
**NATIONAL BREAST CANCER FOUNDATION
COLLABORATIVE RESEARCH ACCELERATOR
GUIDELINES**

**EXPRESSIONS OF INTEREST APPLICATION
DEADLINE**

Friday, May 31, 2024 at 5pm AEST

FULL APPLICATION DEADLINE

Friday, August 30, 2024 at 5pm AEST

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Glossary of key terms

Institutions

Lead Institution

The Lead Institution is the lead administering institution that will submit the *Collaborative Research Accelerator* (CRA) application. The Lead Institution will sign the Head Agreement with the National Breast Cancer Foundation (NBCF) and receive the CRA grant scheme funding. The Lead Institution is responsible for: (a) establishing an Institution Agreement with each Australian Collaborating Institution participating in the CRA; (b) allocating and distributing the CRA budget to the Collaborating Institutions as agreed in the Head Agreement; and (c) overseeing reporting of the CRA as a whole.

Collaborating Institution

Collaborating Institutions are Australian research institutions at which one or more of the Research Workstreams conducted under the CRA will be undertaken.

International Institution

International Institutions are research institutions that participate in a CRA Research Workstream to support CRA research endeavours.

Investigators

Principal Investigator (PI)

The Principal Investigator (PI) is the lead researcher for the CRA employed by the Lead Institution. The PI will have strategic oversight of the entire ecosystem of research undertaken through the CRA. The PI will most likely be the Governance Lead for the CRA and will be responsible for overseeing NBCF reporting and other obligations required of the CRA.

Lead Chief Investigator (Lead CI)

Each Collaborating Institution should appoint a Lead Chief Investigator (Lead CI) who will be responsible for overseeing the delivery / reporting of the Research Workstream(s) undertaken at that institution.

Chief Investigator (CI)

A Chief Investigator (CI) is the lead for a Research Workstream undertaken as part of a CRA. Where there is only one Research Workstream at a Collaborating Institution, the CI will be the Lead CI. Where there are multiple Research Workstreams at a Collaborating Institution, a Lead CI should be appointed.

Co-Investigators (Co-Is)

Any Investigator with a substantial role in a Research Workstream should be listed as a Co-Investigator (Co-I). For example, if the Research Workstream requires a considerable amount of

statistical analysis to be performed, the applicant should include a statistician on the investigator team.

Associate Investigator (AI)

An Associate Investigator (AI) is a researcher who provides minor intellectual or practical input to a CRA Research Workstream (e.g. providing access to unique samples). During Peer Review of a CRA application, an AI's expertise, contribution and time commitment to a Research Workstream will not contribute directly to *Team Capacity* scoring. However, an AI's role as an advisor or mentor to the investigator team (PI / Lead CI / CI(s) and Co-I(s)) may be considered if relevant to the ability of the investigator team to deliver the proposed work.

Consumer

A consumer is a person with a lived experience of breast cancer, a carer or a family member.

NBCF Review Process

Peer Review Committee (PRC)

The Peer Review Committee (PRC) is established by NBCF to review CRA applications (EOI and Full Applications). The PRC includes researchers (national / international), clinical researchers, and consumers.

Conflict of Interest (Col)

Conflict of Interest(s) (Cols) may be scientific or non-scientific conflicts. For the NBCF PRC, Cols are considered for the 5 years preceding the activity of the Committee. Potential future Cols should also be considered (e.g. future collaborations or future paid activity) that should be disclosed.

Research Advisory Committee (RAC)

The Research Advisory Committee (RAC) is a sub-committee of the NBCF Board of Directors (Board) and is comprised of experienced researchers / clinicians and consumers. The primary role of the RAC is to help drive NBCF's strategic intent to align, focus and grow NBCF funded research and shape the wider breast cancer research agenda to assist NBCF achieve its vision of *Zero Deaths from breast cancer*. In fulfilling this role, the RAC offers expert advice to the Board on the design, development, and implementation of NBCF's *Pink Horizon Research Strategy*, provides governance and oversight on the implementation and evaluation of NBCF research schemes, and supports the development and uptake of impact measures for breast cancer.

Consumer Advisory Panel (CAP)

The NBCF Consumer Advisory Panel (CAP) is a standing panel of people with a lived experience of breast cancer who provide advice to NBCF about consumer-related matters and issues affecting applications to NBCF's grant schemes. The CAP also provides input to other NBCF initiatives, activities, and strategic planning. Several members of the CAP are nominated members of the RAC.

Collaborative Research Accelerator (CRA) Governance

CRA Governance Committee

The CRA Governance Committee is a self-formed committee that will oversee the integrity, performance, and collaborative nature of the research conducted under the CRA. The CRA Governance Committee should be comprised of a Governance Lead, at least one member from each Collaborating Institution, early career researchers and at least one consumer.

Contracts

Head Agreement

The CRA Head Agreement is an agreement between NBCF and the Lead Institution for the CRA. The Head Agreement includes: (a) the structure of the CRA ecosystem and the research to be undertaken; (b) the total CRA budget; (c) expected distribution of funds to Australian Collaborating Institutions; (d) total co-funding commitment for the CRA; (e) details of any International Institutions involved in the CRA and associated budget allowance; (f) the CRA governance structure/ framework and expectations; (g) principles-based terms and expectations for delivery of the CRA; (g) overarching reporting requirements for the CRA. Collaborating Institutions will be expected to agree to the terms of the Head Agreement as part of the Full Application process.

Institution Agreements

Institution Agreements are agreements between the Lead Institution and each Australian Collaborating Institution participating in the CRA. These Agreements should indicate acceptance by each Collaborating Institution of overarching CRA terms defined in the Head Agreement. Institutional Agreements should include details of the research, funding, budget, co-funding contribution and insurances required for the Research Workstream(s) to be undertaken at the Collaborating Institution. They should also set out expectations for reporting by the Collaborating Institution on Research Workstream activity.

1. The National Breast Cancer Foundation

The National Breast Cancer Foundation (NBCF) is Australia's largest not-for-profit organisation funding world-class breast cancer research towards our vision of *Zero Deaths from breast cancer*.

Since our inception in 1994, NBCF has invested over \$230 million dollars towards more than 640 world-class research projects across Australia. In this time, the death rate from breast cancer in Australia has reduced by over 40%.

We have seen remarkable progress, but the job is not done.

At NBCF, we're determined to create a better tomorrow. We know research is critical to improving outcomes for people with breast cancer and is central to achieving our vision of *Zero Deaths from breast cancer*. NBCF is committed to fund the very best breast cancer research in Australia by awarding grants via an open, national, competitive, and rigorous peer review process.

2. Pink Horizon Research Strategy

The *Pink Horizon Research Strategy*, launched in November 2023, is a pioneering five-year research strategy. Through this Strategy, NBCF intends to support a diverse yet connected portfolio of research at a scale of investment that matches the boldness of our vision.

Through targeted and sustained funding, and a commitment to collaboration and impact, we will enable and accelerate the innovative research needed to end deaths from breast cancer. The *Pink Horizon Research Strategy* is informed by our knowledge of who is dying from breast cancer and seeks to fund research that asks and addresses significant, intractable questions to reduce deaths from breast cancer.

For more information about the *Pink Horizon Research Strategy* please visit <https://nbcf.org.au/research-strategy/>.

3. Funding Principles

All research proposals supported under the *Pink Horizon Research Strategy* must describe and demonstrate:

- how the research will contribute to advancing progress towards the vision of *Zero Deaths from breast cancer*
- active involvement of consumers appropriate to the type of research
- a proactive commitment to multidisciplinary, national and / or international collaboration
- clear opportunities for early and mid-career researcher development
- openness to contribute actively as part of the NBCF research community

- willingness to share ideas and data to accelerate progress towards *Zero Deaths from breast cancer*.

4. Collaborative Research Accelerator Grant Scheme Overview

The purpose of the *Collaborative Research Accelerator* (CRA) grant scheme is to provide significant and recurrent funding for large-scale collaborative research activity. Funding aims to bring together the multidisciplinary skills and expertise of a collaborative ecosystem of researchers and research teams working together to address an intractable question/s with a clear line of sight to *Zero Deaths from breast cancer*.

The CRA grant scheme aims to enable visionary, transformative research at a scale and pace that cannot be achieved through singular, short-term research granting efforts. By encouraging cross-institutional collaboration, reducing duplication of effort and leveraging co-funding, NBCF aims to increase the impact of its funding.

4.1. CRA Objectives

Research supported under the CRA grant scheme must demonstrate the potential to make tangible progress towards our vision of *Zero Deaths from breast cancer* and must relate to one or more of the four *Pink Horizon Research Strategy* core objectives:

1. Prevent breast cancer through precision prevention
2. Detect breast cancer as early as possible and before it progresses
3. Stop the progression and recurrence of breast cancer
4. Treat hard to treat and metastatic breast cancers.

Each of these objectives is underpinned by the need to minimise harm and maximise impact. That means that progress towards our vision should not be made without due consideration of the impact on quality of life. It also means that to make real and lasting progress we need to consider equity of access to research and research outcomes.

While Survivorship, Supportive Care and Quality of Life research is not specifically defined as one of the four core objectives, NBCF welcomes the inclusion of these research areas as part of the collaborative program of research with a clear line of sight to *Zero Deaths from breast cancer*.

4.2. CRA Inclusions

CRA grant applications can include salaries for investigators, support staff and student stipends deemed appropriate to ensure successful completion of the CRA. NBCF is committed to fostering the development and career progression of researchers / clinician researchers at all career stages. Established research leaders are strongly encouraged to include early and mid-career researchers as investigators within their applications.

CRA grants can include funding for collaborative research involving Australian and international researchers and can include all aspects of research-related costs. This includes costs for materials and equipment, infrastructure, data sharing, or any other research-related cost that will maximise the impact of the research towards *Zero Deaths from breast cancer*.

Investigators with NBCF funding for research that fits within the theme of a funded CRA will be strongly encouraged to collaborate with researchers in the CRA.

5. Key Funding Information

5.1. Funding Amount and Timeframe

Each individual CRA is capped at AU\$5 million per year for a maximum funding period of 5 years. The total value of a CRA is AU\$25 million. The total of AU\$25 million includes a 20% annual cash co-funding contribution from the Lead and Collaborating Institutions (see section [Contracting and Co-Funding](#)). This co-funding contribution is expected to directly support the program of research. The co-funding contribution cannot be used to offset overhead costs.

NBCF anticipates that funding will commence by 1 January 2025. Where the Head Agreement is executed post 1 January, commencement of funding will align with the execution date.

5.2. Structure of the Research Team

CRA's are designed to fund an interconnected suite of multidisciplinary, multi-institutional, multistate research, involving researchers at all career stages.

- Each CRA must nominate a **Lead Institution** and a **Principal Investigator (PI)** who will be responsible for:
 - submission of the application
 - signing the Head Agreement with the NBCF
 - receiving and distributing the CRA funding
 - agreeing and signing Institution Agreements with each Australian Collaborating Institution (see section [Contracting and Co-Funding](#))
 - overseeing delivery of the CRA
 - overarching CRA reporting and other obligations requested by NBCF.
- Each CRA will be made up of a series of connected **Research Workstreams (Figure 1)**. Research Workstreams may be undertaken within the Lead Institution, at one of the Collaborating Institutions, or across institutions.
- Each Research Workstream must be led by a **Chief Investigator (CI)**.
- Each Collaborating Institution must identify a **Lead Chief Investigator (Lead CI)** who will be responsible for overseeing the delivery / reporting of the Research Workstream(s) undertaken at that Institution (where an Institution only has one Research Workstream, the CI will automatically be the Lead CI).
- The CRA can also include **Co-Investigators (Co-Is)** who will undertake the specified Research Workstream.

There is no restriction on the number of Research Workstreams, Collaborating Institutions or Investigators that can be included in a CRA. However, the application must include a clear description of how the Research Workstreams align and will collectively contribute to the overall CRA ambition.

Holding an existing NBCF award does not affect the opportunity to be a CRA PI, Lead CI, CI or Co-I. Please contact NBCF prior to submitting your application if you require clarification.

5.3. CRA Governance

The successful CRA team will need to establish a CRA Governance Committee to oversee the activity and operation of the CRA and to ensure the integrity and performance of the research performed under the CRA. The functions and processes of the CRA Governance Committee must be transparent to the Lead Institution, all Collaborating Institutions, International Institutions and all CRA researchers. The CRA Governance Committee must include representation from the Lead Institution and each Collaborating Institution, and at least one consumer.

Collaborating Institutions and researchers may establish their own governance structures and must conduct research in alignment with their own organisational policies and processes.

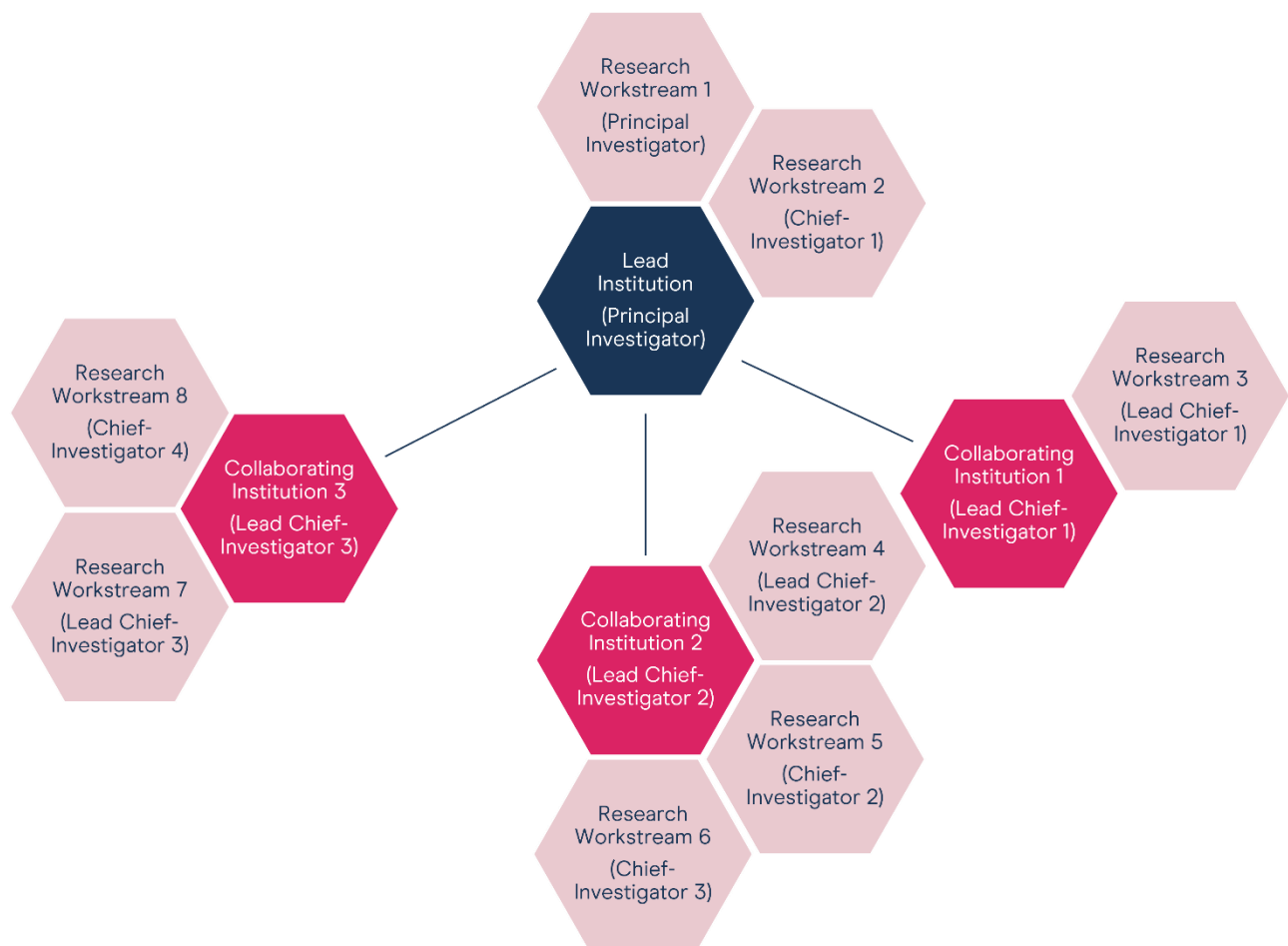


Figure 1 Example Collaborative Research Accelerator ecosystem

5.4. Contracting and Co-Funding

Contracting will use a two-layer approach.

1. The CRA **Head Agreement** is an agreement between NBCF and the Lead Institution for the CRA. The Head Agreement includes: (a) the structure of the CRA ecosystem and the research to be undertaken; (b) the total CRA budget; (c) expected distribution of funds to Australian Collaborating Institutions; (d) total co-funding commitment for the CRA; (e)

details of any International Institutions involved in the CRA and associated budget allowance; (f) CRA governance structure/ framework and expectations; (g) principles-based terms and expectations for delivery of the CRA; (g) overarching reporting requirements for the CRA. Collaborating Institutions will be expected to agree to the terms of the Head Agreement as part of the Full Application process.

2. **Institution Agreements** are agreements between the Lead Institution and each Australian Collaborating Institution participating in the CRA. These Agreements should indicate acceptance by each Collaborating Institution of overarching CRA terms defined in the Head Agreement. Institutional Agreements should include details of the research, funding, budget, co-funding contribution and insurances required for the Research Workstream(s) to be undertaken at the Collaborating Institution. They should also set out expectations for reporting by the Collaborating Institution on Research Workstream activity.

Funding will not commence until all Institution Agreements have been signed.

A **co-funding commitment** from Australian Lead and Collaborating Institutions is expected to a total of 20% of the total CRA value. If a CRA is submitted with a total budget of AU\$25 million, a total combined cash co-contribution of AU\$5 million is included in the AU\$25 million and expected to be provided by the Lead and Collaborating Institutions. The 20% co-funding contribution is an annual research contribution and must be agreed by the CRA applicants prior to submission of the application. The co-funding contribution by each institution can be proportional to the grant award provided to each institution and should be agreed by the CRA applicants prior to submission of the application.

5.5. International Institutions

NBCF recognises the value that international collaboration offers to Australian research efforts. Non-Australian (International) Institutions can be included within a CRA where the research endeavour will be strengthened by this inclusion and where the research expertise involved is not available in Australia. Funds can be used to support linked research initiatives or to directly purchase research services from an international supplier where these services are not available in Australia.

A maximum of 20% of the total value of the CRA grant is permitted to be paid to International Institutions. However, an International Institution cannot be a Collaborating Institution or run a standalone Research Workstream. International Institutions can however form part of a Research Workstream led from an Australian Lead or Collaborating Institution.

The contract for services and payment to International Institutions should be via the Lead Institution or Collaborating Institution leading the relevant Research Workstream. Involvement of International Institution(s) must be specified in the Head Agreement. The Lead Institution will be responsible for reporting to NBCF any funds paid to an International Institution as part of the CRA financial reports and audited financial statements.

An in-kind co-funding contribution from participating International Institution(s) is encouraged. In-kind contributions will not reduce the requirement for a 20% co-funding cash contribution from the CRA as a whole.

If a CRA intends to involve an International Institution, applicants must clearly describe:

- the specific international expertise / technique / resource required to achieve the outcomes of the CRA
- why the research cannot be conducted in Australia and / or how the international expertise will strengthen the CRA research endeavour
- how the knowledge / techniques / resources generated through the international activity will be transferred back to Australia
- how the research conducted overseas will benefit Australians affected by breast cancer.

5.6. Unique Justification for Funding

In the event of similar funding being offered concomitantly to an applicant by NBCF and another research funder, NBCF reserves the right to withdraw the offer of funding wholly or in part. Where the value of the offer by the other research funder is at least equivalent to the value offered from NBCF, NBCF's offer will be automatically withdrawn to maximise the opportunity for breast cancer research in Australia.

5.7. Fellowships

NBCF is committed to building capacity for breast cancer research in Australia. It is expected that CRA applications will include financial support for Fellowships across all career categories of early- and mid-career and established researchers. The total amount committed to Fellowship salaries must be detailed in the CRA budget.

5.8. Budget review

NBCF will review CRA budgets as part of the Peer Review process. All salaries need to be reasonable and justified and evidence of institutional salary scales must be provided. Ongoing costs expended as part of a CRA will be monitored by NBCF via progress and financial reports at annual, final and follow-up milestones (see section [Reporting Requirements](#)).

NBCF reserves the right to amend budgets and to audit the total CRA expenditure and expenditure of individual Research Workstreams. NBCF reserves the right to cease funding of the Research Workstreams in full or partially if progress is not appropriate.

5.9. Commercial Partners

For-profit / commercial organisations may participate as part of a CRA where their contribution will strengthen the research. For profit / commercial organisations will not be funded directly as a Lead or Collaborating Institution. NBCF reserves the right to review individual requests for participation in a CRA by a for-profit / commercial organisation in line with its conflict of interest policy.

6. Collaborative Research Accelerator Grant Scheme Structure

The CRA grant scheme application process is a staged application process that includes an Expression of Interest (EOI) Application, a Full Application and Panel Interviews (Figure 2).



Figure 2 Collaborative Research Accelerator grant scheme application process

The EOI Application is a shorter, streamlined application that provides an overview of the CRA as a whole and a high-level budget. Applicants who meet the EOI criteria will be invited to submit a more comprehensive Full Application. Full Applications will be required to detail information about each Research Workstream and a detailed budget. The Peer Review process for Full Applications will include a Panel Interview to enable applicants to answer questions about how their applications address the assessment criteria in more depth.

7. Application Overview

Table 1 provides an overview of the application structure, application elements and submission format for the online EOI Application. **Table 2** provides an overview of the online Full Application format.

7.1. Expression of Interest Application

The online CRA EOI Application includes **administrative information** and **assessable criteria** (see **Table 1**). The EOI Application must be completed / submitted by the CRA PI.

Table 1 EOI Application: Administrative information (grey); Assessable criteria (magenta)

Responsible for completing	Type of information	EOI application structure	EOI application elements	Submission format
Lead Institution (PI)	Administrative information	Eligibility criteria	<ul style="list-style-type: none"> • ABN of Administering Institutions (Lead and Collaborating Institutions) • Location of proposed CRA • Total CRA grant value • Total co-funding commitment • Multiple institutions included 	Online application form

Responsible for completing	Type of information	EOI application structure	EOI application elements	Submission format
			<ul style="list-style-type: none"> Relation to <i>Pink Horizon Research Strategy</i> core objectives 	
	Assessable criteria for application	CRA Summary	<ul style="list-style-type: none"> Scientific abstract (500 words) 	Grant Proposal template <i>Final to be saved as PDF and uploaded to application form</i>
		Grant Proposal (overall CRA)	<ul style="list-style-type: none"> Research References Collaboration and Governance, if non-Australian Institutions involved Team Capacity Capacity Building Budget 	
	Administrative information	Contact details	<ul style="list-style-type: none"> Lead Institution / Contact Person, PI with Co-I(s) (and potential CI(s) with Co-I(s)) Collaborating Institution(s) / Contact Person(s), Lead CI(s) with Co-I(s) and CI(s) with Co-I(s) International Institution(s) / Contact Person(s), CI(s) with Co-I(s) 	Online application form
	Assessable criteria for application	Consumer Review (overall CRA)	<ul style="list-style-type: none"> Public Title Lay Description Consumer Engagement Translation and Impact Relevance, Equity and Alignment 	
	Administrative information	Certification	<ul style="list-style-type: none"> Declaration and Signature 	

The **administrative information** is completed via the **online application form** [<https://grants.nbcf.org.au>].

The **assessable criteria** are either uploaded as a separate file or completed directly on the online application form:

- the *Grant Proposal (overall CRA)* is saved and uploaded as a PDF file in the online application form (template in Word for the Grant Proposal can be found [here](#))
- the *CRA Summary* is completed directly in the online application form
- the *Consumer Review (overall CRA)* is completed directly in the online application form.

Additional guidance on specific criteria is given in the following sections:

[Additional Guidance – Investigator Team and Salary Support](#)

[Additional Guidance – Project Costs](#)

[Additional Guidance - Eligibility](#)

[Additional Guidance – Applications related to Research and Development for Commercial Purposes](#)

[Additional Guidance – Governance of the CRA](#)

[Additional Guidance – Assessment of Applications and Assessable Criteria.](#)

If you have any questions about an EOI application element not covered in this guidance, please contact the Research Team [research@nbcf.org.au].

7.2. Full Application

The online CRA Full Application includes administrative information and assessable criteria (see Table 2).

The application includes sections to be filled in by the PI / Lead CI(s) and respective CI(s) (Table 2). The PI can only submit the application following submission of relevant application sections by the respective Lead CI(s) and CI(s).

The administrative information is completed via the online application form [<https://grants.nbcf.org.au>].

The assessable criteria are either uploaded as a separate file or completed directly on the online application form:

- the *Grant Proposal* is saved and uploaded as a PDF file in the respective section in the online application form (template in Word for the Grant Proposal can be found [[here](#)])
- the *Consumer Review* is completed directly in the online application form
- the *Summary of CRA* is completed directly in the online application form
- reporting, entered in the section *Research Workstream Schedule* is completed directly in the online application form
- reporting, entered in the section *CRA Schedule* is completed directly in the online application form.

Additional guidance on specific criteria is given in the following sections:

[Additional Guidance – Investigator Team and Salary Support](#)

[Additional Guidance – Project Costs](#)

[Additional Guidance - Eligibility](#)

[Additional Guidance – Applications related to Research and Development for Commercial Purposes](#)

[Additional Guidance – Governance of the CRA](#)

[Additional Guidance – Assessment of Applications and Assessable Criteria.](#)

If you have any questions about an application element not included in this guidance, please contact the Research Team [research@nbcf.org.au].

Table 2 Full Application: Administrative information (grey); Assessable criteria (magenta); Reporting (light blue)

Responsible for completing	Type of information	Full application structure	Full application elements	Submission format
Lead Institution (PI) and / or Collaborating Institutions (Lead CI and / or CI)	Administrative information	Eligibility criteria	<ul style="list-style-type: none"> • ABN of Administering Institutions (Lead and Collaborating Institutions) • Location of proposed CRA • Total CRA grant value • Total co-funding commitment • Multiple institutions included • Relation to <i>Pink Horizon Research Strategy</i> core objectives 	Online application form
	Assessable criteria for application	Research Workstream summary	<ul style="list-style-type: none"> • Scientific abstract (300 words) 	Grant proposal template <i>Final to be saved as PDF and uploaded to application form</i>
		Grant proposal	<ul style="list-style-type: none"> • Research • References • Collaboration and Governance, if non-Australian Institutions involved • Team Capacity • Relative to Opportunity • Capacity Building • Budget 	
	Assessable criteria for reporting	Research Workstream schedule	<ul style="list-style-type: none"> • Research Workstream Milestones and Deliverables (summary table) 	Online application form
	Administrative information	Contact details	<ul style="list-style-type: none"> • Lead Institution / Contact Person, PI with Co-I(s) (and potential CI(s) with Co-I(s)) or • Collaborating Institution(s) / Contact Person(s), Lead CI(s) with Co-I(s) and CI(s) with Co-I(s) or • International Institution(s) / Contact Person(s), CI(s) with Co-I(s) 	Documents to be uploaded for: <ul style="list-style-type: none"> • Career disruption • Expensive budget items • Written agreement of named consumer • Ethics
			PI / Lead CI(s) / CI(s) / Co-I(s)	

Responsible for completing	Type of information	Full application structure	Full application elements	Submission format
			<ul style="list-style-type: none"> • Career category and career disruption • Expertise / contribution to Research Workstream, salary request / time commitment 	
		Associate Investigators (AIs)	<ul style="list-style-type: none"> • Name, Institute, Time Commitment • Expertise & contribution to the Research Workstream 	
		Additional Personnel	<ul style="list-style-type: none"> • Name and justification • Salary request (if applicable) 	
		Budget	<ul style="list-style-type: none"> • Infrastructure, Equipment, Consumables or Research Costs • Co-Funding Budget 	
		Research funding	<ul style="list-style-type: none"> • Details of current and previous sources of funding to PI / Lead CI(s) / CI(s) and respective Co-I(s) (including NBCF grants) 	
	Assessable criteria for application	Consumer review	<ul style="list-style-type: none"> • Public Title • Lay Description • Consumer Engagement • Translation and Impact • Relevance, Equity and Alignment 	
	Administrative information	Classification of proposed research	<ul style="list-style-type: none"> • Breast cancer research theme(s) • Area / stage of Research Workstream • Location of research • Common Scientific Outline classification • Research category/ies (Biology, Aetiology, Prevention, Early Detection, Diagnosis / Prognosis, Treatment, Cancer Control, Survivorship / Outcomes Research) 	
		Clearance requirements	<ul style="list-style-type: none"> • Human Experimentation and Participation • Animal Experimentation 	

Responsible for completing	Type of information	Full application structure	Full application elements	Submission format
			<ul style="list-style-type: none"> Other Clearances (e.g. Gene Technology Act 2000) 	
		Certification	<ul style="list-style-type: none"> Review Number of support staff including Co-I(s) Declaration and Signature 	
Lead Institution (PI)	Assessable criteria for application	Summary of CRA budget in Dashboard	<ul style="list-style-type: none"> Total budget Budget allocation (Fellowships, international institutions etc.) 	
	Assessable criteria for reporting	CRA Schedule / CRA composition of Research Workstreams	<ul style="list-style-type: none"> Overall CRA Milestones and Deliverables Research Workstreams building the overall CRA 	

8. Additional Guidance – Investigator Team and Salary Support

8.1. Investigator Team

CRA funding will be awarded to a multidisciplinary team of Australian researchers working collectively on a **connected suite of research** that addresses a critical question/s with a clear line of sight to our vision of *Zero Deaths from breast cancer*.

NBCF strongly encourages multidisciplinary, multistate, multi-institutional research collaborations involving researchers at all five career stages ([Appendix 1](#)). The commitment of applicants to such collaboration and engagement will be assessed during the peer and consumer review.

Applications must be submitted by a **Lead Institution** with a **Principal Investigator (PI)** nominated to have ultimate responsibility for delivery and reporting on the CRA. Researchers without a PhD may be eligible to apply as a PI if they can establish that their research qualifications and experience are equivalent to the category in which they have classified themselves. Researchers without a PhD who intend to apply as a PI are required to confirm their eligibility with NBCF prior to submitting their application. Eligibility will be determined at the discretion of the NBCF Chief Executive Officer (CEO).

A CRA should comprise a series of **Research Workstreams** each led by a **Chief Investigator (CI)**. Research Workstreams should be undertaken at different **Collaborating Institutions**. Each Collaborating Institution must nominate a **Lead CI** to oversee and report on all Research Workstreams undertaken at that institution. Where a Collaborating Institution has only one Research Workstream, the CI will automatically be the Lead CI.

Research Workstreams can include an unlimited number of **Co-Investigators (Co-Is)** and **Associate Investigators (AIs)** who contribute to the research.

There is no upper limit on the number of Collaborating Institutions or the number of researchers who can be involved in a CRA application.

CRA's may involve **international researchers**. Services may be directly purchased from international research groups, or an **International Institution** may be included as a part of a Research Workstream located at an Australian institution if the science justifies their inclusion and the research cannot be undertaken in Australia. Where included as part of a Research Workstream, International Institutions should nominate one or more CI(s). Distribution of funds to international institutions is capped at 20% of the total CRA award.

New Research Workstreams and CIs can be added to the CRA, within the approved budget, at any stage if the proposed research aligns with the CRA goals and / or if additional expertise is required to address the research question.

8.2. Salary Support

CRA grant applications can include salary support for PI(s), Lead CI(s), CI(s) and Co-I(s). Requests for salary for AIs are not permitted. Requested salaries must be competitive and consistent with university / institute scales and will be reviewed as part of the application process.

Applicants are expected to quantify the remuneration they are seeking from NBCF over the duration of the grant based on the full time equivalent (FTE) to be allocated specifically to each CRA Research Workstream and associated supervision. The FTE requested should be proportional to the time committed to the Research Workstream and salary will be adjusted pro-rata for intended FTEs lower than the maximum quoted.

There is no cap on the maximum salaries that can be requested. However, all salaries need to be reasonable and justified by provision of institutional salary scales. Please see the NBCF Grant Expenditure Guidelines for further details ([Appendix 2](#)).

8.2.1. Additional Personnel

The PI, Lead CI(s), CI(s) and Co-I(s) may apply for the salaries for any research support staff deemed appropriate to ensure the successful completion of the Research Workstream (e.g. research assistants / officers, junior postdoctoral fellows, and specialised personnel such as bio-informaticians, statisticians, project managers etc.). PhD stipends will also be considered.

9. Additional Guidance – Project Costs

All applications will be subject to a thorough budget review as part of the peer review process. Costing must be realistic and competitive.

It is important that NBCF can assess the value proposition of funding to a range of stakeholders, including the Australian public, NBCF donors and supporters and to the NBCF Board of Directors. The budget must itemise the 20% cash co-funding and any additional cash or in-kind co-funding secured from additional sources (e.g. hosting institution, University, Government agencies, not-for-profit organisations etc.). Successful applicants will be required to report on co-funding on an ongoing basis.

Please refer to the NBCF Grant Expenditure Guidelines provided in [Appendix 2](#).

9.1. Research Workstream Costs

Research Workstream costs are separated into three budget categories.

1. Infrastructure, equipment, consumables, and other research related costs

- Costs related to equipment or infrastructure must be fully itemised.
- Costs relating to consumables can be shown as an aggregate figure for items with individual costs ≤ \$5,000 but must be fully itemised for items with individual costs > \$5,000.

2. Investigator salaries

- FTE salaries must be consistent with the percentage of time to be devoted to the Research Workstream, as described in the application form.
- Salaries can only be claimed for the PI / Lead CI(s) / CI(s) and / or Co-I(s); AI(s) cannot claim salary.

3. Research personnel salaries

- Salaries can be included for personnel directly or proportionately involved in the research described.
- There is no cap on the maximum salary that can be requested; however, all salaries need to be reasonable and justified by provision of institutional salary scales.
- PhD stipends can be included.
- Additional personnel involved in the Research Workstream must be indicated, with titles and salary figures commensurate to their position.

10. Additional Guidance – Eligibility

10.1. Administering Institutions

The Lead Institution and Collaborating Institutions named in the CRA must be Australian administering institutions (university, hospital or medical research institute) that meet the defined research governance requirements as specified by the National Health and Medical Research Council (NHMRC).¹

Lead and Collaborating Institutions must have in place and maintain for the term of the Head Agreement policies and procedures for the management of public funds, management of Intellectual Property and for good scientific conduct. All institutions and NBCF-funded research projects must comply with the requirements for responsible and ethical research practice. Please see section [Additional Guidance – Governance of the CRA](#) for more information.

¹<https://www.nhmrc.gov.au/funding/manage-your-funding/nhmrc-funding/administering-institutions#:~:text=NHMRC%20funds%20research%20through%20institutions,meet%20defined%20research%20governance%20requirements>

10.2. Investigator Team

The PI, Lead CI(s), CI(s) and at least half of the nominated Co-I(s) must:

- reside in Australia (or intend to reside in Australia) throughout the funding period^{1,2}
- be Australian citizens, have resident status or have an appropriate visa to work in Australia for the entire duration of the funding period.²

There is no upper limit on the number of CRA applications that an individual investigator can be named on.

Successful award of a previous, current or future NBCF grant/ award will not preclude an individual's eligibility to be named as a PI / Lead CI, CI or Co-I on a CRA application.³ NBCF Endowed Chairs are eligible to apply for and / or be named on a CRA application. However, an investigator cannot submit an application that is the same as or similar (in whole or in part) to a project submitted by the same investigator for NBCF funding or to work already published.

The Head Agreement for a CRA will be with the Lead Institution. If the PI moves to another institution during the term of the CRA, administration of the grant is expected to remain with the Lead Institution.

Any requests to add or remove a PI or Lead CI from a CRA must be made to NBCF within 3 months of the anticipated change in personnel occurring.

11. Additional Guidance – Applications related to Research and Development for Commercial Purposes

NBCF encourages and supports a broad range of breast cancer research, including early-stage research projects with commercial potential (for example, basic / proof-of-concept research that can generate new Intellectual Property (IP) and lead to a commercialisable product).

However, NBCF will not fund:

- projects / programs focused on the commercial development of a product or service
- applications for which pre-existing IP⁴ is the major foundation for the research and for which the application is commercial development of that IP.

Applicants should consult with NBCF if their proposal is based on pre-existing IP prior to submission for clarification on the project's eligibility.

² Not relevant for CI(s) located at a non-Australian Institution.

³ The PI / Lead CI / CI / Co-I budget cap of a total combined value of AU\$1.5 million only applies to NBCF *Investigator Initiated Research Scheme (IIRS)* and *Research Project Grants (RPG)*.

⁴ Pre-existing IP is IP that has already been created, developed, funded, derived or otherwise brought for further development, either by the investigators or by a commercial entity linked to the investigators.

12. Additional Guidance – Governance of the CRA

NBCF requires applicants to describe in detail how they propose to ensure the integrity and performance of the research performed under the CRA.

At a minimum the NBCF requires applicants to:

- establish a self-formed CRA Governance Committee to oversee the integrity, performance and collaborative nature of the research conducted under the CRA
- maintain and apply a Governance Framework detailing how the CRA will operate
- ensure CRA governance processes are open, transparent, and available to all CRA Collaborating Institutions.

Each Collaborating Institution will remain responsible for authorising the commencement of research and for the appropriate governance of research activity undertaken at that institution in line with appropriate guidelines. Each Collaborating Institution should develop and maintain their own Governance Framework defining the way staff involved in research share responsibility and accountability for the conduct of research according to appropriate regulatory, ethical and scientific standards and within the levels of acceptable institutional risk. In line with best practice, research governance processes should be open, transparent, and available to members of the community.

12.1. Composition of CRA Governance Committee

Applicants will be required to establish a self-formed Governance Committee that comprises:

- a Governance Lead (most likely this will be the Lead PI or a Lead CI from one of the Collaborating Institutions)
- at least one member from each Collaborating Institution (at minimum the Lead CI from each Collaborating Institution)
- early career researchers as defined in NBCF's investigator categories (< 3 years postdoctoral experience) ([Appendix 1](#))
- at least one consumer (involvement of people with lived experience of early and / or metastatic disease is encouraged).

12.2. Inclusions in the Governance Framework

The Governance Committee will be responsible for overseeing the Governance Framework of the CRA. This includes ensuring that:

- research activity aligns with the proposed goals of the CRA
- ways of working across the CRA are true to the [Funding Principles](#)
- responsibilities and accountabilities for Collaborating Institutions and researchers working as part of the CRA are agreed, understood, enacted and maintained
- all contributors to the CRA are committed to self-regulation to preserve the integrity of the research
- risks are documented, mitigated, managed and reported, appropriate to the type(s) of research undertaken under the CRA
- the rights and reputations of researchers and research participants are respected, and conflicts of interest declared, managed and reported

- research governance activities are monitored and evaluated, and the framework is modified as appropriate
- outcomes of the research are communicated responsibly.

12.3. Review of Collaborative Research Accelerator Governance

NBCF will regularly review the integrity and performance of the CRA at progress reporting milestones. If governance processes, including the function of the Governance Committee, are deemed unsatisfactory, NBCF reserves the right to request the appointment of an external governance mentor.

12.4. Relevant Guidance

The Governance Framework must ensure that research funded by a CRA is conducted according to the principles outlined in the following guidelines, codes and statements including but not limited to:

- (a) [National Statement on Ethical Conduct in Human Research 2023](#)
- (b) [Australian Code for the Responsible Conduct of Research \(2018\)](#)
- (c) [Australian code of practice for the care and use of animals for scientific purposes \(NHMRC, 2013\)](#)
- (d) [National Principles of Intellectual Property Management for Publicly Funded Research;](#)
- (e) [Principles and guidelines for the care and use of non-human primates for scientific purposes \(NHMRC, 2016\)](#)
- (f) [Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities \(NHMRC, 2018\)](#)
- (g) [Ethical guidelines on the use of assisted reproductive technology in clinical practice and research \(NHMRC, 2017\)](#)
- (h) [Guidelines for Genetic Registers and Associated Genetic Material \(NHMRC, 1999\)](#)
- (i) [Guidelines under section 95A of the Privacy Act 1988 \(Cth\)](#)
- (j) [National Safety and Quality Health Service \(NSQHS\) Standards](#)
- (k) [National Clinical Trials Governance Framework](#)
- (l) [Gene Technology Act 2000](#)

13. Additional Guidance – Assessment of Applications and Assessable Criteria

13.1. Review Process

CRA applications will undergo a staged review process comprising an EOI application, Full Application and Panel Interviews.

All EOI and Full CRA Applications will be reviewed for completeness and adherence to the guidelines by NBCF. Applications that provide 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. Decisions on eligibility made by the Chief Executive Officer are final.

Peer review assessments of EOI and Full Applications will be conducted by a scientific Peer Review Committee (PRC) composed of researchers (national, international), clinical researchers, and consumers. The PRC will evaluate the scientific merit, costing and financial competitiveness of CRA applications.

The assessment process, criteria and weighting for EOI and Full Applications are provided in [Appendix 3](#) (Peer Review Guidelines, including Scientific Review Guidelines) and [Appendix 4](#) (Consumer Review Guidelines) and [Assessable Criteria Consumer Review](#).

Applicants who submit a Full Application will be asked to attend a Panel Interview following the PRC meeting.

The final order of merit by overall score (90% scientific and 10% consumer review scores) of invited Full Applications with Panel Interview outcomes and funding models will be presented to NBCF’s Research Advisory Committee (RAC) for endorsement and to the NBCF Board of Directors for final approval. NBCF retains full discretion on whether to award the full amount requested or part thereof. NBCF may also stipulate conditions of approval regarding consumer engagement as recommended by the breast cancer consumers.

13.2. Assessable Criteria Consumer Review

NBCF defines a ‘consumer’ as a person with a lived experience of breast cancer, a carer or a family member. Consumers are included in the PRCs. The consumer review score contributes 10% to the overall score (scientific review score contributes 90% to the overall score).

The online application form includes the application element *Consumer Review*. **Table 3** outlines the application categories that will be assessed by consumers in accordance with the criteria outlined in [Appendix 4](#).

Table 3 CRA Consumer Assessment Criteria

Category	Description	Weighting
1. Consumer Engagement	<ul style="list-style-type: none"> Involvement and level of engagement of consumers in the development, planned conduct and communication of results of this research proposal. 	33%
2. Translation and Impact	<ul style="list-style-type: none"> Methodologies or approaches and collaborations to ensure that the results of this research are translated directly or indirectly into beneficial outcomes for breast cancer patients. 	33%
3. Relevance, Equity and Alignment	<ul style="list-style-type: none"> Issue / problem research aims to address. Alignment of research to one or more of NBCF’s <i>Pink Horizon Research Strategy</i> four core objectives of Prevent, Detect, Stop and Treat. How the research will advance progress towards <i>Zero Deaths from breast cancer</i>. 	33%

	<ul style="list-style-type: none"> Equity of impact on populations with poorer breast cancer outcomes (which may include those with a high disease burden, age groups, Aboriginal and Torres Strait Islander peoples, people of culturally and linguistically diverse backgrounds, or regional / rural locations). 	
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13.2.1. Consumer Engagement

Applicants are advised to refer to the *Guidelines for Consumers and Researchers* [\[here\]](#) when addressing the consumer-related section of the application form. Applications must describe how consumers will be involved in the CRA and how teams of institutions, investigators and consumers will work together to achieve the proposed objectives.

In general, NBCF expects applicants to:

- include a minimum of two named consumers on their application; these named consumers are also expected to certify / sign the application or provide written agreement (e.g. via email or a letter addressed to the PI) that they agree to be named as a consumer in the application
- consider including named consumers as Associate Investigator(s) (AIs), which is optional but strongly encouraged
- provide a clear description of how consumers have contributed to planning and development of the CRA
- commit to ongoing meaningful and bidirectional engagement of consumers; engagement of consumers with early and / or metastatic breast cancer is strongly encouraged.

The level and type of involvement and engagement of consumers should be appropriate to the overall intent of the CRA and its Research Workstreams. Involvement will vary depending on the nature of the CRA. NBCF recommends that applicants engage early with appropriately qualified and trained consumers. These individuals should be involved in early planning and development of applications and the research that the applications aim to support.

The Australian Clinical Trials Alliance (ACTA)'s *Consumer Involvement & Engagement Toolkit* can be used as a source of information to receive guidance and tools to help plan, deliver, evaluate and report consumer and community involvement and engagement activities [\[here\]](#).

The following organisations may be able to assist in identifying consumers who may be able to support the development of CRA applications.

- Breast Cancer Network Australia [\[https://www.bcna.org.au/\]](https://www.bcna.org.au/)
- Cancer Voices NSW [\[https://www.cancervoices.org.au/\]](https://www.cancervoices.org.au/)
- Consumer Health Forum of Australia [\[https://chf.org.au/\]](https://chf.org.au/)
- Consumer and Community Involvement Program [\[https://cciprogram.org/\]](https://cciprogram.org/)

13.3. Grant Proposal

The Grant Proposal is an assessable criterion for both the EOI and Full Application. The Grant Proposal must address all aspects detailed in **Table 4** for the EOI Application and **Table 5** for the Full Application. The Grant Proposal Template and instructions are provided on the NBCF Website [[here](#)]. Grant Proposals should be submitted as a separate PDF file (see section [Application overview](#)) and uploaded via the CRA EOI and Full Application online form on the NBCF Grants Portal at <https://grants.nbcf.org.au>.

13.3.1. Grant Proposal Formatting requirements

NBCF recommends single line spacing, and a minimum of 12-point Times News Roman font to be applied to all text, including text in figures / legends.

Pages must have a minimum margin of 2cm (top, bottom, left and right).

Table 4 CRA EOI Application *Grant Proposal* sections. These sections relate to the overall CRA and not single Research Workstreams

Category	Description
1. Research (4 maximum pages including figures)	<ul style="list-style-type: none"> • Significance of the CRA and approach to make tangible progress towards <i>Zero Deaths from breast cancer</i> including for people with the poorest breast cancer outcomes, and with reference to how the research will address a critical question/ issue of great importance in breast cancer. • Study hypothesis (including background information and preliminary data) of the CRA. • Proposed objectives (including aims) of the CRA, study design, rationale, methodology. • Milestones overview for entire duration of the CRA. • Description of which of NBCF's four core objectives (Prevent, Detect, Stop, Treat) the CRA will address.
2. References (15 maximum)	<ul style="list-style-type: none"> • Not included in the 4-page <i>Research</i> count.
3. Collaboration and Governance (2 pages maximum) If a non-Australian Institution is part of a Research Workstream (2 pages maximum)	<ul style="list-style-type: none"> • How the CRA intends to foster an ecosystem of collaborative multidisciplinary investigators (national and international). • Proposed Research Workstream team/s and how they will collectively achieve the proposed CRA objectives. • Proposed Governance Framework and approach to CRA governance. • CRA Governance Committee composition and how it will ensure appropriate management and risk mitigation, and that the research undertaken meets all legal, regulatory, and institutional requirements, appropriate ethical and scientific standards or quality, safety, privacy, risk management and financial management role.

Category	Description
	<ul style="list-style-type: none"> • Specific international expertise / technique / resource required to achieve CRA outcomes. • Reason why the research cannot be conducted in Australia. • How knowledge / techniques / resources will be transferred back to Australia. • Benefit of the conducted research for Australians affected by breast cancer.
4. Team Capacity (2 pages maximum)	<ul style="list-style-type: none"> • Expertise, experience, diversity, equity (e.g. researchers at all career stages), and qualifications of the CRA team relevant to the CRA objective(s). • Combined record of research achievements of the team commensurate with their field of research. • Contribution of the team to achieving the aims of the CRA.
5. Capacity Building (1 page maximum)	<ul style="list-style-type: none"> • Opportunities for early and mid-career researcher development during the funding period of the CRA. • Number of Fellowships across all career categories, which will be supported over the course of funding of the CRA.
6. Budget (1 page maximum)	<ul style="list-style-type: none"> • Justification for all aspects of the budget (including research governance / capacity building with Fellowships) relative to the scale / type of research proposed for the CRA. • Specification of/ agreement to annual 20% cash co-funding contribution. • If a non-Australian Institution is part of the Research Workstream, provide budget allocated to non-Australian institution.

Table 5 CRA Full Application *Grant Proposal* sections. Please note to these sections need to be completed for each Research Workstream proposed under the CRA

Category	Description
1. Research (2 maximum pages including figures)	<ul style="list-style-type: none"> • Significance of the CRA and approach to make tangible progress towards <i>Zero Deaths from breast cancer</i> and if it will have a wide impact on breast cancer outcomes, including for people with the poorest breast outcomes and will result in highly significant advancement in knowledge. • Description of how the research will address one or more intractable question with great importance in the field of breast cancer research and how the research will make research advancements while minimising harm. • Study hypothesis (including background information and preliminary data) of the CRA. • Proposed objectives (including aims) of the CRA, study design, rationale, methodology. • Milestones overview for entire duration of the CRA.

Category	Description
	<ul style="list-style-type: none"> • Overall feasibility including resources available and risk mitigation strategies to maximise CRA success. • Description of which of NBCF's four core objectives (Prevent, Detect, Stop, Treat) the CRA will address.
2. References (10 maximum)	<ul style="list-style-type: none"> • Not included in the 2-page <i>Research</i> count.
<p>3. Collaboration and Governance (2 pages maximum)</p> <p>If a non-Australian Institution is part of a Research Workstream (1 pages maximum)</p>	<ul style="list-style-type: none"> • How the Research Workstream intends to foster an ecosystem of collaborative multidisciplinary investigators (national and international). • Nominate the proposed Research Workstream team and how they will collectively achieve the proposed CRA objectives. • How new knowledge and aligned research will be incorporated over the course of the funding period. • How data and materials will be shared. • Approach to governance of the Research Workstream including relevant Governance Committee. • Specific international expertise / technique / resource required to achieve CRA outcomes. • Reason why the research cannot be conducted in Australia. • How knowledge / techniques / resources will be transferred back to Australia. • Benefit of the conducted research for Australians affected by breast cancer.
4. Team Capacity (2 pages maximum)	<ul style="list-style-type: none"> • Expertise, experience, diversity, equity (including researchers at all career stages), and qualifications of the Research Workstream team. • Combined record of research achievements of the Research Workstream team commensurate with their field of research. • International reputations and networks of the Research Workstream team. • Contribution of the Research Workstream members to achieving the aims of the CRA.
5. Relative to Opportunity Consideration (0.5 page maximum per investigator)	<ul style="list-style-type: none"> • Details of 'relative to opportunity' considerations for each investigator and the effect this has had on the research, research achievements and productivity relative to the stage of career.
6. Capacity Building (1 page maximum)	<ul style="list-style-type: none"> • Contributions to capacity building for breast cancer research in Australia. • Opportunities for early and mid-career researcher development during the funding period. • Number of Fellowships across all career categories, which will be supported over the course of funding.

Category	Description
7. Budget (0.5 page maximum)	<ul style="list-style-type: none"> • Budget justification in relation to all aspects of the Research Workstream budget (including research governance / capacity building with Fellowships) reasonable for the scale / type of research proposed for the CRA and if the costs included can be justified. • Specification of/ agreement to annual 20% cash co-funding contribution. • If a non-Australian Institution is part of the Research Workstream, provide budget allocated to non-Australian institution.

13.4. Team Capacity

13.4.1. Principal Investigator, Lead Chief Investigator(s), Chief Investigator(s), Co-Investigator(s) and Associate Investigator(s)

The assessment of Team Capacity will consider the strength of the investigator team (PI, Lead CI(s), CI(s) and Co-I(s)) commensurate with their field of research and relative to their individual peer groups. AIs are not included in the assessment of *Team Capacity* (see below).

The contribution of each team member's expertise and experience will be considered in relation to the CRA team overall and to each proposed Research Workstream. A diverse team (in terms of career stage, gender, and scientific disciplines) that provides synergistic expertise and builds capacity aligned to the research question is encouraged.

For the EOI Application a 2-page skills and expertise summary for the overall CRA (PI / Lead CI(s) / CI(s)) is required. The Full application requires a 2-page skills and expertise summary per Research Workstream team (not including AI(s)) outlining how their skills and expertise contribute to the proposed research. Specific expertise that is fundamental to delivery of the Research Workstream should be represented by the PI / Lead CI / CI.

Applicants should consider appointing Co-I(s) or AI(s) with the appropriate scientific expertise required for the successful completion of the proposed research.

Inclusion of early and mid-career researchers in the research team is strongly encouraged. Please see [Appendix 1](#) (Investigator Categories) for career staging.

The inclusion of **named consumers** as AI(s) in the CRA is strongly encouraged. It is expected that named consumers certify / sign the application or provide written agreement (e.g. via email or a letter addressed to the PI) indicating agreement to be named as a consumer in the application, prior to submission (more details on Consumer Engagement is provided in section 13.2.1 Consumer Engagement in [Assessable Criteria Consumer Review](#)).

13.4.1.1 Relative to Opportunity

In the Full Application, *Team Capacity* is assessed 'relative to opportunity' with consideration of the achievements of individual researchers. PIs, Lead CI(s), CI(s) and Co-I(s) should provide details

of relative to opportunity considerations and the effect this has had on their research, research achievements and productivity relative to the stage of career in the Grant Proposal.

Circumstances considered under relative to opportunity include:

- amount of time spent as an active researcher; this specifically excludes consideration of full-time or part-time work
- employment outside the research sector including time spent working in industry
- career disruption (see section [Career Disruption/Breaks](#))
- available resources (including situations where research might be conducted in remote or isolated communities)
- clinical, administrative or teaching workload
- relocation of an applicant and the 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)
- typical performance of researchers in the research field in question.

13.4.1.2 *Career Disruption / Breaks*

Career Disruption / Breaks is a sub-category of 'relative to opportunity' that will be considered when determining the duration of the applicant's postdoctoral experience. A career disruption is a prolonged interruption to an investigator'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)
- Covid-19 pandemic related disruptions.

Investigators including Career Disruption / Breaks as part of relative to opportunity considerations should provide documentation on the period(s) when the disruptions occurred. Career disruption describes a continuous absence (full-time) from work for periods of 1 month or greater and / or a long-term partial return to work. Details of the career disruption should be entered in the online application form and documented evidence (i.e. a letter from an employer) provided.

Consideration of career disruption in the assessment of the track record of the applicant(s) during the Full Application review is at the discretion of the entire peer review panel.

14. Grant Administration and Conditions

14.1. Head Agreement

Upon acceptance of an offer of funding from NBCF, a two-layer approach will be established to the Head Agreement (**Figure 3**) as outlined below.

1. The **CRA Head Agreement** is an agreement between NBCF and the Lead Institution for the CRA. The Head Agreement includes: (a) the structure of the CRA ecosystem and the research to be undertaken; (b) the total CRA budget; (c) expected distribution of funds to Australian Collaborating Institutions; (d) total co-funding commitment for the CRA; (e) details of any International Institutions involved in the CRA and associated budget allowance; (f) the CRA governance structure/ framework and expectations; (g) principles-based terms and expectations for delivery of the CRA; (g) overarching reporting requirements for the CRA. Collaborating Institutions will be expected to agree to the terms of the Head Agreement as part of the Full Application process.
2. **Institution Agreements** are agreements between the Lead Institution and each Australian Collaborating Institution participating in the CRA. These Agreements should indicate acceptance by each Collaborating Institution of overarching CRA terms defined in the Head Agreement. Institutional Agreements should include details of the research, funding, budget, co-funding contribution and insurances required for the Research Workstream(s) to be undertaken at the Collaborating Institution. They should also set out expectations for reporting by the Collaborating Institution on Research Workstream activity.

International (non-Australian) Institutions participating in the CRA by fulfilling a part of a Research Workstream must be noted in the Head Agreement with indication of the proportion of funding that will be provided to the International Institution and any cash / in-kind co-funding, which might be provided by the International Institution. The International Institution and the respective collaborating Australian Institution (Lead or Collaborating Institution) must have an agreement in place (e.g. Letter of Agreement) specifying general terms for this involvement including detail of any cash or in-kind co-funding to be provided.

The Head Agreement will be prepared by NBCF and issued to the Lead Institution for review and signing.

The CRA application must certify that all institutions involved in the CRA endorse the application, are willing to administer the research, and have the appropriate facilities and services to be made available for use by the applicants. In signing the CRA application, all parties must accept the terms of the Head Agreement.

The CRA must commence as set out in the Head Agreement.

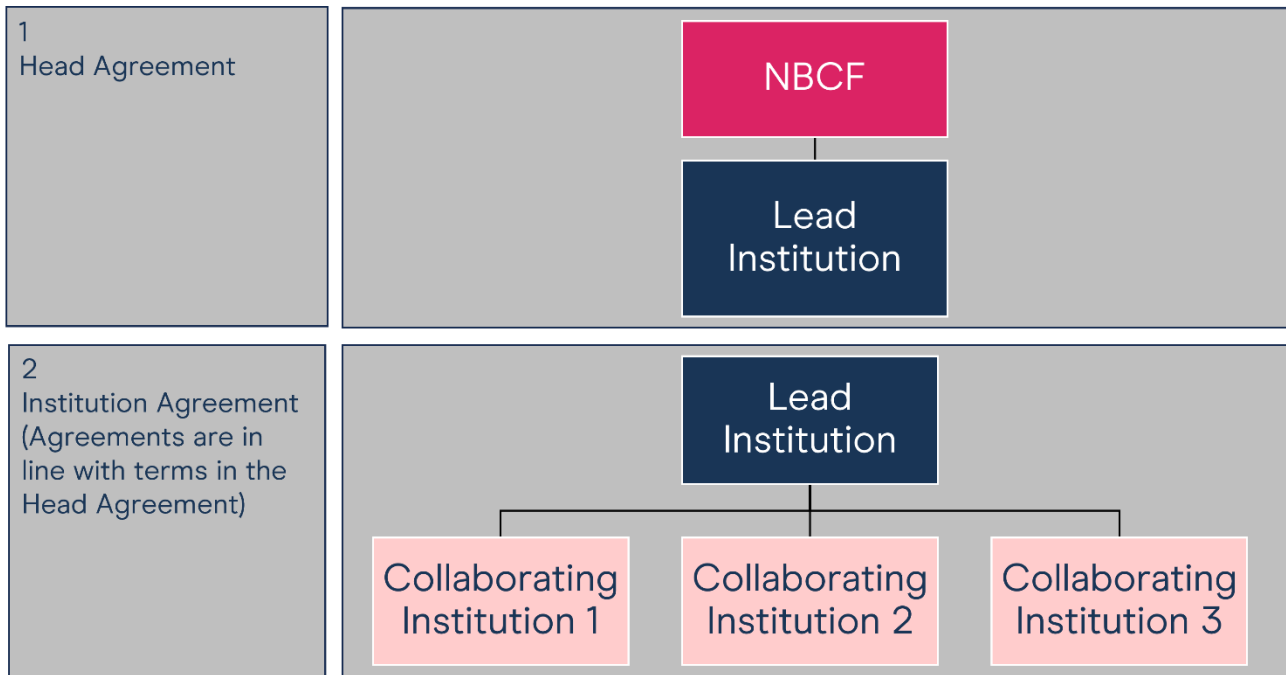


Figure 3 Two layers of contracts between NBCF, Lead Institution and Collaborating Institutions

14.2. Amendments to Head Agreement

The PI / Lead Institution can request amendments to the Head Agreement such as adding a new Collaborating Institution or changes to a Research Workstream. These requests must be made to NBCF via the CRA Governance Committee at least 60 days prior to the change being implemented.

14.3. Reporting Requirements

The PI will be required to report regularly on CRA progress. The overarching report should include detail of overarching CRA progress and the progress of each CRA Research Workstream (incorporating progress reports from the Lead CI(s) and CI(s)). The schedule of reporting is provided in the Head Agreement.

- **Annual Progress Reports** must be submitted in Years 1, 2, 3, 4 and 5 via the NBCF Grants Portal at <http://grants.nbcf.org.au> (Figure 4) and outline progress against agreed milestones, research outputs, financials and Governance performance.
- In Years 2.5 and 4, **progress evaluation** will be conducted by NBCF, including in-person presentations and interviews (Figure 4). Junior researchers are encouraged to present the outcomes of respective Research Workstreams during these presentations.
- The **Final Report** and **Follow-Up Report** must be submitted in Years 5 and 7, respectively via the NBCF Grants Portal at <http://grants.nbcf.org.au> (Figure 4).
- At the completion of the funding, an **audited financial statement** is required.

Progress reports should include positive and negative progress from research to date and should highlight any media-worthy findings.

NBCF reserves the right to audit financial statements for the CRA as a whole or for individual Research Workstreams. NBCF reserves the right to suspend or terminate funding for a specific Research Workstream or the entire CRA in the event that:

- reports are not submitted on time
- progress is unsatisfactory.

NBCF also reserves the right to withhold progress payments if more than 20% of the funds are unspent at the time of the Financial Report.

Further detail on reporting requirements can be found on the NBCF Progress Reports website [[here](#)]. See [Appendix 5](#) for Performance Indicators and measurable outcomes. NBCF reserves the right to modify the platform or content requested for submission in the annual reports.

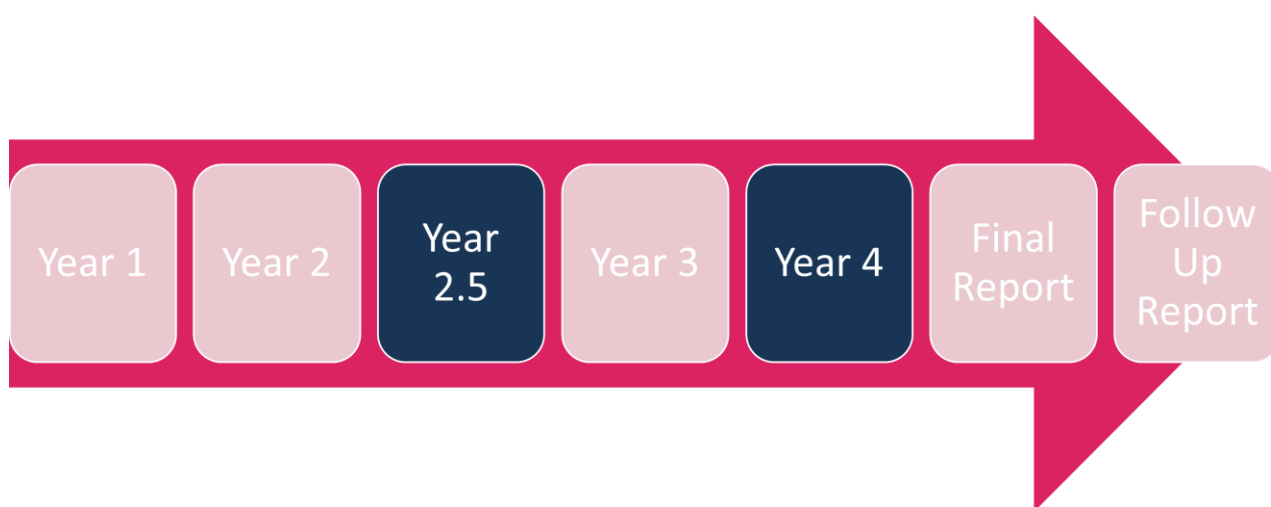


Figure 4 Reporting Schedule for the CRA. Annual reporting is requested in Years 1, 2, 3, 4, and 5 (Final Report) and Year 7 (Follow Up Report). In Year 2.5 and Year 4 a rigorous evaluation of the CRA progress including in-person presentations and interviews is performed. Follow Up Reports are due 2 years after the CRA has ended.

14.4. Peer Review Committee Participation and Community Engagement

Administering Institutions (Lead or Collaborating Institutions) must agree to ensure that any of their research personnel operating as a PI, Lead CI, CI or Co-I on a CRA will, from time to time, and as reasonably requested by NBCF:

- join an NBCF Peer Review Committee and participate in assessing and scoring applications for NBCF funding grants and other activities
- provide presentations, tours, and host meetings with NBCF donors.

14.5. Media

NBCF requests that all media releases (materials, announcements) related to data derived from the awarded grant acknowledge the support of NBCF (see below) and are provided prior to their release for review and approval by NBCF communication / marketing team. This is an important aspect of the terms of engagement as it assists in raising NBCF's profile to support future fundraising activities.

14.6. Acknowledgement of Support

All publications including journal articles / books, media releases and presentations related to data derived from the awarded grant must acknowledge the support of NBCF. NBCF requests that the correct NBCF logo is used and that investigators use the allocated NBCF Code for the grant. Please contact NBCF at research@nbcf.org.au to obtain the NBCF logo.

15. Privacy and Confidentiality

The wording below describes NBCF's Privacy Policy that explains how NBCF handles your personal information.

NBCF respects and upholds your applicable rights to privacy protection under the Privacy Act 1988 (Cth) (including the Australian Privacy Principles), in regulating how we collect, use, disclose and hold your personal information.

The security of confidentiality of your personal information is important to us and we aim to apply robust practices to ensure privacy is protected and respected. Privacy management is a continuous and evolving process, and we regularly update our practices to accommodate change in technology, the organisation's function and legislation. Grant application information such as name, contact details, and identification details are collected. NBCF may disclose your personal information to any other individuals or organisations with your prior consent or where required or authorised by law. The parties to which we disclose personal information include our contractors who provide service, for example conducting surveys, facilitating information collection, event registration, fundraising, database management, printing, mailing, data storage, banking, payment processing, auditing, accounting, legal, business consulting, marketing, research and technology services. With your consent or otherwise in accordance with privacy laws (e.g., where you would reasonably expect it), NBCF may allow other non-profit organisations to contact you with information that may be of interest to you. These organisations usually allow us to do the same and this way we can reach more people with vital information. Again, if you do not wish to be part of this information sharing or receive communications from those organisations, please contact us (see below). Some of the third parties described above conduct all or part of their business overseas (e.g., in United States and United Kingdom) and so your personal information may be transferred overseas as a result.

Our Privacy Policy is available on our website [<https://nbcf.org.au/privacy-policy/>] and contains further details.

16. EOI and Full Application Submission

16.1. Application Submission Process

All applications must be submitted online via NBCF Grants Portal at <https://grants.nbcf.org.au>. Only the PI can submit the application.

For the EOI Application the PI must first create an account in the NBCF Grants Portal.

For the Full Application submission, the Lead CI(s) and CI(s) must also create an account in order to upload their information.

Account details are used solely for the purpose of enabling completion of the EOI / Full Application form and reporting. A guide for submitting applications is provided in [Appendix 6](#).

Please complete all sections of the online application forms for the EOI and Full Application. Incomplete applications will not be processed. The CRA online application forms include the *Grant Proposal* section, which requires a PDF file to be uploaded. The Grant Proposal Templates and instructions are linked here [\[here\]](#).

Deadlines for submission are:

- EOI Application: **Friday, May 31, 2024 at 5pm AEST**
- Full Application: **Friday, August 30, 2024 at 5pm AEST.**

NBCF strongly recommends that applications are submitted well in advance of these deadlines. In particular, NBCF strongly encourages applicants to complete the administrative detail sections as early as possible.

Following submission, you will receive an automated email acknowledging that your application has been received with a copy of your application attached. Please retain the information in this email 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 Investment Team [\[research@nbcf.org.au\]](mailto:research@nbcf.org.au).

If you need to make changes to your application after submission, you will need to withdraw your application by contacting the NBCF Research Investment Team. Withdrawal is only allowed up until the closing date. Once withdrawal of your application has been confirmed, you can edit the application and the version of the application will be incremented by 1 (version 1 to 2, or 2 to 3 etc). After editing, the application can be re-submitted.

16.2. Consumer Certification of Application Prior to Submission

NBCF requires that consumers named as being involved in the preparation of an application certify / sign the application or provide written confirmation (e.g. via email or a letter addressed to the PI) agreeing to be named as a consumer in the application. Consumer certification must occur before application submission. Evidence of consumer certification must be included under

the *Consumer Review* section of the online CRA EOI and Full Application form in NBCF Grants Portal at <https://grants.nbcf.org.au>.

16.3. Uploading Documents

To attach a file to your application, drag and drop the file into the respective field in the application.

All documents uploaded using the online application form must be in PDF or Microsoft Word format. When attaching a file, please allow sufficient time for the file to upload. Do not navigate to another page until the file has been successfully uploaded. Please note that there is a maximum file limit of 10 megabytes. NBCF strongly recommends keeping files under 5 megabytes.

Please use the following naming convention for files uploaded to your application:

[Application ID]- [first initial] [last name] – [name of document]

(e.g., 2025/CRA0001- J Smith – Visa)

16.4. Enquiries

Please direct enquiries to the Grants Administrator, NBCF Research Investment at research@nbcf.org.au or telephone 02 8098 4825.

16.5. Key Dates

Table 6 Funding calendar for the 2025 CRA grant scheme

Action	Date
EOI Applications Open	May 6, 2024
EOI Applications Close	May 31, 2024 at 5pm AEST
Peer and consumer review	June 3 – June 28, 2024
Full Application Open	July 1, 2024
Full Applications Close	August 30, 2024 at 5pm AEST
Peer and consumer review	September 2 – October 7, 2024
Panel Interviews	October 14 – October 18, 2024
Peer Reviewers to confirm/change scores following Panel Interview outcomes	October 21 – October 23, 2024
Advice to Applicants	November 25 – December 6, 2024
Commencement of Funding	January 1, 2025
Proposed 2.5 years-Review	July – August, 2027
Proposed 4 years-Review	January – February, 2029

17. Acknowledgments

NBCF is indebted to all our committed individual, community and corporate donors, and would like to acknowledge their kind support for their work for NBCF and their commitment to breast cancer research.

NBCF acknowledges the Traditional Custodians of the land on which we work, and pay our respects to Elders past, present and emerging.

Appendices

Appendix 1: Investigator Categories

The career category for each investigator (**Table A1**) will be calculated automatically when details are entered into the Investigator section of the online CRA Full Application form. Categorisation will take account of any career disruptions.

Table A1 Investigator Categories

Category	Experience / Qualification	Role	Notes
1	<3 years postdoctoral experience	PI Lead CI / CI Co-I AI*	Early career researcher. Exceptional young researchers at the beginning of their academic career supported by an investigator team with the appropriate expertise and mentorship are encouraged to apply within this category.
2	3–7 years postdoctoral experience	PI Lead CI / CI Co-I AI*	Mid-career researcher. Applications from this category of researchers are encouraged to increase the long-term breast cancer research capability within Australia.
3	7–12 years postdoctoral experience	PI Lead CI / CI Co-I AI*	Mid-career researcher. Outstanding researchers with demonstrated leadership capabilities, ability to act as independent researchers who are yet to be appointed in a senior leadership role.
4	> 12 years postdoctoral experience	PI Lead CI / CI Co-I AI*	Established researchers with a long-standing academic career and/or an NHMRC Senior Research Fellow, Principal Research Fellow, or Senior Principal Research Fellow.
5	Clinical Practitioner	PI Lead CI / CI Co-I AI*	A practising clinician, public health, health service, allied health professional, nurse, or Aboriginal and Torres Strait Islander health professional. For the majority of their non-research time, individuals must be employed by a health care authority (e.g. a hospital, primary care facility, or a state or territory health department) to provide clinical care, public health services, or policy development activity in the health sector. This includes self-employed clinicians in private practice. Clinical Practitioners must propose to undertake breast cancer research linked to their clinical practice. Clinical practitioners can only receive salary support from one award at a time.

*AI(s) cannot apply for salary support

Appendix 2: NBCF Grant Expenditure Guidelines

NBCF will support budget items that are integral to achieving the approved research and that are clearly outlined in the Grant Proposal. Use of grant money must be within the conditions stipulated in the signed Head Agreement and consistent with the approved budget. Please see examples below acceptable and non-acceptable budget items. For further clarification please contact the NBCF Research Investment Team at research@nbcf.org.au.

Acceptable budget items for research activity undertaken outside Australia (internationally) can be included in the CRA budget but must be paid to the international administering institution or provider via the Australian Lead or Collaborating Institution named on the application.

Acceptable Budget Items

CRA grant funds must only be used for costs associated directly with the Research Workstreams included in the Funding Application. Budget items that will be supported include:

- materials required to conduct approved laboratory research: laboratory supplies and consumables
- reimbursement of reasonable costs associated with clinical research
- reasonable medical diagnosis costs for clinical trial participants (MRI, PET, CT, ultrasound, genotyping, biochemical analysis)
- equipment essential for the CRA (e.g. centrifuge)
- purchase of services directly required for the successful conduct of a Research Workstream
- cost of animal acquisition and purchase of animals directly required for a Research Workstream
- specialised computing requirements that are essential for a Research Workstream
- costs associated with collection and analysis of data for one or more Research Workstream
- costs associated with domestic and international travel essential to the Research Workstream (economy travel only) as per the approved budget
- consumer remuneration (e.g. travel, time served on meeting, expenses)
- publication costs
- costs for facilitating conferences / symposiums related to the CRA
- ethics / governance costs for related research.

Unacceptable Budget Items

Grant funds cannot be used for institution overhead costs or for expenses of research personnel or the administering institution. Budget items that will not be supported include:

- operations and maintenance of buildings
- use of facilities and libraries
- hazardous waste disposal
- regulatory and research compliance
- Information Technology costs

- institutional overheads and administrative costs
- personal memberships of professional organisations and groups
- staff training and development costs not directly related to a Research Workstream
- research infrastructure including:
 - physical space and all the services associated with it
 - furniture for research staff
 - administrative services
 - office and laboratory services
 - ethics / governance costs for unrelated or overarching projects
 - animal house facilities
 - computer networks and basic network utilities
 - personal computers
 - utilities (electricity / gas / water)
- costs for health insurance, travel insurance, foreign currency, airport and related travel taxes, passports, and visas, regardless of whether travel is related to a CRA Research Workstream
- personal subscriptions (private journal subscriptions)
- communication costs (mobile, telephone, internet)
- patent costs
- entertainment and hospitality costs
- airline club memberships
- purchase of reprints.

Appendix 3: Peer Review Guidelines

Introduction

Peer review forms the basis of NBCF's decision-making when recommending applications to the Board of Directors (Board) for funding. The peer review process relies on the expertise and commitment of scientists, clinician researchers and consumer reviewers who choose to serve on the NBCF Peer Review Committee (PRC).

Wherever possible, NBCF endeavours to ensure that peer review panels are constituted to provide the required balance of: i) experience; ii) expertise in fields relevant to the applications being considered; iii) appropriate representation of gender; and iv) geographical location.

Peer Review Committee (PRC) Members

The PRC consists of a Chair, scientists, clinician researchers and consumers. The PRC will include national / international reviewers: researchers, clinician researchers and consumers.

The role of the PRC Chair is to ensure a fair, consistent and equitable process with the aim of reaching unanimous agreement on the final ranking through a balanced and considered discussion of all applications.

Confidentiality

PRC members act in confidence and cannot disclose any matter regarding applications under review to people who are not part of the peer review process. All PRC members are required to sign a 'Deed of Confidentiality' detailing the obligations of reviewers in this regard.

Potential Conflict of Interest Guide

Following receipt of applications, PRC members will be given a snapshot of the applications to assess potential conflicts of interest). **Table A2** provides examples of potential conflicts of interest. These may be scientific or non-scientific conflicts. In general, conflicts of interest are considered for the 5 years preceding the activity of the PRC. Potential future conflicts of interest should also be considered (e.g. future collaborations or future paid activity) that should be disclosed.

Further information regarding conflicts of interest specific to consumer reviews is provided in [Appendix 4](#). PRC members who are uncertain about whether an issue represents a conflict must contact NBCF immediately to seek advice.

Failure to disclose a conflict of interest is a serious breach that may result in the withdrawal of an offer of funding.

Table A2 Conflict of Interest guidelines

Note: The following table is provided to help peer reviewers assess their conflict level in relation to the applicant (PI, Lead CI, CI and / or Co-I). A direct or indirect collaboration or relationship with a named AI is not considered a conflict of interest.

Situations	Explanations and Examples		Conflict level
1. Contribution to the application under review	1.1 You are a named participant on the application under review		High
	1.2 You have had discussions or input into the design of the research proposed in the application		High
2. Collaborations	2.1 You have actively collaborated with one or more applicant in the last 5 years on: <ul style="list-style-type: none"> • publications – co-authorship • pending applications • existing grants (NBCF, NHMRC or other research funder) 		High
	2.2 You have had an indirect collaboration with one or more applicant, such as: <ul style="list-style-type: none"> • a co-worker who is collaborating with the applicant • member of a research or discussion group • published together in the last 5 years as co-authors of a multiple-authorship paper where involvement was minimal 		Requires a ruling
	2.3 You are planning (or have been approached) to be involved in a future grant application or other future collaborative relationship with one or more applicant(s)		Requires a ruling
3. Working Relationship	3.1. You have the same employer or are part of the same organisation as one or more applicant	When a peer reviewer and an applicant work at the same independent medical research institute or in the same University / Hospital Department	High
		Where a peer reviewer or applicant holds a position of influence within the same organisation or has a pecuniary / financial interest (e.g. Dean of Faculty or School / Institute Director)	High
		Where a peer reviewer and an applicant work for the same institution but at different campuses and do not know each other	Low

Situations	Explanations and Examples		Conflict level
		Where a peer reviewer and an applicant work in the same faculty but in different schools / departments and do not know each other	Low
	3.2. You work in the same department (or equivalent) within an organisation		High - in most situations due to perceived COI.
	3.3. You work in the same locality but for a different organisation (e.g. a peer reviewer works for a university and an applicant works for an affiliated Medical Research Institute or vice versa)	When there is a direct association / collaboration between the peer reviewer and applicant and the peer reviewer has or may be perceived to have a vested interest in the applicant's research	High
		Where two organisations are affiliated but there is no direct association / collaboration between the peer reviewer and the applicant	Low
4. Professional relationships and interests	4.1. You are a member of the same scientific advisory committee, review board, exam board, grant panel, trial committee as an applicant	Where you hold a membership in which you may be perceived to have a vested interest (direct, or financial / pecuniary)	High
		You are a member of the same advisory board or committee but otherwise have no links or association with the research in the application under review that would constitute a High ruling	Low
	4.2. You or your organisation are affiliated with the applicant's organisation and have active / ongoing collaborations or affiliations such as between schools of Health Sciences at two or more different universities, as part of a research or teaching collaboration	Where there is a direct link / collaboration between the applicant and peer reviewer, in which the peer reviewer may have or may be perceived to have a vested interest in the applicant's research	High
		Where two organisations are affiliated but there is no direct association / collaboration between applicant and peer reviewer	Low

Situations	Explanations and Examples	Conflict level	
	4.3. You or your organisation is affiliated or associated with a commercial organisation that may be considered to have a vested interest in the research in the application (e.g. pharmaceutical company, biomedical / biotech start-up)	When you or your institution has a direct affiliation or association with the organisation(s) that may have or may be perceived to have vested interest in this research (e.g. a pharmaceutical company that manufactures or is providing drugs to be used in the research)	High
		When you or your institution has an indirect affiliation / association with an organisation(s) that may have or may be perceived to have a vested interest in this research	Low
5. Relationships and / or interests of a non-scientific nature	Consider relationships between you, your partner or any other member of your family and the applicant; or relationships between you and the applicant's partner or any other member of their family These relationships could be of any nature (e.g. personal, social, political, ideological etc.) that might create a conflict in the assessors' ability to assess the proposal	Usually a high conflict – needs a ruling	
6. Teaching or supervisory relationship	For undergraduate or post-graduate studies in the last 5 years: <ul style="list-style-type: none"> • you taught or supervised the applicant(s) • you co-supervised or taught with the applicant(s) • your own research was supervised by the applicants(s) 	High	
7. Financial interest in the application	7.1. You have an associated patent pending; supply goods and services; provide or benefit from access to facilities; provide cells / animals / patient samples or similar to the applicant	Usually a high conflict – needs a ruling	
	7.2. You receive research funding or other support from a company and the research to be reviewed may result in financial win / loss for the company	Usually a high conflict – needs a ruling	
8. Other interests or situations	You have a previous or pending dispute(s) with the applicant (may require consideration of events earlier than the last five years)	High	

* Indicative only. NBCF staff will exercise judgement when deciding the level of conflict and, in doing so, will consider the circumstance of each potential conflict.

Assessment of Expressions of Interest (EOI) Applications

For each EOI Application, PRC members are requested to provide a score (1–7) in line with the category descriptors for each assessment criterion relevant to scientific or consumer review. Scores must be provided in whole or half integers only. All reviewers are required to give a brief commentary providing reasoning for the allocated score. **Table A3** provides the **scientific**

assessment criteria for EOI Applications and detailed guidance for scores. **Consumer reviews** will be scored in line with the Consumer Review Assessment Guidelines provided in [Appendix 4](#). **Consumer Review Criteria scoring will contribute 10% to the final score.**

Based on the scoring undertaken by the PRC, the Chair will agree the list of shortlisted applications to be invited to submit a Full Application.

Assessment of Full Applications

For each invited Full Application, PRC members are requested to provide a score (1–7) that is in line with the category descriptors for each assessment criterion relevant to scientific or consumer review. **Table A4** provides the scientific assessment criteria and detailed guidance for scores. Scores must be provided in whole or half integers only. All reviewers are required to give a brief commentary providing reasoning for the allocated score. The provided score is a total for all Research Workstreams involved in the CRA.

Consumer reviews of full applications will score in line with the Consumer Review Assessment Guidelines provided in [Appendix 4](#). **Consumer Review Criteria scoring will contribute 10% to the final score.**

Assessment Criteria Overview

Assessment of EOIs and Full applications will consider and score applications according to criteria in **four main categories**:

- **Research (30% of total score):** focuses on the overall strength and quality of the proposed research to be undertaken through the CRA and Research Workstreams and the alignment of the research with NBCF's vision of *Zero Deaths from breast cancer*
- **Collaboration and Governance (30% of total score):** focuses on collaborative effort and the strength of the proposed approach to CRA governance and justification if non-Australian Institutions are involved
- **Team Capacity (20% of total score):** focuses on the strengths and skills of the proposed CRA team appropriate to the overall program of research and Research Workstreams
- **Capacity Building (10% of total score):** focuses on how the research team will include, support, and provide opportunities for early and mid-career researchers as active contributors to the CRA.

Assessment will also review the degree to which applications **address the funding principles**:

- how the research will contribute to advancing progress towards the vision of *Zero Deaths from breast cancer*
- active involvement of consumers appropriate to the type of research
- a proactive commitment to multidisciplinary, national and / or international collaboration
- clear opportunities for early and mid-career researcher development
- openness to contribute actively as part of the NBCF research community
- willingness to share ideas and data to accelerate progress towards *Zero Deaths from breast cancer*.

If **non-Australian Institution involvement** is proposed, the proposal must clearly demonstrate that:

- the proposed international expertise / technique / resource cannot be found in Australia
- international partners have the skills and expertise to conduct the proposed research at a high level outside of Australia
- knowledge / techniques / resources will be fully transferred back to Australia
- research conducted overseas will benefit Australians affected by breast cancer.

Assessment will also review the **budget** proposed in the application:

- Is the budget reasonable for the scale / type of research proposed?
- Can the costs included be justified?
- Are all aspects of the proposed research included in the budget?
- Are all aspects of research governance / capacity building included in the budget (including Fellowships)?
- Is a commitment to 20% cash co-funding contribution included?
- Are costs for international collaborations included?

Rankings (score 1–7) used in the assessments are:

- **Outstanding (7):** exceeds expectations across all criteria
- **Excellent (6):** meets or exceeds expectations across all criteria
- **very good (5):** meets expectations in a very good way
- **good (4):** meets expectations in a good way
- **marginal (3):** meets expectations in a marginal way
- **unsatisfactory (2):** meets expectations in an unsatisfactory way
- **poor (1):** does not meet expectations at all.

Peer Review Committee Meeting

The purpose of the PRC meeting is to discuss each invited Full Application and finalise individual scores. Prior to the meeting, NBCF will supply PRC members with a meeting agenda. The agenda will contain the full breakdown of scores from each assessor, together with the pre-meeting ranking (based on the cumulative total of assessors' scores). At the commencement of the meeting, all conflicts of interest must be declared. Prior to each application being discussed, the Chair will reiterate any PRC members present who have high conflicts of interest with the application. Conflicted members will be asked to leave the meeting for the discussion of that application. The Chair will open discussion of each application. Applications will be discussed in numerical order of the NBCF IDs. The discussion of each application will include the steps below.

- Consumer reviewers will be assigned as spokespeople on all Full Applications and asked to address each application's strengths and weaknesses based on the consumer assessment criteria ([Appendix 4](#)).
- All panel members will speak to the strengths and weaknesses of the application with respect to the scientific review criteria (**Table A4**).
- Reviewers will be asked to rigorously assess the proposed budget and ensure that the costs for personnel and overall research are appropriate for the CRA and fully justified.

Table A3 Scientific Assessment Criteria for EOI Applications

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
<p>7. Outstanding Highest priority for invitation</p>	<p>The research proposed under this CRA has very high potential to:</p> <ul style="list-style-type: none"> • make tangible progress towards NBCF’s vision of <i>Zero Deaths from breast cancer</i> including for people with the poorest breast cancer outcomes and make significant knowledge gains • address one or more intractable question that will significantly advance the field of breast cancer research while minimising harm • address one or more of NBCF’s core objectives (Prevent, Detect, Stop and Treat) <p>The research plan:</p> <ul style="list-style-type: none"> • is well-defined, highly coherent, and strongly developed • includes near flawless study design(s) (overall and for included Research Workstreams) 	<p>Collaboration The proposal describes an outstanding proactive commitment to:</p> <ul style="list-style-type: none"> • multidisciplinary, national and / or international collaboration (see overarching requirements for international collaboration) • research groups working very closely together to achieve the proposed objectives • a collective benefit of collaborative effort that exceeds what could be achieved by individual groups <p>Governance The proposal includes an outstanding:</p> <ul style="list-style-type: none"> • CRA Governance Framework, designed to ensure the research undertaken (in the CRA overall and its Research Workstreams) will meet all legal, regulatory, and institutional requirements, appropriate ethical and scientific standards or quality, safety, privacy, risk management and financial management • CRA Governance Committee with representation from the Lead and 	<p>The CRA team has an outstanding depth and breadth of:</p> <ul style="list-style-type: none"> • research expertise, experience, diversity, equity (e.g. researchers at all career stages), and qualifications appropriate to all aspects of the proposed research <p>The combined CRA team has an outstanding record of research achievement commensurate with their field of research, and relative to their individual peer groups. This may include:</p> <ul style="list-style-type: none"> • quality of research outputs (including but not limited to additional grants) for each investigator • productivity as exemplified by total research outputs for the team (publications) • contributions to translational outcomes such as patents, commercialisation, and public policy or implementation of change in practice 	<p>The CRA includes an outstanding commitment to:</p> <ul style="list-style-type: none"> • providing development for early and mid-career researchers within the CRA and its Research Workstreams • supporting fellowships across all career categories (early, mid, and established researchers)

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
	<ul style="list-style-type: none"> includes well defined milestones aligned to the overall research goal would be extremely competitive with the best, similar research proposals internationally 	Collaborating Institutions and consumers	The CRA team is expected to be highly likely to achieve the aims of the CRA	
6. Excellent Highly recommended for invitation	<p>The research proposed under this CRA has high potential to:</p> <ul style="list-style-type: none"> make tangible progress towards NBCF's vision of <i>Zero Deaths from breast cancer</i> including for people with the poorest breast cancer outcomes and make significant knowledge gains address one or more intractable question that will significantly advance the field of breast cancer research while minimising harm address one or more of NBCF's core objectives (Prevent, Detect, Stop and Treat) <p>The research plan is:</p> <ul style="list-style-type: none"> clearly defined, coherent, and well developed includes an excellent study design 	<p>Collaboration The proposal describes an excellent proactive commitment to:</p> <ul style="list-style-type: none"> multidisciplinary, national and / or international collaboration (see overarching requirements for international collaboration) research groups working closely together to achieve the proposed objectives a collective benefit of collaborative effort that exceeds what could be achieved by individual groups <p>Governance The proposal includes an excellent:</p> <ul style="list-style-type: none"> CRA Governance Framework, designed to ensure the research undertaken (in the CRA overall and its Research Workstreams) will meet all legal, regulatory, and institutional requirements, appropriate ethical 	<p>The CRA team has an excellent depth and breadth of:</p> <ul style="list-style-type: none"> research expertise, experience, diversity, equity (e.g. researchers at all career stages), and qualifications appropriate to all aspects of the proposed research <p>The combined CRA team has an excellent record of research achievement commensurate with their field of research, and relative to their individual peer groups. This may include:</p> <ul style="list-style-type: none"> quality of research outputs (including but not limited to additional grants) for each investigator productivity as exemplified by total research outputs for the team (publications) 	<p>The CRA includes an excellent commitment to:</p> <ul style="list-style-type: none"> providing development for early and mid-career researchers within the CRA and its Research Workstreams supporting fellowships across all career categories (early, mid, and established researchers)

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
	<ul style="list-style-type: none"> includes well-defined milestones aligned to the overall research goal would be competitive with the best, similar research proposals internationally 	<p>and scientific standards or quality, safety, privacy, risk management and financial management</p> <ul style="list-style-type: none"> CRA Governance Committee with representation from the Lead and Collaborating Institutions and consumers 	<ul style="list-style-type: none"> contributions to translational outcomes such as patents, commercialization, and public policy or implementation of change in practice <p>The CRA team is expected to be highly likely to achieve the aims of the CRA</p>	
5. Very good Recommended for invitation	<p>The research proposed under this CRA has very good potential to:</p> <ul style="list-style-type: none"> make tangible progress towards NBCF's vision of <i>Zero Deaths from breast cancer</i> including for people with the poorest breast cancer outcomes and make significant knowledge gains address one or more intractable question that will significantly advance the field of breast cancer research while minimising harm address one or more of NBCF's core objectives (Prevent, Detect, Stop and Treat). <p>The research plan:</p> <ul style="list-style-type: none"> is generally clear in its scientific plan and is logical 	<p>Collaboration The proposal describes a very good commitment to:</p> <ul style="list-style-type: none"> multidisciplinary, national and / or international collaboration (see overarching requirements for international collaboration) research groups working closely together to achieve the proposed objectives a collective benefit of collaborative effort that exceeds what could be achieved by individual groups <p>Governance The proposal includes a very good:</p> <ul style="list-style-type: none"> CRA Governance Framework, designed to ensure the research undertaken (in the CRA overall and its Research Workstreams) will meet all legal, regulatory, and institutional 	<p>The CRA team has a very good depth and breadth of:</p> <ul style="list-style-type: none"> research expertise, experience, diversity, equity (e.g. researchers at all career stages), and qualifications appropriate to all aspects of the proposed research <p>The combined CRA team has a very good record of research achievement commensurate with their field of research, and relative to their individual peer groups. This may include:</p> <ul style="list-style-type: none"> quality of research outputs (including but not limited to additional grants) for each investigator productivity as exemplified by total research outputs for the team (publications) 	<p>The CRA includes a very good commitment to:</p> <ul style="list-style-type: none"> providing development for early and mid-career researchers within the CRA and its Research Workstreams supporting fellowships across all career categories (early, mid, and established researchers)

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
	<ul style="list-style-type: none"> includes a very good study design that raises only very few minor concerns includes milestones raising only very few minor concerns would be competitive with the best, similar research proposals internationally 	<p>requirements, appropriate ethical and scientific standards or quality, safety, privacy, risk management and financial management</p> <ul style="list-style-type: none"> CRA Governance Committee with representation from the Lead and Collaborating Institutions and consumers 	<ul style="list-style-type: none"> contributions to translational outcomes such as patents, commercialisation, and public policy or implementation of change in practice <p>The CRA team is expected to be likely to achieve the aims of the CRA</p>	
4. Good Might miss out on invitation	<p>The research proposed under this CRA has good potential to:</p> <ul style="list-style-type: none"> make tangible progress towards NBCF's vision of <i>Zero Deaths from breast cancer</i> including for people with the poorest breast cancer outcomes and make significant knowledge gains address one or more intractable question that will significantly advance the field of breast cancer research while minimising harm address one or more of NBCF's core objectives (Prevent, Detect, Stop and Treat) <p>The research plan:</p>	<p>Collaboration The proposal describes a good commitment to:</p> <ul style="list-style-type: none"> multidisciplinary, national and / or international collaboration (see overarching requirements for international collaboration) research groups working closely together to achieve the proposed objectives a collective benefit of collaborative effort that exceeds what could be achieved by individual groups <p>Governance The proposal includes a good:</p> <ul style="list-style-type: none"> CRA Governance Framework, designed to ensure the research undertaken (in the CRA overall and its Research Workstreams) will meet 	<p>The CRA team has a good depth and breadth of:</p> <ul style="list-style-type: none"> research expertise, experience, diversity, equity (e.g. researchers at all career stages), and qualifications appropriate to all aspects of the proposed research <p>The combined CRA team has a good record of research achievement commensurate with their field of research, and relative to their individual peer groups. This may include:</p> <ul style="list-style-type: none"> quality of research outputs (including but not limited to additional grants) for each investigator 	<p>The CRA includes a good commitment to:</p> <ul style="list-style-type: none"> providing development for early and mid-career researchers within the CRA and its Research Workstreams supporting fellowships across all career categories (early, mid, and established researchers)

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
	<ul style="list-style-type: none"> is generally solid but may not always be clear in its intent and may lack some focus includes milestones raising several minor concerns would likely be competitive with high-quality research proposals internationally 	<p>all legal, regulatory, and institutional requirements, appropriate ethical and scientific standards or quality, safety, privacy, risk management and financial management</p> <ul style="list-style-type: none"> CRA Governance Committee with representation from the Lead and Collaborating Institutions and consumers 	<ul style="list-style-type: none"> productivity as exemplified by total research outputs for the team (publications) contributions to translational outcomes such as patents, commercialisation, and public policy or implementation of change in practice <p>The CRA team is expected to be likely to achieve some aims of the CRA</p>	
3. Marginal Will most certainly miss out on invitation	<p>The research proposed under this CRA has marginal potential to:</p> <ul style="list-style-type: none"> make tangible progress towards NBCF's vision of <i>Zero Deaths from breast cancer</i> including for people with the poorest breast cancer outcomes and make significant knowledge gains address one or more intractable question that will significantly advance the field of breast cancer research while minimising harm address one or more of NBCF's core objectives (Prevent, Detect, Stop and Treat). 	<p>Collaboration The proposal describes marginal commitment to:</p> <ul style="list-style-type: none"> multidisciplinary, national and / or international collaboration (see overarching requirements for international collaboration) research groups working closely together to achieve the proposed objectives a collective benefit of collaborative effort that exceeds what could be achieved by individual groups <p>Governance</p>	<p>The CRA team has a marginal depth and breadth of:</p> <ul style="list-style-type: none"> research expertise, experience, diversity, equity (e.g. researchers at all career stages), and qualifications appropriate to all aspects of the proposed research <p>The combined CRA team has a marginal record of research achievement commensurate with their field of research, and relative to their individual peer groups. This may include:</p> <ul style="list-style-type: none"> quality of research outputs (including but not limited to 	<p>The CRA includes a marginal commitment to:</p> <ul style="list-style-type: none"> providing development for early and mid-career researchers within the CRA and its Research Workstreams supporting fellowships across all career categories (early, mid, and

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
	<p>The research plan:</p> <ul style="list-style-type: none"> • is somewhat unclear in its scientific approach and goals • contains some major design flaws • would be somewhat competitive with the high-quality research proposals internationally 	<p>The description and setup of the proposed CRA Governance Framework raises some concerns about whether the research undertaken (in the CRA overall and its Research Workstreams) will meet all legal, regulatory, and institutional requirements, appropriate ethical and scientific standards or quality, safety, privacy, risk management and financial management</p> <p>The description of the CRA Governance Committee does not include representation from all Lead and Collaborating Institutions and / or consumer representation or raises concerns about the commitment to ensuring cross-CRA representation</p>	<p>additional grants) for each investigator</p> <ul style="list-style-type: none"> • productivity as exemplified by total research outputs for the team (publications) • contributions to translational outcomes such as patents, commercialisation, and public policy or implementation of change in practice <p>The CRA team is expected to be marginally likely to achieve the aims of the CRA, and unlikely to achieve some aims</p>	<p>established researchers)</p>
<p>2. Unsatisfactory Not recommended for invitation</p>	<p>The research proposed under this CRA is unsatisfactory in its ability to:</p> <ul style="list-style-type: none"> • make tangible progress towards NBCF's vision of <i>Zero Deaths from breast cancer</i> including for people with the poorest breast cancer outcomes and make significant knowledge gains • address one or more intractable question that will significantly advance the field 	<p>Collaboration The proposal is unsatisfactory in its commitment to:</p> <ul style="list-style-type: none"> • multidisciplinary, national and / or international collaboration (see overarching requirements for international collaboration) • research groups working closely together to achieve the proposed objectives • a collective benefit of collaborative effort that exceeds 	<p>The CRA team has an unsatisfactory depth and breadth of:</p> <ul style="list-style-type: none"> • research expertise, experience, diversity, equity (e.g. researchers at all career stages), and qualifications appropriate to all aspects of the proposed research <p>The combined CRA team has an unsatisfactory record of research achievement commensurate with</p>	<p>The CRA includes an unsatisfactory commitment to:</p> <ul style="list-style-type: none"> • providing development for early and mid-career researchers within the CRA and its Research Workstreams • supporting fellowships

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
	<p>of breast cancer research while minimising harm</p> <ul style="list-style-type: none"> address one or more of NBCF's core objectives (Prevent, Detect, Stop and Treat) <p>The research plan:</p> <ul style="list-style-type: none"> is unclear in its scientific approach and goals contains several major design flaws would not be competitive with the high-quality research proposals internationally 	<p>what could be achieved by individual groups</p> <p>Governance The description and setup of the proposed CRA Governance Framework raises significant concerns about whether the research undertaken (in the CRA overall and its Research Workstreams) will meet all legal, regulatory, and institutional requirements, appropriate ethical and scientific standards or quality, safety, privacy, risk management and financial management</p> <p>The description of the CRA Governance Committee is unsatisfactory in relation to involvement of all Lead and Collaborating Institutions and / or consumer representation and / or is unsatisfactory in its commitment to ensuring cross-CRA representation</p>	<p>their field of research, and relative to their individual peer groups. This may include:</p> <ul style="list-style-type: none"> quality of research outputs (including but not limited to additional grants) for each investigator productivity as exemplified by total research outputs for the team (publications) contributions to translational outcomes such as patents, commercialisation, and public policy or implementation of change in practice <p>The CRA team is expected unlikely to achieve the aims of the CRA</p>	<p>across all career categories (early, mid, and established researchers)</p>
<p>1. Poor Strongly not recommended for invitation</p>	<p>The research proposed under this CRA is poor and is deemed highly unlikely to:</p> <ul style="list-style-type: none"> make tangible progress towards NBCF's vision of <i>Zero Deaths from breast cancer</i> including for people with the 	<p>Collaboration The proposal shows a poor commitment to:</p> <ul style="list-style-type: none"> multidisciplinary, national and / or international collaboration (see overarching requirements for international collaboration) 	<p>The CRA team has a poor depth and breadth of:</p> <ul style="list-style-type: none"> research expertise, experience, diversity, equity (e.g. researchers at all career stages), and qualifications appropriate to 	<p>The CRA includes a poor commitment to:</p> <ul style="list-style-type: none"> providing development for early and mid-career

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
	<p>poorest breast cancer outcomes and make significant knowledge gains</p> <ul style="list-style-type: none"> • address one or more intractable question that will significantly advance the field of breast cancer research while minimising harm • address one or more of NBCF's core objectives (Prevent, Detect, Stop and Treat). <p>The research plan:</p> <ul style="list-style-type: none"> • is very unclear in its scientific approach and goals • is unlikely to be competitive with similar research proposals internationally 	<ul style="list-style-type: none"> • research groups working closely together to achieve the proposed objectives • a collective benefit of collaborative effort that exceeds what could be achieved by individual groups <p>Governance The description and setup of the proposed CRA Governance Framework raises major concerns that the research undertaken (in the CRA overall and its Research Workstreams) will not meet all legal, regulatory, and institutional requirements, appropriate ethical and scientific standards or quality, safety, privacy, risk management and financial management</p> <p>The description of the CRA Governance Committee is poor and does not involve all Lead and Collaborating Institutions and / or consumer representation and / or is poor in its commitment to ensuring cross-CRA representation</p>	<p>all aspects of the proposed research</p> <p>The combined CRA team has an poor record of research achievement commensurate with their field of research, and relative to their individual peer groups. This may include:</p> <ul style="list-style-type: none"> • quality of research outputs (including but not limited to additional grants) for each investigator • productivity as exemplified by total research outputs for the team (publications) • contributions to translational outcomes such as patents, commercialisation, and public policy or implementation of change in practice <p>The CRA team is not expected to achieve the aims of the CRA</p>	<p>researchers within the CRA and its Research Workstreams</p> <ul style="list-style-type: none"> • supporting fellowships across all career categories (early, mid, and established researchers)

Table A4 Scientific Assessment Criteria for Full Applications

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
<p>7. Outstanding Highest priority for invitation</p>	<p>The research proposed under this CRA has very high potential to:</p> <ul style="list-style-type: none"> • make tangible progress towards NBCF’s vision of <i>Zero Deaths from breast cancer</i> including for people with the poorest breast cancer outcomes and make significant knowledge gains • address one or more intractable question that will significantly advance the field of breast cancer research while minimising harm • address one or more of NBCF’s core objectives (Prevent, Detect, Stop and Treat) <p>The research plan:</p> <ul style="list-style-type: none"> • is well-defined, highly coherent, and strongly developed • includes near flawless study design(s) (overall and for included Research Workstreams) • includes well defined milestones and deliverables 	<p>Collaboration The proposal describes an outstanding proactive commitment to:</p> <ul style="list-style-type: none"> • multidisciplinary, national and / or international collaboration (see overarching requirements for international collaboration) • research groups working very closely together to achieve the proposed objectives • a collective benefit of collaborative effort that exceeds what could be achieved by individual groups <p>Governance The proposal includes an outstanding:</p> <ul style="list-style-type: none"> • CRA Governance Framework, designed to ensure the research undertaken (in the CRA overall and its Research Workstreams) will meet all legal, regulatory, and institutional requirements, appropriate ethical and scientific standards or quality, safety, privacy, risk management and financial management • CRA Governance Committee with representation from the Lead and 	<p>The CRA team has an outstanding depth and breadth of:</p> <ul style="list-style-type: none"> • research expertise, experience, diversity, equity (e.g. researchers at all career stages), and qualifications appropriate to all aspects of the proposed research <p>The combined CRA team has an outstanding record of research achievement commensurate with their field of research, and relative to their individual peer groups. This may include:</p> <ul style="list-style-type: none"> • quality of research outputs (including but not limited to additional grants) for each investigator • productivity as exemplified by total research outputs for the team (publications) • contributions to translational outcomes such as patents, commercialisation, and public policy or implementation of change in practice • international reputations 	<p>The CRA includes an outstanding commitment to:</p> <ul style="list-style-type: none"> • building capacity for breast cancer research in Australia • providing development for early and mid-career researchers within the CRA and its Research Workstreams • supporting fellowships across all career categories (early, mid, and established researchers)

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
	<p>aligned to the overall research goal</p> <ul style="list-style-type: none"> • is highly feasible with all the required expertise, research tools, techniques, and resources available, proven by publication record and / or evidence of other relevant research output • has extremely well identified and managed scientific and technical risks • would be extremely competitive with the best, similar research proposals internationally 	<p>Collaborating Institutions and consumers.</p>	<p>The CRA team is expected to be highly likely to achieve the aims of the CRA</p>	
<p>6. Excellent Highly recommended for invitation</p>	<p>The research proposed under this CRA has high potential to:</p> <ul style="list-style-type: none"> • make tangible progress towards NBCF's vision of <i>Zero Deaths from breast cancer</i> including for people with the poorest breast cancer outcomes and make significant knowledge gains • address one or more intractable question that will significantly advance the field of breast cancer research while minimising harm 	<p>Collaboration The proposal describes an excellent proactive commitment to:</p> <ul style="list-style-type: none"> • multidisciplinary, national and / or international collaboration (see overarching requirements for international collaboration) • research groups working closely together to achieve the proposed objectives • a collective benefit of collaborative effort that exceeds what could be achieved by individual groups 	<p>The CRA team has an excellent depth and breadth of:</p> <ul style="list-style-type: none"> • research expertise, experience, diversity, equity (e.g. researchers at all career stages), and qualifications appropriate to all aspects of the proposed research <p>The combined CRA team has an excellent record of research achievement commensurate with their field of research, and relative to their individual peer groups. This may include:</p>	<p>The CRA includes an excellent commitment to:</p> <ul style="list-style-type: none"> • building capacity for breast cancer research in Australia • providing development for early and mid-career researchers within the CRA and its Research Workstreams

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
	<ul style="list-style-type: none"> address one or more of NBCF's core objectives (Prevent, Detect, Stop and Treat) <p>The research plan is:</p> <ul style="list-style-type: none"> clearly defined, coherent, and well developed includes an excellent study design includes well-defined milestones and deliverables aligned to the overall research goal is feasible with all the required expertise, research tools, techniques, and resources available, proven by publication record and / or evidence of other relevant research output has well identified and managed scientific and technical risks with very few minor concerns would be competitive with the best, similar research proposals internationally. 	<p>Governance The proposal includes an excellent:</p> <ul style="list-style-type: none"> CRA Governance Framework, designed to ensure the research undertaken (in the CRA overall and its Research Workstreams) will meet all legal, regulatory, and institutional requirements, appropriate ethical and scientific standards or quality, safety, privacy, risk management and financial management CRA Governance Committee with representation from the Lead and Collaborating Institutions and consumers 	<ul style="list-style-type: none"> quality of research outputs (including but not limited to additional grants) for each investigator productivity as exemplified by total research outputs for the team (publications) contributions to translational outcomes such as patents, commercialization, and public policy or implementation of change in practice international reputations <p>The CRA team is expected to be highly likely to achieve the aims of the CRA</p>	<ul style="list-style-type: none"> supporting fellowships across all career categories (early, mid, and established researchers)
5. Very good Recommended for invitation	<p>The research proposed under this CRA has very good potential to:</p> <ul style="list-style-type: none"> make tangible progress towards NBCF's vision of <i>Zero</i> 	<p>Collaboration The proposal describes a very good commitment to:</p>	<p>The CRA team has a very good depth and breadth of:</p> <ul style="list-style-type: none"> research expertise, experience, diversity, equity (e.g. researchers) 	<p>The CRA includes a very good commitment to:</p>

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
	<p><i>Deaths from breast cancer</i> including for people with the poorest breast cancer outcomes and make significant knowledge gains</p> <ul style="list-style-type: none"> • address one or more intractable question that will significantly advance the field of breast cancer research while minimising harm • address one or more of NBCF's core objectives (Prevent, Detect, Stop and Treat) <p>The research plan:</p> <ul style="list-style-type: none"> • is generally clear in its scientific plan and is logical • includes a very good study design that raises only very few minor concerns • includes milestones and deliverables raising only very few minor concerns • is feasible in almost all areas • has well identified and managed scientific and technical risks with few minor concerns • would be competitive with the best, similar research proposals internationally 	<ul style="list-style-type: none"> • multidisciplinary, national and / or international collaboration (see overarching requirements for international collaboration) • research groups working closely together to achieve the proposed objectives • a collective benefit of collaborative effort that exceeds what could be achieved by individual groups <p>Governance The proposal includes a very good:</p> <ul style="list-style-type: none"> • CRA Governance Framework, designed to ensure the research undertaken (in the CRA overall and its Research Workstreams) will meet all legal, regulatory, and institutional requirements, appropriate ethical and scientific standards or quality, safety, privacy, risk management and financial management • CRA Governance Committee with representation from the Lead and Collaborating Institutions and consumers 	<p>at all career stages), and qualifications appropriate to all aspects of the proposed research.</p> <p>The combined CRA team has a very good record of research achievement commensurate with their field of research, and relative to their individual peer groups. This may include:</p> <ul style="list-style-type: none"> • quality of research outputs (including but not limited to additional grants) for each investigator • productivity as exemplified by total research outputs for the team (publications) • contributions to translational outcomes such as patents, commercialisation, and public policy or implementation of change in practice • international reputations. <p>The CRA team is expected to be likely to achieve the aims of the CRA</p>	<ul style="list-style-type: none"> • building capacity for breast cancer research in Australia • providing development for early and mid-career researchers within the CRA and its Research Workstreams • supporting fellowships across all career categories (early, mid, and established researchers)

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
<p>4. Good Might miss out on invitation</p>	<p>The research proposed under this CRA has good potential to:</p> <ul style="list-style-type: none"> • make tangible progress towards NBCF's vision of <i>Zero Deaths from breast cancer</i> including for people with the poorest breast cancer outcomes and make significant knowledge gains • address one or more intractable question that will significantly advance the field of breast cancer research while minimising harm • address one or more of NBCF's core objectives (Prevent, Detect, Stop and Treat) <p>The research plan:</p> <ul style="list-style-type: none"> • is generally solid but may not always be clear in its intent and may lack some focus • includes milestones and deliverables raising several minor concerns • raises some doubts about the feasibility in some areas • has identified and managed scientific and technical risks with several minor concerns 	<p>Collaboration The proposal describes a good commitment to:</p> <ul style="list-style-type: none"> • multidisciplinary, national and / or international collaboration (see overarching requirements for international collaboration) • research groups working closely together to achieve the proposed objectives • a collective benefit of collaborative effort that exceeds what could be achieved by individual groups <p>Governance The proposal includes a good:</p> <ul style="list-style-type: none"> • CRA Governance Framework, designed to ensure the research undertaken (in the CRA overall and its Research Workstreams) will meet all legal, regulatory, and institutional requirements, appropriate ethical and scientific standards or quality, safety, privacy, risk management and financial management • CRA Governance Committee with representation from the Lead and Collaborating Institutions and consumers 	<p>The CRA team has a good depth and breadth of:</p> <ul style="list-style-type: none"> • research expertise, experience, diversity, equity (e.g. researchers at all career stages), and qualifications appropriate to all aspects of the proposed research <p>The combined CRA team has a good record of research achievement commensurate with their field of research, and relative to their individual peer groups. This may include:</p> <ul style="list-style-type: none"> • quality of research outputs (including but not limited to additional grants) for each investigator • productivity as exemplified by total research outputs for the team (publications) • contributions to translational outcomes such as patents, commercialisation, and public policy or implementation of change in practice • international reputations 	<p>The CRA includes a good commitment to:</p> <ul style="list-style-type: none"> • building capacity for breast cancer research in Australia • providing development for early and mid-career researchers within the CRA and its Research Workstreams • supporting fellowships across all career categories (early, mid, and established researchers)

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
	<ul style="list-style-type: none"> would likely be competitive with high-quality research proposals internationally 		<p>The CRA team is expected to be likely to achieve some aims of the CRA</p>	
<p>3. Marginal Will most certainly miss out on invitation</p>	<p>The research proposed under this CRA has marginal potential to:</p> <ul style="list-style-type: none"> make tangible progress towards NBCF's vision of <i>Zero Deaths from breast cancer</i> including for people with the poorest breast cancer outcomes and make significant knowledge gains address one or more intractable question that will significantly advance the field of breast cancer research while minimising harm address one or more of NBCF's core objectives (Prevent, Detect, Stop and Treat) <p>The research plan:</p> <ul style="list-style-type: none"> is somewhat unclear in its scientific approach and goals contains some major design flaws 	<p>Collaboration The proposal describes marginal commitment to:</p> <ul style="list-style-type: none"> multidisciplinary, national and / or international collaboration (see overarching requirements for international collaboration) research groups working closely together to achieve the proposed objectives a collective benefit of collaborative effort that exceeds what could be achieved by individual groups <p>Governance The description and setup of the proposed CRA Governance Framework raises some concerns about whether the research undertaken (in the CRA overall and its Research Workstreams) will meet all legal, regulatory, and institutional requirements, appropriate ethical and scientific standards or quality, safety, privacy, risk</p>	<p>The CRA team has a marginal depth and breadth of:</p> <ul style="list-style-type: none"> research expertise, experience, diversity, equity (e.g. researchers at all career stages), and qualifications appropriate to all aspects of the proposed research <p>The combined CRA team has a marginal record of research achievement commensurate with their field of research, and relative to their individual peer groups. This may include:</p> <ul style="list-style-type: none"> quality of research outputs (including but not limited to additional grants) for each investigator productivity as exemplified by total research outputs for the team (publications) contributions to translational outcomes such as patents, commercialization, and public 	<p>The CRA includes a marginal commitment to:</p> <ul style="list-style-type: none"> building capacity for breast cancer research in Australia providing development for early and mid-career researchers within the CRA and its Research Workstreams supporting fellowships across all career categories (early, mid, and established researchers)

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
	<ul style="list-style-type: none"> raises some major concerns about the feasibility and successful completion has identified and managed scientific and technical risks with some major concerns would be somewhat competitive with the high-quality research proposals internationally 	<p>management and financial management.</p> <p>The description of the CRA Governance Committee does not include representation from all Lead and Collaborating Institutions and / or consumer representation or raises concerns about the commitment to ensuring cross-CRA representation</p>	<p>policy or implementation of change in practice</p> <ul style="list-style-type: none"> international reputations <p>The CRA team is expected to be marginally likely to achieve the aims of the CRA, and unlikely to achieve some aims</p>	
2. Unsatisfactory Not recommended for invitation	<p>The research proposed under this CRA is unsatisfactory in its ability to:</p> <ul style="list-style-type: none"> make tangible progress towards NBCF's vision of <i>Zero Deaths from breast cancer</i> including for people with the poorest breast cancer outcomes and make significant knowledge gains address one or more intractable question that will significantly advance the field of breast cancer research while minimising harm address one or more of NBCF's core objectives (Prevent, Detect, Stop and Treat) <p>The research plan:</p>	<p>Collaboration</p> <p>The proposal is unsatisfactory in its commitment to:</p> <ul style="list-style-type: none"> multidisciplinary, national and / or international collaboration (see overarching requirements for international collaboration) research groups working closely together to achieve the proposed objectives a collective benefit of collaborative effort that exceeds what could be achieved by individual groups <p>Governance</p> <p>The description and setup of the proposed CRA Governance Framework raises significant concerns about whether the research undertaken (in</p>	<p>The CRA team has an unsatisfactory depth and breadth of:</p> <ul style="list-style-type: none"> research expertise, experience, diversity, equity (e.g. researchers at all career stages), and qualifications appropriate to all aspects of the proposed research <p>The combined CRA team has an unsatisfactory record of research achievement commensurate with their field of research, and relative to their individual peer groups. This may include:</p> <ul style="list-style-type: none"> quality of research outputs (including but not limited to additional grants) for each investigator 	<p>The CRA includes an unsatisfactory commitment to:</p> <ul style="list-style-type: none"> building capacity for breast cancer research in Australia providing development for early and mid-career researchers within the CRA and its Research Workstreams supporting fellowships across all career categories (early, mid, and

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
	<ul style="list-style-type: none"> is unclear in its scientific approach and goals contains several major design flaws raises several major concerns about the feasibility and successful completion has identified and managed scientific and technical risks with several major concerns would not be competitive with the high-quality research proposals internationally 	<p>the CRA overall and its Research Workstreams) will meet all legal, regulatory, and institutional requirements, appropriate ethical and scientific standards or quality, safety, privacy, risk management and financial management.</p> <p>The description of the CRA Governance Committee is unsatisfactory in relation to involvement of all Lead and Collaborating Institutions and / or consumer representation and / or is unsatisfactory in its commitment to ensuring cross-CRA representation</p>	<ul style="list-style-type: none"> productivity as exemplified by total research outputs for the team (publications) contributions to translational outcomes such as patents, commercialisation, and public policy or implementation of change in practice international reputations <p>The CRA team is expected unlikely to achieve the aims of the CRA.</p>	<p>established researchers)</p>
<p>1. Poor Strongly not recommended for invitation</p>	<p>The research proposed under this CRA is poor and is deemed highly unlikely to:</p> <ul style="list-style-type: none"> make tangible progress towards NBCF's vision of <i>Zero Deaths from breast cancer</i> including for people with the poorest breast cancer outcomes and make significant knowledge gains address one or more intractable question that will significantly advance the field of breast cancer research while minimising harm 	<p>Collaboration The proposal shows a poor commitment to:</p> <ul style="list-style-type: none"> multidisciplinary, national and / or international collaboration (see overarching requirements for international collaboration) research groups working closely together to achieve the proposed objectives a collective benefit of collaborative effort that exceeds what could be achieved by individual groups 	<p>The CRA team has a poor depth and breadth of:</p> <ul style="list-style-type: none"> research expertise, experience, diversity, equity (e.g. researchers at all career stages), and qualifications appropriate to all aspects of the proposed research <p>The combined CRA team has an poor record of research achievement commensurate with their field of research, and relative to their individual peer groups. This may include:</p>	<p>The CRA includes a poor commitment to:</p> <ul style="list-style-type: none"> building capacity for breast cancer research in Australia providing development for early and mid-career researchers within the CRA and its Research Workstreams

Score	Research 30%	Collaboration and Governance 30%	Team Capacity 20%	Capacity Building 10%
	<ul style="list-style-type: none"> address one or more of NBCF's core objectives (Prevent, Detect, Stop and Treat) <p>The research plan:</p> <ul style="list-style-type: none"> is very unclear in its scientific approach and goals is deemed unfeasible unlikely to be successfully completed has not identified and managed scientific and technical risks is unlikely to be competitive with similar research proposals internationally 	<p>Governance The description and setup of the proposed CRA Governance Framework raises major concerns that the research undertaken (in the CRA overall and its Research Workstreams) will not meet all legal, regulatory, and institutional requirements, appropriate ethical and scientific standards or quality, safety, privacy, risk management and financial management</p> <p>The description of the CRA Governance Committee is poor and does not involve all Lead and Collaborating Institutions and / or consumer representation and / or is poor in its commitment to ensuring cross-CRA representation</p>	<ul style="list-style-type: none"> quality of research outputs (including but not limited to additional grants) for each investigator productivity as exemplified by total research outputs for the team (publications) contributions to translational outcomes such as patents, commercialisation, and public policy or implementation of change in practice international reputations <p>The CRA team is not expected to achieve the aims of the CRA</p>	<ul style="list-style-type: none"> supporting fellowships across all career categories (early, mid, and established researchers)

Panel Interviews

Applicants who submit a Full Application will be asked to attend a Panel Interview at a time following the PRC meeting. The purpose of the Panel Interview is to give applicants the opportunity to address key assessment criteria (*Research, Collaboration and Governance Framework, Team Capacity, Capacity Building, and Consumer Review*) in more depth.

Completion of the Peer Review Process

The final order of merit by overall score (90% scientific and 10% consumer review scores) of invited Full Applications with consideration of Panel Interview outcomes and funding models will be presented to NBCF's RAC for endorsement and the NBCF Board of Directors for final approval.

Feedback

NBCF is committed to providing feedback that will assist researchers in strengthening future applications. With this in mind, feedback will be provided at EOI and Full application stages to unsuccessful applicants about areas for improvement. Scores are considered less useful for this purpose and will not be provided.

Feedback will also be provided to EOI applicants who are selected to progress to Full Application about any areas for improvement or questions for clarification identified by reviewers. This will enable applicants to consider and address areas for improvement in the Full Application.

Appendix 4: Consumer Review Guidelines

Consumer Assessment

Up to two members of the NBCF Consumer Advisory Panel (CAP), or other trained consumers, will participate in each Peer Review Committee (PRC). For more information on the Peer Review Process, see [Appendix 3](#). The Consumer Review criteria score will contribute 10% of final score of each application.

Confidentiality

All consumer reviewers must act in confidence and cannot disclose any matter regarding applications under review to others who are not part of the process. All members will be required to sign a 'Deed of Confidentiality'.

Consumer Conflict of Interest Guide

All consumer reviewers are required to inform NBCF of any conflicts of interest prior to reviewing EOI or Full applications. **Table A5** provides some examples of situations where conflicts of interest in the reviewing process apply.

If you are uncertain about whether you have a conflict of interest, please contact NBCF as soon as possible to seek advice.

In general, conflicts of interest should be considered in the 5 years prior to the date of review of the application. You should also consider future activities (e.g. known future involvement in a project with an applicant as a consumer representative) that should be disclosed.

Table A5 Consumer Conflicts of Interest Guide (please note that applicants are the PI, Lead CI(s), CI(s) and Co-I(s))

Situations	Explanations and Examples	Indicative Ruling*
1. Contribution to the application under review	1.1 Are you a named consumer representative or investigator on the application under review?	Yes = High Conflict
	1.2 Have you had discussions or input into the study design or research proposal for this application?	Yes = High Conflict
2. Collaborations	2.1 Are you currently, planning to or have you been approached to be involved in a grant application or other collaboration as a consumer representative with one of the investigators?	Yes = High Conflict
3. Working relationship	3.1. Do you work for the same employer / organisation as an applicant?	Yes = Requires a ruling
	3.2. Are you involved with a consumer engagement / advisory program at the same institution as an applicant?	Yes = Requires a ruling
4. Professional relationships and interests	4.1 Are you a member of a scientific advisory or review board, exam board, or trial committee as an applicant?	Yes = Requires a ruling
5. Patient/clinician relationships or other relationships of a non-professional nature	5.1 Does a personal or patient / clinician relationship exist between you, your partner or any other member of your family and the applicant or any other member of their family? These relationships could be of any nature (e.g. personal, medical, social, political, ideological etc.) that might create a conflict in your ability to assess the proposal?	Yes = Usually a high conflict
6. Other interests or situations	6.1 Do you have a previous or pending dispute with an applicant (may require consideration of events earlier than within the last 5 years)	Yes = High Conflict

*Rulings are indicative only. NBCF staff will exercise judgement when deciding the level of conflict and, in doing so, will consider the circumstance of each potential conflict.

Consumer engagement and certification of application prior to submission

Consumer reviewers should take the following expectations into account when scoring *Consumer Engagement*. In general, NBCF expects applicants to:

- include a minimum of two named consumers on their application; these named consumers are also expected to certify / sign the application or provide written agreement (e.g. via email or a letter addressed to the PI) that they agree to be named as a consumer in the application
- consider including named consumers as Associate Investigator(s) (AIs), which is optional but strongly encouraged
- provide a clear description of how consumers have contributed to planning and development of the CRA

- commit to ongoing meaningful and bidirectional engagement of consumers, early and metastatic breast cancer consumers strongly encouraged, should the application be successfully funded.

Assessment of Expressions of Interest and Full Applications

Consumer reviewers are required to provide a score in **whole or half** integers between 1 and 7 for each review category as described in **Table A6** (*Relevance, Equity and Alignment, Translation and Impact, Consumer Engagement*). The scoring criteria for each category are outlined in **Table A7**.

Responses to the *Consumer Review* section of the online application form are designed to be assessed independently of the rest of the grant application. However, the full application is available to consumer reviewers if required. A reviewers' prior knowledge of applicants and / or their research should not influence scoring / comments.

Table A6 Consumer Assessment Criteria

Category	Scoring	Criteria
<p><u>Consumer Engagement – 33%</u></p> <p>This category will assess the involvement and level of engagement of consumers in the development, planned conduct, interpretation and communication of results of the research.</p> <p>Consumer and consumer representatives are defined in NBCF's Guidelines for Consumers and Researchers [here].</p> <p>The level and type of consumer involvement appropriate for each project will naturally vary depending on the nature of the project. Reviewers should take this into account when scoring the consumer involvement.</p>	<p>1–7 + Comments / suggested improvements</p>	<ul style="list-style-type: none"> • Consumers are identified by name and their roles are clearly articulated. <p><u>Basic research:</u></p> <ul style="list-style-type: none"> • The application clearly details how consumers have been / will be engaged in development, planned conduct and interpretation of the research. • The application clearly describes how consumers have or will be informed of the research plan and results. <p><u>Pre-clinical research:</u></p> <ul style="list-style-type: none"> • The application clearly describes how consumers have been identified and involved to date, including how they have been consulted and given opportunity to provide feedback regarding the research. • The roles of the consumers are clearly articulated. • Details are provided on the specific roles / activities of consumers. • There is / will be bidirectional interaction (annual meetings between applicants and consumers) with consumers for some parts of the research. <p><u>Clinical research:</u></p> <ul style="list-style-type: none"> • The application clearly describes how consumers have been identified and involved to date, including how they have contributed

Category	Scoring	Criteria
		<p>to the conceptualisation and articulation of the research question(s).</p> <ul style="list-style-type: none"> • Consumers are identified by name and their roles are clearly articulated. • Details are provided on specific roles / activities of consumers in all aspects of the research for the duration of the CRA including evaluating and disseminating research outcomes. • Interaction with consumers throughout the entire research project will be bidirectional.
<p><u>Translation and Impact – 33%</u></p> <p>This category will assess how the researchers propose to ensure that the results of the research will translate into meaningful impacts for people with or at risk of breast cancer.</p> <p>Impact may be direct or indirect.</p> <p>Methods for translation may include collaborations and / or specific methodologies.</p>	1–7	<ul style="list-style-type: none"> • The application describes in detail how findings from the research will be used to: <ul style="list-style-type: none"> ○ change clinical practice or health policy ○ inform further research with the potential to change practice or health policy • The application provides well-articulated and clear goals for the short-, medium-, and long-term. • The explanation for how the research will contribute to changes in clinical practice or policy, and / or provide strong foundations for subsequent research, is well-founded and convincing. • The application clearly outlines the roles of the Investigators and / or the collaborations necessary to translate the research into meaningful impacts for consumers.
<p><u>Relevance, Equity and Alignment – 33%</u></p> <p>This category will assess:</p> <ul style="list-style-type: none"> • the relevance of the issue / problem the research aims to address to Australian consumers • alignment with NBCF’s vision of <i>Zero Deaths from breast cancer</i> • which one (or more) of the four <i>Pink Horizon Research Strategic</i> core objectives (Prevent, Detect, Stop, Treat) the research will address. <p>The category will also assess the degree to which the research will consider equity of access (to the research) and impact (of research outcomes) on populations with poorer breast cancer outcomes</p>	1–7	<ul style="list-style-type: none"> • The application clearly describes the relevance of the issue / problem research aims to address to Australian consumers. • The application clearly describes how the research will contribute to progressing NBCF’s vision of <i>Zero Deaths from breast cancer</i>. • The research shows strong alignment with one or more of the NBCF <i>Pink Horizon Research Strategic</i> core objectives (Prevent, Detect, Stop, Treat). • The research has the potential to provide benefit across a broad range of people affected by breast cancer in Australia, including those with the poorest breast cancer outcomes <u>OR</u> • The target population is a specific group with a high burden of breast cancer or with poor outcomes from breast cancer.

Category	Scoring	Criteria
(including but not limited to people with a high disease burden, different age groups, Aboriginal and Torres Strait Islander peoples, people of culturally and linguistically diverse backgrounds, and / or people from regional / rural locations).		

Table A7 Scoring criteria for each review category in **Table A6**.

Score	Descriptor
7	Outstanding; Meets all criteria exceptionally well
6	Excellent; meets all criteria well
5	Very good; generally meets all criteria well
4	Good; meets all criteria with some gaps
3	Marginal; meets some of the criteria
2	Unsatisfactory; meets few aspects of the criteria
1	Poor; does not meet criteria

Appendix 5: Performance Indicators and Measurable Outcomes

Table A8 provides indicative Performance Indicators that will be evaluated as part of progress reporting to NBCF in Year 2.5 and Year 4 (please see [14.3 Reporting Requirements](#)). NBCF retains the right to change the Performance Indicators in the progress report form over the duration of a CRA. NBCF retains the right to suspend or terminate funding if progress against Performance Indicators for the CRA on one or more Research Workstream(s) is deemed unsatisfactory.

Table A8 CRA / Research Workstream Performance Indicators and associated measurable outcomes

Performance Indicator	Descriptor
Tangible progress towards <i>Zero Deaths from breast cancer</i>	To capture how the CRA is making progress towards NBCF's vision of <i>Zero Deaths from breast cancer</i>
Collaboration	To capture the effectiveness and reach of the collaborative work conducted by the CRA
Equity incorporation	To capture whether the CRA / Research Workstream(s) is making progress that will benefit people with poorer breast cancer outcomes
Knowledge gain	To capture the new knowledge gained by the CRA/Research Workstream(s)
Knowledge sharing	To capture how gained data, material and knowledge is shared within and outside of the CRA
External recognition	To capture if CRA / Research Workstream(s) are recognised by other funding opportunities and investors
Capacity building	To capture research capacity building for early and mid-career researchers and to research infrastructure supported by NBCF in the CRA
Healthcare change	To capture the healthcare changes influenced by CRA / Research Workstream(s)
Consumer involvement	To capture how the CRA involves consumer along the complete course of funding
Governance Framework Performance	To capture the effectiveness of the Governance Framework in the CRA
Financials	To capture the financial management by the CRA / Research Workstream (s)
Commercialisation	To capture the commercialisation potential of CRA / Research Workstream(s) outcomes

Appendix 6: Submitting an Application on the NBCF Grants Portal

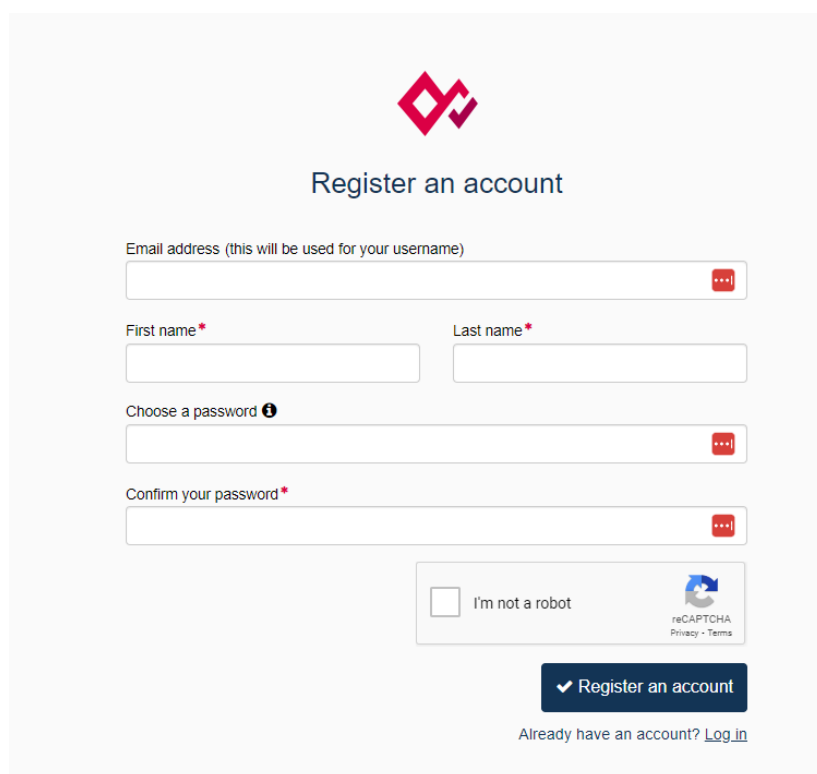
The NBCF Grants Portal provides an easy way for grant seekers to complete their application form online and to report on their progress. This guide will explain the essential steps you need to take to complete and submit your application form and to report on your research.

Step 1: Register and Create an Account on the NBCF Grants Portal


If you anticipate applying for an NBCF grant you need to register and create an account. Your account details will be used solely for the purpose of enabling you to complete and submit your application form and to report on the progress of the program. Personal information provided will only be used by NBCF to contact you in relation to your application(s).

Open the NBCF Grants Portal page at: <https://grants.nbcf.org.au>

Register for an account by clicking on 'Register now'.



The screenshot shows the 'Register an account' page on the NBCF Grants Portal. At the top center is the NBCF logo, a red diamond shape with a white outline. Below the logo is the heading 'Register an account'. The form consists of several input fields: 'Email address (this will be used for your username)' with a red eye icon; 'First name*' and 'Last name*' with red asterisks; 'Choose a password' with a red eye icon and a small 'i' icon; and 'Confirm your password*' with a red asterisk and a red eye icon. Below these fields is a reCAPTCHA box with an 'I'm not a robot' checkbox and the reCAPTCHA logo. At the bottom right is a dark blue button with a white checkmark and the text 'Register an account'. Below the button is the text 'Already have an account? [Log in](#)'.



Welcome to NBCF Grants Portal

User name*

Password*

[Show password](#)


[Log in](#)

Can't access your account? [Reset your password](#)


Don't have an NBCF Grants Portal account? [Register now](#)

You will receive an email confirming your registration. You can use the same username (your email) and password for any additional applications and future milestone reports you may want to create in the future.

You can use your username and password to login and start an application to any open grant round.



Registration Successful

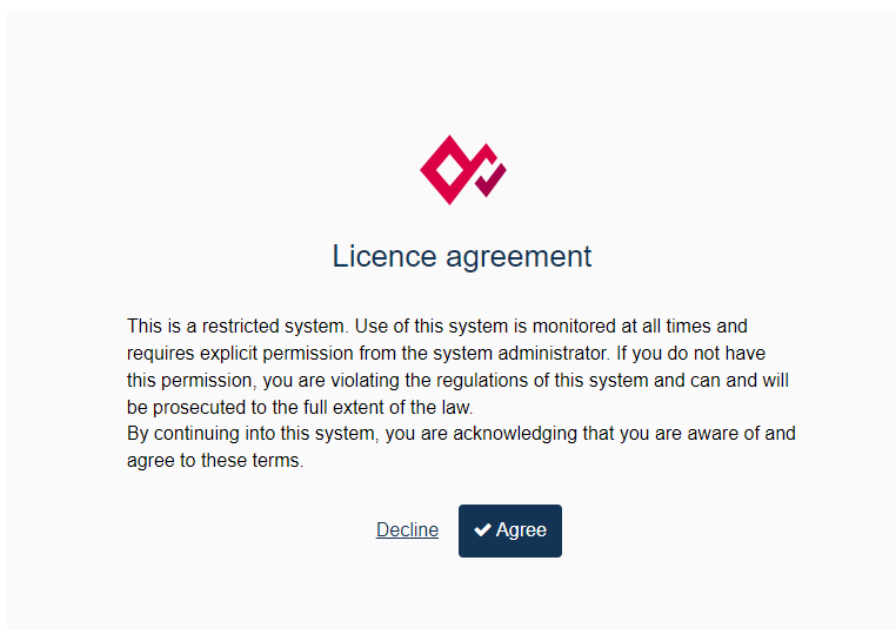


Your account has been registered successfully.

Please check your email for confirmation of your registration.

[Return to logon page](#)

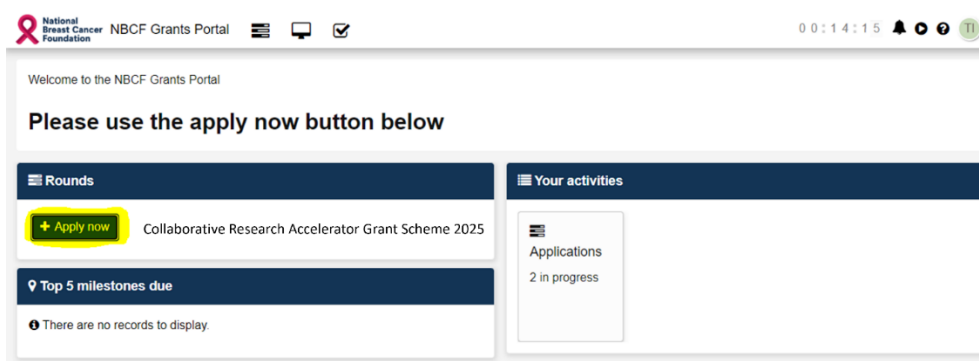
Each time you sign into the NBCF Grants Portal, you will need to agree with the License Agreement by clicking 'Agree to proceed'. Clicking Decline will return you to the 'Sign In' screen.



Important Points	
1	You will not be able to use the portal until you register an account and sign in.
2	The first page you see on sign in may be different from that seen by another user. Access to portal functionality will depend on your role.
3	One (1) computer allows for one user account sign in at any one time. If you sign in as UserA, DO open a new browser to sign in as a different user.

Step 2: Fill Out the Application Form

Select the grant opportunity in the 'Rounds' section you wish to apply for. Click the '+Apply now' button and complete the application title. Click 'Done' and you will be taken to the application form. You can now complete the application form. You can type in content directly to the portal or paste text created in another application such as Word into the form.



Name application
✕

Please provide a name for the new application below (this will be used as a part of the submission process).

Application title *

✓ Done
✕ Cancel

Use the left navigation pane to navigate through the application. See below for information about the on-screen navigation buttons.

Preview	<p>While completing or editing your application, you can download a copy at any time using the 'Preview' button.</p> <p>The copy will download using your browser's default settings.</p> <p>The file may be a 'zip' file if the download package has been set up to include files in both PDF and RTF format.</p>
Save	<p>Use the 'Save' button to save the application at any time. Saved applications will be listed on the 'Applications' page.</p> <p>Once you save the application, you can exit and return to your application at any time prior to the closing date of the grant round.</p>
Next →	<p>Click the 'Next' button to go to the next page of the application.</p>
← Previous	<p>Click to the 'Previous' button to go to the previous page of the application.</p>
	<p>When you complete an application page, a green tick will appear.</p>

Step 3: Review and Submit Application

Only the PI can submit the application form.

Once you have completed all mandatory questions select the 'Submit' button to finalise your application. Once submitted, the application will become a read only file.

The system will advise you by email that your application submission is successful.

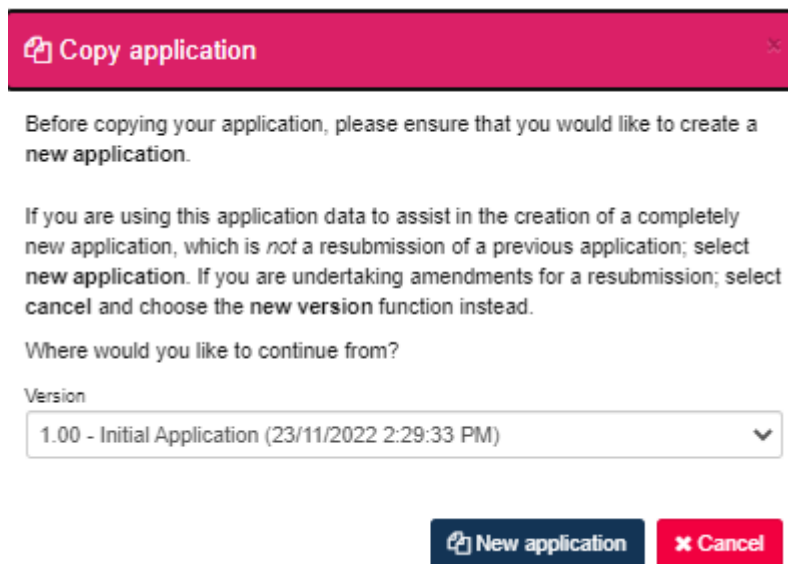
If you need to make changes to your application after submission, you will need to withdraw your application by contacting the NBCF Research Investment Team [research@nbcf.org.au]. Withdrawal is only allowed up until the closing date. Once withdrawal of your application has been confirmed, you can edit the application and the version of the application will be incremented by 1 (version 1 to 2, or 2 to 3 etc). After editing, the application can be re-submitted.

Step 4: Managing your Application

When you log in, the applications page will list all applications you have created and any applications that have been shared with you. You can also create a new application, or edit an existing application from this page. Each application is allocated an unique identifier.

Copy an Application

The 'Copy application' function allows you to create a new application with similar information. This can save time by avoiding the need to re-enter the same information twice.



Copy application

Before copying your application, please ensure that you would like to create a new application.

If you are using this application data to assist in the creation of a completely new application, which is *not* a resubmission of a previous application; select **new application**. If you are undertaking amendments for a resubmission; select **cancel** and choose the **new version** function instead.

Where would you like to continue from?

Version
1.00 - Initial Application (23/11/2022 2:29:33 PM)

New application **Cancel**

To create a copy of an application form:

Select the unique identifier for the application you wish to copy.

Click 'New application'.

Type in the new Application Title.

Click 'New application'.

Your new application will appear on the main application page.

Edit an Application

You can add and edit your application as many times as you like up until the grant round closing date.

To edit an application:

Select 'Applications'

Select the Application Title for the application you want to edit.

Your application will be saved each time you move to a new screen.

Delete an Application

To permanently remove an application:

Select the application you want to delete.

Select the 'Delete' option.

Select the 'Delete' option again to confirm the action.

Rename an Application

To change the Title of the application:

Select the 'Rename application' option.

Enter a new Application Title.

Invite user to register, share & manage access

The 'Share' function allows registered users to share applications with other registered user(s) for viewing or editing the application. Applications that have been shared will be highlighted using a Shared indicator that is shown on the main application page.