



Cancer Council WA

# Early Career Investigator Guidelines to Applicants

Guidelines to Applicants applying for ECI Funding

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Closing Date for applications: 21 August 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.

Through a competitive application ranking process, Cancer Council WA's Early Career Investigator Grants, provide funding for early career biomedical, clinical and health researchers who are considered to have the potential to make a significant contribution to the field of cancer research in Western Australia.

The Early Career Investigator Grants offered by Cancer Council WA are highly sought after and extremely competitive.

Cancer Council WA is calling for applications from qualified early career researchers to apply for the Suzanne Cavanagh Early Career Investigator Grants commencing in 2025 in the fields of laboratory, clinical, health services, epidemiological, psychosocial and behavioural science.

## **2. Grant Description**

The Early Career Investigator Grant objectives are:

- to assist talented Early Career Investigators to develop and advance their career in cancer related research,
- to enhance the skills and track record necessary to become competitive in national research grant processes.

The Suzanne Cavanagh Early Career Investigator (ECI) Grants of up to \$35,000 are offered to researchers with no more than 5 years postdoctoral experience.

## **3. Eligibility**

The Cancer Council WA's Early Career Investigator Grant applications can be applied to any legitimate area of cancer research related to the causes, diagnosis, treatment and/or prevention of cancer. 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.

Applications will be accepted from researchers working in, or affiliated with, publicly funded established Higher Education Institutions and/or Medical Research Institutes within Western Australia.

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

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 Western Australia and be employed by a WA research institution for the duration of the grant, 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.

Applicants must be early career researchers as defined by the following Cancer Council WA criteria:

- A letter advising the PhD thesis was passed and is dated later than 30 June 2019,
- Applicants to be full college fellows at the time of application, holding a certificate with an admission date later than 30 June 2019 confirming the applicant is a 'Full College Fellow/s' i.e., FRACP, FRAPAL etc
- Candidates without a PhD (or equivalent) are eligible to apply 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. You will need to make a strong case based on your track record (publications, previous awards, grants) and provide a statement from your supervisor supporting your claim of eligibility. An award would be conditional on the PhD being awarded in the year the fellowship is offered.

*Note: Research experience (without a PhD)<sup>2</sup> and career disruptions<sup>3</sup> are a consideration for this funding.*

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.

The applicant may only submit one application to the current round. Several ECI's may apply for an ECI grant as joint CIs. Senior researchers may be named as Associate Investigators. The track record of Associate Investigators will be a relatively minor consideration in the assessment of ECI Grants.

Applicants are ineligible to apply if they have been:

- A previous recipient of a Cancer Council WA Early Career Investigator Grant,
- A CIA on a Cancer Council WA Research Project Grant,
- A CI (CIA, CIB, CIC, ...) on a NHMRC, Australian Research Council (ARC) or similar standard grant of an amount greater than \$100,000 (this does not include Fellowships).

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.

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

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

<sup>2</sup> 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](mailto:CancerCouncilWA.Research@cancerwa.asn.au)

<sup>3</sup> Extensions to the 5-year limit apply for **career disruptions**. Career disruption includes pregnancy; major illness; and carer responsibilities including parental leave. This is guided by the NHMRC Relative to Opportunity policy: <https://www.nhmrc.gov.au/about-us/nhmrc-policies-and-priorities>

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, 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 1.

##### ***Timetable***

<b>Stage</b>	<b>Date</b>
Applications Open	17 July 2024
Deadline for submission of Application	21 August 2024
Outcome notification	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. Failure to address all the following criteria in a fully detailed submission may result in the application being rejected on the grounds of insufficient information.

### *Personnel*

- a) An ECI Grant cannot be used to fund the salary of the Applicant and may be used to employ a research assistant. ECI 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.

### *Equipment*

- c) ECI Grants may be used to purchase equipment for a specified research project. The Administering Institution to which the equipment is entrusted must undertake to maintain purchased equipment in good working condition and in the location where the sponsored research project is being undertaken. Equipment bought with ECI Grant funds remain part of the project. When the project is satisfactorily completed, the equipment may become the property of the Administering Institution.

### *Direct and Indirect Research Costs*

- d) Support for direct research costs, such as postage, phone/fax, printing, stationery, computer hardware and software, can be included.
- e) 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.

### *Community Review*

- f) The Community Review 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 document which is available on the website under General Resources:** [www.cancerwa.asn.au/research/funding-opportunities/](http://www.cancerwa.asn.au/research/funding-opportunities/)

### *Other*

- g) Multidisciplinary applications spanning research other than that specifically related to cancer may be considered if the majority of the research relates to cancer control.
- h) Recent entrants to the cancer research field should feel confident that applications will be carefully considered and assessed on their merits.
- i) 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.
- j) Upload a letter of support from the host institution outlining the resources available to undertake the research. Include a summary of all inputs including any funds, buildings, laboratory space, technical support, services support etc offered in support of the grant.
- k) Do not include GST in your final budget. Grant funding is exclusive of GST.

## 7. Selection Criteria

The applications are sent to our Postdoctoral Research Grants Advisory Subcommittee for external peer review. The subcommittee consists of c.7 WA 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) Due to increasing competition for cancer research funding, Cancer Council WA will scrutinize and consider other sources of support that may be available for the proposed research. Applicants accepting an offer of funding from other funding bodies should notify the Cancer Council immediately.
- c) 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 Subcommittee.
- d) Applicants may be invited to attend an interview to further examine the proposals under consideration. During the assessment process, we may also seek input from third parties if deemed necessary.

**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 scientific criteria:

- a) Strategic relevance (25%): innovation and originality (5%); impact on cancer (5%); relevance to cancer control in WA (5%); current contributions to the research environment in WA (5%); and collaboration (5%).
- b) Scientific quality (50%): research design (30%); and feasibility (20%).
- c) Track record, relative to opportunity<sup>4</sup> (25%).

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

Applications will be assessed against the following community criteria:

- d) 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.
- e) How this criterion is addressed is very important and can have a significant impact on application rankings. For information on the Community Review Criteria, refer to the

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<sup>4</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, p 2).

This is guided by the NHMRC Relative to Opportunity policy, Appendix B in the Investigator Grants 2021 Guidelines: [www.mq.edu.au/research/research-funding-and-grant-opportunities/fellowship-and-grant-opportunities/nhmrc/nhmrc-investigator-grants/Investigator-Grants-2021-Guidelines-v2.0.pdf](http://www.mq.edu.au/research/research-funding-and-grant-opportunities/fellowship-and-grant-opportunities/nhmrc/nhmrc-investigator-grants/Investigator-Grants-2021-Guidelines-v2.0.pdf)

## **8. Obligations of ECI grant recipients & 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.
- d) The Administering Institution of applicants accepting an offer of funding from other funding bodies for this research should notify Cancer Council WA immediately.

### ***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.

- e) Where a media release or conference is planned, it is the responsibility of both the recipient and the Administering 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 participation in the publicity.
- f) In addition, researchers may be called on to participate in Cancer Council WA's promotional initiatives such as presentations to major donors and 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.
- g) 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 potential donors can meet. We ask that the CIA or a senior member of the research team is available for this event.
- h) Cancer Council WA will publish plain language summary information provided by the successful applicant in section C of their application at the lunch and on the Cancer Council WA website. Please note that information may be shared on social media platforms.
- i) Cancer Council WA may, 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***

- j) 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: 'This work was carried out during the tenure of a grant from Cancer Council Western Australia'). A copy of the published paper should also be forwarded to us.

### ***Reporting Obligations***



- k) In fulfilment of the conditions of an award, an end-of-project-report of the project 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. Additional 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 recipient and will be used to monitor progress and for reporting the results of our research funding. All reporting templates, including the progress-extensions request template, will be made available on our online portal.

### ***Intellectual Property Policy***

- l) In the event of any discovery with a potential for commercial exploitation that arises as a result of research supported by Cancer Council WA grants, 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 vest 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.

### ***Chief investigator resignation***

- m) Resignation of a CI (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 CI in the initial grant review, it is essential that the commencement or continuation of the grant is assessed by the Postdoctoral Research Grants Advisory Subcommittee.
- n) 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. Cancer Council WA's Postdoctoral Research Grants Advisory Subcommittee 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.

### ***Ethics approval***

- o) 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).

### ***Process of Claiming Funds***

- p) Payments in respect of any grant shall be within the terms and conditions specified in the grant offer.
- q) The successful research project must commence within a 6 month period from the date of fund availability.
- r) Projects with commencement delays of more than 6 months and less than 18 months from the date of fund availability will require reassessment and approval to proceed.
- s) Research not commenced after 18 months of the date of fund availability, will forfeit the grant.
- t) Once the project has commenced, all research must be completed within an 18 month period and claims outside that period will need to be approved by Cancer Council WA's Postdoctoral Research Grants Advisory Subcommittee. The grant report is required within three months of the time of completion.
- u) Amounts granted are exclusive of GST. All claims are to 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).

- v) Grants are paid in quarterly instalments on receipt of a tax invoice from the Administering Institution. The initial invoice must be generated at the commencement of the research project.
- w) In exceptional/extenuating circumstances, and upon formal application, a variation to the payment method outlined above may be approved.
- x) A financial acquittal report is to be provided with the final report or at any other time reasonably requested by Cancer Council WA.
- y) At the submission of the final report any funds that are uncommitted must be repaid unless permission is sought and obtained in writing to use any residual funds to complete work specified in the original application.
- z) The grant must be spent wholly for the purposes for which it was requested and so certified by the investigators and the Administering Institution.
- aa) 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 giving reasons for the transfer. The transfer must not be made without formal approval.

## **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 the completion of the Postdoctoral Fellowship process should be addressed to:

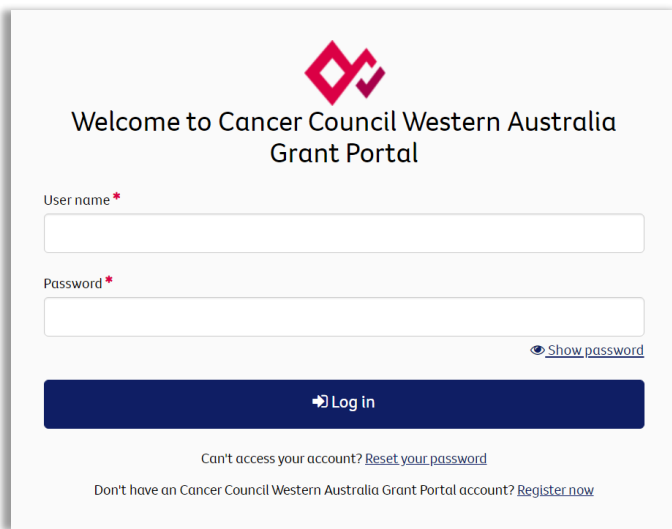
The Research Team  
Cancer Prevention and Research  
Cancer Council WA  
Level 1, 420 Bagot Road, SUBIACO WA 6008  
Phone: (08) 9338 4328  
Email: [CancerCouncilWA.research@cancerwa.asn.au](mailto:CancerCouncilWA.research@cancerwa.asn.au)  
[www.cancerwa.asn.au](http://www.cancerwa.asn.au)

## Guide to completing online applications

Cancer Council WA

### Step 1.

Set up your login and password and sign into the portal



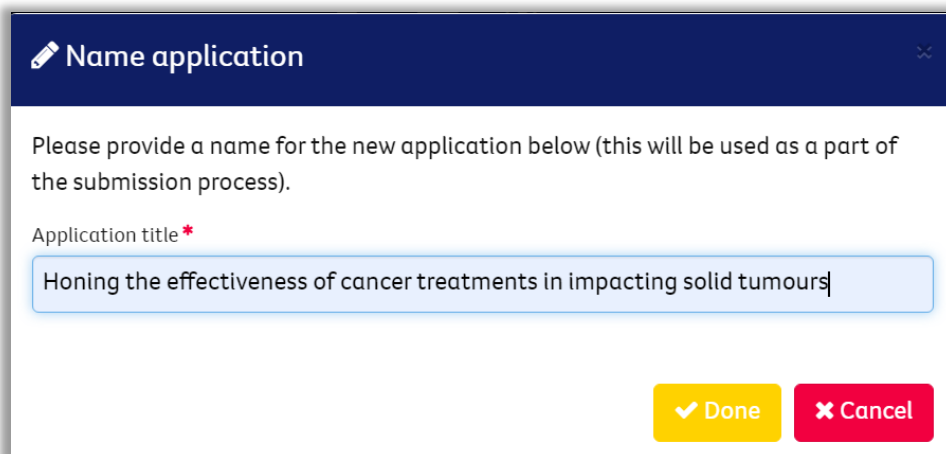
The screenshot shows the login page for the Cancer Council Western Australia Grant Portal. At the top, there is a red logo consisting of two overlapping squares. Below the logo, the text reads "Welcome to Cancer Council Western Australia Grant Portal". There are two input fields: "User name\*" and "Password\*", both with red asterisks indicating they are required. Below the password field is a "Show password" link with an eye icon. A dark blue "Log in" button is positioned below the input fields. At the bottom of the page, 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 application<sup>5</sup>.

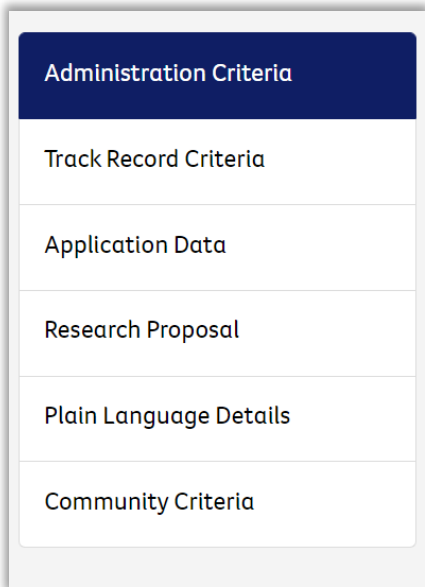




The screenshot shows a dialog box titled "Name application" with a pencil icon and a close button. The text inside reads: "Please provide a name for the new application below (this will be used as a part of the submission process)." Below this is a label "Application title\*" with a red asterisk. A text input field contains 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'.

### Step 3.

<sup>5</sup> To change the scientific title, link to 'How to copy your application'

There are 6 stages to complete before your application can be submitted<sup>6</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

Administration Criteria

Preview Save

Next

Applicant Personal Details

Prefix\*  
Dr

Applicant Institution\*  
Edith Cowan University

Given Name\*  
Jon

Applicant Address\*  
Joondalup WA 6027, Australia

Family Name\*  
Dohan

Applicant Phone Number\*  
Mobile 0403 256 492

Email\*  
jon.dohan@ecu.edu.au

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

## Step 5.

Complete your information regarding your track record

<sup>6</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.

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>7</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>7</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)

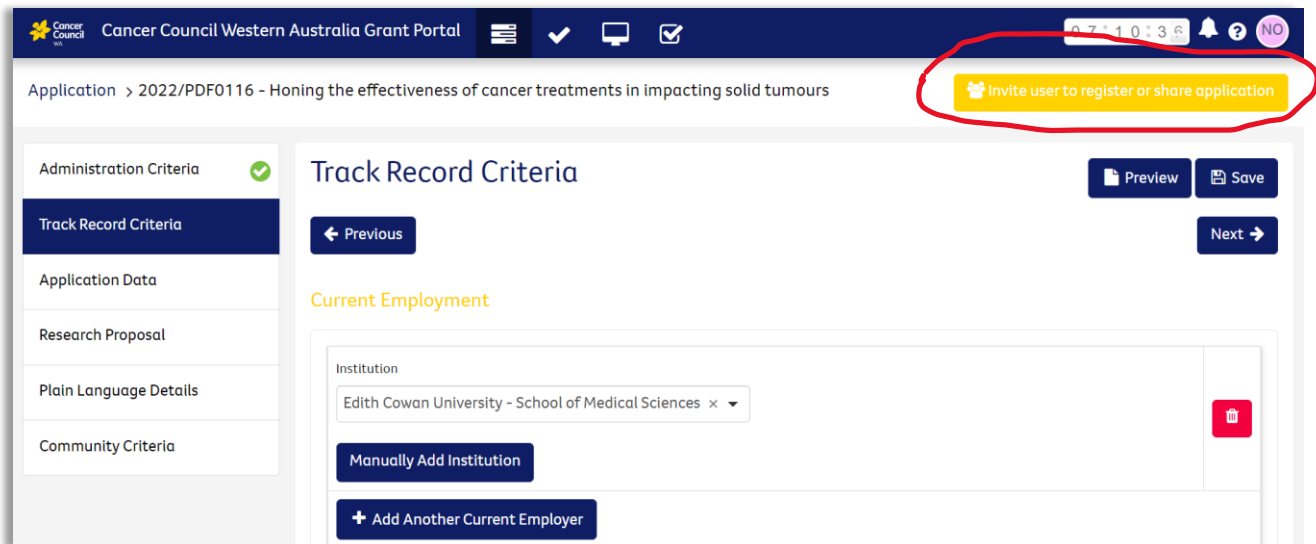
The Responsible Officer must be on the application as the Administering Institution Officer (see Step 3)

Then Press;

**Submit**

## How to share your application

## Invitation user to register or share your application



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.

