

# Cancer Research Trust NZ

## Assessing Committee Membership

### About the Cancer Research Trust

The Cancer Research Trust is a registered Charity with the New Zealand Charities Services (registration CC23672). The Trust provides health care professionals and researchers to support ground-breaking cancer research, professional development, and education.

The Cancer Research Trust is proud to fund grants across the full spectrum of cancer research, including prevention, detection, diagnosis and treatment of cancer, and improvements in palliative care.

### Our Funding Rounds

The Cancer Research Trust runs two funding rounds each year in April and September. Full details of the application process and forms are publicly available on the website

<https://www.cancerresearchtrustnz.org.nz/apply-for-a-grant>.

### How we Review Funding Applications

To evaluate the funding proposals submitted, the Trustees of Cancer Research Trust New Zealand maintain a committee of experts, known as the Cancer Research Trust Assessing Committee (CaRTAC).

### CaRTAC Review Principles and Process

#### *Committee size*

CaRTAC operates as a single committee, without delegating work to subcommittees. To balance the need to manage workload and provide a diversity of perspectives, CaRTAC operates with around ten to twelve committee members.

#### *Balance of research expertise.*

CaRTAC maintains a balance of biomedical, clinical and public health research on the committee to enable assessment of the best quality science with the highest potential for impact. Our intent is to have a balance of research expertise that includes:

- Discipline-based experts including biomedical, clinical, public health, and social science researchers who collectively cover themes as diverse as immunology, drug discovery, basic cancer biology, clinical trials and applied clinical research, cancer prevention, risk factors, health policy, and peoples' lived experience of cancer.
- Methodological experts including kaupapa Māori practitioners and researchers with expertise in tikanga, epidemiology, statistics, bioinformatics, health services, implementation and qualitative research;

- Perspectives from a range of health care professionals involved in cancer care, including nursing research.

The broad skill mix of committee members ensures that all aspects of study design can be assessed, and whether the proposal offers an innovative solution to current gaps in evidence.

#### *Māori representation*

CaRTAC promotes Te Tiriti by ensuring that Māori researchers, te ao Māori, and mātauranga Māori have a strong voice. CaRTAC will prioritise appointment of Māori committee members.

As part of upholding the Cancer Research Trust NZ's commitment to Te Tiriti, all committee members will be supported to upskill in assessing research that contributes to Māori health advancement.

#### *Gender balance*

CaRTAC promotes gender equity in research funding and through committee composition. CaRTAC aims to have 50% female membership on the committee.

#### *Geographic spread*

CaRTAC will seek geographic representation from around Aotearoa New Zealand to reflect the provision of cancer research and cancer services nationally. CaRTAC aims to have half of committee members from outside of Auckland.

#### *Stage of Career*

CaRTAC supports workforce development by appointing at least one early career researcher to sit on the committee for a three year term. The appointment will usually be a recent past recipient of the John Gavin Postdoctoral Fellowship, or alternatively the position will be filled through a public Expression of Interest process.

#### *Term of Appointment*

CaRTAC members are appointed for a renewable three-year term.

#### *Appointment of new members*

New CaRTAC members will be appointed through an annual Expression of Interest process. The process and timeline is as follows:

##### **June: Advertise the Expression of Interest**

Expressions of Interest are sought from researchers willing to support Cancer Research Trust NZ through service on CaRTAC.

The call for applications will be advertised through the Trust's own newsletter, the HRC's panui, and directly to key host institutions. Existing CaRTAC members are also asked to nominate potential new members so they can be sent the Expression of Interest documents directly. The Expression of Interest will include an overview of how CaRTAC works as well as a list of the key dates and expected workload of committee members.

##### **July: Applications**

Applicants will be required to submit their academic CV, demographic data (gender, ethnicity, stage of research career), areas of expertise (keywords and brief summary), and a



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brief outline of why they are interested in becoming a CaRTAC member, and any unique perspectives that they bring.

**August: CaRTAC review of applications**

CaRTAC will review all applications if there are fewer than twenty. For more applications, the Chair of CaRTAC will appoint a sub-committee to short-list applications for the full committee to review.

**August: Successful applicants appointed for a term of three years**

Upon appointment, successful applicants receive an induction pack containing:

- Profiles of current CaRTAC members;
- Key dates for the next funding round;
- Summary of expected workload; and
- Details of stipend payment.

## To Apply

### *Further enquiries*

For further questions or a confidential chat about what's involved, please contact Michelle Sullivan on 027 434 0926 or email [michelle.sullivan@crtnz.org.nz](mailto:michelle.sullivan@crtnz.org.nz).

### *Submitting your application*

Completed Expressions of Interest should be sent to General Manager Dr Michelle Sullivan by email [michelle.sullivan@crtnz.org.nz](mailto:michelle.sullivan@crtnz.org.nz).

**Expressions of Interest are due by 5pm, Thursday 4 August.**