



# Irish Cancer Society Research

## Patient Advocate in Cancer Research Champion

### Award 2022 – Round B

Guidelines for Applicants

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## Patient Advocate in Cancer Research Champion

### Award – Round B

Guidelines for Applicants

## 1. Introduction

### 1.1. Overview

An advocate is someone who supports or defends a cause. In the cancer research community, a cancer advocate provides a voice for cancer patients, working in partnership with researchers to support and input into the cancer research agenda specifically. The Irish Cancer Society recognises the instrumental role that cancer advocates have in ensuring public and patient involvement (PPI) in cancer research to ultimately help improve the lives of those affected by cancer. The Society also recognises that knowledge and making connections in the cancer world is key to the role of the cancer research advocate, for example, through attendance at cancer research events, undertaking training or attending workshops. However, practically, involvement in PPI activities or in training and networking events is not always possible due to lack of funding available for cancer research advocates.

In recognition of the lack of funding available to support cancer research advocates and as part of our commitment to develop a community of PPI in cancer research champions, the Irish Cancer Society has launched the Patient Advocate in Cancer Research Champion 2022. The award will **provide funding to support cancer advocates in championing cancer research on a national or international level.**

## 1.2. Indicative Timelines

Milestone	Date
Call opens	Thursday 2 <sup>nd</sup> June 2022
<b>Deadline for online/postal submission of applications for funding round B.</b>	Thursday 1 <sup>st</sup> September 2022
Review	September
Awardees Announced	October

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 the Patient Advocate in Cancer Research Champion 2022 is to provide funding to **support cancer advocates** in championing **cancer research** on a national or international level. Applicants for the award must be able to show receiving funding will be of **benefit to not only their own development** but will also have **an impact on the wider cancer research PPI community in Ireland.**

At the Irish Cancer Society, we recognise the value of having **patient experts and people who are affected by cancer** involved at every stage the research funding process. These cancer advocates play very important roles and are instrumental in improving the lives of those affected by cancer by advising on what types of cancer research will benefit those who are affected by cancer.

Therefore, the purpose of this award is to provide **advocates in cancer research** with funding to enhance their skills and training or to support them in cancer research PPI opportunities across Ireland.

**You do not need to be a member of the Irish Cancer Society PPI Panel to apply for this award. This call is open to all cancer research advocates in Ireland.**

Funding is available to cover the costs associated with advocating for cancer research specifically. This may include\*:

- Registration costs for a relevant conference, workshop, course or training activity (online, hybrid or in person) \*
- Travel costs\*\*
- Childcare costs to cover time required for PPI activities
- Loss of earnings due to time commitments required to be a PPI contributor

- Accommodation costs\*\*
- Subsistence
- Materials to participate in PPI activities (e.g. Microsoft office subscription, a webcam etc.)\*\*\*

\* This is a suggested list; other costs will be considered if strongly justified. All funding provided is at the discretion of the Irish Cancer Society.

\*\* Due to the ongoing COVID-19 pandemic; it is likely that events or activities may be virtual/online. For in person events please ensure all activities proposed are in line with the public health guidelines in place at that time.

\*\*\*Funding for technological items will be at the discretion of the Irish Cancer Society. Where appropriate, The Society will require strong justification for why the item is needed and will request a quotation including item specifications and costs.

**For more detailed information on costs that may be covered please see section 2.2.**

## 1.4. Funding and Duration

Funding up to a maximum of €1,000 is available per award. Funding is to support registration, travel, accommodation, childcare, loss of earnings, materials and subsistence costs. The event(s) or activities must be between November 2022 and October 2023.

Please see **section 2.2** for more details on costs that the award will cover.

Once justified in the application, there is no limit to the number of events or activities the awardee is using the funding for. For example; attendance to online conferences and workshops may be significantly cheaper than attending a workshop in person. However, the maximum funding amount per applicant must be no more than €1,000.

It is very important to explain the value of attending each event or undertaking each PPI activity and the reasoning behind the costs. You must also include a breakdown of all costs in your budget to include how you calculated the figure within each category.

## 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 advocates** who want support for their **cancer research advocacy and PPI activities**. More specifically:

Applicants must be able to demonstrate their previous efforts in a cancer research advocate or PPI in cancer research capacity.

Applicants must also be able to demonstrate how this award will benefit their cancer research advocacy or PPI activities.

- The applicant must be able to demonstrate how funding will ultimately have an impact on patients in Ireland.
- The award is primarily for non-professionals who would in most circumstances not have access to research grants or travel awards. As such, applications will not be accepted from professionals employed within the cancer landscape e.g. cancer researchers; allied health professionals; oncologists etc.

## 2.2. Funding Eligibility

### Guiding Principles for costs relating to:

#### Events, Training and Conferences

Applicants can apply for funding for cancer research initiatives (attend meetings, conferences, workshops, meetings or training events) which will support their cancer research advocacy or PPI activities directly. Please email [grants@irishcancer.ie](mailto:grants@irishcancer.ie) if you are unsure if the event or activity you are costing for is eligible.

Examples of event costs covered:

- Conference registration fees
- Workshop registration fees
- Training course fees

#### Travel

- 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.

\* The Society acknowledges that this may not always be possible for practical or health reasons.

- Taxi's may be used but are the least preferred method of transport. Taxi's 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, awardees 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. 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, applicants must endeavour to book accommodation not exceeding a 4-star rating. For accommodation in Ireland, **a rate not exceeding €120 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.
- Facilities and services which are not provided free of charge by the hotel are not permitted (e.g. wi-fi costs, breakfast (if not included in room price and over €10), room service, newspapers etc).

## Alcohol

- It is the Irish Cancer Society's policy not to fund alcohol or any forms of entertainment.

## Subsistence

- 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.

## Childcare costs

Where justified, the Society will cover necessary budgeted childcare costs required in order for the patient advocate to attend a cancer research specific event or activity. The Society will not cover the costs of overnight or extended childcare. A standard rate of **€60-70 per day or €10 per hour** is permitted in instances where this is necessary<sup>1</sup>.

## Carer Costs

Carers who may need a replacement carer to enable them to participate in events or activities can budget to cover these costs. The Society understands that applicants may have their own

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<sup>1</sup> <https://www.invo.org.uk/wp-content/uploads/2013/07/INVOLVEMHRNBudgeting09Jul2013.pdf>

arrangements in place and costs can vary. If you have any concerns about budgeting for carer costs please contact [ppi@irishcancer.ie](mailto:ppi@irishcancer.ie)<sup>1</sup>.

### **Loss of earnings**

In certain circumstances patient advocates may not receive appropriate compensation for their advocacy work e.g. taking time off work to participate in a patient review panel. If the cancer research advocate is taking unpaid leave in order to attend the PPI activity, and if the applicant is not already in receipt of funding from other sources, where robustly justified, the Society may provide an honorarium to cover the cost of loss of earnings at a standard rate of €23 per hour, €71 for a half day or €142 for a full day <sup>2</sup>. Please note, loss of earnings will be paid in arrears i.e. after the initiative has taken place.

**In some instances, receiving payment for cancer research advocacy activities may affect payments for those who are in receipt of social welfare. It is the responsibility of the applicant to ensure that they are complying with all social welfare requirements and the requirements of their employers.**

### **Materials and Administration Fees**

Some cancer advocates may not have access to the materials required to attend events or undertake PPI activities. Where robustly justified; the Society may cover the costs of materials and supplies required for a cancer advocate to participate such events or activities. These items may include telephone costs, postage, stationary, subscription to software or journal, materials that aid in accessibility, small hardware such as a webcam or keyboard etc.

**Please note: After the initiative the awardee must submit a detailed statement of income and expenditure with all original receipts for expenditure included. Failure to supply a receipt, comply with our budget guidelines or any underspend on the travel bursary must be reimbursed in full to the Society.**

**The Irish Cancer Society will only fund items and reimburse costs that have not been funded by any other source.**

## **3. Application Procedure**

Prior to applying, we strongly recommend that you read this document through to completion and seek guidance from [grants@irishcancer.ie](mailto:grants@irishcancer.ie) if any clarifications are required.

### **3.1. How to Apply**

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<sup>2</sup> <https://www.nihr.ac.uk/documents/centre-for-engagement-and-dissemination-recognition-payments-for-public-contributors/24979>

Applications can 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 'Patient Advocate in Cancer Research Champion Award'

**Please note; if you would prefer to be sent an application form to complete the application offline please contact [grants@irishcancer.ie](mailto:grants@irishcancer.ie) at least 2 weeks ahead of the closing date.**

### **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 6 sections outlined on the left hand side of the page:

- a) Introduction
- b) Grant Information
- c) Applicant Details
- d) Event Details
- e) Benefits of Attending the Event
- f) Estimated 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) Introduction**

This section gives an overview of information on the Patient Advocate in Cancer Research Champion Award 2022.

### **b) Grant information**

This section asks for information on the start date of the award and the duration of the award.

### **c) Applicant details**

#### **Cancer Research Advocacy Background**

Please outline your previous experience in a cancer research advocate capacity. (Max 500 words)

If you are unsure of what constitutes cancer research advocacy, please see the below description or contact [grants@irishcancer.ie](mailto:grants@irishcancer.ie)

*'In the cancer research community, a cancer advocate provides a voice for cancer patients, working in partnership with researchers to support and input into the cancer research agenda specifically. The Irish Cancer Society recognises the instrumental role that cancer advocates have in ensuring public and patient involvement (PPI) in cancer research to ultimately help improve the lives of those affected by cancer.'*

**You do not need to be a member of the Irish Cancer Society PPI Panel to apply for this award. This call is open to all cancer research advocates in Ireland.**

For the purpose of this award, individuals who are already professionally employed within the cancer landscape are not considered eligible for this award.

### **d) Cancer Research Initiative details**

**Name of initiative**

Name of the conference, funding panel, workshop or PPI activity etc. If there is no official name, please put in a short description of the event.

**Nature of the initiative and description**

Brief description of the overall initiative e.g. event or activity

**Location**

City/Town, Country

**Duration Dates**

First day of initiative until last day of initiative

**Dates that you plan to attend the initiative**

Do you plan to attend the whole initiative or only specific days?

**Website of initiative**

If there is not have a dedicated website, please enter the details of any website where information on the event or activity is available.

**Are you planning to attend more than one initiative?**

If you are then you will be asked to input the above information for the second initiative.

You will also be asked for justification as to why you are attending multiple initiative.

**Is there funding available from any other organisation available for the initiative? For example, from the initiative organisers?**

If yes, please give details:

**e) Benefits of attending the event or undertaking PPI activities**

**If using the funding to attend event(s):**

**Please explain how attending this event will be of benefit to you in your role as a cancer research advocate. (Max 500 words)**

**In your answer please outline:**

- Why you chose this event in particular to attend
- Specific details on particular aspects of the event that you feel are most relevant to you, such as specific sessions or attendees/speakers you wish to network with etc.
- The knowledge and skills you hope to gain by attending the event- and why this is important for the role of cancer research advocate

- The connections you hope to make at the event- and why this is important for the role of cancer research advocate

**OR**

**If using the funding to become involved in PPI activities:**

**Please explain how being a part of this PPI activity will be of benefit to you in your role as a cancer research advocate. (Max 500 words)**

- Why you chose to become involved in the PPI activities outlined in this application
- The knowledge and skills you will bring to the cancer research community by being involved in these PPI activities?

**Please outline how your role in the initiative(s) proposed in this application will have an impact on the wider cancer patient PPI community in Ireland (Max 500 words).**

**Things to include:**

- For example, contributing to a grant review call by sitting on a review panel or sharing what you learn at the event with other patient advocates?

## **f) Estimated Budget**

The following costs will be covered for the awardee:

- Travel, accommodation and subsistence
- Costs associated Childcare, carers and loss of earnings
- Registration/course fees
- Running costs such as materials and administration costs

In the application form you will be required to input individual costs and to provide a justification for each cost. You must provide you calculations for the individual costs within your budget justification.

An example of how to add a cost as part of travel is given below-

On the Estimated Budget section click the button that says 'Add travel'- outlined in the red box in the image below.

Cancer Advocate Travel Award 2020  
1211

Details...

28.6% complete

- Introduction
- Grant Information
- Applicant Details
- Event Details
- Benefits of attending the Event
- Estimated Budget**
- Validation Summary

System Help

Estimated Budget

Previous Next Save Save And Close

Maximum allowable budget is €2,000

Are you budgeting for Travel?

Yes  
 No

Travel  
Add Travel

Budget Justification for Travel

Rich text editor toolbar

You can then input each cost as an item. In the image below 'flights' have been inputted as the item (in green box below) and a cost of €300 inputted (in orange dashed line box below).

Travel

Item: Flights

Amount	Year 1	Total
Costs	€ 300	€0.00

Save Cancel

Once the information about the cost has been inputted you can then fill out the Budget Justification. An example of a budget justification for the flights is given in the image below (in blue box).

Justification for each cost can be given in the same box.

Item	Year 1	Total
Flights	€300.00	€300.00
	<b>300.00</b>	<b>300.00</b>

Add Travel

Budget Justification for Travel

Ryanair return flights from Dublin to Berlin. Leaving on 31/06/20 and returning 03/07/20.  
Value Fare with 10kg bag checked in for both flights.

Paragraphs: 2, Words: 23/1000

Are you budgeting for Accommodation?

The Society understands that actual costs may vary, therefore, this an estimate budget. However, we ask that you try as best as possible to give accurate costs.

If attending an **event**, we ask that before completing this section that you look up registration costs for the event (if relevant), the cost of travel (e.g. buses, trains, air fare etc.) and the average price of accommodation in the location.

Similarly, if attending a PPI **activity**, we ask that look up the cost of travel (e.g. buses, trains etc.), and consider any materials required and subsistence needed.

Please also consider any other costs that may need to be budgeted for such as loss of earnings, childcare costs, and carer costs.

Awardees will receive 70% of the requested amount upfront to allow accommodation and travel to be booked. Awardees will receive the remaining amount after a report covering the initiatives is submitted along with a detailed statement of income and expenditure and original receipts for all expenditure. Payments will be made directly into the bank account of the awardee via electronic fund transfer.

## **Use of funds**

The Irish Cancer Society is the largest voluntary funder of cancer research in Ireland. More than 95% of the Society's funds are raised from public donations and we are committed to ensuring that all funds are used sensibly and appropriately. Reasonable travel, accommodation, subsistence and other expenses incurred by awardees in the execution of activities directly related to the grant will be reimbursed. Reasonable expenses are defined as those that are cost effective weighed against the purpose of the activity while taking into consideration the needs and requirements of the applicant, for example requirements due to health reasons.

## **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 all required questions are answered in the correct manner on the application form and all sections have been validated on the validation summary page. Once the application has been validated, it may be submitted by the applicant.

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

## **6. Application Assessment**

Applications will be reviewed by the Irish Cancer Society Annual Review Panel, this panel consists of cancer researchers and PPI reviewers from diverse backgrounds. The budget will be reviewed to ensure that it is feasible and reasonable.

Applicants will be notified of the outcome of the assessment by email.

### **6.1. Conflicts of Interest**

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

## **7. Post-Award**

The Society requests two reports from every person and organisation that is awarded funding. The two reports are a financial report and a report that details an update on activities that happened as part of the grant.

This is to ensure that the funding was spent as per what was described in the approved application.

As such, within 30 days of returning from the event awardees will be required to:

- Submit a report covering the event. The required report template will be sent to you before the event.
- Submit a detailed statement of income and expenditure.
- Attach original receipts for all expenditure.

## **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](mailto:grants@irishcancer.ie)