

May 2020

2021 Career Development Awards Application Guidelines

To use with forms:

2021 Career Development Awards Application Form

Clinical Practitioner Research Fellowship

Clinical Research Training Fellowship

Foxley Fellowship

Girdlers' New Zealand HRC Fellowship

Sir Charles Hercus Health Research Fellowship

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Part A: The HRC Career Development Awards

The HRC Career Development Awards (CDA) support research training through a range of postgraduate awards to individuals. The programme provides several prestigious Fellowships for advanced career support. These Guidelines are for the General and Advanced Fellowships in Section 1. Māori and Pacific Awards are listed in Sections 2 and 3 but fully described elsewhere.

HRC Gateway allows access to the documents, notably the application form (2021 CDA Application Form) and contract information spreadsheet (2021 CDA Budget) referred to in these Guidelines.

1. General and Advanced Fellowships

1.1 Clinical Practitioner Research Fellowship (CPRF)

The CPRF provides an opportunity for a clinician, who has a proven track record of research and currently practising and employed by a healthcare organisation, to undertake a programme of research that aligns with their clinical practice and will enhance healthcare delivery.

1.2 Clinical Research Training Fellowship (CRTF)

The CRTF provides an opportunity for medical, dental and allied health professionals who have a **current** clinical role, to undertake a PhD or equivalent qualification, offering a stipend plus University fees for up to three years full-time (or four years part-time). **Note that value and conditions for this award have been updated for this round.**

1.3 Foxley Fellowship

The Foxley Fellowship provides support for a health sector professional to undertake a research sabbatical at a tertiary institution. The award aims to enhance links between HRC-funded research and healthcare delivery or health policy. The Fellowship can be held for up to one year full-time or two years part-time.

1.4 Girdlers' New Zealand HRC Fellowship

The Fellowship provides two years postdoctoral experience at Green Templeton College and the University of Oxford for a New Zealand citizen whose research programme is relevant to health sciences. The Fellowship includes a repatriation component of a third year on return to New Zealand.

1.5 Sir Charles Hercus Health Research Fellowship

The Fellowship provides salary support for up to four years for an outstanding researcher whose scientific field has the potential to contribute to both the health and economic goals for the Government's investment in research, science and technology.

2. Māori Health Research Career Development Awards

Details for the assessment of these awards are part of the CDA Peer Review Manual. Further details and specific application forms are published on HRC Gateway.

2.1 Masters Scholarships

The Scholarship provides up to \$20,000 towards one year of personal support plus fees and a \$1,600 tikanga allowance, but no working expenses, for students completing the **research** component of a Master's degree.

2.2 PhD Scholarships

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

2.3 Postdoctoral Fellowships

Māori Health Research Postdoctoral Fellowships are available to applicants from all disciplines undertaking a research programme which will contribute to health outcomes for Māori. The Fellowships are to the value of \$100,000 for research-associated costs plus a salary, which is negotiated through the host institution for up to four years. A conference allowance of \$3,000 and \$5,000 tikanga allowance can also be claimed.

There are four Māori Postdoctoral Fellowship award types, each focusing on a different area of Māori health research: Erihapeti Rehu-Murchie, Eru Pomare, Hohua Tutengaehe and Irihapeti Ramsden. Applicants can apply for a Māori Health Research Postdoctoral Fellowship if their research is in a different area from the four areas outlined; however, the proposed research must link to health and demonstrate good health outcomes for Māori.

3. Pacific Health Research Career Development Awards

Details for the assessment of these awards are part of the CDA Peer Review Manual. Further details and specific application forms are published on HRC Gateway. Also refer to the 2020 Pacific Health CDA Application Guidelines for further information including applications dates.

3.1 Masters Scholarships

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

3.2 PhD Scholarships

The Scholarship provides three years of personal support of up to \$30,000 per annum, plus fees, up to \$10,000 in total research working expenses and a \$1000 Tufungatika allowance, for outstanding graduate students in any discipline whose proposed research programme is relevant to health.

3.3 Postdoctoral Fellowships

Pacific Health Research Postdoctoral Fellowships are available to applicants from all disciplines undertaking a research programme, which will contribute to health outcomes for Pacific peoples. The Fellowships are to the value of \$105,000 for research associated costs plus a salary, which is negotiated through the host institution. A conference allowance of \$2,500 can also be claimed. The Fellowship supports researchers for up to four years to gain further experience in their chosen fields and for them to become established as independent researchers. Where appropriate, the Fellowship could include a period of up to two years of training that is undertaken overseas.

3.4 Clinical Research Training Fellowship

The CRTF provides an opportunity for medical, dental and allied health professionals who have a **current** clinical role, to undertake a PhD or equivalent qualification, offering a stipend plus University fees for up to three years full-time (or four years part-time). **Note that value and conditions for this award have been updated for this round.**

3.5 Sir Thomas Davis Te Patu Kite Rangi Ariki Health Research Fellowship

The Davis Fellowship is available to support emerging researchers who have demonstrated outstanding potential to develop into highly-skilled researchers. Applicants must have held a PhD

or an equivalent degree for a minimum of 4 years but no more than 8 years. The Fellowship will contribute towards achieving better health outcomes for Pacific people, families and communities.

4. Other Māori and Pacific Career Development Awards

There are other awards available in these categories, for health research and/or workforce support including Māori and Pacific Summer Studentships for undergraduates, Pacific Knowledge Translation Grant, Māori Development Grants and the Rangahau Hauora Award. Details for these awards are published on HRC Gateway.

5. CDA assessment

A comprehensive description of CDA assessment is provided in the CDA Peer Review Manual updated annually and available on HRC Gateway.

All applicants should refer to this manual while developing applications.

Part B: Rules for submitting the 2021 CDA Application Form

1. Preparation

1.1 Prior to Submission

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, and register the application to receive a reference number (HRC Ref ID#) for the form. 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
- HRC Research Investment Streams, and Frequently Asked Questions documents
- 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.

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

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 formatting rules.

2.3 Additional documents

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

3. Copies of Applications Required

3.1 Paper application

Applications must be submitted initially on HRC Gateway. Print the version compiled by HRC Gateway and send two copies to the HRC.

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

3.2 Electronic application

Upload the *2021 CDA Application Form* and *2021 CDA Budget* files using HRC Gateway.

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 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 digital files directly to the HRC. Independent researchers and research providers requiring assistance should contact the HRC Research Investment Manager for information if they have difficulty.

3.4 Appended documents

Scanned copies of documents should be inserted into the requested parts of the form as appropriate. If the scan is in pdf format, use the Snapshot facility in Adobe Reader to copy and paste into the form. Scans in an image format (e.g. .jpg) can be directly copied and pasted into the form.

3.5 Academic record

A witnessed scanned version of your academic record and/or professional qualifications should be inserted in Section 2A as indicated in the form.

3.6 Letters

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

4. Dates and time

4.1 HRC Gateway and hardcopy

Go to the HRC website or HRC Gateway for confirmed closing times and dates.

HRC Gateway opens - **8 am, 27 May 2020.**

HRC Gateway closes – **1 pm, 24 June 2020.**

Paper copy due at HRC - **5 pm, 26 June 2020.**

Applications must be submitted prior to these times to allow your host institution's Research Office to approve and release to the HRC.

Due to COVID-19, if applicants are unable to complete applications on time, HRC may extend the due date. This information will be available on the HRC Gateway.

4.2 Interviews and results

Interview of shortlisted Hercus applicants – **8 September 2020**.

Interview of shortlisted CPRF applicants – **10 September 2020**.

Outcome letters to Research Office – Early **October 2020**.

Note that the dates for interview of shortlisted Hercus and CPRF applicants cannot be changed.

4.3 Exceptions

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

5. 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 National Research Information System (NRIS) 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 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
Victoria Street West, AUCKLAND 1142

Physical/ Courier Address:

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

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

7. Enquiries

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

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

- General Ph 09-303 5228
- Maori Health Ph 09-303 5225
- Pacific Health Ph 09-303 5224

8. Application assessment process

Applications are assessed by a multidisciplinary CDA Assessing Committee (CDAC).

Details are available in the CDA Peer Review Manual downloadable from HRC Gateway.

8.1 Criteria for assessment of award applications

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

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

8.2 Biomedical, Public Health and Clinical Applications

These applications are assessed on the following criteria:

- The academic record, research experience and research potential of the applicant.
- The scientific merit of the proposal.
- The quality of the supervisory or research environment.
- Health relevance of the research proposal and training.

8.3 Short-listed Clinical Practitioner Research Fellowship Applications

Applicants are interviewed and the applications are scored against the following criteria:

Person characteristics (50%)

- Research expertise and achievement relevant to the proposal
- Clinical experience and achievement.

Research environment (20%)

- Suitability and quality of the research environment
- Contribution to enhancing the research environment of the host organisation.

Research characteristics (30%)

- Potential for health gains
- Rationale for research
- Research design and methods
- Knowledge transfer strategies
- Relevance of research programme to applicant's clinical experience and practice.

8.4 Short-listed Sir Charles Hercus Research Fellowship Applications

Applicants are interviewed and the applications are scored against the following criteria:

Person characteristics (60%)

- Value of service to NZ academic and research community
- Research experience and achievement
- Potential for development/future vision.

Research environment (20%)

- Suitability and quality of research environment
- Potential for training
- Potential for collaboration.

Research characteristics (20%)

- Potential for health gains
- Potential for economic gains
- Design and methods.

8.5 Short-listed Clinical Research Training/Foxley Fellowship Applications

Person characteristics (40%)

- Prior evidence of research involvement (e.g. prior research or science degree, summer studentships etc)
- Publications and conference presentations
- Strength/quality of personal statement
- Other success factors (grades, supervisors support etc).

Research environment (20%)

Rationale, Design & Methods (20%)

Health significance (20%)

8.6 Emphasis on candidate

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

8.7 Host support

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

Should an applicant wish to move to another host institution after the due date they must notify the HRC of the proposed change as this could affect the success of the application. The acceptability of the change will be considered on a case-by-case basis and details allowing such judgement will be required.

Girdlers applicants must have confirmation of acceptance by Green Templeton College at Oxford University.

9. Notification and feedback to applicants

Applicants will normally receive notice of the outcome of their applications within five months of the closing date. The HRC reserves the right not to make an award in any particular category and to determine the number of awards to be allocated in a particular round. Scholarships and Fellowships must be taken up within four months of the date of the award. In exceptional cases, the HRC may consider applications for deferral beyond four months if the justification for this is provided in full at the time of the original application, e.g., for relocation purposes.

The HRC will provide brief CDAC feedback to shortlisted applicants for Sir Charles Hercus Health Research Fellowships and Clinical Practitioner Research Fellowships.

10. Contract reporting

All HRC award recipients are required to submit annual progress reports to the HRC on HRC Gateway within a month of the anniversary of their start date. The end of contract report is required within three months of completion. Access to HRC Gateway is available to contracted investigators and their research office, who are responsible for submission of reports. Annual progress reporting includes disclosure of all of the Fellow's time commitments (HRC, other funders, teaching, clinical duties).

The HRC reserves the right to require special reports at any time during the term of the Fellowship. Any awards that are extended beyond the original term will have additional reporting dates as notified on the amended contract.

All reports will be reviewed and the HRC reserves the right to suspend or terminate the Fellowship should progress be unsatisfactory.

Part C: Guidelines for completion of the 2021 CDA Application Form

All 'named investigators' are required to have an HRC Gateway account (<https://gateway.hrc.govt.nz/>).

Every application must have an HRC Reference ID# issued when the application is first created on HRC Gateway.

The CDA Application Form is only for applications detailed in this Guideline. Pacific and Māori CDA applications require different forms.

1. Use of forms

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

This Module is completed on HRC Gateway.

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

Host organisation

This is the organisation that will administer the award contract for a successful application. If the organisation does not appear on the list, select 'Health Research Council of New Zealand' until the list can be updated. New organisations are required to provide due diligence information before acceptance as a research provider.

Research title

The research title should clearly label the proposed project. It must not exceed 80 characters, including spaces and punctuation. Note that only the first letter of the title needs to be capitalised, and full name of abbreviation must be provided in the title.

Research location(s)

This is the department and organisation where most of the research or data analysis will be undertaken, e.g., 'Department of Community Health, Christchurch School of Medicine' or 'Te Runanga o Ngati Porou'.

Research discipline

Pick the closest option from the list.

Duration in months.

Applicants may apply for a shorter than maximum full-time term at a *pro rata* value. Part-time award values will not exceed the full-time maximum.

Lay summary (150 words limit)

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

First named investigator & email address

Automatically filled in.

Organisation

Automatically filled in but can type in another.

Department

Provide details.

Other

Ethnicity, Gender, Clinician and Practising status are required for government administration purposes.

Host institutional office contact

Provide details.

Other named investigators

Provide details or leave blank. Upload CV for each Named Investigator.

Unacceptable peer reviewers

A maximum of two individuals or groups that the applicant does not want as reviewers for the application may be listed. Indicate the reason the reviewer is unacceptable to the applicant.

Commencement date

Provide a reasonable start date; recipients must start within 4 months of contract offer, or by a date approved by the HRC.

Research costs

The HRC will usually pay up to the maximum amount of the award, with variation dependent on salary level and term as applicable. The awarded amount will include applicable course fees and research expenses.

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

3. MODULE 2: APPLICANT AND RESEARCH INFORMATION

3.1 Section 2A: Applicant eligibility

Describe fit with eligibility requirements, years since last qualification and career interruptions, if any.

3.2 Section 2B: Applicant CV and academic transcript

Insert applicant CV in this section of the form. All other CVs can be uploaded in HRC Gateway separately. All details must be identical to elsewhere on this application. Use the CV template form, available in Gateway, and follow the Guidelines: no more than two pages for Part 1, three pages for Part 2, Arial 12-point font. Use default font and standard margins. Delete instructions. List publications with full authorship.

The template allows you to expand/reduce sections as you see fit and depending on the sort of proposal you are submitting.

Part 1

- 1a. This section is for personal details. It identifies who you are and where you can be contacted most readily. A space is provided if you have your own personal website about your research - this is an optional field, not mandatory.
- 1b. You should list your academic qualifications in this section.
- 1c. You should list the professional positions you have held in this section.
- 1d. You should briefly describe your field of expertise in this section.
- 1e. Please list your total years of research experience in this section. Exclude periods away from research.
- 1f. This section is for significant achievements, including, but not limited to, honours, prizes, previous grants, scholarships, memberships or board appointments.
- 1g. This section is to record the total number of peer-reviewed publications and patents you have produced during your career. Only peer-reviewed or refereed publications, or patents should be counted in *each* section.

Part 2a

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

Other relevant awards (half page maximum)

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

Academic transcript

A witness signed scanned version of the applicant academic transcript and/or professional qualifications can be inserted into the form at the marked location.

Copies of academic transcripts or professional qualifications are only required for Clinical Research Training Fellowship and Girdlers' applications.

3.3 Section 2C: New Zealand residency and employment

Indicate whether you are a permanent New Zealand Resident. Applicants must have New Zealand residency at the time of application to be considered for the award.

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

Provide the name and address of current employer if applying for Foxley Fellowship or Clinical Practitioner Research Fellowship.

3.4 Section 2D: Academic support

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

If you are applying for a Clinical Research Training Fellowship, Foxley Fellowship or Girdlers' Fellowship, include a letter from your Supervisor under this section, stating supervisory and resource arrangements during the tenure of the proposed award. Girdlers applicants must have preliminary acceptance by Green Templeton College at Oxford University.

3.5 Section 2E: Healthcare organisation support

Applicants for the Clinical Practitioner Research Fellowship should provide details of the support provided by the healthcare organisation they are employed by.

3.6 Section 2F: Career plans

Use no more than one page for CRTF, all others have two-page limit.

For **all** applicants, describe your background and potential; specifically, describe how the proposed award will support your career plans. In addition, include other appropriate details below.

Clinical Practitioner Research Fellowship

Describe your clinical and research experience, how the proposed research aligns with your clinical practice, and how it will strengthen healthcare practice and health services. State how this Fellowship will extend your research and add to your institutional research environment. Provide information regarding collaborations, service to the research community, supervision of students, and other elements of peer esteem such as invitations to give talks or reviewing. In addition, nominate research outputs (up to five papers) and give a brief explanation of why these papers are important and how they represent evolution of your work and where the work is headed, including a clear description of your role in these papers.

Sir Charles Hercus Health Research Fellowship

Provide information regarding collaborations, service to the research community, supervision of students, and other elements of peer esteem, such as invitations to give talks or reviewing. In addition, nominate research outputs (up to five papers) and give a brief explanation of why these papers are important and how they represent evolution of your work and where the work is headed, including a clear description of your role in these papers.

Girdlers' New Zealand HRC Fellowship

Provide details about the New Zealand research organisation to which you plan to return, and the direction of your research to be undertaken once you have returned to New Zealand.

3.7 Section 2G: Research

Use no more than the 3-page limit (for CRTF/Foxley/Girdlers) or 5-page limit (for Hercus/CPRF) to describe the proposed research using the headings provided. Include applicant's previous and current research where applicable.

Applications are assessed by a multidisciplinary committee and are best tailored to contain topic-specific information, but in simple clear terms.

Health significance

Include how your research is significant to health.

Research design and methods

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

Objectives & milestones

A list of objectives & milestones must be entered on HRC Gateway. Each of the 'objectives' must be listed separately. Numbering of the objectives is not required as this will be automatically produced by the Gateway portal. Each of the 'milestones' must be listed separately and the present tense should be used for the milestones. Additional comment can be written in the form, either in the 'health significance' or 'design and methods' sections as appropriate.

Include a description of your previous and current research interests/work. Incorporate preliminary or pilot work in support of the proposed study.

Objectives and milestones should be **clear** and **measurable**, as your research performance will be evaluated against these objectives and milestones.

Indicate the milestones you aim to achieve each year (e.g. Year 1 – 40 of 100 participants interviewed, Year 2 – data entry completed). These will be part of the research contract and progress reporting.

Maori health advancement

All CDA applicants are required to describe the quality and extent of their proposal's contribution to Māori health advancement. For example, would Māori be involved with the study? How does the research address inequalities? It is recommended that advice or collaboration is obtained to ensure that Māori involvement is appropriate. Past applications have shown apparent lack of institutional advice and processes to act on advice (e.g. realising workforce development opportunities).

Dissemination of results

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

Potential for realising health and economic gains for New Zealand

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

Indication of iwi and/or community support for the research (if relevant)

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

4. MODULE 3: REFERENCES

Use the one-page limit for all applications, except for Clinical Practitioner Research Fellowships.

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 to fit any space limitations.

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

5.1 Section 4A: Contract information

Host institution

Has the host institution/organisation committed to the financial support of this research? Please outline the financial support you will be receiving from the host institution.

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

Should an applicant wish to move to another host institution after the due date they must notify the HRC of the proposed change as this could affect the success of the application. The acceptability of the change will be considered on a case-by-case basis and details allowing such judgement will be required.

Justification of research staff

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

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

5.2 Section 4B: Previous/current contracts and awards

List previous and current contracts and awards. The table can be replicated below the first one if more are required. You are not required to provide copies of HRC reports as the HRC already has copies. Please note reports may be made available upon request.

5.3 Section 4C: Other support

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

Provide details of committed or potential co-funding.

Provide details of any financial interest related to the research or sponsorship of the research.

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

List all subcontracts/MOU and other supporting documents. Letters of collaboration for this research which outline material or actual support can also be listed. Upload these with the form on the HRC Gateway.

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

Applications for the Sir Charles Hercus Health Research Fellowship and Clinical Practitioner Research Fellowship must include a host institution's support letter. Girdlers applicants must have preliminary acceptance from Green Templeton College at Oxford University.

5.5 Section 4E – 4F

Upload the completed HRC Excel file '2021 Career Development Awards (CDA) Budget' for Sections 4E-4F. Please ensure both sections are included in the PDF version uploaded.

6. MODULE 5: Standard CV – supervisor(s)/investigator(s)

Upload a CV for all named investigators (include those on MOU).

Use the CV template with default font. 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.

7.1 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.

7.2 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.

7.3 Section 6C Category and Health Issue

Portfolio 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, <i>etc.</i>).	
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 <i>etc.</i>	
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 <i>etc.</i> 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, <i>etc.</i> Includes research using diagnostics in a particular group.	
Community services	Research around community-run services and community groups, e.g. Marae-based healthcare services.	

Health issue

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.

Part D: Explanatory notes for HRC Career Development Awards

1. Clinical Practitioner Research Fellowship (CPRF)

1.1 Objectives

The purpose of the Fellowship is to strengthen healthcare practice and health services by providing the opportunity for experienced clinicians to sustain and expand a programme of research. The Fellowships will also support integration of research into clinical practice, provide a focus for the development of additional research within the healthcare environment, and promote translation of health research into practice. An essential feature is the Fellowship must promote the growth of the individual's research activities, thereby benefiting healthcare in New Zealand, and also provide a focus for additional research within the individual's organisation.

The Fellowship is open to those who already have a significant track record of research. It is expected that applicants will normally have been engaged in postgraduate clinical practice for no more than twenty years. An applicant's research track record should indicate leadership in their field nationally, if not internationally. Applicants must have been working in clinical healthcare, and are expected to maintain their clinical practice aligned with the Fellowship, which can only be held on a part-time basis. The Fellowship provides part-time salary support (0.2-0.5 full time equivalent) and some research working expenses, including up to 0.3 FTE salary support for a research assistant/trial manager or similar, for a maximum term of five years. Fellows must be employed for their non-research time by a healthcare organisation to provide clinical care, or public health services, and their research programme must align with their clinical practice.

Applicants must be able to demonstrate they can deliver a strong programme of research relevant to their clinical practice and that their research will enhance clinical care delivery.

This will be judged on:

- the track record of research performance,
- the quality and international competitiveness of the proposed research,
- demonstration of how the proposed research can influence delivery of healthcare in New Zealand, including strategies for knowledge transfer and dissemination of research outcomes,
- the nature of the support from the Fellow's host institution,
- how the proposed research programme will enhance the research environment of the host institution.

1.2 Value

The Fellowship will pay base salary, ACC and superannuation but not on-call or other clinical allowances, CME costs, College or professional body membership, NZMC registration or practice indemnity premiums *pro rata* for FTE. In addition, the Fellowship will provide \$50,000 per annum for research expenses, including knowledge transfer activities. Note that each recipient agrees to the stated FTE% contribution and that funding to any recipient from any source will not exceed 100% FTE.

1.3 Eligibility

For this Fellowship, clinical practice includes delivery of community and public health services. A broad view will be taken of clinical practice, and so the Fellowship is open to a range of health professionals engaged in delivering clinical care. Applicants must demonstrate that they will be undertaking a significant FTE to clinical care delivery during the

Fellowship. The HRC reserves the right not to accept applications from candidates considered not to fit the objectives of the Fellowship.

- Applicants should be New Zealand citizens or hold New Zealand residency at the time of application.
- At the time of application, applicants must be no more than 20 years out of PhD or postgraduate medical studies. Exceptions for time spent outside the research environment will be considered (e.g. time taken for maternity or paternity leave, or illness).
- Applicants must be able to show that concurrent with the Fellowship they will remain engaged in clinical practice aligned with their research.
- The host institution for the Fellowship must be the employer for the applicant's clinical practice duties.
- The Fellowship can only be held part-time (0.2-0.5 full time equivalent), and the Fellow must be employed, alongside the Fellowship, to provide clinical care to at least the same FTE as the Fellowship.
- The host institution agrees for the Fellow to undertake the specific time commitment of the Fellowship.
- Fellows must be based in New Zealand and undertake both their programme of research and their clinical care responsibilities within New Zealand.

1.4 Conditions of Tenure

- Fellowship funds must not be used to contribute to any type of cost that is prohibited in the HRC "Rules for Permissible Use of Research Funding and Operation of Contracts", academic supervision costs, overhead charges related to the Fellow's salary, fees for examinations or subscriptions to professional colleges. The Fellowship is not an opportunity to enrol in and/or fund postgraduate qualifications.
- The Fellowship award will be administered through the host institution. Fellows are employees of the host institution and the general conditions of the appointment are those of that institution.
- Fellows may undertake limited teaching and supervision duties. Such work should be directly relevant to their research programme and must be justifiable as enhancing the research environment of their host institution.
- Other forms of awards may not be held in conjunction with a Clinical Practitioner Research Fellowship without the permission of the HRC.
- Fellows must adhere to the standard codes of scholarly, professional and ethical conduct (<http://www.ssc.govt.nz/integrityandconduct>).

1.5 Reporting

All HRC award recipients are required to submit annual progress reports to the HRC on the HRC Gateway reporting system within a month of the anniversary of their start date. The end of contract report is required within three months of completion. Access to HRC Gateway is available to contracted investigators and their research office, who are responsible for submission of reports. Annual progress reporting includes disclosure of all of the Fellow's time commitments (HRC, other funders, teaching, clinical duties).

The HRC reserves the right to require special reports at any time during the term of the Fellowship. Any awards that are extended beyond the original term will have additional reporting dates as notified on the amended contract.

All reports will be reviewed and the HRC reserves the right to suspend or terminate the Fellowship should progress be unsatisfactory.

1.6 Publications and publicity

Publications and any other publicity that result from research undertaken during the tenure of the Fellowship should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of a Clinical Practitioner Research Fellowship from the Health Research Council of New Zealand".

1.7 Suspension

The Council may, under the terms of the HRC Research Contract at its discretion for what is considered grave cause, suspend the tenure of an HRC Career Development Award for such time as is thought fit, or deprive a Fellow of his/her Fellowship, and from that date payments will cease or be suspended.

1.8 Intellectual property rights

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

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

2. Clinical Research Training Fellowship (CRTF)

2.1 Objectives

Clinical Research Training Fellowships are awarded to suitably qualified and practising health professionals, such as medical and dental graduates, psychologists, nurses and other clinical researchers to enable them to undertake specialised or further clinical research training in fields relevant to the goals and objectives of the HRC "to improve human health by promoting and funding health research". A CRTF provides a broad research training that will combine academic course work and/or a thesis based degree, with on the job research experience and training within a multidisciplinary research group. The award is particularly suited to health professionals seeking additional training for a career in a new clinical research discipline within New Zealand. From time to time the HRC may offer Fellowships in designated priority areas in order to develop a particular clinical research discipline.

2.2 Value

The Fellowship provides up to \$80,000 per annum to the Fellow's **stipend** and University fees, and research costs of \$20,000 for a three-year full-time study at a maximum value of \$260,000. Shorter terms will be valued at a pro rata value. A four-year part-time Fellowship is permitted at the maximum value of \$260,000.

The value of the stipend is based on the recipient's qualifications and research experience and will be set by the University. Fellowship funds must not be used to contribute to any type of cost that is prohibited in the HRC "Rules for Permissible Use of Research Funding and Operation of Contracts", academic supervision costs, overhead charges, fees for examinations or subscriptions to professional colleges. Note that each recipient agrees to the stated FTE% contribution and that funding to any recipient from any source will not exceed 100% FTE.

2.3 Eligibility

- Applicants should be New Zealand citizens or hold New Zealand residency at the time of application.

- Practising medical graduates, dental graduates, psychologists, nurses and other graduates with research ability, background training and expertise in fields relevant to clinical research are eligible to apply.
- Applicants must have a current clinical role as this is the intent of the support.
- All Fellows are required to enrol for an appropriate postgraduate qualification which has a research component, e.g. medical and dental graduates progressing to MD or PhD, or nurses and other health professionals progressing to MHSc, DPH, MPH or PhD. The applicant will need to identify a suitable research training environment and develop a research training programme in consultation with the proposed supervisor and head of the relevant academic department(s).

2.4 Conditions of tenure

- The Fellowships may be held for a one to three years full-time or four years part-time. Fellowships are renewed annually on the basis of a satisfactory progress report.
- The Fellowships are tenable within New Zealand universities, hospitals or other research institutions approved by the HRC. The department and supervisor must be approved by the HRC. Part or all of the Fellowship may be taken up overseas under exceptional circumstances and if suitable training is not available in New Zealand. Rotation of training under more than one supervisor may be approved.
- Contracts will be administered through the host institution. Fellows are enrolled postgraduate **students** of the host institution and the general conditions of the recruitment are those of that institution.
- Fellows may undertake limited clinical and teaching duties relevant to their research to a maximum of 400 hours in a calendar year. They may receive remuneration for such duties. Except in relation to approved limited clinical and teaching duties, Fellows may not receive remuneration for other work without HRC permission.
- Other forms of awards may not be held in conjunction with the Fellowship without the permission of the HRC.
- Fellowships are subject to the terms and conditions of the HRC research contracts and the *HRC Rules: Permissible use of research funding and operation of contracts*.
- Tenure of the Fellowship terminates on the date stated in the contract or on the date of the final examination (whichever comes first).

2.5 Reporting

All HRC award recipients are required to submit annual progress reports to the HRC on HRC Gateway within a month of the anniversary of their start date. The end of contract report is required within three months of completion. Access to HRC Gateway is available to contracted investigators and their research office, who are responsible for submission of reports. Annual progress reporting includes disclosure of all of the Fellow's time commitments (HRC, other funders, teaching, clinical duties).

The HRC reserves the right to require special reports at any time during the term of the Fellowship. Any awards that are extended beyond the original term will have additional reporting dates as notified on the amended contract.

All reports will be reviewed and the HRC reserves the right to suspend or terminate the Fellowship should progress be unsatisfactory.

2.6 Publications and publicity

Publications and any other publicity that result from research undertaken during the tenure of the Fellowship should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of a Clinical Research Training Fellowship from the Health Research Council of New Zealand".

2.7 Suspension

The Council may, under the terms of the HRC Research Contract at its discretion for what is considered grave cause, suspend the tenure of an HRC Career Development Award for such time as is thought fit, or deprive a Fellow of his/her Fellowship, and from that date payments will cease or be suspended.

2.8 Intellectual property rights

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

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

3. Foxley Fellowship

3.1 Objectives

The Foxley Fellowship will enable an individual with a minimum of five years' experience within the health sector to undertake a research sabbatical within an academic institution. As the primary objective of the Fellowship is to enhance links between HRC funded academic research and healthcare delivery and/or health policy environment, an ideal position for the recipient would be within an HRC funded research project or programme. The research undertaken by the applicant should be aimed at increasing the utilisation of health research results within the health sector.

3.2 Value

The stipend offered equates (pro rata) to the applicant's base salary (rather than a set stipend) and up to \$20,000 per annum per 1.0 FTE as research expenses.

3.3 Eligibility

- A minimum of 0.2 FTE commitments is required of recipients, and a Fellowship can be held for a maximum of two years part-time. This degree of flexibility will mean that a greater range of applicants might consider the award; for example, a full-time clinician who is unable to negotiate either 0.5 or 1.0 FTE relief from clinical work may be able to hold the Fellowship for 0.2 FTE for two years. Note that each recipient agrees to the stated FTE% contribution and that funding to any recipient from any source will not exceed 100% FTE.
- Eligible applicants would include health professionals engaged in clinical or non-clinical work, health sector managers and policy analysts. Full-time academics or other professionals not employed in the health sector are not eligible.
- Applicants will require signed acknowledgement from their present employer of their intention to take sabbatical, and confirmation from the employer of reinstatement at the conclusion of the award.
- This Fellowship cannot be used to fund a new or ongoing academic degree study.

3.4 Conditions of tenure

- Foxley Fellowships are tenable within New Zealand universities or other research institutions approved by the HRC Council. The department and supervisor must be approved by the HRC.
- The Fellowship is not an opportunity to fund an academic degree.
- Foxley Fellowship contracts will be administered through the host institution. Fellows are employees of the host institution and the general conditions of the appointment are those of that institution.
- Fellows may not receive remuneration for other work without HRC permission.
- Other forms of awards may not be held in conjunction with a Foxley Fellowship without the permission of the HRC.
- Fellowships are subject to the terms and conditions of the HRC research contract and the HRC Rules: Permissible use of research funding and operation of contracts.

3.5 Reporting

All HRC award recipients are required to submit annual progress reports to the HRC on HRC Gateway within a month of the anniversary of their start date. The end of contract report is required within three months of completion. Access to HRC Gateway is available to contracted investigators and their research office, who are responsible for submission of reports. Annual progress reporting includes disclosure of all of the Fellow's time commitments (HRC, other funders, teaching, clinical duties).

The HRC reserves the right to require special reports at any time during the term of the Fellowship. Any awards that are extended beyond the original term will have additional reporting dates as notified on the amended contract.

All reports will be reviewed and the HRC reserves the right to suspend or terminate the Fellowship should progress be unsatisfactory.

3.6 Publications and publicity

Publications and any other publicity that result from research undertaken during the tenure of the Fellowship should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of a Foxley Fellowship from the Health Research Council of New Zealand".

3.7 Suspension

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

3.8 Intellectual property rights

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

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

4. Girdlers' New Zealand HRC Fellowship

4.1 Objectives

The Girdlers' New Zealand HRC Fellowship provides two years' advanced research experience at the University of Oxford, with membership at Green Templeton College (www.gtc.ox.ac.uk). The intended programme of research should be considered likely to bring eventual benefit to the health sciences in New Zealand. The Fellowship is co-funded by the Girdlers' Company, London, which traces its foundation back to medieval times as a craftsmen's guild and, as a charitable trust, has had a relationship with New Zealand since 1933. The Girdlers' New Zealand HRC Fellowship was established in 1986.

Recipients will receive a further year's support from the HRC on returning to New Zealand after their two years at the University of Oxford. The conditions of this support will be determined and approved by Council upon notification of repatriation and proposed location.

4.2 Value

The value of the Girdlers' New Zealand HRC Research Fellowship will be determined individually and will be based on the qualifications of the successful applicant. The total value of the Fellowship at Oxford is £45,000 pa including salary up to the University of Oxford Grade 07S03 level (UK£31,020 third year post-PhD). In addition, the award covers the cost of National Insurance and superannuation payments, bench fees and the College's Research Fellowship fee. Return travel will be provided for the Fellow to travel to and from Oxford. With each Fellowship, the Council may provide an annual allowance of up to NZ\$1,750 to enable the Fellow to attend scientific meetings to present their research. Note that each recipient agrees to the stated FTE% contribution and that funding to any recipient from any source will not exceed 100 FTE%.

On repatriation, the Fellow will receive salary support and research expenses to a total value of up to \$90,000 for 12 months to be taken up at a host institution acceptable to the HRC.

If the Fellow does not return to a position in New Zealand within six months of the completion of the Fellowship, the HRC will seek a complete refund of the last year's support.

4.3 Eligibility

- Applicants should be New Zealand citizens or hold New Zealand residency at the time of application.
- Applicants must have gained the degree of Doctor of Philosophy or equivalent qualification acceptable to the HRC and the University of Oxford not more than five years prior to the time of application.
- Graduates in medicine should hold a PhD, MD or a College Fellowship qualification with research experience.
- Non-medical graduates must be involved in research relevant to health sciences.
- The proposed research location must be acceptable to Green Templeton College, i.e., supervised by a College Fellow. In order to help identify possible supervisors, details of the interests of current College Fellows can be found at <https://www.gtc.ox.ac.uk/about/fellows/>. The Principal of the College, Professor Denise Lievesley, is happy to arrange introductions between prospective candidates and College Fellows (Denise.Lievesley@gtc.ox.ac.uk).

4.4 Reporting

All HRC award recipients are required to submit annual progress reports to the HRC on HRC Gateway within a month of the anniversary of their start date. The end of contract report is required within three months of completion. Access to HRC Gateway is available to contracted investigators and their research office, who are responsible for submission of

reports. Annual progress reporting includes disclosure of all of the Fellow's time commitments (HRC, other funders, teaching, clinical duties).

The HRC reserves the right to require special reports at any time during the term of the Fellowship. Any awards that are extended beyond the original term will have additional reporting dates as notified on the amended contract.

All reports will be reviewed and the HRC reserves the right to suspend or terminate the Fellowship should progress be unsatisfactory.

4.5 Publications and publicity

Publications and any other publicity that result from research undertaken during the tenure of the Fellowship should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of a Girdlers' Fellowship from the Health Research Council of New Zealand".

4.6 Suspension

The Council may, under the terms of the HRC Research Contract at its discretion for what is considered grave cause, suspend the tenure of an HRC Career Development Award for such time as is thought fit, or deprive a Fellow of his/her Fellowship, and from that date payments will cease or be suspended.

4.7 Intellectual property rights

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

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

5. Sir Charles Hercus Health Research Fellowship

5.1 Sir Charles Hercus

The Sir Charles Hercus Health Research Fellowship recognises the contributions that Sir Charles Hercus, Kt, DSO, OBE, MD, FRCP, FRCPE, FRACP, FRACS, Hon LLD (1888-1971) made to biomedical, clinical and public health research in a distinguished career of thirty-six years at the University of Otago. Sir Charles Hercus was also recognised for his encouragement and mentorship of talented emerging researchers. In 1937, he was a founding member of the committee that subsequently became the Medical Research Council, now the Health Research Council of New Zealand. It should be noted that Sir Charles Hercus has also been recognised by the Royal Society of New Zealand with the biennial award of the Hercus Medal for achievement in health sciences.

5.2 Objectives

The HRC has established this Fellowship as a contribution to building New Zealand's future capability to conduct world-class research. The Fellowship will provide support for up to four years for a researcher whose scientific field has the potential to contribute to both the health and economic goals for the Government's investment in research, science and technology.

The Fellowship is intended to support emerging scientists who have demonstrated outstanding potential to develop into highly skilled researchers able to initiate new avenues of investigation. Successful candidates are likely to have published papers in their chosen area

in leading journals and should be able to demonstrate their ability to carry out independent research. HRC assessors place more emphasis on the candidate and their potential development during the period of an award than on the research project itself. However, HRC awards are highly competitive and all criteria are considered to ensure that the intended research project is worthy of support.

5.3 Value

The total value of the Fellowship package is \$600,000 over four years.

The HRC will pay a maximum of \$500,000 to the Fellow's host institution for salary and salary-associated costs (e.g., ACC levies, employer's contribution to superannuation). It is expected that Fellows are appointed within an academic salary scale set by the hosts for those applicants who hold an MBChB, BDS or equivalent degree. The HRC will also provide a total of \$100,000 for research expenses. Note that each recipient agrees to the stated FTE% contribution and that funding to any recipient from any source will not exceed 100% FTE.

5.4 Eligibility

- Applicants should be New Zealand citizens or hold New Zealand residency at the time of application.
- Applicants must have held a PhD or an equivalent degree for six to ten years on the application date. Exceptions for time spent outside the research environment will be considered (e.g. time taken for maternity or paternity leave, or illness). The applicant's track record is assessed relative to opportunity.
- Applicants who have been awarded more than one HRC Project grant as First Named Investigator, or equivalent support (value/term), and established academics, e.g., Associate Professors and Professors, regardless of number of years post-PhD, are not eligible.
- Researchers employed in full-time, permanent academic roles at the time of application, are not eligible to apply.
- Usually successful applicants will be involved full-time in research. The HRC will however consider applicants wishing to undertake part-time research. In this case, applicants must be involved in research for a minimum of 0.5 FTE and the maximum duration of the Fellowship will remain at four years.

5.5 Conditions of tenure

- Fellowships are tenable within New Zealand universities, hospitals or other research institutions approved by the HRC.
- Fellowships will be administered through the host institution. Fellows are employees of the host institution and the general conditions of the appointment are those of the institution.
- Prior to a contract being signed by the HRC, the host institution must agree to employ the Fellow for an agreed period beyond the term of the Fellowship at a minimum 20% FTE. The intent is that the Fellowship will provide full salary during its term and the host will continue to provide at least 20% salary support on completion of the Fellowship for that agreed period.
- Other forms of awards may not be held in conjunction with the Fellowship without the permission of the HRC.
- Fellows may not enter examinations nor enrol for higher qualifications during tenure of their Fellowship without permission of the HRC.

- Fellowships are subject to the terms and conditions of the HRC research contracts and the *HRC Rules: Permissible use of research funding and operation of contracts*.

5.6 Policy on Sir Charles Hercus Research Fellowship Salary Support

Fellow's salary is on an existing contract (all funders)

The Fellow is permitted to continue to be involved with an existing project(s) but should use released funds to buy out their time, i.e., to fund others to assist with the project(s) (e.g. PhD student stipend). The Fellow (through their Research Office) will need to apply to HRC for contract variations to record the staff changes.

Fellow's salary is on a new proposal or a proposal under review at the time of the award

Fellows can submit research proposals to HRC and to other funding agencies. Where these involve a significant time commitment by the Fellow (>0.10 FTE) the HRC must be notified. Where an HRC proposal including a proportion of a Fellow's salary is funded after the Fellowship has been awarded, the new funding will be reduced by the salary and overhead costs attributable to the Fellow for the period of duplicate funding. The HRC will expect the Fellow's host institution to negotiate with any other funding agencies to ensure funds allocated to the Fellow's salary are retained for the research contract. Overall the HRC would anticipate that no more than 0.40 FTE is to be committed to non-HRC research contracts.

Consultancies

Fellows may wish to devote time to external consultancies. The HRC expects that any consultancy commitments remain within the rules of the Fellow's host institution. If the time commitment is to be significant (>0.10 FTE) the HRC must be advised.

Conduct of clinical and teaching duties

Fellows may undertake limited clinical and/or teaching duties relevant to their research to a maximum of 400 hours in a calendar year. They may receive remuneration for such duties. Except in relation to approved limited clinical and teaching duties, Fellows may not receive remuneration for other work without the permission of the Council.

5.7 Reporting

All HRC award recipients are required to submit annual progress reports to the HRC on HRC Gateway within a month of the anniversary of their start date. The end of contract report is required within three months of completion. Access to HRC Gateway is available to contracted investigators and their research office, who are responsible for submission of reports. Annual progress reporting includes disclosure of all of the Fellow's time commitments (HRC, other funders, teaching, clinical duties).

The HRC reserves the right to require special reports at any time during the term of the Fellowship. Any awards that are extended beyond the original term will have additional reporting dates as notified on the amended contract.

All reports will be reviewed and the HRC reserves the right to suspend or terminate the Fellowship should progress be unsatisfactory.

5.8 Publications and publicity

Publications and any other publicity that result from research undertaken during the tenure of the fellowship should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of The Sir Charles Hercus Health Research Fellowship of the Health Research Council of New Zealand".

5.9 Suspension

The Council may, under the terms of the HRC Research Contract at its discretion for what is considered grave cause, suspend the tenure of an HRC Career Development Award for such time as is thought fit, or deprive a Fellow of his/her Fellowship, and from that date payments will cease or be suspended.

5.10 Intellectual property rights

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

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

Version Information

This section provides a document history

Title	2021 Career Development Awards (CDA) Application Guidelines
Version/Issue Date/Status	May 2020/published
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