

LEUKAEMIA FOUNDATION

GRANT-IN-AID 2012

Invited Full Application



Instructions to Applicants

Essential Requirements for Applicants

Please carefully follow the guidelines below when preparing your Grant-in-Aid application. Please prepare your document using 10 point type or larger on A4 paper, preferably using MSWord.

A. Application form

Please download the application form from our website and save using the format **2012GIAapplicantsurname_app.doc**

Please fill out **ALL** sections of the Grant-in-Aid application form.

Please ensure that for each **Chief Investigator** the following details are correctly supplied: name, title, appointment, qualifications, address and contact details, percentage of time to be devoted to this project, signed consent form.

Please ensure that for each **Associate Investigator** the following details are correctly supplied: name, title, address and contact details, and signed consent form.

Please note that it is a prerequisite for funding consideration that applicants **fully disclose** information on other grants in preparation, submitted or funded, including duplicate applications to alternate granting bodies.

The following items should be prepared as described then inserted in the application form as appropriate:

1. **Lay description** (maximum 100 words, in language that a Year 10 student could understand, please avoid the use of highly technical terms)
2. **One page synopsis** of the project, clearly stating the aims and key objectives, specific hypotheses and potential significance to people with leukaemia, lymphoma, myeloma or related blood disorders.
3. **Background and research plan** (maximum six A4 pages, 10 point). Do not include references here.
4. **References** (maximum of two A4 pages).

5. **Budget:**
 - (a) Detailed budget
 - (b) Justification of budget
6. **Publications of the Chief Investigators** over the last six years. Please mark the six most relevant with an asterisk.
7. **Summary of grant support from all sources:**
 - (a) Past support (previous six years)
 - (b) Current support
 - (c) Requested for next year.

B. Clearances from institutional committees

It is a prerequisite for funding consideration that applicants fully disclose the need for clearances from institutional committees. Please ensure this is indicated on the application form as appropriate.

Please submit in PDF format the following clearances as appropriate to your application. These should be submitted with your application. Please save using the format **2012GIAapplicantsurname_ethics.pdf**:

- (a) Human Ethics - One copy of the final institutional Ethics Committee clearance form concerning research involving humans is required. This must be attached to the original application form.
- (b) Animal Ethics - One copy of the final institutional Ethics Committee clearance form concerning research involving animals is required. This must be attached to the original application form.
- (c) Bio-safety (recombinant DNA and/or carcinogenic/toxic chemicals and/or radiation). Where appropriate, a statement describing the biohazard implications of the project must be included in the grant application. Where the proposed research entails the use of recombinant DNA, or radiation, or radioactive isotopes, or carcinogenic materials, or any other potentially hazardous materials, one copy each of the appropriate clearances from the relevant institutional committee must be provided with the application.

If original clearances cannot be provided with the application, they must be provided before funding of successful applications can commence.

NO PROVISIONAL CLEARANCES WILL BE ACCEPTED.

C. Certification by Investigators, Head of Department and Head of Institution

Please ensure the certification form is completed by Chief Investigator, Head of Department and Head of Institution. If there is more than 1 Chief Investigator, please copy and paste the signature box. This form is found at the back of the application form. This form is found at the back of the application form.

Please submit in PDF format. This should be submitted with your application. Please save using the format **2012GIAapplicant surname_cert.pdf**

D. Submitting your application*

All applications should be sent electronically to:

grants@leukaemia.org.au

using "2012GIAapplicant surname" in the email subject line.

****Please submit section A as a word document and sections B and C in PDF format***

REMEMBER TO SEND ALL COMPONENTS

AND

Please post one (1) hard copy original with signatures and all documents requested to -

General Manager – Vision
Leukaemia Foundation
National Research Program
PO Box 2126
Windsor, QLD 4030

For further information please email:

Jacinta Ridge

jridge@leukaemia.org.au