

## **CANCER COUNCIL SA BEAT CANCER PROJECT TRAVEL GRANTS FUNDING GUIDELINES**

**Closing date for Applications: 6 August 2018 – 5pm ACST**

Applications are invited for Travel Grants 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 Travel Grants**

Support is available to offset the costs of travel and accommodation for early-career South Australian Cancer Researchers (PhD and Masters research students, and other early-career researchers, no more than 5 years post-doctoral) who have been invited to present their work at a national or international scientific meeting, or who can show that attendance at such meetings would have a direct positive impact on their career. The scheme is also available to early-career researchers to fund travel costs to undertake short-term study/exchange at a national or international location.

### **Funding Available**

The maximum amount of travel funding provided will be \$10,000 (AUD) for support to undertake short term national or international study programs or exchanges, and up to \$2,500 (AUD) may be provided for conference-only related travel.

Grant payments will be made on receipt of an invoice from administering institutions. Unexpended money must be returned.

### **Eligibility**

Eligible applications may come from across the research spectrum, including biomedical, clinical, health-services and population-health research. Applicants should be PhD/Masters Research students, or other early-career researchers who are no more than 5 years post-doctoral.

Recipients of the last *Beat Cancer Project* Travel Grant funding round (2017) are not eligible to apply in the current (2018) round.

The travel must be undertaken for the stated purpose and completed within 12 months from the date of award.

### **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.

Applications not meeting the selection criteria or not providing the required application information will **not** be reviewed.

A peer-reviewed assessment process will be used.

The Beat Cancer Project will have the right not to fund.

## **KEY DATES**

**Applications Open: 2 July 2018**

**Applications Close: 6 August 2018**

**Outcomes Notified: 8 October 2018**

## SELECTION CRITERIA

Applicants should address each of the selection criteria below using the online application form, and where applicable, provide examples that best demonstrate their strength in the area.

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

### Selection criteria (1000 words max)

1. **Relevance to cancer control:** Attendance at the conference or short-term study program or exchange must be related directly to the individual's current research focus and highly relevant to cancer control
2. **Clear and significant benefit:** The likely benefits to the applicant's career are clear and significant and they can demonstrate the value of their attendance to the research community
3. **Collaboration opportunities:** Significant collaborators or avenues for effective collaboration are present as a result of the travel activity
4. **Capacity building:** Avenues for mentoring and capacity building are clear and significant

## REQUIRED DOCUMENTATION

Copies of the following documents will be required to be uploaded along with the application form;

- . Budget
- . Conference abstract
- . Letters of support
- . CV

### BUDGET

Applicants are required to submit a **budget table** defining how funds will be used. If matched funding from another source has been obtained, the budget table should show a breakdown of all funds including matched.

The applicant's budget table should clearly show:

- Income, including:
  - amount sought from the Beat Cancer Project
  - contributions by the traveller *(if applicable)*
  - contributions from the host institution you plan to visit *(if applicable)*
  - contributions from your Administering Institution *(if applicable)*
  - other contributions including any in-kind contributions relevant to this project *(In-kind contributions are the non-cash contributions of equipment, materials, time, services, free accommodation etc. An estimated value should be given for each item).*
- Expenditure including:
  - airfares
  - accommodation
  - living expenses
  - conference fees *(if applicable)*
  - other costs associated with the travel.

As a minimum an airfare quote should be attached along with accommodation and conference or other registration quotes.

Amounts granted are exclusive of GST.

*Note: If your grant application is successful you must submit a copy of your actual itinerary, including costs from your travel agent/online booking with your final report.*

### **CONFERENCE ABSTRACT**

Where relevant, applicants will be required to provide a copy of their conference abstract that has been submitted or accepted, including titles, authors, content, and abstract approval letter (if available).

### **LETTERS OF SUPPORT** *(max 1 page for each relevant letter)*

Applicants are required to provide a letter of support from their Administering Institution, signed by the relevant, authorised staff member supporting attendance at a conference or short-term exchange. If undertaking a short-term study program or exchange, a letter of support from your host institution is also required.

#### **The letter must detail the following:**

- . Support for the application
  - . Consider the travel to be compatible with the applicant's interests, capabilities and career development needs
  - . Agree that all conditions of employment will be met by the supporting institution.

### **CURRICULUM VITAE**

Brief CV *(max 3 pages)*.

## **GENERAL INFORMATION**

### **Other Sources of Funding**

Applicants must disclose details of awards or funds received from other sources to support the travel related to the current application. Applicants who can obtain additional funding from other sources will be highly regarded, however this is not an essential criteria.

### **Payment of Funds**

Payments will be made to the South Australian Administering Institution nominated in the application, and will be paid 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 or presentation activities relating to the funded travel:  
*'Undertaken with the financial support of Cancer Council SA's Beat Cancer Project on behalf of its donors and the State Government through the Department of Health.'*

Successful applicants cannot make any public announcement in respect of the Project 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.

### **Changes to Applications**

Modifications to applications after final submission will not be allowed. The Beat Cancer Project must be notified of any changes that may impact on the application such as withdrawal of matched funding, non-acceptance of abstract or withdrawal of host support. If an applicant's employment/enrolment circumstances change the Beat Cancer Project must be notified immediately.

### **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 as requested by the Beat Cancer Project, Project Manager. 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 Funders.

### **Successful applicants**

An agreement with successful applicants will be finalised setting out terms and conditions of funding. This will include reporting requirements.

Applicants will be advised of the **outcome of their application** by email as soon as practical after the closing date.

### **Tobacco Policy**

Funding will not be offered for individuals or institutions that receive support directly or indirectly from, or are involved with organizations 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.

### **Unspent Funds**

Unexpended money must be returned on completion of travel 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:

- A complete online application form including answers to the Selection Criteria
- Budget, as per the requirements set out on page 2
- Abstract where relevant
- CV (no more than 3 pages)
- Letter from applicants Faculty/Division/College head confirming that they:
  - . Support the application
  - . Consider the travel to be compatible with the applicant's interests, capabilities and career development needs
  - . Agree that all conditions of employment will be met by the supporting institution.
- Letter of support from **host** institute if undertaking short term exchange program or similar arrangement.

### **Contact for further information**

Project Manager - Cancer Council SA Beat Cancer Project  
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