Grants-in-Aid application guidelines 2021

Key Dates

EOI opening date: Monday 24 May 2021

EOI closing date: Friday 25 June 2021

Full Application opening date: Monday 6 September 2021

Full Application closing date: Friday 8 October 2021

Eligibility

- Grants-in-Aid are awarded to research conducted in Victorian universities, hospitals and medical research institutes.
- The work to be funded must relate to the causes, prevention, diagnosis or treatment of cancer.
- Funding will not be granted to any researcher who is receiving or who is an applicant for funding from the tobacco industry or any of its agencies or subsidiaries.
- Relevance to cancer is the fundamental criteria for eligibility for Grants-in-Aid funding. The primary focus of the project must relate to the causes, prevention, diagnosis or treatment of cancer.
- Those projects applying to Low Survival Cancer specific funding must demonstrate a primary focus on a low survival cancer as defined below.

Limitations on funding for researchers and institutions

- The first-named Chief Investigator (CIA) must hold a primary appointment at an institution in Victoria.
- Chief Investigator A (CIA) may only submit and hold one Cancer Council Victoria Grant-in-Aid as CIA. If the CIA currently holds a Grants-in-Aid that finishes after 31 December 2021, they cannot apply to this round. This includes those grants currently held with “a no cost extension”.
- Any Chief Investigator may only act as CI (B, C, D etc) on one submission in the 2021 round.
- No changes to the Chief investigators are to be made between the EOI and Full Application unless there are extenuating circumstances.
Cancer Council Victoria employees are eligible for inclusion on Grants-in-Aid project applications providing:

- The Cancer Council employee is not listed as Chief Investigator A (CIA)
- The project is led by another institution, and funds are awarded to and expended by another institution.

**Low Survival Cancers**

Low survival cancers are generally defined as those with a five-year survival rate of ≤50%. To be eligible for this specific funding grant opportunity, applicants must answer ‘yes’ to the relevant question in both the EOI and Full Application forms and provide details of the direct relevance to Low Survival Cancers. The following table provides a guide of cancer types defined as Low Survival.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Oesophagus (C15)</td>
<td>19.7%</td>
<td>23.93%</td>
<td>280</td>
<td>408</td>
</tr>
<tr>
<td>Stomach (C16)</td>
<td>29.46%</td>
<td>33.13%</td>
<td>414</td>
<td>645</td>
</tr>
<tr>
<td>Liver* (C22)</td>
<td>17.72%</td>
<td>23.74%</td>
<td>407</td>
<td>567</td>
</tr>
<tr>
<td>Gallbladder** (C23,24)</td>
<td>19.58%</td>
<td>24.64%</td>
<td>193</td>
<td>264</td>
</tr>
<tr>
<td>Pancreas (C25)</td>
<td>7.32%</td>
<td>11.61%</td>
<td>799</td>
<td>920</td>
</tr>
<tr>
<td>Lung (C33,34)</td>
<td>17%</td>
<td>21.85%</td>
<td>2107</td>
<td>3157</td>
</tr>
<tr>
<td>Mesothelioma (C45)</td>
<td>7.46%</td>
<td>6.71%</td>
<td>159</td>
<td>159</td>
</tr>
<tr>
<td>Ovary (C56)</td>
<td>42.65%</td>
<td>47.03%</td>
<td>185</td>
<td>264</td>
</tr>
<tr>
<td>Renal pelvis etc (C65,66,68)</td>
<td>42.37%</td>
<td>42.42%</td>
<td>74</td>
<td>114</td>
</tr>
<tr>
<td>Central Nervous System (C70-C72)</td>
<td>25.78%</td>
<td>26.32%</td>
<td>392</td>
<td>507</td>
</tr>
<tr>
<td>Unknown primary*** (C76-80)</td>
<td>10.36%</td>
<td>12.58%</td>
<td>386</td>
<td>580</td>
</tr>
<tr>
<td>Acute myeloid leukaemia</td>
<td>26.54%</td>
<td>27.09%</td>
<td>168</td>
<td>277</td>
</tr>
<tr>
<td>Myelodysplastic syndromes</td>
<td>45.8%</td>
<td>45.79%</td>
<td>159</td>
<td>597</td>
</tr>
<tr>
<td>Myelodysplastic/myeloprolifetive diseases</td>
<td>40.9%</td>
<td>47.36%</td>
<td>67</td>
<td>117</td>
</tr>
</tbody>
</table>

Source: Victorian Cancer Registry.

* Liver includes intrahepatic biliary ducts
** Gallbladder includes extrahepatic biliary ducts
*** Cancer of Unknown Primary is referred to as unspecified site in Victorian Cancer Registry data.

Because of challenges categorising cancer of unknown primary the data set may not capture all cases of cancer of unknown primary in Victoria.
Research Plan

The research plan will be uploaded onto the online submission.

Expression of interest: Only headings 1 – 3 to be included in the expression of interest submission. Maximum length is 2 pages, including any images (figs and tables) using a minimum font size of Arial 11. Not including references.

Full application: All headings to be included in the full application. Maximum length is 5 pages in total including any images (figs and tables) using a minimum font size of Arial 11. Not including references.

1. Aims and Hypotheses
   Hypotheses to be tested should be clearly stated.

2. Methods / Design
   Include sufficient detail for methods and experimental design to be assessed.

3. Experimental Plan
   Clearly outline the experimental plan that best fits your project design.

4. Key Activities and Milestones
   To clearly demonstrate the expected progression of your project, list every milestone you expect to achieve and when you expect to achieve it, including employment of staff, ethics approval, development of study measures, data collection (eg expected recruitment numbers within each 6 monthly interval), data analysis, manuscript preparation etc.

Relevance to cancer

Relevance to cancer is the fundamental criteria for eligibility for Grants-in-Aid funding. The primary focus of the project must relate to the causes, prevention, diagnosis or treatment of cancer. You must include information on the relevance to cancer in your response, including how you might progress the results of your work and its translation into clinical practice.

The application will be considered insufficiently relevant if the relevance and significance to another disease is greater than to cancer, or if the research is of such a fundamental nature that its likely short- or medium-term impact on cancer control is low.
**Curriculum Vitae**

Include the following information in all CV’s under the following headings. Each CV must be limited to 3 pages using a minimum font size of Arial 11.

1. **Qualifications**
   Provide a list of your qualifications. For each entry include the name and location of the institution, the degree received (if applicable), the month and year of end date and the field of study.

2. **Career Disruptions**
   Outline any career disruptions that you have experienced that impact the length of time between your PhD (or MBBS) being awarded and the closing date for applications.

3. **Personal Statement**
   Briefly describe why you are well-suited for your role(s) in this project. Relevant factors may include aspects of your training; your previous experimental work on this specific topic or related topics; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields.

4. **Positions and Honors**
   List in chronological order the positions you've held that are relevant to this application, concluding with your present position.

5. **Contributions to Science**
   Briefly describe your most significant contributions to science that relate to this project. This section should also highlight your accomplishments, and those of your colleagues, as scientists. This information will be used by the reviewers in the assessment of each of your experience for a specific role in the proposed project, as well as to evaluate the research team as a whole.

6. **Publications (5 years)**
   List your publications from the last 5 years, particularly those that relate to the project.
Budget

1. Salary requests
   - Salary requests for CIAs will be permitted provided the CIA’s PhD (or MBBS) was awarded < 13 years ago at the closing date for applications.
     
     Note: In order to verify eligibility, applicants must include the date of the letter advising them of their PhD or MBBS qualification being approved. This is to be provided in the ‘Budget’ question of the Full Application form. Career disruptions will only be considered if applicants provide specific details of their situation.
   - Salary requests for CIB, CIC, CID etc will be permitted provided the salary is not being requested to support someone who is a group leader or head of laboratory.
   - All requests for salary must be justified. Applicants are asked to include this justification in Budget section of the Full Applications document. This detail is not required for the EOI.
   - No on costs are to be included in salary requests.

2. Other funding sources
   You may seek funding from other sources for the same project, however, there must be no overlap or duplication of funded components. You will be required to decline or relinquish one of the grants (or part of) if you are successful in obtaining funding for duplicate components. Applications will be assessed on the activities for which you are seeking Cancer Council Victoria funding. The Research plan must clearly outline these activities and how they will benefit the larger project. Details of the other funding sought are to be provided including:
     - State which funding body and opportunity you are applying to
     - The aims and objectives included in the other application/s and
     - The similarities and differences between the applications
     - Provide a clear justification for requesting Cancer Council Victoria funding

3. Funds spent outside Victoria
   Cancer Council Victoria will fund collaborative research, provided that the Administering Organisation and majority of the research funded is based in Victoria.
   Any funds requested to be spent outside of Victoria must be justified.

Role of the Administering Institution
The Administering Institution guarantees that the infrastructure and research environment necessary to support the research will be available. The Administering Institution also provides the administrative framework through which applications are received and payments made.

Should the application be successful, the Administering Institution is required to enter into a funding agreement with Cancer Council Victoria. The conditions in the agreement cover the standard grants contract areas including acknowledgment, intellectual property, reporting requirements etc.
**Funding Agreement**

By applying for this grant:

- you and your Administering Organisation acknowledge that you have read Cancer Council Victoria’s standard funding agreement (which can be found at [insert link to relevant funding agreement]); and
- you and your Administering Organisation agree to these terms for the purpose of applying for, and if successful receiving, your grant from Cancer Council Victoria.

**Administrative Guidelines**

The EOI application consists of a short online form and an application form to upload.

**Note:** all CI’s CV’s are required for the full application. Save all CV’s in order of CIA, B, C etc.

**Enquiries:** Please direct all enquiries to Grants@cancervic.org.au.