

TRANSLATIONAL HEALTH SERVICE RESEARCH GRANTS

GUIDELINES FOR APPLICANTS



*All 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.*

CLOSING DATE (5PM) 7TH AUGUST 2009

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1. ACRONYMS AND DEFINITIONS

Acronyms

ARC	Australian Research Council
NHMRC	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.

STATE CANCER RESEARCH PRIORITIES

The State Cancer Research Priorities are embodied within the research philosophy of the NSW Cancer Plan 2007-2010 and the aims of the Cancer Research Program are to:

- Support cancer research that can be quickly translated into benefits for cancer patients, for the prevention of cancer or its early detection.
- Recruit and support researchers in NSW to become more skilled and more internationally competitive.
- Provide enabling infrastructure to improve international competitiveness and relevance.

Initiatives for 2007-2010:

- Translational Research Program
- Research Careers Program
- Cancer Research Infrastructure Program
- Clinical Trials Research Program

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.

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 2007-10, found at the web site www.cancerinstitute.org.au

3. INTRODUCTION TO THE CANCER INSTITUTE NSW TRANSLATIONAL HEALTH SERVICE RESEARCH GRANT

- 3.1 The Translational Health Service Research Grants aim to further develop health service research capacity in NSW cancer services through collaborative partnerships between NSW Academic Institutions and cancer clinicians working in cancer services. The program aims to develop and improve cancer service delivery to prepare for future challenges as cancer incidence increases.
- 3.2 Applicants will be reviewed on their current and potential ability to contribute to changes in cancer health services practice leading directly to improved cancer service delivery and ultimately to better cancer outcomes.

For the purposes of this program, *cancer health services research* is defined as:

A multidisciplinary field of scientific investigation that studies how social factors, financing systems, organisation structures and processes, health technologies, and personal behaviours affect access to cancer care, the quality and cost of cancer care, and ultimately improves cancer results.

These grants will focus on applied health services research which seeks to test innovation in cancer health care services.

- 3.3 Applications may be made by a team, group or consortia and must include researchers with a demonstrated track record in health services research and clinicians who are clinical cancer care providers or clinical service administrators/managers. The inclusion of additional team members such as other healthcare professionals and policy makers is encouraged. It is not necessary to demonstrate that the proposed team has a history of working together, however they will need to show how the proposed collaborators intend to work together to ensure a cohesive and productive working partnership.
- 3.4 The clinical institution(s) in which the research is to be undertaken must ensure that facilities are made available for the agreed research and there is access to appropriate clinical activity. Successful *Translational Health Service Research Grants* will focus on improved and innovative models of cancer service delivery and clearly demonstrate how the research outcomes may be translated into broad cancer clinical practice in NSW within the tenure of the grant.
- 3.5 Preference may be given to projects addressing the following:
- The establishment or further development of clinical cancer networks to enhance the equitable provision of high quality effective services such as improved access to specialist care
 - Shared care models of service delivery that will enhance the role of primary care and General Practitioners in cancer service delivery

- Methods to reduce variation in cancer treatment
- Methods to accelerate the uptake, development or translation of previous research in cancer service delivery that will directly improve patient outcomes.

- 3.6 Successful Translational Health Service Research Grants must demonstrate how the research outcome (eg new innovation/intervention) will be translated into improved cancer health service within the tenure of the grant. Therefore it is anticipated that some applications may be made for research that is already advanced at time of submission and that testing in the local context and/or beyond will be a focus of the application.
- 3.7 The CINSW may seek to enter into negotiation with individual applicants regarding their proposals should the assessors deem this appropriate and beneficial to the potential outcomes.
- 3.8 A *Translational Health Service Research Grant* is valued up to \$200,000 per annum, for a period of two to three years. Funds will commence in January 2010 and may be used for project salaries (not available for investigator salaries), equipment, travel and consumables.

4. OBJECTIVES

The key objectives of a Translational Health Service Research Grant are to:

- Identify and support collaborative health service research projects between Academic Institutions and clinicians involved in cancer services delivery
- Increase health service research capacity in both private and public cancer care services
- Create evidence based knowledge about cancer health service delivery which has high impact and can improve outcomes
- Translate evidence based research into improved clinical practice.

5. ELIGIBILITY

5.1 *Administering Institution Eligibility*

- 5.1.1 Applications will only be accepted where the research will be conducted under the auspices of a University or major Research Institution (Administering 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 grant to be completed.
- 5.1.3 Must be registered with the Cancer Institute NSW and hold a valid Administering Institution Contact ID Number (AIC). AIC Registration Forms and contact details for existing AIC's are available at http://www.cancerinstitute.org.au/cancer_inst/grants/aic.html
- 5.1.4 The institution must provide a supportive environment for the grant in terms of infrastructure, track record of international competitiveness and mentoring opportunities for the applicant
- 5.1.5 A single institution must be nominated as the Administering Institution.

5.2 *Applicant Eligibility*

- 5.2.1 Each application must have at least one (1) Chief Investigator from each of the following categories

5.2.1.1 Chief Investigator - Research

- i) Must be employed by a University or Research Institution in NSW and have a proven academic background in health services research.
- ii) Must have the skills, knowledge, and access to the resources necessary to carry out the proposed research.
- iii) All obligations regarding previously funded projects involving the applicants must have been fulfilled to the satisfaction of the Cancer Institute NSW. Such obligations include the provision of satisfactory progress and final reports.

5.2.1.2 Chief Investigator - Clinical Organisation

- i) Must be currently employed in cancer care services in either the public or private system in NSW and deliver cancer health care services or responsible for delivering services related to prevention or screening of cancer.
- ii) Must have the skills, knowledge, and resources necessary to carry out the proposed research.
- iii) All obligations regarding previously funded projects involving the applicants must have been fulfilled to the satisfaction of the Cancer Institute NSW. Such obligations include the provision of satisfactory progress and final reports.

5.2.2 Applicants may be located at one or more institutions in NSW.

5.2.3 Applicants must reside in NSW for the duration of the grant.

5.2.4 Applicants will hold relevant professional qualification.

5.2.5 Non Australian Citizens/Non Permanent Residents are eligible to apply. You will need to provide proof of residency to the Cancer Institute NSW if the application is successful.

5.2.6 Applicants must have the skills, knowledge, and resources necessary to carry out the proposed grant.

6. SELECTION CRITERIA

In awarding a Translational Health Service Research Grant, the following criteria will be taken into account:

6.1 Significance of the Research (15%)

Demonstrated significance of the proposed research and its likelihood to substantially improve broad cancer service delivery in NSW.

6.2 Translational capacity (25%)

Ability to translate research findings directly into new, improved cancer health service delivery within the period of the grant.

An appropriate critical appraisal of the ability of the of the innovation/intervention to be translated to other health service providers as well as the local context should be provided by the applicant as well as an effective strategy for the dissemination of results.

6.3 Track Record of Investigators (15%)

Track Record of Investigators relevant to health services research, health service economics and/or an applied health service background, based on demonstrated expertise and experience, peer reviewed publications and research funding obtained in the last 5 years.

6.4 Appropriate Research Methodology (25%)

An appropriate program of work including feasible research designs, methodology, milestones, documentation of research results, evaluation of results for their effectiveness in improving health care delivery and a documented process for monitoring research progress amongst the research team during the period of the grant. The methodology should enable adequate and appropriate measurement of improvements in cancer service delivery over the period of the grant. This could include improvements in patient outcomes as well as improvements in cost effectiveness. The methodology should also identify how the cost and economic benefits of the major deliverables will be determined. It is important to include evidence of how the proposed collaborators intend to work together to ensure a cohesive and productive working partnership.

6.5 Improving the Health Services Research Capacity within Cancer Services in NSW (20%)

Documented case to show to how this grant will improve capacity in health services research in NSW cancer services.

7. REVIEW CONSIDERATIONS

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

7.2 The independent, interstate Cancer Institute NSW 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 the award of a Translational Health Service Research Grant will then be made by the 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 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 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 as detailed in the application and approved by the Cancer Institute NSW.

8.3 It is expected that the grant will also be supported within the respective Research Institution(s).

8.4 It is the responsibility of the Administering Institution to ensure that appropriate ethical clearances are obtained before any 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 Administering 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 Administering Institution is the Supplier) will provide invoices to the Cancer Institute NSW in the form of a GST Tax Invoice as prescribed in the GST legislation.

9. PERMITTED USE OF TRANSLATIONAL HEALTH SERVICE RESEARCH GRANT FUNDS

9.1 Funds awarded shall not be used for any named Investigator salaries

9.2 The Administering Institution must administer the grant and ensure appropriate infrastructure and support is provided to the applicant(s). The applicant(s) is responsible for negotiating the use of the funds with the Administering Institution. All funds must be spent on the direct support of the applicant(s) and his/her grant program.

9.3 Funds awarded shall not be used for any purpose associated with overhead infrastructure costs (i.e. institutional overheads or administrative levies).

10. CANCER INSTITUTE NSW POLICY DOCUMENTS

10.1 *Grants Administration Policy*

The Grants Administration Policy may assist those who are considering applying for, and those who hold Cancer Institute NSW competitive grant support. It provides advice on eligibility and selection criteria, the application process, appeals, complaints, FOI, deeds of agreement, funding, monitoring and reporting and other specific policy issues.

10.2 *Grants Peer Review Policy*

The Grants Peer Review Policy provides information about the policies and governance arrangements for the peer review of competitive grant applications and the ongoing monitoring of the progress of competitive grant projects and activities.

These Policy Documents can be found at:

http://www.cancerinstitute.org.au/cancer_inst/grants/policies.html

11. REPORTING REQUIREMENTS

11.1 Recipients will be required to submit **Progress Reports** at the end of each calendar year (or part thereof) that includes information on the progress made in the Grant.

11.2 **Progress Reports** must be submitted to the Grants Secretariat by 31st January following the end of each calendar year (or part thereof). Report proforma's are available at http://www.cancerinstitute.org.au/cancer_inst/grants/reporting.html.

11.3 The Grants Review Committee reserves the right to recommend the suspension of a grant if progress is unsatisfactory.

11.4 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 the Grant.

- 11.5 **Financial Reports** must be submitted to the Grants Secretariat by 31st July following the end of each financial year. Report proforma's are available at http://www.cancerinstitute.org.au/cancer_inst/grants/reporting.html.
- 11.6 The Grants Review Committee reserves the right to recommend the suspension of a grant if expenditure of funds is not consistent with the terms in the funding agreement.
- 11.7 Where a 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 Grant, and that all or part of 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 the Grant money.
- 11.8 Recipients may be required to participate in and present at forum(s) at the request of the Cancer Institute NSW.

12. ACKNOWLEDGEMENT OF SUPPORT

- 12.1 All publications, media releases or presentation of results from research carried out with the assistance of a Cancer Institute NSW Grant must acknowledge the support of the Cancer Institute NSW.
- 12.2 Grantees must indicate their status as recipients of Cancer Institute NSW Grant support in scientific publications and programs of scientific meetings and in any other public connection.

13. PRIVACY AND CONFIDENTIALITY

- 13.1 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.
- 13.2 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 Grant. Such disclosure includes, but is not limited to, disclosure to members of the 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.
- 13.3 Applicants acknowledge that announcement of the successful applicant from this grant round will involve the dissemination of information to the public about the general nature of the grant funded including the lay description provided in the application, the funding awarded, the applicants involved in the grant, and the administering institution and any actual organisations at which the grant is being carried out.
- 13.4 Information contained in applications will be regarded as confidential.

14. INTELLECTUAL PROPERTY

Applicants must adhere to an Intellectual Property Policy approved by the governing body of the host organisation(s) 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/>

15. CONFLICT OF INTEREST

All parties involved in or associated with Cancer Institute NSW funded 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 project 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 grants as soon as practicable after the conflict of interest is identified.

16. FUNDING AGREEMENT

16.1 All parties involved in a Proposal should familiarise themselves with the standard Funding Agreement (available at 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.

16.2 Projects must commence as required by the Funding Agreement. Failure to do so may result in termination of the Funding Agreement.

16.3 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.

17. VARIATIONS TO THE FUNDING AGREEMENT

Requests to vary the Funding Agreement must be forwarded in writing by the Administering Institution 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.

18. TIMEFRAME

Action	Date
Call for applications BY	26 June 2009
Applications close	7 th August 2009
Expected Date of Commencement	January 2010

19. SUBMISSION PROCEDURES**19.1 How to Apply**

Applicants must use the Cancer Institute NSW Translational Health Service Research Grant Application Form. This is an Adobe PDF Form, which is available from the Cancer Institute NSW web at: http://www.cancerinstitute.org.au/cancer_inst/grants/

19.2 **Electronic Copy**

19.2.1 The Application Form must be submitted via the Adobe PDF form for the grant type via the Submit Button within the Application Form.

19.2.2 The Application forms require the use of Adobe Acrobat Reader version 8.1.1 or above. The latest version of Adobe Acrobat Reader can be downloaded free of charge at <http://get.adobe.com/reader/>

19.2.3 Signatures are not required on the electronic version of the application.

19.2.4 You must save the PDF Form with the following naming convention:

GRANT CODE_1st applicant's surname_ Part 1 or 2 (if applicable)

e.g. **THS_Smith_Part1** or **THS_Smith_Part2**

19.3 **Submission Date**

Applicants must submit **BOTH** electronic and hard copies of the application (electronic and hard copies must be identical) to the Cancer Institute NSW by 5pm on 7th August 2009. Late applications will be considered ineligible.

19.4 **Hard Copy**

10 hard copies (1 original plus 9 copies) double sided, stapled on top left hand corner of the application should be lodged with the Grants Secretariat.

Hard copies should be sent to:

Courier address

Grants Secretariat
Cancer Institute NSW
Australian Technology Park
Biomedical Building
Suite 101, 1 Central Avenue
EVELEIGH NSW 2015

OR

Mail Address

Grants Secretariat
Cancer Institute NSW
PO Box 41
ALEXANDRIA NSW 1435

20. **ENQUIRIES**

Enquiries about Cancer Institute NSW Grants can be directed to the Grants Secretariat at grants.secretariat@cancerinstitute.org.au or on 02 8374 3530/3561