

# Cancer Council NSW Project Grants

## Guidelines for Project Grants commencing 2022



### Overview

Cancer Council NSW is Australia's leading cancer charity, uniting the community, providing support, investing in research and saving lives. Cancer Council is the only cancer charity that works across every area of every cancer:

- funding and conducting world-class research that underpins our work across the cancer journey
- preventing cancer
- supporting people as they navigate the cancer journey
- advocating to ensure governments take action on cancer.

Cancer Council is committed to funding research that enhances outcomes across the entire cancer journey and is of value to the community.

### Project Grants

Cancer Council NSW Project Grants (Project Grants) for 2022 are now **open to all Australian cancer researchers**. Project Grants will be awarded for up to three years, commencing in 2022.

Project Grants support research in any aspects of cancer, including: its causes, mechanisms, prevention, treatment and care, and the organisation and performance of cancer control services.

At Cancer Council NSW, we believe that the cancer community has a unique insight into the problems faced by those going through a cancer journey. That's why we expect all researchers who apply for our funding to have consumers involved in their research, and it's why we include consumers in the review process.

Grants are valued between \$300,000 and \$450,000 over three years (minimum budget request is \$300,000). The maximum budget which can be requested is normally \$150,000 per annum. The amount requested will be closely scrutinised to ensure that the budget reflects the true cost of undertaking the research proposed. Cancer Council NSW reserves the right to offer a grant a sum that differs substantially from that requested by the applicants.

Applications for Project Grants funding are aligned with the National Health and Medical Research Council's (NHMRC) Ideas Grants submission and review processes. The final decision on funding for Project Grants is with Cancer Council NSW.

This national scheme meets Higher Education Research Data Collection (HERDC) requirements to be reported as Category 1.

### Eligibility

- Chief Investigator A (CIA) may hold no more than two concurrent Cancer Council NSW Project Grants.
- At least one named and qualified consumer must be involved in the research proposal. For further guidance, please refer to the [Consumer Review Guidelines](#).

- Chief Investigators (CIA to CIJ) on any current Cancer Council NSW Program Grant (Program Grant) may not apply or hold a Cancer Council NSW Project Grant during the term of the Program Grant. Any Program Grant Chief Investigators named on a Cancer Council Project Grant application (CIA to CIJ) will make the Project Grant application ineligible.
- Researchers not applying for NHMRC's Ideas Grant funding can still apply for Cancer Council NSW funding.
- Applicants applying for funding from both NHMRC and Cancer Council NSW must adhere to both the NHMRC and Cancer Council NSW eligibility criteria and guidelines. For further information on the NHMRC's Ideas Grants - <https://www.nhmrc.gov.au/funding/find-funding>.
- The list and sequence of all named chief investigators on the Cancer Council NSW application must be the same as that on the NHMRC Idea's Grant application.
- Current funding recipients applying for new funding should note that Cancer Council NSW must have received all due Annual Progress Reports.

#### **Cross Cancer Council scheme eligibility**

- Researchers from any Australian state or territory are eligible to apply for Cancer Council NSW Project Grants.
- Researchers based in South Australia and Western Australia are eligible to apply to Cancer Council in their state AND Cancer Council NSW funding.
- Researchers in all other states / territories are eligible to apply for Cancer Council NSW Project funding.
- Researchers ineligible to apply for their State's grant scheme are still eligible to apply for a Cancer Council NSW's Project Grant.
- Applicants applying for funding from both their state's grant scheme and a Cancer Council NSW Project Grant must adhere to the relevant scheme's eligibility criteria and guidelines. If both the state Cancer Council application and Cancer Council NSW Project Grant application are successful, only the Cancer Council NSW Project Grant will be offered.

### **Funding Conditions for Project Grants**

- Grant funds may not be used:
  - to cover any overhead costs levied by the Administering Institution.
  - fund Associate Investigators' salary, or student scholarships. In some circumstances, grant funds can be used to fund a Chief Investigator's salary. It is not the intent of Cancer Council NSW to enable salary savings by the Chief Investigator's institution. The administering institution must provide written assurance at time of award that the Chief Investigator, whom is requesting salary support, will be offered an employment contract exceeding the duration of Project Grant funding. If applying for salary support for a Chief Investigator, Cancer Council NSW reserves the right to request additional justification before agreeing to this funding.
- Cancer Council NSW normally follows NHMRC's Direct Research Costs Guidelines, with the exception of salary requests which are not restricted to NHMRC's pre-defined Personnel Support Package (PSP) levels. Amounts requested for personnel support may cover all salary and salary on-costs (e.g., payroll tax, workers compensation, leave loading, and superannuation).

- Cancer Council awards funding for discrete projects and does not permit grantees to hold duplicate funding for the same purpose from multiple sources. Cancer Council NSW expects grant applicants to accept funding from other funding bodies (such as the NHMRC or Cancer Australia) if offered, allowing other Cancer Council NSW applicants to be funded. Applicants who have been awarded funding from any other source for the same purpose will become ineligible. Chief Investigator A is required to inform Cancer Council NSW immediately should funding from other sources for the same purpose be awarded.
- Cancer Council NSW will not award any grant to any researcher who is:
  - An applicant for, or 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 indirectly, through collaborators, or by other means
  - 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
  - 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 carried out 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.

## Submission Process

### Applications to the Cancer Council NSW Project Grants comprise:

1. NHMRC Ideas Grant application. To be submitted to the NHMRC in accordance with their guidelines;
2. The Supplementary Questions document. To be submitted by your institution's RAO as a PDF to the National Cancer Research Grants Secretariat ([CancerCouncilGrants@cancervic.org.au](mailto:CancerCouncilGrants@cancervic.org.au)); and
3. The Consumer Review Form. To be submitted by your institution's RAO as a WORD document to Cancer Council NSW's Research Grant Management Team ([research@nswcc.org.au](mailto:research@nswcc.org.au)).

### NHMRC Ideas Grant application (requirements for Cancer Council funding)

1. Applications submitted via Sapphire must select "**Cancer Council**" as a funding option
2. Applicants must **provide consent** for NHMRC to release application data to partner organisations (that is, Cancer Council).

Visit the NHMRC website (<https://nhmrc.gov.au/funding/find-funding>) for information about applying to the Ideas Grant scheme and for access to Sapphire.

### Supplementary Questions

- Applications must be completed using Cancer Council Supplementary Question template.
- The Supplementary Questions document identifies which Cancer Council(s) you are submitting your application to for funding consideration and seeks application information specific to that Cancer Council. Applicants are advised to familiarise themselves with the Eligibility Criteria and Guidelines of the Cancer Council(s) to which they're applying.

- Applicants must explain how they will modify the aims and objectives of the proposed study to fit within the funding limits of Cancer Council NSW.
- Information provided in the Supplementary Questions will not be provided to the NHMRC and is for the exclusive use of Cancer Council to assist consideration of funding applications.
- For applicants applying for the Cancer Council NSW Project Grants category, select Cancer Council NSW [in addition to the state's tick box, if applicable] against Question 1.
- Forms must be completed adhering to the formatting requirements and word/ page limits set out in the Supplementary Questions.
- Applicants to submit a single PDF – file name [App ID]\_SuppQs\_[CIA Family Name].pdf, e.g., '9123456\_SuppQs\_Smith.pdf' to National Cancer Research Grants Secretariat ([CancerCouncilGrants@cancervic.org.au](mailto:CancerCouncilGrants@cancervic.org.au)).
- Scanned documents will not be accepted.
- Applications received after the closing date will not be accepted.

### Consumer Review Form

- Applications must be completed using Cancer Council NSW Consumer Review Form template.
- The Consumer Review Form requires applicants to illustrate how the proposed research project will address the five criteria: 1) Magnitude of problem and extent of benefit; 2) pathway for realising the benefit, 3) potential for application of findings, 4) equity, and 5) consumer involvement. **Refer to the [Consumer Review Guidelines](#)** for further guidance.
- Cancer Council NSW's Consumer Review Panel will be provided with *only* the Consumer Review Form, and the CCNSW Project Grant lay summary. Ensure the Consumer Review Form can be read as a stand-alone document, without reference to the NHMRC application and Supplementary Questions Form.
- Forms must be completed adhering to the formatting requirements and page limits set out in the *Consumer Review Guidelines for Project Grants*.
- Applicants to submit a single WORD file - name [App ID]\_ConsumerForm\_CIA Family Name, e.g., '9123456\_ConsumerForm\_Smith' to Cancer Council NSW Research Team ([Research@nswcc.org.au](mailto:Research@nswcc.org.au)).
- Scanned documents will not be accepted.
- Applications received after the closing date will not be accepted.

## Application and Assessment Process

Our research funding comes from donations from the general public. Consequently, funding research that is both of significant scientific merit, and of value to the community we serve and represent, helps to ensure Cancer Council NSW responds to the genuine requirements of the community that supports us.

Review of applications occurs in two stages. Applications are initially reviewed through the NHMRC Ideas Grant peer review process. Those applicants ranked fundable by the NHMRC are then reviewed for potential benefit and engagement with consumers by Cancer Council NSW's Consumer Review Panel.

For each application, applicants must complete a Consumer Review Form. Applicants' responses to these criteria will subsequently be scored against the consumer review criteria by a panel of trained research consumers (the Consumer Review Panel) convened by Cancer Council NSW. To determine the final rankings of applications, **equal weighting** is given to the

NHMRC scientific review score and the consumer review score, that is, the Consumer Review Panel score comprises **50% of the final score** assigned during the assessment process.

Consumers are not provided with either the full NHMRC scientific application or NHMRC ranking during the review process. The Panel scores applications based solely on the applicants' responses in the Consumer Review form.

Applicants are usually notified of outcomes in December each year and funding is formally awarded by Cancer Council NSW Board at the annual Research Awards event.

The decision of the Board is final and any appeals about the merits of a decision will only be considered in terms of whether due process was followed. Complaints about administrative process must be made in writing, signed by the complainant, and addressed to the Chair, Cancer Research Committee, specifying the nature of and grounds for the complaint.

More information about Cancer Council NSW's application and assessment processes can be found on our [website](#).

## Key Dates and Deadlines

Date	Milestone
10 March 2021	NHMRC Ideas Grant / CCNSW Project Grant applications open
7 April 2021	Closing date for submission of NHMRC Ideas Grant minimum data via Sapphire
5 May 2021	Closing date for NHMRC Ideas Grant applications via Sapphire
19 May 2021	Closing date for CCNSW Supplementary Questions & Consumer Form
TBA	Anticipated peer review period via the NHMRC review process
TBA	Cancer Council NSW Consumer Review Panel convenes
TBA	Council Cancer NSW Board convenes. Cancer Council NSW advises applicants of funding outcomes

*Note: If NHMRC's Ideas Grant timeline is delayed, other key dates may also be delayed.*

## Enquiries

For enquiries about the **Cancer Council NSW** Project Grant application process, contact:

Dr John Williams

Research Governance Officer

Cancer Council NSW

Phone: (02) 9334 1993

Email: [research@nswcc.org.au](mailto:research@nswcc.org.au)

For enquiries about the **NHMRC** application process contact the NHMRC Research Help Centre on 1800 500 983 or email [help@nhmrc.gov.au](mailto:help@nhmrc.gov.au).

## Grant Administration

### Funding Agreement

Upon acceptance of the offer, a Funding Agreement will be prepared and issued to the Administering Institution. The Administering Institution and Chief Investigator A must accept the terms of the Funding Agreement and sign the Agreement before payments are made. It is recommended all parties familiarise themselves with the Funding Agreement prior to submission. The Funding Agreement is available to review on our [website](#).

### Duplicate Funding

Cancer Council awards funding for discrete projects and does not permit grantees to hold duplicate funding for the same purpose from multiple sources. Applicants who have been awarded funding from other sources for the same purpose will become ineligible. Chief Investigator A is required to inform Cancer Council NSW immediately should funding from other sources for the same activities be awarded.

### Terms of Funding

Regardless of the budget details for the grant requested, and the basis on which the funding offered was determined, the grant will be offered as a “one line” grant without specification of distribution between salaries, maintenance and equipment - but note Cancer Council NSW normally only allows expenditure in accordance with NHMRC Direct Research Costs Guidelines.

The grant must be spent wholly for the purposes for which it was requested and so certified by the Chief Investigator A and the Administering Institution. In the event that the research is terminated early or completed at a lower than initially envisaged cost, Cancer Council NSW must be advised and any unspent funds returned.

Payments in respect of any grant shall be within the terms and conditions specified in the funding offer and set out in the Funding Agreement.

### Administering Institution requirements

There will be only one Administering Institution for each grant.

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

The Administering Institution will be held responsible for the proper administration and expenditure of the grant and for ensuring that all reports required are submitted by the due date.

### 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.

### Cancer Council NSW Researcher Pack

The Cancer Council NSW [Researcher Pack](#) may assist Cancer Council NSW grants recipients in communicating the message of their research to the media and the wider community. It also provides advice on consumer involvement in research, and post-award requirements.