



THE CANCER COUNCIL TASMANIA

CANCER RESEARCH GRANTS 2008

INFORMATION FOR APPLICANTS

**Copies required: One electronic copy and one single-sided signed
paper copy**

Closing date for applications : 30th November 2008

Send applications to: Gayle Newbold, The Cancer Council Tasmania, PO Box 1624
Hobart, TAS, 7001.

Email: gnewbold@cancertas.org.au Phone: 6233 6921

1. Introduction to the grants

The **Cancer Council Tasmania** aims to support, on a competitive basis, high quality research projects into cancer that will contribute to a better understanding of prevention and causes, improved treatment and enhanced survival and quality of life for cancer patients.

Funding

- The Cancer Council Tasmania has allocated a total of \$35,000 in 2008 for the award of research project grants for sums up to \$10,000.

Applications requesting more than the above stated amounts will not be considered.

Grant funds must be fully spent within eighteen months of the award. Any unspent funds at the end of the period will be returned to the Cancer Council.

Overlap with External Funding including ARC/NHMRC Applications: Cancer Council Tasmania research grants will not be awarded for research purposes that have already been funded by another grant giving agency. If a Cancer Council Tasmania grant is offered for a research purpose for which funds have been requested from another agency but not yet granted, the applicant must make a written commitment to advise the other agency of the funding overlap if that agency also offers them a grant. *Applicants must clearly identify in their applications any actual or potential overlaps between grants.*

2. Eligibility criteria

The Cancer Council Tasmania reserves the right to make final decisions on applicant eligibility.

The following people may not be nominated as a Chief Investigator:

- people on long service leave or leave without pay for more than three months in a year for which grant funds are requested;
- people located overseas for more than six months in the period of the grant. Any proposed absence overseas for a period of three to six months in the period of the grant must be disclosed and an explanation given of how the project will be conducted during the absence. Failure to provide a sufficient explanation will be grounds for non-consideration of an application.

3. Selection criteria and process

Applications will be assessed for priority for funding according to three broad criteria:

- i. The scientific merit of the proposed project to the applicants' ongoing research program;
- ii. The research track records of the applicants or in the case of an early career researcher, their track record relative to career opportunities; and
- iii. The perceived likelihood of ultimate translation of outcomes of the research into improved control of cancer¹.

¹ Improved cancer control can result from any finding that leads to cancer prevention, a reduction in the morbidity associated with cancer or a reduction in life lost to cancer.

Interstate and local experts will assess the grant applications. They will use their own expertise to evaluate the research project and make a recommendation to the Cancer Council Tasmania's Scientific and Research Committee who will make the final decision.

The Cancer Council reserves the right not to allocate all the funds available for allocation in 2008 if there are insufficient fundable applications, as judged by the independent experts and/or the Scientific and Research Committee .

A Chief Investigator may be named on more than one application in this round but will be eligible only for award of one grant unless there are insufficient fundable grants for allocation of all available funds.

Submission of Applications

The closing time and date for applications is Friday 2nd May 2008. Late applications will not be accepted. Applications will be assessed by mid-June and outcomes of applications will be announced in the third week of June with funds available from 1st July 2008.

4. Applications, reporting and accountability requirements and facilities

Applications must be made using the correct form and follow all instructions in the form and in these guidelines.

The first Chief Investigator will be held fully responsible for the design, conduct and completion of the project and the communication of the results and outcomes. He or she will be the contact person for all administrative matters.

Endorsement of Head of Department

For an application to be considered, the signature of the Head of Department must appear on the original copy certifying:

- the research can be accommodated within the general facilities of the Department;
- the application does not cover purposes already specifically funded; and
- their understanding that severance payments that may have to be paid to fixed-term staff employed on grants whose contracts are not renewed will not be paid for from grant funds.

Final Report

A progress report (one page maximum) will be required by 1st July 2009, with a final report, including a description of outcomes and a list of publications , due on completion of the project (31st December 2009). All researchers are required to present their findings at an appropriate forum within Tasmania or at a Scientific and Research Committee meeting.

Basic Facilities and Infrastructure

Funds are provided on the assumption that the basic facilities required for the proposed project or to support the proposed infrastructure are available in the host Department. Basic facilities include accommodation suitably equipped and furnished in standard ways, access to workshop services, access to library facilities, basic office and laboratory supplies normally provided by the host Department, adequate computer time and time to do the project.

Budget

Applicants must not present "ambit claim" budgets in the expectation that the independent experts will cut all budgets. The Cancer Council Tasmania will aim to fund successful applications at a sufficient level to achieve the purpose for which funds are requested . They will be assisted in doing this by a realistic, itemised and well justified budget.

The following are required:

- for research projects, specification of the various items requested under the headings personnel, equipment, maintenance, travel and other ; and
- **exclusion of GST** and institutional overheads.

Full justification of all items is required. **The independent experts expect and require an explanation of the need for each requested budget item. Budget items must relate to the objectives of the research proposed.**

Items for which funding is not provided:

Funding will not be provided for:

- seminars or workshops;
- conference expenses;
- page costs for publication;
- the production of teaching materials;
- the salary, or part salary, of any Chief Investigator;
- the short-term participation of a scholar on sabbatical leave;
- air fares for overseas visitors;
- basic office and laboratory supplies normally provided by the host Department; and
- a researcher's travel or living expenses when on a Special Studies Program. Travel to special facilities away from the base where an investigator is spending his or her Special Study Program is part of the normal cost of study leave and is not allowable under this scheme.

Acknowledgement

Recipients of grants must explicitly acknowledge assistance received from the Cancer Council Tasmania in any publications arising from the grant.

5. Important points to note when completing the application forms

Item 9

- **Project grant applications** must clearly state the aims of the research, its potential significance in contributing to knowledge, its relationship to human cancer and its potential for contributing to cancer control. These statements should be well-supported by a description of the background to the research and by a well-articulated research plan. The budget and its justification must be clearly linked to the research plan.

Item 10:

- **Project grant applications** - All items are to be listed in the space provided and classified under the headings below. **Items are to be GST exclusive and should not include Institutional overheads.** The maximum for project grants is **\$10,000**.
- **1. Personnel:** Requests for personnel should show the official designation of the position (Technician, Laboratory Assistant, etc.). Any part-time or short-term assistance, including the hire of personnel for coding or computer programming, should be requested under this heading.

Under the *Detailed Budget Items* state the classification level and fractional appointment requested, and "12 months" columns show the salary calculation including on-costs.

4. Travel: Enter the cost of fares, vehicle and accommodation costs, field expenses and field allowances. State the origin and destination for all fares requested. The grants will only support travel directly associated with the project, including travel costs incurred in using facilities at another centre. Travel to special facilities away from the base where an investigator is spending his or her Special Study Program is part of the normal cost of study leave and is not allowable under this scheme.

5. Other: This category includes items not covered by the above groupings. It is not to be used as a catch-all for funding requests.