

SECTION ONE - GENERAL SUMMARY

<i>If there are more than two PI's list additional names below.</i>		Principal Investigator A	Principal Investigator B
Surname:			
First name & initials:			
Title:			
Male/Female:			
% FTE:			
Position:			
Department:			

Mailing Address of Principal Investigator:			
Email Address:			
Work Phone Number:		Fax:	
Institution / School / Division where research is to be undertaken (name & address):			
Host Institution Administering the grant (name & address):			
Research Title (No more than 80 characters & Title must differ from previously supported projects)			

Summary of support requested
Preliminary Budget only

	Number of Staff				BUDGET (\$)			
	Year One	Year Two	Year Three		Year One	Year Two	Year Three	Total \$
				1. SALARIES (From Section 4.)				
Principal Investigator(s):				Principal Investigator(s):				
Professional/Scientific				Professional/Scientific				
Technical				Technical				
Other				Other				
				SUB TOTAL SALARIES				
				2. EQUIPMENT (From Section 4.)				
				3. WORKING EXPENSES (From Section 4.)				
				4. GENERAL EXPENSES (From Section 4.)				
				TOTAL OF 1, 2, 3 & 4				

Proposed commencement date:	
Proposed term of research:	
Date of application:	

FOR OFFICE USE ONLY	
DATE RECEIVED:	
DATE RESEARCH COMMITTEE NOTIFIED:	
STATUS:	Accepted Rejected With Committee

<i>If there are more than two Pi's list the additional team members here:</i>	Principal Investigator C	Principal Investigator D
Surname:		
First name & initials:		
Title:		
Male/Female:		
% FTE:		
Position:		
Department:		

Lay Summary of Research

The lay summary should be a brief, no more than 150 word statement, suitable for dissemination to a lay audience and should follow the layout as below:

Summary of Research (Maximum of 1.5 pages)

Goals

Objectives

Research Plan

Background

Methods

Relevance

References

SECTION TWO - Report on Previously / Currently Funded Grants

A. Report on previous grant (if relevant). *If the research proposed in this application arises directly from research undertaken on a previous CCF funded project, provide a statement of the original aims and objectives of that grant and the degree to which these were met. If the research did not progress as anticipated, provide explanations. Use this page and no more than two continuation pages, if necessary (excluding references*

B Report on currently funded project grants. *Applicants must state clearly how the research proposed in this application relates to existing projects and programmes (both CCF and non-CCF funded). Any overlap of personnel and resources should be clearly stated. Use continuation pages as required to outline your full portfolio of current research.*

SECTION THREE - Proposed Investigation

Please use the following categories to structure the discussion of your project. The discussion must be contained within the page limit specified in the guidelines attached to this form. References are not included within the page limit. The upper page limit will be strictly enforced and applications exceeding this will not be accepted. Research methods should be sufficiently detailed to permit expert assessment. In the case of continuing research, considerable importance will be attached to the progress report (refer page 3).

1. AIMS

2. BACKGROUND

In addition to relevant work by applicants and other workers, further information essential for the assessment of the application is to be included.

3. RESEARCH DESIGN

Include goals and specific objectives, research hypothesis, methodological detail, and sampling characteristics (including gender and ethnicity where relevant) and proposed methods of data analysis.

4. TIMELINE

A timeline indicating how the research will be conducted over the duration of the grant should be included if appropriate.

5. SIGNIFICANCE

Applicants should comment on how their proposed research fits into the perspective of the overall research field and on the international competitiveness of their research. Must include relevance to child cancer.

6. DISSEMINATION OF RESULTS

How are the research results to be disseminated?

7. REFERENCES

Key references cited in the text should be supplied. Details must include author(s), title of article, journal, year, volume and page numbers (first and last). Asterisks are to be placed beside applicant's publications.

SECTION FOUR - Budget Requested - Working Expenses

Staff. Details of all staff who will be associated with the research should be included, whether or not a salary is being requested. It is vital that applicants read the additional explanatory information, contained in the guidelines attached to the front of this application, before completing this section.

Applicants(s) Names (if known)	Grade	FTE %	Year One (\$)	Year Two (\$)	Year Three (\$)

Other Staff (including graduate students, clerical etc)	Grade	FTE %	Year One (\$)	Year Two (\$)	Year Three (\$)

Total Salary Support Requested (excluding GST)	Year One (\$)	Year Two (\$)	Year Three (\$)

Equipment. Only items of greater value than \$500 should be requested as equipment. Items below this value should be budgeted as working expenses (pages 7 and 8). For equipment above \$2,000 in value, a copy of a written quotation from the suppliers must be appended to the application and the cost should include both basic equipment costs and installation charges (if any). Prices should be quoted excluding GST.

List equipment items between \$500 and \$2,000 in value	Year One (\$)	Year Two (\$)	Year Three (\$)
List equipment items above \$2,000 in value	Year One (\$)	Year Two (\$)	Year Three (\$)
TOTAL EQUIPMENT EXPENSES (excluding GST)			

Working Expenses: Estimates of costs should be expressed in current prices, excluding GST.

List materials, consumables & equipment items below \$500 in value	Year One (\$)	Year Two (\$)	Year Three (\$)
Animals (purchase & holding costs)	Year One (\$)	Year Two (\$)	Year Three (\$)
Computer Charges (specify)	Year One (\$)	Year Two (\$)	Year Three (\$)
TOTAL OF WORKING EXPENSES (excluding GST)			

General Expenses: Refer to notes in application guidelines

	Year One (\$)	Year Two (\$)	Year Three (\$)
Contracts & Other Services (e.g. equipment maintenance)			
Expenses of appointment			
Transport Costs			
Domestic Travel			
Telephone or other IT Costs			
Other expenses (e.g. stationary, bench, books, postage, freight, publication costs etc.)			
TOTAL OF GENERAL EXPENSES (excluding GST)			

	Year One (\$)	Year Two (\$)	Year Three (\$)
TOTAL OF ALL EXPENSES REQUESTED (excluding GST)			

SECTION FIVE - Supporting Details

Justification of staff, equipment and working expenses.

Explain the role of all staff who will be associated with the research, whether or not a salary is being requested, and justify each proposed item of equipment and working expenses. Continuation pages may be used if necessary.

Applicants need to specify the current funding for named individuals whose salary is being requested on the grant. For each research worker named in Section 4, and other staff where appropriate, a biographical sketch (Section 8) should be included. If an applicant expects a significant contribution from a collaborator (more than 10% FTE), a signed statement from each collaborator indicating their commitment must be appended to the application.

Facilities available:

Describe the facilities available for the proposed research using the following headings as a guideline: computer facilities, laboratory space, equipment, animal or other services facilities, clerical, secretarial or administrative support. If facilities to be used are in an institution other than the department(s) at the host institution(s) of the principal investigator(s) a letter of agreement signed by the Head of Department should be included.

SECTION SIX - Biographical Sketches

Curriculum Vitae Short Form Template

PART 2

2. Research Publications and Dissemination

Peer Reviewed Journal Articles

--

Peer Reviewed Books, Book Chapters, Books Edited

--

Referenced Conference Proceedings

--

Patents

--

Other Forms of Dissemination (reports for clients, technical reports, popular press etc.)

--

SECTION SEVEN - Completed and Pending Grants

CURRENT AND COMPLETED GRANTS (PAST 6 YEARS)

Current and Completed Grants: This section is intended to provide the Child Cancer Foundation's assessors with an overall summary of support for this research. Details of previous grants, and applications awaiting decision, for the support of this or closely related research should be provided under the appropriate headings. Grants from all sources should be listed.

Title of Grant	Commencement Date	Duration	Total Value \$	Agency

GRANT APPLICATIONS AWAITING DECISION:

Grant applications awaiting decision: Please include coversheet and abstract of potentially overlapping grants submitted to other funding agencies, and indicate any overlap of resources and personnel on these grant applications.

Title of Grant	Commencement Date	Duration	Total Value \$	Agency
Grant 1				
Overlapping Resources Declaration: (Included details of salaries, equipment, expenses or overlapping resources)				
Grant 2				
Overlapping Resources Declaration: (Included details of salaries, equipment, expenses or overlapping resources)				
Grant 3				
Overlapping Resources Declaration: (Included details of salaries, equipment, expenses or overlapping resources)				

SECTION EIGHT - Ethical Agreement (Principal Investigator A to Complete)

Name:			
Research Title:			
Please confirm status:			
	<i>Ethics Committee approval(s) obtained and a copy of each enclosed</i>	<input type="radio"/>	
	<i>This is a multicentre research proposal</i>	<input type="radio"/>	
	<i>Requires human ethical approval</i>	<input type="radio"/>	
	<i>Requires animal ethical approval</i>	<input type="radio"/>	
	<i>Ethics Committees from which approval is being sought (Please detail below)</i>	<input type="radio"/>	
	<i>Approval is being sought from:</i> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		
	<i>Ethics Committee approval is not required (Please detail below)</i>	<input type="radio"/>	
	<i>Approval is not required because:</i> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		

The undersigned also agrees to provide written evidence, before any research procedures commence, that in any study involving animal or human materials or personal information, a properly constituted accredited Ethics Committee has examined and agreed to the ethics of the proposal outlined in this application. If minor changes in the research design or procedures have been required for ethical reasons, CCF must be informed of them.

Signed:	<hr style="border: 0; border-top: 1px solid black; width: 100%;"/> <i>Principal Investigator A</i>	Date:	
----------------	---	--------------	--

SECTION NINE - Administrative Agreement

To be completed by the New Zealand institution administering the award
All applications for Child Cancer Foundation (CCF) Research grants must include an undertaking to abide by the following administrative agreement:

1. It is understood and agreed that any grant received as a result of this application is subject to the Rules of the Child Cancer Foundation. Grant funds will not be expended for any other purpose than described in this application.
2. The host institution agrees and undertakes to bear all risks and claims connected with any operation covered by this application and to indemnify and hold harmless the Foundation against any and all liability suits, actions, demands, damages, costs or fees on account of death, injuries to persons or property, or any other losses resulting from or connected with any act or omission performed in the course of the research.
3. The host institution agrees and undertakes to support for the duration of any grant the work described in this application by making available accommodation, basic facilities for research and the services necessary for its fulfilment.
4. The host institution and the Applicant acknowledge that the Foundation has a key ownership interest agrees to consult the Foundation in any intellectual property that is developed as a result of the research that is partly funded by the Foundation and commercial development of
5. The Head of Department agrees to accept this research within his/her department if a grant is made by the Foundation and is aware that he/she maybe required by the Foundation to provide a confidential assessment of the research and its implications in the department if desired.
6. The Head of Department agrees to ensure that the project will have been approved, where appropriate, by the relevant institutional Ethics or Research Review Committee before research is commenced.
7. The applicant(s) agrees to allow specified personal information to be used for publicity purposes.
8. The applicant agrees to be bound by and to meet all terms (so far as they are applicable to the applicant) of any agreement between the Foundation and the Host Institution regarding this research and any intellectual property flowing from it.

We the undersigned have read the Administrative Agreement above and undertake to abide by the conditions of this agreement in respect of any grant made by the Child Cancer Foundation, as a result of the present application.

NOTE: Only one fully signed copy of this page is required by the Foundation. This form must be returned to the Child Cancer Foundation with the original copy of the grant application. Application forms which do not have a fully completed Administrative

Signed:	<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto; margin-bottom: 5px;"></div> <i>Applicant</i>	Date:	
	<i>PRINT NAME:</i>		
Signed:	<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto; margin-bottom: 5px;"></div> <i>Acting Head of Department</i>	Date:	
	<i>PRINT NAME:</i>		
Signed:	<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto; margin-bottom: 5px;"></div> <i>Head of School, Faculty or Hospital</i>	Date:	
	<i>PRINT NAME:</i>		
Signed:	<div style="border-bottom: 1px solid black; width: 80%; margin: 0 auto; margin-bottom: 5px;"></div> <i>Authorised official on behalf of Host Institution</i>	Date:	
	<i>PRINT NAME:</i>		