

CLINICAL EDUCATION SCHOLARSHIP

GUIDELINES FOR APPLICANTS



*All cancer clinical service disciplines will be supported by the Cancer Institute NSW
Cancer Grant Program including behavioural, biomedical, clinical,
epidemiological, health services, and psycho-social disciplines
unless otherwise stated within the individual program.*

CLOSING DATE (5PM) 7TH AUGUST 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.

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

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 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 EDUCATION SCHOLARSHIP

- 3.1 The ongoing education of clinicians and allied health staff working in oncology is considered crucial to maintaining a skilled and knowledgeable workforce. This program aims to ensure cancer health professionals caring for cancer patients are well supported by further enhancing their knowledge, clinical skills and expertise.
- 3.2 Applications are invited for funding of relevant courses commencing in 2010. The Cancer Institute NSW will fund a number of cancer professionals to participate in accredited oncology courses such as graduate certificates, diplomas and masters courses. They may be administered face-to-face or via distance education. Interstate universities also provide similar educational opportunities in a range of cancer related disciplines. This scholarship type is not open to cancer health professionals wishing to complete a PhD.
- 3.3 These scholarships are open to the following disciplines providing care to oncology patients: Nurses working in oncology disciplines (medical, radiation, surgery, haematology or palliative cancer care) or clinical trials, data managers, social workers, psychologists, radiation therapists, medical physicists and other health professionals working in the area of cancer services (e.g. cancer genetic counsellors, dieticians, occupational therapists, physiotherapists or speech therapists).
- 3.4 The Education Scholarship Program is only open to cancer health professionals currently employed within the NSW public hospital sector, cancer centres and/or NSW hospitals, or community health services that provide cancer care and/or treatment. During the period of the scholarship, the recipient must remain working in oncology or palliative care, or relinquish the scholarship.
- 3.5 These Grants are valued up to \$20,000 (including GST) and may be used to assist the applicant to undertake nominated accredited studies within the timeframe suggested by the educational institution. Funds will be paid to the Administering Institution on a Semester basis. Where the total cost of the course exceeds the funding available through this grant, additional resources must be identified when submitting the application.

3.6 Funds are intended to cover course registration fees. If a recipient is undertaking a course by distance education, residential activities, return travel and reasonable accommodation expenses may be included in the course expenses outlined in the application form.

3.7 Applications must be submitted via the Administering Institution.

4. OBJECTIVES

Cancer Institute NSW Education Scholarship has been designed to:

4.1 Provide an opportunity for cancer health professionals to further develop their knowledge, clinical competency and/or research skills;

4.2 Encourage cancer health professionals to develop long-term careers in a specialised oncology practice in NSW;

4.3 Facilitate the transfer of clinical expertise, knowledge, and/or new research outcomes directly into patient care;

4.4 Facilitate evidence-based clinical practice and the use of multi-disciplinary patient care.

5. ELIGIBILITY

5.1 *Administering Institution Eligibility*

5.1.1 Applications will only be accepted from individuals whose grant will be conducted under the auspices of an Area Health Service, Hospital or University located within NSW.

5.1.2 The Administering Institution must administer the Scholarship and meet the responsibilities outlined in the Deed of Agreement between the Cancer Institute NSW and the Institution.

5.1.3 The Administering Institution must support the applicant to attend required study within the study leave policy of that institution and within the employment Award of the grantee.

5.1.4 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 grant to be completed.

5.1.5 Must be registered with the Cancer Institute NSW and hold a valid Administering Institution Contact ID Number (AIC). AIC Registration Forms and contact details for existing AIC's are available at http://www.cancerinstitute.org.au/cancer_inst/grants/aic.html

5.1.6 The institution must provide a supportive environment for the scholar in terms of infrastructure, mentoring opportunities for the applicant and track record of international competitiveness.

5.1.7 A single institution must be nominated as the Administering Institution.

5.2 *Applicant/Scholar Eligibility*

5.2.1 Must be an individual providing care to oncology patients i.e. nurses working in oncology disciplines (medical, radiation, surgery, haematology or palliative cancer care) or clinical trials, data managers, social workers, psychologists, radiation therapists, medical physicists and other health professionals working in the area of cancer services (e.g. cancer genetic counsellors, dieticians, occupational therapists, physiotherapists or speech therapists).

5.2.2 Must be currently employed in NSW in an oncology specialty area (medical, radiation, surgery, haematology or palliative care), or in areas where a significant proportion of their work load is with people affected by cancer (community settings).

- 5.2.3 Must be employed at least .8 FTE in a clinical oncology environment.
- 5.2.4 Must provide evidence of enrolment to commence an accredited post-graduate course in 2010, preferably at time of application. Otherwise evidence of enrolment will need to be presented prior to funds being released.
- 5.2.5 Applicants may be located at one or more institutions in NSW.
- 5.2.6 Applicants must reside in NSW for the duration of the grant.
- 5.2.7 Applicants will hold relevant professional qualification.
- 5.2.8 Non Australian Citizens/Non Permanent Residents are eligible to apply. You will need to provide proof of residency to the Cancer Institute NSW if the application is successful.
- 5.2.9 Applicants must have the skills, knowledge, and resources necessary to carry out the proposed grant.
- 5.2.10 All obligations regarding previously funded projects involving the applicants must have been fulfilled to the satisfaction of the Cancer Institute NSW. Such obligations include the provision of satisfactory progress and final reports.

5.3 Postgraduate Course/Program:

- 5.3.1 Must be an accredited course e.g. Masters Degree, Diploma, Graduate Certificate, with a focus on oncology.
- 5.3.2 Must be provided through a recognised university or tertiary institution.
- 5.3.3 May be undertaken face-to-face, via distance education or online learning.
- 5.3.4 May be undertaken on a part-time basis if the course allows.

6. SELECTION CRITERIA

In awarding an Education Scholarship, the following criteria will be taken into account:

6.1 Track record and potential of applicant (60%)

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

6.2 Postgraduate course/ program (40%)

The proposed Postgraduate course/program is high quality, contains depth, and fits with the overall development of the applicant and his/her career in an oncology related discipline. In addition, how the course will add skills, knowledge and understanding that will benefit the care of cancer patients in 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 an Education Scholarship 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 grant 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 EDUCATION SCHOLARSHIP FUNDS

- 9.1 Funds are intended to cover course registration fees. If a recipient is undertaking a course by distance education then residential activities, return travel and reasonable accommodation expenses may be included in the course expenses outlined in the application form.
- 9.2 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.
- 9.3 Funds awarded shall not be used for any purpose associated with overhead infrastructure costs (i.e. institutional overheads or administrative levies).

10. CANCER INSTITUTE NSW POLICY DOCUMENTS

10.1 Grants Administration Policy

The Grants Administration Policy may assist those who are considering applying for, and those who hold, Cancer Institute NSW competitive grant support. It provides advice on eligibility and selection criteria, the application process, appeals, complaints, FOI, deeds of agreement, funding, monitoring and reporting and other specific policy issues.

10.2 Grants Peer Review Policy

The Grants Peer Review Policy provides information about the policies and governance arrangements for the peer review of competitive grant applications and the ongoing monitoring of the progress of competitive grant projects and activities.

These Policy Documents can be found at:

http://www.cancerinstitute.org.au/cancer_inst/grants/policies.html

11. REPORTING REQUIREMENTS

11.1 Recipients will be required to submit **Progress Reports** at the end of each calendar year (or part thereof), or as stipulated in the executed agreement schedule, that includes information on the progress made in the Grant.

11.2 **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 http://www.cancerinstitute.org.au/cancer_inst/grants/reporting.html

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

11.4 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.

11.5 **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 http://www.cancerinstitute.org.au/cancer_inst/grants/reporting.html.

11.6 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.

11.7 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.

11.8 Recipients may be required to participate in and present at forum(s) at the request of the Cancer Institute NSW.

12. ACKNOWLEDGEMENT OF SUPPORT

12.1 All publications, media releases or discussion of results from grants carried out with the assistance of a Cancer Institute NSW Grant must acknowledge the support of the Cancer Institute NSW.

12.2 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.

13. PRIVACY AND CONFIDENTIALITY

- 13.1 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.
- 13.2 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.
- 13.3 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 funding awarded, the applicants involved in the grant, and the administering institution and any actual organisations at which the grant is being carried out.
- 13.4 Information contained in applications will be regarded as confidential.

14. 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/>

15. 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.

16. FUNDING AGREEMENT

- 16.1 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.
- 16.2 Projects must commence as required by the Funding Agreement. Failure to do so may result in termination of the Funding Agreement.
- 16.3 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.

17. 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.

18. TIMEFRAME

Action	Date
Call for applications by	26 th June 2009
Applications close	7 th August 2009
Expected Date of Commencement	January 2010 (for Semester 1)

19. SUBMISSION PROCEDURES

19.1 How to Apply

Applicants must use the Cancer Institute NSW Education Scholarship Application Form. This is an Adobe PDF Form, which is available from the Cancer Institute NSW web at: http://www.cancerinstitute.org.au/cancer_inst/grants/

19.2 Electronic Copy

19.2.1 The Application Form must be submitted via the Adobe PDF form for the grant type via the Submit Button within the Application Form.

19.2.2 The Application forms require the use of Adobe Acrobat Reader version 8.1.1 or above. The latest version of Adobe Acrobat Reader can be downloaded free of charge at <http://get.adobe.com/reader/>

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

19.2.4 You must save the PDF Form with the following naming convention:

GRANT CODE_1st applicant's surname_ Part 1 or 2 (if applicable)
 e.g **EDS_Smith** or **EDS_Smith_Part1**

19.3 Submission Date

Applicants must submit **BOTH** electronic and hard copies of the application (electronic and hard copies must be identical) to the Cancer Institute NSW by 5pm on 7th August 2009. Late applications will be considered ineligible.

19.4 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
 Australian Technology Park
 Biomedical Building
 Suite 101, 1 Central Avenue
 EVELEIGH NSW 2015

OR

Mail Address

Grants Secretariat
 Cancer Institute NSW
 PO Box 41
 ALEXANDRIA NSW 1435

20. ENQUIRIES

Enquiries about Cancer Institute NSW Grants can be directed to the Grants Secretariat at grants.secretariat@cancerinstitute.org.au or on 02 8374 3530/3561