**Cancer Society**

*of New Zealand Incorporated*



**Post-Doctoral Fellowship**

**Application form**

**2022**

Please **email** your application in PDF format to: [research@cancer.org.nz](mailto:admin@cancer.org.nz)

**Post-Doctoral Fellowship Application form**

**General Information**

**Applications are restricted to research to be conducted in New Zealand**

**Applications must be emailed in PDF format to:** [**research@cancer.org.nz**](mailto:admin@cancer.org.nz)

**By 12 noon on Wednesday 20 April 2022**

**Late applications will not be accepted**

These notes are intended to assist in completing this application form. Additional information is given in the ‘Guide to Applicants for Research and Other Grants’ available from our web site www.cancernz.org.nz or by emailing [research@cancer.org.nz](mailto:research@cancer.org.nz) to whom enquiries relating to research grants should be addressed.

The Cancer Society of New Zealand (CSNZ) may grant funds to support research projects in fields related to cancer. **Late applications will not be accepted.** Applications must be made in English on the attached form, and **emailed to**: [research@cancer.org.nz](mailto:admin@cancer.org.nz)

First time applicants please note that many applications fail because of inadequate preparation and lack of detail. Where possible discuss details with senior colleagues and other professionals with special skills in your area of research.

General Summary

Applicant

All correspondence relating to the application will be addressed to this person.

Host Institution

The institution or organisation which will be responsible for administering any funds awarded. For example for those applicants from the Wellington School of Medicine the host institution is the University of Otago. Please give the title of the officer of the organisation to whom correspondence should be addressed and the full postal address,

This is an example only

Research and Supply Officer

Finance Registry

University of Auckland

PO Box 92019

AUCKLAND

Location of research

Where the applicant will be carrying out the majority of their research. Name of institution and postal address please.

This is an example only

Cytogenetic and Oncology Unit

Department of Pathology

Christchurch School of Medicine

PO Box 151

CHRISTCHURCH

GRANT DETAILS

Research title

Should be succinct, describe the proposed project and differ from previous CSNZ titles.

Details of all staff who will be associated with the research should be included, whether or not a salary is being requested.

Summary of Research

The Cancer Society recommends writing lay summaries at the **reading age of twelve years old** The subsequent ‘Research Plan’ should be written for experts in the field and should be fully documented with appropriate references.

Proposed Research Plan

This section should be typed using no smaller than 10pt Arial font with single spacing.

The upper page limit is **8 pages** (without references)**.**

Requested Budget - Staff

The Cancer Society does not employ staff funded by CSNZ grants, terms and conditions of employment for these staff are those of the host institution which sets the salary scale, levels of appointment and promotion.

Staff promotions to be requested during the grant period must be clearly documented in the staff grade and year 1-3 columns. Part-time salaries should be included and the percentage of full-time on the project (FTE%) noted. Casual salaries should be requested under working expenses. All positions should specify grade and level. Check that salary details are correct.

Budgetary provisions for amounts to be requested for the employer’s contribution to approved superannuation schemes should be detailed under working expenses in Section 4.3.

Requested Budget - Working Expenses

Working expenses may include ‘direct costs’ only. Under no circumstances are working expense budgets to include any element of overhead recovery.

The Society will not fund costs for rental of office or laboratory space, lighting, heating or other services to space occupied by research workers. It will also not fund desks, chairs and filing cabinets which could be considered usual office accessories. It will not pay for telephones, their installation, connection or line charges. Laboratory service fees charged as a percentage of working expenses or equipment maintenance, except for equipment purchased with Society funds, will not be allowed.

Publication costs

Working expenses may include the cost of publications in scientific journals arising from the supported research. Costs for the publication of books or monographs should not normally be included.

Domestic travel

Working expenses may include the cost of relevant domestic travel for grant-funded staff at the most economic rate practicable. Fares and allowances should be calculated in accordance with the regulations and scales of the host institution. Domestic travel costs may include provision for the applicant to attend one conference, meeting or seminar (maximum $1,000). This provision may be extended to other staff when exceptional justification exists.

Research Ethics Agreement

All areas must be fully and accurately completed for this section to be accepted. List the full name of the accredited Ethics Committee(s) from which you are seeking approval. If ethical approval is not required detailed reasons must be given.

It is the responsibility of the host institution to evaluate the ethics involved in any research on human or animal experiments or utilizing personal information. However, the Cancer Society wishes to be fully informed on the ethical arrangements covering any work for which it supplies funds. The importance of adherence to the Cancer Society’s guidelines set out in ‘A Guide to applicants for Research and Other Grants’ Section 3.7 ‘Ethics of experimentation’ is emphasised. The applicant must supply a copy of any submission for ethical approval that is awaiting approval and evidence of approval must be supplied to the Cancer Society before a grant can be activated.

Once applications have been received by the Cancer Society, major procedural changes to your research protocol resulting from decisions of an Ethics Committee, will require withdrawal of the application and resubmission to a later funding round. It is therefore suggested that you apply for ethical approval before submitting your application to the Cancer Society to avoid unnecessary delays in grant commencement. No grant funds will be released by the Cancer Society until all ethical and administrative agreements, as detailed in this form, are fully met.

Research ethics approval(s) must come from an accredited Ethics Committee(s).

More than one ethics committee approval may be necessary, for example, if the research geographically covers an area serviced by more than one committee or if human and animal studies will be undertaken. All committees applied to for approval should be listed.

Administrative Agreement

The administrative agreement page must be completed before processing of the application can begin. The administrative agreement should be signed by officers of the institution which will administer the award (where appropriate).

Nomination of referees

In Section 9 of this application please list four New Zealand or overseas contributors to the research field from whom the Society may elect to seek an opinion on the scientific merit of the project. Applicants may also name a maximum of two individuals or groups whom the applicant does not want to referee the project. No additional action by the applicant is necessary. Please state discipline of each referee, as well as full postal address. NB: collaborators and members of the same department should not be listed as referees.

The National Scientific Advisory Committee of the Society has agreed that applicants should have the opportunity to respond to referees’ reports, as is the custom for a number of granting bodies. Following the receipt of referees’ reports, these will be forwarded to the Applicant for comment and these comments will be taken into account by the Committee.

**Section 1 – General Summary**

Please delete all instructions before submitting your application.

|  |  |
| --- | --- |
|  | **Applicant** |
| Surname |  |
| First name & initials |  |
| Iwi and hapū affiliations |  |
| Title |  |
| % FTE |  |
| Position |  |
| Department |  |
| Mailing Address |  |
| Email Address |  |
| Work Phone Number(s) |  |
| Institution / School / Division where research is to be undertaken  (name & address) |  |
| Host institution administering the grant (name & address) |  |

|  |  |
| --- | --- |
|  | **Supervisor/Mentor** |
| Surname |  |
| First name & initials |  |
| Title |  |
| Position |  |
| Department |  |

|  |  |
| --- | --- |
| Host institution administering the grant  The Host Institution is the University, Hospital or other institution which undertakes to provide facilities and accept overall responsibility for the conduct of the research and the administration of any funds awarded. For example, those applicants from the Department of Medicine at the University of Otago Wellington (UOW), the Host Institution is the University of Otago. The Host Institution employs the personnel involved. Please provide the research office email address, which will be used for correspondence relating to this grant application. | |
| Name |  |
| Address |  |
| Research office email address |  |
| School and department where the research is to be undertaken  Please include the name of the institution and the postal address where the applicant will be carrying out the majority of their research. | |
| Name |  |
| Address |  |

**grant DETAILS**

Research title:

The title must be no more than 80 characters and must differ from previously supported projects.

Proposed commencement date:

In general, grants will run from February 1. Any variation from this date must be specifically requested here. The Cancer Society expects that successful grant applicants will commence their research within three months from the date of commencement of the budget given in the letter of notification.

Proposed duration of the research project (months):

The maximum duration of a postdoctoral fellowship is 36 months.

Date of application:

**Summary of costs requested**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Summary of costs requested ($)** | | | |
| **Year 1** | **Year 2** | **Year 3** | **Total** |
| **Salary** |  |  |  |  |
| **Working expenses** |  |  |  |  |
| **Total** |  |  |  |  |

**Lay summary of research**

The lay summary should be intelligible to an informed lay audience with no specific knowledge of cancer research and should explain the relevance to cancer. The Cancer Society recommends writing lay summaries at the **reading age of twelve years old** (maximum 150 words).

## Section 2 – Applicant information

1. **Curriculum Vitae**

Rows and columns may be expanded or reduced, but a CV must be no more than five pages.

**PART 1**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal details** | | | | | | | |
| Full name | *Title* | *First name* | | *Second name(s)* | | | *Family name* |
| Present position |  | | | | | | |
| Organisation/Employer |  | | | | | | |
| Contact Address |  | | | | | | |
|  | | | | | | |
|  | | Post code | | |  | |
| Work telephone |  | | | | Mobile |  | |
| Email |  | | | | | | |
| Personal website (if any) | http:// | | | | | | |

|  |
| --- |
| **Academic qualifications** |

List in reverse date order. Start each qualification on a new line as per the example:

e.g. Year conferred, qualification, discipline, university/institute.

|  |
| --- |
| **Professional positions held** |

List in reverse date order. Start each position on a new line as per the example:

e.g. Year-year, job title, organisation.

|  |
| --- |
| **Present research/professional speciality** |

|  |  |
| --- | --- |
| **Total years research experience** | years |

|  |
| --- |
| **Professional distinctions and memberships (including honours, prizes, scholarships, boards or governance roles, etc)** |

List in reverse date order. Start each professional distinction on a new line as per the example:

e.g. Year / year-year, distinction.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total number of peer reviewed publications and patents** | Journal **articles** | Books, book **chapters**, books edited | **Conference proceedings** | **Patents** |
|  |  |  |  |  |

Part 2 should include information pertinent to your research proposal*.*

**PART 2**

|  |
| --- |
| **Research publications and dissemination** |

Expand/reduce the following table as needed, listing publications relevant to your proposal. List in reverse date order. **Bold** your name in lists of authors.

|  |
| --- |
| Peer-reviewed journal articles |
|  |
| Peer reviewed books, book chapters, books edited |
|  |
| Refereed conference proceedings |
|  |
| Patents |
|  |
| Other forms of dissemination (reports for clients, technical reports, popular press, etc) |
|  |

1. **Career plans**

Describe your background and potential, specifically how this grant will support your career plans. Include a personal statement as to why you have applied for this grant. Use a maximum of **two pages**.

1. **Training environment & support**

Provide details about the training environment you will be in and the support you expect to have there. Provide reasons for your selection of this environment- this could include evidence of mentoring and evidence that your proposed training environment will support your research.

## Section 3 – Proposed research plan

This section should be typed using no smaller than Arial 10pt font with single spacing. The upper page limit for the proposed investigation (aims, background, research plan, significance, equity, timeline and milestones) is **8 pages** (without references). This page limit will be strictly enforced and applications exceeding this will not be accepted. The following headings should be used as a guide for completion of this section.

1. **Aims and objectives**

The research aims and objectives should be clearly outlined.

1. **Rationale**

In addition to relevant work by applicants and other workers, further information essential for the assessment of the application is to be included.

1. **Research design**

Include goals and specific objectives, research hypothesis, methodological detail, and sampling characteristics (including gender and ethnicity where relevant) and proposed methods of data analysis.

1. **Equity**

Clear identification how the research will contribute to equitable cancer outcomes across the continuum for New Zealanders (such as geography, ethnicity, socio economic status, and gender, where applicable). You may want to refer to the Cancer Society’s [Equity Charter](https://www.cancer.org.nz/about-us/who-we-are/equity-charter/) to complete this section.

1. **Te Tiriti o Waitangi**

The proposal should demonstrate application of Te Tiriti o Waitangi and a commitment to responsiveness to Māori. Please consider:

How might your research contribute to the health aspirations of Māori?

What is the health significance and context of this research to Māori?

Have you sought advice for the study from a Māori perspective?

You may want to refer to MBIE’s [Vision Mātauranga policy](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/agencies-policies-and-budget-initiatives/vision-matauranga-policy/) to help you complete this section.

1. **Significance/Contribution to the goals of the Cancer Society**

Applicants should comment on how their proposed research fits into the perspective of the overall research field and on the international competitiveness of their research. They should also comment on how the proposed research will add value and contribute to the goals of the Cancer Society. You may want to refer to the Cancer Society’s [Strategic Plan](https://www.cancer.org.nz/about-us/who-we-are/strategic-plan/) to complete this section.

1. **Timeline and milestones**

Include a Gantt chart outlining the timeline, as well as key objectives and milestones for the research. For example:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 2023 | | | | 2024 | | | | 2025 | | | |
|  |  | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Objective 1 | Task 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Milestone 1 |  |  |  |  |  |  | **Example** |  |  |  |  |  |
| Objective 2 | Task 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| Milestone 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| Objective 3 | Task 6 |  |  |  |  |  |  |  |  |  |  |  |  |
| Milestone 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 7 |  |  |  |  |  |  |  |  |  |  |  |  |
| Milestone 4 |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Dissemination of results**

Describe how the research results will be disseminated to professional colleagues, the general public, health service funders and providers, study participants, iwi and other important groups. As well as peer reviewed publications, examples include patient leaflets, participant newsletters, clinical guidelines, hui and public meetings and mass media items as appropriate.

1. **References**

Details must include a full list of all author(s), title of article, journal, year, volume and page numbers. Asterisks are to be placed beside applicant's publications. If references are multi-authored, there is discretion to limit the author list to a more convenient number to fit any space limitations.

**Section 4 – Budget Requested – staff, equipment and working expenses**

# Support Requested

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Budget ($)** | | | |
|  | Year One | Year Two | Year Three | Total $ |
| **1. Salaries** |  |  |  |  |
| Applicant | $ | $ | $ | $ |
| **2. Equipment** |  |  |  |  |
| *(from section 4.2)* | $ | $ | $ | $ |
| **3. Working Expenses** |  |  |  |  |
| *(from section 4.3 )* | $ | $ | $ | $ |
| Total of 1, 2 & 3 | $ | $ | $ | $ |

# 4.1 Staff

Details of all staff who will be associated with the research should be included. It is vital that applicants read the additional explanatory information, contained in the guidelines attached to the front of this application, before completing this section.

|  |
| --- |
| Applicant Name |
|  |
|  |
|  |

# 4.2 Equipment

The maximum spend on equipment is $5,000. Only items of greater value than $500 should be requested as equipment. Items below this value should be budgeted as working expenses (pages 3 and 4). For equipment above $2,000 in value, a copy of a written quotation from the suppliers must be appended to the application and the cost should include both basic equipment costs and installation charges (if any). Prices should be quoted excluding GST.

|  |  |  |  |
| --- | --- | --- | --- |
| Equipment items between $500 and $2000 in value | Year 1  $ | Year 2  $ | Year 3  $ |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Equipment items between $2000 and $5000 in value | Year 1  $ | Year 2  $ | Year 3  $ |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Year 1  $ | Year 2  $ | Year 3  $ |
| Total Equipment Funds Requested (excluding GST) |  |  |  |

# 4.3 Working Expenses

Estimates of costs should be expressed in current prices, excluding GST. Refer also to additional notes listed on “Application Guidelines” - at the front of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Materials, consumables & equipment items below $500 in value | Year 1  $ | Year 2  $ | Year 3  $ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 

|  |  |  |  |
| --- | --- | --- | --- |
| Animals (purchase & holding costs) | Year 1  $ | Year 2  $ | Year 3  $ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Software charges (specify) | Year 1  $ | Year 2  $ | Year 3  $ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s contribution to superannuation | Year 1  $ | Year 2  $ | Year 3  $ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Year 1  $ | Year 2  $ | Year 3  $ |
| Sub-Total for this Page (ex GST) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| General expenses | Year 1  $ | Year 2  $ | Year 3  $ |
| Accident compensation levies |  |  |  |
| Domestic travel |  |  |  |
| Other expenses (including stationery, bench books, postage & freight, publication costs etc.) |  |  |  |
|  |  |  |  |
| Sub-Total for this page |  |  |  |
|  |  |  |  |
| Total Working Expenses Requested (ex GST) |  |  |  |

# Justification of staff, equipment and working expenses

Explain the role of all staff who will be associated with the research and justify each proposed item of equipment and working expenses. Continuation pages may be used if necessary.

If an applicant names a collaborator, a signed letter of collaboration from each collaborator should outline how the interested party intends to provide material or support for the research.

# Facilities available

Describe the facilities available for the proposed research using the following headings as a guideline: computer facilities, laboratory space, equipment, animal or other services facilities, clerical, secretarial or administrative support. If facilities to be used are in an institution other than the department(s) at the host institution(s) of the principal investigator(s) a letter of agreement signed by the Head of Department should be included.

**Section 5 – Previous and Current Funded Grants**

# Report on previous grant (if relevant)

If the research proposed in this application arises directly from research undertaken on a previous CSNZ funded project, provide a statement of the original aims and objectives of that grant and the degree to which these were met. If the research did not progress as anticipated, provide explanations. Use this page and no more than two continuation pages, if necessary (excluding references).

**Report on currently funded project grants**

Applicants must state clearly how the research proposed in this application relates to existing projects and programmes (both CSNZ and non-CSNZ funded). Any overlap of personnel and resources should be clearly stated. If relevant to your application, use continuation pages as required to outline your full portfolio of current research.

**Section 6 – Related Grants**

# Grant applications awaiting decision

Please include coversheet and abstract of potentially overlapping grants submitted to other funding agencies, and indicate any overlap of resources and personnel on these grant applications with your grant submitted to the CSNZ. Use continuation page if required.

|  |  |  |
| --- | --- | --- |
| 1 Title |  | |
| Commencement Date | |  |
| Duration | |  |
| Total Value $ | |  |
| Agency | |  |
|  | |  |
| Salaries (Specify positions if known) | |  |
| Equipment | |  |
| Working Expenses | |  |
| Overlapping Resources | |  |

|  |  |  |
| --- | --- | --- |
| 2 Title |  | |
| Commencement Date | |  |
| Duration | |  |
| Total Value $ | |  |
| Agency | |  |
|  | |  |
| Salaries (Specify positions if known) | |  |
| Equipment | |  |
| Working Expenses | |  |
| Overlapping Resources | |  |

|  |  |  |
| --- | --- | --- |
| 3 Title |  | |
| Commencement Date | |  |
| Duration | |  |
| Total Value $ | |  |
| Agency | |  |
|  | |  |
| Salaries (Specify positions if known) | |  |
| Equipment | |  |
| Working Expenses | |  |
| Overlapping Resources | |  |

**Section 7 – Research Ethics Agreement**

Applicant to complete

# Research Ethics Agreement

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Research Title |  |

Mark all that apply

Research ethics committee approval(s) obtained and a copy of each enclosed

This is a multicentre research proposal

This research proposal requires human research ethics approval

This research proposal requires animal research ethics approval

Please list all research ethics committees with pending applications

|  |
| --- |
|  |
|  |
|  |

The undersigned also agrees to provide written evidence, before any research procedures commence, that in any study involving animal or human materials or personal information, a properly constituted accredited Ethics Committee has examined and agreed to the ethics of the proposal outlined in this application. If changes in the research design or procedures have been required by any research ethics committee, the CSNZ must be informed of them.

Signed …………………………………….. Date **………………………………**

Applicant

**Section 8 – Administrator Agreement**

To be completed by the New Zealand institution administering the award

All applications for Cancer Society grants must include an undertaking to abide by the following administrative agreement:

1. It is understood and agreed that any grant received as a result of this application is subject to the Rules of the Cancer Society of New Zealand Inc. Grant funds will not be expended for any other purpose than described in this application.
2. The host institution agrees and undertakes to bear all risks and claims connected with any operation covered by this application and to indemnify and hold harmless the Society against any and all liability suits, actions, demands, damages, costs or fees on account of death, injuries to persons or property, or any other losses resulting from or connected with any act or omission performed in the course of the research.

3. The host institution agrees and undertakes to support for the duration of any grant the work described in this application by making available accommodation, basic facilities for research and the services necessary for its fulfilment.

1. The host institution and the Applicant acknowledge that the Society has a key ownership interest agrees to consult the Society in any intellectual property that is developed as a result of the research that is partly funded by the Society and commercial development of such intellectual property and agrees to enter into good faith negotiations with the Society as to division of ownership interests of such intellectual property and any monies generated from it.
2. The Head of Department agrees to accept this research within his/her department if a grant is made by the Society and is aware that he/she/they may be required by the Society to provide a confidential assessment of the research and its implications in the department if desired.

6 The Head of Department agrees to ensure that the project will have been approved, where appropriate, by the institutional Bio-Safety Committee before research is commenced.

7 The applicant(s) agrees to allow specified personal information to be used for publicity purposes.

8 The applicant agrees to be bound by and to meet all terms (so far as they are applicable to the applicant) of any agreement between the Society and the Host Institution regarding this research and any intellectual property flowing from it.

We the undersigned have read the Administrative Agreement above and undertake to abide by the conditions of this agreement in respect of any grant made by the Cancer Society of New Zealand Inc. as a result of the present application.

**NOTE**: Only one fully signed copy of this page is required by the Society. This form must be returned to the Cancer Society of New Zealand Inc. with the original copy of the grant application. Application forms which do not have a fully completed Administrative Agreement will not be processed.

Signed …………………………………..

*Applicant*

NAME *Date*

Signed …………………………………..

*Head of Department, School, Faculty*

NAME *Date*

Signed …………………………………..

*Authorised official on behalf of host institution*

NAME *Date*

**Section 9 – Nomination of Assessors**

# Nomination of assessors

List four New Zealand or overseas contributors to the research field from whom CSNZ may elect to seek an opinion on the scientific merit of the project. Please state discipline of each referee. NB: collaborators and members of the same department should not be listed as referees.

Please provide **email** address, full mail address and if possible, phone of your nominated referees

|  |  |  |  |
| --- | --- | --- | --- |
| Referee Name | Email | Address | Phone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Assessors unacceptable to applicant(s)

A maximum of two individuals or groups whom the applicant does not want to referee the project may be named. Reasons for the requested exclusion of referees must be given on a separate sheet and the request may not be accepted. Full mailing address to be given.

**Section 10 – Applicant Confidentiality Waiver**

For public interest, accountability, and fund-raising purposes the CSNZ reserves the right to release the applicant’s name, host institution details, grant title and funding awarded.

Please indicate which other details you are willing to permit the CSNZ to release:

## Yes No

Email

Work phone number