



Irish Cancer Society

Research

Social Science, Nursing and Allied Health

Networking Award 2022

Guidelines for Applicants

Table of Contents

| | |
|---|----|
| 1. Introduction | 2 |
| 1.1. Overview | 2 |
| 1.2. Indicative Timelines..... | 3 |
| 1.3. Purpose and Objectives..... | 3 |
| 1.4. Funding and Award Period..... | 4 |
| 1.5. Reporting..... | 4 |
| 2. Eligibility | 4 |
| 2.1. Applicant Eligibility | 4 |
| 2.2. Institution Eligibility..... | 6 |
| 2.3. Eligible Networking initiatives..... | 6 |
| 3. Application Procedure | 7 |
| 3.1. How to Apply | 7 |
| 3.2. Eligibility Criteria | 7 |
| 4. Application Form..... | 7 |
| 5. Submission of the Application | 14 |
| 6. Application Assessment | 14 |
| 6.1. Conflicts of Interest | 14 |
| 6.2. Assessment Procedure | 14 |
| 6.3. Assessment Outcome..... | 15 |
| 7. Payment of Funding..... | 15 |
| 8. Contact | 16 |



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1. Introduction

1.1. Overview

The Irish Cancer Society Social Science, Nursing and Allied Health (SNAH) Cancer Research Networking Award offers social science, nursing and allied health professionals the opportunity to establish and strengthen collaborations and relationships with national and international cancer researchers and clinical professionals. This programme will give clinical professionals and researchers at any stage of their career the opportunity to learn about up-to-date cancer research, network and collaborate, and to gain experience in research dissemination.

The aim of this award is to contribute towards the cost of developing initiatives, activities or partnerships (attend or host a workshop, conference, training or any other networking activity) which will stimulate, develop, and build capacity in the SNAH cancer research community in the Republic of Ireland. These awards are intended to support motivated individuals who would not otherwise be able to facilitate these activities.

Successful applicants will be expected to report back to the Irish Cancer Society following the networking activity and report the learnings and impact of this award on their career development.

1.2. Indicative Timelines

There will be two funding rounds for this award: round A and round B. Applications for round B will open following round A. There is no difference in the funding rounds; simply, it is to allow applicants who require funding for opportunities at different times of the year to have access to it. Applicants may apply for either funding around. Unsuccessful applicants from round A may submit the same or modified proposal again in round B.

Round A:

| Milestone | Date |
|-------------------------|------------------------|
| Grant Call opens | Tuesday 08 March 2022 |
| Round A Deadline | Thursday 28 April 2022 |
| Review | May |
| Awardees Announced | Late May |

Round B:

| Milestone | Date |
|-------------------------|------------------------|
| Call opens | Wednesday 01 June 2022 |
| Round B Deadline | Thursday 28 July 2022 |
| Review | August |
| Awardees Announced | Early September |

Please note: that the above dates are provisional subject to change at the discretion of the Irish Cancer Society.

1.3. Purpose and Objectives

The purpose of this award is to afford SNAH cancer researchers with the opportunity to establish and strengthen collaborations and relationships with national and international cancer researchers. This programme will give clinical practitioners and researchers, at any stage of their career, the opportunity to learn about up-to-date cancer research, network and collaborate, and to gain experience in research dissemination.

Applicants to the SNAH Cancer Research Networking Award 2022 will aim to undertake networking initiatives, training activities or the development of collaborations or partnerships that will inspire, progress, and build capacity in the SNAH cancer research community. The

applicants can also aim to attend/participate in conferences, workshops and trainings to improve their skills and knowledge to contribute positively to the cancer research environment (See section 2.3 for examples of eligible research initiatives).

1.4. Funding and Award Period

The purpose of this award is to contribute towards the costs of SNAH networking initiatives. Applicants can apply for funding up to a maximum of €2,000. The number of awards made will be dependent on number of applications received and total budget requested in each. Each applicant may only submit one application per round.

For **round A**, the proposed networking initiative must begin after **01 June 2022**. The initiative must be completed by 31 May 2023.

For **round B**, the proposed networking initiative must begin after **01 October 2022**. The initiative must be completed by 30 September 2023.

1.5. Reporting

Recipients of this grant will be expected to provide a written report to the society within one month following the funded event.

2. Eligibility

2.1. Applicant Eligibility

Applications from individuals that do not meet the eligibility criteria will not be assessed.

The award is open to academic researchers, nurses, and allied health professionals working with those affected by cancer.

Lead Applicant:

Minimum Eligibility Criteria

The lead applicant must:

- be active in cancer research and show a demonstrable commitment to it.

- have a doctoral research degree (or equivalent)* in an area of social science, nursing, or allied health

OR

- be a qualified nurse or allied health professional registered with CORU or the relevant professional body (e.g. Psychological Society of Ireland, Nursing and Midwifery Board of Ireland)

Eligible lead applicants must **not**:

- the applicant must not have access to existing funding that covers the conference, workshop, or event in full. Co-funding of a conference, workshop, or event may be considered. In such cases, applicants should contact grants@irishcancer.ie before making an application.

*PhD equivalence is defined 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. In such instances, candidates should contact grants@irishcancer.ie before applying.

Co-Applicants:

For applications that entail hosting or organising an event, a maximum of 5 co-applicants are allowed to be added to the application. Co-applicants must play a significant role in the development and planning of the initiative e.g. significant input into event design and organisation, or participation in activities. If projects are co-designed with key stakeholders (e.g. PPI), you may add them as a co-applicant to the project. You will be asked to provide a brief role description for each co-applicant.

Official Collaborators:

For applications that entail hosting or organising an event, official collaborators are eligible as long as they play a significant and substantial role in the planned networking event. Collaborators (both academic and non-academic) are also acceptable. For this award collaborators are defined as individuals or organisations that provide focused help or assistance on certain aspects of the plan. For example, a collaborator may provide the use of their venue facilities.

2.2. Institution Eligibility

The host institution is the organisation that receives and administers grant funding and is responsible for compliance with all general and specific terms and conditions of awards.

In order to be eligible to apply for funding, a proposed host institution must be based in the Republic of Ireland. Ideally, it must be listed as an approved host institution on the Health Research Board's website:

<https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions>

We recognise that not all clinical-based cancer researchers i.e. nurses or allied health professionals, will be affiliated with a HRB-approved host institution. In such cases, award agreements will be made directly with the applicant and payments will be made in arrears upon submission of receipts and invoices. See section 7 for more details. Please contact the Society with queries regarding institutional eligibility (grants@irishcancer.ie).

2.3. Eligible Networking initiatives

The Society is open to all networking initiatives that satisfy the purpose and objectives of the call. As a guide, some example networking initiatives include:

- Organise and host a small-scale conference or workshop in related to cancer research in the area of social science, nursing and/or allied health.
- Host a meeting with national/international researchers or clinical professionals with the aim of establishing new research collaborations in social science, nursing, and/or allied health cancer research.
- Attendance at a cancer specific research summer school or winter school.
- Attendance and/or presentation at a cancer specific international or national research conference or workshop.

Please note that this is not an exhaustive list. If you are unsure if your initiative is eligible, please contact grants@irishcancer.ie.

3. Application Procedure

3.1. How to Apply

Applications must be completed and submitted through the Irish Cancer Society online grant management 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.

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
4. Manage any active grants

When you have entered your basic details, you will be able to create a new application from the portal home page. Alternatively, select 'New Application' from the 'My Applications' tab. Next, click 'Apply' for the Grant Type detailed as 'SNAH Cancer Research Networking Award 2022'.

3.2. 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. Application Form

There are 8 sections outlined on the left hand side of the page:

- a) Application outline
- b) Initiative details
- c) Benefit to the applicants' career
- d) Applicant's CV
- e) Declaration of Support
- f) Supporting documentation
- g) Budget

h) Validation Summary

Saving your progress regularly is strongly recommended by clicking 'Save' as you go through the application form. 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.

Mandatory sections are marked with a red circle icon. You will not be able to submit with the application if these sections are incomplete.

Further details on each section of the application form:

a) Application Outline

In this section, you will be asked to provide basic information about your application. Input and save the information as required under the following headings:

- Proposed funding date (must be on or after 1 June 2022)*
- Funding Period/Grant Duration (up to 12 months maximum duration)
- Lead applicant details
- Proposed host institution
- Co-applicants (if applicable)
 - Co-applicant details
 - Co-applicant role
- Collaborators (if applicable)
 - Collaborator roles

*Please note: If you require funding prior to the networking initiative please ensure that you allow ample time prior to the start of the initiative. For example, if you are planning a small workshop in November you may require funding to plan the event. In this case, please propose a funding date prior to the workshop in, for example, August.

b) Initiative details

In this section, you will be asked to describe and justify the research initiative you wish to attend or host.

If you are planning to **host** a networking initiative, you will be asked to complete the following:

- Title of Initiative
- Initiative type and description (e.g. workshop, conference, training course, etc.) (300 words max)
- Location of initiative

- Initiative dates from the first day of event until last day of the event e.g. 02/10/2022 to 04/10/2022

If you are planning to **attend** a networking initiative, you will be asked the following:

- Name of Initiative
- Initiative type and description (e.g. workshop, conference, training course etc.) (300 words max)
- Location of initiative
- Initiative dates from the first day of event until last day of the event e.g. 02/10/2022 to 04/10/2022
- Dates you will attend the event or initiative (If applicable) i.e. whether you plan to attend the whole event or only specific days.
- Do you intend to submit an abstract to this initiative (if applicable)? If you do, you will be asked to upload details on the 'Supporting Documentation' page.
- Website of initiative (If the initiative does not have a dedicated website, please enter the details of any website where information on the event is available)

c) Benefit to the applicant's career

Please describe the benefit of this initiative including (500 words max):

- How is this initiative relevant to you.
- How this initiative aligns with the objectives and aims of the funding call.
- The knowledge/skills you (and, if applicable, other applicants) will gain from this initiative.
- What connections with other researchers you are hoping to make and why these connections are important.
- How this funding will benefit your future career and research plans.

d) 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 Irish Cancer Society website). More information on each section is given in the template.

Please only fill in relevant details, certain sections can be left blank if not applicable to the applicant's career stage. You will not be penalised for this.

e) Declaration of Support

Please upload a declaration of support from the head of department of the host institution. The head of department should indicate that they support your application and that they will ensure your ability to take time away from your work duties to attend the event. On awarding of the funding, a contract will be made between the Irish Cancer Society and the institution at which the awardee works. The declaration of support should indicate that the Head of Department will facilitate this process.

Clinical-based applicants who are not affiliated with a HRB host institution are not required to submit a host institution letter of support. However, all clinical-based cancer researchers must upload a declaration of support from their manager demonstrating the organisation's support for the applicant to fulfil the requirements of the award. The letter should explicitly state that the applicant would be provided the necessary time and resources to accomplish the goals of the award, which includes covering any required backfill or other staffing considerations.

The declaration of support template is downloadable from this section on the online system or on the Irish Cancer Society website.

f) Supporting Documentation

You may upload any supporting documentation relevant to your application. Supporting documentation might include, for example:

- If you have submitted an abstract to the research event, or your abstract has been accepted, please submit the abstract here in addition to the letter of acceptance (if applicable).
- If you have already begun planning a networking initiative or have previously hosted an initiative, please provide information here.
- If not applicable, please proceed to the next section.

g) Budget

All applications should include a detailed budget. Indirect costs/overheads are not eligible costs for Irish Cancer Society awards. Please consult the Irish Cancer Society budget spending and expenses guidelines when developing your grant budget. For convenience, key aspects of these guidelines are highlighted in the table below.

Approval of all budget items is at the discretion of the Irish Cancer Society. Any budgeted costs that do not adhere to spending guidelines risk rejection.

Direct costs that can be requested for the following budget categories:

| Budget Item | Details |
|---|---|
| Registration, workshop, and training fees | Funds can be used to cover the registration cost to attend conferences, courses, workshops, professional development training, etc. |
| Travel, accommodation, and subsistence | Any costs associated with travel, accommodation and subsistence should be outlined here. Travel <ul style="list-style-type: none">• Travel should be by the most economical means and the Society expressly encourages that public transport be used whenever possible, when this is the cheapest option. Tickets for public transport should be booked in advance where possible and should be standard class or economy class only.• Taxis may be used but are the least preferred method of transport. Taxis should be shared where possible and incur no additional fees i.e. waiting time charges or tips.• In situations where conferences/meetings in Ireland are not accessible by means of public transport, researchers may use their own vehicle to travel to and from the conference/ meeting. A standard motor travel rate of €0.35 cent per kilometre is permitted in instances where this is necessary. Higher mileage rates permitted by the Research Institution will not be covered by the Society. The motor travel rate paid is deemed to cover all expenses incurred in running the car e.g. insurance, tax, running costs etc. |

Accommodation

- The cost of accommodation should be reasonable and in line with the duration of the event.
- For travel to conferences/meetings, researchers must endeavour to book accommodation not exceeding a 4-star rating.
- For accommodation in Ireland, **a rate not exceeding €140 per night** (B&B; standard room) should be sought.
- For international accommodation, rates will vary depending on the city and country, therefore, it is difficult to give a guiding rate. However, accommodation rates that are reasonable and in line with the average daily hotel rate for the specific location should be sought.
- Accommodation costs for travelling partners will not be covered.
- In situations where a Research Institution has agreed a discounted rate for accommodation, which exceeds a 4 star rating, prior approval must be sought from the Society in order to proceed with any booking.
- Facilities and services which are not provided free of charge by the hotel are not permitted (e.g. Wi-Fi costs, room service, newspapers, etc.).

Subsistence

- All subsistence expenses **must be** vouched expenses. The Irish Cancer Society does not permit any researchers to claim standard subsistence rates that may be outlined by their individual Research Institutions.
 - Breakfast, lunch, and dinner costs to a value of €10, €12, and €25 per person respectively would be deemed reasonable.
 - An added tip or discretionary service charge of up to 15% on bills is deemed reasonable in countries where such charges are expected and are standard practice.
-

| | |
|---------------------|---|
| Dissemination costs | Dissemination costs e.g. poster printing, 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. |
| Running costs | <p>In furthering the research interests of the Society, researchers on Irish Cancer Society-funded grants may occasionally host meetings or events between researchers, members of the public, patients and/or scientific advisory groups.</p> <ul style="list-style-type: none">• Expenditure for events such as these should be kept as low as possible, compatible with the occasion.• Where possible, room hire for any events should ideally be restricted to locations that are free of charge. Exceptions may apply, but would need prior approval from the Irish Cancer Society.• For events that utilise internal and external suppliers, it is expected that the most economical supplier be utilised.• Costs for materials required for the event such as stationary should be budgeted for here. |

Applicants considering co-funding of a conference, workshop, or event will be asked to provide the total cost of the event and the breakdown of the budget covered by the Irish Cancer Society specifically. In such cases, applicants should contact grants@irishcancer.ie before making an application.

h) Validation Summary

The validation summary page will notify you of any incomplete required. You will not be able to submit the application until all required fields are complete.

5. Submission of the Application

The application is ready for submission once the form has been validated on the validation summary page. This will also highlight any collaborators who have yet to confirm their participation. Once the application has been validated, it may be submitted by the lead applicant.

Applications must be received by the Society prior to the deadline. Late or incomplete applications will not be accepted.

Application Checklist

- Completed application form
- Applicant CV
- Declaration of support – host institution
- Declaration of support – clinical site
- Supporting documentation (if applicable)

6. Application Assessment

The Irish Cancer Society bases its funding decisions on the recommendations of an external review panel. However, the Society withholds the right to reject any funding application at its own discretion.

Incomplete, ineligible, or late applications will be rejected by the Society and may not proceed to external review.

6.1. Conflicts of Interest

The Society endeavours to ensure that external reviewers are free of any conflicts of interest that might unduly bias the decision making process.

6.2. Assessment Procedure

Applications are reviewed by a panel of international academic/clinical experts in the areas of social science, nursing, or allied health science.

The panel will score applications based on:

- Feasibility of the planned networking initiative
- How the initiative will benefit the applicants career
- How the initiative will support and build the SNAH cancer research community in Ireland

The review panel will also be asked to provide feedback on the budget, which the Society will take into consideration. The approval of all grant budget items is at the discretion of the Irish Cancer Society.

6.3. Assessment Outcome

Review scores and comments will be collated and all applications will be discussed at a review panel meeting. The review panel will select which applications should be funded. Applicants will be informed of the outcome by email. Reviewer feedback will be available to all applicants.

The round A deadline is **3 pm Thursday 28 April 2022**. Applications submitted prior to this date will be reviewed and notified of the outcome in late May. Round B will open to applications Wednesday 01 June 2022.

7. Payment of Funding

For awardees affiliated with a HRB approved host institution, the host institution will receive 70% of the requested amount upfront, the remaining 30% of funds will be held until the submission and approval of a progress and financial report covering the event, along with the submission of receipts for all expenditure. Funding will be paid directly to the recipients' employing/host institution, and it is the responsibility of the employer/host institute to set up a dedicated research account for these funds and to administer the funding to the awardee.

For clinical-based staff who are not affiliated with a HRB approved host-institution, the Society will be unable to provide the funding to the applicant in advance. In such cases, 100% of the funds requested will be reimbursed retrospectively to the applicant directly. The reimbursement of funds will be dependent on the submission of the following:

- A detailed report covering the event.
- A financial report detailing the statement of income and expenditure.

- Receipts for all expenditure.

Please note, the Society will only cover the costs of items included in the pre-agreed budget and will not reimburse for any expenditure that is not covered by a receipt.

8. Contact

If you require assistance with the online grant management system or have any questions about the grant call, please contact the Irish Cancer Society Research Department:

Email: grants@irishcancer.ie