



RESEARCH INFRASTRUCTURE GRANTS

GUIDELINES FOR APPLICANTS

CLOSING DATE: 5PM ON FRIDAY 03 APRIL 2009

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1. ACRONYMS AND DEFINITIONS

Acronyms

ARC	Australian Research Council
NHMRC	National Health and Medical Research Council

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.

Research Institution* The institution at which the research will be undertaken

***The Administering Institution and the Research 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.

Cancer research will provide the evidence that will drive rapid improvement in cancer prevention, treatment and the subsequent improvements in survival and quality of life of cancer patients. The cancer research supported in NSW must be performance driven and deliver meaningful and highly significant outcomes.

STATE CANCER RESEARCH PRIORITIES

The State Cancer Research Priorities are embodied within the research philosophy of the NSW Cancer Plan 2007-2010 and the aims of the Cancer Research Program are to:

- Support cancer research that can be quickly translated into benefits for cancer patients, for the prevention of cancer or its early detection.
- Recruit and support researchers in NSW to become more skilled and more internationally competitive.
- Provide enabling infrastructure to improve international competitiveness and relevance.

Initiatives for 2007-2010:

- Translational Research Program
- Research Careers Program
- Cancer Research Infrastructure Program
- Clinical Trials Research Program

CRITERIA OF THE CANCER RESEARCH PROGRAMS OF THE CANCER INSTITUTE NSW

The Cancer Institute NSW is committed to pursuing and supporting excellence and innovation in cancer research as a key method to improve cancer outcomes in NSW.

Applications in each of the programs will be reviewed and supported based on the specific criteria for each program and their adherence to the following broad criteria:

- Programs that are consistent with the State Cancer Research Priorities.
- Commits to excellence and innovation at an international leading edge.
- Commits to rapid translation of research findings to clinical practice and policy.
- Focuses on the importance and the outcomes of the research.

- Supports the development, recruitment and support of excellent cancer researchers for NSW.
- Promotes, enhances or complements areas with existing outstanding research strength in NSW including molecular or cell biology, cancer genetics, clinical research, population research or addresses major cancer problems facing NSW.
- Promotes attainment of additional scientific depth by collaboration, co-location, amalgamation or research involving a number of research disciplines.
- Uses and strengthens key research infrastructure, platforms, technologies and research expertise to increase the productivity of research.
- Supports the development of links with key national or overseas research programs and industry.
- Develops the research culture within the NSW health system.
- Identifies the relevance of the research to NSW.
- Responds to National and State priorities and community opinions about research.

All research disciplines will be supported by the Cancer Institute NSW Cancer Research Program including behavioural, biomedical, clinical, epidemiological, health services, and psycho-social research unless otherwise stated within the individual program. The Cancer Institute NSW research programs are available in the NSW Cancer Plan 2007-10, found at the web site www.cancerinstitute.org.au

3. INTRODUCTION TO THE CANCER INSTITUTE NSW RESEARCH INFRASTRUCTURE GRANTS

3.1 The Cancer Institute NSW research infrastructure program recognises that the availability of research infrastructure is vital to ensuring that cancer research capacity expands and quality continues to improve in NSW. The program is therefore directed to providing substantial funding for key research platforms, core equipment and capacities to enhance the cancer research effort in NSW. These grants will support capability development and greater levels of collaboration across the cancer research sector.

The Cancer Institute NSW will support research infrastructure for which there is a clearly demonstrated need that is widely accessible and fully utilised by cancer researchers through innovative sharing arrangements and promotes effective collaboration.

Where possible, co-funding and partnerships should be sought by applicants. This will encourage collaboration, avoid duplication of the infrastructure requested, develop on a sufficient scale and encourage a high level of co-funding by the applicants. The Cancer Institute NSW may enter into negotiations to consolidate proposals where appropriate, prior to allocation, to ensure that duplication of infrastructure does not occur, and to improve the feasibility and likely success of an application.

The size and number of individual grants awarded will depend on assessment of the quality of the applications received and their ability to meet the prescribed selection criteria.

3.2 What is 'infrastructure'?

The Cancer Institute NSW has a broad view of infrastructure that takes into account both physical and related supporting infrastructure ie "non-physical infrastructure". The

purpose of infrastructure for this grant opportunity is defined as physical and non physical as follows

3.3 Non-physical Infrastructure refers to:

- skilled personnel including e.g. technical support staff, R&D/facility managers associated with physical resources, and information and communication technology support staff.
- networks and collaborations with other organisations and groups that will engender trust and collaboration between people who use the infrastructure.
- the governance structures and management arrangements for planning and resource allocation and its management.

Physical Infrastructure refers to:

- substantial machinery and equipment and includes computer based equipment and databases, biobanks and attendant clinical/laboratory data.

The definition of infrastructure for the purpose of this opportunity does not include:

- Academic personnel directly responsible for research or the direct cost of their research eg travel, consumables
- Capital works

3.4 Types of Infrastructure Support Available

3.4.1 *Non-physical infrastructure grants*

The Cancer Institute NSW will fund applications for non-physical infrastructure such as personnel who are highly trained in the technical use of equipment, operational research activity and/or facility managers. These grants may also be directed towards supporting governance arrangements that provide wide access to new and existing leading edge infrastructure, database management and bioinformatics skills and other mechanisms to support the relationships between different research groups. These grants may be awarded for up to 3 years. An application may request a maximum of \$220,000 per annum for a period of three years.

3.4.2 *Grants for the establishment of cooperative clinical trial infrastructure*

The Cancer Institute NSW will support application for clinical trials infrastructure that is focused on encouraging and enhancing collaboration and sharing of the infrastructure.

These applications may focus on the establishment and development of collaborations across several national or other cooperative clinical trials groups, utilising shared infrastructure. Applications are also invited from institutions or groups with the capacity and expertise to provide operational and statistical support as well as development and training activities for investigators in clinical trials across NSW on a broader basis. Applications should focus on collaboration and the sharing of infrastructure across multiple clinical trial groups. Clear governance arrangements for the management of infrastructure must be detailed in the application. Proposed targets for increased quality and quantity of clinical trials and measures of trial participation must also be included in the application.

The clinical trials infrastructure supported may include but is not be limited to, for example, biostatistics and other methodological and design resources, data management and clinical trial operations, pharmacology, economics, educational meetings and training programs, and safety, audit and quality assurance programs.

These are substantial grants that will support non-physical infrastructure. Preference may be given to applications able to identify additional funding support from other funders. These grants will be valued up to \$1.8M over 3 years.

3.4.3 Grants for the establishment or further development of large key cancer research infrastructure

The Cancer Institute NSW will support applications for the establishment or further development of larger key infrastructure that is widely accessible to cancer researchers in NSW and will develop key research platforms and technologies. The application must justify the infrastructure based on a substantial impact on cancer research and knowledge and cancer results in NSW. Applications must demonstrate how collaborations and networks of cancer researchers across the state are clearly being built and/or enhanced. Preference may be given to, imaging, cancer biobanks, genomics and proteomics and data collections. Preference may be given to applications able to evidence contributing funding support.

Applications must include a detailed plan for the governance/management of the key infrastructure and processes for access by other researchers.

These are substantial grants that will significantly build cancer research physical infrastructure capacity. It is recommended that applicants contact the Cancer Institute NSW to discuss their applications under this category (Debbie Docherty, Manager, Research Grants and Development – Tel 02 8374 3561). If similar large infrastructure is requested by a number of groups, the Cancer Institute NSW will work with applicants to determine the best strategic approach and placement of the resource. Funding may be requested for physical infrastructure only. These grants will be valued from \$500,000 - \$1M and will be provided on a 'one off' basis

4. OBJECTIVES

Research Infrastructure Grants have been designed to:

- Ensure researchers have access to the technology and core capacities required for them to perform at the highest international level.

The key objectives of the Cancer Institute NSW Research Infrastructure Grants are therefore to:

- Provide cancer researchers with access to high quality, relevant research infrastructure.
- Enable excellent infrastructure to be developed that has a clearly demonstrated need in enhancing cancer research capacity.
- Develop effective solutions for use of, and access to, key cancer research platforms, core equipment and capacities.
- Foster collaborative arrangements for the use of cancer research infrastructure.
- Increase cancer research quality, depth and capacity in NSW.

- Increase the number and depth of facilities of national or state importance.

5. ELIGIBILITY

5.1 Administering Institution Eligibility

- 5.1.1 Applications will only be accepted from individuals whose research will be conducted under the auspices of a University, Hospital or major research institution located within NSW.
- 5.1.2 The Administering Institution must have in place policies and procedures for the management of public funds; for the management of Intellectual Property; for the proper conduct of research in relation to ethics and good scientific practice, and will provide appropriate infrastructure support to allow the research to be completed.
- 5.1.3 The institution must provide a supportive environment for the research in terms of infrastructure, track record of international competitiveness and mentoring opportunities for the applicant
- 5.1.4 A single institution must be nominated as the Administering Institution.

5.2 Chief Investigator Eligibility

Chief Investigators:

- 5.2.1 May be located at one or more institutions in NSW.
- 5.2.2 Must reside in NSW for the duration of the grant.
- 5.2.3 Must have the skills, knowledge, and resources necessary to carry out the proposed research.
- 5.2.4 Will hold relevant professional qualifications
- 5.2.5 Non Australian Citizens/Non Permanent Residents are welcome to apply. You will need to provide proof of residency to the Cancer Institute NSW if the application is successful.

6. SELECTION CRITERIA

In awarding a Research infrastructure Grant the following criteria will be taken into account:

6.1 Significance & Excellence (20%)

Significance of research to be supported. The infrastructure will substantially enhance cancer research knowledge and could substantially improve cancer results in NSW and is consistent with the Cancer Institute NSW cancer research principles and priorities (Refer Appendix 1) and where there is a clearly demonstrated need in enhancing cancer research quality, depth and capacity in NSW.

Excellence of the infrastructure proposal in terms of type, scope, operation and management compared to international standards. This includes clear key performance indicators.

6.3 Track record (20%)

The track record of investigators judged by previous significant research discoveries, ability to attract peer reviewed funding, collaborations and publications record.

6.4 Access and utilisation (30%)

The infrastructure will be widely accessible and fully utilised by cancer researchers in NSW through an appropriate and defined governance and access model. There is a demonstrated need for researchers to access infrastructure.

6.5 Collaboration and co-investment (30%)

Strength of the collaboration: level of effectiveness of multi-party collaboration and co-investment by other funders to share the financing and support of the infrastructure with the Cancer Institute NSW over time. Commitment of administering institution.

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 Research Infrastructure 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 Research 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) will 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 RESEARCH INFRASTRUCTURE GRANT FUNDS

- 9.1 Funds awarded must be used in accordance with the approved budget.
- 9.2 Funds awarded shall not be used for any purpose 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 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	July 2009

18. SUBMISSION PROCEDURES

18.1 How to Apply

Applicants must use the Cancer Institute NSW Research Infrastructure 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