

# Victorian Cancer Agency Link and Learn Grants Guidelines for Applications 2007-08



## **Background**

The Victorian Cancer Agency is a Consultative Council to the Minister for Health, created to link cancer research with patient care for improved patient outcomes. The first priority of the Victorian Cancer Agency is the development of a cancer research strategy for Victoria. This will guide the future work of the Agency. Broadly, the function of the Agency includes:

- setting strategic priorities for cancer research across Victoria
- fostering collaborative relationships between key stakeholders
- adding value to existing statewide initiatives and programs
- building cancer research capacity and capability in Victoria
- providing high level, strategic advice to stakeholders and Government on all aspects of cancer research.

One of the key areas for exploration during the development of the cancer research strategy is the identification of opportunities to build capacity and capability in cancer research across Victoria.

## **2007-08 Link and Learn Grants**

The Victorian Cancer Agency is offering Link and Learn grants in 2007-08 to allow opportunities for collaboration, acquisition of specialised skills or to enable access to particular facilities and resources. These exchanges to other teams/organisations can either be within Victoria, nationally or internationally.

The Link and Learn grants may be used in aid of travel, accommodation or for consumables at the host institute.

In 2007-08, the Victorian Cancer Agency will provide ten one-off Link and Learn grants of up to \$5000 each.

## **Guiding Principles**

The 2007-08 Victorian Cancer Agency Link and Learn Grants are designed to be complementary to the funding schemes available through other funding bodies such as the National Health Medical Research Council (NHMRC) and the Australian Research Council. This funding program will be provided to applicants who are able to demonstrate that they have not received funding from other sources for the proposal.

For further information on funding program areas, please visit our website at [www.victoriancanceragency.org.au](http://www.victoriancanceragency.org.au).

## **Eligibility Criteria**

- These grants will be open to researchers at all levels (PhD students, Master's by research students, post-doctoral researchers, research assistants or clinician-researchers).
- The grants will be available to researchers who are undertaking cancer research (either laboratory, applied or clinical cancer research).
- Consistent with the priorities of the Victorian Cancer Agency, grant requests that demonstrate collaboration, translational cancer research or capacity building in the field of cancer research in Victoria will be viewed favourably.
- All applicants must be Australian Citizens or have permanent residency status.
- All applicants must reside in Victoria during the period of applying for the grant and at the scheduled date of departure nominated on the application form.

## **Grant Conditions**

- This grant will be available for travel costs such as airfares, airport transfers or for a proportion of accommodation. Link and Learn grants cannot be used for travel insurance or visas.
- If travelling overseas, up to \$2500 will be available as an airfare allowance whilst a maximum of \$1000 for airfares is available for travel within Australia. The cost of an economy class fare will be covered through this grant.
- The grant may be used in part, or in full, to reimburse the host institution for consumables associated with hosting the grant recipient.
- The administering research organisation must have in place policies and procedures for the management of public funds and policies for the proper conduct of research in

relation to ethics and good scientific conduct. The administering research organisation must also provide adequate infrastructure to allow the research to be completed.

- Awardees are required to submit a report within 30 days of their return from the placement describing the organisations that were attended, the activities undertaken and an assessment of the benefits they derived from their participation, together with a statement on how the grant was spent.
- The recipient should acknowledge the support of the Victorian Government in all publications and any public announcements pertaining to the research, or funding program.
- If successful, applicants must take up the award by June 2008.

## **Assessment Process for all Applications**

The Victorian Cancer Agency Consultative Council will review all applications for the Link and Learn grants. The Agency reserves the right to enter into direct negotiations, or to request further information, from all applicants to assist in the assessment process.

### **Conflict of Interest**

The Victorian Government requires its assessment panel members to act in an ethical manner, declare conflicts of interest and to withdraw from considering applications where such conflict exists.

### **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 assessment and administration of the fellowship. Such disclosure includes but is not limited to; disclosure to members of the selection panel, independent readers/assessors requested by the selection panel to provide advice on the application, 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.

### **Appeals**

The decision of the selection panel is final. Appeals will only be considered against process issues and not against the panels' decision. Appeals on the process can be made to Charlene MacLeod, Program Manager on 03 9635 5457.

## How to Apply

Applicants should provide a summary of the intended activities if awarded a Link and Learn grant and demonstrate in their application how the proposed period of fieldwork/research/collaboration will become an integral and essential component of the overall cancer research program they are currently working in.

All applicants must complete the appropriate 2007-08 Victorian Cancer Agency Link and Learn Grant application form. This is available from the website ([www.victoriancanceragency.org.au](http://www.victoriancanceragency.org.au)) or by contacting the Agency on 03 9635 5481 or by emailing [victorian.canceragency@dhs.vic.gov.au](mailto:victorian.canceragency@dhs.vic.gov.au).

## Format and closing date

Please use Verdana 10 point font in your application and submit your application electronically to [victorian.canceragency@dhs.vic.gov.au](mailto:victorian.canceragency@dhs.vic.gov.au) **by 2 pm Monday 29 October 2007**. Note that late applications will not be accepted.

Further information can be obtained from contacting the Agency on 03 9635 5481 or via email on [victorian.canceragency@dhs.vic.gov.au](mailto:victorian.canceragency@dhs.vic.gov.au)

## Incomplete and Misleading Information

It is the responsibility of the applicant to ensure that the applications are complete and accurate. It is completely within the assessment panel's discretion as to whether it will request the applicant to provide further information after the closing date.

## Key Timeframes

The following dates apply to the submission of applications to the 2007-08 Victorian Cancer Agency Link and Learn grants:

| Process                               | Date                 |
|---------------------------------------|----------------------|
| Call for applications                 | Late September 2007  |
| Close of applications                 | 2 pm 29 October 2007 |
| Assessment of applications            | November 2007        |
| Notification of successful applicants | December 2007        |

**Incomplete or late applications will not be accepted**

# **Appendix 1: Obligations of individuals funded by the Victorian Cancer Agency**

Successful applicants will be required to enter into a funding agreement with the Department of Human Services, on behalf of the Victorian Cancer Agency.

## **Intellectual Property**

The Victorian Government has a standard approach to the management of possible intellectual property (IP) generated from research funded by the Agency. Successful applicants for research proposals will be requested to agree to this approach when signing the funding agreement. An overview of the approach is outlined below and further detail is available by contacting the Agency on 9635 5481.

- All IP owned by the organisations that the Department funds
- Organisations providing the Department with a non-exclusive, perpetual, irrevocable, world-wide, royalty free licence (including a right to sub-licence) over the IP, for non-commercial use.
- A licence specifically excluding commercialisation by Government unless the funded organisation defaults on its minimum performance criteria requirements.
- An expectation that organisations meet the minimum performance criteria in that they must undertake commercialisation of the project intellectual property in a manner that ensures such fair and reasonable access to products for the benefit of the Victorian public as DHS, acting reasonably, deems appropriate including that the price or terms of supply of the Product are fair and reasonable.

## **Reporting**

The funding agreement will set out the reporting requirements for each research grant and the level of reporting will depend on the value and type of proposal funded.

## **Recognition of support**

The recipient should acknowledge the support of the Victorian Government in all publications and any public announcements pertaining to the research, or funding program.