

Translational Research Grant 2013



GUIDELINES FOR APPLICANTS

NATIONAL BREAST CANCER FOUNDATION Translational Research Grants

Commencement from 1 July 2013

Application deadline: 29 October 2012

ACKNOWLEDGMENTS

We are indebted to all our wonderful individual, community and corporate donors, and would like to acknowledge their kind support for the National Breast Cancer Foundation (NBCF) and their commitment to research into the prevention and cure of breast cancer.

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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 Clinical Fellowships 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).

3) NBCF Research Priorities 2012

Applicants requesting funding from NBCF are advised to consider the following research priorities. These priorities encompass research into the following areas of breast cancer:

- Prevention
- Early diagnosis
- Survivorship of all individuals and families living with a diagnosis of breast cancer.
- Advanced and/or metastatic disease
- Translational research, with the potential to deliver outcomes that are clinically relevant *or* otherwise ready to be implemented to facilitate prevention or improve the care of those with breast cancer.
- Multidisciplinary research, which encourages research across disciplines and academic boundaries.
- Health service delivery.
- To enable evidence-based, personalised medicine, including projects that improve access to data, enhance breast cancer prevention programmes, or advance screening techniques

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

4) NBCF Translational Research Grants

4.1. Aim

NBCF's Translational Research Grant scheme is to support proposals that either:

- Aim to translate breast cancer research across the spectrum into the development of new methods for prevention, early-detection screening, diagnosis and therapy (including supportive care) through trialing in the clinical or applied setting; or
- Translate results from clinical studies into clinical practice and/or health policy and/or health decision-making processes.

4.2. Objectives

Translational Research Grants will be awarded to outstanding research teams to further develop cancer research capacity and competitiveness in translational research.

The overall objectives of NBCF's Translational Research Grant are to:

- Provide a critical mass of breast cancer researchers focused on translation of research findings into practice to improve cancer prevention, early detection, screening, diagnosis, prognosis, treatment and/or survivorship.
- Improve research capacity and depth in translational breast cancer research.
- Strengthen breast cancer research collaborations, networks and/or consortia to provide greater depth in the area of translational research.
- Support translational breast cancer research at the highest international standards.

4.3. Selection Criteria

For an application to be considered, it is necessary for the research project to address the following selection criteria:

- Demonstrate how the discovery will be tested within the clinical and/or health policy and/or population setting.
- Demonstrate how results from studies will be translated into clinical practice and/or health policy and/or health decision making processes within the first half of the funding term.

- If the application is for a project that translates a basic research finding into a clinical study, the **clinical study must commence within the first half of the funding term and initial clinical outcomes must be available by the end of the funding period.**

Examples of research projects that can be considered for funding through the Translational Research Grant scheme include those that:

- Involve the development and implementation of health service delivery models and public health programs and policies.
- Seek to improve quality of care by developing and testing methods to improve access to services and/or care coordination.
- Translate the results from randomised control trials into routine practice.
- Enhance uptake of breast cancer screening and early diagnosis tools and processes through targeting of clinicians and/or women.
- Seek to identify effective methods of ensuring clinicians adopt best clinical practice throughout the continuum of care from screening to treatment to follow-up and palliative care.

Proposals that will not be considered for funding under this award include:

- Those which will have no clinical, health policy or health practice outcomes by the completion of the project.
- Projects that are primarily focused on biological discovery.

4.4. Amount and Duration

The maximum funding available for each Translational Research Grant is up to \$250,000 per annum for up to five years.

The funding is also to support the costs of the proposed research and may include items such as:

- Facilities and services
- Storage of biospecimen samples
- Patient/population research recruitment
- Treatment costs
- Development of resources
- Data collection costs
- Third party contractual services for peri-clinical activity

Payments made after the first half of the project term will be conditional upon commencement of translational studies or study results being placed into clinical practice and/or health policy and/or health decision-making processes.

Funds will not be provided to cover any overhead costs levied by the administering institution. Funding for major items of equipment cannot be requested via this scheme.

NBCF relies on public donations and this governs the level of funding available for new research projects each year. The grant must be spent wholly for the purposes for which it was requested and so certified by the investigators 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.

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.

4.5. Review Policies

All applications will be reviewed for completeness and adherence to the guidelines by the NBCF Secretariat.

The NBCF Research Advisory Committee (RAC) and a Translational Research Grant Peer Review Committee (PRC) will judge applications based on their current and potential ability to move basic research findings rapidly into a clinical or population setting. Applications will be assessed against the following assessment criteria.

Assessment Criteria	Weighting
Track record of applicant team <ul style="list-style-type: none"> ○ Track records, research experience and skills, leadership skills. 	25%
Translational potential and Impact on breast cancer outcomes <ul style="list-style-type: none"> ○ Demonstrated significance of the translational research grant with respect to achieving direct application to clinical or public health programs/ policy and practice. ○ Potential to substantially and measurably improve breast cancer outcomes and alignment to NBCF's research priorities 	50%
Quality and Feasibility <ul style="list-style-type: none"> ○ Scientific quality and feasibility of proposed project 	25%

5) Eligibility

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 Chief Investigator Eligibility

The Primary Chief Investigator (CIA) takes the lead role in the conduct of the research project and is the investigator who takes responsibility for completion and lodgement of the application. If successful, the CIA is also responsible for the ongoing management of the project, including completion and lodgement of all required reports. **Only 1 application per Primary Chief Investigator is permitted.**

Other Chief Investigator(s) take the lead role in the conduct of the research project. It is permitted for a Chief Investigator to be listed on more than one application.

The CIA and other CIs must:

- Reside in Australia throughout the funding period;
- 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;
- Be an Australian citizen or have resident status at the commencement of the research project; and
- Be actively engaged in research in Australia.

The CIA must also:

- Hold no more than two NBCF Grants and one National Collaborative Breast Cancer Research Program grant as a Primary CI at any one time;
- Submit only one application in each grant program each year, providing they have not reached the limits specified in the above point; and
- Seek agreement from the Associate Investigators for them to be named on the application.

5.3 Associate Investigator Eligibility

The Associate Investigator (AI) provides intellectual input into the research proposal.

There are no restrictions on individuals who may be named as an AI; however they are not eligible to receive any direct funds from the Grant.

In relation to contractual obligations, the AI and their associated Administering Institution are not required to sign the Grant contract. It is the CI's Administering Institution's responsibility to ensure all AIs adhere to the contractual requirements.

6) Your Responsibilities

A decision on the Translational Research Grant will be made in June 2013 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.

Upon acceptance of the offer, a Funding Agreement will be prepared and issued to the Administering Institution for review and signing. This Funding Agreement will certify that the institution endorses the application, is willing to administer the Research, and has the appropriate facilities and services to be made available for use by the Chief Investigator.

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. The Chief Investigator must also advise of the expected commencement date of the Research.

7) 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.

8) Completion of Application

Item 1 - Project Title

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

Item 2-5 – Investigator(s)

Please refer to sections 5.2 and 5.3 for *Chief Investigator (CI) and Associate Investigator (AI) eligibility*. The CIA will act for and in concurrence with all Investigators. The Chief Investigator will be a signatory to the Funding Agreement. The AI's are collaborators on the project.

Chief Investigators must be an Australian citizen, an Australian Permanent Resident, a New Zealand citizen or hold a relevant visa to work in Australia. Applicants who have not yet been granted a relevant visa status may apply provided that such status has been sought. Evidence must be provided as such at the time of submitting with your application.

Item 6 – Contact Details of Administering Institution

Please refer to point 5.1 *Administering Institution Eligibility*. The contact person will be responsible for coordinating the Funding Agreement, invoices and annual reports.

Item 7 – Questions about the Primary Chief Investigator

Please tick one box that best describes your clinical and research experience. If you are an experienced clinician or researcher but from outside breast cancer, please indicate your previous clinical or research area.

Applicants with less research experience or with research experience outside breast cancer, but with conceptually valid proposals, are encouraged to apply providing they can demonstrate adequate scientific support from experienced researchers in the area and the necessary administrative support of their administering institution.

Item 8 – Lay Title and Summary (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 to breast cancer.

This non scientific summary will be used for a number of purposes including 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 9 - Project Key Words

Please provide five key words that best describe your project.

Item 10 – Detailed Scientific Description of the Project

Please provide a summary of the proposed study. In your answer, please provide information on the points below. Please note: research on the biological discovery should be well advanced at the time of submission to ensure that clinical testing will be a major focus of the application, as appropriate.

10.1 Background (Maximum 2 pages)

Present the ideas and reasoning behind the proposed study, citing any relevant literature.

10.2 Translational Objective (Maximum 70 words)

State the translational objective of the proposed study.

10.3 Specific Aims (Maximum 1 page)

Concisely explain the Project's specific aims.

10.4 Preliminary Data (Maximum 2 pages)

Identify the progress of preliminary research and data linked to this proposal.

10.5 Method/Research Strategy (Maximum 2 pages)

Describe the experimental design, methodology, analysis and translational strategy in detail. Include statistical methods, if appropriate. Address potential problem areas and present alternative methods and approaches. If human subjects or human biological samples are to be used, include a detailed plan for the recruitment of the subjects or the acquisition of samples.

10.6 Milestones & Deliverables (Maximum 2 pages)

Please provide a summary table outlining specific Deliverables and Milestones. These are important as they will be used to determine the progress and success of your research project. Milestones should outline significant events or outcomes that you aim to reach throughout the research period. Deliverables are of a short term nature and should be

measurable goals throughout each reporting period (usually annually). If appropriate, it is important to identify in this when translational studies are anticipated to commence.

Item 11 - References relevant to the Project

Please provide no more than 10 references for the proposed study to support the rationale of the project. Please do not attach copies of the articles.

Item 12 - Translation Potential (maximum 1 page)

The application should outline how the findings from the research will be translated into the clinical setting, health policy and/or population setting.

Item 13 - Potential Impact (maximum 1 page)

Please describe how your proposed study might impact on breast cancer in the short, medium, and long-term if it is successful. Please discuss specific outcomes and examples.

Item 14 - Alignment (maximum 1 page)

Please detail how the proposed program is consonant with the overall purpose and objective of the Translational Research Grant, the objectives of the National Action Plan for Breast Cancer Research (2010) and the research priorities of NBCF (refer section 3 of Guidelines)

Item 15 - Five Year Budget

The proposal should include a detailed five-year budget for use of funds acquired from the NBCF under this agreement. The maximum funding available through the NBCF Translational Research Grant is \$250,000 per annum for up to five years.

Proposals should provide justification and appropriateness of budget:

- Detail the contribution to the overall program from institutional and other external sources;
- Clearly specify how NBCF funds will be used; and
- Provide a realistic budget scenario for funds that may be acquired from all sources over the next five years to support the program of research.

Funds from this scheme can directed towards costs related to facilities and services, storage of biospecimen samples, patient/population research recruitment, treatment costs, development of resources, data collection, and third party contractual services for peri-clinical activity.

Funding for major items of equipment cannot be requested via this scheme.

15.1 Justification of Budget (maximum 1 page)

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

15.2 Institution(s) Direct Support

Please identify any funding provided by the administering institution(s) and the components of the project that this funding will be directed towards.

15.3 Funding from External Sources

Provide details of any other funding, either confirmed or pending, for this project. Identify how this funding will be directed and whether it is confirmed or pending.

Item 16 - Curriculum Vitae (maximum 5 pages each)

For each Chief Investigator please provide the following information.

16.1 Brief Biography

Please summarise your last five years of your career or full-time equivalent (FTE; see below), highlighting what you consider to be your most exceptional research achievements and indicate full-time and part-time positions.

Please list any time not dedicated to research career activity (e.g. maternity leave, commercial employment, extended illness etc) under item 16.1. Please provide any details you feel may be relevant to assessing your research output **relative to opportunity**.

The National Breast Cancer Foundation is committed to fairly assessing applications **relative to opportunity**. FTE allows those who have taken leave or worked part time to take this into consideration.

16.2 Publications

Please list your publications during the last 5 years or full-time equivalent (FTE). Full-time equivalent (FTE) allows those who have taken leave or worked part time to take this into consideration.

Please calculate your last 5 years FTE and extend your publications list appropriately to reflect 5 years FTE. Please include full titles, authorship, journal, volume, year and pages of your publications.

16.3 Current Funding

Please provide details of all current sources of funding (NHMRC, NIH, NBCF, Cancer Council etc). Provide grant titles and names of co-investigators, years and amount of funding for all investigators listed in the application.

16.4 Funding Pending

Please provide details of all requests made to other bodies to fund the proposed Project, or other Projects with major overlaps.

16.5 Professional Profile

Please provide details of relevant awards, invited presentations, public reports and committee memberships that highlight your national and international profile, with an emphasis on the past 5 years or full-time equivalent when taking into account any career breaks or periods of part-time employment.

Item 17 - Common Scientific Outlines

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, plus subgroups. The NBCF now 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 18 - 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 such experimentation, 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 19-21 – Certifications

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

9) Administration

9.1 How to apply

Applicants must use the NBCF application form. This is available from the NBCF website at: www.nbcf.org.au, from the Research Investment on 02 8098 4800, or by emailing research@nbcf.org.au.

9.2 Format

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

9.3 Submission date

- Applications must be received by close of business on Monday 29 October 2012
- Three hard copies of the application, stapled and hole punched should be lodged with NBCF Research Investment
- Applicants must submit an electronic version (Microsoft Word or PDF) of the application to research@nbcf.org.au.

9.4 Timeline

Milestone	Timetable
Call for full applications	2 July 2012
Full applications close	29 October 2012
Peer Reviewed	November – March 2013
Advice to applicants	June 2013
Commencement	From 1 July 2013

9.5 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

9.6 Enquiries

Enquiries about the NBCF Translation Research Program can be directed to the Grants Administrator, NBCF Research Investment at research@nbcf.org.au, Telephone 02 8098 4800, Fax 02 8098 4801.