



## **International Clinical and Research Fellowship Grants**

### **GUIDELINES FOR APPLICANTS**

**CLOSING DATE: 5<sup>TH</sup> SEPTEMBER 2008**

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## **1. ACRONYMS AND DEFINITIONS**

### *Acronyms*

<b>ARC</b>	Australian Research Council
<b>NHMRC</b>	National Health and Medical Research Council

### *Definitions*

**Administering Institution\***      The institution that receives and administers the funds. For the purposes of GST arrangements, this institution is defined as the supplier.

Applications are lodged through the Administering Institution.

**Research Institution\***      The institution at which the research will be undertaken

**\*The Administering Institution and the Research Institution may be the same institution.**

**GST**      Goods and Services Tax imposed in accordance with the A New Tax System (Goods and Services Tax) Act 1999, and related Acts and Regulations.

**Intellectual Property**      Includes all industrial and intellectual property rights including but not limited to copyright, patents, trade/business or company names, registered and unregistered trademarks, registered designs, trade secrets, know how, rights in relation to circuit layout and all other rights of intellectual property as recognised by the law in force in NSW.

**Supplier**      Means the persons or bodies party to the written agreement engaged to perform the services and includes officers, employees, agents and authorised sub-contractors (and their employees and agents) utilised by the Supplier.

## **2. OVERVIEW OF CANCER INSTITUTE NSW RESEARCH PROGRAMS GUIDING PRINCIPLES, PRIORITIES AND CRITERIA**

### **INTRODUCTION**

The Cancer Institute NSW is Australia's first state-wide, government supported cancer control agency. We are saving lives through promoting the best cancer research, prevention, early-detection, and treatment and education initiatives. The Cancer Institute NSW is driving innovation in cancer care in New South Wales by working in partnership with the leaders in our field to deliver the best cancer results for the people of New South Wales.

Cancer research will provide the evidence that will drive rapid improvement in cancer prevention, treatment and the subsequent improvements in survival and quality of life of cancer patients. The cancer research supported in NSW must be performance driven and deliver meaningful and highly significant outcomes.

### **GUIDING PRINCIPLES**

The Cancer Institute NSW Research Program is not a duplication of the grants available from the NHMRC or ARC for cancer in NSW. Rather it is strategically designed to specifically address issues of capacity, relevance and competitiveness raised by the Wood's Report and the Cancer Institute NSW own review of cancer research in NSW.

The Cancer Institute NSW program will build and support a high quality cancer research workforce and provide enabling infrastructure. It will reward areas of relevance, excellence and strength by building complementary scientific depth in these areas. The program will support a high level of cooperation in NSW, nationally or overseas.

### **STATE CANCER RESEARCH PRIORITIES**

The State Cancer Research Priorities are embodied within the research philosophy of the NSW Cancer Plan 2004-2006 and include:

- The rapid translation of significant research findings into cancer practice.
- The development, recruitment and retention of outstanding cancer researchers and teams in NSW.
- The documentation of internationally competitive research with high research outputs.
- The attainment of competitive scientific depth by collaboration, co-locations or amalgamations of researchers and research teams.
- The further development of cancer research in NSW in areas including:
  - Molecular and cell biology and cancer genetics;
  - Clinical research;
  - Population health, health services and epidemiology research; or
  - Cancers within the top 10 for incidence and mortality especially prostate cancer, bowel cancer, breast cancer, melanoma, lung cancer and haematological malignancies.

- A demonstrated high level of connection between core research disciplines, skills and groups.
- The use and expansion of key state wide research platforms, expertise and technologies.
- Demonstrated success in obtaining research support from national and international funding agencies and industry.

**CRITERIA OF THE CANCER RESEARCH PROGRAMS OF THE CANCER INSTITUTE NSW**

The Cancer Institute NSW is committed to pursuing and supporting excellence and innovation in cancer research as a key method to improve cancer outcomes in NSW.

The recommendations of the recent review of research 'NSW Research: A Prescription for Health, State Cancer Research Priorities' and the above guiding principles provide the framework for the allocation of funds within the Cancer Institute NSW Research Program.

Applications in each of the programs will be reviewed and supported based on the specific criteria for each program and their adherence to the following broad criteria:

- Programs that are consistent with the State Cancer Research Priorities.
- Commits to excellence and innovation at an international leading edge.
- Commits to rapid translation of research findings to clinical practice and policy.
- Focuses on the importance and the outcomes of the research.
- Supports the development, recruitment and support of excellent cancer researchers for NSW.
- Promotes, enhances or complements areas with existing outstanding research strength in NSW including molecular or cell biology, cancer genetics, clinical research, population research or addresses major cancer problems facing NSW.
- Promotes attainment of additional scientific depth by collaboration, co-location, amalgamation or research involving a number of research disciplines.
- Uses and strengthens key research infrastructure, platforms, technologies and research expertise to increase the productivity of research.
- Supports the development of links with key national or overseas research programs and industry.
- Develops the research culture within the NSW health system.
- Identifies the relevance of the research to NSW.
- Responds to National and State priorities and community opinions about research.

All research disciplines will be supported by the Cancer Institute NSW Cancer Research Program including behavioural, biomedical, clinical, epidemiological, health services, and psycho-social research unless otherwise stated within the individual program. The Cancer Institute NSW research programs are available in the NSW Cancer Plan 2004-06, found at the web site [www.cancerinstitute.org.au](http://www.cancerinstitute.org.au)

### **3. INTRODUCTION TO THE CANCER INSTITUTE NSW INTERNATIONAL CLINICAL AND RESEARCH FELLOWSHIP GRANTS**

- 3.1 The Cancer Institute NSW International Clinical and Research Fellowship grants will provide an opportunity for outstanding cancer clinicians and researchers to work in centres of clinical and research excellence overseas. These Fellowships will be offered to a limited number of cancer clinicians and researchers of outstanding ability and potential to develop their future career as a leader in the field of cancer.
- 3.2 Successful applicants will work within a team-based clinical or research program to develop expertise in cancer, and will work with support from more senior colleagues in developing their clinical and research career.
- 3.3 The candidate must organise an affiliation with overseas investigator(s) and institution to carry out the proposed clinical and research program. It is anticipated that the successful Fellow will engage in the research program for at least 50% of the tenure of the Fellowship.
- 3.4 The International Clinical and Research Fellowship program is up to \$100,000 per annum, for a period of 6 months to 2 years. The Cancer Institute NSW reserves the right to determine the level of funding allocated to each International Clinical and Research Fellowship. The funding provided will normally cover:
- Salary of the Fellow
  - Travel
  - Allowance towards living expenses
- 3.5 The Fellowships are open to clinicians and researchers from NSW, from any clinical background related to cancer and who are engaged in any discipline of research relevant to cancer, including, but not limited to:
- Behavioural
  - Biomedical
  - Clinical
  - Epidemiological
  - Health economics
  - Health services
  - Psychosocial

### **4 OBJECTIVES**

International Clinical and Research Fellowship Grants have been designed to:

- Provide the opportunity for outstanding cancer clinicians and researchers to obtain additional skills at leading-edge, internationally recognised institutions of excellence in cancer.
- Develop the future leaders in cancer in NSW.
- Build research capability in NSW by enhancing existing and developing new networks and research collaborations

## **5. ELIGIBILITY**

### **5.1 Administering Institution Eligibility**

- 5.1.1 Applications will only be accepted from individuals whose Fellowship will be administered under the auspices of a University, Hospital or major research institution located within NSW.
- 5.1.2 The Administering Institution must have in place policies and procedures for the management of public funds; for the management of Intellectual Property; for the proper conduct of research in relation to ethics and good scientific practice, and will provide appropriate infrastructure support to allow the research to be completed.
- 5.1.3 A single institution must be nominated as the Administering Institution.

### **5.2 Chief Investigator Eligibility**

- 5.2.1 Chief Investigators must currently reside in NSW.
- 5.2.2 Chief Investigators must contribute academically upon their return to NSW at the end of their Fellowship.
- 5.2.3 Chief Investigators must have the skills, knowledge, and resources necessary to carry out the proposed research.
- 5.2.4 Non Australian Citizens/Non Permanent Residents are welcome to apply, however, you will need to provide proof of residency to the Cancer Institute NSW if the application is successful.

### **5.3 International Institution Eligibility**

- 5.3.1 The International Institution will be a University, Hospital or other internationally recognised centre of cancer excellence located overseas.
- 5.3.2 The International Institution must have in place policies and procedures for the management of Intellectual Property and for the proper conduct of research.
- 5.3.4 Provide a letter of support to enable the placement of the Fellow. This agreement must:
  - Indicate duration of the Fellowship at the institution.
  - Indicate agreed supporting infrastructure for the Fellow.
  - Indicate the proposed research program of the Fellow within the overall cancer program of the institution.
  - Briefly outline the level of mentoring, access to senior clinicians and researchers and collaborations available within the institution.
- 5.3.5 The nominated international institution must provide in kind and general infrastructure support to the Fellow.

## **6. SELECTION CRITERIA**

In awarding an International Clinical and Research Fellowship Grant, the following criteria will be taken into account:

### **6.1 Scientific Quality (40%)**

*(Including the clarity of the aims and objectives, the strengths and weaknesses of the experimental design and feasibility; the international recognition of the cancer clinical and research program of the international host institution).*

### **6.2 Significance and/or Innovation (20%)**

### **6.3 Track record (20%)**

*(considered in relation to opportunity, with regard to factors such as career interruption, administrative and clinical/teaching load, and typical performance (including publications) for the relevant discipline).*

### **6.4 Consistency of the research with the broad research principles of the Cancer Institute NSW (20%)**

## **7. REVIEW CONSIDERATIONS**

7.1 Upon receipt, applications will be reviewed for completeness and for eligibility by the Research Secretariat. *Late, incomplete or ineligible applications will not be accepted.*

7.2 The independent, interstate Cancer Institute NSW Research Grants Review Committee will score and rank applications based on:

- An assessment of merit against the stated selection criteria.
- Consideration of independent assessor or referee reports if required.

7.3 Applications may be reviewed by appropriate independent assessors.

7.4 Recommendations for International Clinical and Research Fellowship Grants will then be made by the Research Grants Review Committee to the Board of the Cancer Institute NSW.

7.5 The lodging of an application does not confer any entitlement upon the applicant.

7.6 The making of a recommendation is totally within the discretion of the Cancer Institute NSW.

7.7 The Research Grants Review Committee requires its members and independent assessors to declare conflicts of interest and to withdraw from considering applications where such conflict exists.

## **8. ADMINISTERING INSTITUTION RESPONSIBILITIES**

8.1 The Administering Institution is responsible for the administration of the research funds in accordance with the executed agreement and accepts financial responsibility.

8.2 Payment of the funds will be made to the Administering Institution in accordance with the payment schedule in the executed agreement. Funds may only be used for

the purposes approved under the International Clinical and Research Fellowship grant.

- 8.3 It is expected that the research will also be supported within the respective Research Institution.
- 8.4 It is the responsibility of the Administering Institution to ensure that appropriate ethical clearances are obtained before the research commences.
- 8.5 These Awards may be regarded as a “taxable supply” and therefore a Goods and Services Tax may be payable. The Award will be increased by 10% and the Research Institution will be required to collaborate in the recovery of the GST component. The written agreement with the Cancer Institute NSW will therefore include the following clauses:
- *To the extent that the Supplier is liable to pay GST in connection with services supplied under this Agreement, the fees specified in this Agreement are inclusive of GST.*
  - *The Supplier will forward their Australian Business Number ("ABN") to Cancer Institute NSW at the commencement of the Agreement. Where no ABN is supplied, Cancer Institute NSW will withhold from any payments an amount of 48.5% in accordance with GST legislation unless appropriate documentation is provided.*
- 8.6 For the purposes of payments under this agreement, the Supplier (the research Institution is the Supplier) will provide invoices to the Cancer Institute NSW in the form a GST Tax Invoice as prescribed in the GST legislation.

## **9. PERMITTED USE OF INTERNATIONAL CLINICAL AND RESEARCH FELLOWSHIP GRANT FUNDS**

- 9.1 The International Clinical and Research Fellowship provides funding of up to \$100,000 p.a. for periods from 6 months to 2 years.
- 9.2 The Cancer Institute NSW reserves the right to determine the level of funding allocated to each International Clinical and Research Fellowship. The funding provided will normally cover:
- Salary of the Fellow (must be fully justified in the budget outline and be in accordance with salary award/agreements at the international research institution).
  - Travel (minimum cost airfares for the Fellow and dependants will be provided for direct travel to, and return from, the overseas centre).
  - An allowance that may be used towards accommodation, living expenses and/or travel related to the program of work of the Fellowship. This may be up to \$1,000 per month and must be justified in the budget.
- 9.3 Funds awarded shall not be used for any purpose associated with overhead infrastructure costs (i.e. institutional overheads or administrative levies).

## **10. REPORTING REQUIREMENTS**

- 10.1 Recipients will be required to submit **Progress Reports** at the end of each calendar year that includes information on the progress made in the International Clinical and Research Fellowship Grant.
- 10.2 **Progress Reports** must be submitted to the Research Secretariat, within 45 days of the end of each calendar year. Report proforma's are available at [www.cancerinstitute.org.au](http://www.cancerinstitute.org.au).
- 10.3 The Research Grants Review Committee reserves the right to recommend the suspension of an International Clinical and Research Fellowship Grant if progress is unsatisfactory.
- 10.4 Recipients will be required to submit **Financial Reports** at the end of each financial year that includes information on the expenditure of funds in relation to International Clinical and Research Fellowship Grant.
- 10.5 **Financial Reports** must be submitted to the Research Secretariat, within 45 days of the end of each financial year. Report proforma's are available at [www.cancerinstitute.org.au](http://www.cancerinstitute.org.au).
- 10.6 The Research Grants Review Committee reserves the right to recommend the suspension of an International Clinical and Research Fellowship Grant if expenditure of funds is not consistent with the terms in the funding agreement.
- 10.7 Where an International Clinical and Research Fellowship Grant recipient fails to submit satisfactory reports, as required, the Cancer Institute NSW may determine that funds have not been used in accordance with conditions applicable to the International Clinical and Research Fellowship Grant, and that all or part of the International Clinical and Research Fellowship Grant must be repaid. In this case, the Cancer Institute NSW may withhold the remainder of the Grant payments for the current year or initiate recovery of International Clinical and Research Fellowship Grant money.
- 10.8 Recipients may be required to participate in and present at forum(s) at the request of the Cancer Institute NSW.

## **11. ACKNOWLEDGEMENT OF SUPPORT**

- 11.1 All publications, media releases or discussion of results from research carried out with the assistance of a Cancer Institute NSW International Clinical and Research Fellowship Grant must acknowledge the support of the Cancer Institute NSW.
- 11.2 Researchers must indicate their status as recipients of Cancer Institute NSW International Clinical and Research Fellowship Grant support in scientific publications and programs of scientific meetings and in any other public connection.

## **12. PRIVACY AND CONFIDENTIALITY**

- 12.1 Documents containing personal information will be handled and protected in accordance with the provisions of the Privacy and Personal Information Protection Act 1998. Personal information would be disclosed only with permission of the individual to whom it relates or where the Act allows.

- 12.2 Applicants consent to the information supplied as part of their application being disclosed for the purposes of the assessment of their application and for purposes connected with the making and administration of the International Clinical and Research Fellowship Grant. Such disclosure includes, but is not limited to, disclosure to members of the Research Grants Review Committee, independent readers/assessors requested by the Committee to provide advice, and relevant employees of the Cancer Institute NSW and Government involved in the Grant process.
- 12.3 Applicants acknowledge that announcement of the International Clinical and Research Fellowship Grants will involve the dissemination of information to the public about the general nature of the research funded including the lay description provided in the application, the researchers involved in the research project, and the research organisations at which the research is being carried out.
- 12.4 Information contained in applications will be regarded as confidential.

### **13. INTELLECTUAL PROPERTY**

Applicants must adhere to an Intellectual Property Policy approved by the governing body of the host research organisation that is congruent with the document "National Principles of Intellectual Property Management for Publicly Funded Research" released in September 2001: [http://www.arc.gov.au/pdf/01\\_01.pdf](http://www.arc.gov.au/pdf/01_01.pdf)

### **14. CONFLICT OF INTEREST**

All parties involved in or associated with Cancer Institute NSW funded research proposals/projects are required to disclose to the Cancer Institute NSW, any conflict of interest which has the potential to influence, or appear to influence, the research and activities, publications and media reports, or requests for funding related to the proposal/project. Such conflicts must be disclosed to the Cancer Institute NSW at the time of the submission of a proposal, and in reporting on Cancer Institute NSW-funded research projects as soon as practicable after the conflict of interest is identified.

### **15. FUNDING AGREEMENT**

- 15.1 All parties involved in a Proposal should familiarise themselves with the standard Funding Agreement (available at [www.cancerinstitute.org.au](http://www.cancerinstitute.org.au)), but only the Administering Institution and the Cancer Institute NSW will be parties to the Funding Agreement. Parties involved in a funded project must accept the terms of the Funding Agreement and the Administering Institution must sign the Funding Agreement before payments commence.
- 15.2 Projects must commence as required by the Funding Agreement. Failure to do so may result in termination of the Funding Agreement.
- 15.3 Administering Institutions should note that the Funding Agreement covers post-award management, including reporting requirements and financial management.

The standard Funding Agreement can be viewed on the Cancer Institute NSW's Web Site.

## **16. VARIATIONS TO THE FUNDING AGREEMENT**

Requests to vary the Funding Agreement must be forwarded in writing by the Administering Organisation to the Cancer Institute NSW. Forms are available on the Cancer Institute NSW's Web Site. Amendment of any clauses of the Funding Agreement will be at the Cancer Institute NSW's absolute discretion.

## **17. TIMEFRAME**

<b>Action</b>	<b>Date</b>
Call for applications	7 <sup>th</sup> July 2008
Applications close	5 <sup>th</sup> September 2008
Review	October 2008
Advice to Applicants	October 2008
Funding commencement	January 2009

## **18. SUBMISSION PROCEDURES**

### **18.1 How to Apply**

Applicants must use the Cancer Institute NSW International Clinical and Research Fellowship Grants Application Form.

This is available from the Cancer Institute NSW web at:

[www.cancerinstitute.org.au](http://www.cancerinstitute.org.au) from the Research Secretariat on 02 8374 3561,  
email [research.secretariat@cancerinstitute.org.au](mailto:research.secretariat@cancerinstitute.org.au)

### **18.2 Format**

Paper: Double sided, A4  
Margin: 2cm on each side  
Font: At least 12 point

(preferred fonts are Times New Roman, Arial and Helvetica).

### **18.3 Submission Date**

Applicants must submit **BOTH** electronic and hard copies of the application to the Cancer Institute NSW by close of business on 5<sup>th</sup> September 2008.

**18.4 Electronic Copy**

Must be submitted in PDF format, to [research.secretariat@cancerinstitute.org.au](mailto:research.secretariat@cancerinstitute.org.au)

18.4.1 You must not convert scanned documents into PDF. All attachments are to be converted from the original electronic document (e.g. Word) – signatures are not required on the electronic version of the application.

18.4.2 You must name the PDF file in the following way: ICR\_ and 1<sup>st</sup> CI's surname  
**(e.g ICR\_Smith).**

**18.5 Hard Copy**

16 hard copies (1 original plus 15 copies) double sided, stapled on top left hand corner of the application should be lodged with the Research Secretariat.

Original documents should be sent to:

**Courier address**

Research Secretariat  
Cancer Institute NSW  
Level 1, Biomedical Building  
Australian Technology Park  
1 Central Avenue  
Eveleigh 2015

**OR**

**Mail Address**

Research Secretariat  
Cancer Institute NSW  
PO Box 41  
ALEXANDRIA NSW 1435

**19. ENQUIRIES**

Enquiries about the Cancer Institute NSW International Clinical and Research Fellowship Grants can be directed to the Research Secretariat at [research.secretariat@cancerinstitute.org.au](mailto:research.secretariat@cancerinstitute.org.au); telephone: 02 8374 3530 or 8374 3561.