

Research Equipment Grants 2018 Guidelines for Applicants

Open to members of
Translational Cancer Research Centres

Applications close 12 noon | 08 March 2018



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1. Definitions

Administering Institution*	<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>
Research Institution*	<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>
Administrative costs	<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>
Grantee	<p>Means the person identified as the 'Applicant', 'Chief Investigator', and/or 'Researcher', 'Clinician' in the application.</p>
GST, Input Tax Credit, Supply and Tax Invoice	<p>Have the meanings as given in the GST legislation.</p>
GST legislation	<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>
Intellectual property	<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>
Supplier	<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. 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 significant outcomes.

2.2 The 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 are considered against specific criteria for each program as well as adherence to the following principles:

- Consistent with the priorities for action in the NSW Cancer Plan. <https://www.cancerinstitute.org.au/cancer-plan>
- Commitment to excellence and innovation.
- 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. Research Equipment Grant (REG)

3.1 Background to this Scheme

3.1.1 Research Equipment Grants (REG) are a component of the Cancer Institute NSW research infrastructure scheme. This scheme provides funding for research platforms, core equipment and capacities to enhance the cancer research effort in NSW.

3.2 Funding Available

3.2.1 The funding available for REGs is between **\$50,000 and \$1,000,000** (excluding GST).

3.2.2 A minimum cash contribution of 25% of the total purchase price of the equipment is required. This contribution can be provided by the Administering Institution and/or Collaborating Institutions.

3.2.3 Applications which have cash contributions greater than 25% are welcomed.

3.3 Types of Research Equipment that can be Funded

3.3.1 The Cancer Institute NSW will fund physical infrastructure only i.e. equipment and machinery (for example, computer-based equipment and databases, imaging and other analytical laboratory equipment). Upgrading of existing equipment is also allowable under this scheme.

3.3.2 Grants will support research infrastructure for where there is a clearly demonstrated need and where the equipment will substantially improve research productivity.

3.3.3 The equipment must be accessible to other researchers in NSW. Innovative sharing and collaborative arrangements amongst Translational Cancer Research Centres is desirable.

3.3.4 Applicants must demonstrate that the requested equipment is not readily available or accessible to them. Applicants with access to the requested equipment should not apply.

- 3.3.5 Applicants must review all available equipment including equipment funded by sources other than the Cancer Institute NSW to determine whether the equipment requested is not readily available. A list of research equipment previously funded by the Cancer Institute NSW is available at: <https://www.cancerinstitute.org.au/data-research/grants/previous-grants-funded/research-infrastructure>
- 3.3.6 The Cancer Institute NSW may enter into negotiations with applicants where appropriate, prior to allocation, to ensure that duplication of infrastructure does not occur.

3.4 Condition of Funding

- 3.4.1 The equipment must be made available to other researchers in NSW when it is not being used for its primary purpose. Cooperative arrangements between researchers and/or organisations including access and resource sharing must be established and implemented.
- 3.4.2 Successful applicants must invoice for the full amount of the awarded funding prior to 30 June 2018.
- 3.4.3 Successful applicants must formally acknowledge the Cancer Institute NSW as the funder of the equipment. The Cancer Institute NSW will provide a label for this purpose. The label must be prominently displayed on the funded equipment.
- 3.4.4 If an REG is awarded, the funds must be used for the specific equipment as stated in the grant application.

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 the Chief Investigator 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.

4.2 Chief Investigator Eligibility

- 4.2.1 A Translational Cancer Research Centre Director must confirm that the named Chief Investigator is a member of a Translational Cancer Research Centre.
- 4.2.2 All Investigators must be members of a Translational Cancer Research Centre.
- 4.2.3 All Investigators must be located at one or more institutions within NSW.
- 4.2.4 If an individual is named as Chief Investigator on two REG applications, then both applications will be deemed ineligible. Other investigators may be named on a maximum of two applications. If an Investigator is named on more than two applications, all applications naming this Investigator will be deemed ineligible.
- 4.2.5 Applicants must hold relevant professional qualifications.
- 4.2.6 Applicants must have the skills, knowledge, and resources necessary to carry out the proposed grant.
- 4.2.7 All Investigators must reside in NSW for the duration of the grant.
- 4.2.8 Non-Australian citizens and non-permanent residents are eligible to apply.

- 4.2.9 Obligations regarding previously funded projects must have been fulfilled to the satisfaction of the Cancer Institute NSW for all Chief Investigators. If there is outstanding progress, financial or final reports for any current or previously funded Institute grants, the application will not be considered.

5. Assessment of Applications

The following criteria will be used to assess applications:

5.1 Need and Relevance (30%)

A demonstrated need for the equipment should be clearly stated, as well as the benefits that this will make to cancer research in NSW. Applications should clearly identify that access to the requested equipment is currently not available or easily accessible.

5.2 Significance and/or Innovation (20%)

The application should highlight how the existing research will be significantly strengthened as a result of the equipment or new innovative approaches will be undertaken.

5.3 Productivity and Management (20%)

Applications should highlight the investigators research track record as well as outline the management plans for the use of the equipment, including the policy for access to other researchers across the state.

5.4 Strength and Benefits of Collaboration (30%)

Applications must include the required cash contribution (i.e. minimum 25% of the total cost). In addition, applications must demonstrate the cooperative arrangements for access including the policy for access to other researchers across the state. If the proposal is from a single organisation/investigator justification must be provided why broader collaboration is not appropriate.

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 a REG 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 grant is within the discretion of the Cancer Institute NSW.
- 5.5.7 The Grants Review Committee requires its members and independent assessors to declare any 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	8 March 2018
Latest date for invoices	30 June 2018
Expected date of commencement	1 July 2018

Applications must be submitted by **12 noon on 8 March 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 (<http://www.cancerinstitute.org.au/research-grants-and-funding/grants/policies-and-forms>). 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.
- 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 Funds awarded must be used for the purposes as detailed in the application and approved by the Cancer Institute NSW.
- 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 directed 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 grant.
- 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 the 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 grant 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 grant 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. 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 grant 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.

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.

12. Enquiries

Enquiries about Cancer Institute NSW grants can be directed to the Grants Team at grants@cancerinstitute.org.au.