

# Early Career Fellowships 2018 Guidelines for Applicants

**Applications close 12 noon | 05 April 2018**



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## 1. Definitions

<b>Administering Institution*</b>	<p>The institution that receives and administers the funds. For the purposes of GST arrangements, this institution is defined as the supplier.</p> <p>Applications are lodged through the Administering Institution.</p>
<b>Research Institution*</b>	<p>The institution at which the research will be undertaken</p> <p><i>*The Administering Institution and the Research Institution may be the same institution.</i></p>
<b>Administrative costs</b>	<p>Means any costs associated with the performance of the Grant(s) of an administrative nature including overheads, staffing, levies, administrative support, information technology services, premises, resources and capital purchases.</p>
<b>Grantee</b>	<p>Means the person identified as the 'Applicant', 'Chief Investigator', and/or 'Researcher', 'Clinician' in the Application</p>
<b>GST, Input Tax Credit, Supply and Tax Invoice</b>	<p>have the meanings as given in the GST legislation.</p>
<b>GST legislation</b>	<p>means <i>A New Tax System (Goods and Services Tax) Act 1999</i>, related legislation and any delegated legislation made pursuant to such legislation, as amended from time to time.</p>
<b>Intellectual property</b>	<p>Includes all industrial and intellectual property rights including but not limited to copyright, future copyright, patents, trade, business or company names, registered and unregistered trademarks, registered designs, trade secrets, know-how, rights in relation to circuit layouts and all other rights of intellectual property as recognised by the law in force in Australia.</p>
<b>Supplier</b>	<p>Means the persons or bodies party to the written agreement engaged to perform the services and includes officers, employees, agents and authorised sub-contractors (and their employees and agents) utilised by the Supplier.</p>

## 2. Overview

### 2.1 Introduction

The Cancer Institute NSW is Australia's first state-wide, government supported cancer control agency. We are saving lives through promoting the best cancer research, prevention, early-detection, and treatment and education initiatives. The Institute is driving innovation in cancer care by working in partnership with leaders in the field to deliver the best cancer results for the people of NSW.

Research will provide the evidence to drive rapid improvements in cancer prevention, treatment and subsequently survival and quality of life for cancer patients in NSW. The research supported by the Institute must be performance driven and deliver meaningful and highly significant outcomes.

### 2.2 Cancer Institute NSW Research Programs

The Cancer Institute NSW is committed to pursuing and supporting excellence and innovation in cancer research as a key method to improve outcomes in NSW. Applications for research are considered against specific criteria for each program as well as the following:

- Consistent with the priorities for action in the NSW Cancer Plan. <https://www.cancerinstitute.org.au/cancer-plan>
- Commit to excellence and innovation at an international leading edge.
- Commitment to rapid translation of research findings to clinical practice and policy.
- A focus on the importance of the outcomes of research.
- Supporting recruitment and development of excellent cancer researchers in NSW.
- Promoting, enhancing or complementing areas with existing outstanding research strengths in NSW including molecular or cell biology, cancer genetics, clinical research, psycho-oncology, population health, and health systems research or addresses major cancer problems facing NSW.
- Promoting attainment of additional scientific depth by collaboration, co-location, amalgamation or research involving a number of research disciplines.
- Strengthening key research infrastructure, platforms, technologies and research expertise to increase the productivity of research.
- Supporting the development of links with key national or overseas research programs and industry.
- Developing the research culture within the NSW health system.
- Identify the relevance of the research to NSW.
- Responding to National and State priorities and community opinions about research.

## 3. Early Career Fellowship (ECF)

### 3.1 Who Should Apply?

- 3.1.1 The Cancer Institute NSW Early Career Fellowships (ECFs) are aimed at encouraging the very best researchers to choose cancer as their selected field of research endeavour.
- 3.1.2 The ECFs are intended to provide funding opportunities to develop and support researchers who have no more than a total of five years post-doctoral experience at the time of application and can demonstrate substantial ability and potential as a future cancer research leader. Researchers with more than five years post-doctoral may be eligible to apply for a Cancer Institute NSW Career Development Fellowship.
- 3.1.3 Refer to clause 2.2 of the Grants Administration Policy for further details of eligibility exemption requests.
- <https://www.cancerinstitute.org.au/data-research/grants/research-grants/policies-and-forms>
- 3.1.4 Applicants must demonstrate an emerging track record of research output as identified from peer-reviewed literature and have experience presenting their research at national and/or international conferences.
- 3.1.5 Applicants are expected to demonstrate outstanding research ability and potential for independent thought.
- 3.1.6 As a guide, applicants should be experienced postgraduate research assistants, final year PhD candidates, or post-doctoral researchers with an Academic Level A/B or equivalent appointment.
- 3.1.7 ECFs are highly prestigious and competitive awards. Fellowships will only be conferred to top performing researchers who have the potential to undertake research that will have major significance to cancer outcomes.
- 3.1.8 Successful applicants will conduct team-based research to develop expertise in cancer research, and may also work with more senior colleagues in developing their research career.
- 3.1.9 Current or past recipients of a Fellowship may only apply for the salary component (up to a maximum of \$50,000 per annum). Such applications will be considered against the selection criteria in a competitive peer review process. It is anticipated that current/past Fellows who are reapplying will be able to demonstrate success in attracting funding to their research from other sources.

- 3.1.10 Applicants who have applied/will apply for an NHMRC Fellowship to commence in 2019 can apply for a Cancer Institute NSW Fellowship. If successful in both fellowship schemes the Institute will encourage the applicant to accept the NHMRC Fellowship. The Institute will provide 'top up' funding to a maximum of \$50,000 per annum for the first Fellowship (\$25,000 if a second or third Fellowship).
- 3.1.11 This top up funding will cover the salary gap between the NHMRC Fellowship and the salary the applicant would receive as per the award levels at their Administering Institution.
- 3.1.12 If awarded a Cancer Institute NSW ECF there is an expectation that Fellows will make an application for a NHMRC Fellowship.
- 3.1.13 The ECF will provide funding for a total of three years pending satisfactory progress. The funding provided will cover:
- The salary or 'top-up' of the Fellow (up to \$100,000 per annum if it is the grantees first Cancer Institute NSW Fellowship; or up to \$50,000 if it is their second or third Fellowship).
  - Up to \$100,000 per annum towards the research project (if it is the grantees first Cancer Institute NSW Fellowship).
- 3.1.14 For category two Fellowships (clause 3.2), payments will be adjusted pro-rata.
- 3.1.15 The fellowships are open to researchers from NSW, interstate and overseas, to undertake research at a research organisation located in NSW. Applicants may be engaged in any discipline of research relevant to cancer.

## 3.2 Types of Fellowships

- 3.2.1 There are two categories of ECFs available:
- Category one – fulltime cancer researcher
  - Category two – active cancer clinician researcher
- 3.2.2 Category one Fellowships are awarded on a full time basis and variations (excluding maternity leave) are not usually permitted.
- 3.2.3 Category two Fellowships can be awarded on either a full time or part time basis. If part time the research time must be a minimum of 0.6 FTE. Confirmation that the clinical work is funded by the employer must be provided.
- 3.2.4 Variations in the research time will be considered however, there will be no increase in the Cancer Institute NSW's award if research time is extended.

## 4. Eligibility

### 4.1 Administering Institution

- 4.1.1 Applications must nominate the Administering Institution who will be responsible for the management of the grant.
- 4.1.2 The Administering Institution must have in place policies and procedures for the administration of public funds; for the management of Intellectual Property; and proper conduct of research in relation to ethics. Additionally, the Administering Institution must have a good scientific practice, and will provide appropriate infrastructure to allow the research supported by the grant to be undertaken.
- 4.1.3 The Administering Institution must be registered with the Cancer Institute NSW. Administering Institution Registration Forms and contact details are available at:  
<https://www.cancerinstitute.org.au/data-research/grants/administering-institutions>.
- 4.1.4 The Administering Institution must provide a supportive environment for the Grant in terms of infrastructure, track record of international competitiveness and mentoring opportunities for the applicant.
- 4.1.5 A single institution must be nominated as the Administering Institution.
- 4.1.6 If the application is successful and applicant is not an Australian citizen or permanent resident, the Administering Institution must ensure that the requisite work visa is in place at time of accepting the successful grant and that the Chief Investigator will remain in Australia for the duration of the funding period before the grant can commence.

### 4.2 Early Career Applicants

- 4.2.1 Applicants must be located at a university, hospital or major research institution located within NSW (may be located at more than one). This may be different from the Administering Institution.
- 4.2.2 Applicants must reside in NSW for the duration of the grant.
- 4.2.3 Applicants will have **no more than a total of five years** post doctoral experience at the time of application.
- 4.2.4 Applicants who have not yet submitted a PhD thesis but expect to do so before the end of 2018 are eligible to apply. In these cases the Cancer Institute NSW will require official confirmation that the thesis has been submitted by 31 December 2018.

- 4.2.5 An Early Career Fellowship cannot commence until formal advice is received by the Cancer Institute NSW that the PhD has been awarded within six months of the thesis submission date.
- 4.2.6 Non-Australian citizens and non-permanent residents are eligible to apply.
- 4.2.7 Obligations regarding previously funded projects must have been fulfilled to the satisfaction of the Cancer Institute NSW. If there is outstanding progress, financial or final reports for any current or previously funded Institute grants, the application will not be considered.
- 4.2.8 A current Fellow will only be eligible to apply if his/her current fellowship is scheduled (according to the executed agreement) to be completed by 31 December 2018.
- 4.2.9 Should an applicant with a current fellowship be successful in gaining another fellowship this round, their current fellowship will be terminated on 31 December 2018.
- 4.2.10 If an applicant believes that they should be exempt from any of the stated eligibility criteria, they should refer to clause 2.2 of the Grants Administration Policy for further details of eligibility exemption requests. <https://www.cancerinstitute.org.au/data-research/grants/research-grants/policies-and-forms>
- 4.2.11 Applicants must have the skills, knowledge and resources to carry out the proposed research activity.
- 4.2.12 Applicants may only submit one ECF application in a funding round. If an applicant submits more than one ECF application, all ECF applications will be deemed ineligible.

## 5. Assessment of applications

The following criteria will be used to assess applications:

### 5.1 Scientific Quality (30%)

The excellence of the research proposal, based on the feasibility, rationale, design, methodology and timeframes. Applicants must demonstrate that they have access to appropriate facilities and support to conduct their research in accordance with the proposal.

### 5.2 Significance and/or Innovation (30%)

The vision, innovation and anticipated impact of the research program. The significance and alignment of the proposal with the research priorities in the NSW Cancer Plan (<https://www.cancerinstitute.org.au/cancer-plan>).



### 5.3 Track Record (15%)

The applicant demonstrates strongly developing achievements in academic and research training, peer reviewed publication and recognition, and research funding (relative to opportunity taking into consideration career interruptions, administrative and clinical/teaching load, and typical performance (including publications) for the relevant discipline).

Applicants should articulate how the application is building on their own existing research. Applicants should specify this in the online form under research plan.

### 5.4 Potential (25%)

The applicant can persuasively articulate his/her potential for research achievement at a national and/or international level.

### 5.5 Review Process

- 5.5.1 Upon receipt, applications will be reviewed for completeness and eligibility.
- 5.5.2 The independent, external Cancer Institute NSW Grants Review Committee will score and rank applications based on an assessment of merit against the stated selection criteria and the amount of funding requested.
- 5.5.3 Applications may be reviewed by additional independent assessors if required.
- 5.5.4 Recommendations for the award of an ECF will be made by the Grants Review Committee to the Chief Executive Officer/Chief Cancer Officer of the Cancer Institute NSW.
- 5.5.5 The submission of an application does not confer any entitlement upon the applicant.
- 5.5.6 The awarding of a fellowship is within the discretion of the Cancer Institute NSW.
- 5.5.7 The Grants Review Committee requires its members and independent assessors to declare conflicts of interest and to withdraw from considering individual applications where such conflict exists.

## 6. Submission of Applications

### 6.1 How to Apply

Applicants must apply using the Cancer Institute NSW Grants Management System (<https://grants.cancerinstitute.org.au>).

## 6.2 Submission Process

It is the responsibility of the applicant to notify the Administering Institution of their intent to submit an application and to have sought the necessary internal approvals from the relevant Department Heads and Research Office.

## 6.3 Timetable

<i>Action</i>	<i>Date</i>
Opening date	18 January 2018
Applications close	5 April 2018
Expected Date of Commencement	1 January 2019

Applications must be submitted online via the Institute's Grant Management System by **12 noon on 5 April 2018**.

## 7. Grant Administration

### 7.1 Funding Agreement

7.1.1 If the application is successful the Administering Institution and Cancer Institute NSW will enter into a Funding Agreement. All parties must accept the terms of the Funding Agreement and the Administering Institution must sign the Agreement before payments are made. It is recommended that all parties familiarise themselves with the Institute's Funding Agreement prior to submission of an application.

<http://www.cancerinstitute.org.au/research-grants-and-funding/grants/policies-and-forms>

7.1.2 Projects must commence as set out in the Funding Agreement. Failure to do so may result in termination of the Funding Agreement.

### 7.2 Use of Funds

7.2.1 The purpose of Fellowship funding is to provide salary or 'top-up' in accordance with the Administering Institution's standard salary for a Fellow including on-costs. The budget must clearly state the rationale for the salary level requested.

7.2.2 Funds awarded cannot be used for any purpose associated with overhead infrastructure costs (i.e. institutional overheads or administrative levies).

### 7.3 Administering Institution Responsibilities

7.3.1 The Administering Institution is responsible for the administration of the grant in accordance with the executed Funding Agreement.

- 7.3.2 The Administering Institution must ensure that appropriate infrastructure and support is provided to the applicant(s). The applicant(s) is responsible for negotiating the use of the funds with the Administering Institution.
- 7.3.3 Payment of the funds will be made to the Administering Institution in accordance with the payment schedule in the executed Funding Agreement. Funds may only be used for the purposes detailed in the application and approved by the Cancer Institute NSW.
- 7.3.4 It is expected that the grant will also be supported within the respective Research Institution(s).
- 7.3.5 It is the responsibility of the Administering Institution to ensure that appropriate ethical clearances are obtained before any research commences.
- 7.3.6 The grant may be regarded as a 'taxable supply' and therefore a Goods and Services Tax (GST) may be payable.
- 7.3.7 The Cancer Institute NSW will pay to the Administering Institution an additional amount equal to the GST imposed on that supply, at the time and in the manner payment is otherwise payable under this Agreement in relation to that supply on receipt of a tax invoice.
- 7.3.8 The Administering Institution must be registered under the GST legislation at the time of making any supply under this Agreement on which GST is imposed.
- 7.3.9 For the purposes of payments the Administering Institution will provide invoices to the Cancer Institute NSW in the form of a GST tax invoice as prescribed in the GST legislation.

## **7.4 Reporting Requirements**

- 7.4.1 Recipients will be required to submit progress reports at the end of each calendar year (or part thereof) that includes information on the progress made in the grant. Progress reports must be submitted by 31 March of every year following the end of each calendar year (or part thereof), or as otherwise advised by the Cancer Institute NSW.
- 7.4.2 The Institute reserves the right to recommend the suspension of a grant if progress is unsatisfactory.
- 7.4.3 Recipients will be required to submit financial reports at the end of each financial year that includes information on the expenditure of funds in relation to the fellowship.

- 7.4.4 Financial reports must be submitted by 15 August of every year following the end of each financial year, or as otherwise advised by the Cancer Institute NSW.
- 7.4.5 Where a grant recipient fails to submit satisfactory reports, as required, the Institute may determine that funds have not been used in accordance with conditions applicable to the grant, and that all or part of grant must be repaid. In this case, the Institute may withhold the remainder of the grant payments for the current year or initiate recovery of the grant money.

## 7.5 Acknowledgement of Support

- 7.5.1 All publications, media releases or presentation of results from research carried out with the assistance of a Cancer Institute NSW Grant must acknowledge the support of the Cancer Institute NSW.
- 7.5.2 All media materials, announcements or media releases related to the fellowship must be reviewed by the Cancer Institute NSW press office ahead of public release. The Cancer Institute NSW will use its best endeavours to review such media materials, announcements or media releases in a timely manner.
- 7.5.3 Grantees must complete the Cancer Institute NSW media relations form, and be available for media interviews or briefings related to the fellowship if required.
- 7.5.4 Grantees must indicate their status as recipients of Cancer Institute NSW Grant support in scientific publications and programs of scientific meetings and in any other public connection.
- 7.5.5 Grantees may be required to participate in and present at forum(s) at the request of the Cancer Institute NSW.

## 8. Privacy and Confidentiality

Documents containing personal information will be handled and protected in accordance with the provisions of the Privacy and Personal Information Protection Act 1998 [www.ipc.nsw.gov.au/ppip-act](http://www.ipc.nsw.gov.au/ppip-act). Personal information would be disclosed only with permission of the individual to whom it relates or where the Act allows.

Applicants consent to the information supplied as part of their application being disclosed for assessment and purposes connected with the making and administration of the Grant. Such disclosure includes, but is not limited to, members of the Grants Review Committee, independent readers/assessors requested by the Committee to provide advice, and relevant employees of the Cancer Institute NSW and Government involved in the Grant process.

Applicants acknowledge that announcement of the successful applicant from this Grant round will involve the dissemination of information to the public about the general nature of the Grant funded including the lay description provided in the application, the funding awarded, the applicants involved in the Grant, and the Administering Institution, and any actual organisations at which the fellowship is being carried out.

Information contained in applications will be regarded as confidential. Unsuccessful applications will be held as electronic records for three years following the close of the application process. Successful applications will be held as electronic records for 10 years following the end of the funding period. The disposal of electronic records will occur in a secure manner as per the Cancer Institute NSW retention and disposal schedule.

## 9. Intellectual Property

Applicants must adhere to an Intellectual Property Policy approved by the governing body of the host organisation(s) that is similar with the document 'National Principles of Intellectual Property Management for Publicly Funded Research' released in September 2001: <http://www.arc.gov.au/>, and to the *Intellectual Property Policy* of the Cancer Institute NSW as detailed in the Cancer Institute NSW Competitive Grants Agreement.

[www.cancerinstitute.org.au/research-grants-and-funding/grants/policies-and-forms](http://www.cancerinstitute.org.au/research-grants-and-funding/grants/policies-and-forms).

## 10. Conflict of Interest

All parties involved in or associated with Cancer Institute NSW funded grants are required to disclose to the Cancer Institute NSW, any conflict of interest which has the potential to influence, or appear to influence, the project and activities, publications and media reports, or requests for funding related to the funded research activities. Such conflicts must be disclosed to the Cancer Institute NSW at the time of the submission of an expression of interest or application, and in reporting on Cancer Institute NSW funded grants as soon as practicable after the conflict of interest is identified.

## 11. Cancer Institute NSW Grants Policies

### 11.1 Grants Administration Policy

The Grants Administration Policy may assist those who are considering applying for and those who hold Cancer Institute NSW grants. It provides advice on eligibility and selection criteria, the application process, appeals, complaints, Government Information (Public Access) Act 2009 (GIPA), deeds of agreement, funding, monitoring and reporting and other specific policy issues.

## 11.2 Grants Peer Review & Governance Policy

The Grants Peer Review & Governance Policy provides information about the policies and governance arrangements for the peer review of competitive grant applications and the ongoing monitoring of the progress of funded grants and research activities.

These documents can be found at [www.cancerinstitute.org.au/research-grants-and-funding/grants/policies-and-forms](http://www.cancerinstitute.org.au/research-grants-and-funding/grants/policies-and-forms)

## 12. Enquiries

Enquiries about Cancer Institute NSW grants can be directed to the Grants Team at [grants@cancerinstitute.org.au](mailto:grants@cancerinstitute.org.au).