

# CLINICAL EDUCATION SCHOLARSHIP

## GUIDELINES FOR APPLICANTS



The Cancer Institute NSW is calling for applications to attend oncology related postgraduate education/training courses commencing in 2011.

The Clinical Education Scholarship Program has been a highly successful initiative for supporting skill and knowledge improvement, career development and retention. This is an opportunity for a broad range of cancer professionals to further develop their knowledge, clinical competency and/or research skills through participating in an oncology related postgraduate formal education course. In addition, the intent of the scholarship is to directly align with the objectives set out in the Cancer Institute NSW Act 2003.

**CLOSING DATE (5PM) 27<sup>TH</sup> AUGUST 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.

**Actual Institution\*** The institution at which the Grant will be undertaken

*\*The Administering Institution and the Actual Institution may be the same institution.*

**Administrative costs** Means any costs associated with the performance of the Grant(s) of an administrative nature including overheads, staffing, levies, administrative support, information technology services, premises, resources and capital purchases.

**Grantee** Means the person identified as the 'Applicant', 'Chief Investigator', and/or 'Researcher', 'Clinician' in the Application.

**GST, Input Tax Credit, Supply and Tax Invoice** have the meanings as given in the GST legislation.

**GST legislation** Means *A New Tax System (Goods and Services Tax) Act 1999*, related legislation and any delegated legislation made pursuant to such legislation, as amended from time to time.

**Intellectual property** Includes all industrial and intellectual property rights including but not limited to copyright, future copyright, patents, trade, business or company names, registered and unregistered trademarks, registered designs, trade secrets, know-how, rights in relation to circuit layouts and all other rights of intellectual property as recognised by the law in force in Australia.

**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 EDUCATION SCHOLARSHIP**

- 3.1 The ongoing education of clinicians and allied health staff working in oncology is considered crucial to maintaining a skilled and knowledgeable workforce. This program aims to ensure cancer health professionals caring for cancer patients are well supported by further enhancing their knowledge, clinical skills and expertise.
- 3.2 Applications are invited for funding of relevant oncology courses commencing in 2011. The Cancer Institute NSW will fund a number of cancer professionals to participate in oncology courses such as graduate certificates, diplomas and masters courses. They may be administered face-to-face or via distance education. Interstate universities also provide similar educational opportunities in a range of cancer related disciplines. This scholarship type is not open to cancer health professionals wishing to complete a PhD.
- 3.3 These scholarships are open to the following disciplines: nurses working in oncology disciplines (medical, radiation, surgery, haematology or palliative cancer care) or clinical trials, data managers, social workers, psychologists, radiation therapists, medical physicists and other health professionals working in the area of cancer services (e.g. cancer genetic counsellors, dieticians, occupational therapists, physiotherapists or speech therapists).
- 3.4 The Clinical Education Scholarship Program is only open to cancer health professionals currently employed within the NSW public hospital sector, cancer centres and/or NSW hospitals, or community health services that provide cancer care and/or treatment. During the period of the scholarship, the recipient must remain working in oncology or palliative care, or relinquish the scholarship.
- 3.5 These Grants are valued up to \$20,000 (including GST) and may be used to assist the applicant to undertake nominated accredited studies within the timeframe suggested by the educational institution. Funds will be paid to the Administering Institution on a Semester basis. Where the total cost of the course exceeds the funding available through this grant, additional resources must be identified when submitting the application.

3.6 Funds are intended to cover course registration fees. If an applicant is planning to undertake a course by distance education, residential activities, return travel and reasonable accommodation expenses may be included in the course expenses outlined in the application form.

3.7 Applications must be submitted via the Administering Institution.

#### 4. OBJECTIVES OF THIS GRANT PROGRAM

Cancer Institute NSW Clinical Education Scholarship has been designed to:

- 4.1 To provide an opportunity for cancer health professionals to further develop their knowledge, clinical competency and/or research skills;
- 4.2 To encourage cancer health professionals to develop long-term careers in a specialised oncology practice in NSW;
- 4.3 To facilitate the transfer of clinical expertise, knowledge, and/or new research outcomes directly into patient care;
- 4.4 To facilitate evidence based clinical practice and the use of multi-disciplinary patient care.

#### 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 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)
- 5.1.4 The Administering 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/Scholar Eligibility*

- 5.2.1 Must be an individual working as a:
  - nurse in oncology disciplines (medical, radiation, surgery, haematology or palliative cancer care) or clinical trials, or
  - data manager, or
  - social worker, psychologist, radiation therapist, medical physicist, or
  - health professional in the area of cancer services (e.g. cancer genetic counsellors, dietitians, occupational therapists, physiotherapists or speech therapists).
- 5.2.2 This grant type is not open for researchers and health professionals wishing to undertake a PhD.

- 5.2.3 Must be currently employed in NSW in an oncology specialty area (for instance medical, radiation, surgery, haematology or palliative care), or in areas where a significant proportion of their work load is with people affected by cancer (community settings).
- 5.2.4 Must be employed at least 0.6 FTE in a clinical oncology environment.
- 5.2.5 Must provide evidence of enrolment to commence a postgraduate course in 2011, preferably at time of application. Otherwise evidence of enrolment will need to be presented prior to funds being released.
- 5.2.6 The clinical cancer health professional has not been awarded a Cancer Institute NSW Clinical Education Scholarship in the past.
- 5.2.7 Applicants must be located at one or more institutions in NSW.
- 5.2.8 Applicants must reside in NSW at the time of application and for the duration of the Grant.
- 5.2.9 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.
- 5.2.10 Applicants must hold relevant professional qualification.
- 5.2.11 Non Australian Citizens/Non Permanent Residents are eligible to apply. However, you will need to provide certified evidence of residency status and the right to remain in Australia for the duration of the funding period to the Cancer Institute NSW if the application is successful before the grant can commence.
- 5.2.12 Applicants must have the skills, knowledge, and resources necessary to carry out the proposed Grant.
- 5.2.13 Applicants must not have received a Cancer Institute NSW Clinical Study Grant previously.

### 5.3 **Postgraduate Course/Program**

- 5.3.1 Must be an accredited course e.g. Masters Degree, Diploma, Graduate Certificate, with a focus on oncology.
- 5.3.2 Must be provided through a recognised university or tertiary institution.
- 5.3.3 May be undertaken face-to-face, via distance education or online learning.
- 5.3.4 May be undertaken on a part time basis if the course allows.

## 6. **SELECTION CRITERIA**

***The Cancer Institute NSW acknowledges that information requested in the application form relating to track record may not be applicable to all disciplines. Your qualifications, experience, career achievements and outputs will be assessed on the basis of your discipline and will not be compared against other disciplines.*** In awarding a Clinical Education Scholarship, the following criteria will be taken into account:

### 6.1 **Potential of applicant (60%)**

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

### 6.2 **Postgraduate course/ program (40%)**

The proposed Postgraduate course/program is high quality, contains depth, and fits with the overall development of the applicant and his/her career in an oncology related discipline. In

addition, how the course will add skills, knowledge and understanding that will benefit the care of cancer patients in NSW.

## **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 Education Scholarship 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:
- *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 EDUCATION SCHOLARSHIP FUNDS**

- 9.1 Funds are intended to cover course registration fees. If a recipient is undertaking a course by distance education then residential activities, return travel and reasonable accommodation expenses may be included in the course expenses outlined in the application form.
- 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 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 costs or 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), 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>
<b>Open for Application</b> Guidelines and Application form available from the CINSW website –	19 <sup>th</sup> July 2010
<b>Deadline for Application to be submitted to CINSW Grant Secretariat</b>	<b>5pm 27<sup>th</sup> August 2010</b>
<b>Expected Date Funding Available From</b>	1 <sup>st</sup> January 2011

**19. SUBMISSION PROCEDURES**

**19.1 How to Apply**

Applicants must use the Cancer Institute NSW Clinical Education Scholarship 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 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\_first Applicants Surname e.g. EDS\_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](mailto:grantapplications@cancerinstitute.org.au)

GRANT CODE\_First Applicants Surname\_Image e.g. EDS\_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 27<sup>th</sup> August 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 5644/3530