2020 Mark Hughes Foundation Brain Cancer Innovation Project Grants Guidelines

Overview

Mark Hughes Foundation (MHF) is providing funding to researchers studying brain cancer and its treatment, through a number of Brain Cancer Innovation Project Grants.

Grants will be allocated via an open and competitive process. The foundation will be selecting projects on merit that are innovative and align with MHF core objectives, to promote research most likely to improve the outcomes of patients with brain cancer in Australia. They are particularly looking for projects that bring new ideas and people together to collaborate.

Up to $1.5 million is available in this funding round, with between $150,000 – $200,000 available per project. Projects are to be conducted over a period of two (2) years.

If applicable to the research project, applicants are encouraged to utilise the MHF Infrastructure pipelines. These provide high quality, collaborative and MHF-subsidised funding for targeted genetic and/or genomic analysis of brain cancer specimens and in vivo (orthotopic xenograft and allograft) therapeutic testing. For further information please contact Professor Rodney Scott (rodney.scott@newcastle.edu.au) for genomic/genetic analysis, or Associate Professor Viive Howell (viive.howell@sydney.edu.au) for in vivo modelling.

If utilised, a letter from the appropriate pipeline coordinator is required, outlining the service provided and total cost of the service and subsidised cost. This letter will need to be uploaded as part of the online application process.

Applications Close 5pm Monday 14 September 2020

General Eligibility and Conditions

- The Chief Investigator 1 (CI-1) listed on the submitted application must be employed by an employer based in Australia.

- A maximum of five (5) CIs are allowed per application.

- Submitted applications must be approved by the CI-1's employer or equivalent representative.

- Applications must be submitted by the CI-1, who must clearly outline the intended use of funds and the benefits their project will make to brain cancer research.

- For applications to be considered eligible, all fields must be completed, and forms submitted via the specified process.

- Consideration will be given to applicants with co-funding from other sources (department, supervisor or institution).

- All ineligible applications will be removed prior to assessment.

CONDITIONS

Forfeiture of Grants

- Funding not spent in the timeframe indicated will revert to the granting body HMRI: unspent funding will be re-allocated by MHF in future grants rounds. *Failure to meet the conditions of funding may limit your eligibility for funding in future years.*

Acknowledgement of MHF and HMRI

- Recipients must acknowledge both MHF and HMRI for the life of the grant. This acknowledgement includes, but is not limited to, media releases, promotional materials such as brochures and newsletters, publications and articles submitted to journals, presentations at conferences, speeches, attendance at meetings and community/ supporter's events. Recipients may be requested to participate in selected public speaking and/or public appearances and media interviews to be coordinated through MHF/HMRI.

- Acknowledgements should include the below-specified wording as per quotations: *"This grant was funded by the Mark Hughes Foundation through the Hunter Medical Research Institute (HMRI)."*

Reporting Requirements

- Recipients must comply with grant reporting and compliance requirements within the specified timeframe. These reporting requirements will be outlined to recipients on award of the grant. Of note, you will be asked to submit biannual progress reports (and

financial acquittal statements) during the course of your project and a Final Report (and project end financial acquittal statement) at the end date of your project.

Budget

- Any administration fees necessary for the delivery of this project are capped at 5% of the total project budget, excluding leveraged and/or in-kind funding.

Assessment Criteria

PRIMARY SELECTION CRITERIA

Applications will be reviewed by a scientific panel of leading scientists and cancer experts formed by the Mark Hughes Foundation, against the following primary selection criteria:

Readability (Plain English Summary + Section 1):

- Each application must demonstrate the ability to communicate the concept of the project to a lay audience and articulate the pathway to translation.

Readability score for these sections should be between 70.0-60.0. For assistance in checking your readability score in Microsoft Word, please refer to this support article.

Innovation (40%: Q1.2, 1.4-1.6)

- Innovation of the approach (imaginative/creative use of resources, new hypothesis, outside of the box, availability of unique data set or patient resource, unusual combination of skills).
- Applicability of the innovative approach to the research question.
- Potential benefit and value of the innovative approach.

Scientific Quality and Team (30%: Q2 + Q3 + CI Track Records)

- Soundness of the methodology (scientifically rigorous hypothesis, the ability of the experimental approach to answer the question within the time frame of the project, appropriateness of techniques and experimental design including sample size).
- Adequacy of the resources (includes track record of CIs relative to opportunity and in relation to expertise in brain cancer research, availability of appropriately trained personnel, facilities and time to undertake the project).
- Appropriateness of budget (ability to undertake the project within the available budget).

Relevance and Significance for brain cancer (30%: Q1.1-1.4, Q1.6)

- Relevance of the research question to brain cancer.

- Potential impact of the question being addressed in terms of patient care, disease prevention, understanding biological processes, social policy and economic benefits.

- Likelihood the outcomes will leverage external funding.

- Research of excellence in medical research into brain cancer.

SECONDARY SELECTION CRITERIA

Grants that rate equally on the above criteria may be further differentiated based on whether the project:

- Is cross institutional.

- Is interdisciplinary and / or involves Chief Investigators from different research programs.

- Has two or more of the criteria for significant outcomes (primary assessment criteria).

- Is focused on translational clinical research.

CERTIFICATION

Please note that your application requires certification/sign-off from your employer. Generally, this may mean: sign off from Head of School for university employees; research program leaders for research institute employees; line/service manager and relevant general manager for health district employees; and line manager/supervisor and director/department heads for hospital employees (other than health district).

We recommend that you flag your intention to apply for this grant with your relevant certifiers ASAP, and confirm their availability and requirements for sign-off, to ensure you are able to submit your application with the appropriate certification.

ADJUDICATION

A selection committee shall be responsible for the award of the grant/s. The selection committee shall comprise:

- The Executive Director of HMRI, or nominee

- Selected members of the Mark Hughes Scientific Committee

- External reviewers as required.

STEPS FOR SUBMITTING AN APPLICATION

STEP 1   DETERMINE YOUR ELIGIBILITY

Please refer to page two of the Guidelines.

STEP 2   COMPLETE YOUR APPLICATION

Submissions for the 2020 Mark Hughes Foundation Brain Cancer Innovation Project Grants will be managed via the HMRI Grants Online portal. To commence an application, please download and commence the Word application form, and go to:

https://www.GrantRequest.com/SID_5905?SA=SNA&FID=35058

NOTE: If this is your <u>first</u> time accessing the portal, you will need to click 'New Applicant' to create an account. This will be your account for all future HMRI grant applications and reporting requirements.

You will be sent an email with the HMRI Grants Online portal URL (https://www.GrantRequest.com/SID_5905?SA=AM) to access the portal and complete your application within your account. You can also e-mail a draft of your application to other collaborators for review, from within the system.

The online form will ask applicants to complete and attach the completed Word Document application form in PDF format. Applicants will then be required to copy selected fields from this document into the online form, as well as including project milestones, to facilitate a more streamlined review and grants management process.

Complete your application ensuring all sections are addressed. Incomplete applications, applications missing the required attachments, or those that do not have all certifications completed at the time of submission will be deemed ineligible and removed prior to assessment.

HMRI Grants Online Time-out Settings

Please note that **your session will timeout after 120 mins**. A warning will be shown 15 minutes before timeout so you can take action before the session is terminated. Failure to take action **may result in the loss of unsaved work**.

Typing inside fields on an application form <u>does not</u> reset the timer. In order to reset the timer and save the application one of the following actions must be taken:

- Select a different page of the application using Next/Continue links, Page Number or Page Title links/tabs

- Clicking Save & Finish Later

- Uploading Attachments.

STEP 3   PREPARE YOUR ADDITIONAL ATTACHMENTS

A list of required additional attachments is outlined in the application form.

These documents must be in PDF format and uploaded in the appropriate section within the online application form. Attachments must be named using the following naming convention:

[CI-Surname]_[Type (e.g. Track Record)]_2020 MHF_Innovation_Grant. For example: Jones_track record_2020_MHF_Innovation_Grant

After selecting relevant file, ensure you click "Upload" to attach the document.

No further attachments or documentation (such as Letters of Support; extended CVs etc.) are permitted. Any graphs or diagrams are to be inserted into the PDF of the completed application.

STEP 4   LODGE YOUR APPLICATION

Once you have completed your Application Form, click "Review and Submit". The system will then take you to the "Review My Application" page where you can ensure you have not missed any sections.

When you are satisfied with the contents of the application, click "Submit" to forward your application for consideration.

Applications must be received by the specified closing date. Applications not submitted via the online portal by the deadline will be ruled ineligible and will be removed prior to assessment.

For assistance with the submission process, please contact HMRI's Grants Team:
grants@hmri.org.au