



Nursing Fellowship: A guide for applicants

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

Goal

The Nursing Fellowship will be awarded to a nurse who is committed to a clinical career with a major involvement in cancer treatment or care of those affected by cancer. It is intended to support nurse-led research focused on nursing issues that support better patient outcomes. The Fellowship will support advanced research training through the completion of Doctoral study. The expectation is that at the end of the Fellowship the successful applicant will become established as a nurse researcher in New Zealand.

Value of Fellowship

The typical value is one year of salary, awarded over a period of one to three years. The value of the grant is the equivalent salary had the Fellow been employed in a full-time nursing position in New Zealand.

The provision of equipment and working expenses for research will be the responsibility of the Host Institution and employer. Institutional overheads will not be paid. With approval of the Trust, the Fellowship may be spread over a period of up to six years.

The Trust wants to enable nurses to pursue careers as independent researchers working in cancer related fields. Recognising the complexities of juggling clinical nursing with part time doctoral studies the Trust aims to be as flexible as possible. Applicants are encouraged to discuss their ambitions and hurdles to get guidance on how the Trust may be able to provide support. For example, with the approval of the Trust the applicant may seek up to two year's worth of salary; the grant may be spread over a six-year period to support the duration of a part-time doctorate; the applicant may need to commit a significant fraction of their time to paid clinical duties. Prospective applicants are encouraged to contact the Trust's General Manager Michelle Sullivan on 027 434 0926 for a confidential chat.

Who can apply

Applicants should be New Zealand citizens or permanent residents who have completed a relevant Bachelor or Masters degree. The Fellowship will be available to nurses working clinically in (but not limited to) the fields of cancer nursing across the continuum (education, detection, treatment, rehabilitation and palliation) in primary and secondary health care.

Your Host Institution & Employer

Research conducted by the Fellow must be used towards the requirements of a Doctoral thesis. Therefore, the Fellowship must be taken at a New Zealand University that can provide appropriate doctoral supervision (the 'Host Institution Obligations' see further details below). The employer is any New Zealand clinical care provider (usually a hospital) where the applicant is employed on either a full-time or part-time basis either prior to or during the Fellowship.

There must be formal agreement by the Host Institution itself to support the Fellow, and if applicable from the employer to provide clinical access and/or facilities for the research. This means that applicants should choose the relevant University as their Host Institution in the grants portal. All applicants need to show some evidence of clinical partnership to ensure that the research is clinically



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relevant and will help improve patient outcomes. Relevant letters of support should be attached to the application.

Concurrent with the Fellowship, the applicant may receive additional salary for clinical duties from their employer. This should be detailed in the application.

Number of grants awarded

The Trust will usually award only one Nursing Fellowship per year, and reserves the right to not award the Fellowship.

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.
- Applicants may attach any images, figures, charts or diagrams referred to in the body of the application. Clinical trial protocols may also be attached. Applicants must not use these attachments to exceed the application word limit (3,000 words = 6 pages) to supply additional details. In such cases, the Committee will be instructed to disregard all attachments and your application may be rejected.
- Applicants should summarise their CV describing details of university scholarships and prizes, publication, positions held and research experience relevant to the application. More extensive CVs can be uploaded in the attachments section of the application. These should be in the New Zealand Standard Curriculum Vitae template. Each applicant should complete all of Parts 1 and 2a, and upload the CV in PDF format. The template is available online <https://www.hrc.govt.nz/resources/hrc-standard-cv-template>.
- Attachments may include details of other sources of partial funding, ethics approval letters, sub-contracts with other institutions, and letters of support where relevant from clinical employers/research mentors/supporters.
- For applicants that intend to continue with part-time clinical work during their doctoral studies, please include details of the expected FTE in the body of the application.
- All Fellowship Applications are reviewed by the Trust's Assessment Committee which has a broad range of cancer researchers and clinicians. Applications should be written for a non-technical expert audience.
- 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.
- Reference checks may be carried out by members of the Assessment Committee.
- All applications must be submitted through the grants portal and late submissions cannot be accepted under any circumstances.

Eligibility

- The Trust operates an application cap. In any funding round, an applicant can be named on no more than two applications and only one as Principal Investigator. A Nursing Fellowship



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application counts towards this total and the applicant is considered a Principal Investigator for the purposes of the application cap.

- When a Nursing Fellowship application has been declined, applicants can resubmit their proposal in a subsequent grant round. Only one resubmission of a previously unsuccessful Fellowship application is permitted. It is an expectation that the applicant addresses all concerns raised by the Assessment Committee in their re-submission. The stable composition of the Trust's Assessment Committee helps to eliminate year-to-year variations in Committee perspectives. An applicant who has been unsuccessful twice may submit further proposals to the Trust but these will need to be in other areas.

Preparing your Budget

- Salary costs for Nursing Fellows are intended to allow the individual to develop the necessary skills to become an independent researcher in the field of cancer related research. The Fellowship is intended to provide one year's salary but with approval of the Trust up to two year's salary can be sought.
- The Trust does not fund overheads including: property costs; depreciation; utility charges such as lighting, heating and water; telephone line charges; library; office stationery and accessories; or laboratory "bench fees".
- Only actual costs for ACC and superannuation should be included in salary associated costs. Institutional increments in salary will be covered by the Trust over the course of the fellowship.
- No costs for equipment or working expenses can be included in the budget. These costs are the responsibility of the Host Institution and employer. However, up to \$3,000 travel costs may be included in the budget where the research will be conducted in multiple locations (reimbursed in arrears and based on actual costs incurred).
- Attendance at conferences and training courses cannot be included. A separate funding application (Professional Development Award) should be submitted to request support.

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 cancer researchers to actively consider how their efforts can contribute to this goal.

The Cancer Research Trust Assessing Committee takes a firm view on the need to engage with Māori when developing research project concepts. While it can be challenging for researchers to connect in a meaningful way with Māori communities, the Committee nevertheless requires every researcher to demonstrate a commitment to Māori Health Advancement. This may take many different forms, depending on the type and stage of the research project.

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

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



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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 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.

Host Institution Obligations

Host Institutions must have the necessary governance structures, financial processes, and research capacity to employ research staff, oversee the research, and administer the Grant Funds. Host Institutions are required to:

- Manage and administer Cancer Research Trust grants to an auditable standard,
- Ensure that the research is conducted to the highest ethical standards and complies with all applicable legislation and regulations governing health research.

Host Institutions have designated representative/s (e.g. research office staff) and typically set their own internal deadline ahead of the Cancer Research Trust closing date. Please take note of the internal deadline, which allows for institutional compliance processes including budget review, and approval of the application, and acceptance of Cancer Research Trust's standard Terms and Conditions for Research Project Grants.

When an applicant finishes their application, clicking 'submit' will send the application to the Host Institution for completion of their requirements. The Host Institution can return the application to the applicant for further editing if needed, or proceed to formal submission of the application to the Cancer Research Trust. Applicants and/or Host Institutions can request an application be returned for further editing prior to the closing date.

Regulatory Requirements

- Research involving human subjects requires approval from an accredited ethics committee. Research involving animals requires approval from a registered animal ethics committee. Applicants must either attach the approval(s) to the application, or indicate that approval is being sought.
- For clinical trials, applications should provide details of the trial registry and data safety monitoring committee if applicable.

Publicity

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



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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.

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 the peer review input (where relevant), 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.

All applicants will receive access to written feedback from the Assessing Committee at the conclusion of the funding round. The intention is to provide constructive feedback to help applicants develop their grant writing skills.

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 a 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.
- Any person engaged to work on the grant must be made aware that if for any reason the project is terminated their engagement concludes, that any leave due must be taken during the period of the grant and that payment will not be made for leave taken after the period of engagement is ended.
- If the grant covers salary, this may not be used to finance study towards further qualifications without the agreement of the Trust. This will usually only be given to those working towards a Ph.D.
- All appropriate regulatory approvals must be in place before the grant can be activated.
- Annual progress reports are required on the anniversary of the start date. A final report will be required within 12 months of 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.

Contact us

The Trust welcomes all potential applicants 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



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- Phone: 027 434 0926