

# TRANSLATIONAL PROGRAM GRANT

## GUIDELINES FOR APPLICANTS

cancer  
institute  
NSW



*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.*

**CLOSING DATE (5PM) 9<sup>TH</sup> APRIL 2010**

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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.

The Cancer Institute NSW research programs are available in the NSW Cancer Plan 2007-10, found at the web site [www.cancerinstitute.org.au](http://www.cancerinstitute.org.au)

### 3. INTRODUCTION TO THE CANCER INSTITUTE NSW TRANSLATIONAL PROGRAM GRANT

The Cancer Institute NSW Translational Program Grants are focussed on supporting multi-disciplinary approaches to cancer research that will rapidly translate research discoveries into clinical programs or policy. Translational Program Grants will be awarded to outstanding research teams to further develop cancer research capacity and competitiveness in translational research.

Applicants will be judged on their current and potential ability to move basic research findings rapidly into a clinical or population setting.

Programs Grants are focused on the development of multidisciplinary approaches to cancer research that will test the relevance of a biological discovery in human cancer risk, early detection, screening, prevention, diagnosis, prognosis, and/or treatment.

Successful Translational Program Grants must demonstrate how the biological discovery is to be tested within the clinical setting. The program of research should demonstrate that **'first in man' studies will commence within the first half of the 5 year program and that clinical outcomes will be available by the end of the program**. Therefore research on the biological discovery should be well advanced at time of submission to ensure that clinical testing will be a major focus of the application.

Application may be made by teams investigating cancers in the top 10 for incidence and mortality, although preference may be given to those applications focussing on bowel cancer or lung cancer.

Program grants are focussed on teams of researchers and will include at least two Chief Investigators, one from biomedical research and one from clinical research.

A Translational Program Grant is valued between \$500,000 to \$750,000 per annum, for a maximum period of five years.

### 4. OBJECTIVES OF THIS GRANT PROGRAM

The Translational Program Grants are intended to rapidly translate research discoveries into clinical programs. The Cancer Institute NSW Translational Program Grant has been designed to:

- 4.1 Provide a critical mass in cancer research that is focussed on translation of basic research concepts and strategies to directly improve cancer prevention, early detection, screening, diagnosis, prognosis and/or treatment.
- 4.2 Improve research capacity and depth in translational cancer research.
- 4.3 Strengthen cancer research collaborations, networks and/or consortia to provide greater research depth.
- 4.4 Provide for translational cancer research at the highest international standards.

- 4.5 Increase research capacity to address pressing clinical problems for example by attracting researchers from interstate and overseas to the program team.

## 5. ELIGIBILITY

These Program Grants will provide long term stable funding to:

- Existing outstanding research teams with significant capacity
- Outstanding smaller research groups collaborating on a substantial issue of cancer control.
- Allow existing teams to expand to a program of research over a number of related projects

### 5.1 *Administering Institution Eligibility*

- 5.1.1 Applications will only be accepted from individuals whose grant will be conducted under the auspices of a University, Hospital or major research institution located within NSW.
- 5.1.2 The Administering Institution 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)
- 5.1.3 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.
- 5.1.4 The Administering Institution must provide a supportive environment for the Grant in terms of infrastructure, track record of international competitiveness and mentoring opportunities for the applicant
- 5.1.5 A single institution must be nominated as the Administering Institution.

### 5.2 *Chief Investigator Eligibility*

- 5.2.1 A maximum of 10 Chief Investigators may be named on an application.
- 5.2.2 A Chief Investigator may only be named on a maximum of one (1) Translational Program Grant at any time.
- 5.2.3 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, final and financial reports.
- 5.2.4 Chief Investigators must be located at one or more institutions in NSW.
- 5.2.5 Chief Investigators must reside in NSW for the duration of the grant.
- 5.2.6 Chief Investigators must have the skills, knowledge, and resources necessary to carry out the proposed program of research.
- 5.2.7 Chief Investigators will normally hold a PhD or relevant professional qualifications.
- 5.2.8 Non Australian Citizens/Non Permanent Residents are welcome to apply. You will need to provide proof of citizenship/permanent residency to the Cancer Institute NSW if the application is successful prior to the commencement of the grant.

### 5.3 *Associate Investigator Eligibility*

Participants on the program grant who provide intellectual input into the project and whose participation warrants inclusion of their name on publications may be named on the grant application as Associate Investigators.

There is no residency or workplace requirement relating to Associate Investigators.

## 6. SELECTION CRITERIA

In awarding a Translational Program Grant, the following criteria will be taken into account:

### 6.1 Significance of the Research (25%)

Demonstrated significance of the translational research program with respect to achieving direct application to clinical programs and its likeliness to substantially and measurably improve cancer outcomes in NSW or elsewhere.

### 6.2 Application to Clinical Testing within First Half of the Program (15%)

Ability to translate biological discovery to 'first in man' studies within the first half of the 5 year program (ie within 2.5 years) and that clinical outcomes will be available by program's end.

### 6.3 Investigator Team (25%)

**Track record** of investigators relevant to the research program content based on demonstrated expertise and experience, peer reviewed publications, research funding obtained in the last 5 years, **established or potential ability for multidisciplinary collaboration.**

### 6.4 Appropriate Research Methodology (15%)

Evidence of an appropriate program of work including feasible research designs, methodology, milestones, documentation of research results, and a documented process for monitoring research progress amongst the research team during the period of the grant.

### 6.5 Improving the State's capacity in Translational Research (10%)

Documented case to show how this program grant will increase the State's capacity in translational research. Such documentation could include recruitment from outside the state, training opportunities such as PhD students or development of depth through collaborations.

### 6.6 Leverage (10%)

Demonstrated ability to leverage national or international funding, including industry support, to the program of research within the period of the grant.

## 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 Translational Program Grant will then be made by the Grants Review Committee to the Chief Executive Officer/Chief Cancer Officer 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 individual applications where such conflict exists.

7.8 The Cancer Institute NSW/Grants Review Committee may request an interview with the applicants to assist with determination of award.

**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 TRANSLATIONAL PROGRAM GRANT FUNDS**

- 9.1 Applicants are required to fully justify budget items in the grant application. Funding must only be requested for essential items related to the proposed research program in the following categories: Fellow salary; project salary; PhD stipends; small equipment purchases (up to \$20,000); maintenance and travel.
- 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, Freedom of Information (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) 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 15<sup>TH</sup> August 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 presentation of results from research 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**

<i>Action</i>	<i>Date</i>
Call for applications	1 <sup>ST</sup> March 2010
Applications close	9 <sup>th</sup> April 2010
Expected Date of Commencement	1 <sup>st</sup> October 2010

**19. SUBMISSION PROCEDURES**

**19.1 How to Apply**

Applicants must use the Cancer Institute NSW Translational Program 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/)

You cannot include images/graphs in this form, if you wish to include images, graphs, pictures etc in your application please attach to the hard copies of the application and submit electronically as a PDF (**max 1 page**).

**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.

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<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 prior to submission and title the email subject line using the following format:

GRANT CODE\_CI's Surname e.g. **TPG\_Smith**

18.2.5 If you wish to submit a **one page** PDF of images, graphs, pictures etc please use the following naming convention and submit to [grantapplications@cancerinstitute.org.au](mailto:grantapplications@cancerinstitute.org.au)

GRANT CODE\_CI's Surname\_Image e.g. **TPG\_Smith\_Image.pdf**

**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 9<sup>TH</sup> APRIL 2010. Late applications will be considered ineligible.

19.4 **Hard Copy**

8 hard copies (1 original plus 7 copies) double sided, stapled on top left hand corner of the application should be lodged with the Grants Secretariat. Only the original copy of the application requires signatures.

*Hard copies should be sent to:*

**Postal Address**

Grants Secretariat  
Cancer Institute NSW  
PO Box 41  
ALEXANDRIA NSW 1435

**OR**

**Courier address**

Grants Secretariat  
Cancer Institute NSW  
Australian Technology Park  
Biomedical Building  
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 3530/5644