

Appendix B: Key Points for joint Victorian-Californian applicants to the Stem Cell Transplantation Immunology RFA.

The Victoria-California Stem Cell Alliance Program will be jointly administered by the Victorian Department of Innovation, Industry and Regional Development (DIIRD) and the California Institute for Regenerative Medicine (CIRM). CIRM will fund the Californian aspects of joint projects and the Department of Innovation, Industry and Regional Development (DIIRD) will fund the Victorian aspects of joint projects.

Full Guidelines:

The Victoria-California Stem Cell Alliance Grant Program Guidelines for the Stem Cell Transplantation Immunology RFA will be available from the contact point below from 10 November. It is essential that joint applicants request, read and understand these guidelines.

Funding Available in Victoria:

The Victorian Government will commit up to Au\$2 million to support approximately 3 - 4 joint project awards with a maximum grant of up to Au\$500,000 to Au\$600,000 over a period up to three years. This funding must be used to support the Victorian research components, in Victorian institutions, for joint teams that are successful in the CIRM selection process and awarded CIRM funding. The Victorian grant award will be in addition to the CIRM award.

DIIRD will only fund direct research costs, no indirect costs will be eligible for funding. DIIRD is not seeking matched funds from Victorian applicants but applicant teams and their institutions are expected to bring in-kind resources to projects and detail these contributions clearly in the application.

Project Budget Allowables:

To simplify comparisons, your joint application documents should be stated in US\$ but the Victorian-only budget details will also need to be supplied to DIIRD in Au\$.

Victorian Government project funds awarded under this Program will not include indirect costs - including the salary for the Principal Investigator (PI).

Project Funds in Victoria may include or typically be used for supplies & equipment; salaries (proportionately to % effort) and training costs; and travel.

Contact Point for further information in Victoria:

Enquiries about the Victoria-California Stem Cell Alliance Grant Program and this RFA may be addressed to:

Mr. Roland Diggins, Science and Technology Programs
Department of Innovation Industry and Regional Development (DIIRD)
E-mail: roland.diggins@diird.vic.gov.au Telephone: (+ 61 3) 9651 8102

The following pages provide simplified information on the application process and eligibility requirements - aimed at Victorians intending on jointly applying with a Californian collaborator. (Please review the full guidelines for detailed information.)

Overview of the Application Format and Process:

A single application, jointly prepared by the two collaborating applicants, and using the standard CIRM Letter of Intent and Application Documents (meeting the two separate deadlines) is the minimum requirement for CIRM in California.

However, further detail is required of applicants in Victoria and the information below indicates both the requirement in California and the additional minimum requirement for DIIRD in Victoria.

For clarity and to limit unnecessary duplication in preparing applications, DIIRD has sought to adopt the standard CIRM application and selection process when possible and CIRM has included options for collaborative partnerships within the RFA documentation. The application will be judged on the basis of the standard CIRM Grant Working Group process which includes both a scientific and programmatic review.

STAGE 1 – the Letter of Intent

In California - Letter of Intent document.

All Californian and Victorian Principal Investigators planning to apply for an award must notify CIRM and DIIRD in a Letter of Intent (LOI) (please see section IX A in RFA 09-03, Stem Cell Transplantation Immunology Awards (pdf). The LOI Form contains options which allow joint applicants to provide information for both the Californian and Victorian collaborators. To be eligible, information must be completed for both.

The LOI must be received by CIRM (and copied by email to DIIRD in Victoria) no later than 5:00PM (PST) on 15 December 2009 - as an email attachment to: immunologyLOI@cirm.ca.gov (and copied to roland.diggens@iird.vic.gov.au). No exceptions will be made.

In addition, In Victoria - A requirement of all Victorian participants is that they also submit the following additional information documents to DIIRD three working days prior to lodgment of the LOI – by 9 Dec 2009:

- A copy of the signed Candidate Nomination Letter (CNL). (See below and Guidelines).
- A Table / List, countersigned by their Department or Faculty Head, of the Victorian PIs (referred to in CIRM documents as “Partner PIs”) current grants / research projects and their respective % Effort Expended on these existing commitments. (Note: At least 10% Victorian PI effort required.)
- A Table / List, countersigned by their Department or Faculty Head, of the existing grant / research commitments and their respective % Effort Expended by the Victorian PIs proposed staff on this project. (10% + effort will be expected from senior staff.)

Candidate Nomination Letter:

Each Victorian PI must be an independent investigator at a non-profit administering institution, or have an equivalent position and be an employee of a for-profit applicant institution. DIIRD requires each administering or applicant institution in Victoria to provide a CNL which indicates the institution supports up to a maximum of four Victorian PI candidates.

This letter should also clearly indicate that each candidate Victorian PI:

1. is employed / salaried by the administering institution;
2. holds an M.D., Ph.D. or equivalent degree;
3. is authorised by the administering institution to conduct the proposed research in Victoria;
4. has authority from the applicant institution to staff the proposed project; and
5. has commitment from the applicant institution to provide laboratory space and shared resources sufficient to carry out the proposed research as an in-kind contribution.

Please send these documents, by email, to roland.diggens@iird.vic.gov.au by 9 December 2009 (followed by scanned hard copies of the signed originals in the post.) Format templates for these additional documents are provided for your use within the full Guidelines.

These documents will inform DIIRD's first screening of the Victorian aspects of joint applications and are a requirement for all Victorian applicants.

STAGE 2 – the Application Documents

Joint Applications will only be accepted from Victorian PIs who 1) have been officially nominated on a CNL from their home institution in Victoria and 2) have previously submitted, with their partner, a LOI on or before 15 December 2009 that was accepted by CIRM and DIIRD.

- A single, joint application is required, using the CIRM Forms. Application forms will be available on the CIRM website (www.cirm.ca.gov/grants/default.asp) by 1 December 2009. Please see section IX B in RFA 09-03, CIRM Stem Cell Transplantation Immunology Awards (pdf) for instructions for the application procedure.
- Electronic and hard copies of the final joint application must be lodged to CIRM on behalf of all research workers and collaborating organisations as described in section X, "Application Submission" of RFA 09-03, CIRM Stem Cell Transplantation Immunology.
- For each application there must be a single Principal Investigator and administering institution responsible for the project within each state.
- A single project plan with detail of the work aspects from each partner is required.
- A total project budget, in Au\$ and covering the Victorian research components of the collaborative research project, should also be provided direct to DIIRD.

Final Application documents must be received by CIRM no later than 5:00pm PST on 26 January 2010. (A soft copy must also be provided at the same time to DIIRD to roland.diggens@iird.vic.gov.au) No exceptions will be made.

Victorian applications will only be accepted from Victorian PIs that: 1) have been officially nominated by their host institution on a CNL; and 2) have submitted a LOI that was accepted by CIRM and DIIRD.

Stem Cell Transplantation Immunology RFA Timeline:

Schedule of Receipt / Anticipated Review	Date
Receipt of Additional Information including the Candidate Nomination Letter in Victoria	5:00 PM on 9 Dec 2009
Receipt of Letter of Intent in California and Victoria	5:00 PM (PST) on 15 Dec 2009
Receipt of Application Documents in California and Victoria	5:00 PM (PST) on 26 Jan 2010
Anticipated Review of Applications by Grants Working Group (GWG)	April 2010
Anticipated Review and Approval by ICOC	June 2010
Earliest Funding of Awards	July / August 2010

Minimum Eligibility Criteria:

Minimum eligibility criteria apply to the program of research, the research organisation(s) and the PIs and their research team. Before discussing a collaboration or completing the joint application form, the applicant PI and their administering institution should confirm their eligibility to apply for the Victoria-California Stem Cell Alliance Grant Program by checking the Victorian Guidelines to ensure they meet all of the minimum eligibility criteria. Some key criteria are listed below -

The Program of Research:

- Is to be undertaken in the jurisdictions of California and Victoria, has been agreed between the research workers and the research organisation(s) and includes a mature research plan; and
- Includes details of the partner organisation(s) based in the other state; a research project plan and timetable which identifies activities in each state; and a research project budget which identifies where the components of the project budget are to be spent.

The Victorian Research Organisation or Organisations and Administering Institution:

- Are publicly funded non-profit research organisations, cooperative research centres or private, for-profit organisations or companies – located in Victoria;
- Must provide a Candidate Nomination Letter (see Victorian Guidelines) which nominates no more than 4 applications / PIs from their institution;
- Have given a firm commitment to provide the facilities and services necessary for the efficient conduct of the research; and
- Agree to meet the normal overhead expenses and normal institutional charges.

The Research Team Workers:

The Victorian Principal Investigator must:

- Have demonstrated expertise, including a publication record, in either one of transplantation immunology or stem cell research (which is complemented by the Californian PI having published expertise in stem cell research or transplantation immunology);

- commit at least 10% effort to the proposed project (More than 10% is expected from the other Victorian listed key personnel - excepting technical staff);
- hold a salaried appointment at the applicant, administering or partner institution;
- and not be named as a PI on more than 1 application to the Stem Cell Transplantation Immunology RFA.

- Please note that Victorian PIs and their senior research team members who hold a current award from the Early Translation RFA are not eligible to apply as PIs or lead staff in this Stem Cell Transplantation Immunology RFA. However, they may be named participants within an applicant research team and may, for example, act as advisers to / within an applicant research team. (Please see full Victorian Guidelines. In such cases, existing awarded PIs and the intending PIs should contact DIIRD for further guidance prior to 20 November 2009.)

Additional Review Criteria:

The review criteria are set out in CIRM's guidance on each RFA. DIIRD has no formal additional criteria but reserves the right to consider other aspects of an application when considering funding a project.