



CANCER RESEARCH TRUST.

NEW ZEALAND

Titikaha Rangahau i ngā Mate Pukupuku

## Post Graduate Scholarship: A guide for applicants

Please read these notes carefully before completing your application in our application portal

<https://grants.cancerresearchtrustnz.org.nz/>.

### Goal

The scholarships are intended to provide personal support for graduate students whose proposed programme of advanced study or research for a higher degree (e.g. PhD or MD) in a field related to cancer. These projects may be in the field of cancer-related public health, or the biomedical, clinical, epidemiological or psychosocial aspects of cancer.

### Value of Scholarship

The value of the scholarship is \$35,000 per annum plus University fees.

### Who can apply

To apply for this scholarship, graduate students should be eligible to be enrolled full-time in an approved course of graduate study or research in a New Zealand University. Applicants should be New Zealand citizens or non-New Zealand citizens with New Zealand residency at the time of application. Application may be made in advance of enrolment on the understanding that an award would be conditional on successful completion of enrolment procedures.

### Number of grants awarded

The Trust will usually award only one Post Graduate Scholarship per year, and reserves the right to not award the Scholarship.

### How to apply

The application must be made by the student, together with their supervisor or supervisors, through the head of the Department where the student is to work. Post Graduate Scholarships are personal awards and emphasis will be placed on the candidate and their potential to develop during the period of the scholarship. The research project itself is clearly important and sufficient detail needs to be provided to demonstrate the intrinsic value of the project. The format for this part of the proposal is stated in the application form and should include a description of the applicant's research interests, reasons for the particular supervisor or Department and a structured outline of the proposed project. A confidential report from the supervisor and one other person familiar with the applicant's academic record will be required. Interviews may be arranged with the student, the proposed supervisor, and representatives of the Trust. The Trust understands that for most applicants this will be one of the first grants they write.

- 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, please just call or text message General Manager Michelle Sullivan on 027 434 0926.
- Once the funding round opens, the 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.



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- 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 the application may be rejected.
- Applicants must upload their university undergraduate and graduate records detailing courses taken and grades obtained.
- All applications are reviewed by the Trust's Assessment Committee which has a broad range of cancer researchers and clinicians. Applicants are strongly advised to seek the help and input from their supervisor.
- All applicants must consider Māori Health Advancement and include relevant information on this in the body of the application. Appropriate categories in the application form include Research design & methods; Scientific and clinical significance; and/or Career path.
- All applications must be submitted through the grants portal and late submissions cannot be accepted under any circumstances.

### Eligibility

- 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 Post Graduate Scholarship will count towards this cap, but the named supervisor/s are not considered Principal Investigators so are still able to submit a Research Project Grant in the same round.

### Preparing your Budget

- The Trust expects that costs of the research undertaken by Postgraduate Scholars will be borne by the Host Institution.
- Fees will invariably increase year-on-year. Applicants should include current actual fees for their proposed course of study. The Trust will manage the budget for any out-year fee increases.

### Māori Health Advancement

Cancer Research Trust is committed to transforming cancer outcomes in Aotearoa New Zealand and 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 Trust's Assessment 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 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:



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- **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.

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

### The Role of Host Institutions

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, and supply a provide a detailed financial acquittal at the conclusion of the grant.
- 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 a student finishes their Post Graduate Scholarship 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 student 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.

### How your Application is Reviewed



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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 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 Assessment 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:

- Host Institutions may elect to invoice the Trust either monthly or quarterly in arrears.
- The Trust may, at its discretion for what is considered grave cause, suspend the tenure of a Postgraduate Scholarship for such time as is thought fit, or deprive a scholar of their scholarship.
- 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.
- The Postgraduate Scholarship is awarded for up to three years and is subject to the receipt of satisfactory annual reports of progress.
- Any researcher who publishes the results of work performed during the tenure of a Post Graduate Scholarship is required to acknowledge the assistance they have received by stating, "the research was conducted during the tenure of a Postgraduate Scholarship from Cancer Research Trust NZ". Such publications must have the approval of the supervisor.
- All scholars are required to submit an annual report to the Trust on the anniversary of their commencement date. They are also required to submit a final report within one month of submitting their thesis.

### 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 funded. This includes updates through print and online media, our newsletter subscribers and our social media channels. By accepting a Cancer Research Trust grant, the awardee automatically agrees to the research team members and media summary of the project being made publicly available. They 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

For 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