

REGULATIONS GOVERNING THE AWARD OF CANCER RESEARCH GRANTS



Research • Educate • Support

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

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

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The Cancer Association of South Africa is hereinafter referred to as the *Association* or *CANSA*.

1. 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

2. The research fields covered by CANSA grants include those related to the understanding of cancer.
3. CANSA provides assistance to cancer research workers in the form of project grants for:
 - Skilled and general laboratory or other assistants
 - Consultants
 - Major or specialised equipment
 - Running expenses
 - Printing and/or publication expenses
4. Only applicants who are South African citizens or who have permanent residency will be funded. Proof of permanent residency must be provided.
5. Current CANSA Research Committee (RESCOM) members are not eligible to apply for CANSA Type A grants
6. Only one Type A application per applicant can be submitted per annum for review
7. Only one Type A grant per applicant can be held at a time
8. CANSA does not finance scientific research aimed at developing new anti-cancer medicines. However the organization will consider funding work on licensed anti-cancer medicines, particularly when the research addresses issues that are unique to a South African context. CANSA focuses on supporting research in the following areas:
 - a) Epidemiology and determinants of the burden of cancer in South African populations
 - b) Health seeking behaviours and early detection and diagnosis of cancer
 - c) Health promotion and risk reduction of cancer, with a particular focus on behavioural risk reduction
 - d) Optimal patient care including rehabilitation and palliative care services

- e) Other health services and health system research relating to the above categories
 - f) Health economics of cancer, including economic burden of cancer and its risk factors, and cost effectiveness research
 - g) Research relating to cancer biology/biochemistry/molecular biology as these relate to early detection, risk reduction and patient care
9. Any preliminary data that applicants have published on the topic of their application should be included and/or referenced in their application.
10. The closing date for the receipt of applications is 31 May of the year prior to the year for which a grant is required. **LATE APPLICATIONS WILL NOT BE CONSIDERED.**
11. The maximum amount to apply for funding is currently R400 000 per applicant p.a. CANSA will fund 75% of the grant awarded. Applicants are requested to approach their relevant Institutions for augmentation of the remaining 25% for a period of 3 years.
12. Applicants will be required to disclose other funding support however, success in obtaining other sources of funding for other or related projects will not count against applicants when applying for a CANSA grant.
13. 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 with a view to discussing and evaluating work in progress and to provide feedback at Research Committee meetings.
14. Normally the research will cover the three years for which the grant is awarded and assurances will be required that this condition will be observed. In certain circumstances a grant may be held for less than three years, with the amount of the grant being adjusted accordingly.
15. At least one peer reviewed publication in an ISI-accredited journal on the project is to be made not later than the 4th year after receiving the first payment in terms of the grant. Copies of the manuscripts (or reprints) of such publication(s) must be sent to CANSA timeously. The final 50% of the funding for the 3rd year will be paid in March of the third year if the final progress report and budget are satisfactory and one peer-reviewed publication is sent to CANSA as a finished product or as a manuscript sent to a recognised scientific journal with proof that it has been accepted for publication. Once this has been done, the final 50% instalment will be paid. The final payment can even be as early as 1 October of year 3 if there is an early publication and the budget is in order.

16. Final instalments will be withheld for a maximum of two years after completion of the project. The final instalment will be lost to the researcher if a publication is not received after 2 years of completion of the project.
17. Annually a financial award will be given for each successful publication of project findings that acknowledges CANSA funding in an ISI-accredited journal..
18. Applicants are expected to provide a GANTT chart that's congruent with their requested budget and motivation.
19. Potential risks to projects that are likely to impact on progress must be categorised as low, medium, high and the intended remedial action for each of risks discussed.
20. Grants are awarded for a three year period only. Grantees who wish their grants to be extended beyond this period must submit a fresh, re-motivated application for re-evaluation by the CANSA Research Committee. Such projects must be of high impact and have shown exceptional development. Grantees whose projects have been concluded or terminated after the specified period are not precluded from applying for support for other projects. However, grantees cannot receive more than one CANSA grant concurrently.
21. 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.
22. No cost extensions may be considered upon request and with appropriate justification.
23. Grant recipients are expected to report on their projects at CANSA research conferences when such opportunities arise.
24. For the duration of their grant, grant recipients are required to become involved in CANSA research activities as requested, including but not limited to peer reviewing new funding applications for CANSA in their field of expertise.
25. For the duration of their grant, grant recipients can be approached (where appropriate) to comment on CANSA's materials (eg fact sheets, campaign materials etc) in their area of expertise.
26. Awards will only be made for research which will be conducted in established Institutions possessing the fundamental apparatus and facilities necessary for research of the nature proposed.
27. Traveling internationally to conferences to give an oral presentation or to show a poster is allowed. The application (CANSA template) and abstract are to be submitted to CANSA ahead of time. The maximum amount that can be applied

for is R20 000 p.a. The budget line item is to be incorporated within the total budget being applied for on the project. The rest of the funding is to be obtained from the Institution or from other sources. A report (CANSAs template) is to be submitted to CANSAs within a month after the conference.

28. Visiting overseas collaborators is allowed. CANSAs will allow 50% of the costs with a maximum amount of R10 000 p.a. for this purpose. The budget line item is to be incorporated within the total budget being applied for on the project. The application (CANSAs template) and abstract are to be submitted to CANSAs ahead of time. The rest of the funding is to be obtained from the Institution or from other sources. A report (CANSAs template) is to be submitted within a month after the conference.
29. An applicant must be an independent researcher preferably with a Ph.D. Applicants from clinical researchers holding a M.B.Ch.B supported by peer-reviewed publications will also be considered.
30. In exceptional cases where the research project is considered innovative and to be of high impact, an application from a M.Sc. 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.
31. CANSAs has the right to consider and support or reject at its own discretion, applications received by it.
32. CANSAs grants will only be released upon receipt of duly completed acceptance of grant conditions through the head of the applicant's Institution.
33. Transfer of grantee (Principal Investigator) to a different Institution
 - a) Grants are usually made through an Institution (sponsor) in support of the work of an investigator. If the grantee leaves an Institution and moves to another, and wishes to continue his work at the new Institution, an application for transfer to this effect must be submitted for consideration by RESCOM. The grant through the original Institution is ordinarily terminated.
 - b) Where the Principal Investigator leaves the department, with no further indication of project continuity, the project and grant will cease, unless a suitable Principal Investigator from the same Institution can take over the project with the consent of the Head of the Department and CANSAs.
34. Institutional overhead costs for the project are limited to and may not exceed 14% of the indirect costs of the grant.
35. Each Institution will normally be informed by 31 March each year regarding funds which will be made available for the ensuing financial year.

36. Amounts for the grants-in-aid or awards will be paid to the Institution in six monthly instalments on 1 April and 1 October of each year.
37. The year regarding all awards shall be considered to be 1 April to 31 March.
38. At the end of the grant period, any unused funds will revert back to CANSA. Funds may be carried over from one year to the next up to the last funding year. However, a specific request detailing the amount to be carried over should be included in the Continuation Proposal. Grantees are however encouraged to spend the bulk of their funds within the year of award as CANSA still reserves the right to refuse carry over requests. If the unused funds are more than R50 000, approval from RESCOM must be given.
39. Where a continuation grant has been approved, unexpended funds should not be refunded as such amounts will automatically be deducted from the first quarterly payment in respect of the following year's grant.
40. Institutions will be instructed to return all unspent funds resulting after 2 years after the expiry of the project, back to CANSA unless a comprehensive motivation for using the funds is sent to and accepted by RESCOM.
41. Financial Reports:
- a) Financial reports are required from the payee (usually the treasurer or other financial officer of the administering Institution) as soon as possible after 31 March of each year.
 - b) The cost of equipment ordered, however, may be charged against it even though the equipment is not actually received until after the end of the grant period.
 - c) Petty cash funds may not be established by advances from grant funds, nor may the grantee hold petty cash funds
42. Institutions will assist the Association by screening applications, reports and enquiries and by using their administrative machinery for:
- i) Obtaining estimates for the cost of major specialised equipment applied for
 - ii) Purchase, marking and control of all equipment provided by the Association
 - iii) The appointment and control of research and/or assistants
 - iv) Maintaining separate accounting records in respect of all funds received and expended for each grant-in-aid made to an officer of the Institution by the Association
43. Expenditure of funds within each category of the budget may be made at the discretion of the Investigator.

44. 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.
45. The grant may be renewed, on application, if reports received on the quality of the work are considered satisfactory. The holder of any CANSA grant, upon completion of the project, must submit to CANSA not later than 30 June in the year succeeding the year for which the award was made, a comprehensive typewritten final report, on the work completed, together with a statement by his sponsor supporting or commenting on the above report.
46. A grant may, at any time, be withdrawn by the Association if the work or conduct of the holder is considered unsatisfactory for any reason or breaches the code of ethics.
47. The Association shall be notified of a lapse of a grant within one calendar month, and any grantee suffering from illness likely to be incapacitating for any lengthy period from carrying on research, is required to inform CANSA without undue delay.
48. When a grant is awarded for a specific purpose, it shall be used for that purpose only. If the holder desires to change the research subject, an early new application is warranted.
49. CANSA grants for cancer research assistants, to assist in specific projects, will be made through the employing Institutions only to persons of proven research standing who have adequate time for research and who need technical or specialised help to carry out their research. The assistantships provided for research grants are:
 - Skilled laboratory or other assistants
 - General laboratory or other assistants
 - Unskilled laboratory or other assistants must be included in the application form under "Running Expenses"
50. An application for an assistantship must be supported by a full statement qualifying reasons for the employment of a research assistant and indicating the proposed salary.
51. Salaries must not exceed the scale of remuneration of personnel of similar status, qualifications or experience employed on the staff of the research institution to which the grantee and/or his assistants are attached or at which the research will be carried out.
52. Research assistants (including laboratory assistants, social science assistants, social workers, nurses and clerical or administrative assistants) appointed under

CANSA grants can only be employed for the particular work detailed in the application. The institutions at which assistantships are held will be asked to provide assurances that this condition will be observed.

53. The Institutions at which such grants are held will provide details of the qualifications and experience of the persons appointed and give assurances that they are appropriate to the salaries approved.
54. Where possible, all appointments will be made on a temporary basis until 31 March each year i.e. end of reporting period for grant. The personnel shall be employed under the conditions of employment of that particular Institution, as indicated below.
55. All appointments made in terms of grants, shall be made by the Institution on behalf of the officer to whom a grant has been made for this purpose, and the conditions attached to such appointments shall conform reasonably closely to similar appointments on the staff of the Institution as regards status, salary and conditions of service, in line with South African labour legislation.
56. All equipment purchased from CANSA grants will become the property of the Institution.
57. Equipment must be ordered through the administrative channels of the Institution, which is administering the grant.
58. The Institution will be required to insure and maintain the equipment.
59. The application may include an item for running expenses for unskilled laboratory and other assistants and materials required for the conduct of the proposed research project. Details must be given.
60. Financial support for publication of the results of all types of research which fall within the Association's scope will receive consideration, whether or not these results have been achieved through CANSA assistance. The Association may also support publication of monographs in suitable form.
61. Application may be made for a grant towards the total or partial cost of publication.
62. CANSA grants for publications will be made only for publication in peer-reviewed ISI-accredited scientific journals. The Association will make grants-in-aid of publication of abstracts only if their contents have been approved by CANSA.
63. CANSA grants will not be awarded to defray expenses incurred in the preparation of degree theses.

64. In considering the provision of support for publication, CANSA will be guided chiefly by:

- a) The scientific value of the proposed publication
- b) The originality or previous inaccessibility to South African research workers to the subject
- c) Conciseness and accuracy of expression

65. ACKNOWLEDGEMENT OF THE ASSISTANCE RECEIVED FROM THE CANCER ASSOCIATION MUST BE MADE IN ALL PUBLICATIONS BY GRANTEES.

66. A comprehensive budget justification for each line item on the proposed budget including personnel costs must be submitted as part of all applications to CANSA for funding. With regards to equipment it must be demonstrated that the equipment is critical to the work of the project and not available elsewhere within the university.

67. Research Ethics:

The grantee agrees to maintain the highest ethical and safety standards when conducting research, particularly when human and animal subjects are involved and to maintain scientific standards with highest integrity. However, it remains the sole responsibility of the grantee to comply with all relevant regulations in this respect, including those laid down by the Institution concerned.