



---

## FORMAT

- Applications should be typed on A4 paper and under the headings outlined below.
- Applicants should adhere to the nominated 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

Include:

- 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) Lead institution plus Units 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, planned or anticipated, in the scientific and corporate sections of this entity over the next 5 and 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 is 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, treatment and/or management).
- b) How the funds being sought from ACRF for infrastructure and/or equipment will help to ensure successful outcomes of the applicants' research program

- 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 and how sustainability of the research program will be ensured
- e) How professional management of the equipment and/or facilities being funded will be achieved for the duration of the research program (evidence required).
- f) 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.
- g) The involvement of multi-disciplinary teams in the application (if applicable).
- h) The anticipated translational impacts of your proposed research. Please include planned and potential pathways.
- i) How any grant funds from ACRF will be leveraged to achieve additional funds required for the conduct of the research program – evidence of this is required
- j) 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.

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 6: RESEARCH CONTRIBUTIONS**

Approximate length: 1-2 pages

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

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

#### **SECTION 7: GRANTS FROM OTHER FUNDING BODIES**

Approximate length: 1 page

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

## SECTION 8: REFEREES

Approximate length: 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 9: RECOGNITION

Approximate length: 3 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, 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, 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 a copy only of the last Annual Report of their unit or site/s for facilities and enterprises if appropriate.