

## GUIDELINES FOR SPECIAL PROJECT GRANT APPLICATIONS:

1. The Cancer Society of New Zealand, Southern Division (CSNZSD) will support, through the giving of grants to special projects identified from the assessment of local needs or requested by the CSNZSD.

Eligible applications include:

- Research initiated from local or CSNZ needs or requests
- Local research into cancer involving local patients or community
- Professional development towards the support of the cancer community locally
- Travel grant in support of research or professional development
- Applications from cancer-focused researchers, namely scientists (including public health and social scientists) and clinicians (including nurses and allied health)

Detailed requirements will be advised on request by emailing: [grants@southerncancer.org.nz](mailto:grants@southerncancer.org.nz)

2. Grant applications must be received by email using the application form provided to: [grants@southerncancer.org.nz](mailto:grants@southerncancer.org.nz)
3. Applications for grants will be assessed monthly if all requested documentation, including referees' reports, and the researcher's CV, are received. Grants will be made at the end of each quarter i.e. March, June, September and December of each year. It is contingent on applicants received and funds available. Note: It could take 4-5 weeks for applications to be processed. Applicants will be advised when they can expect to hear the outcome of their grant application.
4. References will be sought prior to reviewing the applications on the suitability of the applicant and the appropriateness in terms of research, and the benefit to the cancer community of the research project. Formal peer review may also be sought for a research project.
5. In deciding an amount to be granted, consideration will be given to:
  - the total cost of the request
  - access to other avenues of funding
  - contribution of employer or other funders
  - contribution to the work of the Society (research, support and cancer prevention, alleviation and cure of cancer etc)
  - contribution to study of and/or treatment of diseases of cancer
  - the length of service of applicant in cancer-related work
  - the return to the community and/or work of the Society
  - the number of times, the amount and when a grant has been made previously to the applicant
  - appropriate ethical and other approvals must be demonstrated
  - no retrospective approval of any grant application will be made
  - social costs will not be considered
  - accommodation expenses will only be considered in special circumstances
  - independent opinions regarding relevance and validity of the research project may be sought by the CSNZSD

6. If the grant is not used (fully or in part) the funds must be returned to the Society.
7. Accountability reports **MUST** be provided by email within 28 days of completion of the research outlining the main benefits to the grantee and his/her work, and there will be an expectation that knowledge gained will be shared. Successful applicants must be willing to formally report back to colleagues and the CSNZSD, and to provide information for CSNZSD promotional publications.



4. Amount of Funding Requested: Total \$.....

Project Salaries \$ .....

Project Equipment \$ .....

Travel Costs \$.....

Accommodation Costs \$.....

Registration Costs \$.....

Other [specify] \$ .....

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5. Research Project/Professional Development Details

Title of study/conference:.....

Location / Address: .....

General statement re purpose/aim of research/professional development emphasising relevance to cancer.

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Role of applicant in the research study/professional development (i.e. lead or associate investigator, research fellow, conference attendee/presenter)

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6. Provide a detailed outline of the planned project on a separate sheet including:

- Introduction/background
- Experimental design or project strategy
- Funding required/budget details
- Timeframe
- Performance indicators
- Quality measures
- References

7. Reporting back – The recipients of CSNZSD grants will be required to report back to the CSNZSD within 3 months of the completion of research study or the project activity.

8. What other funding have you received or are applying for? Please give details of the agency and amount requested/received.

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9. What contribution is your employer making to:

- Staff salaries [detail] .....
- .....
- Project/conference expenses [detail] .....
- .....

**Note** – it is the responsibility of the applicant to advise the CSNZSD immediately of the outcome of any funding applications detailed above.

10. If you are a student, have you received funds form your department and if so how much?

11. Have you received any grants from the Cancer Society Southern Division in the last 4 years?  
YES/NO

If yes describe purpose, amount and year: .....

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 .....

12. What are the benefits for undertaking this project?

To you: .....

To your employer: .....

To the community: .....

13. Please name two referees we can approach to support this application – include postal address, phone numbers and email address if applicable.

1. ....  
 .....  
 .....

2. ....  
 .....

Please Note: CSNZSD may seek a further independent opinion regarding the relevance/validity of the application if required.

Signed: .....

Date: .....

Please check that all the required material is included.

Applications must be received by email using the Special Project Grant Application Form.

Email to: [grants@southerncancer.org.nz](mailto:grants@southerncancer.org.nz)