

*Chapuis, July 2009*  
*Update Nov 2011*

**COLORECTAL SURGICAL SOCIETY OF  
AUSTRALIA & NEW ZEALAND**

**FOUNDATION RESEARCH GRANTS**

**GUIDELINES FOR APPLICANTS**

## **BACKGROUND - OBJECTIVES**

The Colorectal Surgical Society of Australia and New Zealand (CSSANZ) Foundation was established in 2004 to promote clinical research within the specialty of colorectal surgery. CSSANZ Research Grants are awarded by the Foundation to suitably qualified members of the Society to initiate research projects and strategic pilot studies, establish suitable networks, compile and analyse key preliminary findings to assist applicants in competing for additional funding from major granting bodies such as the NHMRC. The Grant is intended to launch projects which in turn should raise the profile of the specialty and that of the CSSANZ and thus encourage continuing financial support of the Foundation to the benefit of patients and the community at large.

Grants are approved for a twelve month period and are paid in two instalments, subject to satisfactory progress reports. Funding beyond the first year will require reapplication and will only be provided in exceptional cases.

The total pool of funding available varies annually, however it is expected to be in the order of \$100,000 per annum. A successful project may be allocated partial or full funding. It is expected that a project will obtain funding from multiple sources, of which the CSSANZ Foundation is one. The Foundation Board reserves the right not to allocate funding in a particular year.

Application(s) for funding can be made throughout the calendar year by contacting the Secretariat through the Society's website ([www.cssanz.org](http://www.cssanz.org)). The information required and the review processes are outlined below. Grants are awarded by the Foundation Board on the recommendations of the Research Committee. All information contained in the applications is regarded as confidential.

### **(1) ELIGIBILITY**

#### **(1.1) Administering Institution**

Applications will only be accepted from Members or Fellows of CSSANZ, or TBCRS Trainees undertaking training and who are under the supervision of a suitably qualified Member or Fellow of CSSANZ. Applications will be considered providing the grant is administered by a university, hospital or other recognised research institution located within Australia or New Zealand. Such an institution must have the necessary resources and policies in place to manage research funds; to oversee proper conduct of research in relation to ethics and governance appropriate to intellectual property and scientific practice and be able to provide suitable infrastructure support to allow conduct of the research. A single institution must be nominated for this purpose.

#### **(1.2) Principal Investigator**

At least one of the Principal Investigator(s) must be a member of the CSSANZ. Additional investigator(s) are encouraged, especially supervised TBCRS Trainees, preferably enrolled for a higher university degree including a PhD, MMed or MS by research. Principal Investigators must have the skills, knowledge, time and physical resources to undertake the research and provide adequate supervision of Fellows. Eligibility of the Principal Investigator(s) is carefully considered in line with the previous research track record of the applicant(s). For a "novice" investigator with no established track record, successful consideration will depend largely on their academic record, previous peer-reviewed publications and presentations together with a demonstrated rigorous approach to design and methodology, including access to appropriate statistical support. An established investigator will also be considered on the basis of a demonstrated ability to attract funding. Applications will be assessed by members of the Research Committee according to their scientific merit, track record, originality of their project, feasibility, design and methodology. Applicants may be asked for further details or explanations of their proposed project prior to a final decision being made.

## **(2) REVIEW CONSIDERATIONS**

Upon receipt, applications will be reviewed for completeness and eligibility by the Secretariat in consultation with the Chairman of the Research Committee. Incomplete or ineligible applications will not be considered and applicants will be notified of the decision.

## **(3) ADMINISTERING INSTITUTION (University, Hospital, Research Institute)**

The Administering Institution is responsible for the administration of the research grant in accordance with the **executed agreement** and accepts financial responsibility. Funding will be transferred to the Administering Institution and can only be used for the purposes approved by the CSSANZ Foundation. It is the responsibility of the Administering Institution to ensure that appropriate ethical clearances are obtained prior to commencement of the project. To this end, the Head of Department is required to certify that the project will not commence until approval has been granted by the relevant local Human Research Ethics Committee. No funding will be released until ethics approval is in place. The Foundation makes no claim on the Intellectual Property of a project.

The Foundation expects that generally a successful project will begin no later than six months after the awarding of the grant. The Principal Investigator is responsible for informing The Foundation promptly if commencement is delayed for whatever reason and any extension must be approved by the Foundation.

Where funding is provided for salaries of support personnel, they must be employees of the Administering Institution and be subject to the conditions of employment of that institution. They should be named in the application including details of their expertise and qualifications.

## **(4) REPORTING REQUIREMENTS**

Recipients of project funds are required to provide a detailed, written progress report to the Research Committee **six months from the commencement date specified in the executed agreement**. Release of second tranche funding is subject to the recommendation of the Research Committee following receipt of the progress report. A detailed written report will also be required within three months of the completion of the grant. These written reports should include a financial summary of expenditure, details of presentations at scientific meetings, published abstracts and/or any other publications together with the proposed use of further financial support.

The Research Committee reserves the right to recommend to the Administering Institution that funding be suspended should progress be judged unsatisfactory or any inappropriate behaviour should become apparent.

## **(4) PUBLICATIONS**

The support of the CSSANZ Foundation must be appropriately acknowledged in any publications or presentations made at scientific meetings.

## **(5) ETHICS AND GOVERNANCE**

Applicants are strongly advised to carefully read and familiarise themselves with the relevant sections of the National Statement on Ethical Conduct in Human Research<sup>(1)</sup> and the Australian Code for the Responsible Conduct of Research<sup>(2)</sup> pertinent to their proposal. These revised documents as they relate to surgical research are briefly discussed and summarised in the ANZ Journal of Surgery<sup>(3)</sup>.

## **(6) TIME FRAME**

Applications may be submitted throughout the calendar year and all eligible proposals will be reviewed and assessed by the Research Committee biannually six weeks prior to the Foundation Board meeting. Applicants will be notified at the time of the Annual Scientific Congress of the RACS in May and that of the Continuing Medical Education Meeting of the CSSANZ in October/November each year. Applicants who are not eligible or who are unsuccessful will be notified as soon as practicable after submission.

On approval applicants will be required to execute an agreement setting out the terms of the grant and submit an invoice (including GST) to the CSSANZ Foundation.

## **(7) SUBMISSION PROCEDURES AND ENQUIRIES**

A formal application form may be downloaded from the CSSANZ Website [www.cssanz.org](http://www.cssanz.org) (Go to [www.cssanz.org](http://www.cssanz.org), select the "CSSANZ Foundation" page, select "Application for Research Funding", download the "Application Form" and save the form template to your computer).

The completed form should be e-mailed to: [secretariat@cssanz.org](mailto:secretariat@cssanz.org)

**In addition** an original, signed, hard copy should be sent to:

Chairman, Foundation Research Committee  
CSSANZ Secretariat  
Suite 6, 9 Church St  
Hawthorn, VIC 3122  
Australia

Receipt of Application will be acknowledged.

Enquiries may be made to the CSSANZ Secretariat on (+61) 3 9853 8013 or via e-mail [secretariat@cssanz.org](mailto:secretariat@cssanz.org)

## **REFERENCES**

- (1) National Health and Medical Research Council, National Statement on Ethical Conduct in Human Research. Canberra: NHMRC, 2007.
- (2) National Health and Medical Research Council. Australian Code for the Responsible Conduct of Research. Canberra: NHMRC, 2007.
- (3) Carney, AS, Watson, DJ. Human Ethics and Research Governance: Implications for Surgical Research. ANZ J Surg. 2008; 78:421-38.