

breakthrough

CANCER RESEARCH

MUSGRAVE BREAKTHROUGH CANCER RESEARCH PHD SCHOLARSHIP 2023

GUIDE TO THE ONLINE GRANT MANAGEMENT SYSTEM FOR SUPERVISORS AND ACADEMIC REFEREES

Key Dates	
Fellowship Announcement	8 th December 2022
Informal Inquiries Deadline	24 th February 2023
Submission of Proposals Deadline	1 st March 2023
Submission of References Deadline	8 th March 2023
Interviews and Formal Offer	End of May/early June 2023
Scholarship Commences	September/October 2023

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INTRODUCTION

You have been named as a Supervisor/Co-Supervisor/Academic Referee 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 2023 round of the Musgrave Breakthrough Cancer Research PhD Scholarship 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 Musgrave Breakthrough Cancer Research PhD Scholarship scheme is governed by the 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 when entering your details in their application form 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).
- **SUPERVISORS/ CO-SUPERVISORS** must provide:
 1. Their contact details
 2. The number of PhD students they have successfully supervised
 3. Their five most relevant publications
 4. Their five most relevant grants
 5. Confirmation that the information they have provided is true and correct in the declaration section

5 Supervisor

Instructions for Supervisor:

You have been invited to contribute to the Musgrave Breakthrough Cancer PhD Scholarship application of the Applicant named below. **Please note, all questions are mandatory.**

(i) Please provide your publication and grant details and complete the declaration.

(iii) To submit your part of the application please **press SAVE AND EXIT (after the summary screen).**

- **ACADEMIC REFEREES** must provide:
 1. Their contact details
 2. An evaluation of the Applicant
 3. A description of the Applicant's research potential
 4. Confirmation that the information they have provided is true and correct in the declaration section

1 Academic Reference 1

Instructions for Academic Referee:

You have been invited to provide a reference for the Applicant named below. The deadline for submission of this reference is the **7th of March, 2023**. Please note, all questions are mandatory.

(i) Please provide your assessment of the Applicant using the categories below and complete the Declaration.

(iii) To submit your reference **press SAVE AND EXIT (after the summary screen).**

(iv) The Applicant will receive an email informing them that you have provided your reference.

- 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).

SUPERVISOR DECLARATION

DO YOU AGREE TO SUPERVISE THE APPLICANT FOR THE DURATION OF THEIR PHD SCHOLARSHIP?

This field is required

AS A SUPERVISOR I CONFIRM, TO THE BEST OF MY KNOWLEDGE, THAT THE INFORMATION PROVIDED BY ME IN THIS CANCER RESEARCH PHD SCHOLARSHIP APPLICATION IS CORRECT.

This field is required

SUPERVISOR NAME

This field is required

DATE

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

- Supervisors and Co-Supervisors: 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 application form** until you have completed and submitted your sections. The application deadline is the **1st of March 2023**.
- Academic Referees: Please note that (i) the Applicant **does not have access** to the information you have entered in your part of the form (ii) the Applicant **will not be able to submit their application form** until you have completed and submitted your reference. We are requesting that Referees submit their references by the **7th of March 2023** to enable the Applicant to submit the references by the deadline of the **8th of March 2023**.