

Guidelines for the Accelerated Research Implementation Grant

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Version history

Version history	Number	Date	Change description
	1.0	29 November 2022	

1. Overview

1.1 Introduction

The Cancer Institute NSW (the Institute) is the NSW government's cancer control agency. The Institute is driving innovation in cancer care by working in partnership with leaders in the field to deliver the best cancer results for the people of NSW. The Cancer Institute NSW Accelerated Research Implementation Grant (ARIG) will fund evidence-based, scalable and sustainable research projects that can be rapidly embedded in the health system in order to improve equity of outcomes for groups of people disproportionately affected by cancer across the state.

1.2 The Cancer Institute NSW Research Programs

The Institute is committed to pursuing and supporting excellence and innovation in cancer research as a key method to improve outcomes in NSW. The research supported by the Institute must be performance-driven and deliver meaningful and significant outcomes. Applications are considered against specific criteria for each program, as well as adherence to the following principles:

- Consistent with the priorities for action in the [NSW Cancer Plan](#)
- Commitment to excellence and innovation irrespective of administrative and institutional boundaries
- Commitment to the needs of people right across the state
- Commitment to rapid translation of research findings to clinical practice and policy
- A focus on the importance of research outcomes
- Supporting recruitment and development of excellent cancer researchers in NSW
- Promoting attainment of additional scientific depth by collaboration involving a number of research disciplines
- Supporting the development of links with key national or overseas research programs and industry.

2. Accelerated Research Implementation Grant

2.1 Purpose

This unique grant will support evidence-based projects that are focused on benefitting at least one community identified as a 'focus population' in the [NSW Cancer Plan](#), have the potential to be embedded and scaled up in the health system and are sustainable past the funding period.

The communities who are disproportionately affected by cancer include:

- Aboriginal communities

- multicultural communities
- people from lower socioeconomic backgrounds
- regional, rural and remote communities
- older people
- sexuality and gender diverse people (lesbian, gay, bisexual, transgender, intersex and queer people, known as LGBTIQ+ communities)
- people with a mental health condition
- people who are engaged with the justice system.

The ARIG targets the T2 and T3 stages of translational research. It aims to focus on translating new clinical science and knowledge into routine clinical practice and health decision making, and the disseminating and implementing research for system-wide change.

Examples of projects may include:

- Translation of new clinically proven knowledge of disease processes, diagnostic or treatment techniques into routine clinical practice and health decision making
- Application of information and insights derived from clinical and population health research to the provision of health services
- Moving evidence-based guidelines into health practice, through delivery and dissemination
- Practice-based research, where the evidence from clinical trials is translated into guidelines for patients seen routinely in practice.

The ARIG aims to support high achieving research teams who have the ability and capacity to:

- Rapidly implement current research into clinical practice that will improve cancer care or cancer outcomes within three years
- Demonstrate a logical pipeline of research implementation across the three years of funding
- Demonstrate a scalability plan to roll out initiatives to multiple sites within NSW
- Demonstrate a sustainability plan to ensure continued application of the research implementation past the funding period
- Demonstrate an evaluation approach that includes both process measures and outcome measures
- Assemble a team with the relevant skills and a track record of working together for the entire program which will, by definition, be multi-disciplinary and multi-institutional. This will need to include clinical partners that span metropolitan and non-metropolitan health care settings.

2.2 Funding Available

Funds of up to \$266,666 (ex-GST) per annum will be offered for a total funding period of three years, to a total of \$800,000 (ex-GST) per grant. The funding must be spent in NSW.

2.3 Conditions of Funding

2.3.1 Commencement Date

Funding must commence by 1 June 2023.

2.3.2 Program Logic

A program logic model is a schematic representation that describes how a program is intended to work by linking activities with outputs, intermediate impacts and longer-term outcomes. Provide a program logic with this application. For more information, refer to [Developing and Using Program Logic: A Guide](#).

2.3.3 Risk Management Plan

Provide a risk management plan outlining identified risks and mitigation strategies with this application.

2.3.4 Supporting Documentation

Provide confirmation of any in-kind support (e.g., letter) with your application. Please note that approval of this grant does not assume additional support (e.g., funding, data) by the Cancer Institute NSW or NSW Health. All support from the Cancer Institute NSW or NSW Health must be confirmed prior to the commencement of this grant.

2.3.5 Project Milestones

Project milestones provided in the application will be included in the funding agreement and used to monitor progress. The Institute may pause payments or cease funding if satisfactory progress is not being made within the agreed timeframes.

2.3.6 Reporting Requirements

Chief Investigator(s) must provide an annual progress report and final report for the grant using the provided template. These reports must demonstrate the actualisation of the agreed project milestones, and report on any new leveraged funding and/or partnership opportunities. The progress reports may be used by the Funder for grant scheme auditing or evaluation purposes. The Institute will not provide funding if satisfactory progress reports are not submitted.

3. Eligibility Criteria

3.1 Located in NSW

The Chief Investigator and Administering Institution must be located in NSW.

3.2 Chief Investigator

Each ARIG application will have one named Chief Investigator, with a minimum of 0.2 FTE towards the activities of the program. The Chief Investigator must be employed at an institution within NSW for the duration of the grant.

An applicant can only be named as Chief Investigator on one ARIG application for each grant round. All grant funding must be spent within NSW. Applicants must have an Open Researcher and Contributor ID ([ORCID](#)) identifier and include this on the ARIG application.

3.3 Administering Institution Endorsement

Applications must nominate a single Administering Institution who will be responsible for the management of the grant and will enter into a funding agreement with the Cancer Institute NSW. The Administering Institution must have policies and procedures in place for the administration of public funds; for the management of Intellectual Property; and the proper conduct of research in relation to ethics. Additionally, the Administering Institution must have good scientific practice and will provide appropriate infrastructure to allow the research supported by the grant to be undertaken.

The Administering Institution and their nominated institutional contact must be registered with the Cancer Institute NSW. Refer to the list of [Registered Administering Institutions](#) and the [Administering Institution Contact Registration Form](#).

At the time of the grant application submission, an Endorsement Letter from the Administering Institution Contact on an institutional letterhead must be included. This letter must confirm the following:

- The application is endorsed by the Administering Institution
- All named Investigators who are not Australian citizens or permanent residents have the requisite work visa(s) in place at the time of accepting the successful grant
- The Chief Investigator will remain employed in NSW for the duration of the funding period
- The Chief Investigator has met all reporting requirements for current or previously funded grants funded by the Institute
- Any other information relevant for the application.

3.4 Consumer Involvement

The Cancer Institute NSW is committed to engaging with the NSW community and consumers of cancer services to ensure its programs best meet the needs of people affected by, or at risk of, cancer. Each application must demonstrate appropriate consumer involvement, particularly with the focus population, and engagement across the development of the grant and its funding period.

4. Assessment

Applications will be assessed against the following selection criteria based on the weighting below.

4.1 Significance (20%)

The primary aim of the ARIG must have appropriate emphasis on at least one community identified as a 'focus population' in the NSW Cancer Plan.

- Aboriginal communities
- Multicultural communities
- People from lower socioeconomic backgrounds
- Regional, rural and remote communities
- Older people
- Sexuality and gender diverse people (lesbian, gay, bisexual, transgender, intersex and queer people, known as LGBTIQ+ communities)
- People with a mental health condition
- People who are engaged with the justice system.

The significance of the project should be demonstrated by:

- Addressing a major evidence-practice gap of critical importance in the focus population
- Having a high potential to increase the survival and/or quality of life of people with cancer through the translation of research. This could include, but is not limited to:
 - Implementing new best clinical practice guidelines or policies
 - Improving data collection and analysis processes
 - Training critical staff to contribute to the provision of best-practice cancer treatment to drive better outcomes
- A feasible research implementation plan (rationale, design, methodology) with anticipated outcomes to accomplish the aims of the grant

- Consumer engagement throughout the entirety of the implementation program.

4.2 Scalability (20%)

The applicants must demonstrate a scalability plan to roll out initiatives to multiple sites within NSW. Considerations include:

- Pathways for scaling up research findings across NSW
- Likely level of adoption or uptake of project
- Likely required timeframes required to achieve desired results.

4.3 Sustainability (20%)

The applicants must demonstrate that the research team has a plan after the completion of the grant funding. Considerations include:

- Evidence of established strategic partnerships and stakeholder engagement strategies to ensure successful translation
- Ensuring equitable access to the intervention.

4.4 Evaluation and Outputs (20%)

The applicant must demonstrate that the research team has a plan for the evaluation of the implementation program and the resulting outcomes. Considerations include:

- A clear process for monitoring the progress of the implementation program, including achievable key milestones and outcome indicators that can be delivered during the grant
- The economic impact on the focus area
- The potential to impact on health service improvements
- The anticipated ability to leverage future funding.

4.5 Team Track Record (20%)

The named Investigators as individuals and as a diverse research team, should demonstrate:

- A track record in managing and successfully implementing translational research
- A high degree of established collaborations amongst team members with reference to the length of collaboration and achievements
- A clear plan on how the research team will promote and sustain a collaborative approach for the duration of the grant funding
- Capability to undertake the proposed implementation program in the grant timeframe and to continue.

5. Selection Process

5.1 How to Apply

Applicants must include the following in their Cancer Institute NSW Accelerated Research Implementation application:

- Application Form
- Logic Model
- Risk Management Plan
- Endorsement letter
- Relevant support letters
- NSW [Aboriginal Health Impact Statement](#) (if applicable)

5.2 Submission

Applications must be submitted via the Institute's [Grants Management System \(GMS\)](#) by **1pm** of the [due date](#), unless otherwise stated. It is the responsibility of the Chief Investigator and the Administering Institution to ensure that the application is complete and accurate prior to submission.

5.3 Eligibility Assessment

Submitted applications will be reviewed to ensure they adhere to all eligibility requirements, including satisfactory completion of the obligations from previously funded Cancer Institute NSW grants, and the provision of appropriate endorsement letters from the Administering Institution.

5.4 Independent Review Process

The Institute utilises an independent Grants Review Committee composed of external members, including at least one consumer representative. The Grants Review Committee adheres to the Cancer Institute NSW policies to ensure the privacy and confidentiality of applications. The Institute requires its Grants Review Committee members and any additional independent assessors to declare any conflicts of interest. Conflicts of interest will be managed by the Chair and Deputy Chair of the Grants Review Committee.

The Grants Review Committee will assess applications based on an assessment of merit against the stated assessment criteria. Applications may be reviewed by additional independent assessors if required.

The Grants Review Committee will put forward recommendations for awarding of the grant to the Cancer Institute NSW for consideration.

5.5 Approval and notification process

The Cancer Institute NSW's Board will consider all recommendations for funding by the Grants Review Committee and approve funding for the grant to be awarded. Once the Board has approved the awarding of the grant, applicants will be notified in writing of the outcome.

6. Funding for Successful Grants

6.1 Funding Agreement

If the application is successful, the Administering Institution and the Cancer Institute NSW will enter into a Funding Agreement. All parties must accept the terms of the Funding Agreement and the Administering Institution must sign the Agreement before payments are made. It is recommended that all parties familiarise themselves with the Institute's [Competitive Grants Agreement](#) prior to submission of an application.

6.2 Use of funds

Funds awarded must be used for the purposes as detailed in the Funds section of the Funding Agreement and the application approved by the Cancer Institute NSW. Funds awarded cannot be used for any purposes associated with basic (i.e., desk, stationery, phone) or overhead infrastructure costs (i.e., institutional overheads of administrative levies). Funds should not be used to support research conducted outside of NSW. Both financial and performance audits may be conducted on behalf of the Institute to confirm the use of the monies.

6.3 Variations

Any requests for a variation to a grant, such as time extensions, changes of scope, changes of investigators, need to be submitted by the Administering Institution Contact to the Cancer Institute NSW. A variation can only be processed within the funding period of the existing funding agreement. Approval of a variation request is at the Cancer Institute NSW's discretion. Please refer to the [Variation Request Guide](#) for further information.

6.4 Acknowledgement and participation

Investigator(s) should acknowledge the funding provided by the Cancer Institute NSW, please refer to the Institute's [Funding Acknowledgment Guide](#). Investigator(s) may be required to be available for media interviews, briefings related to the grant, to participate in, and present at forum(s) at the request of the Cancer Institute NSW.

6.5 Enquiries

Enquiries can be directed to the Grants Team at CINSW-Grants@health.nsw.gov.au.