BUILDING CONNECTIVITY
PROJECT SEED FUNDING
2019
Contents

1. BUILDING CONNECTIVITY: PROJECT SEED FUNDING GUIDELINES 2019 .......................................................... 3
   1.1 Background ................................................................................................................................................. 3
   1.2 Building Connectivity program .................................................................................................................... 3
   1.3 Progress to date .......................................................................................................................................... 3
2. PROJECT SEED FUNDING INITIATIVE ........................................................................................................... 4
   2.1 Application Process and Project Endorsement ............................................................................................. 4
   2.2 Project seed funding application and outcome process flowchart ......................................................... 6
   2.3 Governance .............................................................................................................................................. 7
   2.4 Key dates .................................................................................................................................................... 7
3. ELIGIBILITY AND SELECTION CRITERIA FOR PROJECT SEED FUNDING 2019 ................................................. 9
   3.1 Who can apply ............................................................................................................................................. 9
   3.2 Working group point of contact ................................................................................................................. 9
   3.3 Eligibility Criteria ...................................................................................................................................... 9
   3.4 Selection Criteria ....................................................................................................................................... 10
   3.5 Exclusion Criteria ..................................................................................................................................... 10
4. CONDITIONS OF FUNDING & REPORTING REQUIREMENTS ............................................................................... 11
   4.1 Payment Terms and Regulations ................................................................................................................ 11
   4.2 Further information ................................................................................................................................. 11
5. APPENDIX 1: FOCUS AREAS AND EXPLANATORY NOTES ............................................................................. 12
6. APPENDIX 2: KEY RESOURCE .................................................................................................................... 14
7. APPENDIX 3: EXPRESSION OF INTEREST FORM .......................................................................................... 15
1. BUILDING CONNECTIVITY: PROJECT SEED FUNDING GUIDELINES 2019

1.1 Background

The Victorian Comprehensive Cancer Centre (VCCC) is a powerful alliance of 10 leading research, clinical and academic institutions with a shared commitment to saving lives through the integration of cancer research, education and patient care.

The VCCC’s multi-site, multi-disciplinary model brings together the complementary strengths of Peter MacCallum Cancer Centre, Melbourne Health (including The Royal Melbourne Hospital), The University of Melbourne, The Walter and Eliza Hall Institute of Medical Research, The Royal Women’s Hospital, The Royal Children’s Hospital, Western Health, St Vincent’s Hospital Melbourne (including St Vincent’s Institute), Austin Health (including the Olivia Newton John Cancer Research Institute and Austin Lifesciences) and Murdoch Children’s Research Institute. The alliance also integrates patient and carer perspectives through formal consumer consultation processes.

VCCC’s Strategic Research Plan (SRP) is supported by significant investment from the Victorian State Government. It maps a structured approach to tackling some of the big challenges in cancer with the aim of delivering long-lasting benefits.

1.2 Building Connectivity program

Building Connectivity is one of the 19 programs under the VCCC Strategic Research Plan (SRP). The key goals of the program as articulated within the SRP are:

- To build connectivity and networks that reduce organisational boundaries to enable system-level collaboration
- To build the internal intellectual capital and processes to enable effective connections between organisations, disciplines and research specialities.

During the SRP consultation and development period, Psycho-oncology, Patient Reported Outcomes and Patient Experience, and Palliative Care were identified as priority areas in which to bolster research, clinical care and education excellence as a basis for accelerating the discovery, dissemination and adoption of better ways to support people affected by cancer. The Building Connectivity program therefore endeavours to enable and support meaningful connections in these priority areas, through the establishment of collaborative working groups and project initiatives to meet the goals of the program.

1.3 Progress to date

Over the past year, the groups have been working together to identify key service and translational research gaps and opportunities in the field and gain consensus on potential future collaborative work. Each group conducted a needs analysis in varying forms to support this process, e.g. Psycho-Oncology utilised a modified Delphi.

A supportive seed funding initiative has been identified as a method to contribute designated resource to accelerate the growth of innovative and collaborative projects in priority areas.
2. PROJECT SEED FUNDING INITIATIVE

The aim of the seed funding initiative is to extend the work of the VCCC and accelerate the growth of innovative and collaborative projects.

Submitted projects must fall within one or more of the three identified priority areas below and adhere to the identified focus areas of the working group: (see appendix 1 for more detail)

Psycho-oncology

- Address identified critical service gaps and translational research needs that focus on how the latest research in psycho-oncology can be more quickly translated in routine clinical practice.
- Identified areas include:
  - Service gaps: A formal and systematic screening system for services, psychosocial support for family and carers and attitudes and knowledge of psycho-oncology (from Executive level, colleagues/health professionals and patients)
  - Translational research needs: Communication between multiple services and stakeholders, stakeholder engagement and education and issues that impact specific groups

Patient Reported Outcomes and Patient Experience

- Address identified research priority areas to drive rigorous research that will guide evidence-based best practice.
- Identified areas include:
  - Reaching and understanding specific populations (including disadvantaged groups, families and carers)
  - The collection and utilisation of PROs and PE (understand and gain consensus on the process and methods of collection and ensuring this is aligned with patient preference)

Palliative Care

- Drive best practice palliative care education through consolidation and resource sharing amongst the VCCC partner organisations
- Identified areas include:
  - Communication skills training
  - Development of curricula and teaching resources

Projects will be awarded based on:

- The project application criteria
- Potential for significant collaborative gain or capacity building through working together
- Individual merit of project

The total pool of funds available under the Building Connectivity project seed funding initiative 2019 is $180,000, with a maximum of $60,000 for any one project.

2.1 Application Process and Project Endorsement

Applicants must contact and discuss proposed EOIs with the respective working group Chair to gain an understanding of the groups priorities.
To be considered for funding, applicants must complete and submit an Expression of Interest (EOI) form. All EOIs must be received by Mari Shibaoka (Program Manager) via email by 5.00pm on Sunday 05 May 2019.

The EOIs will then be forwarded to the relevant working group, and the working groups/chairs will then rank all submitted EOIs based on how well the EOIs align with the working groups focus areas. All submitted EOIs and their rank will then be provided to the independent evaluation panel for review.

An independent evaluation panel, consisting of the Chair of the Building Connectivity steering group, non-alliance experts in supportive care and a consumer, will review the submitted EOIs based on both the rank provided from the working group, as well as, against the eligibility and selection criteria (provided in section 3) to identify successful projects. The panel will make a recommendation on which projects to fund which will be presented to the VCCC Executive Director for final endorsement.

VCCC staff will be available to work with successful EOI applicants to help finalise contracts prior to disbursement of funds May/June 2019. Refer to the following sections for a detailed breakdown of the process and timelines.
2.2 Project seed funding application and outcome process flowchart

Step 1. Project team prepare and submit EOI based on working group focus area, eligibility and selection criteria

Step 2. Working group rank EOIs based on alignment with working group focus areas and submit this information to independent evaluation panel

Step 3. Independent evaluation panel reviews EOIs based on rank from working group, eligibility and selection criteria

- Unsuccessful – does not meet threshold for selection

- EOI successful – proceeds to Step 3

Step 4. Evaluation Panel select successful EOIs and makes recommendation to VCCC Executive Director

Step 5. VCCC Executive Director reviews and endorses successful projects

Project team in conjunction with VCCC finalise contracts and reporting timelines.
2.3 Governance

All EOI s submitted will be included under Building Connectivity’s governance model, which reports to both the VCCC Cancer Education and Training Advisory Committee (CETAC) and VCCC Cancer Research Advisory Committee (CRAC).

A Working Group member is required to be identified as either a Project Sponsor or Project Lead.

2.4 Key dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for Expressions of Interest (EOI) opened</td>
<td>Wednesday 10 April 2019</td>
</tr>
<tr>
<td>Call for EOI closed and EOI s submitted to Mari Shibaoka, Program Manager</td>
<td>COB Sunday 05 May 2019</td>
</tr>
<tr>
<td>Respective Working Group and Chair to review and rank EOI s for submission to independent evaluation panel</td>
<td>Monday 13 May 2019</td>
</tr>
<tr>
<td>EOI s shortlisted by independent evaluation panel</td>
<td>Wednesday 22 May 2019</td>
</tr>
<tr>
<td>Successful projects endorsed by Grant McArthur, VCCC Executive Director</td>
<td>COB Monday 27 May 2019</td>
</tr>
<tr>
<td>Successful applicants informed, and contracts sent</td>
<td>Week commencing Monday 27 May 2019</td>
</tr>
<tr>
<td>Funded projects announced</td>
<td>Week commencing Monday 27 May 2019</td>
</tr>
<tr>
<td>Projects commenced</td>
<td>Monday 03 June 2019</td>
</tr>
<tr>
<td>Projects completed and evaluated</td>
<td>Monday 25 May 2020</td>
</tr>
</tbody>
</table>
3. ELIGIBILITY AND SELECTION CRITERIA FOR PROJECT SEED FUNDING 2019

All project applications will be assessed for merit and evaluated against the selection criteria outlined below.

3.1 Who can apply

- The project seed funding is open to any person/s employed by a VCCC organisation whose work is aligned to the three working groups identified under the VCCC Building Connectivity Program, i.e. palliative care, psycho-oncology and patient reported outcomes and patient experience.
- All interested applicants must contact and discuss proposed EOIs with the respective working group Chair to gain an understanding of the groups priorities.

3.2 Working group point of contact

Applicants are required to contact one of the listed contacts relevant to the priority area their EOI focuses on.

<table>
<thead>
<tr>
<th>Area</th>
<th>Chair/s</th>
<th>Contact details (email/phone)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psycho-Oncology</td>
<td>Sophy Athan – Chair, Cancer Consumer Advisory Committee</td>
<td>Sophy Athan – 0419 528 934 <a href="mailto:sophy_euroforcemusic@bigpond.com">sophy_euroforcemusic@bigpond.com</a> Carlene Wilson - 03 9496 9967 <a href="mailto:Carlene.WILSON@austin.org.au">Carlene.WILSON@austin.org.au</a></td>
</tr>
<tr>
<td></td>
<td>Carlene Wilson - Professor of Psycho-oncology, Olivia Newton John Centre, Austin Hospital</td>
<td></td>
</tr>
<tr>
<td>Patient Reported Outcomes and Experience</td>
<td>Sue-Anne McLachlan - Medical Director of Oncology and Cancer Services</td>
<td>03 9231 3402 (Jody Newsham, Personal Assistant) <a href="mailto:Sue-Anne.MCLACHLAN@svha.org.au">Sue-Anne.MCLACHLAN@svha.org.au</a></td>
</tr>
<tr>
<td>Palliative Care</td>
<td>Alexandra Clinch - Palliative Care Consultant, RMH/PMCC</td>
<td>03 8559 7960 (Nicole Earle, Administration Assistant) <a href="mailto:Alexandra.Clinch@mh.org.au">Alexandra.Clinch@mh.org.au</a></td>
</tr>
</tbody>
</table>

3.3 Eligibility Criteria

- Each EOI submitted must be discussed first with the associated working group Chair
- The project sponsor and/or project lead must be a member of a Building Connectivity working group (this sponsor/lead must be willing to either oversee/drive the project)
- The project must address an identified evidence-based gap and extend the work of the VCCC in psycho-oncology, patient reported outcomes and patient experience, and / or palliative care.
- The project must be undertaken by a minimum of two VCCC member organisations
- The project must be able to commence at the start of June 2019 and be finished by end of May 2020
- The project must demonstrate consumer engagement in the project at all appropriate levels
- Projects may span multiple priority areas
- Applicants can be listed on multiple EOIs
3.4 Selection Criteria

Evaluators will be asked to review the entire strength of the application and provide a score for each of the below selection criteria.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
</table>
| 1. Ability of the project to extend the work of the VCCC in the areas of psycho-oncology, patient reported outcomes and patient experience, and / or palliative care  
*i.e. extension through addressing the identified focus areas of the working groups* | 20%       |
| 2. Potential for significant collaborative gain or capacity building through working together *(including a clear opportunity to build network and reduce organisational boundaries)* | 20%       |
| 3. Demonstrated ability for the project to leverage and/ or self-sustain beyond project timelines | 20%       |
| 4. Clearly articulated aims and objectives, with consideration given to measurable and achievable short, medium and longer-term outcomes | 20%       |
| 5. Clearly demonstrates meaningful and appropriate consumer engagement throughout the project | 15%       |
| 6. Clearly sets out an appropriate governance model for overseeing the work and its anticipated outcomes | 5%        |

3.5 Exclusion Criteria

- Projects that fail to address the selection criteria
- Funding to be used for recurrent positions unless directly project related
- Projects that are inconsistent with the objectives of VCCC
- Late applications
4. **CONDITIONS OF FUNDING & REPORTING REQUIREMENTS**

Funding will be allocated to successful applicants on the basis that:

- The project has been endorsed for funding by the VCCC Executive Director with any specific conditions specified by the evaluation panel having been met.
- The project will be conducted in accordance with the methodology, timelines, allocated budget and conditions stipulated in the EOI. Any deviation in the project from the original submission must be agreed by the Building Connectivity steering group and documented in a Project Amendment Form supplied by VCCC.
- Ethics applications (where necessary) must be submitted by the nominated Project Lead in line with the relevant body.
- An Interim Progress Report and Final Report (including evaluation outcomes and expenditure report) will be submitted to the VCCC at the dates outlined in the funding agreement (templates to be provided by VCCC).
- All intellectual property (e.g. tools/resources) resulting from the project will be branded and made available to the VCCC and alliance partners free of charge.
- VCCC is to be acknowledged in any published documents, or during any presentation of the project outcomes or associated results of process improvements. VCCC to advise on appropriateness of specifically acknowledging DHHS support and the convention for doing so.
- The Project Lead will be required to report on request to the Building Connectivity steering group and/or relevant working group to ensure information flow, lessons learnt, identification of risks both new and mitigated.

4.1 Payment Terms and Regulations

Project funding will be awarded to successful applicants and made available to the named Project Lead’s organisation in two payments as outlined below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timepoint</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signing contract</td>
<td>Q2 2019</td>
<td>50% of funds</td>
</tr>
<tr>
<td>Satisfactory acceptance of final report</td>
<td>Q2 2020</td>
<td>Remaining 50% of funds</td>
</tr>
</tbody>
</table>

4.2 Further information

For further information on the Building Connectivity project seed funding guidelines 2019, please contact either the relevant working group Chair for your EOI (contact details as listed above in Section 3.2) or Mari Shibaoka (Program Manager) on 03 8559 7225 or mari.shibaoka@unimelb.edu.au
5. **APPENDIX 1: FOCUS AREAS AND EXPLANATORY NOTES**

**Psycho-Oncology**

<table>
<thead>
<tr>
<th>Service gaps</th>
<th>Explanatory notes</th>
</tr>
</thead>
</table>
| **A formal and systematic screening system for services** | Services are lacking a system/process that stipulates:  
• who is responsible for conducting screening, discussing screening results with patients and following up with actions  
• when screening should be taking place  
• how to use appropriately for patients when English is not their main language  
• specific screening tools to use  
• when referrals should be made |

| **Psychosocial support for family and carers** | Lack of psychosocial support for family members and carers |
| **Attitudes and knowledge of psycho-oncology (from Executive level, colleagues/health professionals and patients)** | Lack of commitment from Executive to develop psychosocial services  
*Lack of health professionals viewing psychosocial services as integral to cancer care and hence varied willingness to act  
*Patients not understanding the role that psycho-oncology and supportive care services have in their care, and health professionals not encouraging patients to view it as integral  
*Lack of understanding with health professionals in the value of a range of therapies/services (e.g. supportive care, pastoral and creative arts) |

| **Translational research needs** | Explanatory notes |
| **Communication between multiple services and stakeholders** | *Reduce duplication, encourage collaboration and embed a cross-sector approach to psychosocial care re: resources/programs/research  
*Researcher/clinician/consumer research partnerships  
*How to utilise existing community services |
| **Stakeholder engagement and education** | *Mental health literacy  
*Executive, Board and Government Level  
*Consumers |
| **Specific groups** | *Populations who are less likely to access psychosocial support, i.e. men, CALD, certain cancer streams, family/carers, AYA  
*Parenting with cancer |
### Patient reported outcomes and patient experience

<table>
<thead>
<tr>
<th>Priority areas</th>
<th>Explanatory notes</th>
</tr>
</thead>
</table>
| Reaching/understanding specific populations (understanding unique issues and adequately adapting system/resources/services) | *Disadvantaged groups (understanding unique issues and adequately adapting) in either:  
  • CALD  • socially isolated  • mental health issues  • financially disadvantaged  • indigenous groups  • older people  
  *Supporting families of people with cancer  
  *Parents with cancer and school aged children                  |
| Collection and utilisation of PROs and PE                       | *Understand the outcomes/experiences that matter most to patients and carers, how these should be assessed and the associated clinical considerations  
  *Consensus on routine assessment of PROs and PEs in clinical practice  
  *Understand the purpose and aims of PROs and Pes collection  
  *Understand the process and methods of collection and ensuring this is aligned with patient preference  
  *Understand the potential basis and feasibility of a core ancillary data set |

### Palliative Care

<table>
<thead>
<tr>
<th>Priority areas</th>
<th>Explanatory notes</th>
</tr>
</thead>
</table>
| Communication skills training                                   | *Developing discipline specific faculty to deliver experiential learning for medical, nursing and allied health clinicians  
  *Engagement with health service education and executives        |
| Develop palliative care educational resources                   | *Develop multidisciplinary palliative care curricula  
  *Develop teaching resources that are transferable and adaptable to VCCC partners  
  *Facilitate collaborative education activities, including with other VCCC education groups  
  *Seek opportunities for promotion of palliative care through education |
6. **APPENDIX 2: KEY RESOURCE**

Victorian Comprehensive Cancer Centre Strategic Research Plan 2017 - 2020-
https://www.viccompcancerctr.org/about-the-vccc,strategic-research-plan/
### 7. APPENDIX 3: EXPRESSION OF INTEREST FORM

**Instructions for Submission:**
Expressions of Interest are due for submission to VCCC by 5pm on Sunday 05 May 2019 via mari.shibaoka@unimelb.edu.au. Please submit EOIs as a single PDF file.

Have you discussed your EOI with the listed contact in Section 3.2 of the guidelines?

| □ No – we cannot accept your submission unless you contact the listed contact relevant to your priority area |
| □ Yes - please list the person below: |
| Click or tap here to enter text. |

**Project title:** (Max. 25 words)

Click or tap here to enter text.

**What priority area is the project addressing (please choose one or more):**

| □ Psycho-Oncology |
| □ Patient Reported Outcomes and Patient Experience |
| □ Palliative Care |

Please list organisations involved in this project:

| □ Melbourne Health | □ Royal Women’s Hospital |
| □ The University of Melbourne | □ St Vincent’s Hospital Melbourne |
| □ Peter MacCallum Cancer Centre | □ The Royal Children’s Hospital |
| □ The Walter and Eliza Hall Institute of Medical Research | □ Western Health |
| □ Austin Health (including the Olivia Newton-John Cancer Research Institute and Austin Lifesciences) | □ Murdoch Children’s Research Institute |
| □ Additional organisations: Click or tap here to enter text. |

Please list project sponsor, project lead and project team (including consumers)

Project Sponsor/s

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and organisation</th>
<th>Email</th>
<th>Building Connectivity Working Group member? Y/N</th>
<th>Role in project</th>
<th>Qualifications and experience to successfully fulfil this role</th>
</tr>
</thead>
</table>
## Project Lead/s

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and organisation</th>
<th>Email</th>
<th>Building Connectivity Working Group member? Y/N</th>
<th>Role in project</th>
<th>Qualifications and experience to successfully fulfil this role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Project Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and organisation</th>
<th>Email</th>
<th>Building Connectivity Working Group member? Y/N</th>
<th>Role in project</th>
<th>Qualifications and experience to successfully fulfil this role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Funding Requested (excluding. GST): (max per project is $60,000) $

**Project Details - Please stay within the set word limits.**

**Problem statement – what evidence-based unmet need is this work addressing? (Max. 200 words)**

**Brief project summary: (Max. 200 words)**
What benefits will the project ultimately bring people affected by cancer? (Max. 100 words)

What benefits will the project ultimately bring for research, education and/or clinical care? (Max. 100 words)

Provide a brief overview of new activities that will be funded and expected outcomes and timeframes.

<table>
<thead>
<tr>
<th>New activities</th>
<th>Expected outputs and outcomes if the program is successful</th>
<th>Expected timeframe for outcome (please identify each output and outcome as <em>short, medium, long</em>)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Short = up to 6 months, Medium = 6-12 months and Long = >12 months

Please provide a brief overview of how you intend to meaningfully engage consumers throughout the project? (Max. 100 words)

What does new capacity and capability look like for this project? (Max. 100 words)

What does sustainability and leveraging look like for this project? (Max. 100 words)

Please outline a brief budget allocation for the project *(please include in-kind support)*

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Budget Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Project Lead Declaration

I declare that the information provided is true and complete in every particular. In submitting this application, the investigators affirm that:

I. The Project Lead has conducted appropriate due diligence to ensure that the requested funds do not supplement or duplicate a project activity supported by another current VCCC member grant, external grant or research contract.

II. All project team members have consulted appropriately within their institution and all have the time and basic infrastructure resources to pursue the project concerned, within the context of existing research, teaching and clinical responsibilities.

.................................................................................................................................................. ............................
Project Lead’s signature  Date (dd/mm/yyyy)

.................................................................................................................................................. ............................
Project Sponsor’s signature  Date (dd/mm/yyyy)