MPCCC RESEARCH GRANT
GUIDELINES FOR APPLICANTS

This grant is a collaboration with the Monash Partners Academic Health Science Centre, and has been made possible with support from the Victorian Cancer Agency.

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1. **MPCCC RESEARCH GRANT OBJECTIVES**

The intention of Monash Partners Comprehensive Cancer Consortium's (MPCCC) Cancer Research Grant is to support cancer researchers to:

- collaborate and/or co-ordinate cancer research activities across MPCCC partner organisations.
- build capacity for high quality patient-centered cancer research across MPCCC partner organisations.
- address the research priorities identified by section 5 of the [Victorian cancer plan 2016 - 2020](https://www.hcsi.vic.gov.au/health-systems/policies-and-strategies/victorian-cancer-plan-2016-2020) including: improved access to clinical trials, assisting researchers to collaborate and accelerating translation of research into improved prevention and clinical outcomes.
- measurably improve outcomes for cancer patients

2. **ACTION AREAS**

Applications are encouraged but not limited to the following topic areas:

- early-phase clinical trials
- diagnostic testing platforms
- pre-clinical testing platforms
- therapeutic development and innovation
- clinical outcomes registries
- studies involving CALD populations
- familial genetics
- tele-health trials

3. **ELIGIBILITY**

Applications are welcomed from cancer researchers from all disciplines and at all career stages. Researchers with career interruptions are encouraged to apply.

The applicant must be an Australian citizen or hold permanent residency status.

The applicant must be active in cancer research and employed by one of MPCCC's six partner organisations: Monash University, Hudson Institute, The Alfred, Monash Health, Cabrini or Peninsula Health.

The research may be epidemiological, biomedical, translational, clinical or health service related, but must address the objectives of the grant, as outline in section 1.

The majority of research must be undertaken under the auspices of at least one of MPCCC's partner organisations.

One of MPCCC's Partner organisations must be designated as the administering organisation.
4. GRANT INFORMATION and CONDITIONS

MPCCC will allocate one to two MPCCC Cancer Research Grant(s) in 2016, with a total value of $300,000 (inclusive of GST).

The Grant is available to support the applicant’s salary and research expenses associated with the project, for a maximum duration of 2 years.

Preference will be given to grant applicants who have complementary funding from at least one other granting body or in-kind support from their employer organisation.

Funding must be used for the purpose for which it is awarded and may not be carried over to projects that are not directly associated with the grant application without prior agreement from the MPCCC Governance Group.

One of MPCCC’s Partner organisations must be designated as the administering organisation for the award. The relevant delegate of the administering organisation must certify in the application that they approve of and endorse the proposed project. The administering organisation may be required to enter into a funding agreement with Monash University if an existing formal arrangement does not exist.

The recipient will be required to submit a project progress report to MPCCC every six months after first receiving the grant, and a final report within three months of the conclusion of the project. MPCCC reserves the right to consider suspending funding if progress is unsatisfactory or if the funds have not been utilised in accordance with the funding agreement. The reporting schedule is laid out in the following table.

<table>
<thead>
<tr>
<th>Report</th>
<th>Frequency</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress against milestones and/or targets</td>
<td>6 monthly</td>
<td>Every 6 months from the receipt of funds</td>
</tr>
<tr>
<td>Financial reports (to be included in the progress report)</td>
<td>Annually</td>
<td>Every 12 months from the receipt of funds</td>
</tr>
<tr>
<td>Final report</td>
<td>Once only</td>
<td>Within three months post completion of the funding</td>
</tr>
<tr>
<td>Ad hoc reports</td>
<td>As requested by MPCCC</td>
<td>On request with a negotiable timeframe not more than six weeks.</td>
</tr>
</tbody>
</table>

Any Intellectual Property generated by the research project will be managed according to the designated administering institution’s IP policy.

The recipient is required to acknowledge MPCCC as a sponsor of this project through written acknowledgment on any publications associated with the project, verbal and/or logo acknowledgement during presentations and logo representation on posters. A logo will be supplied
5. APPLICATION INSTRUCTIONS

MPCCC’s 2016 Research Grant will invite applications, opening in September and closing on Wednesday 30 November 2016.

The application form can be accessed from www.mccc.edu.au.

Applicants must complete Sections 1 - 4 of the application form. The following instructions provide assistance for completing the MPCCC’s Research Grant Application Form.

Section 1: Applicant Information

The Applicant is responsible for completing and lodging the application, including seeking agreement for the involvement of all collaborators. Should the grant be funded, you will be responsible for progress and reporting on the project.

1A-1J: Applicants contact and organisational details. Provide your current details so that you can be contacted during the assessment process if required.

1K-1L: Supervisor’s contact details

1M-1N: Head of Department contact details

1O: Proof of citizenship/Australian residency. This is an eligibility criteria. The applicant MUST be an Australian citizen or permanent resident.

* Appendix 1: provide proof of your citizenship/permanent residency (eg front page of passport, certificate of citizenship etc…)

1P: Applicant’s Curriculum Vitae (attach as Appendix 2).

*Appendix 2: attach a current CV addressing each of the ROPES criteria identified below

Your CV should include the following details to enable the review panel to assess your Research Opportunity and Performance Evidence (ROPE) as well as your time and capacity to undertake the proposed research:

- your qualifications and the dates they were awarded; include any professional registrations if relevant.
- your employment history. List up to five previous appointments for the last ten years, including start and end dates (month and year), organisation, position title and EFT of appointments (full time, part time, casual)
- reference to any career interruptions, timeframes and reasoning (eg. childbirth, carer’s leave, debilitating illness etc…)
- current appointment(s) List up to five of your current appointments, including start and end dates (month and year), organisation and position title
- details of any committees/advisory groups/boards etc… that you serve
- detail any prizes, patents, awards, and any other achievements that show evidence of your professional standing.
• detail of current grants including title of grant, grantor, major collaborators, and % of time allocated to each.
• recent publications: Provide a list of up to ten of your best publications over the last five years
• research impact (eg changes to clinical practice, innovation of technology or methodologies)
• any other aspects of your career or opportunities for research that are relevant to assessment and that have not been detailed elsewhere in the proposal

1Q. Applicant's role in proposed project
Briefly summarise the role you propose to play in the conduct of the research.

1R. Percentage of time allocated to project
Nominate how much time you will allocate to the conduct of this project
1.0 EFT is equivalent to fulltime.
There is a minimum EFT allocation of 0.2 EFT or 1 day per week for the applicant.

*Appendix 3: Provide a written commitment for the allocation of nominated EFT, signed by the Head of Department.

1S. Do you anticipate any periods of absence during the course of the project?
Provide details of any anticipated absence during the project, eg, sabbatical, long term leave, maternity leave etc. These should be taken into account when planning timelines and setting milestones, and will be taken into consideration when negotiating a Funding Agreement if the grant is funded.

Section 2: Project Application

Section 2 must not exceed five pages (font Arial 11pt).

Appendices are NOT included in the five page limit.

2A. Project Title
Provide a short descriptive title of your project, of no more than 30 words. This should be easily understandable by the lay person.

2B. Description of Project
Provide a lay description of your project that would be suitable for publication on the MPCCC website or media release, of no more than 100 words.

2C: Summary of proposed research
Summarise the most compelling data or theory/hypothesis/evidence underpinning your application in a brief (approximately one paragraph) overview of your research project. Detail the need for the research, its significance and its potential impact for cancer patients.

* Appendix 4: You may attach up to three relevant publications supporting your summary (optional)

2D: Relevance to objectives of the MPCCC Research Grant

Briefly identify how the proposed project will:
• demonstrate engagement and partnership across MPCCC partner organisations, and/or
• build capacity for high quality patient-centered research across MPCCC partner organisations, and/or
• address the research priorities outlined in section 5 of the Victorian cancer plan 2016 – 2020, and/or
• measurably improve outcomes for cancer patients

To assist you in responding to this question, patient centered research may be considered in the following contexts:

**Prevalence or burden of disease**
Consider the prevalence or burden of disease of the problem or the condition and its complications. Is the problem a significant issue in the community?

**Prevention**
Is there potential to prevent the problem or condition, including complications of the condition or development of secondary conditions, in the general population or in a specific target cohort?

**Position**
Consider the location of the problem and the location of services. Are there inequities? Is there potential to improve access for the general population or specific target cohorts?

**Provision**
Does the current model of care align with evidence-based best practice? Is the current model of care designed to deliver the best possible patient experience?

**Potential**
Is there a strong evidence base and potential for improvement in patient outcomes and/or experience? Consider existing resources.

**Participation**
Does solving this problem require a collaborative approach? Are there existing relationships between stakeholders that can be leveraged to drive improvement and change?

**Policy**
Does the problem area or the potential solution align with current policy directions at a local, state or national level?

**Transformational**
Will addressing this problem together support the development of a broader chronic disease system of care?

2E. List the aims of the research project:
Provide an outline of the aims and objectives of the proposed project.

2F. Describe the methodology that will be employed to address the project aims
Provide a description of the research you intend to undertake, including:
- Conceptual framework, designs, data provision and/or analysis, capacity to complete the research
2G. List any co-investigators for the project

Co-investigators are researchers who will be involved in carrying out some aspect of the research under the guidance and leadership of the Applicant, but are not responsible for conducting the project.

Provide details of any co-investigators associated with the project including their name, position, department, organisation, the role they will play in the project, and the % of time allocation to the project.

*Appendix 5: include a brief (2 page max) CV for each co-investigator

2H. Provide details of any other collaborators

If the project involves collaborators other than the co-investigators named in section 2G, provide information for each collaboration including the collaborator's name, position, organisation, whether this is a new collaboration, or enhancement of an existing collaboration and the benefits expected to be gained from collaborating with the people/organisations identified?

2I. List the organisation(s) where the actual research will be carried out

Provide the name and address of the research organisation(s)/department(s) where the research will be conducted and the % allocation to each organisation.

*Appendix 6: written commitment from each organisation where research will be carried out (excluding other departments or schools within within the administering organisation), presented on letterhead and signed by an authorised officer of the relevant organisation (eg. CEO, Head of Department) (refer to definition of administering organisation in 2J)

2J. Administering organisation and relevant contacts

The Administering Organisation is the entity with which Monash University, on behalf of MPCCC, will execute a Funding Agreement in the case of successful applications.

One of MPCCC’s Partner organisations must be designated as the administering organisation. MPCCC partner organisations include: Monash University, Hudson Institute of Medical Research, Alfred Health, Cabrini Health, Monash Health, Peninsula Health.

The Administering Organisation will be responsible for ensuring the completion of the research, and must adhere to the Funding Rules and Conditions laid out by the Funding Agreement.

The lead applicant must have a formal appointment with the administering organisation.

Provide the name, address and ABN of the organisation/department that will be administering the research funds.
Provide the name (not the signature), position, phone and email of the person authorised to sign research contracts on behalf of the Administering Organisation. For universities, this may be the Deputy Vice-Chancellor (Research) or Research Office head, or equivalent, or delegate; for hospitals, it is normally the Chief Executive Officer or equivalent, or delegate; for Research Institutes, the Director or equivalent, or delegate;

Provide contact details for the administration/grant officer at this organisation who will receive and administer funds.

2K. Ethics requirements
Indicate if the research project requires human or animal research ethics approval? If approval has already been obtained, provide details of the authorising committee.

2L. Clinical trials
Indicate if the research will involve a clinical trial component as defined by the International Clinical Trials Registry Platform developed by the World Health Organisation.

This definition states that:
A clinical trial is any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes. Clinical trials may also be referred to as interventional trials. Interventions include but are not restricted to drugs, cells and other biological products, surgical procedures, radiologic procedures, devices, behavioural treatments, process-of-care changes, preventive care, etc.

If the research involves a clinical trial component, indicate the total patient target recruitment for the trial and the percentage of these patients that will be recruited from within MPCCC partner organisations.

2M. Identify project milestones to measure research progress

In line with the requirements of the VCA who has supported the provision of this grant, MPCCC has a six-month reporting cycle.

Provide a list of realistic milestones that can be used to measure research progress for each six-month period. Each milestone should be clear and succinct (around 12 words, limit 80 characters). As a guide, it is expected that each reporting period will have between three to six milestones.

These milestones will be included in the funding agreement between the Monash University (on behalf of MPCCC) and the administering organisation should the application be successful. Include milestones for ethics approvals and staff appointments where relevant.

2N. Translational timeframe

Identify the likelihood of the proposed research improving patient outcomes. Estimate the length of time before research could translate into improved patient outcomes.

2O. Budget

What is the total funding required for the delivery of the project?

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Appendix 7: For each year of the project provide a budget breakdown of salaries, and details of the direct and indirect research costs associated with the project according to the following guidelines.
Salaries
Provide details for the Applicant, or any Co-Investigators for whom salary support is being requested, including name, level and EFT (Equivalent Full Time).

Group positions according to position type, indicating the level and EFT required, eg 1 x Academic Level A @ 0.5 EFT. When requesting funding for salaries, do not forget to include ‘on-costs’ (e.g. superannuation, leave pay, Workcover levy etc).

Direct Research Costs
Group items directly associated with carrying out the research project, under the appropriate subheading.

Animal Costs
□ Type of animal, including strain where appropriate, and number required.
Consumables
□ Laboratory and/or other consumables to be used for the project.
Equipment
□ Items of equipment required specifically for the project.
Patent participation costs
□ Patient incentives, as well as reimbursement for costs incurred as a result of participation.
Sample analysis costs
□ Fees for analysis and transport of specimens, and any other costs associated with sample analysis.
Software
□ Purchase or development of software packages.
Survey Costs
□ Printing costs for questionnaires/envelopes, postage, phone calls, etc.
Transcription costs
□ Costs involved in transcribing results.
Travel to conduct research
□ Only travel required for carrying out the research project. Travel to attend conferences, workshops etc should be requested under Other Research Costs.
Other
□ Items that do not fall into any of the above categories.

Enabling Facilities
Please itemise requests for funds to access any enabling facilities as detailed on the application form.

Indirect research costs
Summarise costs for other expenses not directly associated with carrying out the research project, for example attendance at conferences or relevant workshops, preparation for accreditations/regulatory affairs compliance, utility costs, accommodation, etc.

If requesting infrastructure/overhead support, please specify amounts/levels.

2P. Funding request
What is the total value of funding requested for the MPCCC Research Grant (including GST):

The amount requested must not exceed $300,000 inclusive of GST ie. maximum of $270,000 plus $30,000 GST.

2Q. Complementary funding and/or in kind support:
If the total project costs exceed the amount being requested from the MPCCC Research Grant, outline how additional costs will be met, including sources of the funding and/or in kind support.

Preference will be given to grant applicants who have complementary funding from at least one other granting body or in-kind support from their employer organisation.

*Appendix 8: Attach details of other awards and/or grants held or applied for relating to the proposed project or a written commitment detailing the type and level of in-kind support to be offered, presented on letterhead and signed by an authorised person.

2R. Additional information

Is there any further information you wish the panel to consider? Provide details here.

Section 3: Certifications

Certifications are provided in section 3 and must be signed by an authorised person prior to submission of your application, including:

- Certification by the Applicant
- Certification by the Administering Organisation
- Certification by the Head of the Research Organisation

Section 4: Appendices checklist

Complete the checklist provided in section 4 of the Application Form to acknowledge that you have included all relevant appendices.

Ineligible or incomplete applications will not be evaluated.

Applications and appendices 1 - 8 must be submitted as a single PDF file to: anna.kilgour@monash.edu no later than 5pm on Wednesday 30 November 2016

6. SELECTION CRITERIA

The following selection criteria will be applied by the Review Panel:

1. Quality of Investigator(s) (track record, supporting infrastructure, collaborators) (25%)
2. Importance of the project (clinical need and potential outcomes) (25%)
3. Quality of project (feasibility, rationale, methodology, timeframes, innovation) (25%)
4. Alignment of the project with the objectives of the MCCC Research Grant (25%)
Preference will be given to applications that have supplementary funding or in-kind support.

7. REVIEW PROCESS

MPCCC will initially screen the applications to ensure eligibility criteria have been met. All information contained within the applications will be regarded as confidential.

MPCCC Clinical Director and the MPCCC Research Director will nominate an independent multidisciplinary Review Panel, comprising of at least five experienced research members representing a variety of research disciplines, and one consumer advocate.

The MPCCC requires its Review Panel members to act in an ethical manner, declare conflicts of interest and withdraw from considering applications where such a conflict does or may exist.

The panel will initially undertake an independent assessment of each application, to competitively rank them against the selection criteria outlined in section 5. This process will be followed by a group Review Panel meeting to reach a consensus categorisation for all applications.

The Review Panel recommendations should take into account the aims and objectives of the research grant as well as the budget available.

The recommendations from the Review Panel will be considered by the MPCCC Governance Group, which is responsible for approving the allocation of the Research Grant funds.

Following approval by the MPCCC Governance Group, the MPCCC Research Grant award(s) will be communicated with the MPAHSC Chief Executive and the Victorian Cancer Agency, prior to being announced to applicants in early 2017.

For all enquiries please contact anna.kilgour@monash.edu or ph 8572 2783