

# National Infrastructure Grant 2012



## **GUIDELINES FOR APPLICANTS**

**NATIONAL BREAST CANCER FOUNDATION**

**NATIONAL INFRASTRUCTURE GRANT**

**Commencing 2012**

**Application deadline: 23<sup>rd</sup> March 2012**

## **ACKNOWLEDGMENTS**

We are indebted to all our wonderful individual and corporate donors, and would like to acknowledge all those who have formed a partnership with NBCF and are committed to increasing funds for breast cancer research.

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## **1. About The National Breast Cancer Foundation (NBCF)**

### **1.1. Our mission**

In partnership with the Australian community, the NBCF is leading the pursuit for new knowledge in the prevention and cure of breast cancer.

### **1.2. Our Purpose**

- Support and promote excellent research that is relevant to the causes and the direct care of women and men with breast cancer
- Act as an advocate for breast cancer research
- Facilitate consumer participation in all aspects of our work
- Provide opportunities for all Australians to contribute to breast cancer research.

### **1.3. Our Approach**

To achieve our mission and purpose we are committed to improving breast cancer prevention and treatment by:

- Funding excellent research.
- Maintaining national and international outlooks.
- Advocating responsible use of supporters' funds and time.
- Employing highly professional, caring and capable staff.
- Operating in a flexible non-bureaucratic, innovative, creative and entrepreneurial manner while remaining accountable, measured, strategic and open.
- Using trust, cooperation and dedication to overcome difficulties in the interests of achieving our mission.
- Taking top-level scientific, medical and business advice so we achieve the best possible outcomes on behalf of women.
- Maintaining a caring and professional approach.

## **2. NBCF National Action Plan For Breast Cancer Research**

NBCF committed to a national leadership role in breast cancer research with the publication of the inaugural National Action Plan for Breast Cancer Research and Funding in 2004. This plan, the first for Australia, outlined several actions that researchers believed would accelerate efforts to answer some of the key questions about breast cancer. Since then, NBCF has acted on the majority of these recommendations. Examples of this include addition of Novel Concept Awards and the National Collaborative Breast Cancer Research Program to the NBCF research grant portfolio and establishment of external funding partnerships with Cancer Australia and the Cure Cancer Australia Foundation.

NBCF's ongoing commitment to advocating a nationally coordinated approach to breast cancer research was demonstrated by the publication of a second National Action Plan for Breast Cancer Research in 2010, entitled "Prevention has to Start Somewhere: Our 30-year Challenge". This revision of the plan, including a commitment to work towards its implementation, places prevention of breast cancer clearly on the research agenda.

In order to be effective, research into breast cancer prevention must be conducted across the prevention continuum. This includes research into preventing mortality to

reduce deaths from breast cancer, preventing morbidity to improve the lives of those living with breast cancer and preventing the disease itself so that future generations are free from breast cancer.

Applicants are encouraged to read the National Action Plan for Breast Cancer Research "Prevention has to Start Somewhere: Our 30-year Challenge" which can be found on the NBCF website ([www.nbcf.org.au](http://www.nbcf.org.au)).

### **3. NBCF Research Priorities 2012**

Applicants requesting funding from the NBCF are advised to consider the following NBCF research priorities in their applications:

- Research into prevention and/or early diagnosis of breast cancer.
- Research addressing the social and public health needs of all individuals, and their families, living with a diagnosis of breast cancer. This also includes underserved populations such as women aged less than 50 years, women over 70 years, Indigenous women and women from culturally and linguistically diverse backgrounds.
- Research addressing all aspects of advanced breast cancer.
- Research encompassing translational research, with the potential to deliver outcomes that are clinically relevant or otherwise ready to be implemented to facilitate prevention or to improve the care of those with breast cancer.
- Multidisciplinary research, which encourages research across disciplines and academic boundaries.
- Research into novel health service delivery.

Particular consideration will be given to projects that are innovative, non-duplicative of other efforts and have the potential for national application.

### **4. National Infrastructure Grant**

The NBCF Infrastructure Grants are intended to provide long-term core funding for national research activities that provide expertise and/or capabilities that facilitate breast cancer research. This funding mechanism is directed at building new activities and maintaining existing activities for which there is a clearly demonstrated national need and benefit. It is not intended to fund the pursuit of research questions that could be the subject of project or program grant applications; rather this funding mechanism is aimed at activities that allow these research questions to be asked. It is envisaged that the NBCF Infrastructure Grants may be used as core funding to satisfy the requirement for co-funding imposed by other granting agencies when seeking additional infrastructure or enabling grants to support and build research activity.

#### **4.1 Program Objective**

It is the intention of the NBCF Infrastructure Grant to ensure that Australian breast cancer researchers have access to the technology, materials and core capacities required for them to perform at the highest international level.

The key objectives of the NBCF infrastructure Grants are therefore to maintain and increase the number and depth of research activities of national importance and to make them more accessible by:

- Providing breast cancer researchers with access to high-quality research resources and capacities, such as technology platforms, collections of specimens and information data bases.

- Assisting with the maintenance of existing resources and capacities where there is a clearly demonstrated national need.
- Enabling the development of new activities and capacities where there is a clearly demonstrated national need.
- Fostering collaborative arrangements for the use of breast cancer research resources and capacities.

#### **4.2 What is an Infrastructure Grant?**

For the purpose of this application, the NBCF considers the Infrastructure Grant to include support for those resources, assets, facilities and research activities that are necessary to support breast cancer research, across the entire continuum, in Australia, but are not necessarily specific to individual research projects. This will include key technology platforms, core equipment, management and support staff, data or specimen collections and other such capacities.

These grants may supplement funding from other agencies (e.g. NHMRC) for existing facilities.

These grants are not intended to support:

- Salaries of academic personnel directly responsible for research
- Scholarships
- The direct costs of research, e.g. travel, consumables
- Capital works

#### **4.3 Key types of research activity for support**

Activities that may be supported by a NBCF Infrastructure Grant may be operating in any field of cancer research, including: behavioural, biomedical, clinical, epidemiological, health economics, health services and psychosocial. Activities may include (but not be limited to) the following examples:

- providing access to technologies, such as genomics and DNA arrays, genotyping and proteomics
- providing cancer genetics screening
- providing access to tissues, cell lines or other biological material
- providing specialised biological models, such as xenografts or animal imaging
- providing population databases
- providing statistical, health economic or analytical capacity
- providing bioinformatics, library and information technology
- providing audio library to facilitate communication research
- providing expertise and support for clinical trials

In any of these areas, preference will be given to activities of national significance that reduce barriers to the use of the resource by Australia's breast cancer researchers.

Applicants must be able to make a convincing case for the relevance of the resource to facilitate breast cancer research.

#### 4.4 Who should apply?

Proposals are invited from investigators and research managers to develop a national research infrastructure resource that will facilitate breast cancer research in Australia. Applications will also be accepted from existing resources, providing they are national in scope. It is anticipated that the investigators will be recognised experts in their fields and that research managers will have experience in the management of large scale infrastructure projects. Applicants will have complementary abilities to formulate convincing plans for national research infrastructure resources.

Applications are invited from the entire continuum of breast cancer research, from basic science to prevention, treatment and care. The proposed resources must have the potential to ensure that Australian breast cancer researchers have access to the technology, materials and core capacities required for them to perform at the highest international level.

#### 4.5 Amount and Duration of Funding

Requests for resources, salaries and consumable costs will be considered up to a value of \$250 000 each year for 5 years to a total of \$1.25 million.

NBCF relies on public donations and this governs the level of funding available for new projects each year. The grant must be spent wholly for the purposes for which it was requested and so certified by the applicants and the administering institution. In the event that the research is terminated early or completed at a lower than initially envisaged cost, the NBCF must be advised and any unspent funds returned.

Payments in respect of any grant shall be within the terms and conditions specified in the grant offer. Funds will not be provided to cover any overhead costs levied by the administering institution.

The amounts requested in each grant will be closely examined by the NBCF Research Advisory Committee (RAC) to ensure that they reflect the true cost of undertaking the research proposed. NBCF reserves the right to offer a grant of a sum that differs substantially from that requested by the applicants.

#### 4.6 Administration of funds

The administering institution is responsible for administration of the NBCF National Infrastructure Grant funds and accepts financial responsibility for the said award.

### 5. Eligibility

The Administering Institution and the Primary Applicant will jointly make an application. Collaborating and partnering institutions and applicants must be clearly identified in the application. Collaborating institutions will be required to sign a Deed if the application is successful. **Only 1 application per Primary Applicant is permitted.**

Research supported by an NBCF National Infrastructure Grant must be operated under the auspices of an Administering Institution.

#### 5.1 Administering Institution eligibility:

- The proposed Project must be located/managed/operated under the auspices of a University, hospital or major research institution(s) located within Australia;
- The institution must have in place, policies and procedures for the management of public funds, for the management of Intellectual Property, for

the proper conduct of research in relation to ethics and good scientific conduct ; and

- A single institution must be nominated as the Administering Institution.

## **5.2 Primary Applicant eligibility:**

- Must reside in Australia throughout the funding period;
- Must have the skills, knowledge, and resources necessary to manage the proposed infrastructure as demonstrated, for example by previous management of grant funds through an Administering Institution or sound business development. Less experienced researchers must have the support of experienced researchers in the area;
- Must be an Australian citizen or have resident status; and
- Must be actively engaged in research in Australia.
- Individuals are limited to holding a maximum of two NBCF Grants and one National Collaborative Breast Cancer Research Program grant as a Primary CI at any one time.
- A Primary CI may only submit one application in each grant program each year, providing they have not reached the limits specified in the above point.

## **5.3 Program Eligibility**

Resources provided under this grant must be demonstrated to increase breast cancer research productivity and support programs of national importance or strength.

## **6. Review considerations**

- Upon receipt, applications will be screened for completeness and for adherence to these guidelines by the NBCF Research Investment team. Applications not adhering to these guidelines will not be considered for further review.
- A Peer Review Committee (PRC) of senior scientists which may include members of the NBCF Research Advisory Committee (RAC) and appropriate international reviewers will be formed.
- Any individual named as an applicant or who is otherwise associated with an application will not be eligible to serve as a reviewer. Review will be based on an assessment of merit against the stated selection criteria (see item 10 below).
- Applicants may be interviewed at the discretion of the NBCF Peer Review Committee.
- The lodging of an application does not confer any entitlement upon the applicant.

## **7. Your Responsibilities**

Prior to the initial award of a National Infrastructure Grant the NBCF must receive a report from the Administering Institution that facilities and services will be available to the Chief Investigator as well as certification that the institution endorses the application and is willing to administer the grant.

A decision on National Infrastructure Grant will be made by June 2012 and applicants will be advised as soon as possible thereafter. The Administering Institution will be

notified in a Letter of Offer that will indicate the funding to be provided. An awardee who does not reply to an Offer of Award by the specified date will forfeit the award in favour of a reserve candidate. Chief Investigators must also advise the expected commencement date of the project.

A Funding Agreement will be prepared and issued to the Administering Institution for review and signing.

## **8. Privacy and Confidentiality**

All documents containing personal information will be handled and protected in accordance with the provisions of the Privacy Act 1998 (Cth). Personal information may be disclosed only with permission of the individual to whom it relates or where the Act allows.

All information contained in applications, progress and final reports will be regarded as confidential.

## **9. Completion of Application**

Please ensure you follow the step-by-step instruction below when filling out the application form. Applicants must use 11 pt Arial font. Application forms can be sourced from the NBCF Website [www.nbcf.org.au](http://www.nbcf.org.au)

### **Item 1 - Title of Proposed Infrastructure**

Please provide a succinct title that captures the key aspects of the proposal that can be understood by non-scientific persons.

### **Item 2 - Contact Details**

Please provide the contact details of all applicants (a), the administering institution (b) and the institution where the infrastructure will be based (c). Please refer to point 5.1 Administering Institution Eligibility. The contact person will be responsible for coordinating the Funding Agreement, invoices, financial and annual reports.

### **Item 3 - Public Title and summary of the program**

Maximum 200 words

Applicants are required to include a brief description of the research proposal, **in LAY TERMS**. It is essential that care is taken to provide a non-scientific summary in **simple, easy-to-understand, non-technical language**, which explains the rationale, research objectives and the relevance of the project to breast cancer.

This non scientific summary will be used:

- To facilitate full understanding of the project by the NBCF RAC and PRC members;
- To be used in the production of a range of printed communication materials promoting NBCF Research. These materials may include our website, annual report and media releases.

### **Item 4 – Overview**

Maximum 1 page.

Applicants are to compose a one-page overview presenting an outline of the proposed infrastructure and the case for award. The proposal must make it clear how the proposed resource is **national in scope** and **relevant to breast cancer**. In addition, the researchers must establish why the proposal is essential for the facilitation of breast cancer research in Australia the potential impact of the resource and how the proposal may lead to availability of additional resources beyond NBCF funding for the program.

Applicants should explain how the proposed resource is consonant with the overall purpose and objective of the National Infrastructure Grant, including the degree to which it is **national in scope**, the objectives of the National Action Plan for Breast Cancer Research (2010) and the research priorities of the NBCF (see part 3 above). Applicants should also address how the resource will increase breast cancer research productivity and support programs of national importance or strength.

Include a brief explanation of the team size, structure and roles.

The NBCF RAC and PRC's are multidisciplinary groups, comprised of consumers and biological, behavioural and epidemiological scientists and clinicians from across the breast cancer continuum. Applicants should keep this in mind when responding by ensuring applications are written for a broad audience.

#### **Item 5 - Milestones**

Please provide a timetable for key milestones and deliverables against which the progress of the grant can be measured (add rows if necessary). Provide at least one milestone for each year of funding. A milestone describes the completion of a stage of the project at a point in time. A deliverable is actual work completed at this point of time. A milestone cannot be reached without completion of the deliverables.

#### **Item 6 - Relevance**

- a) Relevance to breast cancer research. Maximum ½ page.

Clearly outline and demonstrate the relevance of the proposed infrastructure to breast cancer research in Australia and alignment with NBCF priorities. Provide a case for the potential impact of the proposal to accelerate progress in prevention, control, early detection and diagnosis, or effective treatment and management of breast cancer.

- b) Relevance to the clinic. Maximum ½ page.

Outline how the infrastructure will expedite translation of breast cancer research into clinical research or, where appropriate, clinical practice.

#### **Item 7 - Need within Australia**

Maximum 1 page.

Detail availability of and access to similar infrastructure in Australia, outlining how the proposed infrastructure is different from or will build on these resources. This should include reasons why the proposed infrastructure could not be supported through existing Australian funding schemes.

#### **Item 8 – Significance**

Maximum 1 page.

Outline the significance of new research projects that will be supported with the proposed infrastructure. Discuss how the proposed infrastructure will enhance existing research projects.

#### **Item 9 – Innovation**

Maximum 1 page.

Explain the degree to which the proposal represents cutting-edge research, new technologies and/or innovative approaches to infrastructure.

#### **Item 10 – Governance**

Maximum 1 page.

Detail the governance arrangements for the proposed infrastructure. Governance processes must be transparent, accountable and adaptable. Infrastructure funded must have an independent committee, the role of which should be to ensure the

operation of the facility according to a set of principles in alignment with NBCF mission, purpose and approach (see part 1 of these guidelines).

**Item 11 – Access**

Maximum 1 page.

Outline how access to the infrastructure will be granted. The process must be fair, transparent and available to breast cancer researchers across Australia. Please indicate if applications will be called for and how these applications will be reviewed. Please indicate if researchers will be charged for access to the infrastructure.

**Item 12 – Collaboration**

Maximum 1 page.

Detail the commitment of all collaborators involved in the application. If the application is from a single organisation, provide justification why broader collaboration is not appropriate.

**Item 13 - References**

Include a list of all papers referenced in items 1 to 12 above.

**Item 14 - Applicants**

Please give Titles, Given name, Surnames, Institute and the role (within the proposed infrastructure) of all applicants listing the primary applicant at the top. The primary applicant will act for and in concurrence with all applicants. Please refer to point 5.2 Applicant Eligibility.

**Item 15 - Applicants experience**

In one page for each applicant, briefly outline;

- a) Academic qualifications (degree, year, institution).
- a) Your skills and experience directly relevant to the operation and management of the proposed facility.
- b) Significant research achievements during the last 5 years. Include any relevant awards and presentations.

Please also complete the following for each applicant;

- c) Please provide details of the journal articles published in the last five years of your research career. Please highlight your name bold.
- d) Please provide details of any current research funding you hold.

**Item 16 - Five Year Budget**

- a) The proposal should include a detailed five-year budget for use of funds acquired from the NBCF if the application is successful.

Funding will be provided up to \$250 000 each year, for up to 5 years and will be made available in two stages;

Stage 1: up to \$250 000 dollars, per annum, for 3 years (Years 1 - 3).

Stage 2: up to \$250 000 per annum for an additional two years (Years 4 and 5).

Provision of Stage 2 funding will be dependent on satisfactory completion of Stage 1 and the availability of funds.

- b) Please provide a justification of the budget. Maximum ½ page.

Proposals should provide justification and appropriateness of budget and clearly specify how the NBCF funds will be used.

**Item 17 - Funding**

Please list all past, current or requested funding for the proposed infrastructure. Add rows as necessary.

**Item 18 – Leveraging.** Maximum ½ page.

Please list any support from institutions or universities that may be leveraged from this grant. Please include clarification of how additional sources of funding from other funding agencies will complement funds requested from NBCF to achieve the proposed objectives.

- Detail the contribution to the overall program from institutional and other external sources.
- Provide details of funds that may be acquired from other sources over the next five years to support the infrastructure.

**Item 19 – Sustainability.** Maximum ½ page.

Outline plans for the independent financing of the infrastructure beyond the scope of this grant. Include the development of research commercialisation opportunities and any relevant business plans. NBCF encourages applicants to consider the long term sustainability of the infrastructure with the view to becoming independent.

**Item 20 - Common Scientific Outlines (CSO)**

The Common Scientific Outlines are the result of collaborative effort between the NCI in the US, the NCRI in the UK, and their partners. It is a classification system organised around seven broad areas of scientific interest in cancer research. The NBCF requires this to be completed for all applications. Click on the following link to view category descriptions in full: <http://www.cancerportfolio.org/cso.jsp>

Please allocate a percentage weighting to each relevant category. Please note that the total percentage should equal 100%.

**Item 21 - Clearance Requirements**

Evidence of final ethics clearances is not required at the time of application, however it will be required before the project is to commence and prior to research funds being released.

A brief statement of the ethical issues that arise from the infrastructure, and an explanation of how these issues will be addressed, must be given.

It is not sufficient to note that the 'the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes/NHMRC Statement on Ethical Conduct in Human Research will be observed.'

**Item 22 – Certifications**

Please arrange for the certifications to be completed. NBCF will accept electronic signatures in the electronic version.

**Certification by Investigators**

In signing this page, you certify that all details given in this application are correct and you agree to carry out the project according to the terms and conditions as determined by the National Breast Cancer Foundation. Please add rows as necessary.

**Certification by Head of Department**

In signing this page, you certify that the project is appropriate to the general facilities in your Department and that you are prepared to have the Program carried out in your Department in accordance with the terms and conditions outlined in the NBCF Funding Agreement.

**Certification by Head of Institution**

In signing this page you certify that this request satisfies the requirements of this Institution, and that this Institution has established administrative processes for assuring sound scientific practice in accordance with the Joint NHMRC/AVCC Statements and Guidelines on Research Practice.

## 10. Administration

### a. How to apply

Applicants must use the NBCF National Infrastructure Grant application form. This is available from the NBCF website at: [www.nbcf.org.au](http://www.nbcf.org.au), from the Research Investment team on 02 8098 4800, or by emailing [research@nbcf.org.au](mailto:research@nbcf.org.au).

### b. Format

- Paper: Single-sided, A4
- Font: 11 point, Arial
- Three hard copies

### c. Submission

- Applications must be received by close of business on **23<sup>rd</sup> March 2012**
- Three hard copies of the application, stapled and hole punched should be sent to the NBCF Grants Administrator.
- Applicants must submit an electronic version (Microsoft Word or PDF) of the application to [research@nbcf.org.au](mailto:research@nbcf.org.au).

### d. Timeline

Milestone	Timetable
Call for full applications	1 <sup>st</sup> December 2011
Full applications close	23 <sup>rd</sup> March
Peer review	April
Interviews	May
Advice to applicants	June
Commencement	1 <sup>st</sup> July 2012

### e. Addresses

#### *Courier address*

Grants Administrator  
National Breast Cancer Foundation  
Level 9, 50 Pitt Street  
SYDNEY NSW 2000

#### *Mail address*

Grants Administrator  
National Breast Cancer Foundation  
PO Box 4126  
SYDNEY NSW 2001

### f. Enquiries

Enquiries about the NBCF National Infrastructure Grant maybe directed to the Grants Administrator, NBCF Research Investment at [research@nbcf.org.au](mailto:research@nbcf.org.au), Telephone 02 8098 4800, Fax 02 8098 4801.