4 August 2016

SINGAPORE CANCER SOCIETY CANCER RESEARCH GRANT 2016

The Singapore Cancer Society (SCS) is a community based voluntary health organization dedicated to the mission of maximising life and minimising cancer through public education, screening, patient services, financial assistance, research and advocacy.

Since 1973, SCS has been supporting local cancer research projects across a wide spectrum of subjects. This is done to meet the objectives of improving the quality of life, quality of care and quality of treatment for cancer patients. The Society would also like to underscore the importance of the psychosocial aspects of cancer on the patients as well as their caregivers.

We are inviting grants proposals for projects in the following categories:

- Cancer prevention and screening (e.g. risk factors; nutrition & dietetics; development and evaluation of screening test; cost-effectiveness analysis of screening program)
- Psychosocial and spiritual aspects related to cancer (e.g. effects of cancer on patients, family members & caregivers; spirituality in cancer care; developing long-term solutions for cancer 'epidemic')
- Health communication (e.g. communication strategy to inform cancer patients and caregivers)
- Cancer survivorship (e.g. Cancer support programs, cancer rehabilitation)
- Palliative care (e.g. behavioral and psychological supportive care, symptom management)
- Health service program (e.g. identifying critical gaps in evaluating and improving quality of cancer care)
- Clinical research (e.g. medical/surgical/radiation oncology, clinical pharmacology)

The grant call aims at delivering holistic patient care and hence the invitation is open to all researchers from various cancer related health related disciplines, healthcare institutions and organizations in Singapore; from the public, private and voluntary sectors, which are involved in cancer care and/or research.

We would like to invite researchers in your institution to apply for these grants. Proposals will be reviewed by the SCS Cancer Research Grant Call 2016 Review Panel. Selection criteria for funding would be based on following -

1) Relevance of research topic to SCS
2) Aims and objectives of research study – Must be clearly stated.
3) Research rationale & philosophy – Researcher's reasons for conducting the study and explanation of its impact/benefit to the population. Literature review can be mentioned if necessary.
4) Research approach – Quantitative, qualitative or mixed study
5) Research strategy – Survey/ interviews/ case study/ sample study/ laboratory experiments for data collection
6) Profile of research team to complete the project – Principal investigator, the team and organizations involved to complete the project
7) Resources involved – Psychometric scales, specialised software's (SPSS etc.), equipment's, laboratories etc.
8) Research ethical considerations – Like use of consent form wherever required, debriefing for survey or sample study, maintaining confidentiality, ethical approval from any other organisation or bodies if required.
9) Describe how the results may impact the community and/or intent to publish
10) Research project timeline - Gantt chart for time management.

Overlapping funding for projects supported by other grants is not permitted.

The maximum amount of funding to be awarded this year may be up to $300,000. The grant call 2016 will open on **Monday, 22nd August 2016, 9.30AM.** Please submit both hard copies and soft copies (not exceeding 10MB) of the completed application documents to Singapore Cancer Society by **Friday, 2nd September 2016, 5.30PM.**

Attention: Huang Qing
Specialist, Research & Advocacy
Community Health
Singapore Cancer Society

Address: 15 Enggor Street
#04-01 Realty Centre
Singapore 079716

Contact: pe_research@singaporecancersociety.org.sg

Successful applicants will be notified by email. The results of grant call will also be published on SCS website in December 2016. We do expect successful applicants to update IRB review status within six months from the date of application.

Please do not hesitate to contact pe_research@singaporecancersociety.org.sg should you need further details or clarification.

Yours sincerely,

Dr Lim Siew Eng
Chairman
SCS Research Review Panel
Singapore Cancer Society

Athena Wang
Head of Strategic Development
Singapore Cancer Society

Enclosed: SCS Cancer Research Grant Application Package

APPLICATION COVER INFORMATION SHEET

Name of Applicant : _____

Designation : _____

Department/ Institution : _____

: _____

Name of HOD : _____

Previous Grant from SCS : Yes / No (Please circle accordingly)

If yes, please specify:_____

Research Project Title : _____

:_____

This research project is currently being funded by another grants from another institution/ organizations

: Yes/ No (Please circle accordingly)
(Please note that research projects with overlapping funding from other grants/funds will be excluded.)

Budget

a) Manpower S$ _____
b) Equipment S$ _____
c) Consumables S$ _____
d) Others (Please specify) S$ _____
Total amount required S$ _____

IRB Review Status

☐ Approved (Please attach IRB approval letter)
☐ Under review (Please specify date submitted_____)
☐ Not submitted

Project Duration: _____ years

Attach this completed form with the application

APPLICATION FORM

1) PERSONAL PARTICULARS OF APPLICANT / PRINCIPAL INVESTIGATOR

Name: _____

Designation: _____

Department: _____

Institute/ Address:

_____

_____

_____Postal Code: _____

Contact: _____(Office) _____(Mobile) _____(Fax)

Email Address: _____

Mailing Address (if different from above):

_____

_____Postal Code: _____

☐ I consent to allow Singapore Cancer Society ("SCS") to collect, use, disclose and/or process my personal data in order to process, administer, facilitate, maintain and/or manage my relationship with SCS as a member, volunteer, programme participant, beneficiary and/or donor ("Purpose"), including communications on SCS' activities, programs and services and donation requests; carrying out research, analysis and development activities for SCS' purposes; and making disclosures required by law or a competent authority. SCS may disclose my personal data to its third party service providers and/or agents, which may be sited outside of Singapore, for the above Purpose.

2A) PROPOSED RESEARCH PLAN

Title: _____

2B) CATEGORY OF PROPOSAL (please tick as appropriate):

- ☐ Cancer prevention and screening (e.g. risk factors; nutrition & dietetics; development and evaluation of screening test; cost-effectiveness analysis of screening program)
- ☐ Psychosocial and spiritual aspects related to cancer (e.g. effects of cancer on patients, family members & caregivers; spirituality in cancer care; developing long-term solutions for cancer 'epidemic')
- ☐ Health communication (e.g. communication strategy to inform cancer patients and caregivers)
- ☐ Cancer survivorship (e.g. Cancer support programs, cancer rehabilitation)
- ☐ Palliative care (e.g. behavioral and psychological supportive care, symptom management)
- ☐ Health service program (e.g. identifying critical gaps in evaluating and improving quality of cancer care)
- ☐ Clinical research (e.g. medical/surgical/radiation oncology, clinical pharmacology)

2C) CO-INVESTIGATORS / COLLABORATORS:

Name	Institution / Department
1.	
2.	
3.	
4.	

2D) PUBLICATIONS (List 5 relevant ones only)

_____

_____

_____

_____

_____

I declare that the information contained in this application is true to the best of my knowledge and understand that any wilfully suppressed information will deem the application ineligible.

_____ _____

Date Signature of Applicant

GUIDELINES FOR SUBMISSION OF APPLICATION

All applicants are required to submit a complete set of document. (Consisting of items 1 to 4 below)

1. Applicant (and Principal Investigator)

A brief curriculum vitae and a summary of past research experience, including relevant publications. Details of involvement in cancer control activities may also be stated. This should be limited to five pages.

2. Abstract of the Proposal

This should be limited to one page and should contain sufficient details for evaluation of the project.

3. Detailed description of the project (Max. 1500-2000 words excluding the abstract and references)

This should include:

i. A statement of objectives, the importance of this project with reference to what has already been done, justification as a worthwhile cancer research project
ii. Relevant background information from the literature with references – Literature review
iii. A research rationale, philosophy and methodology with short description of procedures and how the objectives may be achieved
iv. Research approach - quantitative, qualitative or mixed study
v. Research strategy – Survey/ case study/ sample study/ laboratory experiments for data collection
vi. Resources currently available and additional resources required - Psychometric scales, specialised software's (SPSS etc.), equipment's, laboratories etc.
vii. The feasibility of the project and duration of the study- Gantt chart for time management
viii. Milestones that are time-dependent and measurable to ensure the completion of study objectives
ix. A budget estimate with detailed breakdown of the amount for consumables, manpower and equipment and details of financial support already obtained from other sources. The manpower budget will be required to be detailed in level of qualification and compensation, number of month and number of pax.
x. Research ethical considerations – Like use of consent form wherever required, debriefing for survey or sample study, maintaining confidentiality, ethical approval from any other organisation or bodies if required.
xi. Describe how the results may impact the community and/or intent to publish

4. Support from Head and Institution

The project should have the support of the Head of Department and approval of the institution. This should be endorsed with a letter from the Head of Department and submitted together with the application.

All applications should reach Singapore Cancer Society by **Friday, 2nd September 2016, 5.30PM** unless otherwise indicated.

CONDITIONS OF USE OF CANCER RESEARCH GRANTS

1. The grant recipients as stated in the application will be the one responsible for complying with all conditions set out in this annex.

2. Grant Use.

Grant recipients must use the grants given for the specific research project as stated in the grant application. Unless written approval has been obtained from the SCS Research Panel, the research topic and content of the project must not be changed after the grant has been awarded. SCS reserves the right to request for the return of the grant if it does not approve the change of grant topic and content.

3. Grant Restriction.

Grants may not be used for purposes not stated in the project application such as attendance at conferences, travel, entertainment, etc. The grant may not be used, directly or indirectly to influence legislation or to support political campaigns or any other political activity; for religious proselytizing; for activities and services which discriminate. Grant recipients may not re-grant any part of this grant to another organization without prior approval of SCS.

Grant recipient certifies that it has not provided and will not provide *support or resources* to any individual or entity that advocates, plans, sponsors, engages in, or has engaged in terrorist activity; or to anyone who acts as an agent for such an individual or entity. *Support or resources* include currency or other financial instruments, financial services, lodging, training, safe houses, false documentation or identification, communication equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and any other services or physical assets. Any violation of this certification is grounds for immediate termination of this Agreement and return to SCS all funds advanced to grant recipients under it.

Grant recipients may use the Grant to purchase capital assets such as equipment provided (a) the capital assets are used exclusively for the research project during the research period; (b) the aggregate amount of the Grant used to purchase capital assets does not exceed 20% of the Grant.

The grant may not be used to pay any indirect costs. Indirect costs are defined as (a) overhead expenses incurred as a result of the research but that are not easily identifiable with the research; and (b) administrative expenses that are related to overall general operations and are shared among other projects and/or functions. Examples of indirect costs include, but are not limited, executive oversight, accounting, grants management, legal expenses, utilities, facility maintenance.

4. Reporting Requirements.

i. The grant recipients are responsible for submitting regular and timely (not longer than 6-monthly) progress reports of the research being carried out to keep the SCS Research Panel informed.

ii. The grant recipients will complete and submit a final report to the SCS Research Panel. The report must state the expenditure used for the project / research and outcomes of the research.

iii. Upon request by the Singapore Cancer Society, the grant recipient will submit write-ups of his/her research for the Singapore Cancer Society's use, either in newsletters or other publications.

vi. The grant recipients and/or co-workers may be required, where requested, to attend grant presentation ceremonies, give interviews to the press and magazines and make presentations of their research at conferences sponsored by the Singapore Cancer Society. Grant recipients may be requested to have minimum one training session or educational talk for SCS staffs or the public to share their research findings and outcomes.

5. Compliance.

Grant recipients will obtain all the necessary regulatory and governmental approval required to pursue the project; ensure that all agreements with subcontractors to which the recipient pay funds from the grant consistent with the terms and conditions of this Agreement. The grant may be used for human subjects research (including, but not limited to, the use of any human tissue samples or the conduct of human clinical trials), but grant recipient must have all appropriate approvals, assurances and certifications. For each site in which any part of the project is conducted, the grant recipients and subcontractors shall comply with all laws and regulations applicable to the conduct of the project.

6. Grant Recognition.

Due acknowledgements must be given to the Singapore Cancer Society as the grantor when publications of any sort are being made of the research project. (For example: "This research project has been made possible by a research grant from the Singapore Cancer Society.") The grant recipient should acknowledge that the Singapore Cancer Society is making the grant in furtherance of its charitable purposes, which include the objectives of ensuring that (a) the knowledge gained will be promptly and broadly disseminated to the scientific community worldwide, subject to a limited delay to seek intellectual protection; and (b) the intended product(s) could be made accessible (with respect to cost, quantity and applicability) to the people most in need in any countries in the world.

7. Grant Disbursement.

The grant approved will be disbursed in a number of instalments deemed suitable by the SCS Research Panel. Disbursement of each instalment is contingent upon the satisfactory evaluation by the SCS Research Panel of the progress report submitted. If the research is extended, disbursement will coincide with the revised date of progress report submitted.

8. Records Maintenance and Inspection.

The grant recipients must maintain records of project expenditure and must make the information available to SCS for inspection when required.

Note: SCS may conduct periodic and random audits of this grant and their financial reporting.

9. Dissolution Requirements.

In the event that the research project is discontinued- whether temporarily or permanently- it is the responsibility of the grant recipients to inform the SCS RC in writing, stating the reason(s). The unexpended or uncommitted portion of the research grant must also be returned to the Singapore Cancer Society.

10. Notice.

In the event that the research project requires an extension or variation to complete, the request must be made in writing to the Singapore Cancer Society, stating the reason(s). Singapore Cancer Society reserves the right to approve or reject the extension or variation.

Extension requests will be approved on a case-by-case basis and are allowed up to the lesser of:
1) Half of originally approved project duration
2) Up to a maximum of 1.5 years,

A revised timeline together with written letter of support from the head of department would be required in the submission of this request. Extension requests must be submitted to SCS for consideration at least 2 months before the expiry of the Term (or extended Term, if any). All submission out of time must be accompanied by an explanatory letter. The SCS reserves the right to reject any request that is out of time.

No additional research grants will be awarded for the extension. The balance of the research grant must be refunded to the Singapore Cancer Society. PIs may request for a waiver of refund if balance is less than $5.

PIs may request for fund reallocation within grant, without an increase in overall budget. The approval for such grant variation is subject to a cumulative amount not exceeding 20% of the total grant awarded for the Research.

11. Indemnification.

Grant recipients to indemnify, defend and hold harmless the Society or any of its council members, officers, employees, agents or subcontractors from and against any and all liability, loss and expense (including reasonable legal fees) on claims for injury or damages arising out of or resulting from, or that are alleged to arise out or result from, the actions or omissions by grant recipient or any of his officers, agents, employees, or subcontractors with respect to the project, except to the extent that any such liability, loss and/or expenses is the result of the Society's or any

of its council members, officers, employees, agents or subcontractors negligence or wilful misconduct.

12. All research grant recipients are reminded that the Singapore Cancer Society is sustained by public donations and as such, every effort must be made to use the fund prudently.

13. Governing Law.

This grant agreement and any doubt arising from it shall be governed by and interpreted in accordance with the laws of the Republic of Singapore.

14. Acknowledgment of funds.

Grant recipients must notify SCS within a week in writing or via email that funds have been received.

PROGRESS REPORT

A progress report should be submitted to the Singapore Cancer Society by the grant recipients on a 6-month/12-month (if projects are more than a year) interval until completion of research. Submission by the co-investigators (other than the grant recipient himself/herself) should bear the submitter's name at the end of the report.

Kindly furnish the following details in tabulated form as far as possible.

1. Applicant's Details
   i. Particulars including name, designation, department and institution
   ii. Project title and period of project (DD/MM/YY format)
   iii. Additional details such as the principal investigator and team members (please indicate if there are any additions and/or deletions)

2. Work Progress
   i. Original objectives of project
   ii. Any alterations or deviations from the original objectives (please state reasons)
   iii. Research done and findings made
   iv. How far the research has progressed in achieving the goals and whether critical milestones are complete
   v. Attach copies of presentations or publications arising from the research work

3. Status of Fund
   Please specify:

Amount allocated:	$
Amount spent:	$
Balance:	$ as at (date)

4. Additional Information/ Comments

_____

_____

_____

_____

_____

Please note that it is the onus of the grant recipients to submit the progress reports with/without reminders from **Singapore Cancer Society**.

FINAL REPORT

A final report should be submitted to the Singapore Cancer Society by the grant recipients not more than one month after the completion of the project, or its discontinuation, whichever is earlier. Submission by the co-investigators (other than the principal investigator himself/herself) should bear the submitter's name at the end of the report.

Kindly furnish the following details:

1. Applicant's Details
   i. Particulars including name, designation, department and institution
   ii. Project title and period of project (DD/MM/YY format)
   iii. Additional details such as the principal investigator and team members (please indicate if there are any additions and/or deletions)

2. Outcome of the Project
   i. Original objectives of project
   ii. Any alterations or deviations from the original objectives (please state reasons)
   iii. Research done and significant findings made
   iv. How far the research has progressed in achieving the goals and whether critical milestones are complete
   v. A summary of the final results and attach copies of presentations or publications arising from the research work.

3. Status of Fund

For each budget category, please specify:

Amount allocated	$
Amount spent	$
Balance	$ as at (date)

4. Additional Information/ Comments that you may wish to furnish

_____
_____
_____
_____
_____
_____

_____ _____

Signature of Principal Investigator Date of submission

Name:

Designation: