

**The ANZHNCS Research Foundation aims to foster valid scientific research aimed at improving the care of people with cancers of the head and neck.**

1. The 2018 Research Grant is open to Australian members.
2. The award is for 12 months with review process for extension for another 12 months possible. It is expected that substantial progress will have been made in the project before extension is requested.
3. Research topic: Any topic in relation to Head & Neck cancer is acceptable due to multi-disciplinary nature of the Society. Clinical, basic or epidemiological research is acceptable but commercial research on behalf of a company is excluded.
4. The amount of the grant is at the discretion of the ANZHNCS Foundation Board. It may not necessarily be the full amount requested.
5. If there are not sufficient submissions of sufficient quality the Board reserves the right to forego grants for that year. Grants are subject to availability of funds.
6. The Board reserves the right to request further information from the researcher and to co-opt additional grant assessors as required.
7. Researchers must have university, hospital or approved research institute affiliation as the award must be made to an approved research institute, hospital or university. A letter of support from the Department Director must accompany the submission.
8. Prior approval must be obtained from the Ethics Committee of the relevant institution and the approval documentation enclosed with the application.
9. All applications will be confidential. Successful and current requests to other funding bodies should be disclosed in the application.
10. The researcher must agree to present results at the Annual Scientific Meeting of the ANZHNCS and to acknowledge the ANZHNCS Research Foundation in any publication resulting from the funded research.
11. Electronic submission is required. **Closing date for submissions is May 5<sup>th</sup> 2018.** Notifications will be sent after the assessments have been finalised.
12. Applications should be submitted by email to the ANZHNCS Secretariat at [info@anzhnscs.org](mailto:info@anzhnscs.org)

## Application Guide for Research Grant

*(Please add paragraphs below each of these headings, up to 10 A4 pages)*

1. Name of Lead Researcher (position, CV)
2. Team members (role, position and CV of each)
3. Affiliated Institution/s
4. Detailed budget and timeline
5. Project summary – aims, significance, expected outcomes
6. Detailed description of project – Methods, techniques, resources required.
7. Ethics approval number and letter of support from departmental director affirming availability of facility and equipment
8. Details of Institution to whom the grant funds will be paid to.