

A GUIDE TO APPLICANTS
FOR RESEARCH
AND OTHER GRANTS
CANCER SOCIETY OF NEW ZEALAND INC.
2012

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Address for Further Information:

Grants Administrator
Cancer Society of New Zealand Inc.
PO Box 12 700
Wellington
Telephone: (04) 494 7278
Fax: (04) 494 7271
Email:admin@cancer.org.nz

1. INTRODUCTION

This publication is a guide to those who may apply for grants awarded by the Cancer Society of New Zealand Inc.

1.1 THE CANCER SOCIETY OF NEW ZEALAND INC.

Is a charitable body established and conducted for charitable purposes as defined in the Charities Act 2005.

1.2 OBJECTS OF THE SOCIETY

The Society is established for educational and charitable objects and purposes (including research) within New Zealand only. In particular the Society is established:

- (a) To stimulate, co-ordinate, support and fund research within New Zealand into the control of cancer;
- (b) To support and provide information to persons affected by cancer and their families and carers;
- (c) To promote education about cancer for health professionals and to publicise progress made in research and treatment;
- (d) To undertake health promotion focusing on prevention of cancers;
- (e) To undertake advocacy for the control of cancer;
- (f) To foster and encourage co-operation with the Divisions and other bodies whether incorporated or not whose objects are similar to those of the Society to fulfil the above objects and to co-ordinate initiatives and programmes which are deemed by majority vote to be best carried out nationally;
- (g) To raise and employ funds for any educational or charitable purposes within New Zealand as authorized by these objects;
- (h) To promote the recognition and support of the Society's objects by government, local authorities, statutory bodies and other agencies;
- (i) To do all such things as are conducive or incidental to the attaining of the said objects or any of the PROVIDED HOWEVER that;
 - (i) Nothing expressed or implied in the Rules or the objects of the Society shall be carried out for the private or pecuniary profit of any individual or of the member or members of the Society; and

- (ii) The activities and objects of the Society shall be limited to New Zealand; and
- (iii) The Society shall be and shall remain a charitable body established and conducted for charitable purposes as defined in the Charities Act 2005.

1.3 ***THE AWARD OF GRANTS***

Research grants are awarded by the Board of the Cancer Society of New Zealand from recommendations made by the National Scientific Advisory Committees and on the advice of the Finance Committee whose chairperson is ex officio a member of the Board.

1.4 ***ADMINISTRATION***

The officers of the Society include a Chief Executive, a Medical Director and an Administration Manager. Address all correspondence to:

The Grants Administrator
Cancer Society of New Zealand Inc.
PO Box 12700
Wellington

Telephone: (04) 494 7278
Fax: (04) 494 7271
Email to: admin@cancer.org.nz

2. GENERAL INFORMATION

2.1 When a matter relating to research arises and the Cancer Society does not have a stated policy the Society may follow any existing guidelines of the Health Research Council.

2.2 TYPES OF GRANTS AVAILABLE

The Cancer Society of New Zealand (National Office) makes the following types of grant:

- Research Project Grants (Section 3)
- Scholarships (Section 7)
- Grants in Aid (Section 9)

The Cancer Society's six semi autonomous Divisions may make other kinds of grants (see Section 10).

2.3 PERSONS ELIGIBLE TO APPLY

Provided the application falls within the objects of the Society, grant applications will be considered from any appropriately qualified person.

2.4 SUBJECTS ELIGIBLE FOR CONSIDERATION

The Society is prepared to consider a wide variety of means by which cancer related research may be fostered.

2.5 THE NATIONAL SCIENTIFIC ADVISORY COMMITTEE

This Committee consists of nine members (including the Chairman) and the Medical Director (ex officio non voting). The Committee is made up of members with expertise in various fields of research.

Extra members may be co-opted for individual meetings. The Committee normally meets yearly. It is usual for at least one member of the Committee to be a full time cancer research worker.

3. ***PROJECT GRANTS***

3.1 ***INTRODUCTION***

Project grants provide support for a single individual or group working on a clearly defined research project. The usual term for a project grant is from one to three years with a maximum of three years. Grants are not normally renewable and any fresh application should be for a new project, or for one which has emerged from the old.

3.2 ***CONDITIONS***

- A principal investigator may only submit one grant application in each round.
- Principal investigators will be resident in New Zealand or intend to become residents.
- A researcher who has submitted an application as principal investigator may also be named as an associate investigator in one additional application in the same round.
- Grants will be limited to \$200,000 per annum for a maximum of three years unless they are of an exceptional quality.
- Applications for projects peripheral to cancer research should not be submitted.
- CSNZ grants may be of interest to post-doctoral scientists with a particular interest in cancer research who are within five years of gaining their research degree.

3.3 ***PRE APPLICATION***

- No pre-applications will be called for the 2012 grant round.
- If the number of full applications received exceeds the number that can be processed, the National Scientific Advisory Committee will triage the applications.
- Applications selected for review will undergo the usual peer review process. Please note this is not a guarantee of funding.

3.4 **METHOD OF APPLICATION**

Applications should be in typescript on the Cancer Society's "Research Grant Application Form" (2012). Copies of the form are available from the Grants Administrator or may be downloaded from the website:

<http://www.cancernz.org.nz/research/research-grants-and-training-scholarships/>

or

email: admin@cancer.org.nz

Applicants should follow the instructions supplied with the form. An original and 4 double sided copies should be sent to:

The Grants Administrator
Cancer Society of New Zealand
Level 2, Red Cross House
69 Molesworth Street
PO Box 12 700
Wellington

In addition, an electronic version should also be supplied. Applications should be sufficiently detailed to enable the Society and its referees to be fully appraised of the project. Estimates of costs should be realistic.

3.5 **ANNOUNCEMENT OF AWARD**

Awards are normally announced during May. The applicant and host institution will be informed. Announcements may be made in the public and medical press and are posted on the Cancer Society web site.

3.6 **COMMENCEMENT DATE AND TERMINATION OF GRANTS**

In general, grants will run from 1st July, and any variation from this date must be specifically requested in the application. The Society expects that successful grant applications will commence their research within three months from the date of commencement of the budget given in the letter of notification. If at the end of each financial year (30th June) the grant is significantly underspent, a brief explanation and notification that these funds are still required must be sent to the Medical Director. Any monies for grants not claimed within six months of the termination date of the research, as calculated from the date of commencement, will no longer be available from the Society. If your grant application is successful, and there is to be a delay in commencing your research, you should notify the Society so that your termination date can be altered accordingly.

3.7 **REPORTS**

A brief (one side or less of A4) progress report is required written in lay person's language and suitable for dissemination to donors is required on

30th June for each year of the grant. Failure to provide a report may result in the grant being suspended or withdrawn.

3.8 **ADMINISTRATIVE AGREEMENT**

The signed Administration Agreement set out in Section 5.0 must be submitted with the application. The grant application will not be considered unless all signatures to the Agreement have been completed. The following are the definitions of those referred to in the Agreement.

3.8.1 ***Applicant***

The applicant is the staff member of the host institution who accepts scientific responsibility for the conduct of the research project supported by the Society. He/she is responsible to the Head of his/her institution and through him/her to the Society, for the direction of the research and for the associated expenditure. In cases where more than one person has applied for a grant, one of these should sign the Agreement as the applicant. This person will be administratively responsible for the grant. The applicant may or may not be the principal investigator.

3.8.2 ***Head of Department***

In the case of University employed applicants, the Head of the appropriate Academic Department should sign the Agreement. When applicants are employed by a hospital, the Head of the appropriate Clinical Department should sign. If the applicant is a Head of Department, he/she should also sign this section.

3.8.3 ***Head of Institution***

The Institution is the place where the research is actually being carried out, e.g., if the research is being carried out at a hospital, the Chief Executive of that hospital or a person delegated by the Chief Executive should sign. This applies even if the applicant is a University employee, provided the actual research is being done at that hospital. If the research is being carried out at a Clinical School or Medical School, the Dean as head of the institution would sign.

3.8.4 ***Host Institution***

The host institution is the University, Hospital, or other institution which undertakes to provide facilities and accept overall responsibility for the conduct of the research and the administration of grant funds. The official authorised to sign for the host institution will be a matter for decision by that Institution. In the case of a University employed applicant carrying out research on University property, the Vice-Chancellor or his/her nominee would normally sign. Where the

research is to be carried out in a hospital, the Chief Executive, or General Manager of the Company would normally sign for the host institution.

The host institution administers the grant and employs the personnel involved. The Society does not employ researchers but is a funding body providing grants to institutions to allow them to undertake research on cancer (see Section 6). The host institution makes available free of charge basic research facilities including accommodation, heat, light, power, gas, water, laundry, cleaning, general maintenance and financial accounting services. (See Section 5.3)

3.9 *General Principals*

All research supported by the Society on human subjects must conform to the code of ethical principles established by the Health Research Council of New Zealand. In any research project involving experimentation with human subjects, the applicant must submit evidence that the project has been approved by a properly constituted University or Hospital Ethical Committee. If animal experimentation is involved, the research must conform to the guidelines for Institutional Animal Ethics Committees, published by the National Animal Ethics Advisory Committee and the applicant must supply evidence that the project has been approved by an Animals' Ethical Committee of a Hospital or University.

3.9.1 *Ethical Agreements*

It is the responsibility of the host institution to evaluate the ethics involved in any research on human or animal experiments.

However, the Cancer Society wishes to be fully informed on the ethical arrangements covering any work for which it supplied funds. Therefore on any grant application to the Society which involves an element of human or animal experiments, the applicant must forward a copy of the application for ethical approval which has been sent to their local ethical committee.

Applicants must also forward a copy of the final form of ethical approval when it has been received, before Cancer Society funds can be provided for that research.

3.10 **RESEARCH INVOLVING HUMAN SUBJECTS**

3.10.1 The applicant and any other Investigators involved (hereinafter referred to as "The Investigator") must be satisfied by forethought, by study of the literature, and by consultation that the proposed research is likely to contribute to the understanding of the matter being investigated.

- 3.10.2 The Investigator must be satisfied that the research on human subjects is based as far as possible on the results of experiments conducted “in vitro” or on animals.
- 3.10.3 The Investigator must be satisfied that adequate facilities will be used for the solution of the problem being investigated.
- 3.10.4 The Investigator must be satisfied that the research will not impose unreasonable discomfort or hazard upon the subject. In order to ensure the safety of the subject in an untoward event, the Investigator must ensure that appropriately qualified persons are present during experiments and that proper facilities are at hand to ensure the safety of the subject in any emergency.
- 3.10.5 The Investigator must modify appropriately or discontinue the research if it becomes apparent that the procedure is likely to cause unreasonable risk to the subject.
- 3.10.6 Before the research project is undertaken, the Investigator must obtain the free informed consent of the subject or his/her guardian in writing and in the presence of a witness. The consent must be obtained without the exertion of pressure on the subject and without being dependent on any obligation of the subject toward the Investigator.
- 3.10.7 The Investigator should be satisfied that the subject, or the guardian, has been informed, in terms capable of being understood, of the nature and purpose of the proposed research, the methods to be employed, and the possible risks and discomfort that may be involved.
- 3.10.8 Special care must be taken in the case of subjects at particular risk, for example, children, the mentally infirm, the unconscious patient, and pregnant and nursing women. Children should never be the subjects of research which could appropriately be undertaken in adults and, in the case of unconscious patients, the written consent of the next of kin must always be obtained.
- 3.10.9 The subject, or the guardian, shall be free at any time to withdraw consent for further participation in the research and must be made aware of his/her right in this respect. Such withdrawal does not in any way prejudice the subjects further management and treatment as a patient.
- 3.10.10 New therapeutic or experimental procedures which are at the stage of early evaluation and which might have long-term effects should not be undertaken unless full provision has been made for long-term care and observation of the subject.

Footnote: Research financed from Society Grants must conform to the above principles. Grants may be terminated at any time and without notice should the Society find that the principles have not been observed.

3.11 ***RESEARCH INVOLVING ANIMALS***

- 3.11.1 Animals used for research purposes shall be lawfully acquired. They shall be kept and used in strict compliance with the relevant laws and by-laws.
- 3.11.2 Any research project involving animals must be approved by a properly constituted Animal Ethical Advisory Committee, and conform to the guidelines for Institutional Animal Ethics Committees, of the National Animal Ethics Advisory Committee.
- 3.11.3 An Act of Parliament (October 1984) established a National Animal Ethics Advisory Committee, to advise the Minister of Agriculture. Further information on Animal Ethics can be obtained from:

The Secretary
National Animal Ethics Advisory Committee
Ministry of Agriculture
PO Box 2526
Wellington

3.12 ***REFEREES***

Applicants will be asked to nominate local or overseas contributors to the research field, who may be approached by the Society. Independent confidential assessments of the merits of grant applications will usually be sought from experts chosen by the Society. An applicant may request that up to two individuals or groups are not asked to act as external referees. Reasons for the requests should be given and the Society may disregard such requests.

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.

3.13 ***PUBLICATIONS***

Research workers may publish the results of work supported by a grant without notifying the Society, but each publication should carry an acknowledgement of the Society's support. The acknowledgement should be in the following form: "This research was supported by a grant from the Cancer Society of New Zealand Inc". The Society should be supplied with two reprints of each article published.

In all publications and grant applications, the usual ethical rules about patient anonymity should be maintained.

3.14 ***ARBITRATION ON ETHICS AND RESEARCH***

Where a dispute arises over the ethics of experimentation, the Society reserves the right to refer the matter to the Health Research Council Committee on Ethics and Research for arbitration.

3.15 ***CONDITIONS***

Grants are subject to the conditions set out herein, and may also be subject to special conditions imposed by the Society and may be withdrawn if the conditions are not complied with.

3.16 ***CONFLICT OF INTEREST***

3.16(a) The Society may refuse to consider an application or may terminate a grant if it considers actions of the applicant are contrary to the interests of the Society, or may bring the Society into disrepute.

3.16(b) When nominating external reviewers applicants should avoid conflict of interest by not naming close colleagues or collaborators.

3.16(c) At meetings of the National Scientific Advisory Committee (NSAC) any member of the Committee who recognises a potential conflict of interest is expected to declare it.

Committee members may be questioned about conflict of interest by other members, the Chairperson of the NSAC or by the Medical Director.

Members of the NSAC will usually absent themselves from parts of meetings when grant applications in which they have a personal interest are discussed and will not award a mark to any such application. Members' absences will be recorded in the minutes.

The Chairperson of the NSAC will inform new Committee members of this policy.

3.17 ***EXTERNAL ASSESSMENT OF RESEARCH***

The Society firmly believes that all funds raised from the public for research should undergo external assessment (peer review) of the research projects involved.

3.18 ***COMPETITIVE FUNDRAISING***

The Society may decline grant applications from individuals or institutions involved in public fundraising for cancer research on their own account.

3.19 ***SALARIES***

In making application for grants to cover salaries, the actual and current salaries should be requested. Any allowance for increases for inflation adjustment will be the responsibility of the Cancer Society. Where it is known that salaries will increase at scale rates, this information should be included.

Only in exceptional circumstances will the Society consider contributing to the salaries of applicants who are already employed in Government Departments or other State owned enterprises.

3.20 ***INTELLECTUAL PROPERTY RIGHTS***

Heads of Agreement between the Cancer Society and the major host institutions have been signed.

4 *FORMAT FOR RESEARCH GRANTS*

All grant applications must be on the Society's "Project Grant Application Form" (2012) available from:

The Grants Administrator
Cancer Society of New Zealand Inc.
PO Box 12700
Wellington

For an electronic form go to www.cancernz.org.nz or email:
admin@cancer.org.nz.

Telephone: (04) 494 7278
Fax: (04) 494 7271

Applicants should read carefully the instructions supplied with each form under General Information.

5. ***ADMINISTRATIVE AGREEMENT***

The acceptance of grants from the Society requires an undertaking to abide by the following administrative agreement:

- 5.1 It is understood and agreed that any grant received as a result of their application is subject to the rules and regulations of the Cancer Society of New Zealand Inc., and that the grant funds will not be expended for any other purpose than that described in the application.
- 5.2 The host institution agrees and undertakes to bear all risks and claims associated with any operation covered by the application and to indemnify and hold harmless the Society against any and all liabilities, suits, actions, demands, damages, costs or fees on account of death, injury to persons or property, or any other losses resulting from or connected with any act or omission performed in the course of the research.
- 5.3 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 performance. The Society does not pay ‘indirect’ costs of research. (See Section 3.7.4).
- 5.4 The Cancer Society recognises the rights of host institutions and research staff to the benefits of intellectual property arising from research but requires that when intellectual property has been generated by research funded by the Society must be consulted before any negotiations about commercial development are started.
- 5.5 The Head of Department agrees to accept this research within the department if a grant is made by the Cancer Society of New Zealand Incorporated, and is aware that he/she may provide a confidential assessment of the research and its implications in the department if desired.
- 5.6 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.
- 5.7 The applicant(s) agrees to allow specified personal information to be used for publicity purposes.

An administrative agreement must be signed by the applicant, head of department, the head of school, faculty, hospital, etc., and an authorised official on behalf of the host institution (see 3.6).

The Society will not contribute to the cost of administering research grants. These bring benefit to the institution concerned, and research dollars in New Zealand are too scarce to be diluted in this way.

The continuation of grants from the Cancer Society is conditional upon the Society's fundraising efforts attracting sufficient funds from the public to maintain its financial status.

6. POLICY ON RELATIONSHIP WITH CANCER RESEARCH WORKERS

1. The National Body of the Cancer Society of New Zealand provides grants to support research in fields related to cancer.
2. These grants are paid to organisations such as Universities, Hospitals, Divisions of the Society or reputable “Independent” Research Institutions to enable them to carry out approved research projects in their facilities or under their auspices, the organisations having previously confirmed their willingness to provide these facilities.
3. These organisations employ staff to carry out this research within the terms of the grant.
4. Research staff so employed are employees of those organisations, and not of the Cancer Society of New Zealand.
5. The terms and conditions of employment with respect to salary, tenure, holidays and promotion are determined by the employing organisation, and will normally be equivalent to the relevant university scale.
6. Grants made by the Society to support research requiring staff will usually be sufficient to allow the employing organisation to offer salary and promotion equivalent to that it provides for other staff of similar standing.
7. The employing organisation, with the director of the research project, is responsible for its execution, for the management of research staff, and accountability within the terms of the grant.
8. Wherever possible, the Cancer Society of New Zealand will follow the guidelines of the Health Research Council of New Zealand in matters related to research.

7. SCHOLARSHIPS

7.1 GENERAL

The Society provides short-term Scholarships for suitably qualified applicants in several categories. The Scholarships available vary over time and depend on available resources. Enquiries should be made to the Medical Director of the Society as to those that are currently available.

7.2 TRAINING SCHOLARSHIPS

7.2.1 From time to time, the Society will award Training Scholarships. These may be in fields which the National Board considers to be a priority.

7.2.2 These will be advertised separately and the conditions will be stated in the advertisement. Short-term research training Scholars may be applied for as part of project or programme grants. When an application includes a salary for a Ph.D. Scholar, details of the Scholar's past academic record will assist the application.

7.3 CONDITIONS APPLYING TO SCHOLARSHIPS

7.3.1 Applications

The closing date for Scholarships currently available is 14 October 2011.

7.3.2 Form of Application

The correct forms for applications are available on request from:

Grants Administrator
Cancer Society of New Zealand Inc.
PO Box 12700
Wellington

Or at www.cancernz.org.nz or email: admin@cancer.org.nz

Telephone: (04) 494 7278
Fax: (04) 494 7271

7.3.3 Remuneration

The remuneration rate for Scholarships will be determined by the Society.

7.3.4 ***Teaching And Clinical Duties***

Fellows may undertake teaching or clinical duties relevant to their research with their supervisor's approval.

7.3.5 ***Publications***

Fellows who publish the results of work performed during the tenure of a Cancer Society Fellowship/Scholarship shall make acknowledgement of the Society's support.

7.3.6 ***Report***

Fellows are required to make a report to the Society within six months of the conclusion of their Fellowship/Scholarship.

8. TRAVEL GRANTS

8.1 GENERAL

All applicants for travel grants (other than those applied for in Research Grant Applications) should apply to their local division of the Cancer Society (Section 10). Similarly, application should also be made to the local Division when seeking sponsorship for overseas visitors, either as speakers to national meetings, or to visit laboratories and for collaboration locally.

8.2 TRAVEL BY RESEARCH GRANT HOLDERS

Grantees may use the working expense component of their grants for travel within New Zealand and in Australia (excluding the Northern Territory and Western Australia), provided that the travel is related to their research and such expenditure does not compromise the successful completion of their project. If more extensive travel is required by a project this should be justified in the application.

8.3 STUDY LEAVE

Grantees may request permission for study leave according to the criteria of their employing institution.

9. GRANTS IN AID

9.1 DEFINITION

A grant in aid is an award for a particular purpose designed to further the objects of the Society, but not within the categories of a project grant or one of the other grants previously described, for example a piece of equipment.

9.2 APPLICATIONS

Applications for Grants-in-Aid will be considered yearly, the closing date being 14 October 2011. Applications should be made on the Society's "Project Grant Application" form (2012) and should be forwarded to:

The Medical Director
Cancer Society of New Zealand Inc.
P O Box 12700
Wellington

Email: admin@cancer.org.nz

Alternatively go to www.cancernz.org.nz or email:
admin@cancer.org.nz for an electronic version.

10 GRANTS BY DIVISIONS OF THE CANCER SOCIETY OF NEW ZEALAND INC.

- 10.1 The six Divisions of the Society make grants for local projects including travel grants. In certain circumstances, Divisions may refer applications to National Advisory Committees for assessment and/or funding.

The method of application will be determined by each Division and enquiries should be directed to the appropriate officer of a Division in your area.

10.2 DIVISIONAL ADDRESSES

The Chief Executive
Auckland Division
Cancer Society of New Zealand Inc.
PO Box 1724
Auckland
Tel: (09) 308-0168
Fax: (09) 308-0175

The Chief Executive
Waikato/Bay of Plenty Division
Cancer Society of New Zealand Inc.
PO Box 134
Hamilton
Tel: (07) 838 2027
Fax: (07) 838 2028

The Secretary
Central Districts Division
Cancer Society of New Zealand Inc.
PO Box 5096
Palmerston North
Tel: (06) 364 8989
Fax: (06) 364 6611

The Chief Executive
Wellington Division
Cancer Society of New Zealand Inc.
52-62 Riddiford Street
Wellington
Tel: (04) 389 8421
Fax: (04) 389 5994

The Chief Executive
Canterbury/West Coast Division
Cancer Society of New Zealand Inc.
PO Box 13 450
Christchurch
Tel: (03) 379 5835
Fax: (03) 377 2804

The Chief Executive
Otago and Southland Division
Cancer Society of New Zealand Inc.
PO Box 6258
Dunedin
Tel: (03) 477 7447
Fax: (03) 477 6669