



CLINICAL TRAINING FELLOWSHIPS

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 TRAINING FELLOWSHIP GRANTS	4
4.	OBJECTIVES	5
5.	ELIGIBILITY	6
6.	SELECTION CRITERIA	6
7.	REVIEW CONSIDERATIONS	7
8.	ADMINISTERING INSTITUTION RESPONSIBILITIES	7
9	PERMITTED USE OF CLINICAL TRAINING FELLOWSHIP GRANT FUNDS	8
10	REPORTING REQUIREMENTS	8
11	ACKNOWLEDGEMENT OF SUPPORT	9
12	PRIVACY AND CONFIDENTIALITY	9
13	INTELLECTUAL PROPERTY	9
14	CONFLICT OF INTEREST	9
15	FUNDING AGREEMENT	10
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 TRAINING FELLOWSHIPS

- 3.1 Projections by the Cancer Institute NSW indicate that over the next 10 years there will be approximately 380,000 new cases of cancer with 130,000 deaths expected from cancer. Cancer numbers will increase by over 30% compared with the last decade placing significant demand on future cancer services. Cancer services will require a sustainable workforce of skilled professionals to treat and support patients throughout the cancer journey, to meet their needs and to ensure optimal patient outcomes.
- 3.2 Enhancing and deepening the skills of cancer specialists will play a key role in providing cancer patients with optimal treatment and support leading to the best possible cancer outcomes.
- 3.3 The Cancer Institute NSW is supporting the development of highly qualified cancer specialists through its Clinical Training Fellowship program. This program will provide support, for one year, for newly qualified oncology specialists, and early career (post masters) allied health and nursing professionals to enhance and add depth their clinical practice, expertise and understanding and implementation of evidence based practice through further training experience under the mentorship of a senior cancer clinician who is expert in their chosen specialty of oncology.
- 3.4 It is preferable that the Fellowship is undertaken in a full time capacity and preference will be given to such applications. However, consideration may be given to applicants requesting a part time fellowship over a longer period of time, provided the part time work is greater than or equal to 0.5FTE (eg 0.5 FTE over 24 months up to 0.8FTE over 15 months). Funding will be provided for:

- salary at the award rate relevant to the health professional's background and up to 20% on costs plus
- establishment costs up to \$2,500
- attendance at a national or international activity such as a conference or workshop, up to \$5,000

3.5 The Cancer Institute NSW Clinical Training Fellowship will provide salary for one year at the award rate of a Postgraduate Fellow for newly qualified medical specialists or the Award classification appropriate to allied health and nursing commensurate with salary at time of application (or as otherwise negotiated with the Administering Institution), including establishment fees and on costs. An additional amount may also be available for attendance at a national or international activity such as a conference or workshop, during the 12 month period of the Fellowship.

The Fellowships are open to:

3.5.1 Newly qualified cancer specialists from NSW, interstate and overseas, to undertake a year of mentored training at an institution in NSW. The Clinical Training Fellowship may be awarded to any specialty of cancer including medical, surgery, radiotherapy, genetics, haematology, palliative care, pathology and psychiatry.

3.5.2 Allied Health professionals and nurses who hold a relevant postgraduate degree and are no more than 5 years post completion of that degree.

3.6 The training program must be attainable within the 12 month period of the Fellowship. The focus of the training is on enhancing clinical skills and adoption of evidence based practice.

3.7 The training program must include specific evidence based training e.g. attendance at an accredited evidence based/critical appraisal training course/workshop and either

3.7.1 A small research project (up to 35% of the program) **or**

3.7.2 The implementation of an evidence based, best practice initiative

3.8 Understanding the time limitations imposed by a 12 month Fellowship and the undertaking of even a small research project in that time, it is suggested that the Fellow may undertake e.g. a pilot evaluation of an existing practice/intervention; analysis of existing data. (It should be noted that Clinicians wishing to embark on a long term career in clinical research should consider applying for a Clinical Research Fellowship through the Grants Program of the Cancer Institute NSW).

4. OBJECTIVES

The Cancer Institute NSW Clinical Training Fellowships are designed to:

4.1 Provide an opportunity for newly qualified oncology specialists, allied and nursing health professionals to further develop their clinical practice skills, knowledge and expertise, particularly in the implementation and adoption of evidence based practice.

4.2 Develop and support long term careers in cancer related clinical practice.

4.3 Attract to, and retain, in NSW the best cancer clinicians with significant potential as leaders in their specialty of cancer.

5. ELIGIBILITY

Administering Institution

- 5.1 The Administering Institution must be located in NSW and have in place policies and procedures for the management of public funds and provide basic professional workspace and access to IT for the Fellow.
- 5.2 The Administering Institution must provide a Clinical Practice appointment for the Fellow.
- 5.3 The Administering Institution must administer the Fellowship and meet the responsibilities outlined in the Deed of Agreement between the Cancer Institute NSW and the Institution.
- 5.4 The Administering Institution must support the proposed training program and ensure it integrates with the cancer plan of the institution in which the Fellowship is undertaken.

Supervisor (Senior Cancer Clinician)

- 5.5 The Supervisor must be a Senior Cancer Clinician located at the Administering Institution.
- 5.6 The Supervisor must have previous experience in mentoring/supervision of advanced registrars/junior consultants, nurses or Allied Health professionals as appropriate; or qualify within their institution as a suitable supervisor.

Proposed Fellow

- 5.7 The proposed Fellow must be a newly qualified Oncology Specialist (evidence must be provided in the application) i.e. at time of application is within one year post completing Registrar training, or
- 5.8 The proposed Fellow must be an Allied Health Professional or nurse who has completed a relevant post graduate degree (evidence of qualifications must be provided in the application) and who has no more than a total of 5 years consecutive cancer related postgraduate (postmasters) experience.
- 5.9 The proposed Fellow may be from NSW, interstate or overseas. For those not an Australian Citizen, evidence of current or proposed Australian residency status during the Fellowship tenure must be provided to the Grants Secretariat prior to commencing the Fellowship.

6. SELECTION CRITERIA

In awarding a Clinical Training Fellowship the following criteria will be taken into account.

6.1 Supervisor capability (30%)

Academic qualifications, clinical appointment and affiliations, publication record, record of successful mentorship, of staff within the last 5 years (eg advanced registrars, junior consultants, or allied health/nursing professionals), experience in change management and implementing practice improvements within the last 5 years.

6.2 Track record and potential of proposed Fellow (40%)

Ability and excellence commensurate with stage of career; potential as a future clinical leader in their specialty; clear career development pathway.

6.3 Training program (30%)

The proposed program is high quality, contains depth, is sustainable over 12 months, meets the objectives of the Clinical Training Fellowship Program and fits with the overall provision of cancer services within the Institution and NSW.

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 Training Fellowship 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 TRAINING FELLOWSHIP GRANT FUNDS

9.1 The purpose of Fellowship funding is to provide salary costs at the award rate relevant to the applicants profession including establishment fees and 20% on costs, as well as up to \$5,000 towards a national or international activity such as a conference or workshop.

9.2 The Administering Institution must administer the Fellowship and ensure appropriate infrastructure and support is provided to the Fellow. All funds must be spent on the direct support of the Fellow and his/her training program. Funds awarded may NOT be used for purposes 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. REPORTING REQUIREMENTS

10.1 Recipients will be required to submit **Progress Reports** at the six month point and at the end of each calendar year (or part thereof) that includes information on the progress made in the Grant

10.2 **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 www.cancerinstitute.org.au.

10.3 The Grants Review Committee reserves the right to recommend the suspension of a grant if progress is unsatisfactory.

10.4 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.

10.5 **Financial Reports** must be submitted to the Grants Secretariat by 31st July following the end of each financial year. Report proforma's are available at www.cancerinstitute.org.au.

10.6 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 which includes all information on the expenditure of funds in relation to the Grant.

- 10.7 **Financial Reports** must be submitted to the Grants Secretariat, report proforma's are available at www.cancerinstitute.org.au.
- 10.8 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.
- 10.9 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.
- 10.10 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	January 2010

18. SUBMISSION PROCEDURES

18.1 *How to Apply*

Applicants must use the Cancer Institute NSW Clinical Training Fellowship 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