

MAKNA CANCER RESEARCH COLLABORATION

GUIDELINES



MAKNA

Majlis Kanser Nasional
National Cancer Council

A Meaning to Life

MAJLIS KANSER NASIONAL (MAKNA)

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50450 Kuala Lumpur

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To eliminate the suffering and death due to cancer is to preempt its initiation and progression at every possible point. We must prevent cancer initiation whenever possible, eliminate it in early stages when it does occur, and help cancer patients live with, rather than die from, the disease



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INFORMATION ON APPLICATION

1 Objectives

The Aim of the MAKNA Cancer Research Collaboration is to promote cancer research among local scientists.

2 Eligibility

Application is open to all Malaysian citizens with a medical specialist degree or PhD, residing in Malaysia and interested in research.

3 Application procedure

All application should be made on the application form, which can be obtained from MAKNA.

4 Intellectual Property

Research findings should be jointly and equally owned by the researcher, the institutions and MAKNA.

1. MAKNA RESEARCH PROGRAM

In line with its mission, MAKNA has embarked into research rather actively since year 2000. The research projects thus far undertaken have been **in collaboration** with various institutions of higher learning. The fund which will be provided by MAKNA to the project should be seen as a collaborative framework among MAKNA and the Institutions.

MAKNA in partnership with various institutions of higher learning aims to achieve the following objectives;

- Gain deeper understanding of the cause of cancer and the pathology of cancer initiation and progression
- Make prevention our first line of defense against cancer
- Detect many cancers early enough to make successful treatment possible
- Effectively eliminate many cancers
- Manage other cancers as chronic diseases
- Dramatically improve quality of life for cancer patients and survivors

2. DEFINITIONS OF RESEARCH AREAS

- Basic research – seeks to answer fundamental questions about the development and the nature of cancer
- Preclinical research – Aims primarily at providing results which are intended to be applicable to the prevention, diagnosis or treatment of human cancer or to the rehabilitation of the cancer patient but are not ready for use in human
- Clinical research – Utilizes human subjects or materials and has direct application to the prevention, diagnosis, or treatment of cancer.
- Epidemiology research – Investigates the circumstances under which cancer occurs in populations.
- Health policy and outcomes research – Investigates the creation and effects of laws and public policies which affect people who are making health decisions related to cancer control.

3. ELIGIBILITY

Applications is open to all researchers with a medical specialist degree or PhD from various institutions of higher learning or from research institutions (public or private), residing in Malaysia and interested in cancer research.

4. APPLICATION GUIDELINES AND FORM

All application for MAKNA research collaboration should be submitted using MAKNA standard application form that can be obtained from MAKNA or via MAKNA's website. Application form is as shown in Appendix 1.

5. APPROVAL PROCESS

The institution is required to endorse all projects proposed by their researchers prior to submitting to MAKNA. MAKNA Research Technical Evaluation Committee (RTEC) will verify and evaluate all proposals submitted by the institutions.

The RTEC will screen and evaluate the proposal taking into consideration the following:

- Scopes and activities of research project to be carried out
- Research objectives
- Research methodology
- Project duration
- The laboratory facilities and resources available
- The qualification and experience of the applicant
- Budget requirement
- Expected commercialized/breakthrough outcome

The President of MAKNA shall approve/reject the projects based on the recommendations of the RTEC. Memorandum of Agreement (MoA) of approved projects will be signed between MAKNA, the Institution and the researcher(s). (Appendix A)

6. IMPLEMENTATION AND MONITORING OF PROJECT

6.1 MANAGEMENT

With the execution of the MoA, there shall be a Working Committee that monitors the implementation of the MoA. The committee shall consist of experienced scientists appointed by the council of MAKNA and the institution. The committee shall meet once every 3 months and at such meetings there shall be tabled a report on the utilization of the funds and the progress of the research.

6.2 BUDGET

Funds allocated are intended to fit a variety of needs in scientific investigations related to cancer. The allocation is generally made to cover the cost of items such as salaries for professional and technical personnel, reagents/consumables, special equipment, training for personnel and other miscellaneous items required to conduct the proposed research.

Budget submitted must be realistic estimates of the funds required for the proposed research. Due to its limited resources, MAKNA expect applicants to exercise considerable budgetary restraint.

MAKNA research funds are not designed to cover the total cost of the research proposed nor the investigator's entire compensation. The institution is expected to provide the required physical facilities and administrative services normally available in an institution.

6.3 DISBURSEMENT OF FUNDS

The fund will be monitored by MAKNA in a special account. Standard operating procedures for disbursement of the funds are summarized in Appendix A.

6.4 FINANCIAL RECORDS

Financial report is to be submitted to MAKNA once in 6 months. Balance from the previous years will be carried forward.

6.5 PROGRESS REPORTS

The progress report shall be tabled in the Working Committee meeting once in 6 months.

A final report, to be provided within six week after completion of the project, should consist of both a scientific report and a summary of work accomplished, plus a bibliography of all publications and a copy of all reprints of these publications. Both the progress and final reports are to be sent to the attention of the President of MAKNA, and are not considered confidential.

Interim progress report may be requested at anytime by Working Committee when it is deemed desirable.

Format for reporting is shown in appendix 3.

6.6 PUBLICATIONS

Researchers are encouraged to publish the results of their project in local and international journals. Researchers must, however, obtain written approval from the Institution for these publications, to ensure that national interests are not compromised.

Publications resulting from research supported by MAKNA must contain the following acknowledgement: "In collaboration with MAKNA"

6.7 OWNERSHIP OF EQUIPMENT

Equipment purchased under the funds is for the use of the principal researcher and collaborators. Title of such equipment shall be vested in the institution at which the principal researcher is conducting the research. In the event that MAKNA wishes to collaborate with another institution/research team (after completion of the project), equipment necessary for continuation of the research project that was purchased with the funds, may be transferred to the new institution/research team. Title to such equipment shall be vested in the new institution.

7. CHANGE OF INSTITUTION

Recipients of a Research Project may transfer their grant from one institution to another only after receiving written approval from MAKNA. Prior to a transfer, MAKNA must receive the following:

- The request for transfer in writing, indicating the anticipated transfer amount and date
- A statement from an administrative official at the original institution

8. INTELLECTUAL PROPERTY RIGHTS

As a not-for-profit organization supported by public contribution, MAKNA believes it has the responsibility to adopt necessary safeguards to make reasonably certain that potentially beneficial discoveries are developed regardless of their commercial profitability. MAKNA's patent policy is designed to insure that such discoveries are brought to practical application and to provide the grantee institutions responsible for them with sufficient flexibility regarding the funding of research and the patenting and developing of any discoveries made hereunder.

The research teams are encouraged to apply for patent registration, of the results of project which have potential for commercialization. They are also encouraged to be active in commercializing the results of such project.

Royalties received resulting from technology transfer, licensing of technology or any form of commercialization shall be shared by MAKNA, the Institution and the researchers.



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APPLICATION FORM

TO

MAKNA
BG 03A & 05, Ground Floor,
Megan Embassy,
225, Jalan Ampang,
50450 Kuala Lumpur

This form should be typed or printed. Use a separate form for each application. Xerox copy of this form is allowed.

Endorsement by Head of Institution/Organisation

Name : _____ Signature : _____

Designation : _____ Date : _____

Principal Researcher:

Name : _____ Signature : _____

Designation : _____ Date : _____

A. PARTICULARS OF APPLICANT

Attach
Passport size
Photograph
Here

Name : _____

Date of Birth : _____ **Age** : _____

Sex : _____ **Nationality** : _____

Identification Card: _____

Name of Institution : _____

Address of Institution: _____

Tel No. : _____ **Fax No** : _____

E-mail : _____

Position held at Institution/Organisation : _____

Home Address: _____

Tel No. : _____ **Fax No** : _____

HP No. : _____

Tertiary Education (Specify dates, place and examinations passed)		
Institution	Year	Degree
1.		
2.		
3.		
Employment (specifies dates and place)		
Position	Date	Place
1.		
2.		
3.		
Fields of training and research experience		
List of Publications (Journals/Proceedings) (Last 3 years)		

Note: Please fill in the full particulars of each researcher according to Section A (as appendices)- refer to No. 8.

B. PARTICULARS OF RESEARCH PROPOSAL

1. Title of Research Project:

2. Purpose of research (not more than 400 words)

a. Introduction

b. General and specific objectives, statement of problem and hypothesis.

3. Outline of Research Plan

(Describe the research methodology, not more than 300 words).

Identify specialized equipments, facilities and infrastructure which are required for the project (if any).

Equipments

Justifications

4. Budget/Proposed use of the research fund:

Consumables and other expenses. Please show details of each expense and the estimated total cost of the project. Cost of equipments should not be more than 40% of the total budget. Each project allows no more than one post-doctoral scientist and two research scientific officers.

	Item	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
a.	Temporary & Contract Personnel			
b.	Travel & Transportation			
c.	Research Materials & Supplies			
d.	Minor Modifications & Repairs			
e.	Special Services			
f.	Special Equipments & Accessories			
	Total			

5. Schedule for usage of grant:

Commencement Date: _____

Completion Date: _____

6. State the current status of related research in Malaysia and abroad
(Not more than 200 words)

7. State whether you have received any grant/subsidiary for this or any other related research project from any foundation/Ministry.

* Yes/No. If YES, Year: _____

Funding Agency: _____

Budget: RM_____

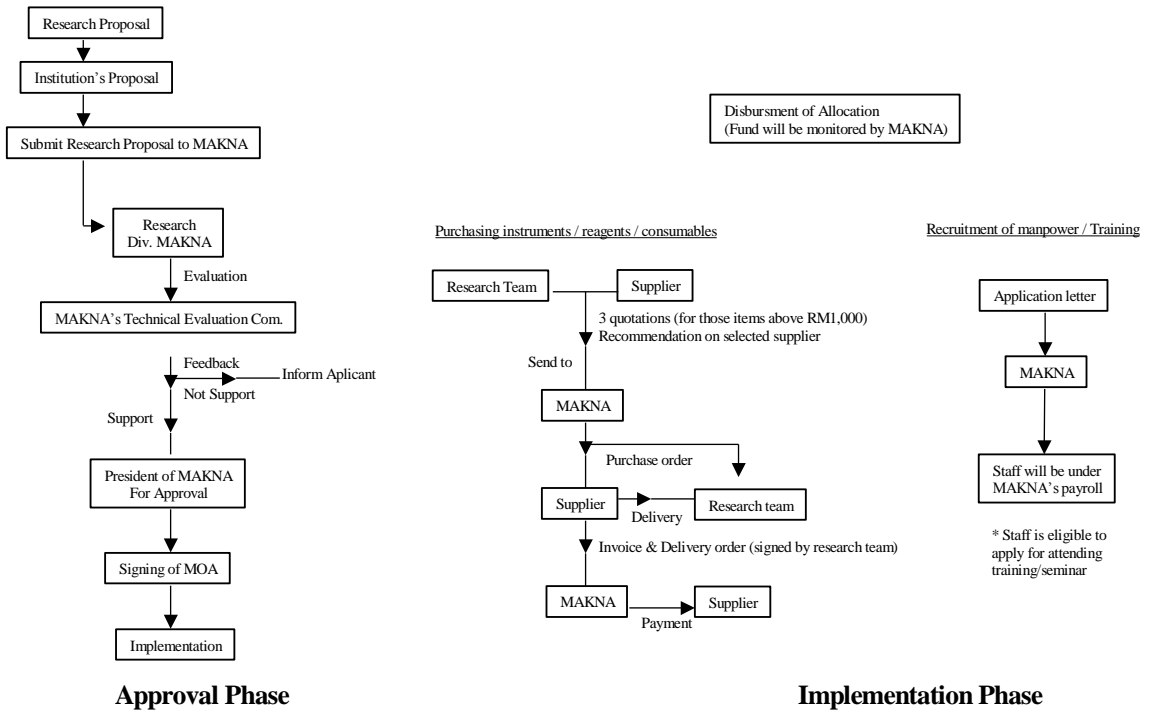
* Delete that is not applicable

8. List of researchers

Name

Institutions

Standard Operation Procedures for research collaboration



Note: Budget would held by MAKNA and disbursement would be carried out according to operating procedures of MAKNA for both human resources and other expenses.

FORMAT FOR PROGRESS REPORT

1. Title of project.
2. Principle Researcher/Team members/institution
3. Period covered by the report
4. Summary of Project (Introduction, Objectives/ Hypothesis)
5. Main Findings
6. Significance of findings
7. Areas for further research
8. List of Publications and presentations (include a copy of reprints)
9. Contribution to expertise development- PhD Degree, Masters Degrees etc
10. A list of patents granted or applied (if any)
11. Future studies

NOTE: Progress report is to be submitted once in 6 months.