



National Research Grant Round 2025

Expression of Interest Guidelines

Project Grant

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1. Introduction

1.1 Document purpose

The aim of the Cancer Society's National Research Grant Round is to fund high-quality research across the cancer continuum (including prevention, diagnosis, treatment and supportive care). This guide is for those who wish to apply for a Project Grant.

1.2 About the Cancer Society of New Zealand

The Cancer Society's mission is to improve community wellbeing by reducing the incidence and impact of cancer. Our activities include:

- Supporting and funding research within New Zealand across the cancer continuum.
- Providing supportive care and information to people affected by cancer, their families/whānau and carers.
- Promoting education about cancer for health professionals and publicising progress made in research and treatment.
- Delivering cancer prevention programmes, information, and support.
- Leading advocacy across the cancer continuum.
- Working collaboratively with organisations who share similar goals to the Cancer Society.

The Cancer Society is reliant on funding support from the communities in which it works.

The Cancer Society is committed to equity and has an equity charter that guides all our mahi. To read our equity charter please go to <https://www.cancer.org.nz/about-us/who-we-are/equity-charter/>

1.3 Contact information

Please contact the Cancer Society's Research Manager, Dr. Nicole Stanton, with any questions during the grant application process at research@cancer.org.nz or 021 915 975.

2. Scope

The Cancer Society will consider any research grant application that is relevant cancer outcomes across the continuum. Applications peripheral to cancer research should not be submitted.

3. Eligibility

Description	Indicative budget limit	Maximum grant duration
<p>Project Grants provide support for an individual or group working on a clearly defined research project, answering either a single question or a small group of related questions. Grants are not normally renewable and applications should be for a new project, or for one which has emerged from the old.</p>	<p>The budget maximum is \$200,000 for this grant round. The committee may consider larger budgets if well justified.</p>	<p>36 months</p>

Grant applications will be considered from any appropriately qualified person, as long as the principal investigator is a resident in New Zealand or intends to become a resident.

A principal investigator may only submit one grant application in each Grant Round. A researcher who has submitted an application as principal investigator may also be named as an associate investigator in one additional application in the same round.

Please note the Cancer Society only funds ‘direct costs’ of the research and does not pay any ‘indirect costs’ of the research, such as institutional overhead recovery.

4. Application process and timelines

All grants will be awarded by open competition (for all individuals who meet the above eligibility criteria to apply for funding). Applications will be assessed by the Cancer Society’s National Scientific Advisory Committee (NSAC). The final funding decision will be made by the Cancer Society’s National Board. Applications will be assessed through several stages:

November 2024	Open for applications
21 February 2025	Deadline for Expressions of Interest (1 pm, submitted via the grant portal)
Early March 2025	NSAC meeting to assess Expressions of Interest
19 March 2025	EOI Results, Requests for Full Proposals Sent
31 April 2025	Deadline for Full Proposals (1 pm, submitted via the grant portal)
May 2025	Applications sent for external peer review
July 2025	Applicants receive peer review comments and are given the opportunity to provide a rebuttal (no more than one page in total)
August 2025	The NSAC meet to review the applications and make a recommendation to the Cancer Society’s National Board.
September 2025	The Cancer Society’s National Board take into account the NSAC’s recommendation and make a final funding decision
October 2025	Applicants notified of outcome

The Cancer Society may refuse to consider an application if it considers actions of the applicant to be contrary to the interests of the Cancer Society, or may bring the Cancer Society into disrepute.

4.1 Submission

The EOI application form should be completed and submitted on the [grant portal](#) by **1 pm on Friday 21 February 2025**.

4.2 Reporting

Applicants successful in receiving funding through the Grant Round will be required to submit annual progress reports and a final report. Reports will include a lay person's summary which may be used to inform the public about the work we support, an update on the project's timelines and milestones; whether they are met, partially met or delayed, and an explanation for any delays. The Cancer Society recommends writing lay summaries at the **reading age of twelve years old**. Annual reports in Te Reo Māori must also provide the English translation. Funding for the subsequent year will only be released upon receipt of a satisfactory annual report.

4.3 Privacy provisions

The information requested in an application will be used for assessing that application and, in a non-identifiable form, some information will be used for Cancer Society statistical purposes. All research applications will be stored in a secure place. Security and confidentiality will be preserved for any application declined. Personal information contained in the application may be made available to external referees and members of the Cancer Society National Scientific Advisory Committee reviewing the application. When an application is successful, the Cancer Society reserves the right to publish the applicants' names, details of the Host Institution, lay summary and funding awarded. You can find the Cancer Society's privacy policy online [here](#).

5. Assessment criteria

Applicants should address the following criteria in their application:

- **Research team:** right mix of expertise for project.
- **Strong rationale for research:** addresses important questions, likely to result in significant benefit for people affected by cancer, or to advance the scientific understanding of cancer.
- **Research design:** excellent and appropriate research design.
- **Contribution to the goals of the Cancer Society:** The expected outcomes of the proposed research will add value and contribute to the goals of the Cancer Society. For further information on the strategic goals of the Cancer Society, please refer to the [Research Strategy](#).
- **Equity:** clear identification how the research will contribute to equitable cancer outcomes across the continuum for New Zealanders such as geography, ethnicity, socio economic status, and gender, where applicable. For further information on the equity goals of the Cancer Society, please refer to the [Equity Charter](#).
- **Te Tiriti o Waitangi:** The proposal should demonstrate commitment and application of Te Tiriti o Waitangi and responsiveness to Māori. For an example of the type of considerations you could consider, please consult this document: [Te Tiriti o Waitangi in Health Research in Aotearoa](#).

6. Grant Portal

Applications must be submitted through the [Cancer Society Grant Portal](#). User guides for the Grant Portal can be found [here](#). If you are having any issues accessing or using the portal, please contact Research Manager Dr. Nicole Stanton at research@cancer.org.nz.

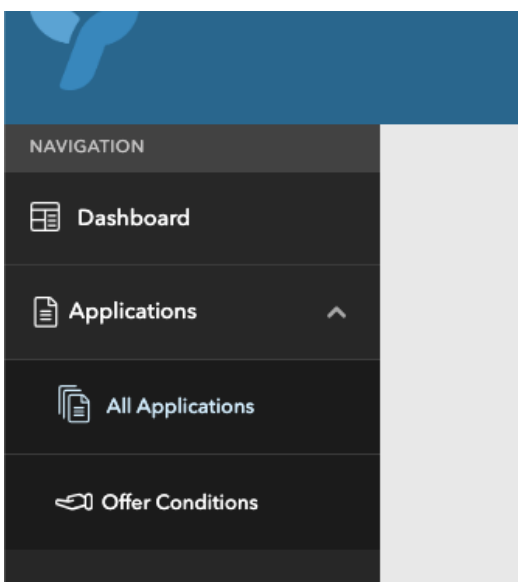
Please note that Institutional Approval is not required for the submission of an EOI, however if your institution wants to review your application, you can add the research office as a collaborator to your application so they can review it. The applicant must submit their application themselves from their account.

Adding Collaborators to an Application

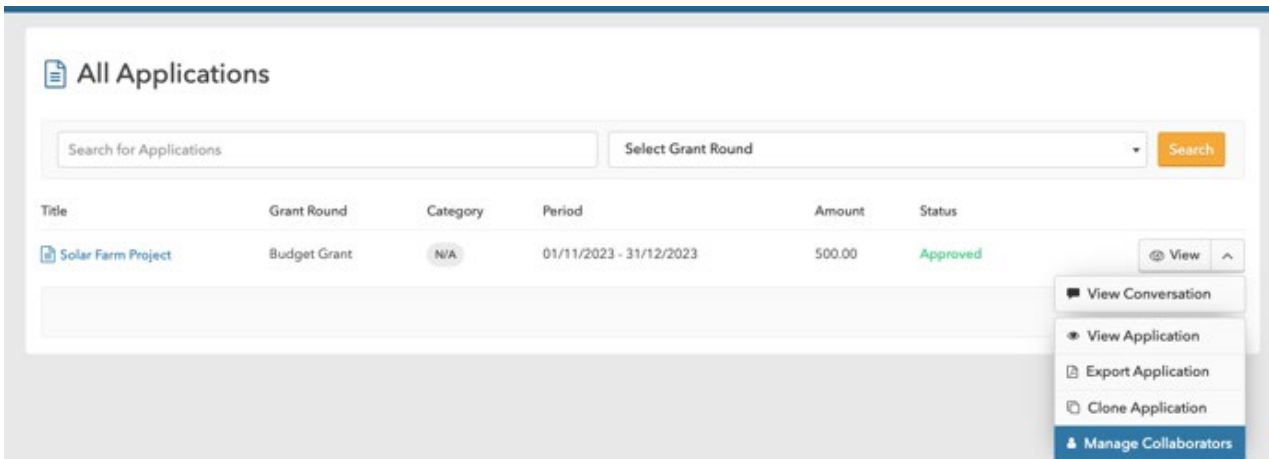
There are two main ways to collaborate on a Funding Application:

1. Invite a user into your organisation - this is a good option if you want to give the user full and equal access to your organisation and data associated with it, this is detailed [here](#).
2. Invite a user or organisation to be a direct collaborate on a funding application - this is a good option if you just want to give access to a collaborator to a particular funding application.

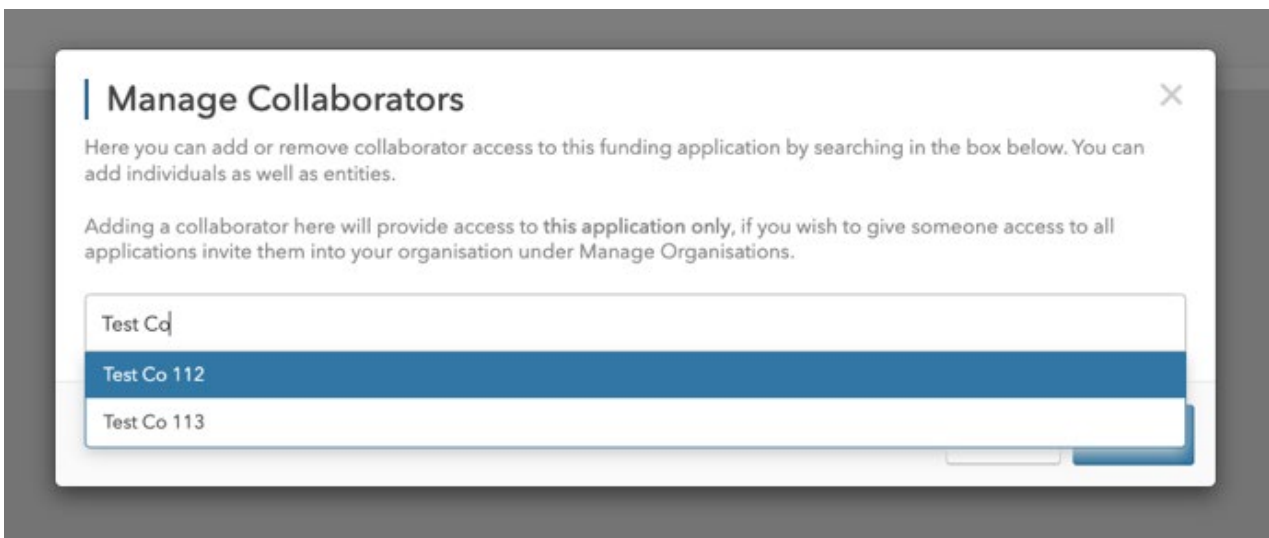
To do this navigate to your All Applications area and then find the application you want to add a collaborator to:



From the dropdown on the right of the application row there is a Manage Collaborators button or if you View the Application there is also a Manage Collaborators button within that area.



Click on that button to bring up the Manage Collaborators pop up where you can search for Applicants to add as Collaborators.



Select the Applicant(s) you want then click Update to confirm the selection. From this point the collaborator will receive a notification in their portal and from there be able to access the Application.

If at any point you want to remove a collaborator you can come back to this popup and remove their selection and press Update again. Also note that collaborators cannot add other collaborators, only the owner of the Application can manage these.

A note on word limits for each section of the application form

Lay Summary of Research: 150 words

Aims & Objectives: 200 words

Rationale: 400 words

Research Design: 500 words

Contribution to the Goals of the Cancer Society: 200 words

Equity: 200 words

Te Tiriti o Waitangi: 200 words