

## Research Foundation 2020 Set of Rules

**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 ANZHNCs Research Foundation Grant is open to Australian members. The Principle Investigator must be a current member of the ANZHNCs. There is a limit of one application from each PI.
2. The award is for 12 months. A review process for extension for another 12 months is possible. It is expected that substantial progress will have been made in the project before extension is requested. Evidence of milestones achieved will be required.
3. Research topic: Any topic in relation to Head & Neck cancer is acceptable due to multidisciplinary 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 number enclosed with the application. An application number is not sufficient, it must have been approved.
9. All applications will be confidential. Successful and current requests to other funding bodies must 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. The maximum size of the application is to be 10 A4 pages in the format described below. Applications larger or in different format than this will not be accepted or assessed. Electronic submission as a single pdf in font size at least 11 and line spacing 1.5 is required. No correspondence will be entered into following the closing date for applications.
12. Notifications of success or otherwise will be sent after the assessments have been finalised.
13. Applications should be submitted by email to the ANZHNCs Secretariat at [info@anzhnsc.org](mailto:info@anzhnsc.org).

## Application Guide for Research Grant

*(Please add paragraphs below each of these headings, up to 10 A4 pages, line spacing 1.5, font size 11)*

1. Name of Lead Researcher (position, CV – see CV format below)
2. Team members (role, position and CV of each – see CV format below)
3. Affiliated Institution/s
4. Detailed budget and timeline. If a two-year grant is requested, milestones that will be assessed at 12 months as part of renewal application. Detail additional funding sources
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

### Sample CV Format

#### For Lead Investigator

Name and academic degrees/post-graduate qualifications  
Current position and institutional affiliation  
Research training or fellowships  
Number of peer-reviewed publications. List up to 5 in PubMed format  
Previous grants received (Title and amount)

#### For Team Members

Name and academic degrees/post-graduate qualifications  
Current position and institutional affiliation  
Role in project and % effort  
List 5 publications most relevant to proposed research in PubMed format