

Cancer Institute NSW

Translational Cancer Research Capacity Building Grants

2025 Guidelines

6 November 2025

Grant Program Details	
Opening date and time	6/11/2025 12:00 PM
Closing date and time	27/01/2026 12:00 PM
Application outcome date	April, 2026
Project delivery timeframe (for successful applications)	July 2026 – June 2031
Decision-maker	Cancer Institute NSW's Chief Executive Officer/Chief Cancer 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: \$21,000,000 Maximum grant amount: \$7,000,000
Enquiries	Grants Team: CINSW-Grants@health.nsw.gov.au

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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 research supported by the Institute must be performance-driven and deliver meaningful and significant outcomes. The five-year Translational Cancer Research Capacity Building Grant will drive translation of research into better health service delivery and cancer 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 irrespective of administrative and institutional boundaries
- Commitment to the needs of people right across the state
- Commitment to rapid translation of research findings to clinical practice and policy
- Supporting development of excellent cancer research in NSW
- Promoting scientific depth by collaboration involving a number of research disciplines
- Supporting the development of links with key national or overseas research programs and industry.

1.1 Purpose and objectives

1.1.1 Purpose

The Translational Cancer Research Capacity Building Grants aim to provide high-performing NSW cancer networks with the funds to strengthen cancer research capacity in NSW and foster a collaborative culture of research to drive improvements in cancer care and outcomes for people living with cancer across the state.

1.1.2 Objectives

The objectives of the Translational Cancer Research Capacity Building Grants are to:

- Support innovative research capacity-building initiatives, including education and research support, aimed to uplift translational cancer research in NSW.
- Leverage existing networks of cancer researchers, universities, medical research institutes, health services (including Local Health Districts and hospitals) and consumers to deliver these capacity-building initiatives.
- Foster new collaborations and partnerships between networks and with other organisations involved in cancer research in NSW to promote state-wide coverage.
- Promote strategic development and delivery of capacity-building initiatives that will lead to improvements in cancer care and outcomes across cancer types and to the whole cancer population.

1.2 Grant value

The total value of the grant program is **\$21,000,000**.

- Applicants may request a **maximum of \$7,000,000** (\$1,400,000 per annum)
- Successful grants must commence on **1 July 2026**.
- The total term of the project is **5 years** (July 2026 – June 2031).

1.3 Conditions of funding

Successful applicants will be required to work together, and with the Cancer Institute NSW to:

- Participate in a statewide education committee for cancer research
- Contribute to the curation and content of the Cancer Research Education (CREd) Portal
- Lead a statewide seminar series
- Establish a joint capacity building initiative that supports state-wide cancer research (to be developed in collaboration with the Cancer Institute NSW post-award)
- Support the Cancer Institute NSW as needed on several other research capacity building initiatives.

2 Selection criteria

2.1 Eligibility criteria

2.1.1 Chief Investigators

Each grant application will have a Chief Investigator A (CIA) who must be a leader of an established network or collaboration of cancer researchers.

The application may have up to four additional named Chief Investigators (CIB-E), who will be collectively responsible for leading the initiatives of the Translational Cancer Research Capacity Building Grant, alongside CIA. All Chief Investigators must be employed at an institution within NSW for the duration of the grant.

An applicant can only be named as Chief Investigator on one Translational Cancer Research Capacity Building Grant application. Applicants must have an Open Researcher and Contributor ID (ORCID) identifier.

2.1.2 Located in NSW

The Chief Investigators, the established network or collaboration and the Administering Institution must be in NSW.

2.1.3 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 funding agreement with the Cancer Institute NSW. The Administering Institution must have policies and procedures in place for the administration of public funds; for the management of Intellectual Property; and the 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 Cancer Institute NSW. Refer to the list of [Registered Administering Institutions](#) and the [Administering Institution Contact Registration Form](#).

Endorsement from the relevant network or collaboration led by the CIA, or other supporting partners, is also encouraged, and should be supplied via a Letter of Support (see section 3.1).

2.1.4 Complete Application

A complete application that includes all documents outlined in section 3.1 must be submitted for the application to be deemed eligible.

2.2 Assessment criteria

Applications will be assessed against the following selection criteria based on the weighting below.

2.2.1 Strategy (40%)

The strategy will focus on strengthening cancer research capacity in NSW and fostering a collaborative culture of research to drive improvements in cancer care and outcomes for people living with cancer across the state. The proposed strategy will be assessed on whether it:

- Comprehensively delivers against the objectives of the grant (section 1.1.2)
- Clearly describes the proposed capacity building initiatives, including how they build upon existing activities

- Demonstrates how existing relationships between universities, medical research institutes, health services and consumers will be leveraged to effectively deliver the capacity building initiatives
- Demonstrates the feasibility of supporting capacity-building state-wide including through the establishment of new partnerships and collaborations
- Has meaningful consumer and community involvement throughout all stages of the project
- Clearly articulates how the proposed initiatives will impact cancer care and outcomes in NSW across cancer types and for the whole cancer population.

2.2.2 Team Track Record (30%)

The Chief Investigators will have the capacity, suitability and leadership capabilities to leverage their existing network or collaboration to build research capacity that will drive translation of research into better health service delivery and cancer outcomes in NSW. The team will be assessed on whether they have:

- A strong track record in delivering effective translational cancer research capacity building initiatives in NSW and the ability to demonstrate the impact of these initiatives on cancer care and outcomes
- Demonstrated collaboration between members of the network or collaboration that has resulted in successfully delivering translational cancer research
- Excellence in clinical care and a high level of translational research experience in improving cancer care and outcomes
- Diversity of membership, including members from a range of career stages, disciplines and research interests (including a broad range of cancer types and cancer populations) across the translational research pipeline (basic science to implementation)
- Strong existing linkages with Local Health District cancer services and, where appropriate, Primary Health Networks and Aboriginal Community Controlled Health Organisations
- Experience in effective consumer and community engagement.

2.2.3 Feasibility and Impact (30%)

The proposal must contribute directly to achieving the overall goal of the grant scheme, which is to build research capacity that will drive translation of research into better health service delivery and cancer outcomes in NSW. The proposal will be assessed on:

- Feasibility to achieve the aims of the proposal with the resources available to the project
- Effective milestones and performance indicators, allowing for impact to be measured
- Demonstrated value for money, including a well justified budget that:
 - Aligns to the objectives of the grant scheme and the strategic goals of the proposal
 - Is sustainable and plans to leverage future funds at a state, national and international level.

3 Application process

3.1 How to apply

Applications must be submitted to the Grants Team via email to CINSW-Grants@health.nsw.gov.au by **12 pm, 27 January 2026**. 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 Administering Institution Contact to ensure that the application is complete and accurate prior to submission.

Following submission, the applicant will receive a receipt via email within 1 business day.

All application submissions must include the below documents. Additional documents will not be accepted.

3.1.1 Application form

The template for the application form is available on [Cancer Institute NSW's website](#). In the application form applicants will need to include information about the Chief Investigators, the network or collaboration, the team track record and the feasibility and milestones of the grant.

This attachment should be named: 1_Application Form_*Name of CIA*

3.1.2 Grant proposal

The grant proposal should be used to outline the proposed approach to achieving the objectives of the grant (section 1.1.2) and address the assessment criteria (section 2.2). The grant proposal should be divided into the following sections:

- Strategy - maximum 5 pages
- Program Logic Model – maximum 1 page
- References – maximum 1 page

This document should be provided as a PDF. Font should be Arial or Times New Roman, and size should be at least 12-point for text, 10-point for references and figures.

This attachment should be named: 2_Grant Proposal_*Name of CIA*

3.1.3 Curriculum Vitae of the Chief Investigators

The current Curriculum Vitae for all Chief Investigators must be provided as an attachment. This document should be provided as a PDF and be maximum 4 pages per CV.

This attachment should be named: 3_CVs_*Name of CIA*

3.1.4 Budget

Applicants must provide a detailed budget for the project, including justification for all expenses. An Excel template for the budget is available on the Cancer Institute NSW website.

Budget for Chief Investigator salaries or individual research programs will not be funded.

This attachment should be named: 5_Budget_*Name of CIA*

3.1.5 Letter of endorsement from the Administering Institution

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

- The application is endorsed by the Administering Institution
- The Chief Investigator A will remain employed in NSW for the duration of the funding period
- The Chief Investigator A has met all reporting requirements for current or previously funded grants funded by the Institute
- Any other information relevant for the application.

This attachment should be named: 6_Administering Institution Endorsement_*Name of CIA*

3.1.6 Letters of support (optional)

Letters of support from the relevant network or collaboration and any other relevant partners are encouraged. Please provide one PDF document with all Letters of Support included.

This attachment should be named: 7_Letters of Support_*Name of CIA*

3.2 Support available to applicants

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

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.

4.2 Notification of application outcome

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

4.2.1 Feedback on applications

Feedback will be provided to unsuccessful applicants on request.

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 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. 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 may be adjusted from the proposed budget, if necessary, 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 or more frequently as determined by the Institute. Cancer Institute NSW may also request information to be used for promotional materials. 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. Reports are reviewed by an independent review committee.

Unsatisfactory progress may result in pause or termination of funding.

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.

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.