

Appendix 3: Irish Cancer Society Research Budget Guidelines

Category	Details
Personnel Costs	<p><i>Academic Research Staff</i></p> <p>The Irish Cancer Society will fund the direct salaries of academic research members according to the IUA Researcher Salary Scale. The scale, point and full salary (including employers PRSI and pension contribution) must be included within all salary budgets. Please note the IUA scales are continually updated, therefore, it is important to utilise the most up to date scale according to the time period in which the anticipated staff member is due to commence employment. The IUA scales are continually changing, therefore if the IUA scale does not cover the funding period in question, a salary contingency of 2.5% per annum should be applied.</p> <p><i>Postdoctoral Fellow</i></p> <p>The Irish Cancer Society will fund the salary of a Postdoctoral Researcher starting at the minimum point of Level 2, Point 1 of the IUA Scale. It would be expected at this level that the postdoctoral fellow would hold a minimum of PhD or equivalent* research experience. For higher points on the scale, the individual would be expected to hold a number of years (depending on the point) postdoctoral and/or industry experience. Higher points on the scale would need to be thoroughly justified in grant applications.</p> <p><i>*Please note that PhD equivalency is only permitted for certain grant calls, and will be specifically outlined in the grant call guidelines. The Irish Cancer Society defines PhD equivalence as three or more senior (first, joint-first, or last) author publications in peer-reviewed academic journals or 4 years' full-time research experience post-primary degree. Alternative research outputs may be considered eligible e.g. monographs. In such instances, candidates should contact grants@irishcancer.ie before applying.</i></p> <p><i>Research Fellow</i></p> <p>The Irish Cancer Society will only fund the salary of a Research Fellow if it is expressly stated in the call guidance document. A Research Fellow will be required to hold at least 4 years post-doctoral and/or industrial research experience and must have a significant track record of high-quality peer reviewed publication and/ or other equivalent outputs based on the norms of their discipline. In addition, it will be expected that the Research Fellow has previously obtained independent competitive peer-reviewed research grants, and is capable of leading and managing independent research projects. Research</p>

	<p>Fellows should be appointed at Level 3, point 1 of the IUA scale, and a strong justification will be required to appoint at other points on the scale.</p> <p><i>Nursing and Allied Health Clinical Professionals</i></p> <p>The Irish Cancer Society will fund the direct salaries of nurses and allied health professionals (AHPs) either via the IUA Researcher Salary Scale or via buy-out time on the HSE salary scale, whichever is the most appropriate for the call and/or applicant. For appointments on the IUA Researcher salary scale, applicants should follow the guidelines outlined above.</p> <p>For applicants seeking buy-out using the HSE salary scales, a maximum of 0.5 FTE buy-out time will be permitted for applicants who will hold a concurrent clinical post in their professional field. Only applicants that are permanently employed by the HSE may use this salary scale. Applicants should use the scale and salary point most relevant for their role and experience within the HSE. A strong justification will be required as to why specific salary points were chosen.</p>
Running Costs	<p>These are the day to day costs associated with the running of the research project. The Irish Cancer Society will allow the purchase of reasonable running costs relevant to the specific project. Such costs may include but are not limited to: materials and consumables, animal research costs, access costs, survey costs, costs associated with research participants, transcription costs, data management costs, bench fees etc. All costs must be inclusive of VAT, where applicable. All running costs should be itemised within the application budget section and suitably justified</p> <p><i>Small Equipment items</i></p> <p>The Irish Cancer Society will allow researchers to purchase small equipment items up to a maximum total value of €3,000. A strong justification must be provided for each equipment item, and a rationale must be given as to why this item is not already available to the researcher at their host institution. Only equipment items that are specific to the applicant's research project will be allowed. All costs must be inclusive of VAT, where applicable.</p> <p><i>Computer/Laptop Equipment:</i></p> <p>The purchase of computer equipment as part of an Irish Cancer Society funding award will be considered for any grant of over 24 months' duration, provided a strong rationale is given at the time of grant application. The maximum allowed budget for the purchase of a computer or laptop is €1,500. For funding awards of less than 24 months' duration, the purchase of computer equipment will only be permitted in exceptional circumstances. Any computer or laptop purchased as part of an Irish Cancer Society award is the property of the host institution, and any use of such equipment by the researcher or research team beyond the end date of the Irish Cancer Society grant is at their discretion.</p>
Training	<p>These are the costs associated with the education and training of the grant applicant and/or other Irish Cancer Society team members. These include costs relating to technical skills training specific to the research project e.g. animal handling, statistical analysis etc. In addition, costs relating to the long-term career development of the researchers will also be permitted e.g. personal and</p>

	<p>professional development training etc. providing it relates to their future research career aspirations.</p> <p>All costs relating to training must be outlined and justified as part of the researcher’s application budget. When justifying these costs, it is important to provide details on the training type, location and rationale. Please note, for any training elements where travel is required, please detail the travel costs as part of the Travel and Dissemination budget</p>
<p>Travel and Dissemination</p>	<p><i>Travel</i></p> <p>These are the costs relating to the travel of the grant applicant and/or other Irish Cancer Society funded team members. Such costs must be directly related to events as part of the research programme and only funded researchers will be eligible to claim these expenses. As a charitable organisation, we would expect that all costs in relation to travel be reasonable, and must be clearly justified. Please note that the Irish Cancer Society will fund Economy-Class flights only.</p> <p>An example of permitted travel includes but is not limited to: costs associated with attendance at meetings, conferences, patient engagement events, workshops, fostering collaborations etc.</p> <p>Reimbursement for costs associated with conference attendance will only be provided if the recipient is presenting their specific Society-funded research project in poster and/or oral format. Exceptions may apply for post-graduate students in the first year of study, whom would benefit from attendance at a national conference.</p> <p>The applicant should provide as much detail as possible at the application stage. For example, if planning to attend a conference: the name, location and dates (where possible) of the conference should be detailed, in addition to the reason for attendance.</p> <p><i>Dissemination</i></p> <p>These are the costs associated with the communication and reporting of your research results. A key priority of the Society is to ensure that research findings are communicated to all relevant stakeholders. In particular, we are committed to ensuring that the public (particularly people affected by cancer) are kept up to date on our research that is funded. In line with this, we require that all applicants produce a dissemination plan that includes communication of their research not only to the academic community but to all relevant audiences.</p> <p>Dissemination costs should be clearly planned and articulated as part of your research budget. Such costs may include printing, posters, generation of leaflets, publication costs, costs associated and hosting of public awareness events etc. All costs must be inclusive of VAT, where applicable.</p> <p><u>Open Access Publication</u>: The Irish Cancer Society encourage publication in open-access journals and will provide a contribution of up to €2,000 towards open-access publication costs. Please note, the Irish Cancer Society will not fund any research published in so called “predatory journals”. We therefore ask that all researchers be aware of predatory publishers and exercise caution in this regard when publishing their research.</p>

PPI	<p>The Irish Cancer Society is dedicated to putting patients, families, survivors, supporters, and the public at the very heart of what we do. Public and Patient Involvement (PPI) in the research process ensures that research is meaningful and of benefit to those affected by cancer and other relevant stakeholders. PPI can be involved at any stage of a research project, from development and design to interpretation and dissemination.</p> <p>In line with this commitment, it is encouraged that all applicants include PPI within their application where relevant and guidelines on this will be outlined within the guidance documentation specific to each call. The Irish Cancer Society have specific documentation in place for developing a PPI Budget and these can be found in Appendix 1 of all call document guidelines.</p> <p>A mandatory provision for specifically costing PPI activities into grant applications is included in the majority of Irish Cancer Society funding calls, and will be outlined in the specific call documentation. At the very minimum it is expected that that all costs to patient members associated with involvement are covered by the research grant e.g. bus/train fares, mileage, parking charges, and subsistence. These costs should be outlined as part of the PPI section of your grant application.</p>
Mobility	<p>As part of our Scholarship and Fellowship Research Awards, applicants are given the opportunity to request mobility funding for travel to a national or (preferably) international research institution in furtherance of advancement of their research project aims. This is considered separate to the general travel and dissemination budget outlined in the main project application. The specific details, amount and duration of mobility funding will be outlined in the specific grant call documentation.</p> <p>Details of mobility funding is requested at the application stage. However, please note that this funding is separate to the funding amount requested as part of the main application. In recognition that mobility plans can often change through-out the course of the research project, all successful applicants must reapply for this funding closer to the period of travel (at least three months in advance of travelling). Applicants therefore have the opportunity to change the details of the mobility element during the research award. However, final approval of all changes is at the discretion of the Irish Cancer Society.</p> <p>Allowable mobility costs include travel, accommodation, and running costs. Mobility payments will only be made by the Irish Cancer Society upon approval of a successful mobility application. Further guidance on expenses permitted as part of the mobility award can be sought by contacting grants@irishcancer.ie</p>