2019 Priority-driven Collaborative Cancer Research Scheme (PdCCRS)
Instructions to Applicants
Guidance for completing the PdCCRS Questions form for Standard Project Grants

- Please ensure you have read and understood the 2019 PdCCRS Grant Guidelines before completing an application form.
- The PdCCRS Questions application form will be assessed without reference to the NHMRC application. Please ensure that the completed document can be read as a stand-alone document with consideration given to the fact that the document may be assessed by reviewers who may not have expertise in the specific field of your proposed research.
- Please ensure you complete the relevant PdCCRS Questions application form for your application. There are separate applications forms for:
  - General cancers research priorities;
  - Childhood Cancers of Low Survival research priorities; and
  - Standard Project Grants and Early Career Researcher Project Grants
- A written response addressing each PdCCRS Question must be provided. Any application that does not provide an answer to a PdCCRS Question or indicates that any PdCCRS Question is ‘not applicable’/‘not relevant’ (or equivalent wording) or uses the response to a PdCCRS Question to justify why the proposed project does not include any of the elements (i.e. outcomes and impact, translation of results or involvement of consumer representatives), will be deemed ineligible for funding through the PdCCRS and will not be reviewed by Cancer Australia and/or its Funding Partners.
- Responses to PdCCRS Questions should be provided using Arial 10 point font.
- The word/character limit (including spaces) or page limit provided for each PdCCRS Question must be strictly adhered to. The text which exceeds the specified character limit will not be reviewed.
- Reviewers are instructed to base their assessment of each PdCCRS Question strictly on the response provided by the applicant to that PdCCRS Question and not to use information provided in the response to another PdCCRS Question/s.
- Please limit the use of acronyms or abbreviations, and define any acronyms or abbreviations when first used in the PdCCRS Questions Form.

PART 1 – Project details and eligibility

Responses to PART 1 will determine the eligibility of applications and the alignment of projects to the identified research priority area/s of Cancer Australia and Funding Partners.

A – Chief Investigator A (CIA)’s details

Please ensure Chief Investigator A (CIA) is the same as the CIA named on the NHMRC application form, that details are correct and all fields are completed.

Please also ensure that NHMRC application ID number and the CIA’s surname are inserted into the header field on each page of the PdCCRS Questions document i.e. 1191234_JONES
B – Administering Institution details
Please ensure that details of the Administering Institution are the same as named on the NHMRC application form, that details are correct and all fields are completed.

C – Indicate which of the eligible NHMRC Grant Schemes you applied through
Please select which of the two NHMRC grants schemes ‘IDEAS GRANTS’ or ‘CLINICAL TRIALS AND COHORT STUDIES GRANTS’ your NHMRC application was submitted to by placing an X to the left of the relevant scheme.

D – Scientific Title and plain English description of your project
Please ensure the Scientific Title of your project is the same title used on your NHMRC application form.

Please ensure that your plain English description of your project does not exceed 4-5 lines not including the title. You may utilise the short plain English description provided to the NHMRC to answer this question.

E (i) – Please provide a one page synopsis of your research project
You are encouraged to utilise the synopsis provided to the NHMRC to answer this question. You may wish to tailor your synopsis to ensure PdCCRS Questions reviewers can understand the proposed research and the specific aims of the research. You are advised to keep in mind that PdCCRS Questions reviewers may not be familiar with your particular area of expertise; the use of highly technical language is not recommended.

E (ii - iv) – Please complete details about the planned project if it is a cancer clinical trial.
Please limit any answer at Item E (iv) to 1000 characters (including spaces) in total. Please Indicate at a high level what the funding requested through the PdCCRS will be used for. For existing clinical trials, summarise how the project for which funding is requested differs to the work undertaken with previously awarded funding whether from Cancer Australia or any other Government or non-Government source. Please also indicate if the requested additional funding will result in completion of the clinical trial.

F – Which research priority area/s does your grant application relate to?
Cancer Australia and its Funding Partners will consider co-funding successful grant applications. You are encouraged to review the list of research priority area/s and to select ALL research priority area/s that directly relate to the proposed research project.

Please select research priority area/s by placing an ‘X’ in the box to the left of each of the relevant priorities.

You must ensure the research project directly aligns with at least one priority area of Cancer Australia and/or its Funding Partners.
G – Research in identified priority area/s

For EACH priority area selected at Item F you should justify how the proposed research directly relates to each of the priority area/s selected.

For each selected research priority, please:
- Delete ‘[insert priority]’ and replace with the research priority area/s;
- Delete ‘[insert Funding Partner]’ and replace with either Cancer Australia OR the name of the relevant Funding Partner;
- Use a separate box for each selected research priority area.

Please note that space is initially provided on the form for two research priority area/s. You should add additional boxes as required to address each selected research priority area. Please note that Funding Partners may have the same or similar research priorities as Cancer Australia but a separate box should be used for each selected priority even if the justification is the same.

For example, if three research priority areas are selected from a single Funding Partner, then three boxes must be completed; one for each research priority area.

For example, Cancer Australia and a Funding Partner both have research priorities in populations with poor or unwarranted variations in cancer outcomes and you have selected both priorities, then two boxes must be completed; one for each Funding Partner.

Please limit the answer at Item G to 2000 characters (including spaces) in total.

The response to this question will determine the funding or co-funding of your grant by Cancer Australia and/or its Funding Partners, if successful.

H – Applications submitted to other funding organisations

i) – Co-submission to NHMRC and/or Cancer Councils

Please indicate with an ‘X’ if this application has been submitted for consideration of funding to Cancer Australia and its Funding Partners only or Cancer Australia and other funders, including the NHMRC and/or Cancer Councils.

ii) – Grant submission to other Funding Agencies/Organisations

Please also indicate with an ‘X’ if this application has been submitted to other funding organisations other than through the NHMRC/ Cancer Australia/Cancer Council application process.

If the grant has been submitted to another funding organisation, please indicate the name of the funder.

I – Budget

Annual budgets should be between $10,000 and approximately $200,000 (GST exclusive). When applying to Cancer Australia and Funding Partners please ensure your budget does not exceed $600,000 (GST exclusive) over three years. Your application will not be considered if it exceeds this amount. The budget in any one year cannot exceed $220,000 (GST exclusive) in any one year.

Please nominate the proposed budget for each year and the total budget for the project in the boxes provided.
NB: total equipment costs for the project cannot exceed $80,000 across the entire funded project period

Budget modification
If the application has been submitted for consideration for funding to NHMRC and/or Cancer Councils, and the proposed budget was higher than the limits specified by Cancer Australia and its Funding Partners or was proposed over a longer time period, the submitted budget for the PdCCRS must be modified to be in line with the funding and duration limits specified by Cancer Australia and its Funding Partners.

If the proposed budget is within the limit and/or duration of funding specified by Cancer Australia and its Funding Partners, place an ‘X’ to the left of ‘Yes’, and proceed to Item I.

If the proposed budget exceeds the limits and/or duration of funding specified by Cancer Australia and its Funding Partners, place an ‘X’ to the left of ‘No’. In the text box provided, describe how the project will be amended in scope or duration to adhere to the limits specified by Cancer Australia and its Funding Partners. Please ensure that the modified budget directly aligns with the reduced project scope detailed in the Grant Proposal (uploaded to NHMRC’s granting system).

In addition, include your requested NHMRC project budget for each year and provide the modifications required to the budget to address the reduced scope or duration of the PdCCRS research project – the original and revised figures should be clearly shown. Cancer Australia recommends providing details of your modified budget as a table:

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>NHMRC budget</th>
<th>Modified PdCCRS budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRC item 1</td>
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<td>YY,YYY</td>
</tr>
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</tr>
<tr>
<td>Total</td>
<td>$Total</td>
<td>$Total</td>
</tr>
</tbody>
</table>

Applications exceeding the budget limits specified by Cancer Australia and its Funding Partners, and which do not provide a modified budget and explanation of the research that will be conducted with the modified budget, will be deemed ineligible for funding.

J – Additional funding opportunities
If your application is unsuccessful in the PdCCRS, with your permission, Cancer Australia may pass your application on to other funders of cancer research for consideration.

By selecting ‘yes’ at Item I(i) and I(ii) you are providing your permission to Cancer Australia to pass your contact and application details on to other funders.

K – Conflict of Interest
A conflict of interest may exist, for example, if you or any of your personnel:
- Has a relationship (whether professional, commercial or personal) with a party who is able to influence the application assessment process;
- Has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict you in carrying out the proposed activities fairly and independently; or
- Has a relationship with, or interest in, an organisation from which you will receive personal gain as a result of the granting of funding under the PdCCRS.

You will be required to declare as part of your application (Item J), existing conflicts of interest or that to the best of your knowledge there is no conflict of interest, including in relation to the examples above, that would impact on or prevent you from proceeding with the project or any funding agreement your Administering Institution may enter into with the Australian Government on your behalf.

If you indicate that you have a conflict of interest please specify the nature of this conflict.

Where you subsequently (after submission of the PdCCRS Questions) identify that an actual, apparent, or potential conflict of interest exists or might arise in relation to your application for funding, you must inform Cancer Australia in writing immediately.

**L – Agreements**

You must agree to the conditions outlined. Please circle ‘Yes’ or ‘No’ to indicate whether you agree to each statement. Failure to comply will deem applications ineligible for funding through this scheme.

**Cancer Australia Funding Agreement terms and conditions**

Please indicate whether the Administering Institution is willing to comply with the terms and conditions outlined in the Cancer Australia Funding Agreement.

Further information can be found in the PdCCRS Funding Agreement available on [GrantConnect](http://GrantConnect).

**Use of funds**

You must declare that you will use the funds to undertake activities as outlined in this research proposal and not use funds for activities that do not relate directly to this application, without prior approval from Cancer Australia.

**Funding from the tobacco industry**

You must acknowledge that you are ineligible for funding, or funding may be terminated, if you, or your administering institution receives funding from the tobacco industry, as outlined at Appendix 4.

**Naming of successful applications**

You must acknowledge that if successful, your name, the name of your administering institution and the title of your project and amount of funding will appear on the Cancer Australia website and may be used in media releases and other reports/publications by Cancer Australia and its Funding Partners.

**M – Common Scientific Outline**

You should place an ‘X’ against a maximum of two categories which are applicable to your project, and also indicate with * the one category which best describes the main research focus of your project.
PART 2 – Assessable criteria

PART 2 comprises three questions. The Cancer Australia and Funding Partners’ Grant Review Committees assess answers to these questions and allocate each with a score. These scores are weighted and combined with the scores provided by the NHMRC to produce the final score for each application.

Question 1 – Outcomes and impact

Identify the potential direct outcomes of this research project and describe exactly how the outcomes of this project will impact on cancer care/control in Australia.

Describe how the outcomes including short, medium and long term outcomes will lead to change in practice/care/policy and improve outcomes for people affected by cancer.

Describe how this project or the outcomes of this project impact on populations with poor and unwarranted variations in cancer outcomes within the community, such as Aboriginal and Torres Strait Islander peoples and/or those living in particular socioeconomic status areas and/or geographic locations.

Please note:

 Reviewers will assess the likelihood of achievement of outcomes within the specified timeframe and budget;
 Cancers affecting a small number of individuals or a research project targeting a subgroup of individuals should justify the importance of this project to this population.

The answer to Question 1 constitutes 25% of the final score

Question 2 – Translation of the results generated from this project

The PdCCRS has a focus on supporting research that may be readily translated for the improvement of cancer control and/or care. The intent of this question is therefore to ensure that consideration is being given to strategies for translating the results of the proposed research so it can inform further research, clinical practice or policy in a timely manner.

You should describe the approaches and methodologies to be employed to translate the findings of this research into clinical practice, policy, and/or further research in order to improve cancer control and/or cancer care.

You should discuss how the collaboration proposed for the project will be directly involved in the translation of the research findings. If the collaboration is not expected to be directly involved in the translation of results, you should specify what future collaborations or groups will be needed for the translation of findings that are expected to be derived from the project. You should describe how these collaborators or groups will be identified and engaged.

Please note that conference presentations and publication of journal articles are considered to be a standard output of all research projects. This question seeks to identify what translational activities beyond publication and presentation of data will be undertaken.

The answer to Question 2 constitutes 20% of the final score
Question 3 – Involvement of consumer representatives

Outline the consumer involvement in the project design and ongoing consumer involvement throughout the life of this project.

In answering this question, you should describe consumer involvement in the project design and ongoing consumer involvement through the life of the project. In particular you should consider describing:

- How will consumers be engaged? How will they be identified? Will they be representatives/nominees from a particular consumer group and why?
- How will consumers represent the target group under study?
- The type of activities/role and the extent of consumer involvement at each of the stages of the research project from design and planning to ongoing conduct and monitoring, through to publication and translation of research results.
- How the level of consumer engagement is appropriate for the proposed research.
- The bi-directional involvement of the consumers with the research collaborative.
- The processes/structures which link the researchers with the consumers.

Further information on consumer involvement in research can be obtained from Cancer Australia’s consumer involvement website.

Please note that answers to this question demonstrating bi-directional involvement of consumers in the proposed project throughout the life of the project will be assessed favourably.

The answer to Question 3 constitutes 15% of the final score

What is the definition of a consumer?
Consumers and consumer representatives are defined in accordance with NHMRC’s 2016 – Statement on Consumer and Community Involvement in Health Research.

Specifically, consumers are defined as:
“Patients and potential patients, carers, organisations representing consumers’ interests, members of the public who are targets of health promotion programs and groups asking for research because they believe that they have been exposed to potentially harmful circumstances, products or services”.

A consumer representative is defined as:
“member of a committee, steering group or similar, who voices the consumer perspective and takes part in the decision making process on behalf of consumers”.

Who is NOT considered a cancer consumer in the context of this question?

- Patients who are participating in a research study/trial but who are not providing direct feedback into the design or conduct of the research;
- Community (lay) representative member of an ethics committee that reviewed the grant but who has no further input into the conduct of research or communication of the research;
- Research colleagues or individuals with a specific research role in the project;
- Lay members of the community who contribute administrative and other support to the study and have no specific interest or involvement with cancer consumer groups (e.g. lawyers, accountants, nurses etc).

Engagement of these individuals does not constitute consumer representation in the context of this question.

Consumers may be invited through a number of avenues: direct advertisement; invitation through specific consumer organisations; eg; general cancer advocacy organisations; specific cancer organisations such as those in breast cancer or leukaemia; service organisations such as National Aboriginal Community Controlled Health Organisation for Indigenous consumer representatives etc.

There are many opportunities for consumer involvement at all stages and all types of research. Consumers can be involved in the planning, conduct, publication and translation of research. You are encouraged to include, where possible, a minimum of two consumers in your research to enable consumers to support each other and represent potentially different consumer viewpoints (e.g. carers and survivors).

A reasonable and appropriate level of consumer involvement may vary, depending on the nature of the research being undertaken, but could include almost any kind of interaction between consumers and researchers. There is no single ‘best’ method of consumer involvement in research but bidirectional consumer engagement is required. Some examples are:

- Work with researchers to identify the topic to be researched
- Work with researchers on defining or refining the research topic and developing a research proposal
- Be included in project/institution advisory committees relating to research
- Be involved in recruiting and/or disseminating information to participants in research
- Conduct lay reviews of research proposals
- Support the development of lay summaries
- Review and comment on patient information sheets
- Assist researchers to pilot a research questionnaire
- Produce newsletters for members of their organisation that chart the progress of research
- Contribute to conferences and journal articles, especially for lay audiences

While the level of consumer involvement will be dependent on the nature of the research project; sample responses are provided below.

**Example 1:**
To ensure consumer input into all stages of this project, Ms Rita Wong and Mr John Ward have agreed to be associate investigators. Ms Wong and Mr Ward were identified through Consumer Organisation X and Y. Ms Wong has experience in representing the views of people affected by lung cancer as a survivor. She is also an active member of consumer organisation X and is able to attend all meetings related to the project. Mr Ward has
experience in representing the views of people affected by mesothelioma as a carer. Mr Ward is a member of consumer organisation Y. Ms Wong and Mr Ward have been consulted during the design of the research project and have had an opportunity to directly input into the project design. This input has helped us refine the questions in our patient questionnaire and we have included an additional study group comprised of carers of patients with lung cancer. Ms Wong and Mr Ward will continue to be involved in reviewing the progress of the research and will have the opportunity to provide direct input into the course of the research through monthly teleconferences. Ms Wong and Mr Ward will be provided with draft copies of reports and publications generated from the project, so that their input can be incorporated prior to publication. Ms Wong and Mr Ward will present at the annual Australian lung cancer meeting and will produce written summaries of this project for inclusion in newsletters of consumer organisation X and Y. Ms Wong and Mr Ward will also be responsible for arranging regular presentations for relevant consumer support groups related to this research project, to optimise effective communication and feedback opportunities from a broad stakeholder group.

Example 2:
We have engaged two consumer representatives, Mr Brown and Ms Singh, through a public application process. Mr Brown and Ms Singh were selected through a merit-based process. Mr Brown has cared for a family member with cancer X and Ms Singh is a member of cancer X support group. Although the initial research plan was developed before Mr Brown and Ms Singh were engaged, they have had an opportunity to review the proposed research and provide input prior to the submission of this research project to the Priority-driven Collaborative Cancer Research Scheme. Their input has shaped our patient recruitment strategy for this study. If successfully funded, Mr Brown and Ms Singh will assist us in the development of lay summaries of our research for publication in relevant newsletters. Mr Brown and Ms Singh will also review and participate in presentations designed for consultation with both consumer and professional groups. Feedback from these consultations will also be integrated into the project. Mr Brown and Ms Singh will also be kept fully informed of the progress of the project and be involved in regular teleconferences throughout the life of the project to provide ongoing feedback and direction. Mr Brown and Ms Singh will also advise us on the most appropriate techniques for optimal dissemination of the results to relevant consumer groups.

Example 3:
The initial research proposal was developed through consultation with the Consumer organisation Y, and the questionnaire reviewed by an expert consumer panel. Ms. Jones and Mr Smith (from Consumer organisation Y) will work closely with us, reviewing all documents that will be provided to patients to ensure that they are easily understood and fully describe what is asked of them. Both Ms. Jones and Mr Smith and an expert panel from Consumer organisation Y will be consulted regularly throughout the project and will have an opportunity to have input into the ongoing conduct of the project. Ms Jones and Mr Smith will assist in the communication of the projects’ aims and findings. Organisation Y will play an important role in the translation of results into outcomes for the community through the public presentation of the research results in their newsletters and public lectures.

Researchers are encouraged to consult with the following documents from the Cancer Australia, NHMRC and GrantConnect websites when addressing this criterion:
- Cancer Australia’s National Framework for Consumer Involvement in Cancer Control
NHMRC’s 2016 – Statement on Consumer and Community Involvement in Health Research

Investigators proposing to undertake research that specifically relates to the health of Aboriginal and/or Torres Strait Islander peoples, or which includes distinct Aboriginal and/or Torres Strait Islander populations, biological samples or data must be aware of, and refer to the following documents in formulating their proposal:

- The Indigenous Research Excellence criteria are available for download from NHMRC.
- Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders.
- NHMRC Road Map 3: A Strategic Framework for Improving the Health of Aboriginal and Torres Strait Islander People through Research
- Cultural Competency in health: A guide for policy, partnerships and participation

Checklist

You must

- review and complete the Checklist before submitting your PdCCRS Questions form to Cancer Australia.

Please place an ‘X’ in each checkbox to indicate that you have completed the specified task.
Guidance for completing the PdCCRS Questions form for Early Career Researcher Project Grants

- Please ensure you have read and understood the 2019 PdCCRS Grant Guidelines before completing an application form.
- The PdCCRS Questions application form will be assessed without reference to the NHMRC application. Please ensure that the completed document can be read as a stand-alone document with consideration given to the fact that the document may be assessed by reviewers who may not have expertise in the specific field of your proposed research.
- Please ensure you complete the relevant PdCCRS Questions application form for your application. There are separate applications forms for:
  - General cancers research priorities;
  - Childhood Cancers of Low Survival research priorities; and
  - Standard Project Grants and Early Career Researcher Project Grants
- A written response addressing each PdCCRS Question must be provided. Any application that does not respond to a PdCCRS Question or indicates that any PdCCRS Question is ‘not applicable’/’not relevant’ (or equivalent wording) or uses the response to a PdCCRS Question to justify why the proposed project does not include any of the elements (i.e. your track record with regard to opportunity, how the research will contribute to your career development, relevance to cancer control or involvement of consumer representatives), will be deemed ineligible for funding through the PdCCRS and will not be reviewed by Cancer Australia and/or its Funding Partners.
- Responses to PdCCRS Questions should be provided using Arial 10 point font.
- The word/character limit (including spaces) or page limit provided for each PdCCRS Question must be strictly adhered to. The text which exceeds the specified character limit will not be reviewed.
- Reviewers are instructed to base their assessment of each PdCCRS Question strictly on the response provided by you to that PdCCRS Question and not to use information provided in the response to another PdCCRS Question/s.
- Please limit the use of acronyms or abbreviations and define any acronyms or abbreviations when first used in the PdCCRS Questions Form.

PART 1 – Project details and eligibility

Responses to PART 1 will determine the eligibility of applications and the alignment of projects to the identified research priority area/s of Cancer Australia and Funding Partners.

A – Chief Investigator A (CIA)’s details

You must list yourself as the sole Chief Investigator (CIA) of the project. Please ensure CIA is the same as the CIA named on the NHMRC application form, details are correct and all fields are completed. Additional Chief Investigators may be listed on the NHMRC application form but will not be considered as part of the PdCCRS grant application.
B – Administering Institution details

Please ensure that details of the Administering Institution are the same as named on the NHMRC application form, details are correct and all fields are completed.

C – Eligibility

Ensure that you have read and understood the specific eligibility rules for Early Career Researchers outlined in the 2019 PdCCRS Grant Guidelines.

Please indicate which funding category, B C or D you are applying to and provide the date when your PhD or equivalent was approved.

D – Career Disruption

Please outline any significant period of career disruption relating to your eligibility for consideration for a PdCCRS Early Career Researcher Project Grant. Please provide the duration of the period of career disruption and the dates for each period of disruption. You must be able to provide documentation for the period of career disruption if requested. Career disruption must involve either a continuous absence from work for periods of 28 calendar days or more and/or a long-term partial return to work that has been formalised with your employer.

A career disruption involves a prolonged interruption to your capacity to work due to:

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

NOTE: Periods of career disruption will only be considered for the time subsequent to obtaining the relevant doctoral qualification. Periods of teaching or clinical practice are not regarded as exceptional circumstances for the purposes of career disruption.

E – Scientific Title and plain English description of your project

Please ensure the Scientific Title of your project is the same title as used on the NHMRC application form.

Please ensure that your plain English description of your project does not exceed 4-5 lines (not including the title). You may utilise the short plain English description provided to the NHMRC to answer this question.

F – Please provide a one page synopsis of your research project

You are encouraged to utilise the synopsis provided to the NHMRC to answer this question. You may wish to tailor your synopsis to ensure the PdCCRS reviewers can understand the proposed research and the specific aims of the research. You are advised to keep in mind that PdCCRS reviewers may not be familiar with your particular area of expertise; the use of highly technical language is not recommended.
G – Which research priority area/s does your grant application relate to?

Cancer Australia and its Funding Partner will consider co-funding successful grant applications. You are encouraged to review the list of research priority areas and to select ALL research priority area/s that directly relate to the proposed research project.

Please select research priority area/s by placing an ‘X’ in the box to the left of the priority.

You must ensure your research project directly aligns with at least one priority area of Cancer Australia and/or its Funding Partners.

H – Research in identified priority area/s

For each priority area selected at Item G you should justify how your research directly relates to each of the priority area/s selected.

For each selected research priority, please:
- Delete ‘[insert priority]’ and replace with the research priority area/s;
- Delete ‘[insert Funding Partner]’ and replace with either Cancer Australia OR the name of the relevant Funding Partner;
- Use a separate box for each selected research priority area.

Please note that space is initially provided on the form for two research priority area/s. You should add additional boxes as required to address each selected research priority area. Please note that Funding Partners may have the same or similar research priorities as Cancer Australia but a separate box should be used for each selected priority even if the justification is the same.

For example, if three research priority areas are selected from a single Funding Partner, then three boxes must be completed; one for each research priority area.

For example, Cancer Australia and a Funding Partner both have research priorities in populations with poor or unwarranted variations in cancer outcomes and you have selected both priorities, then two boxes must be completed; one for each Funding Partner.

Please limit the answer at Item H to 2000 characters (including spaces) in total.

Your response to this question will determine the funding or co-funding of your grant by Cancer Australia and/or its Funding Partners, if successful.

I – Application submitted to other funding organisations

i) – Co-submission to NHMRC and/or Cancer Councils

Please indicate with an ‘X’ if this application has been submitted for consideration of funding to Cancer Australia and its Funding Partners only or Cancer Australia and other funders including the NHMRC and/or Cancer Councils.

ii) – Grant submission to other Funding Agencies/Organisations

Please also indicate with an ‘X’ if this application has been submitted to other funding organisations outside the NHMRC/ Cancer Australia/Cancer Council application process.
If the grant has been submitted to another funding organisation, please indicate the name of the funder.

**J – Budget**

In the boxes provided, please specify the budget requested under Funding Category B or Category D for the 12 month period OR Funding Category C – for each year up to a maximum of 2 years.

The total budget for Funding Category B for post-doctoral researchers with up to 3 years post-doctoral experience or since graduation from medical school cannot exceed a budget of $100,000 (GST exclusive) and is limited to one year.

The total budget for Funding Category C for post-doctoral researchers with more than 3 years but less than 7 years post-doctoral experience or since graduation from medical school cannot exceed a budget of $200,000 GST exclusive and is for 1-2 years. The budget in any one year cannot exceed $110,000 GST exclusive.

The total budget for Funding Category D in the field of bioinformatics for cancer research for post-doctoral researchers with up to 7 years post-doctoral experience or since graduation from medical school cannot exceed a budget of $100,000 (GST exclusive) and is limited to one year.

Applications that exceed these amounts will not be considered eligible for funding by the Priority-driven Collaborative Cancer Research Scheme.

**Budget modification**

If the application has been submitted for consideration for funding to NHMRC and/or Cancer Councils, and the proposed budget was higher than the limits specified by Cancer Australia and its Funding Partners or was proposed over a longer time period, the submitted budget for the PdCCRS must be modified to be in line with the funding and duration limits specified by Cancer Australia and its Funding Partners.

If the proposed budget is within the limit specified by Cancer Australia and its Funding Partner, place an ‘X’ to the left of ‘Yes’, and go to Item J.

If the proposed budget exceeds the limit and/or duration specified by Cancer Australia and its Funding Partner, place an ‘X’ to the left of ‘No.’ In the text box provided, describe how the project will be amended in scope or duration to adhere to the limits specified by Cancer Australia and its Funding Partners. Please ensure that the modified budget directly aligns with the reduced project scope detailed in the Grant Proposal (uploaded to NHMRC’s granting system).

In addition include your requested NHMRC project budget for each year and provide the modifications required to the budget to address the reduced scope or duration of the PdCCRS research project – the original and revised figures should be clearly shown. Cancer Australia recommends providing details of your modified budget as a table:

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>NHMRC Budget</th>
<th>Modified PdCCRS budget</th>
</tr>
</thead>
<tbody>
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<td><strong>$Total</strong></td>
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</tr>
</tbody>
</table>

Applications exceeding the budget limits specified by Cancer Australia and its Funding Partner, and which do not provide a modified budget and explanation of the research that will be conducted with the modified budget will be deemed **ineligible** for funding.

**K – Additional funding opportunities**

If your application is unsuccessful in the PdCCRS, with your permission, Cancer Australia may pass your application on to other funders of cancer research for consideration.

By selecting ‘yes’ at Item J(i) and J(ii) you are providing your permission to Cancer Australia to pass your contact and application details on to other funders.

**L – Conflict of Interest**

A conflict of interest may exist, for example, if you or any of your personnel:

- Has a relationship (whether professional, commercial or personal) with a party who is able to influence the application assessment process;
- Has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict you in carrying out the proposed activities fairly and independently; or
- Has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the granting of funding under the PdCCRS.

You will be required to declare as part of your application (Item K), existing conflicts of interest or that to the best of your knowledge there is no conflict of interest, including in relation to the examples above, that would impact on or prevent you from proceeding with the project or any funding agreement your Administering Institution may enter into with the Australian Government on your behalf.

If you indicate that you have a conflict of interest please specify the nature of this conflict.

Where you subsequently (after submission of the PdCCRS Questions) identify that an actual, apparent, or potential conflict of interest exists or might arise in relation to this application for funding, you must inform Cancer Australia in writing immediately.

**M – Agreements**

You must agree to the conditions outlined. Please circle ‘Yes’ or ‘No’ to indicate whether you agree to each statement. Failure to comply will deem applications **ineligible** for funding through this scheme.

**Cancer Australia Funding Agreement terms and conditions**

Please indicate whether the Administering Institution is willing to comply with the terms and conditions outlined in the Cancer Australia Funding Agreement.

Further information can be found in the PdCCRS Funding Agreement available on [GrantConnect](#).
Use of funds
You must declare that you will use the funds to undertake activities as outlined in this research proposal and not use funds for activities that do not relate directly to this application, without prior approval from Cancer Australia.

Funding from the tobacco industry
You must acknowledge that if you are ineligible for funding, or funding may be terminated, if you, or your administering institution receives funding from the tobacco industry, as outlined at Appendix 4.

Naming of successful applications
You must acknowledge that if successful, your name, the name of your administering institution and the title of your project and amount of funding will appear on the Cancer Australia website and may be used in media releases and other reports/publications by Cancer Australia and its Funding Partners.

N – Common Scientific Outline
You should place an ‘X’ against a maximum of two categories which are applicable to your project, and also indicate with * the one category which best describes the main research focus of your project.

PART 2 – Assessable criteria
PART 2 comprises four questions. The Cancer Australia and Funding Partners’ Grant Review Committees assess answers to these questions and allocate each with a score. These scores are weighted and combined with the scores provided by the NHMRC to produce the final score for each application.

Question 1 – Track record of the applicant in regard to opportunity

Question 1(i) – List of Publications
You should summarise your publication and presentation history prioritising those publications and presentations most relevant to the proposed project including numbers of refereed journal articles, book chapters, patents and key conference presentations.
You should provide a list of your key publications and presentations relevant to the proposed project listed in descending chronological order (most recent first). Please ensure that the publication or presentation title is included e.g.

I have: contributed to 16 first author and 5 senior author manuscripts published on breast cancer in refereed journals; 2 book chapters as sole author; and given 10 presentations on breast cancer at national conferences and 5 presentations on breast cancer at international conferences, 2 of which were as keynote speaker.


Please limit the response to one page.
Question 1(ii) – Key publications and patents

You should describe your exact role in your key publications and patents listed in 1(i).

Please limit the response to 1000 characters (including spaces).

Question 1(iii) – Research experience

You must provide details of previous research experience highlighting the most significant contributions, evidence of novel approaches, and those most relevant to the proposed research.

Please limit the response to 2000 characters (including spaces).

Question 1(iv) – Other relevant experience

You must provide details of clinical training and practice relevant to cancer if any (and whether your involvement in clinical practice will impact on your ability to carry out the proposed project), details of postgraduate teaching if any (indicating whether you are/were the sole or co-supervisor, and whether any of your students have completed their degrees), and details of any administrative responsibilities (including laboratory, departmental, institutional, or external).

Please limit the response to 2000 characters (including spaces).

Question 1(v) – Academic Qualifications/Awards

You must provide up to 20 of your academic qualifications or awards, starting with the most recent. Please indicate date, and where obtained.

The answer to Question 1 constitutes 30% of the final score

Question 2 – How the research will contribute to the career development of the applicant

Question 2(i) - Career development objectives

You must outline your career development objectives for the next five years and how the proposed project will foster these. If relevant, please describe any collaborations that will be facilitated by the project.

Please limit the response to half a page.

Question 2(ii) – Research Environment

You must describe your reasons for choosing the laboratory or place where you plan to work. You must also describe the mentoring arrangements that will be in place for the duration of your proposed research project.

Please limit the response to half a page.

The answer to Question 2 constitutes 10% of the final score

Question 3 – Relevance to Cancer Control
You should describe how your proposed research is relevant to cancer control. The description should be written in lay language.

**Please limit the response to one page.**

**The answer to Question 3 constitutes 5% of the final score**

**Question 4 – Involvement of consumer representatives**

Outline the consumer involvement in the project design and ongoing consumer involvement throughout the life of this project.

In answering this question, you should describe consumer involvement in the project design and ongoing consumer involvement throughout the life of the project. In particular you should consider describing:

- How will consumers be engaged? How will they be identified? Will they be representatives/nominees from a particular consumer group and why?
- How will consumers represent the target group under study?
- The type of activities/role and the extent of consumer involvement at each of the stages of the research project from design and planning to ongoing conduct and monitoring, through to publication and translation of research results.
- How the level of consumer engagement is appropriate for the proposed research.
- The bi-directional involvement of the consumers with the research collaborative.
- The processes/structures which link the researchers with the consumers.

Further information on consumer involvement in research can be obtained from Cancer Australia’s consumer involvement website.

Please note that answers to this question demonstrating bi-directional involvement of consumers in the proposed project throughout the life of the project will be assessed favourably.

**The answer to Question 4 constitutes 5% of the final score**

**What is the definition of a consumer?**

Consumers and consumer representatives are defined in accordance with NHMRC’s 2016 –Statement on Consumer and Community Involvement in Health Research

Specifically, consumers are defined as:

“Patients and potential patients, carers, organisations representing consumers’ interests, members of the public who are targets of health promotion programs and groups asking for research because they believe that they have been exposed to potentially harmful circumstances, products or services”.

A consumer representative is defined as:

“member of a committee, steering group or similar, who voices the consumer perspective and takes part in the decision making process on behalf of consumers”.

**Who is NOT considered a cancer consumer in the context of this question?**
- Patients who are participating in a research study/trial but who are not providing direct feedback into the design or conduct of the research;
- Community (lay) representative member of an ethics committee that reviewed the grant but who has no further input into the conduct of research or communication of the research;
- Research colleagues or individuals with a specific research role in the project;
- Lay members of the community who contribute administrative and other support to the study and have no specific interest or involvement with cancer consumer groups (e.g. lawyers, accountants, nurses etc).

Engagement of these individuals does not constitute consumer representation in the context of this question.

Consumers may be invited through a number of avenues: direct advertisement; invitation through specific consumer organisations: eg; general cancer advocacy organisations; specific cancer organisations such as those in breast cancer or leukaemia; service organisations such as National Aboriginal Community Controlled Health Organisation for Indigenous consumer representatives etc.

There are many opportunities for consumer involvement at all stages and all types of research. Consumers can be involved in the planning, conduct, publication and translation of research. You are encouraged to include, where possible, a minimum of two consumers in your research to enable consumers to support each other and represent potentially different consumer viewpoints (e.g. carers and survivors).

A reasonable and appropriate level of consumer involvement may vary, depending on the nature of the research being undertaken, but could include almost any kind of interaction between consumers and researchers. There is no single ‘best’ method of consumer involvement in research but bidirectional consumer engagement is required. Some examples are:

- Work with researchers to identify the topic to be researched
- Work with researchers on defining or refining the research topic and developing a research proposal
- Be included in project/institution advisory committees relating to research
- Be involved in recruiting and/or disseminating information to participants in research
- Conduct lay reviews of research proposals
- Support the development of lay summaries
- Review and comment on patient information sheets
- Assist researchers to pilot a research questionnaire
- Produce newsletters for members of their organisation that chart the progress of research
- Contribute to conferences and journal articles, especially for lay audiences

While the level of consumer involvement will be dependent on the nature of the research project; sample responses are provided below.
Example 1:
To ensure consumer input into all stages of this project, Ms Rita Wong and Mr John Ward have agreed to be associate investigators. Ms Wong and Mr Ward were identified through Consumer Organisation X and Y. Ms Wong has experience in representing the views of people affected by lung cancer as a survivor. She is also an active member of consumer organisation X and is able to attend all meetings related to the project. Mr Ward has experience in representing the views of people affected by mesothelioma as a carer. Mr Ward is a member of consumer organisation Y. Ms Wong and Mr Ward have been consulted during the design of the research project and have had an opportunity to directly input into the project design. This input has helped us refine the questions in our patient questionnaire and we have included an additional study group comprised of carers of patients with lung cancer. Ms Wong and Mr Ward will continue to be involved in reviewing the progress of the research and will have the opportunity to provide direct input into the course of the research through monthly teleconferences. Ms Wong and Mr Ward will be provided with draft copies of reports and publications generated from the project, so that their input can be incorporated prior to publication. Ms. Wong and Mr Ward will present at the annual Australian lung cancer meeting and will produce written summaries of this project for inclusion in newsletters of consumer organisation X and Y. Ms Wong and Mr Ward will also be responsible for arranging regular presentations for relevant consumer support groups related to this research project, to optimise effective communication and feedback opportunities from a broad stakeholder group.

Example 2:
We have engaged two consumer representatives, Mr Brown and Ms Singh, through a public application process. Mr Brown and Ms Singh were selected through a merit-based process. Mr Brown has cared for a family member with cancer X and Ms Singh is a member of cancer X support group. Although the initial research plan was developed before Mr Brown and Ms Singh were engaged, they have had an opportunity to review the proposed research and provide input prior to the submission of this research project to the Priority-driven Collaborative Cancer Research Scheme. Their input has shaped our patient recruitment strategy for this study. If successfully funded, Mr Brown and Ms Singh will assist us in the development of lay summaries of our research for publication in relevant newsletters. Mr Brown and Ms Singh will also review and participate in presentations designed for consultation with both consumer and professional groups. Feedback from these consultations will also be integrated into the project. Mr Brown and Ms Singh will also be kept fully informed of the progress of the project and be involved in regular teleconferences throughout the life of the project to provide ongoing feedback and direction. Mr Brown and Ms Singh will also advise us on the most appropriate techniques for optimal dissemination of the results to relevant consumer groups.

Example 3:
The initial research proposal was developed through consultation with the Consumer organisation Y, and the questionnaire reviewed by an expert consumer panel. Ms. Jones and Mr Smith (from Consumer organisation Y) will work closely with us, reviewing all documents that will be provided to patients to ensure that they are easily understood and fully describe what is asked of them. Both Ms. Jones and Mr Smith and an expert panel from Consumer organisation Y will be consulted regularly throughout the project and will have an opportunity to have input into the ongoing conduct of the project. Ms Jones and Mr Smith will assist in the communication of the projects’ aims and findings. Organisation Y will play an important role in the translation of results into outcomes for the community.
through the public presentation of the research results in their newsletters and public lectures.

Researchers are encouraged to consult with the following documents from the Cancer Australia, NHMRC and GrantConnect websites when addressing this criterion:

- Cancer Australia’s National Framework for Consumer Involvement in Cancer Control
- NHMRC’s 2016 – Statement on Consumer and Community Involvement in Health Research

Investigators proposing to undertake research that specifically relates to the health of Aboriginal and/or Torres Strait Islander peoples, or which includes distinct Aboriginal and/or Torres Strait Islander populations, biological samples or data must be aware of, and refer to the following documents in formulating their proposal:

- The Indigenous Research Excellence criteria are available for download from NHMRC.
- Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders.
- NHMRC Road Map 3: A Strategic Framework for Improving the Health of Aboriginal and Torres Strait Islander People through Research
- Cultural Competency in health: A guide for policy, partnerships and participation

**Checklist**

You must

- review and complete the Checklist before submitting your PdCCRS Questions form to Cancer Australia.

Please place an ‘X’ in each checkbox to indicate that you have completed the specified task.