

# PCFA Concept Grant Program

## Advice and Instructions to Applicants for funding commencing in 2009

Please note the application deadlines are available on the  
Research section of the PCFA website:

<http://www.prostate.org.au/>

Late or incomplete applications or those not following the  
Policies & Procedures will not be accepted.

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## **Introduction**

The purpose of this document is to provide advice to applicants and Administering Institutions' Research Offices to assist in the completion and submission of applications for PCFA Concept Grant funding commencing in 2008.

This document should be read in conjunction with the PCFA Concept Grant Policies and Procedures which provides important information on:

- what is a Concept Grant;
- who may be eligible to apply;
- eligible institutions;
- use of Concept Grant funds;
- a brief description of the peer review process for Concept Grant applications,  
*and*
- confidentiality provisions.

## **Completing the Application**

The application form, along with the CV Format Page, can be downloaded from the PCFA website. To ensure all fields are completed correctly it is recommended that you use the tab key wherever possible to move through the form. However, you can use the mouse if more convenient. Please adhere closely to these instructions as proposals failing to do so may be returned to the applicant without review.

***These guidelines must be followed or grant applications will be returned.***

## **Initial Details**

### **Application Identification Number**

The Application Identification Number (Application ID) will be allocated to you by the PCFA.

### **Title of Project**

The scientific title should accurately identify the nature of the project. With the Application ID and the Principal Investigator's surname, the title will be used to identify the application at all times during the assessment process.

### **Scientific Summary**

In this section of the application, you are required to provide a summary description of the project that will be reviewed by the PCFA Research Committee and other experts in the field.

Briefly describe the significance of the project, the research plan and the potential significance of the research.

(You have a maximum of 3500 characters to complete this section)

### **Lay Summary**

In this section of the application, you are required to provide a summary description of the project that is suitable for release to the media and the general ("lay") public.

(You have a maximum of 1400 characters to complete this section)

Avoid the use of technical terms. Be brief and describe the overall aims of the research and expected outcomes in a manner the general public will understand.

This information will be made available, if requested, to members of the public, journalists, etc including via posting on the PCFA Web Site. Note that this information plays an important part in relaying research outcomes to the public, and as such should be written in a manner appropriate for the intended audience.

### **Principal Investigator**

The Principal Investigator is the investigator who takes responsibility for completion and lodgement of the application, and who is responsible for managing the funds dispersed if the application is successful. The Principal Investigator must sign the Certification page of the application form on behalf of all co-investigators.

### **Institution**

Enter the name of the institution which will administer the grant.

### **Earliest Start Date**

Enter the date when it is anticipated that work on the project will commence.

### **Co-Application to Cancer Australia**

Please indicate if you have also applied to Cancer Australia for Prostate Cancer research funding in 2009 (tick the relevant box on the application).

### **Duration of funding required**

Enter the numbers of years of funding requested.

### **Year 1 Funding**

Enter the budget requested for the first year of funding.

### **Total Funding Requested**

Enter the total budget amount requested.

## **Personnel**

Intending applicants for PCFA Concept Grants should assess their eligibility to apply for Concept Grants against the criteria detailed in the PCFA Policies and Procedures.

### **Principal Investigator**

The Principal Investigator is expected to take the lead role in the conduct of the research project. The Principal Investigator will also normally be the person who makes decisions about allocation of the grant funds and hiring of research personnel if the proposal is successful.

Enter the requested personal details of the Principal Investigator.

### **Postal Address**

You must provide the address to which you wish all correspondence from the PCFA to be sent.

### **Courier Address**

If your courier address is the same as your postal address, tick the “as above” box. If you have provided a PO Box or Locked Bag Number in your postal address, you must provide a Street Number, Street Name and Phone Number in your courier address. If relevant, the courier address should include the building name and room number.

### **Citizenship**

The Principal Investigator must be an Australian citizen or hold permanent residency in Australia.

### **Will this researcher be based in Australia for the duration of the grant?**

The Principal Investigator is expected to be based in Australia for the duration of the grant. If this is not going to be the case please provide an explanation.

### **Do you request a salary as the Principal Investigator?**

Unless full salary funding is being sought on the grant, funding for a grant is dependent on the continuing employment of the Principal Investigator over the period of the grant.

### **“NIH-Style” CV**

Follow the CV and bibliography format shown in Appendix 1. Include the CV of the Principal Investigator and each Co-Investigator. The CV may not exceed four pages per person, including the table at the top of the first page. An example of a completed CV in the correct format can be found at Appendix I.

Complete the table of education at the top of the format page, and then complete Sections A, B, C and D described below.

- A. Positions and Honours.** List in chronological order previous significant positions, concluding with your present position. List any honours. Include present membership on any pertinent committees.
- B. Significant achievements** ( $\leq 200$  words); where possible, reference the relevant publications (listed in section C).
- C. Selected peer-reviewed publications or manuscripts in press (in chronological order).** Separate peer-reviewed publications reporting original research from reviews and non-peer reviewed material. Do not include manuscripts submitted or in preparation.
- D. Research Support.** List the following details for all submitted applications and ongoing or completed (during the last three years) research projects (Government or non-Government support):
- Title
  - Principal Investigator
  - Relationship of applicant to grant, if not PI (Co-I, AI)
  - Brief outline of the overall goals of the projects and responsibilities of the key person (to whom the CV applies).
  - Total budget
  - Duration of funding
  - Funding agency
  - Grant Number
  - Overlap with current application: If the goals of a current research might appear to overlap with funding sought in this proposal to the PCFA, please provide clarification as to overlap or lack thereof here or, **if additional space is required**, in the ‘Alternative Funding Currently being Received or being Sought for this Proposal’ section of the application form (See below for instructions).

*Each CV should be submitted, as part of a single Portable Document File (.pdf) as outlined in the section on “Method of Submission”.*

## **Co-Investigators**

Co-Investigators are researchers who will be playing a central role in the project, based on their experience and expertise. Non-Australian researchers and researchers based overseas are eligible to apply to be a Co-Investigator; however researchers based overseas are not eligible to draw a salary from a Concept Grant. The need for consumable funding for these overseas co-investigators must be strongly justified.

Enter the requested personal details of up to three Co-Investigators.

Please provide an “NIH-style” 4 page CV and bibliography for each of the Co-Investigators, as described for the Principal Investigator.

## **Associate Investigators**

An Associate Investigator (AI) is an investigator who provides intellectual input into the research and whose participation may warrant inclusion of their name on publications.

AIs are ineligible to draw a salary from a PCFA Concept Grant.

Enter the requested personal details of up to three Associate Investigators. In the Contribution section, you must describe the contribution that the AI is expected to make to the project. Also include here the name of the institute that employs the AI.

(You have a maximum of 500 characters for each entry in the Contribution section)

## **Administering Institution**

### **Postal Address**

You must provide the address to which you wish all correspondence from the PCFA to be sent.

### **Courier Address**

If your courier address is the same as your postal address, tick the “as above” box. If you have provided a PO Box or Locked Bag Number in your postal address, you must provide a Street Number, Street Name and Phone Number in your courier address. If relevant, the courier address should include the building name and room number.

Please provide the name and email address of the Research Administration Officer for the nominated Institution.

## **Detailed Project Proposal**

A maximum of four (4) pages, including references, is permitted for the Detailed Research Proposal. It should be in a minimum of 12pt Times Roman font, single spaced ("at" 1.0 spacing between lines) with 2.4cm margins.

All scientific information relating to your proposal must be contained in this section. When preparing this attachment, you should note that each proposal is reviewed by experts in the field.

**Hypothesis & Specific Aims** – Describe the specific aims of the project, including a clear statement of any hypotheses to be tested.

**Introduction & Background** – Describe the significance of the project, the objectives of the research and the background to the project including scientific aspects and any other relevant material.

**Preliminary Data** – Describe any pilot or feasibility study data.

**Methodology** – Outline the research plan in detail, including as appropriate, a detailed description of the experimental design, techniques to be used and methods of statistical analysis.

**Outcomes and Significance** – Briefly describe the importance of the problem to be researched, the planned outcome of the research plan and the potential significance of the research.

**References** – Ten-point type is OK for references. Details of publications cited need to include at least first author, article title, journal year, volume number and first page.

## **Proposals Relating to Investigational Drugs**

For proposals relating to investigational drugs, where some or all of the request is for clinical trials, the details of the IP (patent) position should be provided. In addition, existing or proposed future commercial involvement should also be outlined.

It is possible to perform limited preclinical safety testing of new therapeutics, and Phase I and even small Phase IIA clinical trials, using "grant" funding. However, if those trials are successful, the quantum of funds required for the further preclinical and clinical studies demanded by regulatory agencies will absolutely need commercial support. And commercial support will not be forthcoming without a secure IP position.

*This information can be provided as an addition to the existing page limits for the project description.*

## **Budget**

### **First Year Budget**

#### **Personnel**

For Year 1, provide the names (if known) of the individuals for whom you are requesting a salary, and describe their roles in the research proposal and the amount of time they will allocate to the project, as a percentage. Enter the salary requested, including on-costs, for each investigator. The level of salary funding provided should generally adhere closely to current NH&MRC and university guidelines.

#### **Supplies & Consumables**

Enter the total value of the Supplies & Consumables requested for year 1.

Itemize into 3-5 categories, eg. items such as equipment costing less than \$10,000, consumables, printed materials, survey or field expenses, purchase costs for animals and computing charges.

#### **Equipment**

Provide a description and cost for each item of equipment sought.

Equipment requests are to cover only those items individually costing over \$10,000 and less than \$50,000, which are essential to the grant, smaller items must be requested as Supplies & Consumables items. Funding for equipment costing more than \$50,000 may be requested through the PCFA Equipment Grant Program.

**Other**

Provide a description and cost for other expenses, if any, for year 1.

**Second Year Budget**

For Year 2 (if applicable), provide summary information about costs for personnel, supplies & consumables and other expenses. It is assumed that any necessary equipment would be purchased in the first year of the project.

Provide budget totals as requested.

**Total Budget**

Enter the total budget amount requested.

**Budget Justification****Budget Justification – Personnel**

You must provide reasons for all salary requests, including information regarding the work to be undertaken and justification for the level of salary requested.

(You have a maximum of 1500 characters to provide this justification)

**Budget Justification – Supplies & Consumables**

You must provide reasons for all supplies and consumables requests.

(You have a maximum of 1500 characters to provide this justification)

**Budget Justification – Equipment**

Provide an explanation why the requested equipment is essential for the project, and is not otherwise available to the Investigators.

(You have a maximum of 1500 characters to provide this justification)

**Budget Justification – Other**

Provide an explanation for funding requested which is not included in the above sections.

(You have a maximum of 1500 characters to provide this justification)

## **Alternative Funding Currently being Received or being Sought for this Proposal**

Where current funding overlaps, or appears to overlap, with the PCFA application, all of the following information regarding those existing grants (those with a funding interval including the present or the future) and submitted grant proposals must be provided:

- Title
- Funding agency
- Overlap with PCFA proposal: If the goals of a current research might appear to overlap with funding sought in this proposal to the PCFA, please provide clarification as to overlap or lack thereof here and/or in the 'Research Support' section of the relevant CVs of the Principal Investigator and Co-Investigators (Please refer to the 'NIH Style' CV section above).

The PCFA application form allows for overlap, or apparent overlap, of two existing, or submitted, grants to be addressed. A separate Supplemental Funding Page is available on the PCFA website. Please submit as many supplemental pages as are required.

Failure to disclose full information may result in the application being removed from any further consideration by the PCFA.

## **Approvals**

If the answer to any of these questions is “**Yes**”, the Principal Investigator is verifying that the necessary approvals have been obtained and that the Administering Institution holds the approval documents.

Under the requirements of the PCFA Concept Grant Program, payments for a grant cannot commence until appropriate institutional approvals have been obtained by the Administering Institute and copies of the approvals have been received by the PCFA.

## **Certification**

This page must be printed and all required original signatures obtained. This page should then be posted to the PCFA.

By signing the Certification page the Principal Investigator, the Head of Department/Institution and the Financing Officer of the Administering Institution are agreeing to the conditions stated.

## **Method of Submission (Read Carefully; call if you have questions!!)**

Once the application is completed convert *all* of the .doc, .wpd or .rtf documents to a single .pdf (Portable Document Format) file with Adobe Acrobat, FOXIT or similar programs. Please DO NOT scan the entire document as the resulting file will be too large. You may scan the completed signature page (which can be inserted into an existing .pdf using Adobe and similar software), or alternatively, simply mail it to us separately leaving the copy in the .pdf blank. Selected pages from the proposal that may not be in electronic format (we think this is very unusual) can also be scanned.

The application documents should be presented in the single .pdf in the following order:

- ◆ Completed PCFA Application Form
- ◆ Any Supplemental Funding Pages that were completed
- ◆ Principal Investigator's CV & bibliography
- ◆ Co-Investigator (if any) CVs and bibliographies
- ◆ Research Proposal

The .pdf file should be identified by the applicants name as follows:

Surname•firstname•CONCEPTapplic•pdf

For example: Cadiddlehopper.Klem.CONCEPTapplic.pdf

Email this file to: research@prostate.org.au

***Grants received that are not in a single .pdf file format will be returned.***

Copies of any appropriate institutional approvals need not be submitted with the proposal but must be forwarded to the PCFA before funding will be released.

## Appendix I – Sample “NIH-Style” CV

<b>Curriculum Vitae</b>			
Provide the following information for the Principal Investigator and all of the Co-Investigators. Follow this format for each person. DO NOT EXCEED FOUR PAGES.			
<b>Name</b>			
Carlucci, Joseph Louis			
<b>Position Title</b>			
Professor of Microbiology			
<b>Education/Training</b>			
Institution and Location	Degree	Year(s)	Field of Study
Stanford University	Ph.D.	1964	Infectious Diseases
Harvard Medical School	M.D.	1972	Medicine/Parasitology

### A. Positions and Honours.

#### Positions and Employment

1969-1971 Medical Residency, Internal Medicine, Harvard Medical School  
 1971-1973 EIS Officer, Hospital Infection Section, Bacterial Diseases Branch, CDC, Atlanta, GA  
 1973-1974 Instructor and Fellow in Medicine, Hematology, Massachusetts General Hospital, Boston, MA  
 1974-1975 Instructor in Infectious Diseases, Massachusetts General Hospital, Boston, MA  
 1978- Senior Associate in Infectious Diseases, Children’s Hospital, Boston, MA  
 1978-1984 Assistant Professor of Pediatrics, Harvard Medical School  
 1985-1998 Chief, Hemostasis Laboratory, Children’s Hospital, Boston, MA  
 1993- Professor of Pediatrics, Harvard Medical School, Boston, MA  
 1998- Professor, Dept. of Infectious Diseases, Harvard School of Public Health

#### Other Experience and Professional Memberships

1972-1973 Acting Chief, National Mucosal Infections Study  
 1975-2000 Director of Infectious Diseases Laboratory  
 1975-present Hospital Epidemiologist (Medical Director Infection Control 2000-present), Children’s Hospital, Boston  
 1981-1982 President, Society of Hospital Epidemiologists of America  
 1988 Member, Society for Pediatric Research  
 1989-present Medical Director Quality Assurance, Children’s Hospital, Boston, MA  
 1991-1993 Director, American Society for Microbiology, Division F  
 1991-1997 Hospital Infection Control Practices Advisory Committee, Centers for Disease Control  
 1998-present Vice-Chair for Health Outcomes, Dept. of Medicine, Children’s Hospital  
 1998-2001 Steering Committee, NACHRI/CDC Pediatric Prevention Network

### **Honours**

1982 SERC Advanced Research Scholarship, Infectious Disease Society of America

2001 Anthony Steinway Award for Excellence in Teaching (Children's Hospital)

**B. In  $\leq 200$  words, describe your major research achievements, and where possible, refer to the relevant publications below.**

### **C. Selected peer-reviewed publications (in chronological order).**

(Publications selected from 133 peer-reviewed publications)

1. Luciani JM, Casper J, Goodman BF, Shaw CM, Carlucci JL. Prevention of respiratory virus infections through compliance with frequent hand-washing routines. *N Engl J Med* 1988 ;318:389-394.
2. Gussmann J, Pratt R, Sideway DG, Sinclair JM, Emmerson MF, Carlucci JL. Coagulase-negative staphylococcal bacteremia in the changing neonatal intensive care unit population. Is there an epidemic? *JAMA*. 1988;158:1548-1552.
3. Gussmann J, Carlucci JL, McGovern JE, Jr., Methodologic issues in nursing home epidemiology. *Rev Infect Dis* 1989;11:1119-1141.
4. Gussmann J, Emmerson MF, Smyth NE, Platt RI, Sidebottom DG, Carlucci JL. Early hospital release and antibiotic usage with nosocomial staphylococcal bacteremia in two neonatal intensive care unit populations. *Amer J Dis Child* 1991;149:325-339.
5. Murphy JA, Black RW, Schroeder LC, Weissman ST, Gussman JM, Carlucci JL, Short CJ. Quality of care for children with asthma: the role of social factors and practice setting. *Pediatrics* 1996;98:379-84.
6. Gussmann J, Carlucci JL, McGovern JE, Jr. Incidence of *Staphylococcus epidermidis* catheter-related bacteremia by infusions. *J Infect Dis* 1996;172:320-4.
7. Carlucci JL, Huskins WC. Control of nosocomial antimicrobial-resistant bacteria: A strategic priority for hospitals worldwide. *Clin Infect Dis* 1997;S139-S145.
8. Corning WC, Saylor BM, O'Steen C, Gulapagos L, O'Reilly EJ, Carlucci JL. Hospital infection prevention and control: A model for improving the quality of hospital care in low income countries. *Infect Control Hosp Epi*. 1999;13:123-35.
9. Handler CJ, Marriott B, Clearwater PT, Carlucci JL. Quality of care at a children's hospital: the child's perspective. *Arch Pediatr Adolesc Med*. 1999;143:1120-7.
10. McKinney D, Poulet KL, Wong Y, Murphy V, Ulright M, Dorling G, Long JC, Carlucci JL, Piper GB. Protective vaccine for *Staphylococcus aureus*. *Science* 1999;214:1421-7.
11. Gulazzii L, Kispert ZT, Carlucci JL, Corning WC. Risk-adjusted mortality rates in surgery: a model for outcome measurement in hospitals developing new quality improvement programs. *J Hosp Infect* 2000;24:33-42.
12. Huebner J, Qui A, Krueger WA, Carlucci JL, Pier GB. Prophylactic and therapeutic efficacy of antibodies to a capsular polysaccharide shared among vancomycin-sensitive and resistant enterococci. *Infect Immun* 2000; 68:4631-6.

13. Levitan O, Sissy RB, Kenney J, Buchwald E, Maccharone AB, Carlucci JL. Enhancement of neonatal innate defense: Effects of adding a recombinant fragment of bactericidal protein on growth and tumor necrosis factor-inducing activity of gram-positive bacteria tested in vivo. *Immun* 2000;38:3120-25.
14. Garletti JS, Harrison MC, Collin PA, Miller CD, Otter D, Shaker C, Wren M, Carlucci JL, Makato DG. A randomized trial comparing iodine to a alcohol impregnated dressing for prevention of catheter infections in neonates. *Pediatrics*. 2001;127:1461-6.
15. Corning WC, Barillo K, Festival MR, Lingonberry S, Lumbar P, Peters A, Pursons M, Carlucci JL, Tella JE. A national survey of practice variation in the use of antibiotic prophylaxis in heart surgery. *J Hosp Infect*. 2001;33:121-5.
16. Hoboken S, Peterson D, Graveldy L, Carlucci JL. Compliance with hand hygiene practice in pediatric intensive care. *Pediatric Crit Care Med*. 2001;12:211-214.

#### **D. Research Support**

##### **Ongoing Research Support**

**Title:** Reducing Antimicrobial Resistance in Low-Income Communities: A Randomized Trial.

**Principal Investigator:** Joseph Carlucci

**Goals & Responsibilities:** This is a randomized trial of interventions to reduce antimicrobial usage and resistance in low-income communities. Responsibilities as PI are to coordinate research and oversee junior investigators.

**Total Budget:** \$ 1 000 000

**Duration of Funding:** 9/01/1999 to 30/08/2004

**Funding Agency:** AHRQ

**Grant Number:** None

**Overlap with current application:** None

**Title:** Bacteriology and Mycology Study of ICU Patients at Risk for Antimicrobial Resistant Bacterial Infections.

**Principal Investigator:** J.L. Carlucci

**Goals & Responsibilities:** The study will perform clinical trials of interventions to reduce antimicrobial resistant infections. Responsibilities as PI are to coordinate research and oversee junior investigators.

**Total Budget:** \$ 500 000

**Duration of Funding:** 01/04/2001 to 31/03/2006

**Funding Agency:** NIH/NIAID

**Grant Number:** RO1 374558-02

**Overlap with current application:** Current application studies solely viral infections in the ICU, not bacterial infections, hence no overlap.

**Title:** Chloride and Sodium Transport in Airway Epithelial Cells

**Principal Investigator:** Fred Anderson

**Relationship of Applicant to Grant:** Co-Investigator

**Goals & Responsibilities:** The major goals of this project are to define the biochemistry of chloride and sodium transport in airway epithelial cells and clone the gene(s) involved in transport. Responsibilities as Co-Investigator are to provide expertise in the Franz cells used to assess electrolyte transport; data review and analysis; editing manuscripts.

**Total Budget:** \$ 1 500 000

**Duration of Funding:** 01/03/2001 to 28/02/2006

**Funding Agency:** NIH/NHLBI

**Grant Number:** RO1-736548

**Overlap with current application:** Potential overlap with the current application is addressed in the Alternative Funding section of our application form.

**Title:** Intermountain Child Health Services Research Consortium

**Principal Investigator:** Dustin Hoffman

**Relationship of Applicant to Grant:** Co-Investigator

**Goals & Responsibilities:** This consortium will seek to build pediatric health services research capacity and training in the Intermountain Region. Responsibilities as Co-Investigator are to work with the PI to ensure that the consortium is comprehensive and works well.

**Total Budget:** \$ 1 000 000

**Duration of Funding:** 28/09/2001 to 27/09/2003

**Funding Agency:** NIH/NIAID

**Grant Number:** RFP 01-9457233

**Overlap with current application:** None

#### **Completed Research Support**

**Title:** Evaluating Quality Improvement Strategies (EQUIS)

**Principal Investigator:** Arthur Herman

**Relationship of Applicant to Grant:** Co-Investigator

**Goals & Responsibilities:** The goal of this study was to evaluate quality improvement and collaborative learning to improve asthma care in office-based pediatrics. Responsibilities as Co-Investigator were to review analysis of data and edit manuscripts.

**Total Budget:** \$ 500 000

**Duration of Funding:** 01/12/2000 to 30/11/2004

**Funding Agency:** NIH/NIAID

**Grant Number:** RFP 354989568

**Title:** Epidemiology of Emerging Infections

**Principal Investigator:** Nigel Spielman

**Relationship of Applicant to Grant:** Associate Investigator

**Goals & Responsibilities:** The goal of this project was to study emerging infections in high risk populations who are treated in emergency room situations. Responsibilities as Associate Investigator were to ensure that patient enrolment was completed.

**Total Budget:** \$ 750 000

**Duration of Funding:** 01/07/1999 to 30/06/2004

**Funding Agency:** NIH/NIAID

**Grant Number:** T32 AI07654