



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: 27 June 2023

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 become more competitive for larger national funding pools.

Cancer Council WA is also committed to supporting the career development and progression of early and mid-career researchers¹, thus it is strongly encouraged for early or mid-career researcher/s to be named as chief or associate investigators on the application.

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.

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 2012.
- A certificate with an admission date later than 30 June 2021 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 CancerCouncilWA.Research@cancerwa.asn.au.

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 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 2022 for the 2023 funding year is not eligible to apply for funding as a CIA in the 2023 Application year.

No changes to the Chief investigators are to be made between the EOI and Full Application unless there are extenuating circumstances. 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.

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

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 in Appendix 1.

Timetable

Stage	Date
Advertising and promotion commence	8 May 2023
Applications Open	17 May 2023
Deadline for submission of the Expression of Intent	27 June 2023
Full application notification	By 25 August 2023
Deadline for submission of the Full Application	25 October 2023
Outcome notification	December 2023

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.

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.**

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.

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. This will be based on comments provided in the capacity building and team sections.

The Indicative Budget

Grants in 2024 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. 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. The table is there for applicants 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-opportunities/>. Please note that the community reviewers will ONLY have access to the community criteria section of your application.

6. Selection Criteria

The Research Grants Advisory Committee (RGAC) assess the Expression of Intent 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 Expression of Intent submissions.

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

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 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 WA 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 (EOI and Full Application): the quality of the proposed research
 - b. Feasibility (Full Application): The achievability of the proposed research plan within the period of the grant. The Team will be a consideration here.
 - c. Innovation (EOI): The degree to which the research is innovative/original
 - d. Budget (Full Application): The appropriateness of the budget for the proposed research.
- b) Strategic relevance
- a. Relevance to cancer (EOI)
 - b. Expected Outcomes (Full Application): Contribution/s to scientific understanding
 - c. Capacity building (Full Application): pathway for attracting additional resources to the research; building workforce capacity specifically in terms of early to mid-career researcher/s involvement in the project.

Community Assessment Criteria

- c) The following criteria will be assessed in the EOI: plain language summary; and community / consumer engagement.
- d) The following criteria will be assessed in the Full Application: research outcomes and the extent of potential benefit (impact); and pathway for realising the benefit (translation); equity; and community / consumer engagement.
- e) How these criteria are 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 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, Department of Health WA, for the same or part of the same research 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 Chief Investigator A (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 WA 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 WA so as to allocate donors' funds in the most effective manner in pursuing the mission, goals and strategies of Cancer Council WA.

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 Cancer Council WA
- 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:

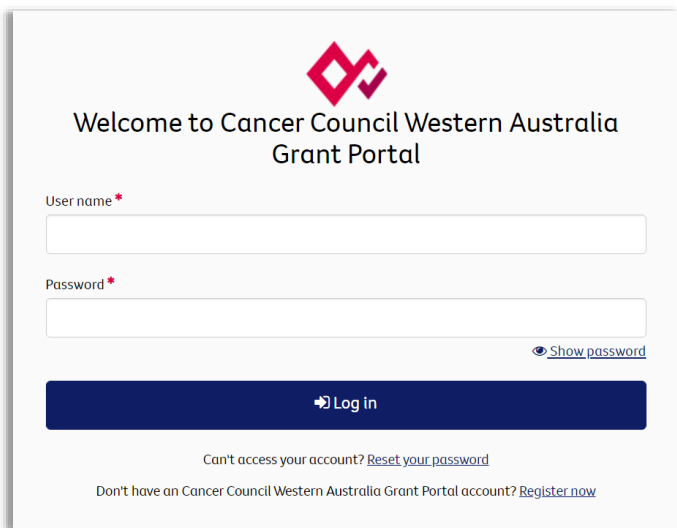
The Research Team
Cancer Prevention and Research
Cancer Council WA
Level 1, 420 Bagot Road, SUBIACO WA 6008
Phone: (08) 9338 4328
Email: CancerCouncilWA.research@cancerwa.asn.au
www.cancerwa.asn.au

Guide to completing online applications

Cancer Council WA

Step 1.

Set up your login and password and sign into the portal

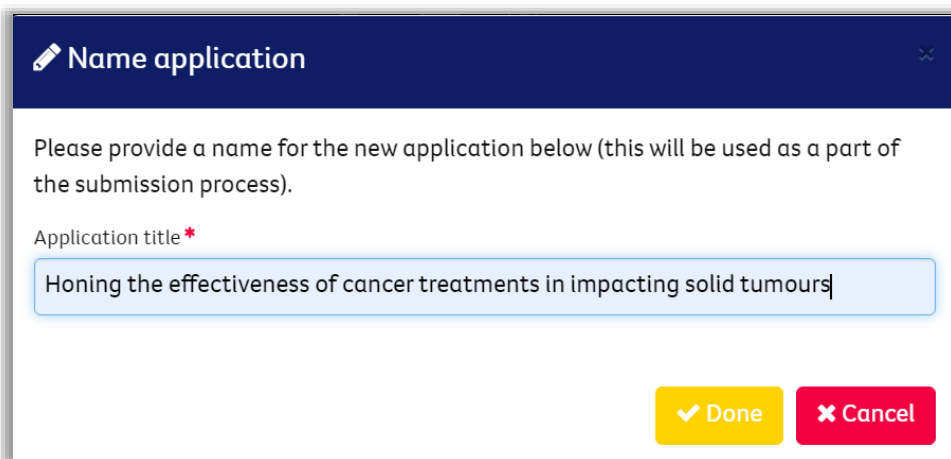


Set up your login and password by clicking on [Register now](#) at the bottom of the page.

Step 2.

Complete the Application Title.

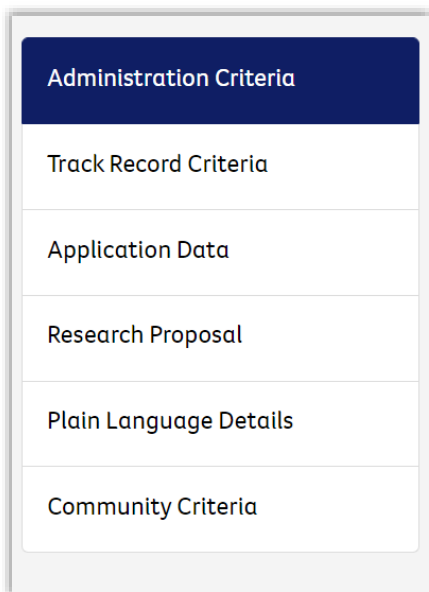
This must be the same as the scientific title for your research project. The field for your scientific title in Stage 4 – Research Proposal will automatically be populated with the title you give your application³.



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

Step 3.

There are 6 stages to complete before your application can be submitted⁴

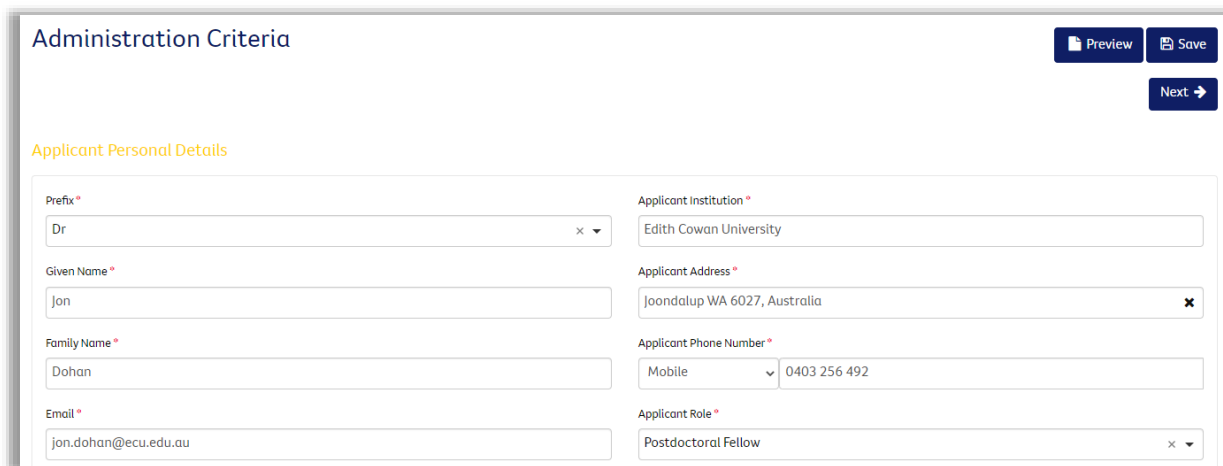


This menu is located on the left hand side of your application. When you complete a section, it is  recorded as a tick. When a section is not completed,  it is recorded as a cross.

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 screenshot shows the 'Administration Criteria' section of an application form. At the top right, there are 'Preview', 'Save', and 'Next' buttons. Below the title, the section is titled 'Applicant Personal Details'. The form contains several input fields:

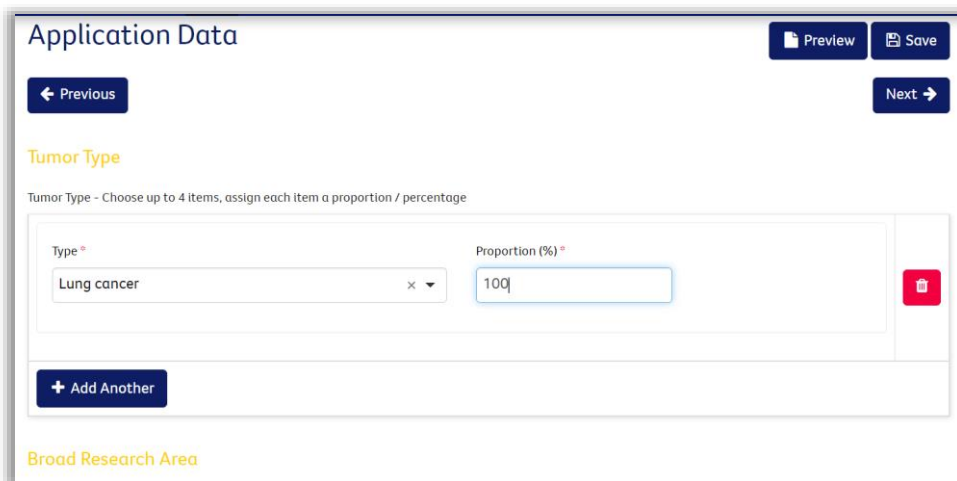
- Prefix: Dr
- Given Name: Jon
- Family Name: Dohan
- Email: jon.dohan@ecu.edu.au
- Applicant Institution: Edith Cowan University
- Applicant Address: Joondalup WA 6027, Australia
- Applicant Phone Number: Mobile 0403 256 492
- Applicant Role: Postdoctoral Fellow

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 essential data for your research proposal⁵



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 (%)'. One row is filled with 'Lung cancer' and '100'. 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 label 'Broad Research Area'.

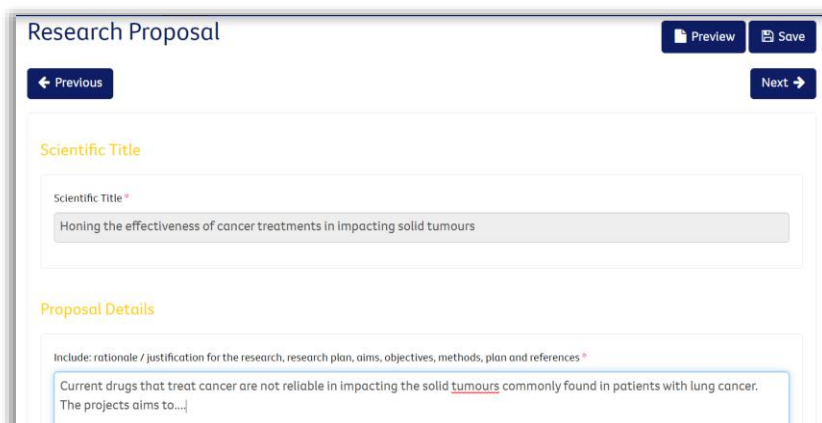
Research Proposal Data includes (but is not limited to) your:
Broad research area
Common Scientific Outline

Step 8.

Complete your information regarding your research proposal

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

- Scientific Title
- Details of your Proposal
- Innovation Statement
- Knowledge Production
- Research Translation
- Research/Supervisory 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 *'. There is a text input field containing 'Honing the effectiveness of cancer treatments in impacting solid tumours'. Below this is the section 'Proposal Details' with a sub-instruction: 'Include: rationale / justification for the research, research plan, aims, objectives, methods, plan and references *'. There is a text input field containing 'Current drugs that treat cancer are not reliable in impacting the solid tumours commonly found in patients with lung cancer. The projects aims to...'

Step 8.

⁵ Your selections may disappear from this page, or look different to what you have selected, this information will still be captured by the internal portal.

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 the Certification by the Responsible Officer of your Institution and your Certification.

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 (Note: this section may not be active, if the Responsible Officer is unable to complete this section you should still be able to submit the application if all other sections have been completed correctly)

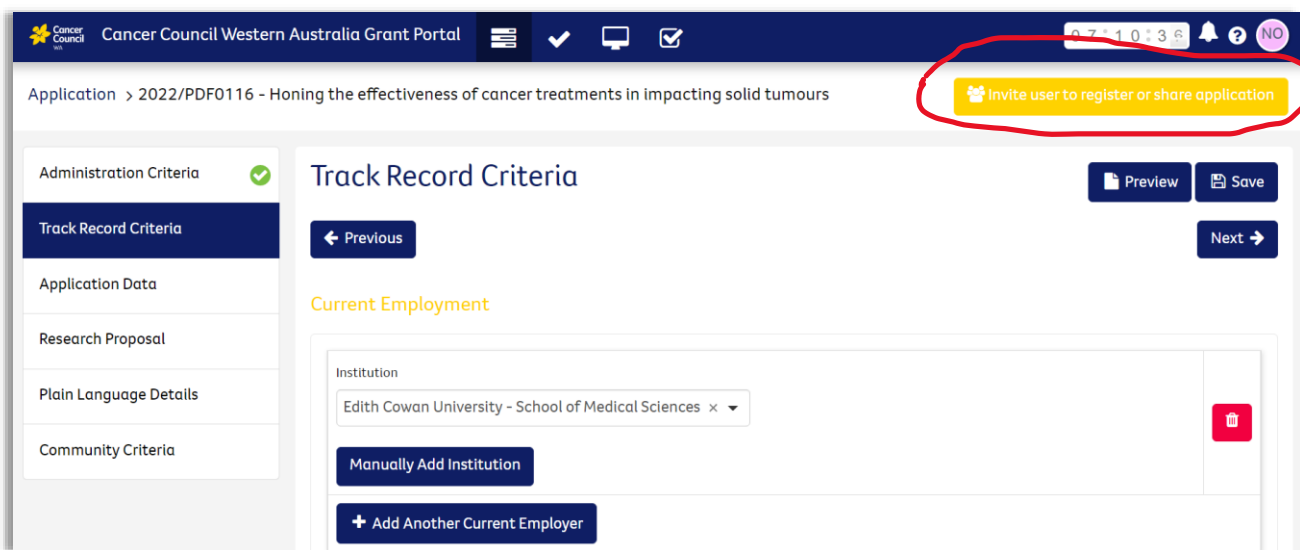
The Responsible Officer must be on the application as the Administering Institution Officer (see Step 3)

Then Press;



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 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

In your External Portal click on the Applications tab (top of the page) for a list of applications, then click on the Identifier of the relevant application to reveal a box - within the box are a number of options including Copy application and Delete in-progress version.

Click Copy application, and then Click on New application – you can then enter a new title. You should be able to Delete any versions you don't need.

<input type="checkbox"/>	2022/ECI0002	ECI AN Test 2	1.00
<input type="checkbox"/>	2022/ECI0000	Test AN 1	1.00
Application information			Identifier
Copy application			2022/ECI0000
Invite user to register or share application			Title
Rename application			Test AN 1
Delete application			Version
			1.0
			Organisation