

Victorian Cancer Agency

Tumour Stream Translational Research Funding

Instructions for Applicants 2010

Due date: 9 September 2010

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INTRODUCTION

These Instructions provide assistance for completing the Tumour Stream Translational Research Funding Application Form. Details are provided of what is required under each question. These Instructions should be read in association with the Guidelines for the Victorian Cancer Agency Tumour Stream Translational Research Funding scheme.

APPLICATION FORMAT

Please submit your application in the original Word format – PDF will not be accepted. Text must be in Verdana font, 10 point. Appendix 1 (Publication list) and Appendix 2 (References) must have a minimum of 2 cm margins on all sides.

When navigating through tables in the application form, use the <Tab> key rather than the <Enter> key, as this avoids formatting problems.

SECTION A PROJECT OVERVIEW

A1 Title

Provide a short descriptive title of your project, of no more than 30 words. This should be easily understandable by the lay person.

A2 Lay Description

Provide a lay description of your project that would be suitable for publication on the Victorian Cancer Agency website or media release, of no more than 100 words.

A3 Lead Applicant

Provide your name and organisation. You are responsible for completing and lodging the application, including seeking agreement for the involvement of all collaborators. Should the grant be funded, you will be responsible for progress and reporting on the project.

This person MUST be an Australian citizen or permanent resident.

A4 Associate/Co-Investigator/s

Provide the name and organisation of any Associate/Co-Investigators. These are researchers who will be involved in carrying out some aspect of the research under the guidance and leadership of the Applicant, but are not responsible for conducting the project.

If you have more than fifteen Associate/Co-Investigators, please indicate this. The Victorian Cancer Agency will contact you for further information.

A5 Administering Organisation

The Administering Organisation is the entity with which the Agency will execute a Funding Agreement in the case of successful applications. The Administering Organisation will be responsible for ensuring the completion of the research, and must adhere to the Agency's Funding Rules and Conditions, including meeting the requirements of the Agency's Administering Organisation Policy. This policy can be found on the Funding Rules and Forms page, on the Agency's website:

<http://www.victoriancanceragency.org.au/Funding/Fundingrulesandforms/tabid/159/language/en-US/Default.aspx>

Provide the name, address and ABN of the organisation/department that will be administering the research funds.

Provide contact details for the administration/grant officer at this organisation who will receive and administer funds.

Provide the name (not the signature), title and position of the person authorised to sign research contracts on behalf of the Administering Organisation. For universities, this may be the Deputy Vice-Chancellor (Research) or Research Office head, or equivalent, or delegate; for hospitals, it is normally the Chief Executive Officer or equivalent, or delegate; and for Research Institutes, the Director or equivalent, or delegate.

A6 Research Organisation

Provide the name and address of the research organisation/department where the research will be conducted, if different from the Administering Organisation.

Provide contact details for the administration officer at this organisation who can be contacted by the Agency regarding this project.

Provide the name, title and position of the person authorised to sign research contracts on behalf of the Research Organisation. For universities, this may be the Deputy Vice-Chancellor (Research) or Research Office head, or equivalent, or delegate; for hospitals, it is normally the Chief Executive Officer or equivalent, or delegate; and for Research Institutes, the Director or equivalent, or delegate.

A7 Total funding sought from the Agency

Enter the total amount of funding sought from the Victorian Cancer Agency. This may not be the same as the total in Section F, as projects should be fully costed. All funding requests must be exclusive of GST. Funding requests must be in the range of \$750,000 to \$1.5 million. Requests outside this range will make the application ineligible.

A8 Duration of Research Project

Enter the planned duration of the research project in months. This must be between 24 and 36 months or the application will be ineligible. This must be a numeric entry.

A9 Ethics requirements

Provide details of ethics approvals required for the project. If the grant is funded, and the project requires ethics approval, funding will generally not be released until it has been gained.

A10 Integrated Cancer Service

Indicate the relevant Integrated Cancer Service where the research will be predominantly carried out (if known). See <http://www.health.vic.gov.au/cancer/integrated/icsdetails.htm>
Only one can be selected.

Metropolitan Integrated Cancer Services

- | | |
|---|--------|
| - North Eastern Metropolitan Integrated Cancer Service | NEMICS |
| - Southern Melbourne Integrated Cancer Service | SMICS |
| - Western and Central Melbourne Integrated Cancer Service | WCMICS |

Regional Integrated Cancer Services

- | | |
|---|---------|
| - Barwon South Western Regional Integrated Cancer Service | BSWRICS |
| - Gippsland Regional Integrated Cancer Service | GRICS |
| - Grampians Regional Integrated Cancer Service | GICS |
| - Hume Regional Integrated Cancer Service | HRICS |
| - Loddon Mallee Integrated Cancer Service | LMRICS |

State-wide Integrated Cancer Service

- | | |
|--|------|
| - Paediatric Integrated Cancer Service | PICS |
|--|------|

SECTION B RESEARCH CLASSIFICATIONS

B1 Tumour Stream Activity

Indicate the type(s) of cancer to which your research activity relates. Select as many tumour streams as are applicable.

Indicate the percentage of the time to be spent on each stream. Percentages must add up to 100% – the form will indicate this when the total percentage field reads 100% in green.

Specify which type of tumour/s where there is more than one option provided in the Grouping.

Use the “tab” key to navigate in the table, as this will avoid formatting issues.

B2 Area of cancer research being addressed

Indicate the area of cancer research being addressed using the Common Scientific Outline (CSO) Categories listed below.

Include the percentage of time to be spent on each CSO. Percentages must add up to 100% – the form will indicate this when the total percentage field reads **100%** in green.

Use the “tab” key to navigate in the table, as this will avoid formatting issues.

Note: The CSO is a classification system organised around seven broad areas of scientific interest in cancer research including:

- *Biology*
- *Aetiology*
- *Prevention*
- *Early detection, diagnosis and prognosis*
- *Treatment*
- *Cancer control, survivorship and outcomes of research*
- *Scientific model systems*

The CSO was developed to provide a framework to improve coordination among research organisations to compare and contrast research portfolios of public, not-for-profit and government research agencies.

See website for further information: <http://www.cancerportfolio.org/cso.jsp>

SECTION C RESEARCH PERSONNEL DETAILS

C1 LEAD APPLICANT

C1.1 Lead Applicant Details

Provide your full details. Contact details should be those that apply when the application is submitted so that you can be contacted during the assessment process if required.

Year of birth and gender are used for statistical reporting purposes only.

Briefly describe the role that you will play in the research project.

Indicate the percentage of time that you will spend directly on the project.

C1.2 Anticipated Absences

Provide details of any anticipated absence during the project, eg, sabbatical, long term leave, maternity leave etc. These should be taken into account when planning timelines and setting milestones, and will be taken into consideration when negotiating a Funding Agreement if the grant is funded.

C1.3 Academic Qualifications

List all your academic qualifications.

C1.4 Current Appointments of Applicant

List up to five of your current appointments, including start and end dates (month and year), organisation and status of appointments, e.g. tenured, non-tenured, non-continuing, postgraduate, training or other (please specify). Do not include unpaid appointments – these may be included in C1.6.

C1.5 Previous appointments of Applicant

List up to five previous appointments for the last ten years, including start and end dates (month and year), organisation and status of appointments, e.g. tenured, non-tenured, non-continuing, postgraduate, training or other (please specify). Do not include unpaid appointments – these may be included in C1.6.

C1.6 Other professional, academic or related activities

Include unpaid appointments, membership of professional bodies or editorial boards, clinical duties, postgraduate and/or undergraduate teaching, service to the community, etc.

This section should be no longer than half a page.

C1.7 Relevant achievements

For example prizes, patents, awards, and any other achievements that show evidence of your professional standing.

This section should be no longer than half a page.

C1.8 Publications

Provide a list of up to ten of your best publications over the last five years. Include a brief statement on each justifying the reason for inclusion in the list, for example impact, first to describe a particular technique, etc.

A full publication list for the last five years i.e., since 2005 should be included at Appendix 1.

C1.9 Research support

Provide information for each grant held in the years provided. Add rows to the table as necessary. Highlight any projects that relate to the research proposed in this application.

C1.10 Evidence of impact on and contributions to cancer research

Provide information on research outputs and outcomes that have had an impact on others in the field, or may have led to changes in patient care.

This section should be no longer than two pages.

C2 OTHER KEY RESEARCH PERSONNEL

C2 Associate/Co-Investigator/s

Provide details of any Associate/Co-Investigator/s named in Section A. Information requested in this section is the same as in Section C1.

A full Publication List is required ONLY for the Lead Applicant.

SECTION D COLLABORATION AND GOVERNANCE

D1 Provide details of any collaborations other than the co-investigators listed above

If the project involves collaborators other than the Investigators named on the application, provide information for each collaboration.

Enter the following details in the table:

Column 1: Name of the organisation.

Column 2: Enter the name of the individual collaborator, if applicable.

Column 3: Indicate whether this is a New collaboration, or enhancement of an Existing collaboration

Column 4: Is this collaboration with a consumer or consumer representative?

Column 5: What are the benefits expected to be gained from collaborating with the people/organisations outlined in this application? What are the expected outcomes resulting from the collaborations outlined in your research application?

D2 Governance

Describe the governance arrangements for the proposed research project. Include information on the overall management and coordination of project, as well as plans for communication across departments and organisations. Outline what type of committee or groups may be required to progress and monitor the research.

Describe how funding will be allocated where researchers and collaborators work outside the Administering Organisation and/or Research Organisation. Include information on distribution of funds, and provisional payment arrangements.

SECTION E PROJECT PROPOSAL

E1 Project Description

Keep in mind the selection criteria listed in the Victorian Cancer Agency Research Tumour Stream Translational Research Funding scheme Guidelines in relation to your proposed research project. This section must not exceed ten pages (Font: Verdana 10 point). References may be provided separately in Appendix 2, and will not be included in the 10 page limit.

Title

Provide a short descriptive title of your project, **of no more than 30 words**.

This must be the same as Section A

Summary of proposed research

Summarise the most compelling data or theory/hypothesis/evidence underpinning your application in a brief (approximately one paragraph) overview of your research project. This should be more specific than the lay summary provided in Section A.

Background to research proposal

Include information about recent international progress in the field of research that relates to your proposal, and the relationship of your proposal to work in the field generally. Refer only to refereed papers that are widely available to national and international research communities.

State whether this project is a new initiative, or builds on an existing program of research/capacity building.

Aims and objectives of research activity

Provide an outline of the aims and objectives of the proposed project.

Value and Innovation

Describe how the proposed research activity is significant or may add value, and the importance of the issue it addresses. Detail how the project meets the Agency's definition of translational research. Indicate how the anticipated outcomes advance or test the knowledge base of the research area, and/or address a problem in patient need or clinical care. Explain why the research activity, aims and concepts are innovative.

Research methodology

Provide a detailed description of the research you intend to undertake, including:

- Conceptual framework, designs, data provision and/or analysis, capacity to complete the research
- Detail what methodologies or technologies (if any) will be employed
- Consider and comment on potential barriers to completing the research
- Consider and comment on potential barriers to implementing research outcomes
- Outline of the timelines and processes underway for gaining approvals to undertake this research within the nominated organisation/s.

Translation

Identify the likelihood of the proposed research improving patient outcomes. Describe how the research will build translational cancer research capacity and skills in Victoria. Outline how clinical adoption is anticipated to occur. Estimate the length of time before research could translate into improved patient outcomes.

Communication plan

Outline your strategies for communication of results from your project, including:

- To whom you will communicate progress and outcomes of the proposed research
- How you will communicate progress and outcomes of the proposed research to the relevant field/s.

Collaboration, regional involvement and consumer engagement

Provide evidence of cross-disciplinary approaches with researchers, clinicians, consumers, clinician-managers, health care policy makers and/or industry. Describe how the project will involve regional clinicians, researchers and patients (where appropriate).

E2 Milestones to measure research progress

The Agency has a six-month reporting and payment cycle. Provide a list of realistic milestones that can be used to measure research progress for each six-month period. As a guide, it is expected that each reporting period will have between two and six milestones, although each milestone may have multiple associated tasks. Each milestone task should be clear and succinct.

These milestones will be included in the funding agreement between the Agency and the administering organisation should the application be successful. Include milestones for ethics approvals and staff appointments where relevant.

The Agency may make minor alterations to the content and format of milestones during the evaluation process, to meet Agency requirements. You will be notified of any such changes before preparation of the funding agreement, should the application be successful. Any major changes will be discussed with you before finalisation of the funding agreement.

E3 Actual organisations where research will be carried out

Provide a list of all organisations where the research project will be carried out.

SECTION F BUDGET

F1 Budget Request

All requests should be exclusive of GST. GST will be paid on top of grant amounts where appropriate. This will be determined by your Administering Organisation's GST status. This status must be identified by the financial delegate of your Administering Organisation.

Projects should be fully costed, even if the total exceeds the limit of funding offered by the Victorian Cancer Agency.

Take into account CPI and salary increases when preparing your budget.

Complete the table provided using the designated headings.

Enter each item requested against the appropriate category in the first column, provide brief details in the second column, and enter the amount requested in the third and fourth columns.

The Type/Volume column has a limit of 100 characters, including spaces. Provide only brief details of required items in the table, and elaborate in Section F3 Budget Justification.

Labour Costs

Provide details for the Applicant, or any Associate/Co-Investigators for whom salary support is being requested, including name, level and EFT (Equivalent Full Time).

Group positions according to position type, indicating the level and EFT required, eg 1 x Academic Level A @ 0.5 EFT. When requesting funding for salaries, do not forget to include 'on-costs' (e.g. superannuation, leave pay, Workcover levy etc). Provide full details of the positions in F3 Budget Justification.

Direct Research Costs

Group items directly associated with carrying out the research project, under the appropriate sub-heading.

Animal Costs

- Type of animal, including strain where appropriate, and number required.

Consumables

- Laboratory and/or other consumables to be used for the project.

Equipment

- Items of equipment required specifically for the project.

Patient participation costs

- Patient incentives, as well as reimbursement for costs incurred as a result of participation.

Sample analysis costs

- Fees for analysis and transport of specimens, and any other costs associated with sample analysis.

Software

- Purchase or development of software packages.

Survey Costs

- Printing costs for questionnaires/envelopes, postage, phone calls, etc.

Transcription costs

- Costs involved in transcribing results.

Travel to conduct research

- Only travel required for carrying out the research project. Travel to attend conferences, workshops etc should be requested under Other Research Costs.

Other

- Items that do not fall into any of the above categories.

Enabling Facilities

The Victorian Cancer Agency has specific targets relating to funding and use of enabling facilities. Please separately itemise requests for funds to access any such facilities.

Abbreviations

VLSCI – Victorian Life Sciences Computational Initiative
 MATF – Monash Antibodies Technology Facility
 VCFG – Victorian Centre for Functional Genomics
 CTA – Clinical Trials Australia
 CCV – Cancer Council Victoria

Other research costs

Summarise costs for other expenses not directly associated with carrying out the research project, for example attendance at conferences or relevant workshops, preparation for accreditations/regulatory affairs compliance, utility costs, accommodation, etc.

If requesting infrastructure/overhead support, please specify amounts/levels and provide an explanation of the amount in the Budget Justification.

F2 Will you be receiving supplementary or additional funding from other sources for this project?

No

Yes - indicate the percentage of additional support and identify the source for this component of your funding support:

If you are receiving support from other sources to support aspects of the research outlined in this application, provide the source of support, referring to Section C for details of specific grants. **This is particularly important where the total entered in Section F1 exceeds the amount requested at A7.**

The Victorian Cancer Agency will only provide funding to applicants who can confirm that they have not already received funding from other sources for this specific project. If this proposal is successful, the Victorian Cancer Agency must be informed of any other funding received for this specific project for its duration. This could affect the funding provided by the Victorian Cancer Agency.

F3 Budget Justification

Provide details of items requested in each budget category. Fully justify **each item** in terms of need and cost. It is not sufficient to claim that a certain item costs \$x. The justification must explain why the item is required, how many are needed, and, if relevant, for what length of time.

This section must be no more than two pages in length.

Labour Costs

Provide full details of each position requested, including number, level and EFT. Include an explanation of how the salary level requested is in line with the required skills, experience and time commitment to the project. Items not adequately justified may not be funded by the Victorian Cancer Agency.

Direct Research Costs

Provide a full list of items requested, including details of quantities required. Justify each in terms of its contribution to the project.

Where a large piece of equipment is requested, justification must be provided as to why existing equipment is not available, or is insufficient for the needs of the project. Amounts requested should be based on quotations obtained from suppliers, including installation costs where relevant (do not include quotes with your application).

Enabling Facilities

Provide details of the need to access enabling facilities, and the costs of using these facilities.

Other research costs

Justify the need for other expenditure, not directly related to carrying out the research project. Detail any costs involved.

Where organisations levy an infrastructure charge, provide an approximate breakdown of the level and value of the services provided: human resources, IT services, library resources, administrative support, phone/communication costs, stationery/office expenses, utilities and accommodation costs.

SECTION G CERTIFICATIONS

All signatures must be obtained prior to the submission of the application to the Victorian Cancer Agency. Electronic signatures will be accepted.

Certification by the Lead Applicant

You must sign the application on behalf of all Investigators.

Certification by the Administering Organisation

The application must be signed by the relevant delegate of the Administering Organisation. This should be the Director of the organisation's research office, or equivalent or delegate.

Certification by the Head of the Research Organisation

The application must be signed by the relevant delegate of the Research Organisation. This should be the Director of the organisation's research office, or equivalent or delegate.

APPENDIX 1 – FULL PUBLICATION LIST OF LEAD APPLICANT

List all your refereed publications for the last five years, i.e. since 2005. Include only those items that have been accepted for publication or published in peer reviewed journals, or abstracts from conference presentations.

Include impact factors and number of citations of all journal articles.

Publications should be listed under the following headings:

- Books/Book chapters
- Journal Articles (in journal Impact Factor (IF) order)
- Refereed Conference presentations

APPENDIX 2 –REFERENCE LIST

If required, provide a list of references for the Project Description in Section E1.

Submission

The Victorian Cancer Agency will *only* accept electronic submission of applications in Word format – PDF will not be accepted, except for Section G Certifications.

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

Email: Victorian.canceragency@health.vic.gov.au

If you are submitting more than one electronic file, all files must be attached to one email message.

Applications must be received by 2:00pm on 9 September 2010.

Please note incomplete or late applications will not be accepted.

Additional information not specifically requested by the Victorian Cancer Agency will not be forwarded to the evaluation panel.

Further information can be obtained by contacting the Victorian Cancer Agency, on 03 9635 5481 or via email at the above address.