



CLINICAL STUDY GRANTS

GUIDELINES FOR APPLICANTS

CLOSING DATE: 5PM ON FRIDAY 03 APRIL 2009

TABLE OF CONTENTS

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

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 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.

STATE CANCER RESEARCH 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 STUDY GRANTS

- 3.1 The cancer workforce plays a vital role in the provision of clinical care to patients and ensuring that patients benefit from the best possible interventions, care and support. The ongoing education of all clinical cancer health professionals working in cancer services is considered pivotal to maintaining a skilled and knowledgeable workforce.
- 3.2 To ensure the best possible interventions, care and support for cancer patients, the Cancer Institute NSW supports the ongoing professional development of cancer health professionals from NSW working in both the Public and Private sectors. This includes staff employed in the Medical, Nursing, Psycho-oncology, Radiotherapy, Medical Physics and other Allied Health fields.
- 3.3 The Clinical Study Grant will provide cancer professionals working in a clinical setting with an opportunity to develop their skills and build learning through undertaking a placement within a leading national or international cancer centre of excellence.
- 3.4 It is anticipated the study placement will link closely with the clinical cancer program of the Administering Institution and that the health care professional will be in a position to be able to influence the adoption of evidence based practice within that service.
- 3.5 Grants will be made to the NSW applicant institution to enhance the clinical interests of the health professional and to ensure he/she has access to new information and perspectives, innovative concepts, evidence based practices etc.

- 3.6 A letter of assurance from the interstate/international site confirming the placement and willingness to provide the necessary infrastructure and resources not covered by the funding provided under this Grant. The letter must be co-signed by the Head of the Department and the Head of the interstate/international institution.
- 3.7 Funding will be provided for up to 3 months at a national or international institution of clinical excellence (up to \$20k). Funding may be used for:
- Travel expenses.
 - Contribution to living expenses.
 - Contribution to a national/international activity such as a conference or workshop.
- 3.8 Justification for each broad budget item must be provided. The Cancer Institute NSW recognises variation in the cost of living in different countries, therefore applicants should pay close attention to real local costs.
- 3.9 Funding will be provided through the administering Institution who must accept financial responsibility for the grant. Funds must be expended within 12 months of receiving the award.

4. OBJECTIVES

The objectives of the Clinical Study Grant are to:

- 4.1 Enhance the clinical expertise and knowledge of clinical cancer health professionals.
- 4.2 Enhance adoption and implementation of evidence based practice into clinical care.
- 4.3 Develop workforce capacity and retain experienced clinical cancer health professionals.

5. ELIGIBILITY

Administering Institution

- 5.1 The Administering Institution must have in place policies and procedures for the management of public funds and be located in NSW.
- 5.2 The Administering Institution must administer the Grant and meet the responsibilities outlined in the Deed of Agreement between the Cancer Institute NSW and the Institution.
- 5.3 The Administering Institution must provide a letter of support from the Head of Department and the Head of the Institution, supporting the health care professional's application.

Clinical Cancer Health Professional

- 5.4 The clinical cancer health professional must normally work full time in an institution providing cancer services eg public hospital. Consideration may also be given to applicants who normally work 0.8 FTE, however the study grant must be undertaken in a full time capacity.
- 5.5 The Health Care professional must be a significant contributor to his/her cancer service.

- 5.6 The Health Care professional must possess the skills to be able to undertake the proposed study placement and to implement/influence evidence based best practice within the clinical environment, on return.

National/International Placement Institution

- 5.7 The national/international institution will have an internationally recognised reputation in clinical cancer service provision.
- 5.8 The national/international institution will have adequate infrastructure to support the study placement, including a designated supervisor/mentor.
- 5.9 The national/international institution will provide a letter of assurance confirming willingness to provide the necessary infrastructure and resources to support the study placement. This letter must be co-signed by the Head of the relevant Department.

6. SELECTION CRITERIA

In awarding a Clinical Study Grant the following criteria will be taken into account.

6.1 Track Record and Potential of Clinical Cancer Health Professional (30%)

The applicant has significant clinical ability; excellent training; is developing a significant career in clinical cancer care; has demonstrated leadership qualities and has the capacity to implement evidence based practice.

6.2 Significance and Excellence of the Study Program/Activity (40%)

The placement proposed must fit significantly with, and contribute to, the local oncology clinical program and improve its ability to implement evidence based practice.

6.3 Study Placement Institution (30%)

The placement institution must have an internationally recognised reputation in clinical cancer services and offer a clearly articulated study program. The nominated supervisor for the study placement must have a proven successful training and mentoring record.

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 Study Grants will then be made by the Grants Review Committee to the Board 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 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 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) 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 STUDY GRANT FUNDS

- 9.1 The purpose of the Grant funding, up to \$20,000, is to provide funding for up to 3 months at a national or international institution of clinical excellence. Funding may be applied to:
- 9.1.1 Travel expenses
 - 9.1.2 Contribution to living expenses
 - 9.1.3 Contribution to a national/international activity such as a conference or workshop.
- 9.2 Justification for each broad budget item must be provided. The Cancer Institute NSW recognises variation in the cost of living in different countries, therefore applicants should pay close attention to real local costs.

- 9.3 The Administering Institution must administer the Grant and ensure appropriate infrastructure and support is provided to the successful applicant. All funds must be spent on the direct support of the successful applicant and his/her study placement.
- 9.4 Funds awarded shall not be used for any purpose associated with overhead infrastructure costs (i.e. institutional overheads or administrative levies).

10. REPORTING REQUIREMENTS

- 10.1 Recipients will be required to submit two reports. The first report will be due within six months of the successful completion of the International Sabbatical and will describe:
- the extent to which the benefits of the sabbatical have been realised;
 - international best practice in the field of study, the relevance of best practice to cancer services delivery in NSW and the expertise developed and;
 - the method and timetable for the dissemination of clinical expertise and knowledge gained during the sabbatical to other relevant cancer health professionals.

The final report will be due within six months of the successful completion of the International Sabbatical and will describe:

- how the clinical expertise and knowledge gained during the sabbatical have been disseminated to other relevant cancer health professionals;
 - how the experience and skills gained have contributed to improvement or implementation of best practice in clinical cancer care in NSW;
 - the benefits and outcomes achieved in relation to patient care and enhancement of clinical expertise.
- 10.2 The Grants Review Committee reserves the right to recommend the suspension of a grant if progress is unsatisfactory.
- 10.3 Recipients will be required to submit a Final Financial Report to Cancer Institute NSW within 3 months of the conclusion of the funding period or at other times as reasonably requested by Cancer Institute NSW includes all information on the expenditure of funds in relation to the Grant.
- 10.4 **Financial Reports** must be submitted to the Grants Secretariat, report proforma's are available at www.cancerinstitute.org.au.
- 10.5 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.
- 10.6 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.
- 10.7 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 grant carried out with the assistance of a Cancer Institute NSW Grant must acknowledge the support of the Cancer Institute NSW.
- 11.2 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.

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 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.
- 12.3 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 applicants involved in the grant, and the administering institution and any actual organisations at which the grant is being carried out.
- 12.4 Information contained in applications will be regarded as confidential.

13. 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/pdf/01_01.pdf

14. 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.

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

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.

17. TIMEFRAME

Action	Date
Call for applications	20 February 2009
Applications close	03 April 2009
Funding commencement	From July 2009

18. SUBMISSION PROCEDURES

18.1 How to Apply

Applicants must use the Cancer Institute NSW Clinical Study Grant 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:

GRANT CODE_1st applicants surname_ *Part 1 or 2 (if applicable)*

e.g **CLF_Smith** or **ECF_Smith_Part1**

18.5 Hard Copy

10 hard copies (1 original plus 9 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