CANCER COUNCIL NSW PROGRAM GRANTS
POLICY AND CONDITION OF AWARD

For funding commencing in 2016

Applications open on 9th February 2015 and close at 5pm (AEST) on 27th April 2015.
Late applications will not be accepted

This document must be read in conjunction with the Cancer Council NSW 2016 Program Grant Information for Applicants. Applicants are also encouraged to read the Cancer Council NSW 2016 Program Grant Peer Review Guidelines. When completing Part E of the application, applicants are strongly encouraged to refer to the Cancer Council NSW 2016 Program Grants Consumer Review Guidelines. All documents are available on the Cancer Council NSW website.

Applicants should read all instructions and other accompanying documentation, and consult with their own Research Administration Office before contacting the Cancer Council NSW Research Strategy Unit Project Officer.

All enquiries should be directed to:
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INTRODUCTION
Cancer Council NSW’s mission is to lead, empower and mobilise the community to beat cancer. In 2013, Cancer Council NSW invested more than $9.8 million into our external research program, supporting new and ongoing Project Grants, Program Grants and Strategic Research Partnership Grants.

Cancer Council NSW provides Program Grants to cancer research groups with a lead investigator based in NSW, and with a track record of excellence and a focus on high impact research of undoubted scientific significance. Program Grants are designed to support broad-based, collaborative research by multidisciplinary teams and encourage studies for a period of up to five years. Program Grants are designed to provide funding security to such teams, enhance their productivity, and to support a freedom and flexibility of enquiry beyond that achievable through other types of grants.

Program Grants provide funding to an individual or a group of outstanding investigators focussed on specific questions in a defined field of cancer research. They are available for research into all aspects of cancer, including its cause, mechanism, prevention, treatment and care, and the organisation and performance of cancer control services. Program Grants are only awarded to research groups with an excellent track record who are internationally recognised among their peers; and are renewable only through reapplication in the open competitions at the conclusion of the grant period.

Common Scientific Outline Priority Areas
Cancer Council NSW draws to the attention of potential applicants for 2016 Program Grant funding our intention to fund at least one Program Grant within the relatively underfunded Common Scientific Outline (a classification system organised around seven broad areas of scientific interest in cancer research) areas of either prevention or cancer control, survivorship and outcomes or scientific model systems. It is our intention to offer funding to the top-ranked proposal deemed consistent with one or more of these priority areas. All other applications, including lower ranked proposals addressing the priority areas and proposals addressing other areas, will compete for funds allocated from a general Program Grant funding pool.

Notwithstanding this stated intention, should no applications addressing the priority areas be deemed of sufficient scientific merit to warrant Program Grant funding, Cancer Council NSW reserves the right not to fund a Program Grant in these areas. In this instance, the priority funding will instead be reallocated to the general Program Grant funding pool.

APPLICATIONS
Applications are invited by way of advertisements on the Cancer Council NSW website and supplied to University Research Administration Offices, and circulated through University and research email distribution lists.

Applicants must familiarise themselves with the 2016 Program Grant Policy and Conditions of Award, as well as the 2016 Program Grant Information for Applicants, 2016 Program Grant Peer Review Guidelines, and the 2016 Program Grant Consumer Review Guidelines. Applicants must submit their 2016 Program Grant Application Form by the deadline and in
the specific format outlined. Late applications will not be accepted. All documents are available on the Cancer Council NSW website.

**Eligible Applicants**
Program Grants encourage multidisciplinary and multi-institutional consortia. However, Cancer Council NSW will only fund Programs in which (i) the Chief Investigator is affiliated with an Administering Institution located within NSW; (ii) the majority of the research is conducted in NSW and the majority of costs are incurred in NSW; and (iii) the purchase of products or services are directly related to the NSW component of a collaborative Program.

**The Tobacco Industry**
Cancer Council NSW will not award a Program Grant to any researcher who:
- is an applicant for, or is in receipt of funds from, the tobacco industry or organisations deemed by Cancer Council NSW 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 by a University that accepts funds from the tobacco industry for health-related research or services, wherever in the University that research may be conducted or those services supported.

Cancer Council NSW 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. Applicants should therefore verify compliance with this requirement, as subsequent disclosure will result in termination of funding and a request for return of funds already expended.

Once an offer of a Program Grant has been accepted, all Chief Investigators will become ineligible to receive new Project Grant funding from Cancer Council NSW for any period covered by the Program Grant. Chief Investigators who are also Investigators on existing Cancer Council NSW Project Grants may retain them, provided that any and all efficiencies associated with the incorporation of these Projects into a Program are fully realised, and the balance of the grant is adjusted accordingly.

**ASSESSMENT**
The assessment of applications for Program Grants will include at least the following steps:
- Independent scientific peer review of applications, including reporting and scoring by at least two peer review assessors;
- Review of all peer review reports by the Program Grant Selection Committee (a sub-committee of Cancer Council NSW’s Cancer Research Committee comprised of scientific peers);
- Review of all consumer review documents by the Consumer Review Panel (a panel convened by Cancer Council NSW and comprised of consumers who have been trained in research methods, ethics, governance, and the assessment of funding applications);
• Recommendation from the Program Grant Selection Committee to the Cancer Research Committee regarding which applications justify support and their ranked order; and
• Recommendation from the Cancer Research Committee to the Cancer Council NSW Board of the applications that should be offered support and at what levels.

TERMS OF FUNDING
Program Grant funding is for a maximum of $450,000 per annum over the five year Program. Renewal will only be possible by way of competitive reapplication. The funding year will commence on 1 January and terminate on 31 December.

Regardless of the budget details for the grant requested, and the basis on which the grant offered was determined, the grant will be offered as a “one line” grant without specification of distribution between salaries, maintenance and equipment. There will be no additional sums payable by Cancer Council NSW outside of this one line grant.

The grant must be spent wholly for the purposes for which it was requested and so certified by the investigators and the Administering Institution. In the event that the research Program is terminated early or completed at a lower than initially envisaged cost, Cancer Council NSW must be advised and any unspent funds returned. Funds may not be used to cover any overhead costs levied by the Administering Institution.

The budget requested will be closely scrutinised by the scientific peer review assessors and the Program Grant Selection Committee to ensure that they reflect the true cost of conducting the proposed research. Cancer Council NSW reserves the right to offer a grant sum that differs substantially from that requested by the applicants.

Grant Administration
Cancer Council NSW will make grant payments to the Administering Institution nominated in the successful grant application(s). That Institution will be held responsible for the proper administration and expenditure of the grant; and for ensuring that all reports required by Cancer Council NSW are submitted by the due date and in the required format.

There will be only one Administering Institution for each Program Grant.

The Administering Institution guarantees that the infrastructure necessary to support the research will be available. Its explicit support for and commitment to the application is therefore essential before any application can be considered.

In the event a need arises for the administration of a Program Grant to be transferred from one Institution to another, a written request for this transfer must be made to Cancer Council NSW giving reasons for the transfer. The transfer must not be made without the written approval of Cancer Council NSW.

Funds may be transferred by the Administering Institution to other institutions involved in the Program without reference to Cancer Council NSW.
Conduct of Research
The Chief Investigators must ensure that the research is at all times carried out in accordance with good scientific practice as codified, from time to time, in documents prepared by the Australian Vice-Chancellors’ Committee and the National Health and Medical Research Council.

Personnel
Grant-supported personnel will be employees of the Institution(s) in which the research is conducted; and will be subject to the conditions of employment of those institutions. Cancer Council NSW will make no contribution to the costs of their employment outside the grant offered. Amounts requested for personnel support must cover all salary and salary on-costs (e.g., payroll tax, workers compensation, leave loading, compulsory and contributory superannuation).

Resignation or relocation of a Chief Investigator during the Funding Term may result in termination of a Program before expiration of the funding term. In such an event, Cancer Council NSW must be advised in writing regarding the arrangements, if any, that will be made to complete the research for which the grant was offered; and provided with a written report of progress to that date. Cancer Council NSW’s Cancer Research Committee will decide, on the basis of the information supplied and following any other investigations it deems necessary, whether the grant should continue to be supported in full, at a reduced level, or not at all.

Financial
In each year of the Funding Term, grant payments will be made in two equal instalments.

The first funding instalment of a new Program Grant will be paid not before April 1, and when:
1. the Program Grant Funding Agreement has been signed by all parties and returned to Cancer Council NSW; and
2. the “Agreement to authorise Cancer Council NSW to generate recipient created tax invoices” has been completed, signed and returned.

The first funding instalment in subsequent years will be paid not before April 1, and when:
1. an Annual Progress Report has been provided by Chief Investigator 1;
2. a Statement of Income and Expenditure has been provided by the Administering Institution; and
3. both documents have been considered and approved by Cancer Council NSW’s Cancer Research Committee. Note that delay in the commencement of the project beyond one year from the date of funding approval may provide grounds for the Cancer Research Committee to deem progress unsatisfactory, which may result in termination of the Funding Agreement. This may include delay associated with failure to obtain timely approval of all required Research Ethics Committee applications.

The second instalment will be paid in October in each year of the Funding Term.
In fulfilment of the conditions of an award, an Annual Progress Report as at 31 December must be submitted to report on progress in each year of the Program Grant Funding Term. The Progress Report must be prepared by Chief Investigator 1 and submitted to Cancer Council NSW by 28 February in each of 2017, 2018, 2019, and 2020. Following the final year of the grant, a Final Report must be submitted to Cancer Council NSW by 28 February 2021.

The Administering Institution will submit a Statement of Income and Expenditure in respect of each Program Grant by 28 February in each of 2017, 2018, 2019, 2020, and 2021. Such a statement must certify that the Program Grant has been expended solely for work on the Program described in the application. Separate statements should be submitted for each grant administered by the Institution.

Failure to submit the Annual Progress/Final Report and/or Statement of Income and Expenditure by February 28 each year may incur a financial consequence. Following a grace period of five working days after 28 February, 1% of the grant amount (for the following financial year) may be deducted per week until the reports are submitted.

All funds that are uncommitted by 31 December 2020 must be repaid to Cancer Council NSW unless permission is sought and obtained in writing to use any residual funds to complete work specified in the original application.

Cancer Council NSW may, at its discretion, decide to terminate a Program Grant under any circumstances specified in this policy and conditions, or if any condition stated herein or in the executed Funding Agreement is breached by any Chief Investigator or the Administering Institution.

**Goods and Services Tax (GST)**

Amounts granted are exclusive of GST. Cancer Council NSW will pay the GST amount to the Administering Institution on the same date of payment of each Program Grant funding instalment. Administering Institutions will be requested to authorise Cancer Council NSW to produce recipient generated tax invoices to facilitate payments.

**Infrastructure and Equipment**

Any organisation or Institution awarded a grant by Cancer Council NSW will undertake to meet, from other than the grant funds, all infrastructure costs pertaining to the work supported by the grant.

The Administering Institution to which equipment or apparatus is entrusted must undertake to maintain the items in good working condition, and in a location where the sponsored research project is being conducted. Equipment or apparatus purchased with Program Grant funds remain part of the Program and, provided that the Program is satisfactorily completed, the equipment or apparatus become the property of the Administering Institution. The Administering Institution shall not without the consent of Cancer Council NSW use grant funds to acquire any equipment or apparatus with a purchase price of more than $5,000.00, other than as disclosed in the Program Grant application.
Publicity, Publications and Reports
Successful Program Grant research teams must participate in a mid-term review at a time specified by Cancer Council NSW. The mid-term review is designed to ensure that progress is acceptable and that continued funding is justified. To facilitate the efficient and productive conduct of the mid-term review, the research team must provide whatever materials are, and participate in any way that is, deemed necessary by the Cancer Research Committee, or any other committee convened by Cancer Council NSW, to oversee the review. If the requested materials are not provided, or at the conclusion of the mid-term review Cancer Council NSW considers that sufficient progress has not been made with the Program, Cancer Council NSW may elect to terminate the funding.

Cancer Council NSW’s ability to fund research is dependent entirely on its ability to raise money through public donations. Public awareness of Cancer Council NSW’s role in funding research is therefore crucial. Consequently, receipt of Cancer Council NSW funding places obligations on researchers and their Institutions regarding (i) reporting research outcomes such as peer-reviewed publications and conference presentations in a timely fashion; and (ii) involving Cancer Council NSW in any publicity arising from the research.

Cancer Council NSW must be given the opportunity to participate in media releases, and no media release should be made without the prior approval of Cancer Council NSW. It is the responsibility of both the Chief Investigator and the Administering Institution’s media office to give Cancer Council NSW’s Research Strategy Unit adequate notice of the release and to accommodate reasonable requests for Cancer Council NSW’s participation in the publicity. When releasing details of the research to the media, Cancer Council NSW’s support must be acknowledged. Cancer Council NSW may require in the above acknowledgments not only the support of Cancer Council NSW but also the specific fund or bequest from which the support derived.

Cancer Council NSW may also, at its own initiative, ask investigators to participate in release of details of their research to the media. Sensitivities relating to pre-publication release will be respected in such requests.

Any publications resulting from research conducted under the sponsorship of Cancer Council NSW must acknowledge the award provided and state prominently that the study was supported by a Program Grant awarded by Cancer Council NSW and, where relevant, the specific fund or bequest from which the support derived. An electronic copy of each publication should be provided to Cancer Council NSW.

Any conference, workshop, symposium or seminar presentation drawing on results of research conducted under the sponsorship of Cancer Council NSW must acknowledge that the study was supported by a Program Grant awarded by Cancer Council NSW and, where relevant, the specific fund or bequest from which the support derived.

The authors of publications and presentations are solely responsible for the veracity of the published data.
Support for Cancer Council NSW
Cancer Council NSW expects researchers and Institutions to assist in its goal of raising funds for research and promoting awareness of Cancer Council NSW's role in funding research. Support may include:

1. participating in Cancer Council NSW’s Annual Research Awards;
2. helping to identify publicity opportunities;
3. contributing to Cancer Council NSW fundraising activities including, but not limited to, Australia’s Biggest Morning Tea, Daffodil Day, Girls’ Night In, and Relay for Life; and
4. contributing to publicity of the mission, priorities and principles of Cancer Council NSW including, but not limited to, providing guest speakers, venues and technical assistance.

Intellectual property rights
1. Any intellectual property developed during the course of conducting the research supported by the Cancer Council NSW Project Grant Award under this agreement (Project IP) shall be owned by the Administering Institution.
2. The Administering Institution must comply with the National Principles of Intellectual Property Management for Publicly Funded Research by having in place policies and procedures relating to identification and, where appropriate, protection and commercialisation of intellectual property.
3. If the Project IP includes a discovery which the Administering Institution believes has the potential for commercial exploitation (Commercial IP), the Administering Institution is bound to notify the Cancer Council NSW of the Commercial IP.
4. Within 14 days of receiving the notification from the Administering Institution, and prior to the Administering Institution applying for registration of any Commercial IP, Cancer Council NSW will advise the Administering Institution in writing which one of the following financial arrangements will apply in relation to commercialisation of the Commercial IP:
   i. All of the costs associated with commercialising of the Commercial IP (including patent and legal costs) will be paid by the Administering Institution. Out of any net proceeds received by the Administering Institution from commercialising the Commercial IP (after all of the Administering Institution’s costs associated with commercialising the Commercial IP have first been deducted), the Administering Institution will pay 10% of all net commercialisation proceeds to Cancer Council NSW until such time as Cancer Council NSW has received an amount equal to the amount of the Project Grant funding provided under this agreement multiplied by five (5);
   ii. Ten percent of the costs associated with commercialising the Commercial IP (including patent and legal costs) will be paid by the Cancer Council NSW and when the costs fall due, and the remaining 90% of the commercialisation costs will be paid by the Administering Institution. Out of any net proceeds received by the Administering Institution from commercialising the Commercial IP (after all of the Administering Institution’s costs associated with commercialising the Commercial IP have first been deducted and Cancer Council NSW’s portion of the commercialisation costs has been reimbursed) the Administering Institution will pay 10% of all net commercialisation proceeds to Cancer Council NSW in perpetuity.
5. The Administering Institution will commercialise the Commercial IP at its discretion but will use reasonable endeavours to commercialise any Commercial IP for the purposes of achieving the mutual objectives of both the Administering Organisation and Cancer Council NSW to hasten the defeat of cancer and improve the quality of health care available to cancer patients.