

# INSTRUCTIONS FOR APPLICANTS

**CLOSING DATE FOR APPLICATIONS: 5.00pm Tuesday 8<sup>th</sup> March 2011**

Late or incomplete applications will not be accepted.

All cancer research grant applications will be assessed and ranked via the NHMRC Project Grant panel process. Applications will be allocated to Grant Review Panels (GRPs) based on Field of Research selected by applicants. Please note: While all cancer research grant applications will be assessed via the NHMRC process, the states will continue to make the funding decisions, as is current practice. In the case of South Australia, the South Australian Cancer Research Collaborative (SACRC) will make funding decisions.

## Background Information

The National Cancer Research Grants Secretariat will continue to be hosted by Cancer Council Victoria on behalf of the Cancer Council Australia. The Secretariat is the link between the NHMRC and Cancer Councils.

## HOW TO APPLY

**You will need to submit the following documentation:**

- **NHMRC application**
- **Supplementary Questions**
- **Specific State Criteria (if applicable)**

**The same application ID must be used on the NHMRC application form, the Supplementary Questions document and, if applicable, the Specific State Criteria document.**

## NHMRC

Visit the [NHMRC website](#) for information about applying and for access to RGMS.

A number of options will be available on the NHMRC application form for choosing which funding body (or bodies) your application is to be submitted to. In addition to the NHMRC application you will need to complete a set of Supplementary Questions, which is to be emailed to the National Cancer Research Grants Secretariat ([CancerCouncilGrants@cancervic.org.au](mailto:CancerCouncilGrants@cancervic.org.au))

Applicants ineligible to apply for NHMRC project grant funding are still entitled to apply via the NHMRC process for SACRC funding.

## SUPPLEMENTARY QUESTIONS

**All applicants applying for project grant funding from Cancer Councils must submit a Supplementary Question form.**

The [Supplementary Questions](#) document identifies which Cancer Council you are submitting your application to for funding consideration and *seeks information specific to Cancer Council applications* (for example amendments to budgets for consideration by Cancer Councils).

The Supplementary Questions will not be available to the NHMRC Grant Review Panels (GRPs) but will be for the exclusive use of the Cancer Councils to assist them in their funding decisions. Applicants are strongly advised to familiarise themselves with the Eligibility Criteria and Guidelines of the Cancer Council they are applying to.

The Supplementary Questions document is also available from [CancerCouncilGrants@cancervic.org.au](mailto:CancerCouncilGrants@cancervic.org.au) upon request.

**IMPORTANT NOTE:** South Australia has Specific State Criteria which are identified below. South Australian applicants may be required to provide additional information via a separate form. Please refer below under Specific State Criteria for further information.

## SPECIFIC STATE CRITERIA

Where relevant, and if applicable, applicants should demonstrate the relevance of their proposals to the following attributes:

- Mentoring and capacity building
  - e.g., applicants could specify plans for mentoring/capacity building for themselves and any new investigators or other earlier career researchers involved in the project
- Translation
  - e.g., applicants could outline plans for research translation to other value adding research, health service delivery, health gain and/or commercialization
- Collaboration and consultation
  - e.g., applicants could include evidence of collaboration in the past five years at a local or national/international level (e.g., as in grant applications, co-authorship of papers and conference presentations). The roles of any collaborating partners in the present proposal should be outlined. Collaborators may include other researchers, policy makers, service providers and/or community representatives
- Leveraging funding
  - e.g., applicants could give evidence of co-funding from external parties or in-kind support for the proposed research (i.e., parties external to Cancer Council SA and SA Health)

Eligible applications may come from across the research spectrum, including biomedical, clinical, health-services and population-health research.

It is recognised that individual proposals may relate to some but not all of these attributes. Responses may account for up to 20% of the final application score (the remainder being the NHMRC rating score).

Please provide evidence of the relevance of your funding request to any of these attributes in a separate document (no more than two pages) and email to Cancer Council SA Secretariat ([nsargent@cancersa.org.au](mailto:nsargent@cancersa.org.au)) by the closing date. Please ensure the name of the Chief Investigator and Application ID are at the top of each page.

## GENERAL INFORMATION

Research Project Grants will generally be for one year beginning 1 January 2012.

Only one project per Chief Investigator (CI) will be funded. It is permissible to submit the same grant for funding but funding would be forthcoming from only one source only.

Applications are to follow the NHMRC format. The relevance of the research to cancer must be explicit in the application and research must be carried out in South Australia.

### Funding available for a given grant

Research project grants are not a source of ongoing salary funding for senior career scientists and will not fund the salary of a chief investigator.

SACRC will fund up to \$100,000 inclusive of \$25,000 maintenance (items of capital equipment will not be funded).

### Payment of funds

Grant payments will be made to the Administering Institution nominated in the successful grant application. Grant payments commence no earlier than January of the year following the successful application. Grants are paid in quarterly instalments on receipt of a tax invoice from the Administering Institution. Amounts granted are exclusive of GST.

### Use of Research Funds

The funds offered are a grant-in-aid and will not be supplemented. It is the responsibility of the grant holder to manage salaries and other expenditure within the limits of the grant.

### Unspent Funds

Unexpended money must be returned. Funding may not be carried over into the following year.

### Final decisions on funding

The final decision on funding will be made by the SACRC.

### Tobacco Policy

Funding will not be offered for individuals or institutions who receive support directly or indirectly from, or are involved with organisations that are part of or funded by, the tobacco industry. Applicants are asked to disclose any

current or recent relationship with the tobacco industry. Unless counter-evidence is supplied, such relationships will be taken as conflict of interest and render applicants ineligible.

## **Intellectual Property Policy**

### **Publicity**

SACRC may ask successful applicants to assist with promotion of SACRC funded research and of funding partners. It is possible for example that there will be requests to provide media publicity through interviews or other means and we hope that successful applicants will be able to participate when these opportunities arise. We shall also ask successful applicants to advise the SACRC secretariat if promotion of funded work is planned through host institutions.

### **Reporting Requirements**

Reporting requirements will accord with past Cancer Council SA reporting practices. The SACRC secretariat will be in contact early in the life of the grant to provide further detail and a reporting template will be provided. Failure to submit a report may render investigators on the grant application ineligible for further funding until the report is received.

## **KEY DATES**

**Dec 2010** NHMRC Research Project Grant process opens and Cancer Councils advertise that application process now open

**8 March 2011** Closing date for applications to the NHMRC and submission of Supplementary Questions to the National Cancer Research Grants Secretariat. Some institutions may have an earlier closing date for submission to their Research Office. South Australian applicants may also need to submit additional information as per Specific State Criteria.

**April/May 2011** NHMRC will forward copies of Applications to the National Grants Secretariat for distribution to Cancer Councils

**May / June 2011** Assessment of applications via NHMRC assessment process

**June / July 2011** Applicants will be given one week to respond to the Grant Review Panel questions and the external peer assessments

**Aug/Sept 2011** Grant Review Panels meet to rank applications

**Sept 2011** NHMRC will provide the National Cancer Research Grants Secretariat with ranking information for distribution to Cancer Councils

**Oct 2011** Applicants advised of NHMRC funding outcomes

**Oct/Nov 2011** Cancer Councils Research Committee meetings

**Nov/Dec 2011** Applicants advised of funding outcomes

### **Contact for further information:**

Further information is available from either the NHMRC Liaison Officer (National Cancer Research Grants Secretariat) or from Cancer Council SA: -

#### **Cancer Council / NHMRC Liaison Officer**

Josie Italia

Tel: 03 9635 5028

Email: [Josie.Italia@cancervic.org.au](mailto:Josie.Italia@cancervic.org.au)

Cancer Council SA

Nicole Sargent, Coordinator Research Strategy

Tel: 08 8291 4297

Email: [nsargent@cancersa.org.au](mailto:nsargent@cancersa.org.au)

Information regarding submission of applications to the NHMRC can also be obtained from the GrantNet Help Desk: -

Tel: 1800 500 983  
Email: [help@nhmrc.gov.au](mailto:help@nhmrc.gov.au)