

Cancer Society

of New Zealand Incorporated

Research Grant Application form

2012

Cancer Society of New Zealand Inc.

Research Grant Application form

Please supply an electronic copy to: admin@cancer.org.nz
plus 5 hard copies (original + 4) of this application to:

The Cancer Society of New Zealand Inc.

Level 2, Red Cross House

69 Molesworth Street, Thorndon

PO Box 12700

Wellington 6144

Research Grant Application form General Information

**Applications are restricted to research to be
conducted in New Zealand.**

**Applications must be submitted in hard copy.
An original and 4 double sided copies are required
and must reach the Cancer Society offices
by 5 pm on 14 October 2011
An electronic version should also be supplied.
Email: admin@cancer.org.nz**

Late applications will not be accepted

These notes are intended to assist in completing this application form. Additional information is given in the 'Guide to Applicants for Research and Other Grants' available from our web site www.cancernz.org.nz or from our Medical Director to whom enquiries relating to research grants should be addressed.

The Cancer Society of New Zealand (CSNZ) may grant funds to support research projects in fields related to cancer. Applications must be made in English on the attached form. An original and **4** copies must reach the Society's National Office at the above address **no later than 5.00 pm on the closing date which is 14 October 2011. Late applications will not be accepted. Please also send an electronic version of your application: admin@cancer.org.nz**

First time applicants please note that many applications fail because of inadequate preparation and lack of detail. Where possible discuss details with senior colleagues and other professionals with special skills in your area of research.

Section 1

Principal investigator

All correspondence relating to the application will be addressed to this person.

Host Institution

The institution or organisation which will be responsible for administering any funds awarded. For example for those applicants from the Wellington School of Medicine the host institution is the University of Otago. Please give the title of the officer of the organisation to whom correspondence should be addressed and the full postal address,

This is an example only
Research and Supply Officer
Finance Registry
University of Auckland
PO Box 92019
AUCKLAND

Location of research

Where the applicant will be carrying out the majority of their research. Name of institution and postal address please.

This is an example only
Cytogenetic and Oncology Unit
Department of Pathology
Christchurch School of Medicine
PO Box 151
CHRISTCHURCH

Research title

Should be succinct, describe the proposed project and differ from previous CSNZ titles.

Summary of Research

The 'Lay Summary of Research' should be intelligible to an audience of reasonable intelligence but no specific knowledge of cancer research and explain the relevance to cancer. The subsequent 'Summary of Research' should be written for experts in the field and should be fully documented with appropriate references.

Section 3

Proposed Investigation

This section should be typed using no smaller than 12pt font with single spacing.

The upper page limit is **15 pages**.

Section 4

Requested Budget - Staff

The Cancer Society does not employ staff funded by CSNZ grants, terms and conditions of employment for these staff are those of the host institution which sets the salary scale, levels of appointment and promotion.

Details of **all** staff who will be associated with the research should be included, whether or not a salary is being requested. The names of individuals whose salary is already underwritten by the Cancer Society (eg. Cancer Society Fellows) should be underlined. **Staff promotions to be requested during the grant period must be clearly documented in the staff grade and year 1-3 columns.** Part-time salaries should be included and the percentage of full-time on the project (FTE%) noted. Casual salaries should be requested under working expenses. **All positions should specify grade and level.** Check that salary details are correct.

Budgetary provisions for amounts to be requested for the employer's contribution to approved superannuation schemes should be detailed under working expenses on page 9.

Section 6

Requested Budget - Working Expenses

Working expenses may include 'direct costs' only. Under no circumstances are working expense budgets to include any element of overhead recovery.

The Society will not fund costs for rental of office or laboratory space, lighting, heating or other services to space occupied by research workers. It will also not fund desks, chairs and filing cabinets which could be considered usual office accessories. It will not pay for telephones, their installation, connection or line charges. Laboratory service fees charged as a percentage of working expenses or equipment maintenance, except for equipment purchased with Society funds, will not be allowed.

Applications requesting major equipment should state clearly expected use of the equipment by the applicant and other local research workers.

Expenses of appointment

Working expenses may include expenses of appointment for staff up to the rates and allowances of the host institution. This includes the cost of advertising the post in overseas journals for which the estimated cost should be separately itemised.

Publication costs

Working expenses may include the cost of page charges for publications in scientific journals arising from the supported research. Charges made by journals for more rapid publication may not be included, but charges are permitted for special plates, charts, diagrams, pages in excess of specific number, or where editorial policy requires authors to contribute some of the publication cost. Costs for the publication of books or monographs should not normally be included.

Domestic travel

Working expenses may include the cost of relevant domestic travel for grant-funded staff at the most economic rate practicable. Fares

and allowances should be calculated in accordance with the regulations and scales of the host institution. Domestic travel costs may include provision for each senior research worker supported full-time on the grant to attend one conference, meeting or seminar annually (maximum \$1,000 per annum per investigator to a maximum of \$1,500 per annum per grant). This provision may be extended to other staff when exceptional justification exists. Domestic travel is considered to include Australia, excluding Northern Territory and Western Australia.

Section 11

Ethical Agreement

All areas must be fully and accurately completed for this section to be accepted. List the full name of the accredited Ethics Committee(s) from which you are seeking approval. If ethical approval is not required reasons must be given.

It is the responsibility of the host institution to evaluate the ethics involved in any research on human or animal experiments or utilizing personal information. However, the Cancer Society wishes to be fully informed on the ethical arrangements covering any work for which it supplies funds. The importance of adherence to the Cancer Society's guidelines set out in 'A Guide to applicants for Research and Other Grants' Section 3.7 'Ethics of experimentation' is emphasised. The applicant must supply a copy of any submission for ethical approval that is awaiting approval and evidence of approval must be supplied to the Cancer Society before a grant can be activated.

Guidelines to applicants

1. Once applications have been received by the Cancer Society, major procedural changes to your research protocol resulting from decisions of an Ethics Committee, will require withdrawal of the application and resubmission to a later funding round. It is therefore suggested that you apply for ethical approval before submitting your application to the Cancer Society to avoid unnecessary delays in grant commencement.
2. No grant funds will be released by the Cancer Society until all ethical and administrative agreements, as detailed in this form, are fully met.

3. Research ethical approval(s) must come from an accredited Ethics Committee(s).
4. If appropriate, more than one Ethics Committee approval may be necessary, for example, if the research geographically covers an area serviced by more than one committee or if human and animal studies will be undertaken. All committees applied to for approval should be listed.

Section 12

Administrative Agreement

The administrative agreement page must be completed before processing of the application can begin. The administrative agreement should be signed by officers of the institution which will administer the award (where appropriate). Only one fully signed copy of this page is required. After signing the original, the application should be forwarded, via the Head of Department, to the university registry or other institutional head office with sufficient time for them to be completed and delivered to the Cancer Society by the closing date.

Section 13

Personal Information

Nomination of referees

In the Personal Information Section (section 13) of this application please list four New Zealand or overseas contributors to the research field from whom the Society may elect to seek an opinion on the scientific merit of the project. Applicants may also name a maximum of two individuals or groups whom the applicant does not want to referee the project. No additional action by the applicant is necessary. Please state discipline of each referee, as well as full postal address. *NB:* collaborators and members of the same department should not be listed as referees.

The National Scientific Advisory Committee of the Society has agreed that applicants should have the opportunity to respond to referees' reports, as is the custom for a number of granting bodies. Following the receipt of referees' reports, these will be forwarded to Principal Investigators for comment and these comments will be taken into account by the Committee.

*The Cancer Society of New Zealand Inc.
Level 2, Red Cross House
69 Molesworth Street, Thorndon
PO Box 12700
Wellington 6144*

If there are more than two PI's list additional names on a continuation page

Principal Investigator A

Principal Investigator B

Surname
First name & initials
Title
Male/Female
% FTE
Position
Department

Mailing Address of Principal Investigator

Email Address

Work Phone Number

Fax

Institution / School / Division where research is to be undertaken (name & address)

Host institution

Administering the grant (name & address)

Research Title (No more than 80 characters & Title must differ from previously supported projects)

Summary of support requested

Preliminary Budget only

1. Salaries <i>(from section 4)</i>	Number of Staff				Budget (\$)			Total \$
	Year One	Year Two	Year Three	Year One	Year Two	Year Three		
Principal Investigator(s)								
Professional/Scientific								
Technical								
Other								
				Totals				_____
2. Equipment <i>(from section 5)</i>								_____
3. Working Expenses <i>(from section 6)</i>								

Total of 1, 2 & 3

Proposed commencement date

Proposed term of research

Date of application

dd/mm/yy

FOR OFFICE USE

Grant No.

Account No.

If there are more than two PI's list the additional team members here. Copy as necessary & delete if not applicable

Principal Investigator C

Principal Investigator D

Surname
First name & initials
Title
Male/Female
% FTE
Position
Department

Lay summary of research. The lay summary should be a brief, no more than 150 word statement suitable for dissemination to a lay audience.

Summary of Research. (Max 1.5 pages)

Goals

1.

Objectives

Research plan

Background

Methods

Relevance

References

A Report on previous grant (if relevant). If the research proposed in this application arises directly from research undertaken on a previous CSNZ funded project, provide a statement of the original aims and objectives of that grant and the degree to which these were met. If the research did not progress as anticipated, provide explanations. Use this page and no more than two continuation pages, if necessary (excluding references).

B Report on currently funded project grants. Applicants must state clearly how the research proposed in this application relates to existing projects and programmes (both CSNZ and non-CSNZ funded). Any overlap of personnel and resources should be clearly stated. Use continuation pages as required to outline your full portfolio of current research.

Please use the following categories to structure the discussion of your project. The discussion must be contained within the page limit specified in the guidelines attached to this form. References are not included within the page limit. The upper page limit will be strictly enforced and applications exceeding this will not be accepted. Research methods should be sufficiently detailed to permit expert assessment. In the case of continuing research, considerable importance will be attached to the progress report (refer page 3).

1. **Aims.**

2. **Background.** In addition to relevant work by applicants and other workers, further information essential for the assessment of the application is to be included.

3. **Research design.** Include goals and specific objectives, research hypothesis, methodological detail, and sampling characteristics (including gender and ethnicity where relevant) and proposed methods of data analysis.

4. **Timeline.** A timeline indicating how the research will be conducted over the duration of the grant should be included if appropriate.

5. **Significance.** Applicants should comment on how their proposed research fits into the perspective of the overall research field and on the international competitiveness of their research. Must include relevance to cancer.

6. **Dissemination of results.** How are the research results to be disseminated?

7. **References.** Key references cited in the text should be supplied. Details must include author(s), title of article, journal, year, volume and page numbers (first and last). Asterisks are to be placed beside applicant's publications.

Staff. Details of all staff who will be associated with the research should be included, whether or not a salary is being requested. The names of individuals whose salary is already provided by the CSNZ (e.g. CSNZ fellows) should be underlined. It is vital that applicants read the additional explanatory information, contained in the guidelines attached to the front of this application, before completing this section.

Applicant(s) Names (if known)

	Grade	FTE %	Super %	Year 1 \$	Year 2 \$	Year 3 \$

Other staff (including graduate students, clerical)

	Grade	FTE %	Super %	Year 1 \$	Year 2 \$	Year 3 \$

Total Salary Support Requested (excluding GST)

	Year 1 \$	Year 2 \$	Year 3 \$
TOTALS			

Equipment. Only items of greater value than \$500 should be requested as equipment. Items below this value should be budgeted as working expenses (pages 7 and 8). For equipment above \$2,000 in value, a copy of a written quotation from the suppliers must be appended to the application and the cost should include both basic equipment costs and installation charges (if any). Prices should be quoted excluding GST.

	Year 1	Year 2	Year 3
Equipment items between \$500 and \$2000 in value	\$	\$	\$

	Year 1	Year 2	Year 3
Equipment items above \$2000 in value	\$	\$	\$

	Year 1	Year 2	Year 3
Total Equipment Funds Requested (excluding GST)	\$	\$	\$

Working Expenses: Estimates of costs should be expressed in **current prices, excluding GST**. Refer also to additional notes listed on “Application Guidelines” - at the front of this document.

List materials, consumables & equipment items below \$500 in value	Year 1 \$	Year 2 \$	Year 3 \$
-----------------------------------------------------------------------	--------------	--------------	--------------

Animals (purchase & holding costs)	Year 1 \$	Year 2 \$	Year 3 \$
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Computer charges (specify)	Year 1 \$	Year 2 \$	Year 3 \$
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Employer’s contribution to superannuation (refer to guidelines)	Year 1 \$	Year 2 \$	Year 3 \$
--------------------------------------------------------------------	--------------	--------------	--------------

Sub-Total for this Page (ex GST)	Year 1 \$	Year 2 \$	Year 3 \$
-----------------------------------------	--------------	--------------	--------------

	Year 1	Year 2	Year 3
General expenses (refer to notes in application guidelines)	\$	\$	\$
Accident compensation levies			
Insurance premiums			
Contracts & other services (eg equipment maintenance)(Specify)			
Expenses of appointment (specify)			
Transport costs (specify)			
Domestic travel (specify)			
Telephone/Fax			
Other expenses (including stationery, bench books, postage & freight, publication costs etc.)			
Sub-Total for this Page			
Sub-Total from Previous Page			
Total Working Expenses Requested (ex GST)			

Justification of staff, equipment and working expenses. Explain the role of all staff who will be associated with the research, whether or not a salary is being requested, and justify each proposed item of equipment and working expenses. Continuation pages may be used if necessary.

Applicants need to specify the current funding for named individuals whose salary is being requested on the grant. For each research worker named in Section 4, and other staff where appropriate, a biographical sketch (Section 8) should be included. **If an applicant expects a significant contribution from a collaborator (more than 10% FTE), a signed statement from each collaborator indicating their commitment must be appended to the application.**

Facilities available: Describe the facilities available for the proposed research using the following headings as a guideline: computer facilities, laboratory space, equipment, animal or other services facilities, clerical, secretarial or administrative support. If facilities to be used are in an institution other than the department(s) at the host institution(s) of the principal investigator(s) a letter of agreement signed by the Head of Department should be included.

**For Senior Research Workers Named in the Grant Application.
Curriculum Vitae Template**

*Rows and columns may be expanded or reduced, but a CV must be no more than five pages.
Instructions in italics should be deleted before you submit your CV.*

PART 1

1a. Personal details				
Full name	<i>Title</i>	<i>First name</i>	<i>Second name(s)</i>	<i>Family name</i>
Present position				
Organisation/Employer				
Contact Address				
				Post code
Work telephone		Mobile		
Email				
Personal website (if applicable)	http://			

1b. Academic qualifications

*Delete and start typing here. List in reverse date order. Start each qualification on a new line as per the example:
e.g. Year conferred, qualification, discipline, university/institute.*

1c. Professional positions held

*Delete and start typing here. List in reverse date order. Start each position on a new line as per the example:
e.g. Year-year, job title, organisation.*

1d. Present research/professional speciality

Delete and start typing here.

1e. Total years research experience

years

1f. Professional distinctions and memberships (including honours, prizes, scholarships, boards or governance roles, etc)

*Delete and start typing here. List in reverse date order. Start each professional distinction on a new line as per the example:
e.g. Year / year-year, distinction.*

1g. Total number of peer reviewed publications and patents	Journal articles	Books, book chapters, books edited	Conference proceedings	Patents

Part 2 should include information pertinent to your research proposal.

PART 2

2. Research publications and dissemination

Expand/reduce the following table as needed, listing publications relevant to your proposal. List in reverse date order. **Bold** your name in lists of authors.

Peer-reviewed journal articles
Peer reviewed books, book chapters, books edited
Refereed conference proceedings
Patents
Other forms of dissemination (reports for clients, technical reports, popular press, etc)

This section is intended to provide the Society’s assessors with an overall summary of support for this research. Details of previous grants, and applications awaiting decision, for the support of this or closely related research should be provided under the appropriate headings. Grants from **all** sources should be listed.

Current and completed grants (past 6 years)

1 Title
Commencement Date
Duration
Total Value \$
Agency

2 Title
Commencement Date
Duration
Total Value \$
Agency

3 Title
Commencement Date
Duration
Total Value \$
Agency

4 Title
Commencement Date
Duration
Total Value \$
Agency

5 Title
Commencement Date
Duration
Total Value \$
Agency

6 Title
Commencement Date
Duration
Total Value \$
Agency

7 Title
Commencement Date
Duration
Total Value \$
Agency

Grant applications awaiting decision: Please include coversheet and abstract of potentially overlapping grants submitted to other funding agencies, and indicate any overlap of resources and personnel on these grant applications with your grant submitted to the CSNZ. Use continuation page if required.

1 Title
Commencement Date
Duration
Total Value \$
Agency

Salaries (Specify positions if known)
Equipment
Working Expenses
Overlapping Resources

2 Title
Commencement Date
Duration
Total Value \$
Agency

Salaries (Specify positions if known)
Equipment
Working Expenses
Overlapping Resources

3 Title
Commencement Date
Duration
Total Value \$
Agency

Salaries (Specify positions if known)
Equipment
Working Expenses
Overlapping Resources

Title

Name

Research Title

- Place a mark in the Ethics Committee approval(s) obtained and a copy of each enclosed.
- This is a multicentre research proposal
- Requires human ethical approval
- Requires animal ethical approval
- Ethics Committees from which approval is being sought

List the Ethics Committees from which approval is being sought

- Ethics Committee approval is not required

Give brief reasons why ethical approval is not Required

The undersigned also agrees to provide written evidence, before any research procedures commence, that in any study involving animal or human materials or personal information, a properly constituted accredited Ethics Committee has examined and agreed to the ethics of the proposal outlined in this application. If minor changes in the research design or procedures have been required for ethical reasons, the CSNZ must be informed of them.

Signed
Principal Investigator A

Date

(To be completed by the New Zealand institution administering the award)

All applications for Cancer Society grants must include an undertaking to abide by the following administrative agreement:

1. It is understood and agreed that any grant received as a result of this application is subject to the Rules of the Cancer Society of New Zealand Inc. Grant funds will not be expended for any other purpose than described in this application.
2. The host institution agrees and undertakes to bear all risks and claims connected with any operation covered by this application and to indemnify and hold harmless the Society against any and all liability suits, actions, demands, damages, costs or fees on account of death, injuries to persons or property, or any other losses resulting from or connected with any act or omission performed in the course of the research.
3. The host institution agrees and undertakes to support for the duration of any grant the work described in this application by making available accommodation, basic facilities for research and the services necessary for its fulfilment.
4. The host institution and the Applicant acknowledge that the Society has a key ownership interest agrees to consult the Society in any intellectual property that is developed as a result of the research that is partly funded by the Society and commercial development of such intellectual property and agrees to enter into good faith negotiations with the Society as to division of ownership interests of such intellectual property and any monies generated from it.
5. The Head of Department agrees to accept this research within his/her department if a grant is made by the Society and is aware that he/she maybe required by the Society to provide a confidential assessment of the research and its implications in the department if desired.
- 6 The Head of Department agrees to ensure that the project will have been approved, where appropriate, by the institutional Bio-Safety Committee before research is commenced.
- 7 The applicant(s) agrees to allow specified personal information to be used for publicity purposes.
- 8 The applicant agrees to be bound by and to meet all terms (so far as they are applicable to the applicant) of any agreement between the Society and the Host Institution regarding this research and any intellectual property flowing from it.

We the undersigned have read the Administrative Agreement above and undertake to abide by the conditions of this agreement in respect of any grant made by the Cancer Society of New Zealand Inc. as a result of the present application.

NOTE: Only one fully signed copy of this page is required by the Society. This form must be returned to the Cancer Society of New Zealand Inc. with the original copy of the grant application. Application forms which do not have a fully completed Administrative Agreement will not be processed.

Signed *Date*
Applicant
NAME

Signed *Date*
Acting Head of Department
NAME

Signed *Date*
Head of School, Faculty or Hospital)
NAME

Signed *Date*
Authorised official on behalf of host institution
NAME

Principal Investor A

Title

Name: (First name/initials/surname)

Research title

Nomination of assessors. List four New Zealand or overseas contributors to the research field from whom CSNZ may elect to seek an opinion on the scientific merit of the project. Please state discipline of each referee. NB: collaborators and members of the same department should not be listed as referees.

Please provide the full mail address and if possible, phone, fax and Email address of your nominated referees

Assessors unacceptable to applicant(s). A maximum of two individuals or groups whom the applicant does not want to referee the project may be named. Reasons for the requested exclusion of referees must be given on a separate sheet and the request may not be accepted. Full mailing address to be given.

Applicant confidentiality waiver: For public interest, accountability and fund-raising purposes the CSNZ reserves the right to release the applicant's name, host institution details, grant title and funding awarded. Please mark with a cross which other details you are willing to permit the CSNZ to release:

	Yes	No
Email	<input type="checkbox"/>	<input type="checkbox"/>
Work phone and Fax number	<input type="checkbox"/>	<input type="checkbox"/>