

2019 Pacific Health Research Application Guidelines

Career Development Awards

Pacific Health Research Master's Scholarships

Pacific Health Research PhD Scholarships

Pacific Clinical Research Training Fellowship

Pacific Health Research Postdoctoral Fellowships

Preventing and Minimising Gambling Harm Awards

Sir Thomas Davis Te Patu Kite Rangi Ariki Fellowship

Health Research Development Awards

Pacific Health Research Summer studentships

Pacific Knowledge Translation Grant

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Part A: The Pacific Health Research Awards

The Health Research Council of New Zealand (HRC) Career Development Award (CDA) programme supports research training by providing a range of postgraduate, postdoctoral and research development awards to individuals. These Guidelines are for the Pacific¹ Health CDA and Pacific Health Research Development Awards listed below. All applicants to these awards must be of indigenous Pacific descent.

Applicants applying for the Preventing and Minimising Gambling Harm awards, please read the Explanatory notes for Master's and Postdoctoral awards.

1. Pacific Health Research Career Development Awards

1.1 Master's Scholarships

The Scholarship provides up to \$20,000 towards 1 year of personal support, plus fees and a \$1,000 Tufungatika allowance, but no working expenses, for applicants completing the research component of a Master's degree.

1.2 PhD Scholarships

The Scholarship provides three years of personal support of up to \$30,000 per annum, plus fees, up to \$10,000 in total research working expenses and a Tufungatika allowance, for outstanding graduate applicants in any discipline whose proposed research programme is relevant to health.

1.3 Clinical Research Training Fellowship

The Fellowship is available to support practicing health professionals, such as medical and dental graduates, psychologists and nurses, who are currently employed by a healthcare organisation. Those with the research ability, background training and expertise in fields relevant to clinical research are eligible to apply.

¹ While the HRC does not have a standard definition of Pacific peoples, it recognises the diverse and unique cultures of the various Pacific ethnic groups. Although some nations are named within the advice below and in the accompanying document (The Pacific Research Guidelines), this list is not exhaustive. Rather, we provide this advice in such a way as to assist potential applicants to clarify the groups that people identify with (or feel they belong to) and that this self-identification is the key measure of cultural affiliation (Stats NZ).

The term 'Pacific peoples' refers to those from the Pacific Island nations who have made New Zealand their home, those of Pacific Island parentage born in New Zealand, and those from the Realm of New Zealand Pacific countries: The Cook Islands, Niue, and Tokelau who are automatic New Zealand citizens. It excludes New Zealand Māori who are accorded a unique political and cultural status in New Zealand as the Tangata Whenua. Pacific peoples is a broad category encompassing a variety of Pacific Island nations and communities who are linguistically, culturally, and geographically distinct from each other.

Many Pacific Island groups also share some common cultural and genealogical links which have been passed down through generations and become part of Pacific people's common heritage, creating sustainable bonds and solidarity in New Zealand. Identification with other Pacific peoples provides them with a sense of collective identity and security in the midst of less familiar cultures in a globalised multicultural society. Factors which connect Pacific peoples together in New Zealand include similar notions of kinship, links between languages, common historical experiences as island-based communities, cultural networks, and shared genealogical heritage.

Many continue to maintain aspects of their cultural heritage in New Zealand through churches, communal gatherings, reciprocal exchange of goods, ceremonial occasions, and transfer of stories and values to their children. There are also significant differences in terms of language proficiency, world views, and understanding of identity between those born in the islands and those born in New Zealand. The different social conditions in which they have been socialised have shaped their perceptions and behaviours differently. For the new generation of Pacific peoples born in New Zealand, loss of native language competence is common. However, this does not necessarily mean loss of identity since there are other markers of identity other than language. Inter-marriage is common and some identify with more than two or three ethnic groups. This redefines the boundaries of individual and group identities as they embrace diversity. Some may not emphasise their Pacific heritage at all. Through the New Zealand national census, people's ethnic categories are self-defined. For Pacific peoples, this provides them with the opportunity to explore and affirm their individual and group identities in the context of New Zealand.

The Fellowship provides up to \$100,000 per annum to the Fellow's host institution for salary, University fees (e.g. PhD fees) and ACC levy. Research costs to a maximum of \$20,000 over the 3-year period, will be paid to Fellows enrolled for a PhD or equivalent qualification.

1.4 Postdoctoral Fellowships

Pacific Health Research Postdoctoral Fellowships are available to applicants from all disciplines undertaking a research programme that will contribute to health outcomes for Pacific peoples. Postdoctoral Fellowships must commence within 2 years of completion of a PhD. The Fellowships are to the value of \$105,000 for research-associated costs, plus annual salary at a Postdoctoral Fellow level, for three years.

1.5 Sir Thomas Davis Te Patu Kite Rangī Ariki Research Fellowship

The Davis Fellowship is available to support emerging researchers who have demonstrated outstanding potential to develop into highly-skilled researchers. Applicants must have held a PhD or an equivalent degree for a minimum of 4 years but no more than 8 years. The Fellowship is to the value of \$300,000 over two years, comprising a total of \$100,000 for research expenses, and \$100,000 per annum for salary and all other associated costs.

2. Pacific Health Research Development Awards

2.1 Summer studentship Awards

This Award provides \$5,000 to introduce research to undergraduate applicants who have the potential to develop a career that may involve Pacific health research. Applications are sought from undergraduate applicants, undertaking health-related courses, who wish to be involved in a Pacific health research project over the summer vacation.

2.2 Knowledge Translation Grant

Knowledge translation grants are available for dissemination of research that key stakeholders (eg. Pacific community groups, health providers, Ministry of Health) have identified as important for future use, including policy and health service development. The HRC recognises the importance of dissemination and the various forms it can take, dependent on the target audience. A grant of up to \$5,000 is available.

Part B: Rules for Submitting Pacific Health Research Award Applications

1. Preparation

1.1 Prior to Submission

The HRC only receives applications online via the HRC Gateway portal (<https://gateway.hrc.govt.nz>). Prior to any submission, applicants must have a Gateway account. Applicants must register their application on the HRC Gateway to receive an application reference number (HRC Ref ID#).

Key opening and due dates are announced on the HRC website (www.hrc.govt.nz), HRC Gateway and in the HRC Update newsletter.

1.2 Information to Read

Before submitting an application, applicants should:

- Decide on their eligibility by reading the Explanatory Notes section of these Guidelines
- Read the HRC Policies and Rules for Research Contracts
- Refer to Guidelines on Ethics in Health Research
- Read Te Ara Tika and Pacific Health Research Guidelines
- Familiarise themselves with how applications are assessed as described in the CDA Peer Review Manual and in these Guidelines.

Referenced documents are published on the HRC website. Host or institutional research office staff are able to answer most enquiries related to applications, and applicants should approach them for assistance and advice.

2. Format

2.1 General Formatting

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

Use the original form as it contains special features.

Applicants must:

- Use Arial type font no smaller than 10-point.
- Use the default margins set in the form
- Use single line spacing
- Not exceed any page limits

2.2 Compliance

The HRC reserves the right to not process any application that does not comply with stated page limits or formatting rules.

2.3 Additional Documents

Any additional documentation (including letters of commitment/supporting documents) may be uploaded with this form on HRC Gateway. Details of co-funding commitments or funding from other sources, such as another Fellowship award, that are offered or confirmed after the closing date must be provided to HRC and may be used by to the assessing committee.

3. Copies of Applications Required

3.1 Paper Application

Applications must be submitted through HRC Gateway. The HRC requires two complete printed copies of the submitted application. These copies must be bull-clipped, not paper clipped or stapled.

3.2 Electronic Application

Upload the appropriate file to HRC Gateway. Submit the form as .pdf file. The conversion to a pdf format prior to uploading allows applicants quicker access to the final compiled application, containing all sections, so that satisfactory inspection of graphics can be completed.

Submit the budget spreadsheet file if required. Use the HRC file as it contains special features used for HRC processes. Do not input anything in the coloured cells.

HRC Gateway will allocate file names.

Important: The application is submitted to the host Research Office when the applicant uploads the files through HRC Gateway. The application will be forwarded to the HRC after host approval. If a host has no research office when an application is submitted, the application will go directly through to the HRC. Always allow sufficient time near the closing date for these steps.

3.3 Do Not Send Files

Do not send any digital files directly to the HRC. Independent researchers and research providers requiring assistance should contact the HRC for information if they have difficulty.

3.4 Returned Applications

No part or parts of an application will be returned to the applicant.

4. Appended Documents

4.1 Academic Record

A witnessed scanned version of your academic record and/or professional qualifications should be inserted where it is indicated in the form.

4.2 Letters

Any letters of invitation or confirmation of a place should be uploaded with this form.

4.3 Important Publications

Up to two of your most important publications (two copies only) may be uploaded with this form.

4.4 Course Information

For scholarships, a course prospectus or appropriate pages describing the course (if relevant) should be uploaded with this form.

5. Closing Dates and Time

5.1 Where to Get Due Dates

The HRC website and HRC Gateway will publish closing times and dates for all awards. Allow time for your host institution to process the application before submission to the HRC.

5.2 Exceptions

Permission to submit late applications must be sought and received in writing from the HRC Chief Executive at least one week prior to the closing date.

5.3 Prior Arrangements

Unless prior arrangements have been made, as above, incomplete proposals will not be processed.

6. Privacy Provisions

6.1 Statistical and Reporting Purposes

The information provided in an application will be used for assessing that application and, in a non-identifiable form, some information will be used for HRC statistical and reporting purposes. The HRC undertakes to store all applications in a secure place, which may include the National Research Information System (NRIS) curated by MBIE with details provided by funders of the science sector.

6.2 Personal Information

Personal information contained in the application will be available to members of the HRC Committees relevant to the review of the application.

6.3 Media Release

The HRC publishes details of research contracts including First Named Investigators, host institution, contact details (work phone or email), research title, lay summaries and funding awarded. This is for public interest purposes and to meet the statutory requirements of the Health Research Council Act 1990.

6.4 Official Information Act

Official Information Act requests for information about an application or research contract will be discussed with the host institution and investigator before responding to the request. Where appropriate, the request may be transferred to the host institution.

7. Mailing Address

The hard copy applications should be sent to the HRC's office address:

Mailing Address:

Attention: Pacific Health Research
Health Research Council of New Zealand
PO Box 5541
Wellesley Street
AUCKLAND 1141

Physical/ Courier Address:

Attention: Pacific Health Research
Health Research Council of New Zealand
3rd Floor, Procure Building
110 Stanley Street
AUCKLAND 1010

HRC Gateway will show the status of applications.

8. Enquiries

All enquiries related to HRC 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 enquires relating to applications, contact the HRC Pacific Research Investment Manager:

Pacific Health Research

Ph 09-303-5224

9. Application Assessment Process

Applications are assessed by a multidisciplinary Pacific Health Assessing Committee (PacificHAC). Details are available in the CDA Peer Review Manual downloadable from the HRC website.

9.1 Criteria for Assessment of Award Applications

This section summarises the scoring criteria that are applied by the PacificHAC. For each of the criteria, a 7-point scale is used with the descriptors listed in the table below. The criteria are weighted differently in each case, but generally place greater focus on the applicants than on other aspects of the application.

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

9.2 Master's and PhD and Clinical Training Fellowship Awards

These applications are assessed on the following criteria:

- Academic ability of applicant
- Pacific health significance
- Pacific community links
- Health background and potential
- Design and methodology
- Suitable supervision.

9.3 Postdoctoral Awards

These applications are assessed on the following criteria:

- Academic ability of applicant
- Pacific health significance
- Pacific community links
- Health background and potential
- Design and methodology
- Suitable supervision
- Career development and support.

9.4 Sir Thomas Davis Te Patu Kite Rangī Ariki Health Research Fellowship

These applications are assessed on the following criteria:

- Suitability of the applicant
- Rationale for research
- Design and methodology
- Research impact.

9.5 Summer Studentship Awards

These applications are assessed on the following criteria:

- Academic ability of applicant
- Pacific health significance
- Pacific community links
- Health background and potential
- Design and methodology
- Suitable supervision.

9.6 Knowledge Translation Grant

These applications are assessed on the following criteria:

- Rationale
- Dissemination technique fits with criteria
- Track record of the applicant.

9.7 Emphasis on Applicant

As Scholarships and Fellowships are personal awards, HRC assessors will, in general, place more emphasis on the candidate and their potential development during the period of an award than on the research project itself. However, applicants should note that HRC awards are highly competitive and that all criteria will be considered to assure assessors that the intended application is worthy of support.

9.8 Host Support

The HRC expects that costs of the research undertaken by career development award recipients will be borne by the host institution. Applicants should confirm that such resources are in place to ensure the successful completion of their award. The HRC's contribution to research costs is intended to facilitate the establishment of the applicant's research objectives. The recipient of an award may, through their host institution, submit a proposal in the HRC funding round to cover the costs of undertaking their research project. Applicants should understand however that such funding is contestable and not guaranteed. If their career development award was contingent upon such funding, it may place their award in jeopardy.

10. Notification and Feedback to Applicants

Applicants will receive notice of the outcome along with feedback on their application within 4 months of the closing date. The HRC reserves the right not to make an award in any particular category and to determine the number of awards to be allocated in a particular round. Scholarships and Fellowships must be taken up within 6 months of the date of the award, but ideally within 3 months. In exceptional cases, the HRC may consider applications for deferral beyond 6 months if the justification for this is provided in full at the time of the original application.

11. Reporting

All award recipients are required to submit annual and end of contract reports to the HRC on the HRC online reporting system (HRC Gateway). The annual report is due one month after the anniversary of the starting date of the award for each year of the award. The end of contract or final report is required within three months of completion of the contract. The HRC may suspend contracts when reports are not submitted on time.

Any awards that are extended beyond the original term may need additional reporting dates as notified on an amended contract.

The host institution's Research Office will assist the recipient to access the online reporting system and submit their report.

Part C: Guidelines for Completion of the Application Form

All Named Investigators are required to have an HRC Gateway account and profile.

Every application must have an HRC reference ID number. This is issued when the registration process has been completed on HRC Gateway.

1. Use of Electronic Forms

Please use the original Pacific health CDA application form and contract information spreadsheet as these contain special features. The form is compatible with Windows and MAC computers.

Remember:

- Use the original form. Do not copy and paste into a new document as fonts and other features required for HRC processes may not transfer correctly.
- Enter the HRC Ref ID# and applicant name on the coversheet (page 1).
- Section 1B must begin on a new page.
- The completed form must be converted to pdf format before uploading to HRC Gateway.

2. MODULE 1: GENERAL INFORMATION

2.1 Section 1A: General Information

This Module must be completed on HRC Gateway. Fill in the fields as requested, including the information listed below.

Create a new application by using the Apply button and providing the requested information. Use the Save & Continue, Update and Save buttons to move through the application or scroll down the page to see all sections. Use the submit button at the top of the page to complete this part of the application. The HRC Gateway will only accept the submission if all fields requiring details have been provided.

Applicant Title/First Name/Middle Name(s)/Surname

Automatically filled in.

Email address

Automatically filled in.

Organisation

Automatically filled in.

Department

Provide a Department within the Host Organisation (if appropriate or known).

Host Organisation

This is the institution that will administer the award on behalf of a successful application.

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. It does not have to be the same as a thesis title.

Research Location(s)

This is the specific department(s) and organisation where the majority of research or data analysis will be undertaken. For example, "Department of Community Health, Christchurch School of Medicine".

Lay Summary (150-word limit)

The summary should be a statement including applicant background, career and research objectives, an overview of methodologies and potential health benefits or outcomes that could arise as a result of supporting this application. This information will be used to inform the HRC Board in the final approval process if the application is recommended for funding.

Likely Cost of Research

The amount requested from the HRC, although the actual costs may be further summarised in the description of the application. For example, in the description, applicants may be able to ascribe host costs over and above the HRC support requested. The HRC will usually pay up to the maximum amount of the award, with variation dependent on salary level and term as applicable. The awarded amount will include applicable course fees and research expenses.

There are no overhead costs associated with Career Development Awards. The HRC expects that overhead costs (contributions to property costs or laboratory space, utility charges, equipment charges, laboratory “bench fees”, library charges, etc.) of the research undertaken by Fellowship recipients will be met by the host institution. Applicants should confirm that such resources are in place to ensure the successful completion of their award. The HRC’s contribution to research cost (if any) is intended to facilitate the establishment of the Fellow’s research programme.

Commencement Date

An award may not commence until 1 January in the following year. Applicants may apply for a shorter than maximum full-time term at a pro rata value. Part-time award values will not exceed the full-time maximum.

Enter the proposed dates and the term (months) as accurately as possible. It is understood that the dates may be contingent on examination or thesis results.

Institution and Department Enrolled at (if different from Research Host Organisation)

Provide this additional information when enrolled for a qualification to be awarded by an institution that is not hosting the research. For example, the research could be undertaken by ADHB for a PhD awarded by Waikato University.

Qualifications to be Completed during Award (if applicable)

If you will be completing a qualification during the award, any tuition fees payable for the course will be included in the award. The HRC will only consider the funding of tuition fees for courses specifically identified in the application for the Fellowship.

Any letters of invitation, or confirmation of a place or of supervision, should be uploaded with the form.

2.2 Section 1B: Personal Information

The information requested in each of the forms varies depending on the nature of the award.

Pacific Affiliation/s

Provide your Pacific affiliation/s. This information is required for eligibility.

Type of Award (if applicable)

Indicate the type of award if more than one option is given.

Employment (intended or otherwise)

If you intend to work during the tenure of the award, please provide details of where you will be employed and the intended number of hours per week. You may not hold positions of employment without the express permission of the Council. Normally this permission will be given for teaching duties or clinical activities in support of your professional development, approved by your supervisor, but not exceeding 400 hours per year.

Applicant's Field of Interest

Indicate your health research field of interest.

Research/Work Previously Undertaken

Provide an overview of the research/work you have previously undertaken.

2.3 Section 1C: Applicant CV and Academic Transcript

Insert applicant CV in this section of the form. All **other** CVs can be uploaded separately. All details must be identical to elsewhere on this application. You must use the standard CV template from the HRC website. Your CV must not be more than 5 pages long when submitted.

Follow CV guidelines:

- No more than 2 pages for Part 1
- No more than 3 pages for Part 2
- Arial 10-12 point font
- Standard margins
- Delete instructions
- List publications with full authorship

Part 1

1a. This section is for personal details. It identifies who you are and where you can be contacted most readily. A space is provided if you have your own personal website about your research – this is an optional field, not mandatory.

1b. You should list your academic qualifications in this section.

1c. You should list the professional positions you have held in this section.

1d. You should briefly describe your field of expertise in this section.

1e. Please list your total years of research experience in this section. Exclude periods away from research.

1f. This section is for significant achievements, including, but not limited to, honours, prizes, previous grants, scholarships, memberships or board appointments including those for Pacific community, church or relevant Pacific health/research institution/organisation.

1g. This section is to record the total number of peer-reviewed publications and patents you have produced during your career. Only peer-reviewed or refereed publications or patents should be counted in each section.

Part 2a

2a. This section lets you list some of the peer-reviewed publications you have produced and that are relevant to your proposal. Recognising that research dissemination can occur in other ways than through peer-reviewed publications, this section also lets you list other forms of research dissemination, such as technical reports or popular press. You should bold your name in the list of authors. In total, your CV must not be more than five pages long when submitted. This allows up to two pages for personal and work history information in Part 1, and up to three pages for evidence of track record in Part 2a. All instructions in italics should be deleted before you submit your CV.

Other relevant awards (half page maximum)

Please list any awards that are specifically relevant to this proposal.

Academic Transcript

A scan of witnessed signed copy of your academic transcript inserted into form.

Use no more than the 1-page limit.

2.4 Section 1D: Career Plans

For all applicants, describe your background and potential; describe how the proposed award will support your career plans.

If you are applying for a Sir Thomas Davis Te Patu Kite Rangi Ariki Research Fellowship, provide information regarding collaborations, service to the Pacific research community, supervision/mentorship of students, and other elements of peer esteem, such as invitations to give talks or reviewing. In addition, nominate research outputs (up to 5 papers) and give a brief explanation of why these papers are important, and how they represent evolution of your work and where the work is headed. Include a clear description of your role in the paper.

2.5 Section 1E: Academic Support

Provide details about the research environment you will be in and the academic/research support you expect to have there. Give reasons for your selection. This could include evidence of mentoring and evidence that your research environment will support your research.

3. MODULE 2: RESEARCH INFORMATION

(Note: for the research development awards, headings will differ)

Use no more than the 8-page limit to describe the research using the headings provided. Applications are assessed by a multidisciplinary committee and are best tailored to contain topic-specific information, but in clear, simple terms.

Aims and Objectives

Briefly describe the intended deliverables of this research proposal (e.g. numbered bullet points). Objectives should be clear and measurable, as your research performance will be evaluated against these objectives.

Timelines

Include a timeline (preferably in the form of a Gantt chart) indicating how the research will be conducted over the duration of the contract.

Key Milestones

Indicate the key milestones you aim to achieve each year. These will form the basis for your contract and reporting.

Health Significance

Include how your research is significant to improving Pacific Health outcomes.

Research Design and Methodology

Include your specific research hypothesis (if relevant), and a detailed design that describes sample recruitment and characteristics (including number, gender and ethnicity where relevant) study methodology, and proposed methods of data analysis.

Responsiveness to Māori

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 it's not known to be significantly different from the general population. Have you sought advice for the study from Māori researcher/representative?

Dissemination of Results

Describe how the research results will be disseminated to professional colleagues, the general public, health service funders and providers, study participants, Pacific communities and other important groups. As well as peer reviewed publications, examples include patient leaflets, participant newsletters, clinical guidelines, fono and public meetings and mass media items as appropriate.

Potential for Realising Health and Economic Gains for New Zealand (Postdoctoral and Davis Fellowship only)

Applicants should describe the potential of the proposed research for realising health and economic gains for New Zealand. Discuss why the research should be supported by the HRC as distinct from other funders (eg. Marsden). The relevance and contributions to health of this research proposal must be clearly expressed. For example, what is the significance and contribution of the research to this research field; where does the proposed research fit from an international perspective? Where relevant, discuss the way in which the research could impact health policy and/or the provision of health services; what intellectual property may be developed or advanced from this research; what training opportunities and collaborations might arise; what might be the return on this research investment?

Indication of Pacific community and/or community linkages and support for the research

Describe your links to the Pacific community, church or relevant Pacific health/research institution/organisation and who you have consulted with, including an outline of the process and whether support for your research was gained. Proof should be in the form of a supporting letter from a person, group or organisation mandated by the community/organisation, eg. Chair or Chief Executive, to represent them. This should demonstrate that they have a clear understanding of the research proposed, and how their community/organisation will be affected by, utilise, and/or benefit from the outcomes of the research. As well, their involvement in the research as 'host organisation' or 'named investigators' may also suffice as support for your research.

4. MODULE 3: REFERENCES

Use the one-page limit for all applications. Citations for key references in the text should be supplied. Details must include all authors, title of article, journal, year, volume and page numbers (first and last). Asterisks are to be placed beside applicant's publications.

5. MODULE 4: BUDGET & CONTRACT INFORMATION

For **Master's and PhD** applications, provide an estimate of fees for study.

For **Postdoctoral, Clinical Fellowship and Davis Fellowship** applications, use the *2019 CDA budget.xlsx* file.

5.1 Section 4A – Contract Information

Host Institution

Has the Host Institution/Organisation committed to the financial support of this research? Please outline the financial support you will be receiving from the host institution. The HRC expects that costs of the research undertaken by Fellowship recipients over and above that provided by the awards will be borne by the host institution. Applicants should confirm that such resources are in place to ensure the successful completion of their award. Whilst it is the responsibility of the host institution to bear the cost of the research, this does not preclude the submission of a proposal in the HRC funding round. Applicants should understand that such funding is contestable and not guaranteed. The HRC's contribution to research costs is intended to facilitate the establishment of a research programme.

Justification of Research Staff

Explain and justify the role of personnel, who will be associated with your research including any supervisors or investigators not funded through this research. These may be research assistants, technicians, medical staff, interviewers, support staff or similar, who have specific FTE involvements listed in Section 4F.

Assessing committee members wish to understand why the staff requested on the proposal are important and necessary for the proposed research to be successfully completed.

5.2 Section 4B – Previous/Current Contracts and Awards

List previous and current contracts and awards. The table can be replicated if more are required.

5.3 Section 4C – Other Support

Include other applications awaiting decision. You must advise the HRC of the outcome of other applications through your research office. The table can be replicated if more are required.

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

List any MOU or sub-contracts, letters of collaboration or support. These can be uploaded online with this form.

A letter of support should outline how the interested party intends to implement the findings of the research upon its completion, not simply state that the research is necessary. Please note that a letter of support that also includes a funding commitment from another agency carries more credibility with reviewers and assessing committees. Please ensure that any organisation providing a letter of support (in-kind or direct financial contribution) recognises their intended commitment to the conduct of the proposed research.

5.5 Section 4E-4F

Upload the electronic file on HRC Gateway.

6. MODULE 5: Standard CV – Supervisor(s)/Investigator(s)

Upload a CV for all staff (include those on MOU) that will contribute to this research. Use the original CV formatting including the default font and page limits. **The HRC will not accept any other form of CV.**

The information provided in the CV must be the same as that provided in Module 1. For example, title and contact details may need updating in the CV before submission.

This information, if applicable, will be used to assess the suitability and expertise of your supervisor/research team in the field of research you intend to undertake.

7. MODULE 6: RESEARCH CLASSIFICATION

Classifications are not used by the HRC in allocating funding. The data allow a better understanding of health research trends in New Zealand.

Enter the requested information on HRC Gateway. You are required to categorise your research using ANZSRC codes for Socioeconomic Objective (SEO). Classifications can be found on the HRC web link (<http://classifications.hrc.govt.nz>) – find the appropriate code(s) (6-digits) and description and enter it into the relevant section on HRC Gateway. The entries must include the 6-digit code and description. Add a percentage (whole number) for each category with a total of 100%.

Part D: Explanatory Notes for Career Development Awards

Pacific Health Research Master's Scholarship

The HRC recognises that improvement in Pacific health and wellbeing continues to be one of the government's main health gain areas. The HRC contributes to improving Pacific health through funding and supporting high quality research and investing in the Pacific health research workforce.

Description of Pacific Health Research Master's Scholarship

Master's Scholarships are intended to provide one year of personal support for applicants completing the research component of a master's degree. Applicants eligible to apply may come from any discipline, as long as the proposed research links to health and good health outcomes for Pacific peoples. The applicant must be enrolled in the final year and undertaking the research component of their master's degree that contributes to the HRC's mission of "*benefiting New Zealand through health research*".

Value: HRC Master's scholarship

- The current value of the Master's Scholarship is \$20,000, to be used as a stipend to support the student.
- The academic host institution will be responsible for the administration of the Scholarship.
- Activation of the contract for the award shall take place only upon proof of enrolment.
- Tuition fees appropriate to the proposed course of study for the institution at which the applicant is enrolled may be claimed from HRC, to be activated after enrolment.
- Successful applicants for a Pacific Health Research Master's Scholarship may apply for a *Tufungatika* allowance of \$1,000 over the tenure of the award.

Applicants applying for the **Preventing and Minimising Gambling Harm Research Masters Scholarship** should note:

- The intended research must seek to prevent and minimise gambling-related harm, specifically for Pacific populations in New Zealand.
- The value of the Preventing and Minimising Gambling Harm Award differs from the standard HRC Master's scholarship.
- There is only one of these award types offered.

Value: Preventing and Minimising Gambling Harm Award

- The current value of the Preventing and Minimising Gambling Harm Masters Scholarship is \$10,000, to be used as a stipend to support the student.
- The academic host institution will be responsible for the administration of the scholarship.
- Activation of the contract for the award shall take place only upon proof of enrolment.
- Tuition fees appropriate to the proposed course of study for the institution at which the applicant is enrolled may be claimed from HRC, to be activated after enrolment.
- Successful applicants may apply to HRC for working expenses of \$1,600.

Eligibility

- Applicants should be New Zealand citizens or hold residency in New Zealand at the time of application and be of indigenous Pacific descent.
- Usually successful applicants will be enrolled fulltime for a Master's degree. The HRC will however consider other applications from applicants enrolled part-time on their individual merit. The Pacific Health Research Masters Scholarship will not be granted for a period longer than the equivalent of one year fulltime, or a maximum of two years part-time.
- Please note that if you are employed and undertaking study part-time you may not be entitled to the full scholarship total amount.

- During the year of the Pacific Health Research Master's Scholarship, the applicant's only activity must be the conduct of research and the preparation of a thesis or dissertation. The research will take place over a full academic year. **Applicants undertaking courses involving completion of papers only are not eligible for the award.**
- Applicants, who have not yet enrolled for their proposed course of study but are intending to do so, may also apply for a Pacific Health Research Masters Scholarship, and in this case any award will be conditional on the applicant's successful enrolment.

Conditions of Tenure

- The applicant may only be enrolled at New Zealand University or other approved New Zealand tertiary institution. Council also considers the suitability of the proposed department and research supervisor when applications are reviewed.
- It is a condition of receiving the award that you cannot hold other awards without the express permission of the HRC.
- The HRC expects that costs of the research undertaken by Pacific Health Master's Scholarship recipients will be borne by the host institution. Applicants should confirm that such resources are in place to ensure the successful completion of their award.
- Successful applicants have 6 months from the date of award to take up the scholarship, but ideally within 3 months.

Application Review Process

- Applications for Master's Scholarships will be assigned to the Pacific Health Assessment Committee.
- As Scholarships and Fellowships are personal awards, HRC assessors will place equal emphasis on the applicant's potential development during the period of an award and the research project itself. Applicants should note that HRC awards are highly competitive and that all criteria will be considered to assure assessors that the intended programme is worthy of support.

Application Assessment Criteria

The following assessing criteria are used to guide committee members in the assessment of applications. Within each area anchor points are provided for scores of 7, 4 and 1.

A: Academic ability of applicant

- 7 The applicant has first-class qualifications and demonstrates consistently high grades. The applicant is technically and academically outstanding. The applicant will likely achieve success with distinction.
- 4 The applicant has a proven track record in being able to study; shows discipline and the ability to complete. The applicant is technically and academically able to achieve a qualification being sought if appropriate supports are put in place.
- 1 The applicant has secured at least a pass in the papers taken in their last year of study but there is some concern regarding academic performance. It is likely that the applicant will struggle to complete the course of study successfully.

B: Pacific health significance

- 7 The applicant has convincingly demonstrated that the proposed research: (a) has the potential to significantly advance knowledge relevant to the health of Pacific peoples, or (b) comprehensively addresses a Pacific health priority, and (c) can be expected to contribute substantively to Pacific workforce development or intellectual capital.
- 4 The applicant has demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific peoples, or (b) addresses a Pacific health priority, and (c) may contribute to Pacific workforce development or intellectual capital.
- 1 The applicant has NOT demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific peoples, or (b) addresses a Pacific health priority, and (c) even if the research aims were met,

there is little chance that the proposed research would contribute to Pacific workforce development or intellectual capital.

Note: For Preventing and Minimising Gambling Harm Award applications, the proposed research must seek to prevent and minimise gambling-related harm in Pacific populations of New Zealand.

C: Pacific community links

- 7 The applicant demonstrates outstanding leadership qualities and is involved in a leadership capacity in Pacific communities and/or leading a project in Pacific community, church or relevant Pacific health/research institution/organisation.
- 4 The applicant is involved in Pacific communities through active membership of a Pacific community, church or relevant Pacific health/research institution/organisation.
- 1 The applicant is not involved in a Pacific community, church or relevant Pacific health/research institution/organisation.

D: Health background and potential

- 7 The applicant demonstrates a comprehensive knowledge of the health or research sector. The applicant demonstrates a high level of commitment to a future in Pacific health research. The applicant has the potential to make a significant contribution to the Pacific health research sector.
- 4 The applicant is familiar with the health or research sector. The applicant is likely to pursue a career in health research.
- 1 It is unlikely that investment in this applicant will benefit the Pacific health or research sector.

E: Design and methodology

- 7 The proposed research design and methodology are excellent. The methods and proposed analyses are very comprehensive and clearly appropriate. The applicants demonstrate full awareness of the relevant technical issues, and clearly incorporate culturally appropriate methods for data handling and involvement of Pacific participants. There is demonstration of the development of Pacific research methodologies.
- 4 The study design is adequate. There may be insufficient detail for parts of the method and proposed analyses, or the study would benefit significantly by improvements in one or more of these areas. There is an attempt to incorporate Pacific research methodologies.
- 1 The study design is unacceptable as proposed. Either the design is inappropriate, or there is no (or very little) detail on the methodology and proposed analyses. There is no evidence of the incorporation of Pacific research methodologies.

F: Suitable supervision

- 7 The supervisor(s) has outstanding skills necessary to guide this project. This consists of a mix of outstanding academic qualifications, research background, excellent topic-based knowledge and experience using the research design and methodology proposed to undertake the research. The supervisor(s) have sufficient time and funding available to support, direct and guide the applicant. The supervisor(s) has a high level of cultural competency in Pacific health issues.
- 4 The supervisor(s) has adequate topic-based knowledge and experience to the proposed research. They have appropriate academic qualifications and research background and some experience using the research design and methodology proposed. The supervisor(s) has some time and funding available to support, direct and guide the applicant. At least one of the supervisors is culturally competent in Pacific health issues.

- 1 The supervisor(s) has inadequate topic-based knowledge and/or inappropriate academic qualifications to guide the research. The supervisor(s) has little experience using the research design and methodology proposed. The supervisor(s) does not have sufficient time or funding available to support, direct and guide the applicant. The supervisor(s) does not have cultural competency in Pacific health issues.

Reporting

All award recipients are required to submit a report to the HRC via the HRC's online reporting system. The report is due one month after completion of the award. The host institution's research office will assist the recipient to access the online reporting system and submit their report.

Publications

Publications which result from research undertaken during the tenure of an HRC Career Development Award should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of a(n) '*award title*' of the Health Research Council of New Zealand". For Preventing and Minimising Gambling Harm Fellowship, please also acknowledge the Ministry of Health.

Suspension

The Council may, at its discretion for what is considered grave cause, suspend the tenure of an HRC Career Development Award for such time as is thought fit, or deprive a Fellow of his/her Fellowship, and from that date the emoluments or other payments due shall cease.

Intellectual Property Rights and Commercial Considerations

The HRC has published guidelines on implementing research, including an intellectual property policy, on the HRC website at:
<http://www.hrc.govt.nz/sites/default/files/Implementing%20Research%20-%20A%20guideline%20for%20health%20researchers.pdf>.

As provided in the Fifth Schedule of the HRC Research Contract, new intellectual property resulting from HRC funded research is owned by the host organisation. Researchers should check the provisions of the contract to understand their obligations under the contract.

Pacific Health Research PhD Scholarship

The HRC recognises that improvement in Pacific health and wellbeing continues to be one of the government's main health gain areas. The HRC contributes to improving Pacific health through funding and supporting high quality research and investing in the Pacific health research workforce.

Description of Pacific Health PhD Scholarship

PhD scholarships in Pacific health research are intended to provide three years of personal support for applicants undertaking a PhD. Applicants eligible to apply may come from any discipline, but must be enrolled for a PhD in a research field relevant to the HRC mission of *"benefiting New Zealand through health research"*.

Value

- The current value of the PhD scholarship is \$30,000 (tax-free stipend) per annum.
- The academic host institution will be responsible for the administration of the Scholarship.
- Activation of the contract for the award shall take place only upon proof of enrolment.
- Tuition fees appropriate for the institution at which the applicant is enrolled may be claimed from the HRC, to be activated after enrolment.
- A one-off grant of \$10,000 will be allocated to successful applicants. These funds are to contribute towards the working expenses of the doctoral research. The working expenses will be paid to the host institution.
- An allowance of up to \$550 for thesis production may be claimed from the HRC.
- Successful applicants for a Pacific Health Research PhD Scholarship may apply for a Tufungatika allowance of \$1,000 per annum over the tenure of the award.

Eligibility

- Applicants should be New Zealand citizens or hold residency in NZ at the time of application, and be of indigenous Pacific descent.
- Usually applicants will be enrolled fulltime for a degree at the doctoral level, usually a Doctorate of Philosophy in a New Zealand University. The HRC will however consider other applications from applicants enrolled in other doctoral degrees or enrolled part-time on their individual merit. The PhD scholarship will not be granted for a period longer than the equivalent of three years fulltime.
- Students, who have not yet enrolled for their proposed course of study but are intending to do so, may apply for a PhD scholarship. In this case any award will be conditional on the applicant's successful enrolment.

Conditions of Tenure

- The applicant may only be enrolled at New Zealand universities or other approved New Zealand tertiary institutions. Council also considers the suitability of the proposed department and research supervisor when applications are reviewed. In exceptional circumstances, it is possible that part of the training could be carried out at an overseas institution.
- It is a condition of receiving the award that you cannot hold other awards without the express permission of the HRC.
- The Council will use its discretion in determining conditions for co-tenure with other awards. The upper limit of a co-tenured award cannot exceed \$30,000. Any additional award that increases the stipend to more than \$30,000 will require a dollar for dollar reduction in the emolument of the PhD scholarship.
- A recipient may not hold other positions of emolument without the express permission of the Council. Normally this permission will be given in respect of teaching duties, not exceeding 400 hours in a calendar year, which have the approval of the research supervisor.
- The HRC expects that costs of the research undertaken by PhD Scholarship recipients will be borne by the host institution. Applicants should confirm that such resources are in

place to ensure the successful completion of their award. The prospective PhD recipient may, through their host institution, submit a proposal in the HRC funding round to cover the costs of undertaking their research project. Applicants should understand however that such funding is contestable and not guaranteed.

- Successful applicants have 6 months from the date of award to take up the scholarship, but ideally within 3 months.

Application Review Process

- Applications for PhD Scholarships will be assigned to the Pacific Health Research Assessment Committee.
- As Scholarships and Fellowships are personal awards, HRC assessors will place equal emphasis on the applicant's potential development during the period of an award and the research project itself. Applicants should note that HRC awards are highly competitive and that all criteria will be considered to assure assessors that the intended programme is worthy of support.

Application Assessment Criteria

The following assessing criteria are used to guide committee members in the assessment of applications. Within each area anchor points are provided for scores of 7, 4 and 1.

A: Academic ability of applicant

- 7 The applicant has first-class qualifications and demonstrates consistently high grades. The applicant is technically and academically outstanding. The applicant will likely achieve success with distinction.
- 4 The applicant has a proven track record in being able to study; shows discipline and the ability to complete. The applicant is technically and academically able to achieve a qualification being sought if appropriate supports are put in place.
- 1 The applicant has secured at least a pass in the papers taken in their last year of study but there is some concern regarding academic performance. It is likely that the applicant will struggle to complete the course of study successfully.

B: Pacific health significance

- 7 The applicant has convincingly demonstrated that the proposed research: (a) has the potential to significantly advance knowledge relevant to the health of Pacific peoples, or (b) comprehensively addresses a Pacific health priority, and (c) can be expected to contribute substantively to Pacific workforce development or intellectual capital.
- 4 The applicant has demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific peoples, or (b) addresses a Pacific health priority, and (c) may contribute to Pacific workforce development or intellectual capital.
- 1 The applicant has NOT demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific peoples, or (b) addresses a Pacific health priority, and (c) even if the research aims were met, there is little chance that the proposed research would contribute to Pacific workforce development or intellectual capital.

C: Pacific community links

- 7 The applicant demonstrates outstanding leadership qualities and is involved in a leadership capacity in Pacific communities and/or leading a project in Pacific community, church or relevant Pacific health/research institution/organisation.
- 4 The applicant is involved in Pacific communities through active membership of a Pacific community, church or relevant Pacific health/research institution/organisation.
- 1 The applicant is not involved in a Pacific community, church or relevant Pacific health/research institution/organisation.

D: Health background and potential

- 7 The applicant demonstrates a comprehensive knowledge of the health or research sector. The applicant demonstrates a high level of commitment to a future in Pacific health research. The applicant has the potential to make a significant contribution to the Pacific health research sector.
- 4 The applicant is familiar with the health or research sector. The applicant is likely to pursue a career in health research.
- 1 It is unlikely that investment in this applicant will benefit the Pacific health or research sector.

E: Design and methodology

- 7 The proposed research design and methodology are excellent. The methods and proposed analyses are very comprehensive and clearly appropriate. The applicants demonstrate full awareness of the relevant technical issues, and clearly incorporate culturally appropriate methods for data handling and involvement of Pacific participants. There is demonstration of the development of Pacific research methodologies.
- 4 The study design is adequate. There may be insufficient detail for parts of the method and proposed analyses, or the study would benefit significantly by improvements in one or more of these areas. There is an attempt to incorporate Pacific research methodologies.
- 1 The study design is unacceptable as proposed. Either the design is inappropriate, or there is no (or very little) detail on the methodology and proposed analyses. There is no evidence of the incorporation of Pacific research methodologies.

F: Suitable supervision

- 7 The supervisor(s) has outstanding skills necessary to guide this project. This consists of a mix of outstanding academic qualifications, research background, excellent topic based knowledge and experience using the research design and methodology proposed to undertake the research. The supervisor(s) have sufficient time and funding available to support, direct and guide the applicant. The supervisor(s) has a high level of cultural competency in Pacific health issues.
- 4 The supervisor(s) has adequate topic based knowledge and experience to the proposed research. They have appropriate academic qualifications and research background and some experience using the research design and methodology proposed. The supervisor(s) has some time and funding available to support, direct and guide the applicant. At least one of the supervisors is culturally competent in Pacific health issues.
- 1 The supervisor(s) has inadequate topic based knowledge and/or inappropriate academic qualifications to guide the research. The supervisor(s) has little experience using the research design and methodology proposed. The supervisor(s) does not have sufficient time or funding available to support, direct and guide the applicant. The supervisor(s) does not have cultural competency in Pacific health issues.

Reporting

All award recipients are required to submit annual progress reports due on the anniversary of commencement of the award each year, and a final report due 1 month after completion of the award. Reports are to be submitted via the HRC's online reporting system. The host institution's research office will assist the recipient to access the online reporting system and submit their report.

Publications

Publications which result from research undertaken during the tenure of an HRC Career Development Award should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of a(n) '*award title*' of the Health Research Council of New Zealand".

Suspension

The Council may, at its discretion for what is considered grave cause, suspend the tenure of an HRC Career Development Award for such time as is thought fit, or deprive a Fellow of his/her Fellowship, and from that date the emoluments or other payments due shall cease.

Intellectual Property Rights and Commercial Considerations

The HRC has published guidelines on implementing research, including an intellectual property policy, on the HRC web site at:

<http://www.hrc.govt.nz/sites/default/files/Implementing%20Research%20-%20A%20guideline%20for%20health%20researchers.pdf>.

As provided in the Fifth Schedule of the HRC Research Contract new intellectual property resulting from HRC-funded research is owned by the host organisation. Researchers should check the provisions of the contract to understand their obligations under the contract.

Pacific Clinical Research Training Fellowship

Description of Pacific Clinical Research Training Fellowship

The Pacific Clinical Research Training Fellowship is awarded to suitably qualified health professionals such as medical and dental graduates, psychologists, nurses and other clinical researchers to enable them to undertake specialised or further clinical research training in fields relevant to the goals and objectives of the HRC mission of “*benefiting New Zealand through health research*”.

A Pacific Clinical Research Training Fellowship provides broad research training that will combine academic course work and/or a thesis-based degree, with on the job research experience and training within a multidisciplinary research group. The award is particularly suited to Pacific health professionals seeking additional training for a career in a new clinical research discipline within New Zealand. From time to time the HRC may, in addition, offer Fellowships in designated priority areas in order to develop a particular clinical research discipline.

Value

- The Fellowship provides up to \$100,000, per annum to the Fellow’s host institution for salary, University fees (eg. PhD fees) and ACC levy.
- Research costs to a maximum of \$20,000 over the 3-year period will be paid to Fellows enrolled for a PhD or equivalent qualification.
- The value of the salary is based on the recipient's qualifications and research experience and will be set by the University. The salary will fall in the range of LM1-LM4 for medical/dental graduates and LG1-LG4 for non-medical/non-dental graduates.
- Fellowship funds may not be used to contribute to any type of cost that is prohibited in the HRC “Rules for Permissible Use of Research Funding and Operation of Contracts”, academic supervision costs, overhead charges related to the Fellow’s salary, fees for examinations or subscriptions to professional colleges.
- Note that each recipient agrees to the stated FTE% contribution and that funding to any recipient from any source will not exceed 100 FTE%.

Eligibility

- Applicants should be New Zealand citizens or hold New Zealand residency at the time of application, and be of indigenous Pacific descent.
- Practising medical graduates, dental graduates, psychologists, nurses and other graduates with research ability, background training and expertise in fields relevant to clinical research are eligible to apply.
- Applicants must have a current clinical role as this is the intent of the support.
- All Fellows are required to enrol for an appropriate postgraduate qualification which has a research component e.g. medical and dental graduates progressing to MD or PhD, or nurses and other health professionals progressing to MHSc, DPH, MPH or PhD. The applicant will need to identify a suitable research training environment and develop a research training programme in consultation with the proposed supervisor and head of the relevant academic department(s).
- The Pacific Clinical Research Training Fellowship may be held for a minimum duration of twelve months and for a maximum duration of three years full-time or four years part-time. Fellowships are renewed annually on the basis of a satisfactory progress report.

Conditions of Tenure

- The Pacific Clinical Research Training Fellowships are tenable within New Zealand universities, hospitals or other research institutions approved by Council. The department and supervisor must be approved by the HRC. Part or all of the Fellowship may be taken up overseas under exceptional circumstances and if suitable training is not available in New Zealand. Rotation of training under more than one supervisor may be approved.

- The Pacific Clinical Research Training Fellowship awards will be administered through the host institution. Fellows are employees of the host institution and the general conditions of the appointment are those of that institution.
- Fellows may undertake limited clinical and teaching duties relevant to their research to a maximum of 400 hours in a calendar year. They may accept remuneration for such duties. Except in relation to approved limited clinical and teaching duties, Fellows may not receive remuneration for other work without HRC permission.
- Other forms of awards may not be held in conjunction with a Pacific Clinical Research Training Fellowship without the permission of the HRC.
- Fellowships are subject to the terms and conditions of research contracts as set out in the document “*HRC Rules: Permissible Use of Research Funding and Operation of Contracts*”.
- Tenure of the Fellowship terminates on the date stated in the contract or on the date of the oral examination (whichever comes first).

Application Review Process

- Applications for the Pacific Clinical Research Training Fellowship will be assigned to the Pacific Health Assessment Committee.
- As Scholarships and Fellowships are personal awards, HRC assessors will place equal emphasis on the applicant’s potential development during the period of an award and the research project itself. Applicants should note that HRC awards are highly competitive and that all criteria will be considered to assure assessors that the intended programme is worthy of support.

Application Assessment Criteria

The following assessing criteria are used to guide committee members in the assessment of applications. Within each area anchor points are provided for scores of 7, 4 and 1.

A: Academic ability of applicant

- 7 The applicant has first-class qualifications and demonstrates consistently high grades. The applicant is technically and academically outstanding. The applicant will likely achieve success with distinction.
- 4 The applicant has a proven track record in being able to study; shows discipline and the ability to complete. The applicant is technically and academically able to achieve a qualification being sought if appropriate supports are put in place.
- 1 The applicant has secured at least a pass in the papers taken in their last year of study but there is some concern regarding academic performance. It is likely that the applicant will struggle to complete the course of study successfully.

B: Pacific health significance

- 7 The applicant has convincingly demonstrated that the proposed research: (a) has the potential to significantly advance knowledge relevant to the health of Pacific peoples, or (b) comprehensively addresses a Pacific health priority, and (c) can be expected to contribute substantively to Pacific workforce development or intellectual capital.
- 4 The applicant has demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific peoples, or (b) addresses a Pacific health priority, and (c) may contribute to Pacific workforce development or intellectual capital.
- 1 The applicant has NOT demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific peoples, or (b) addresses a Pacific health priority, and (c) even if the research aims were met, there is little chance that the proposed research would contribute to Pacific workforce development or intellectual capital.

C: Pacific community links

- 7 The applicant demonstrates outstanding leadership qualities and is involved in a leadership capacity in Pacific communities and/or leading a project in Pacific community, church or relevant Pacific health/research institution/organisation.
- 4 The applicant is involved in Pacific communities through active membership of a Pacific community, church or relevant Pacific health/research institution/organisation.
- 1 The applicant is not involved in a Pacific community, church or relevant Pacific health/research institution/organisation.

D: Health background and potential

- 7 The applicant demonstrates a comprehensive knowledge of the health or research sector. The applicant demonstrates a high level of commitment to a future in Pacific health research. The applicant has the potential to make a significant contribution to the Pacific health research sector.
- 4 The applicant is familiar with the health or research sector. The applicant is likely to pursue a career in health research.
- 1 It is unlikely that investment in this applicant will benefit the Pacific health or research sector.

E: Design and methodology

- 7 The proposed research design and methodology are excellent. The methods and proposed analyses are very comprehensive and clearly appropriate. The applicants demonstrate full awareness of the relevant technical issues, and clearly incorporate culturally appropriate methods for data handling and involvement of Pacific participants. There is demonstration of the development of Pacific research methodologies.
- 4 The study design is adequate. There may be insufficient detail for parts of the method and proposed analyses, or the study would benefit significantly by improvements in one or more of these areas. There is an attempt to incorporate Pacific research methodologies.
- 1 The study design is unacceptable as proposed. Either the design is inappropriate, or there is no (or very little) detail on the methodology and proposed analyses. There is no evidence of the incorporation of Pacific research methodologies.

F: Suitable supervision

- 7 The supervisor(s) has outstanding skills necessary to guide this project. This consists of a mix of outstanding academic qualifications, research background, excellent topic based knowledge and experience using the research design and methodology proposed to undertake the research. The supervisor(s) have sufficient time and funding available to support, direct and guide the applicant. The supervisor(s) has a high level of cultural competency in Pacific health issues.
- 4 The supervisor(s) has adequate topic based knowledge and experience to the proposed research. They have appropriate academic qualifications and research background and some experience using the research design and methodology proposed. The supervisor(s) has some time and funding available to support, direct and guide the applicant. At least one of the supervisors is culturally competent in Pacific health issues.
- 1 The supervisor(s) has inadequate topic based knowledge and/or inappropriate academic qualifications to guide the research. The supervisor(s) has little experience using the research design and methodology proposed. The supervisor(s) does not have sufficient time or funding available to support, direct and guide the applicant. The supervisor(s) does not have cultural competency in Pacific health issues.

Reporting

All award recipients are required to submit annual progress reports due on the anniversary of commencement of the award each year, and a final report due 1 month after completion of the award. Reports are to be submitted via the HRC's online reporting system. The host institution's research office will assist the recipient to access the online reporting system and submit their report.

Publications

Publications which result from research undertaken during the tenure of an HRC Career Development Award should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of a(n) '*award title*' of the Health Research Council of New Zealand".

Suspension

The Council may, at its discretion for what is considered grave cause, suspend the tenure of an HRC Career Development Award for such time as is thought fit, or deprive a Fellow of his/her Fellowship, and from that date the emoluments or other payments due shall cease.

Intellectual Property Rights and Commercial Considerations

The HRC has published guidelines on implementing research, including an intellectual property policy, on the HRC web site at:

<http://www.hrc.govt.nz/sites/default/files/Implementing%20Research%20-%20A%20guideline%20for%20health%20researchers.pdf>.

As provided in the Fifth Schedule of the HRC Research Contract new intellectual property resulting from HRC-funded research is owned by the host organisation. Researchers should check the provisions of the contract to understand their obligations under the contract.

Pacific Health Research Postdoctoral Fellowship

The HRC recognises that improvement in Pacific health and wellbeing continues to be one of the government's main health gain areas. The HRC contributes to improving Pacific health through funding and supporting high quality research and investing in the Pacific health research workforce.

Description of Pacific Health Research Postdoctoral Fellowship

Postdoctoral Fellowships in Pacific health research are intended for the support of outstanding graduates who have recently completed a degree at doctoral level and who propose to conduct research in scientific fields relevant to the HRC mission of "*benefiting New Zealand through health research*". Their purpose is to provide support for up to 4 years for researchers to gain further experience in their chosen fields, and for them to become established as an independent researcher. Where appropriate, the Fellowship could include a period of up to 2 years of training that is undertaken overseas. Postdoctoral Fellowships must commence within 2 years of completion of a PhD.

Applicants applying for the **Preventing and Minimising Gambling Harm Research Postdoctoral Fellowship** should note:

- The intended research must seek to prevent and minimise gambling-related harm for Pacific populations in New Zealand.
- The specific value for the Preventing and Minimising Gambling Harm Award **differs from the standard** HRC Postdoctoral Fellowship.
- The term of the award is 4 years.
- \$410,000 is available for stipend and working expenses.

Value

- The current value of the Fellowship is based on a salary at a Postdoctoral Fellow level for 3 years. Please contact your host institution for the Fellowship salary scale.
- The HRC will provide a grant of up to \$105,000 for research expenses associated with the research. The applicant must submit a detailed budget on the appropriate form.
- The HRC will provide an annual allowance of up to \$2,500 to enable the Fellow to travel to one scientific meeting in New Zealand or eastern Australia. Holders of the Postdoctoral Fellowship may use the allowance to attend a scientific meeting elsewhere. Please note that in this instance, HRC will not provide any extra funding. The conference allowance should be claimed from the host institution.
- The HRC will pay ACC levies proportionate to the Fellowship.
- If a portion of this Fellowship is partly undertaken overseas, an adjustment for cost of living may be made. This adjustment will be indexed to a value of US\$25,000 per annum. Please note the exact sum will be determined by, and vary in accordance with the exchange rate.
- Provided Fellows meet their host institution rules for entry, they may apply to join the superannuation scheme administered by their host. Any Fellow who, prior to commencing their HRC award, is a member of a superannuation scheme administered by their host institution will be eligible to continue in that scheme. Employer contributions will be paid by the HRC.

Eligibility

- Applicants should be New Zealand citizens or hold residency in NZ at the time of application, and be of indigenous Pacific descent.
- Applicants must hold the degree of Doctor of Philosophy or an equivalent degree. Although applications will be received from persons who have not received results of their thesis examination, the award and commencement of the Fellowship will be conditional on awarding of the degree. The thesis must be submitted for examination at the time of application.
- Applicants should not have more than 2 years' postdoctoral experience.

- Applications for Postdoctoral Fellowships in Pacific health are open to individuals with a proven track record of research in the area of Pacific health development.

Conditions of Tenure

- Usually successful applicants will be involved in fulltime research. The HRC will however, consider applicants wishing to undertake part-time research on their individual merit. In the case of part-time Fellowships, applicants must be involved in research for a minimum of 0.5FTEs and the maximum duration of the Postdoctoral Fellowship will remain at 4 years. Fellowships will be reviewed annually and will be renewed subject to provision of satisfactory annual progress reports.
- Postdoctoral Fellowships in Pacific health research are tenable within New Zealand universities, hospitals or other research institutions approved by Council. The institution, department and supervisor must be approved by the HRC and should not usually be the department or institution in which the research leading to the award of a doctorate was performed.
- Postdoctoral Fellowship awards will be administered through the host institution. Fellows are employees of the host institution and the general conditions of the appointment are those of that institution.
- The HRC expects that costs of the research undertaken by Postdoctoral Fellowship recipients will be borne by the host institution. Applicants should confirm that such resources are in place to ensure the successful completion of their award. The prospective Postdoctoral Fellow may, through their host institution, submit a proposal in the HRC funding round to cover the costs of undertaking their research project. Applicants should understand however that such funding is contestable and not guaranteed.
- Fellows may undertake limited clinical and teaching duties relevant to their research to a maximum of 400 hours in a calendar year. They may accept remuneration for such duties. Except in relation to approved limited clinical and teaching duties, Postdoctoral Fellows may not receive remuneration for other work without the permission of the Council.
- Other forms of awards may not be held in conjunction with a Postdoctoral Fellowship without the permission of the HRC.
- Fellows may not enter examinations for higher qualifications during tenure of their Fellowship without permission of the HRC.
- Successful applicants have 6 months from the date of the award to take up the Fellowship, but ideally with 3 months.
- A Fellow may not receive more than 1.0 FTE from government and/or non-government research funding agency.
- Fellowships are subject to the terms and conditions of research contracts as set out in the document "*HRC Rules: Permissible Use of Research Funding and Operation of Contracts*".

Application Review Process

- Applications for Postdoctoral Fellowships will be assigned to the Pacific Health Assessment Committee.
- As Scholarships and Fellowships are personal awards, HRC assessors will place equal emphasis on the applicant's potential development during the period of an award and the research project itself. Applicants should note that HRC awards are highly competitive and that all criteria will be considered to assure assessors that the intended programme is worthy of support.

Application Assessment Criteria

The following assessing criteria are used to guide committee members in the assessment of applications. Within each area anchor points are provided for scores of 7, 4 and 1.

A: Academic ability of applicant

- 7 The applicant has first-class qualifications and demonstrates consistently high grades. The applicant is technically and academically outstanding. The applicant will likely achieve success with distinction.

- 4 The applicant has a proven track record in being able to study; shows discipline and the ability to complete. The applicant is technically and academically able to achieve a qualification being sought if appropriate supports are put in place.
- 1 The applicant has secured at least a pass in the papers taken in their last year of study but there is some concern regarding academic performance. It is likely that the applicant will struggle to complete the course of study successfully.

B: Pacific health significance

- 7 The applicant has convincingly demonstrated that the proposed research: (a) has the potential to significantly advance knowledge relevant to the health of Pacific peoples, or (b) comprehensively addresses a Pacific health priority, and (c) can be expected to contribute substantively to Pacific workforce development or intellectual capital.
- 4 The applicant has demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific peoples, or (b) addresses a Pacific health priority, and (c) may contribute to Pacific workforce development or intellectual capital.
- 1 The applicant has NOT demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific peoples, or (b) addresses a Pacific health priority, and (c) even if the research aims were met, there is little chance that the proposed research would contribute to Pacific workforce development or intellectual capital.

C: Pacific community links

- 7 The applicant demonstrates outstanding leadership qualities and is involved in a leadership capacity in Pacific communities and/or leading a project in Pacific community, church or relevant Pacific health/research institution/organisation.
- 4 The applicant is involved in Pacific communities through active membership of a Pacific community, church or relevant Pacific health/research institution/organisation.
- 1 The applicant is not involved in a Pacific community, church or relevant Pacific health/research institution/organisation.

D: Health background and potential

- 7 The applicant demonstrates a comprehensive knowledge of the health or research sector. The applicant demonstrates a high level of commitment to a future in Pacific health research. The applicant has the potential to make a significant contribution to the Pacific health research sector.
- 4 The applicant is familiar with the health or research sector. The applicant is likely to pursue a career in health research.
- 1 It is unlikely that investment in this applicant will benefit the Pacific health or research sector.

E: Design and methodology

- 7 The proposed research design and methodology are excellent. The methods and proposed analyses are very comprehensive and clearly appropriate. The applicants demonstrate full awareness of the relevant technical issues, and clearly incorporate culturally appropriate methods for data handling and involvement of Pacific participants. There is demonstration of the development of Pacific research methodologies.
- 4 The study design is adequate. There may be insufficient detail for parts of the method and proposed analyses, or the study would benefit significantly by improvements in one or more of these areas. There is an attempt to incorporate Pacific research methodologies.
- 1 The study design is unacceptable as proposed. Either the design is inappropriate, or there is no (or very little) detail on the methodology and proposed analyses. There is no evidence of the incorporation of Pacific research methodologies.

F: Suitable supervision

- 7 The supervisor(s) has outstanding skills necessary to guide this project. This consists of a mix of outstanding academic qualifications, research background, excellent topic based knowledge and experience using the research design and methodology proposed to undertake the research. The supervisor(s) have sufficient time and funding available to support, direct and guide the applicant. The supervisor(s) has a high level of cultural competency in Pacific health issues.
- 4 The supervisor(s) has adequate topic based knowledge and experience to the proposed research. They have appropriate academic qualifications and research background and some experience using the research design and methodology proposed. The supervisor(s) has some time and funding available to support, direct and guide the applicant. At least one of the supervisors is culturally competent in Pacific health issues.
- 1 The supervisor(s) has inadequate topic based knowledge and/or inappropriate academic qualifications to guide the research. The supervisor(s) has little experience using the research design and methodology proposed. The supervisor(s) does not have sufficient time or funding available to support, direct and guide the applicant. The supervisor(s) does not have cultural competency in Pacific health issues.

G: Career development and support

- 7 The applicant is extremely well supported in terms of mentorship and personal development. The mentor(s) are able to provide comprehensive advice and support for the applicant. The mentor(s) have a high level of cultural competency in Pacific health issues. The applicant is based within a highly supportive environment.
- 4 The applicant has support in terms of mentorship and personal development. The mentor(s) are able to provide some level of advice and support for the applicant. The mentor(s) have some level of cultural competency in Pacific health issues. The applicant is based within a supportive environment.
- 1 The applicant has inadequate support in terms of mentorship and personal development. The mentor(s) (if included) are inappropriate for the research and unlikely to be able to provide advice and support. The mentor(s) do not have cultural competency in Pacific health issues. The applicant is not based within a supportive environment.

Reporting

All award recipients are required to submit annual progress reports due on the anniversary of commencement of the award each year, and a final report due one month after completion of the award. Reports are to be submitted via the HRC's online reporting system. The host institution's research office will assist the recipient to access the online reporting system and submit their reports.

For Preventing and Minimising Gambling Harm Fellowship a copy of the report will be sent to the Ministry of Health.

Publications

Publications which result from research undertaken during the tenure of an HRC Career Development Award should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of a(n) '*award title*' of the Health Research Council of New Zealand". For Preventing and Minimising Gambling Harm Fellowship, please acknowledge the Ministry of Health.

Suspension

The Council may, at its discretion for what is considered grave cause, suspend the tenure of an HRC Career Development Award for such time as is thought fit, or deprive a Fellow of his/her Fellowship, and from that date the emoluments or other payments due shall cease.

Intellectual Property Rights and Commercial Considerations

The HRC has published guidelines on implementing research, including an intellectual property policy, on the HRC website.

As provided in the Fifth Schedule of the HRC Research Contract new intellectual property resulting from HRC-funded research is owned by the host organisation. Investigators should read the provisions of the contract to understand their obligations with respect to ownership and application of new intellectual property from HRC funded research.

Sir Thomas Davis Te Patu Kite Rangī Ariki Research Fellowship

The Sir Thomas Davis Te Patu Kite Rangī Ariki Health Research Fellowship recognises the contributions that Sir Davis made to clinical practice and biomedical and public health research, in a distinguished career spanning 62 years in the Cook Islands, New Zealand and the United States. Sir Davis was born on the island of Rarotonga on June 11, 1917 and educated at King's College in Auckland. He gained his medical degree at Otago in 1945 before returning to the Cook Islands where he was the chief medical officer from 1949. After working in the Cook Islands for several years he carried out further studies at Harvard University and completed a Master's of Public Health. He worked for various sections of the USA armed forces as a research physiologist before joining the National Aeronautics and Space Administration (NASA) to work on the space programme. During an academic career, that covered a wide range of scientific subjects, including biomedical aspects of the space programme, he published two books and more than 60 scientific papers. Sir Davis was knighted in 1981. He was the Prime Minister of the Cook Islands from 1978 to 1987. In 2005, the University of Otago awarded him an honorary Doctor of Laws degree.

Objectives

The Davis Fellowship has been established to support high-quality Pacific health research in priority areas that will contribute towards achieving better health outcomes for Pacific people, families and communities. The Fellowship will provide support for up to 3 years for a researcher whose field has the potential to contribute to the HRC mission of "*benefiting New Zealand through health research*"

The Fellowship is intended to support emerging Pacific researchers who have demonstrated outstanding potential to develop into highly-skilled researchers, able to initiate new avenues of investigation. Successful candidates are likely to have published papers in their chosen area in journals and should be able to demonstrate their ability to carry out independent research. HRC assessors will look to place more emphasis on the candidate and their potential development during the period of an award than on the research project itself. However, applicants should note that HRC Pacific awards are highly competitive and that all criteria will be considered to assure assessors that the intended research project is worthy of support.

Value

- This year the total value of the Fellowship package is \$300,000 over 2 years.
- The HRC will pay \$100,000 per annum to the Fellow's host institution for salary and all other costs associated with the Fellowship (eg. ACC levies, employer's contribution to superannuation). It is expected that Fellows are appointed within an academic salary scale

of LG5-SLG1, or LM5-SLM1 for those who may hold an MBChB, BDS or equivalent degree. Please contact your proposed host institution for the appropriate salary scale.

- The HRC will also provide a total of \$100,000 for research expenses over the 2-year period.
- Each recipient shall agree to the stated FTE% contribution, and funding to any recipient from any source shall not exceed 100 FTE%.

Eligibility

- Applicants should be New Zealand citizens or hold New Zealand residency at the time of application, and be of indigenous Pacific descent.
- Applicants must have held a PhD or an equivalent degree for a minimum of 4 years but no more than 8 years. The applicant’s track record is assessed relative to opportunity.
- Applicants who have been awarded more than one HRC Project as First Named Investigator, or equivalent support (value/term) are not eligible.
- Usually, successful applicants will be involved full-time in research. The HRC will however consider applicants wishing to undertake part-time research. In this case, applicants must be involved in research for a minimum of 0.5 FTE and the maximum duration of the Research Fellowship will be 3 years.

Conditions of Tenure

- Fellowships are tenable within New Zealand universities, hospitals or other research institutions approved by Council. The institution and department must be approved by the HRC.
- Fellowships will be administered through the host institution. Fellows are employees of the host institution and the general conditions of the appointment are those of the institution.
- Other forms of awards may not be held in conjunction with the Fellowship without the permission of the HRC.
- Fellows may not enter examinations nor enrol for higher qualifications during tenure of their Fellowship without permission of the HRC.
- Fellowships are subject to the terms and conditions of research contracts as set out in the document “*HRC Rules: Permissible Use of Research Funding and Operation of Contracts*”.

Application Review Process

- Applications for Postdoctoral Fellowships will be assigned to the Pacific Health Assessment Committee.
- As Scholarships and Fellowships are personal awards, HRC assessors will place equal emphasis on the applicant’s potential development during the period of an award and the research project itself. Applicants should note that HRC awards are highly competitive and that all criteria will be considered to assure assessors that the intended programme is worthy of support.

Application Assessment Criteria

The following assessing criteria are used to guide committee members in the assessment of applications. Each application is scored on a 7-point scale for each of the scoring criteria:

| | |
|-------------------------------------|---|
| <i>Suitability of the Applicant</i> | Evidence of the applicant’s commitment to establish an independent research career; the extent to which the research proposal represents an independent research stream; the applicant’s ability to take overall responsibility for the work to be completed; the applicant’s plan for developing an independent research programme, stemming from the research proposal; the quality of the applicant’s track record, based not only on quantity of publications but on the applicant’s PhD, prizes and scholarships, and other academic achievements. |
|-------------------------------------|---|

| | |
|-------------------------------|---|
| | Track record is assessed relative to opportunity; the nature and level of support provided by the applicant's mentors and colleagues. |
| <i>Rationale for Research</i> | Potential for health gains in the Pacific community; significance of health issue; potential to advance knowledge and address an important gap; aims and hypotheses build on existing knowledge; and originality of the approach. |
| <i>Design and Methods</i> | Appropriateness of the research design and methods chosen; the validity of the proposed analyses; and the feasibility of attaining the statistical power sought (if appropriate). Patient safety issues well managed. |
| <i>Research Impact</i> | Advance one or more of the Investment Signal goals, (six goals for RHM); contribution to increased knowledge, health, social and/or economic gains; importance of potential outcomes; and pathway for knowledge transfer. |

The 7-point word ladder assists scoring according to the descriptors:

| <i>Score</i> | <i>Criteria Descriptor</i> |
|--------------|----------------------------|
| 7 | Exceptional |
| 6 | Excellent |
| 5 | Very good |
| 4 | Good |
| 3 | Adequate |
| 2 | Unsatisfactory |
| 1 | Poor |

Weighting of Scoring Criteria

The Pacific Health Research Assessment Committee will use the 7-point scale, but the Suitability of the Applicant score will be given a 40% weighting and other three criteria will be worth 20% each.

As Scholarships and Fellowships are personal awards, the weighting places more emphasis on the candidates. However, applicants should note that HRC awards are highly competitive and that all criteria will be considered.

| <i>Criteria</i> | <i>Points</i> | <i>% score</i> |
|------------------------------|---------------|----------------|
| Suitability of the Applicant | 7 | 40 |
| Rationale for Research | 7 | 20 |
| Design and Methods | 7 | 20 |
| Research Impact | 7 | 20 |
| Total Score | 28 | 100 |

Reporting

All award recipients are required to submit annual progress reports due on the anniversary of commencement of the award each year, and a final report due one month after completion of the award. Reports are to be submitted via the HRC's online reporting system. The host institution's

research office will assist the recipient to access the online reporting system and submit their reports. For Preventing and Minimising Gambling Harm Fellowship a copy of the report will be sent to the Ministry of Health.

Publications

Publications which result from research undertaken during the tenure of an HRC Career Development Award should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of a(n) '*award title*' of the Health Research Council of New Zealand". For Preventing and Minimising Gambling Harm Fellowship, please also acknowledge the Ministry of Health.

Suspension

The Council may, at its discretion for what is considered grave cause, suspend the tenure of an HRC Career Development Award for such time as is thought fit, or deprive a Fellow of his/her Fellowship, and from that date the emoluments or other payments due shall cease.

Intellectual Property Rights and Commercial Considerations

The HRC has published guidelines on implementing research, including an intellectual property policy, on the HRC website.

As provided in the Fifth Schedule of the HRC-Research Contract new intellectual property resulting from HRC funded research is owned by the host organisation. Investigators should read the provisions of the contract to understand their obligations with respect to ownership and application of new intellectual property from HRC funded research.

Part E: Explanatory Notes for Health Research Development Awards

Pacific Health Research Summer Studentship

The HRC recognises that improvement in Pacific health and wellbeing continues to be one of the government's main health gain areas. The HRC contributes to improving Pacific health through funding and supporting high quality research and investing in the Pacific health research workforce.

Description of Pacific Health Research Summer Studentship

Summer Studentships are available to introduce research to **undergraduate** applicants who have the potential to develop in a career that may involve Pacific health research. Applications are sought from applicants undertaking health-related courses wishing to be involved in a Pacific health research project over the summer vacation.

Selection will be based on the potential of the applicant, health research career aspirations, previous or current involvement in Pacific health and or research as well as the quality of their intended supervision. Supervisors should be a suitable role model, with a clearly demonstrated record of publication in health research and the necessary time, interest and enthusiasm to give to the applicant (maximum 2 applicants per supervisor). The project should be a distinct piece of research that is achievable within the period of the studentship (usually ten weeks). The studentship should involve some training in research methodology and report writing and the applicant is encouraged to present the results of the research at a seminar and/or by publication. It is both the applicant's and the supervisor's joint responsibility to ensure that the project is completed on time.

If ethics approval is required for the summer studentship, it is the supervisor's responsibility to ensure that this is obtained at the time an application is submitted for consideration. Otherwise, applicants are advised to select a project that does not require ethics approval.

Research projects should be related directly to the health of the Pacific community, with the precise topic to be determined by the applicant and their supervisor.

Eligibility

Applicants should be New Zealand citizens or hold residency in New Zealand at the time of application, and be of indigenous Pacific descent.

Application Review Process

- Applications for Summer Studentships will be assigned to the Pacific Health Assessment Committee.
- As summer studentships are personal awards, HRC assessors will place equal emphasis on the applicant's potential development during the period of an award and the research project itself. Applicants should note that HRC awards are highly competitive and that all criteria will be considered to assure assessors that the intended project is worthy of support.

Application Assessment Criteria

The following assessing criteria are used to guide committee members in the assessment of applications. Within each area anchor points are provided for scores of 7, 4 and 1.

A: Academic ability of applicant

- 7 The applicant has first-class qualifications and demonstrates consistently high grades. The applicant is technically and academically outstanding. The applicant will likely achieve success with distinction.

- 4 The applicant has a proven track record in being able to study; shows discipline and the ability to complete. The applicant is technically and academically able to achieve a qualification being sought if appropriate supports are put in place.
- 1 The applicant has secured at least a pass in the papers taken in their last year of study but there is some concern regarding academic performance. It is likely that the applicant will struggle to complete the course of study successfully.

B: Pacific health significance

- 7 The applicant has convincingly demonstrated that the proposed research: (a) has the potential to significantly advance knowledge relevant to the health of Pacific peoples, or (b) comprehensively addresses a Pacific health priority, and (c) can be expected to contribute substantively to Pacific workforce development or intellectual capital.
- 4 The applicant has demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific peoples, or (b) addresses a Pacific health priority, and (c) may contribute to Pacific workforce development or intellectual capital.
- 1 The applicant has NOT demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific peoples, or (b) addresses a Pacific health priority, and (c) even if the research aims were met, there is little chance that the proposed research would contribute to Pacific workforce development or intellectual capital.

C: Pacific community links

- 7 The applicant demonstrates outstanding leadership qualities and is involved in a leadership capacity in Pacific communities and/or leading a project in Pacific community, church or relevant Pacific health/research institution/organisation.
- 4 The applicant is involved in Pacific communities through active membership of a Pacific community, church or relevant Pacific health/research institution/organisation.
- 1 The applicant is not involved in a Pacific community, church or relevant Pacific health/research institution/organisation.

D: Health background and potential

- 7 The applicant demonstrates a comprehensive knowledge of the health or research sector. The applicant demonstrates a high level of commitment to a future in Pacific health research. The applicant has the potential to make a significant contribution to the Pacific health research sector.
- 4 The applicant is familiar with the health or research sector. The applicant is likely to pursue a career in health research.
- 1 It is unlikely that investment in this applicant will benefit the Pacific health or research sector.

E: Design and methodology

- 7 The proposed research design and methodology are excellent. The methods and proposed analyses are very comprehensive and clearly appropriate. The applicants demonstrate full awareness of the relevant technical issues, and clearly incorporate culturally appropriate methods for data handling and involvement of Pacific participants. There is demonstration of the development of Pacific research methodologies.
- 4 The study design is adequate. There may be insufficient detail for parts of the method and proposed analyses, or the study would benefit significantly by improvements in one or more of these areas. There is an attempt to incorporate Pacific research methodologies.
- 1 The study design is unacceptable as proposed. Either the design is inappropriate, or there is no (or very little) detail on the methodology and proposed analyses. There is no evidence of the incorporation of Pacific research methodologies.

F: Suitable supervision

- 7 The supervisor(s) has outstanding skills necessary to guide this project. This consists of a mix of outstanding academic qualifications, research background, excellent topic-based knowledge and experience using the research design and methodology proposed to undertake the research. The supervisor(s) have sufficient time and funding available to support, direct and guide the applicant. The supervisor(s) has a high level of cultural competency in Pacific health issues.
- 4 The supervisor(s) has adequate topic-based knowledge and experience to the proposed research. They have appropriate academic qualifications and research background and some experience using the research design and methodology proposed. The supervisor(s) has some time and funding available to support, direct and guide the applicant. At least one of the supervisors is culturally competent in Pacific health issues.
- 1 The supervisor(s) has inadequate topic-based knowledge and/or inappropriate academic qualifications to guide the research. The supervisor(s) has little experience using the research design and methodology proposed. The supervisor(s) does not have sufficient time or funding available to support, direct and guide the applicant. The supervisor(s) does not have cultural competency in Pacific health issues.

Please note:

- The application, with the exception of the supervisor's details, must be completed by the applicant.
- A scan of a witnessed/signed copy of the applicant's academic record (not the original) is required with the application.
- If two applicants are applying under the same supervisor or project, the tasks associated, learning outcomes and/or detail in the application must differ as much as possible for each applicant (duplicate copies of the same application will not be accepted).
- The application must be signed by the supervisor to confirm their support of the application.
- The application must be signed by the host institution (if not university based) or research/scholarships office.
- The value of award is \$5,000; half will be allocated at the outset of the studentship, with the balance paid when the report is received and approved.

Reporting

All award recipients are required to submit a report to the HRC. Guidelines for the final report can be accessed separately via the HRC website. The report is due one month after completion of the award.

Pacific Knowledge Translation Grant

The HRC recognises that improvement in Pacific health and wellbeing continues to be one of the government's main health gain areas. The HRC contributes to improving Pacific health through funding and supporting high-quality research and investing in the Pacific health research workforce.

Description of Pacific Knowledge Translation Grants

Knowledge Translation Grants are available for dissemination of research identified as important for future use, including policy and health service development. The HRC recognises the importance of dissemination and the various forms it can take dependent on the target audience.

Dissemination for the purpose of this grant can include taking specified information from the research and making a publication that is better suited to the needs of an intended audience. It can include a Fono, publication of a report or book, and can focus on specific elements aimed at particular ethnic-specific/age or gender groups and/or at a particular health area (e.g. oral health, nutrition, cultural safety guidelines for a specific health provider centre, customary healing practices). The grant can also be used to develop a health-related website/page; however, its primary purpose will need to be dissemination of health or research-related information/publications that have emerged from health research undertaken.

Knowledge Translation Grants are not available for:

- Printing and binding of a thesis
- Presenting results of a research project or travel to an intended conference, as these should be funded as part of the original research proposal
- Topping up any shortfall in an existing HRC research contract. This is the responsibility of the host institution.

Value

Funds of up to \$5,000 are available.

Tenure

Successful applicants will have 6 months from the date of award to take up the Grant, and a further 6 months to submit copies of the publication to the HRC.

Eligibility

Applicants should be New Zealand citizens or hold residency in New Zealand at the time of application, and be of indigenous Pacific descent.

Application Assessment Criteria

The following assessing criteria are used to guide committee members in the assessment of applications. Within each area anchor points are provided for scores of 7, 4 and 1.

A: Rationale

The purpose of the grant is justifiable because:

- It is health and/or research related
- It contributes to Pacific health gains
- It represents value for money
- The intended audience is clearly identified in the application.

B: Dissemination technique fits with the criteria

The information disseminated:

- Has been identified as important to the intended audience or other key stakeholder
- Will clearly benefit the intended audience.

C: Track record of the applicant

The candidate:

- Is currently actively involved in relevant Pacific communities.
- Demonstrates a comprehensive knowledge of health or research.

Submission of final copies

All award recipients are required to submit both a hard copy of their publication or website/page information and an electronic (PDF) copy to the HRC within 6 months of receiving the award. It is an expectation that publications will have an International Standard Book Number (ISBN) which can be obtained at no cost through the following link <http://www.natlib.govt.nz/services/get-advice/publishing/isbn>. An ISBN allows for greater dissemination throughout New Zealand and is also useful for the applicants as part of their publication list.

All successful applicants will need to fill in the Final Report Submission Cover Sheet to be included with the copies of the publications and or printouts of website/page information. A template is available on the HRC website.

Version Information

This section provides a document history

| | |
|-------------------------------------|--|
| Title | 2019 Pacific Health Research Application Guidelines 2019 |
| Version/Issue Date/Status | May 2018/published |
| Supersedes Version/Issued on | June 2017 |
| Description of changes | Updated to reflect HRC Gateway submission procedures; updated and aligned score criteria |
| Prepared by | Project Manager, Pacific Health Research |
| Approved by | Director, Research Investments and Contracts |
| File Name | 2019 Pacific Health CDA Application Guidelines.docx |