



NSW REGISTRAR ADVANCED TRAINEE PROGRAM 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 REGISTRAR ADVANCED TRAINEE PROGRAM GRANTS	4
4.	OBJECTIVES	6
5.	ELIGIBILITY	6
6.	SELECTION CRITERIA	6
7.	REVIEW CONSIDERATIONS	7
8.	ADMINISTERING INSTITUTION RESPONSIBILITIES	7
9	PERMITTED USE OF NSW REGISTRAR ADVANCED TRAINEE PROGRAM GRANT FUNDS	8
10	REPORTING REQUIREMENTS	8
11	ACKNOWLEDGEMENT OF SUPPORT	9
12	PRIVACY AND CONFIDENTIALITY	9
13	INTELLECTUAL PROPERTY	10
14	CONFLICT OF INTEREST	10
15	FUNDING AGREEMENT	10
16	VARIATIONS TO FUNDING THE AGREEMENT	10
17	TIMEFRAME	11
18	SUBMISSION PROCEDURES	11
19	ENQUIRIES	12

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 REGISTRAR ADVANCED TRAINING GRANT

3.1 Cancer specialists play a key role in providing cancer patients with optimal treatment leading to the best possible outcomes. The future development of highly qualified cancer specialists is considered crucial to maintaining and expanding a skilled and knowledgeable workforce for cancer patients in NSW. The Cancer Institute NSW wishes to continue to foster oncology related specialty training that can be adequately supported by supervisors and administering institutions in disciplines relevant to oncology.

The Registrar Training Grant aims to build upon and further support clinical workforce development and training opportunities in the rural and regional sectors. Applications must demonstrate the establishment of a metropolitan – rural/regional partnership to support the registrar training. Ideally the partnership will be with a rural/regional institution that requires subspecialisation development. It is recognised that such training opportunities are currently limited in the rural/regional sector and the development of new, innovative training partnerships are encouraged.

3.2 The partnership model may be flexible and may include, for example, placements, rotations, or outreach services. However it is anticipated that training will **predominantly** be provided in the rural/regional institution.

Regional institutions applying for full time placements must provide a range of integrated cancer services and that they have training partnership with a metropolitan hospital.

- 3.3 The Registrar Training Grant will give greater depth of clinical and educational expertise and experience in the selected speciality, and in high growth and rural/regional areas, to increase the understanding of cancer service delivery in those sectors. The potential exposure of registrars to a rural/regional placement or rotation as part of their post-graduate speciality training will provide the opportunity to enhance the clinical workforce in the rural/regional sector in the short term, while exposing the Registrar to the rural/regional sector and the potential benefits of employment in such areas in the future.
- 3.4 Applications are invited for the Registrar Training Grant for one year, to commence in January 2010. Funding is available for the following oncology related disciplines:
- radiation oncology;
 - haematology;
 - medical oncology;
 - pathology;
 - palliative care; and
 - surgery for cancer .
- 3.5 Each Registrar position will be funded at the level of a Senior Registrar (up to \$111,010 plus 20% on costs plus GST). An additional amount of up to \$5,000 will also be available for the ongoing support of the registrar eg flight costs if providing an outreach service, attendance at conference/workshop that is closely related to the Registrar training program. Funding will be provided to successful Institutions once a Registrar is recruited and has commenced his/her appointment in January 2010.
- 3.6 The funding will be on a competitive basis where the Administering Institution can identify a strategically placed Registrar position(s) with the opportunity to work in identified areas of cancer service need including rural/regional sites.
- 3.7 It is not necessary to identify a suitable Registrar at the time of application. However, a representative from the Cancer Institute NSW must be included on the interview panel if recruitment follows the application process. After recruitment it is anticipated the following documentation will be provided to the Cancer Institute NSW:
- a CV that demonstrates the Registrar's substantial ability and excellence commensurate with their stage of career;
 - three written clinical referee reports that confirm the applicant's well developed clinical skills and understanding of patient's journey; and
 - a clear career development pathway in oncology in NSW.
- The Cancer Institute NSW must endorse the nominated Registrar prior to the offer being made by the Administering Institution to that candidate for the Registrar Training Grant.
- 3.8 It is not intended that this Registrar position replace an existing Registrar position. Evidence of this will be required in the Application.

4. OBJECTIVES

The objectives of the Cancer Institute NSW Registrar Program are to:

- 4.1 Develop of high quality cancer specialists.

- 4.2 Enhance the medical workforce and cancer service delivery in areas of demonstrated need for the duration of the placement.
- 4.2 Develop metropolitan-rural/regional partnerships for Advanced Trainees.
- 4.3 Enhance access for rural/regional patients to oncology services.
- 4.4 Develop links to enhance professional development and training networks.

5. ELIGIBILITY

Administering Institution

- 5.1 The Administering Institution must be accredited for advance training for the relevant cancer specialty and confirm the Advanced Trainee position is accredited by the relevant college.
- 5.2 The Administering Institution must have in place policies and procedures for the management of public funds and provide basic professional workspace and access to IT for the Registrar.
- 5.3 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.
- 5.4 The Administering Institution must provide in kind support to the Registrar, including access to clinical practice, research resources, supportive technology and ongoing educational programs.
- 5.5 The Administering Institution must demonstrate an adequate patient load located in NSW to sustain the registrar training.

Supervisor (Senior Cancer Clinician)

- 5.6 The Supervisor must be a Senior Cancer Clinician located at the Administering Institution.
- 5.7 The Supervisor must have previous experience in mentoring/supervision of advanced registrars and trainees; or qualify within their institution as a suitable supervisor.

Proposed Registrar

- 5.8 The proposed Registrar must be an Australian citizen or permanent resident and possess medical registration in NSW to allow clinical practice.
- 5.9 The proposed Registrar must have been accepted for Advanced Training by the relevant college, be available to start in January 2010 and be available for a rural/regional rotation.

6. SELECTION CRITERIA

In awarding a Registrar Program Grant the following criteria will be taken into account.

6.1 Training program/partnership (30%)

- The proposed training program is high quality, contains depth, is sustainable over 12 months, meets the objectives of the Registrar Training Grant eg reflects a subspecialty need in the rural/regional institution, and fits with the overall provision of cancer services within the Institutions and NSW.

- The program reflects a true partnership between the metropolitan and rural/regional institutions for the training of the Registrar.

6.2 Supervisor capability (40%)

- Academic qualifications, clinical appointment and affiliations, publication record, record of successful mentorship, training and professional development of staff within the last 5 years (including advanced registrars and trainees), experience in change management and implementing practice improvements within the last 5 years.
- Demonstrated commitment in time to supervise the Registrar.

6.3 Track record and potential of proposed Registrar (if named in application) (30%)

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

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 NSW Registrar Advanced Trainee Program 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 NSW REGISTRAR ADVANCED TRAINEE PROGRAM GRANT FUNDS

- 9.1 The purpose of the Grant funding is to provide an FTE salary to a value of up to a maximum of \$111,010 (plus 20% on-costs plus GST) for the Registrar for the 12-month period being January to December 2009 or part thereof. The funds can only be used towards the package for the Registrar.
- 9.2 An additional amount of up to \$5,000 will also be available for the ongoing support of the registrar e.g. flight costs if providing an outreach service, attendance at conference/workshop that is closely related to the Registrar training program.
- 9.3 Funds must be spent for the primary purpose of the Cancer Institute NSW Registrar Training Grant within NSW, but could also cover outreach services into NSW from the ACT.
- 9.4 9.3 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 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.
- 10.4 **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.
- 10.7 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.
- 10.8 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

<i>Action</i>	<i>Date</i>
---------------	-------------

Cancer Institute NSW Registrar Advanced Trainee Program Grants
Closing Date: 03 April 2009
Guidelines for Applicants

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 Registrar Advanced Trainee Program 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