Guidelines for Applicants

Expression of Interest

Updated: 06.03.18

Irish Cancer Society Biomedical Research Fellowship Scheme 2018

1. General

The Irish Cancer Society is now accepting Expression of Interest applications for the Biomedical Research Fellowship Scheme 2018.

The objective of the Irish Cancer Society Biomedical Research Fellowship Scheme is to support excellent cancer researchers to develop an independent research programme in their chosen area of cancer research.

Applications in the areas of basic or translational biomedical research with a focus on developing a better understanding of novel approaches to cancer are welcome*.

Please note, applications in the areas of prevention, early detection and drug discovery (1) will not be considered at this time.

(1) Drug discovery research encompasses research that aims to:

- *identify potential new drugs*
- *test novel (unapproved) drugs in cancer models*

Applications that propose testing approved drugs in cancer models will be accepted.

A Mentor is required for each application.

All eligible Expression of Interest applications will be reviewed by an international panel and shortlisted applicants will be invited to submit a full application. There is funding available for one Fellowship.

1.1 Funding

The maximum funding granted for a Fellowship is €220,000 over three years. Applicants may also apply for a further €10,000 for mobility funding to travel to a national or an international research institution for up to a maximum of six months during the Fellowship.

1.2 Timeframe

Wednesday 7th February 2018	Opening of call for Expression of Interest
3pm Friday 9th March 2018	**Deadline for online submission of Expression of Interest**
March 2018	Detailed review of applications and shortlisting.
Early April 2018	Outcome announced. Shortlisted applicants invited to submit Full Application.
Beginning May 2018	Full Application Deadline
May 2018	Detailed review of applications and shortlisting for interview
Mid-June 2018	Interviews in Dublin

Further details of important dates for the Full Application stage will be given to shortlisted applicants.

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:

The Research Fellowship scheme is open to:
- untenured postdoctoral scientists
- medical doctors in training
- researchers from nursing and other allied healthcare professions

Applicants must:
- have a doctoral degree
- have a strong commitment to progressing their career in cancer research
- not be tenured for a lectureship position at the time of applying for the Research Fellowship

Applicants must:
- have between two and six years research experience following their doctoral degree*.

In certain circumstances where eligible leave has been taken applicants may extend their period of eligibility. Please contact grants@irishcancer.ie for more information.

Mentor

A Mentor must hold a post either permanent or on contract basis that covers the duration of the Research Fellowship.

Research Team

Research teams eligible to host a Research Fellow will include those in Irish higher education institutions as well as other institutions in Ireland who can demonstrate to the assessors a sufficiently high international research reputation.

3. Application Procedure

Prior to applying, you **must** read this document through to completion. You must identify a suitable 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 on the registration form.

3.2 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

3.3 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 'Biomedical Fellowships - EOI 2018'.

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. Project Outline
3. Applicant CV
4. Mentor
5. Mentor CV
6. Project Summary
7. Personal Statement
8. Declaration of Support- Mentor
9. Declaration of Support- Head of Department
10. 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

Biomedical Research Fellowship Scheme 2018- Expression of Interest

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 little 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 Fellowship Scheme.

2. Project Outline

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

     a) Proposed Fellowship Title
     b) Proposed Start Date
     c) Duration
     d) Proposed Research Institute
     e) Cancer Type
     f) Keywords
     g) Research type
     h) Discipline

3. 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).

Information on the CV template:

Name	
Contact Details	Email address
Third Level Education	
Undergraduate (Bachelors or equivalent) Please state your: • Institution of study • Start and end date • Qualification • Grade awarded • Title and Subject area of rresearch projects undertaken during your undergraduate degree.	
Masters Degree If you have been awarded a Masters degree please state: • The date which this was awarded • Institution of study • Start and end dates • Department or school • Name of Supervisor • Title and subject area of project	
Doctoral Degree Please state:	

	• The date which this was awarded • Institution of study • Department or school • Start and end dates • Name of Supervisor • Title and subject area of Thesis

Research Career

Number of years research experience
Please state the number of months and years research experience since the submission of your PhD thesis.

Please state the date of thesis submission.

Present Post
Please provide details of the following:
- Institute including department/school in which you work.
- Principal investigator or group leader within the research group.
- Start and end date with this group.
- A brief description of the projects in which you are involved and the duties assigned to you for the completion of these projects (500 words max)

Previous Posts
Please provide details of the following:
- Institute including department/school in which you worked.
- Principal investigator or group leader within the research group.
- Start and end date with this group.
- A brief description of the projects in which you were involved and the duties assigned to you for the completion of these projects (500 words max)

Membership of Boards or Professional Bodies	Please list any memberships you hold on boards or professional bodies (scientific or other)
Publications	Please detail any publications you have. Please include: • Publication title • List of authors • Date of publication • Name of the publication/journal, type of publication • DOI reference • URL link if available Please start with the most recent publication.
Other significant contributions	Please include any other significant contributions such as book chapters, policy documents etc. and any invited presentations/ academic or public lectures/ other outreach
Distinctions and Awards	Please include details of distinctions and awards to date.
Research Grant History	Please complete the table in the template.
Other Employment	Please detail any relevant employment not already listed. Please include start and end date, job title and where you were employed. Please start with the most recent.

4. Mentor

You must add your **Mentor** the application. Your mentor will have to confirm participation in the application and also approve the application after you submit it and before it is finally submitted to the Society.

To add your Mentor you can search for them by entering their surname. 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.

Please note you must upload a CV from proposed mentor uploaded in Section 5- *Mentor CV*.

5. Mentor CV

Please upload the CV of your proposed Mentor. The CV should be completed using the template provided (this template* is downloadable in this section on the online system or on the website).

*Please note this template is different to the Applicant CV Template.

Please ensure that you first have the permission from your Mentor to upload their CV's.

Information on the CV template:

Name	
Contact Details	Email address
Details of Current employment	Please state title of current employment, tenure of employment, end date if applicable (permanent, contract) and the employment address.
Qualifications	Please list your qualifications, dated most recent first. Please state where you obtained your qualifications.
Employment history	Please provide a history of employment including post held, location, start and end date, type of employment (permanent or contract).
Membership of Boards or Professional Bodies	Please list any memberships you hold on boards or professional bodies (scientific or other).
Leadership and Management	Please detail all leadership activities and experience to date.
Knowledge Exchange and Dissemination	Please state any invited presentations/ academic or public lectures/ other outreach. Please include date, title of event and hosting body if relevant.
Other activities	Can include PPI activities, committee membership and development of policy documentation.
Distinctions and Awards	Please include details of any distinctions and awards to date.
Research Grant History	Please complete the table in the template.
Publications	Please detail any publications you have. Please include: • Publication title • List of authors • Date of publication • Name of the publication/journal, type of publication • DOI reference • URL link if available

	Please start with the most recent publication.
Supervisor/Mentorship Activities	Please complete the Record of Supervision/Mentorship in detail and as accurately as possible.

6. Project Summary

Please give a summary of your proposed research fellowship project (1000 words max). This should include summary details of the following:

- Background information/existing literature
- The hypothesis and the objectives
- Methodology
- Why the research is important and how the research will benefit people affected by cancer.
- Summary and conclusions

7. Personal Statement

The personal statement sections should include only relevant information which will add merit to your application (300 words max).

The following must be covered:

- Reasons for applying for the Fellowship Scheme and how it fits into your career plan.

8. Declaration of Support- Mentor

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.

9. Declaration of Support- Head of Department

Please upload a Declaration of Support from the Head of Department. 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 can be submitted for signatory approval on the system once:

- Your Mentor has confirmed their participation.
    - An email will be sent to your mentor requesting their participation when they are added to the application.

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

For final submission to the Society:

- The application submitted by the applicant must be approved by the signatory (Mentor).
    - 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 signatory 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 applicant.

Applications that have been submitted by the lead applicant but not approved by the signatory before the deadline will not be considered. It is the responsibility of the applicant to ensure that each signatory approves the application before the deadline.

6. Assessment Procedure

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

6.1 Conflicts of Interest

We will endeavour to ensure that the international peer 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 by the international panel of reviewers:

- Applicant CV
- Mentor CV
- Project Summary
- Personal Statement
- Declaration of Support- Mentor

6.3 Assessment outcome

Applicants will be informed of the outcome of review by email. Shortlisted applicants will be invited to submit a Full Application.

Biomedical Research Fellowship Scheme 2018- Expression of Interest

7. Application Checklist

Completed Application form.

- Including the upload of:
    - Applicant's CV
    - Proposed Mentor CV
    - Declaration of Support from Mentor
    - Declaration of Support- Head of Department

The following must be completed **ONLINE by 3pm Friday 9th March 2018**

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
Telephone: +353 1 2316 663

Biomedical Research Fellowship Scheme 2018- Expression of Interest