

# Research Grant Program Guidelines and Application Form



## Mission

The Cancer Nurses Society of Australia (CNSA) is the national professional organisation for cancer nurses in Australia. The CNSA is committed to achieving and promoting excellence in cancer care through the professional contribution of nurses.

## Purpose

To achieve this mission, the CNSA, with the support of industry partners, offers a Research Grant Program to support the development of cancer nursing. The purpose of the program is to provide financial assistance to nurses to facilitate research in the area of cancer nursing that will contribute to improvements in the care of people with cancer.

## Eligibility Criteria

Any individual or team who is actively involved in an aspect of cancer control may apply for a grant within this program.

The applicant (or the Chief Investigator) must:

- Have been a financial member of the CNSA for a minimum of 12 months; and
- Be registered with AHPRA as a registered nurse or be working in a cancer related field.

Applicants who are successful recipients of a CNSA grant are ineligible to apply for another award in this program until 12 months have elapsed since the submission of a report on their research project.

Current members of the CNSA Research Standing Committee are eligible to apply for grants.

*Funding will not be released to successful applicants until a copy of the ethical approval letter/s have been submitted to the CNSA Research Standing Committee.*

In addition:

- Applicants may apply for one grant only in each grant round; and
- Members who have not received a grant in the past are encouraged to apply.

## How to submit the Application

The research grants will close on 30th September each year.

All applications are to be completed using the CNSA Research Grants Application Form provided below.

An electronic copy of this application form and all supporting documents must be submitted to CNSA at [admin@cnsa.org.au](mailto:admin@cnsa.org.au) by close of business on the due date.

*Late applications and those that do not fulfil the eligibility criteria will not be accepted.* All applications must include the signed declaration of applicant responsibilities included in these guidelines.

NB: it is strongly recommended that applicants discuss with, or notify, their employer of their grant application to ensure that any subsequent research activities and leave application can be supported by them.

Should other grants become available CNSA members will be notified via newsletters and on the website.

For further information about the CNSA Grants Program, please contact the Chair of the Research Standing Committee via email [admin@cnsa.org.au](mailto:admin@cnsa.org.au) as per contact details on the CNSA website: [www.cnsa.org.au](http://www.cnsa.org.au)

## Research Grant Proposals: Instructions and Format

The document entitled "Writing a Research Grant Proposal" has been developed to assist you to write your research grant application. This is available on the CNSA website [www.cnsa.org.au](http://www.cnsa.org.au). Experienced CNSA members have offered their assistance to nurses applying for research grants. CNSA mentors can be contacted via the Chair of the CNSA Research Standing Committee. Please plan ahead if you need some assistance from a mentor. Successful grants take some time to write.

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## Research Grant Assessment Process

The CNSA Research Standing Committee is responsible for the assessment of all grant applications. The Research Standing Committee consists of a minimum of one member appointed from the CNSA National Executive Committee, two ordinary members of CNSA with research experience and two ordinary members of CNSA (research experience not pre-requisite).

The process for review is as follows:

- Applications received by the closing date are forwarded to the Chair of the Research Standing Committee the day after the closing date
- An email letter of confirmation will be sent to acknowledge all applications received. Applicants who submit an incomplete application or do not meet the eligibility criteria will not be considered and will be notified after the closing date
- A copy of all eligible applications are provided to members of the Research Standing Committee (reviewers) for assessment using the specified criteria (see below)
- All scores are returned to the Chair and rank ordered
- Reviewers will then assess the top ranked applications, and determine successful applicants on the basis of scores and the significance of the project to cancer nursing
- All applicants will be advised in writing via email of the outcome of their application within 6 weeks of the closing date
- Successful applicants will be announced at the next Annual CNSA Annual Congress and/or in the CNSA Newsletter and may be profiled on the CNSA website; and
- It is at the discretion of the Research Standing Committee as to whether all or part of the allocated funds will be awarded to applicants.

## Conflict of Interest

Members of the Research Standing Committee are eligible to apply for grants during their term of office, and must act according to the CNSA Conflict of Interest Policy. Members of the CNSA Research Standing Committee may act as a consultant to applicants, but must exempt themselves from the review of the application for which they acted as consultant.

During the review process, members of the Committee must disclose to other members of the Committee a personal or professional relationship with an applicant. If a conflict of interest is declared by a member of the Committee, the remaining Committee members may choose one of the following courses of action:

- The Committee member declaring the conflict of interest will stand aside for the decision-making process pertaining to that particular applicant; and
- An interim member will be appointed by the Chair for the decision making process regarding that particular applicant.

## Research Grant Assessment Criteria

*Applications for grants will be competitive.*

*Selection will be determined by your ability to present a rigorous research proposal.*

Each research proposal submitted is assessed and scores are awarded following assessment of each of the following elements of the grant application:

- Significance of the project to cancer nursing
- Quality, relevance and recency of literature review/background to the study
- Adequacy and feasibility of the research design
- Consideration of ethical issues
- Effectiveness of dissemination plan
- Appropriateness of budget and its justification
- Track record of research team (for experienced researchers only); and
- Contribution to professional activities (for novice researchers only).

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## **Responsibilities of Successful Research Grant Applicants**

All recipients of awards must sign an agreement as part of their application stating that they will comply with the following terms and conditions:

A written report will be provided to the CNSA Research Standing Committee within two months of the completion of the project.

The report for research grants must include:

- Title of the project
- Investigator details
- Brief project outline
- Brief background to the project
- Aims and objectives of the project
- Project methods
- Summary of analysis and findings
- Conclusions and recommendations; and
- Financial report detailing all expenditure of the grant.

Recipients agree to disseminate the outcomes of their research through presentations at local or national meetings.

It is expected that recipients of research grants will, wherever possible, submit an abstract for presentation or poster display at the Annual CNSA Annual Congress on completion of their research.

The Committee recognises that during the course of many research projects, circumstances do change and sometimes a variation to the research design is necessary. If the recipient wishes to make changes to their research design after the grant has been awarded, the Chair of the Research Standing Committee should be notified and sent a copy of the letter from the relevant ethics committee approving the amendments.

The CNSA and the sponsoring company where appropriate must be acknowledged on all printed material and at all presentations associated with the grant.

## **Allocation of Funds for Research Grants of \$10,000 or Over**

Payment of monies will be made at the following time points:

- |                                     |     |
|-------------------------------------|-----|
| • Ethics submission                 | 60% |
| • Interim report (approx. 12months) | 30% |
| • Final report                      | 10% |

It is expected that the project will be completed within 24 months of the first payment of monies. The Chair of the Research Standing Committee should be notified of any significant changes to the timeframe proposed.

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## Application Form

### Applicant Information

Provide preferred contact details

Date of this application:		Closing date for grant submission:	
Title:			
Given Names:			
Surname:			
Address:			
State:		Postcode:	
Phone (business hours):			
Email:			
CNSA Member Number:			
When did you join CNSA?			
Current Employer:			
Current position held:			
How many years have you worked as a cancer nurse/researcher?			

Do you have ethical approval to conduct this study?

Yes ☐ No ☐ Submitted, awaiting approval ☐

Is this research a requirement of a tertiary postgraduate qualification?

Yes ☐ No ☐ Course and University

Total funding sought from CNSA: \$

Please indicate if you would accept less than this amount?

Yes ☐ No ☐

Are you seeking funding for this research from any other source? If yes, from whom?

Yes ☐ No ☐

Have you received previous funding from the CNSA Research Grant Program? Yes ☐ No ☐

If yes, please specify:

Year	Amount Received	Date your report was submitted
	\$	
Purpose of Grant		

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If yes, please state the outcomes from the previous research funding (e.g. reports, conference presentations, and clinical practice change):

Please state the research and professional activities you have participated in over the last two years (e.g. research, committee membership, professional and community education, and extra-curricular activities).

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## **Summary**

In 250 words or less explain why you think CNSA should support this application.

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## Account Details

Please provide your BSB and Account details so the allocated grant funds can be deposited into your account should you be successful with your application.

Account Name –

BSB –

Account Number –

## Research Grant Declaration

*All applicants must submit this signed declaration with their application.*

I am currently a financial member of CNSA and have been for the past 12 months.

*Should I be successful in my application I agree to provide CNSA with a written report of my project within two months of completion.*

If requested I agree to present this at a CNSA forum. I also agree to comply with the 'responsibilities of successful research grant applicants' as detailed in this document.

I have/have not applied for other sources of funding (where other sources of funding have been sought these should be specified in the application).

I agree to notify CNSA should I receive any other monies to support this project.

I have support from my manager/supervisor for this project.

*I agree to return any unused money to CNSA.*

Applicant

\_\_\_\_\_  
Full Name Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return form to: **Research Committee Chair**  
**Cancer Nurses Society of Australia**  
[admin@cnsa.org.au](mailto:admin@cnsa.org.au)

### Office Use Only

Application Received Date:

☐ Approved ☐ Not Approved

Applicant notified: ☐ Yes ☐ No

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## Research Proposal

NB: If the proposed project represents part of a larger study, the project description should address the specific details for the section of the study for which funding is sought. Details of how the project fits within the larger project or research program may be provided. However, the objectives, design, methods and analysis section for this proposal should be relevant to the project for which funding is sought.

### 1. Project Description maximum of 6 pages, excluding the reference list

#### 1.1. *Brief outline of the project*

A summary of the project in 300 words or less, in lay language appropriate to the general public.

#### 1.2. *Purpose of the research and objectives/research questions*

A concise statement of issues to be addressed by the research and the desired outcomes that will be achieved in conducting the research.

#### 1.3. *Significance to cancer nursing*

A description of how this research will benefit cancer patients, the cancer nursing profession, health care and/or society.

#### 1.4. *Background and literature review*

A review of the literature that demonstrates how the research builds on what has already been done in the field. This section should clearly support the argument as to why the research is important.

#### 1.5. *Research design*

Include an overall description of the proposed research design, sample size and justification, data collection methods, recruitment strategies, analysis plan and limitations of the research.

#### 1.6. *Timeframe*

List the specific activities to be undertaken, with specific time frames.

#### 1.7. *Ethical considerations*

A brief statement regarding the ethical implications of the research (NB: All research activities have ethical implications). If ethics approval to conduct the study has already been received provide documentation. If not, include when and where you anticipate applying for ethics approval. A copy of the letter/s of ethical approval must be sent to the Grants and Awards committee who will then release funding.

#### 1.8. *Dissemination of results*

Describe the methods you intend to use to disseminate your results to nurses, patients and other relevant stakeholders.

#### 1.9. *Reference list*

A complete list of references supporting your proposal.



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## 2. Budget

Costs directly associated with the research may be covered, including:

- Personnel (other than Chief Investigator): describe salaries, and include on-costs (i.e. organisational costs associated with worker's compensation, superannuation etc)
- Specific costs/equipment: e.g. questionnaires; data analysis, transcription; and
- Maintenance/Administration costs: e.g. postage; telephone; stationery; preparation of report.

The following items are not eligible for funding within the research grants category:

- The cost of investigator wages to undertake the research
- Payment of conference/seminar fees
- Travel to present papers or attend conferences
- Purchase of computers, or other similar equipment
- Institutional direct costs or basic services and utilities
- Insurance costs; and
- Reimbursement of previous expenditure.

Applicants should indicate if funding has been sought from elsewhere, and the source of this funding. If funds are sought for completion of part of a project only, this should be clearly specified, and details should be provided of how the remainder of the project will be funded.

## 3. Budget Justification

Discuss how each item of expenditure is relevant to the project, and how the amounts have been calculated.

## 4. Research Experience

Please attach a brief CV (maximum 2 pages) outlining nursing experience and professional activities (this should include conference presentations, publications, research activities, committee memberships and professional affiliations). For novice researchers, please include details of contribution to professional activities.