

Health Delivery Research Career Development Award Application Guidelines

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Health Research Council
of New Zealand

Te Kaunihera Rangahau Hauora o Aotearoa



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1. Health Delivery Research Career Development Award – key information and requirements

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

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

Sections 2 and 3 contain instructions for applicants on submitting an application, including how to complete the application to demonstrate that the requirements for funding are met.

1.1. Description

The Health Delivery Research Career Development Award is a career development opportunity supporting:

- A part-time or full-time funded placement in a health delivery research team for health professionals (clinical or non-clinical) with five years of cumulative experience; or
- a part-time or full-time funded placement in a health sector or health delivery policy setting for health researchers with five years of cumulative experience.

The placement will involve the applicant leading or contributing to a research project or research-related activity. The research must be connected to health delivery at a policy, practice or systems level. It is designed as an alternative pathway into health delivery research aimed at attracting more people with relevant skills into this discipline.

The placement can be within the applicant's existing place of employment, or within a different organisation; however, it should be explicit how the placement is different from the applicant's current role or business as usual.

1.2. Value

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

1.3. Host organisation options

For the purposes of this award, applicants can have a 'contract host' and a 'placement host'. The contract host is the organisation who will be responsible for submitting an application and administering an awarded contract, and the placement host is where the applicant's placement will take place. This is to allow flexibility around employment arrangements for the applicant and their organisation(s).

Note: the contract host and the placement host can be the same organisation.

1.4. Eligibility criteria

1. There is a limit of one Research Career Development Award application per applicant in the 2021 Health Delivery Research Investment Round. See Section 1.7 for further details.
2. The maximum term for this award is 12 months.
3. The applicant must have a minimum of five years' cumulative experience in a health sector or health delivery research setting. Exceptions for time spent outside the research environment will be considered (e.g. time taken for maternity or paternity leave, or illness).
4. If the applicant is a health professional, the placement must be within a team and/or location that undertakes health delivery research. If the applicant is a health researcher, the placement must be in a health sector or health delivery policy setting.
5. A letter of support must be provided from the host organisation(s) to confirm organisational support for the placement, appropriate supervision and mentoring, and the specific placement research or related activities to be undertaken.

1.5. Assessment criteria

1. **Scope:** The placement activity must be within scope of the [2021 Health Delivery Research Investment Signal](#).
2. **Methodology:** The proposed methods and/or details for undertaking any research must be justified and be appropriate for the research being undertaken.
3. **Outcomes:** The intended outcome of the placement as both progressing the recipient's career development and progression to further health delivery research engagement must be clearly described, including evidence of appropriate mentoring and support to achieve this.
4. **Māori health and equity:** The applicant has considered and taken steps to contribute to improving equity and advancing Māori health as appropriate to the context of the placement opportunity¹.

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

1.6. Key dates

In the 2021 Health Delivery Research Investment Round, there are two Research Career Development Award rounds being run. Please note key dates below.

2021 Health Delivery Research Career Development Award – Round 1

- Opens in HRC Gateway – **9 February 2021**
- Registration deadline in HRC Gateway – **18 March 2021**
- Application deadline in HRC Gateway – **8 April 2021**
- Outcomes confirmed – **Mid-late June 2021**
- Placement must commence by **1 August 2021**

2021 Health Delivery Research Career Development Award – Round 2

- Opens in HRC Gateway – **1 July 2021**
- Registration deadline in HRC Gateway – **12 August 2021**
- Application deadline in HRC Gateway – **2 September 2021**
- Outcomes confirmed – **Early December 2021**

¹ Refer to general feedback from the Health Delivery Research Portfolio Panel on the Māori Health Advancement and Equity criterion from the 2020 Health Delivery Research Investment Round for guidance: See <https://hrc.govt.nz/maori-health/maori-health-advancement>

- Placement must commence by **1 February 2022**

1.7. Application process

The application process involves completing and submitting:

- An initial **registration** (involves completing some key information about the application directly via HRC Gateway).
- The remainder of the **application** using the **2021 Health Delivery Research Career Development Award Application Form**. This form must be downloaded and completed by applicants before being uploaded to HRC Gateway as a PDF file. The complete application (including the information entered directly into HRC Gateway) will be generated by HRC Gateway. Please note: some additional information (the ANZSRC codes and keywords, which are only used for HRC evaluation purposes) will be required to be entered in HRC Gateway prior to submission of the application form.
- Fundable applications that are not able to be funded due to budget restrictions will automatically proceed to the fundable pool of applications in the subsequent Health Delivery Research Career Development round, up to once per application.

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

1.8. Assessment process

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

- Initial administrative checking and eligibility screening by the HRC to determine **eligibility criteria 1-5** in Section 1.4 have been met.
- Eligible applications assigned to the Health Delivery Research Portfolio Panel (Portfolio Panel) members.
- Portfolio Panel members to confirm yes/no for each assigned proposal whether **assessment criteria 1-4** (see Section 1.5) have been met.
- Proposals are considered not fundable where there is majority agreement that any one of the assessment criteria have not been met.
- Where an application is deemed fundable but receives one 'No' for the Māori Health and Equity criterion, it will undergo additional consideration (by Portfolio Panel members with specific Māori Health and/or equity expertise) to reach consensus on whether the application meets this criterion.
- Fundable pool of eligible applications progress. If there are more fundable applications than funding available, prioritisation will be given to Māori and Pacific health as set out in the [2021 Health Delivery Research Investment Signal](#),² followed by randomisation of the remaining fundable applications.
- All Health Delivery Research Investment Round funding recommendations will be forwarded to the HRC Council for funding approval.

1.9. Grant contract and reporting

- The standard HRC contract will be used for this award.
- \$20,000 (pro rata based on FTE and duration) will be made available for the host for specific expenses related to the placement. If the placement host is different to the contract host, the contract host must ensure the payment is made to the placement host.

² Research that advances the health and wellbeing of Māori and Pacific peoples, led by Māori and Pacific researchers. Applications with this key focus area of the signal will be identified by panel members as required, as part of the assessment process.

- The HRC expects that costs (beyond the \$20,000 as described above) of any research or research-related activities undertaken by the recipient will be borne by the host organisation(s). The host organisation(s) should confirm that such resources are in place to ensure the successful completion of their award.
- For new (contract) host organisations, due diligence may be undertaken prior to contracting.
- Successful applicants to the 2021 Health Delivery Research Career Development Award must start the grant by **1 August 2021** for the first round and by **1 February 2022** for the second round. All recipients of a Health Delivery Research Career Development Award are required to submit an 'end of contract' report to the HRC on HRC Gateway within one month of the contract end date.
- All recipients of a Health Delivery Research Career Development Award are required to participate in an HRC-led evaluation during and post completion of their grant, as applicable.

2. General information for submitting an application to the 2021 Health Delivery Research Career Development Award

This section sets out general information for applicants to the 2021 Health Delivery Research Career Development Award.

The information provided in this section includes:

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

Applicants must follow the instructions set out in this section.

2.1. Preparation

2.1.1. Creating an HRC Gateway user account

Applicants will need an HRC Gateway account to apply. You may use your existing account or create a new one if you do not have one, via the following URL: <https://gateway.hrc.govt.nz>.

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

2.1.2. Prior to submission

Before submitting an application form, applicants should read:

- the [2021 Health Delivery Research Investment Signal](#)
- the 2021 Health Delivery Research Career Development Award Application Guidelines (this document)

(Additional documentation)

- [HRC Research Ethics Guidelines](#)
- [Guidelines for Researchers on Health Research Involving Māori](#)
- [HRC Māori Health Advancement Guidelines](#) and supporting [resources](#).
- [Guidelines for Pacific Health Research](#)
- [HRC Research Impact Slide Show](#)
- [New Zealand Health Research Prioritisation Framework](#).

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

2.1.3. Host organisation

New host organisations that have not previously been funded by the HRC will be required to provide due diligence information before a contract can be offered. Please contact the HRC for further information (section 2.5). The (contract) host organisation is the institution or organisation that will be responsible for submitting the application and administering a contract awarded (see section 1.3 for further detail).

Host organisations are also responsible for ensuring that Aotearoa New Zealand is the principal domicile³ and principal place of employment for the first named investigator. By submitting an application, the host is satisfied that this criterion has been met.

2.1.4. Overdue HRC reports

Applicants will not be able to submit a new application in HRC Gateway if they have an overdue progress or end of contract report for another contract in HRC Gateway.

2.2. Format

2.2.1. General formatting

Use the 2021 Health Delivery Research Career Development Award Application Form as it contains special features specific to this grant type.

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

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

Applicants must:

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

2.2.2. Compliance

The HRC will not process any application that does not use the correct HRC application form or does not comply with stated page limits and font sizes/styles. This may result in withdrawal of the application.

2.3. Copies of applications required

2.3.1. Electronic copy

Applications must be submitted through HRC Gateway.

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

HRC Gateway will allocate file names.

Note: Applicants are no longer required to submit paper copies of applications to the HRC.

Important

For applicants from host organisations that have dedicated Research Offices, the application will be submitted to the host Research Office when the applicant uploads the files through HRC Gateway. The application will be forwarded to the HRC after host Research Office approval. Always allow sufficient time before the HRC closing date for this approval step.

³ Principal domicile means the holding of New Zealand citizenship or a residence class visa under the *Immigration Act 2009*, and either be domiciled or residing in New Zealand with the intention of residing here indefinitely, having done so for the immediately preceding 12 months. According to Section 4 of the *Immigration Act*, “residence class visa” means a permanent resident visa or a resident visa.

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

2.3.2. Do not send files

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

2.3.3. Incomplete applications

Incomplete applications will be regarded as withdrawn.

2.4. Privacy provisions

2.4.1. Statistical and reporting purposes

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

2.4.2. Personal information

Personal information contained in the application will be available to HRC staff and those involved in the assessment process of the Health Delivery Research Career Development Award applications.

2.4.3. Media release

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

2.4.4. Official Information Act

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

2.5. Enquiries

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

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

Contact	Telephone	Email
Luke Garland	(09) 303 5214	lgarland@hrc.govt.nz
Sayaka Steed	(09) 883 0591	ssteed@hrc.govt.nz

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

3. Health Delivery Research Career Development Award – instructions for completing the registration

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

It includes prompts for providing certain information in your registration.

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

3.1. General registration information

Applicants are first required to submit a registration involving completing some key information about the application directly via HRC Gateway.

Registrations are due by **18 March 2021** for the first 2021 Health Delivery Research Career Development Award round and by **12 August 2021** for the second round. Incomplete or late registrations will not be accepted.

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

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

The developing researcher must have an HRC Gateway account to be able to be included in an application.

Notes:

The term 'first named investigator' will still be used in HRC Gateway, and in the final HRC Gateway-generated PDF of the application, but for the purposes of the Health Delivery Research Career Development Award, this role should be considered as 'developing researcher'.

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

3.2. Step 1

Start the registration process by clicking on the 'Apply now' button on the 2021 Health Delivery Research Career Development Award information page. The 'Apply now' button will only appear when the application submission period is open. Clicking on the 'Apply now' button will open a dialogue form where the following information will be required.

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

3.2.1. Research title

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

3.2.2. Host organisation

The host organisation is the institution or organisation that will be responsible for administering any contract awarded and for supporting the developing researcher. If there is a separate contract host and placement host, it is the contract host that is required to be entered in this section.

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

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

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

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

3.3. Step 2

3.3.1. First named investigator (Developing researcher)

Note: This field will be captured as 'first named investigator' in HRC Gateway but for the purposes of this award is considered as 'developing researcher'.

Some of this information will be automatically populated from the developing researcher's profile in HRC Gateway (e.g. organisation and department). If the profile is not current, details must be updated. The details listed on the application will be automatically refreshed after the profile is updated. Click on the 'Update' button to enter and update the information requested. **FTE** for the developing researcher is required to be inputted.

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

3.4. Step 3

Note: The following fields can also be updated between submission of the registration and submission of the final application (except 'Milestones and objectives' which can only be updated after the registration has been submitted).

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

3.4.1. Support personnel

Support personnel are additional HRC Gateway users who can view and edit the application and are not named investigators or Research Office staff. These individuals support development and submission of the application but are not part of the research team and should not be confused with those individuals acting in a mentoring or supporting role.

3.4.2. Named investigators

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

Role in project should include brief information on what the named investigator will undertake in the activation activities (1-2 sentences maximum). It should be clear which individual(s) are contributing in a mentoring capacity.

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

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

FTE for each named investigator is also required, to indicate the level of commitment or responsibility of each team member.

3.4.3. Milestones and objectives

Milestones and objectives are entered on HRC Gateway (after the registration has been completed) and will be included in an awarded research contract and used for contract reporting templates. This section is inserted immediately after the list of named investigators in the final system-generated PDF.

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

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.

Milestones

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

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

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

3.4.4. Research location

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

3.4.5. Discipline

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

3.4.6. Type of research

Choose from the drop-down list what you consider the most appropriate term for broadly describing the research proposal for assessment purposes.

3.4.7. Duration

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

3.4.8. Commencement date

Enter the proposed commencement date. Please note that the placement must commence by **1 August 2021** for Health Delivery Research Career Development Award – Round 1, and by **1 February 2022** for Health Delivery Research Career Development Award – Round 2.

3.4.9. Lay summary

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

4. Health Delivery Research Career Development Award – instructions for completing the application

This section sets out instructions for the second part of applying for a Health Delivery Research Career Development Award – the part of the application that requires applicants to complete details in the 2021 Health Delivery Research Career Development Award Application form.

This section includes prompts for providing certain information in your application that will be used to determine if you have met the criteria set out in sections 1.4 and 1.5.

A full application consists of 6 Modules. This section relates to Modules 2 to 6. The Health Delivery Research Career Development Award corresponds to the instructions in this section.

4.1. About the application form

The **2021 Health Research Delivery Research Career Development Award Application Form** is a Microsoft Word form that contains a Coversheet, Module 2, Module 3, and Module 4.

Supporting documents for Section 4D of Module 4, and Module 5, are uploaded to HRC Gateway separately. Module 6 is completed in HRC Gateway at any time after the registration has been submitted.

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

Note: By submitting an application to the HRC on Gateway, the applicant is confirming that the submitted application complies with all requirements as outlined in Section 1, as well as formatting and page limits. The HRC will not accept changes after the closing date.

4.2. Completing the application form

The **2021 Health Delivery Research Career Development Award Application Form** is compatible with Windows PC and MAC computers. The form has default formatting that conforms to the HRC's requirements. Figures and tables are best pasted in from a draft document instead of created directly in the form.

Remember:

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

4.2.1. Module 2a: Developing researcher, host and mentor information (1-page limit)

Note: The applicant must consider and describe where relevant in this section, how they (and the placement research activity being proposed) meet the eligibility requirements for the Health Delivery Research Career Development Award.

Personal statement

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

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

What is your current role and where will the proposed placement be undertaken?

Provide brief details of your current role and how the placement is different from your existing role.

Host organisation details

Provide details about the host organisation and the suitability of the host to support this award. Provide separate details about the contract host and placement host if applicable (see section 1.3 for further detail on this distinction), as well as the relationship between the two organisations.

The placement environment must be well described and suitable for the nature of the proposed placement research activity; describe how there is potential for development, training and advancing collaborative relationships.

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

The information in this section must be supported through a detailed letter(s) of support in Section 4D (see section 4.2.3). If there is a separate contract host and placement host, letters of support should be provided for each organisation. There should also be clear evidence of support from the applicant's mentor(s).

Mentor details

Provide information on your mentor(s) and give reasons for your selection. Provide details of the nature and level of support provided by your mentor(s), as well as other colleagues, and how this will ensure the applicant has the opportunity to thrive and succeed.

4.2.2. Module 2b: Placement research activity information (3-page limit)

What is the placement research activity?

Provide details of the planned research activity to be undertaken in this placement and how this will lead to future health delivery research. Consider and describe of how the placement activity is in scope of the [2021 Health Delivery Research Investment Signal](#), being directly connected to health delivery research.

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

How will you undertake the placement research activity?

Provide detail on, and clearly justify, the proposed methods and/or steps for undertaking the placement research activity, providing evidence that methods described are appropriate for the specified activity. Include details of any individual involved (and their roles) in the research activity.

How will the placement research activity contribute to career development and further health delivery research engagement?

Outline how this proposed placement research activity will contribute to your career development and potential for further health delivery research engagement. Include the next steps that would allow this to be achieved. We encourage consideration of the project and people pipeline structure (see the [2021 Health Delivery Research Investment Signal](#)).

How will the placement support and further develop contributions to Māori health advancement?

Provide a description of the applicant's collaboration or partnership with Māori and the host's ability to support and supervise contribution to Māori health advancement. If the host organisation or applicant have no existing relationship, describe your plan to ensure development of this connection so that the placement and/or intended future research could lead to improved Māori health. Provide detail as appropriate to the nature and scope of the placement. See the HRC's [Māori Health Advancement Guidelines](#) and [general feedback from the 2020 Health Delivery Research Investment Round](#) for further information.

How will the placement research activity contribute to improving equity?

What are the downstream impacts on health equity stemming from this placement research activity and/or potential future research connected to this activity? What steps are you taking in your placement research activity to ensure you are contributing to improving equity in Aotearoa New Zealand? Provide details on whether the host organisation has anything in place to support this.

4.2.3. Module 3: References (1-page limit)

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

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

4.2.4. Module 4: Budget information

Section 4A Budget details

Enter the FTE, salary, and salary associated costs requested for the developing researcher.

Provide the total for the expenses related to the placement – there is maximum available of \$20,000 (pro rata based on FTE of the developing researcher and duration of the placement).

Section 4B Budget justification

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

Section 4C Other support

Other research applications awaiting decision

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

Co-funding

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

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

Financial or other interest(s)

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

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

Section 4D Letters of collaboration/supporting documents

List the letters of support from the host organisation, and any other letters of collaboration, subcontracts/Memoranda of Understanding (MOUs), appendices and any other supporting documents.

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

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

There should also be clear evidence of support from the applicant's mentor(s).

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

4.2.5. Module 5: NZ standard CV template

Upload a CV for the developing researcher (first named investigator).

Use the NZ standard CV template with default font from HRC Gateway. 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 developing researcher's HRC Gateway profile.

If applicable, the CV should indicate when career breaks have taken place.

4.2.6. Module 6: Research classification – ANZSRC codes and keywords

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

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

Enter keywords that categorise the area of health delivery research that this research activity is connected to.