

## **Musgrave Breakthrough Cancer Research PhD Scholarship**

### **FAQs**

#### **What is a Musgrave Breakthrough Cancer Research PhD Scholarship?**

The Musgrave Breakthrough Cancer Research PhD Scholarship is a fund, generated by a partnership between the Musgrave group and Breakthrough Cancer Research, to support **two** PhD students. We are looking for high-achieving dynamic individuals, with drive and passion for cancer patient care and survival focused research.

#### **How long is the funding for?**

If you have a BSc you can apply for three **or** four years of funding for your PhD. If you have an MSc you can apply for three years of funding for your PhD.

#### **How much funding can I apply for?**

The Musgrave Breakthrough Cancer Research PhD Scholarship Award has a maximum value of €140,000 in direct costs for a period of three or four years.

#### **Where can I hold the PhD Scholarship?**

The PhD Scholarship can be held at any University in the Republic of Ireland currently engaged in cancer research.

#### **What should my research proposal be about?**

This call is open to researchers in Clinical, Biological, Epidemiological, or Public Health fields. Your application must be focused on pancreatic, oesophageal, ovarian, lung, brain, liver or gastric cancer only. The proposal must be patient-focused with the ultimate aim of improving cancer care and increasing survival, in keeping with Breakthrough's research priorities.

#### **Am I eligible?**

- You are expected to have a first or upper second class honours primary degree or equivalent.
- If you are already registered for a PhD or are in receipt of funding to carry out a PhD, you are not eligible to apply.
- If English is not your native language, please ensure you fulfil the English Language requirements of your host University.

### **When should my PhD start?**

The Musgrave Breakthrough Cancer Research Scholarship is for students starting their PhD in September/ October 2023.

### **When is the application deadline?**

The deadline is the 1<sup>st</sup> of March 2023 at 13.00, Irish time. Please note, submission of your application on the GM system may take some time. Please ensure you leave enough time to meet the deadline. Applications received after this deadline will not be considered.

### **How do I apply?**

Applications for funding are submitted using our online Grant Management (GM) system. To begin your application, you must create an account on this system.

### **Who else is involved in completing my application?**

You, the Applicant, along with your Supervisor, Co-Supervisor (where applicable) and Academic Referees, 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.

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

The Musgrave application form has sections for you, your Supervisor and Co-Supervisor (where applicable) and Academic Referees to complete.

- You must complete the Applicant Details section, the Project Details section, the Budget section and the Applicant Declaration section.
- Invite your Supervisor and Co-Supervisor (where applicable) to complete their sections of the application form (as detailed below).
- Once the form is complete, submit it by clicking on VALIDATE AND SEND, found at the end of the Summary screen.
- You will receive an email which contains a link to the Academic Referee section of the form. You then invite your Academic Referees to complete their sections of your application form (as detailed below).
- You will receive an email letting you know that your Academic Referees have submitted their sections.
- Submit the references by clicking on VALIDATE AND SEND, found at the end of the Summary screen.

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

- (A) Please carefully follow these instructions on how to invite your Supervisor and Co-Supervisor (where applicable) to complete their sections of the form.
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 the section of the form that they must complete; the summary screen is pre-selected
  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
- (B) Please carefully follow these instructions on how to invite your Academic Referees to complete their sections of the form.
1. Click on the relevant INVITE A CONTRIBUTOR button; e.g. to invite Referee One, go to the Referee One section and click on the INVITE A CONTRIBUTOR button.
  2. You will then be brought to another screen where you enter the Referee's email address. You then click the green INVITE THIS CONTRIBUTOR button. This will automatically send an email to Academic Referee 1, with a link to their part of your form.
- (C) 1. Your Supervisor, Co-Supervisor (where applicable) and Academic Referees will 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.
3. Your Contributors must then set up an account on our GM system, using the same email address you entered for them in the application form.

### **Please note, it is your responsibility, as the Applicant, to ensure that:**

- **the application form is completed and submitted by the closing date of the 1<sup>st</sup> of March 2023 at 13.00, Irish time.**
- **the references are completed and submitted by the 8<sup>th</sup> of March 2023 at 13.00, Irish time.**

### **What sections of the form am I restricted from seeing?**

Your Supervisor and Co-Supervisor (where applicable) are categorised as 'Non-restricted Contributors'. This means you can click into their sections of the form to ensure they have entered all the information necessary to complete your application.

Your Academic Referees are 'Restricted Contributors'. This means you cannot click into their sections of the form. However, you will receive an automatic email when your Academic Referees have completed their sections of the form.

### **What does the asterisk next to some questions mean?**

An asterisk beside some sections of the form means that they are mandatory and must be answered. Any mandatory sections which have been missed will be highlighted on the Summary screen. You will not be able to submit the application until these are completed.

### **How do I add an extra row to answer certain questions?**

For some sections, you may need to add an extra row(s) to enable you to submit all of your information for review. To do this, please click the green button found below the answer. For example, to add another row to your Publication list, click the 'ADD ADDITIONAL PUBLICATIONS' button.

### **How do I delete an extra row from the answer to certain questions?**

To delete a row, click on the 'X' to the right of the row.

### **How do I move between screens in the application?**

You can move between different sections by clicking on the section-name in the panel on the left side of the screen. You can also press NEXT at the end of each section.

### **Can I save my application and come back to it later?**

Yes, you can by clicking on the SAVE AND EXIT button, found at the bottom of each screen.

### **What is a Supervisor and do I need a Co-Supervisor?**

Your **Supervisor** is responsible for guiding your studies and providing you with continuous support throughout each stage of your PhD research project. Your Supervisor should (i) have experience in supervising PhD students, (ii) be an expert in your subject area, (iii) hold regular supervisory meetings with you, (iv) provide feedback on your work and progress and (iv) offer advice and support throughout your research project.

A **Co-Supervisor** can provide specialist advice necessary for the progress of your research, along with providing guidance when your Supervisor is not available. Co-Supervisors can be from your Host Institution or from another research organisation.

### **Who can be a Supervisor?**

Potential Supervisors must:

- Meet the eligibility criteria to be a primary supervisor, as set by the Applicant's proposed host Irish University

- Have applied for external funding (for PhD students or generally) in the previous two years
- Have a record of successful PhD supervision or be in the process of supervising and/or have availed of training on research supervision

### **What information does my Supervisor and Co-Supervisor have to provide?**

Both Supervisors and Co-Supervisors must provide:

1. Their contact details
2. The number of PhD students they have 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

### **What details should I provide on how I chose my Supervisor and Co-Supervisor?**

Your Supervisor and Co-Supervisor will be mentors, advisers and sources of support for you throughout your PhD. As detailed above, your Supervisor should (i) have experience in supervising PhD students, (ii) be an expert in your subject area, (iii) hold regular supervisory meetings with you, (iv) provide feedback on your work and progress and (iv) offer advice and support throughout your research project.

### **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, as a single file to a maximum size of 2MB.

### **I do not have a plan for Public and Patient Involvement (PPI) in my research proposal; what should I do?**

PPI is central to Breakthrough Cancer Research's activity, ensuring patient benefit is at the core of our efforts. We strongly encourage Researchers to include PPI in their research.

### **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 costs are covered by the Scholarship?**

- PhD fees
- PhD stipend of up to €18,500 per annum
- Materials and consumables up to €15,000 per annum
- Travel
- Small pieces of equipment (including computer/laptops) to a value of less than €2,000 (to be included in the Running Costs and Consumables section)
- Access charges may be sought for use of infrastructure where pre-approved access charge plans are in place (to be included in the Running Costs and Consumables section)

#### **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.

#### **What is the Summary Screen?**

You will have two Summary Screens. The first Summary Screen brings together the answers to all sections of Part I of the application form, which you, your Supervisor and Co-Supervisor have completed. The Second Summary Screen brings together the answers to all sections of Part II of the application form, which your Academic Referees have completed. Any mandatory questions not answered are highlighted on the Summary Screen.

#### **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. Please note, you will have two Summary screens – one for Part I and one for Part II. You must submit both parts of the form separately.

#### **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 in June 2023.

**How do I know if my application was received?**

You will receive a confirmation email upon receipt of your application; it can take up to ten minutes to arrive in your Inbox and may arrive in your Spam folder so please check both.