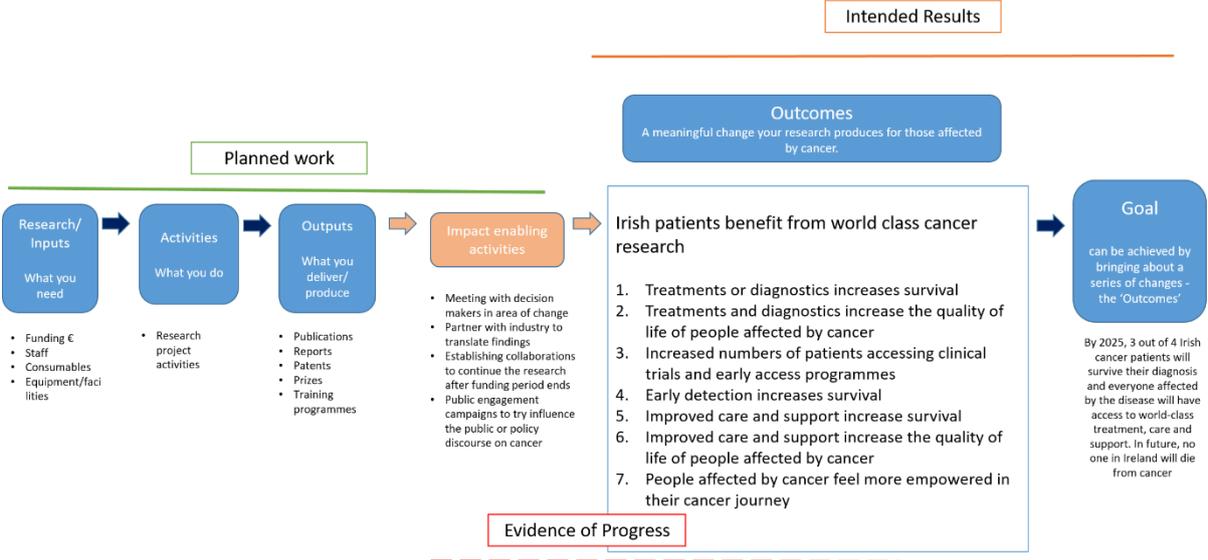
A Theory of Change, in simple terms, is an illustrated diagram showing how activities create outcomes (or change).

The Theory of Change provides a clear structure for the progression of research towards achieving impact (or goal). It defines long-term goals and then maps backward to identify necessary outcomes, outcome-enabling activities, outputs, activities and inputs.

Applicants to the Irish Cancer Society grant schemes will be required to provide an impact plan at application stage. The key factors to be considered in the impact plan are mapped off the structure of the Theory of Change.

The Theory of Change is set out in diagrammatic form in Figure 1.

The goal and outcomes for all impact plans submitted to the Irish Cancer Society are pre-determined based on the Irish Cancer Society strategy. These are detailed in Figure 1 and explained in more detail in Section 5.



**Figure 1.** Theory of Change shown in diagrammatic form. The examples of each key factor are only for illustrative purposes and are not comprehensive.

## 5. Impact plan

As mentioned in Section 4, at the application stage for the majority of the Irish Cancer Society awards, applicants will be required to complete an impact plan based on the Theory of Change model outlined in Section 4.

The purpose of including an impact plan at the application stage is to focus all projects on working towards achieving impact from the outset.

The impact plan information provided by researchers at the application stage may be somewhat limited as the project has not yet started and it can be difficult to predict research results or how a research landscape may change over time.

However, it is still important to start thinking about the key factors on the pathway to achieving long-term impact from the start of the project as it will provide a strong foundation for maximising progress towards impact when a grant gets underway.

There are a number of key factors to consider when developing an impact plan, these are illustrated in Figure 1 and explained in more detail below (Section 5.1).

Of particular importance in the impact plan at the application stage are the 'Outcomes', 'Impact enabling activities', 'Evidence of progress', and 'Outputs', sections.

For the 'Inputs', and 'Activities', sections of the impact plan, high level information is adequate as information on these sections will be detailed in other sections of the application such as aims and objectives and budget sections.

Please note for funded projects, the level of information required as part of the impact plan will become more detailed as the project progresses (for more information see Section 6).

### 5.1 Key factors to consider

The impact plan must consider the following key factors:

- Goal
- Outcomes
- Impact enabling activities
- Evidence of progress
- Outputs
- Activities
- Inputs

Each of these sections are described in more detail over the next few pages:

#### **Goal**

**A goal is an idea of the future or desired result that a group of people or organisation envision.** It is the ultimate impact that an organisation wants to achieve.

For impact plans required by the Irish Cancer Society the goal is the Society’s vision-

*‘By 2025, 3 out of 4 Irish cancer patients will survive their diagnosis and everyone affected by the disease will have access to world-class treatment, care and support. In future, no one in Ireland will die from cancer.’*

For the Irish Cancer Society investing in research and *ensuring the Irish patients benefit from world class research* is a way of contributing to achieving this goal. Therefore, all Irish Cancer Society grant holders should be working towards achieving the predetermined goal of the Society.

**Outcomes**

Achieving impact or a goal can be complex, take time and involve change in a number of different factors. **Outcomes are factors that need to change in order for that goal to be achieved.**

Demonstrating that impact has been achieved can be difficult and it is often inferred by looking at changes in outcomes.

There are **7** key outcomes that the Irish Cancer Society work towards in order to ensure that Irish patients benefit from world class research.

These outcomes tie into the Irish Cancer Society strategy and are outcomes that we have identified that will help us achieve our ultimate goal. Like the goal these outcomes are pre-determined for all applicants. Applicants should select one or more of these specific outcomes for their research project.

It is important to start thinking about the pathway to impact from the start of the project. This will provide a strong foundation when a grant gets underway. As such, plans should be as comprehensive and considered as possible. The recommended approach is to develop the impact plan by work backwards, from goal to inputs

While the direction of the research may change over time, or may not succeed in its original objectives, linking the research to (at least) one of the framework’s outcomes sets the direction of the research in the context of what is important to the Irish Cancer Society.

The outcomes as identified by the Irish Cancer Society are listed in Table 1. There is no particular hierarchy to the order of these outcomes, all of them contribute to the goal.

Applicants will also be asked to detail why they have selected the outcome(s).

Irish patients benefit from world class cancer research
1. Treatments and diagnostics increase survival
2. Treatments and diagnostics increase the quality of life of people affected by cancer
3. Increased numbers of patients accessing clinical trials and early access programmes

4. Screening increases survival
5. Improved care and support increase survival
6. Improved care and support increase the quality of life of people affected by cancer
7. People affected by cancer feel more empowered in their cancer journey
Other*

\*'Other' should only be selected by the researcher if they feel strongly that none of the other outcomes covers the potential outcome of the research. If other is selected, then more detail will be required on the proposed outcome.

### **Impact enabling activities**

Impact enabling activities are activities that drive outputs to outcomes. These impact enabling activities are very important as they support the progression of the research along the pathway to impact.

Outputs are quantitative results which are achieved after implementing an activity. Many times an output alone will not contribute to achieving an outcome. What is important is what is done with that output.

For example, if a report is published detailing how a service can be improved, the report alone cannot be impactful if it is not shared with the people who make decisions on that service.

Therefore, an activity to drive the report (output) to potentially contribute to achieving an outcome would be to organise a meeting with the decision makers to discuss the report.

Other examples of impact enabling activities include:

- Partnering with industry to translate findings
- Establishing collaborations to continue the research after funding period ends
- Public engagement campaigns to try contribute and influence the public or policy discourse on cancer

These are just examples and are not a comprehensive list. The appropriate activities will vary for each type of project and what outcome has been selected.

For many projects the impact-enabling activities will not directly contribute towards achieving the outcome. But may be a step on the pathway to achieving the outcome.

This does not mean that the impact plan should not be ambitious but constraints of the project should be kept in mind. A well-thought out, ambitious but achievable impact plan is recommended.

Please note the difference between 'Impact enabling activities and 'Activities' (Section 5.2).

## **Evidence of progress**

An impact enabling activity can occur but what is important is what is achieved through the activity.

Evidence of progress is evidence that the impact enabling activities are progressing the research on the impact pathway towards contributing to an outcome.

The type of evidence a grant holder will collect will depend on the impact enabling activities and the outcome that has been selected.

Progress evidence can be both quantitative and qualitative. However, quantitative evidence can be difficult to show when it comes to progress towards impact, therefore, in the majority of cases the evidence will be qualitative.

For example, an impact enabling activity may be organising a meeting with other groups to discuss collaboration to bring the research further. The evidence that the meeting (the impact enabling activity) progressing the research on the impact pathway would be that the meeting went positively and the groups agreed to collaborate on funding applications to bring the research forward.

This is an example of short-term qualitative evidence- the meeting went positively and the groups agreed to collaborate. An example of longer-term quantitative evidence would be that a grant application was applied for.

Applicants will be asked to consider both short-term and medium-term evidence. Medium-term evidence may only occur after the grant end date.

It can be difficult to envisage what evidence will be needed at the start of a project as plans may change over the course of the project for a number of different reasons. The reason for asking for this information at the application stage is for researcher to identify and plan the appropriate methods for gathering evidence so that relevant evidence is gathered in real-time and that no evidence is lost.

For some projects evidence gathering may start earlier in a project or it may start later, either way it is important to be prepared.

## **Outputs**

Outputs are quantitative results which are achieved after implementing an activity. Examples of outputs include papers, publications, blog posts, newsletters, patents, information leaflets and training programmes.

These are just examples and are not a comprehensive list. The appropriate outputs will vary for each type of project and what outcome has been selected.

The Society recognises that outputs are important for a researcher's career and are encouraged. However, as outlined in section 5.2 the plan for driving outputs to outcomes is more important in terms of achieving impact from a research project.

## Activities

These are the activities that will be undertaken by the researcher as part of doing the research project. These activities will generate an output.

For the impact plan the information on the activities can be high level and in most cases articulating the project objectives with a breakdown of what will be done under each objective will be adequate.

Examples of activities in a translational research project include- completing in-vitro and in-vivo testing of a drug compound in a cancer model. The output of these activities could be a publication on the results of the research.

Examples of activities in a social, nursing and allied health project would be trialling an intervention to increase treatment compliance in cancer patients. The output of these activities could be the publication in a scientific journal or a report.

## Inputs

The inputs of research include the funding needed and resources required to deliver the research. Resources can include personnel, equipment, consumables etc. The inputs allow the activities to take place.

### 5.2 Format of Impact plan at application stage

Key Factor	Additional guidance
<b>Goal</b>	This is pre-determined and will be standard for all the research that we fund.
<b>Outcome</b>	There are 7 pre-determined outcomes based on our strategy. It is recommended that you start the impact plan by selecting one of the seven outcomes most relevant to your research. Once this has been selected you can then work backwards from this to complete the other sections.  You can select more than one outcome if relevant.
<b>Impact enabling activities</b>	Impact enabling activities are activities that drive outputs to outcomes- i.e. progress the research along the impact pathway.  What activities need to happen to drive outputs to outcomes? When will these activities take place? The information provided can be a mixture of bullet point and narrative in style.

<b>Evidence of progress</b>	How will you know that the impact enabling activities have progressed the research on the path to impact? What evidence can be used to show this? Indicators may be qualitative or quantitative.
<b>Outputs</b>	Planned outputs for the project.
<b>Activities</b>	Activities that will take place as part of the research project. A high-level breakdown of what will be done under each objective will be adequate. Bullet points can be used.
<b>Inputs</b>	Resources needed for the project- high level information is adequate and can be in bullet points.

## 6. Reporting to the ICS on Impact

An impact plan will be required as part of the application for the majority of the Irish Cancer Society funding awards from early 2021 onwards.

It is important both for the Irish Cancer Society and for grant holders to be able to demonstrate evidence of progress in their impact plans.

Therefore, grant holders funded by the Society from 2021 onwards will be required to provide an update on the progress of their impact plan in their reports to the Irish Cancer Society. The schedule of reporting will be determined by the T&Cs of the award. Generally, reports are required annually, for shorter awards a 6-month report may also be requested.

More detailed information may be required as the project progresses and the impact of research projects become clearer. The impact plan may therefore change during the grant period in response to both the research findings and changes in the wider research landscape. Any changes in the impact plan must be detailed and explained in the progress reports.

Two additional section will be part of impact reporting in the progress reports-

- Progress on path to impact
- Plans for next reporting period

### Progress on the path to impact

Grant holders will be asked to update on the progress of the research on the path to impact.

Grant holders must update on the contribution that the enabling activities have had to an outcome. This will be done by detailing the evidence that the outcome enabling activities have contributed to an outcome.

This evidence will have been gathered through-out the project. The method and type of evidence gathered will be identified in the impact plan at application stage. Both quantitative and qualitative evidence may be given. However, as it is often difficult to quantify 'contribution' it is more likely that the evidence will be qualitative and the information in this section will be narrative in style.

In addition, impact enabling activities may not have directly contributed to an outcome. In these cases, what we are looking for in this section is evidence that the research is progressing towards contributing to an outcome.

### **Plans for next reporting period**

Grant holders will be asked to detail the impact enabling activities for the next reporting period and how evidence of progress will be gathered.

As detailed in the Framework Principles (Section 3) it is encouraged that grant holders work in partnership with the Irish Cancer Society to maximise the potential of the research to benefit people affected by cancer. Therefore, a member of the research team will be available to work with you on your impact plans through-out the duration of your project. Regular communication is strongly encouraged.

Impact can take a long time to emerge, often beyond the timescales of a research project. The Irish Cancer Society will also want to work with grant holders to monitor impact both beyond the grant funding period. Grant holders are encouraged to maintain longer term contact with the Society through its research community.

## **7. More information**

This RIF should act as a guide for researchers making applications to the Irish Cancer Society awards and also to grant holders. However, impact is a broad and varied topic and therefore not all aspects of impact may be covered in the RIF.

All queries and questions should be sent to [grants@irishcancer.ie](mailto:grants@irishcancer.ie).