



CANCER TRIALS NETWORK SUPPORT GRANTS

GUIDELINES FOR APPLICANTS

CLOSING DATE: 5PM ON FRIDAY 03 APRIL 2009

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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.

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. 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 CANCER TRIALS NETWORK SUPPORT GRANTS

Under the NSW Cancer Plan 2007-2010, the Clinical Trials Program aims to develop high quality cancer clinical trials in NSW, introduce and study new cancer treatments, increase participation rates in cancer trials and promote a culture of research and innovation in cancer services. The program has been set the aim of accruing 10% of new cancer patients on to clinical trials by 2010.

In 2007, the NSW Cancer Trials Network was established to meet these aims through the implementation of various partnerships, grants, collaborations and infrastructure. The NSW Cancer Trials Network is an amalgamation of individual clinical trial units, aligned with Area Health Services (AHS). The NSW Cancer Trials Network currently supports a total of 55 Full Time Equivalent (FTE) Cancer Trials Nurses and Data Managers, across 49 Clinical Trial Units in NSW.

Building on the success of the Network model the Cancer Trials Network Support Grant will provide funding for AHS to enhance the support services for cancer clinical trials units, through the establishment of a Cancer Trials Network Office in each of the successful AHS. Only one application will be accepted from each AHS. Successful AHS will receive funding for up to 3 years for salaries of a Director, Cancer Trials Network (0.1 FTE), Manager, Cancer Trials Network (up to 1.0 FTE) and administrative assistant (up to 1.0 FTE). It is expected that these positions will be co-located at one facility and that the AHS will provide office

space for this to occur. However the Cancer Trials Network Office will provide services and support to all cancer clinical trials unit within the funded AHS. Progress against predetermined Key Performance Indicators will be reviewed annually.

In recognition of the geographic and structural diversity of the AHS and the different needs of cancer clinical trials units, the support services and activities undertaken by the Cancer Trials Network Office may include but are not limited to the following:

- Coordinating clinical trials administration eg feasibility, ethics and research governance applications;
- Process improvement of clinical trials ancillary services eg financial management, coordination of pathology, radiology and pharmacy services across the AHS network;
- Coordinating orientation and training programs for clinical trials staff, including nurses & data managers, investigators and ancillary staff;
- Supporting the development and implementation of Quality Improvement activities within cancer clinical trials units;
- Exploring opportunities for new cancer clinical trials units within the AHS;
- Coordinating and supporting Business Development activities;
- Collaborating with the CINSW to monitor clinical trial activity within each clinical trials unit and to working closely with those units who demonstrate a reduction in activity; and
- Supporting the Cancer Trials Network management committee within the AHS.

4. OBJECTIVES

The NSW Cancer Trials Network Support Grants have been designed to:

- a. strengthen the NSW Cancer Trials Network;
- b. enhance the support services for cancer clinical trials units;
- c. respond to the different needs and identified priority areas of AHS Cancer Trials Networks;
- d. increase the quantity and quality of clinical trials available to cancer patients across the AHS;
- e. increase the number of participants to cancer clinical trials within the AHS;

5. ELIGIBILITY

5.1 Only one submission from each Area Health Service within NSW will be accepted.

5.2 *Administering Institution Eligibility*

5.2.1 The administering Institution must be an Area Health Service based in NSW, this includes the following;

North Coast AHS;

Hunter New England AHS;

North Sydney Central Coast AHS;

South Eastern Sydney & Illawarra AHS;

Sydney South West AHS;

Sydney West AHS;

Greater Southern AHS¹;

5.2.2 Greater Western AHS does not currently have a Cancer Trials Network and is therefore ineligible to apply for this grant. However, additional funding is available for an AHS to deliver services in GWAHS. The delivery of these services and support provided to GWAHS must be clearly described in the application.

5.2.3 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 research to be completed.

6. SELECTION CRITERIA

In awarding a NSW Cancer Trials Network Support Grant, the following criteria will be taken into account:

6.1 Demonstrated understanding of the goals and objectives of the NSW Cancer Trials Network model within the AHS;

6.2 Identification of strategies to enhance the NSW Cancer Trials Network model within the AHS, including proposed methods for engaging all cancer clinical trials units within the AHS;

6.3 Identification of the support services required by the cancer clinical trials units within the AHS and a work plan to describe how these support services will be delivered including milestones and timelines;

6.4 Justification as to how the support services will contribute to an increase in the quality and quantity of cancer clinical trials being undertaken within the AHS;

6.5 Justification as to how the support services will contribute to an increase in the number of participants on cancer clinical trials within the AHS.

¹ Part of the supported CT network within this AHS falls within the newly created Albury Wodonga Health Service. While the network will remain a single entity, administrative arrangements with the new Health Service are yet to be finalised.

6.6 Demonstrated commitment from the AHS to support the establishment of the Cancer Trials Support Office.

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 Cancer Trials Network Support Grants will then be made by the Grants Review Committee to the Board 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 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 CANCER RESEARCH SUPPORT PROGRAM GRANT FUNDS

- 9.1 Combined costs of up to \$200,000/year, including:

Salary component (Up to \$180,000/year, including on costs):

- Director, Cancer Trials Network (0.1 FTE) – up to \$20,000/year;
- Manager, Cancer Trials Network (up to 1.0 FTE);
- Administrative support (up to 1.0 FTE);

Non-salary component (Up to \$20,000/year):

- Approved training and development for staff employed through the grant;
- Activities directly related to the grant eg travel costs within AHS;
- Other

- 9.2 Funds awarded will not support:

- Office equipment, including computers.

- 9.3 Funds awarded shall not be used for any purpose associated with overhead infrastructure costs (i.e. institutional overheads or administrative levies).

10. REPORTING REQUIREMENTS

- 10.1 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.
- 10.2 **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 www.cancerinstitute.org.au.
- 10.3 The Grants Review Committee reserves the right to recommend the suspension of a grant if progress is unsatisfactory.
- 10.4 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.
- 10.5 **Financial Reports** must be submitted to the Grants Secretariat by 31st July following the end of each financial year. Report proforma's are available at www.cancerinstitute.org.au.
- 10.6 Recipients will be required to submit a **Final Financial Report** to Cancer Institute NSW within 3 months of the conclusion of the funding period or at other times as reasonably requested by Cancer Institute NSW which includes all information on the expenditure of funds in relation to the Grant.

- 10.7 **Financial Reports** must be submitted to the Grants Secretariat, report proforma's are available at www.cancerinstitute.org.au.
- 10.8 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.
- 10.9 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.
- 10.10 Recipients may be required to participate in and present at forum(s) at the request of the Cancer Institute NSW.

11. ACKNOWLEDGEMENT OF SUPPORT

- 11.1 All publications, media releases or discussion of results from grant carried out with the assistance of a Cancer Institute NSW Grant must acknowledge the support of the Cancer Institute NSW.
- 11.2 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.

12. PRIVACY AND CONFIDENTIALITY

- 12.1 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.
- 12.2 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.
- 12.3 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 applicants involved in the grant, and the administering institution and any actual organisations at which the grant is being carried out.
- 12.4 Information contained in applications will be regarded as confidential.

13. 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

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Intellectual Property Management for Publicly Funded Research” released in September 2001: http://www.arc.gov.au/pdf/01_01.pdf

14. 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.

15. FUNDING AGREEMENT

- 15.1 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.
- 15.2 Projects must commence as required by the Funding Agreement. Failure to do so may result in termination of the Funding Agreement.
- 15.3 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.

16. 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.

17. TIMEFRAME

Action	Date
Call for applications	20 th February 2009
Applications close	3 rd April 2009
Funding commencement	July 2009

18. SUBMISSION PROCEDURES

18.1 How to Apply

Applicants must use the Cancer Institute NSW Cancer Trials Network Support Grant Application Form.

This is available from the Cancer Institute NSW web at: www.cancerinstitute.org.au

18.2 Format

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Paper: Double sided, A4
Margin: 2cm on each side
Font: At least 12 point
(preferred fonts are Times New Roman, Arial and Helvetica).

18.3 Submission Date

Applicants must submit **BOTH** electronic and hard copies of the application to the Cancer Institute NSW by 5pm on 3rd April, 2009. Late applications will be considered ineligible.

18.4 Electronic Copy

18.4.1 Must be submitted in PDF format, to grants.secretariat@cancerinstitute.org.au

18.4.1 Signatures are not required on the electronic version of the application.

18.4.2 You must name the PDF file in the following way:

GRANT CODE_1st applicants surname_ *Part 1 or 2*

e.g **NSG_Smith** or **NSG_Smith_Part1**

18.5 Hard Copy

10 hard copies (1 original plus 9 copies) double sided, stapled on top left hand corner of the application should be lodged with the Grants Secretariat.

Hard copies should be sent to:

Courier address

Grants Secretariat
Cancer Institute NSW
Australian Technology Park
Biomedical Building
Suite 101, 1 Central Avenue
EVELEIGH NSW 2015

OR

Mail Address

Grants Secretariat
Cancer Institute NSW
PO Box 41
ALEXANDRIA NSW 1435

19. 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