



Cancer Council of WA

Research Project Grant Guidelines to Applicants

Guidelines for applicants applying for research project grant funding

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Expression of Intent Closing date: 4pm, 11-July 2022

1. Introduction

Cancer Council WA 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 Cancer Council WA is to encourage and support a wide range of research activities into the causes, diagnosis, treatment and prevention of cancer.

Our Research Funding Program aims to support cancer researchers at each step of their career and development and retain world class cancer researchers in Western Australia.

Applications are now open for Project Grants commencing in 2023 in the fields of laboratory, clinical, epidemiological, psychosocial and behavioural science.

2. Grant Description

The purpose of the award is to support early-stage research projects which may then become more competitive for larger national funding pools.

Cancer Council WA is also committed to supporting the career development and progression of early career researchers, thus an early career investigator must be named as a chief investigator on all applications to be considered for funding.

Note: ONLY one-year grants are to be offered, please ensure your budget request is for no more than \$120,000. Applications for projects involving budgets that exceed \$120,000 will not be considered.

3. Eligibility

The research project can be applied to any legitimate area of cancer research related to the causes, diagnosis, treatment and/or prevention of cancer.

Chief Investigator A (CIA) must hold a primary appointment at a Higher Education and/or Medical Research Institution in Western Australia. The CIA may only submit one application to the current round and may appear on up to two other applications as CI. Any CI who is not a CIA may appear on up to four applications in the current round.

No changes to the Chief investigators are to be made between the EOI and Full Application unless there are extenuating circumstances. All applications are required to include at least one chief investigator who is an early career researcher¹. Cancer Council WA employees are eligible for inclusion on project grant applications providing: the Cancer Council employee is not listed as CIA; the project is led by another institution; and funds are awarded to and expended by another institution.

The institution nominated to administer the grant i.e., the Administering Institution, must be an NHMRC Approved Administering Institution² in WA.

Applications may involve a single institution, or two or more acting in collaboration. In the second instance, one of the institutions must be specified as the lead institution which will receive the grant and administer the Research Grant.

Most of the research work (assessed as 75% or more) should be conducted in or through established Western Australian research institutions. This does not preclude funding the Western Australian component of a project involving interstate or international collaboration.

The Tobacco and Other Industries

The Cancer Council will not provide a research grant to any researcher who is an applicant for or is in receipt of funds from:

- I. Companies or other entities receiving money or revenues from the tobacco industry or having arrangements or dealings with the tobacco industry in which may actually, potentially or perceivably compromise tobacco control initiatives. This includes:
 - a) Tobacco manufacturers or wholesalers, and their subsidiaries or other entities within that group of companies;
 - b) Entities or individuals whose sole or principal business is the retailing of tobacco products;
 - c) Other entities identified to have links of a commercial, strategic or public nature with tobacco manufacturers or wholesalers
- II. Companies or other entities involved in manufacturing, distribution, promotion or sale of any other product or service known to cause cancer or to increase cancer risk (including, but not limited to, solarium, asbestos, alcohol, environmental carcinogens, sugared beverages, and other energy dense nutrient poor foods).

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

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

¹ An early career researchers is defined by the following Cancer Council WA criteria:

- A letter advising the PhD thesis was passed and is dated later than 30 June 2017
- Full college fellows at the time of application, holding a certificate with an admission date later than June 2017 confirming the applicant is a 'Full College Fellow/s' i.e., FRACP, FRAPAL etc
- Chief Investigators without a PhD (or equivalent) can be nominated if they have submitted their PhD or are within three months of handing in the final submission of their thesis at the time of the application deadline.

Early Career Researchers who have relevant research experience but do not have a PhD and/or are not a full college fellow will have their eligibility assessed on a case-by-case basis. If you have any questions regarding your eligibility please contact us on 9388 4328 or CancerCouncilWA.Research@cancerwa.asn.au.

² file:///shpfp01/HOME/anankivell/Downloads/20220405_nhmrc_administering_institutions_list.pdf

4. Application Process

The first stage of the application process requires each interested candidate applying to complete an Expression of Intent. A select number of candidates will be shortlisted and asked to submit a full application. Applications are to be submitted through the Cancer Council WA's [online portal](#).

Before sending your application, please ensure all sections have been completed as specified, including sign-off from the Responsible Officer at your Administering Institution. A guide to completing your application online is available [here](#).

Please note that applicants need not include GST in their final budgets as total grant funding is exclusive of GST.

Timetable

Stage	Date
Advertising and promotion commence	8 June 2022
Deadline for submission of the Expression of Intent	11 July 2022
Full application notification	By 2 September 2022
Deadline for submission of the Full Application	18 October 2022
Outcome notification	December / January

5. Guidance on completing the Expression of Intent and Full Application

The application should describe the achievements of the applicant and the program of research to be undertaken. Failure to address the criteria in a detailed submission may result in the application being rejected on the grounds of insufficient information.

The Expression of Intent is a brief document intended to provide an outline of the project, the team, and the impact and outcomes. There will be an opportunity to expand upon these areas if the team is shortlisted for the full application.

Relevance to Cancer

The work to be funded must relate to the causes, prevention, diagnosis and/or treatment of cancer. All our research is funded from public donations. Donors have an expectation that their donation will be used to fund research that has a clear cancer-relevant focus. Applicants are therefore asked to give details of the direct relevance to cancer. An application may be deemed ineligible if relevance is not clear and substantial, and an application may not score highly simply because it relates to cancer.

Capacity building

Cancer Council WA 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. We strongly recommend that researchers emphasise how the Cancer Council WA funded project will maximise the prospect of attracting additional resources to the research in the future.

The Indicative Budget (Full application only)

Grants in 2022 are available for one year (maximum of \$120,000). Applications for projects involving budgets that exceed this maximum will not be considered. Please note that GST

does not need to be included in your budget – 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. We award funds based on the extent to which we are able and believe we ought to support the work described in each application.

Applicants must be able to demonstrate that a worthwhile outcome can be achieved over one year. The table can be used to provide budget figures for one year.

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

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

Personnel

- a) A Research Grant cannot be used to fund the salary of a Chief Investigator and may be used to employ a research assistant. Research Grants are intended to support work for which the applicants already have or will have support within their respective administering institutions – Cancer Council WA does not fully fund programs of research.
- b) Grant-supported personnel will be employees of the institution(s) in which the research is carried out and will be subject to the conditions of employment of those institutions

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 (e.g. payroll tax, workers compensation, leave loading, pro-rata long service leave where applicable, compulsory and contributory superannuation).

Equipment

- c) Research Grants may be used to purchase equipment for a specified research project. 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.
- d) The Administering Institution shall not acquire any equipment or apparatus other than as disclosed in the Project Grant application without the consent of Cancer Council WA with the exception of equipment or apparatus with a purchase price of less than \$1,000.

Direct and Indirect Research Costs

- e) Support for direct research costs, such as postage, phone/fax, printing, stationery, computer hardware and software, can be included.
- f) Funds will not be provided to cover overhead costs levied by the Administering Institution. Specifically, the indirect costs of research; or research infrastructure; or institutional overheads and administrative charges levied to pay for institutional research and general infrastructure.

Other

- a) Multidisciplinary applications spanning research other than that specifically related to cancer may be considered if the majority of the research relates to cancer control.
- b) Recent entrants to the cancer research field should feel confident that applications will be carefully considered and assessed on their merits.
- c) Applications for a project which has attracted additional funding from other sources are welcomed where the total size of the project is still achievable within the 12 month timeframe. Projects which have secured much larger amounts of funding will be

deemed to be outside the scope of these awards and will not be considered. If you are unsure about your particular circumstances, please contact Cancer Council WA for clarification.

- d) The application should include a summary of all input from the host institution including cash, buildings, laboratory space, technical support, etc.
- e) Do not include GST in your final budget. Grant funding is exclusive of GST.

Guidance the plain language summary and community criteria

These sections will be assessed by trained community members using a standard scoring system. They form an important part of the assessment of your application so **we strongly encourage you to read the Guidance on community review criteria document** which is available on the *Research Funding opportunities* page of our website.

Community reviewers have been trained in assessing research grants but are not research experts and so it is essential that responses are completed using plain language. For more guidance on writing in plain language, see the Cancer Council WA publication 'Writing 'Plain Language' Summaries: Guidance for Researchers' also available on the *Research Funding opportunities* page of our website <https://www.cancerwa.asn.au/research/funding/>. Please note that the community reviewers will ONLY have access to the community criteria section of your application.

6. Selection Criteria

The applications are sent to our Research Grants Advisory Committee for external peer review. The committee consists of c.10 internationally recognised cancer researchers and up to 4 community representatives who have a personal connection to cancer. As with most of our funding opportunities there is a scientific assessment (criteria below) and a community assessment, the scoring allocation is 90:10 respectively for the EOI stage and 70:30 for the Full Application stage.

For more information on our committee, please visit our website.

It should be noted that:

- a) Applications falling outside of Cancer Council WA's remit will be rejected. Negotiations will not be entered into.
- b) Cancer Council WA sometime receives funds for research to which a donor has attached a specific priority, including but not limited to: tumour type and disadvantaged groups. In any application round, we reserve the right to award these funds to additional applications that fit the specified priority and have been assessed and deemed fundable by the Committee.
- c) Cancer Council Western Australia will decide the amount of each grant.

Cancer Council WA has the right to make the final decision over which research it funds. This may include making no award or awarding part of the total funding pool.

Scientific Assessment Criteria

Applications will be assessed against the following criteria:

Applications will be assessed against the following Scientific Criteria:

- a) The scientific quality of the work to be conducted under the research project:
 - a. Research design: the quality of the proposed research
 - b. Feasibility: The achievability of the proposed research plan within the period of the grant. The Team will be a consideration here, as is the role of the early career researcher.
 - c. Innovation: The degree to which the research is innovative/original

- b) Strategic relevance
 - a. Knowledge production: Contribution/s to scientific understanding
 - b. Capacity building: Benefits to the cancer research environment/infrastructure in WA; contributions in terms of other capacity building areas

Community Assessment Criteria

- c) The following criteria will be assessed in the EOI: plain language summary; pathway for realising the benefit (translation); and community / consumer engagement.
- d) The following criteria will be assessed in the Full Application: plain language summary; research outcomes and the extent of potential benefit (impact); and pathway for realising the benefit (translation); equity; and community / consumer engagement.
- e) How this criteria is addressed is very important and can have a significant impact on application rankings. For information on the Community Review Criteria refer to the Guidance on community review criteria.

Recent entrants to the cancer research field should feel confident that applications will be carefully considered and assessed on their merits.

Other conditions

1. Multidisciplinary applications spanning research other than that specifically related to cancer may be considered if the majority of the research relates to cancer control.
2. Cancer Council Western Australia will expect all expenditure to be completed within 18 months of the commencement date.

Other funding sources

Due to increasing competition for cancer research funding, Cancer Council WA 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 required to notify Cancer Council WA immediately.

7. Obligations of grant recipients & Administering institution

Administering Institution

There will be only one administering institution for each awarded grant. Cancer Council WA will make payments to the administering institution nominated by the successful application. Payments are made within the terms and conditions specified in the grant offer, and in which the administering 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 WA 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 Cancer Council WA to fund research is dependent entirely on our ability to raise money through public donation. Public awareness of our 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 CIA and the institution's media office to give Cancer Council WA adequate notice of the release or organisation of the conference, and to accommodate reasonable requests for our participation in the publicity.

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

Cancer Council WA will invite successful applicants to attend our annual 'Research Awards 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 CIA or a senior member of the research team is available for this event.

Cancer Council WA will publish plain language summary information provided by the successful applicant in their application at the lunch and on the Cancer Council WA website. Please note that information may be shared on social media platforms. Cancer Council WA 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

Cancer Council WA encourages the publication of results and the dissemination of other information from research funded by us. Such publications would occur through the normal acceptable scientific channels and there should always be an acknowledgment that Cancer Council WA has provided funding (with the following footnote included: "This research was carried out during the tenure of a research project grant from Cancer Council Western Australia"). A copy of the published paper should also be forwarded to us.

Reporting Obligations

In fulfilment of the conditions of an award, an end-of-project report shall be submitted within three 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 WA until the grant report is received. In addition, brief supplementary reports will be required 12 months and 5 years after submission of the end-of-project report. The reports shall be prepared by the CIA and will be used to monitor progress and for reporting the results of our research funding.

A reporting template will be provided to successful recipients via our online grant application portal; <https://grants.cancerwa.asn.au>.

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 WA grants, the Applicant is bound by the conditions of the award to notify us accordingly. Award Intellectual Property will be owned by and immediately vest upon the Administering Institution, or with whoever they assign it to. The Applicant agrees to disclose in confidence to Cancer Council WA, any inventions or discoveries that arise in the course of the Research.

What if chief investigator a resigns from the project?

Resignation of the CIA (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 CIA in the initial grant review, it is essential that the commencement or continuation of the grant is assessed by the Research Grants Advisory Committee.

Cancer Council WA 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 WA Research Grants Advisory 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).

8. Matters not otherwise addressed

For matters relating to process and policy not covered in detail in this guide to applicants, the Cancer Council Western Australia Research Grants Advisory Committee will use the policies and processes applied by the National Health and Medical Research Council as a reference point. The prime objective remains to operate a fair, open process which seeks to allocate the funds in a way that is consistent with the values of Cancer Council Western Australia so as to allocate donors' funds in the most effective manner in pursuing the mission, goals and strategies of Cancer Council Western Australia.

How do I claim funding if my application has been approved?

- 1) All funded grants are offered in accordance with the Cancer Council WA Funding Agreement between Cancer Council WA and the Administering Institution.
- 2) Grant payments commence no earlier than January of the year following the successful application.
- 3) Payments in respect of any grant shall be within the terms and conditions specified in the Funding Agreement and Schedule documents.
- 4) The successful research project must commence within a 6 month period from the date of fund availability.
- 5) If the project start date will be delayed more than 6 months but less than 2 years from the date of fund availability approval must be obtained from Cancer Council WA.
- 6) Research not commenced after two years of the date of fund availability, will forfeit the grant.
- 7) All research must be completed within 18 months of fund availability. Claims outside that period will need to be approved by the Cancer Council WA Research Grants Advisory Committee. The end-of-project report is required within three months of the time of completion.
- 8) 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 us for GST on top of the total grant (i.e., your invoice must include 10% extra for the GST).
- 9) 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.
- 10) 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 us for approval by the Research Grants Advisory Committee.
- 11) It is a requirement that Cancer Council WA be advised if the project is receiving funding from other sources.
- 12) In exceptional/extenuating circumstances, and upon formal application, a variation to the payment method outlined above may be approved.
- 13) A financial acquittal report is to be provided with the final report or at any other time reasonably requested by CCWA

- 14) At the completion of the grant period, all funds that are uncommitted must be repaid to us unless you seek and obtain permission in writing to use any residual funds to complete work specified in the original application.
- 15) The grant must be spent wholly for the purposes for which it was requested and so certified by the investigators and the Administering Institution.
- 16) 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 us giving reasons for the transfer. The transfer must not be made without our written agreement.

9. Further information

Queries about completion of the application process should be addressed to:

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