



Australian and New Zealand College of Anaesthetists

Faculty of Pain Medicine

Douglas Joseph Professorship Application Guide 2021

ADVICE AND INSTRUCTIONS TO APPLICANTS

To be used in conjunction with the Douglas Joseph Professorship
application form

CLOSING DATE: 5 PM AEDT April 1, 2020

Email applications to:
ANZCA Research Administration Coordinator
research@anzca.edu.au

IMPORTANT POINTS FOR COMPLETING ANZCA DOUGLAS JOSEPH PROFESSORSHIP GRANT APPLICATIONS

- Please read the ANZCA Research Grant Policy before completing the application form (<http://www.anzca.edu.au/fellows/Research/anzca-research-information.html>)
- An ANZCA REGKEY must be obtained and included in the header of the application form. Double-click on the header to add your REGKEY. Contact Susan Collins (email: research@anzca.edu.au) to obtain your REGKEY.
- Do not include or copy the cover sheet. Start your application with the page headed “In confidence”.
- Ensure chief investigator A is a fellow or registered trainee of ANZCA or FPM.
- While the restriction of a maximum of TWO grant applications in any year does not apply to the Douglas Joseph Professorship, it will apply if an applicant wishes an unsuccessful professorship application to be considered and ranked as a project grant in the same grant round.
- Ensure the research plan is no more than 7 pages, including references with a font size no smaller than 10 point. The minimum margin is 2cm. Ensure the budget is in line with the maximum amounts allowed.
- Rows may be added to tables where this is allowed in these guidelines (e.g. list of chief investigators, list of current research grants). Do not exceed prescribed word/page counts. Text that exceeds prescribed word counts will not be considered.
- Ensure that each page is numbered consecutively in the application.
- A written quotation for equipment costing \$A10,000 or more, as requested in the budget section, must be attached to each copy of the application.
- The application must be submitted **electronically via email** to research@anzca.edu.au. Only files of 6MB or less will be accepted. The electronic copy may include the signature pages within the application form or these may be sent via email as a separate document with scanned or electronic signatures.
- Electronic copies must be in PDF format (converted word files only, not scanned documents) or Microsoft word format. Note for older versions on Microsoft Word please install the official update from <https://www.microsoft.com/en-au/download/details.aspx?id=7>
This update will allow Microsoft office 2007 to save documents to .PDF format.
- The complete application must be received by the Research and Administration Coordinator by 5PM AEDT on the closing date for applications. Late applications WILL NOT BE ACCEPTED.
- Incomplete applications or those that do not follow these guidelines WILL NOT BE ACCEPTED.
- ANZCA cannot amend an application once it has been submitted.

A. CONDITIONS OF DOUGLAS JOSEPH PROFESSORSHIP

1 General

The Douglas Joseph Professorship is governed by ANZCA Regulation 21:

The Douglas Joseph Professorship was established by the Faculty of Anaesthetists, Royal Australasian College of Surgeons, in 1991. It is a prestigious award which is awarded for Fellows who are making an outstanding contribution to the advancement of the specialty to pursue scholarship and research in human anaesthesia in Australia, New Zealand, Hong Kong, Malaysia and Singapore. The award was adopted by the College following its establishment.

- 21.1 The Professorship is awarded quadrennially at the discretion of the College Council, to ANZCA Fellows in Australia, New Zealand, Hong Kong, Malaysia or Singapore.
- 21.2 All applications must be received by the College by COB April 1 and will be processed by the ANZCA Research Committee as per the guidelines for the Professorship.
- 21.3 Each application must be submitted on the application form, which will detail the nominated area of work and the way in which the study will be carried out, and be accompanied by a full curriculum vitae, and the names of three referees to whom reference may be made.
- 21.4 The emolument will be determined quadrennially by the College using the interest from the Douglas Joseph Bequest.
- 21.5 The tenure of the Professorship will be approximately one year, but variations may be made at the discretion of the ANZCA Research Committee.
- 21.6 During the term of appointment, the appointee will hold the courtesy title of "Douglas Joseph Professor of Anaesthesia".
- 21.7 The appointee will attend the appropriate ANZCA Annual Scientific Meeting as the Australasian Visitor and will deliver a lecture on the subject of the Professorship. Visits to one or more regional centres in Australia and/or New Zealand will also be required.
- 21.8 The appointee will be bound by the terms and conditions of the Professorship.
- 21.9 The ANZCA Research Committee reserves the right to cancel or terminate the Professorship if in its opinion the purpose of the appointment is not pursued.

2 Payment

Sums awarded will be paid upon request after **1 January** each year for the duration of the grant. All payments will be made in Australian Dollars, upon receipt of a fully correct tax invoice from the administering institution.

3 Conditions of professional research personnel

The conditions for professional research personnel shall be those of the institution in which the work is carried out or as the College may determine in particular circumstances. This includes annual leave and sick leave. However, the College does not provide for long service leave.

4 Alterations in research program budget

The CIA is expected to adhere to the approved research program or budget, and to notify any absences other than for short periods (e.g. three to four weeks). Full details of any proposed major alterations to either program or budget, or of any absences during the course of the grant, should be submitted in advance by the CIA to the Research and Administration Coordinator for approval by the Chair of the Research Committee (or his or her delegate).

5 Reporting Requirements

5.1 Progress Report

The CIA is required to forward a progress report on the approved form to the College, by **September 1** in each year of the award. This form can be found on the ANZCA website.

5.2 Final Report

The CIA is required to forward a final report on the approved form to the College, by **September 1** in the year after the grant has concluded. This form can be found on the ANZCA Website. The final report must include a statement of expenditure charged to the grant. Any unexpended balance of the grant should be returned to the College and must not be used on other projects.

6 Publications and presentations

The College requires that its contribution be acknowledged in all publications and presentations of the research project, for example *“This study was supported by a grant from the ANZCA Research Foundation; Australian and New Zealand College of Anaesthetists”* and that a presentation relating to the project be made at a major College meeting. A hard copy or pdf of the reprint should be sent to the Research and Administration Coordinator. If the protocol is registered with a journal or other relevant organisation, the College must receive a copy of the registration certificate

7 Patents

Any discovery arising out of work supported by the College must not be the subject of application for patent except with the written approval of the College and the agreement of the institution in which the work is carried out.

8 Audit of research projects

In accordance with the ANZCA Academic Integrity Policy (available on the College website), ANZCA reserves the right to conduct a random audit of ANZCA funded research through the administering institution’s research office.

9 Termination of grant

A grant may be terminated if the conditions of the grant are not observed. A grant will terminate, unless other arrangements satisfactory to the College are made, if the CIA leaves the institution before the expiry of the grant. In such an eventuality, the recipient and the Head of the Department are expected to notify the College CEO. When a grant terminates any unexpended balance must be returned to the College.

B. GENERAL INFORMATION FOR APPLICANTS

1 Introduction

Funding for medical research in Australia, New Zealand, Hong Kong, Malaysia and/or Singapore is necessary if medical science is to maintain a high international standing. The most important single national source of funding for medical research in Australia is provided by the Commonwealth Government through the Medical Research Endowment Fund, which is administered by the National Health and Medical Research Council (NHMRC). In New Zealand, funding is administered by the Health Research Council (HRC).

The NHMRC provides the opportunity for individuals or research teams to obtain support for a program of research in all fields of public health, medicine and dentistry in Australia, through the Program Grant scheme. In New Zealand the HRC serves an equivalent role. With the Douglas Joseph Professorship, ANZCA aims to supplement, complement, and in some cases act as an alternative to NHMRC/HRC. Wherever possible and appropriate ANZCA encourages applicants to also apply to HRC or NHMRC, or to the relevant body in their home country.

2 Eligibility

Applications for the Douglas Joseph Professorship are accepted from chief investigators, who are resident in Australia, New Zealand, Hong Kong, Malaysia or Singapore, and who hold Fellowship of ANZCA or FPM.

The field of research supported by the Douglas Joseph Professorship is **human Anaesthesia**.

The criteria for the award of the Douglas Joseph Professorship are:

- Research merit of the program
- Track record of the applicant and his/her ability to carry out the proposed research
- Potential long-term benefits of research to anaesthesia

The restriction of a maximum of TWO grant applications in any year does not apply to the Douglas Joseph Professorship. However this restriction will apply if an applicant wishes an unsuccessful professorship application to be considered and ranked as a project grant in the same grant round.

3 Procedure for evaluation of grant applications

The procedure for the evaluation of ANZCA Grant applications is modelled on the NHMRC review process. Each application is assessed by three reviewers, one of whom is a spokesperson appointed from the Research Committee, who have been carefully chosen for their expertise in relation to the particular grant application.

To assess the scientific merit of the project and to determine the ability of the investigators to carry out the research, Reviewers are requested to (i) rate the grant application and (ii) provide a written report

Applications are rated on a seven-point scale (ranging from “outstanding” through to “poor”) against a set of five criteria (track record, scientific merit of program, feasibility, international competitiveness, and benefit to the development of the research group and to the specialty in Australia, New Zealand, Hong Kong, Malaysia or Singapore).

The written report addresses the scientific merit of the application (originality of hypothesis, substantiation of objective, soundness of research plan and methodology, and feasibility of the project), the track record of the applicant, and the budget, and raises questions on areas of the research which require clarification, including problems and limitations likely to be encountered. The written report is forwarded to the applicant for comment. **Applicant responses are limited to three pages only with a 12pt font and a minimum of 1.5cm margins. Pages in excess of the three page limit will not be considered.**

Applicants may make minor amendments to their protocol provided these do not constitute substantive revisions to the entire protocol and study design. These amendments should be noted in the three page applicant response, but does not require an amended copy of the protocol or study design to be resubmitted with the three page applicant response. If major changes are made, they will not be considered by the Research Committee, and the applicant will be advised that their study should be resubmitted as a new project in the following year’s grant round. If the applicant responses are not received by the due date, they will not be considered in the ranking of the application.

The Research Committee then meets and considers all the materials, as presented by the spokesperson. At this time, the spokesperson will highlight and comment on any discrepancies between reviewers’ numerical rankings and any inadequacies or inconsistencies in the reviewers written reports that should be considered. Such reports are then considered further by committee members before a final ranking is determined. Using a blinded voting system, each member allocates a score out of seven to the grant. The committee support officer tallies these scores and the final ranking of each grant application is determined. The Research Committee determines a rating score as a cut-off point, below which funding is not available. Those applications that are close to the cut-off score are considered in more detail. Applications identified to receive grants are then further considered to determine the level of funding to be awarded.

Awards of grants will be announced by October of each year. No payment of the grant will be made until written communication accepting the offer and agreeing to the conditions, and a fully correct tax invoice, are received by the College, and all necessary clearances have been obtained. Funding is made available after January 1 in the following year until December 31 unless an extension of time is successfully requested via the

ANZCA Research Committee.

Successful grant applicants will be expected to participate in reviewing ANZCA grant applications in future years as a condition of accepting the grant.

4 Confidentiality

Applications for grants are received by ANZCA on an 'IN CONFIDENCE' basis. This means that the application document will not be released other than in compliance with any waiver or consent given by the applicant.

7 Applications to philanthropic trusts and foundations for research grants

Through the ANZCA Research Foundation, submissions may be made to funding bodies in the philanthropic sector for successful and highly ranked grant applications awarded through the ANZCA peer-reviewed grant process. It should be noted that approved grant funding through the peer-review process is not dependent on an application to the philanthropic sector. Final confirmation of ANZCA funding is subject to completion of any external funding applications for this project that are in progress. The aim of such applications is to continue to increase the pool of available funds for future ANZCA research projects. If an ANZCA grant application is deemed a suitable match to the specific interests of a particular trust or foundation, approval of the CIA will be sought for a submission to be made. The CIA's input and advice would be sought during the application process. Acceptance of philanthropic trust or foundation support will usually require acknowledgement of that support in publication or presentation of research. This is in addition to the requirement to acknowledge any support provided by ANZCA.

C. INSTRUCTIONS TO APPLICANTS FOR COMPLETING FORM

1 Applicant

The applicant **MUST** be a fellow of ANZCA and/or FPM.

2 Scientific project title

The scientific title will be used to identify the grant at all times and should accurately describe the nature of the project. Use no more than 120 characters, including spaces. Additional characters will not be recorded.

3 Administering institution

The full name and full address of the institution responsible for administering the grant must appear here (e.g. Royal Prince Alfred Hospital, Missenden Road, Camperdown NSW 2030). While there may be instances where a program of research is carried out in more than one location, there can be only one administering institution for each grant.

4 Institution(s) where research will be carried out

The name(s) of the department and name(s) and address(es) of the institution(s) where the proposed research will actually be undertaken is (are) required (e.g. Department of Anaesthesia, Royal Melbourne Hospital VIC 3050).

5 Applicant details

Applicants **DO NOT** receive salary support from the Douglas Joseph Professorship. Salary support may only be obtained from ANZCA through scholarships.

Add rows to any of the items if necessary.

5.1 Contact details: Please ensure that the details provided are complete and accurate, as this information will be used to communicate with the applicants.

5.2 Current appointments: List all current positions, the location (institution) and status (appointment title) (e.g. Honorary Principal Fellow; Department of Pharmacology, University of Melbourne; Associate Professor). Any changes during the lifetime of the grant relating require notification to ANZCA.

- 5.3 Previous appointments:** Please list relevant previous positions held.
- 5.4 Academic qualifications/awards:** Provide details of academic qualifications including university degrees, specialist college diplomas, research or other awards or honours, the institution or body awarding the qualification and the year it was awarded.
- 5.5 Time allocation to research:** Within the current appointments and during the normal working week. Provide details of estimated percentage of working time in each category.
- 5.6 Anticipated absences during grant period:** Should an investigator be absent during the Project Grant for a period in excess of two months, specify period of absence and give reason.
- 5.7 Douglas Joseph Professorship:** Explain how your application for this prestigious award may enhance knowledge in anaesthesia according to Regulation 21.

6 Associate investigators

Associate investigators may be fellows, trainees, students or professional research personnel, who assist with the research or bring a particular skill (e.g. statistics, assays) to the team. They may or may not be fully conversant with all aspects of the work. Associate investigators do not receive salary support from ANZCA. Add rows to any of the items if necessary.

7 Consideration of application for Project Grant

Applicants may elect to tick the box in the application form to have their Douglas Joseph Professorship application considered for a project grant, in line with the project grant guidelines, in the event that the professorship application is not successful in that round.

Applicants are reminded that only two project grants may be applied for per grant round. Therefore if two project grants (including simulation/education grants) have already been submitted by an applicant, the Douglas Joseph Professorship would not be considered for a project grant by the Research Committee.

8 Lay description of research

Provide a brief description of the department and/or chief investigator(s), the achievements of the department and/or chief investigator(s), and the proposed research and its significance [suitable for a media release]. No more than one page is allowed.

9 Grant synopsis

This information is used primarily to assign the application for review. This one page synopsis should describe the project and including a description of the aims, significance, context, objectives, methods and likely benefits of the research plan to the research group and the specialty.

Requested non-assessors: Applicants preferring particular reviewers NOT to be approached to assess their application should attach a letter containing details of up to two non-requested non-reviewers. This letter should be attached to the original application only. These requests will be considered by the ANZCA Research Committee.

10 Research plan

Describe your program of research in this section. Do not use more than ten (10) pages in total, including references. Note that the minimum page margin is 2 cm and the minimum font size is 10 pt. Any additional pages will be removed prior to assessment.

You **must** use the headings listed below to describe your research.

- 10.1 Aims and significance:** Use this space exclusively to describe the broad aims and potential significance of the program of research. Hypotheses to be tested **must** be clearly state.

- 10.2 Background:** Describe the significance of the broad area of research, the objectives of the research and the background including scientific aspects and how the proposal will benefit the development of your research group and/or the specialty.
- 10.3 Methods:** Include, where appropriate, details of the experimental design at least for an initial project or projects in the area of research, and statistical methods to be used. Include sample size estimations.
- 10.4 Feasibility:** You must provide evidence that the proposed study can proceed in a timely fashion (i.e. recruitment of subjects is assured, instruments have been developed and piloted).
- 10.5 References:** References should be provided within the 10-page word count. Do not attach copies of any references. Include the title of the paper when citing references to other work.

Explanatory appendices are not permissible, nor is it appropriate to use such phrases as 'refer to last year's application'.

11 Curriculum vitae

Please paste your full curriculum vitae at this point or attach it as a separate file. Include three referees at the end of your curriculum vitae.

12 Research support

The information sought on past, present and future support will assist ANZCA in determining the relationship between various projects and the personnel involved in them, including their time commitment. For this reason, applicants should list ALL projects for which their name is recorded as a chief investigator in each category.

In each category, indicate the year of application, ANZCA RegKey, NHMRC Application ID etc, title of grant, chief investigators, time commitment of each named investigator to each grant, period of support and funds for each year. In the column headed publications, please identify separately, by number, each publication listed by a chief investigator which has resulted directly from each project (i.e. CIA-4: the 4th publication in the list of chief investigator A publications). Do not include the same publication more than once; include only original papers published or accepted for publication in refereed journals. Add more rows to each table if necessary.

- 12.1 Completed grants:** Details of past research grant support should encompass all projects or part projects funded over the previous five year period by all sources of grants (not including the year of application), itemising the level of support for each year. Include project grants, program grants, scholarships etc. Exclude any projects which hold a current commitment (e.g. a three year project currently in its second year), to be itemised under 8.2.
- 12.2 Current grants:** Include details of all currently held grants, including those that have been awarded but have not yet commenced.
- 12.3 Requested grants:** Include THIS APPLICATION and all other grant requests relating to this program of research, as well as requests related to other research. Please provide full details of ALL funding from any source. Failure to disclose full information will result in the application being removed from any further consideration by ANZCA. If you apply to another funding agency after submitting this application, you must immediately notify ANZCA in writing.

13 Professional research personnel

Professional research personnel may include nurses, scientists, research assistants and the like. Full-time students, Fellows and trainees may not be included as professional research personnel.

Where appropriate, request for professional salaries should be in accordance with the official salary scales (such as NHMRC or nursing scales). Personnel should be names where known. Where the personnel are unknown the required salary should be determined on the basis of the appropriate scale. Requests for new senior research officer positions only must provide a curriculum vitae with the application. Include provision

for payroll tax, workers' compensation insurance, superannuation or other institutional legal liabilities. Nursing awards may also be appropriate for calculating salaries.

Add more rows to any of the tables in this section if necessary and repeat for each named professional research person.

14 Budget Items

The budget must be constructed in Australian dollars. The maximum amount available for the Douglas Joseph Professorship is **\$70,000**. The amount will be awarded in one year, but may be apportioned over more than one year. All items, listed in the space provided, are to be classified under these headings:

- 14.1 Personnel:** Applicants (who are all Fellows of ANZCA or FPM) and associate investigators may not receive salary from the Douglas Joseph Professorship. Requests for professional salaries including initial, promotion and renewal requests, should be in accordance with the official NHMRC or MRC designations and salary scales, or appropriate nursing awards. Include provision for payroll tax, workers' compensation insurance, superannuation or other institutional legal liabilities and on-costs. (see also section 7)
- 14.2 Equipment:** Equipment requests should not include the type of apparatus normally provided from institutional funds (such as equipment used in the normal course of patient care); requests should cover only those items individually costing over \$800, which are essential to the project. Where the cost of a specific item of equipment, plus related accessories, is in excess of \$10,000, a firm written quotation based on current prices, not incorporating any component for customs duty, must be submitted. Applicants should ensure that the institution is prepared to meet all service costs in relation to equipment awarded.
- 14.3 Maintenance:** Enter those items not included within other categories, i.e. such items as equipment costing less than \$800, consumables (under major headings), printed materials, microfilms, survey or field expenses and computing charges.
- 14.4 Other Items:** Include all other budget items here. ANZCA will consider requests for funding for computer programming, preparation and storage of data, but will not normally provide funds for the hire of computer time on a computer within the applicant's institution. Requests for funds for programming, preparation and data storage or the hire of external computer time must be fully justified. Funds for purchase of computer equipment and hire of computer personnel should be itemised under 'Equipment' and 'Personnel' respectively.
- 14.5 Justification of budget:** It is important to note that realistic budgetary details for the whole period are provided, as no supplementary requests will be granted. A genuine assessment is therefore required for funding of the grant. Amounts requested should reflect the real needs of the project.

15 Clearance requirements

The Research Committee strongly encourages investigators to apply for ethics committee approval for the initial project of the Douglas Joseph Professorship and submit the approvals to the College by **September 1**. If a grant is awarded, funding will not be released until all relevant clearances for the initial project have been received by ANZCA. ANZCA reserves the right to request full ethics committee submissions and correspondence as part of the granting process. In addition, ANZCA requires that clinical trials are pre-registered with the appropriate agency (e.g. NHMRC).

15.1 Research involving humans

- (i) Approval of the institutional ethics committee should be sought for ALL projects in humans. In the case of audit or routine testing, the ethics committee may not require a formal application, but will provide a covering letter that must be submitted to the College. Human research, in this context, includes research involving any human tissue, no matter what the source, and also includes research in which there is any intervention (physical or psychological) in the normal lives of humans. Projects supported by ANZCA are expected to conform with the general principles outlined in the NHMRC *National statement on ethical conduct in human research (2007) – updated 2018* (see NHMRC website).

- (ii) Under the various privacy laws, any form of experimentation involving humans (including epidemiological research) which uses personal information that is obtained from a national or state department or agency must be considered by a human institutional ethics committee (HREC).
- (iii) All projects involving the administration to humans of drugs, chemical agents or vaccines need to be considered by the relevant human research ethics committee (HREC) to assess the appropriateness of their use. Clearance by the HREC is not only required for projects involving the use of imported substances, but also for projects involving the experimental use of locally produced therapeutic substances. ANZCA funds will not be provided unless appropriate clearance for the use of such substances is given. In the case of multi-centred trials, approval must be obtained from the HREC of each institution involved. In the case of drugs that are not approved for use in Australia, New Zealand, Hong Kong, Malaysia and/or Singapore, approval of the appropriate authority must be obtained before funds can be released.
- (iv) The official letter or statement of approval from the ethics committee must be forwarded to ANZCA no later than September 1 each year, or before an invoice for funds is sent to the College.
- (v) ANZCA should have access, if required, to all information relating to ethical decisions arising from an application and the institutional response to the application. Provisional Clearances will not be accepted.
- (vi) Under item 15.4, please summarise all the ethical implications of your research program. Do not use more than one page. Include the issues of privacy, and male-female ratios, and the cultural implications of your research (i.e. as they relate to aboriginal populations). Please refer to the NHMRC *National statement on ethical conduct in human research 2007 (updated 2015)*. Note that it is not sufficient to state that “the NHMRC Statement on ethical conduct in human research will be observed”. The research plan must include sufficient detail to enable the project to be fully assessed with respect to ethical issues by an independent ethics committee.

15.2 Research involving animals

- (i) Projects supported by ANZCA are expected to conform with the provisions and general principles of the NHMRC *Australian code for the care and use of animals for scientific purposes 8th (Ed) 2013* or the New Zealand equivalent.
- (ii) ANZCA requires a statement from the relevant institutional animal experimentation ethics committee that any project involving animal experimentation has been reviewed and is approved by the committee as complying with the code of practice. It is the applicant’s responsibility to ensure that a copy of his or her project application is referred to the relevant institutional animal experimentation ethics committee; it also his or her responsibility to ensure that the completed approval form is forwarded to ANZCA, no later than September 1 each year, or before the invoice for funds is sent to ANZCA.
- (iii) ANZCA should have access, if required, to all information relating to ethical decisions arising from an application and the institutional response to that application. Please identify the institutional animal experimentation ethics committee to which the application has been or will be referred. Provisional clearances will not be accepted.
- (iv) Applicants whose projects involve inbred strains of animals must take action to confirm that the genetic authenticity of the colony has been checked at appropriate intervals.
- (v) Ideally the health status of animals should be known and the colony regularly monitored for pathogens which may influence results in the investigator’s particular area of research.

- (vi) Under item 15.5, please summarise all the ethical implications of your research program. Do not use more than one page. Include the issues related to the care and welfare of animals. Please refer to the NHMRC *Australian code for the care and use of animals for scientific purposes 8th (Ed) 2013*. Note that it is not sufficient to state that “the Australian code of practice for the care and use of animals for scientific purposes will be observed”. The research plan must include sufficient detail to enable the project to be fully assessed with respect to ethical issues by an independent animal ethics committee. Applications involving animals must contain adequate information to allow assessment of the ethical implications of experiments, particularly where significant pain and/or distress may be caused, where death is likely to occur, or where experiments in Category 4 are to be carried out.

15.3 Other clearances

- 15.3.1 Genetic manipulation of organisms:** Applicants whose projects involve organisms being genetically manipulated such that they fall under current Genetic Manipulation Advisory Committee (GMAC) guidelines, must seek clearance from their institutional biosafety committee (or equivalent) and arrange for one copy of the clearance to be forwarded to ANZCA prior to release of grant monies. It should be noted that GMAC continues to require its prior approval for applications which fall under Category A of the Small Scale Guidelines.
- 15.3.2 Use of carcinogenic or highly toxic chemicals:** Applicants whose projects involve the use and disposal of potent carcinogenic or other highly toxic chemicals are referred to the “NHMRC Guidelines for Laboratory Personnel working with Carcinogenic or Highly Toxic Chemicals”, copies of which can be obtained from the Publications Officer of the NHMRC. Such applicants must seek clearance to be forwarded to ANZCA prior to release of grant monies.

15.6 Conflict of interest

Applicants are NOT required to complete the questionnaire but rather are requested to read and understand the ANZCA Conflict of Interest Policy available at: <http://www.anzca.edu.au/documents/conflict-of-interest-policy.pdf> declare any conflicts, and state how such conflicts will be managed.

16 Progress report on current ANZCA grant(s)

A progress report and a copy of the summary from the application must be provided for each grant being supported by ANZCA at the time of preparing this application and which has listed, as one of the chief investigators, the applicant. A separate report form should be used for each progress report. It is understood that current projects may not relate to the project proposed in this application. Failure to submit all progress reports with each copy of this application may jeopardise its outcome. Note: progress reports are NOT required for grants commencing in the year of submission of the current proposal.

At the conclusion of support for each grant, an individual summary report must be submitted to ANZCA. The deadline for this report is 1 September of the year after the grant support has concluded. The applicant listed on Page 2 of this application who was listed as a chief investigator on any project that terminated in the December prior to submission of this application, MUST obtain copies of the terminating project’s summary report and append one to each copy of this application. Failure to comply with this request may jeopardise the outcome of this application.

17 Certification by chief investigators, head of department and of institution

The application is invalid without the signature of the chief investigator. Grants will only be considered for support if the head of department/head of research committee certifies that the facilities available are appropriate to meet the needs of the application (e.g. adequately staffed and equipped laboratories/workshops, secretarial assistance, library resources, research/maintenance support including equipment maintenance, animal housing facilities etc).

When applicants are not formally attached to institutions, they should indicate whether they have access to appropriate facilities to undertake the research proposed.

ANZCA accepts as the head of institutions: the registrars of universities, the directors of independent institutes, and the managers/secretaries or medical superintendents of hospitals.

The head of the institution should note that Statements of Compliance with the NHMRC *Australian code for the care and use of animals for scientific purposes 8th (Ed) 2013* and the NHMRC *National statement on ethical conduct in human research 2007 (updated 2018)* are required to be completed and submitted to ANZCA on request. The head of the institution is also required to certify that the institution has established administrative processes for assuring sound scientific practice in accordance with the *NHMRC Australian code for the responsible conduct of research*.

Checklist

Complete checklist and add to original application.