



## **Guidelines for Applicants To Irish Cancer Society Research Scholarship Scheme**

### **1. General**

The objective of the Irish Cancer Society (ICS) Research Scholarship Scheme is to offer excellent graduates from science, medical, nursing and other healthcare backgrounds the opportunity to pursue a doctoral degree in cancer research.

Note: Applicants may apply for only ONE ICS Research scheme for 2010. It is the responsibility of the applicant to ensure that they fulfil the eligibility criteria for the scheme to which they are applying.

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

Suitable applicants must fulfil the following criteria:

- Eligible applicants must have obtained (or be about to obtain) a minimum of a first class honours or higher second class honours degree or equivalent, and must have less than 5 years post-graduate experience.

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

Research teams eligible to supervise a Scholar 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.

### **6. Application Procedure**

Prior to applying, applicants **must** read this document (Guidelines for Applicants) through to completion. Applicants must identify a suitable research supervisor, and discuss the proposed research project with this supervisor before completing the application form.

### **How to Apply**

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

#### **Step 1: Register**

On the right-hand side of the Login section, click '**To Register**'. 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 supervisor 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, which you will need 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 '**Login**'.

### **Submitting your Application**

In the Application Section, there are three tabs – Curriculum Vitae, My Application and My Profile.

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

#### Curriculum Vitae

Input your details as required - mandatory fields are marked with an asterisk (\*). You must input and save your Curriculum Vitae before continuing to the next tabs. You can now access the My Application and My Profile sections.

#### My Application

This is where the details of your application are entered. Input and save the information as required under the following headings:

1. Proposed Host Institution and Research Supervisor
2. Proposed Doctoral Degree by Research
3. Budget
4. Personal Statement
5. Declaration of Support

#### My Profile

Only use this tab if you want to change your password. To change your password enter your 'old password', 'new password' and 'confirm new password' and click the '**update**' button.

### **Timeout and saving**

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.

### **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 507

### **7. Assessment Procedure**

Ineligible applications will not be assessed.

**Stage 1:** The first stage of assessment will involve the short listing of applications. Your scientific abstract will be used in the assessment of your application at the shortlist stage, so it is important to put time and effort into this section.

**Stage 2:** Each shortlisted application will then be sent to a number of international (not based in Ireland) peers for review. Assessors will complete an online assessment form and provide a score for each application, under the following assessment criteria.

- Academic Qualifications
- Personal Statement
- Research Environment
- Research Proposal
- Statements of Support (from Referees)

(See further details below)

**Stage 3:** The next stage of assessment involves a meeting of the assessors. At this meeting, the assessors will discuss and debate the scoring of applications, and propose a ranking list of applicants.

**Stage 4:** Applicants ranked highest at the assessment meeting will be asked to attend an interview.

**Stage 5:** Following the interview stage, Irish Cancer Society Research Scholarships will be awarded, subject to terms and conditions.

**Further details of Assessment Criteria:**

- **Personal Statement**

This must address the questions outlined in the application form, be clear and coherent, and provide reasoning for undertaking the proposed research.

- **Research Environment**

The proposed host centre/laboratory and host institution will be evaluated on their ability to enable the full implementation of all aspects of the proposed Scholarship. This will include the provision of all necessary facilities for the ICS Research Scholar to fully carry out their proposed research project e.g. equipment, office/laboratory space, IT equipment, and auxiliary facilities e.g. library, online access to research journals etc. Considerations will also include the research track record of the chosen supervisor, as evidenced by the information provided in their CV, including their record of supervision.

**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.

**Feedback**

Following completion of the assessment procedure, successful applicants will be informed that they will be awarded an Irish Cancer Society Research Scholarship, subject to the terms and conditions. Unsuccessful applicants will receive email notification, which will contain a summary of comments from the assessors, aimed at improving the applicant's success should they wish to re-apply or apply to another similar scheme.

**7. Application Checklist**

The following must be completed **ONLINE by Wednesday 10 February:**

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

**A PRINTED (HARD) COPY** of the following must be received by the Irish Cancer Society by **Wednesday 17 February.**

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

**APPLICATION FORMS SUBMITTED AFTER THE CLOSING DATE OF WEDNESDAY 10 FEBRUARY WILL NOT BE ASSESSED.**