

Victorian Cancer Agency

Palliative and Supportive Care  
Capacity Building Grant

**Guidelines for Applicants 2010**

**Due date: 8 April 2010**

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## Acronyms and Definitions

<b>Administering Organisation*</b>	Organisation that will be responsible for administration of the project, and the receipt and distribution of grant funds. There can be only one Administering Organisation per grant.
<b>Administering Officer/Grants Officer</b>	Person responsible for receiving and administering funds from the Victorian Cancer Agency
<b>The Agency</b>	Victorian Cancer Agency
<b>Lead Investigator</b>	<p>Researcher who is leading the research. Responsible for the overall direction of the project, and leading and supporting Associate/Co-Investigators. Responsible for completion and lodgement of the application, and gaining appropriate certification signatures. Responsible for progress and reporting on the project.</p> <p>This person must be an Australian citizen or permanent resident.</p>
<b>Associate/Co-Investigator/s</b>	Responsible for carrying out some aspect of the research under the guidance and leadership of the Lead/Chief Investigator/s.
<b>Collaborator/Collaborative Partner/s</b>	<p>Includes all people named as Investigators and their associated organisations. Also includes organisations or individuals that provide specific resources that contribute to the research, such as biobanking or biostatistics work.</p> <p>Collaboration may be between a combination of disciplines, departments and/or organisations.</p>
<b>DH</b>	The Victorian Department of Health
<b>Goods &amp; Services Tax</b>	Goods and Services Tax imposed in accordance with the <i>A New Tax System (Goods and Services Tax) Act 1999</i> , and related Acts and Regulations.
<b>ICS</b>	Integrated Cancer Services located in Victoria
<b>Research Organisation*</b>	Organisation where the majority of the research will be based
<b>VCAP</b>	<i>Victoria's Cancer Action Plan 2008-2011</i>

\*Administering Organisation and Research Organisation may be the same.

## 1. OVERVIEW – VICTORIAN CANCER INITIATIVES

### 1.1. The Victorian Cancer Agency

The Victorian Cancer Agency is a Victorian Government funded organisation, led by a Consultative Council. It was established in 2006 to advise the Minister for Health on translational cancer research. The Agency is committed to supporting innovation and excellence in Victorian cancer research.

#### Mission

To reduce the impact in the community caused by cancer, by supporting the rapid translation of research findings into effective and equitable access, treatments and clinical care.

#### Vision

The translational research supported by the Victorian Cancer Agency will, through clinician and research collaboration, result in scientific progress of international significance and provide the Victorian community with equitable outcomes, independent of geography, culture or socio-economic factors.

#### Strategic elements

The Victorian Cancer Agency's strategic elements complement the milestones and targets outlined in Victoria's Cancer Action Plan.

##### Translational research

- Provide funding for Victorian translational research that will fill knowledge gaps relating to cancer conditions and reduce inequities in order to lead to improved population and cancer patient outcomes within Victoria.
- Work to increase the funding pool available to Victorian translational cancer researchers including access to non-government and philanthropic sources

##### Clinical trials

- Act to increase patient participation in clinical trials and improve access to clinical trials throughout Victoria.
- Work to improve the infrastructure and workforce required to undertake and attract clinical trials to Victoria.

##### Knowledge transfer

- Facilitate partnerships between universities, research organisations and cancer clinicians in order to inform clinical decision making with the latest research evidence.
- Partner with Victoria's Integrated Cancer Services to use research findings to deliver better cancer patient outcomes.

##### Collaboration

- Establish collaboration as a priority in funded research programs and reinforce successful linkages and identify new opportunities, within Victoria, with other Australian states and internationally.

##### Infrastructure and workforce

- Work to ensure services such as data management, tissue banking, molecular pathology, genetic assessment and biomedical imaging are accessible to Victoria's cancer researchers.
- Increase the number and skills of Victoria's cancer research workforce in order to be able to conceive, plan and undertake high quality translational cancer research.

##### Supportive and palliative care

- Increase the funding available and establish a strong foundation for future supportive and palliative care research themes and research workforce.

Information on the Victorian Cancer Agency can be found at: [www.victoriancanceragency.org.au](http://www.victoriancanceragency.org.au)

### 1.2. Victoria's Cancer Action Plan 2008-2011 (VCAP)<sup>1</sup>

In 2008 Victoria released *Victoria's Cancer Action Plan 2008-2011* (VCAP). The plan builds on the progress and achievements of the Victorian Ministerial Taskforce for Cancer 2003-2007. It aims to achieve ambitious targets in cancer services across four Action Areas. These are:

<b>Action Area 1: Prevention</b>	Reducing the major cancer risk factors in the population and maximising effective screening
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<b>Action Area 2: Research</b>	Ensuring rapid translation of research into effective treatments and clinical care
<b>Action Area 3: Treatment</b>	Investing in innovative treatments and technologies and sustainable integrated care systems
<b>Action Area 4: Support</b>	Supporting and empowering patients and their carers throughout their cancer journey

The Victorian Cancer Agency has primary responsibility to achieve the priorities outlined in **Action Area 2** of the plan. These priorities are:

<b>Priority 1:</b>	Sustain and strengthen Victoria's leadership role in linking cancer research to clinical outcomes within Australia
<b>Priority 2:</b>	Invest in translational research and develop partnerships with industry
<b>Priority 3:</b>	Further develop institutional structures, platforms and support systems to facilitate cancer research and its effective translation into clinical practice

Information on *Victoria's Cancer Action Plan 2008-2011* can be found at: <http://www.health.vic.gov.au/cancer/vcap.htm>

### 1.3. Victorian Integrated Cancer Services

In 2004, eight Integrated Cancer Services (ICS) were established in Victoria (three metropolitan and five regional). They are partnerships between health services to link and coordinate cancer care within a geographic region. They are the platform through which improvements in cancer service delivery and patient care are being implemented.

ICS are ideally positioned to both support translational research being conducted within their respective health services and research organisations, and implement outcomes of research into clinical practice.

The Victorian Cancer Agency has identified that the ICS are an essential component in translating cancer research into clinical application across and between health services, because of their structure and function.

Information on Victorian cancer initiatives can be found at: [www.health.vic.gov.au/cancer](http://www.health.vic.gov.au/cancer)

## 2. GUIDING PRINCIPLES OF VICTORIAN CANCER AGENCY SUPPORTED RESEARCH

### 2.1. Translational Research

Translational research is a general term encompassing research that focuses on clinical outcomes and quality research principles, carried out by multi- and inter-disciplinary teams that explicitly address how knowledge created from the research will be used to drive advances in an area of patient clinical need. The core elements that distinguish translational cancer research from more traditional bench-top research are patient clinical need, and collaboration between research and clinical disciplines.

The translational research collaboration approach also differs from traditional research collaborative approaches in terms of teams being typically assembled around similar scientific or medical fields, to one where the focus of collaboration may be between a range of disciplines, including researchers, clinicians, health service managers, clinician-managers and consumers.

A translational research collaborative team may be expected to comprise:

- basic researchers working on gaining an understanding of, and/or identifying targets in an area of identified patient clinical need
- clinical trials co-ordinators guiding clinical trials for research outcomes
- clinicians and practitioners who are involved with treating patients, assisting in the recruitment of patients into clinical trials, as well as advising on areas of patient-clinical need
- health care service provider managers and policy makers
- consumer representation

## 2.2. Collaboration

As the Agency has a focus on translational research, collaboration between disciplines and organisations is encouraged to increase the quality, capacity and sustainability of cancer research in Victoria. The Agency appreciates that collaboration currently occurs in many instances in relation to cancer research between disciplines and organisations within Victoria, as well as interstate and overseas.

All people and organisations involved in the research project are considered to be collaborators. Associate/co-investigators represent a specific sub-set of collaborators who are directly involved in the conduct of the project, but not responsible for the direction and progress of the project. Other collaborators may only be providing support for a particular aspect of the research. For example, a collaborative partner may provide resource support (such as biobanking) that enables the research to be carried out or implemented into the clinical environment.

By encouraging collaborative arrangements, the Agency is asking researchers to consider looking beyond their discrete departments and organisations, and to seek out people who may be doing similar research. This may allow for stronger and higher quality research proposals, and reduce the possibility of research being duplicated.

## 3. ELIGIBILITY FOR VICTORIAN CANCER AGENCY FUNDING

Victorian Cancer Agency funding is aimed at building research capacity and capability in Victoria, as well as funding projects that could provide breakthroughs in knowledge. A range of initiatives, including support for people, infrastructure and large-scale projects, are available from time to time. The selection criteria vary depending on the nature of the funding applications sought. However, the standard eligibility requirements remain for all application types.

### 3.1. Standard eligibility requirements

Any organisation or individual that is, or will be, involved in the conduct of cancer research in Victoria is eligible to apply for Victorian Cancer Agency funding.

#### Applicant requirements

- Lead Investigators must be Australian citizens or have permanent residency status. Successful applicants will be asked for proof of citizenship or residency status as part of the funding agreement.

#### Project requirements

- The majority of the research must be completed within Victoria (collaborators may work interstate or internationally).
- Proposed projects must have specific aims and outcomes that are achievable in the designated timeframe.

#### Administering Organisation requirements

- Applications must be made under the auspices of a Victorian hospital, research organisation or university. A single organisation should be designated as the Administering Organisation, which must:
  - certify in the application form that they meet the requirements for the receipt of government funding through the Victorian Cancer Agency. These requirements are detailed on the Agency's website under funding rules and forms, at <http://www.victoriancanceragency.org.au/Funding/Fundingrulesandforms/>
  - have in place policies and procedures for the management of public funds
  - have in place policies for the proper conduct of research in relation to ethics and good scientific conduct
  - have in place policies for the appropriate management and exploitation of Intellectual Property
  - in the case of research being undertaken with collaborative partners, obtain the consent of all Investigators named in the application, and their organisations
  - accept the Agency's contract as the basis for funding
- The relevant delegate of the Administering Organisation must certify in the application that they approve of and endorse the proposed project.

### Research Organisation requirements

- The application must provide evidence that there is a suitable environment in which to undertake the research. It is expected the Research Organisation will ensure that there is effective supervision and mentoring of the researcher and/or research group, and have a process for evaluating the effectiveness and suitability of any supervisory and/or mentoring arrangements. The Research Organisation will provide the facilities and infrastructure required to undertake the proposed research.
- The relevant delegate of the Research Organisation must certify in the application that they approve of and endorse the proposed project.

## **4. SCHEME DESCRIPTION**

One of the priority areas for the Victorian Cancer Agency is building cancer research capacity and capability in the field of supportive care, palliative care and survivorship in cancer. To address this priority, the Agency is offering Palliative and Supportive Care Research Capacity Building Grants.

One-off seed funding requests will be considered for infrastructure associated with palliative care, supportive care and survivorship research. This may include:

- Physical infrastructure (such as software, office space, office equipment or small pieces of research equipment to enable research).
- Salary support to enable time to be dedicated to research for example, funding of a full-time equivalent position for one year
- Staffing requirements (such as part-time or full-time data managers, research assistants or pharmacists etc. It is expected that these roles would work alongside a qualified practitioner and be suitably mentored in their role).
- Training and education of staff (for example attendance at a training course, relevant conferences or workshops)
- 'Other' areas as identified by applicants that directly relate to research in supportive care, palliative care and survivorship that meet the generic and criteria of the Victorian Cancer Agency.

### **4.1. Who can apply?**

Clinicians and/or researchers involved in palliative care, supportive care or survivorship research.

### **4.2. Level of Funding**

Applications can be made for up to \$80,000. Requests for equipment can be included up to \$20,000.

### **4.3. Duration**

1 year

**Supportive care** is an umbrella term for all services, both generalist and specialist, that may be required to support people with cancer and their carers. It includes:

- self-help and support
- user involvement
- information giving
- psychological support
- pain and symptom control
- social support
- rehabilitation
- complementary therapies
- spiritual support
- survivorship
- palliative care and
- end of life and bereavement care

*National Institute of Clinical Excellence (NICE). Guidance on Cancer Services: Improving Supportive and Palliative Care for Adults with Cancer. NICE: London, 2004.*  
<http://www.nice.org.uk/nicemedia/pdf/csgspmanual.pdf>

Supportive care practitioners include all members of a multidisciplinary team that have a role in the provision of supportive care. Supportive care practitioners may include: general practitioners, surgeons, radiation oncologists, medical oncologists, nurses, social workers, psychologists, psychiatrists and a range of allied health staff that have a role in the provision of supportive care in cancer across the care continuum.

## 5. APPLICATION PROCESS

### 5.1. Selection criteria

All applications will be assessed against the specific selection criteria and weightings.

	Criteria	Weighting (%)
1.	<p><b>Suitability for Victorian Cancer Agency funding</b> The research meets the Victorian Cancer Agency mission and the objectives of the Palliative and Supportive Care Research Capacity Building Grants scheme. In particular:</p> <ul style="list-style-type: none"> <li>• How the project meets the definition of translational cancer research (where appropriate)</li> <li>• How clinical adoption of the research findings is anticipated to occur, and how quickly the research could have a clinical impact</li> <li>• Evidence of cross-disciplinary approaches with researchers, clinicians, consumers, clinician-managers, health care policy makers, industry</li> <li>• Collaborative arrangements, including governance of partners</li> <li>• How the results of the research will be communicated to other researchers, clinicians, students, consumers and health care decision-makers</li> <li>• How the research will build translational cancer research capacity and skills in Victoria.</li> </ul>	25
2.	<p><b>Importance of project</b> The research is designed to address an important problem or clinical need in patient care. Specifically:</p> <ul style="list-style-type: none"> <li>• The significance of the clinical need being addressed in the research</li> <li>• How the research will result in improved patient outcomes</li> </ul>	25
3.	<p><b>Quality of Project</b> The quality of the research, including:</p> <ul style="list-style-type: none"> <li>• Feasibility</li> <li>• Rationale</li> <li>• Methodology</li> <li>• Timeframes</li> <li>• Innovation</li> </ul>	25
4.	<p><b>Quality of Investigator/s</b> Capacity to undertake the project, including:</p> <ul style="list-style-type: none"> <li>• Track record of Chief Investigator/s and research team (relative to opportunity to conduct independent research)</li> <li>• Support for conducting research <ul style="list-style-type: none"> <li>○ Existing Infrastructure</li> <li>○ Mentoring</li> <li>○ Collaboration</li> </ul> </li> <li>• Performance on previously funded Agency projects</li> </ul>	25
	<b>TOTAL</b>	<b>100%</b>

## **5.2. Assessment process**

Applicants will be informed via email of receipt of their application within five working days after the closing date for the funding round.

Victorian Cancer Agency personnel will initially screen applications to ensure that eligibility and selection criteria have been met.

Independent Evaluation Panels will assess all submissions against the selection criteria. The panels will, consistent with these guidelines:

- rank applications based on the specific selection criteria weighting
- make recommendations to the Victorian Cancer Agency on the applications which meet appropriate standards for funding
- provide advice on applications where further collaboration may be sought.

The recommendations from the Evaluation Panels will be considered by the Victorian Cancer Agency Consultative Council, who will determine the number of applications that the Agency is able to fund, given its available funding and its obligations under VCAP, and the overall strategic objectives of the Agency.

The Victorian Cancer Agency may enter into direct negotiations with applicants to seek further information or detail in relation to specific applications. Additionally, eligible applicants may be invited to discuss their application with the Evaluation Panel.

After the Victorian Cancer Agency has completed its evaluation process, feedback on applications will be available on request.

In the event that the Agency deems any research applications to be similar or complementary to other applications received, the Agency may request that the applicants consider some or greater cooperation between their researchers (where appropriate). There is no obligation imposed on applicants under this condition. Any cooperation that might arise from such a suggestion by the Agency would be voluntary.

## **5.3. Victorian Cancer Agency discretion**

The lodging of an application does not confer any entitlement upon the applicant. The determination to fund is totally within the discretion of the Victorian Cancer Agency.

## **5.4. Privacy and confidentiality**

All information contained in applications will be regarded as confidential. 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 will only be disclosed with the 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 the purposes of the evaluation and administration of the grant. Such disclosure includes but is not limited to members of Evaluation Panels, independent readers/assessors requested by Evaluation Panels to provide advice on the applications, the Victorian Cancer Agency Consultative Council, and relevant employees of the Victorian Government involved with the research grant process.

Applicants acknowledge that announcement of the funding grants will involve the dissemination of information to the public about the general nature of the funding grants.

## **5.5. Conflict of interest – Evaluation Panel members**

The Victorian Government requires its Evaluation Panel members to act in an ethical manner, declare conflicts of interest and withdraw from considering applications where such conflict does or may exist.

## 6. OUTCOME OF EVALUATION

### 6.1. Notification and administration of funding

Offers of funding will be made to the person listed as the Lead Investigator, as the initiator of the research. Acceptance of the grant must be approved by the Administering Organisation.

Successful applicants will be required to enter into a funding agreement with the Department of Health, on behalf of the Victorian Cancer Agency, through the nominated Administering Organisation.

All parties should familiarise themselves with the Victorian Cancer Agency funding rules and forms, available at: <http://www.victoriacanceragency.org.au/Funding/Fundingrulesandforms/>

The Lead Investigator and the Administering Organisation will have different obligations and responsibilities under the Victorian Cancer Agency Funding Agreement.

### 6.2. Lead Investigator

The Lead Investigator will be responsible for guiding the research and managing the research program through to completion. This will include liaising with collaborators, and coordinating reporting requirements of the grant with the administering organisation.

Where the project involves multi-site research, the Lead Investigator must obtain written commitment from all Heads of Departments of researchers and collaborative partners not within the Administering Organisation or Research Organisation, and must assume responsibility for undertaking and completing the research.

### 6.3. Administering Organisation

The Administering Organisation will be responsible for administration of the project and funding, in accordance with the Victorian Cancer Agency funding agreement.

Payment of funds will be made to the Administering Organisation as set out in the funding agreement schedule. Funds must only be used for the purposes set out in the agreement.

### 6.4. Goods and Services Tax

GST will be paid on top of grant amounts where appropriate. This will be determined by the administering organisation's GST status. This status must be identified by the financial delegate of the Administering Organisation.

### 6.5. Reporting

In accordance with the Agency's funding agreements, recipients will be required to submit reports on a regular basis.

The reporting schedule is outlined in the following table.

Report	Reporting frequency	Due
Progress against milestones and/or targets	6-monthly	Every 6 months from receipt of funds
Financial reports (to be included in progress report)	Annually	Every 12 months from receipt of funds
Final report	Once only	30 days post completion of funding
Ad hoc reports	As requested by the Agency	On request with a negotiable time frame not greater than six weeks

These reports will enable the Victorian Cancer Agency to assess whether the project is proceeding satisfactorily, and that funds are being acquitted in accordance with the original application goals, as well as to ascertain the ongoing value of the Agency's funding schemes.

The Agency reserves the right to consider suspending funding if progress is considered unsatisfactory, or funds have not been utilised in accordance with the funding agreement.

## **6.6. Intellectual property and Commercialisation**

The Victorian Cancer Agency funding agreement will reflect the Victorian Government standard approach to the management of any intellectual property (IP) generated from research funded by the Agency.

Successful applicants will be required to comply with the Agency's approach to IP when signing the funding agreement.

The complete outline of the Agency's IP and Commercialisation Policy can be found in the 'Conditions of Funding' document on the Victorian Cancer Agency website:

<http://www.victoriacanceragency.org.au/Funding/Fundingrulesandforms/>

## **6.7. Acknowledgement of support**

Successful applicants are required to acknowledge the Victorian Cancer Agency in any publications, public announcements, scientific meeting presentations, or discussion forums pertaining to research conducted with the assistance of funding from the Agency.

Victorian Cancer Agency materials and images can be supplied for this purpose.

## **7. HOW TO SUBMIT**

All applicants must complete a Victorian Cancer Agency Palliative and Supportive Care Research Capacity Building Grants Application Form.

Website: [www.victoriacanceragency.org.au](http://www.victoriacanceragency.org.au)

Email: [Victorian.canceragency@dhs.vic.gov.au](mailto:Victorian.canceragency@dhs.vic.gov.au)

Telephone: 03 9635 5481

### **Submission of applications**

The Victorian Cancer Agency will accept *only* electronic submission of applications.

The Agency will *not* accept hardcopy or faxed applications.

**Signatures:** Electronic signatures are accepted.

Applications will be accepted if they are emailed on or before the closing date.

**Applications must be received by 2:00pm on Thursday 8 April 2010**

**Please note incomplete or late applications will not be accepted**

**END OF DOCUMENT**

### **References**

1. Department of Human Services, Victoria (2008) Victoria's Cancer Action Plan 2008-2011