

CLINICAL CONFERENCE GRANT

GUIDELINES FOR APPLICANTS

cancer
institute
NSW



All cancer clinical service disciplines will be supported by the Cancer Institute NSW Cancer Grant Program including behavioural, biomedical, clinical, epidemiological, health services and psycho-social disciplines unless otherwise stated within the individual program.

CLOSING DATE (5PM) 9TH APRIL 2010

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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.

Actual Institution* The institution at which the Grant will be undertaken

**The Administering Institution and the Actual 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 AND STATE CANCER PRIORITIES

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.

STATE CANCER PRIORITIES

The Cancer Institute NSW has the statutory responsibility to substantially improve cancer control in NSW under its Act.

The specific objectives of the Cancer Institute NSW are to:

- I. increase cancer survival;
- II. reduce cancer incidence
- III. improve the quality of life of cancer patients and their carers; and
- IV. provide expert advice to patients, the public, health care professionals and the Government.

3. INTRODUCTION TO THE CANCER INSTITUTE NSW CLINICAL CONFERENCE GRANT

- 3.1 As part of our commitment to the ongoing professional development of nurses, trainee medical staff, allied health and other health professionals working in cancer, the Cancer Institute NSW is calling for applications for funding to attend Conferences to be held between 1st July 2010 and 30th March 2011. Cancer health professionals working in the area of cancer services play a vital role in the coordination of care of patients during and following their treatment. Professional development is considered crucial to maintaining a skilled and knowledgeable workforce.
- 3.2 Medical registrars in training, cancer nurses, clinical trials nurses, data managers, cancer nurse coordinators, social workers, psychologists, radiation therapists, medical physicists and other health professionals (e.g. dieticians, cancer genetic counsellors, occupational therapists or speech therapists) currently working at least 0.6 fte providing clinical services to patients in cancer services in NSW are eligible to apply. Applicants must have at least the previous 3 years working experience in the clinical cancer setting and a demonstrated commitment to ongoing professional development.
- 3.3 Candidates must have submitted an abstract to be eligible to apply for a Conference Grant. Preference will be given to applicants who have submitted an abstract that has been accepted. Clear justification must be provided for attendance at the meeting, including relationship with current role, anticipated benefits of attendance and the applicant's ability to implement/disseminate specific evidence based improvements in clinical practice.
- 3.4 The conference must be an internationally recognised conference, whether it is held locally or internationally.
- 3.5 Applicants who meet the eligibility criteria and are successful in their application will receive an allocation of up to \$2,000 for a conference held within Australia and up to \$5,000 for an overseas conference to provide funding for registration, travel and reasonable accommodation expenses.
- 3.6 Successful recipients may only receive a grant once every two years.
- 3.7 Funding for attendance at activities may be used for registration fees, air travel and reasonable accommodation costs. Funds may not be used for any other purpose.

4. OBJECTIVES OF THIS GRANT PROGRAM

The Cancer Institute NSW Conference Grant has been designed to:

- 4.1 To provide cancer health professionals the opportunity to increase their specific knowledge, skills and understanding of cancer related issues that can be translated directly to the workplace to improve cancer care;
- 4.2 To foster a culture of learning that is responsive to the needs of patients in relation to cancer care and support; and
- 4.3 To promote the exchange of ideas, exposure to new research and evidence, and new approaches through equitable access to professional development activities.

5. ELIGIBILITY

5.1 *Administering Institution Eligibility*

- 5.1.1 Applications will only be accepted from individuals whose Grant will be conducted under the auspices of an Area Health Service, Hospital or University 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 The Administering Institution 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 Administering Institution must provide a supportive environment for the Grant in terms of infrastructure, mentoring opportunities for the applicant and track record of international competitiveness.
- 5.1.5 A single institution must be nominated as the Administering Institution.

5.2 *Applicant Eligibility*

- 5.2.1 The clinical cancer health professional must be working at least 0.6 FTE providing clinical services to NSW cancer patients at institution providing cancer services eg public hospital. The clinical cancer health professional must have been in a clinical cancer setting for the immediate 3 years prior to the closing date of this grant opportunity.
- 5.2.2 The clinical cancer health professional must be a significant contributor to his/her cancer service.
- 5.2.3 The clinical cancer health professional has not been awarded a Cancer institute NSW Travel Grant in the past two years, from the closing date of this grant opportunity.
- 5.2.4 The clinical cancer health professional must have submitted a poster and/or abstract (final copy must be submitted with the application). If the conference has not opened for submission of abstracts the applicant must provide evidence of this; a copy of the intended abstract and evidence when submitted.
- 5.2.5 Applicants must be located at one or more institutions in NSW.
- 5.2.6 Applicants must reside in NSW at the time of application and for the duration of the Grant.

- 5.2.7 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.
- 5.2.8 Applicants must hold relevant professional qualification.
- 5.2.9 Non Australian Citizens/Non Permanent Residents are eligible to apply. You will need to provide proof of citizenship/permanent residency to the Cancer Institute NSW if the application is successful before the grant commences.
- 5.2.10 Applicants must have the skills, knowledge, and resources necessary to carry out the proposed Grant.

6. SELECTION CRITERIA

In awarding a Conference Grant, the following criteria will be taken into account:

- 6.1 **Track record including professional development and potential of the clinical cancer health professional to transfer knowledge (30%)** *The applicant has significant clinical ability, excellent training and evidence of ongoing professional development; is developing a significant career in clinical cancer care and has the capacity to transfer and/or implement evidence based practice. The abstract and/or poster for presentation that has been submitted and/or accepted is of high quality.*
- 6.2 **Impact of attendance (40%)** *The conference proposed fits significantly with, and will contribute to, the professional development of the applicant and the local clinical program and improve the ability to implement evidence based practice.*
- 6.3 **Quality of the Conference (30%)** *The conference must have an internationally recognised reputation in clinical cancer services and offer a clearly articulated program that will benefit the applicant and his/her clinical practice setting.*

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 Clinical Conference Grant will then be made by the Grants Review Committee to the Chief Executive Officer/Chief Cancer Officer 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 individual 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 Actual Institution(s).
- 8.4 It is the responsibility of the Administering Institution to ensure that appropriate ethical clearances are obtained before any Grant 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) may be required to 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 CLINICAL CONFERENCE GRANT FUNDS

- 9.1 The purpose the Grant funding, up to \$2,000 for a conference held within Australia and up to \$5,000 for a conference located outside of Australia, is to provide funding for registration, travel and reasonable accommodation expenses.
- 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, Freedom of Information (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), or as stipulated in the executed agreement schedule, including 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 15th August 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 discussion of results from grants, training or 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

<i>Action</i>	<i>Date</i>
Call for applications	1 st March 2010
Applications close	9 th April 2010
Expected Date of Commencement	1 st July 2010 - 30 th March 2011

9. SUBMISSION PROCEDURES

19.1 How to Apply

Applicants must use the Cancer Institute NSW Clinical Conference 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/

You cannot include images in this form, if you wish to include images, graphs, pictures etc in your application please attach to the hard copies of the application and submit electronically as a PDF (**max 1 page**).

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 Reader version 8.1.1 or above (**do not use Adobe Acrobat Professional to complete and submit this form**). The latest version of Adobe 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 prior to submission and title the email subject line using the following format:

GRANT CODE_first Applicants Surname e.g. TRG_Smith

19.2.5 If you wish to submit a **one page** PDF of images, graphs, pictures etc please use the following naming convention and submit to grantapplications@cancerinstitute.org.au

GRANT CODE_First Applicants Surname_Image e.g. TRG_Smith_Image.pdf

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 9th April 2010. Late applications will be considered ineligible.

19.5 Hard Copy

8 hard copies (1 original plus 7 copies) double sided, stapled on top left hand corner of the application should be lodged with the Grants Secretariat. Only the original copy of the application requires signatures.

Hard copies should be sent to:

Postal Address

Grants Secretariat
Cancer Institute NSW
PO Box 41
ALEXANDRIA NSW 1435

OR

Courier address

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

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 5644/3530