

Priority-driven Collaborative Cancer Research Scheme 2012

Guide for Applying for Standard Project Grants

Applications now open

Application deadline: 14 March 2012, 5pm AEDT



Australian Government

Cancer Australia



How to use this guide?

This guide is divided into 4 sections and 6 appendices, and provides applicants with information about the Priority-driven Collaborative Cancer Research Scheme (PdCCRS) Priority-driven Standard Project Grants, eligibility parameters, and essential guidance on how to complete the application documentation.

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Content:

Includes information about research priorities of:

- Cancer Australia, *beyondblue*, Cancer Council Australia, Cancer Council NSW, Leukaemia Foundation, National Breast Cancer Foundation, Prostate Cancer Foundation Australia, Australian Rotary Health.

Includes information about:

- How to apply for a grant
- How to complete your RGMS application
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Includes information about:

- Two phase assessment process
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Includes information about:

- How the grants are administered
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Includes information about:

- Reporting requirements if you application is successful
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Includes information about:

- Co-application to NHMRC/ Cancer Councils and budget limits
- Funding limitations
- Budget allocation
- Transfer of funding overseas

Cancer Australia and its Funding Partners would strongly encourage applicants to read this guide before completing the application documentation.

Potential applicants should determine if this funding scheme is appropriate for their research project before completing the *Additional Questions Form*.

Any questions regarding PdCCRS applications must be sent by email to Dr Paul Jackson, Manager Research and Clinical Trials, Cancer Australia at Paul.Jackson@canceraustralia.gov.au

Section 1

The Priority-driven Collaborative Cancer Research Scheme

Program background

The Priority-driven Collaborative Cancer Research Scheme is a category 1¹ annual national research project grants scheme which funds cancer research in identified priority areas to help reduce the impact of cancer in the community and improve outcomes for people affected by cancer.

The PdCCRS was established by Cancer Australia in 2007 and the PdCCRS currently supports funding for two types of research grants:

- Priority-driven Standard Project Grants
- Priority-driven Young Investigator Grants

Between 2007 and 2011, 171 research grants totaling over \$61 million have been funded by Cancer Australia and its Funding Partners.

This guide relates to Priority-driven Standard Project Grants. Separate guidelines are available on the Cancer Australia website (www.canceraustralia.gov.au) for the Priority-driven Young Investigator Grants.

PdCCRS objectives and outcomes

Previous audits of national cancer research have indicated that in Australia over 50% of project and program grant funding is provided to cancer research biology. Remaining funding is distributed along the rest of the continuum of cancer research (Figure 1).

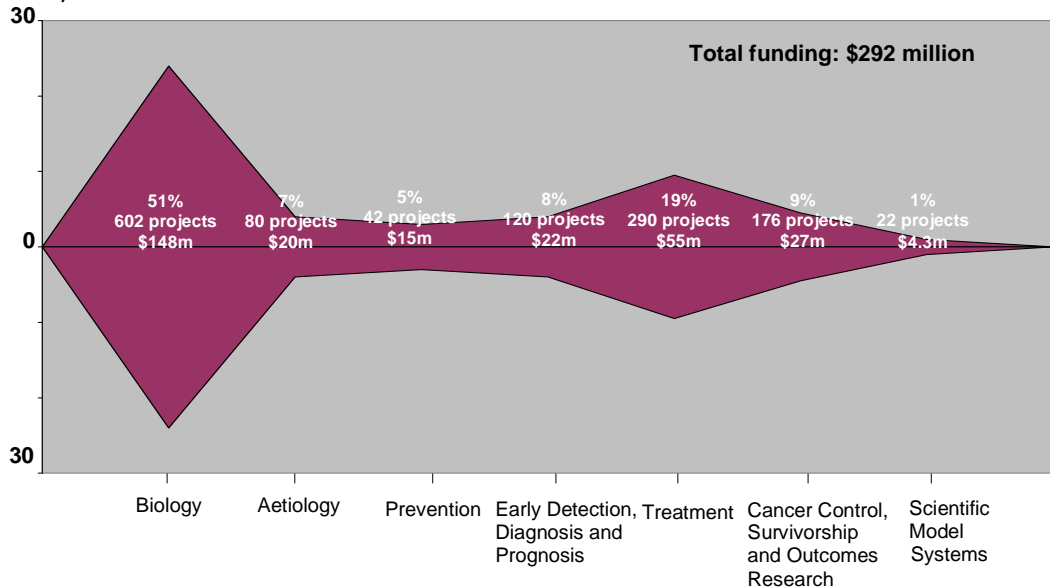


Figure 1 – Pattern of funding to cancer research projects and research programs in Australia in 2003 to 2005, classified by main category of Common Scientific Outline

¹ The PdCCRS is listed on the Australian Competitive Grants Register. Higher Education Providers can include funding by the PdCCRS in their applications to the Department of Industry, Innovation, Science and Research for additional infrastructure funding through the Research Infrastructure Block Grants Scheme (RIBG)

This pattern of funding investment is replicated for many of the major tumor types (Figure 2)

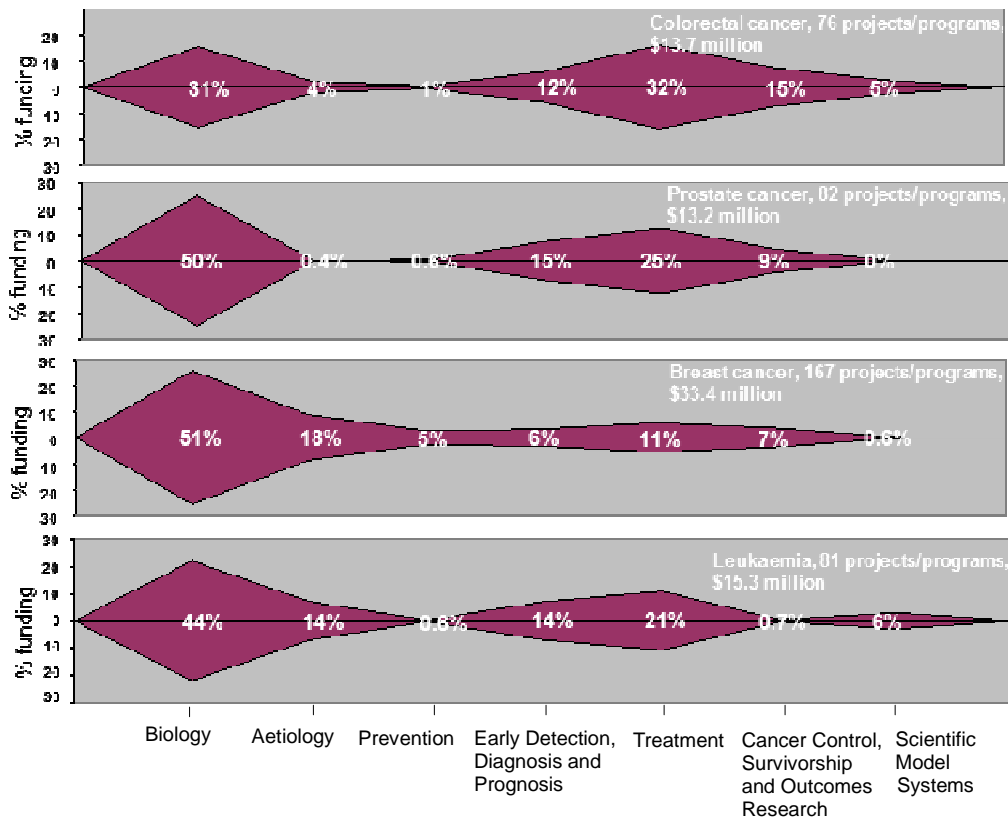


Figure 2 – Pattern of funding to cancer research projects and research programs in specific cancer sites across Australia in 2003 to 2005, classified by main category of Common Scientific Outline

The PdCCRS aims to:

- fund areas of cancer research which may have received little funding to date
- fund research in tumour areas which place a high burden of disease on the Australian community, and
- fund research which can directly improve cancer outcomes through impacting on clinical practice and/ or policy

The outcome of the Priority-driven Standard Project Grants scheme is to principally support applied cancer research projects which directly relate to the priorities of Cancer Australia and/ or its Funding Partners, and can impact on practice and/ or policy to improve the health outcomes of Australian's affected by cancer.

Two-phase application and assessment process

The focus on supporting grants which apply to the research priorities of Cancer Australia and/ or its Funding Partners, and will potentially improve cancer outcomes through impacting on practice and/ or policy, is achieved through a two-phase application and review process.

Phase 1

- All PdCCRS grant applications submitted through the NHMRC RGMS applications process.
- These applications are assessed and ranked via the NHMRC Project Grant peer review process.
- The scores from the NHMRC grant review process relating to:
 - scientific quality,
 - significance and/or innovation, and
 - track record will be provided to Cancer Australia.
- The NHMRC scores contribute to 40% of the final PdCCRS score.

Phase 2

- Cancer Australia and Funding Partners Grant Review Committees will score grant applicant's responses to the *Additional Questions* criteria for Priority-driven Standard Project Grants on all of the following elements:
 - outcomes and impacts of proposed research,
 - how the research will be translated into policy, practice or further research.
 - collaboration, and
 - consumer involvement in research
- The scores for the *Additional Questions* criteria account for 60% of the final PdCCRS score.
- The alignment of the proposal to the identified priority areas of Cancer Australia and/ or its Funding Partners will also be assessed.

The scores assigned to the *Additional Questions* together with the scores received by the NHMRC are weighted and combined to provide a single final score. All applications are ranked according to this final score and funding is assigned in merit-based rank order until the available budget is expended.

The addition of the second phase of application and review values collaborative research, consumer involvement and research applications which have a clear translational pathway to impact and improve outcomes in cancer care.

Funding decisions

Approval of funding

The CEO Cancer Australia will approve the funding or co-funding to be offered by Cancer Australia. Each of the Funding Partners will approve the grants which they are funding/ co-funding.

Advice to applicants

Once final funding approvals have been received from Cancer Australia and all Funding Partners, applicants will be advised by letter of the outcome of their application. Letters to successful applicants will contain details of any specific conditions attached to the funding. The successful applicants will be provided with a timeframe in which to accept or decline the offer of funding.

Cancer Australia will notify all unsuccessful applicants, in writing, by 31 December 2012.

Complaint handling

Objections/ complaints must be lodged in writing through the Administering Institution's Research Office and must be received within 28 days of the CIA receiving the email to which the letter notifying the outcome of the application is attached, or as otherwise advised by Cancer Australia.

Any enquiries relating to funding decisions for this Program should be directed to Dr Paul Jackson at Paul.Jackson@canceraustralia.gov.au.

Cancer Australia will provide a written response to all complaints

Section 2 Partnerships

The hallmark of the PdCCRS is its partnership approach. Through this research scheme Cancer Australia brings together funders of cancer research in a nationally coordinated approach to maximise the investment in cancer research across Australia.

About Cancer Australia

Cancer Australia was established to benefit all Australians who are affected by cancer, and their families and carers. Cancer Australia works to reduce the impact of cancer and improve the wellbeing of those diagnosed by ensuring that evidence informs cancer prevention, screening, diagnosis, treatment and supportive care.

On 1 July 2011, Cancer Australia and National Breast and Ovarian Cancer Centre (NBOCC) amalgamated to form a single national agency to provide leadership in cancer control and improve outcomes for Australians affected by cancer. The new Cancer Australia will combine the experience and successes of both organisations to further strengthen the Australian Government's strategic focus on cancer and create a solid platform for the coordination of cancer initiatives at a national level.

Who are the partners?

Funding Partners in the 2012 round of the PdCCRS Priority-driven Standard Project Grants are: *beyondblue*: the national depression and anxiety initiative, Cancer Council Australia, Cancer Council New South Wales, the Leukaemia Foundation, the National Breast Cancer Foundation, the Prostate Cancer Foundation of Australia, and Australian Rotary Health .

About the partners

beyondblue

beyondblue, the national depression and anxiety initiative is a national, independent organisation working to increase awareness and understanding of depression and anxiety in Australia and to reduce the associated stigma. *beyondblue* is a bipartisan initiative of the Federal, State and Territory Governments and aims to provide national leadership to reduce the impact of depression and anxiety in the Australian community.

Cancer Council Australia

Cancer Council Australia is Australia's peak national non-government cancer control organisation. Cancer Council Australia advises the Australian Government and other bodies on practices and policies to help prevent, detect and treat cancer. Cancer Council Australia also advocates for the rights of cancer patients for best treatment and supportive care.

Cancer Council New South Wales

Cancer Council NSW is a community funded, community focused cancer charity dedicated to the defeat of cancer. Through the development of prevention strategies, research into new treatments and cures, and by providing clinical and emotional support to those affected by cancer, the Cancer Council New South Wales

works towards realising their vision of a society where lives are not cut short by or their quality diminished by cancer.

Leukaemia Foundation

The Leukaemia Foundation is the only national not-for-profit organisation dedicated to the care and cure of patients and families living with blood and bone marrow cancers, such as leukaemias, lymphomas, myeloma and related blood disorders. The Leukaemia Foundation seeks to foster innovative research into the causes, diagnosis and treatment of these cancers, and the care of patients and families.

National Breast Cancer Foundation

The National Breast Cancer Foundation (NBCF) is Australia's leading not-for-profit organisation promoting and funding breast cancer research. In partnership with the Australian community the National Breast Cancer Foundation is leading the pursuit for new knowledge in the prevention, diagnosis and treatment of breast cancer. The purpose of the National Breast Cancer Foundation is to:

- support and promote excellent research into breast cancer;
- facilitate consumer participation in all aspects of their work;
- act as an advocate for breast cancer research; and
- provide opportunities for all Australians to contribute to breast cancer research.

To date, NBCF has allocated over \$60 million to research projects across the spectrum of breast cancer including grants, individual awards and infrastructure support.

Prostate Cancer Foundation of Australia

The Prostate Cancer Foundation of Australia is the peak body for prostate cancer in Australia. The Prostate Cancer Foundation of Australia mission is to reduce the impact of prostate cancer on Australian families through:

- Helping men deal with the diagnosis and treatment of prostate cancer
- Funding research into prostate cancer, and
- Raising awareness about prostate cancer in the general community.

The Prostate Cancer Foundation of Australia also supports a network of over 75 Support Groups across Australia. These groups meet either monthly or quarterly and provide support and information for men and their families dealing with prostate cancer.

Australian Rotary Health

Australian Rotary Health (ARH) is Australia's largest non-government funding body of mental illness research, but ARH also funds research in other health-related areas, including cancer, through funding individual research projects and PhD scholarships in partnership with specific Rotary Clubs.

National Health and Medical Research Council

The PdCCRS is aligned with the NHMRC project grant scheme. The NHMRC facilitates registration and Phase 1 assessment of grant applications, and endorses grant applications funded through this scheme in recognition of their scientific merit. The review of grant applications by the NHMRC provides the scheme with a transparent, quality, highly-respected merit-based peer review research grant process.

The NHMRC is Australia's leading expert body promoting the development and maintenance of public and individual health standards. The NHMRC consolidates within a single national organisation the often independent functions of research funding and development of advice. One of its strengths is that it brings together and draws upon the resources of all components of the health system, including governments, medical practitioners, nurses and allied health professionals, researchers, teaching and research institutions, public and private program managers, service administrators, community health organisations, social health researchers and consumers. The functions of the NHMRC come from the statutory obligations conferred by the [National Health and Medical Research Council Act 1992](#).

We are pleased to advise that grant applications which are funded by Cancer Australia and its Funding Partners through the Priority-driven Collaborative Cancer Research Scheme will be endorsed by the NHMRC.

Section 3 About the Grants

Type of grant

Priority-driven Standard Project Grants for funding from January 2013.

Duration of the grants

Priority-driven Standard Project Grants can be for one to three years in duration, and with a budget ranging from \$10,000 to \$200,000 per annum (total funding up to \$600,000 (GST-exclusive) with no more than a \$200,000 budget in any one year).

Special attributes of the grants

The Priority-driven Standard Project Grant must demonstrate the following attributes:

- Priority-driven

Grant applications must directly relate to a research priority area/s specified by Cancer Australia and/or its Funding Partners in this document.

- Outcome- / Impact- focused

Applications must be able to demonstrate how their project will potentially improve short, medium and long term outcomes in cancer care and/ or cancer control. Applications must demonstrate how their research will impact on populations with poorer outcomes within the community.

- Clear pathway to translation

Applications are required to describe the approaches and methodologies that will be employed to translate findings of the proposed research into clinical practice, policy, and/ or further research in order to impact on cancer care and/ or cancer control. Applications must also discuss the research collaboration's direct involvement or carriage of these approaches and methodologies, or identify future collaborations that may be formed to translate the findings of this research and how these collaborations will be formed/ engaged.

- Collaborative

The research must be collaborative. These project grants should demonstrate necessary collaborations that may be cross-disciplinary, national, multi-state or international, and the applicants must describe the specific role of the key collaborators in the project.

- Engage consumers

Grant applications must outline consumer involvement in the project design and ongoing consumer involvement throughout the life of this project, including the specific roles/activities that the consumer representative/s will undertake.

Research Priorities

A full list of research priority areas identified by Cancer Australia and its Funding Partners is at [Appendix 1](#).

Please review the research priorities to ensure that your proposed research directly aligns with the research priorities of Cancer Australia and/ or its Funding Partners.

Eligibility for grant review through the PdCCRS

Applicants must comply with the following criteria for their grant applications to be considered eligible for funding by Cancer Australia and/ or its Funding Partners

Alignment with research priorities

To be considered for funding, the proposed research must directly align with at least one priority area specified by Cancer Australia or its Funding Partners, or two research priorities from different Funding Partners, if specified.

Note that *beyondblue*, Cancer Council New South Wales and the National Breast Cancer Foundation will only consider applications whose proposed research directly addresses their research priorities and at least one additional Funding Partner's research priorities. The other Funding Partner may be Cancer Australia. Please note that applications which do not address the research priorities of *beyondblue*/ Cancer Council New South Wales/ the National Breast Cancer Foundation and at least one other Funding Partner will be deemed ineligible for funding.

Please note: if your research project does not directly align with the selected research priority areas, Cancer Australia and/or the Funding Partners are under no obligation to consider your project for funding.

Funding limits

The budget cannot exceed \$200,000 per annum (GST exclusive). Applications which exceed \$200,000 per annum will be deemed ineligible for funding.

If you are also seeking funding from other organisations, such as the NHMRC, and your budget is in excess of \$200,000 per annum, please, explain in **Question 9B** of the **Additional Questions Form** how the project will be amended to accommodate a revised budget.

Please note that applications exceeding \$200,000 per annum and which do not provide a modified budget and explanation of the research that will be conducted with the modified budget will be deemed ineligible for funding and not considered further.

Duration of funding

The research project cannot exceed 3 years in duration. Applications which exceed 3 years in duration will be deemed ineligible for funding.

Number of applications submitted

An applicant (named as Chief Investigator A [CIA]) can only submit a maximum of two applications for each round of PdCCRS.

Responses to Additional Questions

Incomplete *Additional Questions* Forms or any application that does not respond to a question in the *Additional Questions* Form or indicates that a question is 'not applicable' / 'not relevant', or equivalent, will be deemed ineligible for funding and will not be reviewed by Cancer Australia and/or its Funding Partners.

Please note that there are 2 different *Additional Questions* Forms for 2012:

- *Additional Questions* Form - Priority-driven Standard Project Grants
- *Additional Questions Form* – Young Investigator Project Grants

Please ensure that you complete the correct *Additional Questions* Form. Grant applications will be deemed ineligible if they submit the incorrect *Additional Questions* Form.

Timing of submission

Additional Questions Forms must be submitted to Cancer Australia 5pm AEDST 14 March 2012. Applicants who submit *Additional Questions* Forms after this time will be deemed ineligible for funding.

Section 4

Applying for funding

What sort of research can be funded?

The Priority-driven Standard Project Grants are designed to principally support applied cancer research projects which relates to the priorities of Cancer Australia and/ or its Funding Partners and can directly improve cancer outcomes through impacting on clinical practice and/ or policy.

Applicants should review this Guide and the associated *Additional Questions* Form to determine whether their proposed research is appropriate for this funding scheme.

Please note that funding will be provided for research but **not** for clinical service delivery or infrastructure for clinical services.

Who can apply for funding?

Grant applications will be accepted from appropriately qualified researchers who will be conducting research at an NHMRC approved Administering Institution in Australia.

Chief investigators or co-investigators on current NHMRC program grants or project grants who form research collaborations are eligible to apply for funding from Cancer Australia and its Funding Partners. Cancer Australia and its Funding Partners require applicants to adhere to all the NHMRC guidelines unless otherwise stated and provide answers to the PdCCRS *Additional Questions* Form - Priority-driven Standard Project Grants.

What is an NHMRC approved Administering Institution?

The Administering Institution can be within a university, affiliated to a university or major hospital, or an appropriate independent medical or scientific research institute but it must meet NHMRC Administering Institution requirements (<http://www.nhmrc.gov.au/grants/admininst.htm#1>).

What is the role of the NHMRC approved administering institution?

Should the grant application be successful, the NHMRC approved Administering Institution is required to enter into a Funding Agreement with Cancer Australia. The conditions in the agreement cover the standard grant contract areas including acknowledgement, intellectual property, reporting requirements, etc.

It is a condition of application that the Administering Institution agrees to comply with the terms and conditions in the *Cancer Australia Funding Agreement*.

Applying for funding

All grant applications for the PdCCRS are aligned with the NHMRC project grants scheme. As such applicants must complete the NHMRC's RGMS Application Form and the Cancer Australia PdCCRS *Additional Questions* Form - Priority-driven Standard Project Grants.

For further information on application including step-by-step guidance on completing the NHMRC RGMS and Cancer Australia *Additional Questions Form* - - Priority-driven Standard Project Grants please see **Appendix 2 – Instructions to applicants** (page 20) of this guide.

Important dates

Closing date

The submission process for PdCCRS grants will be via the NHMRC Project Grant process. Applicants will submit their grant applications directly to the NHMRC, adhering to all the NHMRC guidelines, unless otherwise stated. The *Additional Questions Form* - Priority-driven Standard Project Grants must be submitted directly to Cancer Australia as a PDF file. The closing date for NHMRC Project Grants is **5pm AEDT 14 March 2012**. Applications **MUST** be submitted through the relevant Administering Institution Research Administrative Office (RAO) and may have closing dates that are earlier than the NHMRC closing date. **Please check within your institution for any local rules**. Late or incomplete grant applications **will not** be accepted.

Major dates

The following dates apply to the 2012 PdCCRS process:

Date	Process
Mid-December 2011	Call for grant applications open
14 March 2012	Closing date for grant applications and <i>Additional Questions</i>
March - November 2012	NHMRC and Cancer Australia Assessment
December 2012	Cancer Australia will advise applicants of funding outcomes

Timing of the offers of funding

Some applicants may apply to Cancer Australia, the NHMRC and the Cancer Councils for funding. The NHMRC, Cancer Councils and Cancer Australia will work together to identify which grant applications applying to these organisations will be funded by the NHMRC.

Appendix 1

2012 PdCCRS Research priorities

Cancer Australia

Improving outcomes through:

- Prevention of cancer
- Improving screening programs
- Early detection of cancer
- The application of emerging new treatments and/ or technologies
- Coordination, integration or delivery of treatment and care using a multidisciplinary approach

Cancer Australia's research priorities aim to reduce the burden of cancer on all Australians.

Research undertaken should have a specific emphasis on populations with poorer cancer outcomes, such as Aboriginal and Torres Strait Islander peoples and particular consideration will be given to health service and health economic research, and the translation or implementation of research.

Given their burden of disease and mortality across the community, research addressing cancers of the colon and rectum, lung, pancreas, stomach, cancer of unknown primary, and lymphoma are strongly encouraged.

Cancer Australia: gynaecological cancers

- Research into follow-up, supportive care, quality of life and survivorship outcomes during and/or following treatment, for women with gynaecological cancers. Research into quality of life and survivorship outcomes with a specific emphasis on younger women is encouraged.
- Research into the translation of evidence into clinical practice, policy or further research that will optimise outcomes for women with gynaecological cancers by addressing areas such as prevention, diagnosis, treatment, management, and/or referral to multidisciplinary specialist gynaecological oncology care.

Cancer Australia: lung cancer

- Research identifying barriers to timely and appropriate initial diagnosis and referral of people with suspected or definite lung cancer.

- Research with a specific emphasis on addressing the diagnosis and impact of lung cancer on:
 - Aboriginal and Torres Strait Islander peoples,
 - people from regional, rural and remote locations, and
 - people from cultural and linguistically diverse backgrounds is strongly encouraged.
- Research towards demonstrating the clinical utility of potential biomarkers for lung cancer in a prospective validation collaborative multi-site study.
- Research relevant to identify issues relating to occupational hazards associated with lung cancer incidence

beyondblue, the national depression and anxiety initiative

In 2012, *beyondblue* will support clinical and applied research with a primary focus on anxiety and depression in cancer survivors across the course of the cancer trajectory.

This raises questions about responding to patients' anxiety and depression, and to the anxiety and depression that may be experienced by their carers who are part of the cancer journey in the months or years following cancer diagnosis and/or treatment. Studies suggest that psychological support for anxiety and depression following a cancer diagnosis or treatment may assist psychosocial adjustment and improve quality of life. While there is growing evidence for the effectiveness of interventions for anxiety and depression in assisting patients and their carers, these interventions are not routinely offered by cancer services.

***beyondblue* will support research into evidence based interventions and/or service models aiming to improve short and long term mental health outcomes in cancer survivors with co morbid anxiety and depression, their families and carers. Interventions should be wide scale, cost-effective and short or long term.**

Cancer Council Australia

Multi-state clinical or epidemiological studies of cancers of poor prognosis

Definitions:

Multi-state: involving patient or participant recruitment from at least two States / Territories.

Studies:

Any study design is acceptable, but any clinical trials must be industry-independent cancer clinical trials. Industry-independent clinical trials are defined as investigator-initiated clinical

trials where collection, analysis and ownership of data, together with dissemination of findings, lies within the control of the research collaborative.

Cancers of poor prognosis:

These are those cancer sites with a 5-year survival of less than 50%. This is not stage-specific survival but survival overall.

Evidence of the current survival rate, using national data, must be provided.

Cancer Council New South Wales

Pre-clinical trials of treatment targeting novel molecular pathways, with an emphasis on cancers of the upper-gastrointestinal tract

Leukaemia Foundation

The Leukaemia Foundation invites expressions of interest for the funding of clinical trials research into haematological malignancies commencing in 2013.

- Projects must be initiated by Australian investigators.
- Projects should address issues with strong potential to significantly impact clinical practice in the management of people with leukaemias, lymphomas, myeloma, or other blood or bone marrow cancers and disorders.
- Projects may include therapeutic or psycho-social intervention trials.

National Breast Cancer Foundation

Applicants requesting funding from the NBCF are advised to consider the following NBCF research priorities in their applications:

- Research into prevention and/or early diagnosis of breast cancer
- Research addressing the social and public health needs of all individuals, and their families living with a diagnosis of breast cancer. This also includes underserved populations such as women aged less than 50 years, women over 70 years, Indigenous women and women from culturally and linguistically diverse backgrounds
- Research addressing all aspects of advanced breast cancer

- Research encompassing translational research, with the potential to deliver outcomes that are clinically relevant or otherwise ready to be implemented to facilitate prevention or to improve the care of those with breast cancer
- Multidisciplinary research, which encourages research across disciplines and academic boundaries
- Research into novel health service delivery

Particular consideration will be given to projects that are innovative, non-duplicative of other efforts and have the potential for national application.

Prostate Cancer Foundation Australia

- **Discover and validate through clinical trials:**
 - novel molecular targets for chemotherapy of locally-invasive or metastatic prostate cancer, including androgen-independent cancers;
 - new, non-invasive tests to detect prostate cancer, and/or to determine whether a patient's cancer is surgically curable;
 - new biomarkers that predict the future clinical course of prostate cancer and/or the response to future chemotherapy;
 - develop new treatment strategies for prostate cancer, especially locally-invasive or metastatic cancers.
- **Discover the genetic and cellular factors which initiate and/or perpetuate prostate cancer.**
- **Provide immediate improvements in the quality of life of patients with prostate cancer.**

Australian Rotary Health

Australian Rotary Health will help fund the top ranking tumour-specific research grant in any of the priority areas identified by Cancer Australia, Cancer Council Australia, Cancer Council New South Wales, Leukaemia Foundation, National Breast Cancer Foundation or the Prostate Cancer Foundation Australia.

Appendix 2

Instructions to applicants

How to apply for PdCCRS *Additional Questions* - Priority-driven Standard Project Grants from Cancer Australia and its Funding Partners

- Applications **MUST** be submitted through the relevant Administering Institution Research Administrative Office (RAO). The RAO may have closing dates that are earlier than the NHMRC closing date. **Please check within your institution for any local rules.** The NHMRC's Research Grants Management System (RGMS) must be used to access/enter your CV and Profile, or submit a Project Grant Application.
- Visit the [NHMRC website](#) for information about applying for project grants and for downloading all NHMRC instructions and guidelines including:
 - the *NHMRC Project Grants Advice and Instructions to applicants for funding commencing in 2013*;
 - other relevant guidelines and funding policies.
- The *PdCCRS Additional Questions* Form - Standard Project Grants can be downloaded from the Cancer Australia website (www.canceraustralia.gov.au).
 - The *Additional Questions* - Priority-driven Standard Project Grants form **must** be completed when applying to Cancer Australia and its Funding Partners.
 - Grant applications **will not be considered** if the *Additional Questions* Form is not fully completed and submitted by 5pm (AEDT) 14 March 2012.
 - Grant applications **will not be considered** if the incorrect *Additional Questions* Form is submitted. Please ensure you complete the correct *Additional Questions* Form.
 - Grant applications **will be deemed ineligible and will not be considered** if any question in the *Additional Questions* Form is not answered or a response of 'not applicable' / 'not relevant' (or equivalent) is provided to any question.
 - While the Detailed Background and Research Plan PDF **must** be submitted to the NHMRC by your RAO, the **completed *Additional Questions* PDF must be submitted directly to Cancer Australia** at grants@canceraustralia.gov.au.
- Complete the application form (NHMRC RGMS) in accordance with the *NHMRC Project Grants Advice and Instructions to applicants for funding commencing in 2013*. Additional guidance is provided below for application to the PdCCRS Priority-driven Standard Project Grants.

NHMRC RGMS:

How to complete the RGMS to have your application considered by Cancer Australia and Funding Partners

Initiative

- Select **project grant**

Funding type source

Funding Source

- This question asks you to indicate the organisation/s from which funding is sought and provides you with a list of options. To ensure your application is considered by **Cancer Australia and Funding Partners for the PdCCRS**, you can **select one** of the following:
 - **Cancer Australia (CA) Funding Only** – At the completion of the NHMRC peer review process, your application will be referred to Cancer Australia for consideration of funding by Cancer Australia and its Funding Partners as a part of the PdCCRS. The application will **not** be considered for NHMRC funding.
 - **NHMRC and CA** – Your application will be considered by the NHMRC for funding. If unsuccessful at the completion of the NHMRC review process, it will be referred to Cancer Australia and its Funding Partners for funding consideration.
 - **NHMRC and Cancer Councils (CC) and CA** – Your application will be considered by the NHMRC for funding. If unsuccessful at the completion of the review process, it will be referred to the relevant Cancer Council, and Cancer Australia and its Funding Partners for funding consideration.
 - **NHMRC and CA and Heart Foundation (HF)** – Your application will be considered by the NHMRC for funding. If unsuccessful at the completion of the review process, it will be referred to Cancer Australia and its Funding Partners, and the Heart Foundation for funding consideration.
 - **CC and CA** – At the completion of the peer review process your application will be referred to the relevant Cancer Council, and Cancer Australia and its Funding Partners for funding consideration. The application will **not** be considered for NHMRC funding.
 - **CC and CA and HF** – At the completion of the peer review process your application will be referred to the relevant Cancer Council, Cancer Australia and its Funding Partners, and the Heart Foundation for funding consideration. The application will **not** be considered for NHMRC funding.

- **CA and HF** – At the completion of the peer review process your application will be referred to Cancer Australia and its Funding Partners, and the Heart Foundation for funding consideration. The application will **not** be considered for NHMRC funding.
- **Apply to All** – NHMRC and CC and CA and HF – Your application will be considered for funding from all of the above organisations. The applications will be considered by the NHMRC. If unsuccessful it will be referred to the other funding organisations for consideration.

Part A– National Health Priorities and National Research Priorities

- This question **does not** relate to Cancer Australia and Funding Partners’ cancer research priorities, however, please complete this question according to instructions provided by the NHMRC. You will have an opportunity to identify which cancer research priorities of Cancer Australia and its Funding Partners your application relates to in the *Additional Questions Form*.

Part A – Community Details

- This Question asks if the research includes consumer/community participation. The **yes** answer should be selected and in describing this involvement information entered should be consistent with that provided in the PdCCRS *Additional Questions Form – Priority-driven Standard Project Grants*.

Part B – Commitment and Participation

- This question asks for an explanation of the role of the Chief Investigator in the project. This should include identification that the Chief Investigator A will be responsible for organising and managing the research collaboration and reporting to Cancer Australia and its Funding Partners.

Part B – Register another Chief Investigator

- This question allows the registration of other chief investigators. Enter details here if the research collaboration requires other chief investigators. However, for the purposes of the PdCCRS grants these chief investigators will not be responsible for organising and managing the research collaboration and reporting to Cancer Australia and its Funding Partners.

Part B – Budget – Equipment, Direct Research Costs and Part B Budget Summary – Consolidated Budget

- Please ensure you refer to the relevant advice in the *NHMRC Project Grants Advice and Instructions to applicants for funding commencing in 2013*.

When applying to Cancer Australia and Funding Partners please ensure your budget **does not exceed \$200,000 (GST exclusive) per annum**. Your application **will not be considered** if it exceeds this amount.

If you are also seeking funding from other organisations, such as the NHMRC, and your budget is in excess of the limit specified by Cancer Australia and its Funding Partners, please, explain in **Question 9B** of the **Additional Questions Form** how the project will be amended to accommodate a revised budget.

Please note that applications exceeding the budget limits specified by Cancer Australia and its Funding Partners and which do not provide a modified budget and/or explanation of the research that will be conducted with the modified budget will be deemed **ineligible for funding** and not considered further.

Part B – Proposed Research

This section requires that the *Detailed Background and Research Plan* is provided as a PDF file and that the *Plan* be structured according to given headings and contain all relevant scientific information relating to your proposal.

This section explains that applicants seeking funding from Cancer Councils also need to complete a set of Supplementary Questions which are to be submitted directly to the Cancer Councils as a separate PDF file. Similar instructions apply to applicants seeking funding from Cancer Australia and its Funding Partners where the PdCCRS *Additional Questions - Priority-driven Standard Project Grants* (www.canceraustralia.gov.au) will be completed and submitted to Cancer Australia (grants@canceraustralia.gov.au) as a separate PDF file. This means that if you are seeking funding from Cancer Australia and/ or its Funding Partners you will provide **two** PDF files: the *Detailed Background and Research Plan* to the NHMRC and the PdCCRS *Additional Questions - Priority-driven Standard Project Grants* to Cancer Australia at grants@canceraustralia.gov.au.

If you are seeking Cancer Australia funding and Cancer Council (and NHMRC) funding you will provide three PDF files: the *Detailed Background and Research Plan* (to the NHMRC), the PdCCRS *Additional Questions - Priority-driven Standard Project Grants* (to Cancer Australia at grants@canceraustralia.gov.au), and the *Cancer Council Supplementary Questions* (to the Cancer Councils at CancerCouncilGrants@cancervic.org.au).

How to complete the *Additional Questions* - Priority-driven Standard Project Grants

***Additional Questions* Form**

The *Additional Questions* Form seeks information specific to the PdCCRS. The form can be downloaded from the Cancer Australia website (www.canceraustralia.gov.au). The submission of the *Additional Questions* Form and your selection of 'Cancer Australia' within NHMRC's RGMS Application software (Part B-Funding Source) identifies that you are submitting your grant application for consideration by Cancer Australia and/or its Funding Partners.

Please note that in this current 2012 round of the Priority-driven Collaborative Cancer Research Scheme there are two different *Additional Questions* Forms:

- *Additional Questions* - Priority-driven Standard Project Grants
- *Additional Questions* - Priority-driven Young Investigator Project Grants

Please ensure you download and use the correct form.

The *Additional Questions* Priority-driven Standard Project Grants relate to; alignment of research to research priorities, outcomes and impact of the proposed research, translation of research findings, collaboration, and consumer involvement.

These *Additional Questions* will be used by Cancer Australia and its Funding Partners to assist them in their funding decisions. The NHMRC will not include answers to these questions in their review process.

The *Additional Questions* Form also includes the Common Scientific Outline (CSO) classification system. The CSO is the result of collaborative effort between the National Cancer Institute in the US, the National Cancer Research Institute in the UK, and their partners. It is a classification system organised around seven broad areas of scientific interest in cancer research, plus subgroups (click on the following link to view category descriptions in full Common Scientific Outline). Cancer Australia uses the CSO coding to classify successfully funded grants. The CSO is not formally assessed or scored.

Please note: responses to *Additional Questions* will be assessed independently of the rest of the grant application (including the Detailed Background and Research Plan and the Cancer Council Supplementary Questions). Responses to the *Additional Questions* should be provided in a manner which can be read without reference to the Detailed Background or Research Plan.

Please ensure that the *Additional Questions* form can be read as a standalone document. Do not refer to tables, text or other information provided in the *Detailed Background and Research Plan* or the *Cancer Council Supplementary Questions*, as assessors reviewing the *Additional Questions* may not have access to these documents.

The *Additional Questions* must be submitted to Cancer Australia as a separate PDF file from your NHMRC Detailed Background and Research Plan PDF file.

The file name must be: '[App ID]_CancerAustralia_AddQs_[CIA Family Name].pdf' eg '123456_CancerAustralia_AddQs_Smith.pdf'

Please insert your NHMRC application ID and CIA surname in the header.

**Please submit *Additional Questions* directly to grants@canceraustralia.gov.au
Deadline for receipt of *Additional Questions* is 5pm (AEDT) 14 March 2012**

Guidance for completing the *Additional Questions* Form - Priority-driven Standard Project Grants:

- Responses to *Additional Questions* must be provided in text boxes provided. Response must be in **Ariel 10 point font**.
- The page limit/ character limit provided for each Additional Question must be strictly adhered to. The **text which exceeds the specified page limit or character limit will not be reviewed**.
- Please limit the use of acronyms and define any acronyms used in the *Additional Questions* Form.

Question 1 – Chief Investigator A's details

Please ensure Chief Investigator A is the same as named on the NHMRC application form, details are correct and all fields are completed.

Question 2 – Administering Institution details

Please ensure that details of the Administering Institution are the same as named on the NHMRC application form, details are correct and all fields are completed.

Question 3 – Scientific Title and short, plain English description of your project

Please ensure the Scientific Title of your project is the same title as used on NHMRC application form.

Please ensure that your plain English description of your project does not exceed 4-5 lines. You may utilise the short plain English description provided to the NHMRC to answer this question.

Question 4 – Please provide a one page synopsis of your research project.

Applicants are encouraged to utilise the one-page synopsis provided to the NHMRC to answer this question. The applicant may like to tailor their synopsis to ensure the assessment panel can determine the areas and aims of their research.

Question 5 – Which research priority area/s does your grant application relate to?

Cancer Australia and its Funding Partners will consider co-funding successful grant applications. Applicants are encouraged to review the list of research priority areas and to **select all research priority areas** that **DIRECTLY** relate to the proposed research project.

When applying for funding through the 2012 Priority-driven Collaborative Cancer Research, applicants **MUST** ensure their research project:

- **Directly aligns** with at least one priority area/s of each of the selected Funding Partner/s; and
 - If aligning with the research priorities of *beyondblue*, or Cancer Council New South Wales or the National Breast Cancer Foundation, the research project **also** aligns with research priorities of at least one additional Funding Partner. This other Funding Partner may be Cancer Australia;

Question 6 – Research in identified priority area/s

For each priority area selected in Question 5, the applicant should discuss how their research directly relates to each of these priority areas selected.

Please note: if your research project does not directly/ clearly align with the selected research priority areas, the Funding Partner is under no obligation to consider your project for funding.

Your response to this question will determine your eligibility for funding by Cancer Australia and/ or its Funding Partners.

Question 7A – Outcomes and impact

Identify the **potential direct outcomes** of this research project and describe exactly how the outcomes of this project will impact on cancer care/control in Australia.

Describe how the outcomes including short, medium and long term outcomes will lead to change in practice/ care/ policy and improve outcomes for people affected by cancer.

Describe how this project or the outcomes of this project impact on populations with poorer cancer outcomes within the community.

Please note:

- Reviewers will assess likelihood of achievement of outcomes within the specified timeframe and budget.
- Cancers affecting a small number of individuals or a research project targeting a subgroup of individuals should justify the importance of this project to this population

Question 7B – Translation of the results generated from this project

Practice and policy-ready research is a focus of the PdCCRS. The intent of this question is to ensure that consideration is being given to strategies for translating the results of the proposed research so it can inform further research, practice or policy in a timely manner.

Applicants should discuss the approaches and methodologies to be employed to translate the findings of **this research** into clinical practice, policy, or further research in order to impact on cancer control and/or cancer care.

The applicant should also discuss their research collaboration's direct involvement in translating the research findings or specify what future collaborations or groups will need to be involved in translating these findings of this research and how these groups will be identified and engaged.

Please note that conference presentations and publication of journal articles are considered to be a standard and all research projects should be presenting and publishing their data. This question seeks to identify what translational activities beyond publication and presentation of data will be undertaken.

Question 7C – Collaboration

In the first table indicate the nature of the collaborations, international, national/multi-state, multi-site etc.

In the subsequent table list all collaborators in this project (please note that *Additional Questions* assessors may not have access to your RGMS application) and briefly **explain their role in this collaboration** (what will the individual/s contribute to the project specifically that adds value to the project?). **Do not simply indicate whether they are a Chief Investigator or an Associate Investigator.**

If national Groups or Centres are listed as collaborators please specify what role they will have in this research project and what proportion of their membership will be involved in the project.

Justify why the specified collaboration is required for this project. Explain how it engages all relevant disciplines and describe how the collaborations will operate during the conduct of this project.

Question 7D – Involvement of consumer representatives

Outline the consumer involvement in the project design and ongoing consumer involvement throughout the life of this project.

In answering this question please describe how consumers have been identified and engaged to date (e.g. in the design or planning of the research project) and how they will be engaged through the duration of this project and explain how this level of consumer engagement is appropriate for the proposed research.

Researchers are encouraged to consult with the following documents from the Cancer Australia and NHMRC when addressing this criterion:

- *National Framework for Consumer Involvement in Cancer Control*
<http://www.canceraustralia.gov.au/about-us/news-and-notice/national-framework-consumer-involvement-cancer-control-released>

- *A Model Framework for Consumer and Community Participation Research:* <http://www.nhmrc.gov.au/guidelines/publications/r22-r23-r33-r34.htm>
- *Resource Pack for Consumer and Community Participation in Health and Medical Research,* <http://www.nhmrc.gov.au/guidelines/publications/r22-r23-r33-r34.htm>
- Investigators proposing to undertake research that specifically relates to the health of Aboriginal and/or Torres Strait Islander peoples, or which includes distinct Aboriginal and/or Torres Strait Islander populations, biological samples or data must be aware of, and refer to the following documents in formulating their proposal:
 - Criteria for Health and Medical Research of Indigenous Australians available at: <http://www.nhmrc.gov.au/files/nhmrc/file/grants/indighth.pdf>
 - Values and Ethics - Guidelines for Ethical Conduct in Aboriginal and Torres Strait Islander Health Research available at: <http://www.nhmrc.gov.au/publications/synopses/e52syn.htm>
 - The NHMRC Road Map II: A strategic framework for improving the health of Aboriginal and Torres Strait Islander people through research available at: <http://www.nhmrc.gov.au/guidelines/publications/r47.htm>
- Cultural Competency in health: A guide for policy, partnerships and participation, <http://www.nhmrc.gov.au/guidelines/publications/hp19-hp26.htm>

Consumers and consumer representatives are defined in accordance with NHMRC's *Statement on Consumer and Community Participation in Health and Medical Research* (<http://www.nhmrc.gov.au/guidelines/publications/r22-r23-r33-r34.htm>)

Specifically, **consumers** are defined as:

"Patients and potential patients, carers, organisations representing consumers' interests, members of the public who are targets of health promotion programs and groups asking for research because they believe that they have been exposed to potentially harmful circumstances, products or services".

A **consumer representative** is a 'member of a committee, steering group or similar, who voices the consumer perspective and takes part in the decision making process on behalf of consumers'.

Consumers may be invited through a number of avenues: direct advertisement; targeting specific consumer organisations: eg; general cancer advocacy organisations such as Cancer Voices; specific cancer organisations such as those in breast cancer or leukaemia; service organisations such as Rotary or National Aboriginal Community Controlled Health Organisation for Indigenous organisations for consumer representatives etc.

Patients who are participating in a research study/ trial but who are not providing direct feedback into the design or conduct of the research are not considered to be consumer representatives in the context of this question. Similarly, the review of a research grant by an ethics committee which contains a community representative

who has no further input into the conduct of research or communication of the research findings is not considered to constitute consumer representation in the context of this question.

Research colleagues or individuals with a specific research role in the project should not also act as the consumer representatives. Engagement of these individuals does not constitute consumer representation in the context of this question.

There are many opportunities for consumer involvement in *all* stages and *all* types of research. Consumers can be involved in the planning, conduct, publication and translation of research. Researchers are encouraged to include, where possible, a minimum of two consumers in their research to enable consumers to support each other and represent potentially different consumer viewpoints (e.g. carers and survivors).

A reasonable and appropriate level of consumer involvement may vary, depending on the nature of the research being undertaken, but could include almost any kind of interaction between consumers and researchers. There is no single 'best' method of consumer involvement in research but bidirectional consumer engagement is required. Some examples are:

- Work with researchers to identify the topic to be researched
- Work with researchers on defining or refining the research topic and developing a research proposal
- Be included in project/institution advisory committees relating to research
- Be involved in recruiting and/or disseminating information to participants in research.
- Conduct lay reviews of research proposals.
- Support the development of lay summaries.
- Review and comment on patient information sheets
- Assist researchers to pilot a research questionnaire.
- Produce newsletters for members of their organisation that chart the progress of research.
- Contribute to conferences and journal articles, especially for lay audiences

In answering this question, applicants should describe consumer involvement in the project design and ongoing consumer involvement through the life of the project. In particular applicants should consider describing:

- How will consumers be engaged? How will they be identified? Will they be representatives/ nominees from a particular consumer group and why?
- The type of activities/ role and extent of consumer involvement at the different stages of the research project from design and planning to ongoing conduct and monitoring, and publication and translation of research results.
- The bi-directional involvement of the consumers with the research collaborative.
- The processes/ structures which link the researchers with the consumers.
- How will consumers represent the target group under study?

While the level of consumer involvement will be dependent on the nature of the research project; sample responses are provided below.

Example 1:

To ensure consumer input into all stages of this project, Ms Rita Wong and Mr John Ward have agreed to be associate investigators. Ms Wong and Mr Ward were identified through Consumer Organisation X and Y. Ms Wong has experience in representing the views of people affected by lung cancer as a survivor. She is also an active member of consumer organisation X and is able to attend all meetings related to the project. Mr Ward has experience in representing the views of people affected by mesothelioma as a carer. Mr Ward is a member of consumer organisation Y. Ms Wong and Mr Ward have been consulted during the design of the research project and have had an opportunity to directly input into the project design. This input has helped us refine the questions in our patient questionnaire and we have included an additional study group comprised of carers of patients with lung cancer. Ms Wong and Mr Ward will continue to be involved in reviewing the progress of the research and will have the opportunity to provide direct input into the course of the research through monthly teleconferences. Ms Wong and Mr Ward will be provided with draft copies of reports and publications generated from the project, so that their input can be incorporated prior to publication. Ms. Wong and Mr Ward will present at the annual Australian lung cancer meeting and will produce written summaries of this project for inclusion in newsletters of consumer organisation X and Y. Ms Wong and Mr Ward will also be responsible for arranging regular presentations for relevant consumer support groups related to this research project, to optimise effective communication and feedback opportunities from a broad stakeholder group.

Example 2:

We have engaged a consumer representative, Mr Brown through a public application process. Mr Brown was selected through a merit-based process and he has cared for a family member with cancer X. Although the initial research plan was developed before Mr Brown was engaged, Mr Brown has had an opportunity to review the proposed research and provide input prior to the submission of this research project to the Priority-driven Collaborative Cancer Research. Mr Brown's input has shaped our patient recruitment strategy for this study. If successfully funded, Mr Brown will assist us in the development of lay summaries of our research for publication in relevant newsletters. Mr Brown will also review and participate in presentations designed for consultation with both consumer and professional groups. Feedback from these consultations will also be integrated into the project. Mr Brown will also be kept fully informed of the progress of the project and be involved in regular teleconferences throughout the life of the project to provide ongoing feedback and direction. He will also advise us on the most appropriate techniques for optimal dissemination of the results to relevant consumer groups.

Example 3:

The initial research proposal was developed through consultation with the Consumer organisation Y, and the questionnaire reviewed by an expert consumer panel. Ms. Jones and Mr Smith (from Consumer organisation Y) will work closely with us, reviewing all documents that will be provided to patients to ensure that they are easily understood and fully describe what is asked of them. Both Ms. Jones and Mr Smith and an expert panel from Consumer organisation Y will be consulted regularly throughout the project and will have an opportunity to have input into the ongoing conduct of the project. Ms Jones and Mr Smith will assist in the communication of the projects' aims and findings. Organisation Y will play an important role in the translation of results into outcomes for the community through the public presentation of the research results in their newsletters and public lectures.

Question 8 – Application to multiple funding sources

A – Co-submission to NHMRC and/or Cancer Councils and/or Heart foundation

Please indicate if this application has been submitted for consideration of funding to Cancer Australia and its Funding Partners only or Cancer Australia and other funders including the NHMRC and/or Cancer Councils and/or Heart Foundation.

B – Grant submission to other Funding Agencies/ Organisations

Please also indicate if this application has been submitted to other organisations outside the NHMRC/ PdCCRS process

Question 9 – Budget

A – Annual budget limit

Please specify the annual budget requested. Please note that budgets which exceed \$200,000 (GST exclusive) per annum will not be considered for funding.

B – Budget modification

If the application has been submitted for consideration for funding to NHMRC and/or Cancer Councils and/or Heart Foundation and the proposed budget was above that specified by Cancer Australia and its Funding Partners, please modify the budget to be in line with the funding provided by Cancer Australia and its Funding Partners and describe how the project will be amended to accommodate the modified budget.

Applications exceeding the budget limits specified by Cancer Australia and its Funding Partners and which do not provide a modified budget **and** explanation of the research that will be conducted with the modified budget will be deemed ineligible for funding.

Question 10 – Additional funding opportunities

If your application is unsuccessful in the PdCCRS, with your permission, Cancer Australia may pass your application on to other funders of cancer research for consideration.

By selecting 'yes' to questions 10a and 10b you are providing your permission to Cancer Australia to pass your contact (10a) and application (10b) details on to other funders.

Question 11 – Conflict of Interest

Conflict of interest – Applicants

A conflict of interest may exist, for example, if the applicant or any of its personnel:

- Has a relationship (whether professional, commercial or personal) with a party who is able to influence the application assessment process.
- Has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicant in carrying out the proposed activities fairly and independently; or
- Has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the granting of funding under the Priority-driven Collaborative Cancer Research Scheme.

Each applicant will be required to declare as part of their application (Question 11), existing conflicts of interest or that to the best of their knowledge there is no conflict of interest, including in relation to the examples above, that would impact on or prevent the applicant from proceeding with the project or any funding agreement it may enter into with the Australian Government.

If you indicate that you have a conflict of interest please specify the nature of this conflict.

Where an applicant subsequently (after submission of the *Additional Questions*) identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to this application for funding, the applicant must inform Cancer Australia in writing immediately.

Question 12 – Agreements

The applicant must agree to the conditions outlined. Failure to comply may impact on eligibility for funding through this scheme.

Confidentiality and Protection of Personal Information

Each applicant will be required to declare as part of their application, their ability to comply with **Section 21 – Compliance With Law** in the funding agreement it may enter into with Cancer Australia.

The Protection of Personal Information Clause requires the Participant to:

- comply with the Privacy Act (1988) ('the Privacy Act'), including the 11 Information Privacy Principles (IPPs), as if it were an agency under the Privacy Act, and the National Privacy Principles (NPPs);
- refrain from engaging in direct marketing (s 16F of the Privacy Act), to the extent that the NPP and/or s 16F apply to the Participant; and
- impose the same privacy obligations on any subcontractors it engages to assist with the Project.

The Confidentiality Clause imposes obligations on the Participant with respect to special categories of information collected, created or held under the Agreement.

The Participant is required to seek Cancer Australia's consent in writing before disclosing Confidential Information.

Further information can be found in the Standard Fund Agreement available on www.canceraustralia.gov.au.

Question 13 – Common Scientific Outline

Applicants should place an 'x' against all categories that best describe their grant application and indicate with * the category which **best describes** the research focus of their project.

Freedom of Information Act

Please note that all documents created by and received by Cancer Australia with regards to the call for applications and assessment of applications to the PdCCRS are subject to the *Freedom of Information Act 1982* (the FOI Act). Unless a document falls under the exemption provision, it will be made available to the general public if requested under the FOI Act.

Appendix 3

Assessment process

All PdCCRS grant applications will be assessed in two Phases.

Phase 1

All PdCCRS grant applications will be assessed and ranked via the NHMRC Project Grant peer review process (see *NHMRC Project Grants Peer Review Guidelines*). Applicants will have the opportunity to indicate their preferred Grant Peer Review Panels Area (PRAGRPs) in RGMS based on the fields of research selected by the applicants (refer to the Project Grants Advice and Instructions to Applicants document – Guide to Peer Review Process), for NHMRC’s consideration. NHMRC will use this information to assist in directing applications to a peer review panel².

Applicants will be provided the opportunity to respond to the external assessment and Grant Review Panel (GRP) questions. Grant applications that are deemed to be non-competitive will be removed from the peer review process and will not enter the Cancer Australia and Funding Partners’ Phase 2 assessment process.

The scores from the NHMRC grant review process relating to scientific quality, significance and/or innovation, and track record will be provided to Cancer Australia.

Phase 2

Cancer Australia and Funding Partners Grant Review Committees will score grant applicant’s responses to the *Additional Questions* criteria for Priority-driven Standard Project Grants on all of the following elements:

- outcomes and impacts of proposed research,
- collaboration,
- consumer involvement in research, and
- how the research will be translated into policy, practice or further research.

The alignment of research projects to the priorities of Cancer Australia and/ or its Funding Partners will also be assessed.

Cancer Australia and Funding Partners’ Grant Review Committees will include consumer representation. Contemporary research suggests while researchers are best placed to assess the quality and feasibility of research, judgements on the broader significance of the research and impacts on society, benefit greatly from an assessment by consumers².

Seeking consumer input at all stages of research from conception through to dissemination and implementation of study findings across the research spectrum is an important element of the assessment criteria.

² Saunders C, Girgis A, Butow P, Crossing S, Penman A: Operationalising a model framework for consumer and community participation in health and medical research (<http://www.anzhealthpolicy.com/content/4/1/13>) accessed 16 November 2010

Cancer Australia and Funding Partners' Grant Review Committees will also comprise representatives from Funding Partners, the NHMRC and Cancer Australia.

The criteria for funding decisions

The scores assigned to the *Additional Questions* together with the scores received by the NHMRC are weighted and combined to provide a single final score. All applications are ranked according to this final score and funding is assigned in rank order until the available budgets for Cancer Australia and/or its funding Partners is expended.

The assessment criteria

Assessment criteria for the Priority-driven Standard Project Grants are summarised in the table below.

Science (NHMRC assessment of significance, innovation and scientific quality, and track record)	40%
Outcomes and impact of current proposal: <ul style="list-style-type: none"> • potential direct outcomes of this research proposal • short/ medium and long term outcomes and impact on cancer control • impact on populations with poorer cancer outcomes within the community 	25%
Translation of Research: <ul style="list-style-type: none"> • Strategy for the translation of results generated by this project to achieve potential outcomes and impact 	10%
Collaborations <ul style="list-style-type: none"> • cross-disciplinary • national/ multi-state of key researchers as part of this application • public and private institutions/hospitals • justification of specified collaboration 	15%
Consumer involvement in <ul style="list-style-type: none"> • project design and • ongoing consumer involvement through the life of the project 	10%

Conflict-of-interest for grant reviewers

Priority-driven Collaborative Cancer Research Scheme grants aim to support high-quality research and in order to do this, advice and assistance from expert researchers is sought. The consequence of this is that, from time to time, grants are likely to be awarded to institutions that employ members of Grant Review Committees, to associates and students of members of the committee and to members of the committee itself.

To minimise conflict of interest, members of Grant Review Committees are excluded from reviewing or acting as spokesperson on any grant application in which they may have an interest. They are excluded when such grant applications are being discussed and scored.

Appendix 4

Awarding of grants

How are the grants administered?

Offers will be made by Cancer Australia and its Funding Partners to the Chief Investigator A. The Chief Investigator is responsible for organising and managing the research collaboration and reporting to Cancer Australia and its Funding Partners.

What approvals are required?

Relevant ethical and other approvals are required as set out in the NHMRC Project Grants Funding Rules. Evidence of final ethics clearance/s is not required at the time of application. However, all relevant ethical and other approvals must be obtained prior to the commencement of the research project. It is the responsibility of the Chief Investigator A (CIA) to ensure that all relevant ethical and other approvals have been obtained by collaborating partners.

Will grants be made to researchers associated with the Tobacco Industry?

Cancer Australia and its Funding Partners will not make a research grant to a researcher who:

- is an applicant for, or is in receipt of funds from, the tobacco industry or organisations deemed by Cancer Australia to be associated with the tobacco industry, regardless of whether the funds are received directly, through collaborators or by other means. The Smoking and Health Research Foundation of Australia is deemed to be associated with the tobacco industry;
- is employed in a research institute or organisation or, in the case of universities, Faculty or School that allows applications or receives funds from the tobacco industry, whatever the use of those funds may be; or
- is employed in a University that accepts funds from the tobacco industry for health related research or services, wherever in the University that research may be done or those services supported.

Cancer Australia will terminate its support for a research project if the above provisions relating to support from the tobacco industry are breached or it believes that the integrity of the research is threatened by influence from tobacco interests.

Appendix 5

Conditions of Funding

Contracting arrangements

Should the grant application be successful, the NHMRC approved Administering Institution is required to enter into a Funding Agreement with Cancer Australia. The conditions in the agreement cover the standard grant contract areas including acknowledgement, intellectual property, reporting requirements. A copy of the funding Agreement can be found at (www.canceraustralia.gov.au).

Reporting requirements

If your grant application is successful you will be required to adhere to an annual reporting framework. The reporting requirements will be set out in the schedule to the Funding Agreement, customised to the grant period contained in the application. Broadly:

- Successful applicants will be required to provide an Annual Progress Report, and a Final Report at the cessation/ completion of their research project.
- The Annual Progress Reports will include (but not be limited to):
 - A financial statement against the approved project grant budget
 - Date of report, project title, principal investigator, associate researchers, institution, project progress (outlining research progress to date, any departures from the original timeline or challenges or barriers to progress, and plans for overcoming setbacks), outcomes to date, and any publications or presentations arising from the award.
- The Final Report will include (but not be limited to):
 - An audited financial report against the approved project grant budget
 - Date of report, project title, principal investigator, associate researchers, institution,
 - Project outcomes including what achievements were made in the performance of the project and where applicable, an explanation as to why any of the outcomes and aims of the project were not achieved
 - The impact of the project on cancer control and populations with poorer outcomes within the community.

Annual Progress Report and Final Report templates will be made available from Cancer Australia and are to be submitted electronically to Cancer Australia.

Where a Grant recipient fails to submit a satisfactory report as required or the scope and outcomes of the project deviate from that outlined in the original grant application without prior approval from Cancer Australia, Cancer Australia may determine that funds have not been used in accordance with conditions applicable to the Grant, and all or part of the Grant may be requested to be repaid.

Monitoring

The funding recipient will be required to actively manage the delivery of the project. Cancer Australia will monitor progress against the funding agreement through assessment of progress reports and by conducting site visits as necessary.

Evaluation

An evaluation by Cancer Australia will determine how the funding has contributed to the objectives of the PdCCRS. Funding recipients will be required to provide information to assist in this evaluation for a period of time, as stipulated in the Funding Agreement, after funding has been provided.

Appendix 6

Frequently Asked Questions

What if my project is also submitted to the NHMRC/Cancer Council/Heart Foundation and exceeds the value of the Priority-driven Collaborative Cancer Research funding category/s?

If applicants would like to be considered for funding through both Cancer Australia/ its Funding Partners and NHMRC, they must adhere to the Cancer Australia and its Funding Partners' eligibility criteria as well as all NHMRC eligibility criteria (outlined in the NHMRC Project Grants Funding Rules for funding commencing in 2013 (referred to herein as the NHMRC project grants funding rules) (<http://www.nhmrc.gov.au/grants/apply-funding/project-grants>))

In the *Additional Questions* Form (Question 9B) applicants have the opportunity to detail how their project can be modified to comply with the budget and duration limits specified above. Applications exceeding the budget limits specified by Cancer Australia and its Funding Partners and which do not provide a modified budget and/ or explanation of the research that will be conducted with the modified budget will be deemed ineligible for funding.

What are the limitations on funding for researchers and institutions?

The first named chief investigator must have an appointment at an NHMRC approved administering institute.

If applying solely for funding from Cancer Australia or its Funding Partners through the Priority-driven Collaborative Cancer Research Scheme, there is no limit to the number of grants held by any one university department, hospital or medical research institute. However, an applicant (named as Chief Investigator A [CIA]) can only submit a maximum of two applications for each round of the PdCCRS.

Will I receive the budget I ask for?

Consistent with the nature of the funding, a grant may not necessarily be funded for the entire amount of money sought. The NHMRC will review the budget as part of the assessment process. Cancer Australia and its Funding Partners will align with the budget decision made by the NHMRC.

Transfer of Funding Overseas

Applicants may request funding to support specific research activities to be undertaken overseas. In doing so, the applicants must clearly demonstrate that the research activity is critical to the successful completion of the project; and that the equipment/resources required for the research activity are not available in Australia.

Funding for research support staff based overseas may only be considered where this is essential to achieve the aims of the research.