



## Guidelines for Applicants

### Expression of Interest (EOI)

Updated: 28.01.19

Irish Cancer Society Research Scholarship Programme 2019

#### **General Introduction to the Irish Cancer Society Research Scholarship Programme**

The Irish Cancer Society is now accepting Expression of Interest applications for the Research Scholarship Programme 2019.

The objective of the Irish Cancer Society Research Scholarship Programme is to offer excellent graduates the opportunity to undertake postgraduate training in cancer research.

During the four year programme, Scholars will undertake general and cancer-specific training, as well as participating in structured PhD programmes, and will have the opportunity to gain experience at an international research institution.

All eligible EOI applications will be reviewed by an international panel and shortlisted applicants will be invited to submit a full application.

There are two scholarship awards available: one Biomedical Research Scholarship and one Social and Allied Health Sciences Scholarship. Applicants can only apply for one type of Scholarship award.\*

Applications to the Biomedical Research and the Social and Allied Health Sciences Scholarships are accessible through the Irish Cancer Society Gateway Grant Tracker online system. Please ensure that you are using the correct application that is relevant to the specific field of your research proposal.\*\*

*\* Applicants that submit applications to both awards will be rejected. If you are unsure of which award category is applicable to your project, please contact [grants@irishcancer.ie](mailto:grants@irishcancer.ie) and we can advise.*

*\*\* Applicants that apply using the incorrect application procedure for their specific field of research will be rejected.*

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## Guidelines for Biomedical Applicants

### Expression of Interest (EOI)

Updated: 28.01.19

Irish Cancer Society Biomedical Research Scholarship Programme 2019

#### **1. Introduction: Biomedical Research Scholarship**

The objective of the Irish Cancer Society Biomedical Research Scholarship Programme is to offer excellent science, medical, nursing and other allied healthcare graduates the opportunity to undertake postgraduate training in cancer research.

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

*\*Please note, applications in the areas of prevention, early detection and novel treatment development<sup>(1)</sup> will not be considered at this time.*

*(1) Novel treatment development research encompasses research that aims to:*

- *identify and test novel (unapproved) new treatments in cancer models \*\**

*\*\* Please note novel treatments include those at clinical trial stages that have not been previously approved for any indication.*

*Please see the FAQ for more information. Projects deemed to be ineligible will not be considered further.*

#### **1.1 Funding**

The total value of the Irish Cancer Society Research Scholarship covering stipend, fees (please note a maximum budget of €8,500 per annum is allowable for institution registration fees), materials and dissemination will be up to €32,000 per year for a maximum of four years.

This year, a **mandatory provision** of €1,000 is available to support Public and Patient Involvement (PPI) in the proposed research project\*.

Additionally, mobility funding of up to a maximum of €7,000 for travel to a national or (preferably) international research institution in furtherance of advancement of the research project aims, over the course of the programme, must be included in the application.

A further fund, up to a maximum of €2,000 will also be available in the final year of the scholarship towards dissemination of research in a high impact journal. This funding is separate to the travel and dissemination budget which must be detailed in the budget section of the application.

In their final year, the successful scholar will need to apply for this dissemination funding support in advance of the planned publication. Each application (scholar mobility element and dissemination awards respectively) will be reviewed before a funding decision is made.

*\* Please note that the €1,000 available for PPI may be supplemented with funds from the annual €32,000 budget. However, the annual €32,000 budget may **not** be supplemented with the PPI fund.*

## 1.2. Timeframe

Tuesday 29 <sup>th</sup> January 2019	Opening of call for Expression of Interest
<b>3pm Tuesday 26<sup>th</sup> February 2019</b>	<b>Deadline for online submission of Expression of Interest</b>
March 2019	Detailed review of applications and shortlisting.
Mid-March 2019	Outcome announced. Shortlisted applicants invited to submit full application.
<b>Mid-April 2019</b>	<b>Full application deadline</b>
April/May 2019	Detailed review of applications and shortlisting for interview
End of May 2019	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 for the applicant, the Host Institute, and the Research Team:

Eligible Applicants must fulfil the following criteria:

- You must have obtained (or be about to obtain) a minimum of a first class honours or higher second class honours *bachelor* degree or equivalent\*. If examination results are not known at the time of application, the Irish Cancer Society may make a provisional offer on condition that the applicant's final grade for their bachelor's (or equivalent) degree is a first class or upper second-class honours.

*\* If you did not receive a first class honours or higher second class honours bachelor degree but received (or are about to obtain) distinction- or merit-level master's degree you are eligible to apply.*

- You must not be registered for a PhD prior to application.
- This must be your first PhD.
- You must complete the PhD at an Institution in the Republic of Ireland.

- The proposed PhD project must have 2 Supervisors, both of which are active in the supervision of the work.
  - One Supervisor must be based at the proposed host institute and have a minimum of 5 years post-doctoral experience and hold a contract that covers the period proposed for the PhD.
  - The other supervisor must have a minimum of 1 year post-doctoral experience\*.
  - Ideally both supervisors should hold a contract that covers the duration of the PhD. However, given one of the supervisors is only required to have 1 year post-doctoral experience, we will consider any co-supervisor who can demonstrate their commitment to the supervision of the student throughout the whole period.

*\*Please Note: We are allowing one supervisor to have a minimum of 1 year post-doctoral experience to strongly encourage more junior researchers to act as a PhD supervisor. The proposed supervisor's stage of career will be taken into account when reviewing each supervisor's CV.*

We recommend applicants ensure that their supervisors also meet the host institution's requirements for a research supervisor. Please refer to the guidelines for supervisors specific to their research organisation.

It is the responsibility of the applicant to ensure that they fulfil the eligibility criteria for this scheme. If you are uncertain about your eligibility to this scheme, please contact us (details provided below) in advance of preparing your application.

#### Research Team

Research teams eligible to supervise a Research Scholar will include those in Irish higher education institutions as well as other institutions in Ireland who can demonstrate to the international peer review panel a sufficiently high international research reputation.

It is the responsibility of the applicant to ensure that their Supervisors also meet the host institution's requirements for a research supervisor.

#### Public and Patient Involvement

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. PPI can be involved at any stage of a research project, from development and design to interpretation and dissemination.

In line with this commitment, this year, it is expected that all applicants include a PPI plan (and the associated €1,000 budget allocation) within their application. Details of planned PPI is not expected at the Expression of Interest stage, however, all applicants that are shortlisted to progress to full application will be required to provide a full detailed description of their PPI plan. Details of PPI will be included in Appendix 1 of the full application guidelines.

### 3. Application Procedure

Prior to applying, you **must** read this document through to completion. You must identify two suitable research supervisors, and discuss the proposed research project with these supervisors before completing the application form.

The scholarship application should be initiated by the applicant, with strong input from the supervisors throughout. **The application must NOT be written by the supervisors alone.** Applicants who will be invited to attend the interview stages of assessment must display an in-depth knowledge of the proposed research project and demonstrate the ability to think independently. Therefore it is essential that the applicant themselves lead the scholarship application.

#### 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 Research Scholarship - EOI 2019'.

#### 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. Supervisors
5. Supervisors' CV
6. Project Summary
7. Personal Statement
8. Declaration of Support- Supervisors
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 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 scholarship programme.

### 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 PhD Title
- b) Proposed Start Date - Must not be before 01/10/19
- c) Duration - Must be 48 months
- 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). More information on each section is given in the template.

- Name
- Contact details
- Academic qualifications

Please complete a table for each year of your qualification. For example, one table for Year 1, another table for Year 2, etc. Example of completed academic qualifications table:

<b>Degree/Qualification</b>	<b>BSc Genetics</b>
Year	1
From	01/09/13
To	01/06/14
Subjects	Molecular Genetics, Emerging Therapies, Drug Discovery and Development, etc....
Institute	University College Dublin (UCD)
Department/School/Division	Pharmacology
Country	Ireland
Grade	70% or GPA 3.0 (First Class)

- Research experience
- Publications
- Knowledge exchange and dissemination
- Other activities
- Distinction and Awards
- Research grants
- Employment

#### 4. Supervisors

You must add your **two** proposed supervisors to the application. Your supervisors 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 supervisors you can search for your supervisors by entering their surname. If the supervisor has already created an account then they will appear on the list. To add them as your supervisor click 'Select'. Please note that on saving, the contact will be added to the Application as a Supervisor and they will receive a notification of this via email.

If your supervisor 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 Supervisor. They will receive a notification of this via email.

Please note you must upload a CV from each of your proposed supervisors (uploaded in Section 5 - *Supervisors' CVs*).

#### 5. Supervisors' CVs

Please upload the CVs of your two proposed supervisors. These CVs 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 supervisors to upload their CVs.

#### 6. Project Summary

Please give a summary of your proposed research 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 section should include only relevant information which will add merit to your application (**300 words max**).

The following must be covered:

- Reasons for pursuing a PhD in cancer research
- Reasons for choosing the proposed research centre and supervisors

#### 8. Declaration of Support - Supervisors

Please upload a declaration of support from each of your two proposed supervisors. 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 you 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 once:

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

- Both supervisors have confirmed their participation.
  - An email will be sent to each supervisor requesting their participation when they are added to the application.

For final submission to the Irish Cancer Society once:

- The application submitted by the applicant is approved by each signatory (two supervisors).
  - The supervisors 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 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 applicant to ensure that each signatory approves the application before the deadline. Please ensure that the application is submitted with sufficient time allowed for each signatory to approve.**

## **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
- Supervisors' CVs
- Project Summary
- Personal Statement
- Declaration of Support - Supervisors

### **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.

## 7. Full Application

Applicants whose EOIs are shortlisted will be invited to submit a full application. For the full application, you will be required to provide greater detail on all aspects of the proposal. You will be required to submit a detailed: *a)* Lay summary; *b)* research programme (including basis for research, aims, methods, ethical approval, first year objectives, SWOT analysis; *c)* Public and Patient Involvement (PPI) plan; *d)* description of the research environment; *e)* mobility element plan; *f)* budget. The full application will be reviewed by an international scientific review panel.

The top applicants will be invited to interview stage. Scientific and patient reviewers will form the interview panel and each panel member will have an equal vote.

## 8. Application Checklist

- Completed Application form.
  - Including the upload of:
    - Applicant's CV
    - Both proposed Supervisors' CVs
    - Declaration of Support from both Supervisors
    - Declaration of Support- Head of Department

The following must be completed **ONLINE by 3pm Tuesday 26<sup>th</sup> February 2019**

## 9. 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)**

**Telephone: +353 1 2316 627**