



Australian Government

Cancer Australia

Provision of secretariat services for the Multi-site Collaborative National Cancer Clinical Trials Groups

APPLICATION GUIDELINES:

NATIONAL SECRETARIAT SERVICES

**CLOSING DATE: Monday 23 March 2009
5PM Australian Eastern Standard Time**

The entire Application Package must be received by Cancer Australia by the closing date. Late applications will not be considered eligible for funding.

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SECTION A: GENERAL INFORMATION

1. Purpose of the National Secretariat Services

The National Secretariat Services will provide secretariat and support services to the Multi-site Collaborative National Cancer Clinical Trials Groups to ensure that all clinical trials groups supported by Cancer Australia have access to high-quality secretariat and support services and to encourage collaboration between the groups.

2. Background

The Australian Government has committed \$7.5 million per annum to support cancer clinical trials, under the *Boost Cancer Research* measure and the *Support for Cancer Clinical Trials* program. These initiatives enable Cancer Australia to support the Multi-site Collaborative National Cancer Clinical Trials Groups to build their capacity to undertake clinical trials in Australia. These national groups are:

- Australasian Gastro-Intestinal Trials Group;
- Australasian Leukaemia and Lymphoma Group;
- Australasian Lung Cancer Trials Group;
- Australia and New Zealand Melanoma Trials Group;
- Australia New Zealand Gynaecological Oncology Group;
- Australian and New Zealand Children's Haematology and Oncology Group;
- Australian and New Zealand Urogenital and Prostate Cancer Trials Group;
- Australian New Zealand Breast Cancer Trials Group;
- Australian Sarcoma Study Group;
- Cooperative Trials Group for Neuro-oncology;
- Psycho-Oncology Co-operative Research Group;
- Trans-Tasman Radiation Oncology Group; and
- Primary Care Cooperative Cancer Clinical Trials Group.

Cancer Australia will fund the establishment of the National Secretariat Services to provide secretariat and other liaison and support services to all Multi-site Collaborative National Cancer Clinical Trials Groups supported by Cancer Australia. Secretariat services will need to be provided from 30 April 2009 to 30 June 2010.

You are invited to submit a proposal for funding of the National Secretariat Services for the Multi-site Collaborative National Cancer Clinical Trials Groups. Funding of up to \$250,000 (GST-exclusive) is available for up to 14 months.

Applications are sought from organisations that have experience in the provision of national secretariat and support services.

Proposals will be considered by an assessment panel against the specified criteria, with recommendations made to the Cancer Australia delegate for approval.

Funding agreements are expected to be in place by late April 2009.

3. Policy Context

Cancer Australia is an Australian Government agency established to help reduce the impact of cancer in the community. Our role is to provide national leadership in cancer control and improve coordination of, and collaboration between, all stakeholders, including people affected by cancer, health professionals, researchers, cancer organisations and governments.

Clinical trials benefit the community by improving the survival of people affected by cancer, and contribute to a reduction in premature death and disability. Clinical trials are fundamental to establishing whether new cancer treatments, diagnostic tests or preventive interventions are effective and they help generate evidence for best-practice cancer care.

4. Rationale

Important advances in cancer care are made through cooperative group trials. People diagnosed with cancer will benefit from the outcomes of cancer clinical trials through improved therapies in the future and it is important that all population groups have the opportunity to participate in cancer clinical trials.

The establishment of the National Secretariat Services will ensure that the Multi-site Collaborative National Cancer Clinical Trials Groups will have access to high quality secretariat and support services and achieve cost savings due to economies of scale in booking and planning for meetings and travel. Liaison activities overseen by the secretariat will help facilitate collaboration and liaison between the Multi-site Collaborative National Cancer Clinical Trials Groups.

5. Funding Objectives

Up to 14 months funding is being offered for a national secretariat to provide secretariat and support services for the Multi-site Collaborative National Cancer Clinical Trials Groups who are supported through Cancer Australia initiatives. The services provided by the National Secretariat Services will lead to:

- streamlining of meeting organisations and support, making these services more cost efficient; and
- facilitating communication and collaboration between the Multi-site Collaborative National Cancer Clinical Trials Groups.

6. What will be funded?

Funding is provided in line with Australian Government policy, and the community is intended to be the main beneficiary of this funding. As such, funding is provided to support the services provided by the National Secretariat Services to assist the secretariat services of the Multi-site Collaborative National Cancer Clinical Trials Groups and therefore to ultimately improve outcomes for Australians affected by cancer.

This application relates to the establishment of National Secretariat Services for the Multi-site Collaborative National Cancer Clinical Trials Groups. Funding of up

\$250,000 (GST-exclusive) will be available for 14 months to provide resources, services and activities including but not limited to:

- Organising collaborative meetings and teleconferences* for and between the Multi-site Collaborative National Cancer Clinical Trials Groups (including organisation of venues, catering, equipment, travel and accommodation for personnel, development of agendas, recording, preparation and distribution of minutes);
- Organising travel and accommodation requirements for members of the Multi-site Collaborative National Cancer Clinical Trials Groups to attend workshops, conferences and meetings;
- Managing administrative tasks, including
 - collating invoices for meetings/travel expenses; distribution of minutes and other pertinent information to the Groups; and providing ongoing liaison, co-ordination and follow-up work between group meetings;
 - monitoring and assisting with membership registration in line with the Multi-site Collaborative National Cancer Clinical Trials Groups governance structures; and
 - assisting and encouraging the Groups to list clinical trials on Australian Cancer Trials Online.

Funding must only be used to provide secretariat services and support activities to the Multi-site Collaborative National Cancer Clinical Trials Groups supported by Cancer Australia.

7. Types of activities that will not be funded

Funding will not be provided for the management of this grant/ funding agreement or other non-infrastructure elements associated with clinical trials. In particular funding will not be provided for:

- bank fees;
- indemnity and insurance costs;
- auditor and accounting fees;
- legal costs;
- university overheads;
- time taken to prepare progress/ final reports for Cancer Australia in relation to the grant/ funding agreement.

8. Amount of Funding

Under the *Boost Cancer Research* measure and the *Support for Cancer Clinical Trials* program, Cancer Australia will award the successful applicant up to \$250,000 (GST-exclusive)/\$275,000 (GST-inclusive) for 14 months to 30 June 2010. Applications that exceed this amount will not be eligible for the funding.

Applicants must provide a 14 month budget. The successful applicant may have some details of their organisation (e.g. services provided/ amount of funding) posted on the Cancer Australia website. The payment of funds will be linked to the provision of deliverables.

If successful, please note that any funds not spent/committed by the time the next deliverable is due may not be able to be carried over or the subsequent payment

may be proportionally reduced. In addition, any funds that remain unspent at the end of the Funding Agreement period must be returned to the Commonwealth as specified in the Funding Agreement.

9. Assessment Criteria

The assessment criteria to be used by the Assessment Panel when assessing applications are stated in the *Application form: National Secretariat Services*.

Further information on the assessment criteria is provided on page 9.

10. How will the applications be assessed?

An Assessment Panel will be established by Cancer Australia to assess applications against the published assessment criteria. The panel will make recommendations to the Cancer Australia delegate regarding the applications to be supported and the recommended levels of funding.

The lodging of an application does not confer any entitlement upon the applicant. The making of a recommendation is totally within the discretion of the Assessment Panel. The Cancer Australia delegate will have discretion in accepting or not accepting the recommendation from the Assessment Panel.

It is the responsibility of the applicant to ensure that applications are complete. If an application is incomplete, the Assessment Panel may exclude it from further consideration.

11. Agreement

Australian Government Funding Agreement

Successful applicants will be required to sign an Australian Government (Commonwealth) Funding Agreement with Cancer Australia before receiving their grant.

For legal and accountability reasons, only incorporated bodies can enter into a funding agreement with the Australian Government. It is **not** necessary for the applicant awarded the funding to become a company limited by guarantee. The incorporated body can receive funding payments from Cancer Australia and make these available to the applicant. The applicant must ensure the eligibility of the nominated organisation (incorporated body) to enter into a legal Agreement with the Australian Government before submitting their application.

Please note: No alteration of the standard clauses in the *Funding Agreement* will be permissible. As such, the organisation must have the capacity to comply with the draft conditions in the *Funding Agreement* from a commercial, financial or technical perspective.

Variation to project activities

Any variation to the approved project activities must be agreed to in writing by both parties prior to any activities being undertaken. **The Commonwealth will not fund activities retrospectively.** Before any variation can be considered an independently audited financial statement must be provided to the Commonwealth.

Performance, deliverables and reporting requirements

The funding will be awarded for 14 months. A number of payments will be made throughout the project period. These will generally be based on the provision of deliverables (such as progress reports) to Cancer Australia. Recipients of the funding will be required to submit progress reports at regular intervals and a final report at the conclusion of the project period 30 June 2010.

The successful applicant will work collaboratively with Cancer Australia and key personnel in the Multi-site Collaborative National Cancer Clinical Trials Groups to effectively evaluate and monitor of the impact of the funding.

The applicant should be familiar with the policy framework that underpins the Boost Cancer Research measure and the Cancer Australia Support for Cancer Clinical Trials program. The relevant documents can be downloaded here: <http://www.canceraustralia.gov.au/research-and-clinical-trials/support-for-clinical-trials.aspx>.

Privacy and Confidentiality

Applicants consent to the information supplied as a part of their application being disclosed for the purposes of the assessment of their application and for purposes connected with the administration and evaluation of this grant. All information contained in applications will be regarded as confidential.

12. Insurance

The Australian Government requirements for insurance are:

- Workers' compensation insurance for an amount required by the relevant State or Territory legislation;
- Public liability insurance for an amount of not less than ten million dollars (10,000,000); and
- Professional indemnity insurance for an amount of not less than five million dollars (5,000,000).

13. Taxation and Payment

Successful applicants will need to consider taxation arrangements surrounding invoices and method of payment. Groups/ organisations that have an Australian Business Number (ABN) and are registered for GST, are required to submit a tax invoice (including the GST component) before funds can be forwarded. Groups/ organisations that have an ABN, but are not registered for GST are required to submit an invoice to receive payment.

14. How to Apply

Application Submission Instructions

- The entire Application Package must be RECEIVED by **5.00pm** Australian Eastern Standard Time on **23 March 2009**.
- **Applications received AFTER the closing date will not be considered eligible for funding.**
- The Application Package must include:
 - the original application including supporting documents;
 - three (3) unbound (i.e. not stapled) copies of the original application and supporting documents (Word format, single sided); and
 - an electronic copy (either CD-ROM or email) of your application.
- Hard copies may be delivered to:

Postal applications	Faxed applications	Couriered/ hand delivered applications
Dr. Janelle Nunan Research & Clinical Trials Cancer Australia MDP 141 PO Box 1201 DICKSON ACT 2602	Dr. Janelle Nunan Research & Clinical Trials Cancer Australia Fax number: (02) 6289 1355	Dr. Janelle Nunan Research & Clinical Trials Cancer Australia Ground floor, Block B Penryhn House Bowes St Woden ACT 2606

- Electronic copies may be submitted on CD-ROM and included with your hard copy, or emailed to: Janelle.Nunan@canceraustralia.gov.au
- You must use these application guidelines to complete the *Application form: National Secretariat Services*.
- Answers to questions must be no more than one page in length, unless otherwise indicated on the application form. Font size must be 10 point or larger.

Further assistance in the application process can be obtained by contacting Janelle Nunan at Cancer Australia by email at Janelle.nunan@canceraustralia.gov.au.

Copies of the funding documentation and relevant policy documents can be downloaded from the Cancer Australia website at:
<http://www.canceraustralia.gov.au/research-and-clinical-trials/support-for-clinical-trials.aspx>.

It is the applicant's responsibility to ensure that the Application Package is received by Cancer Australia prior to the closing date. Cancer Australia will not accept any delayed submissions that arrive after the closing date.

SECTION B: COMPLETING YOUR APPLICATION

The following points refer to specific components of the *Application Form: National Secretariat Services*. The Application Form must be completed with reference to these points.

Part One – Applicant Details

1.1-1.2 Details of the Organisation and Principal Liaison Person

Please advise the correct legal name under which the principal Group/ lead organisation operates, i.e. the lead Group/ organisation that will enter into a Funding Agreement with Cancer Australia.

Please provide details of the principal contact person and the organisation.

Part Two – Funding Request (Please limit answers to the length specified)

The assessment criteria to be used by the assessment panel when assessing applications are stated in the *Application form: National Secretariat Services* and are summarised below.

Address the following criteria:

ASSESSMENT CRITERION 1 – MEETING THE REQUIREMENTS (40% of final score)

2.1 Provision of secretariat and travel services for teleconferences, meetings and workshops

The applicant can describe the secretariat services that they will provide to members of the Multi-site Collaborative National Cancer Clinical Trials Groups, including (but not limited to):

- organisation of meetings and teleconferences* for and between the Multi-site Collaborative National Cancer Clinical Trials Groups (including organisation of venues, catering, equipment, travel and accommodation for personnel, development of agendas, recording, preparation and distribution of minutes);
- organisation of travel and accommodation for members of the Multi-site Collaborative National Cancer Clinical Trials Groups to attend Group conferences, meetings and workshops; and
- negotiation of discounts for travel and meetings.

The applicant can explain how the provision of these services by their organisation would be advantageous for the Multi-site Collaborative National Cancer Clinical Trials Groups and Cancer Australia. This may include utilising existing professional relationships with the travel/hospitality industry or implementing other strategies to achieve optimal value for money.

* The secretariat costs will cover the administrative costs associated with organising meetings/ teleconference etc. Travel, catering and other meeting costs will need to be met by the individual Multi-site Collaborative National Cancer Clinical Trials Groups. The National Secretariat Services will not be expected to organise large annual national or international conferences for the groups; rather it is anticipated

that each group will require assistance with their annual scientific committee meetings and monthly teleconferences, with approximately 20-30 people present at each meeting.

2.2 Provision of administrative services for the Multi-site Collaborative National Cancer Clinical Trials Groups

The applicant can describe the administrative services that they will provide to the Multi-site Collaborative National Cancer Clinical Trials Groups, such as:

- collating invoices for meetings/travel expenses;
- development of agendas, recording, preparation and distribution of minutes and other pertinent information on behalf of the Groups; and providing ongoing liaison, co-ordination and follow-up work between group meetings;
- registering membership in line with Multi-site Collaborative National Cancer Clinical Trials Groups governance structures;
- monitoring the notional budgets of the Groups for purchasing secretariat services from the National Secretariat Services; and
- assisting and encouraging the Groups to list their clinical trials on the Australian Cancer Trials Online.

The applicant can explain how the provision of these services by their organisation would be advantageous for the Multi-site Collaborative National Cancer Clinical Trials Groups and Cancer Australia. This may include utilising existing professional relationships with other industries or implementing other strategies to achieve optimal value for money.

2.3 Ability to add value to the business activities conducted by the Multi-site Collaborative National Cancer Clinical Trials Groups.

The applicant can describe how they will significantly contribute to assisting the Multi-site Collaborative National Cancer Clinical Trials Groups to achieve their business goals and objectives. The applicant can demonstrate a clear understanding of the needs of the Multi-site Collaborative National Cancer Clinical Trials Groups and that they have the ability to fulfil these needs in a superior way. In addition, the applicant can describe the advantages that they achieve by providing services to all of the Groups compared to the appointment of internal secretariats within each group. The applicant's response may include their record of delivering value for money by achieving economies of scale through coordinated purchasing of resources. The applicant's expertise in these areas will ensure they will contribute significantly to the successful conduct of activities within the National Groups.

2.4 Systems to provide high-quality support

The applicant can describe the systems/ methodology/ processes that they will implement to provide high-quality services to the Multi-site Collaborative National Cancer Clinical Trials Groups. Applicants should discuss how their services will be provided according to the standards described in Cancer Australia's clinical trials policy framework, including the *Principles Document*, the *Evaluation Framework* and *Underperformance Policy* (<http://www.canceraustralia.gov.au/research-and-clinical-trials/support-for-clinical-trials.aspx>).

This may include (but is not limited to) systems/methodology/processes for ensuring:

- effective communication and liaison strategies are employed; and

- efficient, cost-effective and timely provision of secretariat and administration services to the Groups.

ASSESSMENT CRITERION 2 – CAPACITY AND EXPERIENCE (40% of final score)

2.5 Previous experience, expertise and skills of staff

The applicant can demonstrate previous experience in the cost effective provision of the services outlined in Assessment Criteria 2.1 and 2.2, including demonstrated experience in negotiating and securing discounts for travel/meeting costs. The applicant can describe the staff that will be involved in the provision of the services, their expected roles and their relevant experience.

2.6 Availability of staff

The applicant can demonstrate that the identified staff in Assessment Criteria 2.4 are available, and have the capacity to provide the services to the Multi-site Collaborative National Cancer Clinical Trials Groups.

2.7 Evaluation of services provided

The applicant can describe how their organisation will monitor, evaluate and improve the quality of the services provided, to ensure the standards outlined in the Cancer Australia clinical trial policy documents are met. The applicant should include measurable indicators and relate to aspects such as timeliness, access and quality.

ASSESSMENT CRITERION 3 – PROJECT COSTS (VALUE FOR MONEY) (20% of final score)

The applicant has completed the budget table and can provide justification of project costs against services to be provided by the National Secretariat Services to the Multi-site Collaborative National Cancer Clinical Trials Groups.

2.8 Budget

You must complete each column for each line of your proposed budget.

1. Complete the GST Exclusive amount for each item.
2. Complete the GST Inclusive amount for each item.
3. Provide the total amounts for the entire project period.

The notes below provide examples of items that might be included.

Staffing Costs

Please provide separate line items for individual staff to be employed. Include their position, Full Time Equivalents (FTE), award rate (if applicable) and all on-costs (workers' compensation, superannuation, leave). List what specific services/ activities/ support the individuals will provide.

Administrative Costs

- Travel costs
- Meetings/ workshops/ seminars
- Additional costs for the premises – rent, heating, electricity.
- Stationery, Printing, Postage
- Telephone, Internet

Asset Costs

Small office assets, such as mobile phones or laptop computers that you need to provide the services to the Regional Multi-site Clinical Trials Capacity Building Network Group should be included here. Alternative arrangements such as leasing should also be considered.

Financial Year

It is expected that the project will be funded over 14 months and span over two (2) financial years. In the appropriate columns, provide the estimated total amount proposed within each financial year to cover project costs.

TOTAL FUNDING SOUGHT

Identify the total funding you are seeking from Cancer Australia in your proposal.

Please ensure that figures are provided as both GST-exclusive and GST-inclusive, and that your figures and totals are accurate.

Please note: a maximum of \$250,000 (GST-exclusive) funding is available for the National Secretariat Services. Applicants that exceed this amount will not be considered eligible for the funding.

2.9 Value for Money

Provide justification of costs in the budget table against the proposed activities to demonstrate value for money. Please ensure that you have described how your organisation will provide optimal value for money and cost efficiency.

Part Three – Agreements

Read and agree to each of the statements provided.

Part Four – Declaration

Complete and sign Declaration.

CHECKLIST

Please complete this checklist before submitting your Application.

Before you begin

- Read all information in the Application Guidelines
- Ensure that you understand the assessment criteria
- Read the policy documents which can be downloaded with this information package, and understand that by submitting an application, your group/organisation is agreeing to adhere to these policy documents should you receive funding

Completing your application

- Ensure that in completing your application you have:
 - Provided details of the Organisation
 - Nominated a liaison person
 - Completed and signed the Application Form
- Answers to questions are up to a maximum of one page in length, unless specified otherwise

Submitting your application

- Check that ALL relevant sections of the Application Form are complete
- Complete the Budget and check its accuracy
- Check that the Application Form has been signed as appropriate
- Ensure ENTIRE Application Package will be RECEIVED by Cancer Australia prior to the closing date