2017 Translational Program Grant Guidelines for Applicants

Open to members of Translational Cancer Research Centres

Expression of Interest close | 1 June 2017, 12pm
Full Application close | 14 September 2017, 12pm
Full Application by invitation only
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## 1. Definitions

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<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Administering Institution*</td>
<td>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.</td>
</tr>
<tr>
<td>Research Institution*</td>
<td>The institution at which the research will be undertaken <em>The Administering Institution and the Research Institution may be the same institution.</em></td>
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<td>Administrative costs</td>
<td>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.</td>
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<tr>
<td>Grantee</td>
<td>Means the person identified as the ‘Applicant’, ‘Chief Investigator’, and/or ‘Researcher’, ‘Clinician’ in the Application</td>
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<td>GST, Input Tax Credit, Supply and Tax Invoice</td>
<td>have the meanings as given in the GST legislation.</td>
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<td>GST legislation</td>
<td>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.</td>
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<tr>
<td>Intellectual property</td>
<td>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.</td>
</tr>
<tr>
<td>Supplier</td>
<td>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.</td>
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2. Overview

2.1 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 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.

Research will provide the evidence to drive rapid improvements in cancer prevention, treatment and subsequently survival and quality of life for cancer patients in NSW. The research supported by the Institute must be performance driven and deliver meaningful and highly significant outcomes.

2.2 The Cancer Institute NSW Research Programs

The Cancer Institute NSW is committed to pursuing and supporting excellence and innovation in cancer research as a key method to improve outcomes in NSW. Applications for research are considered against specific criteria for each program as well as the following:

- Consistent with the priorities for action in the NSW Cancer Plan.
- Commitment to excellence and innovation at an international leading edge.
- Commitment to the rapid translation of research findings to clinical practice and policy.
- A focus on the importance of the outcomes of research.
- Supporting the recruitment and development of excellent cancer researchers in NSW.
- Promoting, enhancing or complementing areas with existing outstanding research strengths in NSW including molecular or cell biology, cancer genetics, clinical research, psycho-oncology, population health, and health systems research or addressing major cancer problems facing NSW.
- Promoting attainment of additional scientific depth by collaboration, co-location, amalgamation or research involving a number of research disciplines.
- Strengthening key research infrastructure, platforms, technologies and research expertise to increase the productivity of research.
- Supporting the development of links with key national or overseas research programs and industry.
- Developing the research culture within the NSW health system.
- Identify the relevance of the research to NSW.
- Responding to National and State priorities and community opinions about research.
3. Translational Cancer Research Centres (TCRC)

The Translational Program Grant (TPG) Scheme is open to current members of the seven Translational Cancer Research Centres (TCRC) funded by the Cancer Institute NSW. Further details about these centres can be found at: https://www.cancerinstitute.org.au/data-research/translating-research-into-practice/funded-centres.

A TCRC member is a researcher or clinician who will actively participate in a TCRC. A researcher or clinician can be a member of more than one TCRC. It is the discretion of an applicant to determine which TCRC their application should be linked to. A TCRC Director must certify that the Chief Investigator is a member of their centre and provide a letter of support with the full application.

The TCRCs are encouraged to accept membership applications from new members for the purpose of submitting a grant application.

4. Translational Program Grant (TPG)

4.1 Purpose

The Translational Program Grants (TPG) are prestigious awards aimed at supporting multi-disciplinary approaches to cancer research that will rapidly translate research discoveries into clinical programs and policy. This may include programs which focus on the relevance of a biological discovery in human cancer risk, early detection, screening, prevention, diagnosis, prognosis and/or treatment or the translation of known effective treatments into clinical practice across the system by developing a program of practice based research and dissemination research/implementation research.

The TPG scheme has been designed to attract applications across the cancer research sector in order to:

- Support high achieving research teams who have the ability and capacity to rapidly translate biological discovery, or known effective treatments, to clinical practice within five years.
- Invest in programs with a logical progression and pipeline of research that will produce significant outcomes, and which could not be achieved by pursuing the components as separate projects.
- Support programs that develop novel methods and create new knowledge and translation in important areas of cancer research and control at an internationally competitive level.
- Strengthen cancer research collaborations, networks and/or consortia to provide greater translational cancer research depth e.g. by attracting researchers from interstate and overseas to the program team.
- Foster collaborative use of specialised facilities or expertise that had not previously been harnessed.
- Encourage collaborations between Universities, Local Health Districts and Medical Research Institutes.
- Fund programs that span at least two phases of the translational research pipeline, i.e. T1, T2 and T3 (refer Appendix 1).

Expected outcomes from the TPGs include:
- The translation of a biological discovery to ‘first in human’ studies within the first half of the program leading to full roll out within the five years. Research on the biological discovery should be well advanced at the time of submission to ensure that clinical testing will be a major focus of the application.
- The translation of known effective treatments into clinical practice across the health system by developing a program of practice based research and dissemination research/implementation research e.g. the development of guidelines and systematic reviews.

4.2 Funding Available

4.2.1 Only one TPG will be awarded in 2017 through a two-stage process:
- Expression of Interest (EOI)
- Full application, by invitation only

4.2.2 Applicants can apply for up to $750,000 (excluding GST) per annum for five years (i.e. maximum of $3,750,000 excluding GST). For the EOI, the budget should be high level and indicative, based on the categories listed below.
  a) Salary costs including relevant on-costs (e.g. Research Fellow; Project Manager). Salary costs for the Chief Investigator or Co-Investigators are not eligible.
  b) PhD stipends
  c) Small equipment purchases (up to $20,000 of the total requested funding, excluding GST)
  d) Maintenance
  e) Travel (should be no more than 2.5% of the total requested funding, excluding GST).

4.2.3 Shortlisted EOI’s will be invited to submit a full application. This will include more details and justification for the requested budget and a detailed research plan.

4.2.4 The full application must include a letter of support from the Director of the lead TCRC. It should be included with details of:
- How the TPG will benefit the goals, objectives and key performance indicators of the TCRC.
- How the TCRC will support the objectives of the TPG.
5. **Eligibility**

5.1 **Administering Institution**

5.1.1 Applicants must nominate an Administering Institution which will be responsible for the management of the grant.

5.1.2 The Administering Institution must have in place policies and procedures for the administration of public funds; for the management of Intellectual Property; and proper conduct of research in relation to ethics and research governance. Additionally, the Administering Institution must have a good scientific practice, and will provide appropriate infrastructure to allow the research supported by the grant to be undertaken.

5.1.3 The Administering Institution must be registered with the Cancer Institute NSW. Administering Institution Registration Forms and contact details are available at: https://www.cancerinstitute.org.au/data-research/grants/administering-institutions.

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 If the application is successful and the Chief Investigator is not an Australian citizen or permanent resident, the Administering Institution must ensure that the requisite work visa is in place at time of accepting the successful grant and that the Chief Investigator will remain in Australia for the duration of the funding period.

5.1.6 A single institution must be nominated as the Administering Institution.

5.2 **Eligibility of Chief Investigator and Other Investigators**

5.2.1 Each TPG application will have one named Chief Investigator and up to nine Co-Investigators.

5.2.2 If an individual is named as Chief Investigator on two TPG applications, both applications will be deemed ineligible.

5.2.3 A Co-Investigator can be named on a maximum of two TPG applications.

5.2.4 A TCRC Director must certify that the Chief Investigator is a current member of that TCRC. The Co-Investigators do not have to be members of a TCRC but are encouraged to join.

5.2.5 All obligations relating to previously funded projects must have been fulfilled to the satisfaction of the Cancer Institute NSW.
5.2.6 The Chief Investigator and Co-Investigators must reside in NSW for the duration of the grant.

5.2.7 The Chief and Co-Investigators must have the skills, knowledge, and resources necessary to carry out the proposed program of research.

5.2.8 Non-Australian citizens and Non-Permanent residents are welcome to apply. However, if the application is successful, and the applicant is not an Australian citizen or permanent resident, the applicant must consult with the Administering Institution to ensure the requisite work visa is in place at the time of accepting the successful grant and that the Chief Investigator will remain in Australia for the duration of the funding period before the grant can commence.

5.2.9 If an applicant believes that they should be exempt from any of the stated eligibility criteria, they should submit an eligibility exemption ruling request (max 350 words) through the Administering Institution 4 weeks prior to the due date of the grant by emailing to grants@cancerinstitute.org.au.

6. **Assessment of Applications**

The following criteria will be used to assess full applications:

**6.1 Significance of the Research to Improve Cancer Outcomes (25%)**

Applications should demonstrate the significance of the research program in particular how it will improve clinical practice and substantially improve cancer outcomes in NSW.

**6.2 Research Team (25%)**

Applications should demonstrate the expertise and experience of the research team to effectively deliver the research program. Details of peer reviewed publications, leveraged research funding; multidisciplinary collaboration as well as demonstrated ability to move research findings rapidly into a clinical or health service or population setting should be provided.

**6.3 Application to clinical testing or translation into clinical practice (15%)**

If the focus of the TPG is to translate biological discoveries to ‘first in human’ studies, the application must demonstrate that research on the biological discovery is well advanced and include details of how clinical testing will be undertaken to achieve significant clinical outcomes within five years.

If the focus of the TPG is to translate known effective treatments (from T2) into clinical practice across the health system the application must demonstrate linkages with local health districts and other healthcare providers who will be
partners to test ways to translate effective treatments into routine care. These partnerships should be well advanced by the time of submission.

### 6.4 Appropriate Research Methodology (15%)

Applications should clearly outline the research design, methodology, milestones, a clear process for monitoring the progress of the research and how the research will be disseminated for maximum benefit.

### 6.5 Improving the State’s Capacity in Translational Research (10%)

Applications should outline how the TPG will increase the State’s capacity in translational research. This may include recruitment from outside the State, the provision of training opportunities such as PhD candidates or the development of collaborations.

### 6.6 Leveraged Funding (10%)

A demonstrated ability to leverage national or international funding, including industry support and how this will be utilised to enhance the program of research.

### 6.7 Application Process

The TPG Scheme has a two-stage application process:

**Stage 1 – Expression of Interest (EOI)**

For Stage 1, applicants must apply using the Cancer Institute NSW Grants Management System ([https://grants.cancerinstitute.org.au](https://grants.cancerinstitute.org.au)). The purpose of the EOI form is to provide high level details about the proposed program of translational research, the Chief Investigator, Co-Investigators as team members, and the budget summary. EOIs will be assessed by the Grants Review Committee.

The successful EOIs will be notified approximately **1–2 months** after the closing date and invited to submit a full application. Applicants who were not shortlisted will also be notified. However, no feedback will be provided to unsuccessful applicants until the final grant outcomes have been determined.

**Stage 2 – Full Application (by invitation only)**

For Stage 2, applicants must apply using the Cancer Institute NSW Grants Management System ([https://grants.cancerinstitute.org.au](https://grants.cancerinstitute.org.au)). The full application should build on the information provided in the EOI to provide a more detailed research plan and budget.

Applicants must use the Excel spreadsheet template for the detailed budget. This template will be provided with the invitation to submit a full application. The detailed
budget must be uploaded as an attachment to the application in the Grants Management System.

The outcomes of the full applications are expected to be known by late 2017. All grant outcomes are announced under a media embargo.

7. Submission of Applications

7.1 How to Apply

7.2 Submission Process
It is the responsibility of the applicant to notify the nominated Administering Institution of their intent to submit an application and to have sought the necessary internal approvals from the relevant Department Heads and Research Office.

7.3 Timetable

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<tr>
<th>Action</th>
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<tr>
<td>Expression of Interest Open</td>
<td>6 April 2017</td>
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<tr>
<td>Expression of Interest Close</td>
<td>1 June 2017</td>
</tr>
<tr>
<td>Invitation to Full Application</td>
<td>1 August 2017</td>
</tr>
<tr>
<td>Full Applications Open</td>
<td>3 August 2017</td>
</tr>
<tr>
<td>Full Applications Close</td>
<td>14 September 2017</td>
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7.4 Review Process
7.4.1 Upon receipt, applications will be reviewed for completeness and eligibility by the Grants Team.

7.4.2 The Institute requires the members of the Grants Review Committee and independent assessors to declare any conflict of interest and to withdraw from considering individual applications where such conflict exists.

7.4.3 The Grants Review Committee will score and rank applications based on an assessment of merit against the stated selection criteria and the amount of funding requested.

7.4.4 Applications may be viewed by additional independent assessors if required.

7.4.5 Recommendations for the award of a TPG will be made by the Grants Review Committee to the Chief Executive Officer/Chief Cancer Officer of the Cancer Institute NSW.
7.4.6 The submission of an application does not confer any entitlement upon the applicant.

7.4.7 The making of a recommendation is totally within the discretion of the Cancer Institute NSW.

8. Grants Administration

8.1 Funding Agreement

8.1.1 If the application is successful the Administering Institution and 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 Funding Agreement prior to submission of an application.


8.1.2 Projects must commence as set out in the Funding Agreement. Failure to do so may result in termination of the Funding Agreement.

8.2 Use of Funds

8.2.1 Funds awarded must be used for the purposes as detailed in the application and approved by the Cancer Institute NSW.

8.2.2 Funds awarded cannot be used for any purpose associated with basic (e.g. desk, stationery, phone etc.) or overhead infrastructure costs (i.e. institutional overheads or administrative levies).

8.3 Administering Institution Responsibilities

8.3.1 The Administering Institution is responsible for the administration of the grant in accordance with the executed Funding Agreement.

8.3.2 The Administering Institution must ensure that 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.

8.3.3 Payment of the funds will be made to the Administering Institution in accordance with the payment schedule in the executed Funding Agreement. Funds may only be used for the purposes detailed in the application and approved by the Institute.

8.3.4 It is expected that the grant will also be supported within the respective Research Institution(s).

8.3.5 It is the responsibility of the Administering Institution to ensure that
appropriate ethical clearances are obtained before any research commences.

8.3.6 The grant may be regarded as a 'taxable supply' and therefore a Goods and Services Tax (GST) may be payable.

8.3.7 The Institute will pay to the Administering Institution an additional amount equal to the GST imposed on that supply, at the time and in the manner payment is otherwise payable under this Agreement in relation to that supply on receipt of a tax invoice.

8.3.8 The Administering Institution must be registered under the GST legislation at the time of making any Supply under this Agreement on which GST is imposed.

8.3.9 For the purposes of payments the Administering Institution will provide invoices to the Cancer Institute NSW in the form of a GST tax invoice as prescribed in the GST legislation.

8.4 Reporting Requirements

8.4.1 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. Progress reports must be submitted by 31 March of every year following the end of each calendar year (or part thereof), or as otherwise advised by the Cancer Institute NSW.

8.4.2 The Institute reserves the right to recommend the suspension of a grant if progress is unsatisfactory.

8.4.3 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.

8.4.4 Financial reports must be submitted to the Grants Team by 15 August of every year following the end of each financial year, or as otherwise advised by the Institute.

8.4.5 Where a grant recipient fails to submit satisfactory reports, as required, the Institute 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 Institute may withhold the remainder of the grant payments for the current year or initiate recovery of the grant money.

8.5 Acknowledgement of Support

8.5.1 All publications, media releases or presentation of results from research carried out with the assistance of a Cancer Institute NSW TPG must
acknowledge the support of the Cancer Institute NSW.

8.5.2 All media materials, announcements or media releases related to the TPG must be reviewed by the Cancer Institute NSW press office ahead of public release. The Cancer Institute NSW will review media materials, announcements or media releases and respond in a timely manner.

8.5.3 Grantees must complete the Cancer Institute NSW media relations form, and be available for media interviews or briefings related to the TPG if required.

8.5.4 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.

8.5.5 Grantees may be required to participate in and present at forum(s) at the request of the Cancer Institute NSW.

9. Privacy and Confidentiality

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.

Applicants consent to the information supplied as part of their application being disclosed for assessment and purposes connected with the making and administration of the grant. Such disclosure includes, but is not limited 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.

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.

Information contained in applications will be regarded as confidential. Unsuccessful applications will be held as electronic records for three years following the close of the application process. Successful applications will be held as electronic records for 10 years following the end of the funding period. The disposal of electronic records will occur in a secure manner as per the Cancer Institute NSW retention and disposal schedule.
10. Intellectual Property


11. Conflict of Interest

All parties involved in or associated with Cancer Institute NSW funded grants 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 funded research activities. Such conflicts must be disclosed to the Cancer Institute NSW at the time of the submission of an expression of interest or application, and in reporting on Cancer Institute NSW funded grants as soon as practicable after the conflict of interest is identified.

12. Cancer Institute NSW Grants Policies

12.1 Grants Administration Policy

The Grants Administration Policy may assist those who are considering applying for and those who hold Cancer Institute NSW grants. It provides advice on eligibility and selection criteria, the application process, appeals, complaints, Government Information (Public Access) Act 2009 (GIPA), deeds of agreement, funding, monitoring and reporting and other specific policy issues.

12.2 Grant Review & Governance Policy

The Grants Peer Review & Governance 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 funded grants and research activities.


13. Enquiries

Enquiries can be directed to the Grants Team at grants@cancerinstitute.org.au.
Figure 1: Cancer Institute NSW Model of Translational Research
Adapted from Westfall et al 2007.
The agreed model of translational research focuses on three stages of translation:

**T1 - Developing treatments and interventions.**
- The interface between basic research and the clinical setting; striving to find how new knowledge of disease mechanisms can be developed into clinically relevant understandings; diagnostic and treatment regimes to be trialled in humans.
- Types of studies/activities – Observational studies; Case studies; Phase 1 and II clinical trials.

**T2 - Testing the efficacy and effectiveness of these treatments and interventions.**
- The translation of new clinical science and knowledge into routine clinical practice and health decision making.
- The application of information and insights derived from basic, clinical and population health research to the provision of health services.
- Translation of new clinically proven knowledge of disease processes, diagnostic or treatment techniques into routine clinical practice and health decision making.
- Types of studies/activities - Phase III clinical trials; observational studies; evidence synthesis and guidelines development.

**T3 - Dissemination and implementation research for system-wide change.**
- Moving evidence-based guidelines into health practice, through delivery, dissemination, and diffusion research.
- Practice based research, where the evidence from clinical trials on carefully selected patients is translated into guidelines for complex patients seen routinely in practice.
- Types of studies/activities - Dissemination research; implementation research; diffusion research, Phase IV clinical trials.

**References:**
2 Grimshaw JM, Eccles MP, Lavis JN, Hill S1, Squires JE. Knowledge translation of research findings. *Implementation Sci* 2012; 7:50.
3 Wills P. NSW Health and Medical Research Strategic Review. NSW Ministry of Health: Sydney. 2012.