



May 2023

2024 Pacific Health Research Career Development Awards (CDA) Application Guidelines

These Guidelines apply to:

Career Development Awards

Pacific Health Research Masters Scholarship

Pacific Health Research PhD Scholarship

Pacific Health Clinical Research Training Fellowship

Pacific Health Research Postdoctoral Fellowships

Sir Thomas Davis Te Patu Kite Rangi Ariki Fellowship

Research Development Awards

Pacific Health Research Summer Studentship

Pacific Health Research Knowledge Translation Grant

Table of Contents

Part A: The HRC Career Development Awards	1
1. Pacific Health Research Career Development Awards	1
1.1 Masters Scholarship	1
1.2 PhD Scholarship	1
1.3 Clinical Research Training Fellowship (CRTF).....	1
1.4 Postdoctoral Fellowships	1
1.5 Sir Thomas Davis Te Patu Kite Rangī Ariki Research Fellowship	1
2. Pacific Health Research Development Awards	1
2.1 Summer Studentship	1
2.2 Knowledge Translation Grant	2
Part B: Rules for Submitting an Application Form	3
1. Preparation	3
1.1 Prior to submission	3
2. Format	3
2.1 General formatting	3
2.2 Compliance	3
2.3 Additional documents	3
3. Copies of applications required	3
3.1 Electronic application	3
3.2 Do not send files	4
3.3 Returned applications	4
3.4 Appended documents	4
3.5 Academic record	4
3.6 Letters	4
4. Dates and time.....	4
4.1 HRC Gateway	4
4.2 Exceptions	5
5. Privacy provisions.....	5
5.1 Statistical and reporting purposes	5
5.2 Personal information	5
5.3 Media release	5
5.4 Official Information Act.....	5
6. Enquiries	5
7. Application assessment process	5
7.1 Criteria for Assessment of Award Applications.....	5
7.2 Sir Thomas Davis Te Patu Kite Rangī Ariki Research Fellowship	6
7.3 Postdoctoral Fellowship Applications	6
7.4 Clinical Research Training Fellowship (CRTF).....	6
7.5 Masters and PhD Applications.....	6
7.6 Summer Studentship Applications.....	6
7.7 Knowledge Translation Grant Applications.....	7
7.8 Emphasis on candidate	7
7.9 Host support.....	7
8. Notification and feedback to applicants	7

9 Reporting	7
Part C: Guidelines for completion of the 2022 Pacific Health Research CDA Application Form	8
1. Use of forms	8
2. Module 1: General information	8
2.1 Section 1A: General information	8
2.2 Section 1B: Personal information	10
2.3 Section 1C: Career plans	10
2.4 Section 1D: Academic support	10
2.5 Section 1E: Academic transcript	10
2.6 Section 1F: Standard CV - applicant	10
3. Module 2: Research information	11
4. Module 3: References	12
5. Module 4: Budget and contract information	13
5.1 Section 4A: Contract Information	13
5.2 Section 4B: Previous/Current contracts and awards	13
5.3 Section 4C: Other support	13
5.4 Section 4D: Letters of collaboration/Supporting documents list	14
5.5 Section 4E – 4F	14
6. Module 5: Standard CV – supervisor(s)/investigator(s)	14
7. Module 6: Research classification	14
7.1 Section 6A ANZSRC and keywords	14
7.2 Section 6B Economic benefits	14
7.2 Section 6C Category and health issue	14
Part D: Explanatory notes for Career Development Awards	16
Pacific Health Research Masters Scholarship	16
Pacific Health Research PhD Scholarship	19
Pacific Health Clinical Research Training Fellowship (CRTF)	22
Pacific Health Research Postdoctoral Fellowship	24
Sir Thomas Davis Te Patu Kite Rangī Ariki Health Research Fellowship	28
Part E: Explanatory notes for Research Development Awards	32
Pacific Health Research Summer Studentship Award	32
Pacific Health Research Knowledge Translation Grant	34
Version information	37

Part A: The HRC Career Development Awards

The HRC Career Development Awards (CDA) support research training through a range of postgraduate awards to individuals. The programme also provides prestigious Fellowships for advanced career support. These guidelines are for the Pacific Health Research Career Development Awards and Research Development Awards in Sections 1 and 2.

HRC Gateway allows access to the document, notably the application forms and contract information spreadsheet (2024 Pacific CDA Budget) referred to in these Guidelines.

1. Pacific Health Research Career Development Awards

1.1 Masters Scholarship

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

1.2 PhD Scholarship

The PhD Scholarship provides three years of personal support of up to \$30,000 per annum, plus tuition fees, up to \$10,000 in total research working expenses, and a \$3,000 Tufungatika allowance, for outstanding graduate students in any discipline whose proposed research programme is relevant to health.

1.3 Clinical Research Training Fellowship (CRTF)

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

1.4 Postdoctoral Fellowships

The Postdoctoral Fellowships are available to applicants from all disciplines undertaking a research programme, which will contribute to health outcomes for Pacific peoples. Postdoctoral Fellowships must commence within 5 years of completion of a PhD. The Fellowships are to the value of \$105,000 for research associated costs plus a salary, which is negotiated through the host institution, for up to four years.

1.5 Sir Thomas Davis Te Patu Kite Rangī Ariki Research Fellowship

The Davis Fellowship is available to support emerging researchers who have demonstrated outstanding potential to develop into highly-skilled researchers. Applicants must have held a PhD or an equivalent degree for a minimum of 6 years but no more than 10 years. The Fellowship is to the value of \$600,000 over four years, comprising a total of \$100,000 for research expenses, and \$500,000 for salary and all other associated costs.

2. Pacific Health Research Development Awards

2.1 Summer Studentship

The Summer Studentship provides \$7,500 to introduce research to those students who have the potential to develop in a career that may involve Pacific health research. Applications are sought from students undertaking health-related courses wishing to be involved in a Pacific health research project over the summer vacation.

2.2 Knowledge Translation Grant

The Knowledge Translation Grant provides funding for dissemination of research which key stakeholders (e.g community, health providers, Ministry of Health) have identified as important for future use, including policy and health service development. The HRC recognises the importance of dissemination and the various forms it can take dependent on the target audience. A grant of up to \$5,000 is available.

Part B: Rules for Submitting an Application Form

1. Preparation

1.1 Prior to submission

The HRC only accepts applications on HRC Gateway. Prior to any submission, Named Investigators must have a current Gateway account, that must be updated annually, and register the application to receive a reference number (HRC Ref ID#) for the form. Key opening and due dates are in Section 4 below.

Before submitting this application form, applicants should read:

- This document for eligibility and specific instructions
- Research Investment Stream signals, the guidelines and Frequently Asked Questions documents
- The appropriate *Peer Review Manual* to understand application assessment
- Guidelines on Ethics in Health Research
- Guidelines for Researchers on Health Research Involving Māori
- Guidelines for Pacific Health Research.

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

2. Format

2.1 General formatting

Proposals must have sufficient detail so that the reviewers can understand the scope and implications of the proposal.

Applications must be in English

Use the correct HRC form as it contains special features.

Applicants must:

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

2.2 Compliance

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

2.3 Additional documents

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

3. Copies of applications required

3.1 Electronic application

Upload the relevant Application Form and Budget File using HRC Gateway.

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

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

HRC Gateway will allocate file names.

Important

In cases where the host organisation has a Research Office, the application is submitted to the host Research Office when the applicant uploads the files through HRC Gateway. The application will be forwarded to the HRC after host Research Office approval. Always allow sufficient time before the HRC closing date for this approval step. If a researcher is independent or their host does not have a Research Office, applications are submitted directly to the HRC.

3.2 Do not send files

Do not send digital files directly to the HRC. Independent researchers and research providers requiring assistance should contact the HRC Research Investment Manager for information if they have difficulty.

3.3 Returned applications

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

3.4 Appended documents

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

3.5 Academic record

A witnessed scanned version of your academic record and/or professional qualifications should be inserted where it is indicated in the form.

3.6 Letters

Any letters of invitation or confirmation of a place should be uploaded to HRC Gateway with the application form.

4. Dates and time

4.1 HRC Gateway

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

HRC Gateway opens – **1 pm, 6 June 2023.**

HRC Gateway closes – **1 pm, 25 July 2023.**

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

4.2 Exceptions

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

5. Privacy provisions

5.1 Statistical and reporting purposes

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

5.2 Personal information

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

5.3 Media release

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

5.4 Official Information Act

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

6. Enquiries

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

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

General	Ph 09 303 5223
Pacific Health	Ph 09 303 5212
Māori Health	Ph 09 303 5205

7. Application assessment process

Applications are assessed by a multidisciplinary Pacific CDA Assessing Committee.

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

7.1 Criteria for Assessment of Award Applications

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

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

7.2 Sir Thomas Davis Te Patu Kite Rangī Arikī Research Fellowship

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

- Suitability of the applicant
- Rationale for research
- Design and methods
- Research impact.

7.3 Postdoctoral Fellowship Applications

These applications are assessed on the following criteria:

- Academic ability of the applicant
- Pacific health significance
- Community links, background and potential
- Design and methodology
- Career development and support.

7.4 Clinical Research Training Fellowship (CRTF)

These applications are assessed on the following criteria:

- Person characteristics
- Supervisory & Research environment
- Rationale, Design & Methods
- Health significance.

7.5 Masters and PhD Applications

These applications are assessed on the following criteria:

- Academic ability of the applicant
- Pacific health significance
- Community links, background and potential
- Design and methodology
- Suitable supervision.

7.6 Summer Studentship Applications

These applications are assessed on the following criteria:

- Academic ability of applicant
- Pacific health significance
- Design & methodology
- Suitable supervision.

7.7 Knowledge Translation Grant Applications

These applications are assessed on the following criteria:

- Rationale
- Dissemination technique fits with criteria
- Track record of the applicant.

7.8 Emphasis on candidate

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

7.9 Host support

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

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

8. Notification and feedback to applicants

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

9. Reporting

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

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

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

Part C: Guidelines for completion of the 2024 Pacific Health Research CDA Application Form

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

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

The 2024 Pacific Health CDA Application Form is only for **Career Development Award applications** detailed in this Guideline (i.e. Pacific Health Research Masters Scholarship, Pacific Health Research PhD Scholarship, Pacific Clinical Research Training Fellowship, Pacific Health Research Postdoctoral Fellowship, and Sir Thomas Davis Fellowship).

Research Development Awards require different forms. (these Awards include Pacific Health Research Summer Studentship and Pacific Health Research Knowledge Translation Grant).

1. Use of forms

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

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

Remember:

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

2. Module 1: General information

2.1 Section 1A: General information

This Module must be completed on HRC Gateway.

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

Host organisation

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

Research title

The research title should be succinct and clearly describe the proposed project.

The title must not exceed 80 characters, including spaces and punctuation. It does not have to be the same as a thesis title.

Research location(s)

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

Research discipline

Pick the closest option from the list.

Duration in months.

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

Lay summary (150-word limit)

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

First named investigator & email address

This field is automatically populated from the named investigator's Gateway profile.

Organisation

This field is automatically populated from the named investigator's Gateway profile.

Department

This field is automatically populated from the named investigator's Gateway profile.

Other

Ethnicity, gender, clinician and practising status are required for government administration purposes. This field is automatically populated from the named investigator's Gateway profile.

Other named investigators

Provide details or leave blank. Upload CV for each named investigator.

Commencement date

Provide details. Recipients must start within 4 months of contract offer, or by a date approved by the HRC.

Research costs

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

There are no overhead costs associated with any CDA. The HRC expects that overhead costs (contributions to property costs or laboratory space, utility charges, equipment charges, laboratory 'bench fees', library charges, etc.) of the research undertaken by Scholarship and Fellowship recipients will be met by the host institution. Applicants should confirm that such resources are in place to ensure the successful completion of their award.

2.2 Section 1B: Personal information

Tribal affiliation

This information is required for committee administration purposes.

Type of award (if applicable)

Please indicate the type of award if more than one option is given.

Employment intended or otherwise (if applicable)

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

Description of field of interest (if applicable)

Provide a brief description of your research field of interest.

Overview of previous experience (if applicable)

Provide a brief overview of previous research/work undertaken that is relevant to your application.

2.3 Section 1C: Career plans

Use no more than one page.

For **all** applicants, describe your background and potential; specifically, describe how the proposed award will support your career plans.

2.4 Section 1D: Academic support

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

2.5 Section 1E: Academic transcript

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

2.6 Section 1F: Standard CV - applicant

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

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

Part 1

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

Part 2

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

3. Module 2: Research information

(Note: for the research development awards, headings will differ)

Use no more than the 8-page limit to describe the proposed research using the headings provided. Include applicant's previous and current research where applicable.

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

Objectives and milestones

A list of Objectives & Milestones must be entered on HRC Gateway. Additional comment can be written in the form, either in the Health Significance or Design and Methods sections as appropriate.

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

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

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

Timelines

Include a timeline (preferably in the form of a Gantt chart) indicating how the research will be conducted over the duration of the contract.

Health significance

Include how your research is significant to health.

Research design and methods

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

Dissemination of results

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

Potential for realising health and economic gains for New Zealand

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

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

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

4. Module 3: References

Use the one-page limit for all applications.

Ensure this section starts on a new page.

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

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

5. Module 4: Budget and contract information

For **Postdoctoral Fellowships, Clinical Research Training Fellowship & Davis Fellowship only** use the budget Excel file.

5.1 Section 4A: Contract Information

For **Masters** and **PhD** applicants, outline costs associated with your study. Ensure that all costs associated with the scholarship are listed (fees, stipend, Tufungatika allowance, thesis binding etc). Provide an estimate of fees for study. Any costs not entered here cannot be claimed from the HRC if the application is successful.

Host institution

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

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

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

Justification of research staff

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

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

5.2 Section 4B: Previous/Current contracts and awards

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

5.3 Section 4C: Other support

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

Provide details of committed or potential co-funding.

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

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

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

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

5.5 Section 4E – 4F

Upload the completed HRC Excel file '2024 Pacific Health CDA Budget' for Sections 4E-4F. Please ensure both sections are included in the PDF version uploaded.

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

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

Use the NZ Standard CV template with default font from the HRC website. Do not exceed the page limits. The HRC will not accept any other form of CV.

The information provided in the CV **must be the same** as that provided elsewhere in the application and in the investigator's Gateway profile.

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

7. Module 6: Research classification

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

7.1 Section 6A ANZSRC and keywords

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

Enter keywords that categorise the research.

7.2 Section 6B Economic benefits

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

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

7.2 Section 6C Category and health issue

Portfolio mapping category

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

Mapping Category	Description	<input type="checkbox"/>
Biomedical		
Gene	Research into the genetic basis of disease, identification of genes involved. Linkage analysis falls here and not under clinical studies.	
Cell Biology	Analysis of molecular-level interactions. This includes protein-protein interactions, determination of the function of genes involved in diseases, and whole cell studies (e.g. immunological studies, transfections, <i>etc.</i>).	
Physiology	This includes all physiology and anatomy. Animal models of disease are included in this category, and studies on host-pathogen interactions.	
Diagnostics	This includes innovations, and the development/refinement of new or existing diagnostic tools.	
Pharmaceuticals /Treatments	This includes the development of new pharmaceuticals (drug design and development), as well as new treatments for diseases (e.g. vaccines, other therapies).	
Clinical		
Clinical Studies	Research involving human subjects. This excludes research in which samples from human subjects are used for fundamental biomedical research, such as genetic linkage analyses.	
Clinical Trials	Randomised clinical trials, usually randomised controlled clinical trials.	
Health Services		
Health Economics	Research into the cost-effectiveness of treatments/services <i>etc.</i>	
Clinical Services	This includes primary and secondary care services. Access to and appropriateness of services are also included, and safety of services and compensation. Macro-level analysis of health system changes falls into this area.	
Public Health		
Knowledge Resources	This includes all epidemiology, underpinning social science (qualitative and quantitative), development of tools and new methodologies, and development of indicators.	
Risk Factors	Research linking life experiences, behaviours, exposures <i>etc.</i> with health outcomes.	
Interventions	Research that includes the design and evaluation of interventions.	
At-Risk Populations	Includes research on specific population groups. These groups may be based on age, ethnicity, occupation, <i>etc.</i> Includes research using diagnostics in a particular group.	
Community services	Research around community-run services and community groups, e.g. Marae-based healthcare services.	

Health issue

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

Part D: Explanatory notes for Career Development Awards

Pacific Health Research Masters Scholarship

The HRC recognises that improvement in Pacific health and wellbeing continues to be one of the government's main health gain areas. The HRC contributes to improving Pacific health through funding and supporting high quality research and investing in the Pacific health research workforce.

Description

The above Scholarships are intended to provide 1 year of personal support for students completing the **research component** of a Masters degree. Applicants eligible to apply may come from any discipline, as long as the proposed research links to health and good health outcomes for Pacific. The applicant must be enrolled in the **final year** and undertaking the research component of their Masters degree that contributes to the HRC's mission of "benefiting New Zealand through health research".

Value

- The current value of the Masters Scholarship is \$20,000, to be used as a stipend to support the student.
- The academic host institution will be responsible for the administration of the scholarship.
- Activation of the contract for the award shall take place only upon proof of enrolment.
- Tuition fees appropriate to the proposed course of study for the institution at which the student is enrolled may be claimed from HRC, to be activated after enrolment.
- Successful applicants for a Pacific Health Research Masters Scholarship may apply for a Tufungatika allowance of \$1,000.

Eligibility

- Applicants must be New Zealand citizens or hold residency in NZ at the time of application and be of indigenous Pacific descent.
- Usually successful applicants will be enrolled fulltime for a Masters degree. The HRC will however consider other applications from students' enrolled part time on their individual merit. The Pacific Health Research Masters Scholarship will not be granted for a period longer than the equivalent of one-year fulltime, or a maximum of two years' part time.
- During the year of the Pacific Health Research Masters Scholarship, the student's only activity must be the conduct of research and the preparation of a thesis or dissertation. The research will take place over a full academic year. **Students undertaking courses involving completion of papers only are not eligible for the award.**
- Applicants, who have not yet enrolled for their proposed course of study but are intending to do so, may also apply for a Pacific Health Research Masters Scholarship, and in this case any award will be conditional on the applicant's successful enrolment.

Conditions of tenure

- The Masters applicant may only be enrolled at New Zealand University or other approved New Zealand tertiary institutions. Council also considers the suitability of the proposed department and research supervisor when applications are reviewed.
- It is a condition of receiving the award that you cannot hold other awards without the express permission of the HRC.
- Tenure of the masters Scholarship terminates on the date set out in the contract or on the date of examination (whichever comes first).
- The HRC expects that costs of the research undertaken by Pacific Health Masters Scholarship recipients will be borne by the host institution. Applicants should confirm that such resources are in place to ensure the successful completion of their award.
- Successful applicants have 4 months from the date of award to take up the scholarship.

Application review process

- Applications for Masters Scholarships will be assigned to the Pacific CDA Assessing Committee.
- As Scholarships and Fellowships are personal awards, HRC assessors will place equal emphasis on the candidate's potential development during the period of an award and the research project itself. Applicants should note that HRC awards are highly competitive and that all criteria will be considered to assure assessors that the intended programme is worthy of support.

Application assessment criteria

The following assessing criteria are used to guide committee members in the assessment of applications. Within each area anchor points are provided for scores of 7, 4 and 1.

A: Academic ability of applicant

- 7 The student has first-class qualifications and demonstrates consistently high grades. The student is technically and academically outstanding. The student will likely achieve success with distinction.
- 4 The student has a proven track record in being able to study; shows discipline and the ability to complete. The student is technically and academically able to achieve a qualification being sought if appropriate supports are put in place.
- 1 The student has secured at least a pass in the papers taken in their last year of study but there is some concern regarding academic performance. It is likely that the student will struggle to complete the course of study successfully.

B: Pacific health significance

- 7 The applicant has convincingly demonstrated that the proposed research: (a) has the potential to significantly advance knowledge relevant to the health of Pacific, or (b) comprehensively addresses a Pacific health priority, and (c) can be expected to contribute substantively to Pacific workforce development or intellectual capital.
- 4 The applicant has demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific, or (b) addresses a Pacific health priority, and (c) may contribute to Pacific workforce development or intellectual capital.
- 1 The applicant has NOT demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific, or (b) addresses a Pacific health priority, and (c) even if the research aims were met, there is little chance that the proposed research would contribute to Pacific workforce development or intellectual capital.

C: Pacific community links, health background and potential

- 7 The candidate is currently actively involved in a leadership capacity in relevant Pacific communities. The candidate demonstrates a comprehensive knowledge of the health or research sector. The candidate demonstrates a high level of commitment to a future in Pacific health research.

The applicant has the potential to make a significant contribution to the Pacific health research sector.

- 4 The candidate is involved in relevant Pacific and/or non-Pacific communities. The candidate is familiar with the health or research sector. The candidate is likely to pursue a career in health research.
- 1 The candidate is not involved in Pacific or non-Pacific communities. It is unlikely that investment in this candidate will benefit the Pacific health or research sector.

D: Design and methodology

- 7 The proposed research design and methodology are excellent. The methods and proposed analyses are very comprehensive and clearly appropriate. The applicants demonstrate full awareness of the relevant technical issues, and clearly incorporate culturally appropriate methods for data handling and involvement of Pacific

- participants. There is demonstration of the development of Pacific research methodologies.
- 4 The study design is adequate. There may be insufficient detail for parts of the method and proposed analyses, or the study would benefit significantly by improvements in one or more of these areas. There is an attempt to incorporate Pacific research methodologies.
- 1 The study design is unacceptable as proposed. Either the design is inappropriate, or there is no (or very little) detail on the methodology and proposed analyses. There is no evidence of the incorporation of Pacific research methodologies.

E: Suitable supervision

- 7 The supervisor(s) has outstanding skills necessary to guide this project. This consists of a mix of outstanding academic qualifications, research background, excellent topic-based knowledge and experience using the research design and methodology proposed to undertake the research. The supervisor(s) have sufficient time and funding available to support, direct and guide the student. The supervisor(s) has a high level of cultural competency in Pacific health issues.
- 4 The supervisor(s) has adequate topic-based knowledge and experience to the proposed research. They have appropriate academic qualifications and research background and some experience using the research design and methodology proposed. The supervisor(s) has some time and funding available to support, direct and guide the student. At least one of the supervisors is culturally competent in Pacific health issues.
- 1 The supervisor(s) has inadequate topic-based knowledge and/or inappropriate academic qualifications to guide the research. The supervisor(s) has little experience using the research design and methodology proposed. The supervisor(s) does not have sufficient time or funding available to support, direct and guide the student. The supervisor(s) does not have cultural competency in Pacific health issues.

Reporting

All HRC award recipients are required to submit annual progress reports to the HRC on HRC Gateway within a month of the anniversary of their start date. The end of contract report is required within three months of completion. Access to HRC Gateway is available to contracted investigators and their research office, who are responsible for submission of reports. Annual progress reporting includes disclosure of all of the Scholar's/Fellow's time commitments (HRC, other funders, teaching, clinical duties). The HRC reserves the right to require special reports at any time during the term of the Scholarship/Fellowship. Any awards that are extended beyond the original term will have additional reporting dates as notified on the amended contract.

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

Publications and publicity

Publications and any other publicity that result from research undertaken during the tenure of the Scholarship/Fellowship should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of a(n) '*award title*' from the Health Research Council of New Zealand".

Suspension

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

Intellectual property rights

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

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

Pacific Health Research PhD Scholarship

The HRC recognises that improvement in Pacific health and wellbeing continues to be one of the government's main health gain areas. The HRC contributes to improving Pacific health through funding and supporting high quality research and investing in the Pacific health research workforce.

Description

PhD scholarships in Pacific health research are intended to provide three years of personal support for students undertaking a PhD. Applicants eligible to apply may come from any discipline but must be enrolled for a PhD in a research field relevant to the HRC mission of “benefiting New Zealand through health research”.

Value

- The current value of the PhD scholarship is \$30,000 (tax free stipend) per annum.
- The academic host institution will be responsible for the administration of the Scholarship.
- Activation of the contract for the award shall take place only upon proof of enrolment.
- Tuition fees appropriate for the institution at which the student is enrolled may be claimed from the HRC, to be activated after enrolment.
- A one-off grant of \$10,000 will be allocated to successful applicants. These funds are to contribute towards the working expenses of the doctoral research. The working expenses will be paid to the host institution on a reimbursement basis.
- An allowance of up to \$550 for thesis production may be claimed from the HRC.
- The HRC agrees that a portion of this scholarship may be undertaken overseas, in agreement with the host institution and with the appropriate support and training in place. The HRC particularly supports training and research undertaken in Canada and Australia in accordance with the Tripartite Agreement. This must be fully justified, negotiated and detailed within the application.
- Successful applicants for a Pacific Health Research PhD Scholarship may apply for a Tufungatika allowance of \$3,000 over the tenure of the award.

Eligibility

- Applicants must be New Zealand citizens or hold residency in NZ at the time of application and be of indigenous Pacific descent.
- Usually applicants will be enrolled fulltime for a research-based degree at the doctoral level, usually a Doctor of Philosophy in a New Zealand University. The HRC will however consider applications from students enrolled in other doctoral research degrees or enrolled part time on their individual merit. The PhD scholarship will not be granted for a period longer than the equivalent of three years fulltime. Please note, programmes of study where the primary focus is a clinical practice qualification rather than advancing the individual's research skills do not meet the PhD grant requirements.
- Applicants, who have not yet enrolled for their proposed course of study but are intending to do so, may apply for a PhD scholarship. In this case any award will be conditional on the applicant's successful enrolment.

Conditions of tenure

- The PhD applicant may only be enrolled at New Zealand Universities or other approved New Zealand tertiary institutions. Council also considers the suitability of the proposed department and research supervisor when applications are reviewed. In exceptional circumstances, it is possible that part of the training could be carried out at an overseas institution.

- Tenure of the Pacific Health PhD Scholarship terminates on the date set out in the contract or on the date of the oral examination (whichever comes first).
- It is a condition of receiving the award that you cannot hold other awards without the express permission of the HRC.
- The Council will use its discretion in determining conditions for co-tenure with other awards. The upper limit of a co-tenured award cannot exceed \$30,000 stipend per annum. Any additional award that increases the stipend to more than \$30,000 will require a dollar for dollar reduction in the emolument of the PhD scholarship.
- An applicant may not hold other positions of emolument without the express permission of the Council. Normally this permission will be given in respect of teaching duties, not exceeding 400 hours in a calendar year, which have the approval of the research supervisor.
- The HRC expects that costs of the research undertaken by PhD scholarship recipients will be borne by the host institution. Applicants should confirm that such resources are in place to ensure the successful completion of their award. The prospective PhD applicant may, through their host institution, submit a proposal in the HRC funding round to cover the costs of undertaking their research project. Applicants should understand however that such funding is contestable and not guaranteed.
- Successful applicants have 4 months from the date of award to take up the scholarship
- Please note that in the event that an applicant submits their PhD prior to the original contract end date, the HRC will agree to continue support until either the PhD is conferred, or the term of the award has expired (whichever comes first).

Application review process

- Applications for PhD Scholarships will be assigned to the Pacific CDA Assessing Committee.
- As Scholarships and Fellowships are personal awards, HRC assessors will place equal emphasis on the candidate's potential development during the period of an award and the research project itself. Applicants should note that HRC awards are highly competitive and that all criteria will be considered to assure assessors that the intended programme is worthy of support.

Application assessment criteria

The following assessing criteria are used to guide committee members in the assessment of applications. Within each area anchor points are provided for scores of 7, 4 and 1.

A: Academic ability of applicant

- | | |
|---|--|
| 7 | The student has first-class qualifications and demonstrates consistently high grades. The student is technically and academically outstanding. The student will likely achieve success with distinction. |
| 4 | The student has a proven track record in being able to study; shows discipline and the ability to complete. The student is technically and academically able to achieve a qualification being sought if appropriate supports are put in place. |
| 1 | The student has secured at least a pass in the papers taken in their last year of study but there is some concern regarding academic performance. It is likely that the student will struggle to complete the course of study successfully. |

B: Pacific health significance

- | | |
|---|---|
| 7 | The applicant has convincingly demonstrated that the proposed research: (a) has the potential to significantly advance knowledge relevant to the health of Pacific, or (b) comprehensively addresses a Pacific health priority, and (c) can be expected to contribute substantively to Pacific workforce development or intellectual capital. |
| 4 | The applicant has demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific, or (b) addresses a Pacific health priority, and (c) may contribute to Pacific workforce development or intellectual capital. |
| 1 | The applicant has NOT demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific, or (b) addresses a Pacific health priority, and (c) even if the research aims were met, there is little |

chance that the proposed research would contribute to Pacific workforce development or intellectual capital.

C: Pacific community links, health background and potential

- 7 The candidate is currently actively involved in a leadership capacity in relevant Pacific communities. The candidate demonstrates a comprehensive knowledge of the health or research sector. The candidate demonstrates a high level of commitment to a future in Pacific health research. The applicant has the potential to make a significant contribution to the Pacific health research sector.
- 4 The candidate is involved in relevant Pacific and/or non-Pacific communities. The candidate is familiar with the health or research sector. The candidate is likely to pursue a career in health research.
- 1 The candidate is not involved in Pacific or non-Pacific communities. It is unlikely that investment in this candidate will benefit the Pacific health or research sector.

D: Design and methodology

- 7 The proposed research design and methodology are excellent. The methods and proposed analyses are very comprehensive and clearly appropriate. The applicants demonstrate full awareness of the relevant technical issues, and clearly incorporate culturally appropriate methods for data handling and involvement of Pacific participants. There is demonstration of the development of Pacific research methodologies.
- 4 The study design is adequate. There may be insufficient detail for parts of the method and proposed analyses, or the study would benefit significantly by improvements in one or more of these areas. There is an attempt to incorporate Pacific research methodologies.
- 1 The study design is unacceptable as proposed. Either the design is inappropriate, or there is no (or very little) detail on the methodology and proposed analyses. There is no evidence of the incorporation of Pacific research methodologies.

E: Suitable supervision

- 7 The supervisor(s) has outstanding skills necessary to guide this project. This consists of a mix of outstanding academic qualifications, research background, excellent topic-based knowledge and experience using the research design and methodology proposed to undertake the research. The supervisor(s) have sufficient time and funding available to support, direct and guide the student. The supervisor(s) has a high level of cultural competency in Pacific health issues.
- 4 The supervisor(s) has adequate topic-based knowledge and experience to the proposed research. They have appropriate academic qualifications and research background and some experience using the research design and methodology proposed. The supervisor(s) has some time and funding available to support, direct and guide the student. At least one of the supervisors is culturally competent in Pacific health issues.
- 1 The supervisor(s) has inadequate topic-based knowledge and/or inappropriate academic qualifications to guide the research. The supervisor(s) has little experience using the research design and methodology proposed. The supervisor(s) does not have sufficient time or funding available to support, direct and guide the student. The supervisor(s) does not have cultural competency in Pacific health issues.

Reporting

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

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

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

Publications and publicity

Publications and any other publicity that result from research undertaken during the tenure of the Scholarship/Fellowship should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of a(n) '*award title*' from the Health Research Council of New Zealand".

Suspension

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

Intellectual property rights

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

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

Pacific Health Clinical Research Training Fellowship (CRTF)

The Pacific Clinical Research Training Fellowship is awarded to suitably qualified health professionals such as medical and dental graduates, psychologists, nurses and other clinical researchers to enable them to undertake specialised or further clinical research training in fields relevant to the goals and objectives of the HRC mission of "benefiting New Zealand through health research".

Description

A Pacific Clinical Research Training Fellowship provides broad research training that will combine academic course work and/or a thesis-based degree, with on the job research experience and training within a multidisciplinary research group. The award is particularly suited to Pacific health professionals seeking additional training for a career in a new clinical research discipline within New Zealand. From time to time the HRC may, in addition, offer Fellowships in designated priority areas in order to develop a particular clinical research discipline.

Value

- The Fellowship provides up to \$80,000 per annum to the Fellow's stipend and University fees, and research costs of \$20,000 for a three-year full-time study at a maximum value of \$260,000. Shorter terms will be valued at a pro rata value. A four-year part-time Fellowship is permitted at the maximum value of \$260,000.
- The value of the stipend is based on the recipient's qualifications and research experience and will be set by the University.
- Fellowship funds must not be used to contribute to any type of cost that is prohibited in the HRC 'Rules for Permissible Use of Research Funding and Operation of Contracts', academic supervision costs, overhead charges, fees for examinations or subscriptions to professional colleges.

Note that each recipient agrees to the stated FTE% contribution and that funding to any recipient from any source will not exceed 100% FTE.

Eligibility

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

Conditions of tenure

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

Application Review Process

- Applications for the Pacific Clinical Research Training Fellowship will be assigned to the Pacific CDA Assessing Committee.
- As Scholarships and Fellowships are personal awards, HRC assessors will place equal emphasis on the applicant's potential development during the period of an award and the research project itself. Applicants should note that HRC awards are highly competitive and that all criteria will be considered to assure assessors that the intended programme is worthy of support.

Application assessment criteria

The following assessing criteria are used to guide committee members in the assessment of applications. Within each area anchor points are provided for scores of 7, 4 and 1.

A: Person characteristics

- 7 The applicant has first-class qualifications and demonstrates consistently high grades. The applicant is technically and academically outstanding. The applicant will likely achieve success with distinction.

- 4 The applicant has a proven track record in being able to study; shows discipline and the ability to complete. The applicant is technically and academically able to achieve a qualification being sought if appropriate supports are put in place.
- 1 The applicant has secured at least a pass in the papers taken in their last year of study but there is some concern regarding academic performance. It is likely that the applicant will struggle to complete the course of study successfully.

B: Research environment

- 7 The applicant is extremely well supported in terms of mentorship and personal development.
The mentor(s) are able to provide comprehensive advice and support for the applicant. The mentor(s) have a high level of cultural competency in Pacific health issues. The applicant is based within a highly supportive environment.
- 4 The applicant has support in terms of mentorship and personal development. The mentor(s) are able to provide some level of advice and support for the applicant. The mentor(s) have some level of cultural competency in Pacific health issues. The applicant is based within a supportive environment.
- 1 The applicant has inadequate support in terms of mentorship and personal development. The mentor(s) (if included) are inappropriate for the research and unlikely to be able to provide advice and support. The mentor(s) do not have cultural competency in Pacific health issues. The applicant is not based within a supportive environment.

C: Rationale, design and methods

- 7 The proposed research design and methodology are excellent. The methods and proposed analyses are very comprehensive and clearly appropriate. The applicants demonstrate full awareness of the relevant technical issues, and clearly incorporate culturally appropriate methods for data handling and involvement of Pacific participants. There is demonstration of the development of Pacific research methodologies.
- 4 The study design is adequate. There may be insufficient detail for parts of the method and proposed analyses, or the study would benefit significantly by improvements in one or more of these areas. There is an attempt to incorporate Pacific research methodologies.
- 1 The study design is unacceptable as proposed. Either the design is inappropriate, or there is no (or very little) detail on the methodology and proposed analyses. There is no evidence of the incorporation of Pacific research methodologies.

D: Pacific health significance

- 7 The applicant has convincingly demonstrated that the proposed research: (a) has the potential to significantly advance knowledge relevant to the health of Pacific peoples, or (b) comprehensively addresses a Pacific health priority, and (c) can be expected to contribute substantively to Pacific workforce development or intellectual capital.
- 4 The applicant has demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific peoples, or (b) addresses a Pacific health priority, and (c) may contribute to Pacific workforce development or intellectual capital.
- 1 The applicant has NOT demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific peoples, or (b) addresses a Pacific health priority, and (c) even if the research aims were met, there is little chance that the proposed research would contribute to Pacific workforce development or intellectual capital.

Pacific Health Research Postdoctoral Fellowship

The HRC recognises that improvement in Pacific health and wellbeing continues to be one of the government's main health gain areas. The HRC contributes to improving Pacific health through funding and supporting high quality research and investing in the Pacific health research workforce.

Description

All Postdoctoral Fellowships offered in Pacific health research are intended for the support of outstanding graduates who have recently completed a degree at doctoral level and who propose to conduct research in scientific fields of relevance to the HRC mission of “benefiting New Zealand through health research”. Their purpose is to provide support for up to four years for researchers to gain further experience in their chosen fields and for them to become established as an independent researcher. Where appropriate, the Fellowship could include a period of up to two years of training that is undertaken overseas.

Postdoctoral Fellowships are available to applicants from all disciplines. Applicants can still apply for a Pacific Health Research Postdoctoral Fellowship if their research is in a different area than the four outlined, however the proposed research must link to health and demonstrate good health outcomes for Pacific.

Value

- For all postdoctoral fellowships offered the current value of the Fellowship is based on the recipient’s qualifications and research experience in regard to salary levels set by the University. This usually equates with the academic salary scale of LG1-LG4, (or LM1-LM4 for applicants who hold an MBChB, BDS or equivalent degree). Salary scales vary from institution to institution. Please contact your host institution for the appropriate salary scale.
- The HRC will provide a grant of up to \$105,000 for research expenses associated with the research. The applicant must submit a detailed budget on the appropriate excel budget form.
- The HRC will provide an annual allowance of \$2,500 to travel to a scientific meeting.
- The HRC will pay ACC levies proportionate to the Fellowship.
- If a portion of this Fellowship is partly undertaken overseas, an adjustment for cost of living may be made. This adjustment will be indexed to a value of US\$25,000 per annum. Please note the exact sum will be determined by, and vary in accordance with the exchange rate. The HRC particularly supports training and research undertaken in Canada and Australia in accordance with the Tripartite Agreement.
- Successful applicants for a Postdoctoral Fellowship in Pacific health research may apply for a Tufungatika allowance of \$3000 over the tenure of the Fellowship.
- Provided Fellows meet their host institution rules for entry they may apply to join the superannuation scheme administered by their host. Any Fellow who prior to commencing their HRC award is a member of a superannuation scheme administered by their host institution will be eligible to continue in that scheme. Employer contributions will be paid by the HRC.

Eligibility

- Applicants must be New Zealand citizens or hold residency in NZ at the time of application and be of indigenous Pacific descent.
- Applicants must hold the degree of Doctor of Philosophy or an equivalent degree. Although applications will be received from persons who have not received results of their thesis examination, the award and commencement of the Fellowship will be conditional on awarding of the degree. The thesis must be submitted for examination at the time of application. Written confirmation will be requested.
- Applicants should not normally have had more than five years' postdoctoral experience.
- Applications for Postdoctoral Fellowships in Pacific health are open to individuals with a proven track record of research in the area of Pacific health development.

Conditions of tenure

- Usually successful applicants will be involved in fulltime research. The HRC will however, consider applicants wishing to undertake part-time research on their individual merit. In the case of part-time Fellowships, applicants must be involved in research for a minimum of 0.5FTEs and the maximum duration of the Postdoctoral Fellowship will remain at four years.

Fellowships will be reviewed annually and will be renewed subject to provision of satisfactory annual progress reports.

- Postdoctoral Fellowships in Pacific health research are tenable within New Zealand universities, hospitals or other research institutions approved by Council. The institution, department and supervisor must be approved by the HRC and should not usually be the department or institution in which the research leading to the award of a doctorate was performed.
- Postdoctoral Fellowship awards will be administered through the host institution. Fellows are employees of the host institution and the general conditions of the appointment are those of that institution.
- Tenure of the Pacific Health Postdoctoral Fellowship terminates on the date set out in the contract.
- The HRC expects that costs of the research undertaken by Postdoctoral Fellowship recipients will be borne by the host institution. Applicants should confirm that such resources are in place to ensure the successful completion of their award. The prospective Postdoctoral Fellow may, through their host institution, submit a proposal in the HRC funding round to cover the costs of undertaking their research project. Applicants should understand however that such funding is contestable and not guaranteed.
- Fellows may undertake limited clinical and teaching duties relevant to their research to a maximum of 400 hours in a calendar year. They may accept remuneration for such duties. Except in relation to approved limited clinical and teaching duties, Postdoctoral Fellows may not receive remuneration for other work without the permission of the Council.
- Other forms of awards may not be held in conjunction with a Postdoctoral Fellowship without the permission of the HRC.
- Fellows may not enter examinations for higher qualifications during tenure of their Fellowship without permission of the HRC.
- Successful applicants have 4 months from the date of the award to take up the Fellowship. This will be enforced unless a written request is submitted from the host institution and confirmed by the HRC. Only exceptional circumstances will be accepted.

Application review process

- Applications for Postdoctoral Fellowships will be assigned to the Pacific CDA Assessing Committee.
- As Scholarships and Fellowships are personal awards, HRC assessors will place equal emphasis on the candidate's potential development during the period of an award and the research project itself. Applicants should note that HRC awards are highly competitive and that all criteria will be considered to assure assessors that the intended programme is worthy of support.

Application assessment criteria

The following assessing criteria are used to guide committee members in the assessment of applications. Within each area anchor points are provided for scores of 7, 4 and 1.

A: Academic ability of applicant

- | | |
|---|---|
| 7 | The applicant has outstanding first-class qualifications and some post-doctoral research experience. The applicant is likely to achieve success with distinction. |
| 4 | The applicant has a reasonable standard of qualifications and some post-doctoral research experience. The applicant is likely to succeed with the research project. |
| 1 | The applicant has only a minimum level of qualifications and there is some concern regarding academic performance. It is likely that the applicant will struggle to complete the research project successfully. |

B: Pacific health significance

- | | |
|---|---|
| 7 | The applicant has convincingly demonstrated that the proposed research: (a) has the potential to significantly advance knowledge relevant to the health of Pacific, or (b) comprehensively addresses a Pacific health priority, and (c) can be expected to contribute substantively to Pacific workforce development or intellectual capital. |
|---|---|

- 4 The applicant has demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific, or (b) addresses a Pacific health priority, and (c) may contribute to Pacific workforce development or intellectual capital.
- 1 The applicant has NOT demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific, or (b) addresses a Pacific health priority, and (c) even if the research aims were met, there is little chance that the proposed research would contribute to Pacific workforce development or intellectual capital.

C: Pacific community links, health background and potential

- 7 The candidate is currently actively involved in a leadership capacity in relevant Pacific communities. The candidate demonstrates a comprehensive knowledge of the health or research sector. The candidate demonstrates a high level of commitment to a future in Pacific health research. The applicant has the potential to make a significant contribution to the Pacific health research sector.
- 4 The candidate is involved in relevant Pacific and/or non-Pacific communities. The candidate is familiar with the health or research sector. The candidate is likely to pursue a career in health research.
- 1 The candidate is not involved in Pacific or non-Pacific communities. It is unlikely that investment in this candidate will benefit the Pacific health or research sector.

D: Design and methodology

- 7 The proposed research design and methodology are excellent. The methods and proposed analyses are very comprehensive and clearly appropriate. The applicant demonstrates full awareness of the relevant technical issues, and clearly incorporates culturally appropriate methods for data handling and involvement of Pacific participants. There is demonstration of the development of Pacific research methodologies.
- 4 The study design is adequate. There may be insufficient detail for parts of the method and proposed analyses, or the study would benefit significantly by improvements in one or more of these areas. There is an attempt to incorporate Pacific research methodologies.
- 1 The study design is unacceptable as proposed. Either the design is inappropriate, or there is no (or very little) detail on the methodology and proposed analyses. There is no evidence of the incorporation of Pacific research methodologies.

E: Career development and support

- 7 The applicant is extremely well supported in terms of mentorship and personal development. The mentor(s) are able to provide comprehensive advice and support for the applicant. The mentor(s) have a high level of cultural competency in Pacific health issues. The applicant is based within a highly supportive environment.
- 4 The applicant has support in terms of mentorship and personal development. The mentor(s) are able to provide some level of advice and support for the applicant. The mentor(s) have some level of cultural competency in Pacific health issues. The applicant is based within a supportive environment.
- 1 The applicant has inadequate support in terms of mentorship and personal development. The mentor(s) (if included) are inappropriate for the research and unlikely to be able to provide advice and support. The mentor(s) do not have cultural competency in Pacific health issues. The applicant is not based within a supportive environment.

Reporting

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

The HRC reserves the right to require special reports at any time during the term of the Scholarship/Fellowship. Any awards that are extended beyond the original term will have additional reporting dates as notified on the amended contract. All reports will be reviewed and the HRC reserves the right to suspend or terminate the Scholarship/Fellowship should progress be unsatisfactory.

Publications and publicity

Publications and any other publicity that result from research undertaken during the tenure of the Scholarship/Fellowship should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of a(n) '*award title*' from the Health Research Council of New Zealand".

Suspension

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

Intellectual property rights

The HRC has published guidelines on implementing research, including an intellectual property policy, on the HRC website. As provided in the Fifth Schedule of the HRC Research Contract, new intellectual property resulting from HRC-funded research is owned by the host organisation. Investigators should read the provisions of the contract to understand their obligations with respect to ownership and application of new intellectual property from HRC-funded research.

Sir Thomas Davis Te Patu Kite Rangi Ariki Health Research Fellowship

The Sir Thomas Davis Te Patu Kite Rangi Ariki Health Research Fellowship recognises the contributions that Sir Davis LLD honoris causa, DTM and H, MBChB, MPH, MD honoris causa, made to clinical practice and biomedical and public health research, in a distinguished career spanning 62 years in the Cook Islands, New Zealand and the United States. Sir Davis was born on the island of Rarotonga on June 11, 1917 and educated at King's College in Auckland. He gained his medical degree at Otago in 1945 before returning to the Cook Islands where he was the chief medical officer from 1949. After working in the Cook Islands for several years he carried out further studies at Harvard University and completed a Masters of Public Health. He worked for various sections of the USA armed forces as a research physiologist before joining the National Aeronautics and space Administration (NASA) to work on the space programme. During an academic career, that covered a wide range of scientific subjects, including biomedical aspects of the space programme, he published two books and more than 60 scientific papers. Sir Davis was knighted in 1981. He was the Prime Minister of the Cook Islands from 1978 to 1987. In 2005, the University of Otago awarded him an honorary Doctor of Laws degree.

Objectives

- The Davis Fellowship has been established to support high-quality Pacific health research in priority areas that will contribute towards achieving better health outcomes for Pacific people, families and communities. The Fellowship will provide support for up to three years for a researcher whose field has the potential to contribute to both the health and economic goals for the government's investment in research, science and technology. the HRC mission of "benefiting New Zealand through health research"
- The Fellowship is intended to support emerging Pacific researchers who have demonstrated outstanding potential to develop into highly-skilled researchers, able to initiate new avenues of investigation.
- Successful candidates are likely to have published papers in their chosen area in journals and should be able to demonstrate their ability to carry out independent research. HRC assessors will look to place more emphasis on the candidate and their potential development during the

period of an award than on the research project itself. However, applicants should note that HRC Pacific awards are highly competitive and that all criteria will be considered to assure assessors that the intended research project is worthy of support.

Value

- This year the total value of the Fellowship package is \$600,000 of up to 4 years.
- The HRC will pay \$500,000 per to the Fellow's host institution for salary other costs associated with the Fellowship (e.g. ACC levies, employer's contribution to superannuation). It is expected that Fellows are appointed within an academic salary scale of LG5-SLG1, or LM5-SLM1 for those who may hold an MBChB, BDS or equivalent degree. Please contact your proposed host institution for the appropriate salary scale.
- The HRC will also provide a total of \$100,000 for research expenses over the 4-year period.
- Each recipient shall agree to the stated FTE% contribution, and funding to any recipient from any source shall not exceed 100 FTE%.

Eligibility

- Applicants should be New Zealand citizens or hold New Zealand residency at the time of application, and be of indigenous Pacific descent.
- Applicants must have held a PhD or an equivalent degree for a minimum of 6 years but no more than 10 years. The applicant's track record is assessed relative to opportunity.
- Applicants who have been awarded more than one HRC Project as First Named Investigator, or equivalent support (value/term) are not eligible.
- Usually, successful applicants will be involved full-time in research. The HRC will however consider applicants wishing to undertake part-time research. In this case, applicants must be involved in research for a minimum of 0.5 FTE and the maximum duration of the Research Fellowship will be 4 years.

Conditions of tenure

- Fellowships are tenable within New Zealand universities, hospitals or other research institutions approved by Council. The institution and department must be approved by the HRC.
- Fellowships will be administered through the host institution. Fellows are employees of the host institution and the general conditions of the appointment are those of the institution.
- Other forms of awards may not be held in conjunction with the Fellowship without the permission of the HRC.
- Fellows may not enter examinations nor enrol for higher qualifications during tenure of their Fellowship without permission of the HRC.
- Fellowships are subject to the terms and conditions of research contracts as set out in the document 'HRC Rules: Permissible Use of Research Funding and Operation of Contracts'.

Application review process

- Applications for the Sir Thomas Davis Fellowship will be assigned to the Pacific CDA Assessing Committee.
- As Scholarships and Fellowships are personal awards, HRC assessors will place equal emphasis on the applicant's potential development during the period of an award and the research project itself. Applicants should note that HRC awards are highly competitive and that all criteria will be considered to assure assessors that the intended programme is worthy of support.

Assessment criteria

The following assessing criteria are used to guide committee members in the assessment of applicants during the interview. Each application is scored on a 7-point scale for each of the scoring criteria:

Suitability of the Applicant	Evidence of the applicant's commitment to establish an independent research career; the extent to which the research proposal represents an independent research stream; the applicant's ability to take overall responsibility for the work to be completed; the applicant's plan for developing an independent research programme, stemming from the research proposal; the quality of the applicant's track record, based not only on quantity of publications but on the applicant's PhD, prizes and scholarships, and other academic achievements. Track record is assessed relative to opportunity; the nature and level of support provided by the applicant's mentors and colleagues.
Rationale for Research	Potential for health gains in the Pacific community; significance of health issue; potential to advance knowledge and address an important gap; aims and hypotheses build on existing knowledge; and originality of the approach.
Design and Methods	Appropriateness of the research design and methods chosen; the validity of the proposed analyses; and the feasibility of attaining the statistical power sought (if appropriate). Patient safety issues well managed.
Research Impact	Advance one or more of the Investment Signal goals, (six goals for RHM); contribution to increased knowledge, health, social and/or economic gains; importance of potential outcomes; and pathway for knowledge transfer.

The 7-point word ladder assists scoring according to the descriptors:

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

Weighting of scoring criteria

The Pacific CDAC will use the 7-point scale, but the Suitability of the Applicant score will be given a 40% weighting and other three criteria will be worth 20% each.

As Scholarships and Fellowships are personal awards, the weighting places more emphasis on the candidates. However, applicants should note that HRC awards are highly competitive and that all criteria will be considered.

Criteria	Points	% score
Suitability of the Applicant	7	40
Rationale for Research	7	20

Design and Methods	7	20
Research Impact	7	20
Total Score	28	100

At the Assessment meeting

The Assessing Committee meeting format is as follows:

- Declaration of conflicts of interests 1 min
- Committee reviewer comments 3 min
- Group discussion and confirm questions for applicants 5 min
- Interview each of the shortlisted applicants 15 min
- Group discussion 5 min
- Scoring 1 min
- Note review summary points 2 min

Discussion time for each application will be limited to approximately 32 minutes, including the interview. The CDAC Chair must ensure a fair round-table discussion takes place.

Applications will be re-scored independently and the HRC Research Manager will calculate a final ranking from the new scores and present the ranking to the CDAC.

Reporting

All recipients are required to submit a supplementary report at the completion of their award. Further details of the reporting requirements will be provided to successful applicants at the commencement of their award.

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

Publications and publicity

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

Suspension

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

Intellectual property rights

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

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

Part E: Explanatory notes for Research Development Awards

Pacific Health Research Summer Studentship Award

The HRC recognises that improvement in Pacific health and wellbeing continues to be one of the government's main health gain areas. The HRC contributes to improving Pacific health through funding and supporting high quality research and investing in the Pacific health research workforce.

Description

Summer Studentships are primarily aimed at undergraduate level and are available to introduce research to those students who have had no or very limited research experience and have the potential to develop in a career that may involve Pacific health research. Applications are now sought from students undertaking health related courses wishing to be involved in a Pacific health research project over the summer vacation. Applicants must be New Zealand citizens or hold residency in NZ at the time of application and be of indigenous Pacific descent.

Selection will be based on the potential of the student, health research career aspirations, previous or current involvement in Pacific health and or research as well as the quality of their intended supervision. Supervisors should be a suitable role model, with a clearly demonstrated record of publication in health research and the necessary time, interest and enthusiasm to give to the student (maximum 2 students per supervisor). The project should be a distinct piece of research that is achievable within the period of the studentship (usually ten weeks). The studentship should involve some training in research methodology and report writing and the student is encouraged to present the results of the research at a seminar and/or by publication. It is both the student and the supervisor joint responsibility to ensure that the project is completed on time.

If ethics approval is required for the summer studentship, it is the supervisor's responsibility to ensure that this is obtained at the time an application is submitted for consideration. Otherwise, students are advised to select a project that does not require ethics approval.

Research projects should be related directly to the health of Pacific communities with the precise topic to be determined by the applicant and their supervisor.

Please note:

- The application with the exception of the supervisor's details must be completed by the student.
- A witnessed/signed copy of the student's academic record (not the original) is required along with the application.
- If two students are applying under the same supervisor or project, the tasks associated, learning outcomes and/or detail in the application must differ as much as possible for each student (duplicate copies of the same application will not be accepted); and
- The application must be signed by the supervisor to confirm that he/she supports the application.
- The application must be signed by the host institution (if not university based) or research/scholarships office.
- The value of award is \$7,500; half will be allocated at the outset of the studentship, with the remaining amount paid when the report is received and approved.

Application assessment criteria

The following assessing criteria are used to guide committee members in the assessment of applications. Within each area anchor points are provided for scores of 7, 4 and 1.

A: Academic ability

- 7 The student demonstrates consistently high grades. The student is technically and academically outstanding. The student will likely achieve success with distinction.

- 4 The student has a proven track record in being able to study; shows discipline and the ability to complete. The student is technically and academically able to achieve aims and objectives being sought if appropriate supports are put in place.
- 1 The student has secured at least a pass in the papers taken in their last year of study but there is some concern regarding academic performance. It is likely that the student will struggle to complete the course of study successfully.

B: Pacific health significance

- 7 The applicant has convincingly demonstrated that the proposed research experience: (a) has the potential to significantly advance knowledge relevant to the health of Pacific, or (b) comprehensively addresses a Pacific health priority, and (c) can be expected to contribute substantively to Pacific workforce development or intellectual capital.
- 4 The applicant has demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific, or (b) addresses a Pacific health priority, and (c) may contribute to Pacific workforce development or intellectual capital.
- 1 The applicant has NOT demonstrated that the proposed research: (a) has the potential to advance knowledge relevant to the health of Pacific, or (b) addresses a Pacific health priority, and (c) even if the research aims were met, there is little chance that the proposed research would contribute to Pacific workforce development or intellectual capital.

C: Design & methodology

- 7 The proposed research design and methodology are excellent. The methods and proposed analyses are very comprehensive and clearly appropriate. The applicant demonstrates full awareness of the relevant technical issues, and clearly incorporates culturally appropriate methods for data handling and involvement of Pacific participants. There is demonstration of the development of Pacific research methodologies.
- 4 The study design is adequate. There may be insufficient detail for parts of the method and proposed analyses, or the study would benefit significantly by improvements in one or more of these areas. There is an attempt to incorporate Pacific research methodologies.
- 1 The study design is unacceptable as proposed. Either the design is inappropriate, or there is no (or very little) detail on the methodology and proposed analyses. There is no evidence of the incorporation of Pacific research methodologies.

D: Suitable supervision

- 7 The supervisor(s) has outstanding skills necessary to guide this project. This consists of a mix of outstanding academic qualifications, research background, excellent topic based knowledge and experience using the research design and methodology proposed to undertake the research. The supervisor(s) have sufficient time and funding available to support, direct and guide the student. The supervisor(s) has a high level of cultural competency in Pacific health issues.
- 4 The supervisor(s) has adequate topic-based knowledge and experience to the proposed research. They have appropriate academic qualifications and research background and some experience using the research design and methodology proposed. The supervisor(s) has some time and funding available to support, direct and guide the student. At least one of the supervisors is culturally competent in Pacific health issues.
- 1 The supervisor(s) has inadequate topic based knowledge and/or inappropriate academic qualifications to guide the research. The supervisor(s) has little experience using the research design and methodology proposed. The supervisor(s) does not have sufficient time or funding available to support, direct and guide the student. The supervisor(s) does not have cultural competency in Pacific health issues.

Reporting

All recipients are required to submit a supplementary report at the completion of their award. Further details of the reporting requirements will be provided to successful applicants at the commencement of their award.

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

Publications and publicity

Publications and any other publicity that result from research undertaken during the tenure of the Scholarship/Fellowship should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of a(n) *'award title'* from the Health Research Council of New Zealand".

Suspension

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

Intellectual property rights

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

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

Pacific Health Research Knowledge Translation Grant

The HRC recognises that improvement in Pacific health and wellbeing continues to be one of the government's main health gain areas. The HRC contributes to improving Pacific health through funding and supporting high quality research and investing in the Pacific health research workforce.

Description

Knowledge translation grants are available for dissemination of research which key stakeholders (e.g. iwi, community, health providers, Ministry of Health) have identified as important for future use including policy and health service development. The HRC recognises the importance of dissemination and the various forms it can take on dependent on the target audience. Dissemination is the purpose of this grant and can include taking specified information from the research and making a publication that is better suited to the needs of an intended audience. It can include a hui publication of a report or book and can focus on specific elements aimed at particular iwi/age or gender groups and/or at a particular health area (e.g. oral health, nutrition, cultural safety guidelines for a specific health provider centre, customary healing practices of a specified hapū or iwi). The grant can also be used to develop a health related website/page however; its primary purpose will need to be dissemination of health or research related information/publications that have emerged from health research undertaken.

Knowledge Translation Grants are not available for;

- Publication of a thesis
- Presenting results of a research project or travel to an intended conference as these should be funded as part of the original research proposal

- Tufungatika expenses as a Tufungatika allowance is paid as part of all HRC Pacific awards
- Topping up any shortfall in an existing HRC research contract. This is the responsibility of the host institution or
- To undertake research.

Value

Funds of up to \$5,000 are available.

Tenure

Successful applicants will have 4 months from the date of award to take up the Grant and a further 6 months to submit copies of the publication to the HRC.

Eligibility

Applicants must be New Zealand citizens or hold residency in New Zealand at the time of application and be of indigenous Pacific descent.

Application assessment criteria

The following assessing criteria are used to guide committee members in the assessment of applications.

A: Rationale

The purpose of the grant is justifiable because:

- It contributes to Pacific health gains
- Use of the funds is clear, well documented and supported
- Represents value for money
- The intended audience is clearly identified in the application.

B: Dissemination technique fits with the criteria

The information disseminated:

- Has been identified as important to the intended audience or other key stakeholder
- Will clearly benefit the intended audience
- Is in a different format than that of the original research findings or outcomes (if appropriate)
- Is health and or research related.

C: Track record of the applicant

The candidate:

- Is currently actively involved in relevant Pacific communities.
- demonstrates a comprehensive knowledge of the health or research
- Has a commitment to Pacific health.

Submission of final copies

All award recipients are required to submit both a hard copy of their publication or website/page information and an electronic (PDF) copy to the HRC within six months of receiving the award. It is an expectation that publications will have an International Standard Book Number (ISBN) which can be obtained at no cost through the following link <http://www.natlib.govt.nz/services/get-advice/publishing/isbn>. An ISBN allows for greater dissemination throughout New Zealand and is also useful for the applicants as part of their publication list.

All successful applicants will need to fill in the Final Report Submission Cover Sheet to be included with the copies of the publications and or printouts of website/page information.

Publications and publicity

Publications and any other publicity that result from research undertaken during the tenure of the Scholarship/Fellowship should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of a(n) '*award title*' from the Health Research Council of New Zealand".

Suspension

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

Intellectual property rights

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

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

Version information

This section provides a document history

Title	2024 Pacific Health Research Career Development Awards (CDA) Application Guidelines.
Version/Issue Date/Status	May 2023/published
Supersedes Version/Issued on	May 2022
Description of changes	Updated with reference to 2024 CDA round.
Prepared by	Manager, Pacific Health Research
Approved by	Director, Research Investment & Contracts
File name	2024 Pacific Health CDA Application Guidelines.doc