NATIONAL BREAST CANCER FOUNDATION
PRACTITIONER FELLOWSHIP

2017 Application Guidelines

Application deadline: 5pm AEST Friday 10th June 2016
ACKNOWLEDGMENTS

We are indebted to all our wonderful individual, community and corporate donors, and would like to acknowledge their kind support for the National Breast Cancer Foundation (NBCF) and their commitment to research into the prevention and cure of breast cancer.
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1. ABOUT THE NATIONAL BREAST CANCER FOUNDATION (NBCF)

1.1. Our Mission

In partnership with the Australian community, the NBCF is leading the pursuit for new knowledge in the prevention and cure of breast cancer.

1.2. Our Purpose

- Support and promote excellent research that is relevant to the causes and the direct care of women and men with breast cancer
- Act as an advocate for breast cancer research
- Facilitate consumer participation in all aspects of our work
- Provide opportunities for all Australians to contribute to breast cancer research.

1.3. Our Approach

To achieve our mission and purpose we are committed to improving breast cancer prevention and treatment by:

- Funding excellent research
- Maintaining national and international outlooks
- Advocating responsible use of supporters’ funds and time
- Employing highly professional, caring and capable staff
- Operating in a flexible non-bureaucratic, innovative, creative and entrepreneurial manner while remaining accountable, measured, strategic and open
- Using trust, cooperation and dedication to overcome difficulties in the interests of achieving our mission
- Taking top-level scientific, medical and business advice so we achieve the best possible outcomes on behalf of women

2. NBCF NATIONAL ACTION PLAN FOR BREAST CANCER RESEARCH

NBCF committed to a national leadership role in breast cancer research with the publication of the inaugural National Action Plan for Breast Cancer Research and Funding in 2004. This plan, the first for Australia, outlined several actions that researchers believed would accelerate efforts to answer some of the key questions about breast cancer. Since then, NBCF has acted on the majority of these recommendations. Examples of this include addition of the Innovator Grants (previously known as Novel Concept Awards) and the National Collaborative Breast Cancer Research Program to the NBCF research grant portfolio and
establishment of external funding partnerships with Cancer Australia and the Cure Cancer Australia Foundation.

NBCF’s ongoing commitment to advocating a nationally coordinated approach to breast cancer research was demonstrated by the publication of a second National Action Plan for Breast Cancer Research in 2010, entitled “Prevention has to Start Somewhere: Our 30-year Challenge”. This revision of the plan, including a commitment to work towards its implementation, places prevention of breast cancer clearly on the research agenda.

In order to be effective, research into breast cancer prevention must be conducted across the prevention continuum. This includes research into preventing mortality to reduce deaths from breast cancer, preventing morbidity to improve the lives of those living with breast cancer and preventing the disease itself so that future generations are free from breast cancer.

Applicants are encouraged to read the National Action Plan for Breast Cancer Research “Prevention has to Start Somewhere: Our 30-year Challenge” which can be found on the NBCF website (www.nbcf.org.au).

3. NBCF RESEARCH PRIORITIES

Applicants requesting funding from the NBCF are advised to consider the following NBCF research priorities in their applications:

- Prevention and/or early diagnosis of breast cancer
- The social and public health needs of all individuals, and their families, living with a diagnosis of breast cancer. This also includes underserved populations such as women aged less than 50 years, women over 70 years, Indigenous women and women from culturally and linguistically diverse backgrounds
- All aspects of advanced breast cancer
- Translational research, with the potential to deliver outcomes that are clinically relevant or otherwise ready to be implemented to facilitate prevention or to improve the care of those with breast cancer
- Multidisciplinary research, which encourages research across disciplines and academic boundaries
- Research into novel health service delivery.

Particular consideration will be given to projects that are innovative, non-duplicative of other efforts and have the potential for national application.

4. NBCF PRACTITIONER FELLOWSHIP

4.1. Aim

The NBCF Practitioner Fellowship aims to support active clinicians, and public health, health service, nursing or allied health professionals who have a track record of quality research output to undertake part-time breast cancer research that is linked to their practice or policy. The overall aim is to facilitate translation of breast cancer research outcomes into practice and contribute to evidence-based breast cancer practice and policy development in Australian health systems.
4.2. Eligibility

At the time of application the applicant must:

- Be an active clinician, public health, health service or allied health professional
- For the majority of their non-research time be employed by a health care authority (e.g. a hospital, primary care facility, or a state or territory health department) to provide clinical care, or to provide public health services, or be employed in a policy development role in the health sector, and includes applicants who are self-employed clinicians in private practice
- Be proposing to undertake breast cancer research that is linked to their practice or policy activity and which is to be undertaken in Australia
- Be able to demonstrate that the breast cancer research associated with their NBCF Practitioner Fellowship may help translate research outcomes into revised practice or policy
- Reside in Australia throughout the funding period
- Be an Australian citizen, have resident status at the commencement of the research project or have an appropriate visa to work in Australia for the entire term of the Fellowship
- Hold no more than four NBCF Grants in total, as a Primary Chief Investigator (CIA) at any one time, consisting of:
  - up to two NBCF Grants, and
  - up to two of the following: Infrastructure Grant, Partnership Engagement Grant, National Collaborative Breast Cancer Research Program Grant
- Ensure that the submitted application is not the same or similar (in whole or in part) to a project described in another current NBCF-submitted application
- Submit only one application in each grant program each year, providing they have not reached the limits specified in the above point
- Agree to execute a deed undertaking to comply with the Funding Agreement entered into by the Administering Institution, if funding is granted.

The applicant must not receive benefits from another comparable Fellowship (e.g. ARC Future Fellowship or a NHMRC Practitioner Fellowship) in conjunction with their NBCF Practitioner Fellowship.

4.3. Administering Institution Eligibility

The proposed Project must be located/managed/operated under the auspices of a University, hospital or major research institution(s) located within Australia.

The institution must have in place, policies and procedures for the management of public funds, for the management of Intellectual Property, for the proper conduct of research in relation to ethics and good scientific conduct. A single institution must be nominated as the Administering Institution.

Prior to submission of this Application, the institution nominated as the Administering Institution must review NBCF’s standard funding agreement (Funding Agreement) and agree to perform the proposed Project on the terms of that Funding Agreement, if funding is granted.
4.4. Review Policies
The NBCF Secretariat will review all applications for completeness and adherence to the guidelines. The NBCF Research Advisory Committee (RAC) and its Practitioner Fellowship Peer Review Committee (PRC) will assess applications against the following assessment criteria.

4.4.1 Assessment Criteria
The assessment criteria and weightings have been designed to reflect the nature and intent of the scheme.

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track record of the applicant</td>
<td>50%</td>
</tr>
<tr>
<td>o Track record, research experience and skills, leadership skills</td>
<td></td>
</tr>
<tr>
<td>Quality and Feasibility</td>
<td>25%</td>
</tr>
<tr>
<td>o Scientific quality and feasibility of proposed project</td>
<td></td>
</tr>
<tr>
<td>Impact and Alignment</td>
<td>25%</td>
</tr>
<tr>
<td>o Potential impact and significance to breast cancer research and alignment to NBCF’s research priorities.</td>
<td></td>
</tr>
</tbody>
</table>

4.4.2 Relative to Opportunity
All applications submitted to NBCF are assessed “relative to opportunity”. This reflects NBCF’s policy that assessment processes accurately assess an applicant’s track record and associated productivity relative to stage of career, including consideration as to whether productivity and contribution is commensurate with the opportunities available to the applicant.

Circumstances considered under relative to opportunity include:

- amount of time spent as an active researcher;
- employment outside the research sector including time spent working in industry;
- career disruption (please refer to ‘Career disruption/breaks – Section 4.4.3’);
- available resources;
- clinical, administrative or teaching workload;
- relocation of an applicant and his/her research laboratory or clinical practice setting or other similar circumstances that impact upon research productivity;
- restrictions on publication associated with time spent working in other sectors (e.g. industry, policy and government); and
- the typical performance of researchers in the research field in question.

4.4.3 Career Disruption/Break
Career disruption/break is a sub-category of “relative to opportunity” that may be considered when determining applicant’s eligibility and/or achievements.

A career disruption involves a prolonged interruption to an applicant’s capacity to work, due to:

- pregnancy
- major illness
- carer responsibilities including parental leave and care for immediate family (e.g. spouse, children or elderly parent).
The interruption will involve a continuous absence from work for periods of one month or greater and/or a long-term partial return to work (e.g. part-time absences from work due to circumstances classified as career disruptions).

Other circumstances outlined ‘Relative to Opportunity – Section 4.4.2’ are not considered career disruptions.

4.5. Amount and Duration

NBCF will provide a Practitioner Fellowship package of between 0.3 and 0.7 full time equivalent (FTE).

The Practitioner Fellowship package will support the proportion of time specified by the applicant dedicated to the proposed research, with the remainder to be provided by the applicant’s clinical care and/or public health employer (e.g. hospital, primary care facility, government department).

The maximum funding available for each Practitioner Fellowship is up to $175,000 p.a. FTE for up to four years. This amount is inclusive of salary, salary on costs and research-related expense. The salary requested by the applicant for the proposed research should be equivalent, on a pro-rata basis, to the salary provided by their clinical care and/or public health employer. For example, if you are receiving a full-time salary of $100,000 p.a. from your public health employer, and you propose to dedicate 70% (0.7 FTE) of your time to research, then the requested salary for this Fellowship should be $70,000 p.a.

Under exceptional circumstances (please refer to ‘Career disruption/break’ – Section 4.4.3), the tenure of this award can be extended without additional NBCF funding. The request leave generally should not exceed a total of one year of full-time equivalent work and the applicant must still be able to achieve the research objectives. Requests for leave and extensions to the period of the award in excess of one year will be considered by NBCF on a case by case basis and provided it does not jeopardise the Project.

Continuation of NBCF funding will be dependent on continuation of support from a health care authority for the remainder of the applicant’s salary for the duration of the award.

4.6. Award of Practitioner Fellowship

A decision on Practitioner Fellowships will be made by December each year and applicants will be notified in a Letter of Offer that will indicate the Funding to be provided.

Upon acceptance of the offer, a Funding Agreement will be prepared and issued to the Administering Institution for review and signing. This Funding Agreement will certify that the institution endorses the application, is willing to administer the Research, and has the appropriate facilities and services to be made available for use by the Fellow.

5. YOUR RESPONSIBILITIES

The Applicant is responsible for the accuracy and submission of the Application. The Applicant must ensure that:

1) The Administering Institution and the Head of the relevant department within the Administering Institution which will host the Project have approved the application and authorised the Applicant to submit the Application

2) The Administering Institution is aware of the terms of the Funding Agreement and has agreed that, if NBCF offers to fund the Project, the Administering Institution will enter into the Funding Agreement and perform the Project on the terms of the Funding Agreement.
The lodgement of the application does not provide the Administering Institution or any other entity named in the Application, including the Chief Investigator, with any rights in relation to Funding or a guarantee that Funding will be granted on the basis of this Application. The distribution of Funding is determined in NBCF’s sole discretion.

An awardee who does not reply to an Offer of Award by the specified date will forfeit the award in favour of a reserve candidate.

6. YOUR PRIVACY

The National Breast Cancer Foundation (NBCF) recognises the importance of your privacy and personal information, and all documents containing personal information will be handled and protected in accordance with the provisions of the Privacy Act 1998. Personal information is collected by us in order to process grant applications. For these purposes your information may be shared with trusted third parties and our service providers (such as external reviewers/grant assessors, NBCF’s Research Advisory Council/Board, grant management system provider(s), Administering Institution, co-funding organisations) either in Australia or overseas. Failure to provide personal information may result in NBCF being unable to process your grant application.

Our Privacy Policy is available on our website http://www.nbcf.org.au/Privacy.aspx and contains further details about: (i) how we obtain, store and use the personal information we collect; (ii) where we send it; (iii) how you can access and correct it; (iv) how you can lodge a privacy complaint; (v) how we handle those complaints. You may contact our privacy officer with any queries via email: info@nbcf.org.au or mail: PO Box 4126 Sydney NSW 2000 or telephone: 1300 708 763.

7. COMPLETION OF APPLICATION

Please ensure you follow the step-by-step instructions below when filling out the application form.

How to apply

Applications must be submitted online via the SmartyGrants application system. To apply follow this link: https://nbcf.smartygrants.com.au/. Applicants must first create an account with SmartyGrants. Your account details are used solely for the purpose of enabling you to complete the application form and in case NBCF needs to contact you.

You can return to https://nbcf.smartygrants.com.au/ at any time to view your application, but once it is submitted it cannot be changed.

Application form

Please complete all sections of the application form. Incomplete applications will not be processed. Please ensure you follow the step-by-step instructions below when filling out the application form:

1 Part A

2.4 – Location of Proposed Study

The research for a Practitioner Fellowship must be conducted in Australia. A Practitioner Fellow must be a resident of Australia for the duration of the Fellowship. However, this does not preclude periods of
collaborative activity being undertaken overseas. Applicants must notify NBCF if they spend more than three months per year overseas.

2.5 – Time to be dedicated to Fellowship
As the Practitioner Fellowship is offered on a part-time basis, please indicate the proportion of time (fulltime equivalent) that will be dedicated to the proposed research project. It is a requirement that Fellows direct between 0.3 and 0.7 FTE towards the Fellowship.

3.1 – Background and Project Plan
The proposal should be made up of aims, background, proposed research program and relevant critical references. (Maximum 2000 words)

3.2 – Milestones and Deliverables
Please provide the specific deliverables and milestones. These are important as they will be used to determine the progress and success of your research project. Milestones should outline significant events or outcomes that you aim to reach throughout the research period. Deliverables are of a short-term nature and should be measurable goals throughout each reporting period (usually annually).
(Maximum 500 words)

3.3 – NBCF Research Priorities
All NBCF funded projects are assessed against the current NBCF priority areas, as described in ‘NBCF Research Priorities - Section 3’. It is a prerequisite of NBCF funding that the proposed research directly addresses these priorities. Please show how the proposed study fits the current NBCF priorities. (Maximum 500 words)

3.4 – Upload Figures and/or Images
Please refer to ‘Upload Documents – Section 8.2’ for information on how to correctly upload files. Please use the specified format when naming the file for upload.

4 – Consumer Review: Outcomes and Impact
It is a key imperative of NBCF to promote interaction between the community and the researchers it supports through charitable donations. To maintain ongoing support, it is critical for consumers (breast cancer patients and advocates) to be actively engaged in the research process at a number of levels, including grant review. NBCF has produced a resource aimed at facilitating consumer engagement in research. Please refer to this resource when completing the application form. Click on the following link to access the consumer engagement resource.

NBCF values the input of consumers in the grant peer review process. In line with this, applicants are required to answer questions in this item with the intent of informing consumer reviewers of their proposed research in lay terms, with particular focus on relevance to breast cancer care/control. These questions will be assessed by consumer reviewers based on these criteria and alignment with NBCF research priorities. Scores allocated by consumer reviewers will contribute to the final ranking of the application.

4.2 – Lay Description
Applicants are required to include a brief description of the research proposal, in LAY TERMS. It is essential that care is taken to provide a non-scientific summary in simple, easy-to-understand, non-technical
language, which explains the rationale, research objectives and the relevance of the project to breast cancer. (Maximum 250 words)

This non-scientific summary will be used in the production of a range of communication materials promoting NBCF Research. These materials may include our website, annual report and media releases.

An example of a public title and a lay summary

“Revealing the earliest events in breast cancer invasion.

Breast cancer can invade and spread in the body: this is the most serious stage of the disease, and one for which effective treatment is not available. To better predict which women may be at risk of tumor invasion, and to develop new therapies for this devastating stage of the disease, we need to understand the earliest step in invasion – how invasive cells escape the main tumor. The aim of this project is to analyse exactly this poorly-understood stage in breast cancer, to generate new understanding of how breast cancer cells become invasive, which will provide new targets for diagnosis and treatment.”

4.4 – Future Research Outcomes

Applicants are required to include a brief description of the key steps/research developments that could/will be taken, after the conclusion of their project, to contribute to NBCF’s vision of zero deaths by 2030.

An example of such a time line is shown.

<table>
<thead>
<tr>
<th>Steps/Research developments to achieve zero deaths by 2030</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2020</td>
</tr>
<tr>
<td>Basic research, discovery</td>
<td></td>
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<tr>
<td>Pre clinical. Lab and animal testing. Clinical Trials</td>
<td></td>
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<tr>
<td>Improve patient outcomes with the availability of new drugs, devices and/or health services/economics</td>
<td></td>
</tr>
</tbody>
</table>

8.1 – Career Chronology

Detail your career chronology, including your years of research activity (full-time and/or part-time), professional positions and professional training. Please include undergraduate teaching, postgraduate teaching, mentoring and supervision. (Maximum 1000 words)

8.2 – Relative to Opportunity

Please refer to ‘Relative to Opportunity – Section 4.4.2’. (Maximum 500 words)

8.3 – Career Disruption/Breaks

Please refer to ‘Career disruption/breaks – Section 4.4.3’.

State the percentage full time equivalent (FTE) of the career disruption in accordance with your Institution’s conditions of employment. For example, if you researched for three days/week and looked after children for two days/week, you should enter 40 as the FTE (%).

Important: Please upload supporting evidence for every claim of career disruption.

The only documents that will be accepted as evidence for career disruption are medical certificates, letter from an applicant’s employer summarising the duration and type of leave taken, and/or part-time
employment (due to circumstances classified as career disruptions), or statutory declarations. Please refer to ‘Upload documents – Section 8.2’ for more information. (Maximum 500 words)

9 – Undergraduate and Postgraduate Performance
Please provide a summary of your education and training. Please attach a copy of academic transcript(s) or certificate(s) of attainment.
If applicable, please provide details of where the Applicant’s PhD was awarded and the date completed. Please attach a copy of Notification of award of PhD.
Applicants who have overseas degrees should have their degrees accredited by their Administering Institution (named in Section 14 of your application). Administering Institution should write a letter stating that they have verified with the overseas university your attainment of the qualification(s), and certified the documentation (academic transcripts, qualifications etc.) provided. Please attach a copy of accreditation in Field 9.2 and/or 9.6 of the application. Please refer to ‘Upload documents - Section 8.2’ for more information.

11. Part B

12.2 – ORCiD number
Please provide your 16-digit ORCiD number. If you do not already have an ORCiD number, please visit: http://orcid.org/ to register for your number. Please note that applications will be considered ineligible if no ORCiD number is provided.

12.3 – Current Employer Details
Payments are adjusted pro rata to the level of the part-time award. The applicant’s employer (e.g. hospital or government agency) is expected to fund the balance of the applicant’s time. If the employer’s support is withdrawn, the award will terminate unless there is support from another employer for the remaining term of the award. Applicants for part-time awards must submit a written undertaking from their employer confirming that they have an appropriate and complementary salaried position for the period of the award. If any uncertainty exists regarding the requirements for successful applicants under this rule, please inform NBCF outlining your circumstances, and we will advise the appropriate course of action.
The Fellow must inform NBCF of any changes to their work agreement and any long term (more than 1 month) leave. The Fellow’s administering institution must agree to the leave and support the application. The requested leave must not exceed a total of one year of full-time equivalent work and the applicant must still be able to achieve the research objectives. The period of the award may be extended for up to one year to offset the leave but there will be no change in the value of the award.

13 – Citizenship Status
Please tick one box that describes your citizenship. Note that questions 13.2 to 13.5 only apply to those who answered “No” to question 13.1.
Applicants must be an Australian citizen, an Australian Permanent Resident, a New Zealand Citizen or hold a relevant visa to work in Australia. Applicants who have not yet been granted a relevant visa status may apply provided that such status has been sought. Evidence must be uploaded in PDF format with your application. Please refer to ‘Upload Documents – Section 8.2’ for information on how to upload files.
14 – Administering Institution Contact Details
Please refer ‘Administering Institution Eligibility – Section 4.3’.

14.2 – Administering Institution Code
Please find your Administering Institution and enter the corresponding code in your application. If your institution is not listed, enter "Other".

<table>
<thead>
<tr>
<th>Institution</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Catholic University</td>
<td>1327568</td>
</tr>
<tr>
<td>Australian National University</td>
<td>1067082</td>
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<tr>
<td>Breast Surgeons of Australia and New Zealand Inc.</td>
<td>1323888</td>
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<tr>
<td>Breastscreen VIC</td>
<td>1252089</td>
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<tr>
<td>Burnet Institute Incorporating Austin Research Institute</td>
<td>1063466</td>
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<tr>
<td>Cancer Council NSW</td>
<td>1326403</td>
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<td>Cancer Council Victoria</td>
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<tr>
<td>Deakin University</td>
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<td>Flinders University</td>
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<tr>
<td>Garvan Institute of Medical Research</td>
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<tr>
<td>Geelong Hospital</td>
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<tr>
<td>Griffith University</td>
<td>1007983</td>
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<tr>
<td>Institute of Medical and Veterinary Science</td>
<td>1067286</td>
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<tr>
<td>James Cook University - Townsville Campus</td>
<td>1112842</td>
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<tr>
<td>La Trobe University</td>
<td>1068225</td>
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<tr>
<td>Macquarie University</td>
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<tr>
<td>Monash University</td>
<td>1012180</td>
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<tr>
<td>Prince Henry’s Institute of Medical Research</td>
<td>1068206</td>
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<tr>
<td>Prince of Wales Hospital</td>
<td>1007424</td>
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<tr>
<td>Princess Alexandra Hospital</td>
<td>1037058</td>
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<tr>
<td>Queensland Institute of Medical Research</td>
<td>1016446</td>
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<tr>
<td>Queensland University of Technology</td>
<td>1067084</td>
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<tr>
<td>Royal Australian College of Surgeons SA</td>
<td>1323889</td>
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<tr>
<td>Royal Brisbane and Women's Hospital</td>
<td>1067290</td>
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<tr>
<td>Royal Melbourne Institute of Technology University</td>
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<tr>
<td>St Vincent's Institute of Medical Research</td>
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<tr>
<td>The O'Brien Institute</td>
<td>1327546</td>
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<tr>
<td>The Queen Elizabeth Hospital</td>
<td>1326608</td>
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<tr>
<td>University of Adelaide</td>
<td>1058050</td>
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<tr>
<td>University of Melbourne</td>
<td>1067067</td>
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<td>University of New South Wales</td>
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<tr>
<td>University of Queensland</td>
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<tr>
<td>University of South Australia</td>
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<tr>
<td>University of Sydney</td>
<td>1040031</td>
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<tr>
<td>University of Western Australia</td>
<td>1067102</td>
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<tr>
<td>University of Western Sydney</td>
<td>1067272</td>
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<tr>
<td>University of Wollongong</td>
<td>1067512</td>
</tr>
<tr>
<td>Walter and Eliza Hall Institute of Medical Research</td>
<td>1065802</td>
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<tr>
<td>Not Listed</td>
<td>Other</td>
</tr>
</tbody>
</table>

14.3 – Administering Contact Person
The contact person will be responsible for coordinating the Funding Agreement, invoices and annual progress reports.
15 – Clearance Requirements
Evidence of final ethics clearances is not required at the time of application, however it will be required before the project is to commence and prior to research funds being released. A brief statement of the ethical issues that arise from such experimentation, and an explanation of how these issues will be addressed, must be given. It is not sufficient to note that the ‘the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes/NHMRC Statement on Ethical Conduct in Human Research will be observed.’

16 – Referees
Please provide contact details for each nominated referee and use the Practitioner Fellowship referee report template on the NBCF website and provide referee reports from the following:

16.1 – Intended Supervisor
Each applicant for a Practitioner Fellowship should arrange for this report form to be completed by the intended supervisor (without which the application is deemed ineligible). This referee is requested to comment specifically on how their supervision and institution will enhance breast cancer research and the career development of the applicant.

16.2 – Nominated referee with personal knowledge of the applicant
This referee is requested to comment specifically on the applicant’s professional research skills and future research potential. Please justify your comments with regard to the applicant’s current research output. Comment also on the potential benefit of the proposed project to breast cancer and the future career development of the applicant.

16.3 – Nominated independent referee, knowledgeable in the proposed field of research
This referee is to have had no substantive professional or private contact with the applicant or to have any active collaboration with the applicant’s proposed supervisors, but should be knowledgeable in the field of study. The referee should not be at the applicant’s current institution.

Reports must be submitted in confidence to NBCF as an electronic version emailed to research@nbcf.org.au. NBCF will accept electronic signatures in submitted electronic copies.

17 – Common Scientific Outline
The Common Scientific Outline is the result of collaborative effort between the NCI in the US, the NCRI in the UK, and their partners. It is a classification system organised around six broad areas of scientific interest in cancer research, plus subgroups. NBCF requires this to be completed for all applications. Click on the following link to view category descriptions in full: https://www.icrpartnership.org/CSO.cfm

Please allocate a percentage weighting to each relevant category. Please note that the total percentage should equal 100% when added from category 1 to 6.

19 – Certification
The Applicant is responsible for acknowledging and completing all sections of the declaration and the accuracy and submission of this Application.

The Applicant must ensure that:
1) The Administering Institution and the Head of the relevant Department within the Administering Institution which will host the Project have approved the application and authorised the Applicant to submit the Application.

2) The Administering Institution is aware of the terms of the Funding Agreement and has agreed that, if NBCF offers to fund the Project, the subject of the application, the Administering Institution will enter into the Funding Agreement and perform the Project on the terms of the Funding Agreement.

NBCF reserves the right to seek further evidence that the Applicant has obtained these approvals from the Administering Institution and the Head of the relevant Department within the Administering Institution.

We recommend that applicants download and send a PDF version of their application to the Head of the Department and the contact with authority at the Administering institution to authorise the submission of the Application. Links to the Funding Agreement and guidelines can be found within the Certification page of the application.

Once your application has been approved for submission and you have complied with the requirements above, check all the declaration boxes and submit the Application.

8. ADMINISTRATION

8.1. Submission

Applications must be submitted online via the SmartyGrants application system. To apply follow this link: https://nbcf.smartygrants.com.au/. Applicants must first create an account with SmartyGrants. Your account details are used solely for the purpose of enabling you to complete the application form and in case NBCF needs to contact you.

Applications are not submitted until you hit the submit button. Once submitted, you will not be able to make any further changes to your application. You can return to https://nbcf.smartygrants.com.au/ at any time to view your application, but once it is submitted it cannot be changed.

When you submit your application you will receive an automated email acknowledging that your application has been received with a copy of your application attached. This will be sent to the email address used to register on SmartyGrants. Please retain this information throughout the submission process.

8.2. Upload Documents

All documents uploaded throughout the application must be in PDF or word format. When attaching a file, you need to allow sufficient time for the file to be uploaded to the page. You should not navigate to another page until the file has been successfully attached, otherwise the file upload will be cancelled.

There is a maximum file limit of 25 megabytes. However, it is strongly recommended you try to keep files under 5 megabytes.

To attach a file follow these steps:

• Select Attach a file and choose the file you wish to upload and click Select.
• The file will begin to upload and the progress bar will be filled in as the file is uploaded.
• When the file upload is completed, the progress bar will disappear and a link to the uploaded file will be available, along with the option to remove the file.
Save files in the following format: Application ID – First initial & last name – Name of document
   e.g. PS-15-001 - J Smith – Visa

8.3. Enquiries

Enquiries about the NBCF Practitioner Fellowship can be directed to the Grants Administrator, NBCF Research Investment at research@nbcf.org.au, Telephone 02 8098 4800, Fax 02 8098 4801.