



Cancer Council WA

# Research Fellowships Guide to Applicants

Guidelines for applicants applying for Research Fellowship funding

# Contents

1. Introduction	1
2. Grant Description	1
3. Eligibility	2
4. Privacy and Code of Conduct	3
5. Application Process	3
6. Guidance on completing the Application	4
7. Selection Criteria	5
8. Obligations of Grant Recipient and Administering Institution	7
9. Matters not otherwise addressed	8
10. Further information	8
11. Appendix 1: Research Outcome Categories for Development of Fellowship Key Performance Indicators (KPIs)	9
12. Appendix 2: How to Apply Guidelines	10

Closing Date for applications: 5 June 2024

## **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.

The Cancer Council WA Research Fellowship program provides opportunities for outstanding biomedical, clinical and health researchers with proven track records in the field of cancer to undertake research that is of both major importance in cancer research and cancer control and significant benefit to Western Australian health and medical research.

Research Fellowships offered by Cancer Council WA are prestigious awards and thus are highly sought after and extremely competitive.

Cancer Council WA is calling for applications from qualified and established cancer researchers to apply for a Fellowship commencing in 2025 in the fields of laboratory, clinical, health services, epidemiological, psychosocial or behavioural science.

## **2. Grant Description**

The Fellowship's objectives are:

- To advance the quality and impact of cancer research in WA through the provision of dedicated cancer research Fellowships,
- To contribute to the career advancement and research productivity of high quality cancer researchers working in a Higher Education Institution and/or Medical Research Institution,
- To promote partnerships and collaboration in conducting high quality cancer research in WA.

Cancer Council WA through the Research Funding Program will fund one new cancer research Fellowship to commence in 2025 for an amount of up to \$120,000 a year for no more than four years, plus GST. Applications requesting sums in excess of \$480,000 will not be considered.

The Research Fellowship is a full or part-time time research appointment. Full-time fellows must spend at least 80% of their time on research activities related to cancer. Part-time fellows may spend between 50% and 70% of their time on research activities related to cancer. The award will be proportional to the fraction of time working in cancer research (e.g., 0.5 FTE spent on cancer research will be granted 50% of a Research Fellowship). An extended period of expenditure may be considered for part-time applications. There is scope for those in clinical

settings to negotiate a fractional research appointment for Fellowships, to allow ongoing clinical activities to continue.

The main purpose of the award is to support the salary of a research fellow and associated on costs. This could constitute:

- full or part costs of a researcher's salary
- 'buy out' of teaching or clinical commitments
- travel costs or other legitimate costs to the researcher in undertaking research

Funds are not available through this process for building, motor vehicles, major equipment purchases, or funding salaries other than that of the applicant.

### **3. Eligibility**

The Cancer Council WA Fellowship can be applied to any legitimate area of cancer research. In circumstances where the applicant's main area of activity has not clearly been cancer-related, a case will need to be made providing evidence of a link with cancer.

The institution nominated to administer the grant i.e., the Administering Institution, must be an NHMRC Approved Administering Institution<sup>1</sup>.

Applications will be accepted from researchers working in, or affiliated with, publicly funded, established Higher Education and/or Medical Research Institutes within Western Australia, with a demonstrated track record of attracting research funding from bodies such as Cancer Council WA, ARC or NHMRC.

Applicants from within and outside of WA are eligible to apply; however, it is a condition of the grant that the applicant reside in WA for the duration of the Fellowship and that the 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.

Applicants must hold Australian citizenship, permanent residency or an appropriate visa to work in Australia. Applicants who do not hold Australian Citizenship or permanent residency must have their primary residence in WA and be employed by a WA research institution for the duration of the Fellowship, including holding a relevant visa. In the event that a successful applicant no longer complies with these requirements, Cancer Council WA reserves the right to cease payment of funding.

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 Fellowship.

The applicant should be supported by funding from an additional agency or have existing research grant funding. There is no minimum contribution from external (institutional or other granting body) sources.

Previous recipients of a Cancer Council WA Research Fellowship are ineligible to apply.

#### ***The Tobacco and Other Industries***

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

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<sup>1</sup> <https://www.nhmrc.gov.au/funding/manage-your-funding/nhmrcs-administering-institutions>

- 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, solaria, 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 also expect that applicants will not use their personal or professional relationship(s) with members of 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 Cancer Council WA funding.

#### 5. Application Process

A full application is invited from all interested candidates. 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 the required sign-off in the certification section. A guide to completing your application online is available in Appendix 2.

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

#### **Timetable**

Stage	Date
Advertising and promotion	17 May 2024
Applications open	8 May 2024
Deadline for submission of Application	5 July 2024

Short listing of candidates for interview	24-28 June 2024
Week in which interviews will be conducted	2-6 September 2024
Applicant notifications	November 2024

## 6. Guidance on completing the Application

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

### ***The Individual***

- a) Publications – quality in terms of significance of contribution to the relevant field of cancer related knowledge, standing of journals in which papers are published, quantity and consistency of publications, nature and standing of groups involved in multi authored papers.
- b) Current and previous grants – nature of grants (e.g., major international competitive grants are acknowledged as of higher standing than local employing institutions or similar) the number, size and specific role of applicant in attracting grants.
- c) Other Fellowship applications – it is required that applicants identify if they have made a recent application (within the past 12 months) for a research Fellowship from any other source. Applicants are asked to provide information on the current status of any such application.
- d) Peer recognition – invitations to speak at major international or national meetings, contribution to decision making fora, contribution to peer review processes of research funding or institutions.
- e) Prizes and awards – applicants may list any previous research prizes or awards (other than program/project grants) they have been awarded to support their research career.
- f) Research translation – the contribution of the applicant to advancing cancer control (for example through clinical impact and application of research, public health activities and influence in public policy practice or related advocacy or commercialisation of research findings).
- g) Collaborations – local, national and international across research institutions and disciplines
- h) Research training and mentoring – the level of contribution to supervision and mentoring of PhD and other post graduate students, postdoctoral and other research staff.
- i) Professional and community activity – contribution to professional associations, community bodies such as Cancer Council WA and other relevant activities.
- j) Capacity building – future contribution to the development of cancer research in WA.
- k) Letters of support from at least two sponsors/collaborators external to your research group.
- l) Key Performance Indicators (KPIs) – see Appendix 1 for guidance.

### ***The Institution***

- m) Institutional resources – outline the additional resources available to undertake the program of research, the contribution from external sponsor(s) or other sources of funding - including details of any funding offered, any 'in-kind' support, and any other (collaborative) activities to be carried out in support of the research. Include a summary of all input from the host institution including any buildings, laboratory

- space, related staff salaries, technical support, travel costs, equipment, maintenance, consumables etc. offered in support of the research in addition to any cash offers. A letter of support from the host institution to be attached to the online application.
- n) Institutions can use their own internal funds (for example from a university, company, endowments, government agency) to top up the contribution to the Fellowship from external sponsors. There is no minimum contribution from external (institutional or other granting body) sources. The Cancer Council WA award may be decreased pro-rata if the applicant has been awarded salary support from another source.
  - o) Cancer Council WA will expect all expenditure to be completed within four years of the commencement date. Applicants expecting expenditure to take place over a longer time period (e.g., where other funding sources are drawn upon) can specify the requested grant duration and must justify this in the case for support.

### ***The Program of Research***

- p) Outline the major areas of research to be pursued under the Fellowship, including which grants will be sought; what publications are anticipated; and what other outputs are likely to be produced.
- q) Applicants must clearly demonstrate the specific and measurable cancer control/cancer research impact that would be achieved by the proposed Fellowship.
- r) Multidisciplinary applications spanning research other than that specifically related to cancer may be considered if the majority of the research relates to cancer control.
- s) Complete the Key Performance Indicator (KPI) table, outlining 6-10 KPIs you aim to achieve over the duration of the Fellowship (more guidance can be found in Appendix 1.)

### ***Community Assessment Criteria***

- t) The Community Assessment section of the application is very important and will form part of the assessment of your application so please read the **Guidance on community review criteria which can be found on our website.**

## **7. Selection Criteria**

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

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

It should be noted that:

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

**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:

- a) Significance to cancer; the impact on cancer research/cancer control of the work conducted under the Fellowship.
- b) The scientific quality of the work to be conducted under the Fellowship; applicants should provide a detailed description of the scientific projects the Fellow will engage in.
- c) The qualifications and track record of the applicant (relevant to opportunity<sup>2</sup>), including both research excellence and the level of previous and/or existing Cancer Council/NHMRC/ARC/Other support. It is anticipated that applicants will have completed a PhD or equivalent and be an active cancer researcher. Candidates without a PhD may apply but will need to make a strong case based on publications and other achievements.
- d) Collaboration; Cancer Council WA places a high value on research collaboration as a means of maximising research outcomes. Priority will be given to applications which demonstrate high levels of collaboration with research groups/institutions both within and outside the applicant's institution.
- e) The contribution the investment will make to the cancer research infrastructure in WA including;
  - a. how the Fellow will contribute to the existing facilities in the department(s) or institution(s),
  - b. how well the department and/or research group can support the Fellow in terms of supervision and guidance, technical expertise and physical and financial infrastructure,
  - c. whether the Fellow is able to contribute to multi-disciplinary research,
  - d. how the Fellow could contribute to research training and mentoring.
- f) The Key Performance Indicators (see Appendix 1).
- g) Cost effectiveness; including the amount of external sponsorship and the credibility of the financial proposals. It is anticipated that there will be some institutional contribution to each application. 'In-kind' support such as provision of space, technical support etc., will also be considered.

Applicants should suggest 2 referees external to their group who might support or give further information regarding their proposal, in addition to the Director of their proposed host institution.

### **Community Assessment Criteria**

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

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<sup>2</sup> Circumstances considered under "relative to opportunity" include: amount of time spent as an active researcher; career disruption (see Eligibility); available resources, including situations where research is being conducted in remote or isolated communities; building relationships of trust with Aboriginal and Torres Strait Islander communities over long periods and subsequent impact on track record and productivity; clinical, administrative or teaching workload; relocation of an applicant and their research laboratory or clinical practice setting or other similar circumstances that impact upon research productivity; for Aboriginal and Torres Strait Islander applicants, community obligations including 'sorry business'; the typical performance of researchers in the research field in question; research outputs and productivity noting time spent employed in other sectors, e.g., there might be a reduction in publications when employed in sectors such as industry or having carer responsibilities (that do not come under career disruption).

This is guided by the NHMRC Relative to Opportunity policy: <https://www.nhmrc.gov.au/about-us/nhmrc-policies-and-priorities>



### ***Interview***

- j) The Research Grants Advisory Committee may invite applicants to attend an interview process to further examine the proposals under consideration. During the assessment process, we may seek input from third parties if deemed necessary.

## **8. Obligations of Grant Recipient & Administering Institution**

### ***Administering Institution***

- a) There will be only one Administering Institution for each awarded grant.
- b) 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.
- c) 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 its ability to raise money through public donation. Public awareness of the Cancer Council's role in funding research, particularly successful research, is therefore crucial.

- d) Where a media release or conference is planned, it is the responsibility of both the fellow 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 the Cancer Council WA's participation in the publicity.
- e) 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.
- f) Cancer Council WA will invite successful applicants to attend our annual Research Awards Lunch where they will be awarded a Certificate of Achievement recognising their success in this research grant round. This event will provide an opportunity to showcase leading researchers and to create a forum where researchers and donors can meet. We ask that the successful applicant ensures they are available to attend this event annually for the duration of the fellowship.
- g) 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.
- h) 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 the funding***

- i) Cancer Council WA encourages the publication of results and the dissemination of other information from the research we fund. Such publications would occur through the normal acceptable scientific channels and there should always be an acknowledgment that Cancer Council WA funding has been provided (with the following footnote included: "[name of Research Scholar or Fellow] was supported by a Cancer Council WA Research Fellowship". A copy of the published paper should also be forwarded to us.

### **Reporting Obligations**

- j) In fulfilment of the conditions of an award, successful applicants must provide proof of progress in their research program. They are therefore expected to submit written reports in each of the four years of the operation of the Research Fellowship. Reports should be prepared against the claims made in the detailed application, with continued funding for the subsequent years of the fellowship being contingent upon a satisfactory report being received by the end of November (or a timeframe negotiated subject to start date) of each year. Additional brief supplementary reports will be required 12 months and 5 years after submission of the end of project report. All reporting templates, including the progress-extensions request template, are found on our website.

### **Intellectual Property Policy**

- k) In the event of any discovery with a potential for commercial exploitation that arises as a result of research supported by Cancer Council WA funds, the Applicant is bound by the conditions of the award to notify the Cancer Council WA accordingly. Award Intellectual Property will be owned by and immediately vested upon the administering institution, or with whoever they assign it to. The Applicant agrees to disclose in confidence to the Cancer Council WA, any inventions or discoveries that arise in the course of the research.

### **Ongoing operation of the Research Fellowship**

- l) If for any reason a successful Research Fellowship recipient is unable to complete the full four years of the Fellowship, they and the Administering Institution have the responsibility to inform Cancer Council WA. The specific circumstances will be assessed and a recommendation made as to how the Research Fellowship will be managed from that point.
- m) Failure to inform the Cancer Council WA of significant changes in circumstances relating to the operation of the Research Fellowship will result in withdrawal of the Research Fellowship and consideration given to the future relationship between Cancer Council WA and the Administering institution.

## **9. 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.

## **10. Further information**

Queries about completion of the Fellowship 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](mailto:CancerCouncilWA.research@cancerwa.asn.au)  
[www.cancerwa.asn.au](http://www.cancerwa.asn.au)

## Appendix 1: Research Outcome Categories for Development of Fellowship Key Performance Indicators (KPIs)

### Notes:

- This is intended as a “menu” of possible outcomes to use a starting point to develop appropriate KPIs for an individual Fellowship.
- We generally expect 6-10 KPIs for each Fellowship.
- There is no requirement to have KPIs for all 6 categories and commonly Fellowship KPIs are most likely to come from categories 1-3; however, we encourage you to consider if there are any appropriate KPIs from categories 4-6.
- KPIs should be specific, measurable and include a timeframe. For e.g., to publish 6 papers a year in high quality journals; to obtain \$600,000 of project funding by the end of the Fellowship to conduct research into x; to set up a consumer panel in the first year to provide input into the development of our research design, participation information sheets and consent forms; to have our recommendations adopted as a policy platform by at least one of the major political parties by the end of the Fellowship; my recommendations for changes to the process for treating x will have been adopted by at least one of the major Perth cancer hospitals by the end of the Fellowship.
- KPIs should be stretching but achievable. This will be assessed as part of the selection process.

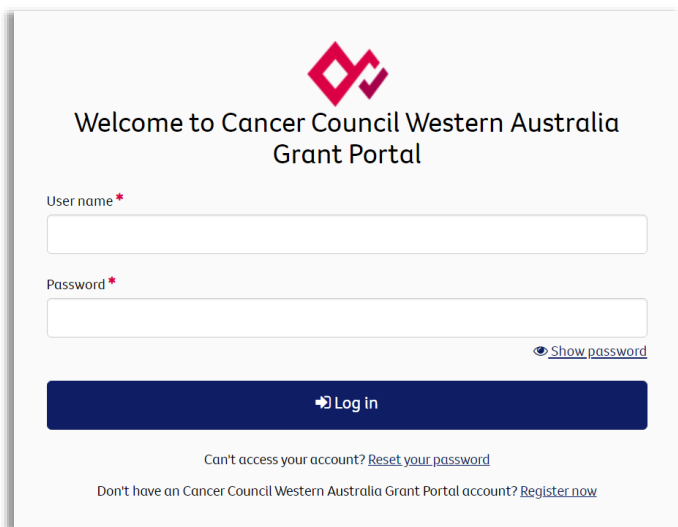
1. Knowledge production	2. Research capacity	3. Community dissemination & engagement	4. Informing decision making & development	5. Behaviour changes/ adoption	6. Final outcomes (health & economic)
<ul style="list-style-type: none"> <li>• No. of journal articles &amp; citation rates</li> <li>• No. &amp; type of conference presentations</li> <li>• Other publications e.g. books &amp; chapters, research reports, editorials</li> <li>• Patents granted</li> <li>• Awards received (&amp; other recognition)</li> <li>• Other research outputs e.g. research databases, research models, non-traditional outputs</li> </ul>	<p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>• New skills developed/techniques mastered</li> <li>• Training attended</li> <li>• Career progression during/after Fellowship</li> <li>• New collaborations formed &amp;/or existing collaborations maintained/expanded</li> <li>• Involvement with research networks</li> <li>• Supervision of research staff/students</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• No. of new grant applications developed (&amp; scores where possible)</li> <li>• Amount &amp; type of further funding gained</li> <li>• Access to new/enhanced research tools, platforms, equipment, facilities</li> </ul> <p><b>Future research</b></p> <ul style="list-style-type: none"> <li>• Development of new research studies/ideas</li> <li>• Improvements to research methods &amp;/or development of new research methods</li> <li>• Improved capacity to use existing research knowledge from elsewhere</li> </ul> <p><b>Academic service</b></p> <ul style="list-style-type: none"> <li>• New responsibilities taken on e.g. committee or board memberships, editorial and review activities, teaching (NB. must be additional to what was in place at the start of Fellowship)</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations to non-academic audiences</li> <li>• Media stories</li> <li>• Articles in newsletters etc.</li> <li>• Lab tours</li> <li>• School visits</li> <li>• Consumer involvement (no. involved, how involved, impact on research)</li> <li>• Industry/ government partnerships</li> </ul>	<p><b>Decision making/ policy</b></p> <ul style="list-style-type: none"> <li>• Improved info bases for decision making</li> <li>• Changes to policies (new/revised)</li> <li>• Changes to processes (new/revised)</li> <li>• Changes to guidelines</li> <li>• New/improved public health campaigns</li> </ul> <p><b>Product/technique development</b></p> <ul style="list-style-type: none"> <li>• Development of new pharmaceuticals or therapeutic techniques</li> <li>• Clinical trials undertaken</li> <li>• Spin-out companies</li> </ul>	<ul style="list-style-type: none"> <li>• Adoption of new policies/ practices by health practitioners</li> <li>• Use of new pharmaceuticals &amp; therapeutic techniques</li> <li>• Behaviour changes by patients and the public</li> <li>• Disinvestment in ineffective or redundant treatments or services</li> <li>• Improvements to services</li> </ul>	<p><b>Health benefits</b></p> <ul style="list-style-type: none"> <li>• Less people get sick (reduced morbidity)</li> <li>• Better outcomes for those who get sick</li> <li>• Improved equity</li> <li>• Improved quality of care</li> </ul> <p><b>Economic benefits</b></p> <ul style="list-style-type: none"> <li>• Increased efficiency</li> <li>• Cost savings</li> <li>• Income from commercialisation</li> </ul>

## Guide to completing online applications

Cancer Council WA

### Step 1.

Set up your login and password and sign into the portal



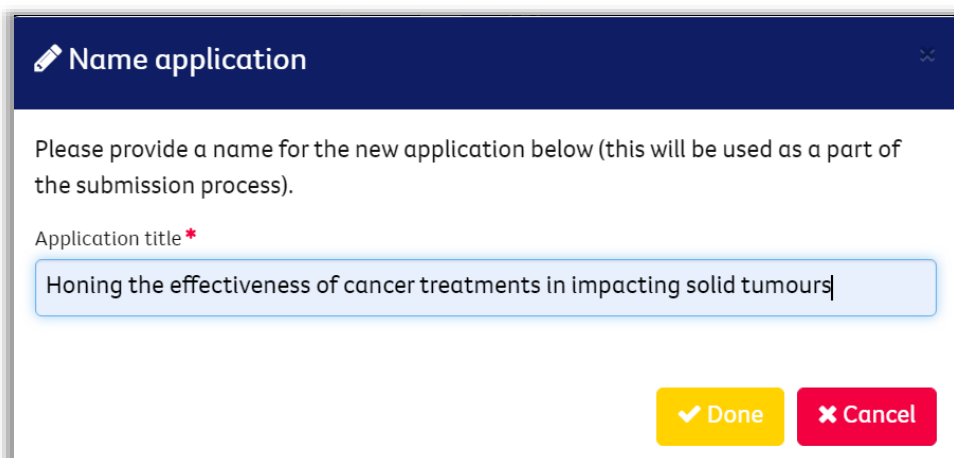
The screenshot shows the login page for the Cancer Council Western Australia Grant Portal. At the top, there is a red logo consisting of two overlapping diamonds. Below the logo, the text reads "Welcome to Cancer Council Western Australia Grant Portal". There are two input fields: "User name \*" and "Password \*". Below the password field is a link that says "Show password" with an eye icon. A dark blue "Log in" button is positioned below the fields. 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. The field for your scientific title in Stage 4 – Research Proposal will automatically be populated with the title you give your application<sup>3</sup>.

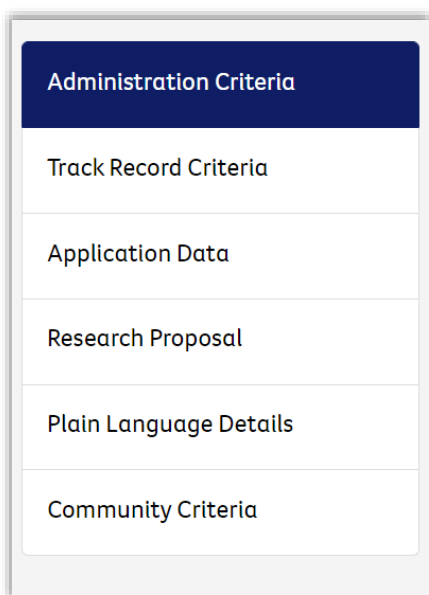




The screenshot shows a dialog box titled "Name application" with a pencil icon and a close button. The text inside says "Please provide a name for the new application below (this will be used as a part of the submission process)". Below this is the label "Application title \*" followed by a text input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

<sup>3</sup> 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 submitted<sup>4</sup>

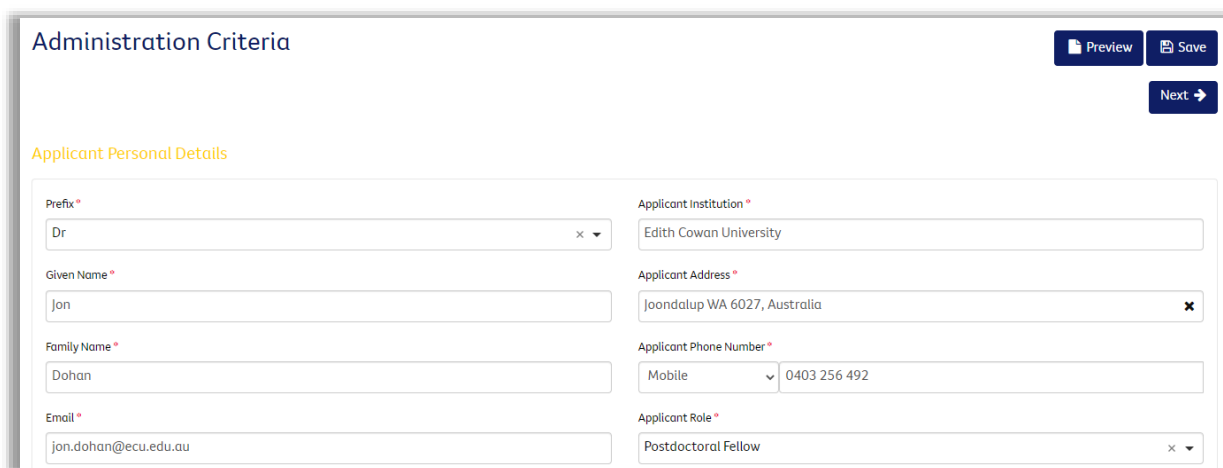


This menu is located on the left hand side of your application. When you complete a section, it is  recorded as a tick. When a section is not completed, it  is recorded as a cross.

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

<sup>4</sup> 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 5.

Complete your information regarding your track record

The Track Record Criteria includes (but is not limited to) your:

- Current employment
- Academic Qualifications
- Publications
- Research translation & training

## Step 6.

Complete details of the essential data for your research proposal<sup>5</sup>

Research Proposal Data includes (but is not limited to) your:

- Broad research area
- Common Scientific Outline

## Step 7.

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

<sup>5</sup> 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.

## 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 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;

**Submit**

## How to share your application

Invitation user to register or share your application

The screenshot shows the 'Cancer Council Western Australia Grant Portal' interface. The top navigation bar includes the Cancer Council logo, the portal name, and several icons. A red circle highlights a yellow button labeled 'Invite user to register or share application' in the top right corner. The main content area is titled 'Track Record Criteria' and includes a sidebar with navigation links: 'Administration Criteria' (checked), 'Track Record Criteria', 'Application Data', 'Research Proposal', 'Plain Language Details', and 'Community Criteria'. The 'Track Record Criteria' section has 'Previous' and 'Next' buttons. Below this is the 'Current Employment' section, which includes a dropdown menu for 'Institution' (currently set to 'Edith Cowan University - School of Medical Sciences'), a 'Manually Add Institution' button, and an 'Add Another Current Employer' button. There are also 'Preview' and 'Save' buttons in the top right of the main content area.

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