COLLABORATIVE CANCER RESEARCH CENTRES

CALL FOR SUBMISSION OF PROPOSALS

GUIDANCE NOTES FOR APPLICANTS

(31st August 2012)

DEADLINE FOR PRE-PROPOSAL SUBMISSION: 26th October 2012, 3.00pm
DEADLINE FOR FULL PROPOSAL SUBMISSION: 26th April 2013, 3.00pm
# Table of Contents

<table>
<thead>
<tr>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
<td>3</td>
</tr>
<tr>
<td>2. Objectives</td>
<td>4</td>
</tr>
<tr>
<td>3. Expectations</td>
<td>4</td>
</tr>
<tr>
<td>4. Definitions</td>
<td>5</td>
</tr>
<tr>
<td>5. General Guidelines for Submitting Pre Proposal and Full Proposal</td>
<td>6</td>
</tr>
<tr>
<td>6. General Eligibility</td>
<td>6</td>
</tr>
<tr>
<td>7. Sponsorship for Clinical Trials Applications</td>
<td>7</td>
</tr>
<tr>
<td>8. Ethical Approval and Use of Animals</td>
<td>7</td>
</tr>
<tr>
<td>9. Participating Research Institution Approval</td>
<td>7</td>
</tr>
<tr>
<td>10. Budget</td>
<td>8</td>
</tr>
<tr>
<td>12. Conflict of Interest</td>
<td>14</td>
</tr>
<tr>
<td>13. Confidentiality and Non-Disclosure</td>
<td>14</td>
</tr>
<tr>
<td>14. Application Preparation</td>
<td>14</td>
</tr>
<tr>
<td>15. Key Dates and Deadlines</td>
<td>14</td>
</tr>
<tr>
<td>16. Further Information</td>
<td>14</td>
</tr>
</tbody>
</table>
1. Introduction

Background
The Irish Cancer Society's mission as the national cancer charity is to ensure that fewer people in Ireland get cancer and those that do will have better outcomes. To achieve this, the Society has as one of its aims the support and advancement of cancer research in Ireland. Since its inception it has contributed to this by awarding grants, initially for projects and subsequently for furthering the careers of researchers, both Scholars and Fellows, as well as continuing to support projects and targeted research programmes. It is felt by the Society that its support for research should be increased by the award of larger grants to allow a greater deal of collaboration between excellent researchers across the country and to help develop research structure.

Purpose
The purpose of this grant call is to develop the Society’s considered view that the future of cancer research in Ireland is best served by collaboration, not only between institutions, but also between research disciplines. Therefore, the introduction by the Irish Cancer Society of Collaborative Cancer Research Centres will not only help to link scientific effort between population-based research, translational research and clinical research, but also prevent the necessity for each of these groups to compete against each other for a limited amount of funds. Additionally, the inter-disciplinary approach should provide a foundation for better harmonisation of cancer research and cancer care for the benefit of the public and patients.

Irish Cancer Society Collaborative Cancer Research Centres must not only exhibit outstanding research quality, but also strong inter-institutional and inter-disciplinary research. Proposed Collaborative Centres must also have a Business Development plan indicating how the Collaborative Centre will engage with industry to speed up the discovery process and a Dissemination plan outlining the process for communicating and sharing the outcomes of such active collaboration and high quality research.

The intention of the Irish Cancer Society is to introduce funding for a number of Collaborative Cancer Research Centres. This is the call for Pre-proposal Submissions for the first of these (it is intended that one Collaborative Cancer Research Centre will be funded through this call). This call is intended to provide funding for the establishment of a collaborative structure linking all cancer researchers in Ireland within the proposed research theme. The theme of the Collaborative Cancer Research Centre may relate specifically to cancer of a single organ, or to specific mechanisms of disease, or to survivorship in cancer.

Funding
The Irish Cancer Society has allocated up to €1.5 million per year for up to five years for the first Collaborative Cancer Research Centre. The maximum total award of €7.5 million over five years is subject to satisfactory review at annual and mid-term intervals. This is a substantial commitment on the part of the Irish Cancer Society, so only proposals with the potential to deliver research excellence based on inter-institutional and inter-disciplinary cancer research will be considered for funding.

Summary
It is to be understood that this grant will be applicable to cancer researchers in Ireland who wish to work together to deliver improvements in cancer in Ireland through multi-disciplinary, collaborative research. Applicants must put forward a proposal for the establishment of a Collaborative Cancer Research Centre which will deliver research excellence and collaboration and which will bring together the three major research areas of population-based research, translational research and clinical research.
2. **Objectives**

The purpose of an Irish Cancer Society Collaborative Cancer Research Centre is to strengthen and integrate research disciplines and programmes so that the Collaborative Centre is greater than the sum of its parts and, where possible, to capitalise on existing capabilities and resources in research institutions in Ireland. The Collaborative Cancer Research Centre will bring together different discipline-specific perspectives and approaches from population, translational and clinical researchers working towards a common goal. It will allow sharing of resources and will create a critical mass for attracting further funding and engaging with industry and others to progress the discovery and implementation of results. Most importantly, it will provide a solid foundation for better integration of cancer research and care for the benefit of patients and the public.

The main objectives of a Collaborative Cancer Research Centre are to:

- Stimulate collaborations - establish beneficial and lasting collaboration in cancer research across disciplines and institutions.
- Achieve excellence and strengthen the scientific output through:
  - greater combined expertise across the spectrum of population-based, translational and clinical research and
  - shared resources.
- Initiate and develop innovative clinical studies.
- Engage with industry and / or relevant healthcare agencies to speed up the discovery and implementation process.

3. **Expectations**

The Irish Cancer Society expects that the successful Collaborative Cancer Research Centre will demonstrate the following three essential characteristics:

1. **Research Excellence**: Demonstrate international competitiveness or research outcomes that are highly relevant to the Irish population.
2. **Collaboration**: A high level of scientific engagement and interaction across disciplines essential to stimulate collaborations and facilitate an integrated, inter-disciplinary research effort.
3. **Bring together the three major areas of population research, translational research and clinical research.**

It is expected that the successful Collaborative Cancer Research Centre will:

- Indicate the appointment of either a Director (which may be either the Principal Investigator or a specifically appointed Director) or a Centre Co-ordinator to co-ordinate the work and forward movement of the Collaborative Centre. Please note that if the Director is the Principal Investigator, a Centre Co-ordinator must be appointed.
- Develop a structure to deliver collaborative, inter-disciplinary and inter-institutional research in a stable and lasting way.
- Enable sharing of resources within and between participating research institutions.
- Engage with industry and / or relevant healthcare agencies to test or help in the development of potential compounds / technologies / interventions / assessments etc.
- Initiate innovative, early-phase clinical studies.
- Strengthen the education and training of cancer researchers and cancer healthcare professionals involved in the Collaborative Centre.
- Where relevant, establish a strong research ethos in participating hospitals and a greater understanding of the clinical issues among laboratory-based researchers.
- Attract further, large investment through national and international grants and through philanthropic donations.
4. Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Programme</td>
<td>The Research Programme is the entire body of research to be completed through the Collaborative Cancer Research Centre (to be referred to as the Collaborative Centre for the sake of brevity throughout this document).</td>
</tr>
<tr>
<td>Programme Area</td>
<td>A programme area is a focused area of research within the research programme.</td>
</tr>
<tr>
<td>Research Group</td>
<td>A Research Group is defined as the set of Principal Investigator and Co-Investigators that submits a proposal for funding under the Irish Cancer Society Collaborative Centre call. A Research Group may be a pre-existing research group or may be a collection of investigators assembled for the purpose of submitting a proposal to this call.</td>
</tr>
<tr>
<td>Director</td>
<td>The Director is a highly qualified researcher with leadership experience to manage a collaboration of this nature and scale. The Director should serve the Collaborative Centre on a full-time or significant part-time basis. The Principal Investigator may serve as the Director, and in this case a Centre Co-ordinator must be appointed to assist in the co-ordination and management of the centre. Alternatively, a full-time Director may be appointed in which case a Centre Co-ordinator is not required.</td>
</tr>
<tr>
<td>Centre Co-ordinator</td>
<td>A Centre Co-ordinator must be appointed if the Principal Investigator takes on the role of Director. The Centre Co-ordinator supports the Director and is responsible for efficient co-ordination of the Collaborative Centre and the co-ordination of research programme areas.</td>
</tr>
<tr>
<td>Responsible Investigator</td>
<td>A Responsible Investigator is the Investigator responsible for overseeing and directing the activity of a programme area to ensure the objectives of that programme area are delivered.</td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>The Principal Investigator (PI) is responsible for the scientific and technical direction of the Collaborative Centre and has primary fiduciary responsibility and accountability for carrying out the research within the funding limits awarded and in accordance with the terms and conditions of the Irish Cancer Society. The PI serves as the primary point of contact on the award and during the review process.</td>
</tr>
<tr>
<td>Co-Investigator</td>
<td>A Co-Applicant has a well-defined, critical and substantial role in the proposed research. A Co-Applicant may receive funding for items such as running costs and personnel but will not receive support towards his / her own salary if they are in salaried positions. A Co-Applicant can request their own salary, depending on their role and percentage of time dedicated to the Collaborative Centre, for the duration of the award if they are contract independent investigators.</td>
</tr>
<tr>
<td>Funded Investigator</td>
<td>A Funded Investigator is an academic member of staff who is responsible for the successful delivery of some substantial part of the Collaborative Centre, but who is not a named Principal Investigator or Co-Investigator. A Funded Investigator will play a significant research role within the Centre and will serve under the direction of the Principal Investigator or a Co-Investigator. The Funded Investigator designation in a centre should be a reflection of the level of input of the individual to the research programme, and take account of the career stage of the investigator.</td>
</tr>
<tr>
<td>Official Collaborator</td>
<td>An Official Collaborator is an individual or an organisation who is committed to providing a focused contribution to the Collaborative Centre. The Official Collaborator will participate in some aspect of the proposal but will not receive funding through the award. An Official Collaborator may supply samples or kits, may provide training in a technique, enable the use of specific equipment, provide cell lines or antibodies, or may act in an advisory capacity. They can be based in an academic institution, a private enterprise, a healthcare organisation or agency, or come from the charity sector.</td>
</tr>
<tr>
<td>Participating Research Institution</td>
<td>A Participating Research Institution is the host research Institution where the Principal Investigator, Co-Investigator(s) or Funded Investigator(s) propose to carry out the work of the Collaborative Centre. A Participating Research Institution accepts, endorses and supports the proposal.</td>
</tr>
<tr>
<td>Initial Funding Period</td>
<td>The Initial Funding Period of the Collaborative Centre is defined as Year 1 to Year 3 (i.e. first 36 months) of the grant.</td>
</tr>
<tr>
<td>Full Funding Period</td>
<td>The Full Funding Period of the Collaborative Centre is defined as Year 1 to Year 5 (i.e. 60 months).</td>
</tr>
<tr>
<td>Personnel Role</td>
<td>For the Budget sections, the role of each funded individual must be listed (e.g. buyout of an individual’s teaching / clinical time, post-doctoral researcher, research technician, research nurse etc.)</td>
</tr>
</tbody>
</table>
Full Time Equivalent (FTE)  
The Full Time Equivalent salary (i.e. the full salary of that role in a full-time capacity for one year) must be provided under the personnel role.

Annual Review  
An annual report must be submitted to the Society within 30 days of each anniversary of the commencement of the Collaborative Centre grant so that the Society can satisfy itself at its sole discretion that the Collaborative Centre is proceeding appropriately. In the event that a report is not furnished when required or in the event that the Society does not approve the report, then the Society shall be at liberty to refrain from making any further payments of the grant.

Mid-term Review  
A Mid-term Review of the Collaborative Centre, in the form of a site visit, will be conducted at 2.5 years. A detailed budget for Years 4 and 5 must also be presented at this review. Subject to this review, provision of funding for Years 4 and 5 will be made. In the event that the Collaborative Centre is not approved for continued funding, the grant will be phased out over the final 6 months of Year 3 after which the grant will be terminated.

5. General Guidelines for submitting Pre-Proposal and Full Proposal

- All text must be Arial font, minimum font size 10, at least single line spacing.
- Margins must not be less than 2.54cm.
- All diagrams must be legible.
- Word and page limits must be adhered to for each section.
- All submissions must be in PDF format.
- Applications should be sent to research@irishcancer.ie by the stated deadlines.

6. General Eligibility

6.1. General Eligibility
Research Groups must have one Principal Investigator and between two and nine Co-Investigators. The Principal Investigator, Co-Investigators, Funded Investigators, Official Collaborators and Participating Institutions must meet the relevant eligibility criteria described below.

Proposals from Groups that do not meet the eligibility criteria, incomplete applications and applications received after the stated deadline will not be assessed.

Proposals that do not comply with any details specified in this document or with the Irish Cancer Society Terms and Conditions of Research Grants or with any other relevant Irish Cancer Society policies will not be eligible for funding and will be returned without review.

6.2. Eligibility Criteria of the Principal Investigator
The Principal Investigator must:
- Hold a post (permanent or a contract that covers the duration of the award) in a recognised Research Institution as an independent investigator, or
- Be a contract researcher recognised by the Research Institution as an independent investigator who will have a dedicated office and research space for the duration of award, for which he/she will be fully responsible, or
- Be an individual who will be recognised by the Research Institution upon receipt of the Irish Cancer Society award as a contract researcher as defined above. The Principal Investigator does not necessarily need to be employed by the Research Institution at the time of the application submission.

In addition, the Principal Investigator must meet the following requirements:
- Have demonstrated research independence through securing at least one peer-reviewed, independent research grant as a Principal Investigator or as Co-Applicant.
- Have demonstrated experience managing collaborative research.
- Be a senior author (first or last author) in original articles in peer-reviewed scientific journals. (Review articles are not acceptable).
- Have the capability and authority to mentor and supervise post-graduate students and post-doctorate researchers.
6.3. Eligibility Criteria of Co-Investigators

The Co-Investigator must:

- Hold a post (permanent or a contract that covers the duration of the award) in a recognised Research Institution as an independent investigator, or
- Be a contract researcher recognised by the Research Institution as an independent investigator who will have a dedicated office and research space for the duration of award, for which he/she will be fully responsible, or
- Be an individual who will be recognised by the Research Institution upon receipt of the Irish Cancer Society award as a contract researcher as defined above. The Co-investigator does not necessarily need to be employed by the Research Institution at the time of the application submission.

In addition, the Co-investigator must meet the following requirements:

- Have demonstrated research independence through securing at least one peer-reviewed, independent research grant as a Principal Investigator or as Co-Applicant.
- Have the capability and authority to mentor and supervise post-graduate students and post-doctorate researchers.

6.4. Eligibility Criteria of Funded Investigators

Individuals listed as Funded Investigators should hold a PhD, MD or equivalent and have at least three years relevant research experience.

6.5. Eligibility Criteria of the Research Group

Research Groups eligible to apply for funding under the Irish Cancer Society Collaborative Centres call may comprise of previously established groups or those newly assembled for the purpose of participating in this call.

Research Groups must have one Principal Investigator, who may be the proposed Director of the Collaborative Centre, and between two and nine Co-Investigators.

Pre-proposals submitted with more than nine Co-Investigators will be eliminated from the evaluation process without further review.

7. Sponsorship for Clinical Trials Applications

The Irish Cancer Society cannot take on the role of sponsor for applications for clinical studies that fall within the scope of the EU Clinical Trials Directive, so plans for appropriate sponsorship arrangements must be included in the proposal.

8. Ethical Approval and Use of Animals

Ethical approval is required for all research work that involves human participants, human material (including tissues) and animals. Ethical approval documentation must be provided to the Irish Cancer Society prior to the release of funds. Valid animal handling licences are required for research involving the use of animals.

9. Participating Research Institution Approval

It should be noted that Research Institution submission of an application represents their approval of an application and agreement to the Irish Cancer Society Terms and Conditions of Research Grants. Submission must only be made by an authorised Research Institution representative. In particular, the Research Institution is approving:

- Eligibility of each Principal Investigator / Co-Investigator and Funded Investigator as well as the eligibility of the Research Group as a whole.
- That the Principal Investigator and each Co-Investigator are recognised as an employee of one of the collaborating Research Institutions for the duration of the award.
- That the requested budget including salaries / stipends, equipment, travel and consumables are in line with accepted institutional and national guidelines.
- The availability of infrastructure within the institution as outlined by the Research Group in the research proposal.
- That the proposed research programme has not been funded by other sources.
• That relevant ethical approval has been sought.
• That the details provided in relation to research funding history i.e., current, pending or expired awards, are valid and accurate.

Furthermore, submission of an application further represents the approval of the Principal Investigator and all Co-Investigators of the application.

10. Budget

The successful Irish Cancer Society Collaborative Centre will receive funding of up to €1.5 million per annum for up to 5 years, up to a maximum total of €7.5 million.

10.1. Eligible Costs

Funds may be requested for the following:
- Contribution to salaries / stipends of research staff who will carry out the research including clinical time or teaching buyout
- Materials, consumables
- Access to facilities not readily available to the Research Group
- Small items of equipment not available elsewhere
- Organisation costs for hosting conference and workshop of direct relevance to the Collaborative Centre
- Travel and subsistence for meetings and conferences
- Direct office equipment & supplies required for the running of the Collaborative Centre

10.2. Ineligible Costs

- Contingency or miscellaneous costs
- Hospitality & entertainment costs
- Journal subscriptions
- Relocation expenses
- Technology transfer or patent costs
- Overhead costs

10.3. Guidelines for completing the Budget section of the Pre-Proposal

The following guidelines should be used when completing the Indicative Budget in the Pre-proposal Form. The research group is advised to seek guidance from the research / finance office in the participating institutions before completing this section.

Guidelines for completing Table 1 Indicative Budget

For each budget heading below, an estimate of the annual total for Year 1 to Year 5 must be stated.

<table>
<thead>
<tr>
<th>A. Personnel Costs</th>
<th>The role of each individual in receipt of salary or part-salary must be stated in the Indicative Budget.</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Salary (including Employer’s PRSI (PRSI) and Pension Contribution (Pension))</td>
<td>Include the gross salary, PRSI and pension using the guidelines below when calculating estimated salary costs:</td>
</tr>
<tr>
<td></td>
<td>• The most up-to-date Irish University Association (IUA) salary scales for academic researchers (<a href="http://www.lua.ie/">http://www.lua.ie/</a> lua-activities/research.html) or the Department of Health (DOH) Consolidated Salary Scales for New Entrants (<a href="http://www.dohc.ie/publications/salary_scales_new_entrant2011">www.dohc.ie/publications/salary_scales_new_entrant2011</a>) must be used.</td>
</tr>
<tr>
<td></td>
<td>• Salary increments, if requested, must be included in the budget as no additional funds will be made available.</td>
</tr>
<tr>
<td></td>
<td>• Other than Teaching or Clinical Buyout, funding for salaries or benefits of academic staff within institutions that are already in receipt of salaries or benefits will not be provided.</td>
</tr>
<tr>
<td></td>
<td>• Employer’s PRSI contribution is calculated at 10.75% gross salary.</td>
</tr>
<tr>
<td></td>
<td>• Pension provision up to a maximum of 20% of gross salary will be paid.</td>
</tr>
</tbody>
</table>
ii) Student Stipend (Stipend)
The maximum PhD student stipend is €18,000 per annum. Only those PhD students who are in receipt of a student stipend are eligible to request student fees. The number of PhD students who will be funded should be indicated.

iii) Student Fees
An annual contribution to fees for students registered for a PhD degree will be paid to a maximum value of €6,000.

B. Running Costs
Costs required to run the Collaborative Centre, to carry out the research programme and to implement the business development plan may be requested. Allowable costs include materials and consumables, the purchasing and transport or disposal of animals, transcription costs, and access to special facilities where not available. The direct costs of office equipment and office supplies may be requested to support the roles of the Director and Centre Co-ordinator (if applicable).

C. Equipment
Funding for small items of equipment up to a maximum value of €10,000 can be requested. Only equipment that is directly required for the research programme / Collaborative Centre and not available elsewhere can be requested. Funding for equipment or systems that facilitate greater collaboration in a sustained manner can be requested (e.g. data management). Such requests must not duplicate existing or planned resources.

In exceptional circumstances, funding requests for equipment valued at greater than €10,000 may be considered by the Society but this must be discussed with the Society in advance before submitting the full proposal.

D. Dissemination Costs
Costs associated with sharing research outcomes and lessons learned by the Collaborative Centre such as publication of results, seminar / conference attendance, workshop organisation, and other resources required to communicate research outcomes.

Guidelines for completing Table 2 Budget Justification
A justification of costs for Year 1 to Year 5 must be provided for each budget heading below.

<table>
<thead>
<tr>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Personnel Costs</strong></td>
</tr>
<tr>
<td>Provide an explanation for the personnel required to achieve the objectives of the Collaborative Centre, including the management and administration, research and technical personnel.</td>
</tr>
<tr>
<td>Discuss the level of expertise required for each programme area and appropriateness of recruiting junior and senior researchers in terms of achieving the objectives of each area.</td>
</tr>
<tr>
<td>State the number of PhD students required.</td>
</tr>
<tr>
<td>Where skilled, technical expertise is required, consideration should be given to the benefit of recruiting dedicated personnel and / or purchasing the services of existing personnel as required.</td>
</tr>
<tr>
<td>For requested salaries or part-salaries, the selected Level and Point on the salary scale (IUA or DOH) must be stated and justified accordingly.</td>
</tr>
<tr>
<td>If funding for protected time (teaching or clinical buyout) is requested, the amount of time and requested salary must be fully justified.</td>
</tr>
</tbody>
</table>

| **B. Running Costs** |
| Provide a justification for requested items to run the research programme and support the structure of the Collaborative Centre. Running costs should not be used to duplicate existing resources. |
C. Equipment
Provide a strong justification for any equipment requested, including the maintenance costs (if any) associated with the equipment.

D. Dissemination Costs
Describe the resources required to deliver the dissemination plan and ensure that the resources requested are in line with the proposed activities. State if there are any dedicated personnel required to deliver the plan.

10.4. Guidelines for completion of the Budget section of the Full Proposal
The following guidelines should be used when completing the Detailed Budget for Initial Funding Period (Year 1 to Year 3) in the Full Proposal Form. (Please note that, for the successful Research Group, a detailed budget for Year 4 and Year 5 must be provided at the mid-term review.)

It is advised that guidance is sought from the research / finance office in the participating institutions before completing this section.

Guidelines for completing Table 1 Detailed Budget for Initial Funding Period (Year 1 to Year 3)

<table>
<thead>
<tr>
<th>A. Personnel Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Salary [including Employer’s PRSI (PRSI) and Pension Contribution (Pension)]</td>
</tr>
<tr>
<td>The role of each funded individual, the full time equivalent salary (FTE), their percentage time contribution (Time %), number of months (Mths) and the programme area in which they are involved must be stated in the Detailed Budget for Initial Funding Period.</td>
</tr>
<tr>
<td>Include the gross salary, and the combined cost of gross salary, PRSI and pension using the guidelines below when calculating estimated salary costs:</td>
</tr>
<tr>
<td>• The most up-to-date Irish University Association (IUA) salary scales for academic researchers (<a href="http://www.iua.ie/iua-activities/research.html">http://www.iua.ie/iua-activities/research.html</a>) or the Department of Health (DOH) Consolidated Salary Scales for New Entrants (<a href="http://www.dohc.ie/publications/salary_scales_new_entrant2011">www.dohc.ie/publications/salary_scales_new_entrant2011</a>) must be used.</td>
</tr>
<tr>
<td>• Salary increments, if requested, must be included in the budget as no additional funds will be made available.</td>
</tr>
<tr>
<td>• Note: Other than Teaching or Clinical Buyout, funding for salaries or benefits of academic staff within institutions that are already in receipt of salaries or benefits will not be provided.</td>
</tr>
<tr>
<td>• Employer’s PRSI contribution is calculated at 10.75% gross salary.</td>
</tr>
<tr>
<td>• Pension provision up to a maximum of 20% of gross salary will be paid.</td>
</tr>
</tbody>
</table>

| ii) Student Stipend (Stipend) |
| The maximum PhD student stipend is €18,000 per annum. Only those PhD students who are in receipt of a student stipend are eligible to request student fees. The number of PhD students who will be funded should be indicated. |

| iii) Student Fees |
| An annual contribution to fees for students registered for a PhD degree will be paid to a maximum value of €6,000. |

| B. Running Costs |
| Costs required to run the Collaborative Centre, to carry out the research programme and to implement the business development plan may be requested. Allowable costs include materials and consumables, the purchasing and transport or disposal of animals, transcription costs, and access to special facilities where not available. The direct costs of office |
equipment and office supplies may be requested to support the roles of the Director and Centre Co-ordinator (if applicable). Items that cost less than €500 p.a. (such as stationary, supplies) may be grouped together and a summary description given.

C. Equipment

Funding for small items of equipment up to a maximum value of €10,000 can be requested.

Only equipment that is directly required for the research programme / Collaborative Centre and not available elsewhere can be requested. Funding for equipment or systems that facilitate greater collaboration in a sustained manner can be requested (e.g. data management). Such requests must not duplicate existing or planned resources.

In exceptional circumstances, funding requests for equipment valued at greater than €10,000 may be considered by the Society but this must be discussed with the Society in advance before submitting the full proposal.

D. Dissemination Costs

Costs associated with sharing research outcomes and lessons learned by the Collaborative Centre such as publication of results, seminar / conference attendance, workshop organisation, and other resources required to communicate research outcomes.

Guidelines for completing Table 2 Budget Justification

A justification for all funding requested for the initial funding period (Year 1 to Year 3) must be provided for each budget heading.

<table>
<thead>
<tr>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Personnel Costs</strong></td>
</tr>
<tr>
<td>Provide an explanation for the personnel required to achieve the objectives of the Collaborative Centre, including the management and administration, research and technical personnel.</td>
</tr>
<tr>
<td>Discuss the level of expertise required for each programme area and appropriateness of recruiting junior and senior researchers in terms of achieving the objectives of each area.</td>
</tr>
<tr>
<td>State the number of PhD students required.</td>
</tr>
<tr>
<td>Where skilled, technical expertise is required, consideration should be given to the benefit of recruiting dedicated personnel and / or purchasing the services of existing personnel as required.</td>
</tr>
<tr>
<td>For requested salaries or part-salaries, the selected Level and Point on the salary scale (IUA or DOH) must be stated and justified accordingly.</td>
</tr>
<tr>
<td>If funding for protected time (teaching or clinical buyout) is requested, the amount of time and requested salary must be fully justified.</td>
</tr>
<tr>
<td><strong>B. Running Costs</strong></td>
</tr>
<tr>
<td>Provide a justification for requested items to run the research programme and support the structure of the Collaborative Centre. Running costs should not be used to duplicate existing resources.</td>
</tr>
<tr>
<td><strong>C. Equipment</strong></td>
</tr>
<tr>
<td>Provide a strong justification for any equipment requested, including the maintenance costs (if any) associated with the equipment.</td>
</tr>
<tr>
<td><strong>D. Dissemination Costs</strong></td>
</tr>
<tr>
<td>Describe the resources required to deliver the dissemination plan and ensure that the resources requested are in line with the proposed activities. State if there are any dedicated personnel required to deliver the plan.</td>
</tr>
</tbody>
</table>
Please note that the Irish Cancer Society will not provide additional funding in the case of either under-estimates or over-expenditure.

Guidelines for completing Table 3 Budget Summary for Full Funding Period
The annual cost of each personnel and an estimate of the annual totals for each budget heading for each year (Year 1 to Year 5) must be stated. The guidelines for calculating costs in the detailed budget for the Initial Funding period (see page 9 above) should also be used when estimating costs and completing the Budget Summary for the Full Funding period.

11. Proposal Review Process and Criteria

Proposal Submission and Review Stages
There are three stages to the Irish Cancer Society Collaborative Centre call:
1. Pre-Proposal
2. Full Proposal
3. Interview with the Independent Review Panel

Submission of Pre-Proposal
Submitting a proposal to the Irish Cancer Society shall be construed as consent by the Research Group to participate in the peer review process.

Following submission of Pre-Proposals, all submissions will be checked to ensure that they were submitted prior to the deadline, that all sections are completed and do not exceed page limits and that eligibility criteria is fulfilled. Proposals will be sent to an international (not based in Ireland) peer review panel for review and recommendation to proceed to the Full Proposal stage.

The selection of an independent, international, peer review panel is at the discretion of the Irish Cancer Society and the panel will remain anonymous.

Submission of Full Proposal
Those submissions recommended to proceed to the Full Proposal stage must complete and submit the Full Proposal form by the stated deadline, and must ensure that all eligibility criteria is fulfilled. Eligible Full Proposals will be sent to an international (not based in Ireland) peer review panel for review and recommendation to proceed to the Interview stage.

Interview
Research Groups that have been recommended to proceed to the Interview stage will be invited to attend an interview with the international peer review panel and representatives from the Irish Cancer Society.

Following the Interview stage, the successful Research Group will be informed that an Irish Cancer Society Collaborative Centre grant will be awarded, subject to terms and conditions. The final funding decision is at the sole discretion of the Irish Cancer Society.

Feedback
Following each review stage, Research Groups will be notified of the outcome by email. A summary of anonymous comments from the peer-review panel will be provided to Research Groups with the aim of providing constructive feedback for Research Groups whether they are invited to progress to the next review stage or not. The Irish Cancer Society will not take any responsibility for comments made by the peer review panel.

Should circumstances arise, the Irish Cancer Society reserves the right to modify the review process. Research Groups will be notified of any relevant modification to the review process.

All applications will be evaluated by rigorous peer review on the basis of the assessment criteria below.

Assessment Criteria
A. Relevance and Impact of the proposed Collaborative Centre on Cancer
B. Collaborative Record and Potential of Research Group
C. Scientific Quality and Innovation
D. Collaborative Structure and Support from the Research Institutions
E. Track Record of Principal Investigator / Director and Research Group
F. Budget Requested

A. Relevance and Impact of the proposed Collaborative Centre on Cancer

Irish Cancer Society Collaborative Cancer Research Centre – Guidance Notes for Applicants
• Extent to which the proposed Collaborative Centre is likely to promote excellence in cancer research that may lead to an outcome of real relevance to the Irish population.
• Importance and timeliness of the research programme.
• The anticipated outputs, outcomes (e.g. patents) and impacts of the proposed research.

B. Collaborative Record and Potential of Research Group
• The demonstration that this application is from a truly collaborative group, with members of each discipline and from each institution clearly collaborating towards a defined end, rather than co-operating.
• Collaborative potential of the Research Group as demonstrated through previous work programmes or successful collaborations with others.
• Appropriateness of the proposed Research Group in terms of complementary expertise and synergistic potential.

C. Scientific Quality and Innovation
• Quality of the research programme.
• Clarity of rationale for the research approach and methodology, appropriateness of the research design and methods.
• Feasibility of the research approach (including recruitment of subjects, timelines, preliminary data where appropriate, etc).
• Anticipation of difficulties that may be encountered in the research and plans for management of these.
• Originality of the proposed programme areas in terms of hypotheses / research questions addressed, novel technology / methodology and or novel applications of current technology / methodology.
• Potential for the creation of new or advancement of knowledge and evidence of benefit to the area covered by the research.

D. Collaborative Structure and Support from the Research Institutions
• Availability and accessibility of suitably qualified personnel, facilities and infrastructure required to conduct the research.
• Strength of the Collaborative Centre’s leadership, organisation and co-ordination to facilitate scientific productivity, strengthen research capabilities, and enable its investigators to take advantage of scientific opportunities beyond those available without collaboration.
• Degree to which processes for development and evaluation of the Collaborative Centre’s management and research programme have been incorporated into the proposal.
• Ability of the proposed structure to deliver in terms of achieving the objectives of the Collaborative Centre.
• Level of support from participating research institutions to provide access to shared facilities, to share resources and to work to remove and overcome any hurdles in the way.

E. Track Record of Principal Investigator / Director and Research Group
• Qualifications of the Research Group members and experience of the investigators in the proposed programme areas.
• Expertise of the investigators as demonstrated by scientific productivity (publications, books, grants held, etc.). Productivity should be considered in the context of the norms for the research area, applicant experience and total research funding of the applicant.
• Demonstrated experience of the Principal Investigator / Proposed Director in leading a large programme of research and co-ordinating multi-institutional collaborations.
• Ability to successfully and appropriately disseminate research findings, as demonstrated by knowledge translation activities (publications, conference presentations, briefings, media engagements, etc.).
• Outputs achieved and disseminated from previous large programmes of research.

F. Budget Requested
• Projected output and achievements of the proposed Research Centre should be commensurate with the level of funding being requested.
12. Conflict of Interest

The Irish Cancer Society will endeavour to ensure that the peer review panel chosen do not have any conflict of interest with the proposals they are reviewing (i.e. the review panel should have no financial, professional or personal conflict of interest that could reasonably affect their assessment of a proposal).

13. Confidentiality and Non-Disclosure

The Irish Cancer Society takes all reasonable steps to ensure that information provided in the proposal is treated as confidential and that information contained within the proposal is not used or disclosed by the review panel.

14. Application Preparation

14.1. Online Webinar

Potential applicants are invited to participate in an online information webinar about the Irish Cancer Society Collaborative Centre call on 26th September 2012 at 2.00pm. The purpose of the information webinar is to provide applicants with the Society’s perspective of the concept and expectations of the Collaborative Centre. Potential applicants are strongly recommended to participate and to send any questions relating to the call to research@irishcancer.ie in advance of the webinar (questions must be emailed by 5pm, Tues 25th September). The Society will endeavour to answer questions as comprehensively as possible for the benefit of all potential applicants. Further details on participating in the webinar will be available on www.cri.cancer.ie

15. Key Dates and Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>31st August 2012</td>
<td>Call opens</td>
</tr>
<tr>
<td>26th September 2012 @ 2.00pm</td>
<td>Online Webinar</td>
</tr>
<tr>
<td>26th October 2012 @ 3.00pm</td>
<td>Deadline for Pre-Proposal Submission</td>
</tr>
<tr>
<td>15th December 2012</td>
<td>Invitation to Submit Full Proposal</td>
</tr>
<tr>
<td>26th April 2013 @ 3.00pm</td>
<td>Deadline for full proposal</td>
</tr>
<tr>
<td>Late May 2013</td>
<td>Interview with Review Panel</td>
</tr>
<tr>
<td>Mid June 2013</td>
<td>Announcement of Award</td>
</tr>
</tbody>
</table>

While we will make every attempt to adhere to the timetable and deadlines outlined above, the Irish Cancer Society retains the right to modify the timetable, if necessary, for operational reasons. In such an eventuality, the Irish Cancer Society will advise all Research Groups in the evaluation process at that stage as soon as possible.

16. Further Information

For further information on the Irish Cancer Society Collaborative Cancer Research Centres call contact: research@irishcancer.ie.