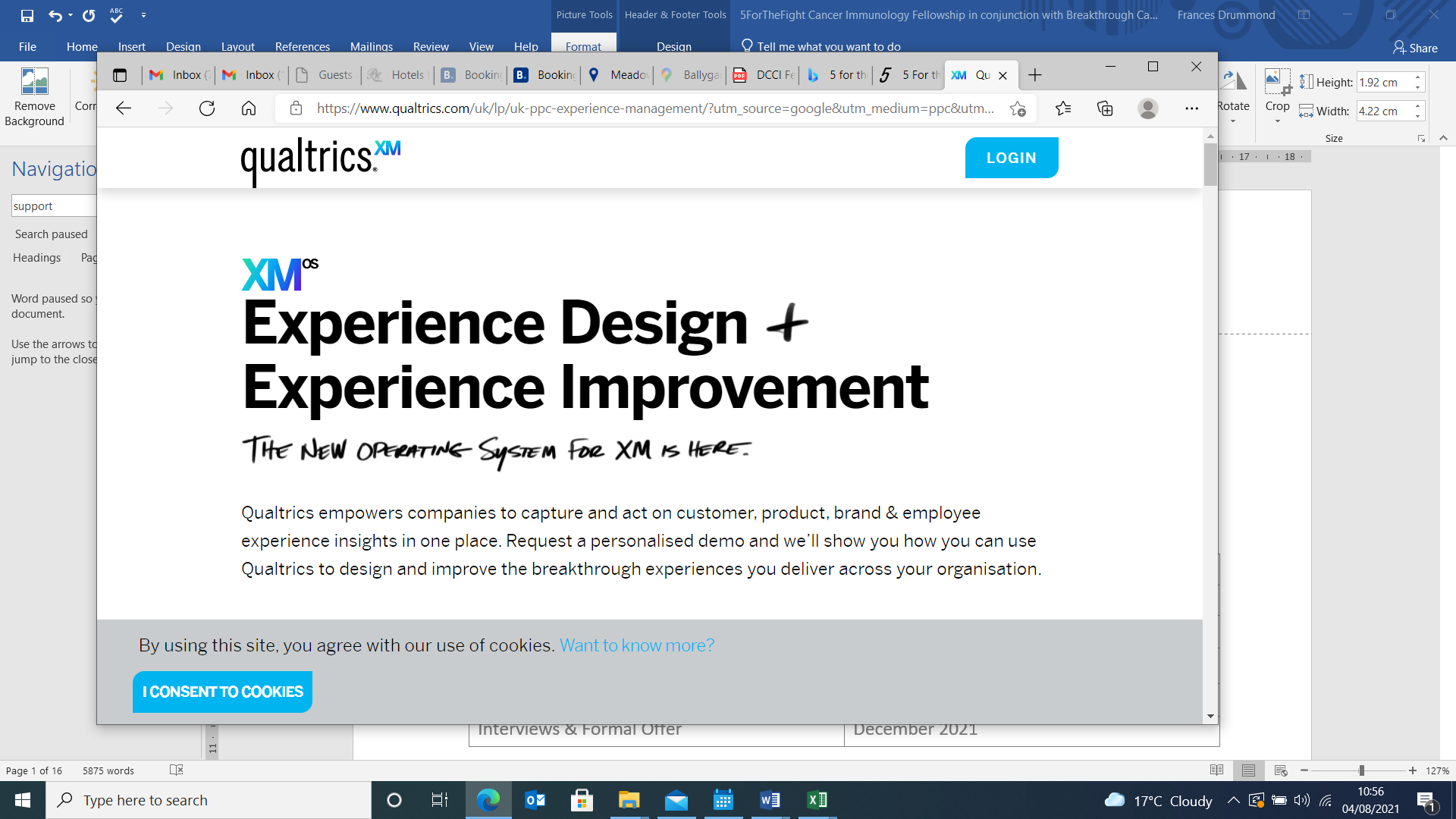
**Cancer Immunology Research Fellowship (CIRF 2021)**

**Breakthrough Cancer Research in conjunction with ‘*5 For The Fight’***

**Call for Submission of Applications**

**KEY DATES** 

|  |  |
| --- | --- |
| Fellowship Announcement | 13th August 2021 |
| Informal Inquiries | 13th August – 13th September 2021 |
| Expression of Interest | 13th September 2021, 17:00 GMT |
| Deadline for submission of proposals | 11th October 2021, GMT |
| Short Listed Applicants informed | November 2018 |
| Interviews & Formal Offer | December 2021 |

**Terms of Reference**

While every effort has been made to ensure the accuracy and reliability of this document, it is provided for information purposes only and as a guide to expected developments. It is not intended, and should not be relied upon, as any form of warranty, representation, undertaking, contractual, or other commitment binding in law upon Breakthrough Cancer Research (BCR). BCR Terms and Conditions of Research Grants shall govern the administration of BCR grants and awards to the exclusion of this and any other oral, written, or recorded statement. All responses to this Call for Submission of Proposals will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as is specifically required for the consideration and evaluation of the proposal or as may be required under law.

**Introduction**

BCR in partnership with ‘5 For The Fight’ are committed to investing in research which harnesses the immune system in the fight against cancer. We are also committed to identifying and supporting future research leaders in translational cancer research. The purpose of this fellowship is to fund **two** excellent **cancer immunology** scientific research projects which show the promise of impact for cancer patients.

The former Chairman of Qualtrics EMEA, Dermot Costello who was first diagnosed with stage four colorectal cancer in 2014 used the last months of his illness to kick-start ‘5 For The Fight’ in Ireland and Europe. The ‘5 For The Fight’ campaign raises funds for cancer research to improve the outcome for patients. BCR are the chosen partner of Qualtrics and ‘5 For The Fight’. BCR and ‘5 For The Fight’ are pleased to **announce the second round** of the **Cancer Immunology Research Fellowship (CIRF)** to the value of **€300,000 each** to support two excellent **early/mid-career**-stage investigators to carry out **independent** research for a **three-year** period to harness the immune system to treat poor prognosis and advanced cancers.

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# **1. Introduction**

Breakthrough Cancer Research (BCR) in partnership with ‘***5 For The Fight***’ are committed to investing in research which harnesses the immune system in the fight against cancer. We are also committed to identifying and supporting future research leaders in translational cancer research. The purpose of this fellowship is to fund **two** excellent **cancer immunology**-scientific research projects which shows the promise of impact for cancer patients.

BCR and ‘*5 For The Fight’* are pleased to announce the second round of the Cancer Immunology Research Fellowship (CIRF). Dermot Costello, former Chairman of Qualtrics EMEA, was diagnosed with stage four colorectal cancer in 2014 and passed away in 2018 from this disease. He used the last months of his illness to kick-start ‘*5 For The Fight’* in Ireland and Europe, a campaign that raises funds for cancer research to improve the outcome for patients. The first Fellowship in 2018 was named in his honour.

The CIRF 2021 will support two excellent early/mid-career-stage investigators to carry out independent research, each to the value of **€300,000** over a **three years** period. The successful awardees of this cancer immunology fellowship will lead an **independent** research stream and identify and deliver ways to harness the immune system to eliminate cancer from the body. The translational research will focus on developing new immune-based treatments for poor prognosis cancers and advanced disease.

# **2. Fellowship Details**

## **2.1 Breakthrough Cancer Research and “5 For The Fight” Remit**

BCR is an Irish medical cancer research charity, which aims to inspire and enable financial support for exceptional research into cancer in Ireland leading to more effective treatments for patients in Ireland and Internationally.

Our focus is on:

• funding world-class cancer research into poor prognosis cancers, which are poorly served by current treatment options

• facilitating collaboration between scientists and clinicians across Ireland and Internationally

• translating lab discoveries into new effective treatments for cancer patients today, tomorrow and into the future

* enabling the education and training of future leaders in cancer research

BCR funds cancer research that responds to current clinical challenges and offers a clear and demonstrable path to positive clinical outcomes. Research programmes funded by BCR must focus on translating lab discoveries into new treatment opportunities.

We are clinically focused, bringing the best and brightest together to tackle this disease. Our funded scientists work directly with surgeons and physicians in practice so we can find new treatments for the most challenging cases. Cancer can start in many places within the body but once a tumour has spread to secondary locations, the prognosis and treatment options change dramatically. We have multiple research programmes focused on developing therapeutic options for this most lethal

component of the disease. We deliver results and strongly emphasize transferring research breakthroughs into clinical reality for the patient. Our funded researchers have already developed and pioneered eight new treatments for cancer patients who did not respond to conventional therapies.

It is the hope of both partners that the **Breakthrough Investigators (BI)** funded through the CIRF programme will bring immunology expertise, vision and ideas to identify and hunt down new ways to harness the immune system to beat cancer.

## **2.2 Objectives of the CIR Fellowship**

There are two overall objectives of the CIRF:

• To support excellent scientific research in cancer immunology that has potential impact for patients.

• With the active support of their institute, to enable two excellent early/midcareer stage cancer researcher to establish themselves as an independent translational investigator.

## **2.3 Definitions of Applicant, Academic Advisor and Collaborator**

### **2.3.1 Applicant**

**Applicants** will be researchers with between 5-10 years’ experience beyond the award of their PhD or equivalent qualification 6 (i.e., those who graduated between September 2011 and December 2016, inclusive, are eligible to apply) in a relevant field, who are currently employed as a Postdoctoral Research Associate (or equivalent) or a Research Fellow.

The applicant will be responsible for the scientific and technical direction of the research programme, the supervision of a team (e.g. PhD student, research assistant) and for the submission of reports to BCR. The applicant has primary responsibility for carrying out the research within the funding limits awarded and in accordance with the BCR Terms and Conditions of Grants. The Applicant will serve as the primary point of contact for BCR on the award. Successful applicants will be termed a Breakthrough Investigator (BI)

## **2.3.2. Institute**

The BI will be employed in any third level institution in Ireland. The **institute must** provide support the applicant with a Contract of Employment for the duration of the award, laboratory space and related infrastructure necessary for the success of the research programme. The institute must also provide office space and administrative facilities to the BI.

Institutional support in the form of provision of a part or fill funding for a PhD student and/or research assistant for the BI for the duration of this fellowship is **highly desirable** to facilitate the successful achievement of both objectives of the fellowship. **Proof of institutional support**, and core facilities available must be supplied with the application in the form of a **letter of support** (LOS).

## **2.3.3. Mentor**

The applicant must have the support of two institutional **Mentors**. The academic mentors will be senior members of the institute; one within the host laboratory and one outwith this laboratory.

The mentor within the laboratory will not play a supervisory or presiding role relating to the BI, but will act as an advisor and host. This mentor will work with the BI to ensure that all fiduciary and ethical approval aspects, where relevant to the award, are managed successfully.

The mentor outwith the host laboratory will actively work with the BI to develop their career trajectory. A LOS from each mentor must be submitted with the application, each clearly outlining how they will support the applicant throughout the CIRF.

## **2.3.4. Collaborator**

**Academic Collaborators** are encouraged. An academic collaborator is an individual working in an academic institution on the island of Ireland or internationally who is committed to providing a valuable intellectual and/or technical contribution to the proposed research. As appropriate, Academic Collaborator(s) may receive funding through the grant if the funding allocated reflects the supporting role that such Collaborator(s) are expected to play in the research programme. CVs and letter of support (LOS) must be provided from each Academic Collaborator. The LOS must clearly outline the role of that Collaborator in the programme of research proposed.

**Clinical collaborators** are not obligatory, but are permitted and, where appropriate for the topic of the research, are encouraged. A clinical partner should be listed within the documentation as a Clinical Collaborator. CVs and LOS must be provided from each Clinical Collaborators. The LOS must clearly outline the role of that Collaborator in the programme of research proposed.

The role of the Academic and/or Clinical Collaborator must be referenced in the main body of the research proposal (for example: Collaborators will supply samples, data; training in techniques or the use of equipment; participate directly in specific work packages; act in a purely advisory capacity).

# **2.4 Eligibility Criteria of Applicant**

All applicants to the CIRF must meet the following eligibility criteria:

• The applicant must have at least five, but not more than ten years of research experience beyond the PhD, or equivalent in a field relevant to the objectives of the CIRF objective.

• The official date of a PhD is defined as the year that the degree was conferred, i.e. the year printed on the official PhD certificate. The number of years is determined by calendar year.

• The applicant must demonstrate a proven record of internationally recognised research accomplishments, for example, awards, grant success etc. The applicant must be **senior author** (first, joint-first or last author) on at least **five** primary research articles (that is, not reviews or other secondary research articles) in international peer-reviewed publications.

* Support from the host institute (see sections 2.3.2. and 2.3.3.)

# **2.5 Funding**

The CIRF awards have a maximum value of €300,000 direct costs for a period of three years. General **overheads are not provided**.

The budget requested can include the BI’s salary, to which BCR will contribute over the duration of the award. The maximum contribution to the BI’s salary each year must be set at a point on the **Research Fellow Scale** on the **Irish Universities Association (IAU)** Research Salary Scales. Applicants

are permitted (where applicable) to start at any point within this Scale (that is, either at Point 1, Point 2, or Point 3 but not at an intermediate value between these points), and may move up to a

higher point in following years until such time as the maximum point of this scale is reached. Similarly, it is permissible to remain at the same point over consecutive years; reductions in salary contributions over consecutive years are not expected. Regardless of how the salary contributions are planned, it is important to explain the reasoning for the chosen plan in the budget justification (see Section 3.10). The BI’s salary contribution must include PRSI at 10.85% and Employers Pensions at 20%.

The requested budget may cover in part (in conjunction with Institutional support) or in full a **research assistant** salary to support the proposed research for a period of the fellowship, or in part (in conjunction with Institutional support) or in full the fees and stipend of a postgraduate student to work on the proposed research programme and to be supervised by the applicant as part of their development as an independent researcher.

Costs for material, consumables, equipment, publication of results, and/or participation in scientific meetings and travel may also be requested (see Section 3.4 for more details). Consistent with all other grant awards, BCR will not pay overheads or indirect costs associated with this grant award.

# **2.6 Proposal Review Process and Evaluation Criteria**

Submission of an application to BCR shall be construed as consent by the applicant to participate in the peer-review process. Proposals will be assessed using a three-stage review process that combines remote and interview panel stages. The process is described below.

### **2.6.1. Stage 1: Confirmation of Eligibility**

All applicants **must** submit an **Expression Of Interest** (EOI) by 6th September 2021. This will be reviewed initially to determine adherence to the eligibility criteria (Section 2.4). Eligible applicants will be asked to submit a full application on or before 4th October 2021 at 17:00 Dublin Time.

## **2.6.2. Stage 2: Remote Panel Peer Review Stage**

The assessment of full applications will be carried out by a peer review panel which includes, but is not limited, to the BCR International Scientific Committee Member(s). The panel members will exhibit a broad range of expertise relevant to the research area of cancer immunology. The proposals will be assessed on the basis of two evaluation criteria, weighted as described below:

* **Quality, significance, and relevance of the research record** of the applicant **(weight 40%)**. Impact and citation level of prior publication; success in obtaining previous eligible funding; success with patent applications; visibility at and involvement in international conferences; relevant industrial experience; collaborator network etc.
* **Quality, significance, novelty and clinical/translational relevance of the research** plan **(weight 50%).** Novelty, importance, timeliness of the intended research; compatibility with research focus of Cancer Immunology and translational focus of the host institute; communication and description of the research; comprehension of the current state of the art; suitability and achievability of the programme; appropriate use of the available budget, etc.
* **Quality, significance, and relevance of the institutional support (weight 10%)** Infrastructural, financial and career development support in place for the BI from the host Institute; quality of the support offered by the two mentors.

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## **2.6.3. Stage 3: Presentation and Interview by the Panel**

Based on the review of applications from Stage 2, a short list of applicants will be invited to a panel interview. Each applicant will make a presentation which will be followed by questions and an interview. The successful applicant will receive a Letter of Offer. Applicants will be notified of any relevant modification to the review procedure.

# **3. Application Procedure**

## **3.1. Deadlines**

Informal Inquiries can be made between the announcement of the Fellowship Call on 13th August 2021 and the deadline for EOI is 13th September 2021. An EOI must be submitted by all applicants. Informal inquiries can be made to [research@breakcancer.ie](mailto:research@breakcancer.ie).

Eligible applicants will be invited to make a full application. Completed applications must be submitted by 11th October 2021, 17:00 Dublin Local Time to [research@breakcancer.ie](mailto:research@breakcancer.ie).

A short list of applicants will be invited for interview including a research presentation, in November 2021. Interviews & Formal Offer will be in December 2021

# **3.2. Expression of Interest**

All applicants must submit an EOI (see Appendix 1).

The EOI has three sections: (i) Applicant CV, (ii) Proposal details, and (iii) Appendix 1 EOI Requirement and Check list. These should be collated into one pdf document and emailed to [research@breakcancer.ie](mailto:research@breakcancer.ie) on or before 6th September 2021, 17:00 Dublin time.

## **3.2.1. Applicant CV**

The lead applicant CV must be 5 pages maximum of font Calibri, size 11, with 1.5 spacing. The applicant CV must include the following information.

* Location of Applicant at time of Submission: Applicants must enter the country in which they are employed at the time of submission.
* Current location and Contact details (address, email, phone)
* Current Position
* Education (all third level education details (University, years attended, courses taken, degree obtained
* Employment to date
* ORCID Number
* Grant history (current, pending, completed): Dates active, amount, grand body, role, percentage time commitment)
* The applicant should include details of any financial and/or grant support received to date or pending (level of funding, dates active, funding body, title of application and brief description, role in the application (collaborator, co-applicant etc) and applicants must also indicate their percentage time commitment to these other projects, as a function of 100% of their total working time). This should include competitive research funding received from funding agencies (international and national), charities, clinical, etc. For pending grants, please include the expected decision date in the description box.
* BCR will not support research programmes currently being funded by another source.
* The portion of research funding claimed in an applicant’s name must be an accurate and a fair reflection of their responsibility in the projects listed and will be verifiable as such. BCR may conduct audits to verify such claims and reserves the right to reject proposals where the above principle of proportionality is not observed.
* This section of the proposal will be reviewed as part of the applicant’s track record. The applicant must detail any potential overlap between current and pending funding and the proposed research in this application.
* For each current and pending grant listed above, the applicant must clearly indicate any scientific overlap with this application, based on the Cancer Immunology Fellowship methodologies being employed and the stated objectives of the funded project(s).
* Publication output: Total number peer-reviewed publications; list of peer reviewed publications (Vancouver style); list of other publications. Provide summary information on the total numbers of publications to date (see Section 2.4 for the eligibility criteria relating to publications).

Publications in peer-reviewed journals (including conference proceedings) should be listed, ensuring that the criteria outlined in Section 2.3.1 are adhered to. A list of the most relevant and important publications (maximum of three pages) should be provided; secondary research articles may be listed separately but will not contribute towards fulfilling the eligibility criteria stated in Section 2.3.1.

* Supervisory experience: Please describe all supervisory experience to date, student level (4th years, MSc, PhD students etc) and percentage of your working time.
* Impact. Please describe the impact that your research has had to date, for example, Conference participation, patient contact, memberships
* Awards received

## **3.2.2. Proposal details**

Details of the proposal must be included with the EOI. The following details must be included. Please use font Calibri, size 11, with 1.5 spacing.

* **Proposal Title:** The Research Proposal title should clearly convey the nature of the research to be undertaken, in up to 30 words. Confidential information should not be included in the Proposal title.
* **Duration of Award Requested:** The CIRF Fellowship Award is supported for a period of 36 months.
* **Keywords:** (maximum of 15) should be listed from the research discipline or sub discipline that best describe the research proposed in the application.
* **Scientific abstract:** This should be a succinct (maximum of 250 words) and accurate summary of the proposed work when separated from the application. Confidential information should not be included in the Scientific Abstract.
* **Lay Abstract:** This should be a succinct (maximum of 200 words) and accurate summary in lay, non-technical language of the proposed work when separated from the application. Confidential information should not be included in the Lay Abstract.
* **Alignment to BCR’s Research Vision & Priorities Remit:** This section must be used to describe how the proposed research aligns to BCR’s Cancer Immunology Fellowship Vision and one or all of our Research Priorities, as defined in: [Our Priorities Themes - Breakthrough Cancer Research](https://www.breakthroughcancerresearch.ie/our-priorities-themes/) (max. 250 words):. This statement will be used to determine the eligibility of the application.
* **Collaborator details:** (max 2 pages): Please include the Name, title, ORCID Number and role of collaborator in proposal

### **3.2.3.** **EOI Requirement and Check list**

The EOI Requirement and completed checklist, signed by the applicant and dated should be submitted with the Applicant CV and Proposal Details on or before September 6th 2021, 17:00 Dublin Time. These documents should be collated into a pdf and emailed to research@breakcancer.ie

### **3.2.4. EOI Review**

All EOIs will be reviewed for eligibility (Section 2.4). All eligible candidates will be invited to submit a full application. They will be informed of eligibility by September 10th 2021.

# **3.3 Proposal Summary**

Eligible applicants will be invited to submit a full application. The format is outlined in Table 2 and must be completed in font Calibri, size 11, with 1.5 space.

# **3.4 Main Body of Proposal**

## **3.4.1. Essential documents**

Please submit the following information as part of the main application

* **Lead Applicant Details:** Name, Contact details
* **Proposal Title:** The Research Proposal title should clearly convey the nature of the research to be undertaken, in up to 30 words. Confidential information should not be included in the Proposal title.
* **Duration of Award Requested:** The CIRF Fellowship Award is supported for a period of 36 months.
* **Keywords:** (maximum of 15) should be listed from the research discipline or sub discipline that best describe the research proposed in the application.
* **Scientific abstract:** This should be a succinct (maximum of 250 words) and accurate summary of the proposed work when separated from the application. Confidential information should not be included in the Scientific Abstract.
* **Lay Abstract:** This should be a succinct (maximum of 200 words) and accurate summary in lay, non-technical language of the proposed work when separated from the application. Confidential information should not be included in the Lay Abstract.
* **Alignment to BCR’s Research Vision & Priorities Remit:** This section must be used to describe how the proposed research aligns to BCR’s Cancer Immunology Fellowship Vision and one or all of our Research Priorities, as defined in: [Our Priorities Themes - Breakthrough Cancer Research](https://www.breakthroughcancerresearch.ie/our-priorities-themes/) (max. 250 words):. This statement will be used to determine the eligibility of the application.
* **Applicant CV:** Please include the CV of the main applicant (Section 3.1.1.).

# **3.4.2. Research Programme Documents**

The total number of pages in the Programme Documents must not exceed 11 pages;

* Research Description – 8 pages,
* References – 2 pages (Vancouver style)
* Clinical/Translational Impact Statement – 1 page.

**3.4.2.1 Research description and References**

Applicants are requested to provide sufficient detail for panel reviewers to assess the quality of the proposal. It should be noted that a lack of appropriate and sufficient detail within the research programme is a recurring issue raised by reviewers. The following points should be considered when writing the research programme section:

* `Describe clearly and concisely the specific aims and objectives of the cancer immunology research programme. They should be coherent, well-planned and should be linked with real deliverables.
* Explain the background and significance of the problem; how the proposal will address an important cancer treatment or research problem; What is the current state-of-the- art in the area? Explain how the proposal novel concepts, if successful, will advance the state-of-the-art.

### **3.4.2.2 Methodology:**

The methodology of the proposed programme should be well developed, and how this proposed methodology advances the current state-of-the-art should be described in detail. Include a description of the feasibility of the proposed scientific approach, risk and contingency plans. Also include the competencies and activities of the team members where appropriate.

### **3.4.2.3 Timelines**

Inclusion of appropriate timelines, milestones and expected outputs for the proposed research (e.g., Gantt chart) is mandatory.

### **3.4.2.4. Roles of the applicant and collaborators**

The roles of the applicant and collaborators in the work programme need to be clearly described.

### **3.4.2.5. Preliminary data**

Relevant preliminary data must be provided. This may take the form of (a) supporting reference(s) from the applicant’s previous research or (b) where data has yet to be published, this can be included within the 8-page research description, as evidence that the applicant has a track record in the field of his/her proposed research.

### **3.4.2.6 References**

Appropriate references and citations for the research programme must be provided. A 2-page limit is allowed for uploaded references. Please use the Vancouver referencing style.

### **3.4.2.6 Ethical Issues**

All applicants, in particular those expecting to carry out research involving the use of animals, human participants, biological material or identifiable (or potentially identifiable) data, are required to complete an Ethical Issues Table, which forms part of the application.

The Research Programme section must include a description of the proposed research and methodology relating to the intended animal and/or human-based studies. These will need to be achievable within the policies and procedures of research at the host institute and the Terms and Conditions of grant awards from BCR.

BCR will require evidence that relevant ethical and regulatory approval has been granted for studies involving human or animal subjects prior to an award commencing. In exceptional cases where such research may not commence until a later stage of an award, BCR may permit submission of ethical and regulatory approvals following the award start date but prior to commencement of the research involving animal and/or human subjects.

### **3.4.2.7 Clinical Trials**

Any clinical trials and investigations involving interventions with patients will require approval by the Health Products Regulatory Authority (i.e., HPRA), and will require sponsorship (e.g. through Cancer Trials Ireland). BCR cannot act as a sponsor for a clinical trial.

### **3.4.2.8 Impact Statement**

An Impact Statement (maximum of two pages) is a requirement in applications to the CIRF. The Impact Statement should articulate the potential clinical/translational impact of the proposed research. BCR recognises that impact can take time and in many cases is unforeseen; as such, it is not possible to predict all impacts at the time of submission. Applicants are advised, to make to make a strong, unambiguous, and realistic impact case with appropriate plans, milestones and deliverables.

The Impact Statement should be written primarily in lay, non-technical language, it should be as specific and comprehensive as possible, and it should cover potential clinical or translational impacts by answering the following overarching questions:

• Who will benefit from this research?

• What plans will you put in place to increase the chances of patient impacts from the proposed research?

• Over what timeframe might the benefits from your research be realised? Applicants are encouraged to consider BCR’s Vision and Research Priorities before writing their impact statement. In critically appraising various possible impacts, the following points should also be considered:

• The CIRF encourages clinical collaborations where appropriate considering the stage and topic of the research. How will clinical collaborators enable increased impact? What supports are they offering?

• If you include academic/clinical collaborator(s), how might they increase the likelihood of potential impacts? Please note, letters of support must be provided if clinical collaborators are included. The letters should provide full details of the intended intellectual input to the research programme. Clinical letters of support that do not originate from officially listed clinical collaborators will be removed from the proposal.

• How will the proposed research impact on treatment and the quality of life for Ireland’s Cancer patients?

• Are there potential beneficiaries within the private sector, public sector, third-level sector or any others (e.g., professional or practitioner groups, charities or patient groups)? The statement should consider some or all of the above potential impacts to give confidence to reviewers that clear thought and realistic ambition have been employed to assess the likely or potential longer-term benefits of the CIRF funded research, including and going beyond the training aspects for both the BI and the associated PhD student and Research Assistant.

# **3.5 Budget**

The costs eligible for grant support by BCR under the CIRF Programme are those costs that can, uniquely and unambiguously, be identified with the proposed research programme. Applicants must give details of all relevant costs, including staff, equipment, materials and consumables and travel. Ensure that the final total provided includes all costs. All awards are made directly to the applicant’s host Institution.

The CIRF award funds to a maximum value of €300,000 direct costs for a period of three years.

• **Staff**

It is important to note that CIRF funded researchers are employees of the host institute. BCR will make a contribution to the overall staff budget for the programme. Please refer to IAU Salary Scales and postgraduate fees and stipends. Salaries for Collaborators are not permitted.

**• Equipment**

CIRF applicants will be hosted within a core facility with appropriate infrastructure and/or are permitted to travel to collaborator institutes to avail of equipment or techniques not available in the host institute. Therefore, it is not expected that applicants will require significant items of equipment in their budget request. Requests for equipment proposals should be very carefully considered, and full justification should be provided. Small equipment of a value of less than €2,000 can be included in the materials and consumables section.

**• Materials and Consumables**

An outline of all materials and consumables that will be used in the course of the research programme should be provided. Access charges may be sought for use of infrastructure where pre-approved access charge plans are in place. Note that these may include, with BCR approval, access to facilities and services not available to the applicant, such as the costs associated with accessing international databases or commissioning specific experiments in national facilities. Access charge requests must be included as a separate line item in the budget and where relevant must include the grant code and name of the relevant infrastructure to be used. A rationale for the amount of use proposed must be provided in the budget justification.

**• Travel**

Only travel costs for journeys directly related to the progress of the research programme may be requested as a direct cost on the research grant. The applicant should outline the details of travel expenses directly related to, for example, conferences, scientific collaboration on the research

programme, or learning special research techniques. Where possible, please supply the conference name and location. In the case of working visits, the rates sought for subsistence and other allowances may be no more than those which the research body’s permanent staff may claim. Relocation costs of up to €2,000 for BIs relocating from outside of Ireland can be requested.

* **Publication costs**

Please include publication costs related to the research proposal. BCR support publication in open-access journals to facilitate wide dissemination of research finding.

## **3.5.1 Budget Justification**

The applicant must include a Budget Justification for requested salary, stipend, fees, equipment, consumables and travel should be provided in no more than **two pages**. All funding will be administered through the host institute. If funding is sought for overseas services, this should be clearly justified and the rationale for not carrying out this activity in Ireland must be explained.

# **3.6 Letters of Support**

The following letters of support (maximum of two pages per letter) must be included if relevant:

**Host institute:** A LOS with **Proof of institutional support** (see Section 2.3.2.) must be supplied with the application, signed by the relevant personnel.

**Mentors:** A signed LOS from each Mentor (see Section 2.3.3.) must be supplied with the application.

**Academic Collaborator:** Letters from Academic Collaborators should provide full details of the intended intellectual and/or technical input to the proposal (see Section 2.3.4.). Academic Collaborators seeking funds through the award must describe how these funds will be utilised.

**Clinical Collaborators:** Letters from Clinical Collaborators should provide full details of the intended intellectual input and, where relevant, the level of financial (cash, in-kind or both) contribution to the research programme (see Section 2.3.4.).

**Important:** Letters of support **that do not originate from officially listed Collaborators will be removed from the proposal**, as will letters from listed Collaborators that merely provide theoretical or general support without specifically describing a meaningful and impactful contribution to the proposal. The Letters of Support may be submitted as single or multiple files.

# **3.7 Declaration**

It should be noted that submission of an application represents agreement from the applicant to the BCR Terms and Conditions of Research Grants. The applicant must understand acceptance of these term and conditions will be required before funding is provided.

# **3.8 Submission of Application**

It should be noted that submission of an application represents an agreement to BCR Terms and Conditions of Research Grants. Submission must only be made if the CIRF fellowship guidelines have been considered:

• The eligibility of the applicant.

• That the requested budget including salaries/stipends, equipment, consumables and travel is in line with accepted fellowship grant guidelines.

• That the proposed research programme has not been funded by other sources.

• That relevant ethical approval has been or will be sought and must be granted prior to the award commencing.

• That the relevant licenses will be in place at the time of award.

• That the details provided in relation to research funding history (i.e., current, pending or expired grants, as detailed in the application) are valid and accurate

Applications must be collated as a Pdf, and submitted as one document. Applications c submitted after the deadline (see Section 3.1.) will not be accepted.

**3.9 Shortlisting and Interviews**

As outlined above in 2.6 applications will go through a peer review process which will create a shortlist after which shortlisted applicants will be invited for an interview.

# **4. Host Institute and BCR Policies and Positions**

In advance of applying to any for the CIRF Fellowship, applicants are expected to be familiar with all relevant national, Host Institute and BCR policies including, but not limited to, the following: Clinical Trials, Animal Usage, Research, Doctoral Education and Intellectual Property Management

# **5. Award Management**

## **5.1 Reporting Requirements**

BCR has stringent requirements for the reporting on awards that it makes. Individuals who hold the primary responsibility for reporting and who fail to comply with reporting requirements, run the risk of having their grant payments suspended and their eligibility to apply for funding in forthcoming BCR calls affected. Reporting is inclusive of annual reporting, Sharing of Research Outputs and the completion of a Researcher Snapshot. There will be annual reporting requirement for this fellowship and a mid point on site review. Continued funding will be contingent on successful review. The support of BCR and ‘5 For The Fight’ must be acknowledged in all publications.

**6. Further information**

Informal inquiries should be made to [research@breakcancer.ie](mailto:research@breakcancer.ie)

# **7. Appendices**

**Appendix 1:**  **1:** Expression Of Interest (EOI) CIRF 2021. Requirements and check list.

**Appendix 2:** Full applicationCIRF 2021. Requirements and check list.

## **Appendix 1: E****xpression Of Interest (EOI) CIRF 2021**

**Requirements and check list.** Please **return** this check list with your EOI as part of a Pdf document.

**Deadline**: 13th September 2021, 17:00 GMT

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Section** | **Limits** | **Attached** |
| **Applicant CV** | Name | 5 pages in total |  |
|  | Contact details (address, email, phone) |  |
| Current Position |  |
| Education |  |
| Employment to date |  |
| Grant history (current, pending, completed): Dates active, amount, grand body, role, percentage time commitment) |  |
| ORCID Number |  |
| Publication output: Total number peer-reviewed publications; list of peer reviewed publications (Vancouver style); list of other publications. |  |
| Impact e.g. Conference participation, patient contact |  |
| Awards received |  |
|  | | | |
| **Document** | **Section** | **Limits** | **Attached** |
| **Proposal** | Title | 30 words |  |
|  | Keywords | 15 words |  |
|  | Duration of award (months) |  |  |
|  | Scientific Abstract | 250 words |  |
|  | Lay abstract | 250 words |  |
|  | Alignment with BCR priorities | 250 words |  |
|  | Collaborator details (max 5). Name, title, ORCID Number, role of collaborator in proposal | 2 pages max |  |
|  | | | |
| **Appendix 1** | EOI Requirement and Check list | 1 page |  |

**Applicant signature**

Signed Date

## **Appendix 2: Full application CIRF 2021**

**Requirements and check list.** Please **return** this check list with your Application

**Deadline**: 11th October 2021, 17:00 Dublin time

|  |  |  |  |
| --- | --- | --- | --- |
| **Document** | **Section** | **Maximum Limit** | **Attached** |
| **Body of Application** | Title | 30 words |  |
|  | Keywords | 15 words |  |
|  | Duration of award (months) |  |  |
|  | Lead applicant Details (Name, Title, Contact details (address, email, phone), Current Position |  |  |
|  | Scientific Abstract | 250 words |  |
|  | Lay abstract | 250 words |  |
|  | Alignment with BCR priorities | 250 words |  |
|  | Research programme:   * Aims, clear objectives * Background: Significance of the problem, what is currently known and current state-of-the =art. * Describe the methodology that will be used to address the aims and objects and advance the state-of-the-art. Include a description of feasibility, risk and contingency plans * Describe the roles of the applicant and collaborators in the work programme need to be clearly described. * Relevant preliminary data must be provided * Describe all Ethical Issues relevant to this proposal * Gantt chart (timelines, milestones and expected outputs) | 8 pages |  |
|  | Impact Statement | 2 pages |  |
| **References** | References (Vancouver style) | 2 pages |  |
| **Budget** | Include a table describing Budget: | 2 pages |  |
|  | Budget Justification | 2 pages |  |
| **Letters of support** | Institute |  |  |
| (2 pg each max) | Two mentors |  |  |
|  | Collaborators |  |  |
| **Declaration** | Signature and date stating that all information provided is accurate | 1 page |  |