

Cancer Institute NSW

Guidelines for the Research Equipment Grant

Version 1.3 | 19 March 2024



Version History

Number	Date	Change description
1.0	10 Jan 2018	First version that is not year dependent. Streamlined formatting, updated assessment criteria and clarified wording.
1.1	11 Jun 2020	Updates to sections 2.2; 2.3.1; 2.3.2; 2.3.5; 3.2; 5.1; 5.2; 5.3; 5.4; 6.1; 6.4
1.2	29 Nov 2022	Updates to sections 2.2; 2.3.4; 2.3; 5.3; 5.4; Updated formatting.
1.3	19 March 2024	Updates to sections 2.2; 2.3; 3.2; 3.3; 5.1; 5.2; 6.1

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1. Overview

1.1 Introduction

The Cancer Institute NSW (the Institute) is the NSW government's cancer control agency. The Institute is driving innovation in cancer care by working in partnership with leaders in the field to deliver the best cancer results for the people of NSW. Research will provide the evidence to drive rapid improvements in cancer prevention, treatment and subsequently survival and quality of life for cancer patients in NSW. The research supported by the Institute must be performance driven and deliver meaningful and significant outcomes.

1.2 The Cancer Institute NSW Research Programs

The Institute is committed to pursuing and supporting excellence and innovation in cancer research as a key method to improve outcomes in NSW. Applications are considered against specific criteria for each program as well as adherence to the following principles:

- Consistency with the priorities for action in the [NSW Cancer Plan](#).
- Commitment to excellence and innovation.
- Commitment to rapid translation of research findings to clinical practice and policy.
- A focus on the importance of the outcomes of research.
- Supporting recruitment and development of excellent cancer researchers in NSW.
- Promoting, enhancing or complementing areas with existing outstanding research strengths in NSW including molecular or cell biology, cancer genetics, clinical research, psycho-oncology, population health, health systems research or addressing major cancer problems facing NSW.
- Addressing major cancer problems facing NSW.
- Promoting attainment of additional scientific depth by collaboration, co-location, amalgamation or research involving a number of research disciplines.
- Strengthening key research infrastructure, platforms, technologies and research expertise to increase the productivity of research.
- Supporting the development of links with key national or overseas research programs and industry.
- Developing the research culture within the NSW health system.
- Identifying the relevance of the research to NSW.
- Responding to National and State priorities and community opinions about research.

2. Research Equipment Grant

2.1 Purpose

The Cancer Institute NSW Research Equipment Grant (REG) ensures that the state has world class infrastructure to accelerate cancer research and realise clinical benefits. This scheme will support research infrastructure where there is a clearly demonstrated need and where the equipment will substantially improve research productivity. Funding is available for research platforms, core equipment and capacities to enhance the cancer research effort in NSW.

A list of research equipment and infrastructure previously funded by the Institute is available [online](#).

2.2 Funding Available

Each grant can request funding for the purchase of equipment up to \$700,000 (excluding GST). Equipment must be purchased within 12 months of the commencement of the grant.

2.3 Conditions of Funding

2.3.1 Commencement Date

Successful applicants must commence the grant by 1 July 2024.

2.3.2 Chief Investigator

The Chief Investigator must be a member of a NSW Research Translation Centre and employed at an institution within NSW for the duration of the grant. An applicant can only be named as Chief Investigator on one REG application. Applicants must have an Open Researcher and Contributor ID (ORCID) identifier.

2.3.3 Eligible Equipment

Acceptable types of physical infrastructure to be funded includes equipment and machinery (for example, computer-based equipment and databases, imaging and other analytical laboratory equipment). Upgrading of existing equipment is also acceptable under this scheme. The requested equipment should not be currently available or accessible to the Investigators. Funding must only be used for the specific equipment as stated in the grant application.

2.3.4 Co-Contribution

A co-contribution may be provided by the Administering Institution and/or other funders in cases where the proposed equipment exceeds \$700,000.

2.3.5 Equipment Location, Procurement and Access

The funded equipment must be located in NSW and a Procurement Plan must be provided, including a quote for the cost of the equipment and the method and timeline of procuring the equipment. The equipment must be made accessible to other researchers in NSW when it is not being used for its primary purpose. A Sustainability Plan, included as part of the Research Plan, will include details of cooperative arrangements between researchers and/or organisations, including promotion strategies and access arrangements. Resource sharing must be established and implemented.

2.3.6 Grant Activation

To activate the grant, the Competitive Grants Agreement must be fully executed by Friday 14 June 2024. An invoice for the full amount of the awarded funding is required to be provided to the Institute by Friday 21 June 2024 so that payment can be processed prior to 30 June 2024.

2.3.7 Reporting Requirements

The Chief Investigator must provide the first progress report by 31 July 2025. This must include proof of acquisition of the equipment, details of its usage and contribution to research projects specified in the application. Progress reports must be submitted annually, and the final report is required by 31 July 2029. Program and Final reports may be used by the Institute for grant scheme auditing or evaluation purposes.

3. Eligibility Criteria

3.1 Located in NSW

The Chief Investigator must be employed at a university, hospital or major research institution located within NSW (may be located at more than one institution). The nominated Administering Institution and equipment once purchased must be located in NSW.

3.2 Endorsement by a Chief Investigator of a current Translational Research Capacity Building Grant

The application must be endorsed by a Chief Investigator who currently holds a Cancer Institute NSW Translational Research Capacity Building Grant. The Chief Investigator may endorse **one** application. The endorsement letter must confirm the following:

- the Chief Investigator of the Research Equipment Grant application is a member of the same NSW Research Translation Centre; and
- the Investigators have the skills, knowledge and resources necessary to carry out the proposed grant.

3.3 Administering Institution Endorsement

Applications must nominate a single Administering Institution who will be responsible for the management of the grant and will enter into a Competitive Grants Agreement. The Administering Institution must have in place policies and procedures for the administration of public funds; for the management of Intellectual Property; and for proper conduct of research in relation to ethics. Additionally, the Administering Institution must have good scientific practice, and will provide appropriate infrastructure to allow the research supported by the grant to be undertaken.

The Administering Institution and their nominated institutional contact must be registered with the Institute. Refer to the list of [Registered Administering Institutions](#).

At the time of grant application submission, an Endorsement Letter from the Administering Institution Contact on institutional letterhead must be included. This letter must confirm the following:

- The application is endorsed by the Administering Institution;
- All named Investigators who are not Australian citizens or permanent residents have the requisite work visa(s) in place at the time of accepting the successful grant;
- The Chief Investigator will remain employed in NSW for the duration of the funding period;
- The Chief Investigator has met all reporting requirements for current or previously funded Institute grants;
- The Chief Investigator has not submitted any other REG applications in this grant round;
- The Administering Institution is aware that the Competitive Grants Agreement must be **fully executed by Friday 14 June 2024**; and
- Any other information relevant for the application.

4. Assessment Criteria

4.1 Need (25%)

The defined need and usage of the equipment for the proposed research is clearly articulated, including evidence that the access to the requested equipment is currently not available or easily accessible locally. This should demonstrate that the intended usage of the equipment by the research team will substantially improve research productivity.

4.2 Significance (25%)

The excellence of the research proposal, based on the rationale, design, and methodology. The anticipated value-add and impact of the proposed equipment to the existing and new research programs and more broadly to cancer research in NSW. The potential for this proposed equipment to bring innovative and/or novel approaches to cancer research.

4.3 Track Record (25%)

Demonstration of relevant professional qualifications, skills, knowledge, experience and resources of the Chief Investigator to use the requested equipment in the proposed area of research. The ability of the Chief and Co-Investigators to deliver the desired research outcomes based on previous successes.

4.4 Sustainability (25%)

The clarity and strength of the Sustainability Plan for the continuous usage and the maintenance of the equipment, including related policies and management plans. This plan should also include promotion and communication strategies to enable ongoing and equitable access of the equipment for other researchers within NSW.

5. Selection Process

5.1 How to Apply

Applicants must use the Cancer Institute NSW Research Equipment Grant application form. Applications must be submitted via email to CINSW-Grants@health.nsw.gov.au by **1pm, Wednesday 1 May 2024**. It is the responsibility of the Chief Investigator, the Administering Institution and the endorsing Chief Investigator to submit a complete and accurate application.

5.2 Eligibility Assessment

Submitted applications will be reviewed to ensure they adhere to all eligibility requirements. All applications must include the submission of the following:

- REG Application Form
- REG Funding Requested and Access Spreadsheet (template provided)
- Procurement Plan / Quote for Equipment
- Curriculum Vitae (CV) of each named Investigator
- Endorsement Letter – Chief Investigator of a current Cancer Institute NSW Translational Cancer Research Capacity Building Grant
- Endorsement Letter – Administering Institution (template provided)

5.3 Independent Review Process

The Institute utilises an independent Grants Review Committee composed of external members, including at least one consumer representative. The Grants Review Committee adheres to the Cancer Institute NSW policies to ensure the privacy and confidentiality of applications. The Institute requires its Grants Review Committee members and any additional independent assessors to declare any conflicts of interest. Conflicts of interest will be managed by the Chair and Deputy Chair of the Grants Review Committee.

The Grants Review Committee will assess applications based on an assessment of merit against the stated assessment criteria. Applications that target one or more of the focus populations as noted in the [NSW Cancer Plan](#) may be prioritised when determining the final rankings. Applications may be reviewed by additional independent assessors if required.

The Grants Review Committee will put forward recommendations for awarding of the grant to the Cancer Institute NSW for consideration.

5.4 Approval and Notification Process

The Cancer Institute NSW's Chief Executive Officer/Chief Cancer Officer will consider all recommendations for funding by the Review Committee. All applicants will be notified in writing of the outcome.

6. Post-Award Administration

6.1 Competitive Grants Agreement

If the application is successful, the Administering Institution and the Institute will enter into a Competitive Grants Agreement. All parties must accept the terms of the Competitive Grants Agreement and the Administering Institution must sign the Agreement before payments are made. It is recommended that all parties familiarise themselves with the Institute's Competitive Grants Agreement prior to submission of an application. The Agreement must be fully executed by **Friday 14 June 2024**.

6.2 Use of Funds

Funds awarded must be used for the purposes as detailed in the Conditions of Funding (Section 2.3) and the application approved by the Institute. Funds awarded cannot be used for any purposes associated with basic (e.g. desk, stationery, phone etc.) or overhead infrastructure costs (i.e. institutional overheads of administrative levies). Funds should not be used to support research conducted outside of NSW.

6.3 Variations

Any requests for variation to a grant (such as time extensions, changes of scope, changes of investigators, etc) need to be submitted via the Administering Institution Contact to the Research Grants Team via email at CINSW-Grants@health.nsw.gov.au. A variation can only be processed within the funding period of the existing Competitive Grants Agreement. Approval of a variation request is at the Institute's discretion. Please refer to the [Variation Request Guide](#) for further information.

6.4 Acknowledgement and Participation

Investigator(s) should acknowledge the Institute's funding on all scientific publications, programs of scientific meetings and in any other public forum where any presentation of materials relating to the grant(s) is made. Please refer to the [Funding Acknowledgment Guide](#). Investigator(s) may be required to be available for media interviews, briefings related to the grant, participate in and present at forum(s) at the request of the Institute.

6.5 Enquiries and Complaints

Enquiries and complaints can be directed to the Research Grants Team at CINSW-Grants@health.nsw.gov.au. Complaints handling will be managed in compliance with the [NSW Health Complaints Management Policy \[PD2020_013\]](#).