
Cancer Research Project Grants

Conditions of Award

for funding commencing 2018



Cancer Council Queensland Cancer research project grants support research on all aspects of cancer, including investigations into the causes and mechanisms of cancer, prevention, treatment and cancer care, and the organisation and performance of cancer control services. The purpose of the research project grants is to build research capacity and improve the quality and quantity of research into cancer.

This document outlines the conditions of award for Cancer Council Queensland research project grants. For application instructions, please see the [Cancer Research Project Grants Instructions for Applicants](#), available from the Cancer Council Queensland website.

This document is divided into the following sections:

1. [Who can apply](#)
2. [Assessment of applications](#)
3. [Terms of funding](#)
4. [The role of the Administering Institution](#)
5. [Conduct of research](#)
6. [Personnel](#)
7. [Financial](#)
8. [Infrastructure and equipment](#)
9. [Reports, publications and publicity](#)
10. [Intellectual property rights](#)
11. [Tobacco industry funding](#)
12. [Termination of grant](#)
13. [Contact with Cancer Council Queensland](#)

1. WHO CAN APPLY?

Applications for research project grants will be accepted from appropriately qualified researchers who will be conducting the research at a host institution in Queensland. The research to be funded must be sufficiently cancer-related (see Section 2 of [Cancer Research Project Grants Instructions for Applicants](#).) on the Cancer Queensland website. The institution may be a university, affiliated to a university or major hospital, or an independent medical or scientific research institute.

Persons who are applicants for, or in receipt of, tobacco industry funding are not eligible to apply for, or receive funding from, Cancer Council Queensland. Staff of institutions receiving funding from the tobacco industry will also not be eligible to apply for, or receive funding from, Cancer Council Queensland.

To ensure that Cancer Council Queensland fulfils its aims of supporting cancer research across a broad base in Queensland, and to give new investigators an opportunity for funding, Cancer Council Queensland has established rules concerning the holding of concurrent project grants. Applications that do not comply with the following rules will not be considered for funding. The first listed Chief Investigator is responsible for ensuring that these rules are followed.

- A. A person may be listed as the first Chief Investigator (CIA) on **one and only one** grant application *per funding round*. If a person submits more than one grant application on which they are listed as the *first* Chief Investigator, only the highest-ranked application will be considered for funding.
- B. A Chief Investigator (whether listed as the first or other Chief Investigator) may not hold more than two Cancer Council Queensland grants at any one time. (A person may be an Associate Investigator on any number of Cancer Council Queensland grants.).

Please consider carefully the total number of Cancer Council Queensland project grants on which you were listed as a Chief Investigator in 2017 and that will enter their second year of funding in 2018 as these count towards the allowed total of two concurrent grants.

- C. Cancer Council Queensland grants are not to be regarded as supplemental grants for projects funded from other sources. If a project grant substantially similar in aim is funded by another funding body, then the Cancer Council Queensland grant will not be offered or, if already funded, will cease if the other grant is taken up. If application to, or funding by, another body is not declared and subsequently comes to light, this will be taken into consideration, not only in judging the current application, but also when considering any application in future rounds.

NOTE: These rules do not limit the number of applications that investigators can submit to Cancer Council Queensland, however only the highest ranked applications that meet these eligibility criteria will be considered for funding.

2. ASSESSMENT OF APPLICATIONS

All applications for funding by Cancer Council Queensland or any Cancer Council are reviewed through the project grant funding scheme of the National Health and Medical Research Council (NHMRC). This involves a stringent peer assessment process in the fields of molecular and cellular biology, experimental therapeutics, genetics, biochemistry, clinical research, epidemiology, psychosocial research and health services. Please see the NHMRC website for more information: [NHMRC Grants & Funding - Apply for funding](#)

The Cancer Council Queensland's Medical and Scientific Committee makes funding decisions based on the NHMRC rankings and assessment, taking into account the additional information in the Supplementary Questionnaire, which all applicants applying for Cancer Council funding are required to submit.

3. TERMS OF FUNDING

The funding amount for Cancer Council Queensland project grants is \$100,000 annually for two years.

The funding year commences on 1 January and terminates on 31 December.

Grant funds are provided by Cancer Council Queensland to the Administering Institution for appropriate research project-related expenditure, as determined by the Chief Investigator named on the grant application. Institutional management and infrastructure costs are not to be supported by a levy on granted or expended Cancer Council Queensland funds. Evidence to the contrary will preclude consideration of any future application from that institution.

In the event that the research is terminated early or completed at a lower than originally envisaged cost, Cancer Council Queensland must be advised and any unspent funds returned.

4. THE ROLE OF THE ADMINISTERING INSTITUTION

The Administering Institution guarantees that the infrastructure necessary to support the research will be available. The explicit support for, and commitment to, the application by the Administering Institution is therefore an essential prerequisite.

Cancer Council will make grant payments to the Administering Institution nominated in the successful grant applications. That institution will be held responsible for the proper administration and expenditure of the grant and for ensuring that all reports required by Cancer Council Queensland are made in the correct form and on time.

In the event a need arises for the administration of a grant to be transferred from one Queensland institution to another, a written request for this transfer must be made to Cancer Council Queensland giving reasons for the transfer. The transfer must not be effected without written agreement of Cancer Council Queensland.

Funds may be transferred by the Administering Institution to other institutions involved in the research without reference to Cancer Council Queensland.

5. CONDUCT OF RESEARCH

The Chief Investigators are required to ensure that the research is at all times carried out in accordance with good scientific practice as codified, from time to time, in documents prepared by the National Health and Medical Research Council.

6. PERSONNEL

Grant-supported personnel will be employees of the institution in which the research is done and will be subject to the conditions of employment of those institutions. Cancer Council Queensland will make no contribution to the costs of their employment outside the grant offered.

If the first-named Chief Investigator (CIA) resigns, dies or moves out of Queensland during the tenure of the grant, Cancer Council Queensland must be advised in writing regarding what, if any arrangements will be made to complete the research for which the grant was offered and given a written report of progress to that date. Cancer Council Queensland will decide, on the basis of the information supplied and following what other investigations it deems necessary, whether the grant should be continued in full, at a reduced level, or not at all.

7. FINANCIAL

Grants will be paid for each grant year in four instalments. Payment will be made on receipt of a tax invoice from the Administering Institution. The first payment of a new grant will not be made until all the relevant documentation has been received by Cancer Council Queensland, including the signed contract, the lay summary, and a copy of ethics approval

The Administering Institution will submit an income and expenditure statement for the first year of the grant by 31 January the following calendar year. Such a statement must certify that the grant has been expended solely for work on the program described in the application. Separate statements should be submitted for each Cancer Council Queensland grant administered by the institution.

The Administering Institution will submit a financial acquittal statement by 31 January following the end of the Term of the Agreement, in respect of the whole project. Separate statements should be submitted for each Cancer Council Queensland grant administered by the institution.

Grant recipients are expected to expend funds within the period of the grant, but are not required to spend allocated funds evenly through the grant period. For grants of over 1 year, carry forward of funds from the first to the second year of the grant is automatically permitted upon written notification that this will occur. Notification may occur via the income and expenditure statement mentioned above. Funds cannot be carried forward past the expiration of the Term of the Agreement unless approval has been granted; invoices received after the Term of Agreement has expired will not be paid. A request to carry forward funds past the expiration of the Term of the Agreement, by up to 12 months, must be submitted with the financial acquittal statement by 31 January, using the prescribed carry-forward form (available on the CCQ website) and accompanied by a letter of justification from the Head of Department.

Any funds not expended or committed by the expiration of the Term of the Agreement must be returned to Cancer Council Queensland, within 30 days of the expiration of the Term of the Agreement, unless carry-forward has been requested and approved. If carry-forward has been requested but not approved, any funds not expended or committed by the date of Cancer Council Queensland's response to the request for carry-forward must be returned to the Cancer Council Queensland within 30 days of the date of such response.

If it should be decided to terminate a project before the end of a calendar year, notification of the anticipated date of termination should be made to the Research Grants Manager, Cancer Council Queensland (researchgrants@cancerqld.org.au). Funds remaining after the completion of the work should be returned to Cancer Council Queensland.

8. INFRASTRUCTURE AND EQUIPMENT

Any organisation or institution that receives a grant from Cancer Council Queensland will undertake to meet, from other than the grant funds, all infrastructure costs pertaining to the work supported by the grant.

Ownership of any equipment purchased with grant funds will be vested in the organisation or institution administering the funds at the time the equipment is purchased. The Administering Institution may, at its discretion, transfer at any time ownership of any item of equipment to another institution in which work is being done with the support of the grant.

9. REPORTS, PUBLICATIONS AND PUBLICITY

The Chief Investigator(s) must submit a first year progress report on the research supported by the Cancer Council research project grant by 30 April following the first year of the grant. A final report must be submitted by 30 April following the final year of the grant.

If carry-forward has been requested and approved, the Chief Investigator(s) must submit a second year progress report by 30 April following the second year of the grant, and a final report by 30 April following the third year of the grant. The Cancer Council Queensland provides templates on its website for this purpose.

A list of works published or accepted for publication under the grant must be submitted to Cancer Council Queensland as part of the Final Report for the grant. All publications arising from research carried out with the support of a Cancer Council Queensland grant must acknowledge this support in the manner specified by Cancer Council Queensland. Electronic copies of each publication must be supplied to Cancer Council Queensland with the Final Report.

Cancer Council Queensland's support must similarly be acknowledged when details of the research are released to the media. Researchers should notify Cancer Council Queensland before any media release or statement, and Cancer Council reserves the right to participate in formulation of the release and its communication to the media.

Cancer Council Queensland may require acknowledgement of the support of the Cancer Council Queensland, as well as the specific fund or bequest from which the support has come.

Cancer Council Queensland may also, at its own initiative, ask investigators to participate in release of details of their research to the media. Sensitivities relating to prepublication release will be respected in such requests.

In more general terms, Cancer Council Queensland expects researchers and institutions to assist Cancer Council Queensland in its goal of raising funds for research and promoting awareness of the Cancer Council's role in research. However, Cancer Council Queensland prohibits the use of research results and information being used by other fundraising organisations other than the Administering Institutions to solicit donations. Administering Institutions must acknowledge the support of Cancer Council Queensland in such instances.

If such action does occur without reasonable explanation, the research grant involved will be terminated.

10. INTELLECTUAL PROPERTY RIGHTS

Cancer Council Queensland acknowledges that intellectual property may be generated by Cancer Council Queensland's grant recipients during the conduct of work funded in whole or in part by Cancer Council Queensland. Cancer Council Queensland endorses the NHMRC's policy on intellectual property in which ownership and commercialisation rights are seen to belong to the Administering Institution to which the grant is made, as promulgated in the NHMRC policy document: [National Principles of Intellectual Property Management for Publicly Funded Research](#)

Cancer Council Queensland has a duty to its donors to ensure recognition of its involvement in any work that is commercialised. Cancer Council Queensland requires that in any licence granted by the Administering Institution, or its commercialisation arm, to a patent covering intellectual property generated in whole or in part with a grant from Cancer Council Queensland, a clause is inserted that requires the licensee to ensure that any product produced pursuant to the licence carries a statement on the packaging or wherever the patent protection is acknowledged to the effect that "Development of this product was funded in part by a grant from Cancer Council Queensland."

11. TOBACCO INDUSTRY FUNDING

If at any stage during the term of the grant, any investigator becomes aware that they or any other Investigator is applying for, or receiving, funding or other assistance directly or indirectly, from any business associated with the Tobacco Industry or any of its agencies or subsidiaries, the Investigator must immediately notify Cancer Council Queensland.

If Cancer Council Queensland receives such notification or otherwise becomes aware of any Investigator applying for, or receiving, funding or other assistance or benefit from the Tobacco Industry or any of its agencies or subsidiaries, Cancer Council Queensland reserves the right to withdraw all funding without further notice.

12. TERMINATION OF GRANT

Cancer Council Queensland may, at its discretion, decide to terminate a grant by written notice to the Chief Investigator and the Administering Institution, in the event of any of the following circumstances occurring and not being rectified within 30 days of notice from Cancer Council Queensland:

- The Administering Institution filing for bankruptcy or insolvency.
- The Administering Institution making an assignment for the benefit of its creditors.
- The bankruptcy or any other order controlling the estate of the Chief Investigator.
- The Chief Investigators or Administering Institution engaging in any conduct which brings the good name and reputation of Cancer Council Queensland into disrepute.
- The specified progress reports and financial statements not being provided to Cancer Council Queensland within the specified time period.

- The first-named Chief Investigator ceasing to be involved with the grant and no replacement approved by Cancer Council Queensland being made.
- A review and evaluation by Cancer Council Queensland determines that performance is unsatisfactory; or
- The Administering Institution or any of the Investigators breaches any of the terms of this agreement.

13. CONTACT WITH CANCER COUNCIL QUEENSLAND

Research Grants Officer
Cancer Council Queensland
PO Box 201
SPRING HILL QLD 4004

Ph: (07) 3634 5309

Email: researchgrants@cancerqld.org.au