



Post-Doctoral Fellowship Application Guidelines 2022

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1. Introduction

1.1 Document purpose

The aim of the Cancer Society's National Grant Round is to fund high-quality research across the cancer continuum (including prevention, diagnosis, treatment, and supportive care). The 2022 grant round is to fund post-doctoral researchers involved in cancer research.

1.2 About the Cancer Society of New Zealand

The Cancer Society's mission is to improve community wellbeing by reducing the incidence and impact of cancer. Our activities include:

- Supporting and funding research within New Zealand across the cancer continuum.
- Providing supportive care and information to people affected by cancer, their families/whānau and carers.
- Promoting education about cancer for health professionals and publicising progress made in research and treatment.
- Delivering health promotion programmes focusing on cancer prevention.
- Leading advocacy across the cancer continuum.
- Working collaboratively with organisations who share similar goals to the Cancer Society.

The Cancer Society receives no direct government funding and is reliant on funding support from the communities in which it works.

The Cancer Society is committed to equity and has an equity charter that guides all our mahi. To read our equity charter please go to <https://www.cancer.org.nz/about-us/who-we-are/equity-charter/>

1.3 Contact information

Please contact the Cancer Society's National Advisor: Research Programme & Policy (Dr. Nicole Stanton) with any questions during the grant application process at research@cancer.org.nz or 021915975.

2. Scope

The Cancer Society will consider any research grant application that is relevant to cancer outcomes across the continuum. Applications peripheral to cancer research will not be considered.

3. Eligibility

Description	Maximum value of award	Maximum grant duration
Post-doctoral fellowships provide support for outstanding individuals who have recently completed a degree at doctoral level.	Up to \$300,000 Consisting of up to 1.0 FTE salary at a Post-doctoral Fellow level for three years, plus working expenses, fully justified.	36 months

Post-doctoral Fellowships are for applicants within six years of gaining their research degree (excluding parental leave), in line with the Health Research Council Emerging Researcher criteria.

Grant applications will be considered from any person who holds a PhD, as long as the applicant is a resident in New Zealand or intends to become a resident.

Applicants should include letters of collaboration outlining how the collaborator intends to provide material or support for the research, where appropriate. Applicants should ensure the named collaborator(s) recognise their intended commitment to the proposed research and timeline of their involvement.

Please note the Cancer Society only funds ‘direct costs’ of the research and does not pay any ‘indirect costs’ of the research, such as institutional overhead recovery.

4. Application process and timelines

All grants will be awarded by open competition (for all individuals who meet the above eligibility criteria to apply for funding). Applications will be assessed by the Cancer Society’s National Scientific Advisory Committee (NSAC). The final funding decision will be made by the Cancer Society’s National Board. Applications will be assessed through several stages:

9 March 2022	Open for applications.
20 April 2022 12 noon	Deadline for applications (late applications will not be accepted). Applications must be submitted in PDF format to research@cancer.org.nz .
April 2022	Depending on the number of applications submitted to the call, the NSAC may triage applications at this stage in the process. Applications will be assigned to Committee members and pre-scores will be submitted to the Committee. Low scoring applications will then be considered for triage by the entire assessing committee, and proposals to triage will agreed upon by the whole Committee. Triageed applicants will be notified.
May-July 2022	External peer review of applications.
July 2022	Applicants receive peer review comments and are given the opportunity to provide a rebuttal (no more than one page in total).
August 2022	The NSAC meet to review the applications: <ul style="list-style-type: none"> • The NSAC consists of up to eleven members (including the Chair and the Cancer Society Medical Director) with research expertise across the cancer continuum. • The NSAC review applications based on the assessment criteria detailed in section 6. • Applications are anonymously scored by the Committee. • The NSAC make a recommendation on fundable applications to the Cancer Society’s National Board.
September 2022	The Cancer Society’s National Board take into account the NSAC’s recommendation and make a final funding decision.

November 2022	Applicants notified of outcome.
1 February 2023	Project start date (subject to receiving the signed contract).

The Cancer Society may refuse to consider an application if it considers actions of the applicant to be contrary to the interests of the Cancer Society or may bring the Cancer Society into disrepute.

4.1 Submission

The application form should be completed and submitted electronically to research@cancer.org.nz by **12 noon on 20th April 2022**. PDF files need to be clear and legible. Where possible, please refrain from printing and scanning documents as this can reduce their resolution.

4.2 Reporting

Applicants successful in receiving funding through the Grant Round will be required to submit annual progress reports and a final report. Reports will include a lay person's summary which may be used to inform the public about the work we support, an update on the project's timelines and milestones; whether they are met, partially met, or delayed, and an explanation for any delays. The Cancer Society recommends writing lay summaries at the **reading age of twelve years old**. Annual reports in Te Reo Māori must also provide the English translation. Funding for the subsequent year will only be released upon receipt of a satisfactory annual report.

4.3 Privacy provisions

The information requested in an application will be used for assessing that application and, in a non-identifiable form, some information will be used for Cancer Society statistical purposes. All research applications will be stored in a secure place. Security and confidentiality will be preserved for any application declined. Personal information contained in the application may be made available to external referees and members of the Cancer Society National Scientific Advisory Committee reviewing the application. When an application is successful, the Cancer Society reserves the right to publish the applicants' names, details of the Host Institution, lay summary and funding awarded. You can find the Cancer Society's privacy policy online [here](#).

5. Assessment criteria

All applicants should demonstrate that their proposed research meets the following parameters:

- **Suitability of the applicant:** The application represents an independent research stream, the applicant is able to carry out the proposed work, has a strong track-record of achievement to date relative to opportunity, and demonstrates strong potential for a career in cancer research. The applicant is likely to make a significant contribution to the wider research environment and research community.
- **Training environment:** Opportunities for training and career development are actively identified and supported by strong commitment from supervisors, mentors and the Host Institution.
- **Strong rationale for research:** addresses important research questions, likely to result in significant benefit for people affected by cancer or advancement in the scientific understanding of cancer.
- **Research design:** clear objectives and deliverables, excellent and appropriate research design.
- **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). For further information on the equity goals of the Cancer Society, please refer to the [Equity Charter](#).
- **Te Tiriti o Waitangi:** The proposal should demonstrate commitment and application of Te Tiriti o Waitangi and responsiveness to Māori.
- **Research impact:** contribution to increased knowledge, health, social and/or economic gains, appropriate pathway for knowledge transfer, and responsiveness to Māori.
- **Significance/ contribution to the goals of the Cancer Society:** the expected outcomes of the proposed research will add value and contribute to the goals of the Cancer Society. For further information on the strategic goals of the Cancer Society, please refer to the [Strategic Plan](#).
- **Value for money:** funds requested are well justified and the applicant's stated time commitment to the work is both appropriate and sufficient.

6. Eligible costs

All calculations should be GST exclusive and in whole dollar amounts i.e. no cents or decimals.

Please use the below table to help calculate the total costs requested. Post-doctoral fellowships cover the salary of the fellow, plus working expenses, fully justified. Note, the Cancer Society only funds ‘direct costs’ of the research and does not pay any ‘indirect costs’ of the research, such as overhead recovery.

ACCEPTABLE COSTS	UNACCEPTABLE COSTS
<ul style="list-style-type: none"> • Research consumables (these should be itemised at current cost per unit and total cost) • Other costs directly related to the research - research related travel, mail, and freight. • Computer-related license fees for research-specific software. • Minor research equipment (to a maximum of \$5,000 across the full award). • Expenses of research participants. • Costs associated with knowledge transfer activities. • Conference costs within New Zealand and in Australia, provided that the travel is directly relevant to the project and that alternative sources of funding are not available (maximum \$1000 per grant). • Fair and reasonable charges associated with the approved publication of the results of Cancer Society sponsored research in journals, reports, monographs, or books. • Casual salaries. • Animal costs, including transportation, maintenance (including food) and experimentation costs. 	<ul style="list-style-type: none"> • Standard per unit IT charges. • Phone/ computer accessories (drivers, cases, chargers, batteries). • Contributions to property costs or laboratory space. • Cost of staff appointments. • Utility charges such as lighting, heating and water, telephone installation and connection fees and line charges. • Capital costs, (with the exception of minor equipment). • Contributions to any central or group service or utility. • Library charges. • Home Office Licenses and animal handling training costs. • First/business class travel to meetings/ conferences. • Financial services. • Personnel services. • Public relations. • Subscriptions to journals. • Furniture.

If you believe that any of the ‘unacceptable costs’ above should be seen as direct costs of the research, you must provide a full and detailed justification for this in your application.

7. Research ethics approval

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 the applicant has not sought ethical approval, a detailed reason is required.

General guidelines to applicants:

- 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 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 any research procedures involving animal or human materials, or personal information may commence.
- Research ethical approval(s) must come from an accredited Ethics Committee(s). Please refer to the HRC Research Ethics Guidelines for details on how to apply and a list of accredited Ethics Committees - <https://www.hrc.govt.nz/resources/hrc-research-ethics-guidelines-2021>
- If appropriate, 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.
- Where a dispute arises over the ethics of experimentation, the Cancer Society reserves the right to refer the matter to the Health Research Council Committee on Ethics and Research for arbitration.

Guidelines for applicants on research involving animals:

- Animals used for research purposes shall be lawfully acquired. They shall be kept and used in strict compliance with the relevant laws and by-laws.
- Any research project involving animals must be approved by a properly constituted Animal Ethical Advisory Committee and conform to the guidelines for Institutional Animal Ethics Committees, of the National Animal Ethics Advisory Committee.
- An Act of Parliament (October 1984) established the National Animal Ethics Advisory Committee, to advise the Minister of Agriculture. Further information on how to apply for Animal Ethics approval can be found here - <https://www.naeac.org.nz/>

Guidelines for applicants on research involving human subjects:

All research supported by the Cancer Society on human subjects must conform to the code of ethical principles established by the Health Research Council of New Zealand. In addition, research funded by the Cancer Society must conform to the below principles¹:

¹ Grants may be terminated at any time and without notice should the Cancer Society find that these principles have not been observed.

- The applicant and any other researchers involved must be satisfied by forethought, by study of the literature, and by consultation that the proposed research is likely to contribute to the understanding of the matter being investigated.
- The Investigator must be satisfied that the research on human subjects is based as far as possible on the results of experiments conducted “in vitro” or on animals.
- The Investigator must be satisfied that adequate facilities will be used for the solution of the problem being investigated.
- The Investigator must be satisfied that the research will not impose unreasonable discomfort or hazard upon the subject. To ensure the safety of the subject in an untoward event, the Investigator must ensure that appropriately qualified persons are present during experiments and that proper facilities are at hand to ensure the safety of the subject in any emergency.
- The Investigator must modify appropriately or discontinue the research if it becomes apparent that the procedure is likely to cause unreasonable risk to the subject.
- Before the research project is undertaken, the Investigator must obtain the free informed consent of the subject or his/her guardian in writing and in the presence of a witness. The consent must be obtained without the exertion of pressure on the subject and without being dependent on any obligation of the subject toward the Investigator.
- The Investigator should be satisfied that the subject, or the guardian, has been informed, in terms capable of being understood, of the nature and purpose of the proposed research, the methods to be employed, and the possible risks and discomfort that may be involved.
- Special care must be taken in the case of subjects at particular risk, for example, children, the mentally infirm, the unconscious patient, and pregnant or nursing people. Children should never be the subjects of research which could appropriately be undertaken in adults and, in the case of unconscious patients, the written consent of the next of kin must always be obtained.
- The subject, or the guardian, shall be free at any time to withdraw consent for further participation in the research and must be made aware of his/her right in this respect. Such withdrawal does not in any way prejudice the subject’s further management and treatment as a patient.
- New therapeutic or experimental procedures which are at the stage of early evaluation, and which might have long-term effects should not be undertaken unless full provision has been made for long-term care and observation of the subject.

8. Contract information and institutional approval

Please ensure the appropriate individuals have signed the application form confirming their support, before it is submitted to the Cancer Society:

- **Principal Investigator** - The Principal Investigator is the staff member at the Host Institution who accepts scientific responsibility for the conduct of the research supported by the Cancer Society. They are responsible to the Head of their institution and through them to the Cancer Society, for the direction of the research and for the associated expenditure.
- **Head of Department** - In the case of University employed applicants, the Head of the appropriate Academic Department should sign the Agreement. When applicants are employed by a hospital, the Head of the appropriate Clinical Department should sign. If the applicant is a Head of Department, they should also sign this section.
- **Authorised official on behalf of the Host Institution** - 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 grant funds. The official authorised to sign for the Host Institution will be a matter for decision by that Institution. In the case of a University employed applicant carrying out research on University property, the Vice-Chancellor or their nominee would normally sign. Where the research is to be carried out in a hospital, the Chief Executive, or General Manager of the Company would normally sign for the Host Institution.

Successful applicants will be asked to sign a research contract. Our research contract template is available [here](#). Please read this carefully before applying to the Cancer Society. Note, there may be minor changes to the contract prior to the 2022 Grant Round awards being made.

When a matter relating to research arises and the Cancer Society does not have a stated policy the Cancer Society may follow any existing guidelines of the Health Research Council.