

RESEARCH EQUIPMENT GRANT

GUIDELINES FOR APPLICANTS

cancer
institute
NSW



*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.*

CLOSING DATE (5PM) 9TH APRIL 2010

TABLE OF CONTENTS

1.	ACRONYMS AND DEFINITIONS	3
2.	OVERVIEW OF CANCER INSTITUTE NSW RESEARCH PROGRAMS GUIDING PRINCIPLES, PRIORITIES AND CRITERIA	4
3.	INTRODUCTION TO THE CANCER INSTITUTE NSW RESEARCH EQUIPMENT GRANT	5
4.	OBJECTIVES	5
5.	ELIGIBILITY	6
6.	SELECTION CRITERIA	7
7.	REVIEW CONSIDERATIONS	7
8.	ADMINISTERING INSTITUTION RESPONSIBILITIES	7
9	PERMITTED USE OF NSW RESEARCH EQUIPMENT GRANT FUNDS	8
10	CANCER INSTITUTE NSW POLICY DOCUMENTS	8
11	REPORTING REQUIREMENTS	8
12	ACKNOWLEDGEMENT OF SUPPORT	9
13	PRIVACY AND CONFIDENTIALITY	9
14	INTELLECTUAL PROPERTY	10
15	CONFLICT OF INTEREST	10
16	FUNDING AGREEMENT	10
17	VARIATIONS TO FUNDING THE AGREEMENT	10
18	TIMEFRAME	10
19	SUBMISSION PROCEDURES	11
20	ENQUIRIES	11

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.

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 RESEARCH EQUIPMENT GRANT

- 3.1 The Cancer Institute NSW research infrastructure program recognises that the availability of research infrastructure is vital to ensuring that cancer research capacity expands and quality continues to improve in NSW. The program is therefore directed to providing substantial funding for key research platforms, core equipment and capacities to enhance the cancer research effort in NSW. These grants will support capability development and greater levels of collaboration across the cancer research sector.
- 3.2 Support available under the Cancer Institute NSW Research Equipment Grants will provide between \$50,000 and \$500,000 to fund physical infrastructure i.e. equipment and machinery (eg computer-based equipment and databases, biobanks, imaging and other analytical laboratory equipment).
- 3.3 These grants will support research infrastructure for which there is a clearly demonstrated need, where the equipment is likely to substantially improve research productivity and that is accessible to other cancer researchers in NSW through innovative sharing arrangements and promotes effective collaboration.
- 3.4 Where possible, co-funding and partnerships should be sought by applicants. This will encourage collaboration, avoid duplication of the infrastructure requested, develop on a sufficient scale and encourage a high level of co-funding by the applicants. The Cancer Institute NSW may enter into negotiations where appropriate, prior to allocation, to ensure that duplication of infrastructure does not occur, and to improve the feasibility and likely success of an application.
- 3.5 The Cancer Institute NSW Research Equipment Grants are open to researchers 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 OF THIS GRANT PROGRAM

- 4.1 Cancer Institute NSW Research Equipment Grants have been designed to ensure that NSW cancer researchers have access to the technology and core capacities required for them to perform at the highest international standards.

- 4.2 The key objectives of the Cancer Institute NSW Research Equipment Grants are therefore to:
- 4.2.1 Provide cancer researchers with access to high quality, relevant research infrastructure.
 - 4.2.2 Enable excellent infrastructure to be developed that has a clearly demonstrated need in enhancing cancer research capacity.
 - 4.2.3 Develop effective solutions for use of, and access to, key cancer research platforms, core equipment and capacities.
 - 4.2.4 Foster collaborative arrangements for the use of cancer research infrastructure.
 - 4.2.5 Increase cancer research quality, depth and capacity in NSW.
 - 4.2.6 Increase the number and depth of facilities of national or state importance

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 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 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, 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 *Chief Investigator Eligibility*

- 5.2.1 Applicants must be located at one or more institutions within NSW.
- 5.2.2 Applicants must reside in NSW for the duration of the Grant.
- 5.2.3 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, final and financial reports.
- 5.2.4 Applicants must hold relevant professional qualification.
- 5.2.5 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 can commence.
- 5.2.6 Applicants must have the skills, knowledge, and resources necessary to carry out the proposed Grant.

6. SELECTION CRITERIA

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

- 6.1 **Need and Relevance (30%)** *Demonstrated need and relevance of the equipment to cancer research in NSW, lack of current access to essential equipment. Current access and availability of similar equipment.*
- 6.2 **Significance and/or Innovation (20%)** *Including the significance of new research to be supported with proposed equipment and the enhancement of existing research strength;*
- 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 **Strength and Benefits of Collaboration (30%)** *Commitment of Administering Institution and, where applicable Collaborating Organisations. Effectiveness of cooperative arrangements between researchers and/or organisations, including access and resource sharing. If the proposal is a single organisation proposal, justification must be provided why broader collaboration is not appropriate.*

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 Research Equipment 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 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 RESEARCH EQUIPMENT GRANT FUNDS

9.1 The grant will be valued between \$50,000 and \$500,000 each and will be paid on a 'one off' basis.

9.2 Applicants may apply for more than a single piece of infrastructure provided the total requested is no more than \$500,000 and it supports one particular direction or body of research work.

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

9.3 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.

9.4 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) 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 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 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

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

19. SUBMISSION PROCEDURES

19.1 How to Apply

Applicants must use the Cancer Institute NSW 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/

You cannot include images/graphs 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_CI's Surname e.g. **REG_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_CI's Surname_Image e.g. **REG_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.

19.4 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 3530/5644