

June 2022

**2022 NGĀ KANOHI KITEA
COMMUNITY ADVANCEMENT FUND
APPLICATION GUIDELINES**

To use with forms:

2022 Ngā Kanohi Kitea Application Form



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1. Ngā Kanohi Kitea Community Advancement Fund: key information and requirements

The Health Research Council of New Zealand's (HRC) Ngā Kanohi Kitea Community Advancement Fund provides support for Māori communities to develop health research capability and knowledge. This funding provides opportunities for iwi, hapū, other Māori community groups or organisations, Māori researchers or research teams to undertake research or training and development activities that address community-identified health and wellbeing needs. The HRC recognises a holistic view of hauora, health and wellbeing, and the many factors that contribute to oranga for individuals, whānau, hapū, iwi, and Māori communities.

Ngā Kanohi Kitea funding is focused on individuals or groups who have not previously received significant research funding but are wanting to build capacity and capability to undertake health research. However, the team involved in the research or training and development activities should include the appropriate expertise needed to complete the planned activities.

The HRC's Ngā Kanohi Kitea grants align with the Ministry of Business, Innovation and Employment's (MBIE) Vision Mātauranga Capability Fund¹ and are consistent with the Hauora/Oranga research theme of *Vision Mātauranga*² – a policy framework designed to unlock the science and innovation potential of Māori knowledge, resources, and people.

1.1. Type of grants available

Funding is available to support Māori communities at any stage of their health research and capability building journey, from training and developing the research capability of individuals or groups, through to planning and undertaking research, and supporting the uptake and impact of knowledge generated through research. Four different grant types are available to support Māori communities to achieve their aspirations – these are outlined below.

Applicants may apply for multiple grants in one funding round, including different grant types relating to a specific community-identified health and wellbeing priority (provided that each grant is for a distinct activity). In addition, applicants may apply for consecutive grants across multiple funding rounds for training and research activities relating to a specific community-identified health and wellbeing priority (provided that each grant builds on the outcomes of previous training and research activities and does not repeat activities that were funded in previous successful grants).

1.1.1. Ngā Kanohi Kitea Training Grant

What is a Ngā Kanohi Kitea Training Grant?

The Training Grant provides funding support for individuals or groups seeking to gain or develop skills, connections, or networks within a desired health research field. These grants are intended to provide opportunities for ongoing career development support, foster workforce development, and strengthen career support for community researchers.

The exact nature of the training opportunity is to be determined by the individual or group seeking this funding, in collaboration with the researcher, research team, or organisation that will support the training opportunity, and could include activities such as:

¹ Information about MBIE's Vision Mātauranga Capability Fund investments is available at <https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/investment-funds/vmcf/>.

² The Vision Mātauranga policy is available at <https://www.mbie.govt.nz/assets/9916d28d7b/vision-matauranga-booklet.pdf>.

- undertaking a funded placement within a research team or research organisation, which is designed to provide opportunities to gain skills and experience that will eventually help address the health and wellbeing need of the community;
- undertaking a specific training course or qualification that will provide an individual or group with skills and experience to help them undertake health research;
- provision of funds for personal support for individuals to undertake research training that is relevant to Māori health.

What is the value of a Ngā Kanohi Kitea Training Grant?

For activities that take up to 12 months, maximum funding of \$150,000 (GST exclusive) is available.

For activities that take between 1 to 2 years, maximum funding of \$250,000 (GST exclusive) is available.

The maximum funding values outlined above apply for Training Grants for both individuals and groups.

Should a Training Grant application be funded, the total value of the award will be determined based on assessment of the application according to the rationale for the training activity, the type and duration of training to be undertaken, and justification of the requested budget.

1.1.2. Ngā Kanohi Kitea Development Grant

What is a Ngā Kanohi Kitea Development Grant?

The Development Grant provides funding for individuals, researchers, community groups, or organisations to help prepare for undertaking a health research project or activity. These grants are intended to provide opportunities for gathering information, developing connections and networks, or recruiting specialist expertise to support preparation for a larger research project or activity.

This funding can support any activities the community determines are necessary to undertake in planning and preparation for research activities or projects that will address their health and wellbeing needs, and could include activities such as:

- obtaining expert advice about the scientific design of a research project;
- grant writing support to assist with further funding applications;
- holding hui and wānanga with community members and researchers to gain understanding of the specific health needs and how research may address these;
- recruiting specific expertise to help with planning and scoping a new research project or activity;
- appointment of a Māori community liaison to develop institutional networks and connections to the benefit the community's research aspirations.

What is the value of a Ngā Kanohi Kitea Development Grant?

Maximum funding of \$100,000 (GST exclusive) is available over a term of up to 12 months.

Should a Development Grant application be funded, the total value of the award will be determined based on assessment of the application according to the rationale for the development activity, the type and duration of activities to be undertaken, and justification of the requested budget.

1.1.3. Ngā Kanohi Kitea Project Grant

What is a Ngā Kanohi Kitea Project Grant?

The Project Grant provides funding for community-led health research projects. These grants are intended to provide flexible funding to support community-led research initiatives that address community-identified health and wellbeing needs.

This funding can support collaboration or partnership with established and experienced research teams, or research organisations and larger institutions, provided the collaboration or partnership has been identified as a community priority and will support capability building and advancement of health and wellbeing within the community.

What is the value of a Ngā Kanohi Kitea Project Grant?

Maximum funding of \$300,000 (GST exclusive) is available over a term of up to 18 months.

The value of the funding being sort is expected to be relative to the complexity and length of the research project. For example:

- Applications for funding ranging from \$50,000 to \$100,000 are expected to have 1 to 3 specific objectives that are achievable within a 12-month term.
- Applications for funding ranging from \$100,000 to \$300,000 are expected to have 4 to 6 specific objectives that are achievable within a 12- to 18-month term.

The amount of information provided in the application should be relative to the value of funding being sought. Larger value grant applications with more objectives should include more detailed information than smaller value grant applications with fewer objectives.

Should a Project Grant application be funded, the total value of the award will be determined based on assessment of the application according to the rationale for the project, the type and duration of research to be undertaken, and justification of the requested budget.

1.1.4. Ngā Kanohi Kitea Knowledge Mobilisation Grant

What is a Ngā Kanohi Kitea Knowledge Mobilisation Grant?

The Knowledge Mobilisation Grant provides funding for iwi, hapū, other Māori community groups or organisations, Māori researchers or research teams who already have knowledge, evidence, or outcomes from research activities. These grants are intended to provide funding to support further translation, dissemination, or uptake of research findings to support sharing of mātauranga for increased uptake and impact by and for Māori communities, and applies to a wide range of knowledge mobilisation activities, for example:

- undertaking hui or wānanga to share research findings with Māori communities.
- developing published or digital (e.g., web based, social media) resources to share information resulting from the research;
- implementing actionable findings from a recently completed health research project to provide a health intervention or improve health service provision.

What is the value of a Ngā Kanohi Kitea Knowledge Mobilisation Grant?

Maximum funding of \$100,000 (GST exclusive) is available over a term of up to 12 months.

Should a Knowledge Mobilisation Grant be funded, the total value of the award will be determined based on assessment of the application according to the rationale for the knowledge mobilisation activity, the type and duration of activities to be undertaken, and justification of the requested budget.

1.2. Eligibility criteria

In order to be eligible to apply for a Ngā Kanohi Kitea grant, the following eligibility criteria must be met:

1. Applications must be hosted and led by an iwi, hapū, or other Māori community group or organisation.
2. Applications may involve collaboration or partnership with established and experienced research teams, research organisations or larger institutions (e.g., wānanga or university), but

the research or training activity must be clearly driven by the needs and priorities of the Māori community and support capability building and advancement of health and wellbeing within the Māori community.

3. The first named investigator must be Māori, and it is expected that the team include strong Māori leadership and representation.
4. Applicants may apply for multiple grants in one funding round, including different grant types relating to a specific community-identified health and wellbeing priority (provided that each grant is for a distinct activity).
5. Applicants may apply for consecutive grants across multiple funding rounds for training and research activities relating to a specific community-identified health and wellbeing priority (provided that each grant builds on the outcomes of previous training and research activities and does not repeat activities that were funded in previous successful grants).
6. Host organisations must be legally established entities based in Aotearoa New Zealand.
7. Aotearoa New Zealand must be the principal domicile³ and principal place of employment for the First Named Investigator. By submitting an application, the host is satisfied that this has been met.

1.3. Key dates

For the 2022 Ngā Kanohi Kitea Funding Round, the application and assessment process and key dates are the same for each of the four different grant types. Please note key dates below and refer to section 1.4 for further details about the application process.

7 June 2022, 8am	Applications open on HRC Gateway
15 July 2022, 1pm	Applications close on HRC Gateway
August – September 2022	Assessment of applications by Ngā Kanohi Kitea assessment panel
4 October 2022	Notification of outcomes
November 2022	Contracts begin

1.4. Application process overview

1.4.1. Application

The application process involves completing and submitting the **2022 Ngā Kanohi Kitea Grant Application Form**.

Full details on the application process are provided in Section 3.

1.4.2. The Ngā Kanohi Kitea Assessment Panel

All eligible Ngā Kanohi Kitea grant applications will be assessed by the Ngā Kanohi Kitea Assessment Panel (Panel). The Panel is made up of a core membership that will sit on the panel for a term of 3 years. Additional panel members will be co-opted on a round-by-round basis to maintain an appropriate level of expertise and alleviate potential conflicts of interests. The Panel membership will be entirely Māori, and will include a broad range expertise across health, research, tikanga, mātauranga Māori, and kaupapa Māori research.

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.

1.5. Assessment process

The following steps will be undertaken to assess Ngā Kanohi Kitea grant applications:

1.5.1. Pre-meeting triage process (if required)

Depending on the number of applications received, a triage process may be utilised prior to the panel meeting to determine which applications will be discussed in full at the panel meeting. If utilised, this process will involve the following:

- Panel members score applications in advance of the meeting using the assessment criteria outlined in Section 1.6.
- These scores will be used to produce a list of applications, for each different grant type, ranked by total average score.
- As confirmed by the Co-Chairs/Panel, the lowest-ranked applications for each grant type will be triaged and not proceed to the next stages of the assessment process.

1.5.2. Panel assessment meeting

The panel will meet to discuss and score applications, based on the assessment criteria provided in Section 1.6. This process will involve the following:

- Each panel member will independently and confidentially score applications against each of the assessment criteria.
- Panel member scores will be averaged and totalled to provide a total average score for each application.
- A ranked list of proposals for each different grant type will be compiled and presented to the panel for their consideration.
- Based on their discussion and the total average score for each proposal, the panel will determine which applications for each grant type are fundable. The panel is also able to recommend proposals for conditional funding, contingent on applicants addressing specific feedback and/or conditions being met.
- Taking into consideration the available budget for investment and the spread of fundable applications across each of the different grant types, the panel will make a recommendation to the HRC as to which applications should be funded.
- All funding recommendations from the panel will be provided to the Health Research Council for consideration and approval.

1.6. Assessment criteria

The panel will assess each Ngā Kanohi Kitea grant application against the following criteria, using a 7-point scale for each criterion. The total maximum score is 28, though each criterion is weighted according to relative importance to the intent of the fund.

Assessment criteria	Percentage weighting	Points
<p><u>Fit with investment objectives</u></p> <p>Relevant section of the application form is <u>Rationale</u>.</p> <p>To what extent does the community-led Hauora/oranga research activity(s) or capability building activity(s) align with the intent of the Fund?</p> <p>(e.g., proposed initiative is rooted in community mana motuhake, enhancing health research skills, elevating community health related mātauranga, undertaking research embedding mātauranga back into the community).</p>	20%	7
<p><u>Strength of proposal</u></p> <p>Relevant sections of the application form are <u>Proposed activity</u> and <u>Team</u>.</p> <p>What is the likelihood that the proposed outputs of the community-led Hauora/oranga research or capability building initiative will be achieved?</p> <p>(e.g., appropriate placement and supervisor, safe design and methods, development plan for individual is feasible, well-developed plan for mātauranga dissemination).</p>	30%	7
<p><u>Benefit for the community</u></p> <p>Relevant section of the application form is <u>Benefit for the community</u>.</p> <p>Has the community proposal made a commitment to positive Hauora/oranga within the community?</p> <p>(e.g., the proposed initiative will lead to improved Hauora/oranga outcomes in the community, health equity, mana motuhake, clear line of sight to positive outcomes).</p>	20%	7
<p><u>Vision Mātauranga Capability Fund impact</u></p> <p>Relevant section of the application form is <u>Capability development</u>.</p> <p>How will the community proposal enhance health research competencies relevant to undertaking and leading Hauora/oranga research?</p> <p>(e.g., development of longer-term skills, community-led career paths, further career development opportunities, proposed course will be beneficial to support community research Kaupapa or capability building goals).</p>	30%	7
Total	100	28

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

1.7. Contracting and reporting

If a grant application is successful, the HRC will issue a contract for the purposes of the administering the funding and reporting expectations.

- The standard HRC research contract will be used for this grant.
- For new host organisations, due diligence may be undertaken prior to contracting.
- There is an option for the HRC to enter into a conditional funding offer process with applicants. This option provides an opportunity for applications to progress to being funded, contingent on specific feedback and/or conditions being met. This process would involve HRC providing additional targeted feedback from the panel, followed by an opportunity for the host organisation to respond. The response will be considered by the HRC, panel chairs, and additional expertise as required (this may be an iterative process).
- Successful applicants must start the grant by November 2022, unless otherwise agreed with the HRC.
- All recipients of a Ngā Kanohi Kitea grant are required to submit regular progress reports and/or an end of contract report to the HRC, outlining progress against their contracted objectives and milestones. The number and frequency of required reports may vary by grant type and in response to guidance from the panel. The reports will be submitted on HRC Gateway and follow a standard format for HRC research contract progress reports.
- The HRC may also liaise with grant recipients informally during the course of the contract (e.g., by phone).

2. General information for submitting a Ngā Kanohi Kitea grant application

This section sets out general information for those seeking to apply for a Ngā Kanohi Kitea grant.

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

You 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 individuals named on the proposed 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 applying, you should read:

- the 2022 Ngā Kanohi Kitea Grant Application Guidelines (this document)
- the 2022 Ngā Kanohi Kitea Grant Application Form

(Additional documentation)

- [HRC Research Ethics Guidelines](#)
- [Guidelines for Researchers on Health Research Involving Māori](#)

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. The host organisation is the institution or organisation that will be responsible for administering an awarded contract.

2.1.4. Overdue HRC reports

You will not be able to submit a new application in HRC Gateway as first named investigator if you have an overdue progress or end of contract report for a previous contract due in HRC Gateway.

2.2. Application formatting

2.2.1. General formatting

Use the 2022 Ngā Kanohi Kitea Grant 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 written in either 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).

When completing the application form you 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, meet eligibility requirements, or 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 to all uploaded documents.

Note: You 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 you upload the files through HRC Gateway. The application will be forwarded to the HRC after host Research Office approval. Always allow sufficient time before the HRC closing date for this approval step.

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

2.3.2. Do not send files

Do not send digital files directly to the HRC. If you are an independent researcher or research provider and require assistance with using HRC Gateway, please contact the HRC in the first instance.

2.3.3. Incomplete applications

Applications that are incomplete at the time that submissions close 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 with details provided by funders of the science sector.

2.4.2. Personal information

Personal information contained in the application will be available to the HRC staff and those involved in the assessment of the Ngā Kanohi Kitea grant applications.

2.4.3. Media release

The HRC publishes details of research contracts including named individuals, host organisation, research title, lay summary and funding awarded for public interest purposes and to meet 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 first named 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 should be directed in the first instance to the Research Office of the applicant's host organisation.

Where the Research Office cannot assist, a host organisation does not have a Research Office, or for technical enquiries relating to an application, please contact the HRC:

Contact	Telephone	Email
Le-Shan Pomana-Wesley	(09) 303 5205	lpomana-wesley@hrc.govt.nz
Stacey Pene	(09) 303 5225	spene@hrc.govt.nz

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

3. Completing your Ngā Kanohi Kitea grant application

This section sets out instructions for completing your application for a Ngā Kanohi Kitea grant, which requires applicants to complete some details in HRC Gateway and the remaining details in a Microsoft Word form.

It includes prompts for providing certain information in your application that will be used to assess your application during the assessment process outlined in Section 1.5.

A Ngā Kanohi Kitea grant application consists of 5 modules. The following sections relate to Section 1A of Module 1, which forms the first part of the application and is completed on HRC Gateway.

Note: If you intend on applying for multiple grant types, you will need to complete these steps separately for each individual grant application.

3.1. Host organisation and application title

Start the application process by clicking on the 'Apply now' button on the 2022 Ngā Kanohi Kitea Grant information page on HRC Gateway. The 'Apply now' button will only appear when the application submission period is open. Clicking on the 'Apply now' button will open a dropdown list where you will need to select the type of grant you are applying for.

Once you have selected the type of grant you are applying for, you will need to select a host organisation (there will also be options to select a specific Research Office and Research Office contact if applicable) and enter a research title.

3.1.1. Host organisation

The host organisation is the institution or organisation that will be responsible for administering any contract awarded.

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

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

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

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

3.1.2. Research title

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

3.2. Additional application information

3.2.1. Research location(s)

This is the specific department(s), organisation, region or rohe where most of the proposed activities will be undertaken (e.g., Whakatāne, Bay of Plenty).

3.2.2. Discipline

Select from the drop-down list. This should be the type of research or health field that the application represents.

3.2.3. Duration

Enter the proposed term of the activities (months).

3.2.4. Type of research

Select from the drop-down list what you consider to be the most appropriate term for broadly describing the proposed activities.

3.2.5. Commencement date

Enter the date that you intend to start the proposed activities.

3.2.6. Lay summary

The lay summary is important. The lay summary should be a statement of not more than 150 words that should be readily understood by members of the public. It should summarise the purpose of the proposed activities, planned work programme and research methods, as well as the potential benefits or outcomes that could arise as a result of the HRC supporting your application. This information will be used to inform Council in the final approval process if the application is recommended for funding and will also be publicised through the HRC's communication channels (e.g., website).

3.2.7. Support personnel

Support personnel are additional HRC Gateway users who can view and edit the application on HRC Gateway and are not named investigators or team members.

3.3. First named investigator and named investigators

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

3.3.1. First named investigator

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

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

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

3.3.2. Named investigators

Named investigators include any team members included in the proposed activity, listed in the budget section, or working on any aspects of the proposed activity or research. It is at the applicant's discretion who they include as a named investigator, though it is expected that individuals who have significant roles in the activity are listed as 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 applying 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 the role each named investigator will undertake in the proposed activities (1-2 sentences maximum).

Information on ethnicity, gender and whether the named investigator is a clinician (and is practicing) is used for HRC information purposes only. Please note that ethnicity, iwi, clinician, or practising clinician are not required to be entered as these details will automatically populate from the individual person profile. Each named investigator will need to sign-in to HRC Gateway and check and update their details before the application is submitted.

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

3.4. Completing Module 1, Section 1A: General information

Section 1A of Module 1 is completed on HRC Gateway, and most information will have been entered in the previous steps.

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

3.4.1. First named investigator

Most information for the first named investigator will have been completed in the previous steps, and some fields may not be able to be edited or updated.

At this stage, a defined FTE value must be entered for the first named investigator. The FTE value should match that entered into the 'Key personnel' section of the 'Budget details' table in Section 4A of the application form.

3.4.2. Named investigators

A defined FTE value must be entered for each named investigator. The FTE value should match that entered into the 'Key personnel' section of the 'Budget details' table in Section 4A of the application form.

3.4.3. Objectives and milestones

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

Poorly described objectives and milestones can affect application scoring, or result in delayed processing of an application, or requests for further information at the contracting stage.

Objectives

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

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

Milestones

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

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

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

3.5. About the application form

The 2022 Ngā Kanohi Kitea Grant Application Form is a Microsoft Word form that contains a cover sheet, Section 1B of Module 1, Module 2, Module 3, and Module 4. Support documents for Section 4D of Module 4 are uploaded to HRC Gateway separately. Module 5 is the research classification that must be completed online.

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

3.6. Completing the application form

The 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 separate draft document instead of created directly in the form.

Remember:

- Enter information only in the indicated form fields.
- Do not reformat Module and Section headings.
- Use the original HRC application form template. Do not copy and paste in a new document as this can drastically change fonts and remove other features required for HRC processes.
- Input HRC Ref ID# and first named investigator surname on the coversheet.
- Provide information to satisfy the following sections in the form.

3.6.1. Module 1, Section 1B: General information

Grant type

Indicate the type of funding you are applying for.

Iwi affiliation

If the proposed activity is being undertaken for specific iwi and/or hapū, list these in the relevant text boxes.

Host organisation, community, and partners

Provide information about the proposed host organisation, including their general purpose or function. Include details about the governance structure of the organisation.

Describe how the host organisation is representative of, or connected to, iwi, hapū, or community. If the host organisation is working in partnership with iwi, hapū, or community, describe how this partnership was established. Provide details of any other partner organisations that are participating in the proposed activity.

Briefly indicate what types of support the host organisation and partner(s) can provide to the team to support the proposed activities, including provision of information, resources, or personnel.

3.6.2. Module 2: Proposal

The page limit for this Module depends on the grant type being applied for.

For a **Ngā Kanohi Kitea Project Grant** application, the **page limit is 6 pages** (excluding references).

For **Ngā Kanohi Kitea Development Grant**, **Ngā Kanohi Kitea Knowledge Mobilisation Grant**, and **Ngā Kanohi Kitea Training Grant** applications, the **page limit is 3 pages** (excluding references).

The section headings provided in the form must be used. Throughout your discussion, remember that your audience includes a panel of reviewers with a broad range of expertise. It is best to structure your discussion in a clear and logical fashion. Ideally, seek feedback on your application from others with experience applying for similar funding.

Note: Give consideration to the relative weighting of each assessment criterion when determining how much information to include for each of the sections in Module 2.

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

Rationale

Note: The Rationale section of Module 2 will be assessed using the first assessment criteria 'Fit with investment objectives' which is weighted at 20% of the total score.

Include information that you feel is important for the reader to understand why the proposed activity should be undertaken. If a specific health or hauora issue is to be addressed, outline what that issue is (e.g., water quality, asthma in children). Discuss why this activity is important to iwi, hapū, or community. Describe how iwi, hapū, or community identified that this was a health or hauora issue that was of importance to them, and how they decided that the proposed activity would help contribute to addressing an unmet need in the community.

Proposed activity

Note: The 'Proposed activity' and 'Team' sections of Module 2 will be assessed using the second assessment criteria 'Strength of proposal', which is weighted at 30% of the total score.

Outline the work programme you intend to carry out over the term of the proposed activity. Provide enough information for the reader to understand exactly what activities your grant will include.

Describe how the proposed activity will address the health or hauora issue identified in the rationale and include any specific aims or research questions the activity will address.

Include estimated timeframes for each stage of the proposed activity and provide a description of the actions to be completed within each stage.

If your proposed activity includes undertaking health research, provide information that addresses the following key questions:

- Who will be included as research participants in the study, and how will they be recruited?
- What type of data is needed to address the research aims and questions, and how will it be collected?
- How will the data be analysed and interpreted?
- How will the team manage the quality and safety of data collection and analysis?
- Are there any ethical issues that need to be considered? If so, how will these be managed?

Team

Note: The 'Proposed activity' and 'Team' sections of Module 2 will be assessed using the second assessment criteria 'Strength of proposal', which is weighted at 30% of the total score.

Detail the team members who will work on the proposed activity over the course of the contract term. This section should enable the reader to have a clear understanding of who will be involved and what their role will be in the activity.

List the members of the team who will contribute to the proposed activity. Provide a brief outline of their specific experience or expertise that is relevant to the activity outlined in the proposal. Describe their role within the team, specifically what tasks they will be undertaking throughout the activity.

Note: Keep the information provided in this section focused on an individual's expertise and experience as it relates to the activity being proposed. More detailed information about a team member's experience and expertise can be included in the CV included in Module 3.

Benefit for the community

Note: The 'Benefit for the community' section of Module 2 will be assessed using the third assessment criteria 'Benefit for the community', which is weighted at 20% of the overall score.

Describe the intended health or hauora benefits from the proposed activity for iwi, hapū, other Māori community groups or organisations. Provide enough detail so that the reader can clearly understand how this work might eventually contribute to improved health and wellbeing for Māori.

Outline how the proposed activity might lead to improved health and wellbeing, or health equity, for the relevant Māori community by addressing their community-identified health need. If the community has identified a knowledge, expertise, or capability gap, clarify how this activity will address that gap, and discuss how that might lead to improved health and wellbeing in future.

Capability development

Note: The 'Capability development' section of Module 2 will be assessed using the fourth assessment criteria 'Vision Mātauranga Capability Fund impact', which is weighted at 30% of the overall score.

Describe how the proposed activity will build health research capability. The reader should have a clear understanding of how the activity will build or strengthen an individual's, team's, or community's ability to undertake health research now or in the future.

Outline what capability, capacity, skills, or networks will be developed as a result of undertaking this activity. Specify whether these will be developed as a result of undertaking the activity itself, or as a result of skills and experience developed while undertaking the activity. If the capability development will not be immediate, describe how this activity might lead to development of capability, capacity, skills, or networks in the longer term.

Describe how this activity might support development of community-led or community-based career pathways in health research. Outline what further research or career development opportunities might arise from this activity.

References

Ensure this section starts on a new page. There is no limit to the number of reference pages.

Note: This section is not formally assessed using the score criteria. However, it provides a location to provide a list of any published, publicly available evidence that supports key statements of fact made in the main text of the proposal.

Citations for key references in the text in Module 2 that support your proposed activity should be supplied. Details should include a full list of author(s), title of article, journal, year, volume and page

numbers. If references are multi-authored, there is discretion to limit the author list to a more convenient number. Asterisks should be placed beside any publications that you have authored.

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

3.6.3. Module 3: CV

This section is to be completed for each named investigator (team member) listed in the application. Copy and paste the relevant pages as required for each member of the team. The team member must complete their own CV for inclusion in Module 3.

The information required includes demographic data, contact information, any qualifications achieved, experience relevant to the proposed activity, and any awards received. You can insert additional rows into each of the sections, as required.

How have you contributed to the generation of knowledge?

Explain how you have contributed to the generation of new knowledge, ideas, or hypotheses. Outline which skills you have used to develop or test new knowledge, ideas, or hypotheses.

This section can be used to describe how you have communicated this knowledge, either through writings or verbally, or through any other medium.

List any funding you have received that relates to skills or experience that are relevant to the activity proposed in this application. Provide examples of any relevant outcomes or outputs from the funding you have received previously.

If you have authored or co-authored publications, the total number of these can be listed here. You may provide a brief list of outputs from the previous 5 years, starting with the most current and working backwards. Highlight the publications that are most relevant to the proposed activity by bolding the **author(s) name**. Citations, impact factors, and journal rankings may be included.

How have you contributed to iwi, hapū, or community?

Detail and explain any experience you have engaging with iwi, hapū, or other Māori communities. Highlight relevant experience relating to contributions to research or health and wellbeing for community.

Discuss how those contributions were informed by, or in response to, community-identified need.

Describe any outcomes from your contributions that have contributed to improved health and wellbeing for iwi, hapū, or community.

How have you contributed to the development of individuals or teams?

Outline expertise and experience you have that has contributed to the success of a team or team members, including project management, collaborations, or team support.

Highlight your teaching activities, workshops or summer school programmes you led or contributed to, and any experience you have supervising or mentoring students or colleagues. Detail any national or international collaborations you have established.

Describe how you have provided strategic leadership to shape the direction of an individual, team, organisation, company, or institution.

Personal statement

Provide a brief personal statement that reflects your own goals and aspirations, motivation for the activities you have been involved in, and experience you have gained.

3.6.4. Module 4: Budget information

Section 4A – Budget details

Provide a detailed breakdown of the costs associated with your proposed activity in the table provided. All values should be GST exclusive. The costs provided in this table (for both 'Materials and research expenses' and 'Key personnel') should take into account organisational overhead (business expenses not directly related to the cost of undertaking the proposed activity; e.g., office rental fees, power etc).

For 'Materials and research expenses', include all costs associated with undertaking the proposed activity; for example:

- Equipment or consumables needing to be purchased to undertake the activity.
- Travel or accommodation costs associated with undertaking the activity.
- Koha for research participants or other stakeholders engaged in the activity.
- Tuition or registration fees.
- Software licensing fees.

For 'Key personnel', include details of named investigators or other team members involved in the activity. For each individual, include their FTE, whether they are subcontracted (i.e., from an organisation that is different to the host organisation), whether they are time-only (i.e., not receiving salary or budget from this grant) and, if they are receiving salary or budget from this grant, what the total value of this is over the term of the grant.

Note the total budget requested in the relevant part of the table. Ensure that this amount does not exceed the total available budget for the specific grant type you are applying for.

Section 4B – Budget justification

Provide a brief justification for each of the costs listed in the budget table in Section 4A. Outline why the costs are necessary and how the cost for each item was determined.

Section 4C – Other support

Other applications awaiting decision

List in this section any relevant applications pending with the HRC and/or other funders that might, if funded, change the budget of this grant application. If applicable, indicate in the space provided any areas of overlap between those applications and this application (personnel, resources, or budget). The HRC may seek clarification details from you or the other funders if required.

Co-funding

If you have approached other funders for, or received, co-funding of this activity, provide details about the value and co-funding arrangements here.

List and provide details of any significant relationship to third parties (e.g., commercial sector entities contributing to costs, equipment, joint staff appointments). A clear description of how the current application relates to those relationships is required, but assessment of these links is not part of the HRC's assessment 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 relations with entities outside of the 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 judgement in conducting the proposed activity. If you have identified financial or other interests in this application, you should also outline the specific details of your proposed conflict of interest management plan.

Section 4D – Letters of collaboration/supporting documents list

List any memoranda of understanding (MOU), letters/emails of collaboration, or other supporting documents. MOUs should be provided for any individual not employed by the host organisation who is receiving salary or budget through this grant. In the absence of an MOU, an email or letter of support should be provided. For those individuals from other organisations who are contributing their FTE but who are not receiving payment (i.e., time-only), an email or letter of support should be provided.

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

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

3.6.5. Module 5: Research classification – ANZSRC codes and keywords

Classification of the proposed activity is for HRC's internal evaluation purposes only. The information is not used in allocating funding. Required details must be entered in HRC Gateway.

Categorise the proposed activity using the ANZSRC codes⁴ 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 or health research that your proposed activity is connected to.

⁴ Information about the ANZSRC (Australian and New Zealand Standard Research Classification) codes is available at <https://www.mbie.govt.nz/science-and-technology/science-and-innovation/research-and-data/anzsrc/>.