

# Cancer Institute NSW

## Guidelines for the Fellowship Grant Schemes (Early Career Fellowships and Career Development Fellowships)

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Version history	Number	Date	Change description
	1.0	10 Jan 2018	First version that is not year dependent and combines the Early Career and Career Development fellowship schemes. Streamlined formatting, updated assessment criteria and clarified wording.

## Contents

1.	Overview .....	2
1.1	Introduction	2
1.2	The Cancer Institute NSW Research Programs	2
2.	Fellowship Schemes .....	3
2.1	Purpose	3
2.2	Fellowship Levels	3
2.3	Fellowship Categories	3
2.4	Funding Available	4
2.5	Conditions of Funding	4
3.	Eligibility Criteria .....	5
3.1	Located in NSW	5
3.2	PhD Candidates (ECF only)	5
3.3	Administering Institution Endorsement	5
3.4	Supervisor Endorsement	6
4.	Assessment Criteria .....	6
4.1	Scientific Quality (25%)	6
4.2	Significance (25%)	6
4.3	Track Record (25%)	6
4.4	Potential (25%)	6
5.	Selection Process .....	6
5.1	Electronic submission	6
5.2	Eligibility Assessment	7
5.3	Independent Review Process	7
5.4	Approval and notification process	7
6.	Post-award Administration .....	7
6.1	Competitive Grants Agreement	7
6.2	Use of funds	7
6.3	Variations	8
6.4	Acknowledgement and participation	8
6.5	Enquiries	8

# 1. Overview

## 1.1 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.

## 1.2 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](#).
- 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.

## 2. Fellowship Schemes

### 2.1 Purpose

The Cancer Institute NSW Fellowship Grant Schemes strengthens the State's position as a global leader in cancer research by investing in emerging cancer researchers. The Institute's Fellowships are highly prestigious and competitive awards for researchers to build on their research capability and become leaders of their own research team. The Fellowships are open to Investigators engaged in any discipline of research relevant to cancer, undertaking the research at a research organisation located in NSW.

A list of fellowships previously funded by the Cancer Institute NSW is available online under [previous grants funded](#).

### 2.2 Fellowship Levels

The Fellowships include the following two schemes, outlined below, which are both designed to encourage the very best researchers to choose cancer as their selected field of research endeavour. 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.

Fellows may apply for whichever Fellowship scheme they consider themselves eligible for, but must obtain Supervisor and Administering Institution letters of support confirming their eligibility for the nominated scheme.

#### 2.2.1 Early Career Fellowship (<5 years post-doctoral)

The Cancer Institute NSW Early Career Fellowships (ECF) 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 an emerging track record of research output, ability and potential as a future cancer research leader.

#### 2.2.2 Career Development Fellowship (5-10 years post-doctoral)

The Cancer Institute NSW Career Development Fellowships (CDF) are intended to develop and support researchers with at least five years and no more than 10 years post-doctoral experience at the time of application and can demonstrate an established track record of research achievement and potential as a future cancer research leader.

### 2.3 Fellowship Categories

Under both schemes potential fellows can fit one of two categories either as; a Category 1 full-time cancer researcher or a Category 2 clinician researcher (where at least 60% of their time is spent on research). Confirmation that the clinical work is funded by the employer must be provided. Funding for Category 2 clinician researchers will be adjusted pro rata on the basis of their dedicated research time.

## 2.4 Funding Available

Each fellow will be awarded funds of up to \$200,000 (ex-GST) per annum (\$100,000 for salary and \$100,000 for project costs) for a period of three years, up to the total of \$600,000 per fellowship. On-costs (covering payroll tax, workers' compensation, employers' superannuation and long service leave) associated with salaries are capped at a maximum of 21% for Local Health Districts and 29% for all other Administering Institutions.

## 2.5 Conditions of Funding

### 2.5.1 Multiple Cancer Institute NSW fellowships

Individuals may only hold one Cancer Institute NSW fellowship at a time. A current Institute Fellow will only be eligible to apply if their current fellowship is scheduled (according to the executed agreement) to be completed by 31 December of the year of application.

Current or past recipients of an Institute Fellowship may only apply for half of the salary component up to a maximum of \$50,000 per annum of subsequent fellowships and no research project costs. Only those awarded an Institute Fellowship for the first time will receive research project costs. Fellows are encouraged to apply for increasingly senior fellowships over time, such as from an Early Career Fellowship to a Career Development Fellowship.

### 2.5.2 Concurrent external Fellowship(s)

The Fellow must notify the Cancer Institute NSW of any external concurrent fellowships (from funders other than the Institute such as the NHMRC) at application or at the time of award acceptance. If a Cancer Institute NSW Fellow receives another external fellowship during the three year funding period, they must notify the Institute as soon as practicable.

In incidences of concurrent fellowship, the Institute will only provide 'top-up' salary funding for half of the Fellow's salary component to a maximum of \$50,000 per annum. Past recipients of a Cancer Institute NSW fellowships will be awarded a salary component to a maximum of \$25,000 per annum and no research project costs (refer to section 2.5.1)

### 2.5.3 Number of Applications

An applicant can only submit one Cancer Institute NSW fellowship application for each annual grant round. Applicants are encouraged to have an Open Researcher and Contributor ID ([ORCID](#)) identifier, and to enter this onto their profile on the Grants Management System (GMS). The ORCID will allow the GMS to pre-populate key information from the applicant's profile such as name, position, institution, qualifications, employment history and publications.

## 2.5.4 Reporting Requirement

Fellows must provide an annual progress report and final report for the grant using the provided [report templates](#). Applicants acknowledge that these progress reports may be used by the Institute for grant scheme auditing or evaluation purposes.

## 3. Eligibility Criteria

### 3.1 Located in NSW

Applicants must be located at a university, hospital or major research institution located within NSW (may be located at more than one institution). This may be different from the Administering Institution which must also be located in NSW.

### 3.2 PhD Candidates (ECF only)

PhD candidates are eligible to apply for the Early Career Fellowship provided their thesis submission is completed before the end of the calendar year of the same grant round. The PhD must be awarded within six months of the grant notification date. The Fellowship will commence once written confirmation is received by the Institute that the PhD has been awarded by the required timeframe.

### 3.3 Administering Institution Endorsement

Applications must nominate a single Administering Institution who will be responsible for the management of the grant and will enter into a Competitive Grants Agreement. The Administering Institution must have in place policies and procedures for the administration of public funds; for the management of Intellectual Property; and for proper conduct of research in relation to ethics. Additionally, the Administering Institution must have good scientific practice, and will provide appropriate infrastructure to allow the research supported by the grant to be undertaken.

The Administering Institution and their nominated institutional contact must be registered with the Institute. Refer to the list of [Registered Administering Institutions](#) and the [Administering Institution Contact Registration Form](#).

At the time of grant application submission, an Endorsement Letter from the Administering Institution Contact on institutional letterhead must be included. This letter must confirm the following:

- The application is endorsed by the Administering Institution;
- The level (ECF or CDF) and category (full-time cancer researcher or clinician researcher) of fellowship is appropriate
- The Fellow if not an Australian citizen or permanent resident have the requisite work visa in place, at the time of accepting the successful grant;
- The Fellow will remain employed in NSW for the duration of the funding period;

- The Fellow has met all reporting requirements for current or previously funded Institute grants;
- The Fellow has not submitted any other ECF or CDF applications this grant round; and
- Any other information relevant for the application (refer to section 2).

### 3.4 Supervisor Endorsement

The application must include a letter from the Fellow's current Supervisor. The letter should include details (but not limited to) on the working relationship and research history between the individuals, the applicant's cancer research career highlights and aspired goals.

## 4. Assessment Criteria

### 4.1 Scientific Quality (25%)

The excellence of the research proposal, based on the rationale, design, and methodology. The feasibility of successfully delivering the proposed research outcomes in the timeframe, including identification of key milestones and success indicators to monitor the research progress.

### 4.2 Significance (25%)

The anticipated value-add and impact of the proposed research to cancer research in NSW. The potential for this proposed research to bring innovative and/or novel approaches to cancer research.

### 4.3 Track Record (25%)

Demonstration of relevant professional qualifications, skills, knowledge, and resources necessary to carry out the proposed research. The depth of research experience, with focus in the proposed area of cancer research. The quality of the research outputs and their impact and reach. The ability to attract and secure research projects, grants, awards, leveraged funding (Institutional support and other), relative to opportunity.

### 4.4 Potential (25%)

The clarity of the career objectives for the next three years and how these will be achieved and supported by the Supervisor, including a skills development plan. The leadership quality and the ability to promote the advancement of cancer research via teaching and professional contributions.

## 5. Selection Process

### 5.1 Electronic submission

Applications must be submitted via the Institute's [Grants Management System](#) by **12 noon** of the [due date](#), unless otherwise stated. It is the responsibility of the applicant

and the Administering Institution Contact to ensure that the application is complete and accurate prior to submission.

## 5.2 Eligibility Assessment

Submitted applications will be reviewed to ensure they adhere to all eligibility requirements including the provision of appropriate endorsement letters from the Administering Institution and Supervisor.

## 5.3 Independent Review Process

The Institute utilises an independent Grants Review Committee composed of external members. The Grants Review Committee adheres to the Cancer Institute NSW policies to ensure for the privacy and confidentiality of applications. Applications may be reviewed by additional independent assessors if required. The Institute requires its Grants Review Committee members and any additional independent assessors to declare any conflicts of interest. The member(s) will withdraw from reviewing individual applications where such conflict exists.

The Grants Review Committee will score and rank applications based on an assessment of merit against the stated assessment criteria. The Grants Review Committee will put forward recommendations for awarding of the grant to the Chief Executive Officer/Chief Cancer Officer of the Cancer Institute NSW for consideration.

## 5.4 Approval and notification process

The Cancer Institute NSW's Board will consider all recommendations for funding by the Grants Review Committee and approve funding for the grants to be awarded based on merit. Once the Cancer Institute NSW's Board has approved the awarding of the grant, all applicants will be notified in writing of the outcome.

# 6. Post-award Administration

## 6.1 Competitive Grants Agreement

If the application is successful, the Administering Institution and the Institute will enter into a [Competitive Grants Agreement](#). All parties must accept the terms of the Competitive Grants 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 Competitive Grants Agreement prior to submission of an Application.

## 6.2 Use of funds

Funds awarded will be adjusted, if necessary, accordingly as detailed in the Conditions of Funding (section 2.5) and must be used for the purposes stated in the application approved by the Institute. Funds awarded cannot be used for any purposes associated with basic (e.g. desk, stationery, phone etc.) or overhead infrastructure costs (i.e.

institutional overheads of administrative levies). Funds should not be used to support research conducted outside of NSW.

### **6.3 Variations**

Any requests for variation to a grant (such as time extensions, changes of scope, changes of investigators, etc) need to be submitted via the Administering Institution Contact to the Institute using the [variation forms](#). A variation can only be processed within the funding period of the existing Competitive Grants Agreement. Approval of a variation request is at the Institute's discretion.

### **6.4 Acknowledgement and participation**

Fellows should acknowledge the Institute's funding, please refer to the [Funding Acknowledgment Guide](#). Fellows(s) may be required to be available for media interviews, briefings related to the grant, participate in and present at forum(s) at the request of the Institute.

### **6.5 Enquiries**

Enquiries can be directed to the Grants Team at [CINSW-Grants@health.nsw.gov.au](mailto:CINSW-Grants@health.nsw.gov.au).