

CLINICAL RESEARCH FELLOWSHIP

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) 9TH 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

3. INTRODUCTION TO THE CANCER INSTITUTE NSW CLINICAL RESEARCH FELLOWSHIP

- 3.1 The Cancer Institute NSW Clinical Research Fellowship is aimed at strengthening and supporting clinician research in hospitals by providing opportunities for cancer clinicians to develop and sustain long-term careers in cancer research.
- 3.2 Fellowships will provide support for:
- Outstanding clinician researchers to consolidate their research skills and make the transition from postgraduate or postdoctoral research and training to independent investigation;
 - Proven outstanding independent clinician researchers to enable protected time for research.
- 3.3 The research component is not confined to clinical research but can be any type of cancer research, provided the outcomes of this research can be applied within a clinical setting. It is anticipated that the research undertaken by Fellows will promote the translation of such research directly into improved clinical practice and it is preferable if the value of the research can be demonstrated within their clinical practice.
- 3.4 The Cancer Institute NSW Clinical Research Fellows will be engaged full time in research and public clinical practice and the Fellow must spend majority of their 1.0 FTE time to research (the time spent in clinical practice and in research must be specified). The clinical practice of the Fellow must be relevant to the research activities of the award.
- 3.5 The Cancer Institute NSW Clinical Research Fellowship is open to medical graduates. It is anticipated that medical graduates should be of Specialist Registrar, Staff Specialist or Consultant status.
- 3.6 The Fellowships are open to cancer clinicians from NSW, interstate and overseas although the Fellowship must be undertaken within NSW.
- 3.7 Applicants who have applied/will apply for an NHMRC Fellowship are eligible and encouraged to apply for a Cancer Institute NSW Fellowship. If the applicant is successful in obtaining a Fellowship from both the NHMRC and the Cancer Institute NSW, the Cancer Institute NSW will encourage the applicant to accept the NHMRC Fellowship. The Cancer Institute NSW will then "top-up" the NHMRC Fellowship funding to the level of a Cancer Institute NSW Fellowship. This "top-up" will cover any potential gap in salary between the NHMRC Fellowship and the salary the applicant would receive as per the award levels of their Administering Institution. They will also be eligible for funding up to \$100,000 towards their research project.
- 3.8 The funding provided will consist of 2 components:
- i) Funding towards either the research component of the Fellowship (or "top-up" in the case of an applicant who has been awarded an NHMRC Fellowship) to a maximum of \$150,000 p.a. Salary provided in the Fellowship will be commensurate with the applicant's seniority and qualifications and will be based on the equivalent rate/level of the appropriate award (e.g. Staff Specialist Award).

ii) Up to \$100,000 p.a. to support the research project component of the Fellowship.

3.10 The institution at which the Fellow will undertake clinical practice must agree to ensure that time is made available for the agreed research component of the Fellowship and that there is access to clinical practice.

4. OBJECTIVES OF THIS GRANT PROGRAM

Cancer Institute NSW Clinical Research Fellowships have been designed to:

4.1 Encourage the very best cancer clinicians to develop and sustain long-term careers in research.

4.2 Increase the pool of high quality clinician researchers who can:

4.2.1 Facilitate the translation of research outcomes into clinical settings, and/or

4.2.2 Facilitate evidence-based practice and policy development.

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 a University, Hospital or major research institution located within NSW.

5.1.2 The Administering Institution must have in place policies and procedures for the management of public funds; for the management of Intellectual Property; for the proper conduct of research in relation to ethics and good scientific practice, and will provide appropriate infrastructure support to allow the Grant to be completed.

5.1.3 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

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 *Applicant Eligibility*

5.2.1 Applicants must indicate how their time will be spent in clinical patient contact

5.2.2 Applicants must be cancer clinicians with relevant professional qualification from NSW, interstate and overseas and the Fellowship must be undertaken at one or more institution within NSW.

5.2.3 Applicants must be located at one or more institutions in NSW.

5.2.4 Applicants must reside in NSW for the duration of the Grant.

5.2.5 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.

5.2.6 Non Australian Citizens/Non Permanent Residents are eligible to apply. You will need to provide proof of citizenship/permanent residency to the Cancer Institute NSW if the application is successful before the grant can commence.

- 5.2.7 Applicants must have the skills, knowledge, and resources necessary to carry out the proposed Grant.

6. SELECTION CRITERIA

In awarding a Clinical Research Fellowship, the following criteria will be taken into account:

- 6.1 **Scientific Quality (40%)** (*including the clarity of the aims and objectives, the strengths and weaknesses of the experimental design and feasibility*)
- 6.2 **Significance and/or Innovation (20%)**
- 6.3 **Track record (20%)** (*considered in relation to opportunity, with regard to factors such as career interruption, administrative and clinical/teaching load, and typical performance, including publications for the relevant discipline*)
- 6.4 **Consistency of the research with the broad research principles of the Cancer Institute NSW (20%).**

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 Clinical Research Fellowships 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 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 CLINICAL RESEARCH FELLOWSHIP FUNDS

9.1 The purpose of Fellowship funding is to provide salary for the allocated research time in accordance with the research/clinical institution's standard salary commensurate with the applicants' seniority and qualifications including on-costs up to \$150,000. The budget must clearly state the rationale for the percentage and salary level requested. In addition funding up to \$100,000 per annum for his/her research for a total of 3 years will be available.

9.2 The Fellowship will be granted full-time for 3 years.

9.3 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; maintenance and travel.

9.4 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.

9.5 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, 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

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 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 15TH August 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 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), 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	March 1 st 2010
Applications close	April 9 th 2010
Expected Date of Commencement	October 2010

19. SUBMISSION PROCEDURES

19.1 How to Apply

Applicants must use the Cancer Institute NSW Clinical Research Fellowship 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/

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.

19.2.2 The Application forms require the use of Adobe Reader version 8.1.1 or above (**do not use Adobe Acrobat Professional to complete and submit this form**). The latest version of Adobe 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 prior to submission and title the email subject line using the following format:

GRANT CODE_CI's Surname e.g. **CRF_Smith**

19.2.5 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

GRANT CODE_CI's Surname_Image e.g. **CRF_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 9TH 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 or on 02 8374 3530/5644