



CANCER RESEARCH TRUST.

NEW ZEALAND

Titikaha Rangahau i ngā Mate Pukupuku

Professional 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

The Professional Development awards are to allow established cancer researchers and cancer-care professionals (including nurses, radiotherapists, technologists etc.) to travel and participate in scientific meetings or advanced training programmes that will enhance their professional competence or extend their range of skills.

Value of the Grant

A maximum of \$3,000 per grant is available, and applications can be made in either the March or September grant rounds, well in advance of the proposed course/event.

Purpose of the Grant

The purpose of Professional Development Awards is to allow personnel with a direct involvement in cancer care or cancer research to participate in activities (e.g. advanced study or training courses, conferences, clinic or laboratory visits) that will enhance their ability to contribute in the fields of cancer care or cancer research.

Who can apply

The Trust aims to assist a wide range of professionals working in the fields of cancer research, treatment and support. This includes applications from cancer professionals who otherwise do not have access to support attendance and presentations at international conferences.

It is likely that some applicants who are eligible for Trust support will be new to the art of grant preparation. Those without previous experience of applying for competitive funding are advised to seek the help and input of colleagues who are practised and successful grant writers.

Prospective applicants are encouraged to register on the [grants portal](#), thus ensuring they will be notified when funding opportunities are available. Retrospective applications are not permitted. 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 Professional Development Award counts towards this cap.

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 check the date the Trust expects to notify applicants of the outcome to confirm that this will be in advance of their proposed event.



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- 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.
- If attending a conference, a copy of the abstract of any paper or poster being presented should accompany the application. If the application is associated with a training course, or laboratory or clinic visit, then course acceptance documents or a letter of invitation should be supplied.
- All applications must include consideration of how the event will contribute to health equity for Māori.
- Professional Development Awards can be used to support attendance at a conference or event that is supported by our companion fund - the Cancer Education Development awards. This is to enable local participants to attend conferences and community hui, where the cost of attendance might otherwise be a barrier.
- Professional Development Awards cannot be used to support fees for post-graduate university papers (e.g. Masters).
- 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.

Applications for funds will always exceed the amount available so funding rounds are managed on a competitive basis. Therefore, it is important that applications are well presented with clear objectives and relevant supporting information. It is important to describe how this award will contribute to your career development, and the benefits that your patients and/or colleagues will derive from it.

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

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.



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- **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.

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 Trust aims to support sustainability throughout its research investments and places great importance on its role helping to maintain a skilled cancer research and cancer care workforce. The following considerations are particularly relevant for Professional Development Awards:

- 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.
- In judging the quality of an application, the applicant's CV will be considered against stage of career, relative to opportunity. Generally applicants who are seeking support for a first international conference will be prioritised ahead those who have already had a chance to attend such a conference.
- Applicants should also clearly identify any other sources of potential funding for their proposed itinerary. Lack of other financial support is viewed supportively.
- Where the Trust receives multiple applications to attend the same conference/course, only the most meritorious (if any) will be funded.
- For applications involving international travel, if personal circumstances allow then including opportunities to increase the benefits of travel by combining a conference with laboratory or collaborator visits.
- Applicants should consider if their proposal contributes to health or research workforce sustainability, such as helping to keep talent in New Zealand or supporting the upskilling of committed talent?



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- Showing willingness and outlining plans to disseminate new skills/advances to others is encouraged.

Preparing your Budget

- 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.
- Other sources of support that are being sought should be detailed, along with contingency plans should the required funding not be approved.

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. Formal acceptance of the grant and any specific conditions is done through the grants portal.

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

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.

Contact us

For any questions and to seek guidance where needed please contact the Trust's General Manager Michelle Sullivan for a confidential chat.

- Email: michelle.sullivan@crtnz.org.nz
- Phone: 027 434 0926