



CLINICAL RESEARCH FELLOWSHIPS

GUIDELINES FOR APPLICANTS

CLOSING DATE: Wednesday, 23rd August 2006

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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 Fellow will undertake research

Clinical Practice Institution* The institution at which the Fellow will undertake clinical practice, this Institution will also agree to provide salary for the clinical practice component (if not requested in the application) and time available for the research component of the Fellowship.

***The Administering Institution, the Research Institution and the Clinical Practice 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 statewide, government supported cancer control agency. We are saving lives through promoting the best cancer research, prevention, early-detection, 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 and policy.
- 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.
- 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, health services 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 psychosocial 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

3. Introduction to the Cancer Institute NSW Clinical Research Fellowships

The Cancer Institute NSW *Clinical Research Fellowships* are aimed at strengthening and supporting clinician research in hospitals by providing opportunities for cancer clinicians to develop and sustain long-term careers in cancer research.

Fellowships will provide support for:

- Outstanding clinician researchers to consolidate their research skills and make the transition from postgraduate or postdoctoral research and training to independent investigation.
- Proven outstanding independent clinician researchers to enable protected time for research.

The research component is not confined to clinical research but can be any type of cancer research, provided the outcomes of this research can be applied within a clinical setting. It is anticipated that the research undertaken by Fellows will promote the translation of such research directly into improved clinical practice and it is preferable if the value of the research can be demonstrated within their clinical practice.

The Cancer Institute NSW Clinical Research Fellowships are open to medical graduates. It is anticipated that medical graduates should be of Specialist Registrar or Staff Specialist or consultant status.

The Fellowships are open to cancer clinicians from NSW, interstate and overseas although the Fellowship must be undertaken within NSW.

Application may be made to allow between 40 – 80% full time equivalent in research. Fellowships will provide support for up to 3 years. Funding will commence November 2006.

The funding provided will consist of 2 components:

- Salary of the Fellow: the Cancer Institute NSW will provide salary funding to cover either the research component of the Fellowship or both the research component and the public clinical practice component. However, the time spent in clinical practice and in research must be specified. The clinical practice of the Fellow must be relevant to the research activities of the award.
- Additional funds to support the research project.

The institution at which the Fellow will undertake clinical practice must agree to ensure that time is made available for the agreed research component of the Fellowship and there is access to clinical practice. Salary provided in the Fellowship will be commensurate with the applicant's seniority and current **public clinical practice salary** and will be based on the equivalent rate/level of the appropriate award (eg. Staff Specialist Award).

The support for the research project component of the Fellowship is valued up to \$100,000 per annum.

Justification for the budget (both salary and research project component) is required in the application form.

Applications will be subject to the Cancer Institute NSW peer review process conducted by the independent interstate Grants Review Committee.

Application may be made by:

- Joint application by the proposed Fellow, the research institution and the clinical practice institution **(Use application form A)**.
- The research institution and the clinical practice institution may apply for a Fellowship position, which will subsequently be filled by recruitment in consultation with the Cancer Institute NSW. Such institutions will need to demonstrate a strong recruitment policy and excellent track record of successful clinical research. In this case, the Cancer Institute NSW reserves the right not to proceed if the recruited Fellow is considered unsuitable. **(Use application form B)**.

4. Objectives

The objectives of the Cancer Institute NSW Clinical Research Fellowships are to:

- Encourage the very best cancer clinicians to develop and sustain long-term careers in research.
- Increase the pool of high quality clinician researchers who can:
 - facilitate the translation of research outcomes into clinical settings, and/or
 - facilitate evidence-based practice and policy development.

5. Eligibility and selection criteria

Application must be made jointly by the researcher and the institutions at which the research and clinical practice will be undertaken or from the research and clinical practice institution if no Fellow is named.

Note: Combinations of the Administering Institution, the Research Institution and the Clinical Practice Institution may be the same institution.

5.1 Eligibility

All applications must meet the following eligibility criteria to be further considered by the Research Grants Review Committee.

- Applicant Fellow must reside in NSW for the duration of the grant.
- Applicants must be presented under the auspices of a NSW hospital, research institute or university with one organisation designated as the Administering Institution.
- The Research 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 conduct and provide adequate infrastructure to allow the research to be completed.

- The clinical practice institution must make time available for the research component of the Fellowship.

5.2 *Selection criteria*

- **Research potential of applicant Fellow**

The applicant fellow has the potential for research achievement at a high level, as demonstrated by research training, peer reviewed publication and recognition, and research funding. Research potential will be judged relative to opportunity. The applicant must also have a commitment to research and a well articulated career development plan.

- **Significance of the research**

The demonstrated significance and value of the proposal to cancer research as well as the potential to produce highly important outcomes. The value of the research to the Fellow's current clinical practice should also be articulated.

- **Excellence of research proposal**

The excellence of the research proposal, based on the feasibility, rationale, design, methodology and timeframes.

- **Research Institution**

A supportive environment for the research in terms of infrastructure, track record of international competitiveness and mentoring opportunities for the applicant Fellow. If there is no nominated fellow, the Research Institute must demonstrate a strong recruitment strategy.

6. Review policies

Upon receipt, applications will be reviewed for completeness and for adherence to these guidelines by the Cancer Institute NSW Research Secretariat. Applications that are not adhering to these guidelines or are not complete will be returned to the applicants without review.

The Cancer Institute NSW Grants Review Committee will assess applications for funding against the eligibility criteria. Applications that the Committee considers to be ineligible will not proceed further.

Eligible applications may be reviewed by appropriate independent assessors using the Cancer Institute Panel of Experts.

The Grants Review Committee will score and rank applications based on:

- Consideration of the researcher nominated and institution assessors reports.
- Consideration of the review from the Cancer Institute NSW Panel of Experts reports.
- An assessment of merit against the stated selection criteria, for both the researcher and the research institution.

Short-listed applicants may be requested to give a short presentation to the Grants Review Committee.

The Grants Review Committee will then make recommendations for Fellowships to the Board of the Cancer Institute NSW.

The lodging of an application does not confer any entitlement upon the applicant. The making of a recommendation is totally within the discretion of the Grants Review Committee.

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

7. Use of funds

The purpose of the Fellowship funding is to provide salary for the Fellow and some funding for his/her research program, per annum, for a total of 3 years.

The funds can only be used towards the package for the Fellow. It should be noted that support in kind and general infrastructure support is expected from the research institution. Please refer to the Cancer Institute NSW Overheads Policy at www.cancerinstitute.org.au.

8. Administration

8.1 How to apply

Applicants must use the *Cancer Institute NSW Clinical Research Fellowship Application Form*. This is available from:

- the Cancer Institute NSW web at: www.cancerinstitute.org.au, or
- the Research Secretariat on 02 8374 5638, or
research.secretariat@cancerinstitute.org.au.

Format

Paper: Double sided, A4

Margin: 2cm on each side

Font: No less than 11 point, preferred fonts are Times New Roman, Arial and Helvetica.

Submission date

Applicants must submit 14 hard copies (1 original plus 13 copies). Applications must be received by close of business on **Wednesday, 23rd August 2006**.

Original documents should be sent to:

Courier address

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

OR

Mail Address

Research Secretariat
Cancer Institute NSW
PO Box 41
ALEXANDRIA NSW 1435

In addition, applicants must submit an **electronic version** of the application form to:
research.secretariat@cancerinstitute.org.au

Enquiries

Enquiries about the Cancer Institute NSW Clinical Research Fellowships can be directed to the Cancer Institute NSW Research Secretariat at the above email or on 02 8374 5638.

8.2 Research Institution support

The Research Institution will need to provide a letter of support, not more than 2 pages, including the following:

- Details of the facilities that will be available for the proposed research to be undertaken by the proposed recipient of the Clinical Research Fellowship
- An overview of the longer-term strategic goals of the organisation that will be served through the proposed recipient of the Clinical Research Fellowship.

8.3 Clinical Practice Institution

The Clinical Practice Institution must:

- Provide details of the guarantee to make the specified proportion of time available for the proposed research component of the Fellowship, and the provision of salary for the clinical component of the Fellowship (if the latter has not been requested in the application).

8.4 Terms and remuneration

The Fellowship will be granted for 3 years and may be renewable at the end of that period but be subject to the usual competitive process.

The Fellow is responsible for negotiating the use of the funds with the Administering Institution. All funds must be spent on the direct support of the Fellow and his/her research program.

Payment of funds will be made to the Administering Institution regularly, in accordance with Cancer Institute NSW payment arrangements.

These Fellowships are regarded as a "taxable supply" and therefore a Goods and Services Tax is payable. The Fellowship will be increased by 10% and the Host 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.*

For the purposes of payments under this agreement, the Supplier (the Host 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.

8.5 Reporting requirements

Recipients will be required to submit a progress report at the end of each calendar year that includes:

- Progress made in the research.
- Details of proposed and actual time spent in research.
- How the money was spent.
- The Cancer Institute NSW may request additional reports and require the Fellow and institution(s) to receive a site visit to assess their progress.

Reports must be submitted to the Research Secretariat, within 45 days of the end of the calendar year. Successful applicants will be sent a proforma to complete for reporting progress at the end of each calendar year.

Recipients may be required to participate in and present at a forum(s) and award ceremonies at the request of the Cancer Institute NSW.

The Grants Review Committee reserves the right to recommend the suspension of an Award if progress is unsatisfactory.

Where a Fellowship recipient fails to submit a satisfactory report, as required, the Cancer Institute NSW may determine that funds have not been used in accordance with conditions applicable to the Fellowship, and that all or part of the funds must be repaid. In this case, the Cancer Institute NSW may withhold the remainder of the payments for the current year(s) or initiate recovery of the money.

8.6 Acknowledgement of support

All publications or discussion of results from research carried out with the assistance of a Cancer Institute NSW Clinical Research Fellowship must acknowledge the support of the Cancer Institute NSW.

Researchers must indicate their status as recipients of Fellowship support in scientific publications and programs of scientific meetings and in any other public connection. This includes acknowledgement in his/her title as a 'Cancer Institute NSW Clinical Research Fellow'.

8.7 Privacy and Confidentiality

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.

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 Fellowship. 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 to the Board of the Cancer Institute NSW, and relevant employees of the Cancer Institute NSW and Government involved in the Fellowship process.

Applicants acknowledge that announcement of the Fellowships will involve the dissemination of information to the public about the general nature of the research funded, the researchers involved in the research project, and the research organisations at which the research is being carried out.

Information contained in applications will be regarded as confidential.

8.8 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

8.9 Good scientific practice

Eligible research organisations should have written policies supporting, or have statements of compliance with, all relevant NHMRC guidelines relating to good scientific practice and, where appropriate, research on human and animal subjects.

8.10 Financial conflicts of interest

Eligible research organisations should have written policies in place regarding the disclosure and management of financial conflicts of interest (both personal and institutional) in research.

8.11 Incomplete or misleading information

It is the responsibility of the applicant to ensure that applications are complete in every particular. If an application is incomplete, the Grants Review Committee may exclude it from further consideration. It is completely within the Committee's discretion as to whether it will exclude an incomplete application, or request the applicant to furnish further information after the closing date.

8.12 Timetable for Application Process

| <i>Action</i> | <i>Date</i> |
|---------------------------------|----------------|
| Call for applications | 29 June 2006 |
| Applications close | 23 August 2006 |
| Grants Review Committee meeting | September 2006 |
| Advice to Applicants | October 2006 |
| Funding commencement | November 2006 |