



Western Australian
Future Health Research
& Innovation Fund



**Cancer
Council**
WA

Western Australian Future Health Research & Innovation Fund
Cancer Council of WA

Cancer Research Project Grant Guidelines to Applicants

Guidelines for applicants applying for cancer research project
grant funding

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CANCER RESEARCH PROJECT GRANTS GUIDE TO APPLICANTS/CONDITIONS OF AWARD Funding to commence in 2025

Expression of Intent closing date: 26 June 2024

1. Introduction

The Cancer Research Project Grant scheme is a joint funding program of the Future Health Research and Innovation (FHRI) Fund and Cancer Council WA.

The FHRI Fund provides a secure source of funding to drive health and medical research, innovation, and commercialisation, and through these activities, improve the health and prosperity of all Western Australians. It also provides an opportunity to diversify the economy, create jobs, improve the sustainability of the health system, and position Western Australia as a leader in research and innovation.

This scheme contributes to the FHRI Fund Priority Goals:

- establish co-funding partnerships that will secure genuinely new non-government funding for research and innovation aligned with Priorities for the FHRI Fund
- support the development of early- and mid-career researchers, helping them to achieve an independent and self-sustaining career.

Since the Cancer Council WA research funding program began in 1963, over \$60 million has been contributed to more than 1200 local research projects which have made a real impact in the community. From lab-based research, clinical trials for treatment, prevention and health care research, every result helps understand cancer better, finding new ways to prevent, diagnose, 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. Cancer Council WA is funded from public donations.

Applications are now open for the Cancer Research Project Grant scheme, commencing in 2025 in the fields of laboratory, clinical, epidemiological, psychosocial, and behavioural science.

2. Grant description and purpose

The Grants, worth \$140,000, fund 12-month projects that provide financial support for the implementation and development of key research ideas, establishing the potential for further funding opportunities and translation of ideas. The research project can be conducted in any legitimate area of cancer research related to the causes, diagnosis, treatment, and/or prevention of cancer.

Within the Cancer Research Project Grants scheme, funds are available to support cancer research projects conducted in key priority areas: Aboriginal health; rural and remote health;

clinical health; and public health. These streams create an important opportunity to direct resources towards identified areas of cancer research need.

This scheme also aims to support the career development and progression of early and mid-career researchers¹, thus it is strongly encouraged that early or mid-career researcher/s be named as chief or associate investigators on the application.

Note: Only one-year grants are to be offered; there are some exceptions for priority area Projects, where individual recipients may negotiate an extension beyond this period. Please ensure your budget request is for no more than \$140,000. Applications for projects involving budgets that exceed \$140,000 will not be considered.

3. Eligibility

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

Note: A CIA awarded a Cancer Council WA Project grant in 2023 for the 2024 funding year is not eligible to apply for funding as a CIA in the 2024 Application year.

No changes to the CIs are to be made between the Expression of Intent (EOI) and Full Application stage unless there are extenuating circumstances. Cancer Council WA employees are eligible for inclusion on project grant applications providing the Cancer Council WA 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 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 WA component of a project involving interstate or international collaboration, however, it does preclude the expenditure of more than 25% of funds outside WA.

The Tobacco and other industries

The Cancer Council WA 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 they may actually, potentially, or perceivably compromise tobacco control initiatives. This includes:

¹ An early or mid-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 2014.
- A certificate with an admission date later than 30 June 2014 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 and Mid-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 Research@cancerwa.asn.au.

² <https://www.nhmrc.gov.au/funding/manage-your-funding/nhmrcs-administering-institutions>

- 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.

4. Privacy and Code of Conduct

Cancer Council WA value our staff and stakeholders' privacy, and we make privacy a part of our everyday business. Our privacy policy can be found at <https://cancerwa.asn.au/privacy/>

We expect that applicants will not use their personal or professional relationship(s) with members of FHRI Fund Advisory Council, Cancer Council WA's Research Advisory Committee, Subcommittees, or Panels with intent to influence, seek information, or inquire about their application unless that communication has first been approved by Cancer Council WA Research Funding Program staff. Breaches that come to the attention of Cancer Council WA will be dealt with as appropriate and could lead to ineligibility for future FHRI Fund and/or Cancer Council WA funding.

5. Application process

The first stage of the application process requires each interested candidate to complete an EOI. 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 submitting your application, please ensure all sections have been completed as specified, including sign-off from the Responsible Officer at your Administering Institution. Guidance to completing your online application is available in Appendix B.

Acknowledgement of receipt of the EOI will be provided via email to the Administering Institution and applicant within 5 working days of the closing date.

Timetable

Stage	Date
Applications open	15 May 2024
Deadline for submission of the Expression of Intent	26 June 2024
Full application notification/request	By 30 August 2024
Deadline for submission of the Full Application	8 October 2024
Outcome notification	December 2024

6. 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 manner may result in the application being rejected on the grounds of insufficient information.

Relevance to cancer

The work to be funded must relate to the causes, prevention, diagnosis, and/or treatment of cancer. Cancer Council WA is funded through 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.**

Capacity building

Cancer Council WA is committed to supporting 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 Research Project Grants scheme project will maximise the prospect of attracting additional resources to the research in the future.

Applicants are strongly encouraged to include early to mid-career researcher/s (E-MCR) as chief or associate investigator/s in the research. Applications which integrally involve E-MCR/s will be scored more favorably. The “capacity building” and “team” sections provide opportunity to applicants to address these criteria.

The indicative budget

Grants in 2025 are available for one year (maximum of \$140,000). 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*. Successful projects may not necessarily be awarded the full amount of money sought in the application; The FHRI Fund and Cancer Council WA will award funds based on the extent to which it is able.

Applicants must demonstrate that a worthwhile outcome can be achieved over one year. If the submitted project is on a larger scale, falling outside the parameters of either the timing or available funds of this scheme, it will not be considered feasible. Applicants should provide budget figures for one year in the “budget section” of the application.

Personnel

- a) Cancer Research Project Grants are not normally intended to provide salary support for Chief Investigators 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 – the Cancer Research Project Grants scheme does not fully fund programs of research. However, if applicants are seeking CI salaries for early- to mid-career researchers, justification of how the proposed budget is directly associated with achieving the outcomes of the research must be provided and will be considered during peer review (in line with NHMRC policy and practice).
- b) Grant-supported personnel must 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, and compulsory and contributory superannuation).

Equipment

- c) Cancer Research Project 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 Cancer Research Project Grants scheme 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 Cancer Research 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, this includes the indirect costs of research; research infrastructure; 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 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 on 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 - **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. Please note that the community reviewers will ONLY have access to the community criteria section of your application.

7. Assessment Process and Selection criteria

The Research Grants Advisory Committee (RGAC) assess the EOI and Full Application submissions. The RGAC consists of c.10 internationally recognised cancer researchers and up to 5 community representatives who have a personal connection to cancer. Furthermore, several additional reviewers are recruited from the WA cancer research community to help assess the EOI submissions.

For more information on our committee and recruitment processes, please visit our website.

Funding will be awarded on merit, based on a process of assessment and selection. 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.

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 priority populations. 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 RGAC.
- c) Cancer Council WA will decide the funded amount of each grant.

Conflicts of interest that may arise will be treated in accordance with the Cancer Council Australia Disclosure of Interests A Code of Practice for Declaring and Dealing with Competing Interests | Cancer Council and/or the Department of Health's Managing Conflicts of Interest Policy Managing Conflicts of Interest Policy (health.wa.gov.au).

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. Cancer Council WA reserves the right to offer lower funding rates than requested and/or request modification to the project on a case-by-case basis.

Scientific assessment criteria

The EOI will be assessed against the following scientific criteria:

The scientific quality of the work to be conducted under the research project:

- Research design: the quality of the proposed research
- Innovation: the degree to which the research is innovative/original

Strategic relevance

- Relevance to cancer

Full Applications will be assessed against the following scientific criteria:

The scientific quality of the work to be conducted under the research project:

- Research design: the quality of the proposed research.
- Feasibility: the achievability of the proposed research plan within the period of the Grant. The composition and track record of the project team will be assessed here.
- Budget: the appropriateness of the budget for the proposed research

Strategic relevance

- Expected outcomes: contribution(s) to scientific understanding
- Capacity building: pathway for attracting additional resources to the research; building workforce capacity specifically in terms of early to mid-career researcher(s) involvement

Consumer and Community Involvement (CCI) assessment criteria

EOI will be assessed against the following CCI assessment criteria:

- The plain language summary.
- CCI

Full Applications will be assessed against the following assessment criteria:

- The plain language summary.
- Research outcomes and the extent of potential benefit (impact).
- Pathway for realising the benefit (translation).
- Equity
- CCI

In line with the NHMRC definition, consumers are people who have lived experience of a health issue. They include patients and potential patients, carers, and people who use health care services. Consumers can also be people who represent the views and interests of a consumer organisation, a community, or a wider constituency.

Health consumers should be engaged during the development of funding applications and embedded in the proposed project by being provided with a detailed description of their role and contribution and, where appropriate, included as a team member.

It is important that applications appropriately address these criteria; responses 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.

All team members are encouraged to complete the free online 30-minute Consumer and Community Involvement in Health Research course (or equivalent) and for the Project Lead to complete the free online 30-minute Consumer & Community Involvement and Grant Writing course.

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, including but not limited to NHMRC, Cancer Council NSW, Cancer Australia, or Department of Health WA, other FHRI Fund programs for the same or part of the same research, are required to notify Cancer Council WA immediately. This may impact the amount of funding offered by Cancer Council WA.

8. 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 sources 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 Minister for Medical Research and/or the Department of Health WA will publicly announce the recipients of the Cancer Research Project Grants. Applicants and all related parties are embargoed from making announcements, public statements, social media posts or issuing media releases until after the announcement by the funding partners.

Acknowledgement of FHRI Fund and Cancer Council WA support must be made in publications, conference presentations, public discussion, press statements etc. A copy of any published material or media must be provided to Cancer Council WA.

Where a media release or conference is planned, it is the responsibility of both the CIA and the institution's media office to provide adequate notice to Cancer Council WA of the media release or the conference, and to accommodate reasonable requests for Cancer Council WA and the FHRI Fund's 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 local research forums such as 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 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

We encourage successful applicants to publish and disseminate results of research funded by this scheme. Such publications would occur through the normal acceptable scientific channels and should always include an acknowledgment that the research was funded by this scheme (with the following footnote included: "This research was carried out during the tenure of a Cancer Research Project Grant from the Future Health Research and Innovation Fund and Cancer Council WA"). A copy of the published paper should also be forwarded to Research@cancerwa.asn.au

Reporting obligations

In fulfilment of the conditions of an award, an end-of-project report, which is to include a financial acquittal 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 for the ongoing monitoring and evaluation of this scheme.

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

Evaluation

Evaluation of this funding program may occur from time to time and will include unsuccessful applications. All parties in the application, including team members and consumer representatives, are required to contribute to the evaluation.

Insurance

The Administering Institution will be required to provide evidence of insurance as a condition of the Grant Funding Agreement (or equivalent), which may include:

- Public Liability (mandatory for all grants)
- Professional Indemnity (mandatory if the Administering Institution is conducting a clinical trial, provides any form of medical treatment or advice, training, or will provide any tailored design, advice or specification services)
- Property for the Administering Institution's replacement value of assets (mandatory for building, plant, machinery, equipment)
- Workers Compensation (mandatory if the Administering Institution has employees or is paying salaries, noting this includes payments to working Directors)
- Product Liability (mandatory if the Administering Institution manufactures, supplies, sells, services or repairs a product)
- Motor Vehicle if the Administering Institution owns vehicles
- Clinical Trials if the Administering Institution undertakes clinical trials (note this insurance may include Professional Indemnity)
- Cyber Liability if the Activity involves confidential data, e.g. identifiable patient information.

The funders recommend that you seek advice from your insurance advisors to confirm what level and type is required for the research project.

The Administering Institution is responsible for ensuring participating entities have appropriate insurance.

Note that any Activity that requires site governance approval will also be required to provide evidence of appropriate insurance during the governance process, which may vary depending on the site.

Intellectual property policy

Intellectual Property (IP) that arises out of the research project will vest with the Administering Institution. However, consideration will be given to the provisions of the *Western Australian Government Intellectual Property Policy 2023* (or any future iterations of this), and that IP rights should be allocated to optimise the economic, social or environmental benefits for WA from the use, commercialisation and disposal of the IP.

Where relevant, agreements between the CIA, team members and participating entities must include relevant permissions to use third-party IP required to deliver the project and have Freedom to Operate for the Activity. When a team includes a member(s) from the WA public health system as a participant in the Activity (i.e., the WA public health entity is not the Responsible Entity), the IP agreement must be authorised at an appropriate level by the relevant WA public health system entity.

Requests for variation

Changes in circumstances for, or resignation of, a CI (including change of research location or institution, changes in time commitment, or relocation to another state/country) 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 CIs in the initial grant review, it is essential that the commencement or continuation of the Grant is re-assessed. The CIA must advise 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. A decision to continue funding will be made based on the information supplied and following any other investigations that are deemed necessary.

Requests for variations to the Grant funding agreement must be directed to Cancer Council WA. Approval of the variation will be at the discretion of Cancer Council WA. If variations are not approved, this could result in termination of the Grant with associated funding reverting to, or being recoverable by, the FHRI Fund, Cancer Council WA, and Department of Health, where for example eligibility or viability of the project is affected.

Research ethics and research governance

The Administering Institution, and any participating entity, will be responsible for obtaining and lodging all relevant research ethics and governance approvals that are required for undertaking funded activities, and ensuring these are maintained as required for the duration of the Project. Research ethics approvals must be obtained from relevant ethics committees (human and/or animal). Research governance authorisation (also known as site specific assessment or access request review) must be obtained from each relevant institution/site conducting the Project or providing access to data, participants or tissue samples.

9. Matters not otherwise addressed

For matters relating to process and policy not covered in detail in this guide to applicants, the policies and processes applied by the NHMRC will be used as a reference point. The prime objective remains to operate a fair and open process.

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

- 1) Payments in respect of any grant shall be within the terms and conditions specified in the Grant offer.
- 2) The successful research project must commence within a 6-month period of the date of fund availability.
- 3) Projects with commencement delays of more than 6 months and less than 2 years from the date of fund availability will require reassessment and approval to proceed.
- 4) Research not commenced after two years of the date of fund availability, will forfeit the Grant.
- 5) Once the project has commenced, all research must be completed within a 12-month period. Commencement of the research will be signified by the first request for payment. The end-of-project report is required within three months of the time of completion.
- 6) Amounts granted are exclusive of GST. All claims must be made via a tax invoice from the researcher's GST-registered Administering Institution. Invoices must include the institution's ABN and GST on top of the total grant amount (i.e., your invoice must include 10% extra for the GST).
- 7) 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.

- 8) In exceptional/extenuating circumstances, and upon formal application, a variation to the payment method outlined above may be approved.
- 9) A financial acquittal report is to be provided with the final report or at any other time reasonably requested by Cancer Council WA
- 10) At the submission of the final report, any funds that are uncommitted must be repaid unless written permission is sought and obtained in writing to use any residual funds to complete work specified in the original application.
- 11) The Grant must be spent wholly for the purposes for which it was requested and so certified by the investigators and the Administering Institution.
- 12) 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.

Termination of funds

Funds shall revert to, or be recoverable by, the FHRI Fund, Cancer Council WA, and Department of Health in instances where:

- eligibility requirements are no longer met, unless a request for variation to address this is approved by Cancer Council WA.
- the Project is terminated by Cancer Council WA as a result of insufficient progress being made at the time of Progress Reports or any interim Progress Report, or it has been otherwise determined by either the Administering Institution or Cancer Council WA that the Project is no longer viable.
- funds are used for purposes other than those for which they were awarded.
- funds were spent on activities that require ethics and/or governance approvals and such approvals were not obtained before undertaking the activities.
- funds are not fully expended at the conclusion of the Project (including any extensions approved by Cancer Council WA).
- it is determined that misleading or fraudulent information has been provided.
- other entities involved in the Project are part of an industry that produces products or services that may contribute to poor physical health or mental wellbeing of the community.

10. Further information

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

The Research Team
Cancer Prevention and Research
Cancer Council WA
Level 1, 420 Bagot Road, SUBIACO WA 6008
Phone: (08) 9338 4328
Email: research@cancerwa.asn.au
www.cancerwa.asn.au

Appendix A: Project Grant Priority Areas

Eligibility criteria specified in the main Guidelines to Applicants remain applicable, unless specified otherwise in this appendix.

ABORIGINAL PRIORITY AREA

Aboriginal priority area projects must:

- Demonstrate appropriate community engagement with Aboriginal individuals and communities at all stages of the research project.
- Demonstrate potential benefit specifically addressing cancer outcomes for Aboriginal peoples in Western Australia.
- Demonstrate sustainability and transferability of project outcomes into the future.
- Demonstrate opportunities for capacity building for Aboriginal peoples, communities, and researchers through partnerships and participation in the project. At least 2 Chief Investigators on the research team must identify as Aboriginal or Torres Strait Islander.
- Show that measures have been put in place, that include agreements with community and Aboriginal researchers on the CI and AI team, to ensure that all data collected within the parameters of the CRPG align with Indigenous Data Sovereignty principles.

The assessment will incorporate consideration in the following areas:

- Project timing. For example, allowing up to 36 months for project completion to incorporate adequate and authentic consultation, ethics and governance approvals, and appropriate cultural sensitivity in project timelines.
- Budget. For example, community focus groups are a critical component of the consultation process in Aboriginal projects, but not often permitted in standard project budgets.
- Aboriginal people who may not hold a formal research qualification are welcomed as project investigators on these grants. For instance, nurses, allied health, and Aboriginal health workers who have extensive relevant experience.
- The early- to mid-career researcher recommendation for the CI team as specified in the general guidelines, does not apply.

RURAL AND/OR REMOTE PRIORITY AREA

Rural/remote research priority area projects must:

- Demonstrate potential benefit specifically addressing cancer outcomes for Australians living remotely/regionally.
- Demonstrate appropriate community engagement with remote/regionally-based individuals and communities at all stages of the research project.
- Demonstrate opportunities for capacity building for remote/regionally-based community members and researchers through partnerships and participation in the project. At least 2 Chief Investigators on the research team must be regionally/remotely based.

The assessment will incorporate consideration in the following areas:

- Health professionals who may not hold a formal research qualification are welcomed as project investigators on these grants. For instance, nurses and other allied health workers who have extensive relevant experience.
- Project timing: allowing up to 24 months for project completion to factor in time for ethics and governance approvals.

CLINICAL PRIORITY AREA

Clinical research priority area projects must:

- Demonstrate potential benefit specifically addressing a health services or clinical issue with direct relevance for patients.
- Demonstrate opportunities for capacity building for clinicians. At least 2 Chief Investigators on the research team must be clinicians.

The assessment will incorporate consideration in the following areas:

- Health professionals who may not hold a formal research qualification are welcomed as project investigators on these grants. For instance, physicians, nurses and allied health workers who have extensive experience.
- Project timing: allowing up to 24 months to complete the project in order to factor in time for ethics and governance approvals.

PUBLIC HEALTH PRIORITY AREA

Public health research priority area project will:

- Demonstrate potential benefit specifically addressing a population/public health issue that can inform policy and practice to reduce the incidence and/or impact of cancer. Research methods can include health services research, behavioural and implementation science, epidemiology, linked data analysis, health economic evaluation and population health research.
- Demonstrate opportunities for capacity building for public health professionals. At least 2 Chief Investigators on the research team must be public health professionals.

The assessment will incorporate consideration in the following areas:

- Health professionals who may not hold a formal research qualification are welcomed as project investigators on these grants.
- Project timing: allowing up to 24 months to complete the project to factor in time for ethics and governance approvals, participant recruitment, data collection, and linkage.

SELECTION CRITERIA

Assessors with specific expertise in the priority areas will be recruited for the EOI and Full Application assessments.

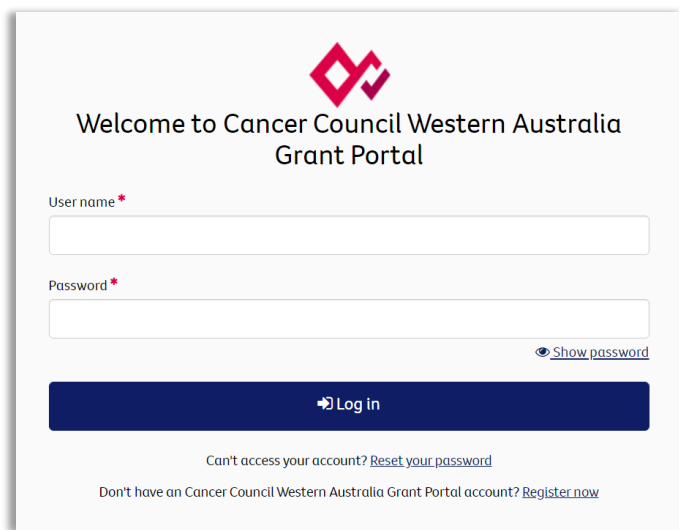
Applicants will be assessed against the scientific criteria detailed in the Guidelines to Applicants, with consideration given to the relevant priority research area.

Appendix B: Guide to Completing Online Applications

Cancer Council WA

Step 1.

Set up your login and password and sign into the portal.



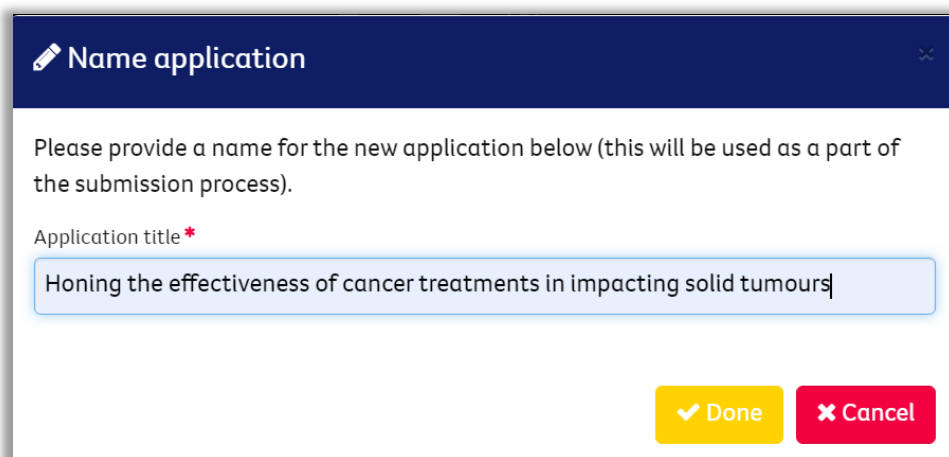
The screenshot shows the login page for the Cancer Council Western Australia Grant Portal. At the top center is the Cancer Council logo, a red diamond shape. Below the logo, the text reads "Welcome to Cancer Council Western Australia Grant Portal". There are two input fields: "User name*" and "Password*". The password field has a "Show password" link with an eye icon. Below the fields is a dark blue "Log in" button with a right-pointing arrow. At the bottom, there are two links: "Can't access your account? [Reset your password](#)" and "Don't have an Cancer Council Western Australia Grant Portal account? [Register now](#)".

Set up your login and password by clicking on [Register now](#) at the bottom of the page.

Step 2.

Complete the Application Title.

This must be the same as the scientific title for your research project. The field for your scientific title in *Stage 4 – Research Proposal* will automatically be populated with the title you give your application³.

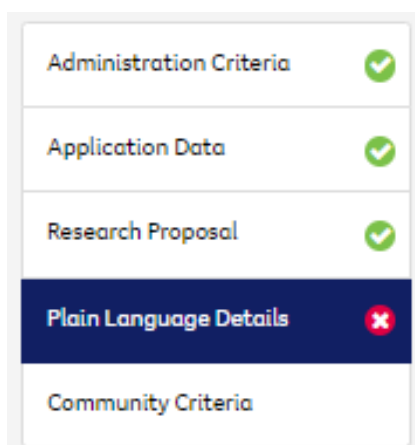


The screenshot shows a dialog box titled "Name application" with a pencil icon and a close button. The text inside says "Please provide a name for the new application below (this will be used as a part of the submission process)." Below this is the label "Application title*" and a text input field containing the text "Honing the effectiveness of cancer treatments in impacting solid tumours". At the bottom right are two buttons: a yellow "Done" button with a checkmark and a red "Cancel" button with an 'X'.

³ To change the scientific title, link to 'How to copy your application'

Step 3.

There are 5 stages to complete before your application can be submitted.⁴



This menu is located on the left-hand side of your application.

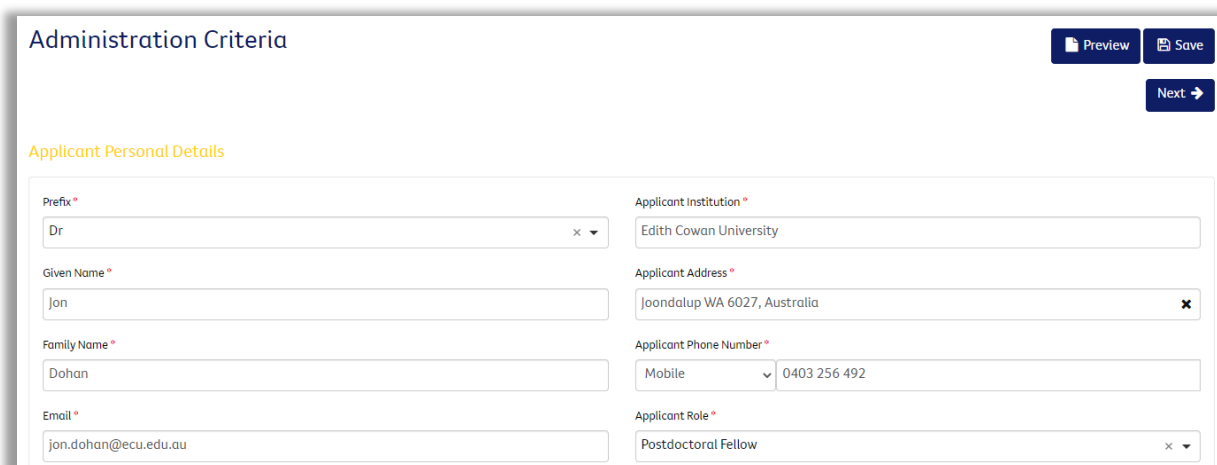


When you complete a section, it is recorded as a tick.
When a section is not completed, it is recorded as a cross.

You can move between one section and another by clicking on the menu item section you want to work on. **You do not need to complete the previous section in order to work on the next one.**

Step 4.

Complete your basic information



The *Administration Criteria* requires that you complete information such as (but not limited to):

- Your personal details
- The details of your Administering Institution Officer
- The Institution from which your research will be conducted

⁴ Please note that some applications may have fewer stages to complete, and/or the stages may require a section to be attached as a PDF to the application.

Step 7.

Complete details of the Application Data

The screenshot shows the 'Application Data' form. At the top right are 'Preview' and 'Save' buttons. Below them are 'Previous' and 'Next' navigation buttons. The main section is titled 'Tumor Type' with a sub-instruction: 'Tumor Type - Choose up to 4 items, assign each item a proportion / percentage'. There is a table with two columns: 'Type' and 'Proportion (%)'. The first row contains 'Lung cancer' in the 'Type' column and '100' in the 'Proportion (%)' column. A red trash icon is to the right of the row. Below the table is an '+ Add Another' button. At the bottom of the form is the 'Broad Research Area' section.

Research proposal data includes (but is not limited to) your:

- *Broad research area*
- *Common scientific outline*

Step 8.

Complete your information regarding your *research proposal*

The *Research Proposal* requires you to complete the important components that define your project, including (but not limited to) your:

- *Scientific title*
- *Proposal details*
- *Proposal statements*
- *Research team*

The screenshot shows the 'Research Proposal' form. At the top right are 'Preview' and 'Save' buttons. Below them are 'Previous' and 'Next' navigation buttons. The main section is titled 'Scientific Title' with a sub-instruction: 'Scientific Title *'. The text 'Honing the effectiveness of cancer treatments in impacting solid tumours' is entered in the text box. Below this is the 'Proposal Details' section with a sub-instruction: 'Include: rationale / justification for the research, research plan, aims, objectives, methods, plan and references *'. The text 'Current drugs that treat cancer are not reliable in impacting the solid tumours commonly found in patients with lung cancer. The projects aims to...]' is entered in the text box.

Step 8.

Complete the *Plain language details*

General Information

Important Information

- This section will be assessed independently of the rest of the grant application. Responses to these criteria should be written so they can be read without reference to the rest of the application.
- Answers should take into consideration that reviewers are members of the community who have been trained to assess research grant applications but are not researchers and do not have expertise in the specific field of the proposed research.
- We recommend reading Cancer Council WA's 'Plain Language Summary guide' before completing the next two sections and use the checklist within the document to ensure you have completed this section correctly

Plain Language Title

Provide a title using plain language that can be understood by the general public.

Plain Language Title *

These include:

- *Plain language title*
- *Plain language summary*
- *Plain language aim*

Step 9.

Complete the *Community criteria*

General Information

Important Information

- This section will be assessed independently of the rest of the grant application. Responses to these criteria should be written so they can be read without reference to the rest of the application.
- All questions are compulsory. A written response addressing each question must be provided. Any application that does not respond to a question or indicates that any question is 'not applicable'/'not relevant' (or equivalent) or uses the response to the question to justify why the proposed research does not address the criteria will score zero for that criteria and risks being deemed ineligible for funding.
- Please refer to the 'Community Review Criteria Guidelines' available on our website before completing this SECTION.

Research Outcomes and the Extent of Potential Benefit (Impact)

Describe the anticipated direct outcomes of your proposed research, and with reference to the WA Cancer Plan 2020-2025 describe how these outcomes have the potential to have a direct, beneficial impact on either the incidence or impact of cancer on the Western Australian community. This includes short, medium and long term outcomes.

Research outcomes and the extent of potential benefit (impact) *

These include (but not limited to):

- *Research outcomes and the extent of potential benefit (Impact)*
- *Pathways for realising the benefit (Translation)*
- *Equity*
- *Community involvement*

Step 10.

Complete your application with *Certifications* by the Responsible Officer and Applicant

Certifications

Certification by Applicant


I have read the document 'Advice to Applicants' and understand my obligations to Cancer Council Western Australia if I am awarded the Postdoctoral fellowship.

Certification by Applicant *

Yes

No

Date *

dd-MM-yyyy 

Certification by Responsible Officer at Administering Institution

Name *


Position *

Responsible Officer from Administering Institution Has Provided Authorisation *

Yes

No

Date *

dd-MM-yyyy 

You will need to share your application with the Responsible Officer (see 'How to share your application' section below)

The Responsible Officer will need a user account

The Responsible Officer must be signed into their user account to provide authorisation

Authorisation is needed to submit your application.

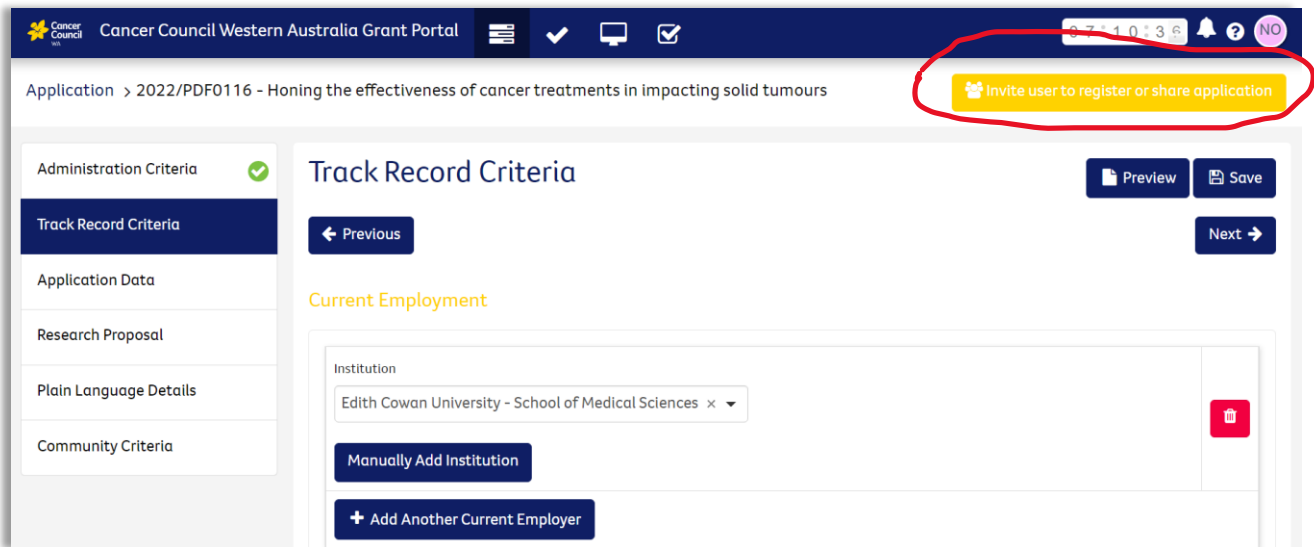
The Responsible Officer must be listed on the application as the Administering Institution Officer (see Step 3)

Then press;

Submit

How to share your application

Invitation user to register or share your application



At any time, you can share your application with others for their review.

How to change the scientific title on your application

You can rename your application, however, this does not change the Scientific Title. To change the scientific title, you will need to copy your application.

How to copy your application

Log in to the portal and click on the 'Applications' tab at the top of the page) - this will give you a list of your applications.

Click on the Identifier for the application you would like to copy.

A section should open. Within the section there are several options including 'Copy application' and 'Delete in-progress version'.

Click on 'Copy application', and then click on 'New application' – you can then enter a new title.

You can delete the previous version of your application by clicking on the 'Delete in-progress version'

