

## Project Full Application Form

Module 1 of the application must be completed on the HRC Gateway.

This form contains a Coversheet, Module 2, Module 3 and Sections 4A-4D of Module 4.

Section 4D is the Letters of Collaboration/Supporting Documents, please list the name of the documents in this form and upload these documents on HRC Gateway separately. Section 4E is the Milestones and Objectives section and is completed via HRC Gateway. The contract information and/or budget file for Section 4F – 4I must be uploaded separately. Module 5 contains NI CVs that are uploaded separately. Module 6 is the research classification of the research that must be completed online.

This form must be downloaded and completed by applicants before being uploaded to the HRC Gateway as a pdf file (Module 2 must begin on a new page). The complete application with all Modules will be generated by the HRC Gateway for downloading and printing. This application must be checked carefully as incorrectly uploaded files will result in applications being rejected or withdrawn by HRC.

### COVERSHEET

HRC Ref ID#: [Click here to enter HRC Ref ID#](#)

First Named Investigator: [Click here to enter surname.](#)

This COVERSHEET is for identification purposes. It will be replaced by the online pages (Module 1) in the final submitted application compiled by the HRC Gateway (<https://gateway.hrc.govt.nz>).

### Hints for adding content to forms

Refer to the Guidelines for full information for completing applications including the online section.

This form is compatible with recent versions of MS Office. Form fields have Arial 10-point font as default although bold and underlined variations are acceptable. Develop draft information in a separate document and then copy into this form. The draft should use Arial 10-point font to avoid the automatic formatting that may cause problems. Referencing with Endnote may not function in this form. Copy Endnote lists from the draft as text only.

Please ensure that you adhere to the requirements in the checklist below.

<b><i>Application formatting</i></b>	✓
<ul style="list-style-type: none"> <li>Spacing around headings and subheadings, <b>especially in Module 2</b>, has not been removed nor font altered from the form template style;</li> </ul>	
<ul style="list-style-type: none"> <li>Text is written in Arial 10-point type font or larger*; * the font and size of text included in graphics is at discretion of applicant but should be easily readable</li> </ul>	
<ul style="list-style-type: none"> <li>Default margins have not been altered; and Paragraphs are single line spacing</li> </ul>	
<b><i>Application form page limits have not been exceeded</i></b>	
<ul style="list-style-type: none"> <li>Section 2A (1-page) and Section 2B (10-pages)</li> </ul>	
<b><i>Document listed are included</i></b>	
<ul style="list-style-type: none"> <li>Section 4B - Previous HRC End of Contract Report(s)</li> </ul>	
<ul style="list-style-type: none"> <li>Section 4D - Letters of Collaboration/Supporting Documents List</li> </ul>	
<ul style="list-style-type: none"> <li>Section 4F – 4I, necessary sheets in Budget are included in PDF document</li> </ul>	
<b><i>Module 5 – NZ Standard CV</i></b>	
<ul style="list-style-type: none"> <li>The CV template is available on the HRC website, and only this CV form is to be used;</li> </ul>	
<ul style="list-style-type: none"> <li>Part 1 is no more than two pages; Part 2 is no more than three pages;</li> </ul>	
<ul style="list-style-type: none"> <li>Instructions in italics have been deleted;</li> </ul>	
<ul style="list-style-type: none"> <li>Default margins have not been altered; and</li> </ul>	
<ul style="list-style-type: none"> <li>Correct CV for each NI uploaded separately</li> </ul>	

## **MODULE 2: RESEARCH**

### **Section 2A – Summary of Proposed Research (one page)**

#### **Rationale for Research**

Click here to enter text.

#### **Fit with RFP**

Click here to enter text.

#### **Aims**

Click here to enter text.

#### **Design and Methods**

Click here to enter text.

#### **Main Outcome Measures**

Click here to enter text.

## **Section 2B – Description of Proposed Research (ten pages)**

Detailed description of what information is required under each heading can be found in the Guidelines.

### **Rationale for Research**

[Click here to enter text.](#) A statement of the significance of the health issue; potential to advance knowledge and a robust demonstration of the research gap; aims and hypotheses build on existing knowledge; and originality of the approach.

### **Fit with RFP**

[Click here to enter text.](#) The relevance and contributions of this research application to the aims and objectives of the RFP must be clearly expressed. For example, what is the significance and contribution of the research to this research field; where relevant, how could the research impact upon health policy and/or the provision of health services? Rather than wasting valuable space with large amounts of background information on the general health problem, focus on how your research will contribute to address the problem and/or develop new knowledge.

### **Design and Methods**

[Click here to enter text.](#) Provide sufficient details for technical assessment of scientific protocol, feasibility (including evidence of preliminary studies using the methodology) and validity of data. Fully describe the actual practicalities (not just experimental protocol), explain how all techniques or processes will be achieved and/or implemented by the team, describe and justify statistical considerations and how research data will be collected and analysed. Clinical trial applications must include a description of data and safety monitoring processes.

### **Responsiveness to Māori**

[Click here to enter text.](#) How might your research contribute to the health needs of Māori? What is the health significance and context of this research to Māori? Discuss the incidence or prevalence in Māori, or indicate if not known to be significantly different from the general population. Have you sought advice for the study from a Māori researcher/representative (if applicable)?

### **Dissemination of Results and Knowledge Transfer**

[Click here to enter text.](#) Provide full details of your proposed dissemination strategy. As all partnership initiatives are designed to contribute to an evidence base in key areas of need, and strengthen the links between evidence, policy and practice, this should include how the research results will be appropriately disseminated to the following end-users: Policy-makers, professional colleagues, health service funders and providers, the general public, study participants, iwi and other important groups. Describe how knowledge transfer activities have been integrated into the research plan. Specify who is responsible for any key knowledge transfer activities.

### **Expertise and Track Record of the Research Team**

[Click here to enter text.](#) Provide evidence that the team has the qualifications, experience and knowledge in the proposed research area; right mix of expertise, and appropriate networks and collaborations; history of productivity and delivery (noting career breaks); and the right research environment. Declare any career disruptions that may be relevant to your career history. Outline previous or current research by the applicants relevant to this application. The role of each team member is required.

### **Partnership**

[Click here to enter text.](#) Describe how the international partnership will enable a unique research contribution that has the potential to advance the field further due to the collaborative nature. Provide details of how the partnership will enhance the transfer of new knowledge and/or technologies and build New Zealand research capacity to address global health research priorities.

## MODULE 3: REFERENCES

Click here to enter text. There is no limit to the number of reference pages. Asterisks are to be placed beside applicants' publications. **Endnote** lists must be copied into a plain text editor before pasting in here. Details must include a full list of all author(s), title of article, journal, year, volume and page numbers. Asterisks are to be placed beside applicant's publications. If references are multi-authored, there is discretion to limit the author list to a more convenient number to fit any space limitations.

## MODULE 4: CONTRACT INFORMATION AND BUDGET

### Section 4A – Justification of Expenses

#### Justification of Research Staff (as listed in budget)

[Click here to enter text.](#) Justify the role of all staff (named and unnamed) including unnamed postdoctoral fellows. Unnamed PhD students are not permitted. “Staff” may include research assistants, technicians, medical staff, interviewers, support staff or similar, whose names or position titles are listed in the budget under “Research Staff” and who have specific FTE involvements. If staff changes (personnel or FTE) are required from the Expression of Interest then you must follow the HRC procedure to obtain approval for staff changes otherwise your changes may not be accepted - the process and timeframe for this is documented in the Project Guidelines. Clearly state if staff will be promoted during the project (and provide justification), or the annual salary inflation will automatically be capped to 3%.

#### Justification of Working Expenses and Casual Staff (as listed in budget)

[Click here to enter text.](#) All items listed under Materials and Research Expenses in the budget should be justified, with costs broken down per item unit, and full costs per item for number of units requested.

### Section 4B – Previous / Current Contracts and Awards

List first named investigator’s previous / current contracts awarded within the past 5 years.

Funding agency	<a href="#">Click here to enter text.</a>
Title of research	<a href="#">Click here to enter text.</a>
Investigators	<a href="#">Click here to enter text.</a>
Start date and duration	<a href="#">Click here to enter text.</a>
Total value	<a href="#">Click here to enter text.</a>
Nature of support (1 sentence)	<a href="#">Click here to enter text.</a>
If HRC contract (enter HRC Ref #), are <b>all</b> final or annual due reports filed? Reason if due report not submitted?*	<a href="#">Click here to enter text.</a>

\* Delayed submission without justification will result not only in contract suspension but also in disqualification of new research applications.

[Click here to paste in as many copies of the above table as required or replace the table with a spreadsheet using the same layout.](#)

#### Previous HRC Final End of Contract Report(s)

Final Reports for recently completed HRC contracts are made available to the Science Assessing Committees. Please ensure that HRC Final Reports (for the **First Named Investigator** only) for contracts awarded in the last 6 years are included with the application by uploading the pdf version of the report to the online submission system. Do not upload full deliverable reports from HRC Research Partnerships contracts; only upload the **executive summary** of deliverable report. List here the report HRC Reference number, application type and title.

Submission of annual reports are an HRC contract requirement. Delayed submission without justification will result not only in contract suspension but also in disqualification of new research applications.

[Click here to enter text.](#)

## Section 4C – Other Support

### **Other Research Applications Awaiting Decision**

List other research applications awaiting decision (including those to the HRC). Applicants must advise the HRC of the outcome of other research applications through their Research Office.

Funding agency	<a href="#">Click here to enter text.</a>
Title of research	<a href="#">Click here to enter text.</a>
Investigators	<a href="#">Click here to enter text.</a>
Start date and duration	<a href="#">Click here to enter text.</a>
Total value	<a href="#">Click here to enter text.</a>
Date of Outcome	<a href="#">Click here to enter text.</a>
Areas of overlap with this application. HRC Ref ID#?	<a href="#">Click here to enter text.</a>

[Click here to paste in as many copies of the above table as required.](#)

### **Co-Funding**

What other agencies or end-users have been approached or committed to joint or partial funding of this research?

[Click here to enter text.](#)

### **Financial and Other Interest(s)**

Do you or any named investigator have a financial or other interest related to the research or sponsorship of the research?

[Click here to enter text.](#)

If yes, outline below and provide details of your conflict management strategy.

[Click here to enter text.](#)

## Section 4D – Letters of Collaboration/Supporting Documents List

List below all memoranda of understanding or sub-contracts, letters of collaboration which outline material or actual support and supporting budget documents. MOUs are **required** for all Named Investigators who are not directly employed by the host organisation. For support letters list the name of the writer and their organisation. Upload documents separately on the HRC Gateway.

[Click here to enter list](#)