



TABLE OF CONTENTS

<u>TABLE OF CONTENTS.....</u>	<u>1</u>
<u>SECTION ONE: OVERVIEW OF CANCER INSTITUTE NSW</u>	<u>2</u>
<u>SECTION 2: CLINICAL RESEARCH GRANT PROGRAM DETAILS</u>	<u>2</u>
<u>SECTION THREE: APPLICATION PROCESS AND TIMELINE</u>	<u>4</u>
<u>SECTION 4: REVIEW PROCESS AND SELECTION CRITERIA.....</u>	<u>5</u>
<u>SECTION 5: REPORTING REQUIREMENTS</u>	<u>7</u>

Section One: Overview of Cancer Institute NSW

1.1 Introduction

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

Senior cancer nurses and allied health clinicians providing cancer or palliative care play a key role in providing optimal treatment and support leading to best possible patient outcomes. The future development of highly qualified cancer health professionals is considered crucial to maintaining and expanding a skilled and knowledgeable workforce in NSW.

1.2 State Cancer Priorities

The Cancer Institute NSW has the statutory responsibility to substantially improve cancer control in NSW under its Act, with specific objectives to:

1. increase cancer survival;
2. reduce cancer incidence;
3. improve the quality of life of cancer patients and their carers; and
4. provide expert advice to patients, the public, health care professionals and the Government.

Section 2: Clinical Research Grant Program details

2.1 Grant Program Design

The Cancer Institute NSW Clinical Research Grant is strategically designed to support experienced cancer nurses and senior allied health clinicians employed in cancer treatment services who hold Masters qualifications in oncology or palliative care (or who have equivalent experience) to undertake part-time research. The proposed research is designed to accommodate clinical workforce demands by enabling the proposed research to be undertaken on a part time basis over a twelve month timeframe. The program requires the submitting organisation to either backfill the applicant's position by a 0.5 FTE equivalent or to employ a 0.5 FTE project officer to assist in conducting the proposed research. Funding available will support the equivalent of 1.0 FTE and either model is acceptable or a different combination may be used to suit the organisation and the applicant's circumstances, eg 0.6 (to maintain 2 days clinical role).

2.2 Grant Objectives

The objectives of the program are to:

- ✓ provide an opportunity for recipients to further develop their clinical practice and research skills linked to their current clinical nursing or allied health practice;
- ✓ encourage the development of long-term nursing or allied health career development pathways in the cancer workforce in NSW;
- ✓ facilitate the translation of new procedures, techniques and treatments, or new research outcomes into allied health/nursing practice settings;
- ✓ contribute evidence-based nursing and allied health clinical practice and the use of multi-disciplinary care to the field of cancer related knowledge;
- ✓ support job satisfaction and the retention of the cancer nursing and allied health cancer workforce in NSW;
- ✓ contribute to the development of world's best nursing and allied health cancer clinical management practices in NSW.
- ✓ enable nursing and allied health clinical practice to contribute to improved patient cancer care in their work setting

2.3 Program Eligibility

Senior cancer nurses or senior allied health clinicians* in cancer or palliative care who:

1. are currently employed in cancer treatment or palliative care services in NSW health services ;
2. provide care to cancer patients;
3. hold a Masters degree (or who demonstrated equivalent research experience) in oncology/ palliative care or a related discipline;
4. are Australian citizens or hold permanent resident status residing in NSW ,
5. have the agreement of their employing institution to undertake the clinical research for a 12 month period may apply for a grant.

(*allied health professionals working with cancer patients include radiation therapists, medical physicists, cancer genetic counsellors, physiotherapists, occupational therapists, social workers, dieticians, pharmacists and speech pathologists). Clinical Psychologists are ineligible to apply as they may apply for a grant under the Cancer Institute NSW Psycho-oncology Research Fellowship program)

2.4 Program Funds

Up to five grants valued up to \$80 000 each (including GST) are available. Successful grant recipients must be able to commence their work in January or February 2009 and conclude within 12-months following the commencement date. Should a research challenge occur that impacts upon completion within the 12-month period, this will be considered as part of a competitive process at that time. An unfunded three to six month extension may be requested.

Funds will primarily cover salary and on costs equivalent to 1.0 FTE of the salary of the current employee for one year up to a value of \$80,000. As stated previously funds may be used either to 0.5 FTE backfill the clinical load; or to employ a project officer 0.5 FTE; or used as a combination of both models.

It should be noted that support in kind and general infrastructure support to the Senior Cancer Care Clinician or project officer is the responsibility of the administering institution. The funds must be spent in NSW for the purpose identified in the research proposal.

Payments of funds to Area Health Services are made quarterly following signing of the Block Contract Schedule by the Chief Executive. Private institutions must issue a quarterly tax invoice to generate payments. In this instance Goods and Services Tax (GST) is payable and therefore payments will be increased by 10%. The administering institution will be required to collaborate in the recovery of the GST component.

Section Three: Application process and timeline

The Senior Cancer Health Professional, Academic Researcher and administering institution is responsible for submitting the application. Submission will only be accepted on the Clinical Research Grant application form. The Research Proposal should be developed conjointly by the applicant and supervisor and:

- detail the research question and proposed methodology;
- include a timeline for project management over 12 months;
- indicate plans for staffing including backfill to release clinicians to participate in the proposed research project. It must be identified if the eligible Senior Cancer Care Clinician will personally undertake the research part-time; lead the research project with assistance from a part-time project officer (to be recruited), and/ or manage the research in an alternative way; and

- indicate in-kind support from both the administrating institution of employment and additional supporting institution(s).

The supervisor(s) may include a senior clinician with research experience in the area of interest and/or an academic with an appropriate research background. Additional support may be offered by a senior mentor within the discipline and a biostatistician. Details of contribution of both the Lead Supervisor and Co-supervisors in providing mentoring in the research process and support to the applicant must be included.

As indicated on the application form particular sections will need to be either jointly or individually completed by the applicant (senior cancer nurse or allied health clinician), the supervisor(s), the Director of Cancer Services and required signatories. Evidence of linkages with the Academic Chairs in Cancer or Palliative Care in the relevant discipline should be included in the application, where available. All sections of the form must be completed and the application must be typed. The program timeline is detailed below for information.

Date	Action
June 2008	Call for Cancer Institute NSW Clinical Research Grant applications posted
25 July 2008	Approved applications due to Cancer Institute NSW
August 2008	Applications reviewed by the Review Committee
September 2008	Personnel notified of outcome
June 30 2008	Initial Clinical Research Grant report due
December 31 2008	Final Clinical Research Grant report due

Original documentation and ten copies of the application should be marked CONFIDENTIAL and sent to:

Postal address

**The Cancer Institute NSW
Program Coordinator,
Professional Development
PO Box 41
Alexandria NSW 1435**

Courier or delivery address

**The Cancer Institute NSW
Program Coordinator,
Professional Development
Biomedical Building, Level 1
1 Central Avenue
Eveleigh NSW 2015**

Applications must be received at the Cancer Institute NSW by **5 pm, Friday 25 July 2008**. Scanned signatures, faxed, emailed, incomplete or late submissions **will not be accepted**.

Section 4: Review process and Selection Criteria

The Cancer Institute NSW Clinical Grants Review Committee, comprising of independent interstate key experts in their field, will meet to evaluate submitted applications. Each proposal

will be reviewed and scored against the selection criteria. Based on their merit, and the administering institution's ability to put forward a comprehensive plan to support the research applications will be ranked in order.

4.1 Criteria

The following criteria will be applied to rank received applications in order of merit.

- The proposal is supported and endorsed by the Clinical Department Head /Director of Nursing, Director of Area Cancer Services, Area Health Service Chief Executive (or Chief Executive of a private institution) and Academic Head of School or Department;
- The Program rationale identifies how the selected area of clinical research is a priority;
- All application form details are completed and the application form content addresses the stated requirements;
- Evidence is provided of sufficient time allocation and skills and experience of the lead supervisor and other provided organisational supports to mentor the applying clinician in their research project;
- Research methodology and planned implementation is sound, justified and able to be completed in 12 months;
- Documented rationale identifies how research outcomes will further cancer patient outcomes
- Details are provided of how the project fits with the overall provision of cancer services for NSW and current nursing and allied clinical practice;
- Details are provide in writing of infrastructure support to be provided to the applicant and how it is proposed to reduce the clinical load of the applicant Clinician to enable them to complete the work in the 12 month timeframe;
- Evidence provided supports the group, unit, department or hospital's claim of successfully conducting research in this field over the last five years;
- The stated learning linked to the research project is detailed, appropriate and achievable
- A clear career clinical development pathway in oncology or palliative care following the Clinical Research Grant is articulated;
- An itemised budget includes required details of baseline salaries, on-costs (in the case of a project officer) and any other expenses related to the salaries budget.

The Applicant , Supervisor(s), Clinical Department Head or Director of Nursing, Director of Area Cancer Services, Area Health Service Chief Executive (or Chief Executive of a private institution) and Academic Head of School or Department will be notified in writing of the review outcome.

4.2 Leave entitlements whilst a Clinical Research Grant Recipient

It is expected that the applicant completes the required work in the allocated 12 month timeframe. In circumstances, where an applicant may need to take personal leave (e.g. such as maternity leave, extended sick leave or military leave), approval to extend or suspend the grant must be sought. Within 21 days of the applicant becoming aware that such leave is required, notification must be made to the Cancer Institute NSW in writing. Leave applications must state why the leave is required during the grant with accompanying evidence eg medical confirmation that the leave must be taken. Letters supporting the leave request must be provided by the Supervisor, Executive Director of the administering institution and Director of Area Cancer Services. Each application will be considered on an individual basis by the Director, Cancer Services and Education and Chief Cancer Officer of the Cancer Institute NSW. A response to the request will be issued within 21 days of receipt.

The Cancer Institute NSW will discuss with the Lead Supervisor and relevant others a suggested recommencement date that would enable the Senior Cancer Health Professional to conclude the program within 6 months of the original timeframe where possible.

Should the leave be agreed to be the Cancer Institute NSW, it is the Administering Institution's responsibility to pay the leave of the grant recipient. The Cancer Institute NSW will only meet the costs of the Clinical Research Grant during the time that it is being conducted.

Section 5: Reporting Requirements

Senior Cancer Health Professionals, Lead Supervisor and administering health institutions will be required to submit a 6 monthly progress report by **July 31** and an outcomes report by **March 31 2009** on the provided templates which can be downloaded from the website. Provided information should address:

- Progress and achievements of the clinical research program;
- How funds have been expended
- Skills and knowledge gains
- Benefits of the Clinical Research Grant.

Reports should be submitted to the Cancer Institute NSW, attention the Education and Training Manager prior to the due date.

5.1 Developing a Proposal

All proposals from Area Health Services are to have a signed covering letter from the Clinical Department Head or Director of Nursing and the Director of Area Cancer Services endorsing the application. Written support from the Area Health Service Chief Executive (or Chief Executive of a private institution) and University Academic Head of School or Department must also accompany the application.

The application is to be submitted with the following heading inclusions.

1. Name and contact details of the administering institution, Senior Cancer Care Clinician and Supervisor(s) submitting the proposal.
2. Name of the discipline.
3. Project outline describing the research topic, question, literature review, aims, research design (including sample size / power calculations for studies involving statistical analysis), planned analysis, to be undertaken in the 12-month period by the Senior Cancer Care Clinician.
4. CV (maximum 6 pages) of the Senior Cancer Care Clinician and supporting documentation addressing each of the selection criteria identified above.
5. CV (maximum 6 pages each) of the Supervisor(s) and supporting documentation addressing each of the selection criteria identified above.
6. Administering health institution responsibilities agreed to by the Executive Director.
7. Itemised budget including baseline salaries, on-costs (in the case of a project officer) and any other expenses related to the salaries budget.

Further Information

Further information and enquiries should be directed to the:

Program Coordinator, Professional Development
Cancer Institute NSW
Phone: (02) 8374 5600
Email: information@cancerinstitute.org.au