****

**Outline of content for the Research Fellowship Application**

## ADMINISTRATION CRITERIA

**Applicant details**

**Applicant Administering Institution officer details**

**Citizenship and Residency Status**

* Upload evidence of citizenship; permanent residence; or work visa (*Naming convention: <applicant surname>\_CitizenshipStatus)*

**Gender**

**Aboriginal or Torres Strait Islander status**

**Research institution**

## TRACK RECORD CRITERIA

**Track record**

Upload as a PDF the completed Track Record Supplemental Document (*Naming convention: <applicant surname>\_TrackRecord).*

* The template can be found in the Research Fellowship application section of the website: https://cancerwa.asn.au/research/funding-opportunities/

## APPLICATION DATA

*This is a Cancer Council WA data collection requirement; it informs reporting and strategic direction.*

**Tumour type**

**Broad Research Area**

* Basic Science; Clinical Medical and Science; Health Services Research; Public Health Research; Psychosocial / Behavioural; Patient Care and Survivorship

**Common Scientific Outline**

* The Common Scientific Outlines in Question 13 are the result of collaborative effort between the NCI in the US, the NCRI in the UK, and their partners. It is a classification system organised around seven broad areas of scientific interest in cancer research, plus subgroups. Click on the following link to view category descriptions in full <https://www.icrpartnership.org/cso>

**Age group**

* Children; Adolescent and young adult; Adult; Elderly people; All ages

**Focus**

* Aboriginal and Torres Strait Islander people (ATSI); Culturally and linguistically diverse (CALD); Low SES; Regional and Rural; Rare cancers; Low survival cancers (Low survival cancers are generally defined as those with a five year survival rate of ≤50%)

## RESEARCH PROPOSAL

This section of the application will be assessed by the academic members of the Research Grants Advisory Committee. When answering this section, remember that while the assessors are all cancer researchers, they may not have specific expertise in your area of research.

**Fellowship Title**

*Please note that the Application Title becomes the Scientific Title, this cannot be changed without creating a copy of the application. For instructions, please review the Guidelines to Applicants document for ‘easy to follow steps’.*

**Proposal details**

Uploaded the following as a single PDF

* no more than six pages using Arial font, 1.5 spacing, and which includes the rationale / justification for the research, aims and objectives and research plan and which can include diagrams, graphs etc.
* reference Section for references relevant to the program of research.
* host institution letter of support.
* letters of support from external sponsors/collaborators.

**Outcomes and Impact Statements**

**Knowledge Production**

How will the research make a significant contribution to scientific understanding (~120 words)

**Capacity Building**

How will the research make a significant and/or unique benefit to cancer research environment/infrastructure in WA (~120 words)

**Research Team:**

*Listed options include: Associate Investigators; Chief Investigators; Collaborators; Postdoctoral Fellows; Postgraduate Students; Research Assistants; Undergraduate students; Supervisors*

* Team member; current position; relevant background expertise (~100 words)

**Key Performance Indicators (see Appendix 2)**

* **6-10** key performance indicators (KPIs) for the Fellowship. KPIs should be **specific**, **measurable** and include a **timeframe** (for e.g., per year, by the end of the fellowship etc.). \*\*Outcome Categories include:

1. Knowledge Production,

2. Research Capacity,

3. Dissemination & engagement,

4. Informing decision making & development,

5. Behaviour changes / adoption,

6. Final outcomes (health & economic).

**Budget**

* Salary request per year (FTE); Cash contribution; In-kind Contribution

**Ethics and other approvals**

Does the research proposal submitted to the Cancer Council require/involve:

* Submission to a Human Research Ethics Committee,
* Submission to an institution’s Animal Ethics Committee responsible for animal research,
* Organisms being genetically manipulated such that they fall under current guidelines issued by the Office of the Gene Technology Regulator,
* The use of carcinogenic or highly toxic chemicals,
* The use of human stem cells,
* The use of animal stem cells

## PLAIN LANGUAGE TITLE, SUMMARY AND AIM

**Important Information**

* The next two sections 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](https://cancerwa.asn.au/research/funding-opportunities/general-guidance-documents/) 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 for your fellowship using plain language that can be understood by the general public.

**Plain Language Summary**

* Provide an outline of your research proposal, this should be brief but include key information in a way that can be understood by the general public. Your plain language summary should include: An explanation of the type of cancer you are investigating and its impact; Aims and purpose of the research; How you will do the research; What the benefits of the research will be. Limit: ~250words

**Plain Language Aim**

* Provide a brief outline of your research aims using plain language that can be understood by the general public. Limit: ~50 words

## COMMUNITY REVIEW CRITERIA

* 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.
* **Refer to the** [**Community Review Criteria Guidelines**](https://cancerwa.asn.au/research/funding-opportunities/general-guidance-documents/) **available on our** [**website**](https://www.cancerwa.asn.au/cancer-research/i-am-a-cancer-researcher/funding/) **to complete 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. Limit: ~650 words

**Pathway for realising the benefit (translation)**

* Provide a clear description of the steps required to reach the stated benefits of the research. This may include further steps beyond the scope/timeframe of the proposed research. Limit: ~650 words

**Equity**

* Explain which patient group(s) will benefit the most from your research for (e.g., type or stage of cancer) and any equity implications. For research involving people, justify the selection of the study sample and explain why you have included and excluded particular groups who could potentially benefit from the outcomes of this research. If relevant, outline how the proposal addresses an under-studied or under-served population and/or a population with a high burden of disease or poorer outcomes. Limit: ~400 words

**Community involvement**

* Outline how community representatives (consumers) have been involved during the development of the research proposal and the plan for ongoing community involvement in the research. Explain how this/these community representative(s) are ‘qualified’ to be involved. Limit: ~650 words

## CERTIFICATIONS

**Certification by responsible officer at administering institution**

**Certification by applicant**