

July 2019

2020 PROGRAMME APPLICATION GUIDELINES

To use with form:

2020 Programme Application Form



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Part A: What is an HRC Research Programme?

1. Introduction

HRC research Programmes, with a 5-year term and a budget up to \$5M, are intended to provide support for the long-term development of a research field by a group of established investigators, with an outstanding track record of achievement. Collaboration between research groups and institutions is encouraged. Programmes will focus on specific research objectives that deliver outputs and outcomes with a pathway to impact, rather than inputs. The HRC supports research Programmes with strategic, long-term visions that promote development of knowledge relevant to the health needs of New Zealand.

Programmes require three or more established researchers who are responsible for the scientific direction and quality of the research. A successful funding history of peer reviewed contracts and knowledge translation by the proposed Named Investigators is required. Named Investigators will also be expected to have had an outstanding track record of achievement in health research and to provide support for those seeking training in health research. Salaries of investigators within a research Programme need not be funded by the Council, but each Named Investigator is expected to devote a substantial and specified portion of time to the research Programme.

A Programme application not meeting the criteria will sometimes be accepted on the basis of the nature of the proposed research, e.g., when the budget for a clinical trial exceeds the Project budget maximum. Written approval for this exception must be obtained from the HRC prior to submission of the application.

If the HRC already has a significant investment in a research area, particularly if it already has a Programme in the area, consideration will be given to whether increased capacity and additional long-term commitment of funds to this research area is warranted. The appropriateness of Programme investment in any research area shall be assessed on a case-by-case basis.

The New Zealand Health Delivery Research Investment Stream will **not** support Programmes. Alternative funding, that may include a mechanism similar to an HRC Programme, is being developed for this investment stream.

2. Research Investment Streams

The HRC has established four Research Investment Streams (RIS) for the annual funding round:

- Health and Wellbeing in New Zealand: Keeping populations healthy and independent throughout life
- Improving Outcomes for Acute and Chronic Conditions in New Zealand: Improving outcomes for people with illness or injury
- Rangahau Hauora Māori: Supporting Māori health research that upholds rangatiratanga and utilises and advances Māori knowledge, resources, and people.
- New Zealand Health Delivery: Improving health and disability service delivery outcomes over the short-to-medium term

Note: For the 2020 annual funding round, the New Zealand Health Delivery investment stream will be run out of cycle to the other investment streams.

Applicants **must** select one RIS. The HRC does not provide advice on choice of RIS, as that decision is best made by the investigator. Applicants may change their final choice of RIS by creating duplicate applications and making a decision for the most appropriate RIS before the closing date for registration or submission. For Project applications, the RIS cannot be changed between the EOI and Full stages.

3. Programme Director Requirements

Resourcing a team with \$5 million of taxpayers' investment requires a significant degree of accountability to be demonstrated with regard to managing the size and complexity of an HRC Programme. A proven record of managing projects of a sizeable nature is therefore required. We will revise these criteria from time to time. Specified dates are to allow clarity in decisions on what funding meets the requirements.

A proposed Programme Director must meet one of the following requirements **at the due date of application (9 October 2019)**:

- 1) Director on a current HRC Programme contract with no more than one year to run; i.e., Director of a current Programme contract that will expire before 9 October 2020. This means a Programme Director can only lead one Programme except for the overlap allowed here.
- 2) Director of an HRC Programme contract in the last five years; i.e., Director of a Programme contract that expired after 10 October 2014.
- 3) First Named Investigator on at least two HRC Projects, or comparable national or international agency Project contracts* that are current or have expired in the 24 months before 9 October 2019; i.e., a track record of current or recent research funding and experience in managing several research activities with other researchers.
- 4) First Named Investigator on one HRC Project, or comparable national or international agency Project contract, that is current or completed in the 12 months before 9 October 2019, who is proposing to lead a Programme team of at least two other First Named Investigators on Project contracts from the HRC, or comparable national or international agency, that are current or completed in the 24 months before 9 October 2019; i.e., has recent or current research funding, teamed with at least two other researchers with recent or current funding and collectively managing several projects with related themes.
- 5) Director on an application that was shortlisted and assessed fully by the Programme Assessing Committee in the previous round.

*In this context, any health research Project of similar value and term to an HRC Project, typically \$1.2 million for 3 years, from an agency that allocates funds using internationally-accepted contestable processes and peer review, e.g., Marsden fund, MBIE Endeavour fund, NHMRC, NIH and MRC. Only HRC Projects awarded in the annual contestable round or similar value HRC Partnership projects (but **not** Feasibility Study Grants, Emerging Researcher First Grants, HRC Fellowships and awards less than \$500,000) qualify for inclusion in these requirements. Grants valued at around \$800,000 due to a lower overhead could also be considered for inclusion.

The Programme funding round is competitive with a complex application and assessment process. The above requirements are to give guidance with respect to the calibre of research teams most likely to succeed. Justification, rather than eligibility, for leadership on proposals is highly recommended,

An HRC Programme Director must assign at least 20% FTE to the Programme, must be employed by a New Zealand host organisation and have citizenship or permanent residency status and be domiciled in New Zealand. The Programme Director must be resident in New Zealand at the time of application and may not submit more than one Programme application in a round.

Note: the HRC now welcomes proposals for Programme co-Directors under circumstances that would result in a research team of exceptional strength, such as interdisciplinary work. When a proposal is submitted by co-Directors, the above requirements apply to either of the two co-Directors or combined. Where eligibility criteria 3 applies to the co-Director combination (i.e., first NI on one project each) then at least one of the projects must be current at the time of application. The total FTE for the two co-Directors must be at least 30% FTE. Residency conditions apply to both.

4. Research Programme Qualifying Parameters

It is recognised that awarding of Programme status in any funding round may be restricted on the basis of available funds. As such, the funding of a Programme will be based on its ability to deliver quality research outcomes and potential impacts. Applicants should therefore ensure that their proposal demonstrates that their research Programme has the ability to meet the following parameters:

- Host Organisation: The group of researchers applying for a Programme should have strong support from their respective host organisation(s).
- Research Team: It is the intent of the HRC to foster collaborative research efforts of multiple investigators. Evaluation of any Programme will consider the strength of each member of its team of researchers. Named Investigators should have an extensive track-record of achievement (including peer-reviewed research contracts and publications).
- Qualifying Research: Programmes should represent a substantive body of ongoing research, i.e., encompassed in a minimum of three distinct objectives addressing a common theme.
- Strategic Nature of the Proposed Research Programme: Priority will be given to the establishment of strategic research Programmes that demonstrate a collaborative approach to improvements in health. Priority will also be given to Programmes which demonstrate well-developed links from basic/fundamental to applied health research, and which are likely to impact on the health of New Zealanders.

- International Competitiveness of the Research: Preference will be given to research which is at the forefront of international research efforts, i.e., research areas in which New Zealand is at a particular advantage or which are “leading edge” within their respective discipline.
- Collaboration: Interaction with other research groups, and if appropriate, connection with health services providers and the health policy development process are desirable.
- Training: Opportunities for young investigators should exist or be developed within the Programme.
- Māori health advancement: The research group’s policies, general activities and research proposal with respect to Māori health advancement should be evident.

5. Negotiation of Contract Details

Following the approval by Council of a research Programme, the HRC will negotiate with the Director and the host organisation to:

- confirm the research objectives to be supported;
- determine the final Programme budget;
- confirm FTE commitments to the contract are the same as those in the successful application; and
- establish any funding to be provided by other agencies in support of the Programme research objectives.

6. Overview of Assessment Process for HRC Research Programmes

Assessment of Programme applications shall be the responsibility of a disciplined-based Science Assessing Committee (SAC) and the Programme Assessing Committee (PAC) with final approval by the Grant Approval Committee (GAC) and Council. Applications are assessed through several stages:

- The applications will be assessed by external reviewers and applicants will be able to comment on reviewer reports.
- The applications will be assessed and scored (maximum score, 28) by SAC on the following criteria: rationale for research (22.5%), design and methods (22.5%), research impact (22.5%), Māori health advancement (10%), expertise and track record of the research team (22.5%); the score for “cohesiveness of research Programme” is also used but not included in the total score.
- PAC reserves the right to shortlist proposals prior to the PAC meeting informed by the prior SAC process and scores. Shortlisted applicants are interviewed by PAC.
- The applications will be assessed and scored (maximum score, 28) by the PAC on the following criteria: quality of health research (22.5%), potential for outcomes (22.5%), vision of Programme (22.5%), Māori health advancement (10%), research team collaboration and integration (22.5%).
- The applications ranked by the aggregated SAC and PAC scores (maximum total score, 56) and considered Fundable, will be considered by GAC for recommendation to Council.
- The outcome of research Programme applications will be announced in June of the year following submission.

For further information with regard to scoring criteria, please refer to the *HRC Peer Review Manual* available from the HRC website.

7. HRC Research Programme Funding

In the 2019 Annual Founding Round, the HRC received and assessed eleven Programme applications. Four new Programmes, and partial funding for a fifth application, costing \$21.05 M were approved for funding. The 2020 round is expected to fund at a similar level.

Part B: Rules for Submitting the Application Form

1. Use of Application Form

1.1 When to use the Application Form

The Programme Application form must be used for Research Programme applications in any Research Investment Stream.

1.2 Prior to submission of the Application Form

The HRC only accepts applications on HRC Gateway. Prior to any submission, Named Investigators must have a current Gateway account, that must be updated annually. Key opening and due dates are in Section 4 below.

Before submitting this application form, applicants should read:

- This document for eligibility and specific instructions
- Research Investment Stream details
- The appropriate *Peer Review Manual* to understand application assessment
- Guidelines on Ethics in Health Research
- Guidelines for Researchers on Health Research Involving Māori
- Guidelines for Pacific Health Research.
- HRC Research Impact Slide Show.

The regularly updated reference documents and forms are on HRC Gateway.

1.3 New Host Organisations

New host organisations (e.g. Independent Hosts), that have not previously been funded by the HRC, will be required to provide due diligence information before a contract can be offered and preferably before an application is submitted to avoid unnecessary work. Please contact the HRC for further information.

2. Format

2.1 General Formatting

Proposals must have sufficient detail so that the reviewers can 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 as it contains special features.

Applicants must:

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

2.2 Compliance

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

2.3 Additional Documents

No other documents are to be included.

3. Copies of Applications Required

3.1 Paper Copies

Applications must be submitted on the HRC Gateway and two printed copies (double-sided) sent to the HRC.

3.2 Electronic copy

Submit the form as a pdf file. Ensure that the pdf version meets page limits and that graphics and tables are converted correctly from the Word version.

Submit the budget information file (full stage only) in both xlsx and pdf formats. Use the HRC file as it contains special features used for HRC processes.

HRC Gateway will allocate file names.

Important

The application is submitted to the host Research Office when the applicant uploads the files through HRC Gateway. The application will be forwarded to the HRC after host Research Office approval. Always allow sufficient time before the HRC closing date for this approval step.

3.3 Do not Send Files

Do not send these files directly to the HRC. Research providers requiring assistance should contact the relevant HRC Project Manager for information if they have difficulty.

3.4 Returned Applications

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

4. Closing Dates

4.1 Registration and Submission of Application on the HRC Gateway

There is no separate closing date for registration of applications, but this step is still required and must be signed off by the applicant's host Research Office before the HRC Ref ID # is issued so that the full application can be completed.

The closing date for applications online submission is **1 pm on 9 October 2019**. No applications will be accepted **after 1 pm** on the closing date unless **written** authorisation has been received from the HRC.

Applications are released to the HRC only after approval by the applicant's host Research Office or equivalent. Applicants should complete online submission of the application several days before the HRC closing date to allow for host Research Office processing.

4.2 Submission of Paper Copies

The HRC Gateway system creates a single PDF document of the complete application by merging the uploaded application form with the online registration details for processing and printing. Send two copies of the system-generated version to the HRC by **5 pm on 11 October 2019**.

4.3 Incomplete Applications

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

5. Privacy Provisions

5.1 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.

5.2 Personal Information

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

5.3 Media Release

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

5.4 Official Information Act

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

6. Mailing Address

The application should be sent to the HRC office address:

Mailing Address:

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

Physical/ Courier Address:

Research Investments & Contracts
Health Research Council of New Zealand
3rd Floor, ProCare Building
110 Stanley Street, AUCKLAND 1010

7. Enquiries

All enquiries related to HRC applications should be directed in the first instance to the Research Office of the applicant's host organisation.

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

Vernon Choy	Telephone: (09) 303 – 5206	Email: vchoy@hrc.govt.nz
Melanie Duncan	Telephone: (09) 303 – 5215	Email: mduncan@hrc.govt.nz
Luke Garland	Telephone: (09) 303 – 5214	Email: lgarland@hrc.govt.nz
Miguel Jo-Avila	Telephone: (09) 303 – 5223	Email: mjo-avila@hrc.govt.nz
Lucy Pomeroy	Telephone: (09) 303 – 5216	Email: lpomeroy@hrc.govt.nz
Stacey Pene	Telephone: (09) 303 – 5225	Email: spene@hrc.govt.nz
Tolotea Lanumata	Telephone: (09) 303 – 5224	Email: tlanumata@hrc.govt.nz

Part C: Guidelines for Completion of the Application Form

Module 1 of the application must be completed on the HRC Gateway to register the application and receive an HRC Ref ID#. The form contains a Coversheet, Modules 2, Module 3 and Sections 4A-4D of Module 4. Section 4D is the Letters of Collaboration/Supporting Documents, please list the name of the documents in this form and upload these documents on HRC Gateway separately. Section 4E is the Milestone and Objectives and is completed via HRC Gateway. The contract information and/or budget file for Sections 4F-4I must be uploaded separately. Module 5 contains NI CVs that are uploaded separately. Module 6 is the research classification of the research that must be completed on the HRC Gateway.

This form must be downloaded and completed by applicants before being uploaded to the HRC Gateway as a pdf file. The complete application with all Modules will be generated by the HRC Gateway for downloading and printing.

Note: an applicant checklist has been added to the start of application form. Every point must be checked off to acknowledge compliance with application guidelines. Completion of the checklist by applicants indicates that the submitted application complies with all requirements as the HRC will no longer undertake this compliance check.

1. Use of the Application Form

Use the original form and contract information files as these contain special features.

The form is compatible with most computer platforms. The form has the default formatting required by the HRC. Figures and tables are best pasted in from a draft document instead of created directly in the form.

Remember:

- a) Input HRC Reference ID# and NI surname on the coversheet.
- b) Enter information only at the indicated form fields.
- c) Do not reformat Module and Section headings.
- d) Use the original HRC forms: do not create a new template as this removes features required for HRC processes.
- e) Do not delete spreadsheet columns and shaded rows, but you can insert more unshaded rows.

2. Module 1: General Information

Module 1 must be entered on the HRC Gateway.

2.1 1st Step

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

Research Title

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

Host Organisation

The host organisation is the institution or organisation that will be responsible for administering any contract awarded. For example, for those applicants at Wellington School of Medicine, Dunedin School of Medicine or Christchurch School of Medicine, the host organisation is the University of Otago

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.

Please 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.

Research Investment Stream

Create a new application by selecting the round Name, then the Proposal Type from the selection list, e.g. Health & Wellbeing.

The HRC cannot re-assign applications that are entered into the wrong stream. If you wish to change streams while applying you need to create a new registration on the HRC Gateway.

2.2 2nd Step

First Named Investigator (Director)

Some of this information will be automatically populated from the First Named Investigator's profile on HRC Gateway (e.g., Organisation and department). Please note that the FTE of the First NI will default to 1 – this will need to be updated. If the profile is not current details will need to 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 NI 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 NIs. 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.

In the case of co-Directors, this must be the Second Named Investigator on the application and the role described in the appropriate section of the form.

2.3 3rd Step

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

Named Investigators

All NIs 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 NIs on successful applications may be cited by the HRC in its various communication channels.

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

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. Each named investigator will need to sign-in to HRC Gateway and check and update their details before applications are submitted.

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

Milestones and Objectives

This information is entered on the HRC Gateway. Milestones and Objectives are **assessed** along with budget requests, included in an awarded research contract and are used for contract reporting templates.

This section is now inserted immediately after the list of named investigators in the final system-generated PDF.

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.

Milestones

Provide key milestones that you aim to achieve. Each milestone must relate to one or more of the objectives listed above, e.g.:

Year	Milestone	Objective(s)
1	Recruit 200 patients for clinical study	Objective 2
1	Complete data entry and analysis (lab study)	Objective 1
2	Complete statistical analysis (clinical study)	Objective 2
3	Submission of manuscript to NZMJ	All 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.

Research Location(s)

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

Discipline

Select from the drop-down box.

Duration

Enter the proposed term of the research (usually 60 months).

Type of Research

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

Commencement Date

Enter the proposed commencement date. Please note that contracts cannot be activated until 1 July 2019 at the earliest. Recipients are required to begin within three months of contract offer.

Lay Summary

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 be used to inform the Council in the final approval process if the application is recommended for funding. The lay summary will also be publicised through the HRC's communication channels (e.g. website) and should be written to be readily understood by members of the public (150-word limit).

Research Costs

Enter in the relevant totals for Staff Costs, Overhead, Working Expenses and Total Cost of Research (from the excel budget spreadsheet).

3. Module 2: Research

3.1 Section 2A – Summary of Proposed Research Programme (1 page only)

The summary should clearly describe goals and objectives, research plan (including outline of methods) and significance and/or relevance of the research Programme. The summary should be a maximum of one page.

A clear and succinct summary including all the important points of the proposal can help reviewers get an overview of the proposal, and is useful as a quick reference for Assessing Committees. Use the suggested headings and add others if required.

3.2 Section 2B – List of Proposed Research Objectives

Use the table in the Form to list the proposed research objectives/project within the Programme and the NI leading that objective/project.

3.3 Section 2C – Description of Proposed Research Programme (16-page maximum)

This section is for the applicants to provide an overall description of their research Programme. The following should serve as headings and as a guide for completion of this section. Throughout this description, remember that readers include not only discipline-specific assessors (reviewers and Science Assessing Committees), but also the more **broadly** experienced Programme Assessing Committee. Usage of the terms “objectives” and “projects” are not tightly defined and in some contexts may be interchangeable. The following areas should be considered; it is easier to read the application when the headings and questions are not deleted:

1. Describe the research objectives - How do they form a cohesive theme of research (use diagrams as appropriate)? For each objective, the rationale, design and methods, impact¹, Māori health advancement and research team track record should be covered as these are the scoring criteria assessed by the Science Assessing Committee. In addition the SAC considers “Cohesiveness of Research Programme” and the Programme Assessing Committee will score “Quality of Health Research” and “Potential for Outcomes”.
2. The long-term research goals of the group as they relate to benefit for New Zealand. How this programme will help the group achieve its goals. A Programme may fit more than one Research Investment Stream, but it is advisable to indicate the principal Stream that is being addressed for this proposal. “Vision of Programme” is a scoring criterion assessed by the Programme Assessing Committee.
3. Collaboration with other research groups and connection with the next-users and end-users of the research, including health services providers and the health policy development process (where appropriate).
4. The staffing, management and organisation of the research Programme, including leadership and communication, administrative mechanisms, resource and financial management. The group’s productivity and synergy of skills. Declare any relevant career disruptions. “Research Team Collaboration and Integration” is a scoring criterion assessed by the Programme Assessing Committee.
5. The training opportunities for young investigators that exist or will be developed within the Programme. The leadership opportunities for mid-career researchers. The consideration of gender balance throughout the research team.
6. The level of support and facilities provided by the host organisation.
7. The collective benefits of the programme and overall progress towards impact on improving human health. “Potential for Outcomes” is a scoring criterion assessed by the Programme Assessing Committee.
8. The group’s track record of, and policies and practices for, the dissemination and uptake of research results. Include plans for stakeholder engagement and plans for maximising the potential use of research findings.
9. The research programme’s contribution to Māori health advancement. The following should be addressed:
 - i. How will the outcomes of your research contribute to Māori health advancement?
 - ii. What activities have you already undertaken (that are relevant to this programme), and what will you undertake during this programme, that will realise your research contribution to Māori health advancement?

See Appendix 3 for further detail regarding the Māori health advancement criterion. This scoring criterion (10% total) is assessed by the Science Assessing Committee and Programme Assessing Committee.

¹ <http://www.hrc.govt.nz/news-and-publications/publications/presentations>

See Appendix 1 for applications with clinical trials objectives.

4. Module 3: References

Ensure this section is 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.

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

5. Module 4: Contract Information and Budget

Sections 4A–4D are parts of the form.

Sections 4E–4H are to be completed on the separate Excel budget file.

5.1 Section 4A – Justification of Expenses

Justification of Research Staff

Use this section to justify the role and %FTE of the NIs and any other research staff for whom CVs have been provided. Also explain the role of ALL OTHER personnel (named or un-named, funded or not funded by the proposal), who will be actively associated with the research and for whom you are seeking funding. 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 here, but it is recommended that named postdoctoral fellows should be included as NIs and should provide a CV. Science and Programme Assessing Committees may decline funds for roles that are not fully justified or are simply described as a “training opportunity”. Provide evidence that biostatisticians, data managers and health economists 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 justified 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 in the following section (Justification of Working Expenses).

Justification of Working Expenses and Casual Staff

All items listed under Materials and Research Expenses in the budget must be justified, with costs broken down per item unit, and full costs per item 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 Science and Programme Assessing Committees will clearly understand why the requested materials, travel, or research tools and significant one-line items are necessary for the successful completion of the research. Clearly justify the roles of students (must be named) and casual staff so that the Science and Programme Assessing Committees can appreciate how these persons are necessary for the proposed research. It is the responsibility of the Applicants to ensure that no students justified 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 into the HRC Gateway.

5.2 Section 4B – Previous/Current Contracts and Awards

List Contracts awarded 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 and any Named Investigator, who was First Named investigator on those grants and whose FTE contribution is 10% or more on the current programme application. Copy the table and repeat for each received grant as required. This section is intended to provide the HRC reviewers and

committee reviewers with an overall summary of the applicants' 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.

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.

Previous HRC Final End of Grant Report(s)

End of Contract or Final Reports for recently completed HRC contracts are part of this application. Ensure that HRC End of Contract Reports (for the **First Named Investigator** and **Senior Named Investigators**) for contracts awarded in the last 6 years are included with the application by uploading the pdf version of the report to the HRC Gateway. Do not upload full deliverable reports from HRC **Research Partnerships** contracts; only upload the **executive summary** of deliverable report.

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

5.3 Section 4C – Other Support

Project Applications Related to this Proposal

Provide details if any Named Investigators on this Programme application are also Named Investigators on a Project Application. Please indicate if the Project is a component of this Programme application such that the Project will be considered withdrawn or not if the Programme is fully funded.

Other Research Applications Awaiting Decision

List in this section the applicant's research applications pending with other agencies. 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.**

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. This statement has been presented to HRC reviewers and members of Science and Programme Assessing Committees.

Co-Funding

Please indicate and provide details if the applicant has approached other agencies for joint funding of this research. If applicable, detail the support and joint funding arrangements.

Financial or Other Interest(s)

For the purposes of HRC funding applications, a financial or other interest is anything of economic value or potential 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.

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

List any subcontracts/MOU, letters of collaboration, appendices and any other supporting documents. The documents themselves should be uploaded separately into the HRC Gateway.

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.

5.5 Section 4E – Research Proposal Budget

The budget spreadsheet in Section 4E can be used for different types of applications. Select from the dropdown list the application type you wish to submit. Further instructions are contained in the Notes tab of the file.

The guidelines below should be considered only a summary of the HRC funding rules. For more information refer to the *HRC Rules* which are available on the HRC website.

Budget calculations and spreadsheet

All calculations should be GST exclusive and be 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 (this includes Academics) 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 year 2 and year 3 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 Science and Programme Assessing Committees do not favour listing numerous investigators with a very low FTE and salary requests should only be for significant input and involvement in the programme. Advisory groups of contributors, who have FTE commitments less than 3%, may be a consideration for the research team.

Note: Overheads will be paid at a negotiated rate for each institution on all eligible contracts.

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.

- a) 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 4G. 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.
- b) 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 into ‘Working expenses – Materials and Research Expenses’.
- c) 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’.

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 justified on research applications (Insert all budgetary supportive documents at the end of Module 4 with the printed application).
- Depreciation on specialised equipment: depreciation and capital costs on existing equipment are included in the overhead rate. If an institution'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.
- Costs associated with knowledge transfer activities.
- 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 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, such as meeting with community groups, or conference dissemination can be claimed if reasonable and justified).
- Conference allowance: The maximum allowance for conference attendance is \$1,000 per annum per NI 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, ethics@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 should 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 4G (MOU Budget). [Upload the MOU with this form.](#)

MOUs should also be provided for time only subcontracted staff not employed by the host. 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 10% for Programmes.

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 HRC Gateway section of the research application.

5.6 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 Institution of the subcontracted staff, not that of the main Host Institution 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 Science Assessing Committees to determine whether the investigator's expertise is appropriate and/or necessary. Without this information the Science 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.

5.7 Section 4G – FTE Summary

List the time involvement of ALL personnel (including those on a subcontract/MOU) 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 (eg, 4.5%) are not allowed. Indicate when NIs are "Time Only" (i.e., **not** receiving salary for their involvement in the programme). 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 4F and 4G), as well as 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).

5.8 Section 4H – List of Collaborators (National and International)

Please complete the Collaborators (not Named Investigators) table 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 NZ dollars or list any in-kind support.

6. Module 5: NZ Standard CV

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

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 investigator's Gateway profile.

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

7. Module 6: Research Classification

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 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 provides a description of each category.

Mapping Category	Description
Biomedical	
Gene	Research into the genetic basis of disease, identification of genes involved. Linkage analysis falls here and not under clinical studies.
Cell Biology	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).
Physiology	This includes all physiology and anatomy. Animal models of disease are included in this category, and studies on host-pathogen interactions.

Diagnostics	This includes innovations, and the development/refinement of new or existing diagnostic tools.
Pharmaceuticals /Treatments	This includes the development of new pharmaceuticals (drug design and development), as well as new treatments for diseases (e.g. vaccines, other therapies).
Clinical	
Clinical Studies	Research involving human subjects. This excludes research in which samples from human subjects are used for fundamental biomedical research, such as genetic linkage analyses.
Clinical Trials	Randomised clinical trials, usually randomised controlled clinical trials.
Health Services	
Health Economics	Research into the cost-effectiveness of treatments/services etc.
Clinical Services	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.
Public Health	
Knowledge Resources	This includes all epidemiology, underpinning social science (qualitative and quantitative), development of tools and new methodologies, and development of indicators.
Risk Factors	Research linking life experiences, behaviours, exposures etc. with health outcomes.
Interventions	Research that includes the design and evaluation of interventions.
At-Risk Populations	Includes research on specific population groups. These groups may be based on age, ethnicity, occupation, etc. Includes research using diagnostics in a particular group.
Community services	Research around community-run services and community groups, e.g. Mārae-based healthcare services.

Appendix 1: Improving the Rigour and Completeness of Clinical Trial Proposals.

The Controlled Trials Assessing Committee (CTAC) is responsible for the assessment of randomised controlled trials (RCTs) across all disciplines. The purpose of establishing this committee was to ensure consistency in the assessment of RCTs and to improve the quality of HRC funded RCTs. CTAC members are selected for their knowledge and experience of RCTs and have expertise in disciplines reflecting the nature of applications assigned to the committee. Member(s) of the Data Monitoring Core Committee may also be represented on CTAC.

Issues with methodological quality and poor demonstration of knowledge of clinical trial conduct are generic weaknesses that have been highlighted by CTAC. In order to improve the rigor and completeness of clinical trial proposals, applicants are encouraged to refer to SPIRIT 2013 Statement (Standard Protocol Items: Recommendations for Interventional Trials)* when developing their trial protocols and applications to the HRC should reflect protocols that conform to the SPIRIT 2013 guidelines.

With regard to the content of HRC applications, consideration should be given to all 33 items on the SPIRIT checklist, with particular attention to the items listed in the Methods section (items 9 – 23). Addressing these items is likely to improve methodological quality and enhance the demonstration of knowledge of clinical trial conduct. Furthermore, applicants should give consideration to designing phase III trials with 90% power to detect well justified minimum important differences. Exceptions would include, a research questions of particular importance to New Zealanders that can only be addressed in New Zealand, and the trial size is limited by the pool of patients and the pressure for a timely answer.

Applicants are encouraged to consider the broad expertise of their audience (CTAC) when describing their trial protocol. For example, when describing sample size (SPIRIT item 14) in Section 2B/Design and Methods of the applications form, justify all information in the calculation and clearly describe the minimum important difference and how this translates into meaningful clinical benefit.

It has also been noted that a significant number of clinical trial research proposals are requests for funding for the New Zealand arm of an international study. Clear administrative information relating to Funding (SPIRIT item 4) is required in Section 4G/Co-Funding of the application form, including the status of all sources of funding and whether the proposal is dependent on international funding. Roles and responsibilities (SPIRIT item 5) should be stated explicitly in Section 2B/Expertise and track record of the research team, including the specific role of the NZ investigator (e.g. as distinct from the site co-ordinator role) and any NZ-led trial components. Additionally, it is expected that applicants will address NZ specific health significance and impact on clinical care in New Zealand (in Section 2B/Rationale for research and Research impact, respectively), rather than replicating generic information from the international protocol.

*Chan A-W, Tetzlaff JM, Altman DG, et al. SPIRIT 2013 statement: defining standard protocol items for clinical trials. *Ann Intern Med* 2013; 158: 200-07. This guidance builds on ICH GCP E6 guidance regarding protocol items. The CONSORT Statement (2010) for clinical trial reporting should also be considered at the protocol design stage.

Appendix 2: [Presentation and Interview of Shortlisted Applicants at PAC](#)

After SAC assessment, applications will be shortlisted for PAC assessment using ranked scores. This process will be completed about two weeks prior to the PAC meeting and the selected applicants will be notified to choose a time slot in the PAC schedule in early May each year. Applicants may contact the HRC to tentatively choose an appointment time subject to final confirmation. The proposed Director may bring to the meeting the senior members of the research team, and also a mix of members with early or mid-career researchers and/or end-users if applicable; team members attending should be able to contribute to the presentation and interview.

The following points should be noted by applicants invited to PAC:

1. PAC chair is responsible for meeting processes and does not score or take part in discussion.
2. PAC is **multidisciplinary** with New Zealand and Australian/international members with experience in managing research involving teams of investigators. The applicant must be prepared to address the broad expertise of the committee.
3. SAC assesses health research criteria (as defined in the Peer Review Manual), but PAC may follow up some questions/issues raised by SAC and will score overall “Quality of Health Research”.
4. Applicants spend an hour with PAC, beginning with a 30-minute presentation. The presentation should:
 - a. Give an overview of each objective or project - how each contributes to the overall Programme, track record of senior investigators leading each project (remembering scientific detail has already been assessed at SAC).
 - b. Indicate the strategic direction for the Programme.
 - c. Cover the potential for health impact.
 - d. Detail the organisation and planning for the team, training opportunities – track record with details.
 - e. How the Programme addresses Māori health advancement, such as investigators, career development, community engagement.
 - f. Address the assessment criteria used by PAC to score applications (Quality of the Health Research, Potential for Outcomes, Vision of Programme, Māori health advancement, Team Collaboration and Integration,) – the Peer Review Manual describes assessment criteria.
5. A 30-minute interview follows the presentation with an opportunity for **all** members of the applicant’s team to contribute to discussion and answer questions. PAC may ask questions raised by the SAC, seek further information related to the PAC score criteria and also seek clarification about any other issues, e.g., research team capabilities.

Appendix 3: [Māori Health Advancement Criterion](#)

For the 2020 funding round, an additional scoring criterion has been added for Programme assessment. Māori Health Advancement. This scoring criterion will be part of assessment for other grant types in future rounds.

The HRC expects applicants for HRC research funding to consider all potential ways in which their proposal will advance Māori health, and to outline what actions they will undertake to help achieve this potential. Assessment of Māori health advancement will explicitly consider two components:

- An outline of contributions the research may make to advancing Māori health.
- Specific actions that have been, and will be, undertaken to realise the contribution to advancing Māori health through the life of the project and also beyond it.

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

1. 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.

2. What activities have you already undertaken (that are relevant to this programme), and what will you undertake during this programme, 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 programme) 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 institutional capacity and capability).

Appendix 4: Updates and Changes since last round

1. Two Named Investigators are now able to apply as co-Directors with eligibility requirements shared and combined of at least 0.30 FTE.
2. Scoring criterion (10% weighting) for Māori Health Advancement (Appendix 3) will be applied by science assessing committee and programme assessing committee.
3. Page limit for Section 2C now 16 pages.
4. Scoring criterion for Research Impact has been broadened beyond research investment goals.