



# Cancer Clinical Trial Nurse Preceptorship Award 2022

## Guidelines for Applicants

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# Irish Cancer Society Research

## Cancer Clinical Trial Nurse Preceptorship Award 2022

Guidelines for Applicants

### 1. Introduction

#### 1.1. Overview

The Irish Cancer Society is the largest voluntary funder of cancer research in Ireland and is committed to improving the outcomes, care and quality of life of people living with and beyond cancer. A key priority in the new Irish Cancer Society Strategy 2020-2025 is to invest in world-class cancer research that will ultimately bring about a positive change to the lives of people affected by cancer.

In keeping with its priority to foster the cancer research environment, the Irish Cancer Society is looking forward to launch the “Cancer Clinical Trial **Nurse Preceptorship Award**”. The award aims to encourage **nurses** to build competencies around cancer clinical trials in Ireland through a **competitive international clinical trials preceptorship**.

For this award, the Irish Cancer Society is collaborating with the Princess Margaret Cancer Centre in Toronto, Canada. The Princess Margaret Cancer Centre has 12 specific cancer site

groups and 26 specialty clinics, and more than 3,000 staff who see over 400,000 patient visits every year. This award will provide an opportunity for a qualified cancer nurse from Ireland to visit the Clinical Trials Unit in Canada for a **two-week period** to foster professional relationships and gain greater insight and knowledge in about clinical trial techniques. The Irish Cancer Society has also collaborated with the National Cancer Control Program (NCCP) through this award to work towards a common objective of ensuring professional development of nurses in cancer.

The aim of this award is to encourage more nurses to pursue a career in cancer trials and in doing so, increase awareness of the value of cancer clinical trials. A cancer clinical trial nurse will get an opportunity to visit the Princess Margaret Cancer Centre for approximately two weeks in the spring of 2023, to gain practical experience and training supervised by their Clinical Trials Team.

**Application deadline: 15.00 GMT Wednesday 7th December 2022**

## 1.2. Indicative Timelines

Milestone	Date
Applications Open	Thursday 20 <sup>th</sup> October 2022
Application Deadline	Wednesday 7 <sup>th</sup> December 2022
Interviews	February 2023
Awardee Selected	Late-February 2023
Preceptorship	Spring 2023 (Late April/Early May)

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

## 1.3. About the Preceptorship

The clinical trials preceptorship will take place at Princess Margaret Cancer Centre, Toronto Canada as part of the [Observership Program](#) at University Health Network (UHN).

UHN encompasses the Toronto General and Toronto Western hospitals, the Princess Margaret Cancer Centre, Toronto Rehabilitation Institute, and The Michener Institute of Education. The Observership Program at UHN welcomes approximately 1,550 observers per

year from all around the world and provides an invaluable learning experience for individuals who have a passion for health care.

Princess Margaret Cancer Centre is one of the largest comprehensive cancer treatment facilities in the world and the largest radiation treatment centre in Canada. Through ongoing research, education and innovation, Princess Margaret continues to be on the frontiers of medical, surgical and radiation oncology, embracing the latest technology and international best-practices and setting standards for patient care.

## 1.4. Purpose and Objectives

The aim of this award is to encourage more nurses to pursue a career in cancer trials and in doing so, increase awareness of the value of cancer clinical trials. Our ultimate aim is to influence and ideally increase the accrual number of patients going on clinical trials in Ireland as recommended in the [National Cancer Strategy](#).

The preceptorship will focus on the following areas of clinical trials:

- Cancer Immunotherapy trials
- Phase 1/Early stage cancer trials
- Novel Lung cancer trials

## 1.5. Research Themes

This proposal must be aligned with the [Society's Strategy \(2020-2025\)](#) and its clinical trials theme of the Society Research Roadmap as follows:

- a. **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.

## 1.6. Funding and Award Period

The purpose of this award is to encourage nurses to pursue a career in cancer trials. Applicants can apply for funding up to a **maximum of €12,500**. Two candidates will be selected for the award and will have the opportunity to visit the Princess Margaret Cancer Centre for approximately **two weeks in the spring of 2023**, to gain practical experience and training supervised by their Clinical Trials Team.

## 1.7. Reporting

Recipients of this grant will be expected to provide a written report and case study to the society within one month following the preceptorship. The successful candidate will also be expected to present about their key learnings from the preceptorship.

# 2. Eligibility

## 2.1. Applicant Eligibility

The award is open to **nurses** working with those affected by cancer.

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

Only one application can be submitted per applicant.

Applicants that submit multiple applications will have them rejected. Applications submitted more than once by different applicants will be rejected.

### Lead Applicant:

#### Minimum Eligibility Criteria

Applications will be sought from motivated nurses who meet the following criteria:

- Hold a professional qualification in nursing and be currently listed on the Nursing and Midwifery Board of Ireland's (NMBI) register of Nurses and Midwives.
- Currently hold a nursing appointment in the Republic of Ireland, for which clinical time has been spent working in cancer services for a minimum of 18 months.
- Relevant experience in clinical trials would be an advantage.

Eligible lead applicants must **not**:

- Applicants must not have access to existing funding that covers the preceptorship.

\* For any queries related to eligibility, candidates should contact [grants@irishcancer.ie](mailto:grants@irishcancer.ie) before applying.

## 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 nurses will be affiliated with a HRB-approved host institution. In such cases, the non-approved sites (e.g. hospital/clinical site) must agree to manage all the finances and take responsibility for compliance with all general and specific terms and conditions of the award. A Letter of Support will be required from the host institution.

## 3. Application Procedure

### 3.1. Application Overview

There are three stages to the application process:

- i. Application stage
- ii. Interviews
- iii. Registration with UHN

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Stage 1: Application stage	The application stage allows the applicant to outline the value that the preceptorship would have on their career, and in driving forward their work on cancer clinical trials in Ireland.
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	Applications that are of the highest quality will be shortlisted to the next stage, i.e. interviews. Reviewer feedback will be made available to all applicants.
Stage 2: Interviews	Short interviews will be conducted between shortlisted applicants and the review panel. Review Panel will also include representatives from Princess Margaret Cancer Centre. Feedback from the application stage should be used to further improve the application in advance of the interviews.
Stage 3: Registration with UHN	The candidate selected after the interview process will have to register with UHN. Further information on this will be provided once the candidate is selected.

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### 3.2. 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 'Cancer Clinical Trial Nurse Preceptorship Award'.

### 3.3. 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 9 sections outlined on the left hand side of the page:

- a) Application outline
- b) Preceptorship goals
- c) Benefit to the applicants' career
- d) Benefit to the wider national cancer trials community
- e) Applicant's CV
- f) Declaration of support
- g) Supporting documentation
- h) Budget
- i) 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 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:

- **Lead applicant details**
- **Supervisor/manager details:**

**Adding your supervisors:** You must add your supervisor/line manager to the application. Your supervisors will have to confirm their support and approve the application after you submit it and before it is finally submitted to the society. Please note that manager/supervisor approval must be completed before the application deadline.

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

If your supervisor does not already have an account you can click 'Add a New Contact' and enter their name and email address. Please note that on saving, the contact will be added to the Application as a supervisor. They will receive a notification of this via email.

**Declaration of Support - Supervisor:** You must upload a letter of support from each of your supervisor. The supervisor/manager should indicate that they support your application and that they will ensure your ability to take time away from your work duties to visit Princess Margaret Cancer Centre for the preceptorship for two weeks in Spring 2023. The Declaration of Support Template is downloadable from this section on the online system or on the website. This must be completed on headed paper.

- **Proposed host institution**

### **b) Preceptorship Goals**

Please list 3 goals that you wish to achieve through the clinical trials preceptorship (150 words max).

### **c) Benefit to the applicant's career**

Please describe the benefit of this preceptorship to your career including the following (500 words max):

- Motivation for applying for the preceptorship.
- How is this preceptorship relevant to you.
- The knowledge/skills you will gain from this.
- How will the learnings help you in your current job?
- How this funding will benefit your future career and plans.

### **d) Benefit to the wider national cancer trials research community**

Please describe the benefit that this preceptorship will have to the wider cancer trials community in Ireland including (500 words max):

- How will you disseminate the knowledge and skills that you gain from the preceptorship
- How will the knowledge be useful to the wider cancer trials community in Ireland

### **e) 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.

### **f) Declaration of Support**

Please upload a declaration of support from the head of department of the host institution. The head of department/manager should indicate that they support your application and that they will ensure your ability to take time away from your work duties to visit Princess Margaret Cancer Centre for the preceptorship for two weeks in Spring 2023.

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/Manager will facilitate this process. 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 letter must also state that the host institution agrees to manage all the finances and take responsibility for compliance with all general and specific terms and conditions of the award.

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:

- Any additional letter of support
- Pay-scale justification for buy-out time
- Quotes/screenshots for budget justification
- 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
Personnel costs: Buy-out time	The Irish Cancer Society will fund the buy-out time of nurses based on the HSE salary scale. <b>Only applicants that are permanently employed by the HSE may use this salary scale.</b> Applicants should use the scale and salary point most relevant for their role and experience within the HSE. A strong justification will be required as to why specific salary points were chosen.
Registration fees	Please budget <b>€200</b> to cover the registration fee to attend the preceptorship.
Travel, accommodation, and subsistence	Any costs associated with travel, accommodation and subsistence should be outlined here. <b>Travel</b> <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• 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 <b>€0.35 cent per kilometre</b> 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.</li></ul>

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### 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.

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Dissemination costs	Dissemination costs e.g. poster printing, should be clearly planned and articulated as part of your planned 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.
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Please contact [grants@irishcancer.ie](mailto:grants@irishcancer.ie), if you have any questions regarding the budget.

## 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 – line manager/supervisor and host institution/hospital/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 academic/clinical experts working in the area of clinical trials.

**The panel will score applications based on:**

- The suitability of the candidate for the preceptorship
- How the preceptorship will benefit the nurse and the wider cancer trials 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 proceed to the Interview round. After the interview the review panel will decide which application will be funded. Applicants will be informed of the outcome by email. Reviewer feedback will be available to all applicants.

The deadline for the application is **3 pm Wednesday 7<sup>th</sup> December 2022.**

## 7. Payment of Funding

For awardees, 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 preceptorship, 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.

The reimbursement of funds will be dependent on the submission of the following:

- A detailed report about the preceptorship
- A power point presentation to be presented at multiple fora
- 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. Acknowledgement

This award is a collaboration between the Irish Cancer Society, Princess Margaret Cancer Centre and the National Cancer Control Programme (NCCP).

Special thanks to Marcie Flynn-Post and Dianne Zawiasza for the support from Princess Margaret Cancer Centre, Toronto, Canada.

We would also like to acknowledge the contributions of Terry Hanan (Nursing Development Coordinator at the National Cancer Control Programme) and Tracey Fitzpatrick (Directorate Nurse Manager (DNM), Mater Hospital) in developing this call.

## 9. 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)