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# **NATIONAL BREAST CANCER FOUNDATION RESEARCH PROJECT GRANTS GUIDELINES**

## **APPLICATION DEADLINE**

**Tuesday, May 6, 2025 at 5pm AEST**

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

The National Breast Cancer Foundation (NBCF)'s 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 matters, and it is central and critical to improving breast cancer outcomes. That's why we 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 intended 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 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 people with a lived experience of breast cancer 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. Research Project Grants

The Research Project Grant (RPG) scheme's main purpose is to fund investigator-initiated research projects to build Australia's breast cancer research pipeline that addresses research questions with **a clear line of sight to Zero Deaths from breast cancer**.

Research supported under the RPG scheme should demonstrate the potential to help achieve our vision of Zero Deaths from breast cancer and should 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.

NBCF also aims to foster the development and career progression of multidisciplinary researchers and/or clinician researchers at all career stages. Applicants can apply for the salaries of investigators, support staff and student stipends deemed appropriate to ensure successful completion of the research project.

Established leaders in the field are encouraged to support early and mid-career researchers to submit research proposals as Principal Investigators.

Investigators with funded grants that fall under the theme of an established *Collaborative Research Accelerator* [\[https://nbcf.org.au/research-strategy/\]](https://nbcf.org.au/research-strategy/) will be strongly encouraged to collaborate with researchers in the *Collaborative Research Accelerator*.

## 5. Funding Information

Funding is available for Australian multidisciplinary researchers and clinician researchers to undertake breast cancer research based at an Australian Administering Institution and is offered for all aspects of research related costs. Research proposals could comprise the salaries of personnel directly or proportionately involved in the research project (that are not otherwise funded), as well as the costs of materials and equipment.

The duration of the funding period that will be considered is capped to a maximum of 5 years. Each individual RPG is capped to a total value of \$1.5million. In any given year, Principal Investigators (PIs) can only hold NBCF RPG awards totalling a maximum combined value of \$1.5 million dollars. Once the \$1.5 million cap is reached, no further RPG proposals from the same PI will be considered until the conclusion of previous projects that reduce the combined value of funds held by the PI to less than \$1.5 million. Applications that, if funded, would result in a PI's holding NBCF RPG awards exceeding \$1.5 million will be considered ineligible for funding.

The \$1.5 million funding cap applies to PIs only, and only includes RPG (IIRS previously) awards administered by NBCF. The funding cap will not affect the opportunity for PIs to collaborate in NBCF's *Collaborative Research Accelerator*. Please contact NBCF prior to submitting your application if you require clarification.

Funding will commence from 1 January of the year following the application period and is dependent on the Funding Agreement execution date. Where the Funding Agreement is executed post 1 January, the commencement of funding will align with the execution date.

Applicants may wish to submit a request to delay the start of the Funding Agreement by a maximum of 6 months (i.e., for a commencement date no later than 30 June of each year). Requests for a delayed start that exceed 6 months will only be agreed to by NBCF in exceptional circumstances, such as situations where the PI requires parental carer or health related leave.

NBCF will review grant application budgets as part of the peer review process, and ongoing costs of funded grants will be monitored by NBCF via progress and financial reports at annual, final and follow up milestones (see [12.3 Reporting Requirements](#)). Milestones and deliverables together with the start and end dates, described in the online application form will be used to track the progress of the project during the annual reporting periods. All salaries need to be reasonable and justified and evidence of institutional salary scales must be provided. NBCF reserves the right to amend budgets and to audit institutions. NBCF will, at its sole discretion, cease funding of projects if progress is not appropriate.

### 5.1. Justification of Research Originality and Non-Duplication

Projects are ineligible for funding by NBCF under the RPG scheme if funded or under offer of funding from another source. NBCF will not fund research that it considers is insufficiently different to research that is either currently funded or the subject of another funding offer. If funding for a project (or similar projects) is offered concomitantly by NBCF and by another research funder (such as the NHMRC), NBCF reserves the right to withdraw the offer of funding wholly or in part in its absolute discretion in order to maximise the opportunity for breast cancer research in Australia.

Whether a project the subject of other funding is 'similar' to the NBCF project will be determined by the independent external review, under the governance of the NBCF Research Advisory Committee, at its absolute discretion, following its review of both the NBCF RPG application and the application made to the other funding body. For the purposes of making this decision, the Administering Institution must provide a copy of the other funding application to NBCF if requested.

## 6. Application Overview

An overview about the RPG application form structure, application elements and submission format guidance is provided in **Figure 1**.

The RPG application form includes administrative information and assessable criteria.

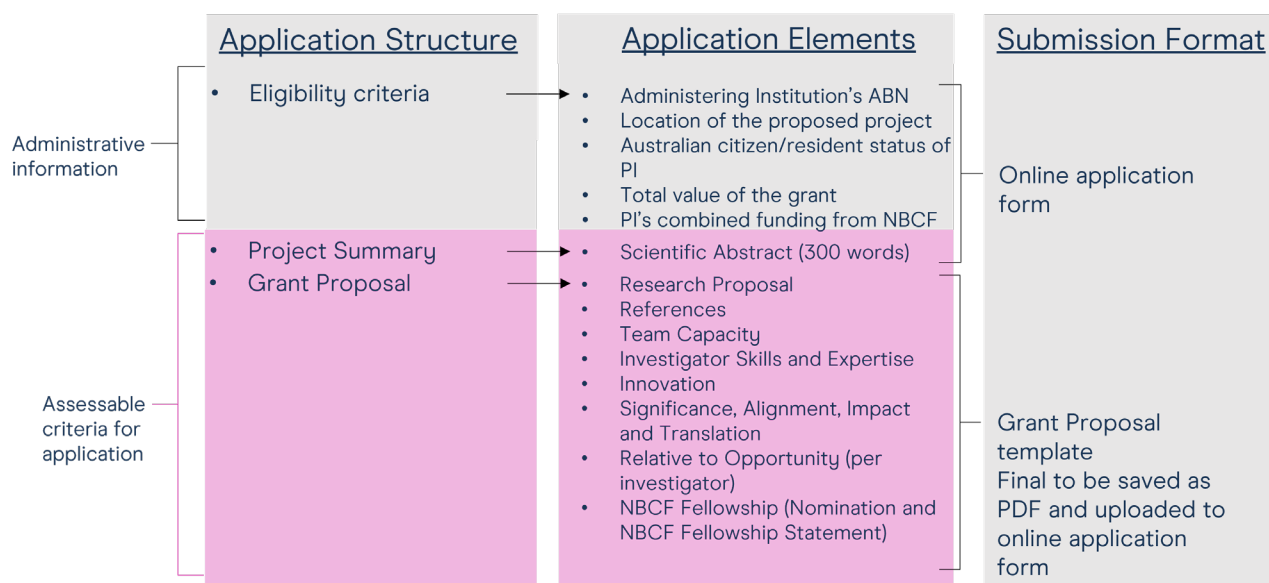
The administrative information is completed via the online application form [<https://grants.nbcf.org.au>].

The assessable criteria relating to:

- the *Grant proposal* is saved and uploaded as a PDF file in the respective section in the online application form. The Word file template for the Grant Proposal can be found [[here](#)].
- *Consumer Review* is completed directly in the online application form.
- Reporting, entered in the section *Project Schedule* is completed directly in the online application form.

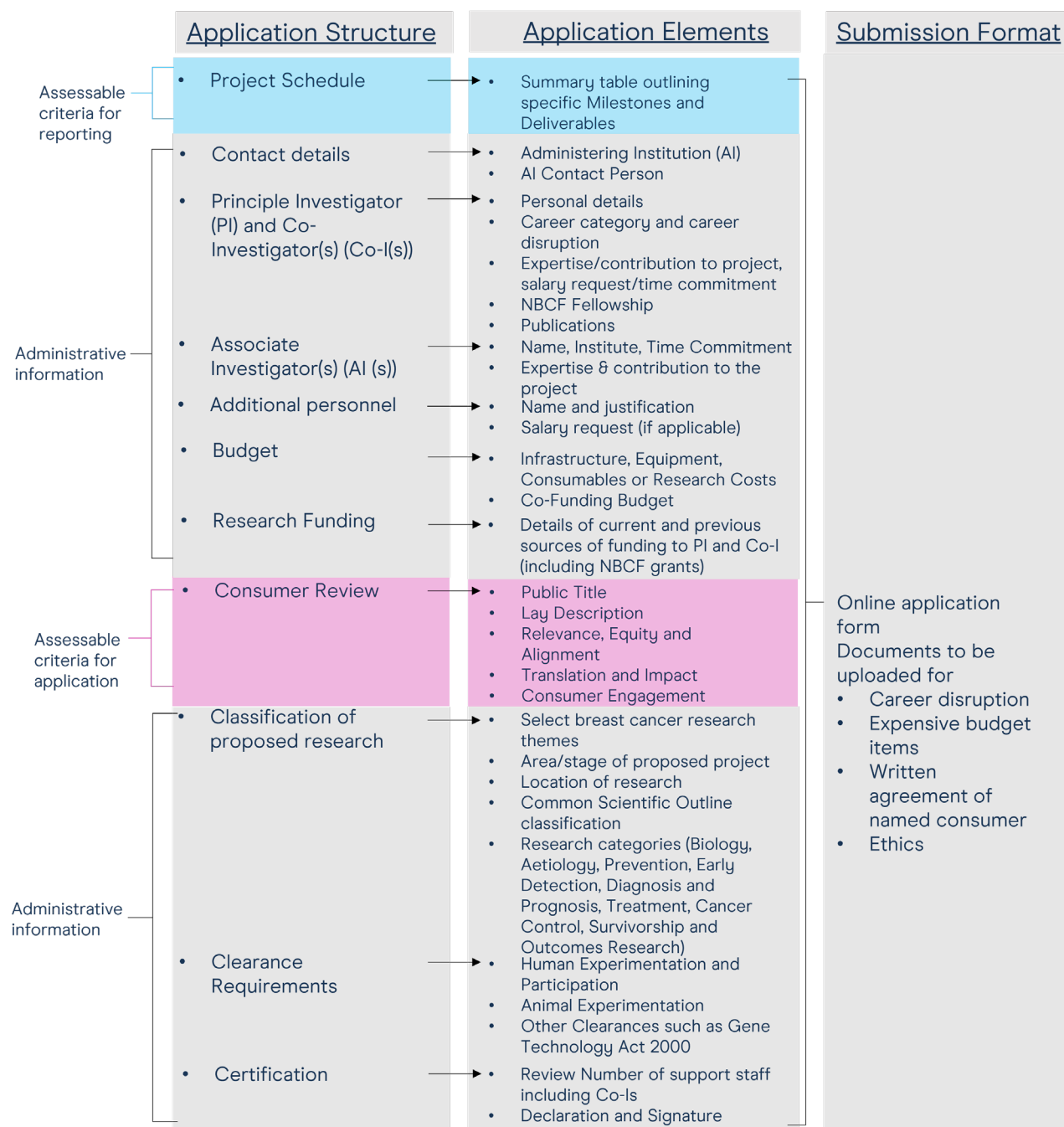
Additional guidance on specific criteria is given in the following sections: 7.1 Investigator Team, 7.2 Salary Support and 7.3 Fellowships, 8 Project Costs, 9 Eligibility, 10 Applications related to research and development for commercial purpose and 11 Assessment of Applications and Assessable Criteria.

If you have any further questions about an application element, please contact the Research Team [[research@nbcf.org.au](mailto:research@nbcf.org.au)].



**Figure 1** The application is structured in administrative information (grey) and assessable criteria for the application (magenta).





**Figure 2** The application is structured in administrative information (grey) and assessable criteria for the application (magenta) and for reporting (light blue).

## 7. Additional Guidance - Investigator Team, Salary Support and Fellowships

### 7.1. Investigator Team

The NBCF RPG scheme is designed to have a single PI applying for funding. A PI can nominate five Co-Investigators (Co-Is) and an unlimited number of Associate Investigators (AIs). Applications for the RPGs are invited from PIs within all five career-based categories ([Appendix 1](#)).

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 any category, they have classified themselves. Eligibility will be determined at the discretion of the NBCF Executive Director, Research. Researchers without a PhD who intend to apply as a PI are required to confirm their eligibility with NBCF prior to submitting their application.

### 7.2. Salary Support

There is no cap on the maximum salaries (including salary on-costs) that can be requested but 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](#)).

Researchers 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 the project and its supervision. The FTE requested should be proportional to the time committed to the project and salary will be adjusted pro-rata for intended FTEs lower than the maximum quoted. Requests for salary for AIs are not permitted.

#### 7.2.1. Additional Personnel

PIs may apply for the salaries of any research support staff they deem appropriate to ensure the successful completion of the project (comprising research assistants/officers, junior postdoctoral fellows, and specialised personnel such as bio-informaticians, statisticians, project managers etc.). PhD stipends are supported via the RPG scheme.

In general, the requested salaries will be reviewed and must be competitive and consistent with university/institute scales.

### 7.3. Fellowships

#### 7.3.1. NBCF Fellowship

Any PI or Co-I named on the application and committing at least 0.5 FTE or greater (salary support) are invited to self-nominate for an honorary NBCF Fellowship.

Clinical practitioners who are PIs or Co-Is on RPG applications may also nominate for a NBCF Fellowship, provided they meet **both** following requirements:

- They are committing at least 2 days per week (greater than or equal to 0.4 FTE) to research, and;

- They are requesting salary support for 50% or more of their research time.

For example: To be eligible for a NBCF Fellowship, a clinical practitioner dedicating 2 days a week (0.4 FTE) to research must request salary support of 0.2 FTE or greater. A clinical practitioner dedicating 3 days a week (0.6 FTE) to research must request salary support of 0.3 FTE or greater.

Investigators having between 3 and 12 years post-doctoral research experience (or more than three years of experience following their medical degree) will be considered eligible for the Fellowship. Individuals who have reached Associate Professor or Professor career stages will not be considered eligible.

### **7.3.2. The Elaine Henry NBCF Fellowship**

The Elaine Henry NBCF Fellowship honours Elaine Henry OAM's outstanding contributions to NBCF. The Fellowship is awarded to the highest-ranking researcher out of the NBCF Fellowships awarded from funded RPGs each year. The Elaine Henry NBCF Fellowship award includes \$20,000 dollars in additional funding to support further research activities and/or career development. Previous recipients will not be eligible for future Elaine Henry Fellowship awards.

### **7.3.3. The Mavis Robertson Fellowship**

The Mavis Robertson Fellowship is supported by Mother's Day Classic (MDC) and honours Mavis Robertson OAM's outstanding contributions to both MDC and NBCF. The Mavis Robertson Fellowship award was established in 2011 and provides up to \$10,000 to further the education and training of a female investigator (PI or Co-I) who exhibits the greatest promise as a future leader in breast cancer research. Female named investigators with a 20%-time commitment or greater to an application, having between 3 and 12 years post-doctoral research experience (or more than three years of experience following their medical degree) will be considered eligible for the Fellowship. Individuals who have reached Associate Professor or Professor career stages are ineligible. Furthermore, preferential consideration for the Mavis Robertson Fellowship will be given to individuals who have not previously been recipients of this award.

### **7.3.4. Applying for Fellowship Consideration**

Potential candidates wishing to be considered for any of the Fellowships are required to provide the following in the Grant Proposal:

1. NBCF Fellowship Statement describing why they should be considered for the Fellowship, including the fellow's leadership and/or potential as a future leader in breast cancer research and the alignment of the fellow's research focus and the potential impact they would have as a future leader in breast cancer research (1 page; excluding item 2., 3., and 4.).
2. Details of the 5 most significant peer-reviewed publications, reports and/or contributions of the applicant's research career to date (list each publication and provide a 50-word description).
3. A full list of peer-reviewed publications (original research, review, books/chapters) to reflect the last 5 years (or full time equivalent relative to opportunity). The total number of citations and H-index may be included.

4. Other achievements – last 5 years (or full time equivalent relative to opportunity) including details of most significant awards/prizes, community engagement, editorial responsibilities, patents, commercialisation and/or industry involvement).

Please do not refer to the online application form e.g. for publications important for the Fellowship Statement. Applicants need to fill in all requested information into the respective documents and sections such as the Grant Proposal, online application form and Fellowship Statement. Details missing in either or those sections will not be reviewed.

Each suitable candidate will be considered by a NBCF Fellowship Review Committee who will assess each candidate against the Fellowship assessment criteria provided in [Appendix 3](#). Only candidates who are named on successful (funded) applications in the RPG 2025 grant round will be eligible to receive the Fellowship.

The successful fellow will then enter into a letter of offer directly between NBCF outlining the fellowship conditions. A copy of this letter of offer can be found on the [NBCF website](#).

## 8. Additional Guidance - Project Costs

Total project costs are capped at \$1.5 million per RPG application. In preparing the budgets for each application, applicants should clearly outline each budget item relevant to the proposed research, and costing must be realistic and competitive. All applications will be subject to a thorough budget review as part of the peer review process.

All co-funding secured from additional sources (hosting institution, University, Government agencies, not-for-profit organisations etc.) must be itemised and reported. This allows NBCF to assess and articulate the value proposition of its funding to a range of stakeholders, including the Australian public, NBCF donors and supporters, as well as the NBCF Board of Directors.

When putting together their budgets, PIs should refer to the NBCF Grant Expenditure Guidelines provided in [Appendix 2](#). The project costs are separated into three budget categories:

Infrastructure, equipment, consumables, and other research related costs:

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

Investigator salaries:

- The FTE salary must be consistent with the percentage of time to be devoted to the project, as described in the application form.
- Salary can only be claimed for the PI and/or Co-Is. AIs cannot claim salary.
- NBCF will not support salaries for Co-Is based outside Australia.

Personnel salaries:

- Costing relating to support staff can comprise either full-time or part-time salaries for personnel directly involved in the research project.
- PhD stipends can also be supported in RPGs.

- Additional personnel involved in the research project must be indicated, with titles and salary figures commensurate to their position. NBCF will not support salaries for personnel based outside Australia.

## 9. Additional Guidance - Eligibility

### 9.1. Administering Institution

The proposed project must be located/managed/operated under the auspices of an Australian administering institution which include universities, hospitals and medical research institutes that meet defined research governance requirements as specified by the National Health and Medical Research Council.<sup>1</sup>

A single institution must be nominated as the Administering Institution.

The institution must have in place policies and procedures for the management of public funds, for the management of Intellectual Property and for good scientific conduct. All institutions and NBCF-funded research projects must comply with the requirements for responsible and ethical research practice including, but not limited to *The Australian Code for the Responsible Conduct of Research 2018*, *The National Statement on Ethical Conduct in Human Research 2023*, *Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders*, *The Australian Code For The Care And Use Of Animals For Scientific Purposes 8th edition (2013)* and *Gene Technology Act 2000*.

Prior to submission of the application, the institution nominated as the Administering Institution must review NBCF's standard Funding Agreement [[here](#)] and agree to perform the proposed project on the terms of that Funding Agreement, if funding is granted.

### 9.2. Investigator Team

At the time of application, the PI and Co-I(s) team must:

- Have demonstrated research experience, capability, and productivity commensurate with the salary level they apply for.
- Demonstrate excellent potential for delivering world-class breast cancer research OR bring specialist knowledge/experience to the team from an area outside breast cancer research as appropriate for the project.
- Ensure that the submitted application is not the same or similar (in whole or in part) to a project described in another current NBCF submitted or funded application or to work already published.

The PI and at least 50% of the nominated Co-Is must:

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

- Reside in Australia (or intend to reside in Australia) throughout the funding period<sup>1</sup>.
- Be an Australian citizen, have resident status or have an appropriate visa to work in Australia for the entire duration of the funding period.

During the funding period it may be possible to vary the Administering Institution, however the PI must remain the same and the award cannot be transferred to another individual.

## **10. 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 focussed on the commercial development of a product (or service), as there are alternative avenues of funding available.

Applications where pre-existing IP is the major foundation for the project, and the application is commercial development of that IP, will be ineligible. 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.

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

## **11. Additional Guidance - Assessment of Applications and Assessable Criteria**

### **11.1. Review Process**

All applications will be reviewed for completeness and adherence to the guidelines by NBCF. Applications that have provided incomplete documentation at the deadline will be excluded from the assessment process and strictly no additional documentation or new applications will be accepted after the deadline. Decisions on eligibility made by the Executive Director, Research are final.

Prior to peer review assessment, projects will be divided into streams .

Assessments will be conducted by scientific Peer Review Committees (PRCs) composed of researchers, clinical researchers, and breast cancer consumers. The assessment process, criteria and weighting are provided in [Appendix 4](#) (Peer Review Guidelines, including Scientific Review Guidelines) and [Appendix 5](#) (Consumer Review Guidelines). Consumer review assessment will contribute 10% of the final score. The PRCs will also evaluate the costing and financial competitiveness of the projects.

The NBCF Research Advisory Committee (RAC) will review the final application rankings from the PRCs and make funding model recommendations to the NBCF Board of Directors, who makes the final decision on funding approval. NBCF retains full discretion on whether to award the full amount



requested by the PI or part thereof. NBCF may also stipulate conditions of approval regarding consumer engagement as recommended by the breast cancer consumers.

## 11.2. Assessable Criteria *Consumer Review*

NBCF defines "consumer" as a person affected by breast cancer, a carer or family member. Consumers, those with a lived experience of breast cancer are included in the PRCs and the Consumer Review score will contribute 10% to the overall score. Researchers should be aware that consumer engagement is not the same as community engagement.

The online application form includes the application element *Consumer Review*. **Table 1** outlines the categories which are assessable in the application. Applicants need to address all three categories and breast cancer consumers will review in accordance within [Appendix 5](#) detailed scoring of the respective criteria.

**Table 1** Consumer Assessment Criteria

Category	Description	Weighting
1. Relevance, Equity and Alignment	<ul style="list-style-type: none"> <li>Issue/problem research aims to address.</li> <li>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.</li> <li>How the research will advance progress towards Zero Deaths from breast cancer.</li> <li>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).</li> </ul>	33%
2. Translation and Impact	<ul style="list-style-type: none"> <li>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.</li> </ul>	33%
3. Consumer Engagement	<ul style="list-style-type: none"> <li>Involvement and level of engagement of consumers in the development, planned conduct and communication of results of this research proposal.</li> </ul>	33%

### 11.2.1 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.

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, and;

- Conduct ongoing meaningful (bidirectional) engagement in the preparation of the application, which will be continued throughout the project should the application be successfully funded.

The level and type of consumer involvement appropriate for each project will vary depending on the nature of the project. An example of consumer engagement is provided below to ensure clarity around NBCF's expectations.

### 11.3 Grant Proposal

Applicants are required to submit a Grant Proposal, which is an assessable criterion for the application, as a separate PDF file (see section 6 *Application Overview*), which addresses all aspects detailed in **Table 2** and upload it via the RPG online application form on NBCF Grants Portal found at <https://grants.nbcf.org.au>. The Grant Proposal Template and instructions are provided on the NBCF Website [\[here\]](#).

**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 those appearing in the Figures/Legends. Pages must have a 2 cm top, bottom, left and right margins.

**Table 2** Research Project Grants *Grant Proposal*/sections.

Category	Description
1. Research proposal (7 and ½ pages)	<ul style="list-style-type: none"> <li>• Study hypothesis (accompanied by background information and preliminary data).</li> <li>• Proposed objectives (including aims), study design, rationale, methodology.</li> <li>• Milestones and deliverables summary / overview for entire duration of the research project.</li> <li>• Overall feasibility including resources available and risk mitigation strategies to maximise project success.</li> <li>• Uniqueness of the proposed research.</li> </ul>
2. References (25 max)	<ul style="list-style-type: none"> <li>• 25 references maximum (not included in the 7-page research proposal)</li> </ul>
3. Team Capacity (2 pages)	<ul style="list-style-type: none"> <li>• Team capacity and expertise, diversity and equity of the combined investigator team relevant to the proposed project.</li> </ul>
4. Investigator skills and expertise (1/2 page per investigator)	<ul style="list-style-type: none"> <li>• Outline the skills and expertise of each investigator and how they will contribute to the proposed project.</li> </ul>
5. Innovation (1 and 1/2 page)	<ul style="list-style-type: none"> <li>• In terms of uniqueness please clearly outline how the proposed research is innovative, and builds upon and advances new knowledge, innovative techniques,</li> </ul>



	approaches or distinct patient cohorts that will optimise impact towards Zero Deaths from breast cancer.
6. Significance, Alignment, Impact and Translation (1 and 1/2 page)	<ul style="list-style-type: none"> <li>• Alignment with NBCF's <i>Pink Horizon Research Strategy</i> four core objectives of Prevent, Detect, Stop and Treat and vision of Zero Deaths from breast cancer.</li> <li>• Likelihood to provide significant knowledge, health, economic and/or social impact(s).</li> <li>• The research should consider and describe how the research may improve breast cancer addressing outcomes for all Australian's including populations with the poorest breast cancer outcomes associated with social or cultural determinants of health.</li> <li>• Translation of research findings into practice, policy and/or further research to impact breast cancer outcomes for all Australian's including populations with the poorest breast cancer outcomes.</li> </ul>
7. Relative to opportunity (1/2 page per investigator)	<ul style="list-style-type: none"> <li>• Outline any career disruptions if applicable.</li> </ul>
8. NBCF Fellowship	<ul style="list-style-type: none"> <li>• Choose respective Fellowship.</li> <li>• Provide Fellowship Statement including the fellow's leadership and/or potential as a future leader in breast cancer research and the alignment of the fellow's research focus and the potential impact they would have as a future leader in breast cancer research (1 page excluding the following items), details of the 5 most significant peer-reviewed publications, a full list of peer-reviewed publications and other achievements (last 5 years).</li> </ul>

### 11.3. Team Capacity

#### 11.3.1. Principle Investigator, Co-Investigator(s) and Associate Investigator(s)

Applicants should consider appointing Co-Is and/or AIs with the appropriate scientific expertise required for the successful completion of the proposed research. As an example, if the proposed research requires a considerable amount of statistical analysis to be performed, the applicant should include a statistician on the investigator team.

The assessment of Team Capacity will consider strength of the entire investigator team (PI and Co-Is) commensurate with their field of research and relative to their individual peer groups. **Each team member's expertise and experience will be considered as positive contributions** to the complete project team and the entire research project (exclusive of AIs). 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. A ½-page skills and expertise summary will be required per investigator (not AIs) in the Grant Proposal to outline how their skills and expertise contribute to the proposed project.

**Early and mid-career researchers:** Inclusion of early and mid-career researchers (as part of a comprehensive team) is strongly encouraged, as it is the opportunity for these researchers to apply as PIs. Please see [Appendix 1](#) (Investigators Categories) for career staging.

**Associate Investigators (AIs):** Any Investigator with a substantial role should be listed as a Co-I. If there is specific expertise that is fundamental and required to deliver the project, then it should be represented by the PI or a Co-I in the investigator team. If it is intellectual or practical input that is minor in a nature (such as providing access to unique samples), and not the major focus of the proposal, then it is appropriate for the researcher to be named as an AI.

During peer review, an AI's expertise, contribution, and time commitment to the project will not contribute directly to scoring Team Capacity. However, their role as advisors and mentors may be considered by peer reviewers as this is relevant to the ability of the investigator team (PIs and Co-Is) to deliver the proposed work.

The inclusion of any named consumers engaged with the project as AIs is optional but strongly encouraged; however, it is expected that engaged named consumers 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, prior to submission (more details on Consumer Engagement is provided in section [11.2.1](#)). If a consumer is named as an AI, AIs are not suitable for requesting salary, NBCF recommends reimbursing the consumer by using the respective budget section in the online application form.

#### *11.3.1.1 Relative to Opportunity*

The Team Capacity is assessed "relative to opportunity" with consideration of the achievements of individual researchers. PIs and Co-Is 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.

Applicants are to provide documentation on the period(s) when the disruptions occurred. The supporting documents can be uploaded directly into the RPG online application form. These considerations might be taken into account for the assessment of the track record of the applicant(s) at the entire discretion of the peer review panel.

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 [11.3.1.2 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 his/her research laboratory or clinical practice setting or other similar circumstances that impact upon research productivity.

- Restrictions on publication associated with time spent working in other sectors (e.g., industry, policy, and government).
- Typical performance of researchers in the research field in question.

#### *11.3.1.2 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 involves a prolonged interruption to an investigator’s (PI or Co-I) 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

The interruption will involve a continuous absence (full-time) from work for periods of one month or greater and/or a long-term partial return to work (e.g. part-time absences from work due to circumstances classified as career disruptions). Details of the career disruption should be entered in the online application form and documented evidence attached (i.e., a letter from an employer) must be provided for the career disruption/breaks to be considered.

## **12. Grant Administration and Conditions**

### **12.1. Funding Agreement**

Upon acceptance of an offer of funding from NBCF, a Funding Agreement will be prepared and issued to the Administering Institution for review and signing. This Funding Agreement will certify that the institution endorses the application, is willing to administer the research, and has the appropriate facilities and services to be made available for use by the applicant. All parties must accept the terms of the Funding Agreement and sign the Agreement before payments are made.

Projects must commence as set out in the Funding Agreement.

### **12.2. Variations to Funding Agreement**

PIs can request to defer the commencement date of the funding as outlined in section 5 *Funding Information*. All variations must be submitted at least 60 business days before the end of term of the project. Any variations submitted after this will not be considered.

### **12.3. Reporting Requirements**

PIs will be contractually required to report on progress of funded projects and the schedule of reporting is provided in NBCF’s standard Funding Agreement [[here](#)]. Annual Progress Reports, Final and Follow Up Reports outlining the progress versus agreed milestones (as detailed in the online application form), research outputs, financials and relevant approvals will be submitted via NBCF Grants Portal at <http://grants.nbcf.org.au>. NBCF reserves the right to modify the platform

or content requested for submission in the annual reports. Failure to submit reports on time may lead to the suspension of funding. Please view the NBCF Progress Reports website for further details [[here](#)].

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

Successful PIs will be required to submit regular Financial Reports outlining expenditure of funds in relation to the grant. NBCF reserves the right to withhold payments if more than 20% of the funds are unspent at the time of the Financial Report.

At the completion of the funding, an audited financial statement is required.

#### **12.4. Peer Review Committee Participation and Community Engagement**

The Administering Institution agrees to ensure the PI and any Co-I who is a member of the Administering Institution's research personnel will:

- If requested by NBCF, join a peer review committee hosted by NBCF in relation to research funding and participate in assessing and scoring applications for NBCF funding grants and other activities from time to time, as reasonably requested by the peer review committee and NBCF.
- Provide presentations, tours, and host meetings with NBCF donors as reasonably requested by NBCF from time to time.

Unreasonable or repeated non-compliance with the above requirements may result in disciplinary action at the discretion of the NBCF Board on the advice of the Research Advisory Committee.

#### **12.5. Media**

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

#### **12.6. Acknowledgement of Support**

All publications including journal articles/books, media releases and presentation of data derived from the awarded grant must acknowledge the support of NBCF. NBCF requests that the correct branding (NBCF logo) is used and that investigators use the allocated NBCF Code for the grant. Please contact NBCF at [research@nbcf.org.au](mailto:research@nbcf.org.au) for our logo.

### **13. Privacy and Confidentiality**

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 [\[https://nbcf.org.au/privacy-policy/\]](https://nbcf.org.au/privacy-policy/) and contains further details.

## 14. Application Submission

### 14.1. Application Submission Process

All applications must be submitted online via NBCF Grants Portal at <https://grants.nbcf.org.au>. Please complete all sections of the online application form. Incomplete applications will not be processed. The RPG online application form does include the section *Grant Proposal*, which is a PDF file to be uploaded. This PDF file is part of your application, and the Grant Proposal Template and instructions are linked here [\[here\]](#).

NBCF strongly recommends that applications are submitted well in advance of the deadline on **Tuesday, May 6, 2025 at 5pm AEST**. NBCF also strongly encourages applicants to complete the administrative detail sections as early as possible in the online application form.

PIs must first create an account in NBCF Grants Portal. Your account details are used solely for the purpose of enabling you to complete the application form. A guide for submitting applications is provided in [Appendix 6](#).

When you submit your application, you will receive an automated email acknowledging that your application has been received with a copy of your application attached. 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.

Please note only the PI can submit the application form. If you need to make additional changes to your application, you will need to withdraw your application by contacting the Research Investment Team. Withdrawal is only allowed up until the round closing date. Once the withdrawal

of an application has been confirmed, you can edit your 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 submitted again.

#### **14.2.Consumer Certification of Application Prior to Submission**

For named consumers that are involved in the preparation of an application, NBCF requires that these consumers 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, prior to application submission. Please attach evidence of written agreement from the consumer under the Consumer Review section of the RPG application in NBCF Grants Portal at <https://grants.nbcf.org.au>.

#### **14.3.Uploading Documents**

All documents uploaded throughout the online application form must be in PDF or word format. When attaching a file, you need to allow sufficient time for the file to be uploaded to the page. You should not navigate to another page until the file has been successfully attached, otherwise the file upload will be cancelled. There is a maximum file limit of 10 megabytes. However, it is strongly recommended that you try to keep files under 5 megabytes.

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

Save files in the following format:

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

(e.g., 2025/RPG0001- J Smith – Visa)

#### **14.4.Enquiries**

Enquiries can be directed to the Grants Administrator, NBCF Research Investment at [research@nbcf.org.au](mailto:research@nbcf.org.au) or telephone 02 8098 4825.

#### 14.5.Key Dates

Call for Applications Open	Mar 24, 2025
Applications Close	May 6 2025
Peer and consumer review independent review	May 19 – June 30, 2025
Advice to Applicants- unsuccessful applicants not shortlisted to the next stage of review	July, 2025
Peer and consumer review videoconferences	June 30 – July 14, 2025
Advice to Applicants	December, 2025
Commencement of Funding	January 1, 2026

Note: Completed applications must be submitted via the NBCF Grants Portal by **Tuesday, 6 May at 5pm AEST**.

#### 15.Acknowledgments

We are 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 will be calculated automatically when the details (including career disruptions) in the investigator section of the RPG application form in the NBCF Grants Portal are provided (**Table 1**).

**Table 1** Investigator Categories.

Category	Experience/ Qualification	Role	Notes
1	< 3 years postdoctoral experience	PI Co-I AI*	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 (early-career researcher).
2	3-7 years postdoctoral experience	PI Co-I AI*	Applications from this category of researchers are particularly encouraged, to increase the long-term breast cancer research capability within Australia. There is no limit to the number of consecutive awards that a Category 2 researcher can obtain under this scheme, provided their postdoctoral research experience remains competitive and below the 7-year time limit (mid-career researcher).
3	7-12 years postdoctoral experience	PI Co-I AI*	Applicants within this category would be outstanding researchers with demonstrated leadership capabilities, ability to act as independent researchers but are yet to be appointed in a senior leadership role. Whilst there is no limit on the number of consecutive awards that a Category 3 researcher can obtain under this scheme, it is unlikely that a researcher within this category who has not been able to secure a professorial appointment after one successful NBCF award would be competitive to receive additional funding within the same category (mid-career researcher).
4	> 12 years postdoctoral experience	PI Co-I AI*	Applicants within this category would be 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 Co-I AI*	A Clinical Practitioner must be a practising clinician, public health, health service, allied health professional, nurse, or Aboriginal and Torres Strait Islander health member. For the majority of their non-research time, they 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, or to provide public health services, or be employed in a policy development role in the health sector and includes applicants who are self-employed clinicians in private practice. Clinical Practitioners must propose to undertake breast cancer research that is linked to their clinical practice, as the overall aim of funding clinical practitioners is that of accelerating the translation of research funding into every-day clinical practice. Clinical practitioners can only receive salary support from one award at a time.

\*AIs cannot apply for salary support

## Appendix 2 NBCF Grant Expenditure Guidelines

Budget items that will be supported by NBCF are those that are integral to achieving the approved research and have been clearly outlined in the Grant Proposal. The use of grant money must be within the conditions stipulated in the signed Funding Agreement and consistent with the approved budget. Please see examples below of budget items that will and will not be supported. If further clarification is required contact the NBCF Research Investment Team at [research@nbcf.org.au](mailto:research@nbcf.org.au).

### Acceptable Budget Items

Grant funds must only be used for costs associated directly with the project. Budget items that will be supported include:

- Materials required to conduct the approved research-laboratory supplies, consumables, purchase of animals.
- Reimbursement of reasonable costs associated with clinical studies.
- Reasonable medical diagnosis costs for clinical trial participants (MRI, PET, CT, ultrasound, genotyping, biochemical analysis).
- Equipment.
- Purchase of services directly required for the successful conduct of the project.
- Cost of animal agistment and animals purchased which are a direct requirement of the research project.
- Specialised computing requirements that are essential for the proposed project.
- Data collection and analysis.
- Travel costs essential to the project, including economy travel costs for domestic and/or international travel, as per the approved budget.
- Consumer remuneration (e.g. travel, time served on meeting, expenses).
- Publication costs

### Unacceptable Budget Items

Grant funds cannot be used for institution overhead costs or expenses of the 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.
- Networking costs.
- Institutional overheads and administrative costs.
- Personal memberships of professional organisations and groups.
- Non project related staff training and development costs.
- Research infrastructure-
  - 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.
- Staff training and development.
- Animal house facilities.
- Computer networks and basic network utilities.
- Personal computers.
- Utilities (electricity/gas/water).
- Health insurance, travel insurance, foreign currency, airport and related travel taxes, passports, and visas.
- Personal subscriptions (private journal subscriptions).
- Communication costs (mobile, telephone, internet).
- Patent costs.
- Entertainment and hospitality costs.
- Airline club memberships.
- Purchase of reprints.

## Appendix 3 NBCF Fellowships Assessment Criteria

An independent fellowship panel will be formed to assess any eligible candidate nominating for an NBCF Fellowship. Each reviewer will assess each Fellowship application composed of the applicants Fellowship Statement (see 8.2 *NBCF Fellowship Statement* in the Grant Proposal) and Relative to Opportunity section (see 7. *Relative to Opportunity* in the Grant Proposal) and will provide a score of 1-7 for the three assessment criteria (**Table 1**).

**Table 1** Fellowship assessment criteria.

Assessment category	Weighting	Descriptor
Track record	40%	<ul style="list-style-type: none"> <li>The applicant's past achievements (Fellowship Statement, section 8.2 in Grant Proposal) including;               <ul style="list-style-type: none"> <li>5 most significant peer-reviewed publications, reports and/or contributions of the applicant's research career to date.</li> <li>Full list of peer-reviewed publications to reflect the last 5 years.</li> <li>Other achievements of the last 5 years including awards/prizes, community engagement.</li> </ul> </li> <li>Relative to Opportunity (section 7. In Grant Proposal).</li> </ul>
Leadership and/or potential as a future leader in breast cancer research	40%	<ul style="list-style-type: none"> <li>Applicants past or potential as a future leader in breast cancer research (Fellowship Statement, section 8.2 in Grant Proposal).</li> </ul>
Alignment of the fellow's research focus with NBCF's vision of Zero Deaths from breast cancer	20%	<ul style="list-style-type: none"> <li>The likelihood of the fellow's research to provide knowledge, health, economics and/or social impact(s) towards NBCF's vision of Zero Deaths from breast cancer (Fellowship Statement, section 8.2 in Grant Proposal).</li> </ul>

Reviewers are requested to assess all criteria above relative to opportunity, considering an applicant's field of research and any career disruptions.

## Appendix 4 Peer Review Guidelines

### Introduction

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

### Peer Review Committee Members

The Peer Review Committee (PRC) consists of a chair (the NBCF Executive Director, Research or delegate), scientists, clinician researchers and consumers. Scientific and consumers members of the PRC may also be members of the NBCF Research Advisory Committee (RAC) or Consumer Advisory Committee (CAP) respectively.

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

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

### Confidentiality

All participants in the PRC 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 requested to sign a 'Deed of Confidentiality' which details the obligations of reviewers in this regard.

### Potential Declaration of Interest Guide

Following receipt of applications, reviewers will be invited and given a snapshot of the applications to assess potential Declaration of Interests (DoI). **Table 1** provides examples of situations where Dols in the reviewing process apply. Please note that Dols may be of a scientific as well as a non-scientific nature. Further information regarding Dols specific to consumer reviews is provided in [Appendix 5](#).

If you are uncertain about whether you have a DoI, please contact NBCF immediately to seek their advice and guidance about your individual DoI issue.

In general, the period to consider for these situations is whether they arose within the last five years. You should also consider whether there is something that you know will be happening in the future (i.e., future collaboration) that should be disclosed.

Failure to disclose a Declaration of Interest may result in the withdrawal of an offer of funding or termination of the Funding Agreement.

## Assessment of Applications

For each application, scientific and consumer reviewers 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 2** provides the scientific assessment criteria and detailed guidance for scores. Consumer reviews will be assigned to all applications on the panel and will score in line with the Consumer Review Assessment Guidelines provided in [Appendix 5](#). Scores must be provided in whole or half integers only. **Consumer Review Criteria scoring will contribute 10% to the final score.**

All reviewers are required to give a brief commentary providing reasoning for the allocated score.

Based on the independent PRC assessment ranking, the Executive Director, Research will suggest a cut-off whereby applications below this ranking are considered non-competitive and do not proceed to videoconference). The list of shortlisted applications will be shared with the relevant PRC by email prior to the videoconference. If any PRC member raises concerns regarding any application below the cut-off, the member may contact the Chair. Once all PRC members have been given opportunity to comment on the shortlist, the Chair will finalise the list of shortlisted applications to be discussed at the PRC meeting and assign two spokespeople to each of these applications.

## Peer Review Committee Meeting

The purpose of the Peer Review Committee (PRC) meeting is to discuss each shortlisted 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 teleconference, all Dols must be declared. Prior to each application being discussed, the Chair will again reiterate the PRC members present who have high Dols with the application. Assessors with declared interests will be placed on hold from the videoconference during the discussion of the application. The NBCF secretariat will re-admit them once the discussion of that application has concluded.

The Chair will then open discussion of each application. Applications will be discussed in numerical order of their NBCF IDs. Approximately 15 minutes will be assigned to the discussion of each application and will proceed as follows:

Two scientific spokespeople are assigned to each application and will provide an introduction and speak to the strengths and weaknesses of the application with respect to the scientific review criteria (**Table 2**). Consumer reviews will be assigned as spokespeople on all applications proceeding to videoconference (top 50% after independent assessment) and asked to address the application's strengths and weaknesses based on the consumer assessment criteria ([Appendix 5](#)). Reviewers are requested to rigorously assess the proposed budget and ensure that the costs for personnel and overall research are appropriate for the project and fully justified.

## Completion of the Peer Review Process

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

**Table 1** Declaration of Interest guidelines.

**Note:** The following table is provided to help peer reviewers assess their interest level with Principal Investigators and Co-Investigators. **Associate Investigators (AIs) are not considered for Declaration of Interests.**

Situations	Explanations and Examples	Interest 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 study or research proposal for this application.	High
2. Collaborations	2.1 You have actively collaborated in the last 5 years on: <ul style="list-style-type: none"> <li>Publications – co-authorship</li> <li>Pending applications</li> <li>Existing grants (both with NBCF, NHMRC, other organisations, or funding sources)</li> </ul>	High
	2.2 You have had an indirect collaboration, such as: <ul style="list-style-type: none"> <li>A co-worker who is collaborating with the applicant</li> <li>Member of a research or discussion group</li> <li>Published together in the last 5 years as co-authors of a multiple-authorship paper where involvement was minimal.</li> </ul>	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 this applicant(s).	Requires a ruling
3. Working Relationship	3.1. You have the same employer or are part of the same organisation.	When a peer reviewer and an applicant work at the same independent medical research institute (e.g., Garvan Institute of Medical Research, Peter MacCallum Cancer Centre etc.) or in the same University/Hospital Department.
		Where a peer reviewer or applicant holds a position of influence within an organisation or has a pecuniary/financial interest, e.g., Dean of Faculty or School/Institute Directors.
		Where a peer reviewer and an applicant work for the same institution but at different campuses and do not know each other.

		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 are working in the same department (or equivalent) within an organisation		High - in most situations due to perceived DOI.
	3.3. You work in the same locality but for a different organisation i.e., where a peer reviewer works for a university and an applicant works for an affiliated Medical Research Institute (or vice versa), such as relationships between: <ul style="list-style-type: none"> <li>• UNSW Sydney and the Garvan Institute of Medical Research</li> <li>• The University of Melbourne, and Peter MacCallum Cancer Centre</li> </ul>	When there is a direct association/collaboration between the peer reviewer and applicant, where 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 the peer reviewer and the applicant (e.g., peer reviewers located at the UNSW Sydney that have no direct association/collaboration with an applicant at the Garvan Institute of Medical Research).	Low
4. Professional relationships and interests	4.1. You are also a member of the same scientific advisory committee, review board, exam board, grant panel, trial committee etc.	Where you hold a membership in which you may be perceived to have a vested interest (i.e., direct, or financial/pecuniary). E.g., when you are associated with the grant application as a member of the investigator team or is the Faculty/Department Head where the research will be conducted.	High
		You are a member of the same advisory board or committee but otherwise have no links or association that would constitute a High ruling.	Low
	4.2. You or your organisation are affiliated with the applicant's organisation, i.e., where a peer reviewer and an applicant work for different organisations that have active/ongoing collaborations	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



	or affiliations such as between: <ul style="list-style-type: none"> <li>The University of Melbourne and WEHI</li> <li>The Schools of Health Sciences at two or more different universities, as part of a research or teaching collaboration.</li> </ul>	Where two organisations are affiliated but there is no direct association/collaboration between applicant and peer reviewer (e.g., when applicant located at the University of Melbourne has no direct link/collaborations with a peer reviewer at WEHI).	Low
	4.3. You or your organisation is affiliated or associated with organisations such as pharmaceutical companies, tobacco companies, biomedical/biotech start-ups etc.	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 provides drugs to the applicants for testing.	High
		When you or your institution has an indirect affiliation/association with the organisation(s) that may have or may be perceived to have a vested interest in this research e.g., you are employed in a large institution in an area distant from the organisation(s) in question.	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 an interest in the assessors' ability to assess the proposal.		Usually a high interest – 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"> <li>You taught or supervised the applicant(s)</li> <li>You co-supervised or taught with the applicant(s)</li> <li>Your own research was supervised by the applicants(s)</li> </ul>		High
7. Financial interest in the application	7.1. You have an associated patent pending; supply goods and services; improved access to facilities; provide cells/animals/patient samples or similar to the applicant.		Usually a high interest - needs a ruling
	7.2. You receive research funding or other support from a company and the research to be reviewed may impact upon the company		Usually a high interest - needs a ruling
8. Other interests or situations	You have a previous or pending disputes (may require consideration of events earlier than the last five years)		High

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

**Table 2** Scientific Assessment Criteria

Score	Scientific Quality and Feasibility of Project 30%	Team Capacity 20%	Innovation 20%	Significance, Alignment, Impact and Translation 20%
7. Outstanding (Highest Priority for funding)	<p>The proposal has a research plan that:</p> <ul style="list-style-type: none"> <li>Is <b>well-defined, highly coherent</b>, and <b>strongly</b> developed.</li> <li>Has a <b>near flawless</b> study design.</li> <li>Is <b>highly feasible</b> with all of the required expertise, research tools, techniques and resources available, proven by publication record and/or evidence of other relevant research output.</li> <li>Has <b>extremely</b> well identified and managed scientific and technical risks.</li> <li>Would be <b>extremely competitive</b> with the <b>best, similar</b> research proposals internationally.</li> </ul> <p>Includes <b>highly effective</b> milestones and deliverables.</p>	<p>The team as a whole:</p> <ul style="list-style-type: none"> <li>Has an <b>exceptional</b> balance of highly relevant integrated expertise, experience, diversity, and equity (in both depth and breadth) that is directly appropriate to <b>all</b> aspects of the proposed study, to ensure its successful completion.</li> <li>Has a combined record of research achievement that is <b>outstanding</b> commensurate with their field of research, and relative to their individual peer groups. This may include: <ul style="list-style-type: none"> <li>1) Quality of research outputs (including but not limited to publications) of each investigator,</li> <li>2) Productivity as exemplified by total research outputs for the team and;</li> <li>3) Contributions to translational outcomes such as patents, commercialisation, and public policy or implementation of change in practice.</li> </ul> </li> </ul>	<p>The proposed study:</p> <ul style="list-style-type: none"> <li>Is <b>very highly</b> innovative and introduces <b>advances</b> in concept(s) that will significantly progress/optimize impact towards Zero Deaths from breast cancer.</li> <li>Will use <b>very advanced</b> approaches that will optimize impact towards Zero Deaths from breast cancer.</li> </ul>	<p>The proposal has a research plan that;</p> <ul style="list-style-type: none"> <li>Shows <b>outstanding</b> alignment with NBCF's core objectives of Prevent, Detect, Stop and Treat and vision of Zero Deaths from breast cancer.</li> <li>Provides robust, verifiable evidence of an <b>exceptional</b> knowledge, health, economic and/or social impact.</li> <li><b>Highly likely</b> to address and improve breast cancer outcomes for all Australian's including those with the poorest breast outcomes.</li> <li>Will <b>almost certainly result in highly influential</b> publications and invited plenary presentations at scientific meetings.</li> <li>Will result in <b>highly significant</b> advancement in knowledge and addresses an issue of <b>great importance</b> in the breast cancer field.</li> <li><b>Will almost certainly result in</b> fundamental, commercialisable or public policy outcomes that will transform the practice of clinical medicine, public health or in health policy of breast cancer patients.</li> </ul>
6.- Excellent (highly recommended for funding)	<p>The proposal has a research plan that:</p> <ul style="list-style-type: none"> <li>Is <b>clearly defined, coherent</b> and well developed.</li> <li>Has an <b>excellent</b> study design.</li> </ul>	<p>Relative to opportunity the team as a whole:</p> <ul style="list-style-type: none"> <li>Has an <b>excellent</b> balance of integrated expertise, experience,</li> </ul>	<p>The proposed study:</p> <ul style="list-style-type: none"> <li>Is <b>highly</b> innovative, assessing new and original ideas that will optimise</li> </ul>	<p>The proposal has a research plan that:</p> <ul style="list-style-type: none"> <li>Shows <b>excellent</b> alignment NBCFs four core objectives of Prevent, Detect, Stop</li> </ul>

	<ul style="list-style-type: none"> <li>Is <b>feasible</b> with all of the required expertise, research tools, resources and techniques available, proven by publication record and/or evidence of other relevant research output.</li> <li>Has <b>very</b> well identified and managed scientific and technical risks.</li> <li>Would be <b>very highly competitive</b> with the <b>best, similar</b> research proposals internationally.</li> </ul> <p>Includes <b>effective</b> milestones and deliverables.</p>	<p>diversity and equity (in both depth and breadth) that is <b>targeted towards all</b> aspects of the proposed study.</p> <ul style="list-style-type: none"> <li>Has a combined record of research achievement that is <b>excellent</b> commensurate with their field of research, and relative to their individual peer groups. This may include:             <ol style="list-style-type: none"> <li>1) Quality of research outputs (including but not limited to publications) of each investigator,</li> <li>2) Productivity as exemplified by total research outputs for the team and;</li> <li>3) Contributions to translational outcomes such as patents, commercialisation, and public policy or implementation of change in practice.</li> </ol> </li> </ul>	<p>impact towards Zero Deaths from breast cancer.</p> <ul style="list-style-type: none"> <li>Will use <b>advanced</b> approaches to optimise impact towards Zero Deaths from breast cancer.</li> </ul>	<p>and Treat and vision of Zero Deaths from Breast Cancer.</p> <ul style="list-style-type: none"> <li>Provides robust, verifiable evidence of an <b>excellent</b> knowledge, health, economic and/or social impact.</li> <li><b>Very likely</b> to address outcomes for all Australian's including those with the poorest outcomes associated with social or cultural determinants of health.</li> <li>Will likely result in <b>highly influential</b> publications and invited plenary presentations at scientific meetings.</li> <li>Will result in <b>a significant advancement</b> in knowledge and addresses an issue of <b>importance</b> in the breast cancer field.</li> <li><b>Will likely result in</b> fundamental, commercialisable or public policy outcomes that will transform the practice of clinical medicine, public health or in health policy of breast cancer patients.</li> </ul>
5. Very good (recommended for funding)	<p>The proposal has a research plan that:</p> <ul style="list-style-type: none"> <li>Is <b>generally clear</b> in its scientific plan and is logical.</li> <li>Has a <b>very good</b> study design that raises only <b>very few minor concerns</b>.</li> <li>Is <b>feasible in almost all areas</b>.</li> <li>Has <b>well</b> identified and managed scientific and technical risks <b>with very few minor concerns</b>.</li> <li>Would be <b>competitive</b> with the <b>best, similar</b> research proposals internationally.</li> </ul>	<p>Relative to opportunity the team as a whole:</p> <ul style="list-style-type: none"> <li>Has a <b>very good</b> balance of integrated expertise, experience, diversity and equity (in both depth and breadth) that is <b>necessary for all</b> aspects of the proposed study.</li> <li>Has a combined record of research achievement that is <b>very good</b> commensurate with their field of research, and</li> </ul>	<p>The proposed study:</p> <ul style="list-style-type: none"> <li>Is <b>innovative</b> in concept that will optimise impact towards Zero Deaths from breast cancer.</li> <li>Will use <b>well established</b> approaches to good effect to optimise impact towards Zero Deaths from breast cancer.</li> </ul>	<p>The proposal has a research plan that:</p> <ul style="list-style-type: none"> <li>Shows alignment NBCFs four core objectives of Prevent, Detect, Stop and Treat and vision of Zero Deaths from Breast Cancer.</li> <li>Provides robust, verifiable evidence of a <b>very good</b> knowledge, health, economic and/or social impact.</li> <li><b>Likely</b> to address outcomes for all Australian's including those with the poorest outcomes associated with social or cultural determinants of health.</li> </ul>

	raises <b>very few minor concerns</b> about the appropriateness of milestones and deliverables.	relative to their individual peer groups. This may include: 1) Quality of research outputs (including but not limited to publications) of each investigator, 2) Productivity as exemplified by total research outputs for the team and; 3) Contributions to translational outcomes such as patents, commercialisation, and public policy or implementation of change in practice.		<ul style="list-style-type: none"> <li>Will likely result in <b>some very strong</b> publications and invited plenary presentations at scientific meetings.</li> <li><b>Likely to</b> address outcomes for all Australian's including those with the poorest outcomes associated with social or cultural determinants of health.</li> <li>Will <b>advance</b> knowledge and addresses an issue of <b>importance</b> in the breast cancer field.</li> <li><b>May result in</b> fundamental, commercialisable or public policy outcomes that will transform the practice of clinical medicine, public health or in health policy of breast cancer patients.</li> </ul>
4. Good (might miss out on funding)	<p>The proposal has a research plan that:</p> <ul style="list-style-type: none"> <li>Is <b>generally solid</b> in its scientific plan but <b>may not always be clear</b> in its intent and may lack some focus.</li> <li>Has a <b>very good</b> study design that raises <b>several minor concerns</b>.</li> <li>Raises <b>some doubts</b> about the feasibility in some areas.</li> <li>Has identified and managed scientific and technical risks, with <b>several minor concerns</b>.</li> <li>Would be <b>likely to be competitive</b> with <b>high quality</b>, similar research proposals internationally.</li> <li>Raises <b>several minor concerns</b> about the appropriateness of milestones and deliverables.</li> </ul>	<p>Relative to opportunity the team as a whole:</p> <ul style="list-style-type: none"> <li>Has integrated expertise, experience, diversity and equity (in both depth and breadth) that is <b>essential</b> and <b>balanced for most</b> aspects of the proposed study, <b>with some minor concerns</b>.</li> <li>Has a combined record of research achievement that is <b>good</b> commensurate with their field of research, and relative to their individual peer groups. This may include: 1) Quality of research outputs (including but not limited to publications) of each investigator,</li> </ul>	<p>The proposed study:</p> <ul style="list-style-type: none"> <li>Is <b>solid</b> in concept with <b>some innovative</b> aspects to optimise impact towards Zero Deaths from breast cancer.</li> <li>Will use <b>standard</b> approaches.</li> </ul>	<p>The proposal has a research plan that:</p> <ul style="list-style-type: none"> <li>Shows alignment NBCFs four core objectives of Prevent, Detect, Stop and Treat and vision of Zero Deaths from Breast Cancer.</li> <li>Provides robust, verifiable evidence of a <b>good</b> knowledge, health, economic and/or social impact.</li> <li><b>May</b> address outcomes for all Australian's including those with the poorest outcomes associated with social or cultural determinants of health.</li> <li>May result in <b>some good but not excellent</b> publications and <b>is unlikely</b> to be the subject of invited plenary presentations at scientific meetings.</li> <li>May <b>incrementally advance</b> knowledge and addresses an issue of <b>importance</b> in the breast cancer field.</li> </ul>

		<p>2) Productivity as exemplified by total research outputs for the team and;</p> <p>3) Contributions to translational outcomes such as patents, commercialisation, and public policy or implementation of change in practice.</p>		<ul style="list-style-type: none"> <li>• <b>Is unlikely to result in</b> fundamental, commercialisable or public policy outcomes that will transform the practice of clinical medicine, public health or in health policy of breast cancer patients.</li> </ul>
3. Marginal (will most certainly miss out on funding)	<p>The proposal has a research plan that:</p> <ul style="list-style-type: none"> <li>• Is <b>somewhat unclear</b> in its scientific approach and goals.</li> <li>• Contains <b>some major</b> design flaws.</li> <li>• raises <b>major concerns</b> about the feasibility and successful completion.</li> <li>• Has identified and managed scientific and technical risks, with <b>some major concerns</b>.</li> <li>• Would be <b>somewhat competitive</b> with <b>high quality</b>, similar research proposals internationally.</li> <li>• Raises <b>some major concerns</b> about the appropriateness of milestones and deliverables.</li> </ul>	<p>Relative to opportunity the team as a whole:</p> <ul style="list-style-type: none"> <li>• Has integrated expertise, experience, diversity and equity (in both depth and breadth) that is <b>essential</b> and <b>balanced for most</b> aspects of the proposed study, <b>with some major concerns</b>.</li> <li>• Has a combined record of research achievement that is <b>slightly below average</b> commensurate with their field of research, and relative to their individual peer groups.</li> </ul>	<p>The proposed study:</p> <ul style="list-style-type: none"> <li>• May have <b>somewhat innovative</b> and novel aspects, while others underpin or extend existing knowledge.</li> </ul>	<p>The proposal has a research plan that:</p> <ul style="list-style-type: none"> <li>• Shows some alignment NBCFs four core objectives of Prevent, Detect, Stop and Treat and vision of Zero Deaths from Breast Cancer.</li> <li>• Provides robust, verifiable evidence of a <b>satisfactory</b> knowledge, health, economic and/or social impact.</li> <li>• May address an issue of importance in the breast cancer field.</li> <li>• <b>Will provide outcomes but will not result</b> in fundamental, commercialisable or public policy outcomes that will transform the practice of clinical medicine, public health or in health policy of breast cancer patients.</li> </ul>
2. Unsatisfactory (not recommended for funding)	<p>The proposal has a research plan that:</p> <ul style="list-style-type: none"> <li>• Is <b>unclear</b> in its scientific approach and goals.</li> <li>• Contains <b>several major design</b> flaws.</li> <li>• Raises <b>several major concerns</b> about the feasibility and thus the likelihood of successful completion.</li> </ul>	<p>Relative to opportunity the team as a whole:</p> <ul style="list-style-type: none"> <li>• Has <b>some but not all</b> of the expertise, experience, diversity, and equity (in both depth and breadth), <b>with several major concerns</b>.</li> <li>• Has a combined record of research achievement that is</li> </ul>	<p>The proposed study:</p> <ul style="list-style-type: none"> <li>• Has <b>relatively little innovation</b> or novelty.</li> </ul>	<p>The proposal has a research plan that:</p> <ul style="list-style-type: none"> <li>• Shows weak alignment with NBCFs four core objectives of Prevent, Detect, Stop and Treat and vision of Zero Deaths from Breast Cancer.</li> <li>• Provides robust, verifiable evidence of a <b>weak or limited</b> knowledge, health, economic and/or social impact.</li> </ul>

	<ul style="list-style-type: none"> <li>May have identified and managed scientific and technical risks, with <b>several major concerns</b>.</li> <li>Would be <b>marginally competitive</b> with <b>high quality</b>, similar research proposals internationally.</li> <li>Raises <b>several major concerns</b> about the appropriateness of milestones and deliverables.</li> </ul>	<b>weak or limited</b> commensurate with their field of research, and relative to their individual peer groups.		<ul style="list-style-type: none"> <li>May address an issue of <b>some importance</b> in the breast cancer field.</li> <li>Provides a program of research which <b>will not significantly advance current knowledge</b> in the breast cancer field.</li> </ul>
1. Poor (strongly not recommended for funding)	<p>The proposal has a research plan that:</p> <ul style="list-style-type: none"> <li><b>Does not</b> seem to be feasible.</li> <li>Is <b>unlikely</b> to be successfully completed.</li> <li>Has <b>not</b> satisfactorily identified and managed scientific and technical risks.</li> <li>Is <b>unlikely to be competitive</b> with similar research proposals internationally.</li> </ul>	<p>Relative to opportunity the team as a whole:</p> <ul style="list-style-type: none"> <li>Does <b>not</b> have the expertise, experience, diversity and equity (in both depth and breadth) essential to the proposed research.</li> <li>Has a combined record of research achievement that is <b>poor</b> commensurate with their field of research, and relative to their individual peer groups.</li> </ul>	<p>The proposed study:</p> <ul style="list-style-type: none"> <li>Demonstrates <b>no new innovative approaches</b> and follows behind previously well documented and studied concepts or previously well used approaches.</li> </ul>	<p>The proposal has a research plan that:</p> <ul style="list-style-type: none"> <li>Does not align with NBCFs four core objectives of Prevent, Detect, Stop and Treat and vision of Zero Deaths from Breast Cancer.</li> <li>Has <b>poor</b> knowledge, health, economic and/or social impact and/or the applicant <b>has not supplied robust, verifiable evidence</b>.</li> <li><b>Will not advance current knowledge</b> in the breast cancer field.</li> </ul>

## Appendix 5 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 Committees (PRCs) composed of researchers, clinical researchers, and chaired by the NBCF Executive Director, Research or delegate. For more information on the Peer Review Process, see [Appendix 4](#). The Consumer Review criteria score will contribute 10% of final score of each application.

### Confidentiality

All consumer reviewers 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 Declaration of Interest (DoI) Guide

All consumer reviewers are required to inform NBCF of any Dols prior to reviewing any applications. **Table 1** provides some examples of situations where Dols in the reviewing process apply. Rulings are indicative only. NBCF staff will exercise judgement when deciding the level of interest and, in doing so, will consider the circumstance of each potential interest.

If you are uncertain about whether you have a DoI, please contact NBCF as soon as possible to seek advice and guidance about your individual DoI issue. In addition to the materiality of a possibly interest, the timeline since a relationship arose or of a planned engagement is relevant. In general, the period to consider for these situations is whether they arose within the last five years. You should also consider whether there is something that you know will be happening in the future (i.e., future involvement in a researcher's project as a consumer representative) that should be disclosed.



**Table 1** Consumer Declaration of Interest Guide.

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 interest
	1.2 Have you had discussions or input into the study design or research proposal for this application?	Yes = High interest
2. Collaborations	2.1 Are you currently, planning to or have been approached to be involved in a grant application or other collaboration as a consumer representative with one of the investigators?	Yes = High interest
3. Working relationship	3.1. Do you have the same employer/organisation or work in the same locality?	Yes = Requires a ruling
	3.2. Are you involved with a consumer engagement/advisory program at the same institution?	Yes = Requires a ruling
4. Professional relationships and interests	4.1 Do you hold the same membership of scientific advisory or review boards, exam boards, or trial committees?	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 an interest in the assessors' ability to assess the proposal.	Yes = Usually a high interest
6. Other interests or situations	6.1 Consider previous or pending disputes (may require consideration of events earlier than within the last five years)	Yes = High interest

## Assessment of Applications

Reviewers will be required to provide a score in **whole or half** integers between 1 and 7 for each review category as described in **Table 3** (Relevance, Equity and Alignment, Translation and Impact, Consumer Engagement). The scoring criteria for each category are outlined in **Table 2**.

Reviewers should note that responses to the Consumer Review section of the 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. In addition, reviewers' prior knowledge of applicants and/or their research should not influence scoring/comments.



**Table 2** Scoring criteria for each review category in **Table 3**.

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

**Table 3** Consumer Assessment Criteria.

Category	Scoring	Criteria
<p><u>Relevance, Equity and Alignment – 33%</u></p> <p>This question will assess the relevance of the issue/problem the research aims to address and the alignment with NBCF's vision of Zero Deaths from breast cancer and the relation to one or more of the four <i>Pink Horizon Research Strategy</i> core objectives Prevent, Detect, Stop, Treat. The question will also assess the potential equity of impact of the research 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).</p>	1-7	<ul style="list-style-type: none"> <li>• Application clearly describes the relevance of the issue/problem research aims to address.</li> <li>• The research shows excellent alignment with NBCF's <i>Pink Horizon Research Strategy</i> core objectives of Prevent, Detect, Stop, Treat to achieve the vision of Zero Deaths from breast cancer.</li> <li>• The research has the potential to provide benefit across a broad range of Australian's affected by breast cancer including those with the poorest breast cancer outcomes <u>OR</u></li> <li>• The target population is a specific group with a high burden of breast cancer or has poorer outcomes.</li> </ul>
<p><u>Translation and Impact – 33%</u></p> <p>This question will assess how specific methodologies or approaches and collaborations will be used to ensure that the results of this research are translated directly or indirectly into meaningful impacts for consumers.</p>	1-7	<ul style="list-style-type: none"> <li>• The application addresses in detail the specific translational methodologies that will be used to translate findings of the research into further research, clinical practice, or health policy. The goals for the short, medium, and long terms are well articulated and clear.</li> <li>• The explanation for how the translational methodologies will contribute to changes in policy or practice, and/or provide strong foundations for subsequent research programmes, is well-founded and convincing.</li> <li>• The application clearly outlines the roles of the Investigators and/or the collaborations necessary to translate the research into meaningful impacts for consumers.</li> </ul>
<p><u>Consumer Engagement – 33%</u></p> <p>This question will assess the involvement and level of engagement of consumers in the development, planned conduct and communication of results of this research proposal.</p> <p>Consumer and consumer representatives are defined in NBCF's Guidelines for Consumers and Researchers <a href="#">[here]</a>.</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>	1-7 + comments/ suggested improvements	<ul style="list-style-type: none"> <li>• The acceptable level of consumer engagement is variable depending on the stage of the research. Reviewers are asked to take the stage and type of the research into account when assessing consumer engagement.</li> <li>• Consumers are identified by name and their roles are clearly articulated.</li> </ul> <p><u>Basic research:</u></p> <ul style="list-style-type: none"> <li>• Application clearly describes how consumers have or will be informed of the research plan and results</li> <li>• Application clearly details how consumers have been/will be engaged.</li> </ul> <p><u>Pre-clinical research:</u></p> <ul style="list-style-type: none"> <li>• Application clearly describes how consumers have been identified and involved to date, including how they have been consulted and given opportunity provide feedback.</li> <li>• The roles of the consumers are clearly articulated.</li> <li>• Details are provided on the specific roles/ activities of consumers.</li> <li>• There is/will be bidirectional interaction with consumers for some parts of the study.</li> </ul> <p><u>Clinical research:</u></p> <ul style="list-style-type: none"> <li>• Application clearly describes how consumers have been identified and involved to date, including how they have contributed to project design.</li> </ul>

		<ul style="list-style-type: none"> <li>• Consumers are identified by name and their roles are clearly articulated.</li> <li>• Details are provided on specific roles/ activities of consumers in all aspects of the project for the duration of the research project including evaluating and disseminating project outcomes.</li> <li>• The interaction with consumers throughout the entire research project will be bidirectional.</li> </ul>
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### 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 Principal Investigator (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.
- Conduct ongoing meaningful (bidirectional) engagement in the preparation of the application, which will be continued throughout the project and beyond should the application be successfully funded.

## Appendix 6 Submitting an Application on NBCF Grants Portal

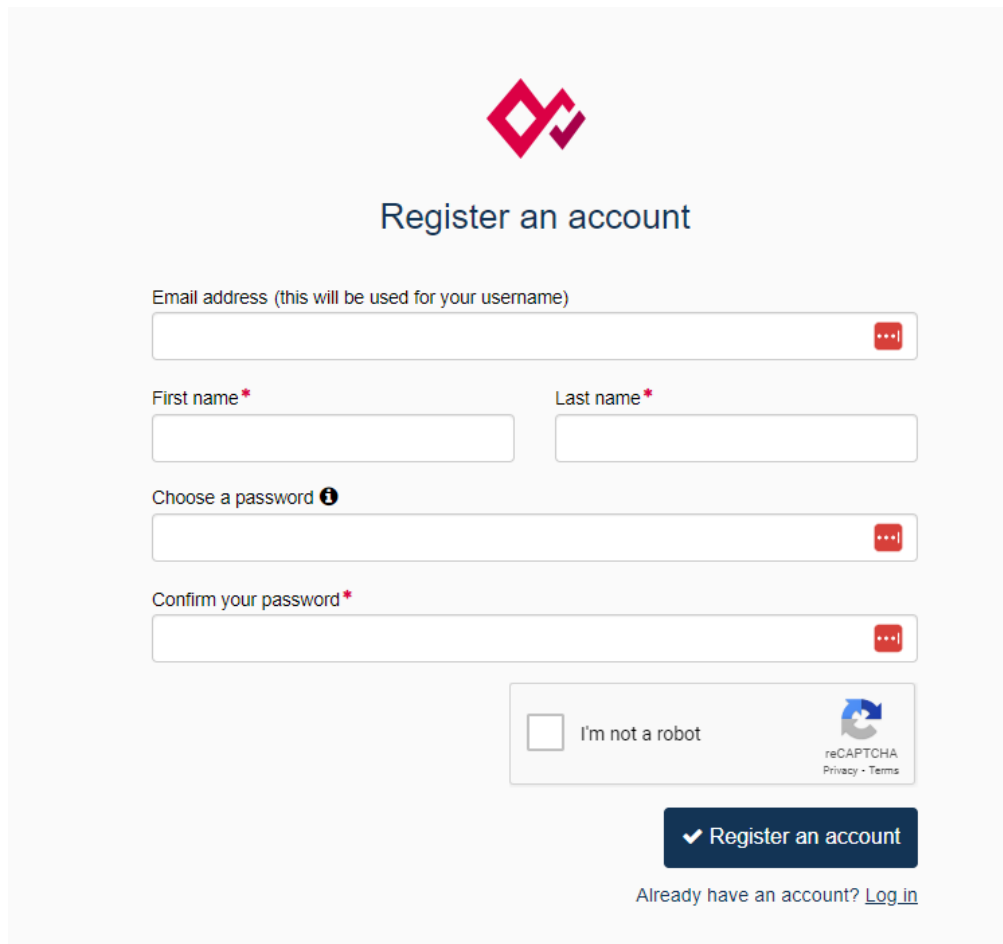
NBCF Grants Portal provides an easy way for grant seekers to complete their application form online. This guide will explain the essential steps you need to take to complete and submit your application form.

### Step 1 - Register and create account with our new NBCF Grants Portal

If you anticipate applying for a grant with NBCF you are required to register and create an account. Your account details are used solely for the purpose of enabling you to complete your application form and in case NBCF needs to contact you.

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 is the NBCF logo, a red diamond shape with a white checkmark inside. 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 for toggling visibility; 'First name\*' and 'Last name\*' as separate fields; 'Choose a password' with an information icon and a red eye icon; and 'Confirm your password\*'. To the right of the password fields is a reCAPTCHA widget with the text 'I'm not a robot' and a checkbox. Below the reCAPTCHA is a dark blue button with a white checkmark and the text 'Register an account'. At the bottom, there is a link: '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](#)

Once you have registered your account successfully, you will receive an email confirming your registration. You will be able to use the same username (your email) and password for any additional applications and future milestone reports you may want to create in the future.

Once you have registered, you can login and start an application to an open grant round.



## Registration Successful



Your account has been registered successfully.

Please check your email for confirmation of your registration.

[➔ Return to logon page](#)

Upon successful signing into the NBCF Grants Portal, you will need to agree with the License Agreement by clicking Agree to proceed. Clicking Decline will bring you back to the Sign In screen.



## Licence agreement

This is a restricted system. Use of this system is monitored at all times and requires explicit permission from the system administrator. If you do not have this permission, you are violating the regulations of this system and can and will be prosecuted to the full extent of the law.  
By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

[Decline](#)

☒ Agree

### Important Points

1	You will not be able to proceed with any system usage until you are successfully signed into the system.
2	The first page you see upon successful sign into the system may be different from other users' due to your role and the access to functionalities in the system.
3	One (1) computer allows for one user account sign in at any one time. For e.g., if you are signed in as UserA, please DO NOT use another browser or opening a new browser tab to sign in as a different user.

### Step 2 – Fill out the application form

Upon login, select the grant opportunity in the Rounds section you wish to apply for and 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 by providing the required.

National Breast Cancer Foundation
NBCF Grants Portal

0 0 : 1 4 : 1 5

Welcome to the NBCF Grants Portal

Please use the apply now button below

Rounds

+ Apply now
Research Project Grant Scheme 2025

Top 5 milestones due
There are no records to display.

Your activities

Applications
2 in progress

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 document from one page to another while filling up the necessary fields on each page of the application.

National Breast Cancer Foundation
NBCF Grants Portal
Applications
Projects
Survey

0 0 : 2 7 : 2 1

Application > 2025/RPG0001 – test 1

Invite user to register or share application

Eligibility Criteria
Project Summary
Grant Proposal
Contact Details (Administering Institution)
Principle Investigator and Project Team
Co-Investigator(s)
Associate Investigator(s)
Additional personnel
Budget
Research Funding
Consumer Review
Classification of Proposed Research
Clearance Requirements

Project Summary

Previous

IMPORTANT
Please read the IIRS Guidelines and IIRS Guidelines Appendix prior to completing this form.

Scientific Abstract
Must be no more than 300 words

Scientific Abstract is required

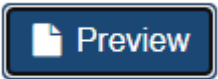
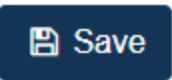

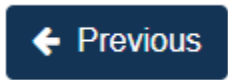


Previous

Next

Next



You can navigate through the application using the following on screen buttons:

	<p>Click to download and Preview the application.</p> <p>While editing your application, you can download a copy using the Preview button.</p> <p>The copy is downloaded using your browsers default settings.</p> <p>You may need to open a downloaded zip file if the download package has been set up to include files in both PDF and RTF format.</p>
	<p>Click on the Save icon to save the application as desired. Saved applications will be listed on the 'Applications' page.</p>
	<p>Click to go to Next page of the application. This button allows for navigation of the Application's pages.</p>
	<p>Click to go to Previous page of the application. This button allows for navigation of the Application's pages.</p>
	<p>Completion of each application page has indication shown with  a tick. You can return to your application at any time prior to the close date of the grant round and continue your application, simply by logging back into your account.</p>

### Step 3 – Review and Submit Application

Once you have completed all mandatory questions you can select the “Submit” button to finalise the application. Once submitted, the application will become “read only”.

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

Please note only the PI can submit the application form. If you need to make additional changes to your application, you will need to withdraw your application by contacting the Research Investment Team. Withdrawal is only allowed up until the round closing date. Once the withdrawal of an application has been confirmed, you can edit your application and the version of the application will be incremented by 1 (from version 1 to 2, or 2 to 3 etc). After editing the application can be submitted again.

### Step 4 – Managing your Application

On application homepage you can see all your applications or those that have been shared with you, create new applications, or continue from a previous one.

## Copy an application

The copy application function allows you to create a new application with the similar information of the copied application. This saves applicant's time for creation of an application which has similar information of an existing application in the system. Each application is allocated an unique identifier. Click on the identifier to copy an application.

National Breast Cancer Foundation NBCF Grants Portal Applications Projects Survey

Application > Applications

Below are your applications. Click the link to open an existing application or use the "+ New appl

Download Export CSV Search...

IDENTIFIER	TITLE	VERSION	STATUS	OWNER
2025/RPG0001	test 3 - Copy of...	1.00	In Progress	TI
2025/RPG0001	test 3	1.00	Submitted	TI

Application information

- Copy application
- New version
- Invite user to register or share application
- Download application attachments
- View submitted application

Identifier: 2025/RPG0001 Submitted

Title: test 3

Version: 1.0

Organisation: THE GARVAN INSTITUTE OF MEDICAL RESEARCH

< Previous 1 Next >

**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:

Click New application.

 **Copy application**

You are about to copy the selected application. If you would like to continue, click the 'new application' button below. Please provide the new name below.

Application title

< Back
+ New application
✕ Cancel

Key in the Application Title.

Click New application.

Successfully created application is shown on the main page.


### Edit an Application

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

To edit an application:

Select Applications.

Select the Application Title.


National Breast Cancer Foundation
NBCF Grants Portal

Applications
Projects
Survey

Application > Applications

Below are your applications. Click the link to open an existing application or use the “+ New application” button above to start a new one.

Download
Export CSV
Search...

<input type="checkbox"/>	IDENTIFIER	TITLE	VERSION	STATUS	OWNER
<input type="checkbox"/>	2025/RPG0001	test 1 – Copy of 20...	1.00	In Progress	T1

Note:

You can paste text created in another application such as Word into text boxes.

You can return to edit/update your application as often as required.


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

## Delete an Application

To permanently remove an application:

Select the Delete option.

Select the Delete option again to confirm the action.

 National Breast Cancer Foundation

NBCF Grants Portal

Applications

Projects

Survey

Application > Applications

Below are your applications. Click the link to open an existing application or use the “+ New application”

Download

Export CSV

Search...

<input type="checkbox"/>	IDENTIFIER	TITLE	VERSION	STATUS
<input type="checkbox"/>	2025/RPG0001	test 1 – Copy of 20...	<u>1.00</u>	In Progress
<b>Application information</b>				
Copy application		Identifier	2025/RPG0001	In Progress
Invite user to register or share application		Title	test 1 – Copy of 2025/RPG0001	Users
Rename application		Version	1.0	None
Delete application		Organisation		
<input type="checkbox"/>	2025/RPG0001	<u>test 3</u>	<u>1.00</u>	Submitted

< Previous 1 Next >

### Delete application

The selected application will be deleted. Are you sure you want to delete it?

⚠ This action cannot be undone.

Delete

Cancel

## Rename an Application

To change the Title of the application:

Select the Rename application option.

Enter a new Application Title.

The screenshot shows the NCBF Grants Portal interface. At the top, there is a navigation bar with the NCBF logo, the text 'NBCF Grants Portal', and three menu items: 'Applications' (highlighted), 'Projects', and 'Survey'. Below the navigation bar, the breadcrumb 'Application > Applications' is visible. The main content area contains a message: 'Below are your applications. Click the link to open an existing application or use the “+ New application” button above to start a new one.' Below this message are links for 'Download', 'Export CSV', and a 'Search...' input field. A table of applications is displayed with columns: IDENTIFIER, TITLE, VERSION, STATUS, and OWNER. The first application is '2025/RPG0001' with title 'test 1 – Copy of 20...', status 'In Progress', and owner 'TI'. A context menu is open for this application, showing options: 'Application information', 'Copy application', 'Invite user to register or share application', 'Rename application' (highlighted with a red box), and 'Delete application'. The 'Rename application' option is the focus of the instruction. Below the context menu, the second application is '2025/RPG0001' with title 'test 3', version '1.00', status 'Submitted', and owner 'TI'. At the bottom of the table, there are navigation links: '< Previous', '1' (current page), and 'Next >'.

IDENTIFIER	TITLE	VERSION	STATUS	OWNER
2025/RPG0001	test 1 – Copy of 20...		In Progress	TI
2025/RPG0001	test 3	1.00	Submitted	TI

## Invite user to register, share & manage access.

The share function allows user to share an application with other user(s) – existing or non-existing users, for viewing or editing the application. Shared applications have indicator that is shown on the main application page.