breakthrough CANCER RESEARCH

CANCER RESEARCH FELLOWSHIP 2022/2023

GUIDE TO THE ONLINE GRANT MANAGEMENT SYSTEM FOR MENTORS AND COLLABORATORS

Key Dates	
Fellowship Announcement	10th October 2022
Informal Inquiries	10th October 2022 – 15th November 2022
Expression of Interest Deadline	24th November 2022 (12 noon, Irish time)
Deadline for submission of proposals	21st December 2022
Interviews & Formal Offer	Jan/Feb 2023

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INTRODUCTION

You have been named as a Mentor/Collaborator by a Breakthrough Cancer Research (Breakthrough) grant Applicant. This document is provided to assist you in submitting your section of the application form for the 2022/2023 round of the Cancer Research Fellowship scheme; please read it carefully. Breakthrough will only accept forms submitted through our online Grant Management (GM) system. Please do not send your form to us by email or in hard copy.

The Cancer Research Fellowship scheme is governed by the 2022/2023 Call Document, Terms and Conditions and award acceptance contract. The content of this guide is for general information purposes only. In the event of a discrepancy arising between this guide and the Call Document, Terms and Conditions or award acceptance contract, the latter documents will prevail.

HELP WITH TECHNICAL ISSUES

- Please ensure that the email address 'Breakthrough Cancer Research noreply@optimytool.com' is on your 'safe senders' list. You may need to check with your IT department to ensure there is no issue with your organisation's internal firewall.
- Please note, email correspondence from our GM system may arrive in your Spam folder. Links will not be accessible unless you move the email to your Inbox.
- If you experience any technical issues, please clear the cache in your browser and continue. If the issue persists, please contact research@breakcancer.ie. Please include (i) the name of the Applicant and (ii) the title of their application, along with a screenshot of any error message (where applicable).

LOGGING INTO THE ONLINE SYSTEM

- When you register for the first time, you will receive an email containing your username (which is your email address), a link to set your password and activate your account, and a link to the login page. Please use the same email address that the Applicant provided to us to set-up your account.
- Once your account has been created you will receive a second email, which contains a link to your account details.
- If you have lost or forgotten your password, navigate to the login page and click 'Lost password?'. Once you have entered your email address a link will be sent to you in order to generate a new password. If you do not receive this email, please check your Spam folder. Please note, it may take up to 15 minutes to receive the email containing your new password.
- You will not be able to submit your section of the application form until the Applicant has invited you to do so.

COMPLETING YOUR SECTION OF THE FORM

- Once the Applicant has invited you to contribute to their form, you will receive an automated email. This contains a link that will bring you to the part of the form that you have to complete.
- Please follow the instructions that are provided for you on screen (please see screenshots below).
- **MENTORS** must complete a 500 word statement of support for the Applicant and complete the Mentor declaration.

Instruction to Mentor:

The applicant below has named you as the outwith host laboratory mentor for their Cancer Research Fellowship 2023 application.

(i) Please complete the mentor statement and mentor declaration below

(ii) To submit your part of the application please **press save and exit (after the summary screen)**

- **COLLABORATORS** must firstly indicate if they are Academic, Clinical, Industrial or Public and Patient Involvement (PPI) Collaborators, which determines the types of question they must answer.

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

PPI Collaborators have to provide the following:

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

Instruction to Collaborator:

The applicant below has named you as a collaborator for their Cancer Research Fellowship 2023 application. **Please note, all questions are mandatory.**

(i) Please **indicate below** if you are an Academic, Public and Patient Involvement (PPI), Clinical or Industrial Collaborator (as this will determine which questions will be asked)

(ii) Please complete all sections

(iii) To submit your part of the application please **press save and exit (after the summary screen)**

- The information you provide is an essential element of the application, and all sections should be completed in full. If necessary you can click the 'SAVE AND EXIT' button (see screenshot below), which enables you to save the information you provided and return to the form at a later time.
- Once you have completed your section of the form, please click the 'NEXT SCREEN' button (see screenshot below), which will bring you to a Summary screen. Any mandatory sections that you have missed will appear in red on the Summary screen (see screenshot example below).

OUTWITH HOST LABORATORY MENTOR

Title/position	First Name	Last name	Email address	Name of Institute	% time commitment
Type at least 2 characters	This field is required	This field is required	This field is required	This field is required	This field is required

SUBMITTING YOUR SECTION OF THE FORM

- Once you have completed your form, please click 'SAVE AND EXIT', which will submit your part of the form.

PREVIOUS SCREEN   NEXT SCREEN

⚡ Field prepopulated on the basis of previously recorded data.

SAVE AND EXIT

- Please note that (i) the Applicant **has** access to the information you have entered in your part of the form (ii) the Applicant **will not be able to submit their form** until you have completed and submitted your sections. The application deadline is the **21st of December 2022**.