



## **GUIDELINES FOR RESEARCH GRANTS, PROFESSIONAL DEVELOPMENT GRANTS, OTHER GRANTS AND SCHOLARSHIPS**

**Cancer Society of New Zealand (Wellington Division) Incorporated.**

### **Preamble**

The Cancer Society is a large funder of cancer research in New Zealand through project grants for scientists and others as outlined in the following guidelines. The research done is of international importance. It means every New Zealander's voluntary contribution plays a vital role in world-wide efforts to prevent and control cancer.

It is intended that these guidelines are just that, guidelines, and are to be a living document subject to change, amendment or alteration from time to time and should not be considered as hard and fast rules for granting.

### **Mission statement of the Cancer Society of NZ (Wellington Division) Inc.**

*Improving community wellbeing by reducing the incidence and impact of cancer.*

The Cancer Society is committed to working with our communities by providing leadership and advocacy in cancer control, with core services in: Health Promotion, Support, Information & Resources and Research.

### **Purpose of Divisional Grants**

The purposes of the committee making grants are in the first instance to foster activities that are commensurate with the society's mission statement and in particular:

- To contribute towards reducing the incidence and impact of cancer on our community by promoting and supporting biomedical, epidemiological and psychosocial research into all aspects of cancer.
- To make available funds for professional education which includes attendance for medical and scientific personnel nationally and internationally for formal study, conferences, presentations and professional meetings.
- To support scientific meetings in New Zealand.
- To assist in funding visiting experts to Wellington.
- To support medical libraries to stock appropriate and current books, periodicals, journals relevant to cancer treatment and research.
- To support summer studentships in cancer related fields in order to encourage students into research.
- To assist in the purchase of appropriate equipment.

- To appoint and fund a C T Collins fellow.
- To fund annually two Radiation Therapy Scholarships based at Wellington Cancer Centre.

### **General**

The Medical & Scientific Committee is a sub-committee appointed by the Divisional Board to review applications and make recommendations to the Board. The Committee recognises its responsibility to ensure that funds donated to the society are spent prudently. Funds spent should result in either:

- a) Improvements in measures to prevent and treat cancers.
- b) Add to the understanding of the causes and progression of cancers.
- c) Be of benefit to cancer patients either directly or indirectly.

The Medical & Scientific committee accepts that major funding for research is a national responsibility and that these projects should be submitted to the Cancer Society National Office. It would be unusual for the Wellington Division to consider research applications for greater than \$40,000. The Division does however contribute significant funding to a national Research Fund administered by the National Office of the Cancer Society.

The Medical & Scientific committee has an annual budget approved by the Divisional Board and a Business Plan, which will set aside sums under the headings:

- 1) Nationally Approved Research
- 2) Other Research
- 3) Professional Education
- 4) Libraries
- 5) Summer Studentships

The Medical & Scientific committee will not fund infrastructure costs such as management and administration salaries, purchase or rental of buildings, vehicles or any of those costs that might be described as infrastructure.

The committee may fund seeding grants for new researchers or researchers they might wish to retain in Wellington, for basic start-up costs.

The Medical & Scientific committee will not consider retrospective applications.

### **Guidelines**

#### **Research Grants - to foster quality research**

- i) There will be no minimum or maximum figure for 'other research grants' other than the constraints set by the budget.
- ii) Preference will be given to researchers with a proven track record, however new researchers may be supported if in the opinion of the committee the science is good.
- iii) Preference will be given to researchers within the Wellington region.
- iv) Preference will be given to pilot/preliminary studies and other low cost research projects, which may lead on to larger studies.
- v) Research grants may be for short or long periods, but not more than three years and subject each year to the availability of funding. The third year of any study shall be subject to a satisfactory report meeting the approval of the committee on the work of the first two years.

- vi) Preference will be given to researchers working in a recognised institution such as a Hospital, Medical School, Research Institute or University.
- vii) For grants beyond 12 months milestone reports are expected before funding second or subsequent years.

### **Professional Development**

- i) Preference for conference attendance will be given to candidates who are participating in the conference as presenters or other active role other than as a conference attendee.
- ii) Preference will be given to candidates who are either health professionals or scientists working in the cancer field.
- iii) Candidates must travel or study with the approval of the host institution.
- iv) Candidates must provide evidence that they are also looking for funding from other sources. Only in exceptional circumstances will the committee fully fund a travel or study grant. (The grant may include all expenses involved with travel or study, such as accommodation, daily expenses, registration etc.)
- v) Grants for travel may be given for conferences, national or international, significant professional meetings, seminars etc. or study courses that are likely to enhance the candidate's contribution to the cancer field.
- vi) Candidates must apply in the manner approved by the society, fully answering all questions and agreeing to the Cancer Society contacting referees if required.
- vii) Feedback in the form of a brief report is a condition of funding.

### **Scientific Meetings**

- i) The committee may at its discretion contribute to the holding of a scientific meeting in New Zealand with preference to the Wellington region which in whole or part is a cancer meeting, the size of that contribution will be at the discretion of the committee and commensurate with the significance of the meeting.
- ii) The Cancer Society would expect acknowledgement of its contribution in the meeting programme or through some other suitable medium.

### **Visiting Speaker**

- i) The committee may at its discretion make a contribution for a significant speaker in the cancer field to visit Wellington, either from overseas or within New Zealand.
- ii) The speaker may be speaking at an institution such as a Medical School, University or Hospital or attending a professional meeting or conference or to address public meetings.
- iii) The quantum of the contribution from the committee may depend on the standing of the speaker, the range of speaking engagements and the intended audience.
- iv) The contribution from the committee may be for airfares, accommodation, speaking fees or incidental costs. Only rarely, for example, an internationally significant speaker, would the committee fully fund.

### **Libraries**

- i) The committee will expend the annually budgeted amount on Medical Libraries within the Wellington Region.
- ii) The committee may at its discretion exceed or reduce the amount granted.

- iii) A condition of granting will be that the recipient libraries provide the committee with a timely report on what the grant has been spent on.
- iv) The committee will work to encourage libraries to move to electronic storage and retrieval of publications, however the committee is aware that this is dependent on the host institution having the necessary hardware in place.

#### **Summer Studentships**

- i) The committee will fund summer studentships at Wellington Medical School on cancer-related topics to encourage appropriate students into careers in the cancer field, particularly research.
- ii) The budgeted amount will be reviewed annually.

#### **Equipment**

- i) As a general rule the committee will not consider the purchase of equipment for institutions (hospitals, research, medical schools) that might be considered 'core equipment'.
- ii) Consideration will be given to special equipment that might not normally be available from the funding of the host institution if in the opinion of the committee that equipment is beneficial to assist research or the treatment of cancer patients.

#### **C T Collins Scholarship**

- i) The committee may at its discretion appoint a CT Collins Scholarship within the established guidelines if a suitable candidate is available.
- ii) The annual amount is currently \$25,000 per annum
- iii) A contribution towards University fees of up to \$6,000 per annum.

#### **More Information:**

Michael Smith  
Chief Executive Officer  
Cancer Society Wellington  
52 Riddiford Street  
Newtown, Wellington

[michaels@cancersoc.org.nz](mailto:michaels@cancersoc.org.nz)

Ph. 04 389 8421