

The PCFA Equipment Grant Program

Policies & Procedures 2009 Application Round

More information regarding the PCFA Grant Program
can be found in the Research section of the PCFA
website: <http://www.prostate.org.au/>

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1 Introduction

The Prostate Cancer Foundation of Australia (PCFA) is the peak body for prostate cancer in Australia. The Prostate Cancer Foundation of Australia mission is to reduce the impact of prostate cancer on Australian families through:

- Helping men deal with the diagnosis and treatment of prostate cancer
- Funding research into prostate cancer and
- Raising awareness about prostate cancer in the general community.

2 Purpose of the Research Program

The PCFA recognizes that current strategies for the prevention, diagnosis and management of prostate cancer are inadequate, and that progress in these areas requires research as well as measures to make scientifically-rigorous clinical trials accessible to patients with prostate cancer. Australia has a vigorous and internationally-recognized cadre of medical researchers, and the PCFA wishes to encourage and support their interest in prostate cancer research through a research grants program.

The main goals of the PCFA Research Program are:

- To encourage young investigators to undertake research into prostate cancer, and to support those investigators as they mature toward independent scientists.
- To stimulate senior scientists, not working in the field of prostate cancer, to bring innovative proposals to the PCFA; funding will be provided to obtain the preliminary data needed for NH&MRC or other grant submissions.
- To encourage rigorous proposals for research that will provide direct, tangible benefits to patients with prostate cancer in a relatively-short timeframe.
- To fund equipment purchases which will facilitate innovative research in prostate cancer.

3 Research Priorities of the PCFA

- Discovery of the genetic and cellular factors which initiate and/or perpetuate prostate cancer
- Discovery, development and clinical validation of new, non-invasive tests to detect prostate cancer, and/or to determine whether a patient's cancer is curable.
- Discovery, development and clinical validation of new biomarkers that predict the future clinical course of prostate cancer and/or the response to future chemotherapy
- Discovery, development and preclinical and clinical validation of novel molecular targets for chemotherapy of locally-invasive or metastatic prostate cancer, including androgen-independent cancers
- Development of new treatment strategies for prostate cancer, especially locally-invasive or metastatic cancers
- Projects which if successful are likely to provide improvements in the quality of life of patients with prostate cancer

These priorities are referred to by Research Committee members as they assess grant applications. Consider outlining in your application how your proposal will address one or more of these priorities.

4 Objective

The objective of the Equipment Grant program of the PCFA is to provide funding for equipment which will enhance the research of investigators working in the field of prostate cancer.

5 Description of Equipment Grants

A PCFA Equipment Grant is a funding agreement with an eligible Australian institution to enable an individual researcher and his collaborators to purchase a specific item of equipment.

While an Equipment Grant specifies financial support for an individual researcher working on a specified topic, the institution is responsible for administration of the award and accepts financial responsibility for the grant. The institution is also responsible for providing basic infrastructure support (e.g. office, phone, computer & internet access, laboratory space) to those involved in the research project.

This document is intended to assist researchers who are considering applying for PCFA Equipment Grant support. It provides advice on access and eligibility criteria, the review process, application processes, provision of funding and administration of grants.

6 Confidentiality

Information contained in applications is regarded as in-confidence unless otherwise stated and will be received and treated as in-confidence by the PCFA. It is the responsibility of all PCFA Research Committee members, and persons assisting these Committees, not to disclose to any person confidential information to which they become privy as a result of the exercise of their responsibilities to the PCFA.

Information comprising the names of successful grant applicants and their administering institutions, together with the title of the research project and the funding awarded, are published in the PCFA Annual Report and are available through the PCFA's website. The PCFA may also release information about the areas of research of the grant and a brief description of the grant provided by the applicant in response to the question on the application form designated as *Lay Summary*.

7 Privacy

Documents containing personal information are handled and protected in accordance with the provisions of the *Privacy Act 1988*, which sets standards for the collection, storage, use and disclosure of, and access to, personal information. Personal information is disclosed only with permission of the individual to whom it relates or where the Act allows.

8 Eligibility

PCFA Equipment Grants are available to all investigators working on prostate cancer research in not-for-profit or for-profit institutions. The PCFA awards applications on the basis of merit, and does not discriminate on the basis of nationality, religion, race, sexual orientation, disability or any other irrelevant characteristic of the investigator or the institution applying.

Multiple proposals from the same group are not specifically prohibited, however any apparent overlap between the proposals must be specifically recognised by each applicant and explained. Failure to do so may result in all applications being rejected.

Multiple applications from the same investigator are strongly discouraged. Applicants should submit their key equipment needs as a single proposal.

See 9.4 below regarding the ineligibility of institutions or investigators receiving funding from tobacco companies.

8.1 Principal Investigator

The Principal Investigator must be an Australian citizen or hold permanent residency in Australia and must be based in Australia for the duration of the grant.

The Principal Investigator is expected to take the lead role in the purchase of this equipment, in ensuring that users are properly trained in its use, in allocating time on the equipment to co-investigators and other users, and in ensuring that the equipment is well maintained.

8.2 Co-Investigators

Co-Investigators are researchers whose research will directly benefit from having access to this equipment. Hence, non-Australian researchers and researchers based overseas are not eligible to apply for an Equipment Grant.

9 Application Process

9.1 Application Forms

All applications must be made on the form provided by the PCFA. The application form can be found at the Research section of the PCFA web site:

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

Completed forms must be submitted electronically by the advertised closing date.

9.2 Withdrawal of Applications

Applicants may withdraw an application at any time through their Administering Institution's Research Office.

9.3 Incomplete, false or misleading applications

Once submitted to the PCFA, the application will be considered final and no changes will be accepted.

The application is the prime source of information available for assessment. As such it must contain all the information necessary for assessment of the project and the investigators without the need for further written or oral explanation, or reference to additional documentation, including the World Wide Web. All details in the application, particularly concerning any successful grants, must be current at the time of application.

9.4 Removal of Applications

The PCFA reserves the right to remove any applications that are clearly non-competitive or ineligible from further consideration in the peer review process. Exclusion of ineligible applications may take place at any time during the selection process under the following circumstances:

- the application is inconsistent with the objectives of the PCFA;
- the application contravenes or is inconsistent with PCFA Grant Policies and the relevant guides for the completion of application forms;
- the application does not address the selection criteria; and/or
- the application includes any incomplete or misleading information
- the application does not adhere to the guidelines for Equipment grant proposals.

The PCFA will not make a research grant to any researcher who:

- is an applicant for, or is in receipt of funds from, the tobacco industry or organisations deemed by the PCFA to be associated with the tobacco industry, regardless of whether the funds are received directly, through collaborators or by other means (for example, the Smoking and Health Research Foundation of Australia is deemed to be associated with the tobacco industry);
- is employed in a research institute or organisation or, in the case of universities, faculties or schools that allow applications or receive funds from the tobacco industry, whatever the use of those funds may be; or
- is employed in a University that accepts funds from the tobacco industry for health-related research or services, wherever in the University that research may be done or those services supported.

The PCFA will terminate its support for a research project if the above provisions relating to support from the tobacco industry are breached or it believes that the integrity of the research is threatened by influence from tobacco interests.

9.5 Closing Dates

The availability of Equipment Grants and the opening and closing dates for applications are advertised nationally each year and will be posted on the Research Section of the PCFA web site (<http://www.prostate.org.au/>). Late applications will not be accepted.

10 Peer Review

Each Equipment Grant application will be reviewed by the PCFA Research Committee. Applications may also be reviewed by external scientists with expertise in a relevant area, but the decisions about funding will be made solely by the PCFA Research Committee members.

The criteria that the Research Committee will use to assess an Equipment Grant application relate to the following general areas; all are important:

- **Are the investigators conducting internationally-significant research into prostate cancer?** This will be assessed by reference to the CVs of the Principal Investigator and Co-Investigator, and specifically to their publication record. Does the proposal address one or more of the key research priorities of the PCFA (see Section 3)?
- **Is it clear that the equipment is critical to the conduct of the proposed research project(s)?** The applicants need to justify why the equipment requested is either essential for the conduct of the proposed research, or will markedly accelerate research progress.
- **Can the equipment being requested be shared by other investigators and institutions, specifically those involved in prostate cancer research?**
- **Does the institution housing the equipment agree to properly maintain it?** A statement from the relevant institutional representative to this effect is expected (see relevant section of grant application form).
- **Is co-funding of the equipment possible?** Are there other sources of funding which will co-fund the purchase of this equipment? For major items of equipment, the PCFA Research Committee will be keen to see requested or approved co-funding from other sources.

The decisions of the Research Committee regarding funding of Equipment Grant Proposals are referred to the Board of the Prostate Cancer Foundation of Australia. The Board makes the final decision regarding grant funding.

Decisions of the Research Committee and the PCFA Board regarding grant funding are final and are not subject to review.

11 Funding

11.1 Level of Funding

The Research Committee will assess the level of funding for each project in the context of the significance and feasibility of the work proposed; as such there is not a fixed level of funding provided. However, in general Equipment Grants will not be funded at levels above \$100,000.

12 Outcome of Application

The PCFA will advise applicants, via the nominated Administering Institution's Research Office, of the outcome of the application as early as possible following approval by the Research Committee. The dates when the outcome of the grant review process will be announced, and the dates when funding may begin, will be announced on the PCFA website.

The PCFA will publish the following information on its website for all successful Equipment Grants:

- Application ID#
- Principal Investigator
- Administering Institution
- Item of Equipment
- Total funding awarded
- Other information such as the lay summary may also be published.

13 Administration of grants

Offers will be made by the PCFA to the Principal Investigator through the Administering Institution. The Principal Investigator is responsible for organising and managing the research collaboration and reporting to the PCFA.

13.1 Payments

Payment of funds will be made to the Administering Institution, in response to an invoice, by cheque or EFT within a month or two after successful applicants have been notified. Funds must be used only for the purposes approved under the PCFA Research Grant Program.

13.2 Intellectual Property

The PCFA encourages the Investigators and Administering Institution to patent any significant Intellectual Property generated by a research award supported by the PCFA, and also encourages attempts to commercialise same. As a matter of policy the PCFA takes no commercial interest in any IP developed as the result of PCFA funding.

14 Reporting

14.1 Annual Progress Report and Financial Report

Within two months of the end of the first year in which the equipment is purchased the PCFA will expect to receive a progress report. The progress reports will include (but are not limited to):

- Date of report, item of equipment, application ID number, principal investigator, associate researchers, institution
- Was the equipment purchased as originally proposed, or was it modified?
- Have any publications eventuated from use of the equipment?
- What other sources of funding contributed?
- An audited financial report against the approved project grant budget.
- Justification for funds unspent, to be carried over or returned. Carry-over of funds remaining up to 25% of the grant budget must be justified; funds remaining over 25% will automatically revert to the PCFA.

It is suggested that progress reports be no more than two A4 pages (12p Times Roman type, 2.4cm margins).

14.2 Acknowledgement of Support

Research carried out on awards funded by the PCFA must be acknowledged as being supported by the PCFA Research Grant Program. This includes any publication or presentation resulting from the research, in this case, involving significant use of the equipment purchased if this proposal is successful. Researchers must provide the PCFA with at least two copies of any such publication. The PCFA would also appreciate a .pdf file of any posters presented (or an A4 or A3 hard copy if a .pdf is not available). For equipment purchased, a photo of the equipment would also be appreciated.

Recipients of a PCFA Equipment Grant may be asked to participate in media or other publicity events relevant to the Research Program.

15 Further information

Enquiries about Equipment Grants may be addressed to Ms Samantha Stewart, PCFA
Research Grants Coordinator:

Phone: 03-9948-2073

Fax: 03-9629-5655

Email: research@prostate.org.au

Postal Address: Prostate Cancer Foundation of Australia
Ground Floor
15-17 Queen Street
Melbourne VIC 3000