

Research Foundation 2021 Set of Rules

The ANZHNCs Research Foundation aims to foster high quality scientific research aimed at improving the care of people with cancers of the head and neck.

Eligibility

The ANZHNCs Research Foundation Grant is open to Australian members. The Principal Investigator (PI) must be a member of the ANZHNCs and *membership must be current at the time of submission*.

There is a limit of one application from each PI.

Previous recipients of an ANZHNCs Foundation Grant are ineligible to receive a grant in the same funding scheme the following year (i.e. 2020 awardees cannot apply for the same scheme in 2021).

Any topic related to Head & Neck cancer is eligible due to multidisciplinary nature of the Society. Clinical, basic or epidemiological research is acceptable but commercial research on behalf of a company is excluded. There is a general scheme, and specific schemes for: adenoid cystic carcinoma, skull base cancer and reconstructive surgery

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.

Amount and duration of funding

The amount of the grant is at the discretion of the ANZHNCs Foundation Board. It may not be the full amount requested.

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.

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.

Application process

An application guide can be found on the following page. Applications must be a maximum of 10 pages only (including ethics approval and letter of support). Applications larger or in a different format than this will not be accepted or assessed. Electronic submission as a single pdf document 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.

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. If the project does not require ethics approval, a letter of explanation from the institution or ethics committee must be included

Applications should be submitted by email to the ANZHNCs Secretariat at info@anzhncs.org

Review process and outcomes

All applications will be confidential.

The Board reserves the right to request further information from the PI and to co-opt additional grant assessors as required. Successful and current requests to other funding bodies must be disclosed in the application.

Notifications of success or otherwise will be sent after the assessments have been finalised.

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.

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. Title of the project and specific funding scheme to be considered (if different to the general scheme)
2. Name and CV of the Principal Researcher (see format below)
3. Team members (role, position and CV of each – see format below)
4. Affiliated Institution/s
5. 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 any additional funding sources
6. Project summary – background, aims, significance, expected outcomes
7. Project proposal – detailed description of the research methods
8. Ethics approval confirmation and letter of support from departmental director affirming availability of facility and equipment (these letters can be shrunk to 50% and presented on a single page if desired)
9. Details of Administering Institution to whom the grant funds will be paid

Sample CV Format

For Principal 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
- Number of peer-reviewed publications. List 5 publications most relevant to proposed research in PubMed format

Scoring criteria

Applications will be scored on the following criteria:

- Research potential of the Principal Investigator
- Quality of the research team (including mentoring/senior support for Early Career Researcher PIs)
- Significance and innovation
- Quality of the research proposal
- Feasibility (budget and timelines)
- Available resources (including research support and environment)