

GUIDELINES ON THE CANSA LARGER-SCALE RESEARCH FUNDING STREAM



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

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Background

CANSA's Purpose & Mission

Purpose: CANSA's purpose is to lead South Africa towards a cancer-free world.

Mission: As a non-profit organisation fighting cancer, we enable research, educate the public and advocate for and support all people affected by cancer.

The CANSA Research Programme has a long history of being one of the largest funders of cancer research in South Africa. Through our funding streams, 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, 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 Africa and interventions to address these cancer burdens
 - 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, we will consider well-developed drug-related projects for which strong preliminary scientific data can be demonstrated. Such projects should also receive significant financial support from other funding agencies or industries.**

Guidance on Applications

3. The CANSA Larger-Scale Research Funding Stream call will be published annually in January, inviting interested researchers to submit a letter of interest.
4. The CANSA Larger-Scale Research Funding Stream funding call will be widely distributed across various research platforms.
5. Shortlisted applicants will then be invited to submit full research proposals by mid-June, with the submission deadline being mid-August. Successful applicants will be notified in December of the same year.
6. The closing date for the receipt of letters of interest is 30 April, and submission for invited research proposals will be mid-August of the year before the year for which a grant is required. **LATE APPLICATIONS WILL NOT BE CONSIDERED.**

Eligibility

7. Only lead applicants who are South African citizens or who have permanent residency will be funded. Proof of permanent residency should be provided with the application.
8. Current CANSA Research Committee (RESCOM) members are not eligible to apply for CANSA Larger-Scale Research Funding Stream grants.
9. Only one Larger-Scale Research Funding Stream application per applicant can be submitted per funding call.
10. Only one Larger-Scale Research Funding Stream grant per applicant can be held at a time.
11. The Principal Investigator must have a PhD or MBChB or relevant Allied Health Professional Degree with evidence of leading research projects and first-authored publications in accredited peer-reviewed publications.
12. In exceptional cases where the research project is considered innovative and to have high impact, an application from a master's qualified researcher can be submitted by a supervisor/Principal Investigator who holds a PhD and has the necessary credentials for supervising the research. The CV of the supervisor must be provided.
13. CANSA has the right to support or reject applications it receives at its discretion.

Grant Conditions

14. Awards will only be made for research conducted in accredited research institutions that have the required infrastructure for the research to be carried out.
15. CANSA grants will only be released upon receipt of a duly completed contract with the applicant and the applicant's institution.
16. An early career researcher is to be included in the team, and the early career researcher capacity-building component of the project is to be described.

17. Research grants will cover the four years for which the grant is awarded, and assurances will be required that this condition will be met. Funding will be paid over three years, but a no-cost extension for a fourth year will be considered upon demonstration of satisfactory progress.
18. In certain circumstances, a grant may be held for less than four years, and the funding will be adjusted accordingly.
19. Grants are awarded for four years only. Grantees who wish their grants to be extended beyond this period must submit a fresh, re-motivated application for review. 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.
20. 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 South Africa must be included in the final report.
21. 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 South Africa
 - d. Implementation of cancer control strategies/policies for priority cancers in South Africa
22. At least three peer-reviewed articles in ISI-accredited journals should be published on the topic of the research project funded by CANSA. 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, research objectives have been met, and an outline of at least three peer-reviewed publications in which CANSA is acknowledged (published, under review, accepted in press) has been reported to CANSA. The final payment of the grant will be made as soon as all the above obligations are met.
23. In addition to peer-reviewed publications, the research outcomes of the grant holder's study should be communicated to the public in an accessible language style through, for example, a policy brief, infographic or other dissemination outputs.
24. Six-monthly progress reports for the duration of the grant are mandatory, and failure to comply will result in funding for the following six-month period being withheld. Members of the CANSA RESCOM who are geographically suitably placed may meet grantees at opportune times to discuss and evaluate work in progress and provide feedback at RESCOM meetings. These meetings may also take place virtually.
25. The reporting year for projects should be from 1 April to 30 September and 1 October to 31 March of successive calendar years.
26. Referees may be selected by CANSA for their special knowledge of the respective applicant's project.
27. Grant recipients are expected to report on their projects at research conferences or meetings organised by CANSA.
28. 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 reviews of funding applications to CANSA.

29. 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.
30. 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.
31. 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 (Principal Investigator) leaves an institution, 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.
 - 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.
32. A grant may be withdrawn at any time by CANSA if the work or conduct of the grant holder is considered unsatisfactory and project objectives have not been met. This may be for any reason and would include breaches of accepted ethical and research conduct.
33. CANSA must be notified of a grant's lapse within one calendar month. Any grantee suffering from an illness that is likely to render them incapacitated for a lengthy period is required to inform CANSA within one month.
34. When a grant is awarded for a specific purpose, it shall be used for that purpose only.

Research Ethics

35. The grantee agrees to maintain the highest ethical and safety standards when conducting research when human and animal subjects are involved. 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 will only be released on receipt of ethics approval from the institutions at which the research is being conducted.

Funding Conditions

36. The maximum annual amount granted for funding is R1 000 000 per applicant and is conditional on a contribution of at least 25% (R250 000) per grant per annum for three years from the affiliated institution. A no-cost extension will be considered for a fourth year.
37. Grant funding may not be used for bursaries, including tuition fees.
38. CANSA grants will not be awarded to defray expenses incurred in the preparation of degree

theses.

39. 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.
40. If a request for a carryover amount is less than R5 000, a motivation is not required from the grantee. It will automatically be carried over.
41. Financial reports are required from the financial officer of the administering institution as soon as possible after 1 June and 1 December of each year.
42. Institutions will be instructed to return all funds that are unspent after the end of the project. A comprehensive motivation for retaining unspent funds may be considered by CANSA.

Budget

43. CANSA grants may be used within the project for:
 - a) Research Assistants - Skilled and general laboratory or other research assistants/ fieldworkers
 - b) Research 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
44. Funding of the salaries of the Principal Investigator will not be supported if full cost recovery is funded by the university or the province/government.
45. A comprehensive budget justification for each line item of the proposed budget must be submitted as part of a CANSA funding application.
46. Any deviation from the approved budget must be approved.
47. Indirect costs for the project are limited to and may not exceed 14% of the grant.
48. 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

49. 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 skills to carry out the work should be considered. Funding for the following assistantships is permitted:

- a) Skilled laboratory or other research assistants
- b) General laboratory or other research assistants
- c) Social science assistants, social workers, nurses, field workers
- d) Administrative assistants
- e) Other assistance with motivation

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. Appointments shall be made by the institution according to the conditions attached to such appointments and should conform 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.
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.

Equipment

55. All equipment purchased from CANSA grants will become the property of the institution.
56. Equipment must be ordered through the appropriate channels of the grant-administering institution.
57. The institution will be required to insure and maintain the equipment.
58. 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.
59. The cost of ordered equipment may be charged against a grant before receipt of the equipment.
60. Major/specialised/capital equipment is considered an asset to the institution that depreciates **over time** and costs more than R20 000.

Running Expenses

61. An application may include requests for funding to cover running expenses and materials required to conduct the proposed research. Details must be provided.

Publications

62. The use of CANSA grant funds for publications will only be allowed for publications in ISI-accredited journals.
63. 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.
64. 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

65. Travelling internationally to conferences to give oral presentations or to present posters is supported. An application for support (CANSA template) and abstract should be submitted to CANSA on acceptance of the abstract. The total amount that can be applied is R25 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
 - d) Only the person presenting the research at the conference is eligible for conference funding and is limited to one travel grant per year.

Visiting Research Collaborators

66. Support for visits from international research collaborators is permitted. CANSA will contribute 50% of the costs up to a maximum of R15 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) is to be submitted to CANSA on confirmation of the collaborator's visit. 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 collaborator's visit.

General

67. 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. 4 of 2013.
68. Grant 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.
69. The grant will be renewed annually (within the four-year grant cycle) if reports on research progress are considered satisfactory and research objectives have been met. Upon completion of the project, the holder of any CANSA grant must submit a comprehensive final progress 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.
70. At the end of the grant period, any unused funds will be returned to CANSA. However, funds may be carried over from one year to the next up to the last funding year. In such cases, the progress report should include a specific request detailing the amount to be carried over and a motivation for using unspent funds. Grantees are encouraged to spend the bulk of their funds within the year of the award, and CANSA reserves the right to refuse requests for carrying over of funds. If the unspent funds exceed R50 000, approval from CANSA's RESCOM is required. Funds under R50 000 with detailed motivation can be approved by the CANSA Head of Research.
71. Institutions will be instructed to return all funds that are unspent after the end of the project. A comprehensive motivation for retaining the unspent funds may be considered by CANSA.
72. Institutions will assist CANSA by screening grant applications, reports, and inquiries and by using their administrative resources for:
 - a) Review and support of the full grant application
 - b) Obtaining estimates for the cost of requested major equipment
 - c) Purchase and control of all equipment purchased with the support of CANSA
 - d) The appointment of research staff
 - e) Maintaining accounting records of all funds received from CANSA and expended by the institution on behalf of the grantee.