



Research Grant Program Guidelines and Application Form

Click [here](#) to download a full copy of the Grant Guidelines and Application Form to see what you need to submit (this pdf is an example only).

What is New

This grant round is open to all CNSA members, regardless of their stage of career. Applicants' stage of career and experience is considered in the grant application process, to ensure equity. Applicants may include:

- Clinical nurses
- Early-career researchers
- Mid-career and experienced researchers

Please ensure you have read the Guidelines carefully and contact the Research Standing Committee if you have any questions (admin@cnsa.org.au).

There is a total of \$30,000 available in this funding round. Any applicant can apply for **any amount** up to \$30,000.

Targeted Areas and Priorities

Funding is provided to support projects that align with at least one of the below identified cancer nursing research priorities:

- Patient Experience and Outcomes: eg
 - Clinical care interventions
 - Patient education
 - Side effects and symptoms (including quality of life, psychological impacts, use of patient reported outcomes, pain, financial toxicity)
 - Supportive care

- Survivorship
- Health Services Research
 - Access to services
 - AI in healthcare
 - Clinical cancer registries
 - Clinical trials
 - Digital health and informatics e.g. telehealth, remote symptom monitoring
 - Equity
 - Integrated care
 - Nurse-led services
 - Palliative care
 - Priority populations
- Cancer Nursing Workforce
 - Currency of practice/education
 - Leadership
 - Professional recognition
 - Scope of practice
 - Wellbeing and burnout

Eligibility Criteria

An individual or team who is actively involved in any aspect of cancer control may apply for a grant within this program. The primary applicant must be:

- A current financial member of CNSA for a minimum of consecutive 12 months; and
- Registered with AHPRA as a registered nurse and be working in a cancer related field.

To build capacity, CNSA encourages Early-Career applicants to seek advice from more experienced researchers, and that Mid-Career and Experienced researchers include Early Career Researchers in their applications.

Applicants who are successful recipients of a CNSA grant are ineligible to apply for another award in this program until 12 months have elapsed since the submission of a report on their previous CNSA funded research project.

Current members of the CNSA Research Standing Committee, other Committees, and Board members are eligible to apply or be named as a co-investigator for grants.

Applicants may submit only one grant application.

Funding will not be released to successful applicants until a copy of the ethical approval letter/s have been submitted to CNSA administration (admin@cnsa.org.au).

Research Grant Assessment Process

The CNSA Research Standing Committee is responsible for the assessment of all grant applications.

The process for review is as follows:

- Applications received by the closing date are made available to the Chair of the Research Standing Committee or delegate within two days of the closing date.
- An email letter of confirmation will be sent to acknowledge all applications received. Applicants who submit an incomplete application or do not meet the eligibility criteria will not be considered and will be notified after the closing date.
- The Chair deems eligibility of each application against these guidelines. The cover sheet of the application is removed to enable blind review and assessment.
- A copy of all eligible applications (blinded by removal of the cover sheet) are provided to members of the Research Standing Committee (reviewers) for assessment using the specified criteria (see below).
- All scores are returned to the Chair and rank ordered.
- Reviewers will then assess the top ranked applications, and determine successful applicants on the basis of scores and the significance of the project to cancer nursing.
- All applicants will be advised in writing via email of the outcome of their application within 8 weeks of the closing date.
- It is at the discretion of the Research Standing Committee as to whether all or part of the requested funds will be awarded to applicants.

Conflict of Interest

Members of the Research Standing Committee are eligible to apply for grants during their term of office and must act according to the CNSA Conflict of Interest Policy. Members of the Research Standing Committee who submit a grant application will not be involved in the scoring of any grants for the grant round they have submitted to.

Members of the CNSA Research Standing Committee may act as a consultant to applicants, but must exempt themselves from the review of the application for which they acted as consultant.

During the review process, members of the Committee must disclose to other members of the Committee a personal or professional relationship with an applicant. If a conflict of interest is declared by a member of the Committee, the remaining Committee members may choose one of the following courses of action:

- The Committee member declaring the conflict of interest will stand aside for the decision-making process pertaining to that particular applicant; and
- An interim member will be appointed by the Chair for the decision-making process regarding that particular applicant.

Research Grant Assessment Criteria

Applications for grants will be competitive. Selection will be determined by your ability to present a rigorous research proposal.

Each research proposal submitted is assessed and points are awarded following assessment of each of the following elements of the grant application:

- Significance and relevance of the project to cancer nursing research priorities (see page 1)
- Quality, relevance and recency of literature review/background to the study
- Adequacy and feasibility of the research design
- Consideration of ethical issues
- Effectiveness of dissemination plan
- Appropriateness of budget and its justification
- Track record or transferable skills of the research team:
 - Mid-Career and Experienced researchers - track record of grants, publications, and presentations AND inclusion of Early Career Researcher/s in the proposal is desirable
 - Early-Career Researchers /clinical nurses - contribution to professional activities AND inclusion of mentor/ Mid-Career or Experienced Researcher

Responsibilities of Successful Research Grant Applicants

All recipients of awards must sign an agreement as part of their application stating that they will comply with the following terms and conditions:

A written report will be provided to the CNSA Research Standing Committee within two months of the completion of the project.

The report for research grants must include:

- Title of the project
- Investigator details
- Brief project outline
- Brief background to the project
- Aims and objectives of the project
- Project methods
- Summary of analysis and findings
- Conclusions and recommendations; and
- Financial report detailing all expenditure of the grant.

Recipients agree to disseminate the outcomes of their research through presentations at local or national meetings.

It is expected that recipients of research grants will submit an abstract for presentation or poster display at the CNSA Annual Congress on completion of their research. It is also anticipated recipients submit a manuscript for publication in a peer-reviewed journal.

The Committee recognises that during the course of many research projects, circumstances can change and sometimes a variation to the research design is necessary. If the recipient wishes to make changes to their research design after the grant has been awarded, the Chair of the Research Standing Committee should be notified and sent a copy of the letter from the relevant ethics committee approving the amendments.

The CNSA and the sponsoring company where appropriate must be acknowledged on all printed material and at all presentations associated with the grant.

It is expected that the project will be completed within 24 months of the first payment of monies. The Chair of the Research Standing Committee should be notified of any significant changes to the timeframe proposed.

Application Form

Applicant Details

Provide preferred contact details

Date of this application*

DD / MM / YYYY



Which grant are you applying for?*

Select...



Title*

e.g:

Select...



Given Names*

Surname*

Full Address*

Including Postcode and State/Territory

Street*

City/Suburb

State*

Zip/Post Code*

Country*

Phone (business hours)*

Email*

CNSA Member Number*

When did you join CNSA*

Current Employer*

Current position held*

How many years have you worked as a cancer nurse/researcher*

Do you have ethical approval to conduct this study?*

Select...



Is this research a requirement of a tertiary postgraduate qualification?*

YES

NO

Which category best describes you?: *

Applicants' stage of career and experience will be considered in the grant application process, to ensure equity

Select...



Total funding sought from CNSA: *

In Australian dollars

Please indicate if you would accept less than this amount?*

YES

NO

Are you seeking funding for this research from any other source?*

YES

NO

Have you received previous funding from the CNSA Research Grant Program? *

YES

NO

Tell us about your research and professional activity participation

Please state the research and professional activities you have participated in over the last two years (e.g. research, committee membership, professional and community education, and extra-curricular activities).*

Please attach a project description (maximum of 6 pages, not including your budget, CV or team track record) to your application. Use the headings outlined below.

NB: If the proposed project represents part of a larger study, the project description should address the specific details for the section of the study for which funding is sought. Details of

how the project fits within the larger project or research program may be provided. However, the objectives, design, methods and analysis section for this proposal should be relevant to the project for which funding is sought.

Proposal

1.1 Brief outline of the project:

- A summary of the project in 300 words or less, in lay language appropriate to the general public.

1.2 Statement of the problems and objectives of the study

- This section answers the question What do you want to achieve? Usually, a concise statement of issues to be addressed and the desired outcomes that will be achieved in conducting the project.

1.3 Significance and relevance to cancer nursing

- A description of how this research aligns with the cancer nursing research priorities and how it will benefit cancer patients, the cancer nursing profession, health care and/or society.

1.4 Background and literature review

- A review of the literature that demonstrates how the research builds on what has already been done in the field. This section should clearly support the argument as to why the project is important.

1.5 Methods

- Include an overall description of the proposed project design, setting, sample size and justification, data collection methods, recruitment strategies, analysis plan and limitations of the project.

1.6 Timeframe

- List the specific activities to be undertaken, with specific time frames.

1.7 Ethical considerations

- A brief statement regarding the ethical implications of the project (NB: All research activities have ethical implications). If ethics approval to conduct the study has already been received, provide documentation. If not, include when and where you anticipate applying for ethics approval. A copy of the letter/s of ethical approval must be sent to CNSA administration (admin@cnsa.org.au) who will then release funding.

1.8 Capacity and capability

- If you are a novice/early career applicant, please explain how you will access support or mentoring during your project. If you are a mid-career/experienced researcher, please explain how you intend to build research capacity by including less experienced nurses in the team.

1.9 Dissemination of results

- Describe the methods you intend to use to disseminate your results to nurses, patients and other relevant stakeholders.

2.0 Reference list

- A complete list of references supporting your proposal.

Upload Research Proposal (this does not include budget + budget justification)*

CHOOSE A FILE

Budget and Justification (not part of the 6 page project proposal)

Discuss how each item of expenditure is relevant to the project, and how the amounts have been calculated. Costs directly associated with the research may be covered, including:

- Personnel (including the applicant as Chief Investigator): describe salaries, and include on-costs (i.e. organisational costs associated with worker's compensation, superannuation etc)
- Specific costs/equipment: e.g. questionnaires; data analysis, transcription; and
- Maintenance/Administration costs: e.g. postage; telephone; stationery; preparation of report.

The following items are not eligible for funding within the research grants category:

- Payment of conference/seminar fees
- Travel to present papers or attend conferences
- Purchase of computers, or other similar equipment
- Institutional direct costs or basic services and utilities
- Insurance costs; and
- Reimbursement of previous expenditure.

Applicants should indicate if funding has been sought from elsewhere, and the source of this funding. If funds are sought for completion of part of a project only, this should be clearly specified, and details should be provided of how the remainder of the project will be funded.

Upload Budget & Budget Justification*

CHOOSE A FILE

Experience

Please attach a brief CV (maximum 2 pages, not included in 6-page project description) outlining nursing experience and professional activities (this should include conference presentations, publications, and grants if relevant, research activities, committee memberships and professional affiliations). For novice researchers, please include details of contribution to professional activities.

Upload CV here*

CHOOSE A FILE

Team Track Record (1 file: maximum 2 pages/person, maximum 4 people)

This does not include the applicant's track record; their CV is already provided.

Please attach a summary (maximum 2 pages per person) for other team member(s), of their experience and professional activities; their publications, grants, and presentations (if relevant), and any other expertise or information to support their proposed contribution to the conduction of the project.

- For early-career applicants this section is to show that the applicant has sufficient support and access to appropriate expertise within the institute / healthcare facility(s) to conduct the research.

- For Mid-Career and Experienced researchers – show that the applicant has access to relevant expertise/facilities as required AND inclusion of an Early Career Researcher/Clinical nurse(s) in the project is desirable to help build capacity.

Upload Team Track Record here*

CHOOSE A FILE

Key Personnel

Please provide your administering organisation/institution information

Key Personnel Administering the Grant Award: *

Position:*

Postal address:*

Including Postcode and State/Territory

Street*

City/Suburb

State*

Zip/Post Code*

Country*

Email address:*

Research Grant Declaration

All applicants must submit this signed declaration with their application.

I am currently a financial member of CNSA and have been for the past 12 months.*

YES

NO

Should I be successful in my application I agree to provide CNSA with a written report of my project within two months of completion. *

YES

NO

If requested, I agree to present this at a CNSA forum. I also agree to comply with the 'responsibilities of successful research grant applicants' as detailed in this document.*

YES

NO

I have/have not (select one) applied for other sources of funding (where other sources of funding have been sought these should be specified in the application).*

Select...



I agree to notify CNSA should I receive any other monies to support this project. *

YES

NO

I have support from my manager/supervisor and institution for this project. *

YES

NO

I agree to return any unused money to CNSA.

YES

NO

Applicant

Full Name*

Date*

DD / MM / YYYY



Please Sign below*

SIGN HERE

Submit

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