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## FORMAT

- Applications should be typed on **A4** paper and **under the headings outlined below**.
- Font should be **Arial**, minimum Font **Size 11**, Page Margins min 2cm all round
- Applicants should **adhere to the nominated lengths** for the various sections. Content beyond the page limits will not be considered.
- The electronic version may be forwarded in either MS Word, or 'PDF' format.
- Those applicants who are short-listed for final consideration will have an opportunity to make further specified amplifications as well as provide answers to specific questions posed by either members of ACRF's Medical Research Advisory Committee and/or referees or assessors consulted by that committee

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## SECTION 1: CORE DETAILS

1-2 pages

Include:

- a) Name/s of Chief Investigator (CI)/s, title and qualifications (Max 10)
- b) Name of primary Contact, address, email and phone number/s
- c) Lead institution plus Units or site/s for Facilities and Enterprises in which research will be undertaken, along with the ABN numbers (for GST purposes) of administering organisation.
- d) Title of area of research, enterprise or project for which support is sought.
- e) Names of all research personnel and proposed management, with their respective qualifications. Where individuals have responsibilities other than for full time cancer research, please include in brackets, after each name, a percentage of their normal working time that will be devoted to this application.

## SECTION 2: APPLICATION

2 pages

Describe the proposed entity that is to be funded, key objectives and added value to research ecosystem in Australia.

Include arrangements for its management (including, but not limited to, advisory and governing Boards, financial projections, details of existing and future senior staff (where known) and relationships with other Institutes or bodies). Describe any substantive development planned or anticipated, in the scientific and corporate sections of this entity over the next 5 and 10 years.

## SECTION 3: RESEARCH PROGRAM

6 pages

Provide outline of the proposed cancer research that will use the requested technology, equipment and/or research infrastructure.

Include clearly constructed, feasible and innovative work plan on the scientific research to be performed, and how it will be delivered.

This section should also clearly articulate proposed program against criteria for assessment:

- a) Research Excellence - What is new, exciting and/or different in the proposed research program and its potential to significantly enhance one or more aspects of cancer control (prevention, early detection, treatment and/or management).

- b) Platform - How the technology, equipment or infrastructure applied for will benefit the program. Please provide 3-5 exemplars in sufficient detail to demonstrate CI expertise (Max 3 pages).
- c) Vision and Planning - Why the research team's demonstrated past and current research performance in cancer research, as well as their current professional talent will fulfil the ambitions of the proposed research.
- d) Fit with Cancer - The extent to which the requested equipment and/or infrastructure could result in the development of a nationally or internationally leading facility and/or area of research.
- e) Collaborative Gain - adding to existing or emerging collaborations or establishing new collaborations. The involvement of multi-disciplinary teams in the application (if applicable).
- f) Synergies / Amplified Outcomes - How application leads to synergy with other programs, or how it may amplify the outcomes of other programs.
- g) Sustainability - What facilities and enterprises and human resources (incremental to those listed in Section 1) are available for the proposed project and how sustainability of the research program will be ensured.
- h) Where appropriate
  - anticipated translational impacts of your proposed with planned and potential pathways.
  - proposed clinical studies to validate hypotheses
  - data management plan.

It is advisable to ensure that these are addressed under each heading to ensure information is readily available.

## SECTION 4: RESEARCH CONTRIBUTIONS

2 pages

Summarise the major contributions to cancer or related research made by senior staff in the previous 5 years. Comment on team's track record applying technology in cancer research.

If applicable, please briefly identify any major research and/or clinical discoveries and/or advances that were achieved by previous ACRF Grants awarded to your institution in the past 7 years.

## SECTION 5: BUDGET

2-3 pages

Provide a detailed budget with justification for each of the items included.

How additional funds required for the conduct of the research program will be sourced (evidence required).

How professional management and maintenance of the equipment and/or facilities will be achieved for the duration of the research program (evidence required).

Details of any pending applications requesting funds from another source for any item included in the grant application to ACRF must be disclosed. An explanation must be provided as to the proposed course of action should the Applicant be successful with the ACRF Application and any of the other identified applications.

## SECTION 6: GRANTS FROM OTHER FUNDING BODIES

1 page

List grants/financial support from reputable and peer reviewed sources (eg NHMRC, MRFF, ARC, Cancer Council, Ramaciotti) obtained in the last 5 years in total by the team (summary level).

Identify opportunities for leverage expected if ACRF grant is awarded.

## SECTION 7: MANAGEMENT AND GOVERNANCE

1 page

Outline the proposed leadership and management structure intended for the duration of the grant. This should include an overview of the strategic decision-making processes and the day-to-day operational management of the facility and/or equipment.

Provide substantiation that any agreements with other institutes and entities required for the conduct of the research program can be successfully completed in an expeditious manner.

## SECTION 8: ETHICS & RESPONSIBLE PRACTICE

1 page

Attach confirmation that your unit or site/s for facilities and enterprises has established:

- a) Animal and Human Ethics Committees, as well as Scientific (Publication) Ethics appropriate for overseeing your activities. Evidence must be provided that the research project has the required Ethics approval or show provide details of the process that will be followed to obtain approval. Include a signed guarantee that all your research will be pursued under such surveillance. Confirmation that Ethics approval has been granted must be provided to ACRF.
- b) Guidelines for responsible practice in research and procedures relating to research misconduct.

## SECTION 9: RECOGNITION

2 pages

ACRF's ability to fund research is partly dependent on community awareness. Research centres receiving ACRF grants can and do assist in building that awareness.

Provide summary of the methods your Institute will use to facilitate appropriate recognition for and promotion of ACRF, considering:

- Provision of a customised space for housing any equipment to be funded by ACRF
- Provision of prominent signage bearing the ACRF Logo in prominent locations
- Use of the ACRF logo on formal publications and reports (including annual reports) and letterheads of the institute
- Publication of the role of the ACRF in making the grant in media interviews, promotional material, advertising and social media
- Support of fundraising appeals / activities conducted by ACRF featuring the project
- Placement of an advertisement in a national newspaper acknowledging ACRF for its support of the institute and scientific research in Australia
- Website recognition (ACRF Logo, feature article in news section, link to ACRF website)
- Co-ordination of the official launch /opening of the facility
- Media statement regarding announcement of the grant
- Production of an ACRF / Institute media information kit – including images, video footage
- Hosting tours of the facility for ACRF donors and/or other supporters

- Providing information and news on research projects, translation, research outcomes and areas of interest in relation to cancer that will be published by ACRF in or through any of its communications channels.

## **SECTION 10: REFEREES**

1 page

List the names and address of 3 referees (national and/or international) from whom the Foundation may seek confidential assessments of the scientific standing of the research team and the merit of the proposed equipment/infrastructure.

NOTE: Nominated referees must not be affiliated with either your unit or site/s for facilities and enterprises or likely be involved in your project.

## **SECTION 11: BIBLIOGRAPHY**

For Chief Investigators, provide:

- Top 5 publications related to the application and collaborations. Include brief commentary (max 150 words) on impact of publication (including citations and any relevant metrics that speak to impact) and relevance to the application.
- Up to 5 additional career/lifetime publications of note.
- ORCID numbers.