

## Research Foundation 2024: Guidelines & Expression of Interest

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 EOI submission*. There is a limit of one application from each PI. Researchers must have an Australian hospital, university or approved research institute affiliation to whom the grant funds will be paid and who will act as the administering institution.

Research teams who previously received an ANZHNCs Foundation Grant are ineligible to receive a grant in the same funding scheme the following year (i.e. 2023 awardees cannot apply for the same scheme in 2024).

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.

In 2024, grants will be available from the following schemes:

- General scheme
- The Adenoid Cystic Carcinoma fund
- Skull Base Cancer
- Lauren Barrett Fund; for research into oral SCC in young people

### Amount and duration of funding

The maximum amount for grants in 2024 is **\$10,000 per grant**, for each scheme.

If there are not enough 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 12 month extension is possible. It is expected that substantial progress will have been made in the project before an extension is requested, with evidence of milestones achieved.

### Application process

The process for applications will involve an expression of interest (EOI). The EOI will be limited to a maximum of 2 A4 pages for the body of the submission, plus 2 A4 pages for the research team. Following review of all EOIs by the Research Foundation's Scientific Committee, competitive EOIs will be invited to submit a full application.

Please note; *evidence of full approval* from the Ethics Committee of the relevant institution will be required on submission of full applications. As such, it is strongly advised that applicants have submitted their ethics application by the time of EOI submission. If the project does not require ethics approval, a letter of explanation from the institution or ethics committee must be included.

### 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.

## 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
- Scientific quality of the research proposal
- Feasibility (budget and timelines)
- Available resources (including research support and environment)

## Key dates:

4 March 2024: EOI advertised  
26 April 2024: EOI submission deadline  
11 June 2024: Invitations to submit full applications  
12 July 2024: Full application submission deadline

## Application Guide for Expression of Interest (EOI)

*Sections 1-3 of the EOI should be no longer than two (2) A4 pages (minimum font size 11)*

1. Title of the project and specific funding scheme to be considered
2. Project Outline:
  - Clearly state the background, aims, significance and expected outcomes of the proposal
  - Describe the research methods
  - Describe how the proposal will improve head and neck cancer care, consistent with the aims of the ANZHNCS
  - Please provide a brief budget outline and estimated timeline
  - Outline any additional funding sources and whether obtained or only applied for
3. The Administering Institution and Department(s) in which the work will be conducted

*Section 4 should be no longer than two (2) A4 pages (min. font size 11) for the entire team*

### 4. Research Team

For the Principal Investigator and all Co-Investigator(s) please list:

- Name and academic degrees/post-graduate qualifications
- Current position and institutional affiliation(s)
- Number of peer-reviewed publications (if any)
- Total amount of previous grants received (if any)

### **ELECTRONIC SUBMISSION OF EXPRESSIONS OF INTEREST (EOI):**

EOIs should be submitted electronically in a single document in pdf format (4 pages total) to:  
ANZHNCS Secretariat at [info@anzhncs.org](mailto:info@anzhncs.org)

**SUBMISSION DEADLINE: NO LATER THAN 5PM FRIDAY 26<sup>th</sup> APRIL 2024**