



## **Guidelines for Applicants to Irish Cancer Society Research Fellowship Scheme 2012**

### **1. General**

The objective of the Irish Cancer Society (ICS) Research Fellowship Scheme is to support excellent cancer researchers to develop an independent research programme in their chosen area of cancer research.

Note: Applicants may apply for only ONE ICS Research scheme for 2012. It is the responsibility of the applicant to ensure that they fulfill the eligibility criteria for the scheme to which they are applying. If you are uncertain about your eligibility to this scheme, please contact us at the Helpdesk (details provided below) in advance of beginning your application.

### **2. Applicant Eligibility Criteria**

Applicants must fulfill the following criteria:

- Eligible applicants must hold a doctoral degree, and must have a further minimum of three and a maximum of five years research experience. Applicants are required to have completed their doctoral degree (date of thesis submission) within five years of the closing date for applications.
- Applicants must not be tenured for a lectureship position at the time of applying for the ICS Research Fellowship.

### **3. Research Team's Eligibility**

Research teams eligible to host a Research Fellow will include those in Irish higher education institutions as well as other institutions in Ireland who can demonstrate to the assessors a sufficiently high international research reputation.

### **4. Ineligible Applications**

Applications from individuals that do not meet the eligibility criteria, incomplete applications and applications received after the advertised closing date will not be assessed.

### **5. Application Procedure**

Prior to submitting an application, applicants **must** read this document (Guidelines for Applicants) through to completion.

## 5.1. How to Apply

In order to submit an online application you are required to register for an account at the following address: <http://www.cri.cancer.ie>

### Step 1: Register

On Login section, click '**Register**'. Select Fellowship option.

Insert:

1. Your name and email address
2. Your proposed Mentor's name and email address
3. Click '**Register**'.

### Step 2: Activate your Account

When you have submitted your registration, you and your proposed Mentor will each receive an automated welcome email from the Irish Cancer Society. You **must** follow the instructions in this email to activate your account. You will not be able to login if you do not activate your account correctly. The welcome email also contains your username and password. You will need your username and password to login to the online system.

### Step 3: Log in

Login at the following address: <http://www.cri.cancer.ie>

Insert your unique username (email address) and password and click '**Submit**'.

## 5.2. Completing your Application

There are three tabs on the online application system:

1. **Curriculum Vitae**
2. **My Application**
3. **My Profile**

You must complete your CV before you can proceed to your application. Your proposed Mentor must also complete their CV before you can submit your application.

Please note: Your proposed Mentor has access to your account so that you can collaborate on your application. You do not have access to your proposed Mentor's account (containing their CV).

Details from your CV and your Mentor's CV will automatically populate fields within your applications, it is therefore imperative that you and your Mentor complete and update both CVs before you submit your application.

### **Tab 1: Curriculum Vitae**

Mandatory sections are denoted by an asterisk (\*). Information added to these sections will automatically populate corresponding sections in your application. Please ensure that the details contained within your CV are correct and up to date. You must input and save your CV before continuing to the next tabs. Once your CV has been completed, you will be able to access your application and My Profile tabs.

The sections within the CV are:

Surname

First (Given) name

Salutation

Country of Residence

Country of Citizenship

Title of current appointment Please indicate the title of your current role (e.g. research assistant, student, etc.)

Tenure of current appointment Please state tenure of employment and end date if applicable (permanent, contract). If you are a student, please indicate the end date of your final exams (e.g. May 2012)

Employment Address Please provide the address where you are currently employed.

Correspondence Address Please insert the correspondence address of your proposed host institution where future correspondence should be sent.

Email address This field is automatically populated from the registration stage when you created your account for your application. Please use an email address that you regularly check as correspondence relating to your application will be sent to this email address.

Telephone number Please provide a number at which you may be contacted in relation to your application.

Mobile number Please provide a number at which you may be contacted in relation to your application.

Date of birth Please state your date of birth using the format dd/mm/yyyy.

Brief biography Please provide a brief biography (250 words max)

**Third Level Education: Undergraduate (Bachelors or equivalent)**

Please state your institution of study, start and end date, qualification and grade awarded, and any additional information such as research projects undertaken during your undergraduate degree.

**Third Level Education: Masters Degree**

Please state if you have been awarded a Masters degree. Please include the date which this was awarded, institution of study, start and end dates, department or school, name of Mentor, and title of project and subject area.

**Third Level Education: Doctoral Degree**

Please indicate when you were awarded your doctoral degree, institution of study, start and end dates, department or school, name of Mentor, and title of project and subject area.

**Research Career**

*Present Post*

Please provide details of the department/school in which you work and the institution of study. Please state the principal investigator or group leader within the research group and your start and end date with this group.

Please provide a brief description of the projects in which you are involved and the duties assigned to you for the completion of these projects (500 words max)

### *Previous Post 1*

Please provide details of the department/school in which have you work and the institution of study. Please state the principal investigator or group leader within that research group and your start and end date with this group.

Please provide a brief description of the projects in which you were involved and the duties assigned to you for the completion of these projects (500 words max)

### *Previous Post 2*

Please provide details of the department/school in which have you work and the institution of study. Please state the principal investigator or group leader within that research group and your start and end date with this group.

Please provide a brief description of the projects in which you were involved and the duties assigned to you for the completion of these projects (500 words max)

Current photo	Please upload a current portrait photo. This photo may be used for internal and media communications. Accepted formats include jpeg or gif format only.
Employment history	Please provide a history of employment including post held, location, start and end date, type of employment (permanent or contract). (200 words max)
Membership of Boards or Professional Bodies	Please list any memberships you hold on boards or professional bodies (scientific or other) (200 words max)
Media interest/ability	Please indicate your willingness to participate in media or other communications in relation to this application. Please indicate all language in which you are fluent. (250 words max)
Significant publications in peer-review journals	Please enter the Pubmed IDs (PMID) of up to 30 research publications. Most recent first.
Other significant contributions	Please include any other significant contributions such as book chapters, policy documents, reports etc. You may list three items here.
Research Grant History	Please list the most recent grants you have received Please include the title of grant, granting body, amount awarded, end date of funding (250 words max)
Grant which you are currently applying to:	Please state any other funding to which you are currently applying. (100 words max)
Current projects	Please provide a brief describing of the current project in which you are currently involved.

### **Mentor's CV**

Please note: Only the proposed Mentor will have access to their accounts containing their CV. Collaborating applicants will not be able to edit any information contained within the Mentor's CV. Details of the required sections of the Mentors CV are below:

Surname  
First (Given) name  
Salutation

Country of Residence Country of Citizenship Title of current employment Tenure of appointment	Please state tenure of employment and end date if applicable (permanent, contract).
Employment address	
Correspondence address	Please state a suitable address to which correspondence relating to your application may be sent.
Email address	This field is automatically populated from the registration stage when you created your account. Please use a current email address that you regularly check as correspondence relating to your application will be sent to this email address.
Telephone number	Please give your personal office number, do not give general switchboard numbers etc.
Mobile number	Please provide a number at which you may be contacted in relation to your application.
Date of birth	Please state your date of birth using the format dd/mm/yyyy.
Brief biography	Please provide a brief biography (250 words max)
Current photo	Please upload a current portrait photo. This photo may be used for internal and media communications. Accepted formats include jpeg or gif format only.
Qualifications	Please list your qualifications, dated most recent first. Please state where you obtained your qualifications.
Employment history	Please provide a history of employment including post held, location, start and end date, type of employment (permanent or contract). (200 words max)
Membership of Boards or Professional Bodies	Please list any memberships you hold on boards or professional bodies (scientific or other) (200 words max)
Media interest/ability	Please indicate your willingness to participate in media or other communications in relation to this application. Please indicate all languages in which you are fluent (250 words max).
Your select publications	Please enter the Pubmed IDs (PMID) of up to 30 research publications. Most recent first.
Research Grant History	Please list the most recent grants you have received Please include the title of the grant, granting body, amount awarded, end date of funding (250 words max)
Grant which you are currently applying to:	Please state any other funding to which you are currently applying. (100 words max)
Current projects	Please provide a brief description of the current projects in which you are currently involved.

Record of Supervision	Please complete the Record of Supervision in detail and as accurately as possible. Particular attention is paid to this section during the evaluation of each application by the peer-review panel.
Number of persons currently working in your research group	Please give the total number of people who are currently working within your research group. The following sections will allow you to expand on the breakdown of your research team.
Number of Master students	Please state the number of Masters students currently working under your supervision.
Number of MD students	Please state the number of MD students currently working under your supervision.
Number of PhD students	Please state the number of PhD students currently working under your supervision.
Number of post-doctoral researchers	Please state the number of post-doctoral researchers currently working as part of your research team.
Number of technicians	Please state the number of technicians currently working as part of your research team.
Number of years supervising research projects	Please indicate the number of years you have spent supervising research projects
Completed Masters theses supervised	Please provide a list of Masters theses supervised. Please use the following format for this information. Student Name / Thesis Subject Area / Year Thesis Awarded e.g. Ann Smith / Breast cancer progression and metastasis / 2010
Completed PhD theses supervised	Please provide a list of PhD theses supervised. Please use the following format for this information. Student Name / Thesis Subject Area / Year Thesis Awarded e.g. Ann Smith / Breast cancer progression and metastasis / 2010

### **Tab 2: My Application**

The details of your application are entered into this section. Each section in the My Application tab must be fully completed. Input and save the information as required under the following headings:

1. Proposed Host Institution and Research Mentor
2. Proposed Research Programme
3. Financial Information
4. Referees
5. Declaration of Support

## 1. Proposed Host Institution and Research Mentor

Competition Group	
Details of Host Institution	
Name of host institution	} Automatically populated from your CV
Address	
Mentor's Name	
Salutation	
Surname	
Given (first) name	
Mentor's correspondence address	
Dept	} Automatically populated from your Mentor's CV
Institute	
Town	
County	
Postcode	
Mentor's email address	
Mentor's telephone number	
Mentor's mobile number	
Name of Principal Investigator in Research Team	Please state the name of name of the Principal Investigator in the research team
Cancer Type	Please select the cancer type that is most appropriate for your proposal (e.g. breast cancer, lung cancer, all cancers)
Keywords	Please list up five keywords
Research Type	Please select the most appropriate research type for your proposal. Please consult <a href="http://www.cancerportfolio.org/cso.jsp">http://www.cancerportfolio.org/cso.jsp</a> for further details on each research type.
Discipline	Please select the most appropriate discipline for your proposed research
Research Location	Please state the primary location where you will conduct your proposed research even if your research will be carried out over multiple sites.
Methodologies	Please select the methodologies that you will employ in your proposed research. You may select more than one methodology by holding down the 'Ctrl' button and clicking on appropriate headings.
Start date	Please select the start date of your proposed research (e.g. 1 <sup>st</sup> October 2012)
End date	Please select the end date of your proposed research (e.g. 30 <sup>th</sup> September 2015)

## **2. Proposed Research Programme**

Fellowship Title	Please state the title of your Research Fellowship
Scientific Abstract	It is important to put time and effort into this section as your abstract will be used to assess your application at the short list stage (250 words max)
Relevance of research to patients	The Irish Cancer Society is focused on improving the lives of cancer patients through research. Please state how your research will be relevant to cancer patients in Ireland (100 words max)
Lay Description	Briefly describe your proposed research project in plain English. Your description should be written as if you are writing a letter to an 8-12 year old describing what your research involves and what you want to achieve. Do not use scientific or technical language. (200 words max)
Research Environment	Please list the different research groups in your immediate environment. Is there an overall research theme to your centre? How many researchers are in your group, what is their research focus? Please provide a break down of research types in your department / centre. What special infrastructure / local factors make your research environment a good place to carry out this particular cancer research? (250 words max)
Biostatistics	Please pay particular attention to this section when completing your proposal. We recommend that you seek advice from your Supervisor or an individual experienced with biostatistics before you submit your application. Where relevant, please provide biostatistical analysis for each part of your experimental plan. Power calculations, numbers of samples, number of matched controls, and strategy of different controls to be used should all be discussed. Additionally, please discuss the feasibility of obtaining /accessing sufficient numbers of samples and controls that will result in statistically meaningful results. (250 words max)
Cochrane Review	If your proposals concerns evidence-based research, then has a Cochrane systematic review been conducted into your research area? If so please provide the reference(s) to this review (250 words max)
ICRP portfolio	Please visit <a href="http://www.cancerportfolio.org">www.cancerportfolio.org</a> and identify up to five active research projects that are similar to your proposal area and where collaboration could be useful. Please provide web links to projects. Please comment on the collaborative potential with each project identified (250 words max)
Ethical Approval	Please indicate if ethical approval is required for your research. If ethical approval has been granted at the time of application, please upload the ethical approval documentation.
Letters of Support	Letters of support must be scanned copies (in PDF format) of original letters on official letterhead with signatures. Originals

may be requested if proposal is accepted. Please use cogent and succinct file names for your documents. Do not use symbols in file names (e.g. &, “”, ‘, :, etc) as files containing these symbols will be unreadable. Uploaded documents should be brief as assessors may not read unnecessarily long documents. You may upload up to five different letters of support.

*Please note:* The Declaration of Support in the final section of this application form must be completed by your proposed Mentor and the Head of your proposed department/school. If you would like to include any other letters of support, you can upload them here.

#### Research Images

You may upload up to three Research Images. Please ensure that figures are legible when uploading. Illegible figures may be difficult for assessors to review and could detract from your application

#### Details of Research Programme

- a) Objective of project Please clearly state the objectives of your project (500 words max)
- b) Background Please provide a short summary of current, pilot or previous work related to the proposed research (500 words max)
- c) Plan of project Please describe the plan of your project including the methods to be used and techniques involved in your research (2000 words max)
- d) References Please cite any literature referenced in the sections above. (2000 words max)
- e) Training and Career Development Plan It is strongly advised that considerable attention is given to this section. The plan should outline your immediate and long-term goals for your career and how you feel this proposed Research Fellowship will contribute to these goals e.g. gaining research, management, communication, grant writing skills, etc. Applicants should specify the professional training and development courses that they intend to complete during the course of their Research Fellowship and when they plan to finish these courses during the Research Fellowship. These may be at your host institution or at other institutions in Ireland or abroad (e.g. EMBO Laboratory Management Course). (500 words max)
- f) Mobility Element Please note that this mobility element is optional, however, this funding should provide an opportunity to strengthen your Training and Career Development Plan. Applicants may change the details of the mobility element during their Research Fellowship and for this reason applicants must reapply for this funding closer to the period of travel (at least three months in advance of travel).

Please outline a mobility element whereby you plan to visit an

institution to conduct part of your research or to gain additional expertise. This institution can be located within or outside the Republic of Ireland. Please provide the name of the Principal Investigator and the Research Institution, the expected travel date and duration of visit. You must clearly define how this mobility element will benefit your Research Fellowship and further your professional development. Periods of travel that will foster new or develop existing collaborations are preferred. Please note that funding for this proposed period of travel will not be automatically available to successful applicants. (750 words)

- e) Objectives for First Year In this section you need to set out a series of objectives that you hope to achieve in the first year of your work. The objectives should be precise and concise statements, just one line with a projected date for completion. In some cases, you can enter alternatives in case a pitfall arises. Ensure that you set a realistic work plan for the time period.
- e.g.  
Collate all patient records and tissue samples by March  
Isolate DNA and RNA from all samples by June  
Genotype by August  
Set up bioinformatics platform in collaboration with XYZ by September (500 words)
- g) Other sources of funding Please state any other sources where you have requested funding for this research. Please state any previous CRI funded grants on which you worked.

### **3. Financial Information**

There are five allowable budget headings as follows:

- A) Research Fellow Salary
- B) Equipment
- C) Consumables
- D) Travel Costs
- E) Dissemination Costs
- F) Mobility Element

Reason for support requested (e.g. the need for equipment, expenses and consumables)

A full detailed breakdown of costings and justification for all funding must be provided for each budget heading in your application. Funds will be provided for the following:

- A) Research Fellow Salary Applicants should use the most up-to-date Irish University Association (IUA) salary scales for academic researchers (<http://www.iua.ie/iua-activities/research.html>). Please state the pay scale used and the level and point on the scale.
- B) Equipment Please note this is not a start up grant. Only small equipment absolutely necessary for the completion of your proposed research will be considered. Requests for large pieces of equipment will not be funded.
- C) Consumables Please allow sufficient budget for all materials and consumables required to carry out your research proposal.

- |                        |  |
|------------------------|--|
| D) Travel Costs        | Please provide details of meetings and conferences that you will attend during your Fellowship.  |
| E) Dissemination Costs | Please detail the dissemination costs for your research e.g. printing, posters, publication costs and public awareness lectures.   |
| F) Mobility            | Allowable costs include travel, accommodation and running costs. Applicants may request up to a maximum of €10,000 for a period of travel up to six months to a national or international research institution. Please note that funding for this proposed period of travel will not be automatically available to successful applicants. Applicants will be required to reapply for this mobility funding at least three months in advance of travelling. |

#### **4. Referees**

Please provide the names and contact details of two suitable referees.

#### **5. Declaration of Support**

- |   |  |
|---|--|
| Declaration of Support from Proposed Mentor           | Please include the reasons why you believe this applicant should receive an Irish Cancer Society Research Fellowship and details of how you will support the applicant if he/she is awarded a Fellowship (100 words max)   |
| Declaration of Support from Head of Department/School | Please include details of the support your department/school will provide to the applicant to support them and their research project during their proposed Research Fellowship (e.g. infrastructure, office and/or laboratory space, relevant equipment and technologies, training facilities etc.) (100 words max) |

### **Tab 3: My Profile**

Your name and current email address and password are contained within the My Profile tab. Applicants may change their automatically generated password for something more memorable within this tab. Please ensure that you confirm your new password by re-entering it into the appropriate field and by clicking the 'Update' button.

#### **5.3. Timeout and saving your work**

Please ensure that you save your information at least once every 30 minutes. The system will automatically log you out after 45 minutes of inactivity, therefore if you do not save your information you may lose the information you have entered. We recommend that you complete your comments offline (in MS Word, for example) and copy and paste your comments into the relevant sections.

#### **5.4. Helpdesk**

If you require assistance with the online system, please contact the Helpdesk:  
 Email: [research@irishcancer.ie](mailto:research@irishcancer.ie)  
 Telephone: +353 1 2310 583

## 6. Assessment Procedure

Ineligible and incomplete applications will not be assessed.

### 6.1. Stages of the Assessment Procedure

#### Stage 1. Application Check

All applications will be checked to ensure that they have been submitted prior to the deadline and that all sections are completed.

#### Stage 2. Short listing

Each eligible application will be sent to a number of international (not based in Ireland) peers for review for short listing. The scientific abstract, the applicant's CV and the mentor's CV including their record of supervision will be used in the assessment of all applications at the shortlist stage. It is particularly important to put considerable time and effort into the scientific abstract.

#### Stage 3. Detailed Review

Assessors will complete an online assessment form and provide a score for each application, under the following assessment criteria.

- Track Record and Research Potential of the applicant  
This potential must be demonstrated by significant achievements to date, such as publications record (peer-reviewed journal articles, patents, and books), invited contributions, conference presentations, and participation in other activities within research such as teaching, supervision, outreach activities, and journal refereeing. The applicant must demonstrate independent thinking and leadership qualities, and the potential to acquire new knowledge. Additionally, the researcher's track record must be well matched to the proposed research project.
- Significance of Research and Impact of Proposed Fellowship  
Consideration will be given to the importance of the research in the international context, the possibility that the project will lead to advances in the area, and the potential and degree to which the proposal addresses present or future healthcare needs in the area of cancer.
- Quality of Scientific and Technological Approach  
The proposed research project to be undertaken during the Fellowship will be examined bearing in mind the following factors; the originality and innovative nature of the project, suitability of the proposed methodology, clarity of long and short term objectives based on the detailed work plan, and feasibility of these objectives.
- Research Environment  
The proposed host research laboratory/centre, host institution and proposed Mentor will be evaluated on their ability to enable the full implementation of all aspects of the proposed Research Fellowship. The research track record of your proposed Mentor will also be evaluated based on the information provided by your Mentor in their CV.
- Training and Career Development Aspects of the Fellowship  
Proposed Research Fellowships will be evaluated on the potential to allow the Fellow to acquire new scientific and complementary skills and help the Fellow to reach professional maturity, and demonstrate diversity and independence whereby they gain the skills necessary to manage their own independent research group, successfully apply and secure independent research grants, mentor students, and develop real collaborations with other research groups.

#### **Stage 4. Interview Short list**

Assessors will discuss and debate the scoring of applications, and propose a ranking list of applicants

#### **Stage 5. Interview**

Shortlisted applicants will be invited to attend an interview with the assessment panel and representatives from the Irish Cancer Society.

#### **Stage 6. Awarding of Research Fellowships**

Following the interview stage, the successful applicants will be informed that an Irish Cancer Society Research Fellowships will be awarded, subject to terms and conditions.

### **6.2. Conflicts of Interest**

ICS will endeavour to ensure that the assessors chosen do not have any conflicts of interest with the applications they are assessing.

### **6.3. Feedback**

Following each assessment stage, unsuccessful applications will be notified by email. A summary of feedback comments may be requested upon completion of the assessment procedure with the aim of improving the applicant's success should they wish to re-apply in the future or apply to another similar scheme. The Irish Cancer Society will not take any responsibility for any comments made by the independent assessment panel.

## **7. Application Checklist**

The following must be completed **ONLINE by 3pm Wednesday 1<sup>st</sup> February 2012**:

1. CV of Applicant
2. CV of Proposed Mentor
3. Application Form Submitted

**A PRINTED (HARD) COPY** of the following must be received by the Irish Cancer Society by **Wednesday 8<sup>th</sup> February 2012**.

1. Declaration of Support signed by Applicant, Proposed Mentor, Head of Dept/School

**INCOMPLETE APPLICATION FORMS AND**  
**APPLICATION FORMS SUBMITTED AFTER THE DEADLINE OF**  
**3PM WEDNESDAY 1<sup>st</sup> FEBRUARY 2012**  
**WILL NOT BE ASSESSED**