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Part A: Health Delivery Research investment signal

Understanding the scope and intent of HRC investment in health delivery research for 2020
HRC objectives for investment

The HRC supports health delivery research that directly contributes to a primary outcome of improved health delivery by informing decisions or changes to policy, practice or systems in the New Zealand health and disability sector. The HRC seeks applications that are within the scope of this investment signal and meet the requirements for each health delivery funding opportunity (Part B of this document).

Why invest in health delivery research?

The importance of health delivery research is emphasised in the New Zealand Health Research Strategy\(^1\), with a commitment to strengthening the clinical research environment and health services research (Action 6). Excellent and robust health delivery research helps shape effective models and ways to deliver care, to meet increasing cost pressures on the health system and rising public expectations for health care. Health delivery research directly impacts health care and health outcomes for New Zealanders.

What does this investment aim to achieve?

By investing in health delivery research, the HRC aims to:

- improve equity of access, and consistency and continuity of care for all New Zealanders
- uphold the *Treaty of Waitangi* and advance Māori health outcomes
- strengthen the use of evidence to inform decision-making in health practice and improve the health system
- improve the quality, safety, effectiveness, efficiency and sustainability of health care.

Enabling a quality research and innovation culture to be embedded within the health sector will ultimately generate tangible improvements to health and wellbeing outcomes for New Zealanders.

How can the HRC achieve these outcomes?

To achieve this, the HRC provides funding opportunities that:

- use the New Zealand Health Research Prioritisation Framework\(^2\) to guide a people-centred focus in our health delivery investment
- prioritise health equity for Māori and apply Māori Health Advancement scoring criteria
- recognise and respond to real world health delivery evidence needs and opportunities (including community and iwi voices), ensuring that what we fund supports meeting these needs
- grow the capacity, capability and engagement of the research workforce in health delivery settings and ensure sound leadership to build and embed a research culture
- support translation and uptake of research findings in policy, systems and practice
- support system-level efforts.

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The HRC’s new Health Delivery Research funding opportunities will be implemented in several phases. In the 2020 Health Delivery Research Investment Round there are four new grant types available, with a further four planned for phase 2 in 2021. These eight opportunities are positioned to deliver on our aspirations for health delivery research and include a project pipeline to enable and develop research projects, and a people pipeline to enable and develop researchers.

Prospective applicants can use the information overleaf to identify the most suitable funding opportunity. Applicants need to ensure their proposed research activity is in scope of Part A of this document and meets the requirements of the applicable grant type. Information is provided in Part B of these guidelines to assist applicants with the application requirements and provide details on assessment processes.

The following opportunities are available in the 2020 HRC Health Delivery Research Investment Round:

- Health Delivery Research Activation Grant (see section 2 in Part B)
- Health Delivery Research Project Grant (see section 5 in Part B)
- Health Sector Research Collaboration Grant (limited pilot) (see section 8 in Part B)
- Health Delivery Research Career Development Award (see section 11 in Part B).
Identifying the most suitable Health Delivery Research funding opportunity

**PROJECT focused**

**Establishing evidence need**

**Health Delivery Research Activation Grant**
Up to $30,000 to enable established or prospective researchers and/or research providers to establish their health delivery evidence needs or research opportunities before applying for larger-scale funding.

Designed to incentivise getting ready for research and flexible to enable various starting points in health delivery research.

Research activation activities may include relationship development; priority setting; literature review; skill or capacity building.

**Responding to evidence need**

**Health Delivery Research Project Grant**
Up to $1.4 million for research projects connected to health delivery evidence needs.

Designed to ensure connection of research with an identified evidence need, and meaningful engagement with the health sector including consumers.

For research in a health delivery research category: health technologies; health services; health economics; social science; clinical (later stages); implementation science.

**Translating evidence**

**Health Delivery Translation Grant**
Phase 2 opportunity
Varying levels of funding available to support the next steps of research, where viable results indicate a readiness to move research findings through the project pipeline explicitly and proactively.

Support may include approaches such as testing and evaluation; evidence synthesis; dissemination and coordination (where additional gains can be made to the contracted requirements already contained in HRC grant contracts).

**Health Sector Research Collaboration Grant (pilot*)**
Negotiated funding focused on upskilling and empowering health care or health service delivery organisations to engage in health delivery research, intensify research in health delivery settings, and ensure research adequately responds to health sector, patient and community needs. Funding support for health delivery research activation and research activities across the project pipeline.

*The Health Sector Research Collaboration Grant pilot seeks to test this new way of procuring health delivery research with district health boards (DHBs) first, with a view to expanding to other health providers, including primary care and community, and Māori and Pacific providers, in the future. Other health providers, including DHBs unsuccessful in the pilot intake for phase 1, are encouraged to apply for the other HRC Health Delivery Research funding opportunities.*
2020 Health Delivery Research Investment Round: Application Guidelines

PEOPLE focused

Entry

Health Delivery Research Career Development Award

A development opportunity for health professionals (clinical or non-clinical) and academic health researchers to undertake a funded placement in a health delivery research team, health sector setting or health delivery policy setting. Funding includes a market salary supplemented by a $20,000 contribution to the placement host.

This grant is designed as an alternative pathway into health delivery research.

Progression

Health Delivery Research Training Fellowship

Phase 2 opportunity

Funding support for health professionals of any background (clinical or non-clinical) to undertake a postgraduate qualification in health delivery research with a host.

Designed to expand eligibility of existing clinical career development opportunities to acknowledge that health delivery research teams comprise valuable contributions from a range of health professionals.

Champion

Health Delivery Research Leader

Phase 2 opportunity

Appointment of leaders in health delivery research with extensive experience and health sector mana, to champion and foster connectivity between health delivery settings and research fields. Focus on raising the profile of health delivery research and establishing, strengthening and growing health delivery research networks and hubs of excellence; contributing towards capacity building, research, supervision, leadership and strategic coordination.

Health Delivery Research Advanced Fellowship

Phase 2 opportunity

Funding support for health professionals (clinical or non-clinical) with research experience to undertake a health delivery research activity with connection to policy, systems or practice.

Designed to expand the eligibility of existing clinical career development opportunities to any health professional with suitable research experience. The aim is to diversify the sector’s capability in health delivery research and respond to research opportunities from frontline health care perspectives.

Note: the HRC’s existing Clinical Career Development Awards will continue as usual in 2020.
Scope of health delivery research supported by the HRC

Research that will directly contribute to a primary outcome of improved health delivery by informing decisions or changes to policy, practice or systems in the New Zealand health and disability sector is within scope.

This includes the full range of health care delivery (such as prevention, detection, diagnosis, prognosis, treatment, care and support), at all levels of care (i.e. primary through to tertiary and community-based), and at a local, regional and/or national level in New Zealand, acknowledging that international connections can support this. Health delivery research undertaken by all those who work in health and disability service settings is supported, including the varied clinical, technical, managerial workforce needed to support a strong health delivery research sector.

The following research sub-disciplines are in scope, acknowledging that research may relate to more than one:

- **Health services**
  Research to improve the efficiency and effectiveness of health professionals and the health care system, investigating equity of and access to health care, and the quality and cost of health care to improve the health of individuals and populations.

- **Health economics**
  Research into economic aspects of health care delivery, including the value of health care systems, interventions (prevention and treatment), and user experiences.

- **Health technology**
  Research on innovations (technologies, tools and devices) where these are likely to impact on clinical practice, health care service provision or health systems. Please note that the technology itself is not in scope for funding.

- **Clinical (later stages)**
  Clinical trials of new or existing clinical interventions where focused on health care delivery for the intended health benefit of the New Zealand population (including results that can be applied in multiple regions or settings) and where study protocols and/or interventions have been adapted to New Zealand populations or conditions.

- **Social science**
  Research into human society and social relationships to support health care delivery, with a focus on equity in our health system.

- **Implementation science**
  Research on methods and strategies (including evaluation) to promote the uptake of viable health research findings in practice, policy or system-level to improve the quality and effectiveness of health care. Looking at what works, who for, and in which circumstances, and identifying areas for potential (accessible and equitable) adaptation and scale up.

Within and across these sub-disciplines, research to inform a wide range of health care delivery improvements using any methodological approach is in scope, such as advancements in productivity; performance; organisation; sustainability; cost-effectiveness; equity; and quality and efficacy of care and support.
Proposed research must demonstrate a clear connection to a health care need, substantiated by health sector leadership or meaningful end-user involvement in the identification of this need. As such, end-user engagement is expected, comprising service-user, clinical, health provider, support worker, community or population collaboration and/or partnership from the outset of the research proposal and throughout the research process.

New Zealand Health Research Attributes

Research funders, research providers and research teams are tasked with advancing the vision of the New Zealand Health Research Prioritisation Framework. HRC-funded research must meet the New Zealand Health Research Attributes:

- Why in New Zealand?
- Mana Tāngata
- Excellence
- Impact
- Equity

Part B of this document contains information for applicants on what is required in an application to satisfy the New Zealand Health Research Attributes.\(^3\)

Research priorities

Investment priorities for the 2020 Health Delivery Research Investment Round are:

- Establishing evidence needs – getting ready for research
- Responding to evidence needs – undertaking the research
- Entry level career pathways – growing health delivery researchers.

Within each of these priorities, the HRC intends to support research that advances Māori and Pacific people’s health and wellbeing.

The characteristics of these priorities are reflected in the corresponding funding opportunities available in 2020.

A Steering Group will make strategic recommendations on the distribution of funding across health delivery funding opportunities based on this signal. Funding decisions will be made by the HRC.

Funding is available to support the four grant types in phase 1. The balance of this funding distribution is expected to fluctuate based on evidence needs, research opportunities, and the number and quality of applications. Around 50% is expected to comprise Health Delivery Research Project Grants.

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\(^3\) The HRC will be reviewing funding criteria for alignment with the New Zealand Health Research Attributes in 2020. Any resulting changes for future Health Delivery Research Investment Rounds will be signalled with sufficient notice to the sector.
The HRC will be undertaking an evaluation of phase 1 (2020). Successful recipients of HRC Health Delivery Research funding are expected to participate in this evaluation, and all applicants are welcome to participate.

User groups from the NZ Health Research Prioritisation Framework

Where the term funder, research provider, researcher or research team is used in relation to HRC health delivery investment, the following definitions are intended.

Funders: any agency or institution, government or non-governmental organisation, investing in health research. Only those investing government funds are required to align, but the framework is drafted to be inclusive of funders who want to support a common vision for health research. This includes iwi and community funders as well as charities and companies.

Research providers: any organisation that conducts health research. These include universities, polytechnics, health care providers, Crown Research Institutes, iwi organisations, non-governmental organisations and community groups and industry.

Researchers and research teams: those who are engaged in researching health and wellbeing.

Communities: as the end-users of research, communities have multiple roles that span the entire research process, from conceptualisation and design, through to translation (i.e. as research funders, research providers, researchers, participants, and consumers).
Part B: Application requirements

Understanding the criteria required for each funding opportunity and how to address these in your application
1. General information for submitting an application to the 2020 Health Delivery Research Investment Round

This section sets out general information for applicants to all 2020 health delivery funding opportunities:

- Health Delivery Research Activation Grant
- Health Delivery Research Project Grant
- Health Delivery Research Career Development Award
- Health Sector Research Collaboration Grant (pilot).

The information provided in this section includes:

- instructions for using HRC Gateway to submit an application
- formatting requirements for applications
- guidance about the privacy of application content
- contact information if you need assistance with your application.

Applicants must follow the instructions set out in this section.

Please see the relevant sections later in the document for detailed information and requirements for each of the specific grant types.

1.1. Preparation

1.1.1. Creating an HRC Gateway user account

Applicants will need an HRC Gateway account to apply. You may use your existing account or create a new one if don’t have one, via the following URL: [https://gateway.hrc.govt.nz](https://gateway.hrc.govt.nz).

Please note that all applicants named on the proposed research team must have an HRC Gateway user account so that their details can be included in the online form. Individual Gateway accounts must be updated annually.

1.1.2. Prior to submission

Before submitting an application form, applicants should read:

*(Within this document)*

- the Health Delivery Research investment signal information in Part A of this document
- the general requirements for applications (this section)
- the section of this document corresponding to the grant type being applied for, containing grant-specific information for eligibility, assessment criteria and specific instructions.

*(Additional documentation)*

- [HRC Research Ethics Guidelines](https://gateway.hrc.govt.nz)
- [Guidelines for Researchers on Health Research Involving Māori](https://gateway.hrc.govt.nz)
- [HRC Māori Health Advancement Guidelines](https://gateway.hrc.govt.nz) and supporting [resources](https://gateway.hrc.govt.nz).
- [Guidelines for Pacific Health Research](https://gateway.hrc.govt.nz)
- [HRC Research Impact Slide Show](https://gateway.hrc.govt.nz)

The regularly updated reference documents and forms are on HRC Gateway.
1.1.3. **New host organisation**

New host organisations that have not previously been funded by the HRC will be required to provide due diligence information before a contract can be offered. Please contact the HRC for further information (section 1.6). The host organisation is the institution or organisation that will be responsible for ensuring an awarded grant is completed according to the requirements of this grant type (i.e., for a Health Delivery Research Activation Grant) or that will be responsible for administering a contract awarded (for the other Health Delivery grant types).

Host organisations are also responsible for ensuring that New Zealand is the principal domicile and principal place of employment for the First Named Investigator. By submitting an application, the host is satisfied that this criterion has been met.

1.1.4. **Terminology**

The terminology used in HRC Gateway will be in line with standard HRC wording; however, these guidelines reflect specific terminology relevant to each of the different grant types. For example, for the Health Delivery Research Activation Grant, the term ‘First Named Investigator’ is captured in HRC Gateway; however, the role will be considered (and referred to in these guidelines) as ‘Activation Lead’. Instances where the intended terminology is different to what is captured in Gateway will be reflected, where appropriate, in these guidelines.

1.1.5. **Overdue HRC reports**

First Named Investigators will not be able to submit a new application in HRC Gateway if they have an overdue progress or end of contract report for a previous contract due in HRC Gateway.

1.1.6. **Overlapping applications**

Applicants who have applied for HRC funding for an overlapping application to another research investment stream, may also apply to a grant in the 2020 Health Delivery Research Investment Round, provided their application fits the scope of this signal and meets the eligibility criteria for the specific grant. If their application is awarded funding through one of the HRC’s other funding mechanisms (whose outcomes will be known first), then the application will be withdrawn from that grant within the 2020 Health Delivery Research Investment Round. Clear indication of where there is duplication or overlap with an existing application will need to be stated in the respective application form.

1.2. **Format**

1.2.1. **General formatting**

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

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

Use the correct HRC form for the grant to which you are applying as it contains special features specific to that grant type.

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4 Principal Domicile means the holding of New Zealand citizenship, or a residence class visa under the Immigration Act 2009, and either be domiciled or residing in New Zealand with the intention of residing here indefinitely, having done so for the immediately preceding 12 months. According to Section 4 of the Immigration Act, "residence class visa" means a permanent resident visa or a resident visa.
Applicants must:

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

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

1.3. Copies of applications required

1.3.1. Electronic copy
Applications must be submitted through HRC Gateway. Deadlines for the electronic submission are provided specific to each grant type.

Submit the relevant form as a PDF file created by using the PDF function in MSWord or another PDF generator. Ensure that the PDF version meets page limits and that graphics and tables are converted correctly from the Word version.

For the grants that require it (specified in grant-specific sections below), submit the budget information file in both xlsx and PDF formats.

HRC Gateway will allocate file names.

Important
For applicants from host organisations that have dedicated Research Offices, the application will be 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 Research Office approval. Always allow sufficient time before the HRC closing date for this approval step.

For applicants that are either independent or their host does not have a Research Office, applications are submitted directly to the HRC.

1.3.2. Paper copy
Two printed copies of the final HRC Gateway system-generated PDF must be sent to the HRC.

The two complete printed applications must be double-sided and stapled. Deadlines for the paper copies are provided specific to each grant type.

1.3.3. Do not send files
Do not send digital files directly to the HRC. Independent researchers and research providers requiring assistance with using HRC Gateway should contact the HRC in the first instance.

1.3.4. Returned applications
No part or parts of an application can be returned to the applicant.

1.3.5. Incomplete applications
Incomplete applications will be regarded as withdrawn.
1.4. Privacy provisions

1.4.1. 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 New Zealand Research Information System (NZRIS) curated by MBIE with details provided by funders of the science sector.

1.4.2. Personal information

Personal information contained in the application will be available to members of the Health Delivery Research Steering Group, and to external reviewers relevant to the review of the application.

1.4.3. Media release

The HRC publishes details of research contracts including named individuals, host organisation, research title, lay summaries and funding awarded for public interest purposes and to meet the statutory requirements of the Health Research Council Act 1990.

1.4.4. Official Information Act

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

1.5. Mailing address

Paper copies of applications are be sent to the HRC office address:

<table>
<thead>
<tr>
<th>Mailing address:</th>
<th>Physical/ Courier address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Investments &amp; Contracts</td>
<td>Research Investments &amp; Contracts</td>
</tr>
<tr>
<td>Health Research Council of New Zealand</td>
<td>Health Research Council of New Zealand</td>
</tr>
<tr>
<td>PO Box 5541, Victoria St West</td>
<td>3rd Floor, ProCare Building</td>
</tr>
<tr>
<td>Auckland 1142</td>
<td>110 Stanley Street, AUCKLAND 1010</td>
</tr>
</tbody>
</table>

1.6. Enquiries

All enquiries related to HRC applications are be directed in the first instance to the Research Office of the applicant’s host organisation, if applicable.

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

<table>
<thead>
<tr>
<th>Contact</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luke Garland</td>
<td>(09) 303 5214</td>
<td><a href="mailto:lgarland@hrc.govt.nz">lgarland@hrc.govt.nz</a></td>
</tr>
<tr>
<td>Toni Liu</td>
<td>(09) 303 5207</td>
<td><a href="mailto:tliu@hrc.govt.nz">tliu@hrc.govt.nz</a></td>
</tr>
<tr>
<td>Lucy Pomeroy</td>
<td>(09) 303 5216</td>
<td><a href="mailto:lpomeroy@hrc.govt.nz">lpomeroy@hrc.govt.nz</a></td>
</tr>
</tbody>
</table>

HRC Gateway will show the status of any proposal. Please do not contact the HRC for application status.
Health Delivery Research Activation Grant
2. Health Delivery Research Activation Grant – key information and requirements

This section sets out the requirements for the Health Delivery Research Activation Grant, including:

- information about the grant, including the maximum value and duration
- eligibility criteria that applicants must meet
- an overview of the application process, including key dates
- an overview of the assessment process.

Sections 3 and 4 contain instructions for applicants on how to complete the application to demonstrate that the requirements for funding are met.

2.1. Description

The Health Delivery Research Activation Grant provides support to enable established or prospective researchers and/or research providers to establish health delivery research evidence needs or research opportunities before applying for further health delivery funding. These grants are designed to incentivise readying and planning for research where resourcing to get started is not otherwise available.

The research activation activity must be connected to a specific health delivery research idea, and applicants must describe the activity and identify the intended outcome of the activation activity as progressing to further health delivery research.

Applicants will need to identify the research activation activity as aligning with at least one of the following:

- Relationship development
- Priority setting
- Literature review
- Skill/capacity building
- Other (specify).

2.2. Value

- A maximum of $30,000 is available for each grant.
- The requested costs need to be clearly justified and reflect the activation activity proposed.

2.3. Eligibility criteria

1. There is a limit of one grant application per Activation Lead⁵ per round.
2. The maximum value of this grant is $30,000 for a maximum term of 12 months (i.e., the research activation activity is to be completed within 12 months of the contract start date).
3. The research activation activity must be within scope of Part A of this document.
4. The proposed methods and/or details for undertaking the research activation activity must be justified and be appropriate for the specified activity to provide assurance that the approach to undertaking the activity is sound.
5. The intended outcome of the activation activity as progressing to further health delivery research must be stated.

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⁵ Note: For this grant type, the term ‘Activation Lead’ is used in these guidelines instead of ‘First Named Investigator’ (although the term First Named Investigator will be used in HRC Gateway).
6. The applicant has considered and taken steps to contribute to improving equity and advancing Māori health as appropriate to the context of the research activation activity.

**Note:** Guidance on how to demonstrate eligibility is set out in sections 3 and 4.

### 2.4. Key dates

- Opens in HRC Gateway – **12 December 2019**
- Registration deadline in HRC Gateway – **8 April 2020**
- Application deadline in HRC Gateway – **22 April 2020**
- Application paper copies to the HRC – **28 April 2020**
- Outcomes confirmed – **mid-August 2020**
- Research activation activity must commence by **1 October 2020**.

### 2.5. Application process

The application process involves completing and submitting:

- An initial **registration** (involves completing some key information about the application directly via HRC Gateway).
- The remainder of the **application** using the **2020 Health Delivery Research Activation Application Form**. This form must be downloaded and completed by applicants before being uploaded to HRC Gateway as a PDF file. The complete application (including the information entered directly into HRC Gateway) will be generated by HRC Gateway for downloading and printing. Please note: some additional information (the ANZSRC codes and keywords and is only used for HRC evaluation purposes) will be required to be entered in Gateway prior to submission of the application form.

Full details on the application process are provided in sections 3 and 4.

### 2.6. Assessment process

The following steps will be undertaken to assess Health Delivery Research Activation Grant applications:

- Initial administrative checking and eligibility screening by the HRC to determine **eligibility criteria 1-2** have been met.
- Eligible applications assigned to the Health Delivery Research Steering Group members as appropriate.
- The Health Delivery Research Steering Group members to confirm (not score) for each assigned proposal whether the **eligibility criteria 3-6** have been met.
- Decline as not fundable proposals where there is majority agreement that any one of the eligibility criteria have not been met.
- Fundable pool of eligible applications progress.
- The Health Delivery Research Steering Group to consider whole of portfolio funding distribution (including the three other Health Delivery Research funding opportunities).
- Based on the distribution allocated to Health Delivery Research Activation Grants, a stratified randomised allocation of funding will be undertaken of the eligible applications, taking into consideration the research priorities set out in Part A of this document.
- All Health Delivery Research Investment Round funding recommendations will be forwarded to the HRC for funding approval.
2.7. Assessment criteria

There are no additional assessment criteria applicable to this grant type.

Applications to the Health Delivery Research Activation Grant will be reviewed against the eligibility criteria using the process set out in section 2.6.

2.8. Grant payment and reporting

- There is no research contract for the Health Delivery Research Activation Grant. A one-off payment will be made via a claim form process following confirmation of the successful applicants.
- For new host organisations, due diligence may be undertaken prior to the submission of a claim form.
- Successful applicants must start the grant by 1 October 2020.
- All recipients of a Health Delivery Research Activation Grant are required to submit an ‘end of activity’ report to the HRC on HRC Gateway within one month of the activity end date. The report will include information such as readiness to proceed with research based on the outcome of the research activation activity and/or the planned next steps.
- All recipients of a Health Delivery Research Activation Grant are required to participate in HRC-led evaluation during and post completion of their grant, as applicable.
3. Health Delivery Research Activation Grant – instructions for completing the registration

This section sets out instructions for the first part of applying for a Health Delivery Research Activation Grant – registration in HRC Gateway.

It includes prompts for providing certain information in your registration that will be used to determine if you have met the eligibility criteria set out in section 2.3.

A full application consists of 5 Modules. This section relates to Module 1, which is the general information required about the application.

3.1. General registration information

Applicants are first required to submit a registration by completing some key information about the application directly via HRC Gateway. Hard copies of the registration are not required.

Registrations are due by 8 April 2020. Incomplete or late registrations will not be accepted.

Submitting a registration generates an HRC reference number to use on the application form. The information entered as part of the registration will form Module 1 of the application.

Once submitted, the registration is forwarded (in HRC Gateway) to the host Research Office. The Research Office will need to approve the registration and then forward to the HRC. Always allow sufficient time near the registration closing date for these steps. If the host organisation doesn’t have a research office, the registration will be automatically forwarded to the HRC.

The Activation Lead and all other Activation Team Members must have an HRC Gateway account to be able to be included in an application. Activation Team Members will be able to be added after a registration has been submitted and before the application is submitted.

Notes:

The terms ‘First Named Investigator’ and ‘Named Investigators’ will still be used in HRC Gateway, and in the final HRC Gateway-generated PDF of the application, but for the purposes of the Health Delivery Research Activation Grant, these roles should be considered as described in this section of the guidelines.

While the fields completed and submitted for the registration can be updated prior to the final submission of the application (section 4), the intent is that the registration submission should be an accurate reflection of the final information that will be included in the application.

3.2. Step 1

Start the registration process by clicking on the ‘Apply now’ button on the 2020 Health Delivery Research Activation Grant information page on HRC Gateway. The ‘Apply now’ button will only appear when the application submission period is open. Clicking on the ‘Apply now’ button will open a dialog form where the following information will be required.

The applicant will first be required to enter a title for the research activation activity and select a host organisation (there will also be options to select a specific Research Office and Research Office contact if applicable).
3.2.1. Research title

The research activation activity title should be succinct and clearly describe the proposed work. The title must not exceed 80 characters, including spaces and punctuation. Do not use all uppercase type.

3.2.2. Host organisation

The host organisation is the institution or organisation that will be responsible for ensuring an awarded grant is completed according to the requirements of this grant type and what was proposed in the application.

Select the relevant ‘Host organisation’ from the drop-down list (this shows host organisations currently recognised by the HRC). If applicable, a specific Research Office and Research Office contact will be able to be selected.

Note: If your host organisation does not appear in the drop-down list, please tick the check box ‘My host organisation is not in the list’. A field ‘Host organisation details’ will appear in the next section and the name of the host organisation should be entered here.

If the host organisation has a Research Office with more than one staff member, please select the contact in the Research Office who will most likely be handling the application, or who will be the principal contact.

If the host organisation has more than one Research Office, please select which Research Office will be handling the application.

3.3. Step 2

3.3.1. First Named Investigator (Activation Lead)

Note: This field will be captured as ‘First Named Investigator’ in HRC Gateway but for the purposes of this grant, the role will be considered ‘Activation Lead’.

Some of this information will be automatically populated from the Activation Lead’s profile in HRC Gateway (e.g., organisation and department). If the profile is not current, details must be updated. The details listed on the application will be automatically refreshed after the profile is updated. Click on the ‘Update’ button to enter and update the information requested.

The Activation Lead will be considered the first point of contact during the application and assessment process, and will be understood to be acting for, and in concurrence with, the other Activation Team Members. All correspondence for the application will be addressed to this person and the host (if applicable). Once an application is created, the Activation Lead cannot be changed.

3.4. Step 3

Click on the ‘Update’ button to enter details for the following fields.

3.4.1. Named Investigators (Activation Team Members)

Note: Individuals named on this application will be entered as ‘Named Investigators’ in HRC Gateway and captured as such in the final HRC Gateway-generated PDF of the application, but for the purposes of this grant, these roles should be considered as being ‘Activation Team Members’.

All Activation Team Members must be registered users of HRC Gateway before they can be added to the application. User profiles must be updated by each Activation Team Member before submitting an application so that the current details are in the application. Click on the
“Update” button to enter additional information as requested. All Activation Team Members on successful applications may be cited by the HRC in its various communication channels.

**Role in project** should include brief information on what the team member will undertake in the activation activities (1-2 sentences maximum).

Information on ethnicity, gender and whether the researcher is a clinician (and is practicing) is used for HRC information purposes only. Please note ethnicity, iwi, clinician, or practising clinician are not required to be entered as these details will automatically populate from the individual person profiles.

You may wish to designate a hapū, iwi or Māori organisation conducting the research that needs to be acknowledged in their own right as investigators on the application.

### 3.4.2. Research location
This is the primary location(s) in New Zealand where the research activation activity applies.

### 3.4.3. Discipline
Select from the drop-down box. This should be the area of health delivery research that the proposed research activation activity is connected with.

### 3.4.4. Duration
Enter the proposed term of the work (months), not exceeding 12 months.

### 3.4.5. Commencement date
Enter the proposed commencement date. Please note that the research activation activity must commence by **1 October 2020**.

### 3.4.6. Lay summary
The lay summary is important. The lay summary should be a statement of not more than 150 words and should summarise the intent of the research activation activity, the intended outcome, and how this will lead to further health delivery research activity. The lay summary should be suitable for dissemination to, and understanding by, a lay audience, for example, in a media release and on the HRC website. This information will also be used to inform the HRC in the final approval process if the application is recommended for funding.
4. Health Delivery Research Activation Grant – instructions for completing the application

This section sets out instructions for the second part of applying for a Health Delivery Research Activation Grant – the part of the application that requires applicants to complete details in a Microsoft Word form.

This section includes prompts for providing certain information in your application form that will be used to determine if you have met the criteria set out in section 2.3.

A full application consists of 5 Modules. This section relates to Modules 2 to 5. The application form corresponds to the instructions in this section.

4.1. About the application form

The 2020 Health Delivery Research Activation Grant Application Form is a Microsoft Word form that contains a coversheet, Module 2, Module 3 and Module 4. Module 5 is completed in HRC Gateway at any time after the registration has been submitted.

This form must be downloaded and completed by applicants before being uploaded to HRC Gateway as a PDF file. The complete application with all Modules (including Module 1, completed as part of the registration, and Module 5, completed in HRC Gateway) will be generated by HRC Gateway for downloading and printing.

Note: By submitting an application in HRC Gateway, the applicant is confirming that the submitted application complies with all requirements, including formatting and page limits. The HRC will not accept changes after the closing date.

4.2. Completing the application form

The application form is compatible with Windows PC and MAC computers. The form has default formatting that conforms to HRC requirements. Figures and tables are best pasted in from a separate draft document instead of created directly in the form.

Remember:

- Enter information only in the indicated form fields.
- Do not reformat Module and Section headings.
- Do not delete spreadsheet columns/shaded rows, but you may insert more unshaded rows.
- Use the original HRC document templates. Do not copy and paste into a new document as this can drastically change fonts and remove other features required for HRC processes.
- Input HRC Ref ID# and Activation Lead surname on the coversheet.
- Provide information to satisfy the following sections in the form.

4.2.1. Module 2: Research activation activity information (3-page limit)

First Named Investigator (Activation Lead)

Provide additional detail to that on Module 1 on who will be leading this work, including previous experience relevant to the activation activity, as well as their role in taking this work forward to connect to future health delivery research opportunities.
What is the proposed research activation activity?
Describe the proposed research activation activity, how the activity is within scope of the signal (Part A of this document), and provide a timeframe for the actions that will be undertaken. Applicants must select at least one of the following categorisations to describe their activity:

- Relationship development
- Priority setting
- Literature review
- Skill/capacity building
- Other (please define)

How will you undertake the research activation activity?
Provide detail on, and clearly justify, the proposed methods and/or steps for undertaking the research activation activity, providing evidence that methods described are appropriate for the specified activity.

How will the research activation activity contribute to further health delivery research activity?
Outline how this proposed research activation activity will contribute to further health delivery research and the next steps that would allow this to be achieved. We encourage consideration of the project and people pipeline structure (see Part A of this document).

How will the research activation activity contribute to Māori Health Advancement?
Provide a description of whether the proposed research activation activity is informed by collaboration or partnership with Māori, and therefore how it has been designed to advance Māori health. If no existing relationship has informed the proposed research activation activity, describe your plan to ensure development of this connection so that the activation activity and/or intended future research connected to this activation activity could lead to improved Māori health. Provide detail as appropriate to the nature and scope of the research activation activity. See the HRC’s Māori Health Advancement Guidelines for further information.

How will the research activation activity contribute to improving equity?
What are the downstream impacts on health equity stemming from this research activation activity and/or potential future research connected to this activity? What steps are you taking in your research activation activity to ensure you are contributing to improving equity in New Zealand?

4.2.2. Module 3: References (1-page limit)
Ensure this section starts on a new page. References may be provided as applicable to the research activation activity being undertaken.

There is a one-page limit to the number of reference pages. Reference to Māori terms in the application with brief translation should be included here. Asterisks are to be placed beside applicants’ publications. Endnote lists must be copied into a plain text editor before pasting in here. Details should include a full list of all author(s), title of article, journal, year, volume and page numbers; however, if references are multi-authored, there is discretion to limit the author list to a more convenient number.

4.2.3. Module 4: Budget information
Section 4A – Budget details
Outline the costs requested through this grant.

Section 4B – Budget justification
Provide justification about why the listed costs are necessary, and how the cost for each item was determined.
Section 4C – Other support
Other applications awaiting decision

List in this section any relevant applications pending with other funders that might alter the budget. If applicable, indicate in the spaces provided any overlap (research, resources and personnel) that the listed application might have with this application. The applicants agree that the HRC may seek clarification details from the other funders if required.

Co-funding

Provide details if the applicant has approached other funders for co-funding of this research. If applicable, detail the joint funding arrangements.

Applicants should disclose and provide details of any significant relationship to third parties (e.g., commercial sector entities contributing to project costs, equipment, staff joint appointments). A clear description of how the current application relates to those relationships is desirable, but assessment of commercial links is NOT part of the HRC peer-review process.

Financial or other interest(s)

For the purposes of HRC funding applications, a financial or other interest is anything of economic value or a political/philosophical perspective, including relationships with entities outside of the research host organisation. While not an exhaustive list, examples of financial interests include positions such as consultant, director, officer, partner or manager of an entity (whether paid or unpaid); salaries; consulting income; honoraria; gifts; loans and travel payments. Examples of other interests include alignment with special interest groups seeking to advance or promote a particular world view or policy.

A conflict of interest is a situation in which an individual’s financial relationships or interests may compromise, or have the appearance of compromising, the individual’s professional judgment in conducting or reporting research. In the event that an applicant has identified financial or other interests in a funding application, the applicant should also outline the specific details of their proposed conflict management strategy.

Section 4D – Letters of collaboration/supporting documents

List any subcontracts/MOU, letters of collaboration, appendices and any other supporting documents.

The documents themselves must be uploaded separately into Gateway as PDF files.

A letter of collaboration should outline how the interested party intends to contribute resources or to be actively involved in the research activation activity, not simply to state that this work is necessary. Please ensure that any organisation providing a letter of collaboration recognises their intended commitment to the conduct of the proposed activity and timeline of their involvement.

4.2.4. Module 5: Research classification – ANZSRC codes and keywords (additional information in HRC Gateway)

Classification of research is for HRC evaluation purposes only. The information is not used in allocating funding. Required details must be entered in HRC Gateway (after the registration has been submitted).

Categorise the proposed research activation activity using the ANZSRC codes for the Fields of Research (FOR) and Socioeconomic Objective (SEO). Enter the percentage to the nearest 10% for each category to a total of 100%.

Enter keywords that categorise the area of health delivery research that this research activity is connected to.
Health Delivery Research Project Grant
5. Health Delivery Research Project Grant – key information and requirements

This section sets out the requirements for the Health Delivery Research Project Grant, including:

- information about the grant, including the maximum value and duration
- eligibility criteria that applicants must meet
- an overview of the application process, including key dates
- an overview of the assessment process and assessment criteria.

Sections 6 and 7 contain instructions for applicants on how to complete the application to demonstrate that the requirements for funding are met.

5.1. Description

The Health Delivery Research Project Grant provides support for health delivery research of varying values and durations.

The research must be connected to health delivery at a practice, policy or system-level. At a minimum, this requires having Named Investigators based in health care delivery settings with involvement to shape the research need, undertake the research, and identify translational potential.

Applicants will need to identify their research as primarily aligning with one of the following categories, noting that there could be overlap between the categories, depending on the scope of the research:

- Health technologies
- Health services
- Health economics
- Social science
- Clinical (later stages)
- Implementation science
- Other health delivery category (specify).

Descriptions of these categories are set out in Part A of this document.

5.2. Value

- The HRC expects to fund a range of grant values and durations up to a maximum term of 5 years and a maximum value of $1.4 million.
- Funding requests will be pro rata by months – the maximum amount available per full year is $466,666.
- The HRC encourages applicants to consider the most suitable budget and timeframe for their research.
- Requested budgets need to be justified and reflect the activities being proposed.

5.3. Eligibility criteria

1. There is a limit of one grant application per First Named Investigator.
2. The maximum value of the Health Delivery Research Project Grant is $1.4 million over 5 years (noting that the HRC expects to fund a range of grant values and durations within this maximum threshold).
3. The research must be within scope of Part A of this document, directly connect to health delivery at a practice, policy or system level, and the research need clearly substantiated.

4. The research team must work in collaboration with key individuals in health care delivery settings. At a minimum, this requires having Named Investigators based in health delivery settings with involvement to shape the research need, undertake the research, and identify translational potential.

5.4. Key dates

- Opens in HRC Gateway – **12 December 2019**
- Registration deadline in HRC Gateway – **27 February 2020**
- Application deadline in HRC Gateway – **26 March 2020**
- Application paper copies to the HRC – **31 March 2020**
- Rebuttal period – **mid-late June 2020**
- Outcomes confirmed – **mid-August 2020**
- Research must commence by **1 October 2020**

5.5. Application process

The application process involves completing and submitting:

- An initial **registration** involving completing some key information about the application directly via HRC Gateway.
- The remainder of the **application** using the **2020 Health Delivery Research Project Grant Application Form** and the **2020 Health Delivery Research Project Grant Budget**. This form must be downloaded and completed by applicants before being uploaded to HRC Gateway as a PDF file. The complete application (including the information entered directly into HRC Gateway) will be generated by HRC Gateway for downloading and printing. Please note some additional information will be required to be entered in Gateway prior to submission of the application form.

Full details on the application process are provided in sections 6 and 7.

5.6. Assessment process

The following steps will be undertaken to assess Health Delivery Research Project Grant applications:

- Initial administrative checking and eligibility screening by the HRC to determine **eligibility criteria 1-2** have been met (consideration of **eligibility criteria 3-4** will be captured in the remaining steps).
- Eligible applications assigned to three to five external peer reviewers to assess the Design and Methods and the Expertise and Track Record of the Research Team assessment criteria. The outcome is a score for each of these criteria with feedback/justification for the score allocated. Details on each of these criteria are set out in section 5.7.
- The lowest scoring applications may be triaged, i.e. not proceed.
- A minimum of three Health Delivery Research Steering Group members assess the other three criteria – Rationale for Research, Research Impact, and Māori Health Advancement. The outcome is a score for each of these sections. Details on each of these criteria are set out in section 5.7.
- Anonymised questions resulting from the Health Delivery Research Steering Group assessment will be provided to the applicant for rebuttal.
- The Health Delivery Research Steering Group convene to discuss applicant rebuttal responses and moderate both the Steering Group members scores based on the
rebuttal, and the external peer-review scores, focusing on the strength of the rationale provided for the score, not reassessment.

- A total score is determined from the external reviewers’ scores of the first two criteria and the Steering Group members’ scores of the remaining three criteria.
- Proposals are ranked based on the total score and may also be ranked within the categories of health delivery research identified in the application, with moderation of this classification from the Steering Group as required.
- The Health Delivery Research Steering Group to agree whole of portfolio funding distribution (including the three other Health Delivery Research funding opportunities) and specifically the strategic balance of investment across health delivery research categories for these grants, with consideration of the research priorities set out in Part A of this document.
- All Health Delivery Research Investment Round funding recommendations are forwarded to the HRC for funding approval.

### 5.7. Assessment criteria

Health Delivery Research Project Grant applications are scored using a 7-point scale for each criterion with the following weighting, so that the total maximum score is 28. There is a corresponding section of the application form for applicants to provide information relevant to each of the criteria.

<table>
<thead>
<tr>
<th>Score</th>
<th>Criteria descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Exceptional</td>
</tr>
<tr>
<td>6</td>
<td>Excellent</td>
</tr>
<tr>
<td>5</td>
<td>Very good</td>
</tr>
<tr>
<td>4</td>
<td>Good</td>
</tr>
<tr>
<td>3</td>
<td>Adequate</td>
</tr>
<tr>
<td>2</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
</tr>
</tbody>
</table>

Assessed and scored by external peer reviewers:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>% score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design and Methods</td>
<td>7</td>
<td>22.5</td>
</tr>
<tr>
<td>Expertise and Track Record of the Research Team</td>
<td>7</td>
<td>22.5</td>
</tr>
</tbody>
</table>

Assessed and scored by the Health Delivery Research Steering Group:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
<th>% score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rationale for Research</td>
<td>7</td>
<td>22.5</td>
</tr>
<tr>
<td>Research Impact</td>
<td>7</td>
<td>22.5</td>
</tr>
<tr>
<td>Māori Health Advancement</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>28</td>
<td>100</td>
</tr>
</tbody>
</table>

Assessment also takes into consideration supplementary information in the application that is not captured explicitly in the criteria, including the budget, milestones and objectives, and letters of support, for example.
5.7.1. Assessed and scored by external peer reviewers

**Design and Methods**

The applicant must demonstrate that the study has been well designed to answer the research questions because it demonstrates some or all the following:

- comprehensive and feasible study design that is achievable within the timeframe
- appropriate study design to address the objectives of the research
- awareness of statistical considerations/technical or population issues/practicalities
- evidence of availability of materials/samples
- culturally appropriate methodology and responsiveness to Māori (if applicable)
- sound data management and data monitoring arrangements
- patient safety issues well managed.

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

The applicant must demonstrate that the team, relative to opportunity, have the ability to achieve the proposed outcomes and impacts because they have demonstrated:

- appropriate qualifications and experience
- the right mix of expertise, experience and FTEs, including consideration of capacity building
- the capability to perform research in the current research environment
- connections with the health sector, including having Named Investigators based in health delivery settings and with the ability to shape the research need, undertake the research, and identify translational potential
- networks to maximise knowledge transfer and research uptake, with any plans for dissemination tailored towards specific end-users
- history of productivity and delivery on previous research funding
- appropriate responsiveness to Māori (if applicable).

5.7.2. Assessed and scored by Health Delivery Research Steering Group

**Rationale for Research**

The applicant must demonstrate that the research:

- is in scope of Part A of this document
- addresses an issue that is important for New Zealand health delivery, with robust demonstration of the evidence gap
- has aims, research questions, and hypotheses that build on existing knowledge and address this evidence gap
- findings will be original and innovative in New Zealand.

**Research Impact**

The proposed research is likely to add value and benefit to New Zealand because:

- Applicants have described a credible pathway for how their research will:
  - Result in benefits or opportunities for future research in New Zealand, or
  - Influence health delivery policy, practice, or health services or technologies in New Zealand, leading to improved health or other social/economic impacts.
- The research team are undertaking steps to maximise the likelihood of impact beyond the productions of knowledge (as appropriate to the context of the research) and have the necessary skills, networks and experience to achieve this.
Māori Health Advancement

The proposed research is likely to advance Māori health because:

- Applicants have provided a description of how their research could lead to improved Māori health or reductions in health inequity over time.
- The research team are undertaking activities to address Māori health advancement, as appropriate to the nature and scope of the research. This may include, but is not limited to, activities such as:
  - the establishment of meaningful, collaborative, and reciprocal relationships with Māori
  - undertaking research that addresses Māori health need and inequity
  - the formation of appropriate research teams
  - the development of current and future workforce capacity and capability, including upskilling of research team members
  - adherence to culturally appropriate research practices and principles (as appropriate to the context of the research).

5.8. Grant contract and reporting

- The standard HRC research contract will be used for this grant.
- For new host organisations, due diligence may be undertaken prior to contracting.
- Successful applicants must start the grant by 1 October 2020.
- All recipients of a Health Delivery Research Project Grant are required to submit annual progress reports, an end of contract report to the HRC on HRC Gateway within 3 months of the contract end date, and a post-contract report, due 2 and 5 years after the completion of this contract.
- All recipients of a Health Delivery Research Project Grant are required to participate in HRC-led evaluation during and post completion of their grant, as applicable.
6. Health Delivery Research Project Grant – instructions for completing the registration

This section sets out instructions for the first part of applying for a Health Delivery Research Project Grant – registration in HRC Gateway.

It includes prompts for providing certain information in your registration that will be used to determine if you have met the criteria set out in section 5.3.

A full Health Delivery Research Project Grant Application consists of 6 Modules. This section relates to Module 1, which is the general information required about the application.

6.1. General registration information

Applicants are first required to submit a registration by completing some key information about the application directly via HRC Gateway. Hard copies of the registration are not required.

Registrations are due by 27 February 2020. Incomplete or late applications will not be accepted.

Submitting a registration generates an HRC reference number to use on the application form. The information entered as part of the registration will form Module 1 of the application.

Once submitted, the registration is forwarded (in HRC Gateway) to the host Research Office. The Research Office will then need to approve the registration and then forward to the HRC. Always allow sufficient time near the registration closing date for these steps. If the host organisation doesn’t have a Research Office, the registration will be automatically forwarded to the HRC.

The First Named Investigator and all other Named Investigators must have an HRC Gateway account, to be able to be included in an application. Named Investigators will be able to be added after a registration has been submitted and before the application is submitted.

Note: While the fields completed and submitted for the registration can be updated prior to the final submission of the application, the intent is that the registration submission should be an accurate reflection of the final information that will be included in the application.

6.2. Step 1

Start the registration process by clicking on the ‘Apply now’ button on the 2020 Health Delivery Research Project Grant information page on HRC Gateway. The ‘Apply now’ button will only appear when the application submission period is open. Clicking on the ‘Apply now’ button will open a dialog form when the following information will be required.

The applicant will first be required to enter a research title and select a host organisation (there will also be options to select a specific Research Office and Research Office contact if applicable).

6.2.1. Research title

The research title should be succinct and clearly describe the proposed work. The title must not exceed 80 characters, including spaces and punctuation. Do not use all uppercase type.

6.2.2. Host organisation

The host organisation is the institution or organisation that will be responsible for administering any contract awarded.
Select the relevant ‘Host organisation’ from the drop-down list (this shows host organisations currently recognised by the HRC). If applicable, a specific Research Office and Research Office contact will be able to be selected.

**Note:** If your host organisation does not appear in the drop-down list, please tick the check box ‘My host organisation is not in the list’. A field ‘Host organisation details’ will appear in the next section and the name of the host organisation should be entered here.

If the host organisation has a Research Office with more than one staff member, please select the contact in the Research Office who will most likely be handling the application, or who will be the principal contact.

If the host organisation has more than one Research Office, please select which Research Office will be handling the application.

**6.3. Step 2**

**6.3.1. First Named Investigator**

Some of this information will be automatically populated from the First Named Investigator’s profile in Gateway (e.g., organisation and department). If the profile is not current, details must be updated. The details listed on the application will be automatically refreshed after the profile is updated. Click on the ‘Update’ button to enter and update the information requested.

The First Named Investigator will be considered the first point of contact during the application and assessment process, and will be understood to be acting for, and in concurrence with, the other Named Investigators. All correspondence for the application will be addressed to this person and the host. Once an application is created, the First Named Investigator cannot be changed.

**6.4. Step 3**

Click on the ‘Update’ button to enter details for the following fields.

**Note:** If a field does not need to be completed until the full application stage (section 7), there will be a blank space next to that field – information will only be able to be entered at the full application stage.

**6.4.1. Named Investigators**

All Named Investigators must be registered users of HRC Gateway before they can be added to the application. User profiles must be updated by each Named Investigator before submitting an application so that the current details are in the application. Click on the “Update” button to enter additional information as requested. All Named Investigators on successful applications may be cited by the HRC in its various communication channels.

Role in project should include brief information on what the investigator will undertake in the project (1-2 sentences maximum).

Information on ethnicity, gender and whether the researcher is a clinician (and is practicing) is used for HRC information purposes only. Please note: ethnicity, iwi, clinician, or practising clinician are not required to be entered as these details will automatically populate from the individual person profiles.

You may wish to designate a hapū, iwi or Māori organisation conducting the research that needs to be acknowledged in their own right as investigators on the application.
FTE for each named investigator is also required. The FTE value should be the value for the first year of that investigator's involvement (and should match the FTE value entered in the 2020 Health Delivery Research Project Grant Budget).

6.4.2. Research location(s)
This is the specific department(s) and organisation where the majority of research or data analysis will be undertaken.

6.4.3. Discipline
Select from the drop-down box. This should be the area of health delivery research that the proposed application is connected with.

6.4.4. Duration
Enter the proposed term of the work (months), not exceeding 5 years.

6.4.5. Type of research
Choose from the dropdown list what you consider the most appropriate term for broadly describing the research proposal for assessment purposes.

6.4.6. Commencement date
Enter the proposed commencement date. Please note that the research activity must commence by 1 October 2020.

6.4.7. Lay summary
The lay summary is important. The lay summary should be a statement of not more than 150 words suitable for dissemination to, and understanding by, a lay audience, for example, in a media release and on the HRC website. The lay summary should summarise the intent of the research, planned methodologies, as well as the potential health benefits or outcomes that could arise as a result of the HRC supporting this application. This information will also be used to inform the HRC in the final approval process if the application is recommended for funding.
7. Health Delivery Research Project Grant – instructions for completing the application

This section sets out instructions for the second part of applying for a Health Delivery Research Project Grant – the part of the application that requires applicants to complete details in a Microsoft Word form.

It includes prompts for providing certain information in your application form that will be used to determine if you have met the criteria set out in section 5.7.

A full application for a Health Delivery Research Project Grant consists of 6 Modules. This section relates to Modules 1 to 6. The application form corresponds to the instructions in this section.

7.1. Completing Module 1: General information

Module 1 is completed in HRC Gateway as part of the registration and requires additional fields at the full application stage.

Update Module 1 in HRC Gateway to include the following additional information.

7.1.1. Research costs

Enter in the relevant totals for staff costs, overhead, working expenses and total cost of research (as entered in the 2020 Health Delivery Research Project Grant Budget).

7.1.2. Milestones and objectives

Milestones and objectives are entered on HRC Gateway and will be included in an awarded research contract and used for contract reporting templates. This section is inserted immediately after the list of Named Investigators in the final system-generated PDF.

Poorly described objectives and milestones can affect application scoring, delay or rejection of the application from processing and/or requests for further details at contracting stage.

7.1.3. Objectives

Briefly describe the intended deliverables of this research application. Objectives should be clear and measurable to allow evaluation of research performance of an awarded contract.

Note that the HRC suggests a minimum of 3 objectives, with sufficient standalone operational detail and scientific information included to be able to inform progress assessment in subsequent years. There is no limit to the number of objectives and milestones.

7.1.4. Milestones

Provide key milestones that you aim to achieve. Each milestone must relate to one or more of the objectives.

Remember that any contract will be monitored, and progress measured against the milestones and objectives provided in this proposal.

For contract monitoring, and HRC accountability reporting, if the research requires ethical consent, this should be identified as a milestone.

7.2. About the application form

The 2020 Health Research Delivery Project Grant Application Form is a Microsoft Word form that contains a coversheet, Module 2, Module 3 and Sections 4A–4D of Module 4. The 2020 Health Delivery Research Project Grant Budget for Module 4 must be uploaded
separately. Supporting documents for Section 4D of Module 4 and Module 5 are uploaded to HRC Gateway separately. Module 6 is completed in HRC Gateway at any time after the registration has been submitted.

This form must be downloaded and completed by applicants before being uploaded to HRC Gateway as a PDF file. The complete application with all Modules (including Module 1 completed as part of the registration, Module 5 submitted separately, and Module 6 completed in HRC Gateway) will be generated by HRC Gateway for downloading and printing.

**Note:** By submitting an application to the HRC on Gateway, the applicant is confirming that the submitted application complies with all requirements including formatting and page limits. The HRC will not accept changes after the closing date.

### 7.3. Completing the application form

The application form is compatible with Windows PC and MAC computers. The form has default formatting that conforms to HRC requirements. Figures and tables are best pasted in from a separate draft document instead of created directly in the form.

Remember:
- Enter information only in the indicated form fields
- Do not reformat Module and Section headings
- Do not delete spreadsheet columns/shaded rows, but you may insert more unshaded rows.
- Use the original HRC document templates. Do not copy and paste into a new document as this can drastically change fonts and remove other features required for HRC processes.
- Input HRC Ref ID# and Named Investigator surname on the coversheet
- Provide information to satisfy the following sections in the form.

#### 7.3.1. Module 2: Proposal

*Section 2A  Summary of proposed research (one page only)*

This section should clearly summarise the research proposal. The summary must be no more than one page. A clear and succinct summary including all the important points of the application can help reviewers get an overview of the proposal and is useful as a quick reference for the Health Delivery Research Steering Group members. Use the suggested headings and add subheadings if required.

*Section 2B  Description of proposed research (10-page limit, excluding references)*

The section headings provided must be used (these correspond to the assessment criteria used to assess the Health Delivery Research Project Grant). Throughout your discussion, remember that your audience includes not only your discipline-specific peer reviewers, but also a more broadly experienced Health Delivery Research Steering Group. It is in your best interest to structure your discussion in a clear and logical fashion. Ideally, seek feedback from a colleague outside your immediate research area.

These headings in this section correspond with the criteria (see section 5.7) that will be used by the external peer reviewers and the Health Delivery Research Steering Group in the assessment of applications.

The use of graphics and tables is an efficient use of space (please ensure font type and size are easily legible). Ensure that the format of non-text content is compatible with PDF conversion software.
Rationale for research

To meet the requirements for this criterion (outlined in section 5.7.2), consider the following:

Include information that you feel is essential for the reader to better appreciate or understand why you feel your proposed research should be undertaken. Demonstrate that your research is in scope with the signal (see Part A of this document). Demonstrate that you have adequately reviewed what is already known in the area and that there is a clear case for further research. For example, refer to systematic reviews or an otherwise robust demonstration of a research gap. What is the significant/important gap in health delivery at a practice, policy or system level that your research will address? Why is this research of importance to health delivery in New Zealand and how will the research evidence directly meet the needs of the sector? How does your research contribute to, or align with, research currently being undertaken either nationally or internationally? Where does your proposed research fit relative to the world-wide perspective? For example, is it unique to New Zealand? Do your hypotheses build on existing knowledge? How original is the approach? What is the significance of the health issue for New Zealand health and society?

Design and methods

To meet the requirements for this criterion (outlined in section 5.7.2), consider the following:

Include sufficient detail of study design and methods so that an assessment can be made of its appropriateness, robustness and/or innovativeness. This might include a description of sample recruitment and characteristics (including number, gender and ethnicity, where relevant), study methodology, and proposed methods of data collection and analysis.

Indication of timelines for the research should be included. Consultation with specialists such as methodologists, statisticians, health economists and key stakeholders (including communities or patient groups) before finalising research design is recommended. Where possible, detail the validity of the proposed analyses, and the feasibility of attaining the statistical power sought (if appropriate).

Where appropriate, it is essential to provide power calculations and an estimate of the likely effect size and the sample size required to detect this (power analysis), after consultation/involvement with a statistician. Clinical trial* applications are to include a description of statistical guidelines for early termination and a description of data and safety monitoring arrangements, where appropriate.

The external reviewers need this information to judge and appropriately score this criterion, so ensure that the practicalities are clearly stated, i.e. what will be done, how, by whom, where and when.

*The HRC Data Monitoring Committee provides an independent DMC with appropriate trial specific expertise that follows best international practice, if required. For more information on trial monitoring in general and the HRC DMC in particular, see (www.hrc.govt.nz/about-us/committees/data-monitoring-core-committee).

Expertise and track record of the research team

To meet the requirements for this criterion (outlined in section 5.7.1), consider the following:

Provide evidence that the team has the qualifications, experience and knowledge in the proposed research area; right mix of expertise, and appropriate networks and collaborations; history of productivity and delivery; and the right research environment/infrastructure to deliver the research and disseminate results.
It is expected that applicants will demonstrate the integral involvement of key health sector individuals in the research process (both in identifying the research need/gap, undertaking the research, and being in a position to ensure uptake and translation as required). These individuals may include clinical leaders, educators and health care managers, or individuals who make decisions about or influence health practices or policy.

Describe any career disruptions, and their impact, that may be relevant to your career history. A career disruption is defined as a prolonged interruption to an applicant’s capacity to work due to pregnancy, major illness/injury, parental leave, and/or carer responsibilities.

The expertise and track record of each member of the team, (i.e., Named Investigators), must be described. Consideration will be given to the FTE of senior investigators on each proposal and weight their scoring on the expertise and track record of the research team accordingly, i.e., high scores should not be allocated on the basis of a senior Named Investigator who has a small percentage FTE involvement in the research. Include a brief description of the team’s track record related to the proposal area, to demonstrate the ability to deliver proposed study outcomes. Highlight important skills, expertise and previous collaborations in the team that would support delivery of the proposed research. Justification for staff roles should be provided.

The HRC recognises that applicants with experience in sectors other than public sector research may have gained valuable expertise or produced outputs (e.g. patents) relevant to research translation, and this may have limited the applicant’s opportunity to produce more traditional research outputs.

CVs must be completed on the NZ Standard CV template provided. Applicants are encouraged to note when career breaks, such as parental leave, occurred as track record is assessed relative to opportunity.

The research team in the full application must be included in any subsequent contract.

Research impact

To meet the requirements for this criterion (outlined in section 5.7.2), consider the following:

**Note:** Assessment of Impact includes two components: 1) a description of how your research might be used and the anticipated benefits for New Zealand, and 2) the action plan to maximise the use and benefits of the research. See the HRC’s Impact Webinar for additional guidance on completing this section.6

**What types of benefits are expected to arise from your research, and who will benefit?**

This section should provide a realistic description of how research findings could contribute to improved health or other societal benefits over time (a ‘line of sight’ or ‘pathway’ to impact). Importantly, it should also identify the more immediate benefits, and users of the research who will form a focal point for your action plan (below). The balance between describing short-term benefits and potential longer-term impact will be dependent on the specific research context, with emphasis on considerations within your sphere of influence throughout the life of the research project.

The HRC’s Research Impact slideshow includes discussion of elements that should be covered in this section, including the types of benefits and research users, and the geographical distribution of benefits (such as how contribution to international research effort will benefit New Zealand). Research-related benefits, such as capacity and capability gains for

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6 Consult the HRC’s Research Impact slideshow for further discussion on the types of benefits that can arise from health research, and where these benefits might be expected to occur along a pathway to impact.
What specific activities will you undertake, throughout the life of the research project, to maximise the use and benefits of your research?

Describe what targeted actions have been, or will be, taken to improve the likelihood of research uptake and impact, and to ensure that the next users or end users (identified in the previous section) can meaningfully contribute to, and/or benefit from, the research. Describe other planned dissemination activities that are designed to reach broader audiences. Who can enable the uptake of your research, and how have they involved in your research? Identify uncertainties to uptake, or systematic/institutional barriers, and your mitigation strategies (where relevant).

What elements of the team’s track record of knowledge transfer provide confidence in the likelihood of research uptake? For example: existing links, relationships, or networks with relevant research next-users or end-users; demonstrable examples of knowledge mobilisation, or changes in health outcomes or societal impact generated from similar research. This component is considered relative to opportunity.

Māori health advancement

To meet the requirements for this criterion (outlined in section 5.7.2), consider the following:

All applicants for HRC funding will be required to address these two questions in their proposals.

How will the outcomes of your research contribute to Māori health advancement?

Provide a realistic description of how this research could contribute to improved Māori health outcomes or reductions in inequity over time. Consideration should be given to potential short-term and/or longer-term Māori health gains, within the specific context of the research and where it is positioned along the research pathway (cf. potential ‘line of sight’ or ‘pathway’ to impact). In addition, more immediate users and beneficiaries of the research who can utilize the research findings for Māori health gain should be identified.

What activities have you already undertaken (that are relevant to this research), and what will you undertake during this research, that will realise your research contribution to Māori health advancement?

Describe specific actions that have been, and will be, undertaken (from the development of the research idea through to the completion of the research) to maximise the likelihood that this research will contribute to Māori health advancement. Outline actions taken to ensure that the next users or beneficiaries of the research can utilise the findings for Māori health gain.

If the research is not expected to make direct contributions to Māori health, identify actions that will be undertaken throughout the life of the project to contribute to other facets of Māori health advancement. Identify barriers to actioning your aspirations for advancing Māori health, and your mitigation strategies (where relevant). Identify elements of the team’s track record that provide confidence that this research will optimally contribute to Māori health advancement. For example: existing links, relationships, or networks with relevant Māori communities and next-users or end-users of research; demonstrable examples of knowledge translation and uptake; or changes to practice or policy that have enhanced equity and advanced Māori health. This component is considered relative to opportunity (i.e. stage of career progression, nature of research, and organisational capacity and capability).

In responding to these questions, applicants should consider how their research is informed by the four domains of Māori health advancement (see the Māori Health Advancement
Guidelines for more details). Researchers are encouraged to consider the domains during development of their research, as this may identify aspects of the research not previously considered. It is not a requirement that all four domains are specifically addressed in the proposal, but researchers are advised to consider each in formulating the strongest rationale for the application. Consideration of Māori health advancement is context-specific, as determined by the nature and scope of the research.

Alignment of the response to the Māori Health Advancement criterion and other assessment criteria will strengthen an application.

7.3.2. Module 3: References

Ensure this section starts on a new page.

Citations for key references in the text in Module 2 should be supplied. Details must include a full list of all author(s), title of article, journal, year, volume and page numbers. Asterisks are to be placed beside applicant's publications. If references are multi-authored, there is discretion to limit the author list to a more convenient number.

Reference lists generated by bibliographic software may need to be first copied into a blank Word document, and then copied into the form.

7.3.3. Module 4: Contract information and budget

Sections 4A – 4D are parts of the application form.

Sections 4E – 4H are to be completed on the separate Excel file - 2020 Health Delivery Research Project Grant Budget.

Section 4A: Justification of expenses

Justification of research staff

Use this section to justify the role and FTE of the Named Investigators and any other research staff listed in section 4E. Also explain the role of ALL OTHER personnel (named or un-named, funded or not funded by the proposal), who will actively contribute to this research. These may be research assistants, technicians, medical staff, interviewers and support staff or similar, whose names or position titles are listed in the budget under “Research Staff” and who have specific FTE involvements. Un-named postdoctoral fellows should be justified but it is recommended that named postdoctoral fellows should be included as NIs and should provide a CV. Requests for funding may be declined for roles that are not fully justified or are simply described as a “training opportunity”. Provide evidence that biostatisticians, data managers, health economists and health care providers are integrated into the team as appropriate, e.g., sufficient FTE is allocated for each year of the contract. It is the responsibility of the applicants to ensure that no personnel in this section will exceed 100% FTE of their combined commitments during the term of the contract. The roles of students and casual staff should be justified under Working Expenses.

Note: Any promotion of staff or increase in salaries over the term of the contract (beyond 3% annually) must be clearly justified in Section 4A. The HRC does not consider annual scale increments or across-the-board wage increases as promotions.

Justification of working expenses and casual staff

All items listed under Materials and Research Expenses in the budget should be justified, with costs broken down per item, and full costs for number of units requested. The application review process will consider the appropriateness of the budget and working expenses. If there are exceptional requests for working expenses, ensure that the Health Delivery Research Steering Group will clearly understand why the requested materials, travel, research tools and significant one-line items are necessary for the successful completion of the research. Clearly
justify the role of students (must be named) and casual staff so that the Health Delivery Research Steering Group can appreciate how these persons are necessary for the proposed research. It is the responsibility of the applicants to ensure that no students in this section will exceed 100% FTE on their combined commitments with the host organisation during the term of the contract. The HRC encourages the inclusion of allowable costs associated with knowledge transfer activities.

Quotes must be provided to support discretionary costs, where available.

List all supporting budget documents in Section 4D (Letters of Collaboration/Supporting Documents Index) and upload separately via HRC Gateway.

Section 4B: Previous/current contracts and awards

List contracts awarded to the First Named Investigator within the past 5 years

Using the table provided, outline current and previous support from any agency that has been received by the First Named Investigator as principal investigator. Copy the table and repeat for each received grant as required. This section is intended to provide the HRC reviewers and committee members with an overall summary of the First Named Investigator's abilities to secure research funding for this type of research.

For “Nature of Support,” indicate whether the funding supports salaries only, working expenses only, both salary and working expenses, equipment, a junior research fellow, etc.

If applicable, please detail how this previous/current contract relates to and/or overlaps with the application.

Note: The table and text after the heading of this subsection can be deleted and replaced by an Excel spreadsheet using the layout and required information in the original table.

Section 4C: Other support

Other research applications awaiting decision

List in this section any relevant research applications pending with other funders that might alter the project budget. If applicable, indicate in the spaces provided any overlap (research, resources and personnel) that the listed application might have with this application. The applicants agree that the HRC may seek clarification details from the other funders if required.

Co-funding

Provide details if the applicant has approached other funders for co-funding of this research. If applicable, detail the joint funding arrangements.

Applicants should disclose and provide details of any significant relationship to third parties (e.g., commercial sector entities contributing to project costs, equipment, staff joint appointments). A clear description of how the current application relates to those relationships is desirable but assessment of commercial links is NOT part of the HRC peer review process.

Financial or other interest(s)

For the purposes of HRC funding applications, a financial or other interest is anything of economic value or a political/philosophical perspective, including relationships with entities outside of the research host organisation. While not an exhaustive list, examples of financial interests include positions such as consultant, director, officer, partner or manager of an entity (whether paid or unpaid); salaries; consulting income; honoraria; gifts; loans and travel payments. Examples of other interests include alignment with special interest groups seeking to advance or promote a particular world view or policy.
A conflict of interest is a situation in which an individual's financial relationships or interests may compromise, or have the appearance of compromising, the individual's professional judgment in conducting or reporting research. In the event that an applicant has identified financial or other interests in a funding application, the applicant should also outline the specific details of their proposed conflict management strategy.

**Section 4D: Letters of collaboration/supporting documents list**

List any subcontracts/MOU, letters of collaboration, appendices and any other supporting documents. Please see the sub section ‘Subcontracts/Memorandum of Understanding (MOU)’ in Section 4E below for further details.

The documents themselves must be uploaded separately into HRC Gateway as PDF files.

A letter of collaboration should outline how the interested party intends to implement the findings of the research upon its completion, or provide material or actual support for the research, not simply to state that the research is necessary. Please ensure that any organisation providing a letter of collaboration recognises their intended commitment to the conduct of the proposed research and timeline of their involvement.

**Section 4E: Research proposal budget**

Further instructions are contained in the Notes tab of the 2020 Health Delivery Research Project Grant Budget Form.

For more information refer to the HRC Rules which are available on the HRC website.

**Budget calculations and spreadsheet**

All calculations are GST exclusive and in whole dollar amounts, i.e. no cents or decimals.

The “Salary”, “Working Expenses” and “Total Cost of This Research” are components of Section 4E. The spreadsheet automatically calculates totals for each year of costs. Insert more rows into the table if required.

The “Total Cost of Research” shaded section automatically calculates all of the figures in this box.

Do not enter any details into any shaded areas as these are completed automatically.

**Salary**

Only enter Contract Research Staff employed or to be employed by the host organisation in this section.

All positions should specify grade and level, FTE and salary; ‘time only’ permissible. The monetary value ($) should be the actual salary amount that the named staff member is expected to receive for the research proposed. Salaries for subsequent years may be increased by a maximum of 3% per annum each year, or by more if specific details of expected promotion are provided and fully justified in Section 4A.

The budget form does not accept FTE less than 3%. The HRC and Assessing Committees do not favour applications listing numerous investigators with a very low FTE. Salary requests should only be for significant input and involvement in the project. Advisory groups of contributors, who have FTE commitments less than 3%, may be a consideration for the research team.

Do not enter Salary associated costs (i.e. amounts requested for employer's contribution to approved superannuation schemes and accident compensation levies) for Research Staff in this Salary section – instead enter them in the Working expenses section.
Staff that must not be entered into the Salary section of the budget are Subcontracted Staff, named Masters and PhD Students on stipends and Casual Staff.

- **Subcontracted Staff** are those who are NOT employees of the host organisation. The salary and all other expenses for these staff should be broken down into appropriate categories on a detailed subcontract/MOU between the host organisation and non-host organisation using Section 4F. The total GST-exclusive dollar figure for the subcontract/MOU should be all-inclusive, including overhead calculations (note: the HRC doesn’t cover overheads for overseas based organisations). The subcontract/MOU total should then be entered under ‘Working expenses - Subcontracts’ for each year.

- If funding to provide a stipend for a PhD ($30,000 per year) or Masters Student ($20,000 per year) is requested, the student must be named. Enter Masters and PhD stipends (for named students only) into ‘Working expenses – Materials and Research Expenses’.

- **Casual Staff** (those persons without an on-going role or commitment to the research, but providing one-off services to the research on a part-time, hourly or per diem basis, e.g. interviewers) should also be requested under ‘Working expenses - Materials and Research Expenses’.

**Notes:**
The proportion of contract budget allocated to overseas Investigators must not exceed 20% for this Health Delivery Research Project Grant.

Overheads will be paid at a negotiated rate for each host organisation on all eligible contracts.

**Working expenses**
Working expenses include ‘direct costs’ only. The only exception is in the case of subcontracts, as described above. Estimates of costs should be expressed in current prices exclusive of GST.

**Materials and research expenses**
The direct costs of the research include all the disbursements that can be identified, justified and charged to a contract and may include the following:

- Research consumables (these should be itemised at current cost per unit and full cost for number required).
- Other costs directly related to the research – telephone calls/communications, mail and freight.
- Computer-related license fees for research-specific software; access to High Performance Computing infrastructure (NeSI).
- Minor research equipment (to a total of $5,000).
- A proportionate part of new specialised equipment (equipment to be acquired) may be included and fully justified on research applications (upload budgetary supportive documents separately via HRC Gateway and list in Section 4D).
- Depreciation on specialised equipment: depreciation and capital costs on existing equipment are included in the overhead rate. If an organisation’s auditors have certified that specific items of equipment have been excluded from the Research Rate, then depreciation on the excluded equipment can be included in research applications and justified in the same manner as other direct costs.
- Expenses of research participants.
- Travel costs directly related to the conduct of the research. Contract funds may be used to provide assistance with overseas travel provided the HRC is satisfied that such travel is directly relevant to the conduct of the research and that alternative sources of funding are not available. This is not intended to relieve the applicant’s host
organisation of its obligation to assist with the costs of overseas travel by its employees.

- Costs for Masters ($20,000 pa) or PhD ($30,000 pa) named students only can be claimed if a description of the student’s research project is provided in Section 4A. Funds will be conditional upon the organisation arranging a tax-free stipend that satisfies the Inland Revenue and host organisation’s rules. Ensure that PhD students requested are supported for three years of PhD study, either entirely or partly through this project. Note: students’ fees and thesis costs cannot be claimed.

- Dissemination and translation of research results (fair and reasonable charges associated with the approved publication of the results of HRC sponsored research in journals, reports, monographs or books may be paid from contract funds. Also, costs incurred from other forms of dissemination of knowledge transfer activities, such as meeting with community groups or knowledge mobilisation meetings with policy/practice representatives).

- Conference allowance: The maximum allowance for conference attendance is $1,000 per annum per Named Investigator if fully supported at 100% FTE by the grant and must be fully justified. The allowance cannot be distributed proportionately between grants. This allowance is distinct from the cost to disseminate findings from this proposed research; this cost must also be fully justified. Fares and allowances should be calculated in accordance with the regulations and scales of the host organisation.

- Note: If you are intending to ask the HRC’s Data Monitoring Core Committee (DMCC) to monitor this study, there is no cost involved in using the HRC’s DMCC. However, if the DMCC agrees to monitor the trial, costs for members of the study team (including the study statistician) to attend the meetings (and preparation of biannual statistical reports) will need to be included in the budget for the application. If you have any questions please contact the Secretary to the DMCC, info@hrc.govt.nz.

Subcontracts/memorandum of understanding (MOU)

Subcontract staff are not employees of the host organisation. The salaries for these staff and all other expenses (e.g. working expenses) requested for the subcontract must appear in a detailed subcontract/MOU between the host organisation and non-host organisation. A MOU should also include overhead calculations for salaries (note: the HRC doesn't cover overheads for overseas based organisations). A pro forma MOU is available upon request from the HRC. If a subcontract/MOU is greater than $50,000, all expenses requested should be broken down into the appropriate categories in Section 4F (MOU Budget). Upload the MOUs separately via HRC Gateway (see Section 4D above).

MOUs must also be provided for ‘time only’ subcontracted staff. In the event that MOUs are unable to be provided for time only subcontracted staff, it is acceptable to include a support letter with description of the level of involvement and role of these individuals in the application. If the application is successful, copies of MOUs for any time only individuals not provided in the application may be required at the contracting stage.

Salary associated costs

Amounts requested for employer's contribution to approved superannuation schemes and accident compensation levies for Research Staff – these are not to be entered in Salary but in the Working Expenses section. The amounts for each year should be entered separately in the budget form and the percentage rates for both ACC and super should be noted for each individual (and justified in Section 4A where required, i.e., for non-standard rates).

International expenses

The HRC will not contribute to the overhead of the overseas investigators and the total proportion of contract budget allocated to overseas investigators must not exceed 20%.
Total cost of research

Enter the appropriate overhead rate (OHR) in the budget. Researchers should seek advice from their host organisation Research Office on the costing of their research applications and the overhead rate negotiated with the HRC.

After entering the appropriate overhead rate, the total cost of the research will be automatically calculated. Enter this amount in the online section of the research application.

Section 4F: MOU budget

When a substantial proportion of the total budget of a research proposal is contained in a subcontract/MOU, the expenditure must be itemised in the same way as the overall research proposal budget (see above). Use Section 4F to provide budget details for all MOU requesting more than $50,000; add a copy of Section 4F for each subcontractor. The overhead rate used should be that for the host organisation of the subcontracted staff, not that of the main host organisation of the applicant (note: the HRC doesn't cover overheads for overseas based organisations). The total dollar amount for each year should then be entered under ‘Working expenses – Subcontracts’ and a copy of the subcontract/MOU should be uploaded separately in HRC Gateway.

A CV must be provided in Module 5 for all NIs on MOUs to enable the Assessing Committees to determine whether the investigator’s expertise is appropriate and/or necessary. Without this information the Assessing Committees may decide not to support the budget for the MOU. CVs are not necessary for employees of commercial enterprises providing service for fees.

All subcontracts/MOUs must be listed in Section 4D (Letters of Collaboration/Supporting Documents Index). If there are no subcontracts/MOUs for this application, or none requesting more than $50,000, you may delete or ignore Section 4F.

Section 4G: FTE summary

List the time involvement of ALL personnel (including those on a subcontract/MOUs) in terms of Full Time Equivalents, e.g., 10% FTE. Give all names (for un-named positions, indicate as “Technician”, “Research Nurse” and “Postdoctoral Fellow”, etc.). Half percentages (e.g., 4.5%) are not allowed. Indicate when NIs are “Time Only” (i.e., not receiving salary for their involvement in the project). Identify all Postgraduate students by “Masters” or “PhD” as well as by their names. Ensure the FTE figures are the same as those in the budget and MOU budget sections (Sections 4E and 4F), as well as in Module 1. Heads of Department will be required to agree to provide workload relief for research staff working on HRC contracts (Principles of Full Cost Funding).

Section 4H: List of collaborators (national and international)

Please complete the Collaborators section (not Named Investigators) by providing full name, organisation, and country (the location where the organisation is based, and the collaborators undertake their research).

For collaboration purpose select one of the following options: Research; Commercialisation; Knowledge transfer.

For support please indicate the value of any funding for this research provided by the collaborator in New Zealand dollars or list any in-kind support.

7.3.4. Module 5: New Zealand standard CV template

Upload a CV for all Named Investigators (include those on MOU).

Use the New Zealand standard CV template with default font from the HRC website. Do not exceed the 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 elsewhere in the application and in the Named Investigator’s Gateway profile.

CV may indicate when career breaks have taken place as track record will be assessed relative to opportunity.

**7.3.5. Module 6: Research classification (additional information in HRC Gateway)**

Classification of research is for HRC evaluation purposes only. The information is not used in allocating funding. Required details must be entered in HRC Gateway.

*Section 6A: ANZSRC and keywords*

Categorise the proposed research using the ANZSRC codes for the Fields of Research (FOR) and Socioeconomic Objective (SEO). Enter the percentage to the nearest 10% for each category to a total of 100%. Enter keywords that categorise the research.

*Section 6B: Economic benefits*

Please provide a brief description of any potential economic benefits you consider may arise from your research. If no direct economic benefits are anticipated, please state this rather than leaving the field blank. The HRC’s interpretation of economic benefits is broad and includes:

- contributing to maintaining a healthy and productive population;
- contributing to an efficient and cost-effective health system, and
- value generated from IP and innovation.

*Section 6C: Health issues and mapping category*

**Health issues**

Enter the requested information on HRC Gateway. Applicants need to select the health issue that best describes their research and, if required may select one secondary health issue.

**Mapping category**

Enter the requested information on HRC Gateway (select one). Applicants need to select the category that best describes the starting point for their research. The following table describes each category.

<table>
<thead>
<tr>
<th>Mapping Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Biomedical</strong></td>
<td></td>
</tr>
<tr>
<td>Gene</td>
<td>Research into the genetic basis of disease, identification of genes involved. Linkage analysis falls here and not under clinical studies.</td>
</tr>
<tr>
<td>Cell Biology</td>
<td>Analysis of molecular-level interactions. This includes protein-protein interactions, determination of the function of genes involved in diseases, and whole cell studies (e.g. immunological studies, transfections, etc).</td>
</tr>
<tr>
<td>Physiology</td>
<td>This includes all physiology and anatomy. Animal models of disease are included in this category, and studies on host-pathogen interactions.</td>
</tr>
<tr>
<td>Diagnostics</td>
<td>This includes innovations, and the development/refinement of new or existing diagnostic tools.</td>
</tr>
<tr>
<td>Pharmaceuticals /Treatments</td>
<td>This includes the development of new pharmaceuticals (drug design and development), as well as new treatments for diseases (e.g. vaccines, other therapies).</td>
</tr>
<tr>
<td><strong>Clinical</strong></td>
<td></td>
</tr>
<tr>
<td>Clinical Studies</td>
<td>Research involving human subjects. This excludes research in which samples from human subjects are used for fundamental biomedical research, such as genetic linkage analyses.</td>
</tr>
</tbody>
</table>
### Health Services

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Economics</td>
<td>Research into the cost-effectiveness of treatments/services etc.</td>
</tr>
<tr>
<td>Clinical Services</td>
<td>This includes primary and secondary care services. Access to and appropriateness of services are also included, and safety of services and compensation. Macro-level analysis of health system changes falls into this area.</td>
</tr>
</tbody>
</table>

### Public Health

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Resources</td>
<td>This includes all epidemiology, underpinning social science (qualitative and quantitative), development of tools and new methodologies, and development of indicators.</td>
</tr>
<tr>
<td>Risk Factors</td>
<td>Research linking life experiences, behaviours, exposures <em>etc.</em> with health outcomes.</td>
</tr>
<tr>
<td>Interventions</td>
<td>Research that includes the design and evaluation of interventions.</td>
</tr>
<tr>
<td>At-Risk Populations</td>
<td>Includes research on specific population groups. These groups may be based on age, ethnicity, occupation, <em>etc.</em> Includes research using diagnostics in a particular group.</td>
</tr>
<tr>
<td>Community services</td>
<td>Research around community-run services and community groups, <em>e.g.</em> Marae-based health care services.</td>
</tr>
</tbody>
</table>
Health Delivery Research Career Development Award
8. Health Delivery Research Career Development Award – key information and requirements

This section sets out the requirements for the Health Delivery Research Career Development Award, including:

- information about the award including the duration and value indication
- eligibility criteria that applicants must meet
- an overview of the application process including key dates
- an overview of the assessment process.

Sections 9 and 10 contain instructions for applicants on how to complete the application to demonstrate that the requirements for funding are met.

8.1. Description

The Health Delivery Research Career Development Award is a career development opportunity with a funded placement in a health delivery research team or health sector setting. It is designed as an alternative pathway into health delivery research aimed at attracting more people with relevant skills into this discipline.

Specifically, this grant provides development opportunities for health professionals (clinical or non-clinical) and academic health researchers with five years’ cumulative experience in a health sector or health delivery research setting, to undertake a funded placement (part-time or full-time) in a health delivery research team, health care or health delivery policy setting. The placement will involve the applicant leading or contributing to a research project or research related activity.

8.2. Value

- The value of the salary/stipend will be based on the applicant’s qualifications and research experience and will be confirmed in the contracting process. This will be pro-rata where FTE is less than 1.
- The levels of salary associated costs (e.g. ACC levies, employer’s contribution to superannuation) will be set by the host organisation.
- There are no additional overhead costs associated with the Health Delivery Research Career Development Award; however, $20,000 (pro rata based on FTE and duration) will be made available for the host for specific expenses related to the placement.

8.3. Eligibility criteria

1. There is a limit of one application per applicant per round.
2. The maximum term for this grant is 12 months.
3. The applicant must have a minimum five years’ cumulative experience in a health sector or health delivery research setting. Exceptions for time spent outside the research environment will be considered (e.g. time taken for maternity or paternity leave, or illness).
4. If the applicant is a health professional, the placement must be within a team and/or location that undertakes health delivery research. If the applicant is an academic researcher, placement must be in a health delivery setting.
5. A letter of support must be provided from the host organisation to confirm organisational support for the placement including appropriate supervision and mentoring, the specific placement research or related activities to be undertaken, and salary based on the applicant’s experience.
6. The placement activity must be within scope of Part A of this document being directly connected to health delivery research and provide a development opportunity for the recipient.
7. The proposed methods and/or details for undertaking any research must be justified and be appropriate for the research being undertaken.
8. The intended outcome of the placement as both progressing the recipient’s career development and progression to further health delivery research engagement must be stated.
9. The applicant has considered and taken steps to contribute to improving equity and advancing Māori health as appropriate to the context of the placement opportunity.

**Note:** Guidance on how to demonstrate eligibility is set out in sections 9 and 10.

### 8.4. Key dates

- Opens in HRC Gateway – **12 December 2019**
- Registration deadline in HRC Gateway – **8 April 2020**
- Application deadline in HRC Gateway – **22 April 2020**
- Application paper copies to the HRC – **28 April 2020**
- Outcomes confirmed – **mid-August 2020**
- Research activation activity must commence by **1 October 2020**.

### 8.5. Application process

The application process involves completing and submitting:

- An initial **registration** (involves completing some key information about the application directly via HRC Gateway).
- The remainder of the **application** using the **2020 Health Delivery Research Career Development Award Application Form**. This form must be downloaded and completed by applicants before being uploaded to HRC Gateway as a PDF file. The complete application (including the information entered directly into HRC Gateway) will be generated by HRC Gateway for downloading and printing. Please note some additional information will be required to be entered in HRC Gateway prior to submission of the application form.

Full details on the application process are provided in sections 9 and 10.

### 8.6. Assessment process

The following steps will be undertaken to assess Health Delivery Research Career Development Award applications:

- Initial administrative checking and eligibility screening by the HRC to determine **eligibility criteria 1-5** have been met.
- Eligible applications assigned to the Health Delivery Research Steering Group members as appropriate.
- The Health Delivery Research Steering Group members to confirm (not score) for each assigned proposal whether the **eligibility criteria 6-10** have been met.
- Decline as not fundable proposals where there is majority agreement that any one of the eligibility criteria have not been met.
- Fundable pool of eligible applications progress.
- The Health Delivery Research Steering Group to consider whole of portfolio funding distribution (including the three other Health Delivery Research funding opportunities).
• Based on the distribution allocated to Health Delivery Research Career Development grant; a stratified randomised allocation of funding will be undertaken considering research priorities set out in Part A of this document.
• All health delivery research investment round funding recommendations forwarded to the Health Research Council for funding approval.

8.7. Assessment criteria

There are no additional assessment criteria applicable to this funding opportunity.

Applications to the Health Delivery Research Career Development Award will be reviewed against the eligibility criteria using the process set out in section 8.6.

8.8. Grant contract and reporting

• The standard HRC contract will be used for this grant.
• $20,000 (pro rata based on FTE and duration) will be made available for the host for specific expenses related to the placement.
• The HRC expects that costs (beyond the $20,000 as described above) of any research or research-related activities undertaken by the recipient will be borne by the host organisation. The host organisation should confirm that such resources are in place to ensure the successful completion of their award.
• For new host organisations, due diligence may be undertaken prior to contracting.
• Successful applicants must start the grant by 1 October 2020.
• All recipients of a Health Delivery Research Career Development Award are required to submit an ‘end of contract’ report to the HRC on HRC Gateway within one month of the contract end date. This report may be submitted prior to the contract end date where the contracted placement has concluded.
• All recipients of a Health Delivery Research Career Development Award are required to participate in HRC-led evaluation during and post completion of their grant, as applicable.
9. Health Delivery Research Career Development Award – instructions for completing the registration

This section sets out instructions for the first part of applying for a Health Delivery Research Career Development Award – Registration in HRC Gateway.

It includes prompts for providing certain information in your registration that will be used to determines if you have met the criteria set out in section 8.3.

A full application consists of 6 Modules. This section relates to Module 1, which is the general information required about the application.

9.1. General registration information

Applicants are first required to submit a registration involving completing some key information about the application directly via HRC Gateway. Hard copies of the registration are not required.

Registrations are due by 8 April 2020. Incomplete or late registrations will not be accepted.

Submitting a registration generates an HRC reference number to use on the application form. The information entered as part of the registration will form the Module 1 of the application.

Once submitted, the registration is forwarded (in HRC Gateway) to the host Research Office. The Research Office will then need to approve the registration and then forward to the HRC. Always allow sufficient time near the registration closing date for these steps. If the host organisation doesn’t have a Research Office, the registration will be automatically forwarded to the HRC.

The Developing Researcher must have an HRC Gateway account, to be able to be included in an application.

Notes:

The term ‘First Named Investigator’ will still be used in HRC Gateway, and in the final HRC Gateway-generated PDF of the application, but for the purposes of the Health Delivery Research Career Development Award, this role should be considered as described in section 9.3.1.

While the fields completed and submitted for the registration can be updated prior to the final submission of the application, the intent is that the registration submission should be an accurate reflection of the final information that will be included in the application.

9.2. Step 1

Start the registration process by clicking on the ‘Apply now’ button on the 2020 Health Delivery Research Career Development Award information page. The ‘Apply now’ button will only appear when the application submission period is open. Clicking on the ‘Apply now’ button will open a dialog form when the following information will be required.

The applicant will first be required to enter a research title and select a host organisation (there will also be options to select a specific Research Office and Research Office contact if applicable).
9.2.1. Research Title
The research placement title should be succinct and clearly describe the proposed work. The title must not exceed 80 characters, including spaces and punctuation. Do not use all uppercase type.

9.2.2. Host organisation
The host organisation is the institution or organisation that will be responsible for administering any contract awarded and for supporting the Developing Researcher.

Select the relevant ‘Host organisation’ from the drop-down list (this shows host organisations currently recognised by the HRC). If applicable, a specific Research Office and Research Office contact will be able to be selected.

Note: If your host organisation does not appear in the drop-down list, please tick the check box ‘My host organisation is not in the list’. A field ‘Host organisation details’ will appear in the next section and the name of the host organisation should be entered here.

If the host organisation has a Research Office with more than one staff member, please select the contact in the Research Office who will most likely be handling the application, or who will be the principal contact.

If the host organisation has more than one Research Office, please select which Research Office will be handling the application.

9.3. Step 2

9.3.1. First Named Investigator (Developing Researcher)

Note: This field will be captured as ‘First Named Investigator’ in HRC Gateway but for the purposes of this award is considered ‘Developing Researcher’.

Some of this information will be automatically populated from the Developing Researcher’s profile in Gateway (e.g., Organisation and Department). If the profile is not current, details must be updated. The details listed on the application will be automatically refreshed after the profile is updated. Click on the ‘Update’ button to enter and update the information requested.

The Developing Researcher will be considered the first point of contact during the application and assessment process. All correspondence for the application will be addressed to this person and the host. Once an application is created, the Developing Researcher cannot be changed.

9.4. Step 3

Click on the ‘Update’ button to enter details for the following fields.

9.4.1. Research location(s)
This is the specific department(s) and organisation where the placement will be undertaken.

9.4.2. Discipline
Select from the drop-down box. This should be the area of health delivery research that the proposed placement and research is connected with.

9.4.3. Duration
Enter the proposed term of the work (months), not exceeding 12 months.
9.4.4. Commencement date
Enter the proposed commencement date. Please note that the Health Delivery Research Career Development Award must commence by 1 October 2020.

9.4.5. Lay summary
The lay summary is important. The lay summary should be a statement of not more than 150 words suitable for dissemination to, and understanding by, a lay audience, for example, in a media release and on the HRC website. The lay summary should summarise the intent of the placement and the associated research, or research related activity. This information will also be used to inform the HRC in the final approval process if the application is recommended for funding.
10. Health Delivery Research Career Development Award – instructions for completing the application

This section sets out instructions for the second part of applying for a Health Delivery Research Career Development Award – the part of the application that requires applicants to complete details in a Microsoft Word form.

This section includes prompts for providing certain information in your application that will be used to determine that the criteria set out in section 8.3 have been met.

A full application consists of 6 Modules. This section relates to Modules 2 to 6. The application form corresponds to the instructions in this section.

10.1. About the application form

The 2020 Health Delivery Research Career Development Award Application Form is a Microsoft Word form that contains a Coversheet, Module 2, Module 3 and Module 4. Supporting documents for Section 4D of Module 4 and Module 5 are uploaded to HRC Gateway separately. Module 6 is completed in HRC Gateway at any time after the registration has been submitted.

This form must be downloaded and completed by applicants before being uploaded to HRC Gateway as a PDF file. The complete application with all Modules (including Module 1 completed as part of the registration, Module 5 submitted separately and Module 6 completed in HRC Gateway) will be generated by HRC Gateway for downloading and printing.

Note: By submitting an application to the HRC on Gateway the applicant is confirming that the submitted application complies with all requirements including formatting and page limits. The HRC will not accept changes after the closing date.

10.2. Completing the application form

The 2020 Health Delivery Research Career Development Award Application Form is compatible with Windows PC and MAC computers. The form has default formatting that conforms to HRC requirements. Figures and tables are best pasted in from a draft document instead of created directly in the form.

Remember:
- Enter information only in the indicated form fields.
- Do not reformat Module and Section headings.
- Do not delete spreadsheet columns/shaded rows, but you may insert more unshaded rows.
- Use the original HRC document templates. Do not copy and paste into a new document as this can drastically change fonts and remove other features required for HRC processes.
- Input HRC Ref ID# and Developing Researcher surname on the coversheet.
- Provide information to satisfy the following sections in the form.

10.2.1. Module 2: Developing Researcher, host and placement information (3-page limit)

The applicant must consider and describe where relevant in this section, how they (and the placement research activity being proposed) meet the eligibility requirements for the Health Delivery Research Career Development Award.
**Host organisation details**  
Provide details about the host organisation and the suitability of the host to support this award.  

The placement environment must be well described and suitable for the nature of the proposed placement research activity; describe how there is potential for development, training and advancing collaborative relationships. Provide details of the nature and level of support provided by the applicant’s mentors and colleagues and how this will ensure the applicant has the opportunity to thrive and succeed. If applicable, provide details on your mentor and give reasons for your selection.  

Confirm that the host organisation has committed to the financial support of this placement and outline the financial support that will be provided by the host (as required).  

The information in this section must be supported through a detailed letter of support in section 10.2.3 (Section 4D).

**Personal statement**  
Provide a personal statement regarding the applicability of your experience to health delivery research, your intent in applying to this award, interest in or current role in health delivery research, and long-term career plans (specifically how the award will support your long-term career plans).  

Provide evidence of having five years’ cumulative experience as a health care provider and/or researcher. Exceptions for time spent outside the research environment will be considered (e.g. time taken for maternity or paternity leave, or illness).

**What is the placement research activity?**  
Provide details of the planned research activity to be undertaken in this placement and how this will lead to future health delivery research. Consider and describe of how the placement activity is in scope of Part A of this document, being directly connected to health delivery research.  

The details in this section should be discussed and agreed with the host organisation (the letter of support should provide confirmation and endorsement of the planned research activities).

**How will you undertake the placement research activity?**  
Provide detail on, and clearly justify, the proposed methods and/or steps for undertaking the placement research activity, providing evidence that methods described are appropriate for the specified activity. Include details of any other individuals involved in the research activity.

**How will the placement research activity contribute to career development and further health delivery research engagement?**  
Outline how this proposed placement research activity will contribute to the applicant’s career development and potential for further health delivery research engagement. Include the next steps that would allow this to be achieved. We encourage consideration of the project and people pipeline structure (see Part A of this document).

**How will the placement support and further develop contribution to Māori health advancement?**  
Provide a description of the applicant’s collaboration or partnership with Māori and the host’s ability to support and supervise contribution to Māori health advancement. If the host organisation or applicant have no existing relationship, describe your plan to ensure development of this connection so that the placement and/or intended future research could lead to improved Māori health. Provide detail as appropriate to the nature and scope of the placement. See the HRC’s Māori Health Advancement Guidelines for further information.
How will the placement research activity contribute to improving equity?
What are the downstream impacts on health equity stemming from this placement research activity and/or potential future research connected to this activity? What steps are you taking in your placement research activity to ensure you are contributing to improving equity in New Zealand. Provide details on whether the host organisation has anything in place to support this.

10.2.2. Module 3: References

Ensure this section starts on a new page. References may be provided as applicable to the research activity being undertaken (Note: these references are not those contained in personal CVs).

There is a one-page limit to the number of reference pages. Reference to Māori terms in the application with brief translation should be included here. Asterisks are to be placed beside applicants’ publications. Endnote lists must be copied into a plain text editor before pasting in here. Details should include a full list of all author(s), title of article, journal, year, volume and page numbers; however, if references are multi-authored, there is discretion to limit the author list to a more convenient number.

10.2.3. Module 4: Budget Information

Section 4A Budget details

Enter the FTE, salary, and salary associated costs requested for the Developing Researcher.

Section 4B Budget justification

Provide justification for the requested salary based on the applicant’s qualifications and research experience and the levels of salary associated costs (e.g. ACC levies, employer’s contribution to superannuation).

Section 4C Other support

Other research applications awaiting decision

List in this section any relevant research applications pending with other funders that might alter the budget. If applicable, indicate in the spaces provided any overlap (research, resources and personnel) that the listed application might have with this application. The applicants agree that the HRC may seek clarification details from the other funders if required.

Co-funding

Provide details if the applicant has approached other funders for co-funding of this placement. If applicable, detail the joint funding arrangements.

Applicants should disclose and provide details of any significant relationship to third parties (e.g., commercial sector entities contributing to project costs, equipment, staff joint appointments). A clear description of how the current application relates to those relationships is desirable but assessment of commercial links is NOT part of the HRC peer review process.

Financial or other interest(s)

For the purposes of HRC funding applications, a financial or other interest is anything of economic value or a political/philosophical perspective, including relationships with entities outside of the research host organisation. While not an exhaustive list, examples of financial interests include positions such as consultant, director, officer, partner or manager of an entity (whether paid or unpaid); salaries; consulting income; honoraria; gifts; loans and travel payments. Examples of other interests include alignment with special interest groups seeking to advance or promote a particular world view or policy.
A conflict of interest is a situation in which an individual’s financial relationships or interests may compromise, or have the appearance of compromising, the individual’s professional judgment in conducting or reporting research. In the event that an applicant has identified financial or other interests in a funding application, the applicant should also outline the specific details of their proposed conflict management strategy.

Section 4D Letters of collaboration/supporting documents
List the letters of support from the host organisation, and any other letters of collaboration, subcontracts/MOUs, appendices and any other supporting documents.

The documents themselves must be uploaded separately into HRC Gateway as PDF files.

The letter of support from the host organisation must provide evidence that the host organisation will support the applicant and support (and have contributed to the development of) the proposed placement research activity.

Any other letter of collaborations should outline how the interested party intends to contribute resources or to be actively involved in the proposed placement and research activity, not simply to state that this work is necessary. Please ensure that any other organisation providing a letter of collaboration recognises their intended commitment to the conduct of the proposed activity and timeline of their involvement.

10.2.4. Module 5: NZ standard CV template
Upload a CV for the Developing Researcher (applicant).

Use the NZ standard CV template with default font from the HRC website. Do not exceed the 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 elsewhere in the application and in the First Named Investigator’s Gateway profile.

CV may indicate when career breaks have taken place as track record will be assessed relative to opportunity.

10.2.5. Module 6: Research classification – ANZSRC codes and keywords
Classification of research is for HRC evaluation purposes only. The information is not used in allocating funding. Required details must be entered in HRC Gateway (at any time after the registration has been submitted).

Categorise the proposed research using the ANZSRC codes for the Fields of Research (FOR) and Socioeconomic Objective (SEO). Enter the percentage to the nearest 10% for each category to a total of 100%.

Enter keywords that categorise the area of health delivery research that this research activity is connected to.
Health Sector Research Collaboration Grant (pilot)
11. Health Sector Research Collaboration Grant (pilot) – key information and requirements

This section sets out the requirements for the Health Sector Research Collaboration Grant being piloted in 2020, including:

- information about the grant including the maximum value, duration and composition
- eligibility criteria that applicants must meet
- an overview of the application process including key dates
- an overview of the assessment process.

Section 12 contains instructions for District Health Boards wishing to participate in the pilot.

11.1. Description

The Health Sector Research Collaboration Grant is a negotiated funding opportunity focused on upskilling and empowering health care or health service delivery organisations to engage in health delivery research in health delivery settings and ensuring that this research adequately responds to health sector, patient and community needs.

The Health Sector Research Collaboration Grant pilot seeks to test this new way of procuring health delivery research with District Health Boards (DHBs) first, with a view to expanding to other health providers, including primary care and community, and Māori and Pacific providers, in the future.

11.2. Value

- Any combination up to a maximum of the following:
  - research activation activity/ies to the equivalent value of three Health Delivery Research Activation Grants (maximum $90,000) (see section 2), and
  - research activity to the equivalent value of one Health Delivery Research Project Grant (maximum $1.4million) (see section 5), and
  - career development to the equivalent value of 2 FTE of Health Delivery Research Career Development Awards (see section 8).
- The HRC encourages applicants to consider the most suitable budget and timeframe for their application.
- Requested budgets need to be clearly justified and reflect the activities being proposed

11.3. Overall application process

Application stage one – DHBs apply to participate in the Health Delivery Research Collaboration Grant pilot, by way of submitting a research profile.

Application stage two – Selected DHBs submit applications to undertake the research activities identified in their research profile.

11.4. Key dates

- Open for application – 12 December 2019
- Research profile submission deadline (via email) – 20 February 2020
- Application deadline for selected pilot partners in HRC Gateway – 22 April 2020
- Application paper copies to the HRC – 28 April 2020
- Rebuttal and negotiation – mid-late June 2020
- Outcomes confirmed – mid-August 2020
- Research must commence by 1 October 2020.
11.5. Application stage one

11.5.1. Eligibility criteria

1. Applicants must be a DHB, with a nominated point of contact for the application processes (Research Office or other suitable equivalent).
2. There is a limit of one Health Sector Research Collaboration Grant application per DHB, with leadership endorsement (i.e., Chief Executive).
3. A research profile (see section 12) is submitted to the HRC that conveys a research plan within scope of Part A of this document.

11.5.2. Application and selection process

This process is for DHBs applying to become a pilot partner. The process for selected pilot partners is outlined in Section 11.6 below.

- Email HRC to request a research profile form.
- Research profile submitted to HRC via email.
- HRC to select suitable pilot partners on the basis of the following distribution – geographical, health delivery research starting points, size of DHB and population area, and connections to tertiary, secondary, primary and community care.

11.6. Application stage two

11.6.1. Eligibility, application and assessment processes for selected pilot partners

These requirements are for selected DHBs submitting research applications.

The HRC will undertake HRC Gateway set up for selected DHBs on the basis of their research profiles. The HRC will contact DHB nominated points of contact to confirm this set up to ensure the following process requirements can be met.

The applicable eligibility requirements for research applications, the required processes to submit research applications and how these will be assessed will differ conditional on the research activity/ies identified by DHBs in their research profiles. DHBs should refer to the requirements set out for respective grant types based on the following:

<table>
<thead>
<tr>
<th>Nature of proposed research activity</th>
<th>Corresponding requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishing evidence needs - getting ready for research</td>
<td>Health Delivery Research Activation Grant (sections 2, 3 and 4)</td>
</tr>
<tr>
<td>Responding to evidence needs – undertaking the research</td>
<td>Health Delivery Research Project Grant (sections 5, 6 and 7)</td>
</tr>
<tr>
<td>Entry level career pathways – growing health delivery researchers</td>
<td>Health Delivery Research Career Development Award (sections 8, 9 and 10)</td>
</tr>
</tbody>
</table>

**Note:** information on selecting the appropriate process (or grant type) is set out in Part A; and selected DHBs may seek advice from the HRC.

A separate application must be made in HRC Gateway for each component of research activity (for example, per activation activity, and/or per research project, and/or per development award). The total application composition must not exceed the values set out in section 11.2 for the Health Sector Research Collaboration Grant.

Additional to the applicable process requirements, where an application is assessed as not fundable, the HRC will undertake best endeavours negotiation with the host organisation to achieve a fundable outcome.

**Note:** The dates for applications are those set out for the Health Sector Research Collaboration Grant in section 11.4, not those specified for other grant types.
11.7. Research contract and reporting

Additional to the contracting and reporting requirements applicable to the grant types corresponding to the funded DHB research activity/ies, overarching Key Performance Indicators will be included in Health Sector Research Collaboration Grant contracting with the host DHB and monitored. KPIs will be determined based on the funded research activity/ies.

Note: Where duplicate applications are submitted by individual researchers to other HRC health delivery funding opportunities and the DHB is selected as a pilot partner for the Health Sector Research Collaboration Grant, the individual application will be withdrawn.
12. Health Sector Research Collaboration Grant (pilot) – instructions for completing the DHB research profile

This section sets out instructions for DHBs interested in applying for the Health Sector Research Collaboration Grant pilot.

DHBs must first request the corresponding application form from the HRC.

Complete the application form by providing the information set out in this section. This information will be used by the HRC to select pilot partners.

Provide the following information in your research profile by completing the corresponding sections in the application form.

12.1. Host organisation

The host organisation must be a DHB and will be responsible for administering any contract(s) awarded. Enter the name of the DHB.

12.2. Key point of contact

Please identify the point of contact who will manage the application, including their position. This will most likely be someone positioned in the Research Office (or equivalent).

12.3. Summary of health delivery research activity

Please summarise current research activity being hosted and/or undertaken by the organisation. On this basis, consider the DHB’s position on the people and project pipelines (refer to Part A of this document), noting that this may be variable across the DHB’s research activities and the research plan may correspond to this (see section 12.5 below).

12.4. Organisational vision for health delivery research

Please outline the DHB’s vision and purpose for engaging in health delivery research and why this is important.

12.5. Proposed research activities and rationale

Consider the information on each health delivery funding opportunity for descriptions of possible research activities. Identify appropriate research activities to progress towards achieving the organisational vision for health delivery research, and outline the rationale for these. The rationale may be supported by consideration of population needs identified through organisational connections to tertiary, secondary, primary and community care. A short outline for each proposed activity must be provided, noting the value limits in Section 11.2.

12.6. How will the organisation vision and research activities contribute to Māori health advancement?

Describe the current policies and systems in place within the DHB that consider and advance Māori health in the delivery of health care. Include a description of how effective, or ineffective, these are in practice.

How will these systems or policies be utilised or improved to support the proposed research activities? Describe your plan to ensure that Māori health equity is a focus of all research activities proposed throughout the organisation.
12.7. How will the organisational vision and research activities contribute to improving equity?

What steps is the organisation taking to ensure you are contributing to improving equity in New Zealand? What are the downstream impacts on health equity stemming from the proposed research activities?

12.8. DHB leadership endorsement

Please attach a letter of support from the Chief Executive (or equivalent) endorsing the content of and commitment to this application.