



2019 GRANTS FORMAT OF APPLICATION

Applications should be typed on A4 paper and under the eleven (11) headings outlined below. Applicants should adhere to the nominated SECTION lengths for the various sections. 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.

SECTION 1, CORE DETAILS

Approximate length: 1 page

- a) Name(s) of Chief Investigator(s), title and qualifications
- b) Name of primary Contact if different from that of first-named Chief Investigator. (Please include email, mailing address and contact telephone number).
- c) Institution, Unit or site/s for Facilities and Enterprises in which research will be undertaken, along with the ABN number (for GST purposes) of the Unit or site
- 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, THE APPLICATION

Approximate length: 2 pages

Please define fully the entity that is to be funded and pay special attention to the 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). Any development in the scientific and corporate sections of this entity over the next five (5) and ten (10) years are also requested.

SECTION 3, RESEARCH PROGRAM

Approximate length: 6 pages

The applicant is requested to provide a detailed outline of the proposed research that will utilise the requested equipment and/or research infrastructure, paying particular attention to explaining how the work of the various Chief Investigators will integrate into the central thrust of the research programs. This section should clearly explain:

- a) What's new and/or different in the proposed research program and its potential to significantly enhance one or more aspects of cancer control (prevention, early detection, and/or management).
- b) Why the funds being sought from ACRF, to create lab space and/or to purchase new equipment, will help to make this happen
- c) Why the research team's demonstrated past and current research performance in cancer research, as well as their current professional talent, make them the best (or at least a good) team to conduct, and to fulfil the ambitions, of the particular proposed research.
- d) What facilities and enterprises and human resources (other than those listed on SECTION 1) are currently available for the proposed project.
- e) The extent to which the requested equipment and/or infrastructure could result in development of a nationally or internationally leading facility and/or area of research.
- f) The involvement of multi-disciplinary teams in the application (if applicable).
- g) The anticipated translational impacts of your proposed research
- h) How any grant funds from ACRF will be leveraged to achieve additional funds – evidence of this is required.
- i) Details of any other application that has been made and is pending requesting funds from another source for any item of infrastructure, equipment, etc., 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 4, BUDGET

Approximate length: 2-3 pages

Provide a detailed budget, including plans and anticipated/estimated costs of construction and/or equipment required, as well as a justification of each of the items included.

SECTION 5, MANAGEMENT

Approximate length: 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.

SECTION 6, RESEARCH CONTRIBUTIONS

Approximate length: 1-2 pages

Summarise the major contributions to cancer or related research made by senior staff in the previous five (5) years.

SECTION 7, GRANTS FROM OTHER FUNDING BODIES

Approximate length: 1 page

List NHMRC, ARC, Cancer Council, Ramaciotti grants and any other financial support from reputable and peer reviewed sources received by all personnel in previous five (5) years for cancer – related research (include \$ amounts/year).

SECTION 8, REFEREES

Approximate length: 1 page

List the names and address of three (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 to be involved in your project.

SECTION 9, RECOGNITION

Approximate length: 6 pages

An integral part of the grant application is the recognition and promotion to be accorded ACRF if your grant application is successful. ACRF's ability to fund research is partly dependent on community awareness of our work. Research centres receiving ACRF grants can and do assist in building that awareness. ACRF requires a maximum 2-3 page summary of the various methodologies your Institute will use in order to facilitate appropriate recognition for ACRF.

You should consider at least the following:

- 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 and advertising (including social media)
- Support of fundraising appeals conducted by ACRF Cancerians Committees in the State of the applicant
- 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
- Hosting tours of the facility for ACRF donors and/or other supporters
- Providing information and news on research projects, translation, utilisation of 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, ETHICS & RESPONSIBLE PRACTICE

Approximate length: 1-2 pages

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 11, BIBLIOGRAPHY

Attach a bibliography, for each Chief investigator indicated in section 1 and list all research publications in refereed journals for the past 7 years plus lifetime best 5 publications with citation record.

List separately the publications of any new personnel who are expected to join the unit or site/s for facilities and enterprises in the near future.

Applicants are requested to include ONE copy only of the last Annual Report of their unit or site/s for facilities and enterprises, if pertinent.

INTELLECTUAL PROPERTY POLICY

The Australian Cancer Research Foundation (ACRF) reserves the right, in appropriate circumstances, to conclude an arrangement with a successful grant applicant to share in the financial rewards of the commercial exploitation of Intellectual Property generated wholly or in part as a consequence of the award of a Grant.

In implementing this policy, the ACRF Board of Trustees has approved the following guidelines:

- a) The awarding of a grant shall not be conditional upon the Foundation receiving an income from the commercialisation of Intellectual Property developed by the applicants.
- b) Under exceptional circumstances, where there is a clear link between the utilisation of the grant and the development of commercialisable Intellectual Property, ACRF may choose to negotiate an appropriate arrangement about sharing of the income from that intellectual property.
- c) Any income so derived by ACRF will be used for funding future Grants
- d) ACRF will not take on the responsibility for seeking, maintaining or enforcing Intellectual Property protection
- e) Any arrangements made by ACRF must not affect in any way the tax exempt position of ACRF.

The closing date for applications is 5:00pm, Friday 10 May 2019.

7 hard copies and one electronic copy of Grant Application are required.

Late applications will not be considered.

CONTACT DETAILS

All correspondence and enquiries should be forwarded to:

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