

Emerging Researcher First Grant Application Form

Module 1 of the application must be completed on the HRC Gateway to register the application and receive an HRC Ref ID#.

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

Section 4E (Milestones and Objectives) of Module 4 is completed via HRC Gateway. Sections 4F-4I (contract information and budget) for Module 4 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This application must be checked carefully as incorrectly uploaded files will result in applications being rejected or withdrawn by the HRC.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 only. It will be replaced by the online pages (Module 1) in the final submitted application compiled by 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 in which case copy Endnote lists as text only.

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

Application formatting	✓
<ul style="list-style-type: none"> Spacing around headings and subheadings, especially in Module 2, has not been removed nor font altered from the form template style; 	
<ul style="list-style-type: none"> Text is written in Arial 10-point type font or larger*; <i>* the font and size of text included in graphics is at discretion of applicant but should be easily readable</i> 	
<ul style="list-style-type: none"> Default margins have not been altered; and Paragraphs are single line spacing 	
Application form page limits have not been exceeded	
<ul style="list-style-type: none"> Section 2A (1-page) and Section 2B (6-pages) 	
Document listed are included (uploaded separately via Gateway)	
<ul style="list-style-type: none"> Section 4B - Previous HRC End of Grant Report(s) 	
<ul style="list-style-type: none"> Section 4D - Letters of Collaboration/Supporting Documents List 	
<ul style="list-style-type: none"> Section 4F - 4I, necessary sheets in Budget are included in PDF document 	
Module 5 - NZ Standard CV	
<ul style="list-style-type: none"> The CV template is available on the HRC website, and only this CV form is to be used; 	
<ul style="list-style-type: none"> Part 1 is no more than 2 pages; Part 2 is no more than 3 pages; 	
<ul style="list-style-type: none"> Instructions in italics have been deleted; 	
<ul style="list-style-type: none"> Default margins have not been altered; and 	
<ul style="list-style-type: none"> Correct CV for each NI uploaded separately 	

MODULE 2: RESEARCH

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

Suitability of Applicant

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 Measure

Click here to enter text.

Section 2B – Description of Proposed Research (six pages)

Suitability of Applicant

[Click here to enter text.](#)

Fit with RFP

[Click here to enter text.](#)

Design and Methods

[Click here to enter text.](#) Describe how the research represents a highly original and innovative approach to addressing the health question. Original findings are highly likely to result. 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 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 has Māori consultation informed your research design? 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?

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.

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 and how the emerging researcher will benefit from the relationship. 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. Provide references in full and state full authorship (for example **not** Smith *et al*). **Endnote** lists must be copied into a plain text editor before pasting in here.

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.

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 Previous / Current Contracts awarded.

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

*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 Grant Report(s)

List here and upload the pdf version of all previous HRC final end of grant reports (if a Research Partnership contract provide the Executive Summary, not full report) from the past 5 years (for First Named Investigator only) using the online submission system.

Click here to enter text.

Section 4C – Other Support

Other Research Applications Awaiting Decision

Applicants must advise the HRC of the outcome of other research applications through their Research Office.

Funding agency	Click here to enter text.
Title of research	Click here to enter text.
Investigators	Click here to enter text.
Start date and duration	Click here to enter text.
Total value	Click here to enter text.

Date of Outcome	Click here to enter text.
Areas of overlap with this application. HRC Ref ID#?	Click here to enter text.

[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, 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. For support letters list the name of the writer and their organisations. Upload documents separately on the HRC Gateway.

[Click here to enter list](#)

Section 4E – Milestones and Objectives

This information is entered online. Milestones and objectives are assessed along with budget requests, included in an awarded research contract, and are used for contract reporting. See Guidelines for specific instructions.

Section 4F – 4I Contract Information

Upload the HRC Excel file 'HRC219budget.xlsx' containing Sections 4F-4I to the HRC Gateway. Note that a pdf version of the file is also required.