Future Research Leader Fellowships 2017 Guidelines for Applicants

Expressions of Interest close | 15 September 2017, 12pm
Full Applications close | 15 January 2018, 12pm
Full Application by invitation only
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1. Definitions

<table>
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<th>Term</th>
<th>Definition</th>
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</thead>
<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>
</tr>
<tr>
<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>
</tr>
<tr>
<td>Grantee</td>
<td>Means the person identified as the 'Applicant', 'Chief Investigator', and/or 'Researcher', 'Clinician' in the Application.</td>
</tr>
<tr>
<td>GST, Input Tax Credit, Supply</td>
<td>have the meanings as given in the GST legislation.</td>
</tr>
<tr>
<td>and Tax Invoice</td>
<td></td>
</tr>
<tr>
<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>
</tr>
<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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</table>
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 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:

- 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 addresses 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 Future Research Leader (FRL) Fellowship Scheme is open to interstate and international researchers with the requirement for the successful applicants to become a member of one 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, or will apply to become a member, and provide a letter of support to be submitted with Stage 1 or Stage 2 of the application process.

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

4. Future Research Leader (FRL) Fellowships

4.1 Purpose

The Future Research Leader (FRL) Fellowships are highly prestigious and competitive awards aimed at encouraging high calibre interstate and international researchers to develop a program of work that support the activities that are being undertaken by the TCRCs in NSW.

Changes to the FRL scheme for funding to commence in 2018

The 2018 FRL scheme will be a targeted call for applications submitted in 2017. Applications submitted in 2017 must be in the area of implementation research\(^1\) and, more specifically, should address how research findings from the TCRCs can be taken up into routine cancer care.

The 2018 FRL scheme is open to international, interstate and NSW researchers. Please note that NSW applicants must be working in a non-cancer discipline and have appropriate skills and knowledge in Implementation Research.

\(^1\) Implementation Research is the scientific study of methods to promote the systematic uptake of clinical research findings and other evidence-based practices into routine practice, and hence to improve the quality (effectiveness, reliability, safety, appropriateness, equity, efficiency) of health care. It includes the study of influences on healthcare professional and organisational behaviour. (Ref: Eccles and Mittman, Implementation Science, 2006 https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1436009/ accessed 15/03/17.)
Working across the TCRCs, **successful 2018 FRL Fellows** will develop a program that will:

- Use relevant theory (e.g. from health psychology, sociology, behavioural economics, organisational and leadership models, policy frameworks) to understand mechanisms of action and explore effect modifiers of complex health and quality improvement interventions to be applied to cancer.
- Contribute to the field of Implementation Research including the evaluation of existing and creation of new methods, models and perspectives in relation to cancer.

Applications are welcomed from researchers who have expertise in the application of relevant theory and frameworks for developing and embedding new interventions and the evaluation of delivering new models and methods of care.

**4.2 Funding Available**

4.2.1 FRL Fellowships will be awarded through a two-stage application process:
- Stage 1: Expression of Interest (EOI)
- Stage 2: Full Application, by invitation only

4.2.2 Applicants can apply for up to five years of funding as set out below:

**Category 1 – Level C:**

- Fellow’s salary – up to $100,000 (excluding GST) per annum (i.e. Academic Level C or equivalent overseas standard).
- Research project costs up to $100,000 (excluding GST) per annum.

**Category 2 – Level D:**

- Fellow's salary up to $150,000 (excluding GST) per annum (i.e. Academic Level D or equivalent overseas standard).
- Research project costs to up $100,000 (excluding GST) per annum.

Please refer to clause 5.2.6 for further details on these categories.

4.2.3 Research project costs must be directly related to the proposed research program and can include: project personnel salary; PhD stipends; small equipment purchases; maintenance and travel.

4.2.4 Requests for reasonable relocation expenses (e.g. Economy airfares, moving costs and temporary accommodation) will be considered up to a maximum of $10,000 (excluding GST).

4.2.5 Shortlisted EOI’s will be invited to submit a full application. This will include more application details, justification for the requested budget and a detailed research plan.
4.2.6 The full application should also include a letter of support from the Director of the nominated TCRC. The letter of support should include details of:

- TCRC membership;
- How the FRL Fellow will benefit the goals, objectives and key performance indicators of the TCRC;
- How the TCRC will support the objectives of the FRL Fellow.

4.2.7 If an applicant is successful in securing an equivalent fellowship (e.g. NHMRC Career Development Fellowship) and a FRL the Institute will award the FRL but at a reduced budget level (i.e. salary top up and research project costs).

4.2.8 The Grants Review Committee may recommend changes to the funding requested including a reduction in the total budget.

5. Eligibility

5.1 Administering Institution

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

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. Additionally, the Administering Institution must have a good scientific practice, and will provide appropriate infrastructure to allow the research supported by the fellowship 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/research-grants/administering-institutions

5.1.4 The Administering Institution must provide a supportive environment for the Fellowship 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 Future Research Leader Fellowship Applicants

5.2.1 A TCRC Director must confirm that the applicant is a TCRC member or if successful, will become a member of the TCRC and that their research program can be conducted under the auspices of that TCRC.

5.2.2 If an applicant has received a FRL, they are not eligible for another Cancer Institute NSW Fellowship.

5.2.3 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 the 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.

5.2.4 Successful applicants must reside in NSW for the duration of the fellowship.

5.2.5 All obligations regarding previously funded projects involving the applicants must have been fulfilled to the satisfaction of the Cancer Institute NSW.

5.2.6 Applications for FRL Fellowships can be submitted in one of two categories depending on the applicant’s stage of career:

| Table 1 – Example Australian and International Academic Levels |
|---------------------------------|-----------------|-----------------|-----------------|
| Academic Level                  | Australia       | United States of America | United Kingdom |
| Academic Level C or equivalent  | Senior Research Fellow | Associate Professor | Senior Lecturer |
| Academic Level D or equivalent  | Associate Professor | Professor | Reader / Associate Professor |

5.2.7 Applicants may only apply for one category of the FRL in an application. If an individual is named as Chief Investigator on two FRL applications, both applications will be deemed ineligible.

5.2.8 The NHMRC’s expectations for Categories 1 and 2 applicants can be used as a guide to assist applicants and is set out below:

- **A Category 1 applicant is** expected to carry out research independently or as part of a research team, and engage in activities that will develop their expertise in biomedical, clinical, public health and/or health service delivery research, with support, guidance and/or direction from more senior colleagues in establishing their research careers.

- **A Category 1 applicant is** expected to be an emerging research leader with an established record of achievement and a growing
research profile with publications in peer reviewed journals, competitive grant funding and a demonstrated contribution to the teaching and supervision of postgraduate students.

- **A Category 2 applicant** is expected to carry out research independently, or as part of a research team, with limited guidance or direction from more senior colleagues in establishing their research careers.
- **A Category 2 applicant** is expected to demonstrate a record of exceptional achievement including publications in peer reviewed journals, evidence of competitive grant funding, leadership roles and supervision of postgraduate students.
- **Please note: a Category 2 applicant** should recognise a marked distinction in skills, research experience and scholarship when compared to Category 1 applicants.

5.2.9 Applicants should carefully consider the category they apply for. At the recommendation of the external, independent Grants Review Committee, a FRL Fellowship may be offered by the Cancer Institute NSW in the alternative category. All applicants will be judged on the individual merit and one category will not be favoured over another.

5.2.10 If an applicant believes that they should be exempt from any of the stated eligibility criteria, they should submit an eligibility exemption ruling requests (max 350 words) through the Administering Institution **four weeks prior** to the due date of the fellowship by email to grants@cancerinstitute.org.au.

**Changes to the FRL scheme for funding to commence in 2018**

The 2018 FRL scheme will be a targeted call for applications submitted in 2017. Applications submitted in 2017 **must be in the area of implementation research** and, more specifically, should address how research findings from the TCRCs can be taken up into routine cancer care.

The 2018 FRL scheme is **open to international, interstate and NSW researchers**. Please note that **NSW applicants must be working in a non-cancer discipline** and have appropriate skills and knowledge in Implementation Research.

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2 Implementation Research is the scientific study of methods to promote the systematic uptake of clinical research findings and other evidence-based practices into routine practice, and hence to improve the quality (effectiveness, reliability, safety, appropriateness, equity, efficiency) of health care. It includes the study of influences on healthcare professional and organisational behaviour. (Ref: Eccles and Mittman, Implementation Science, 2006 [https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1436009/](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1436009/) accessed 15/03/17.)
6. **Assessment of Applications**

The following criteria will be used to assess full applications:

**6.1 Scientific Quality (40%)**

The clarity of the aims and objectives, the strengths and weaknesses of the experimental design and the feasibility of the proposed research program should be clearly articulated.

**6.2 Significance and/or Innovation (20%)**


**6.3 Track Record (20%)**

The applicant demonstrates a strong research track record evidenced by peer reviewed publications, leveraged funding secured and collaborations relevant to the discipline and stage of career and taking into consideration career interruption, administrative and clinical/teaching load and typical performance.

**6.4 Potential (20%)**

The applicant has demonstrated potential to make significant advances in cancer research and achieve success at a high level.

**6.5 Application Process**

The FRL Fellowship 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 is to provide high level details about the Chief Investigator, proposed research, and the budget summary. EOIs will be assessed by the Grants Review Committee.

The successful EOIs will be notified approximately four weeks 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 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). The full application should build on the information provided in the EOI but provide a more detailed research plan and budget.

The outcome of the full application is expected to be known by early 2018. All grants 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

<table>
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<tr>
<th>Action</th>
<th>Date</th>
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<tbody>
<tr>
<td>Stage 1: Expressions of Interest Open</td>
<td>22 May 2017</td>
</tr>
<tr>
<td>Stage 1: Expressions of Interest Close</td>
<td>15 September 2017</td>
</tr>
<tr>
<td>Invitation to submit a full application</td>
<td>31 October 2017</td>
</tr>
<tr>
<td>Stage 2: Full Applications Open</td>
<td>1 November 2017</td>
</tr>
<tr>
<td>Stage 2: Full Applications Close</td>
<td>15 January 2018</td>
</tr>
</tbody>
</table>

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 FRL 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. Grant 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. [https://www.cancerinstitute.org.au/data-research/grants/research-grants/policies-and-forms](https://www.cancerinstitute.org.au/data-research/grants/research-grants/policies-and-forms)

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 fellowship 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.
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 fellowship 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 funding may be regarded as a ‘taxable supply’ and therefore a Goods and Services Tax (GST) may be payable.

8.3.7 The Cancer Institute NSW 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 fellowship. 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 fellowship 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 fellowship.

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 Cancer Institute NSW.

8.4.5 Where a Fellow 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 fellowship, and that all or part of fellowship must be repaid. In this case, the Cancer Institute NSW may
withhold the remainder of the fellowship payments for the current year or initiate recovery of the fellowship 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 fellowship must acknowledge the support of the Cancer Institute NSW.

8.5.2 All media materials, announcements or media releases related to the fellowship 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 fellowship if required.

8.5.4 Grantees must indicate their status as recipients of Cancer Institute NSW funding 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 fellowship. 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 process.

Applicants acknowledge that announcement of the successful applicant from this fellowship round will involve the dissemination of information to the public about the general nature of the fellowship funded including the lay description provided in the application, the funding awarded, the applicants involved in the fellowship, and the Administering Institution, and any actual organisations at which the fellowship 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 Grants Peer 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. These documents can be found at www.cancerinstitute.org.au/research-grants-and-funding/grants/policies-and-forms.
13. Enquiries

Enquiries can be directed to the Grants Team at grants@cancerinstitute.org.au.
Appendix Cancer Institute NSW Model of Translational Research

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. \(^2\)
- The application of information and insights derived from basic, clinical and population health research to the provision of health services. \(^3\)
- 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.