

GUIDELINES ON THE CANSA TYPE A RESEARCH FUNDING PROGRAMME



Research • Educate • Support

**CANCER ASSOCIATION OF SOUTH AFRICA
(CANSAs)**

Reg No 1932/003720/08
NPO No 000-524

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Background

CANSA's Purpose & Mission

Purpose: To lead the fight against cancer in South Africa

Mission: To be the preferred non-profit organisation that enables research, educates the public, and provides support to all people affected by cancer

CANSA Research has a long history of being one of the biggest funders of cancer research in South Africa. Through our funding programmes, we have had the privilege of supporting researchers who have been leaders in their respective fields. As part of our objective to have an impact on cancer control in South Africa, we have funded not only investigations into the genetics, biology, biochemistry, and treatment factors of cancer, but also public health research related to the distribution of the disease, health services, and policy which range across the cancer continuum of prevention, early detection, treatment, management palliative and end of life care.

What we Fund

1. The research fields covered by CANSA grants include those related to the control of cancer in South Africa
2. CANSA focuses on supporting research in the following areas*:
 - Epidemiology and determinants of the burden of cancer in South African populations and interventions to address these
 - Health-seeking behaviours and behavioural risk reduction to improve early detection and diagnosis of cancer and interventions to address barriers to early detection and diagnosis of cancer
 - Optimal patient care including clinical care, rehabilitation, and palliative care services
 - Health services and health systems strengthening, including research relating to pathways to cancer care
 - Health economics of cancer, including the economic burden of cancer and cost-effectiveness of interventions
 - Research relating to cancer biology/ biochemistry/molecular biology as these relate to risk reduction, early detection, and both definitive and supportive patient care

***CANSA does not usually fund projects related to novel drug development. However, in very exceptional circumstances, will consider well-developed drug-related projects for which strong preliminary scientific data can be demonstrated. Such projects should also be receiving significant financial support from other funding agencies or industries.**

Guidance on Applications

3. The CANSA Type A Research funding call will be published inviting interested researchers to submit a letter of interest (template Appendix A).
4. Each institution will normally be informed regarding the funding call which will be for applications to the Type A funding programme for the ensuing financial year.
5. Shortlisted applicants will then be invited to submit full research proposals/applications by June with the submission deadline being mid-September. Successful applicants will be notified in December of the same year.
6. The closing date for the receipt of letters of interest is 31 March and submission for invited research proposals will be the 15th of September of the year before the year for which a grant is required. **LATE APPLICATIONS WILL NOT BE CONSIDERED.**

Eligibility

7. Only applicants who are South African citizens or who have permanent residency will be funded. Proof of permanent residency must be provided.
8. Current CANSA Research Committee (RESCOM) members are not eligible to apply for CANSA Type A grants
9. Only one Type A application per applicant can be submitted per funding call for review
10. Only one Type A grant per applicant can be held at a time
11. Full-time employment of at least 80% of the principal investigator's time in South Africa is required and funding of the salaries of the principal investigator will not be permitted
12. An applicant must be an independent researcher preferably with a Ph.D. degree. Applications from clinical researchers holding an MBChB or equivalent degree, with evidence of leading research projects and first-authored publications in accredited peer-reviewed publications will also be considered.
13. In exceptional cases where the research project is considered innovative and to be of high impact, an application from a master's qualified researcher can be submitted by a supervisor/principal investigator who holds a Ph.D. and has the necessary credentials for supervising the research. The CV of the supervisor must be furnished.
14. CANSA has the right to support or reject applications it receives at its discretion.

Grant Conditions

15. Awards will only be made for research conducted in established institutions possessing the fundamental infrastructure necessary for the research to be carried out.

16. CANSA grants will only be released upon receipt of a duly completed contract with the applicant and the applicant's institution.
17. Normally the research will cover the three years for which the grant is awarded, and assurances will be required that this condition will be met. In certain circumstances, a grant may be held for less than three years, and the funding will be adjusted accordingly.
18. Grants are awarded for three years only. Grantees who wish their grants to be extended beyond this period must submit a fresh, re-motivated application for re-evaluation. Such projects must be of high impact and have shown exceptional progress with evidence of impact on cancer control. Grantees whose projects have been concluded or terminated after the specified period are not precluded from applying for support for other projects.
19. Evidence of impact and or engagement with the National Department of Health or other health agencies involved in influencing policy/practice/health services regarding cancer control in SA must be included in the final report.
20. Evidence of impact on cancer control may include inter alia:
 - a. prevention of priority cancers outlined by the National Department of Health
 - b. treatment of people living with cancer in public health facilities
 - c. support of the development of cancer control policies for priority cancers in SA
 - d. implementation of cancer control strategies/policies for priority cancers in SA
21. At least three peer-reviewed articles in **ISI-accredited journals** should be published on the topic of the research project. CANSA's support must be acknowledged and publications in their final form should appear no later than the 4th year after payment of the first instalment of the grant. The final 50% of the grant will be paid in December of the third year if the progress report and budget submitted in November of the same year are satisfactory and an outline of at least three peer-reviewed publications in which CANSA is acknowledged (published, under review, accepted in press) had been reported to CANSA. The final payment of the grant will be paid as soon as all these obligations are met.
22. **ACKNOWLEDGEMENT OF THE ASSISTANCE RECEIVED FROM CANSA MUST BE MADE BY GRANTEES IN ALL PUBLICATIONS.**
23. Annual progress reports for the duration of the grant are mandatory, and failure to comply will result in funding for the following year being withheld.
24. The reporting year for projects should be from 1 April to 31 March and 1 April to 30 September of successive calendar years.
25. Referees may be selected by CANSA for their special knowledge of the respective applicant's project. Members of the CANSA Research Committee (RESCOM) who are geographically suitably placed may visit grantees at opportune times to discuss and evaluate work in progress and provide feedback at Research Committee meetings. These visits may also take place virtually.
26. Grant recipients are expected to report on their projects at research conferences organised by CANSA.

27. For the tenure of a grant, recipients are required to be involved in CANSA research activities as requested. This includes but is not limited to providing expert opinions and review of funding applications to CANSA.
28. While funded, grant recipients may be approached to comment on CANSA's materials (e.g., CANSA fact sheets, campaign materials, etc) in their area of expertise.
29. Grantees will have to grant permission to CANSA to publish, as it sees fit, personal information as it appears on their curriculum vitae inclusive of information about their CANSA-funded research project on CANSA's website, www.cansa.org.za. This permission pertains only to information specifically relating to the research project for which funding is received from CANSA and not for any other purpose.
30. Transfer of grantee (principal investigator) to a different institution
 - a. Funding is usually made available through an institution (sponsor) to support the work of an investigator. If the grantee leaves an institution and moves to another institution and wishes to continue the work at the new institution, an application for transfer of the grant must be submitted for consideration by CANSA. The grant awarded to the original institution is ordinarily terminated.
 - b. If the principal investigator leaves an institution, and the project is discontinued, funding will cease unless a suitable principal investigator from the same institution can take over the project. This can only be done with the consent of the institution and CANSA.
31. A grant may be withdrawn at any time by CANSA if the work or conduct of the holder is considered unsatisfactory. This may be for any reason and would include breaches of accepted ethical conduct.
32. CANSA shall be notified of a grant's lapse within one calendar month. Any grantee suffering from an illness that is likely to be incapacitated for a lengthy period is required to inform CANSA without delay.
33. When a grant is awarded for a specific purpose, it shall be used for that purpose only.

Ethics

34. Research Ethics: The grantee agrees to maintain the highest ethical and safety standards when conducting research, particularly when human and animal subjects are involved. The highest standards of scientific integrity are expected. It is the responsibility of the grantee to comply with all relevant regulations, including those laid down by the institution concerned. Ethical approval from the institution in which the grant holder is located must be obtained before the commencement of research activities.

Funding Conditions

35. CANSA will fund projects to a maximum of R1,000,000.00 per annum for three years. This should constitute 75% of the total grant, and applicants are requested to approach their relevant institutions for the remaining 25% (the maximum annual amount granted for funding is R1 000 000 per applicant and is conditional on a contribution of at least **another** 25% per grant per annum for three years from the affiliated institution).

36. Grant funding may not be used for bursaries
37. CANSA grants will not be awarded to defray expenses incurred in the preparation of degree theses.
38. Amounts for the grants awarded will be paid to the institution in six monthly instalments. Instalments for the first year will be paid on 1 April and 1 December and then on 1 June and 1 December for the second and third years.
39. If a request for a carryover amount is less than R2 000 then motivation is not needed from the grantee. It will automatically be carried over.
40. Financial reports are required from the payee (usually the treasurer or other financial officer of the administering institution) as soon as possible after 1 June and 1 December of each year.
41. Institutions will be instructed to return all funds that are unspent 2 years after the end of the project. A comprehensive motivation for retaining the funds may be considered by CANSA.

Budget

42. CANSA grants may be used within the project for:
 - a) Research Assistants - Skilled and general laboratory or other research assistants/ fieldworkers
 - b) Consultants
 - c) Equipment including major or specialised (capital) equipment
 - d) Running expenses
 - e) Printing and/or publication expenses
 - f) Travel for conference presentation
 - g) Visiting collaborators
43. A comprehensive budget justification for each line item of the proposed budget must be submitted as part of a CANSA funding application.
44. Expenditure of funds within each category of the budget may be made at the discretion of the Principal Investigator.
45. Transfer of funds between categories may be made at the discretion of the Investigator provided that the total of all transfers between categories does not exceed 25% of the approved budget. If a transfer of funds between categories exceeds 25%, prior written permission must be obtained from CANSA
46. Indirect costs for the project are limited to and may not exceed 14% of the grant.

47. A maximum of 15% of the grant amount may be allocated to salaries. Flexibility around this salary percentage will be considered with written motivation.

Research Assistants

48. CANSA grants may be used to appoint research assistants, and these appointments should be made through the employing institutions. Only persons with appropriate qualifications and human resources to carry out the work should be considered. Funding for the following assistantships is permitted:

- a) Skilled laboratory or other assistants
- b) General laboratory or other assistants
- c) Social science assistants, social workers, nurses
- d) Clerical or administrative assistants
- e) Unskilled laboratory or other assistants must be included in the application form under "Running Expenses"

49. CANSA grants will not be awarded to defray expenses incurred in the preparation of degree theses.

50. Research assistants appointed under CANSA grants can only be employed to carry out work described in the application. Institutions to which the assistants are appointed will be required to provide assurances that this condition will be observed.

51. An application for an assistantship must be supported by a statement that fully qualifies the reasons for the employment and indicates the proposed salary.

52. Salaries must not exceed the scale of remuneration of personnel of similar status, qualifications, or experience employed on the staff of the institution to which the grantee is attached or at which the research will be carried out.

53. Details of the qualifications and experience of the appointed persons should be provided to CANSA together with assurances that salaries are appropriate.

54. Where possible, all appointments should be made temporarily until 31 March each year, which is the end of an annual reporting period. The personnel shall be employed according to the conditions of employment of the appointing institution, as indicated below.

55. Appointments shall be made by the institution according to the conditions attached to such appointments and should conform reasonably closely to similar staff appointments of the institution. That is concerning status, salary, and conditions of service. The appointment should also comply with South African labour legislation.

Equipment

56. All equipment purchased from CANSA grants will become the property of the institution.

57. Equipment must be ordered through the appropriate channels of the grant-administering institution.
58. The institution will be required to ensure and maintain the equipment.
59. When equipment is requested, applicants should demonstrate that the requested item(s) is critical to the success of the project and not available elsewhere within the institution.
60. The cost of ordered equipment may be charged against a grant before receipt of the equipment.
61. Major/specialised/capital equipment is considered an asset to the institution that depreciates over time and costs more than R20 000.

Running Expenses

62. An application may include requests for funding to cover running expenses, the appointment of unskilled assistants, and materials required to conduct the proposed research. Details must be provided.

Publications

63. CANSA grants for publications will be made only for publications in **peer-reviewed ISI-accredited journals**. Applications may be made for a grant towards the total or partial cost of a publication depending on the publication costs and at the discretion of the CANSA research department.
64. A limit of R40 000 per grant holder is placed on open-access journal publication costs and motivation is to be provided if the amount is to be exceeded.
65. The following funding statement is to be included in CANSA-supported ISI-accredited journal publications and other outputs: *This study was funded by the Cancer Association of South Africa (CANSA).*

Travel

66. Traveling internationally to conferences to give oral presentations or to present posters is allowed. An application for support (CANSA template) and abstract should be submitted to CANSA ahead of time. The maximum amount that can be applied is R20 000 per annum. The following conditions apply:
- a) The budget line item is to be incorporated within the total budget being applied to the project
 - b) The CANSA logo is to be used in presented materials and funding from CANSA should be acknowledged
 - c) A report (CANSA template) is to be submitted to CANSA within a month after the conference

Visiting Collaborators

67. Support for visits to overseas collaborators is permitted. CANSA will contribute 50% of the costs up to a maximum of R10 000 per annum for this purpose. The budget line item is to be incorporated within the total budget being applied for the project. The application (CANSA template) and abstract are to be submitted to CANSA ahead of time. The remainder of the funding is to be obtained from the institution or other sources. A report (CANSA template) is to be submitted within a month after the conference.

General

68. All information within or accompanying any document is regarded as confidential and will be treated as such in terms of the Protection of Personal Information Act No 14 of 2013.

69. Applicants will be required to disclose other funding support. Providing that funding is not for the same work, successfully obtaining support from other sources will not count against applicants.

70. The grant will be renewed annually (within the three-year grant cycle) if reports on the quality of the work are considered satisfactory. The holder of any CANSA grant, upon completion of the project, must submit a comprehensive final report. This should be received by CANSA no later than 30 June in the year succeeding the year for which the award was made. A financial statement and endorsement of the content of the report should be supplied by the host institution.

71. At the end of the grant period, any unused funds will revert to CANSA. However, funds may be carried over from one year to the next up to the last funding year. In such cases, a specific request detailing the amount to be carried over and motivation for use of unspent funds should be included in the progress report. Grantees are encouraged to spend the bulk of their funds within the year of award and CANSA reserves the right to refuse requests for carrying over. If the unused funds exceed R50 000, approval from CANSA's RESCOM is required. Funds under R50 000 with detailed motivation can be approved by the Head of Research.

72. Institutions will be instructed to return all funds that are unspent 2 years after the end of the project. A comprehensive motivation for retaining the funds may be considered by CANSA.

73. Transfer of grantee (principal investigator) to a different institution

- a) Funding is usually made available through an institution (sponsor) to support the work of an investigator. If the grantee leaves one institution and moves to another and wishes to continue work at the new institution, an application for transfer of the grant must be submitted for consideration by CANSA. The grant awarded to the original institution is ordinarily terminated.
- b) If the principal investigator leaves an institution, and the project is discontinued funding will cease unless a suitable principal investigator from the same institution

can take over the project. This can only be done with the consent of the institution and CANSA.

74. Institutions will assist CANSA by screening applications, reports, and inquiries and by using their administrative machinery for:

- c) Obtaining estimates for the cost of requested major equipment
- d) Purchase, marking, and control of all equipment purchased with the support of CANSA
- e) The appointment and control of research and/or assistants
- f) Maintaining accounting records of all funds received from CANSA and expended by the institution on behalf of the grantee

Appendix A

CANSA Type A Grant Funding Programme - Letter of Interest

Please note: All information within or accompanying this document is regarded as confidential and will be treated as such in terms of the Protection of Personal Information Act No 14 of 2013.

1 Project Title

2 Investigators:

Principal Investigator	Qualifications	Affiliation	Contact Details
Co-investigators			

***Note Character limits should be strictly adhered to**

3 Lay Summary [1050 characters]

4 Background and Rationale for the Study [1350 characters]

5 Preliminary data on the proposed project. This may include data from smaller related projects conducted to evaluate and/or demonstrate the feasibility and potential impact of the project¹. Preliminary data included may be a result of prior research conducted by the applicant or collaborators on this application². It may include quantitative or qualitative data². [550 characters]

6 Aims, Objectives, and Endpoints [550 characters]

7 Study Design and Timeline [1050 characters]

8 Budget [550 characters]

9 Anticipated Impact on Cancer Control in SA [1050 characters]

10 References

1. Winchester CL, Salji MJ, Kasivisvanathan V. Gathering preliminary data. *J Clin Urol.* 2017;10(6):568–72.

2. National Institute of Allergy & Infectious Diseases. Strengthen Your Application With Preliminary Research [Internet]. 2020. Available from: <https://www.niaid.nih.gov/grants-contracts/strengthen-your-application-preliminary-research>

Applicant CV/ Bio-sketch Template

1. Applicant's Full Name and Title:						
2. Correspondence Address:						
3. Tel (W):			E-mail:			
Cell:						
4. University / Institution / Hospital:						
Department / Section:						
5. Present Position:						
6. Date of Birth:	Y	M	D	Nationality	Male	Female
7. Identity Number:			South African residency status		If you are not an S.A. citizen, a copy of your residency permit is to be attached to this application	
			Permanent	Temporary		
8. Positions held during the past 10 years:			Institution:			Dates
9. Qualifications:			Where obtained:			Dates
10. Distinctions / Awards:						
11. Grants held in the last 5 years and role on the grant						

12. PUBLICATION RECORD:

- Number of peer-reviewed publications to date

- Number of peer-reviewed publications in the past 5 years

- Number of chapters in books to date

- Number of books to date

- Number of patents to date

Please list your most relevant publications (maximum of 5) related to the current proposal (title, authors, journal, date, volume, page numbers):

(Please do not exceed this space or attach extra lists)