



## Cancer Education Development Award: A guide for applicants

Please read these notes carefully before completing your application in our application portal <https://grants.cancerresearchtrustnz.org.nz/>.

### Goal

Previously known as Professional Development Event Awards, the Trust's Cancer Education Development grants are aimed at supporting education events for cancer care professionals, research conferences, and engagement with the community.

### Value of the Grant

These grants may be awarded to those organising New Zealand-based conferences or training courses of direct relevance to cancer prevention, detection and treatment, end of life care, OR community hui for cancer education and/or research purposes. The maximum for either purpose is \$5,000, and these awards are offered in both the March and September grant rounds.

### Purpose of the Grant

The purpose of a Cancer Education Development Fund award is to support cancer-focused events in New Zealand. The fund may be used to support general event costs, or it may be used to fund the travel and accommodation of a distinguished overseas speaker. It can also be used to host a training course in the field of cancer or a hui that engages with community participants for cancer education or research.

### Who can apply

For conferences, the application should be made by the chair of the local organising committee. For hui and community engagement events, the lead researcher should apply on behalf of the team.

In any funding round, an applicant can be named on no more than two applications, with a maximum of one as the Principal Investigator. An application for a Cancer Education Development award counts towards this total.

### How to apply

- All applicants need to create an account on our [grants portal](#). Note that if you have been previously named as a co-investigator, you may get a message to contact an administrator. This prevents duplicate applicant profiles for individual researchers. The issue can be quickly resolved by contacting the Trust's General Manager Michelle Sullivan on 027 434 0926.
- Once the funding round opens, your applicant dashboard will display available funding opportunities. Typically this is around two months prior to the closing date. Note that Host Institutions may have internal deadlines prior to the Trust's closing date so applicants are advised to check with their institution's research office.
- Applicants should pay attention to any details in the subheadings of each section of the application. If unclear, contact the Trust's General Manager for advice and guidance.
- All applications must include consideration of how the event will contribute to health equity for Māori. A summary of Māori Health Advancement expectations is included below.
- Applicants may attach a full biography and CV for invited speakers or facilitators mentioned. Optional attachments include any other relevant documentation necessary for a full understanding of the proposed event.



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- Applicants must attach appropriate quotes to support the above budget costs. If travel support is requested quotes are essential. Competition for funding means that applications without such details are unlikely to be funded.
- Applicants with limited previous experience of writing competitive funding applications are strongly advised to seek the help and input of colleagues who are successful grant writers.
- All applications must be submitted through the grants portal and late submissions cannot be accepted under any circumstances.

### Preparing your Budget

- Other sources of support that are being sought should be detailed, along with contingency plans should the required funding not be approved.
- A clear description of the expected costs with supporting evidence such as quotes from venues and airlines will assist the decision-making committee.
- If travel support is requested quotes must be provided (business class travel will only be considered for flights longer than eight hours).

### Māori Health Advancement

Cancer Research Trust is committed to transforming cancer outcomes in Aotearoa New Zealand. By upholding its responsibilities under te Tiriti o Waitangi the Trust is helping to achieve equitable cancer outcomes for Māori. The Trust urges all applicants to actively consider how their efforts can contribute to this goal.

The Cancer Research Trust Assessing Committee requires every applicant to demonstrate a commitment to Māori Health Advancement. This may take many different forms, depending on the type of proposal.

Every application in every funding category is assessed for Māori Health Advancement. To promote consistency, the Cancer Research Trust has adopted the Health Research Council's Māori Health Advancement criteria. The HRC model explores Māori Health Advancement across four domains: Relationships, Significance, Research Team and Research Characteristics. Applicants should refer to guidance provided by the Health Research Council:

[https://gateway.hrc.govt.nz/funding/downloads/HRC\\_Maori\\_Health\\_Advancement\\_Guidelines.pdf](https://gateway.hrc.govt.nz/funding/downloads/HRC_Maori_Health_Advancement_Guidelines.pdf)

The Trust acknowledges that Māori Health Advancement expectations will vary across the different funding categories. Some examples of this variation are given below. Over time, the Trust will provide additional guidance to support applicants in the journey to deeper and more meaningful partnerships with Māori. Some examples include:

- **For a proposal focused on development of a potential new treatment/test for cancer:**  
There is a clear opportunity to consider consulting with Māori and bringing Māori advisors into the research planning at the outset. That way, if a treatment/test is eventually developed there will already be a high degree of trust in the process and the involvement of Māori throughout, and hence in the treatment being offered.
- **For a Professional Development Award proposal to attend an international conference:**  
The applicant might consider ways to include te reo in an oral presentation, such as an opening mihi to spark a conversation about indigenous populations' involvement in the field. Or alternatively how the knowledge gained from the conference can be communicated to colleagues on return and how this dissemination might contribute to Māori health advancement.
- **For all researchers:** Everyone has a responsibility to consider their own personal journey in learning about tikanga and incorporating this into their research. This could be reflected in



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diverse ways, such as how the research is conceived and planned, how the Principal Investigator creates a welcoming research environment, how principles of tikanga can be applied to teaching and graduate student supervision.

Further guidance on Māori Health Advancement is available in the Research Project Grant application guidelines.

### How your Application is Reviewed

Applicants are strongly encouraged to include as much information as possible within the wordcount to enable the proposal to be assessed. Clearly written proposals are highly valued.

The Cancer Research Trust's Assessment Committee is a diverse group of cancer researchers and clinicians that considers local impact and responsiveness to Māori in order to make funding recommendations to the Cancer Research Trust Board. The Assessment Committee uses the same criteria as the Health Research Council of New Zealand to assess Responsiveness to Māori.

The Assessment Committee is aware that the immense value of face-to-face networking with collaborators and international experts needs to be balanced against the need to minimise our collective environmental footprint. The Trust supports both face-to-face and online connections, and applicants should justify their chosen medium.

If the proposal is intended to contribute to health or research workforce sustainability, applicants should describe how the funding will assist, such as helping to keep talent in New Zealand or supporting the upskilling of committed talent.

### Grant Conditions

Successful applicants will be informed of the nature and amount of the grant being offered and the conditions under which it will be contracted, and asked for a formal acceptance. The conditions of the grant include:

- The grant covers specified expenses, for a specified period. Grants are paid in arrears and any expenditure incurred outside the contracted scope or period will not be reimbursed.
- Host Institutions may elect to invoice the Trust either monthly or quarterly in arrears.
- A final report will be required after the grant's end date. Reports should be submitted to the Cancer Research Trust through the portal. The reports should be endorsed by the supervisor at the host institution.
- If the contractual details of the project change a variation request will need to be submitted to the Cancer Research Trust through the portal.
- All presentations and publications resulting from Cancer Research Trust funding must acknowledge the Trust's support.

### Reporting

If the Trust approves a grant, the Applicant will be informed of the nature and amount of the grant and the conditions under which it is made, and asked for a formal acceptance under specific conditions.

The Trust will require a report from the grant recipient at the conclusion of the event. The due date will be notified in advance by email, and reports can be submitted through the Cancer Research Trust NZ's grants portal.

### Publicity



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The Cancer Research Trust is a charity (CC23672) supported entirely by donations from the public. The Trust has an obligation to donors and supporters to report on the impact of the research it has funded. This includes updates through print and online media, our newsletter subscribers and our social media channels. By accepting a Cancer Research Trust grant, you automatically agree to the research team members and media summary of the project being made publicly available. You also automatically agree to be included as an available guest speaker for Cancer Research Trust public outreach, which includes research presentations to the general public.

## Contact us

The Trust welcomes all researchers planning to apply to get in touch with any questions and to seek guidance where needed. Contact General Manager Michelle Sullivan directly for a confidential chat.

- Email: [michelle.sullivan@crtnz.org.nz](mailto:michelle.sullivan@crtnz.org.nz)
- Phone: 027 434 0926