Irish Cancer Society Research

EU Cancer Research Collaboration Award 2022

Guidelines for Applicants

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1. Introduction

1.1. Overview

The purpose of the Irish Cancer Society's EU Cancer Research Collaboration Award is to support excellent Irish-based cancer researchers in all disciplines, and to foster and build research and innovation consortia across Europe through international mobility. A key aim of this award is to stimulate and promote participation of Ireland's cancer researchers in future large-scale EU funding schemes through collaboration and sustainable partnerships with academic or non-academic partners. Such schemes may include Horizon Europe, Innovative Medicines Initiative, EU4Health, Digital Europe and Marie Skłodowska-Curie Actions etc. as identified on the EU Funding and Tenders Portal.

For this call, eligible collaborators can include multinational corporations, SMEs, non-governmental organisations, and academic institutions within EU member states or Horizon Europe Associated Countries*. Applicants must specify in their application whether their collaborator** is an academic partner or a non-academic partner. A non-academic partner can be a company, registered charity, social, cultural or not-for-profit civic organisation, state-owned enterprise or an eligible public body.

If this is the first EU-funding application by the lead applicant, a mentor must be added to the application. A mentor must have experience of submitting EU funding applications, must have a compelling track record in cancer research, and must confirm their support and intention to mentor the lead applicant by providing a letter of support.

Throughout this secondment, it is expected that the Irish research team will advance their knowledge, skills, and career development while building a relationship with research collaborators that will result in more competitive and innovative applicants for future EU funding schemes. It must be clearly outlined the type of funding schemes that the applicant hopes to apply for in future.

Awards will be up to a maximum €10,000 each, to researchers based in Ireland to cover research-related costs associated with travelling to another international research team. The

award will cover mobility-associated expenses including travel to and from the international site, accommodation for the duration of the mobility element, and running costs associated with the mobility research. Please note, expenses must be in line with the Irish Cancer Society budget and expenses guidelines (appendix 1), final approval of the budget is at the discretion of the Irish Cancer Society.

*This is not an exhaustive list, if you have queries over the eligibility of your proposed collaborator, please email grants@irishcancer.ie.

**The applicant must identify and establish a relationship with a suitable collaborator themselves, this is not the responsibility of the Irish Cancer Society. The EU Funding and Tenders Portal have a dedicated Partner search tool here which can help identify consortia partners.

Application deadline: **15.00 GMT Thursday 18th August 2022**

1.2. Indicative Timelines

Milestone	Date*
Grant Call opens	Thursday 26th May 2022
Full Application Deadline	15.00 Thursday 18th August 2022
Review	August – September
Awardees Announced	Late September
Period of Mobility	January 2023 – July 2024

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

1.3. Purpose and Objectives

The purpose of this award is to afford leading cancer researchers in Ireland the opportunity to establish and strengthen collaborations with international cancer researchers across the EU, with the goal of working together to develop competitive and sustainable consortia for future EU funding schemes.

The lead applicant does not have to be the researcher travelling. The lead applicant may alternatively nominate other researchers from their team e.g. a post-doctoral researcher, to undertake the secondment.

It is imperative that applicants consider the relevance of their application in addressing the aims of the Irish Cancer Society Strategy 2021 – 2025 and Research Roadmap. The Irish Cancer Society's vision is that by 2025, 3 out of 4 Irish cancer patients will survive their diagnosis and everyone affected by the disease will have access to world-class treatment, care and support. In future, no one in Ireland will die from cancer. One of the ways in which we will set out to achieve this ambitious vision will be to increase our investment in world-class cancer research. We aim to support this by leveraging our funding to achieve more for the same, through increased partnership and collaboration.

It is anticipated that the applicant will undertake a period of mobility supporting their research in the area of a) translational biomedical research b) clinical trials c) survivorship and/or d) strategic priorities (See Figure 1 below). Applicants will be asked to select a research theme which best aligns to their area of research.
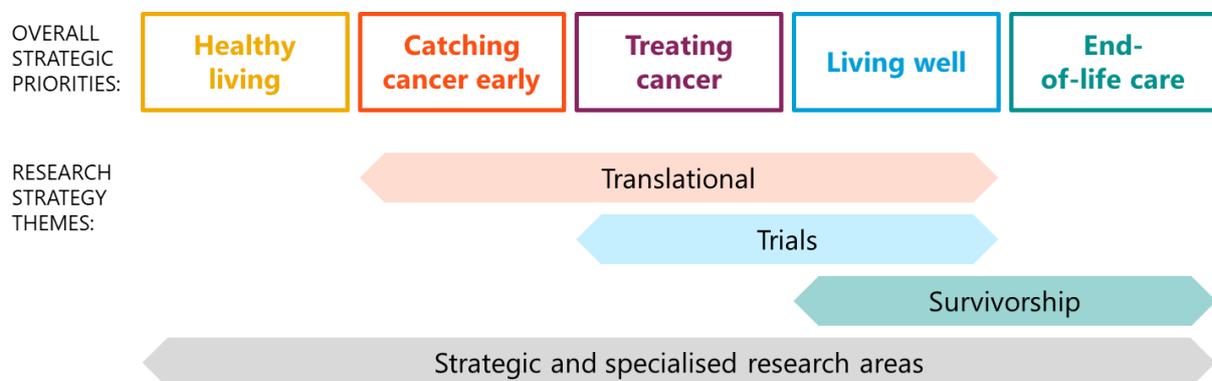
OVERALL STRATEGIC PRIORITIES:	Healthy living	Catching cancer early	Treating cancer	Living well	End-of-life care

RESEARCH STRATEGY THEMES:

Translational

Trials

Survivorship

Strategic and specialised research areas

Figure 1. Irish Cancer Society Strategic Research Themes

a. **Translational biomedical research** can be defined as 'bench to bedside' or patient-focused biomedical research, the aim of which is to translate existing knowledge about cancer biology into techniques and tools that will accelerate progress towards patient treatment. Research in this area will build upon basic biological discoveries and improves their translational potential through pre-clinical studies. Much of the outputs of translational research naturally merge into trials, the next area of focus.

b. **Clinical trials** are organised investigations in people to examine the benefits of new approaches to treatment and care. For example, looking to see if a new medicine can improve survival for a particular form of cancer. As well as funding these drug-based trials (so called IMP trials), the Irish Cancer Society is also interested in funding non-drug based trials (non-IMP trials) in areas such as diagnostics, technology, radiotherapy, surgery, psycho-oncology, exercise, nutrition, and combinations of these.

c. **Survivorship** covers the period from diagnosis to treatment outcome (including palliative and end-of-life care). Survivorship research seeks to improve the care and outcomes experienced by people living with and beyond cancer. This includes:

prevention and early detection of recurrent cancer; long term effects of cancer and its treatment; quality and experience of treatment and care; psycho-social effects of cancer and its treatment; self-management; health information and literacy; genetic risk and counselling; physical and practical needs e.g. financial, employment, mobility; etc.

d. **Strategic priorities** is a crosscutting theme, which seeks to specifically foster and grow research into areas of high unmet need in cancer. For example, cancers which have not benefited from the huge strides in outcome seen in some malignancies, such as metastatic disease, rare cancers and cancers with poor response or outcomes; the unmet needs of children, adolescents, and young adults affected by cancer; tackling misinformation and disinformation in cancer; addressing the needs of under-represented groups of people (e.g. Travelling community, ethnic and language minority communities, migrant communities, communities with socio-economic or mental health challenges, or any other socially excluded group).

1.4. Funding and Duration

Applicants can apply for funding of a maximum €10,000, however this must be appropriately justified based on the duration of mobility proposed. Each period of mobility is expected to be a **minimum** of 1 month in duration; there can be more than one period of mobility, once appropriately justified. Each applicant may only submit one application.

The proposed international mobility must not begin prior to **1 January 2023**. The initiative must be completed within 18 months of the start date.

1.5. Reporting

Recipients of this grant will be expected to provide a written report to the Society within one month of the period of mobility.

2. Eligibility

2.1. Applicant Eligibility

Applications from individuals that do not meet the eligibility criteria will not be assessed. This award is open to cancer researchers, at all post-PhD career stages.

At a **minimum**, this application requires:

1. A **lead applicant**

2. An **international collaborator** based at a host institution within an EU member state or a Horizon Europe Associated Country

3. A **mentor** who has experience of EU funding applications is required if this is the first EU funding application by the lead applicant.

Minimum Eligibility Criteria

1. Lead Applicant:

At a **minimum**, the lead applicant must meet the following criteria:

- Must have a doctoral research degree or equivalent

- Must have a compelling track-record in cancer research

- Must have a minimum of 4 years' post-doctoral research experience

- Be based at a HRB-approved host institution in the Republic of Ireland

- Must intend on submitting an application to an EU funding scheme by 31/12/2025.

Eligible lead applicants must **not**:

- Have access to existing mobility funding.

2. International EU-based Collaborator*:

At a minimum, the International Collaborator must:

- Have a compelling track-record in cancer research

- Be based at an international centre in an EU member state or Horizon Europe Associated Country that can facilitate this period of research mobility

- Be either an academic or non-academic partner

- Have a defined role in supporting this period of mobility

- Confirm their support and intention to collaborate with the lead applicant by providing a letter of support.

*Official Collaborators:

Collaborators, both academic and non-academic, are suitable for this award. Justification for the selection of the international collaborator must be provided. A letter of support will also be required from the collaborator, confirming their willingness to host this period of mobility, and outlining their intention to collaborate with the lead applicant on international funding schemes in future.

3. Mentor:

At a minimum, the Mentor must:

- Have a compelling track-record in cancer research

- Be based at a HRB-approved host institution in the Republic of Ireland

- Have experience of submitting EU-funding applications

- Confirm their support and intention to mentor the lead applicant by providing a letter of support.

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 and 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

Applicants conducting research out of non-approved sites (e.g. hospital) must nominate an approved host institution and all finances must be managed by this institution.

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 homepage. 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 homepage. Alternatively, select 'New Application' from the 'My Applications' tab.

Next, click 'Apply' for the Grant Type detailed as 'EU Cancer Research Collaboration Award 2022'.

*Please note, we recommend that you use a non-HSE (or hospital) email address for all applicants and signatories. Due to the HSE hack last year, HSE-associated email addresses (e.g. @stjames.ie) reject correspondence from our grant management system. We therefore request that you use a non-HSE email address, such as your academic host

institution or personal email address, when creating an account or adding co-applicants to an application. If you encounter any difficulties, please contact grants@irishcancer.ie

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 7 main sections outlined on the left-hand side of the page:

a) Application details

b) Applicant details

c) Mobility details

d) Plans for building sustainable international consortia and partnerships

e) Declarations of Support

    i.   Host Institution (Ireland)

    ii.   Host Institution (international)

    iii.   Collaborator (International)

    iv.   Mentor (if required)

f) Budget

g) 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 Details

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 project title
- Proposed start date (must be on or after 1 January 2023) *
- Duration (minimum 1 month)
- Lead applicant details
- Proposed host institution (Ireland)
- Is your proposed collaborator a non-academic or an academic partner?
- Proposed host institution (mobility element)
- Cancer type
- Discipline
- Research type
- Research theme
- Alignment with research theme
- Keywords (maximum 5)

b) Applicant(s) details
- Lead applicant CV
- Who is your proposed international collaborator(s)?
  - Collaborator contact details
  - Collaborator role
  - Collaborator CV
- Have you applied for EU-funding previously? Yes/No
  - Add a Mentor**: a mentor is required for all applicants who have no previous experience of applying for EU-funding
  - Please detail why you have chosen your mentor and any role they will have in the project (150 words maximum).

* Please note: If you require funding prior to the period of travel, please ensure that you allow ample time. For example, if you are planning to travel in May 2023, you may require funding to book flights/accommodation. In this case, select a start date prior to the date of travel, such as January 2023.

** 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 email address. 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.

c) Mobility details

In this section, you will be asked to describe and justify the period of mobility you wish to undertake.

- Name of project
- Location of mobility and name of host institution
- Duration and practicalities of proposed period of mobility
- Research statement
    - Please provide background details of your research, on which you want to build through the period of mobility (300 words maximum).
- Please include a description of the period of mobility. This should include a timeline, and a detailed plan for the period of mobility (500 words maximum).
- Please provide justification for the choice of collaborator (200 words maximum).

d) Plans for building sustainable international consortia and partnerships

- How will this funding allow you to develop competitive international consortia? (300 words maximum)
- How will this funding sustain your future career and plans for EU funding applications? If you have any specific EU funding schemes that you intend to apply for in future you should mention these here (300 words maximum).
- What knowledge and skills will you/other researchers gain from this mobility element? (300 words maximum).

e) Declarations of Support

i. Please upload a declaration of support from the Head of Department in your host institution (Ireland). Your 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 undertake this mobility element. On awarding of the funding, a contract will be made between the Irish Cancer Society and the institute at which the awardee works. The declaration of support should indicate that the Head of Department will facilitate this process.

ii. Please upload a declaration of support from the Head of Department in the host institution of the mobility element (international). The Head of Department should indicate that they support this application and that the person undertaking the mobility element will be provided with the support, space and resources required to undertake this research in their centre.

iii.   Please upload a declaration of support from the international collaborator in the host institution of the mobility element (international). The collaborator should declare that they are willing to supervise and support this period of mobility, and that they intend on collaborating with the lead applicant on EU-funding applications in future.

iv.   Please upload a declaration of support from the chosen mentor (if required). The mentor should declare that they are willing to provide mentorship to the lead applicant in relation to applying for EU-funding.

The declaration of support template is downloadable from this section on the online system or on the website. Each declaration of support should be maximum **1 A4 page** in length, uploaded as a pdf.

f) 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 (see below and appendix I).

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
Travel and Accommodation	• Any costs associated with travel can be outlined here. Estimate costs should be reinforced with reference to leading suppliers at the date of application. Receipts and updated booking inquiries will be requested at the award reporting stage • Travel to and from the mobility element accommodation upon and arrival and departure are eligible expenses. • 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.

Accommodation	• The cost of accommodation should be reasonable and in line with the duration of the mobility element.
	• 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 rental costs for the specific location should be sought, and will be requested by the Society.
	• 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 e.g. a hotel are not permitted (e.g. Wi-Fi costs, room service, newspapers, etc.).
Consumables	• Costs for materials required for the research throughout the mobility element should be budgeted for here.

In the budget justification section, please also consider the following:

i.   Does the proposed budget to the Irish Cancer Society cover the budget of the mobility in full?

ii.   If not, from where is the shortfall covered?

iii. What is the total cost of the initiative?

g) 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 mentor or collaborators who have yet to confirm their participation. Once the application has been validated, it may be submitted by the <u>lead applicant</u>.

The application will then be routed to any required signatories (mentor) if applicable. The application will not be received by the Society until all signatories have approved it. All signatories must approve the application before the application deadline. It is the responsibility of the lead applicant to ensure that signatories are given sufficient time to approve the application before the deadline.

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
- Collaborator CV
- Declarations of support

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 the Irish Cancer Society Annual Review Panel. The panel will consist of experts in the areas of cancer research. The panel will assess all sections of the application.

The review panel will 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.

The Panel will score applications based on:

- Feasibility of the planned mobility element to promote a sustainable collaborative project with another EU member state or Horizon Europe Associated Country.

- How likely it is that the proposed mobility will lead to a sustainable and innovative research partnership.

- How much the seconded researchers will benefit from new knowledge, skills and career development perspectives at the host mobility institute.

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.

6.4 Payment of Funding

Host Institutions will receive 70% of the requested funding upfront to allow accommodation and travel to be booked by the awardee. The remaining 30% will be held until the submission and approval of report covering the period of mobility, along with a detailed statement of income and receipts for all expenditure. Funding will be paid directly to the recipient's host institution (Ireland), and it is the responsibility of the host institution to set up a dedicated research account for these funds and to administer the funding to the awardee.

7. Contact

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

Email: grants@irishcancer.ie

Appendix 1:
Irish Cancer Society Research Budget & Expenses Policy

Table of Contents

1. Introduction

The Irish Cancer Society is the largest voluntary funder of cancer research in Ireland. The majority of the Society's funds are raised from public donations and we are therefore committed to ensuring that all funds are budgeted for and used sensibly in line with donor's expectations and the scientific goals of the work. This policy describes the Society's requirements for drafting budgets as part of the research grant submission process, as well as our expenses policy for research grant expenditure. This document should be consulted when completing Irish Cancer Society grant applications or grant variations. Bearing in mind that funding from the Society comes from the enormous effort, sacrifice and generosity of the general public it should be a general principle of all budgeting to get the most value and minimise costs in every way that is reasonable and justifiable.

Please note:

- These guiding principles are not an automatic approval for the use of funds from any grant. The Society reserves the right to review expenditure for reasonableness at any time during the research project.

- These guidelines describe the overall general budget and expenses guidelines for our awards. More specific rules may apply for some bespoke awards, and these rules will be included in the call documentation and/or contract specific for that award.

- Each research grant has a defined, agreed budget to help carry out the agreed Research Project. It is the responsibility of the research institution to ensure that all monies claimed and paid are allowable, necessary and reasonable for the conduct of the Research Project.

- The Society acknowledge that an approved budget may require modifications over the course of an award. Budget reallocations may be permitted during the lifetime of award provided they are adequately justified on an Irish Cancer Society budget reallocation form. Approval of such reallocations is at the sole discretion of the Society. Details of the budget reallocation process can be found here on the Irish Cancer Society website.

- It is expected that an internal financial governance structure will be in place to monitor and review allocation of funds for the Research Project.

- Annual and interim financial reports sought by the Society must include a detailed breakdown of costs claimed. The Society reserves the right to request independent verification of costs charged to a research grant.

- The Society reserves the right to refuse the payment of costs, which are deemed contrary to the guiding principles contained herein.

- The Society reserves the right, as often as it may reasonably require, to arrange for an audit to be conducted into the use of funds provided.

- As an Irish charity, The Irish Cancer Society will fund eligible direct costs only. The Society do not pay any overhead contribution to host universities.

This guidance document does not represent an exhaustive list and where queries arise that fall outside of the guidance herein, prior authorisation from the society should be sought by emailing grants@research.ie

2. Budgeting Non-Personnel Costs

2.1. Research Running Costs

These are all the day-to-day costs associated with the running of the research project. The Irish Cancer Society will allow the payment of reasonable running costs relevant to the specific project. Such costs may include but are not limited to: materials and consumables, research sample costs, access costs, survey costs, costs associated with research participants, transcription costs, data management costs, bench fees etc. Please note, any travel-based costs specifically associated with the running of the research project e.g. travel costs associated with research participants should be outlined in this section and not in the travel and dissemination section. All costs must be inclusive of VAT, where applicable. All running costs should be itemised within the application budget section and suitably justified.

2.3. Travel and Dissemination Budget

2.3.1. Travel

These are the costs relating to the travel of the grant applicant and/or other Irish Cancer Society funded team members for dissemination and networking purposes. Such costs must be directly related to events as part of the research programme and only funded researchers will be eligible to claim these expenses. Any travel costs that are part of the direct day-to-day running of the research programme e.g. travel costs associated with research participants should be budgeted under running costs (Section 3.1). As a charitable organisation, we would expect that all costs in relation to travel be reasonable, and must be clearly justified. Please note that the Irish Cancer Society will fund Economy-Class flights only. Please refer to Section 4.1 for further detail on permitted costs.

An example of permitted travel includes but is not limited to: costs associated with attendance at meetings, conferences, patient engagement events, workshops, fostering collaborations etc.

Reimbursement for costs associated with conference attendance will only be provided if the recipient is presenting their specific Society-funded research project in poster and/or oral format. Exceptions may apply for post-graduate students in the first year of study, whom would benefit from attendance at a national conference.

The applicant should provide as much detail as possible at the application stage. For example, if planning to attend a conference: the name, location and dates (where possible) of the conference should be detailed, in addition to the reason for attendance.

3. Research Grant Expenses

The Irish Cancer Society are committed to ensuring that all funds included within budget are used sensibly and appropriately. Reasonable travel, accommodation, subsistence, and other expenses incurred by a researcher in the execution of activities directly related to the research project will be reimbursed.

Reasonable expenses are defined as those that are cost effective weighed against the purpose of the activity. Researchers should be sensitive to what is perceived as reasonable at all times. It is not possible to set out rules for every situation and so you are required to exercise judgment to ensure that all claims made are within the spirit of the guidelines.

Please note, an awardee will be required to submit a detailed statement of income and expenditure as part of their annual report process. As part of this reporting, the Irish Cancer Society may request copies of the original receipts associated with any travel on their grant. Failure to supply a receipt or any underspend on any travel bursaries must be reimbursed in full to the Society

If there is any uncertainty as to whether something is reasonable or not, then a query should be addressed to the Society by emailing grants@irishcancer.ie in advance of incurring such expenditure.

3.1 Travel Expenses

- 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.

3.2. Accommodation Expenses

- 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.).