2023 VCA Palliative Care Cancer Research Grant
Form Preview

ELIGIBILITY

* indicates a required field

Eligibility Checklist

Prior to completing the application form please read the **2023 Victorian Cancer Agency Palliative Care Cancer Research Grant guidelines** on the Victorian Cancer Agency website to ensure that you meet the eligibility criteria and that your project is suitable for this funding scheme.

The following checklist is designed to ensure that you meet the eligibility criteria prior to completing an application form.

If you do not fulfil the eligibility criteria detailed below please **DO NOT** continue with this application.

Applications that do not demonstrate the following will be deemed ineligible: *
☐ The Applicant is an Australian or New Zealand citizen, or has permanent residency in Australia at the time of submitting the application.
☐ The Applicant will be based in Victoria, Australia for the majority of the funding period.
☐ The Applicant holds a formal appointment with a Victorian-based Administering Organisation and/or Victorian based Research Organisation at the time of submission
☐ The proposed project addresses a specific hypothesis-driven research question/s in palliative care cancer research.
☐ The project has specific aims and outcomes that are achievable in the designated timeframe
☐ Applications will be deemed ineligible for funding if the consumer and community involvement section is left blank or applicants indicate that this section is not applicable to their research proposal.
At least 6 choices must be selected.

Please note: Applicants may only submit one application as Chief Investigator and can be listed as a Co-Investigator on a maximum of three applications. There are no limitations on Associate Investigators.

PROPOSAL OVERVIEW

* indicates a required field

Proposal Title *

Must be no more than 30 words. This description may be used by VCA in public announcements, as such please do not include any in-confidence or commercially sensitive information

Lay Description *

Must be no more than 100 words. Summarise the background, research project and expected outcomes in a lay format so the project can be understood by the general public. This description may be used by VCA in public announcements, as such please do not include any in-confidence or commercially sensitive information.

Lead Applicant *

Title | First Name | Last Name

You are responsible for completing and lodging the application, including seeking agreement for the involvement of all collaborators. Should the grant be funded, you will be responsible for progress and reporting on the project.

One grant will be awarded to the highest ranked application from a rural or regional area that meets appropriate standards for funding. Unless otherwise formally agreed with the Department, the definition of Rural, Regional and Remote areas for this grant opportunity are locations RRMA Classification 3-7.

Will the majority of the research team be based in a rural or regional area of Victoria AND will the majority of participants enrolled in the clinical research reside in a rural or regional area?

○ Yes

If yes, please indicate location/s and RRMA classification/s

RESEARCH PROPOSAL

* indicates a required field

Research Proposal

Download the **Research Proposal Template** (DOC 131KB)

Using this template address each of the headings outlined below, with reference to the selection criteria in the guidelines. Each section has a maximum word count of 800 words. A maximum of 4 Images may be embedded into this document. Please also include references in this document.

Upload a PDF of the completed project description template in the area provided below.

Research Proposal Upload

Attach a file:

The Research Proposal must be saved and uploaded as a PDF. The PDF is to be named Grant Code_ Lead Applicant Surname ResearchProposal (e.g. PCCRG23001 Smith Research Proposal)

Consumer Evaluation Panel Form

Download the **Consumer Evaluation Panel Form Template** (DOC 156KB)

Using this template address each of the headings outlined below, with reference to the selection criteria in the guidelines. Each section has a maximum word count of 600 words. A maximum of 4 Images may be embedded into this document. Please also include references in this document.

The consumer evaluation panel will only receive this form and will not have access to other sections of your application.

This form will contribute to **40% of the overall score** of your application.

Upload a PDF of the completed project description template in the area provided below.

Consumer Evaluation Panel Form Upload *
Attach a file:

Only one PDF file can be uploaded for this section. The PDF is to be named Grant Code_Lead Applicant Surname Consumer Evaluation Panel Form (e.g. PCCRG23001 Smith Consumer Evaluation Panel Form)

Participating Research Organisations

Provide a list of all organisations where the research proposal is to be carried out, including the percentage of time allocated to each.

Use the button at the bottom of the section to add more organisations.

Organisation

Department

% allocation

LEAD APPLICANT DETAILS

* indicates a required field

Lead Applicant details

Download the **Research Output Template** (DOC 150KB)

Using this template address each of the headings.

Please provide an outline of your research output which includes all relevant qualifications, previous relevant appointments, achievements, top 5 and total number of relevant publications and other research related activities. This document must not exceed 5 pages with size 10 Arial Font. **Research Output documents greater than 5 pages will not be provided to the evaluation panel.**

Lead Applicant Research Output *

Attach a file:

Only one PDF file can be uploaded for this section. The PDF is to be named Grant Code Lead Applicant Surname Research Output (e.g. PCCRG23001 Lead Applicant Smith Research Output)

Date of birth *

DD/MM/YYYY. Used for statistical reporting purposes only.

Gender Identity *

○ Male ○ Female ○ Prefer not to say ○ I use a different term

Used for statistical reporting purposes only.

Work phone

Must be an Australian phone number.

Mobile *

Email *

Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation *

Department

Role in proposal *

Briefly describe in one to two sentences the role that you will play in the research proposal.

Time spent on proposal (FTE) *

Indicate the FTE time that you will spend directly on the proposal. A full-time workload is considered a minimum of 0.8 FTE.

Do you anticipate any periods of absence during the term of this proposal? *

○ Yes ○ No

Provide details of any anticipated absence during the proposal, e.g. sabbatical, long term leave, maternity leave, etc. These should be taken into account when planning timelines and setting milestones, and will be taken into consideration when negotiating a Funding Agreement if the grant is funded.

If yes, please provide details.

Impact of Career Disruption Statement

If applicable, please detail any extended periods of career disruptions or career breaks. Please provide dates and any impact on research productivity that you would like the evaluation panel to consider.

Please refer to VCA Funding Rules for the definition of a career disruption and career break. Must be no more than 200 words.

OTHER KEY RESEARCH PERSONNEL

* indicates a required field

The Lead Applicant, Co-Investigator(s), Associate Investigator(s), are not able to draw salary from the Grant. Consumers (who may also be Associate Investigator(s)) may be remunerated for their contribution to the proposed research, but they are unable to draw a salary.

Please provide details of the project's Co-Investigators/Associate Investigators/Consumers. Contact details should be those that apply when the application is submitted so that researchers can be contacted during the assessment process if required. Please add rows in as needed.

Co-Investigator(s)/Associate Investigator(s)/Consumer(s)

Detail the role of the person in this application. *

☐ Co-Investigator
☐ Associate Investigator
☐ Consumer

At least 1 choice and no more than 2 choices may be selected. An Associate Investigator may also be a consumer.

Co-Investigator/ Associate Investigator/ Collaborator

Title | First Name | Last Name

Gender Identity

○ Male ○ Female ○ Prefer not to say ○ I use a different term

Used for statistical reporting purposes only.

Organisation

Organisation Name

Role in Proposal

Briefly describe in one to two sentences the role that the Associate/Co-Investigator/Consumer will play in the research project.

Time spent on proposal (FTE)

Must be a number and no more than 1.

Justification for role in and time commitment to the proposal

Must be no more than 250 words

Co-Investigator Research Output

Download the **Research Output Template** (DOC 150KB)

Using this template address each of the headings.

Please note that Associate Investigators and Collaborators are **not** required to complete the Research Output template.

Please provide an outline of your research output which includes all relevant qualifications, previous relevant appointments, achievements, top 5 and total number of relevant publications and other research related activities. This document must not exceed 5 pages with size 10 Arial Font. **Research Output documents greater than 5 pages will not be provided to the evaluation panel.**

Please upload one PDF that contains Research Output for each Co-Investigator in the order listed above.

Attach a file:

Only one PDF file can be uploaded for this section. The PDF is to be named Grant Code CIBiosketches (e.g. PCCRG23001 CIBiosketches)

Collaborations

If the project involves collaborators other than the investigators named on the application, provide information for each collaboration.

Briefly state the benefits and outcomes expected from collaborating with the person/ organisation.

Use the button at the bottom right of the section to add more collaborators if required.

Organisation

Collaborator Title First Name Last Name

If applicable

New/Existing

Indicate whether this is a new collaboration, or enhancement of an existing collaboration.

Expected benefits and outcomes

Limit to one or two sentences.

MILESTONES

* indicates a required field

Milestones to Measure Research Progress

The Victorian Cancer Agency (VCA) has a six-month reporting cycle. Provide a list of realistic milestones that can be used to measure research progress for each six-month period. Each milestone should follow the 'SMART' principle (Specific, Measurable, Achievable, Realistic, and Timely), and be directly linked to the aims of the project (around 100 characters). As a guide, it is expected that each reporting period will have between two and six milestones. For eg: "submission of manuscript detailing the outcomes of Aim 1".

An aim must be specified for each Milestone.

Milestones for ethics approvals and staff appointments should be included where relevant. If you are requesting conference attendance in your budget you should provide a milestone, with the name and approximate date of the conference.

Milestones will be part of the funding agreement between the VCA and the administering organisation should the application be successful.The VCA expects that milestones in the application form will be amended based on feedback received from the Scientific and Consumer Evaluation Panels and/or VCA, where appropriate.

In each milestone, please indicate the aim that the milestone is directly related to. Milestones outlining consumer involvement must also be included in each year of every application.

Please note that your application will not proceed to evaluation without inclusion of at least two milestones in every reporting period.

Milestones 0 - 6 Months

Milestone 1 *

Milestone 2 *

Milestone 3

Milestone 4

Milestone 5

Milestone 6

Link to objective

Milestones 7 - 12 Months

Milestone 1 *

Milestone 2 *

Milestone 3

Milestone 4

Milestone 5

Milestone 6

Milestones 13 - 18 Months

Milestone 1

Milestone 2

Milestone 3

Milestone 4

Milestone 5

Milestone 6

Milestones 19 - 24 Months

Milestone 1

Milestone 2

Milestone 3

Milestone 4

Milestone 5

Milestone 6

Milestones 25 - 30 Months

Milestone 1

Milestone 2

Milestone 3

Milestone 4

Milestone 5

Milestone 6

Milestones 31 - 36 Months

Milestone 1

Milestone 2

Milestone 3

Milestone 4

Milestone 5

Milestone 6

Clinical Trials

Indicate if the research will involve a clinical trial component as defined by the International Clinical Trials Registry Platform developed by the World Health Organisation:

A clinical trial is any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes. Clinical trials may also be referred to as interventional trials. Interventions include but are not restricted to drugs, cells and other biological products, surgical procedures, radiographic procedures, devices, behavioural treatments, process-of-care changes, preventive care, etc.

Does the research involve a clinical trial? *

○ Yes ○ No

If yes, what is the target patient recruitment number?

Must be a number.

Of these patients, how many will be in Victoria?

Must be a number.

PROPOSAL BUDGET

* indicates a required field

Budget Request

Please note: The Budget Request tables only refer to the funding being requested from the Victorian Cancer Agency and not necessarily the overall budget of the project.

Please do not edit the descriptors provided, if you have additional items to those listed, you may add rows using the button and specify them (limit 100 characters), elaborating in the budget justification below.

Please do not modify budget beyond specified cap for salary support and direct research costs.

Only include costs that will be covered by the amount requested from the Victorian Cancer Agency.

All requests should be exclusive of GST. GST will be paid on top of grant amounts where appropriate. This will be determined by your Administering Organisation's GST status. This status must be identified by the financial delegate of your Administering Organisation.

Take into account CPI and salary increases when preparing your budget. Only provide full details of required items in the budget justification.

Salary Support

Provide details for the salary support being requested.

Group positions together. Provide full details of the positions in the budget justification.

	Year 1	Year 2	Year 3
Postdoctoral researcher/s			$
Postgraduate scholarship/s			$
Support staff - research			$
Support staff - administration			$
Support staff - clinical			$

Direct Research Costs

Please outline direct research costs in the sections below.

Please note: The VCA reserves the right to allocate funding levels which may be less than those requested in the application, and duration of funding which may differ from that requested.

Group items directly associated with carrying out the research proposal.

	Year 1	Year 2	Year 3
Travel to conduct research			$
Consumables			$
Equipment			$
Patient participation costs			$
Sample analysis costs			$
Software			$
Survey costs			$
Transcription costs			$
Consumer/community costs			$

Enabling Facilities

The VCA has specific targets relating to funding and use of enabling facilities. Please separately itemise requests for funds to access any such facilities.

	Year 1	Year 2	Year 3
Australian Synchrotron			$
BioGrid			$
Cancer Council Victoria - Clinical trials infrastructure			$
Cancer Trials Australia - Clinical trials infrastructure			$
Clinical trials infrastructure - other organisations			$
Data management services			$
Monash Antibodies Technology Facility			$
Statistical analysis services			$
Victorian Cancer Biobank			$
Victorian Cancer Registry			$
Victorian Centre for Functional Genomics			$
Victorian Life Sciences Computational Initiative			$

Other Research Items

Summarise costs for other expenses not directly associated with carrying out the research proposal, for example attendance at conferences or relevant workshops, preparation for accreditations/regulatory affairs compliance, utility costs, accommodation, etc.

	Year 1	Year 2	Year 3
Accreditation costs			$
Attendance at conferences/workshops			$
Ethics approval costs			$
Publication costs			$
Staff training/education			$

Total costs

Year 1 *

Must be a whole dollar amount. Note: please ensure the total cost is correctly calculated. The total amount requested cannot be amended once the application has been submitted.

Year 2

Must be a whole dollar amount. Note: please ensure the total cost is correctly calculated. The total amount requested cannot be amended once the application has been submitted.

Year 3

$

Must be a whole dollar amount. Note: please ensure the total cost is correctly calculated. The total amount requested cannot be amended once the application has been submitted.

Total funding requested from the Victorian Cancer Agency *

$

This number/amount is calculated.

Duration of the research project (in months) *

Enter a number only for the planned duration of the research project (in months). This must not exceed 36 months, otherwise the application will be deemed ineligible.

Does the total funding sought from the VCA budget cover all the proposal costs?

○ Yes ○ No

If no, provide details of the costs not covered and how they will be met, including the source/s of funding.

The VCA will only provide funding to applicants who can confirm that they have not already received funding from other sources for this specific proposal. If this proposal is successful,

the VCA must be informed of any other funding received for this specific proposal for its duration. This could affect the funding provided by the VCA.

Budget Justification

Provide details of items requested in each budget category. Fully justify each item in terms of need and cost. It is not sufficient to simply list item costs. The justification must explain why the item is required, how many are needed, and, if relevant, for what length of time.

Salary Support

Provide full details of each position requested, including number, level and FTE. Include an explanation of how the salary level requested is in line with the required skills, experience and time commitment to the proposal. Items not adequately justified may not be funded by the VCA.

*

Word count:
Must be no more than 500 words.

Direct Research Costs

Provide a full list of items requested, including details of quantities required. Justify each in terms of its contribution to the proposal.

Where a large piece of equipment is requested, justification must be provided as to why existing equipment is not available, or is insufficient for the needs of the proposal. Amounts requested should be based on quotations obtained from suppliers, including installation costs where relevant (do not include quotes with your application).

*

Word count:
Must be no more than 500 words.

Enabling Facilities

Provide details of the need to access enabling facilities, and the costs of using these facilities.

*

Word count:

Must be no more than 500 words.

Other Research Items

Justify the need for other expenditure, not directly related to carrying out the research proposal. Detail any costs involved.

*

Word count:
Must be no more than 500 words.

ADDITIONAL INFORMATION

* indicates a required field

Ethics

Does the research proposal require approval from a human research ethics committee? *

○ Yes ○ No

If yes, please provide details.

Must be no more than 200 words

Integrated Cancer Services

Integrated Cancer Services (ICS) are partnerships between health services to achieve coordinated planning and improvement of cancer services across specified geographic regions.

Will the research be carried out in conjunction with one or more ICS? *

○ Yes ○ No

If yes, at which ICS will the research predominantly be carried out (if known)?

☐ NEMICS ☐ GRICS ☐ GICS
☐ SMICS ☐ LMRICS ☐ HRICS
☐ WCMICS ☐ BSWRICS ☐ PICS

Tumour stream activity

Indicate which tumour stream/s the proposed research is addressing. If the research is across all tumour streams, please tick "All types".

Under the research classifications section of the application you will be asked to indicate the percentage of time to be spent on the tumour stream/s you select. The total across all streams must add up to 100%. You will also be asked to specify the type/s of tumour/s where there is more than one option provided for the stream.

*

- ☐ Genitourinary
- ☐ Colorectal
- ☐ Breast
- ☐ Haematological
- ☐ Lung
- ☐ Skin
- ☐ Upper gastrointestinal
- ☐ Gynaecological
- ☐ Head and neck
- ☐ Central nervous system
- ☐ Other
- ☐ All types

RESEARCH CLASSIFICATIONS PART 1

Note: Ensure you have completly answered the 'Tumour stream activity' question on the 'Other project details' page before attempting to complete this page.

Indicate the percentage of time to be spent on each tumour stream. e.g. For 50% enter 50 (not 50% or 0.5). The total across all streams must add up to 100%. Specify the type/s where applicable.

All types of tumour streams

% of time

Breast tumour stream

% of time

Central nervous system tumour stream

% of time

Colorectal tumour stream

% of time

Type/s
- ☐ Colon
- ☐ Rectal
- ☐ N/A

Genitourinary tumour stream

% of time

Type/s
- ☐ Prostate
- ☐ Bladder
- ☐ Kidney

☐ Testis
☐ N/A

Gynaecological tumour stream

% of time

Must be a number.

Type/s
☐ Ovary
☐ Uterus
☐ Cervical
☐ Vagina
☐ N/A

Haematological tumour stream

% of time

Must be a number.

Type/s
☐ Lymphoma
☐ Leukaemia
☐ Myeloma

Head and neck tumour stream

% of time

Must be a number.

Type/s
☐ Head
☐ Neck
☐ N/A

Lung tumour stream

% of time

Must be a number.

Type/s
☐ Small cell lung cancer
☐ Non-small cell lung cancer
☐ Mesothelioma
☐ N/A

Skin tumour stream

% of time

Must be a number.

Type/s
☐ Melanoma
☐ Non-Melanoma
☐ N/A

Upper gastrointestinal tumour stream

% of time

Must be a number.

Type/s
☐ Oesophagus
☐ Stomach
☐ Pancreas
☐ Hepatobiliary
☐ N/A

Other tumour streams

% of time

Must be a number.

Type/s
☐ Neuroendocrine system
☐ Sarcoma
☐ Rare
☐ Ill-defined/unknown origin
☐ N/A

Total tumour stream time allocated

Total tumour stream time allocated

This number/amount is calculated.

RESEARCH CLASSIFICATIONS PART 2

Areas of cancer research being addressed

Indicate the area/s of cancer research being addressed using the Common Scientific Outline (CSO) categories listed below. For each CSO area being addressed, enter the percentage of time being spent on it, e.g. For 50% enter 50 (not 50% or 0.5). Leave all areas not being addressed blank. The total from **all seven categories combined** must add up to 100%.

Biology

Research included in this category looks at the biology of how cancer starts and progresses as well as normal biology relevant to these processes.

1.1 Normal Functioning

1.2 Cancer Initiation: Alterations in Chromosomes

1.3 Cancer Initiation: Oncogenes and Tumour Suppressor Genes

1.4 Cancer Prognosis and Metastasis

1.5 Resources and Infrastructure Related to Biology

Biology Total

This number/amount is calculated.

Aetiology

Research included in this category aims to identify the causes or origins of cancer - genetic, environmental, and lifestyle, and the interactions between these factors.

2.1 Exogenous Factors in the Origin and Cause of Cancer

2.2 Endogenous Factors in the Origin and Cause of Cancer

2.3 Interactions of Genes and/or Genetic Polymorphisms with Exogenous and/or Endogenous Factors

2.4 Resources of Infrastructure Related to Aetiology

Aetiology Total

This number/amount is calculated.

Prevention

Research included in this category looks at identifying interventions which reduce cancer risk by reducing exposure to cancer risks and increasing protective factors. Interventions may target lifestyle or may involve drugs or vaccines.

3.1 Interventions to Prevent Cancer: Personal Behaviours (Non-Dietary) that Affect Cancer Risk

3.2 Dietary Interventions to Reduce Cancer Risk and Nutritional Science in Cancer Prevention

3.3 Chemoprevention and other medical interventions

3.4 Vaccines

3.5 Complementary and Alternative Prevention Approaches

3.6 Resources and Infrastructure Related to Prevention

Prevention Total

This number/amount is calculated.

Early Detection, Diagnosis and Prognosis

Research included in this category focuses on identifying and testing cancer markers and imaging methods that are helpful in detecting and/or diagnosing cancer as well as predicting the outcome or chance of recurrence.

4.1 Technology Development and/or Marker Discovery

4.2 Technology and/or Marker Evaluation with Respect to Fundamental Parameters of Method

4.3 Technology and/or Marker Testing in a Clinical Setting

4.4 Resources and Infrastructure Related to Early Detection, Diagnosis or Prognosis

Early Detection, Diagnosis and Prognosis Total

This number/amount is calculated.

Treatment

Research included in this category focuses on identifying and testing treatments administered locally (such as radiotherapy and surgery) and systemically (treatments like chemotherapy which are administered throughout the body) as well as non-traditional (complementary/alternative) treatments (such as supplements, herbs). Research into the prevention of recurrence is also included here.

5.1 Localised Therapies - Discovery and Development

5.2 Localised Therapies - Clinical Applications

5.3 Systematic Therapies - Discovery and Development

5.4 Systematic Therapies - Clinical Applications

5.5 Combinations of Localised and Systematic Therapies

5.6 Complementary and Alternative Treatment Approaches

5.7 Resources and Infrastructure Related to Treatment and the Prevention of Recurrence

Treatment Total

This number/amount is calculated.

Cancer Control, Survivorship and Outcomes Research

Research included in this category includes a broad range of areas: patient care and pain management; tracking cancer cases in the population; beliefs and attitudes that affect behaviour regarding cancer control; ethics, education and communication approaches for patients and health care professionals; supportive and end-of-life care; and health care delivery in terms of quality and cost effectiveness.

6.1 Patient Care and Survivorship Issues

6.2 Surveillance

6.3 Population-based Behavioral Factors

6.4 Health Services, Economic and Health Policy Analyses

6.5 Education and Communication Research

6.6 End-of-Life Care

6.7 Research on Ethics and Confidentiality

6.8 Resources and Infrastructure Related to Cancer Control, Survivorship and Outcomes Research

Cancer Control, Survivorship and Outcomes Research Total

This number/amount is calculated.

Overall Total (%)

Overall Total

This number/amount is calculated.
The total from all seven categories combined must add up to 100%.

ADMINISTERING ORGANISATION

* indicates a required field

Administering Organisation details

The Administering Organisation is the entity with which the VCA will enter into a Funding Agreement in the case of successful applications. The Administering Organisation will be responsible for ensuring the completion of the research, and must adhere to the conditions of the Victorian Cancer Agency Funding Rules (DOC 428KB), including meeting the requirements of the VCA's Administering Organisations Policy (Section 8 of the Funding Rules).

The Applicant must have a formal appointment with the administering organisation.

Organisation *

Organisation's ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	

Main business location

Department

Web address

Grant Officer *

Title | First Name | Last Name

The Grant/Administration Officer at this organisation who will receive and administer funds, if known.

Phone *

Email

Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Authorised Signatory *

Title | First Name | Last Name

The person authorised to sign research contracts on behalf of the Administering Organisation. For universities, this may be the Deputy Vice-Chancellor (Research) or research office head, or equivalent, or delegate; for hospitals, it is normally the Chief Executive Officer or equivalent, or delegate; for Research Institutes, the Director or equivalent, or delegate; for an Australian company, two Directors or a Director and company Secretary, or in the case of a proprietary company, a sole Director.

Position *

Is the Research Organisation different from the Administering Organisation? *

○ Yes ○ No

The Research Organisation is where the research will be conducted.

RESEARCH ORGANISATION

* indicates a required field

Research Organisation details

The organisation where the research will be conducted.

Organisation *

Department

Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Contact person *

Title | First Name | Last Name

Phone *

Email *

CERTIFICATIONS

* indicates a required field

Privacy Notice

How is your personal information used?

The Victorian Cancer Agency (VCA) is part of the Department of Health (we/us/department) and we are committed to protecting the privacy of your information. Your personal information will be handled in accordance with the requirements of the Privacy and Data Protection Act 2014 (Vic). The department will use, access and disclose your information for the purposes of the assessment of your application and for purposes connected with the making of any grants and administration of the research funding. The department may also disclose details regarding the research to stakeholders, such as your name, the Administering and/or Research Organisation, project title and lay description on the VCA website or to the public in press releases. However, information published does not typically identify you without your consent. The department will not disclose personal information for a secondary purpose, unless authorised by you or authorised by law.

The department may also use your personal information for subsequent funding rounds including where you have been unsuccessful in the current application.

You agree and acknowledge that you have sought appropriate consents from third parties for any personal information provided in your application.

You may withdraw your application at any time. If you choose to withdraw this application, you will not be eligible to have your research fellowship status assessed until a further application is submitted.

Who has access to your personal information?

In order to assess your application, departmental staff and evaluation panel members, independent readers and assessors requested to provide advice, will access and share the information contained in your application for the purpose mentioned above.

Who to contact in relation to this application?

To request access to the personal information that we hold about you or request a correction, please email victorian.canceragency@health.vic.gov.au for further information.

Certification by the Applicant

I certify that *

☐ To the best of my knowledge and belief, information contained in this application is complete, true and correct and I understand that the provision of false or misleading information may attract substantial penalties. If my application is successful I undertake to complete the research project as detailed in this application and in accordance with the terms and conditions of the funding agreement between the Administering Organisation and the Department of Health acting through the Victorian Cancer Agency.
☐ I have sought agreement from all research participants for their involvement in the research as outlined in this application.
☐ I have not received funding for this specific project or proposal from any other funding source.
☐ I consent to this proposal being peer-reviewed by persons who may remain anonymous.
☐ I have read and agree to the Privacy Notice above.
☐ I am an Australian citizen or have permanent residency status in Australia at the time of submitting the application.

Confirm your certification by ticking each box.

Name *

Title	First Name	Last Name

Date *

DD/MM/YYYY

Instructions for obtaining certifications

You are required to submit a certification by the Administering Organisation and a certification by the Head of the Research Organisation. **Before proceeding, all other sections of the application must be complete.**

To provide the certifications:

1. Use the application navigation to go the the next page (Review).
2. The application will be displayed on that page. Ensure all of the information other than the two certifications is accurate and complete.

3. Download a PDF version of the application by clicking the 'Download PDF' button that appears with the navigation buttons at the top and bottom of the page.
4. Save and close the application.
5. Provide the PDF copy of the application and the Victorian Cancer Agency Funding Rules (DOC 428KB) together with the certification form (provided below) for the appropriate person to sign.
6. Once the certification has been signed, a copy must be uploaded under the relevant section below. The application can then be submitted.

All signatures must be obtained prior to the submission of the application to the VCA. Electronic signatures will be accepted.

Certification by the Administering Organisation

The certification must be signed by the relevant delegate of the Administering Organisation. This should be the Director of the organisation's research office, or equivalent or delegate.

You can download the certification as either a PDF or Microsoft Word document:

Certification by the Administering Organisation (DOC 143KB)

Once the certification has been completed, upload it below as a PDF.

Upload certification *

Attach a file:

The PDF is to be named Grant CodeCert AO (e.g. PCCRG23001Cert AO)

Certification by the Head of the Research Organisation

The certification must be signed by the relevant delegate of the Research Organisation. This should be the Director of the organisation's research office, or equivalent or delegate.

This is the organisation where the majority of the research will be based, and/or from which the research will be co-ordinated, and may be the same as the Administering Organisation.

You can download the certification as either a PDF or Microsoft Word document:

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