Cancer Institute NSW

Translational Program Grants

Guidelines

29 May 2025

NSW GOVERNMENT

Grant Program Details	
Opening date and time (EOI)	29/05/2025 09:00 AM
Closing date and time (EOI)	3/07/2025 12:00 PM
Application outcome date (EOI)	August 2025
Opening date and time *(Full application – by invitation only)*	25/08/2025 09:00 AM
Closing date and time *(Full application)*	1/10/2025 12:00 PM
Application outcome date *(Full application)*	December 2025
Project delivery timeframe (for successful applications)	Five years
Decision-maker	Chief Cancer Officer and Chief Executive Officer
NSW Government Agency	Cancer Institute NSW
Type of grant opportunity	Open, competitive
Grant value (total available funding for the grant and the available individual grant amounts, excluding GST)	Total funding available: $3,750,000 Maximum request per grant: $3,750,000
Enquiries	Grants Team CINSW-Grants@health.nsw.gov.au 02 8374 3682

Contents

1 Overview

The Cancer Institute NSW (the Institute) is the NSW government's 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.

The Institute is committed to pursuing and supporting excellence and innovation in cancer research as a key method to improve outcomes in NSW. The five-year Translational Program Grant (TPG) will fund world-class translational research in NSW. The 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.

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 the needs of people right across the state.
- 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.
- Addressing 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.
- Identifying the relevance of the research to NSW.
- Responding to National and State priorities and community opinions about research.

1.1 Purpose and objectives

The Translational Program Grants (TPG) are prestigious awards aimed at supporting multi-disciplinary approaches to cancer research that will rapidly translate research discoveries into clinical programs and policy.

The objectives of the TPGs are to:

- Support high achieving research teams who have the ability and capacity to rapidly translate biological discovery, or known effective treatments, to clinical practice within five years.
- Invest in programs with a logical progression and pipeline of research that will produce significant outcomes, and which could not be achieved by pursuing the components as separate projects.

- Support programs that develop novel methods and create new knowledge and translation in important areas of cancer research and control at an internationally competitive level.
- Strengthen cancer research collaborations, networks and/or consortia to provide greater translational cancer research depth e.g. by attracting researchers from interstate and overseas to the program team.
- Foster collaborative use of specialised facilities or expertise that had not previously been harnessed.
- Encourage collaborations between Universities, Local Health Districts and Medical Research Institutes.
- Fund programs that span at least two phases of the Model of Translational Research[1].

Expected outcomes from the TPGs include:

- The translation of a biological discovery to 'first in human' studies within the first half of the program leading to full roll out within the five years. Research on the biological discovery should be well advanced at the time of submission to ensure that clinical testing will be a major focus of the application.
- The translation of known effective treatments into clinical practice across the health system by developing a program of practice-based research and dissemination research/implementation research e.g. the development of guidelines and systematic reviews.

1.2 Key Grant Information

The total value of grant program is **$3,750,000**

- Applicants may request a **maximum of $3,750,000** per grant ($750,000 per annum)
- Successful grants must commence on **1 January 2026**
- The total term of the project is **five years** (January 2026 – December 2030)

1.3 Two-Stage Application Process

1.3.1 Stage 1: Expression of Interest (EOI)

The purpose of the EOI is to provide high level details about the proposed program of translational research, the Chief Investigator, Co-Investigator(s) and the budget summary. In addition to the EOI form, all submissions must include:

- Letter of endorsement from the Administering Institution
- Curriculum Vitae of the Chief Investigator (max 4 pages)
- Curriculum Vitae of the Co-Investigators (max 4 pages per Investigator)

The successful EOIs will be notified and invited to submit a full application. Applicants who are not shortlisted will also be notified.

[1] *See section 2.3 for Model of Translational Research*

1.3.2 Stage 2: Full Application (by invitation only)

The full application should build on the information provided in the EOI to provide a more detailed research plan and budget justification. The following additional information will be required:

- Consumer Review Form *(template available online)*
- Program Logic and Risk Management Plan *(see section 1.4)*
- Aboriginal Health Impact Statement (*to be submitted as an attachment if the Aboriginal community is a targeted focus population of the proposed research*)

Applicants will also have the opportunity to address any feedback from the reviewed EOI.

NOTE: *Applicants may be invited to present their proposal to the Grants Review Committee.*

1.4 Program Logic and Risk Management Plan

A program logic model is a schematic representation that describes how a program is intended to work by linking activities with outputs, intermediate impacts and longer-term outcomes. For more information, refer to Developing and Using Program Logic: A Guide.

A risk management plan identifies risks or uncertainties that could negatively affect the successful delivery of a project and mitigation strategies to minimise threats or leverage opportunities.

A program logic and risk management plan must be submitted for all Stage 2 applications.

1.5 Use of Funds

All funding provided by the Cancer Institute NSW must be used to achieve the objectives and outcomes of the project as detailed in the approved application.

Funding is split into salary costs and project costs:

- Salary costs

Salary funding may be used to cover the costs of team members (e.g., Fellows, PhD Students, Research Assistants, etc.). *The Chief Investigator and Co-Investigators may not draw salary from this Translational Program Grant.*

- Project costs

Examples of project costs include laboratory consumables, biospecimen storage, testing, software licences/subscriptions, administrative costs (e.g., ethics approval, publication costs), procuring equipment directly associated with the project, conference registration costs.

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.

2 Selection criteria

2.1 Eligibility criteria

2.1.1 Chief Investigator

Each TPG application will have one named Chief Investigator with a minimum 0.2 FTE towards the activities of the program. The Chief Investigator must be employed at a university, hospital or medial research institution within NSW for the duration of the grant and may not draw salary from TPG funding. The Chief Investigator may indicate if they are a member of a NSW Translation Centre on the TPG application form, however, membership is not a pre-requisite for applying.

An applicant can only be named as Chief Investigator on one TPG application for each annual grant round and may hold one Cancer Institute NSW TPG at a time. They may be named as a co-investigator on applications submitted by other Chief Investigators.

Applicants are required 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.

2.1.2 Co-Investigators

Researchers may be named as a Co-Investigator across multiple applications. Co-Investigators may not draw salary from TPG funding.

2.1.3 Located in NSW

The Chief Investigator and Administering Institution must be located in NSW. Co-Investigators may be based interstate or overseas, however all project funds must be spent within NSW.

2.1.4 Research Administering Institution Endorsement

Applications must nominate a single Research Administering Institution who will be responsible for the management of the grant and will enter into a funding agreement with the Funder. The Research 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 Research Administering Institution must have good scientific practice, and will provide appropriate infrastructure to allow the research supported by the grant to be undertaken.

The Research Administering Institution and their nominated institutional contact must be registered with the Cancer Institute NSW. Please refer to the list of Research Registered Administering Institutions.

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

- Endorsement of the application by the Administering Institution;
- Commencement date of the grant on 1 January 2026;
- Chief Investigator will remain employed in NSW for the duration of the funding period;

- Chief Investigator has met all reporting requirements for current or previously funded grants funded by the Institute;
- Chief Investigator has completed any previously awarded Cancer Institute NSW TPG;
- Chief Investigator has not submitted any other TPG applications this grant round;
- In the event the named Chief Investigators is not an Australian citizen or permanent resident, the requisite work visa(s) in place at the time of accepting the successful grant;
- Any other information relevant for the application.

2.2 Assessment criteria

The Stage 1 (EOI) application is assessed on scientific review. Assessment of Stage 2 (full application) consists of both scientific and consumer review. The assessments will be combined using a weighting of scientific (80%) and consumer (20%) and provided to the Grants Review Committee in order to finalise the rankings of the full applications.

2.2.1 Scientific Assessment

The scientific assessment for the TPG is identical for Stage 1 (EOI) and Stage 2 (full application). However, the level of detail for Stage 1 is expected to be a high-level summary, while Stage 2 will consist of more detailed research, translation and sustainability plans. Applications will be assessed against the following selection criteria based on the weighting below:

Significance (25%)

The excellence of the research proposal, based on the rationale, design, methodology, and the anticipated outcomes. The engagement of consumers during the course of the project. The proposal should also provide a clear process for monitoring the progress of the research including key milestones and outcome indicators. The anticipated value-add and impact of the proposed research to increase research capacity and improve cancer outcomes and/or clinical practices in NSW. The potential for this proposed research to bring innovative approaches to cancer research.

Translation (25%)

The strength of the approach to research translation to improve clinical outcomes, including strategies to ensure the research findings crosses at least two phases of the translational research pipeline of the Model of Translational Research. Demonstrated establishment of strategic partnerships and stakeholder engagement strategies to ensure timely and effective research translation.

Sustainability (25%)

The strength of the approach to ensure research sustainability including developing pathways for scaling up research findings and increasing the State's capacity in translational research through workforce training, capacity building and recruitment opportunities. This plan should also include articulation of communication and dissemination strategies for key research findings.

Team Track Record (25%)

Demonstration of relevant professional qualifications, skills, knowledge, experience and resources of the named Investigators as individuals and as a research team to deliver the research program. The strength of previous successes in the proposed area of research. Evidence of existing cash and in-kind leveraged support for this program to be provided and the ability to attract future leverage national or international funding, including industry support and how this will be utilised to enhance the program of research.

2.2.2 Consumer Involvement in Research Assessment

Consumer involvement and engagement is important in health and medical research as it can facilitate effective translation of research to deliver improved health outcomes. The Consumer Review Panel will assess each proposal according to the plain English statements on consumer involvement and the benefits of the research to the community. The consumer application form must be able to be read as a stand-alone document as the Consumer Review Panel will not see the scientific application.

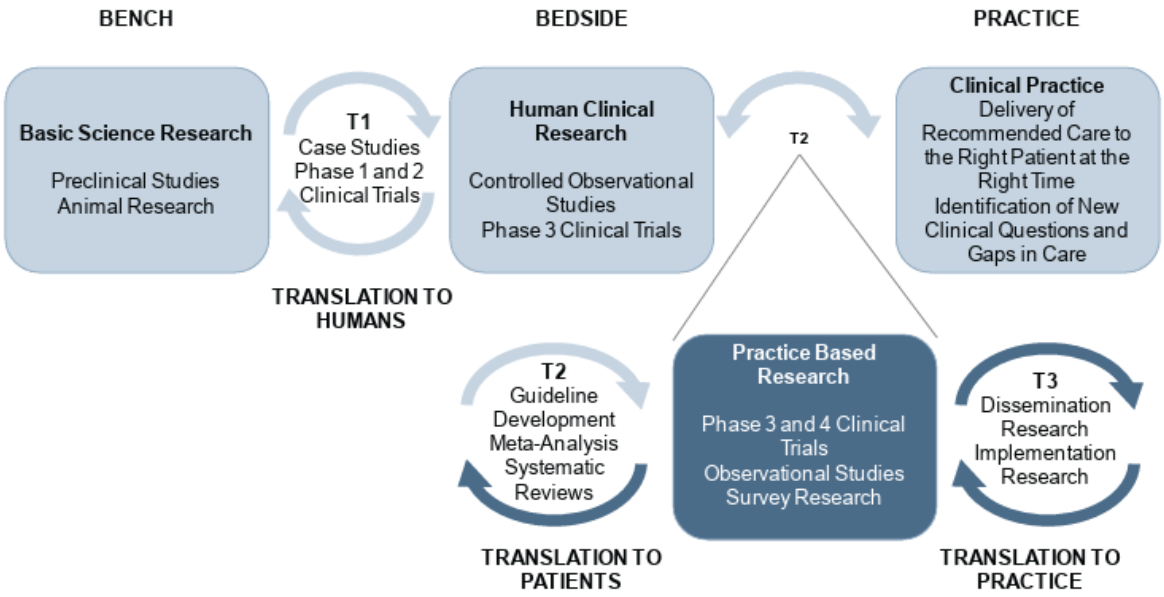
2.3 Model of Translational Research

Figure 1 below is the model of translational research used by the Cancer Institute NSW. This model focuses on the translation of basic research into clinical research as well as being applicable to the translation of population health and health services research informing programs and service delivery.

Figure 1 outlines /classifies the stages of translational research as:

- **T1**- developing treatments and interventions.
- **T2** - testing the efficacy and effectiveness of these treatments and interventions.
- **T3** - dissemination and implementation research for system-wide change.

Figure 1: Model of Translational Research



Westfall et al., (2007). Practice-based research – "blue highways" on NIH roadmap. JAMA, 297(4): 403-406 (adaptation)

NSW Health and Medical Research Strategic Review 2012 — page 4 (adaption)

3 Application process

3.1 How to apply

Applications must be submitted via the Institute's Grants Management System (GMS).

- Expressions of Interest must be submitted by **12pm, Thursday 3 July 2025**
- Full applications must be submitted by **12pm, Wednesday 1 October 2025**

Submissions will not be accepted after this time. Please ensure that you allow sufficient time to finalise and submit your application.

It is the responsibility of the applicant and the Research Administering Institution Contact to ensure that the application is complete and accurate prior to submission (*see section 1.3*).

Following submission, the applicant will receive an automatic response generated via the GMS with a record of the documents that were submitted.

3.2 Support available to applicants

The Grants Team can be contacted via email (CINSW-Grants@health.nsw.gov.au) or phone (8374 3682)

4 Assessment process

4.1 Assessment of grant applications

All applications will undergo an eligibility check to ensure that applicants have met the requirements of the grant.

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. 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. Applications may be reviewed by additional independent assessors if required.

The Grants Review Committee will score and rank applications based on an assessment of merit against the stated assessment criteria. Applications targeting one or more focus populations as noted in the NSW Cancer Plan may be prioritised when determining the final rankings.

The Grants Review Committee will put forward recommendations for awarding of the grant to the Cancer Institute NSW Chief Executive Officer/Chief Cancer Officer and Cancer Institute NSW Board for consideration. The Cancer Institute NSW Board will approve the awarding and funding of the Translational Program Grants.

4.2 Notification of application outcome

All applicants will be notified in writing of their application outcome.

4.2.1 Feedback on applications

All unsuccessful applicants will be provided with feedback.

4.3 Publication of grants information

The Grants Administration Guide (Guide) requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant agreement takes effect (see section 6.5 of the Guide and Appendix A to the Guide). This information is also open access information under the Government Information (Public Access) Act 2009 (NSW) (GIPA Act), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after the grant funding is approved or declined.

All records in relation to this decision will be managed in accordance with the requirements of the State Records Act 1998 (NSW).

5 Successful grant applications

5.1 Grant agreement

If the application is successful, the Research Administering Institution and the Institute will enter into a Competitive Grants Agreement. Project milestones provided in the full application will be included in the funding agreement and used to monitor progress. All parties must accept the terms of the Competitive Grants Agreement, and the Research Administering Institution must sign the Agreement before payments are made.

The Administering Institution will have 15 business days from the date that the finalised Agreement is sent to return the partially executed copy to the Institute. The offer may lapse if the partially executed Agreement is not returned within this time. Under certain circumstances, the Institute may extend this period. *It is recommended that all parties familiarise themselves with the Institute's Competitive Grants Agreement prior to submission of an application.*

5.2 Grant payment and Use of Funds

Payments for the grant will be made in quarterly instalments as indicated in Schedule 1 of the Competitive Grant Agreement. The Administering Institution must raise an invoice for each instalment.

Funds awarded will be adjusted, if necessary, accordingly as detailed in the Conditions of Funding (section 1.5) 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.

5.3 Unspent funds

The Cancer Institute NSW may request any unspent funds to be returned or allow the grant recipient to request to use the funds toward grant-related activities (e.g., publication costs)

5.4 Indicative reporting and acquittal requirements

Progress Reporting

Grantees are required to submit progress reports annually during the grant term. These reports must demonstrate the actualisation of the agreed project milestones, and report on any new leveraged funding and/or partnership opportunities. The progress reports may be used by the Funder for grant scheme auditing or evaluation purposes.

The Institute may pause payments or cease funding if project milestones are not being achieved within the agreed timeframes.

The reporting schedule will be included in Schedule 1 of the Competitive Grants Agreement based on the grant commencement date. A final report is due three months following the grant end date.

Financial Reporting

Financial acquittals must be submitted as per schedule 1 of the Competitive Grants Agreement in the format requested by the Cancer Institute NSW. A final financial report is due three months following the grant end date.

Failure to submit progress or financial reports may result in the pausing or termination of grant funding.

5.5 Variations

Any request for variation to a grant (such as time extensions, changes of scope, changes of investigators, etc) needs to be submitted via the Research Administering Institution Contact to the Cancer Institute NSW. A variation can only be processed within the funding period of the existing funding agreement. Approval of a variation request is at the Cancer Institute NSW's discretion. Please refer to the Research Grants Variation Guide for further information.

5.6 Acknowledgement and Participation

Investigator(s) should acknowledge funding provided by the Cancer Institute NSW funding. Please refer to the Institute's Funding Communication Guidelines (Annexure C of the Competitive Grants Agreement). 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 Cancer Institute NSW.

6 Additional information and resources

6.1 Complaint handling

Complaints can be directed to the Research Grants Team at CINSW-Grants@health.nsw.gov.au. Complaints handling will be managed in compliance with the NSW Health Complaints Management Policy [PD2020_013].

6.2 Access to information

The GIPA Act provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency (which includes Ministerial offices). Access to government information is only to be restricted if there is an overriding public interest against disclosure.

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the papers – that is, the return to order. The return to order may contain privileged and public documents. Privileged documents are available only to members of the Legislative Council.

Note that documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

6.3 Ethical conduct

Consider outlining any ethical conduct requirements associated with the grant application process – including the process for identifying and reporting conflicts of interest.

6.3.1 Conflict of interest management

On commencement with the Grants Review Committee, members must declare the following:

- Sources of income
- Memberships of Boards and Committees
- Interests and Positions in Corporations
- Interests and Positions in trade unions and professional or business associations
- Interests and Positions in organisations that are eligible for grants funded by the Cancer Institute NSW

Prior to receiving applications to review, Committee members receive a list of applicants and coinvestigators. Members must indicate any actual or perceived conflict of interest as per the Grants Review Committee Terms of Reference. In all cases, the Chair and the Deputy Chair of the

Committee will oversee the management of the conflicts of interest. The conflicts of interest registry contain the level of risk of the conflict (high or low) and the action to be taken.

6.3.2 Confidentiality

The Cancer Institute NSW will uphold all confidentiality and privacy requirements as per NSW Health Records and Information Privacy Act.

All applicants and their Administering Institutions are notified of their grant outcome under embargo. Outcomes may not be shared publicly until the Grantee and/or their Administering Institution has received formal communication in writing by the Cancer Institute NSW.