



**THE OVARIAN CANCER RESEARCH  
FOUNDATION -  
NATIONAL BREAST CANCER FOUNDATION  
OVARIAN AND BREAST CANCER RESEARCH  
COLLABORATION INITIATIVE**

**GUIDELINES**

**Applications deadline: 5pm (AEST) Friday 27<sup>th</sup> September 2019.**

# OVERVIEW: NATIONAL BREAST CANCER FOUNDATION (NBCF) - THE OVARIAN CANCER RESEARCH FOUNDATION (OCRF)

The National Breast Cancer Foundation (NBCF) is Australia's leading national body funding game-changing breast cancer research with money raised entirely by the Australian public. Our mission is simple: stop deaths from breast cancer. We identify, fund and champion world-class research - research that will help us detect tumours earlier, improve treatment outcomes, and ultimately – save lives. Around AUD 12 million/year are invested each year in supporting outstanding research projects carried out in Australia.

The Ovarian Cancer Research Foundation (OCRF) was established in early 2000 and is the leading independent Australian body that provides funding for the most innovative and promising ovarian cancer research in Australia and New Zealand. While our major goal is to raise vital research funds for the development of an early detection test to save women's lives, we also provide funding to improve the long-term survival rates of ovarian cancer patients. Our funding levels vary according to the applications but to date between AUD 1.5 and 2 million is invested each year.

For the first time, the NBCF and the OCRF have come together to jointly fund high impact translational research that spans both breast and ovarian cancers to improve outcomes for women.

## AIMS OF THE INITIATIVE

Emerging evidence suggests that there is significant overlap in the mutation profile and endocrine-driven signaling pathways of patients with ovarian cancer and breast cancer. These developments clearly offer exciting new opportunities to support collaborative cancer research projects that benefit many more women compared to tumour-specific approaches.

The goal of this funding opportunity is to tackle and answer the most critical clinical questions affecting women diagnosed with breast and ovarian cancer, with the potential to **transform** the clinical management of both of these conditions by delivering high impact patient outcomes significantly faster than existing funding mechanisms.

The Initiative will complement existing national research programs, operated independently by the NBCF and OCRF.

Excellence in project design and infrastructure, complemented by an outstanding team of scientists must be demonstrated.

## FUNDING INFORMATION

The total funding available is AUD \$1 million over 3 to 5 years which will fund one or two research projects. The total requested budget must not exceed AUD \$1 million. All applications will be subject to a thorough budget review as part of the peer review process.

Funding is **offered** for the following aspects of research related costs:

1. Salaries, in whole or in part, for research fellows, trainees, research assistants, coordinators, technicians, administrative staff, and other personnel deemed essential to enhance the collaborative research productivity of the team.

Salaries will be based on current university salary scales and will be adjusted pro-rata for intended FTEs lower than 1.0. Salary on-costs will be limited to 9.5% superannuation. Strictly no other salary on-costs will be supported.

2. Research operating costs for the proposed research program, which must be distinct in their objectives from those for which team members currently receive other sources of funding. This comprises costs of data collection and infrastructure.

The applicants have to clearly articulate the scientific excellence of their project design and its feasibility to be carried out in the specified timeframe (3 to 5 years). Costing has to be realistic and competitive.

3. A limited amount of national conference expenditure.
4. Costs related to the downstream translation and dissemination of research findings to those who will use the results as appropriate to the particular research aim. The application must provide a detailed justification of all costs.

Funding is **NOT offered** for the following aspects of research related costs:

1. Institutional overhead costs.
2. Tuition and professional membership dues.

Funding will be offered from 1 July 2020. Applicants can submit a request to delay the start of the funding by a maximum of 6 months (i.e. for a commencement date no later than 1 January 2021). This request will only be granted in exceptional circumstances, such as situations where the applicant requires parental, carers or health related leave.

Funding will be tied to the achievement of program milestones. The program milestones will be used to define a timeline for the research activities over the duration of the program. Reporting progress towards milestones will be incorporated into the annual reporting and funding for the program. Evaluation of the team's progress will be milestone driven: the team will clearly define its specific goals and how it will measure progress arising from their project.

Applications where the participating institution is prepared to offer a funding contribution of over 10% (preferably in cash, but also in-kind) of the grant value will be viewed favourably.

# ELIGIBILITY

## 1) Administering Institution

- The proposed project must be located/managed/operated under the auspices of a University, hospital or major research institution(s) located within Australia.
- A single institution must be nominated as the Administering Institution.
- 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.
- If funding is granted, the institution nominated as the Administering Institution must agree to perform the proposed Project on the terms of NBCF-OCRF's standard funding agreement (Funding Agreement).

## 2) Applicant (Principal Investigator, PI)

Each applicant can nominate a maximum of 6 Co-Investigators (CIs). The applicant can also nominate Associate Investigators (AIs) that will have an advisory role to the project, but their track record will not be assessed for scoring purposes.

All investigators must:

- Have demonstrated research experience, capability and productivity commensurate with their career level.
- Have demonstrated past experience in or future potential for a career in ovarian and/or breast cancer research.
- Agree to execute a deed undertaking to comply with the Funding Agreement entered into by the Administering Institution, if funding is granted.

The PI and at least 50% of the nominated CIs must:

- Reside in Australia (or intend to reside in Australia) throughout the funding period.
- Be an Australian citizen, have resident status or have an appropriate visa to work in Australia for the entire duration of the funding period.
- Be affiliated with an Australian Institution.

## 3) NBCF Funding Cap

Principal Investigators should be aware that funding awarded for this scheme will count towards the NBCF Funding Cap for future Investigator Initiated Research Scheme (IIRS) applications. As this scheme is co-funded between NBCF and OCRF, half of the total awarded budget will contribute to the NBCF cap for the IIRS. If the \$1.5 million cap is exceeded with this scheme, the Principal Investigator will be considered ineligible for future IIRS funding until the total funding held is less than the \$1.5 million cap. There is no funding cap for CIs.

## 4) Breast and Ovarian Cancer related research

The proposed research must address both breast and ovarian cancer in order to gain further knowledge that will eventually lead to better clinical management of these conditions.

# KNOWLEDGE TRANSLATION PLAN

Knowledge Translation is defined as a dynamic and iterative process that includes synthesis, dissemination, exchange, and ethically-sound application of knowledge to improve the health of populations, provide more effective health services and products, and strengthen the healthcare system. In more simple terms, Knowledge Translation is about having research act as a driver of appropriate real-world applications (*Canadian Institutes of Health Research*). The Knowledge Translation Plan should be developed with this definition in mind and must go well beyond traditional dissemination endeavours (i.e. publications, conferences).

## REVIEW PROCESS AND EVALUATION CRITERIA

All applications will be reviewed for completeness and adherence to the guidelines by the NBCF-OCRF Secretariat. Applications that have provided incomplete documentation at the deadline will be excluded from the assessment process and strictly no additional documentation or new applications will be accepted after the deadline. NBCF and the OCFR will not be responsible for any technical issues that prevent an application from being received by the deadline or that cause a disparity between the time the application is submitted and the time that it is received.

### **Scientific review**

The NBCF and the OCFR will establish a peer review panel comprising basic and clinical experts, which will be convened to evaluate the research proposals. The panel will be created specifically for this funding opportunity. Panel members will be selected based on their breadth of knowledge and expertise in breast and ovarian cancer.

The Proposal should address:

**Scientific hypothesis:** State the hypothesis for the research to be undertaken, and describe the problem that the program seeks to address

**Research approach.** State the program's specific aims and how they will be achieved

**Outcomes and Impact.** Describe the transformative impact on the clinical management of breast and ovarian cancer intended to be achieved upon completion of the Award. This should be addressed as part of the Knowledge Translation Plan.

Proposals will be reviewed against the following evaluation criteria:

### **1) Scientific quality and feasibility of the project (Weighting = 30%)**

Overall quality of an integrated research program:

- The clarity, research approach, scope, originality and synergies of the team's research questions and scientific aims

- The appropriateness of the implementation plan that identifies critical milestones and explains how these milestones will be achieved.
- To what degree the quality and extent of organisational support are appropriate for the proposed research.

## **2) Track record of the applicants (Weighting = 30%)**

- The appropriateness of the PI and all of the CIs backgrounds and expertise related to their research proposal.
- The extent and appropriateness of the team-based approach proposed.
- The appropriateness of the team leadership of the project(s), including management, coordination, and integration of activities as one revolutionary team; contribution and time commitment of the participants; and clarity of the team members' roles and responsibilities.
- Where the project is of a collaborative nature, explain how and why the team has been established.
- Applicants must only list peer reviewed publications and not manuscripts that have been submitted or are under review. Publications listed on pre-print servers such as BioRxiv will not be considered and should not be listed.

## **3) Potential Impact (Weighting = 20%)**

- The extent, appropriateness and potential impact of the team's scientific objectives in relationship to a near-term, transformative impact on the clinical management of ovarian and breast cancer. The appropriateness of the Knowledge Translation Plan.

## **4) Innovation and translational potential (Weighting = 20%)**

- To what extent the existing problem that the research wants to address is being tackled through an innovative approach and would give near term opportunities for translation into clinical practice, public health programs or policies.

### **Consumer review**

Proposals will also be reviewed by a joint NBCF/OCRF Consumer Review Panel (CRP). The CRP review will assess the consumer related section of the application form that addresses each of the following equally weighted criteria:

#### **1) Relevance, Equity and Alignment**

- Relevance of the issue/problem to breast and ovarian cancer
- Ability to directly address difference in breast and ovarian cancer care, outcomes or responses to treatment in or across different populations/groups with poorer outcomes. Alternatively, provide widespread benefits to the breast and ovarian cancer communities.

#### **2) Translation and Impact**

- The extend to which the research outcomes be translated to impact on breast and ovarian cancer incidence, prevention, diagnosis, management or policy.

- How the described impact(s) will be achieved in the short, medium and long terms

### **3) Consumer Engagement**

- Describe in detail how consumers have been involved in the development of the research proposal and the future engagement of consumers throughout the duration of the project.

NBCF and OCRF may also stipulate conditions of approval in regards to consumer engagement as recommended by the CRP.

## **GRANT ADMINISTRATION AND CONDITIONS**

### **1) Funding Agreement**

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 applicant. All parties must accept the terms of the Funding Agreement and sign the Agreement before payments are made.

Projects must commence and be implemented as set out in the Funding Agreement.

### **2) Variations to Funding Agreement**

The applicant (PI) can request to defer the commencement date of the funding for up to 6 months from the original commencement date (therefore, with a commencement date no later than 1<sup>st</sup> January 2021).

Applicants can request to extend the end date of the grant for up to 12 months at no additional cost to NBCF-OCRF. A clear rationale and a revised set of timelines will need to accompany the request for extension and will be considered for approval or rejection by NBCF-OCRF.

Applicants requiring career disruption/breaks have to ensure that all appropriate human resources are in place to ensure that the project is completed as proposed.

### **3) Reporting Requirements**

#### **3.1 Progress Reports**

Successful applicants will be required to submit Progress Reports on an annual basis outlining the progress and achievements made. Failure to submit reports on time will lead to the suspension of future funding. Progress Reports outlining the progress versus agreed milestones, financials and relevant approvals will be submitted via SmartyGrants. Research outputs/achievements in the form of publications, awards, other funding, research tools etc. will be submitted via Researchfish.

NBCF-OCRF reserves the right to recommend the suspension and/or termination of funding to a grant if progress is unsatisfactory.

### **3.2 Financial Reports**

Successful applicants will be required to submit Financial Reports on an annual basis outlining expenditure of funds in relation to the grant. NBCF-OCRF reserves the right to withhold payments if a substantial amount of funds are unspent at the time of the financial report.

At the completion of the funding, a financial acquittal is required.

#### **4) Peer review committee participation**

Successful grant recipients (or suitable researchers nominated in their stead) are expected to participate in assessing and scoring future research applications as part of peer review committees hosted by NBCF and/or OCRF.

#### **5) Media**

NBCF and OCRF request that all media releases (materials, announcements) related to data derived from the awarded grant be provided prior to their release for their review and approval by NBCF and OCRF communication/marketing teams, and with appropriate NBCF-OCRF acknowledgement. This is an important aspect of the terms of engagement as it assists in raising the profile of NBCF and the OCRF with the Australian public.

#### **6) Community engagements**

All grant recipients are expected to participate from time to time and within reason to activities such as talks to NBCF and/or OCRF supporters, Lab tours, Media activities etc.

#### **7) Acknowledgement of Support**

All publications including journal articles/books, media releases and presentation of data derived from the awarded grant must acknowledge the support of NBCF and the OCRF. The use of the correct branding (logos of both Foundations) is mandatory.

## **ADDITIONAL INFORMATION**

### **1) Application submission:**

Applications must be uploaded through the online SmartyGrants 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 and the OCRF need 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.

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. If you do not receive an email confirmation, please assume your application has not been submitted and contact the NBCF Research Team.



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 ensure safe transmission.

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. ONBCF-20-001-J Smith-Visa

## 2) ORCID Number

Please provide your 16-digit ORCID number if you have one. If you do not already have an ORCID number, visit: <http://orcid.org/> to register for your number.

## 3) Citizenship and Visa Status

As stated above the PI and at least 50% of the nominated CIs must:

- Reside in Australia (or intend to reside in Australia) throughout the funding period.
- Be an Australian citizen, have resident status or have an appropriate visa to work in Australia for the entire duration of the funding period.
- Be affiliated with an Australian Institution

Any supporting documentation (visa) must be uploaded in PDF format with your application.

## 4) 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.

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.

## 5) 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.

# PRIVACY AND CONFIDENTIALITY

All documents containing personal information will be handled and protected in accordance with the provisions of the Privacy Act 1988. Personal information is collected in order to process grant applications. For these purposes your information may be shared between NBCF and OCRF, with trusted third parties and service providers (such as external reviewers/grant assessors, Research Advisory Committees/Boards of both Foundations, grant management system providers, Administering Institution, co-funding organisations) either in Australia or overseas. Failure to provide personal information may result in NBCF-OCRF being unable to process your grant application.

The NBCF Privacy Policy is available on the NBCF website at <http://www.nbcf.org.au/Privacy.aspx>. The OCRF Privacy Policy is available on the OCRF website at <https://ocrf.com.au>. These privacy policies contain further details about: (i) how NBCF and OCRF obtain, store and use the personal information we collect; (ii) where NBCF and OCRF send it; (iii) how you can access and correct it; (iv) how you can lodge a privacy complaint; and (v) how NBCF and OCRF handle those complaints.

## IMPORTANT DATES

<b>Program Announced (RFP opens)</b>	29 <sup>th</sup> July 2019
<b>Submission of Proposals (RFP closes)</b>	5pm (AEST) 27 <sup>th</sup> September 2019
<b>Expert panel review of proposals</b>	October - November 2019
<b>Anticipated Award Announcement</b>	February 2020
<b>Funding commencing</b>	By 1 <sup>st</sup> July 2020

## CONTACT DETAILS

All correspondence and questions relating to this call should be submitted to **both**:

- Christopher Pettigrew – Director Research Investment, NBCF [research@nbcf.org.au](mailto:research@nbcf.org.au)
- Erin Eades – Governance Manager, OCRF [grants@ocrf.com.au](mailto:grants@ocrf.com.au)

All queries related to the SmartyGrants system should be addressed to:

- Sandra Jeffers, Grants Administrator, Research Investment, NBCF via [research@nbcf.org.au](mailto:research@nbcf.org.au), or 02 8098 4825