

# Guidelines



Health Research  
Council of  
New Zealand  
Te Kaunihera Rangahau Hauora o Aotearoa

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## Ngā Kanohi Kitea Development Grant Application Guidelines

(NKKDG217)

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## Introduction

Developing Māori capability and knowledge is the prime focus of Ngā Kanohi Kitea community research grants. The grants provide opportunities for iwi, hapū and other community groups to address community identified health needs. This initiative is consistent with the Hauora/Oranga research theme of Vision Mātauranga - a Vote Research Science & Technology-wide policy framework designed to unlock the innovation potential of Māori knowledge, resources and people. It is also consistent with the Ministry of Health's *He Korowai Oranga, Māori Health Strategy* and approaches to health and wellbeing which improve Māori health outcomes.

### 1. Development Grants

Not all applicants will have a history of funding successes with agencies such as the HRC. To assist in project development applicants will have the opportunity to apply for funds that will support them to develop a full project proposal. It is envisaged that the Ngā Kanohi Kitea Development Grant will be used to assist applicants in preparation for submission of a full proposal by obtaining independent and reputable expert advice. However; the HRC also acknowledges that additional resources and support may be needed for community-based groups with limited research expertise and experience. Development phase funding may not exceed 5% of the total proposed budget (in the full project application). For example; if your total research cost is \$50,000 you can then apply for a development grant to the total amount of \$2,500 likewise if your total research costs are \$100,000 then \$5,000 may be granted. For full project applications totalling \$200,000 the maximum available for the development grant is \$10,000.

*Note: Applicants may bypass the development phase and submit a full application.*

### 2. Full Project Grants

Full project grants are available and range from \$50,000 to \$200,000. It is expected that applications for funding ranging from \$50,000 to \$100,000 will have for example; one – three specific objectives that are achievable within a 12-month period. Full project grants of \$100,000 and over are designed to investigate a well-defined research question over the maximum term of 18 months.

All applications should be **hosted and led** by an iwi, hapū or other community based group or organization. They may involve a partnership with a larger research entity (e.g. university) but must be clearly driven by the needs and focus of the community or community organization. The research team may decide to staircase their research. Stair casing allows applicants to build up a research portfolio by firstly applying for smaller grants (e.g. \$50,000 - \$100, 0000 range) within the fund to gain research experience and develop a research team. This can be done by looking at a small project or one or two objectives of a larger project. Once experience is gained teams will benefit over time by then applying for the maximum total of up to \$200,000 for a full project grant. This allows for relatively inexperienced teams to develop their expertise rather than competing for the maximum fund with teams that may have already done so in previous rounds.

Please note that the funding available is **not** intended to fund costs associated with a PhD, nor fund an evaluation of **one specific** programme or service. Applications for **Whānau Ora** will be excluded as applicants will need to apply to the appropriate funding bodies.

This research funding is targeted at groups who have not had significant research funding but want to build their capability in this research area. That said, the research team should comprise the necessary expertise to complete the project.

## Part A: Rules for Submitting the NKKDG217 Application Form

### 1. Use of NKKDG217 Form

#### 1.1 When to Use NKKDG217 Form

The NKKDG217 form must be used when applying for an Ngā Kanohi Kitea Development Grant.

#### 1.2 Prior to Submission

The HRC only accepts applications online (HRC Gateway) (<https://gateway.hrc.govt.nz>). Prior to any submission, Named Investigators must have a Gateway account and register the application to receive an application reference number (HRC Ref ID #) before they can complete and upload their application form. Key opening and due dates are announced on the HRC website ([www.hrc.govt.nz](http://www.hrc.govt.nz)), HRC Gateway, and in the *HRC Update*.

Before submitting this application form, applicants should read:

- This document for eligibility and specific instructions
- Guidelines on Ethics in Health Research
- Te Ara Tika and Guidelines for Researchers on Health Research Involving Māori

The regularly updated reference documents and forms are on the HRC web site ([www.hrc.govt.nz](http://www.hrc.govt.nz)). Research Office (if applicable) staff should be able to answer most enquiries relating to applications, and applicants should approach them for assistance in the first instance.

#### 1.3 New Host Organisation

The HRC is required to undertake due diligence of new host organisations (e.g. Independent Hosts) that have not previously been funded by the HRC. Please contact the HRC for further information.

### 2. Format

#### 2.1 General Formatting

Proposals must be written in a clear, concise manner with sufficient detail to enable the reviewers to understand the scope and implications of the proposal.

Applications must be in English or Te Reo Māori; if in Te Reo Māori a translation in English must also be provided (any translation will not be included in the page limit).

Use the HRC published form as it contains special features.

Applicants must:

- Use Arial 10-point type font or larger
- Use default margins
- Use single line spacing
- Not exceed page limits.

#### 2.2 Compliance

The HRC will not process any application that does not comply with stated page limits and font sizes/styles.

#### 2.3 Additional Documents

Letters/documents of support must be attached to your hard copy application and arrive at the HRC by the due date for hard copy applications. Additional documentation must be labelled with the HRC application reference number. Evidence of co-funding commitments confirmed after the closing date must be sent to the HRC when available.

### 3. Copies of Applications Required

#### 3.1 Paper Application

Applications must be submitted on the HRC Gateway and two printed copies sent to the HRC.

The two complete printed applications must be double-sided and stapled.

### **3.2 No Faxed Copies**

The HRC will not accept faxed applications.

### **3.3 Electronic copy**

Upload the NKKDG217 file using the HRC Gateway.

Submit the form as a .pdf file created by using the pdf function in MSWord or other pdf generator. Ensure that the pdf version meets page limits and that graphics and tables are satisfactorily presented.

HRC Gateway will allocate file names.

### **Important**

The application is submitted to the host Research Office when the applicant uploads the files through the HRC Gateway. The application will be forwarded to the HRC after host Research Office approval; always allow sufficient time before the HRC closing date for this approval step. If a Host has not Research Office, the application will be submitted directly to the HRC.

### **3.4 Do Not Send Files**

Do not send files directly to the HRC. Independent researchers and research providers requiring assistance should contact the Manager, Māori Research Investment at the HRC for information if they have difficulty.

## **4. Closing Dates**

### **4.1 Registration and Submission of NKKDG217**

All Named Investigators must have a user account on the HRC Gateway (<https://gateway.hrc.govt.nz>).

The closing date for online submission to the HRC is **1 pm on 27 April 2017**. The application is released to the HRC only after approval by the Research Office. It must be submitted to the **HRC** online by closing date and time.

### **4.2 Submission of Paper Copies**

The online system creates a single PDF document of the complete application by merging the uploaded application form with the online registration details for processing and printing. Send two copies of the system-generated version to the HRC by **5pm on 1 May 2017**.

### **4.3 Incomplete Applications**

Incomplete applications will be deleted from the HRC Gateway after the closing date.

## **5. Privacy Provisions**

### **5.1 Statistical Purposes**

The information requested in an application will be used for the purpose of assessing that application and, in a non-identifiable form; some information will be used for HRC statistical purposes. The HRC undertakes to store all applications in a secure place and to destroy declined applications after due process to preserve confidentiality, unless applications are required to be kept by the National Archives.

### **5.2 Peer Review**

Personal information contained in the application will be made available to members of the HRC Committees relevant to the review of the application. This includes electronic and paper copies of the application.

### **5.3 Media Release**

If an application is successful, the HRC reserves the right to release First Named Investigators' names, details of the host institution, contact details (work phone or email), contract title, lay summaries and funding and overheads awarded for public interest purposes and to meet the statutory requirements of the Health Research Council of New Zealand Act 1990.

### **5.4 Official Information Act**

Should the HRC receive requests for information in an application via the Official Information Act then we will consult with the host institution in handling the request. Where appropriate, or in certain circumstances the request may be transferred by the HRC to the host institution.

## 6. Mailing Address

Paper copies of the application should be sent to the HRC office address:

**Mailing Address:**

Māori Research Investment  
Research Investments & Contracts  
Health Research Council of New Zealand  
P O Box 5541  
Wellesley Street, AUCKLAND 1141

**Physical/ Courier Address:**

Māori Research Investment  
Research Investments & Contracts  
Health Research Council of New Zealand  
3<sup>rd</sup> Floor, ProCare Building  
110 Stanley Street, AUCKLAND 1010

The HRC Gateway will show the status of any proposal. Do not contact the HRC for application status.

## 7. Enquiries

All enquiries related to Ngā Kanohi Kitea research applications should be directed in the first instance to the Research Office of the applicant's host institution.

Where the Research Office cannot assist, or for technical enquiries relating to applications, contact the Manager, Māori Research Investment at the HRC:

Mr Stacey Pene

Telephone: (09) 303 – 5225

Email: [spene@hrc.govt.nz](mailto:spene@hrc.govt.nz)

## Part B: Completion of the NKKDG217 Form

Module 1, Section 1A of the Development Grant application must be completed on the HRC Gateway. The NKKDG217 Form contains a coversheet and Module 1, Section 1B, Module 2, and Module 3. The form can be downloaded and completed before being uploaded to the HRC Gateway as a pdf file. The completed application will be compiled by the HRC Gateway; it can then be accessed for downloading and printing.

### 1. Use of NKKDG217 Form

Please use the original NKKDG217 form as it contains special features:

- Complete all sections following the instructions on the form and described in this Guideline.
- Enter the HRC Ref ID and NI Surname on the coversheet.

### 2. Module 1: General Information

#### Section 1A

Note: This section must be entered using the HRC gateway.

#### Research Title

The research title should be succinct and clearly describe the proposed project. The title must not exceed 80 characters, including spaces and punctuation (e.g. 'growth factors' contains 14 characters). Do not use all uppercase type.

#### Host Organisation

The host organisation is the institution or organisation that will be responsible for administering any contract awarded.

#### Research Location(s)

This is the specific area/region/rohe where most research or data analysis will be undertaken. For example, Whakatane, Bay of Plenty, is an example of a research location.

#### Discipline

Select from the drop-down box or type in your own words.

#### Duration

Specify the intended duration of the full research project.

#### Type of Research

Choose from the drop-down list what you consider the most appropriate term for broadly describing the research proposal for assessment purposes. The HRC reserves the right to assign applications to the most appropriate Science Assessing Committee.

#### Commencement Date

Enter the proposed start date for the research.

#### Likely Cost of Research

The likely amount requested from the HRC for the Full Project Grant.

#### Lay Summary

Provide a summary of the research (150-word limit). Include research objectives, principal methodologies and potential health outcomes or impact.

#### Named Investigators

All Named Investigators (NIs) must be registered users of the HRC Gateway before they can be added to the application.

NIs are defined as those researchers duly responsible for the conduct of the proposed research. Typically, these persons would constitute those doing the research. Although not all names will be confirmed at this stage, the committee would like to see potential names considered. It is recognised that these may change when applying for a Full Project Grant.

**You may wish to designate** a hapū, iwi or Māori **organisation** conducting the research that needs to be acknowledged in their own right as investigators on the application. It is still essential to list supporting NIs.

### **Section 1B**

#### **Tribal Affiliation**

This information is required for committee administration purposes.

#### **Advisors/Independent Expert and Subcontractors**

List here all personnel advising the team on relevant parts of the research project and/or proposal, and may include subcontractors.

#### **Full Project Grant Funding**

Indicate whether you intend to apply for a Full Project Grant of 6-12 months' or 12-18 months' duration.

## **3. Module 2: Proposed Research**

The page limit for this Section is **three pages**.

The assessing committee membership is broadly discipline-based, matched to the range of applications assigned to that committee, so not all members will have working knowledge of every research topic. Structure your discussion in a clear and logical fashion. Ideally, seek feedback from a colleague outside your immediate research area.

The use of graphics and tables is an efficient use of space. Ensure that the format of non-text content is compatible with pdf conversion software.

#### **Health Issue Being Addressed in The Full Study**

Outline the issue you intend to address in the full research project (e.g. water quality, asthma in children).

#### **Rationale for Undertaking This Research**

Discuss why this piece of research is important to iwi/hapū/community, and identify how the health need has been identified by the iwi/hapū/community.

#### **Proposed Methodology**

Outline how you will address the topic and include the aims and research question(s). Who are the participants? How will they be recruited? What data is needed and how will it be collected? How will the data be analysed and interpreted? How will quality of data collection and analysis be managed? Are there any key ethical issues that need to be considered?

*Note: The Independent Expert may be required to assist with this section.*

#### **Proposed Research Team**

List the names of the proposed team, their roles and areas of expertise, and state the nature of expert advice sought, and the cultural competency of team members (e.g. who your expert advisors are, how will they be associated with the application and beyond, what will their role be in the research project).

#### **Proposed Host Institution**

Include background information on how the research idea was generated, how and why the host institution became involved/how the partnership with iwi/hapū/community was established.



## **Budget**

Provide the total amount requested for the Development Grant, an itemised list of how that money will be spent, and justification for each expense.

## **References (one page maximum)**

Include references to published research supporting your proposed research in this part of the form. Do not extend the research description onto the references page. A complete citation, with all author names and title, is required.

## **4. Module 3: Biographical Sketches**

This section is to be completed for each investigator named on the Development Grant application. The information required includes contact information, ethnicity data, any qualifications achieved, and any awards/scholarships received.

### **List Any Other Experience Relevant to This Research Application**

Describe any other experience that is relevant to the research being undertaken. This may include previous work undertaken with iwi/hapū/community groups, other research experience, etc.

### **Publications**

State the total number of publications for each NI in the space provided. Do not include abstracts, proceedings, or letters.

NIs should list all their peer-reviewed publications from the previous five years, starting with the most current publications and working backwards chronologically. Identify the publications most relevant to the proposed research by bolding the **Author(s) name**. You may include citations, impact factors, and/or journal rankings.

### **Other Forms of Research Dissemination (one page maximum)**

Use this section to describe other forms of research dissemination relevant to the proposed research, (e.g., media broadcasts, conference papers, editorials, newspaper articles, monographs, reports to groups, government publications, etc.)

## Appendix 1: Assessment Criteria for Ngā Kanohi Kitea Development Grant Applications

This section summarises the scoring criteria that are applied by the Ngā Kanohi Kitea assessing committee. For each of the criteria, a 7-point scale is used with the descriptors listed in the table below.

Score	Criteria Descriptor
7	Exceptional
6	Excellent
5	Very good
4	Good
3	Adequate
2	Unsatisfactory
1	Poor

### Research Project Details

7	The project has the potential to significantly advance knowledge in the relevant Māori health field. The initial description of the methodology and approach to be taken is sound.
4	The project has the potential to create some new knowledge in the relevant Māori health field. There is some scope for improvement in the methodology and approach taken.
1	The project will not create any new knowledge and is unacceptable as proposed.

### Expertise and Track Record of the Research Team

7	The research team have a high level of knowledge, expertise and networks in the area of research. The members of the research team and the nominated expert (if included) have the potential to complete a competitive funding application and to successfully complete the project. The project will build the research capability of a Māori community.
4	The research team has some knowledge, expertise and networks in the area of research however there are some areas where their skills have not been adequately described or have not been fully demonstrated. The members of the research team and the nominated expert (if included) have the potential to complete a funding application and to complete a research project. The project has some potential to build the research capability of a Māori community.
1	The research team are unlikely to complete a competitive funding application or successfully complete a research project. They have inadequate knowledge, expertise and networks in the area of research. The project is unlikely to build the research capability of a Māori community.

### Fit with Request for Proposals (RFP)

7	The application meets the objectives and intent of the RFP. The project originated and is clearly driven by the aspirations of the community. The application is hosted by a suitable organisation and the ongoing community involvement is appropriate. The use of development grant funding is appropriate and will assist the applicants in submitting a highly competitive full proposal.
4	The application in part meets the objectives and the intent of the RFP. There is some community involvement in the project. The use of the development funding is appropriate and will assist in putting together a full proposal.
1	The application does not address the key objectives identified and fails to meet other set requirements for this RFP.