



CANCER INSTITUTE NSW

**CANCER GENETICS PATIENT MANAGEMENT SYSTEM
(PMS) SUPPORT GRANT**

Guidelines for Applicants

CLOSING DATE: 5PM ON FRIDAY 03 APRIL 2009

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1. ACRONYMS AND DEFINITIONS

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

The Cancer Institute NSW is Australia's first state-wide, government supported cancer control agency. We are saving lives by promoting the best cancer research, prevention, early-detection, treatment and education initiatives. We are driving innovation by working in partnership with other 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:

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.

3. INTRODUCTION TO THE CANCER INSTITUTE NSW CANCER GENETICS PATIENT MANAGEMENT SYSTEM (PMS) SUPPORT GRANT

- 3.1 Critical to the success of the provision of cancer genetics services is robust software that will enable clinical and support staff to effectively and efficiently manage patient and clinical data. Currently cancer genetics services have a patient management system that is out-of-date, unreliable and in some cases no longer supported by the AHS. Patient safety is potentially being compromised because of the instability in the current system and the possibility of loss and corruption of data.
- 3.2 To ensure the sustainability of cancer genetics services, the Cancer Institute NSW is implementing this strategic program of competitive grant support for the purchase of a PMS in the existing cancer genetics services. In the short term this will allow Cancer Genetics Services to manage their patients effectively and collect data that will, in the future, lend itself to be linked across Area Health Services. The implementation of the same software by all the Cancer Genetics Services will provide the future ability to link the database under appropriate governance arrangements.
- 3.3 Area Health Services will be required to provide some support (financial and/or infrastructure) towards the implementation of a PMS. Procurement of the PMS will be undertaken by individual cancer genetics services i.e. each service (network) will have a separate contract with the Provider.
- 3.4 The Cancer Institute NSW has previously undertaken a market survey that indicated there is only one potentially suitable off-the-shelf product available in Australia, known as KinTrak. Extensive review of this software indicates the product offers the necessary business requirements for managing patients with heritable disorders and their families in Cancer genetics services in NSW. Progeny is the associated pedigree drawing and mapping system. Both products run within the same database.
- 3.5 The funding offered through this grant is in support of:
 - 3.5.1 Purchase of licences for KinTrak and Progeny Clinical.

- 3.5.2 Progeny server licences.
- 3.6 To assist in the procurement and implementation of the software, and to ensure consistency across Cancer Genetics Services, the Cancer Institute NSW will appoint a Project Manager to coordinate the project across the various services, including the development of a standardised data set to enable future cross area linkage, development of standardised business rules, planning data migration and support for initial training.
- 3.7 The following costs and infrastructure will need to be considered by AHSs when developing applications:
 - 3.7.1 Purchase of licences for KinTrak, and possibly for Progeny (although some cancer genetics services may already have licences for the latter that only require upgrading).
 - 3.7.2 Availability of a suitable server to host the software.
 - 3.7.3 Local IT support and continuing software maintenance.
 - 3.7.8 Migration of data, although this may be undertaken in a staged manner rather than a single migration.
 - 3.7.9 Development of standardised minimum data set and business rules (eg privacy and security) across all cancer genetics services in NSW (in collaboration with Project Manager).
 - 3.7.10 User training (in collaboration with Project Manager).
 - 3.7.11 Ongoing system maintenance, administration and user training.
- 3.8 The grant offered by the Cancer Institute NSW enables cancer genetics services to apply for funding for:
 - 3.8.1 Licences for KinTrak per user
 - 3.8.2 Licences for Progeny for a limited number of users
 - 3.8.3 Progeny Server licence
- 3.9 Indicative costing to assist in the development of applications
 - 3.9.1 KinTrak licence: approximately \$3,000 per user
 - 3.9.2 Progeny Clinical licence: approximately \$1,800 per user (some sites may already have licences and will only require upgrades of the software)
 - 3.9.3 Progeny Server licence: this will vary depending on the number of users eg 1-5 users \$3,000; 6-10 users \$6,000 and 11-20 users \$15,000. It is anticipated one licence per AHS.
- 3.10 Detailed information about KinTrak is available at www.kintrak.com
- 3.11 Applications will need to be supported by the Chief Executive, the Chief Information Officer and the Director Area Cancer Services for each Cancer Genetics Service identified in Item 5 below.

4. OBJECTIVES

- 4.1 The Cancer Institute NSW Patient Management System Support Grant is designed to:

- 4.1.1 Provide an opportunity for cancer genetics services to purchase and implement a Patient Management System (KinTrak) for the efficient collection, display and reporting of information about individuals and families. This will also facilitate staff productivity.
- 4.1.2 Linkage with Progeny for pedigree drawing and genetic data management.
- 4.1.3 Data collected by cancer genetics services is robust and capable of being linked with other cancer genetics service data due to collaboration and standardisation of the software and data elements collected.
- 4.1.4 Facilitate research.

5. ELIGIBILITY

- 5.1 Applications must be submitted through the Administering Institution, in this case the relevant Area Health Service (AHS).
- 5.2 The AHS must provide a supportive environment in terms of infrastructure, particularly IT support.
- 5.3 Only one application per AHS.
- 5.4 The Cancer Genetics Service must have a Director/ Head and demonstrate that it has networked outreach services. Such services may be across AHS boundaries.

6. SELECTION CRITERIA

- 6.1 Demonstrated capacity in providing a major cancer genetics service, including at least one senior clinician, cancer genetic counsellors and administrative support. The service must be networked across the AHS. In some cases outreach services may be located in other AHS boundaries.
- 6.2 Demonstrated need for the Patient Management System.
- 6.3 Rationale/justification for the number of licences requested.
- 6.4 High level of support from the AHS.
- 6.5 Appropriate plan for the purchase and implementation of the software.
- 6.6 High level of commitment to collaborate with Cancer Institute NSW and other cancer genetics services to ensure implementation across the sector is co-ordinated and data collected is standardised.

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 Clinical Grants Review Committee or a subcommittee thereof 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 Grants will then be made by the Clinical Grants Review Committee (or subcommittee) to the CCO, and funding approved by the Board of the Cancer Institute NSW.
- 7.5 The lodging of an application does not confer any entitlement upon the applicant.
- 7.6 Applicants may submit an Eligibility Exemption Ruling Request Form in cases where an applicant believes that they may be exempt from certain criteria.
- 7.7 The making of a recommendation is totally within the discretion of the Cancer Institute NSW.
- 7.8 The Clinical 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 grant 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 approved under the Cancer Genetics Patient Management System Support Grant.
- 8.3 It is the responsibility of the Administering Institution to ensure that appropriate ethical clearances are obtained before the research commences.
- 8.4 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 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.*
- 8.5 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 a GST Tax Invoice as prescribed in the GST legislation.

9. PERMITTED USE OF CANCER GENETICS PATIENT MANAGEMENT SYSTEM SUPPORT GRANT

- 9.1 The purpose of this funding is to provide funds for the purchase of the Patient Management System known as KinTrak and its associated software known as Progeny Clinical.
- 9.2 The Administering Institution must administer the Grant and ensure appropriate infrastructure and support is provided. Funds awarded may NOT be used for purposes

associated with overhead infrastructure costs (i.e. institutional overheads or administrative levies).

10. REPORTING REQUIREMENTS

- 10.1 Recipients will be required to submit **Progress Reports** at 6 monthly intervals after commencement of the grant and at completion of the grant.
- 10.2 **Progress Reports** must be submitted to the Grants Secretariat, within the designated timeframes from the commencement and completion of the grant. Report proformas are available at http://www.cancerinstitute.org.au/cancer_inst/research/progressreports.html.
- 10.3 Recipients will be required to submit a **Financial Reports** at the end of each financial year that includes information on the expenditure of funds.
- 10.4 Recipients may be required to participate in and present at forum(s) at the request of the Cancer Institute NSW.

11. ACKNOWLEDGEMENT OF SUPPORT

- 11.1 All publications, media releases or discussion of results from research carried out with the assistance of the Grant must acknowledge the support of the Cancer Institute NSW.

12. PRIVACY AND CONFIDENTIALITY

- 12.1 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.
- 12.2 Information contained in applications will be regarded as confidential.

13. INTELLECTUAL PROPERTY

- 13.1 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.

14. CONFLICT OF INTEREST

- 14.1 All parties involved in or associated with Cancer Institute NSW funded research 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 research 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 research projects as soon as practicable after the conflict of interest is identified.

15. FUNDING AGREEMENT

- 15.1 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.
- 15.2 Projects must commence as required by the Funding Agreement. Failure to do so may result in termination of the Funding Agreement.
- 15.3 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.

16. VARIATIONS TO THE FUNDING AGREEMENT

- 16.1 Requests to vary the Funding Agreement must be forwarded in writing by the Administering Organisation 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.

17. TIMEFRAME

Action	Date
Call for applications	20th Feb 2009
Applications close	3rd April 2009
Date of Commencement	July 2009

18. SUBMISSION PROCEDURES

18.1 *How to Apply*

Applicants must use the Cancer Institute NSW Cancer Genetic Patient Management System application form.

This is available from the Cancer Institute NSW web at: www.cancerinstitute.org.au

18.2 *Format*

Paper: Double sided, A4

Margin: 2cm on each side

Font: At least 12 point

(preferred fonts are Times New Roman, Arial and Helvetica).

18.3 *Submission Date*

Applicants must submit **BOTH** electronic and hard copies of the application to the Cancer Institute NSW by 5pm on Friday 03 April 2009. Late applications will be considered ineligible.

18.4 **Electronic Copy**

18.4.1 Must be submitted in PDF format, to grants.secretariat@cancerinstitute.org.au

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

18.4.2 You must name the PDF file in the following way:

PMS_1st applicants surname_ *Part 1 or 2 (if applicable)*

e.g **PMS_Smith** or **PMS_Smith_Part1**

18.5 **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.

Hard copies should be sent to:

Courier address

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

OR

Mail Address

Grants Secretariat
Cancer Institute NSW
PO Box 41
ALEXANDRIA NSW 1435

19. **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