NATIONAL BREAST CANCER FOUNDATION
ACCELERATOR RESEARCH GRANT

2017 Application Guidelines

Application deadline: 5pm AEST Friday 10\textsuperscript{th} June 2016
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.
# TABLE OF CONTENTS

1. About The National Breast Cancer Foundation .................................................. 4

2. NBCF National Action Plan For Breast Cancer Research .............................. 4

3. NBCF Research Priorities .................................................................................... 5

4. Accelerator Research Grants (previously Translational Grant) ...................... 5

5. Eligibility .............................................................................................................. 9

6. Your Responsibilities ......................................................................................... 10

7. Your Privacy ....................................................................................................... 11

8. Completion of Application ............................................................................... 11

9. Administration .................................................................................................. 16
KEY DATES

Call for full applications: 18 April 2016
Full applications close: 10 June 2016
Peer Review: Mid June – November 2016
Advice to applicants: From early December 2016
Commencement: 1 January 2017

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.

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 the addition of Innovator Grants (previously known as 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).

3. NBCF RESEARCH PRIORITIES

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

- Prevention and/or early diagnosis of breast cancer
- 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
- All aspects of advanced breast cancer
- 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. NBCF ACCELERATOR RESEARCH GRANTS

4.1. Aim

NBCF Accelerator 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 trialling in the clinical or applied setting; or
- Accelerate the translation of research findings into clinical practice and/or health policy and/or health decision-making processes; including transition into clinical trials.
4.2. Objectives
Accelerator 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 Accelerator Research Grant scheme 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 established breast cancer research collaborations, networks and/or consortia or establish new ones, focusing on under-represented contexts (e.g. inclusion of regional areas) to provide greater depth and broader impact 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 Accelerator 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. 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 an Accelerator 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.

4.4.1 Assessment Criteria

The assessment criteria and weightings have been designed to reflect the nature and intent of the scheme.

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translational potential and impact on breast cancer outcomes</td>
<td>50%</td>
</tr>
<tr>
<td>o Demonstrated significance of the translational research grant with respect to achieving direct application to clinical or public health programs/policy and practice</td>
<td></td>
</tr>
<tr>
<td>Track record of applicant team</td>
<td>20%</td>
</tr>
<tr>
<td>o Track records, research experience and skills, leadership skills</td>
<td></td>
</tr>
<tr>
<td>Scientific Quality and Feasibility</td>
<td>20%</td>
</tr>
<tr>
<td>o Scientific quality and feasibility of proposed project. Strength of the logic behind the rationale. Adequacy of the hypotheses, design, and methods in relation to the aims of the project.</td>
<td></td>
</tr>
<tr>
<td>Relevance to breast cancer/NBCF research priorities</td>
<td>10%</td>
</tr>
<tr>
<td>o Potential impact and significance to breast cancer research and alignment to NBCF’s research priorities</td>
<td></td>
</tr>
</tbody>
</table>

4.4.2 Relative to Opportunity

All applications submitted to NBCF are assessed “relative to opportunity”. This reflects NBCF’s policy that assessment processes accurately assess an applicant's track record and associated productivity relative to stage of career, including consideration as to whether productivity and contribution is commensurate with the opportunities available to the applicant.

Circumstances considered under relative to opportunity include:

- amount of time spent as an active researcher;
- employment outside the research sector including time spent working in industry;
- career disruption (please refer to ‘Career disruption/breaks - Section 4.4.3’);
- available resources;
- clinical, administrative or teaching workload;
- relocation of an applicant and his/her research laboratory or clinical practice setting or other similar circumstances that impact upon research productivity;
- restrictions on publication associated with time spent working in other sectors (e.g. industry, policy and government); and
- the typical performance of researchers in the research field in question.

4.4.3 Career disruption/break

Career disruption/break is a sub-category of “relative to opportunity” that may be considered when determining applicant’s eligibility and/or achievements.

A career disruption involves a prolonged interruption to an applicant’s capacity to work, due to:

- pregnancy
• major illness
• carer responsibilities including parental leave and care for immediate family (e.g. spouse, children or elderly parent).

The interruption will involve a continuous absence from work for periods of one month or greater and/or a long-term partial return to work (e.g. part-time absences from work due to circumstances classified as career disruptions).

Other circumstances outlined under ‘Relative to Opportunity – Section 4.4.2’ are not considered career disruptions.

4.5. Amount and Duration
The maximum funding available for each Accelerator Research Grant is up to $250,000 per annum for up to five years including salary, on costs and some research-related expenses. This scheme is non-renewable. Under exceptional circumstances (please refer to ‘Career disruption/break’ – Section 4.4.3), the tenure of this award can be extended without additional NBCF funding. The request leave generally should not exceed a total of one year of full-time equivalent work and the applicant must still be able to achieve the research objectives. Requests for leave and extensions to the period of the award in excess of one year will be considered by NBCF on a case by case basis and provided it does not jeopardise the Project.

The funding is 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 pre-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, 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.

Under exceptional circumstances (please refer to ‘Career disruption/break’ – Section 4.4.3), the tenure of this award can be extended without additional NBCF funding. The request leave generally should not exceed a total of one year of full-time equivalent work and the applicant must still be able to achieve the research
objectives. Requests for leave and extensions to the period of the award in excess of one year will be considered by NBCF on a case by case basis and provided it does not jeopardise the Project.

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
- A single institution must be nominated as the Administering Institution
- Prior to submission of this Application, the institution nominated as the Administering Institution must review NBCF’s standard funding agreement (Funding Agreement) and agree to perform the proposed project on the terms of that Funding Agreement, if funding is granted.

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.

A maximum of 10 Chief Investigators may be named on an application.

The CIA and other CIs must:

- Hold an MD or PhD in a health-related field of research
- Be actively engaged in research
- Have the skills, knowledge, and resources necessary to manage the proposed study 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
- Ensure that the submitted application is not the same or similar (in whole or in part) to a project described in another current NBCF-submitted application.

The CIA must also:

- Be an Australian citizen, have resident status at the commencement of the research project or have an appropriate visa to work in Australia for the entire term of the grant
- Reside in Australia throughout the funding period
- Hold no more than four NBCF Grants in total, as a Primary Chief Investigator (CIA) at any one time, consisting of:
  - up to two NBCF Grants, and
  - up to two of the following: Infrastructure Grant, Partnership Engagement Grant, National Collaborative Breast Cancer Research Program Grant
• Submit only one application in each grant program each year, providing they have not reached the limits specified in the above point
• Seek agreement from the Associate Investigators for them to be named on the application
• Agree to execute a deed undertaking to comply with the Funding Agreement entered into by the Administering Institution, if funding is granted.

5.3. Associate Investigator Eligibility
The Associate Investigator(s) (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.
The CI’s Administering Institution is responsible for ensuring all AIs adhere to the requirements of the Funding Agreement.

6. YOUR RESPONSIBILITIES
The applicant is responsible for the accuracy and submission of this application. The applicant must ensure that:

1) The Administering Institution and the Head of the relevant department within the Administering Institution which will host the project have approved the application and authorised the applicant to submit the application
2) The Administering Institution is aware of the terms of the funding agreement and has agreed that, if NBCF offers to fund the project, the subject of the application, the Administering Institution will enter into the funding agreement and perform the project on the terms of the funding agreement.

A decision on the Accelerator Research Grant will be made by December each year 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.
The lodgement of the application does not provide the Administering Institution or any other entity named in the application, including the Chief Investigator, with any rights in relation to funding or a guarantee that funding will be granted on the basis of this application. The distribution of funding is determined in NBCF’s sole discretion.

Upon acceptance of the offer, a funding agreement will be prepared and issued to the Administering Institution for review and signing. This funding agreement requires the Administering Institution to agree to, among other things, administer and perform the research, including as set out in the application, provide appropriate facilities and services to be made available for use by the Chief Investigator, obtain executed undertakings from the Chief Investigator and any Collaborating Institutions, commercialise intellectual property arising out of the research and enter into appropriate agreements with any Collaborating Institutions to ensure the research is conducted in accordance with the funding agreement.
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. Awardees are expected to commence their Project on 1 January of the first year of the award.
7. YOUR PRIVACY

The National Breast Cancer Foundation (NBCF) recognises the importance of your privacy and personal information, and all documents containing personal information will be handled and protected in accordance with the provisions of the Privacy Act 1998. Personal information is collected by us in order to process grant applications. For these purposes your information may be shared with trusted third parties and our service providers (such as external reviewers/grant assessors, NBCF’s Research Advisory Council/Board, grant management system provider(s), Administering Institution, co-funding organisations) either in Australia or overseas. Failure to provide personal information may result in NBCF being unable to process your grant application.

Our Privacy Policy is available on our website http://www.nbcf.org.au/Privacy.aspx and contains further details about: (i) how we obtain, store and use the personal information we collect; (ii) where we send it; (iii) how you can access and correct it; (iv) how you can lodge a privacy complaint; (v) how we handle those complaints. You may contact our privacy officer with any queries via email: info@nbcf.org.au or mail: PO Box 4126 Sydney NSW 2000 or telephone: 1300 708 763.

8. COMPLETION OF APPLICATION

How to apply

Applications must be submitted online via the SmartyGrants application system. To apply follow this link: http://nbcf.smartygrants.com.au. Applicants must first create an account with SmartyGrants. Your account details are used solely for the purpose of enabling you to complete the application form and in case NBCF needs to contact you.

You can return to http://nbcf.smartygrants.com.au at any time to view your application, but once it is submitted it cannot be changed.

Application form

Please ensure that all sections of the application form are completed. Incomplete application forms will not be processed.

Please ensure you follow the step-by-step instructions below when filling out the application form.

1 – Part A

3 – The Proposed Study

Please provide a summary of the proposed study, providing information on the points below. Note that 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.

3.5 – Method/Research Strategy

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. (Maximum 1300 words)
3.6 – Milestones & Deliverables

Please provide a summary table outlining specific Milestones and Deliverables. 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 when translational studies are anticipated to commence. (Maximum 500 words)

It is a requirement of this grant that 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.

3.9 – Alignment

Please detail how the proposed program is consistent with the overall purpose and objective of the Accelerator Research Grant, the objectives of the National Action Plan for Breast Cancer Research (2010) and the research priorities of NBCF (please refer to ‘NBCF Research Priorities – Section 3’).

3.11 – Upload images and pictures

Be sure to use the specified format when naming the file for upload. Please refer to ‘Upload documents – Section 9.2’ for more information.

4 – Consumer Review

It is a key imperative of NBCF to promote interaction between the community and the researchers it supports through charitable donations. To maintain ongoing support, it is critical for consumers (breast cancer patients and advocates) to be actively engaged in the research process at a number of levels, including grant review. NBCF has produced a resource aimed at facilitating consumer engagement in research. Please refer to this resource when completing the application form. Click on the following link to access the consumer engagement resource.

NBCF values the input of consumers in the grant peer review process. In line with this, applicants are required to answer questions in this item with the intent of informing consumer reviewers of their proposed research in lay terms, with particular focus on relevance to breast cancer care/control. These questions will be assessed by consumer reviewers based on these criteria and alignment with NBCF research priorities. Scores allocated by consumer reviewers will contribute to the final ranking of the application.

4.1 – Public Title

Please provide a short lay title that captures the key aspects of the proposal that can be understood by non-scientific persons. (Maximum 25 words)

4.2 – Lay Description

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. (Maximum 250 words)
This non-scientific summary will be used:

- To facilitate full understanding of the project by the NBCF Research Advisory Committee (RAC) and the Peer Review Committee (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.

**An example of a public title and a lay summary**

*“Revealing the earliest events in breast cancer invasion.***

*Breast cancer can invade and spread in the body: this is the most serious stage of the disease, and one for which effective treatment is not available. To better predict which women may be at risk of tumor invasion, and to develop new therapies for this devastating stage of the disease, we need to understand the earliest step in invasion – how invasive cells escape the main tumor. The aim of this project is to analyse exactly this poorly-understood stage in breast cancer, to generate new understanding of how breast cancer cells become invasive, which will provide new targets for diagnosis and treatment.”*

**4.4 – Future research outcomes**

Applicants are required to include a brief description of the key steps/research developments that could/will be taken, after the conclusion of their project, to contribute to NBCF’s vision of zero deaths by 2030.

**An example of a research project time line is shown.**

<table>
<thead>
<tr>
<th>Steps/Research developments to achieve zero deaths by 2030</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-2021</td>
</tr>
<tr>
<td>Initiate clinical research</td>
<td></td>
</tr>
<tr>
<td>Clinical observation studies, survey research</td>
<td></td>
</tr>
<tr>
<td>Improve patient outcomes with the availability of new drugs, devices and/or health services/economics</td>
<td></td>
</tr>
</tbody>
</table>

**5 – Budget**

The proposal should include a detailed five-year budget for use of funds acquired from NBCF under this agreement. The maximum funding available through the NBCF Accelerator 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
- 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 be 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.
7.2 – How do you best describe your research experience?
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 institution.

8.2 – Career Chronology
Please summarise the last five years of your career (or Full Time Equivalent) and indicate full-time and part-time positions.
Please calculate your last five years FTE and extend your publications list appropriately to reflect five years FTE. (Maximum 1000 words)

8.4 – Relative to Opportunity
Please refer to ‘Relative to Opportunity – Section 4.4.2’. (Maximum 500 words)

8.5 – Career Disruption/Breaks
Please refer to ‘Career disruption/break – Section 4.4.3’.
State the percentage full time equivalent (FTE) of the career disruption in accordance with your Institution’s conditions of employment. E.g. If you researched for three days/week and looked after children for two days/week, you should enter 40 as the FTE (%).
Important: Please upload supporting evidence for every claim of career disruption.
The only documents that will be accepted as evidence for career disruption are medical certificates, letter from an applicant’s employer summarising the duration and type of leave taken, and/or part-time employment (due to circumstances classified as career disruptions), or statutory declarations. Please refer to ‘Upload documents – Section 9.2’ for more information. (Maximum 500 words)

10. Part B

11.3 – ORCiD Number
Please provide your 16-digit ORCiD number. If you do not already have an ORCID number, please visit: http://orcid.org/ to register for your number. Please note that applications will be considered ineligible if no ORCID number is provided.

11.4 – Citizenship and Visa Status of Chief Investigator
Applicant must be an Australian citizen, an Australian Permanent Resident, a New Zealand citizen or hold a relevant visa to work in Australia. Applicant who has not yet been granted a relevant visa status may apply provided that such status has been sought. Evidence must be uploaded in PDF format with your application.

11.7 – Relevant Visa document submission
Before attaching files, please refer to ‘Upload documents – Section 9.2’.

12.2 – Administering Institution Code
Please find your Administering Institution in the table below and enter the corresponding code in Section 3.1 of your application. If your institution is not listed, enter “Other”.

Page 14 of 17
12.4 – Administering Institute Contact Person

The contact person will be responsible for coordinating the Funding Agreement, invoices and annual progress reports.

13 – 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.'

14 – Common Scientific Outline
The Common Scientific Outline is 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 six broad areas of scientific interest in cancer research, plus subgroups. NBCF requires this to be completed for all applications. Click on the following link to view category descriptions in full: https://www.icrpartnership.org/CSO.cfm

Please allocate a percentage weighting to each relevant category. Please note that the total percentage should equal 100% when categories 1 to 6 are added.

16 – Certification
The Applicant is responsible for acknowledging and completing all sections of the declaration and the accuracy and submission of this Application.

The Applicant must ensure that:

1) The Administering Institution and the Head of the relevant Department within the Administering Institution which will host the project have approved the application and authorised the Applicant to submit the Application

2) The Administering Institution is aware of the terms of the Funding Agreement and has agreed that, if NBCF offers to fund the project, the subject of the application, the Administering Institution will enter into the Funding Agreement and perform the project on the terms of the Funding Agreement

3) To the extent the project involves Collaborating Institutions, the Administering Institution is aware it must obtain the Collaborating Institution’s agreement that they will perform their part of the project on the terms of the Funding Agreement.

NBCF reserves the right to seek further evidence that the Applicant has obtained these approvals from the Administering Institution and the Head of the relevant Department within the Administering Institution.

We recommend that applicants download and send a PDF version of their application to the Head of the Department and the Administering institution contact with authority to authorise the submission of the Application. Links to the Funding Agreement and guidelines can be found within the Certification page of the application.

Once your application has been approved for submission and you have complied with the requirements above, check all the declaration boxes and submit the Application.

9. ADMINISTRATION

9.1. Submission
Applications must be submitted online via the SmartyGrants application system. To apply follow this link: https://nbcf.smartygrants.com.au/. Applicants must first create an account with SmartyGrants. Your account details are used solely for the purpose of enabling you to complete the application form and in case NBCF needs to contact you.
Applications are not submitted until you hit the submit button. Once submitted, you will not be able to make any further changes to your application. You can return to https://nbcf.smartygrants.com.au/ at any time to view your application, but once it is submitted it cannot be changed.
When you submit your application you will receive an automated email acknowledging that your application has been received with a copy of your application attached. This will be sent to the email address used to register on SmartyGrants. Please retain this information throughout the submission process.

9.2. Upload documents

All documents uploaded throughout the application must be in PDF or word format. When attaching a file, you need to allow sufficient time for the file to be uploaded to the page. You should not navigate to another page until the file has been successfully attached, otherwise the file upload will be cancelled.

_There is a maximum file limit of 25 megabytes. However, it is strongly recommended you try to keep files under 5 megabytes._

To attach a file follow these steps:

- Select _Attach a file_ and choose the file you wish to upload and click _Select_.
- The file will begin to upload and the progress bar will be filled in as the file is uploaded.
- When the file upload is completed, the progress bar will disappear and a link to the uploaded file will be available, along with the option to remove the file.

Save files in the following format: _Application ID – First initial & last name – Name of document_

_e.g. NC-15-001 - J Smith - Visa_

9.3. Enquiries

Enquiries about the NBCF Accelerator Research Program can be directed to the Grants Administrator, NBCF Research Investment at research@nbcf.org.au, Telephone 02 8098 4825, Fax 02 8098 4801.