

## Cancer Research Fellowship

### Full Application FAQs

#### What steps do I have to take to complete the full application?

1. Complete the Research Description section, the Budget section and the Applicant Declaration section
2. Invite Mentors, Collaborators and your Host Institution(s) to complete their parts of your application form (as detailed below)
3. Upload the Letter(s) of Support from your Host Institution(s) in Section 2 (Research Proposal Details)
4. Once the entire application form is complete (including all sections by your Mentors, Collaborators and Host Institution), submit by clicking on VALIDATE AND SEND, found at the end of the Summary screen

#### Who contributes to my application?

You, the Applicant, along with your Mentors, Host Institution(s) and Collaborators, who are defined as 'Contributors' on the GM system. We recommend that you give your Contributors at least three weeks' notice to complete their sections of the form, along with sending them reminder emails when necessary, to avoid missing the submission deadline. Please click into your Contributors' sections of the form to ensure they have entered all the information necessary to complete your application. Please note, it is your responsibility, as the Applicant, to ensure that all sections of the form are completed before the closing date of the 21<sup>st</sup> of December 2022.

#### How do I invite Contributors to add to my full application?

Please carefully follow these instructions on how to invite your Mentors, Host Institution(s) and Collaborators to complete their sections of the form. Before you start please note that you must retain the Mentor and Collaborator order that you used in your EoI i.e. Collaborator One in the EoI must be Collaborator One in the full application. This enables pre-population of certain fields in the form. If you have a new Collaborator that was not on the EoI, please ensure their information is entered **after** the other Collaborators i.e. if you had five Collaborators in your EoI, your new Collaborator should be entered as Collaborator Six.

1. Click on the green MANAGE INVITATION button, found at the bottom of the panel on the left of the form
2. Click INVITE A CONTRIBUTOR
3. Enter the email address of your Contributor
4. Tick (i) the section of the form that they must complete AND (ii) the summary screen
5. From the drop-down list at the bottom of the page, select 'Full Access'
6. Click INVITE THIS CONTRIBUTOR
7. If you wish to come back to this step at a later stage click the CONTINUE button, which will bring you back to the full application

Your Mentors, Host Institution(s) and Collaborators will automatically receive an email with a link to the relevant part of your application form, which may arrive in their Spam folder. If this does happen, they must move the email to their Inbox in order to access the link to the form.

Your Contributors must then set up an account on our GM system, using the same email address you entered for them.

### **What information does my Host Institution have to provide?**

Your Host Institution(s) must provide proof of institutional support in the form of a Letter of Support. The Letter of Support can be signed by a senior person from your Host Institution's Research Office or Finance Office. You the Applicant, must upload this letter in Section 2 (Research Proposal Details). Your Host Institution(s) must also complete the declaration in Section 4 (Host Institute Representative Declaration), confirming that the information in the letter is true and correct. If you plan to conduct your Fellowship in two Host Institutions (e.g. one in Ireland and one elsewhere in Europe), they must both provide you with a Letter of Support.

### **What information does my Mentor have to provide?**

Both Mentors must provide a 500 word statement of support in your application, each clearly outlining how they will support you, the Applicant, throughout the CRF. Please note, your Mentor within the laboratory will act as an advisor and host but will not play a supervisory role. This Mentor will work with you to ensure that all fiduciary and ethical approvals, where relevant to the award, are managed successfully. The mentor outwith the host laboratory will actively work with you to develop your career trajectory. Each Mentor must also complete their declaration section, confirming that the information they have provided is true and correct.

### **What information do my Collaborators have to provide?**

Your Academic, Clinical and Industrial Collaborators have to provide the following:

1. Their contact details
2. Their most recent employment
3. Their highest academic qualification
4. Their grant history, including total grant funding received
5. Their five most relevant publications
6. Information on the role they will play in the research project
7. Confirmation that the information they have provided is true and correct in the declaration section

Your PPI Collaborators have to provide:

1. Their contact details
2. Information on the role they will play in the research project
3. Confirmation that the information they have provided is true and correct in the declaration section

### **Can I include figures in my proposal?**

Yes, up to four figures and/ or tables to support your project description (where applicable) can be uploaded in the Research Proposal Details Section.

### **What is a Gantt chart and why do I need one?**

A Gantt chart is a type of bar chart that illustrates a project's time-line. We request a Gantt chart because they are useful for planning and scheduling projects, determining the resources needed, and planning the order in which you'll complete tasks. They also show the dependency-relationships between activities and the current schedule status.

### **What should I include in my Impact Statement?**

Impact statements should be written in lay, non-technical language, be as specific and comprehensive as possible and answer the following questions:

- Who will benefit from this research?
- How will they benefit from this research?

### **What details should I provide on how I chose my Mentors?**

It is very important for the advancement of your academic career to work with the right Mentors from the start. Ideally, a Mentor should be well-known and well-respected in your field. They should also have a number of very important qualities such as being knowledgeable, open-minded, supportive, motivating, and a good listener. Finally, in particular reference to your Mentor outwith the laboratory, they must have enough time to invest in your growth as a Scientist. Keep these attributes in mind when you are explaining why you chose your Mentors.

### **What costs are covered by the CRF?**

You can request costs under these categories:

- Staff; please refer to the Irish University Association (IUA) Research Salary Scales/Guidelines
- Materials and consumables
- Equipment
- Travel
- Dissemination

### **Do I have to request a salary for myself?**

No, you do not have to request a salary for yourself. However, you can request funds for a PhD/ Masters student (stipend and fees) and a Research Assistant. Where a salaried post is requested, you must include PRSI and pension contributions.

**What PRSI and pension contributions should I use?**

Salary contributions must include PRSI at 11.05% and Employers Pensions at 20%.

**Can I request over-head costs?**

No, over head-costs are not eligible for funding under this scheme.

**What is a Budget Justification?**

A budget justification is a detailed explanation of each of the components of the budget; it provides rationale on why the costs are necessary in relation to (i) the aims and methodology of the project and (ii) meeting the goals of the project. It also explains how the estimated costs were calculated.

**How do I submit my full application once I have completed it?**

Click on the VALIDATE AND SEND button, found at the end of the Summary screen.

**What happens after I submit my full application?**

We review and content-check the applications we receive to ensure all the information necessary for your application to be reviewed has been provided. If we have any questions we will be in touch. Your application will be peer-reviewed and you will be informed of Breakthrough's decision by early February.