

# **REGISTRAR ADVANCED TRAINEE PROGRAM GRANTS**

## **GUIDELINES FOR APPLICANTS**

**cancer  
institute**  
NSW



*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) 9<sup>TH</sup> APRIL 2010**

## TABLE OF CONTENTS

1.	ACRONYMS AND DEFINITIONS	3
2.	OVERVIEW OF CANCER INSTITUTE NSW AND STATE CANCER PRIORITIES	4
3.	INTRODUCTION TO THE CANCER INSTITUTE NSW REGISTRAR ADVANCED TRAINEE PROGRAM GRANTS	4
4.	OBJECTIVES	5
5.	ELIGIBILITY	6
6.	SELECTION CRITERIA	6
7.	REVIEW CONSIDERATIONS	7
8.	ADMINISTERING INSTITUTION RESPONSIBILITIES	7
9	PERMITTED USE OF REGISTRAR ADVANCED TRAINEE PROGRAM GRANT FUNDS	8
10	CANCER INSTITUTE NSW POLICY DOCUMENTS	8
11	REPORTING REQUIREMENTS	8
12	ACKNOWLEDGEMENT OF SUPPORT	9
13	PRIVACY AND CONFIDENTIALITY	9
14	INTELLECTUAL PROPERTY	10
15	CONFLICT OF INTEREST	10
16	FUNDING AGREEMENT	10
17	VARIATIONS TO FUNDING THE AGREEMENT	10
18	TIMEFRAME	10
19	SUBMISSION PROCEDURES	11
20	ENQUIRIES	11

**1. ACRONYMS AND DEFINITIONS**

*Acronyms*

<b>ARC</b>	Australian Research Council
<b>NHMRC</b>	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 REGISTRAR ADVANCED TRAINEE PROGRAM GRANTS

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

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

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

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

3.3 The Registrar Training Grant will give greater depth of clinical and educational expertise and experience in the selected speciality, and in rural/regional areas, to increase the understanding of cancer service delivery in those sectors. The potential exposure of Registrars to a rural/regional placement or rotation as part of their post-graduate speciality training will provide the opportunity to enhance the clinical workforce in the rural/regional sector in the short term, while exposing the Registrar to the rural/regional sector and the potential benefits of employment in such areas in the future.

*CANCER INSTITUTE NSW REGISTRAR ADVANCED TRAINEE  
PROGRAM GRANTS – GUIDELINES FOR APPLICANTS  
CLOSING DATE: (5PM) 9<sup>TH</sup> APRIL 2010*

---

- 3.4 Applications are invited for the Registrar Training Grant for two (2) years, to commence in January 2011. This change from the previous one year funding model has been made to reduce administrative burden and provide greater funding certainty. Given that the usual period of placement for an Advanced Trainee is one year, it is anticipated that the award of a Grant will permit the employment of two different Registrars (one Registrar per year) and not one Registrar for two years. Funding is available for the following oncology related disciplines:
- radiation oncology;
  - haematology;
  - medical oncology;
  - pathology;
  - palliative care; and
  - surgery for cancer .
- 3.5 Each Registrar position will be funded at the level of a Senior Registrar (up to \$230,000 over two years plus max 20% on costs exclusive of GST). An additional amount of up to \$5,000 per year will also be available for the ongoing support of the Registrar eg flight costs if providing an outreach service, attendance at conferences or workshops that are closely related to the Registrar training program. Funding will be provided to successful Institutions once a Registrar is recruited and has commenced his/her appointment in January 2011 (or 2012 as applicable).
- 3.6 The funding will be on a competitive basis where the Administering Institution can identify a strategically placed Registrar position(s) with the opportunity to work in identified areas of cancer service need including rural/regional sites.
- 3.7 It is not necessary to identify a suitable Registrar at the time of application. However, a representative from the Cancer Institute NSW must be included on the interview panel if recruitment follows the application process. After recruitment it is anticipated the following documentation will be provided to the Cancer Institute NSW:
- a CV that demonstrates the Registrar’s substantial ability and excellence commensurate with their stage of career;
  - three written clinical referee reports that confirm the applicant’s well developed clinical skills and understanding of patient’s journey; and
  - a clear career development pathway in oncology in NSW.
- The Cancer Institute NSW must endorse the nominated Registrar(s) prior to the offer being made by the Administering Institution to that candidate for the Registrar Training Grant.
- 3.8 It is not intended that such a Registrar position replaces an existing Registrar position. Evidence of this will be required in the Application.

#### **4. OBJECTIVES OF THIS GRANT PROGRAM**

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

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

## 5. ELIGIBILITY

### 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 be accredited for advance training for the relevant cancer specialty and confirm the Advanced Trainee position is accredited by the relevant college.
- 5.1.3 The Administering Institution must provide in kind support to the Registrar, including access to clinical practice, research resources, supportive technology and ongoing educational programs.
- 5.1.4 The Administering Institution must demonstrate an adequate patient load located in NSW to sustain the Registrar training.
- 5.1.5 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.
- 5.1.6 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)
- 5.1.7 A single institution must be nominated as the Administering Institution.

### 5.2 *Supervisor (Senior Cancer Clinician)*

- 5.2.1 The Supervisor must be a Senior Cancer Clinician located at the Administering Institution.
- 5.2.2 The Supervisor must have previous experience in mentoring/supervision of Advanced Registrars and trainees; or qualify within their institution as a suitable Supervisor.

### 5.3 *Proposed Registrar(s)*

- 5.3.1 The proposed Registrar(s) must be Australian citizens or permanent residents and possess medical registration in NSW to allow clinical practice.
- 5.3.2 The proposed Registrar(s) must have been accepted for Advanced Training by the relevant college, be available to start in January 2011 (or 2012 as applicable) and be available for a rural/regional rotation.

## 6. SELECTION CRITERIA

In awarding a Registrar Advanced Trainee Program Grant , the following criteria will be taken into account:

### 6.1 *Training program/partnership (30%)*

- The proposed training program is high quality, contains depth, is sustainable over 12/24 months, meets the objectives of the Registrar Training Grant eg reflects a subspecialty need in the rural/regional institution, and fits with the overall provision of cancer services within the Institutions and within NSW.

**CANCER INSTITUTE NSW REGISTRAR ADVANCED TRAINEE  
PROGRAM GRANTS – GUIDELINES FOR APPLICANTS  
CLOSING DATE: (5PM) 9<sup>TH</sup> APRIL 2010**

---

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

**6.2 Supervisor capability (40%)**

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

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

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

**7. REVIEW CONSIDERATIONS**

7.1 Upon receipt, applications will be reviewed for completeness and for eligibility by the Grants Secretariat. *Late, incomplete or ineligible applications will not be accepted.*

7.2 The independent, interstate Cancer Institute NSW Grants Review Committee will score and rank applications based on:

- An assessment of merit against the stated selection criteria.
- Consideration of independent assessor or referee reports if required.

7.3 Applications may be reviewed by appropriate independent assessors.

7.4 Recommendations for the award of Registrar Advanced Trainee Program Grants 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.

**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:

**CANCER INSTITUTE NSW REGISTRAR ADVANCED TRAINEE  
PROGRAM GRANTS – GUIDELINES FOR APPLICANTS  
CLOSING DATE: (5PM) 9<sup>TH</sup> APRIL 2010**

---

- *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 REGISTRAR ADVANCED TRAINEE PROGRAM GRANTS GRANT FUNDS**

- 9.1 The purpose of the Grant funding is to provide an FTE salary to a value of up to a maximum of \$230,000 (plus max 20% on-costs excluding GST) for up to two (2) Registrars for the two (2) year period from January 2011 to December 2012 or part thereof. It is anticipated that the Grant will permit the employment of two different Registrars (one Registrar per year) and not one Registrar for two years. Annual funding will be in line with Senior Registrar salary as determined in the Health Professional and Medical Salaries (State) Award. The funds can only be used towards the package for the Registrar.
- 9.2 An additional amount of up to \$5,000 per year will also be available for the ongoing support of the Registrar(s) e.g. flight costs if providing an outreach service, attendance at conferences or workshops that are closely related to the Registrar training program.
- 9.3 Funds must be spent for the primary purpose of the Cancer Institute NSW Registrar Training Grant within NSW, but could also cover outreach services into NSW from the ACT.
- 9.3 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. 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**

*CANCER INSTITUTE NSW REGISTRAR ADVANCED TRAINEE  
PROGRAM GRANTS – GUIDELINES FOR APPLICANTS  
CLOSING DATE: (5PM) 9<sup>TH</sup> APRIL 2010*

---

- 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, including 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 discussion of results from grants, training or 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	January 2011

