

# CLINICAL STUDY GRANT

## 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) 7<sup>TH</sup> 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 CLINICAL STUDY GRANT**

- 3.1 The cancer workforce plays a vital role in the provision of clinical care to patients and ensuring that patients benefit from the best possible interventions, care and support. The ongoing education of all clinical cancer health professionals working in cancer services is considered pivotal to maintaining a skilled and knowledgeable workforce.
- 3.2 To ensure the best possible interventions, care and support for cancer patients, the Cancer Institute NSW supports the ongoing professional development of cancer health professionals from NSW working in both the Public and Private sectors. This includes staff employed in the Medical, Nursing, Psycho-oncology, Radiotherapy, Medical Physics and other Allied Health fields.
- 3.3 The Clinical Study Grant will provide cancer professionals working in a clinical setting with an opportunity to develop their skills and build learning through undertaking a placement within a leading national or international cancer centre of excellence.
- 3.4 It is anticipated the study placement will link closely with the clinical cancer program of the Administering Institution and that the health care professional will be in a position to be able to influence the adoption of evidence based practice within that service.
- 3.5 At the time of application a letter of support will be required from the interstate/international site confirming the placement and their commitment to provide the necessary infrastructure and resources not covered by the funding provided under this Grant. The letter must be co-signed by the Head of the Department and the Head of the interstate/international institution.
- 3.6 Funding will be provided for up to 3 months at a national or international institution of clinical excellence (up to \$20k). Funding may be used for:
  - Travel expenses.
  - Contribution to living expenses.
  - Contribution to a national/international activity such as a conference or workshop.
- 3.7 The Cancer Institute NSW recognises variation in the cost of living in different countries; therefore applicants should pay close attention to real local costs.

#### 4. OBJECTIVES

Cancer Institute NSW Clinical Study Grant has been designed to:

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

#### 5. ELIGIBILITY

##### 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 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.
- 5.1.3 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](http://www.cancerinstitute.org.au/cancer_inst/grants/aic.html)
- 5.1.4 The institution must provide a supportive environment for the grant in terms of infrastructure, mentoring opportunities for the applicant and track record of international competitiveness.
- 5.1.5 A single institution must be nominated as the Administering Institution.

##### 5.2 *Applicant Eligibility*

- 5.2.1 Applicants may be located at one or more institutions in NSW.
- 5.2.2 The applicant (clinical cancer health professional) must normally work full time in an institution providing cancer services eg public hospital. Consideration may also be given to applicants who normally work 0.8 FTE, however the study grant must be undertaken in a full time capacity.
- 5.2.3 The applicant must be a significant contributor to his/her cancer service.
- 5.2.4 The applicant must possess the skills to be able to undertake the proposed study placement and to implement/influence evidence based best practice within the clinical environment on return.
- 5.2.5 Applicants will hold relevant professional qualifications.
- 5.2.6 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.
- 5.2.7 Applicants must have the skills, knowledge, and resources necessary to carry out the proposed grant.
- 5.2.8 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 **National/International Placement Institution**

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

6. **SELECTION CRITERIA**

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

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

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

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

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

6.3 **Study Placement Institution (30%)**

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

7. **REVIEW CONSIDERATIONS**

- 7.1 Upon receipt, applications will be reviewed for completeness and for eligibility by the Grants Secretariat. *Late, incomplete or ineligible applications will not be accepted.*
- 7.2 The independent, interstate Cancer Institute NSW Grants Review Committee will score and rank applications based on:
- An assessment of merit against the stated selection criteria.
  - Consideration of independent assessor or referee reports if required.
- 7.3 Applications may be reviewed by appropriate independent assessors.
- 7.4 Recommendations for the award of a Clinical Study Grant 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 CLINICAL STUDY GRANT FUNDS**

- 9.1 The purpose of the Grant funding, up to \$20,000, is to provide funding for up to 3 months at a national or international institution of clinical excellence. Funding may be applied to:
- 9.1.1 Travel expenses
  - 9.1.2 Contribution to living expenses
  - 9.1.3 Contribution to a national/international activity such as a conference or workshop.
- 9.2 Justification for each broad budget item must be provided. The Cancer Institute NSW recognises variation in the cost of living in different countries, therefore applicants should pay close attention to real local costs.
- 9.3 The Administering Institution must administer the Grant and ensure appropriate infrastructure and support is provided to the successful applicant. All funds must be spent on the direct support of the successful applicant and his/her study placement.
- 9.4 The Administering Institution must administer the grant and ensure appropriate infrastructure and support is provided for the applicant. The applicant 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.
- 9.5 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](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 31<sup>st</sup> 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](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 31<sup>st</sup> July following the end of each financial year. Report proforma's are available at [http://www.cancerinstitute.org.au/cancer\\_inst/grants/reporting.html](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](http://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**

<b>Action</b>	<b>Date</b>
Call for applications by	26 <sup>th</sup> June 2009
Applications close	7 <sup>th</sup> August 2009
Expected Date of Commencement	January 2010

**19. SUBMISSION PROCEDURES**

**19.1 How to Apply**

Applicants must use the Cancer Institute NSW Clinical Study Grant 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/](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\_1<sup>st</sup> applicant's surname\_ Part 1 or 2 (if applicable)

e.g. **INS\_Smith\_Part1** or **INS\_Smith\_Part2**

**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 7<sup>th</sup> 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:*

<b>Courier address</b>	<b>OR</b>	<b>Mail Address</b>
Grants Secretariat		Grants Secretariat
Cancer Institute NSW		Cancer Institute NSW
Australian Technology Park		PO Box 41
Biomedical Building		ALEXANDRIA NSW 1435
Suite 101, 1 Central Avenue		
EVELEIGH NSW 2015		

**20. ENQUIRIES**

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