

Cancer Institute NSW

Guidelines for Research Equipment Grants

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| Version history | Number | Date | Change description |
|-----------------|--------|------------|--|
| | 1.0 | 8 Jan 2019 | First version that is not year dependent. 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. | Research Equipment Grants | 3 |
| 2.1 | Purpose | 3 |
| 2.2 | Funding Available | 3 |
| 2.3 | Conditions of Funding | 3 |
| 3. | Eligibility Criteria | 4 |
| 3.1 | Located in NSW | 4 |
| 3.2 | Translational Cancer Research Centre Endorsement | 4 |
| 3.3 | Administering Institution Endorsement | 4 |
| 4. | Assessment Criteria | 5 |
| 4.1 | Need (25%) | 5 |
| 4.2 | Significance (25%) | 5 |
| 4.3 | Track Record (25%) | 5 |
| 4.4 | Sustainability (25%) | 5 |
| 5. | Selection Process..... | 6 |
| 5.1 | Electronic submission | 6 |
| 5.2 | Eligibility Assessment | 6 |
| 5.3 | Independent Review Process | 6 |
| 5.4 | Approval and notification process | 6 |
| 6. | Post-award Administration | 6 |
| 6.1 | Competitive Grants Agreement | 6 |
| 6.2 | Use of funds | 7 |
| 6.3 | Variations | 7 |
| 6.4 | Acknowledgement and participation | 7 |
| 6.5 | Enquiries | 7 |

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. Research Equipment Grants

2.1 Purpose

The Cancer Institute NSW Research Equipment Grants (REG) ensures that the state has world class infrastructure to accelerate cancer research and realise clinical benefits. This scheme will support research infrastructure for where there is a clearly demonstrated need and where the equipment will substantially improve research productivity. Funding is available for research platforms, core equipment and capacities to enhance the cancer research effort in NSW.

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

2.2 Funding Available

Each grant can request funding for the purchase of equipment in the range of \$50,000 to \$1,000,000 (excluding GST), for a funding period of 12 months.

2.3 Conditions of Funding

2.3.1 Chief Investigator

An applicant can only be named as Chief Investigator on one REG 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.

2.3.2 Eligible equipment

Acceptable types of physical infrastructure to be funded includes 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. The requested equipment should not be currently readily available or accessible to the Investigators. Funding must be only used for the specific equipment as stated in the grant application.

2.3.3 Co-contribution

A quote for the equipment and 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 other funders. Cash contributions greater than 25% are welcomed.

2.3.4 Equipment Location, Procurement and Access

The funded equipment must be located in NSW and a Procurement Plan must be provided including a quote for the cost of the equipment and the method and timeline of procuring

the equipment. The equipment must be made accessible to other researchers in NSW when it is not being used for its primary purpose. A Sustainability Plan will include details of cooperative arrangements between researchers and/or organisations including promotion strategies, access arrangements. Resource sharing must be established and implemented.

2.3.5 Grant Activation

To activate the grant, the Competitive Grants Agreement must be fully executed within the same fiscal year that it is awarded in. An invoice for the full amount of the awarded funding is required to be provided to the Institute such that payment can be processed prior to 30 June of the year of the award.

2.3.6 Reporting Requirements

The Chief Investigator must provide a Final Report for the grant using the provided report templates. This must include proof of acquisition of the equipment, details of its usage and contribution to research projects specified in the application. The progress reports may be used by the Institute for grant scheme auditing or evaluation purposes.

3. Eligibility Criteria

3.1 Located in NSW

The Chief Investigator, Administering Institution and equipment to be purchased must be located in NSW.

3.2 Translational Cancer Research Centre Endorsement

The application must be endorsed by a Cancer Institute NSW Translational Cancer Research Centre (TCRC), in the form of a letter from the TCRC Director. The letter must confirm that the Chief Investigator is a member of the TCRC and that the Investigators have the skills, knowledge and resources necessary to carry out the proposed grant.

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;
- All named Investigators who are not Australian citizens or permanent residents have the requisite work visa(s) in place at the time of accepting the successful grant;
- The Chief Investigator will remain employed in NSW for the duration of the funding period;
- The Chief Investigator has met all reporting requirements for current or previously funded Institute grants;
- The Chief Investigator has not submitted any other REG applications this grant round; and
- Any other information relevant for the application (refer to section 2.3).

4. Assessment Criteria

4.1 Need (25%)

The defined need and usage of the equipment for the proposed research is clearly articulated, including evidence that the access to the requested equipment is currently not available or easily accessible locally. This should demonstrate that the intended usage of the equipment by the research team will substantially improve research productivity.

4.2 Significance (25%)

The excellence of the research proposal, based on the rationale, design, and methodology. The anticipated value-add and impact of the proposed equipment to the existing and new research programs and more broadly to cancer research in NSW. The potential for this proposed equipment to bring innovative and/or novel approaches to cancer research.

4.3 Track Record (25%)

Demonstration of relevant professional qualifications, skills, knowledge, experience and resources of the Chief Investigator to use the requested equipment in the proposed area of research. The ability of the Chief Investigators to deliver the desired research outcomes based on previous successes.

4.4 Sustainability (25%)

The clarity and strength of the Sustainability Plan for the continuous usage and the maintenance of the equipment, including related policies and management plans. This plan should also include promotion and communication strategies to enable ongoing and equitable access of the equipment for other researchers within NSW.

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 Chief Investigator 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 TCRC Director, as well as a Procurement Plan and a Sustainability Plan.

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 must be used for the purposes as detailed in the Conditions of Funding (Section 2.3) and 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

Investigator(s) should acknowledge the Institute's funding, please refer to the [Funding Acknowledgment Guide](#). Investigator(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.