

# RESEARCH PROJECT GRANTS 2013

## GUIDE TO APPLICANTS/ CONDITIONS OF AWARD



### **Cancer Council Western Australia and cancer research**

The Cancer Council Western Australia aims to minimise the effect of cancer on our community through research and education and by providing people affected by cancer with support to enhance their quality of life. A key objective of the Cancer Council is to encourage and support a wide range of research activities into the causes, diagnosis, treatment and prevention of cancer and leukaemia. The structure of funding is to accommodate approximately nine one-year grants to a maximum value of \$100,000 including up to two two-year grants to the maximum value of \$100,000 per year (ie \$200,000 over two years). It should be noted that researchers can hold no more than one Cancer Council Western Australia research project grant at any one time. This applies to both one and two year grants.

Applications are now invited for Cancer Council Western Australia research project grants (commencing in 2013) in the fields of laboratory, clinical, epidemiological, psychosocial and behavioural science.

### **HOW TO APPLY**

**Closing Date for full applications: Wednesday, 14 March 2012**

Applicants intending to apply to the Cancer Council **must** submit an application to the NHMRC. This stage will not be used to short-list applications but to assist the NHMRC in recruiting Grant Review Panel members with the relevant expertise to assess all applications.

Late or incomplete applications will not be accepted. **Supplementary questions must be submitted by email as a separate PDF file directly to the Cancer Council Australia's National Cancer Research Grants Secretariat (Josie.Italia@cancervic.org.au) for consideration for a Cancer Council Grant. The same application ID must be used on both the NHMRC application form and the Supplementary Questions document.** The supplementary questions provide important additional information for the Cancer Council, please ensure you provide as much information as possible and consider the following information:

**Cancer Council Western Australia is committed to support early stage research projects and as such the Board has emphasised the importance of funding one year grants for projects which may then become more competitive for larger national funding pools.**

**In question 8 of the supplementary questions we strongly recommend that researchers emphasise how the Cancer Council Western Australia funded project will maximise the prospect of attracting additional resources to the research in the future.**

## **MULTI-STATE GRANTS**

Cancer Council Western Australia will no longer support Multi-state grants. Multi-state grants will be funded via a partnership between Cancer Council Australia and Cancer Australia. See the Cancer Australia website for further details ([www.canceraustralia.gov.au](http://www.canceraustralia.gov.au))

## **HOW DO WE DECIDE WHAT RESEARCH IS FUNDED?**

In general terms, the criteria for award of research project grants are: relevance to cancer; excellence; the value of the research; and a capacity to successfully complete the research proposed in the application. The track record and standing of the key personnel, and the infrastructure support available at the administering institution will be important, but will not be determinative on their own. Recent entrants to the cancer research field should feel confident that applications will be carefully considered and assessed on their merits.

There are no specific categories of research that have been nominated as having a higher or lower priority than others. However, the Cancer Council reserves the right to support particular research needs as they emerge, and to support worthwhile research which would have difficulty in finding funding in terms of priorities set by other funding agencies.

## **WHO CAN APPLY FOR FUNDING?**

Applications will be accepted from appropriately qualified researchers or research teams who will be conducting the research at an administering institution in WA. The institution can be within a university, affiliated to a university or major hospital, or an appropriate independent medical or scientific research institute. The work should normally be done in Western Australia. This does not preclude funding the Western Australian component of a project involving interstate or international collaboration.

A maximum of one grant per year for each Principal Investigator will be awarded. In circumstances where a Principal Investigator is under consideration for more than one project submitted, the Cancer Council will determine which project is to be funded.

Applicants should note the Cancer Council is concerned that applicants should not over commit themselves, risking the success of any one project.

## **OTHER FUNDING SOURCES**

Due to increasing competition for cancer research funding, the Cancer Council will examine closely other sources of support that may be available for this research. Applicants accepting an offer of funding from other funding bodies are requested to notify the Cancer Council immediately.

## **Tobacco Industry**

The Cancer Council will not make a research grant to any researcher who:

- is an applicant for or is in receipt of funds from the tobacco industry, or organisations deemed by the Cancer Council to be associated with the tobacco industry, regardless of whether the funds are received directly, through collaborators or by other means (the Smoking and Health Research Foundation of Australia is deemed to be associated with the tobacco industry);
- is employed in a research institute or organisation or, in the case of universities, Faculty or School that allows applications or receives funds from the tobacco industry, whatever the use of those funds may be; or
- is employed in a University that accepts funds from the tobacco industry for health related research or services, wherever in the University that research may be done or those services supported.

The Cancer Council will terminate its support for a research project if the above provisions relating to support from the tobacco industry are breached or it believes that the integrity of the research is threatened by influence from tobacco interests.

Researchers in receipt of funds from other organisations in conflict with the prevention of cancer will be examined closely to determine if in fact a conflict of interest exists.

## **HOW DO I ESTIMATE THE FUNDS REQUIRED?**

For 2013, grants are available for one year (maximum of \$100,000) or two years (\$200,000 over a two year period). Applications for projects involving budgets that significantly exceed this maximum will be deemed to be outside the scope of these awards and will not be considered. Please note that applicants need not estimate or include GST in their final budgets – total grant funding is exclusive of GST. Consistent with the research project grant nature of the funding, an award may not necessarily be for the amount of money sought. A decision is made by the Cancer Council about the extent to which they are able and ought to support the work described in each application.

If you wish to be considered for one year funding, you will need to provide budget figures for one year only in the supplementary question form (as well as indicate your preference for one year funding in the appropriate sections). If you wish to be considered for two year funding, you will need to provide budget figures for two years in the supplementary question form (as well as indicate your preference for two year funding in the appropriate sections). The applicant must nominate the type of grant (one or two year funding) they are applying for at the point of application. In certain circumstances and at the discretion of the Cancer Council, applicants seeking a two year grant may be offered one year of funding. **Applicants must be able to demonstrate that a worthwhile outcome can be achieved in the shorter period of time by completing supplementary question number 10: Scope of Research’.**

Research project grants are intended to support work for which the applicants already have or will have support within their respective administering institutions – the Cancer Council does not fully fund programs of research.

Funds will not be provided to cover any overhead costs levied by the administering institution.

## **Personnel**

Please ensure your budget is prepared using the Personnel Support Package levels as defined by the NHMRC. These amounts cover all salary and salary on-costs (eg. payroll tax, workers compensation, leave loading, pro-rata long service leave where applicable, compulsory and contributory superannuation).

Grant-supported personnel will be employees of the institution(s) in which the research is done and will be subject to the conditions of employment of those institutions. The Cancer Council will make no contribution to the costs of their employment outside the grant offered. The committee wishes to stress that the Cancer Council does not view its project grants (under normal circumstances) as a means of creating a long term career structure.

Grant funds cannot be used to fund the salary of Principal Investigator.

## **Equipment**

The Administering Institution to which equipment or apparatus is entrusted must undertake to maintain the items in good and working condition, and in a location where the sponsored research project is being conducted. Equipment or apparatus bought with funds that were part of the Project Grant remain part of the project but provided that the project is satisfactorily completed, the equipment or apparatus become the property of the Administering Institution. The Administering Institution shall not acquire any equipment or apparatus other than as disclosed in the Project Grant application without the consent of the Cancer Council (however, no consent is required for equipment or apparatus with a purchase price of less than \$1,000.00).

## **Consumables**

Support for minor operational maintenance (this might include postage, phone/fax, printing, stationery, computer hardware and software).

## **WHAT ARE THE OBLIGATIONS OF GRANT RECIPIENTS AND THE ADMINISTERING INSTITUTION?**

There will be only one Administering Institution for each grant. The Cancer Council will make grant payments to the Administering Institution nominated in the successful grant application. That institution will be held responsible for the proper administration and expenditure of the grant and for ensuring that all reports required by the Cancer Council are provided on time.

The Administering Institution also guarantees that the infrastructure necessary to support the research will be available and will undertake to meet from other than the grant funds all infrastructure costs pertaining to the work supported by the grant. Its explicit support for and commitment to the application is therefore essential before any application can be considered.

## **Publicity and Acknowledgment**

The ability of the Cancer Council to fund research is dependent entirely on its ability to raise money through public donation. Public awareness of the Cancer Council's role in funding research, particularly successful research, is therefore crucial.

Where a media release or conference is planned, it is the responsibility of both the Principal Investigator and the institution's media office to give the Cancer Council adequate notice of the release or organisation of the conference, and to accommodate reasonable requests for the Cancer Council's participation in the publicity.

In addition, researchers may be called on to participate in the Cancer Council's promotional initiatives such as presentations to major donors, the preparation of promotional materials and providing a verbal presentation at the State WA Cancer Conference or Research Symposium.

The Cancer Council will invite successful applicants to attend our annual "research lunch" where they will be awarded a certificate of achievement recognising success in this research grant round. This event will provide an opportunity to showcase leading researchers and to create a forum where researchers and potential donors can meet. We ask that the Principal Investigator or a senior member of the research team is available for this event.

The Cancer Council may also, at its own initiative, ask investigators to participate in release of details of their research to the media. Sensitivities relating to pre-publication release will be respected in such circumstances.

### **Publications arising from grants**

The Cancer Council encourages the publication of results and the dissemination of other information from research funded by the Cancer Council. Such publications would occur through the normal acceptable scientific channels and there should always be an acknowledgment that Council funding has been provided (with the following footnote included: "This work was carried out during the tenure of a grant from Cancer Council Western Australia"). A copy of the published paper should also be forwarded to the Cancer Council. However the Cancer Council prohibits the use of such results and information being used by other fundraising organisations to solicit donations. If such action does occur without reasonable explanation, the research grant involved will be terminated.

### **Reporting Obligations**

A short explanatory abstract which could be understood by a lay person is required early each year for the Cancer Council's use. The explanation will be of about 300 words in length and must be capable of being understood by the lay person. It should describe the short and long term implications of the research project.

- In fulfilment of the conditions of an award, a report of the project shall be submitted within twelve months of the conclusion of the project. Failure to submit a grant report at this time will render all investigators on the grant application ineligible for further funding from Cancer Council Western Australia until the grant report is received. The reports shall be prepared by the Principal Investigator and will be used by the Research Committee to monitor progress, as well as be utilised by the Cancer Council to develop a research report in the future. A reporting template will be provided by Cancer Council Western Australia.

### **Intellectual Property Policy**

In the event of any discovery with a potential for commercial exploitation which arises as a result of research supported by Cancer Council Western Australia grants, the Applicant is bound by the conditions of the award to notify the Cancer Council accordingly. The rights to any patents will be reserved as a matter for negotiation exclusively between the Cancer Council, the institution administering the grant, and any other institution with pre-existing intellectual property rights in connection with the proposed patent. Cancer Council Western Australia reserves rights to the intellectual property so established to the degree commensurate with its financial contribution to their development.

The Researcher acknowledges and accepts that the Cancer Council makes the grant on the following terms and conditions:

- 1) The Researcher agrees to assign to the Cancer Council an interest in any patent or design that arises out of research funded by the grant (“the interest”). The extent of the interest to be assigned shall be equal to the proportion to which the amount of the grant makes up the total cost of the research.
- 2) In furtherance of condition 1) above, the Researcher agrees to initiate all actions necessary to assign such interest as the Researcher has agreed to assign to the Cancer Council.
- 3) The Researcher agrees to refrain from engaging in any action which would diminish the value or extent of the interest the Researcher has agreed to assign to the Cancer Council.
- 4) The Researcher agrees to disclose to the Cancer Council, under agreements of confidentiality, any inventions or discoveries that arise in the course of research funded by the grant.
- 5) If an agreement cannot be reached, or there is a dispute between Cancer Council Western Australia and the researcher, the matter which is the subject of the dispute or lack of agreement will be referred to an independent arbiter agreed by the parties and in default of agreement an arbiter nominated by the Australian Commercial Disputes Centre. The arbiter’s decision shall be final and binding upon the parties.

### **WHAT IF THE PRINCIPAL INVESTIGATOR RESIGNS FROM THE PROJECT?**

Resignation of a Principal Investigator (including change of institution or relocation to another state) during the tenure of a grant may result in termination of a project before expiration of the approved term of support. Because of the importance of the Principal Investigator in the initial grant review, it is essential that the commencement or continuation of the grant is assessed by the Research Grants Committee. The Cancer Council must be advised in writing regarding what, if any, arrangements will be made to complete the research for which the grant was offered and give a written report of progress to that date. The Cancer Council’s Research Committee will decide, on the basis of the information supplied and following what other investigations it deems necessary, whether the grant should be continued in full, at a reduced level, or not at all.

### **WHEN DO I NEED TO SUBMIT ETHICS APPROVAL CLEARANCE FORMS?**

The first payment of a new grant will not be made until confirmation has been received from the Administering Institution's research office that all necessary approvals have been obtained (i.e., human ethics, animal ethics and biosafety).

### **HOW DO I CLAIM FUNDING IF MY APPLICATION HAS BEEN APPROVED?**

- 1) Grant payments commence no earlier than January of the year following the successful application.
- 2) Payments in respect of any grant shall be within the terms and conditions specified in the grant offer.
- 3) The successful research project must commence within a 6 month period from the date of fund availability.
- 4) Projects with commencement delays of more than 6 months and less than 2 years from the date of fund availability require endorsement from the Cancer Council's Research Grants Committee.
- 5) Research not commenced after two years of the date of fund availability, will forfeit the grant.
- 6) Once the project has commenced, all research must be completed within an 18 month period (for one year grants) and a 30 month period (for two year grants) and claims outside that period will need to be approved by the Cancer Council's Research Grants Committee. The Cancer Council considers commencement to be signified by the first request for payment. The grant report is required within twelve months of the time of completion.
- 7) Amounts granted are exclusive of GST. All claims are to be made via a tax invoice from the researcher's GST registered Administering Institution, including the institution's ABN. This is to avoid paying withholding tax which would effectively reduce the overall grant by 48.5%. Please keep in mind that you must also invoice the Cancer Council for GST on top of the total grant (ie your invoice must include 10% extra for the GST).
- 8) Grants are paid in quarterly instalments on receipt of a tax invoice from the Administering Institution. The initial invoice for claims must be generated at the commencement of the research project.
- 9) At the conclusion of the research project, any variations of 10% or more from the expenditure against individual budget categories outlined in the original application need to be reported to the Cancer Council for approval by the Research Grants Committee.
- 10) It is a requirement of the Cancer Council that you advise the Cancer Council if your project is receiving funding from other sources.
- 11) In exceptional/extenuating circumstances, and upon formal application, the Cancer Council's Chief Executive Officer may, at his/her discretion, approve a variation to the payment method outlined above.
- 12) At the completion of the grant period, all funds that are uncommitted must be repaid to the Cancer Council unless permission is sought and obtained in writing to use any residual funds to complete work specified in the original application.
- 13) The grant must be spent wholly for the purposes for which it was requested and so certified by the investigators and the Administering Institution.
  
- 14) In the event where a need arises for the administration of a grant to be transferred from one institution to another, a written request for this transfer must be made to

the Cancer Council giving reasons for the transfer. The transfer must not be made without the written agreement of the Cancer Council.

Further enquiries:

Research Administration Officer  
15 Bedbrook Place  
SHENTON PARK WA 6008  
Telephone: 08 9388 4354  
Facsimile: 08 9388 4399  
E-mail: [education@cancerwa.asn.au](mailto:education@cancerwa.asn.au)