

## CANCER COUNCIL SA BEAT CANCER PROJECT PRINCIPAL CANCER RESEARCH FELLOWSHIP PACKAGES FUNDING GUIDELINES

**Closing Date for Applications: 28 September 2018 - 5pm ACST**

Applications are invited for Principal Cancer Research (PCR) Fellowship Packages offered through **Cancer Council SA's Beat Cancer Project**.

The Beat Cancer Project is funded by Cancer Council SA and the SA Government (through SA Health) and administered by the South Australian Health and Medical Research Institute (SAHMRI). Further details are available on the Beat Cancer Project [website](#).

### **Aim of Principal Cancer Research Fellowship Packages**

These Fellowships will be directed towards research that could make an important difference to cancer prevention, treatment and knowledge across the research spectrum including applied, clinical, health services and population health research fields and biomedical science. Applications from researchers in the population health field are strongly encouraged.

Objectives of the Beat Cancer Project PCR Fellowship are to:

- . attract and retain experienced cancer research leaders in South Australia
- . provide the opportunity to build teams including early-career researchers with clear opportunities for career progression and skill development in research, project management and communication
- . translate research results to inform complementary research activity, health policy development and health service delivery for better health outcomes
- . foster collaboration and draw together academic staff from across scientific disciplines, and where relevant, policy makers and population health professionals, for research into cancer prevention and control.

Funding will be provided to support a PCR Fellow with clear plans to employ early-career researchers through the package and provide for their mentoring.

### **Funding Available**

**Up to two** (2) Beat Cancer Project Principal Cancer Research Fellowship Packages will be available in this round. The appointment will be for a **three (3) year period** and will not be renewable.

The funding scheme aims to provide financial support through packages of up to \$200,000 per annum for three years. The scheme will support cancer researchers who can bring matched dollar-for-dollar funding taking the collective value of each package to up to \$400,000 per year. **The matched funding component is essential and can be from more than one source. The matched funding cannot be provided by SA Health or Cancer Council SA.**

**Applications that are unable to provide matched funding will not be considered.** In-kind support **will not** be considered as matched funding.

### **Eligibility**

To be eligible, applicants must:

- . Be employed by a South Australian Institution and be located and conduct their research primarily in South Australia for the duration of the funding period

- hold a PhD or an equivalent qualification, or be able to demonstrate an equivalent track record through evidence of post-graduate training, peer-reviewed publication, grant acquisition and other achievements.

A record of successful PhD award or PhD equivalent will be required to be uploaded as part of this application.

### Assessment

Selection will be based on a written application which addresses the selection criteria (outlined below) and relevance to the objectives and deliverables of the Beat Cancer Project.

A peer-reviewed assessment process will be used, along with referee reports. Interviews of short-listed applicants will occur for final selection, if necessary.

The Beat Cancer Project reserves the right not to make an appointment.

## KEY DATES

**Applications Open: 2 July 2018**

**Application Close: 28 September 2018**

**Outcomes notified: 19 November 2018**

## SELECTION CRITERIA

Applications will be assessed based on the following selection criteria, giving attention to the objectives of the scheme above. Where applicable, applicants should provide examples which best demonstrate their strength in the area with an emphasis on the last 5 years.

Applicants should address each of the selection criteria below using the online application form.

*Note: It is recommended that selection criteria be prepared in a Word document before pasting into the application form.*

### **Research Output, Leadership and Impact = 50%** (max 1000 words)

Applicants should describe their **current** performance and **future plans** in relation to:

#### **Research Output:**

- overview of track record including peer-reviewed funding
- overview of publications in peer-reviewed journals – listing 5 most influential publications
- demonstrated upward trajectory for research output
- research success relative to opportunity.

#### **Research Leadership:**

- international and national recognition in their field of research
- mentoring and supervision plans of students and early-career researchers, including the development and implementation of a formal mentoring plan for the early-career researchers within 12 months of receiving the PCR Fellowship.

Overall **Impact** of their research to date:

- demonstrated contributions to research translation as well as an indication of how the research findings from this PCR Fellowship will be translated.
- development of any intellectual property
- development of any commercialisation activities (*this could include pharmaceuticals, diagnostic tests, medical devices, granted/or lodged patents etc*)
- contribution to clinical or public health policy and practice or health services development.

### **Strength of Research Team, Collaborators and Environment = 10%** (max 1000 words)

Applicants should describe:

- . track record of research team
- . skill mix and role of team members
- . collaborative relationships with other researchers (local, national and international) and evidence of how this Fellowship will enhance collaborative opportunities
- . access to partnerships for research translation
- . access to research infrastructure and environment
- . opportunities for personal mentoring and career development including the development and implementation of a formal personal mentoring plan within 12 months of the PCR Fellowship commencing.

**Professional Contribution = 10%** (max 1000 words)

Applicants should identify and show clear evidence of:

- . peer-review contributions to grant schemes and journal publications
- . other professional contributions e.g. *Scientific bodies, government expert advisory committees leading to translation, etc.*

**Consumer and Community Engagement = 10%** (max 500 words)

Applicants should describe:

- . their track record relating to Consumer and Community engagement activities associated with health research, practice or policy
- . their Consumer and Community engagement strategy associated with this Fellowship.

## REQUIRED DOCUMENTATION

Copies of the following documents will be required to be uploaded within the online application form.

- Research Proposal
- CV
- Budget
- Letter from applicants Faculty/Division/College Head
- Letter of support from matched funding body
- PhD Record

Conformance with page limits and formatting requirements is strictly enforced. Applications that fail to comply with these requirements may be excluded from consideration.

If the assessor cannot read the application due to inconsistency with any of the required formatting, they are not compelled to consider the section in their assessment, or complete the assessment of the application, on the grounds that the application does not comply with the formatting requirements.

**RESEARCH PROPOSAL = 20%**

*To ensure equity for all applications please follow the guidelines below for your Research Proposal:*

- *Layout*
  - . *portrait orientation on A4 paper*
- *Font*
  - . *minimum **11 point Arial**. Applicants must ensure that **all** font is readable when printed, including diagram/figure and image text.*

- *Page limit*
  - *6 pages maximum including references.*

Applicants are encouraged to include in their Research Proposal details outlining:

- Research vision, including for the term of the Fellowship
- proposed research objectives and plan including a clear timeline of expected achievements
- the innovative quality and competitiveness of the research
- expected outcomes of the research
- importance to cancer control
- appropriateness for developing the applicant's ability to perform original, independent self-directed research
- role of key team members
- intentions regarding employment of early-career researchers
- references (*max 1 page*).

### **CURRICULUM VITAE**

An up-to-date Curriculum Vitae with publications listed must be provided. **The CV must not be more than 8 pages in length.** It should include:

- present employment arrangements and position
- record of professional qualifications gained.
- relevance of expertise to the proposal, including track record of prior collaboration
- record of publications in peer-reviewed journals
- record of research grant success
- record of speaking invitations at conferences
- record of prizes and awards

### **BUDGET**

Applicants must provide a detailed budget table which clearly outlines expenditure associated with this Fellowship. **The budget must include a breakdown of Beat Cancer Project funding and the additional matched funding, along with a clear description of how all funding will be utilised.**

Funding can cover salary costs, including principal and ancillary research/administrative staff, related research infrastructure and direct research costs.

Funding will only be for the direct cost (as defined by the [NHMRC Direct Research Costs Guidelines](#)) of research activities and research workforce development. Items not covered will include, but not be limited to, office space and services such as telephones, internet and basic IT facilities such as computers, faxes.

It is the responsibility of the grant holder to manage salaries and other expenditure within the limits of the grant.

The funds offered will not be supplemented. No additional claims may be made on the Beat Cancer Project to extend awarded packages. Funding provided will apply for the duration of the Fellowship only.

Amounts granted are exclusive of GST.

### **SUPPORTING LETTER FROM FACULTY/DIVISION/COLLEGE HEAD**

A letter must be attached to the application from the applicants Faculty/Division/College Head indicating that they:

- support the application
- consider the project to be compatible with the applicants interests, capabilities and career development needs

- . agree that all conditions of employment will be met by the supporting Institution.

### **SUPPORTING LETTER FROM MATCHED FUNDING BODY**

Matched dollar-for-dollar funding must be from sources external to Cancer Council SA and SA Health. Supporting documentation outlining details of the matched funding must be included in the application in the form of a letter of support from the matched funding body signed by an individual with the authority to act on behalf of the Institution. **Applications that are unable to provide matched funding will not be considered.**

### **PHD RECORD**

Applicants must provide evidence of the date their PhD or equivalent qualification was attained from from an Academic Institution.

## **GENERAL INFORMATION**

### **Career Disruption**

Where applicable, applicants may wish to claim a career disruption for consideration by the review panel. Detail regarding this should be included in the relevant section of the online application form. The Beat Cancer Project has chosen to align with the NHMRC definition of career disruption as outlined below:

*A career disruption involves a prolonged interruption to an applicant's capacity to work, due to:*

- *Pregnancy;*
- *Major illness/injury; or*
- *Carer responsibilities.*

*Interruptions must involve either a continuous absence from work for periods of 28 calendar days or more and/or a long-term partial return to work that has been formalised with the applicant's employer.*

*The period of career disruption may be used:*

- *to determine an applicant's eligibility for a scheme;*
- *to allow for the inclusion of additional track record information for assessment of an application; or*
- *for consideration by the panel during their deliberations.*

### **Changes to applications**

Modifications to applications after final submission will not be allowed. The Beat Cancer Project, Project Manager must be notified of any changes that may impact on the application such as withdrawal of matched funding. If an applicant's employment circumstances change during the term of funding, the Beat Cancer Project, Project Manager must be notified immediately.

### **Commencement Date and Time commitment**

Commencement date is negotiable but must be within 3 months of the formal date of offer.

Cancer Council SA's Beat Cancer Project recognizes that personal circumstances may see the need for a Fellow to work in a part-time capacity at some point during their Fellowship.

In all cases where part-time status is applied for and approved, payments will be adjusted to the appropriate pro-rata rate, determined by the percentage of time spent on research. The duration of the Fellowship will be extended accordingly.

### **Referee Details**

Applicants will be required to provide the names and contact details of three referees in the application form. Referee reports may be requested during the assessment phase.

## **Eligibility**

Successful applicants will reside predominantly in South Australia for the full term of the Fellowship and be employed by a South Australian Institution.

## **Consumer Engagement**

Cancer Council SA's Beat Cancer Project values the input and participation of consumers in health and medical research. Applicants will be required to address criteria relating to consumer engagement activities within their research. These responses will be reviewed and considered by a peer-review panel as part of the selection process.

## **Ethics, Compliance and/or Safety Approvals**

If Ethics, Compliance and/or Safety Approvals are required, the applicants must ensure their Administering Institution has received all clearances required for the research activity before invoicing of funds can commence. Copies are to be provided to the Beat Cancer Project upon request.

## **Mentors**

The applicant must include details of a mentor who has expertise in the field of research relevant to the project. Details of the mentoring process and goals should be clearly set out in the relevant section of the selection criteria in the online application form.

## **Other sources of funding**

Funding from further additional sources would be welcomed during the term of the package. Fellows must advise The Beat Cancer Project, Project Manager of additional funding relevant to the scheme.

## **Payment of funds**

Payments will be made to the South Australian Administering Institution nominated in the application and will be paid in quarterly instalments upon receipt of a tax invoice.

## **Publicity**

Successful applicants may be asked to assist with promotion of funded research and of Funding Parties of the Beat Cancer Project. The applicant's capacity to act as an ambassador for the Cancer Council SA's Beat Cancer Project will be considered. There will be requests to provide media publicity through interviews or other means and we ask that successful applicants participate when these opportunities arise. We also ask successful applicants to advise the Beat Cancer Project, Project Manager if promotion of the funded work is planned through their administering institution.

Successful applicants will be required to:

- Include the following statement in all communication activities relating to the funded research:  
*'Undertaken with the financial support of Cancer Council's Beat Cancer Project on behalf of its donors and the State Government through the Department of Health.'*
- Establish an email signature block that acknowledges their Cancer Council SA's Beat Cancer Fellowship role.

Successful applicants cannot make any public announcement in respect of the PCR Fellowship or the Beat Cancer Project without the prior written approval of the administering body, SAHMRI (and acknowledges that SAHMRI may need to obtain the approval of the Funding Parties for any such announcement), unless such announcement is required by law or a regulatory body.

Successful applicants are required to adhere to all obligations required of SAHMRI as the administering body, by the Funding Parties with regard to acknowledgement and announcements,

and shall use their best endeavours to assist SAHMRI to adhere to any contractual obligations in this regard.

### **Reporting Requirements**

The Beat Cancer Project, Project Manager will liaise with researchers to provide further details on reporting requirements. A final report will be required, plus other reports on research progress and financial status. Failure to submit requested reports may make researchers ineligible for further funding. The information provided in reports will be made available to SAHMRI and the Funding Parties.

An agreement with Administering Institution will be finalised setting out terms and conditions of funding including reporting requirements.

### **Tobacco Policy**

Funding will not be offered for individuals or institutions that receive support directly or indirectly from, or are involved with organisations that are part of or funded by, the tobacco industry. Applicants are asked to disclose any current or recent relationship with the tobacco industry. Unless counter-evidence is supplied, such relationships will be taken as conflict of interest and render applicants ineligible.

### **Overlap with other Fellowship Schemes**

If an applicant is already in receipt of Fellowship funding support from another source at the time their Beat Cancer Project Fellowship application is deemed successful, they will be awarded 50% of the value of the Fellowship for the overlapping period. The Beat Cancer Project Fellowship will then revert to 100% support at the cessation of the other Fellowship.

Applicants who apply for and are successful in obtaining alternate overlapping Fellowship support during the term of the Beat Cancer Project PCR Fellowship (e.g NHMRC Career Development Fellowship, Heart Foundation Fellowship etc), must notify the Beat Cancer Project, Project Manager within 2 weeks of notification of the other award. If the recipient wishes to continue to hold the awarded Beat Cancer PCR Fellowship, they must relinquish 50% of their Beat Cancer Project award for the overlapping period.

Those applying for a Beat Cancer Project PCR Fellowship who have requested Fellowship support from other sources can submit the same project to the Beat Cancer Project, provided full disclosure is made under “other sources of funding support” in the full application form.

### **Unspent Funds**

At the completion or discontinuation of the PCR Fellowship scheme, unexpended money must be returned to SAHMRI as the administering body to manage on behalf of the Beat Cancer Project.

## **APPLICATION CHECKLIST**

Late or incomplete applications will not be accepted.

The online application form is available [here](#) from 2nd July 2018.

Applications must include:

- An online application form including answers to all of the Selection Criteria
- Research Proposal
- CV
- Budget
- Letter from applicants Faculty/Division/College Head confirming that they:
  - . support the application
  - . consider the project to be compatible with the applicants interests, capabilities and career development needs
  - . agree that all conditions of employment will be met by the supporting institution
- Letter of support from matched funding body

□ PhD Record.

**Contact for further information**

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