

**Centre for Cancer Research**

**Grant Fund Application Guide**

**TIMETABLE**

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| **16 Aug 2021** | Funding round opens |
| **30 Sept 2021** | Application closing date |
| **Oct 2021** | Assessing Committee review applications |
| **1 Nov 2021** | Results announced |

**BACKGROUND**

Cancer research is a key research strength for the University of Auckland. The recently established Centre for Cancer Research now plans to further support and enable University of Auckland cancer researchers to develop research activity on an increased scale. One key initiative of the Centre is the establishment of a research fund to further enable research, while addressing an increased need for delivering research with significant impact, in an ever increasing, competitive research environment.

The major focus of the Centre for Cancer Research will be on improving health outcomes while reducing inequalities for all New Zealanders by engaging strongly with the community at all levels. The Centre will conduct and promote research focused on reducing health inequities for Māori and Pacifica, and ensure that its research will be culturally safe, and treaty compliant.

By providing overarching support for translational and transdisciplinary research, the Centre for Cancer Research sets out to transform cancer research, teaching and education, and impact the health and wellbeing of communities, whanau, and people with experiences of cancer. This will attract and build a world class workforce which will, in turn, foster and grow world class support and partnerships. It will actively generate the next advances in the improved prevention, detection and treatment and care for cancer. The Centre recognises that cancer research is broader than medicine and health and will actively pursue a broader approach involving Faculties across the University including the social sciences.

**PURPOSE**

Through the Centre for Cancer Research Li Family Cancer Research Fund grants, the CCR aims to directly encourage and boost research in the cancer field across all disciplines, and to encourage researchers from the University of Auckland and their DHB (District Health Board) colleagues to collaborate.

A major focus of the CCR will be on improving health outcomes while reducing inequalities for all New Zealanders by engaging strongly with the community at all levels. The Centre will conduct and promote research focused on reducing health inequities for Māori and Pasifica, and ensure that its research will be culturally safe, and treaty compliant.

The 2021 Li Family Cancer Research fund has two foci:

1. A seed fund focused on support for partnerships by providing funding to facilitate the development of new and existing translational research collaborations, which will lead to improved success in winning a variety of competitive international and national research grant applications. Where research relationships already exist, this Fund has the potential to further strengthen these relationships and research programmes by seed funding new initiatives.
2. A “release time” fund to enable engagement or transdisciplinary activities to develop future research collaborations, partnerships, relationships, innovation, actions, impacts or outputs and advance impactful research in either the translational or transdisciplinary space. This release time must be used to invest in building partnerships with a view to an enhanced research output and career leverage. Partnerships identified may include community partnerships, transdisciplinary research partnerships and/or partnerships with Māori leading to enhanced and authentic ability to produce innovative and competitive research outcomes addressing inequity or community-identified priorities in future. Use of ‘release time’ will be reported in an innovative way, detailing reflections and impacts of the enhanced relationships.

**APPLICATION CRITERIA**

1. ADMINISTRATION OF GRANT

The Faculty of Medical and Health Sciences of the University of Auckland will administer these grants. All expenditure is subject to the administrative policies of FMHS (Faculty of Medical & Health Sciences), the University of Auckland.

1. ELIGIBILITY
2. The research project or initiative named in the application must represent the intent of a University of Auckland academic and must be peer-reviewed.
3. DHB staff or transdisciplinary colleagues, without a University appointment or those with an honorary academic appointment may be included in the project grant team. A transdisciplinary approach is encouraged, however, a University employed principal investigator must be identified to lead the project.
4. Honorary staff involvement must comply with the Honorary Appointment Policy and Procedures.
5. DHB staff and honorary academics will not be eligible for the ‘release time’ grant ($35,000 against FTE).
6. Principal investigators who undertake overall responsibility for submitting the proposal and executing the project must be employed by the University of Auckland and, where applicable, a District Health Board for the duration of the project.
7. University of Auckland academic staff:
8. Must be eligible for PBRF,
9. May be from any University of Auckland Faculty,
10. Must undertake research based on their employment contract with the University,
11. If the University of Auckland employee’s salary is paid by external grants, contracts or fellowships, the employee must provide a supporting statement from their Head of Department or Head of School outlining their significant contribution to at least two of the following:
    * Teaching
    * Graduate supervision
    * University service
12. If the University of Auckland employee is employed on fixed-term or part-time contracts they must provide a supporting statement from their Head of Department or Head of School which outlines that they have:
    * A contract length matching the duration of the grant application timeframe,
    * An appointment of 0.5 FTE or greater (or, if applying for the ‘release time’ grant, an appointment that would increase to this FTE with the said grant)
    * A statement that demonstrates in the application that they can complete their project within the remaining duration of their contract
13. Applicants can apply for either a research project grant or a ‘release time’ grant. If both are applied for, the request submitted first will be reviewed.
14. Incomplete applications will be deemed ineligible
15. Appeals against funding decisions will not be considered
16. APPLICATIONS
17. There will be two distinct application forms for this fund. Applicants must use the relevant form (either “project grant” or “release time”). Applicants must list their pending applications for related research on the application form
18. The Centre for Cancer Research Grant application form must be filled out in line with the instructions
19. Minimum acceptable font size is Arial 10 point, single spacing
20. The stated limitation on application length must be observed
21. Pages in excess of the specified limit will be removed prior to sending the proposal to the Assessment Committee
22. Section headings must not be removed but italicised instructions may be removed
23. Handwritten applications will not be accepted
24. Late applications will not be accepted
25. Prior to submission, applicants should have read:

* All relevant University of Auckland and/or District Health Board policies
* Te Ara Tika Guidelines for Māori research ethics: A framework for researchers and ethics committee members2.
* New Zealand ethical guidelines for interventional studies and observational studies3.

1. Once the PIs (Principal Investigator) have signed the proposal document (Page 5 of the application form), appropriate sign off(s) must be obtained from DHB management (if applicable).

Following this, the University of Auckland PI (Principal Investigator) will create the electronic proposal in the University’s Research Funding Module. The signature page will need to be scanned and incorporated back into the full proposal.

*2*[*http://www.hrc.govt.nz/sites/default/files/Te%20Ara%20Tika%20Guidelines%20for%20Maori%20Research%%2020Ethics.pdf*](http://www.hrc.govt.nz/sites/default/files/Te%20Ara%20Tika%20Guidelines%20for%20Maori%20Research%25%2020Ethics.pdf)

*3*[*https://neac.health.govt.nz/publications-and-resources/neac-publications/national-ethical-standards-health-and-disability*](https://neac.health.govt.nz/publications-and-resources/neac-publications/national-ethical-standards-health-and-disability)

1. DURATION OF AWARDS

The Research project must be completed in the period set in the application form. All awards terminate at the end of the specified period. Extensions to awards are not possible unless formal approval is obtained.

1. SIZE OF AWARDS

In 2021, the Centre for Cancer Research Grant Fund will support up to:

* Four grants of total value up to $50,000 (projects)
* Four grants of total value up to $35,000 (‘release time’)

Applicants should apply for one or the other, not to both categories.

1. BUDGET RELATED MATTERS

* All budgets must be presented GST exclusive
* All over expenditure is the responsibility of the applicants
* Budget use should mirror the proposed budget breakdown in the application
* Unspent funds at the end of the study period remain within the Trust and the Faculty and cannot be used for any other purpose.

The Centre for Cancer Research Project Grant

The Centre for Cancer Research Project Grant may not be used to pay for:

* + Training costs, conference, or travel costs
  + Indirect cost of research

The Centre for Cancer Research Project Grant may be used to pay for:

* + The salaries of named investigators, post-docs, or fixed term staff
  + Student stipend and fees
  + Publication costs (up to $3,000)
  + Equipment (see section 7)
  + Buy out and/or contract for services of DHB co-investigators time.

The Centre for Cancer Research ‘Release Time’ Grant

The Centre for Cancer Research ‘Release Time’ Grant may not be used to pay for:

* + Training costs, conference, or travel costs
  + Indirect cost of research

The Centre for Cancer Research ‘Release Time’ Grant may be used to pay for:

* + The salaries of named investigators, postdocs, or fixed term staff
  + Hui expenses such as koha, catering and travel for the PI. These expenses should represent a minimal percentage of the budget.

1. EQUIPMENT

The Centre for Cancer Research Project Grant Fund may be used for the purchase of equipment that costs less than $5,000 NZD if the need for the equipment specific to a research project is justified. All equipment purchases need to adhere to the purchasing policies of the University of Auckland. All equipment purchased remains the property of the University of Auckland determined by the Centre for Cancer Research Grant Fund Steering Committee. Approval of the purchase will be required before equipment is purchased.

1. TRAVEL

The Centre for Cancer Research Grant Fund may be used for travel if the need for travel can be justified by demonstrating the direct link with the project undertaken. The grant may not be used for conference travel.

1. DHB BUY-BACK

Where a named person is required to participate in the research who does not work at the University, and the PI intends to ‘buy-out their time by funding research time at the organisation the named person is employed by, the relevant individual may be required to sign a contract for services as an individual in addition to the contract with their employer covering funding and time allocation.

Outsourced contracting or buy-back required for successful Centre for Cancer Research Project Grants will be managed by the Centre in collaboration with the research group. Funds for ‘buy-back’ will be retained by the Centre until the contracting has been established and then transferred directly to the DHB or another organisation. Buy-back funding or funding for outsourcing will not be released to the PI as part of the project grant and will be allocated to the employing organisation as per the expenditure and purpose outlined in the project grant application.

1. RESEARCH STUDENT SUPPORT

The Centre for Cancer Research Grant Fund may be used to provide stipends or other direct support for research students who are appointed to work on the project with the principal and /or associate investigators if justification is made.

1. FULL FUNDING OF APPLICATIONS

When considering applications, the Assessment Committee should fully fund applications in the budget limits. However, this does not prevent the Committee from scrutinising budgets to ensure they are appropriate given the requirements of the project.

1. ASSESSMENT

The Centre for Cancer Research Grant Fund is fully contestable, and applications will be assessed by an authorised assessment committee composed of representatives from the Faculty and University. The fund will also favour applications that have a focus on the immediacy of activation and commencement of activity. The Committee will assess applications based on two distinct criteria, dependant on the grant applied for.

Project Grant criteria:

Scientific merit (40%)

Impact on community health and wellbeing (translational impact) (20%)

* Partnership building potential (transdisciplinary impact) (20%)
* Māori consultation, inclusion, values, and Māori health advancement (20%)

‘Release Time’ Grant criteria:

Scientific merit (20%)

Impact on community health and wellbeing (translational impact) (20%)

* Partnership building potential (transdisciplinary impact) (40%)
* Māori consultation, inclusion, values, and Māori health advancement (20%)

The appropriateness of the budget and value for money will be considered by the Assessment Committee

The peer review process for applications is as follows:

* The Assessment Committee will review the application based on the criteria outlined above. The Committee will draw on external expertise as required
* The Assessment Committee will review applications, if required, also responses received from the assessors and provide recommendations to the Grant Fund Steering Committee, which provides the final recommendations for funding approval
* Following the application peer review process, applicants will be advised of the outcome of their application.

**FOR SUCCESSFUL APPLICANTS**

1. DHB LOCALITY APPROVAL

If applicable, no funding will be accessible until relevant DHB locality approvals are in place. Application for locality approval should be lodged in accordance with individual DHB requirements.

1. ETHICS & BIOLOGICAL SAFETY

Where research involves human participants, animals, or the use of low risk genetically modified organisms or radioactive material, the approval of the appropriate Institutional Review Committee is required prior to activation of any award. Where high-risk organisms are used, appropriate ERMA approval is required prior to activation of award. All research involving patients must be undertaken in compliance with international Good Clinical Practice (ICH-GCP).

If ethical approval is required for the research project, no funding will be accessible until the full approval is in place and confirmation of ethics and any relevant safety approvals is provided to the FMHS and DHB Research Offices. Applicants will be expected to abide by the conditions of the ethical approval or relinquish the funding.

1. REPORTS
2. The Principal Investigators are responsible for submitting written annual progress reports in addition to final reports at the completion of the research project. The project report must include:

* A copy of the project summary and objectives from the application
* Details of the status of the project, including any issues
* A description of how the project has met the objectives as set out in the application A statement about how the project has contributed to the Centre for Cancer Research Grant Fund goals, especially in development of the current collaboration, and planned research grant submissions.

1. All reports should be submitted to the FMHS Research Services Manager ([heathresearch@auckland.ac.nz](mailto:heathresearch@auckland.ac.nz))
2. The subsequent year’s funding will be subject to suitable progress of the project as outlined in the reports.
3. All outstanding final and progress reports for existing research grants must be submitted before additional funds are awarded for new or continuing projects
4. Where a ‘release time’ grant is awarded, the Centre for Cancer Research will agree reporting specifics with the successful applicants. The expectation for ‘release time’ grant reporting is that ‘release time’ will be reported in an innovative way, via meetings and researcher-produced experiential-learning videos detailing reflections and impacts of their enhanced relationships.
5. CHANGE OF PURPOSE

Funds awarded may not be spent on purposes other than those detailed in the application and approved by the Assessment Committee. Where unforeseen and exceptional circumstances arise and have an impact on the planned research expenditure, the Principal Investigators should make an application to the Centre for Cancer Research via [cancer@auckland.ac.nz](mailto:cancer@auckland.ac.nz) for change of purpose in line with the aims and outcomes outlined in the original application.

1. PAYMENT & ACCOUNT ACTIVATION

The project must be evaluated and approved before any expenditure can be incurred. No retrospective payments will be approved for research expenses already incurred.

Grants will not be paid in a single sum unless this has been negotiated and there is a clear rationale for this decision. For services not internally provided, the original invoices are required to be submitted with the remittance requests.

The Grant is considered 'active' from the day the first invoice is received. The Grant will be considered 'inactive' if there is no financial activity or email correspondence in the first six months. Because of this, the award will be withdrawn.

Grant numbers supplied by the University of Auckland will be quoted for all correspondence with the FMHS Research Office.

1. OTHER MATTERS

* The placement, use or disposal of unused consumables will be negotiated between the researcher, Centre for Cancer Research Director, Dean or nominee and the Faculty.
* Intellectual Property will belong to the University of Auckland.
* Protection of Intellectual Property is subject to relevant policies of the University of Auckland and the ADHB
* If the investigator resigns, transfers to a different organisation, or is unable to complete the research project, the Faculty Research Office must be informed immediately in writing. Alternative arrangements need to be negotiated and approved. Any planned absences are required to comply with relevant policies of the University. Any planned absence more than one month needs to be indicated at the time of the application and its impact on the study described.