



CANCER RESEARCH TRUST.

NEW ZEALAND

Titikaha Rangahau i ngā Mate Pukupuku

## Special Purpose Grants: A guide for applicants

Please read these notes carefully before completing your application in our application portal <https://grants.cancerresearchtrustnz.org.nz/>.

### Purpose of the Grant

Special Purpose Grants are awarded to those working in cancer care, or cancer support organisations and may be used to carry out projects to support New Zealand-based initiatives that will lead to improvements in the prevention, detection, diagnosis or treatment of cancer, or improvements in the palliative care of cancer patients. These projects may be related to the biomedical, clinical, epidemiological or psychosocial aspects of cancer. Examples of projects that have been supported by a Special Purpose Grant are: Reprinting of the Palliative Care Handbook; Scholarships for Medical Physics Registrars; Support for a Clinical Nurse Specialist for Educational Initiatives; Training of GPs in Palliative Care. Hypothesis-driven clinical or biomedical research projects should be submitted on the Research Project Grant application form.

### Value of the Grant

Maximum value is \$80,000 + GST, awarded over a maximum of two years.

### Application Cap

In order to provide the broadest possible support to the cancer research sector, the Trust caps the number of applications any individual investigator can submit.

- Each applicant can only submit *one* proposal as Principal Investigator. They may also be named as Associate Investigator on one other application. In addition to this they can be a mentor on a Fellowship or Scholarship application. This caps applications at a maximum of three per researcher.
- Special Purpose Grant projects must be based in New Zealand.

### How to Apply

- All applicants need to create an account on our [grants portal](#). Note that if you have been previously named as a co-investigator, you may get a message to contact an administrator. This prevents duplicate applicant profiles for individual applicants. The issue can be quickly resolved by contacting the Trust's General Manager Michelle Sullivan on 027 434 0926.
- Once the funding round opens, your applicant dashboard will display available funding opportunities. Typically this is around two months prior to the closing date. Note that Host Institutions may have internal deadlines prior to the Trust's closing date so applicants are advised to check with their institution's research office.
- Applicants should pay attention to any details in the subheadings of each section of the application. If unclear, contact the Trust's General Manager for advice and guidance.
- CVs should be in the standard New Zealand MSI Curriculum Vitae template. This can be downloaded from the link within the application form. Each applicant should complete all of Parts 1 and 2a, and upload the CV in PDF format.
- Applicants may attach any images, figures, charts or diagrams referred to in the body of the application. Clinical trial protocols may also be attached. Applicants must not use these attachments to circumvent the application word limit and supply additional details. Such information will be disregarded by the Committee and your application may be rejected.



CANCER RESEARCH TRUST.

NEW ZEALAND

Titikaha Rangahau i ngā Mate Pukupuku

- Attachments may include details of other sources of partial funding, ethics approval letters, quotes for items of equipment, sub-contracts with other institutions, and letters of support for collaborations.
- Applicants are strongly encouraged to include as much information as possible within the wordcount to enable the proposal to be assessed.
- Clearly written proposals that are highly valued. Applicants should bear in mind that proposals are reviewed by both experts in the relevant field and also the Assessment Committee which is necessarily broad in composition. As such, proposals should be readily understandable by experts unfamiliar with the field.
- It is likely that some applicants who are eligible for Trust support will be new to the art of grant preparation. Those with limited previous experience of writing competitive funding applications are advised to seek the help and input of colleagues who are practised and successful grant writers.

### Preparing your Budget

- Salary costs for named investigators can be included in the budget if the individual is dependent on external funding sources for salary support (so-called soft money). Salary buy-out for permanent staff is not an eligible expense.
- Salary costs for post-doctoral research fellows, research assistants and/or technicians that are dependent on external funding are also eligible budget expenses.
- Only actual costs for ACC and superannuation should be included in salary associated costs.
- Working expenses should be itemised in the budget by adding a new line for each item and providing sufficient detail about the item (e.g. cost of the item and quantity needed).
- Travel costs that are essential to the project may be included in the budget.
- Attendance at conferences and training courses cannot be included in a Special Purpose Grant application. A separate application for travel funds must be made by using the Professional Development Award application form.
- Cancer Research Trust does not fund overheads including: property costs; depreciation; utility charges such as lighting, heating and water; telephone line charges; library; office stationery and accessories; or laboratory "bench fees".

### Your Host Institution

Every Host Institution must have the necessary governance structures, financial processes, and research capacity to employ research staff, oversee the research, and administer the grant funds. Host Institutions are required to manage and administer Cancer Research Trust grants to an auditable standard and provide a financial acquittal of the grant expenses at the conclusion of the project.

Host Institutions usually have designated representative/s (e.g. research office staff) and typically set their own internal deadline ahead of the Cancer Research Trust closing date. Please take note of the internal deadline, which allows for institutional compliance processes including budget review, and approval of the application, and acceptance of Cancer Research Trust's standard Terms and Conditions for Special Purpose Grants.

When an finishes their application, clicking 'submit' will send the application to the Host Institution for completion of their requirements. The Host Institution can return the application to the applicant for further editing if needed, or proceed to formal submission of the application to the Cancer Research Trust.



CANCER RESEARCH TRUST.

NEW ZEALAND

Titikaha Rangahau i ngā Mate Pukupuku

## Our Assessment Process

- All Special Purpose Grant applications are reviewed by the Trust's Assessment Committee which maintains a diverse set of expertise across disciplines. This enables assessment of the technical aspects of the proposal and those with the highest potential for impact. The Cancer Research Trust website details current members of the Assessment Committee <https://www.cancerresearchtrustnz.org.nz/apply-for-a-grant/grant-round-process>.
- The Cancer Research Trust's Assessment Committee considers any external input, local relevance and Māori health advancement in order to make funding recommendations to the Cancer Research Trust Board.
- The Assessment Committee uses the same criteria as the Health Research Council of New Zealand (HRC) to assess Māori health advancement.
- Unsuccessful applicants will receive access to the peer review report/s and written feedback from the Assessment Committee at the conclusion of the funding round. The intention is to provide constructive feedback to help applicants develop their grant writing skills.
- Refer to the Research Project Grant guidance for more information about how proposals are assessed.

## Application Essentials

To ensure that the Cancer Research Trust is investing funds in line with its charitable purpose, all applications must meet two essential criteria. If the Assessment Committee deems that a proposal does not meet both criteria it will be declined. These criteria are considered when each application is discussed by the full Assessment Committee.

### *The proposal must be cancer-focused.*

The Trust funds research across all types of cancer and all stages of cancer. Research proposals can be from any discipline but must be primarily focused on cancer.

### *The proposal must support the principles of te Tiriti o Waitangi.*

The Trust has adopted the HRC's four domains of Māori Health Advancement and applies this to every application in every category. Failure to adequately respond to te Tiriti will result in the proposal being declined. Further guidance on expectations is outlined under Māori Health Advancement.

- All applicants must consider what relevance their research or cancer care project has to Māori and in reducing cancer inequalities.
- All applicants must comment on their level of knowledge of tikanga Māori (Māori customs and cultural involvement) and the relationships (partnerships) they have had or currently have with Māori researchers, academics, Māori advisors (including kaumatua/elders). Where possible applicants should provide evidence of this (e.g. letters of support) to enhance their application.
- Dedicated space is provided in the application form for Māori Health Advancement.

## Grant Conditions

Successful applicants will be informed of the nature and amount of the grant being offered and the conditions under which it will be contracted, and asked for a formal acceptance. The conditions of the grant include:

- The grant covers a nominated period, and expenditure incurred outside this period will not be reimbursed.
- Any person engaged to work on the grant must be made aware that if for any reason the project is terminated their engagement concludes, that any leave due must be taken during



## CANCER RESEARCH TRUST. NEW ZEALAND

Titikaha Rangahau i ngā Mate Pukupuku

the period of the grant and that payment will not be made for leave taken after the period of engagement is ended.

- All appropriate regulatory approvals must be in place before the grant can be activated.
- Annual progress reports are required on the anniversary of the start date. A final report will be required within 12 months of the grant's end date. Reports should be submitted to the Cancer Research Trust through the portal.
- If the contractual details of the project change a variation request will need to be submitted to the Cancer Research Trust through the portal.
- All presentations and publications resulting from Cancer Research Trust funding must acknowledge the Trust's support.

### Publicity

The Cancer Research Trust is a charity (CC23672) supported entirely by donations from the public. The Trust has an obligation to donors and supporters to report on the impact of the research it has funded. This includes updates through print and online media, our newsletter subscribers and our social media channels. By accepting a Cancer Research Trust grant, you automatically agree to the research team members and media summary of the project being made publicly available. You also automatically agree to be included as an available guest speaker for Cancer Research Trust public outreach, which includes research presentations to the general public.

### Contact us

All potential applicants are welcome to contact the Trust's General Manager Michelle Sullivan directly with questions.

- Email: [michelle.sullivan@crtnz.org.nz](mailto:michelle.sullivan@crtnz.org.nz)
- Phone: 027 434 0926