



August 2023

2024 PACIFIC HEALTH RESEARCH EMERGING LEADER FELLOWSHIP APPLICATION GUIDELINES

To use with the following form:

**2024 Pacific Health Research Emerging
Leader Fellowship Application Form**

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Part A: What is a Pacific Health Research Emerging Leader Fellowship?

1. Introduction

The Pacific Health Research Emerging Leader Fellowships are intended to help build a thriving Pacific health research workforce and high-quality research in Aotearoa New Zealand. The fellowships will provide support for the development of mid- to senior-career Pacific researchers who have a demonstrated track record and potential for leadership in Pacific health and wellbeing research.

Research proposals should represent an independent research stream, with the applicant able to take overall responsibility for the work to be completed.

An emerging leader is:

“Someone who has demonstrated contribution to Pacific health research and, through a clear development pathway, has exceptional potential to develop into a leader in their field”.

Overarching requirements for emerging leaders in any discipline are demonstrated research capability and a desire to assume leadership responsibilities within their specific health research context. Applicants should detail the extent to which this grant will enable a step change in their career and support them on their leadership journey. This should include a description of how the grant will enable them to develop and grow the following characteristics of emerging leaders:

- responding to the needs of, and working in partnership with, Pacific stakeholders and communities
- understanding and incorporation of Pacific ethics and health research processes in their work
- contributing to the creation of Pacific health knowledge
- supporting the translation of research findings into improvements in Pacific health outcomes
- contributing to building a highly skilled Pacific health research workforce.

Applicants will be assessed on the specific score criteria of the Pacific Health Research Emerging Leader Fellowships. Detailed information about the score criteria can be found in Appendix 1 at the end of this document.

2. Value

Each award is limited to a maximum of \$650,000 for a maximum of four years. This comprises a maximum of \$550,000 for salary and salary-associated costs, and \$100,000 for research expenses.

Salary can also be claimed for research assistants, research managers, research fellows etc. Salary can also be claimed for other named investigators, but only where they are supporting the applicant and/or research in a capacity beyond what would be expected of them in their employed position. All other academics, professional supervisors or senior researchers should be included as named investigators on a **time-only** basis.

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

3. Eligibility criteria

Note: First named investigators applying for this fellowship are required to be of indigenous Pacific descent.

Applicants are eligible if they:

- have New Zealand as their principal domicile (see definition in the HRC Rules) and their principal place of employment¹
- have held a PhD or equivalent degree for four to twelve years at the date of application. This period could be greater considering parental leave, caring responsibilities, career breaks, ill health, or other justified reasons. Time spent working in a career other than research is not considered a justified reason. Eligibility will be counted from the date of degree conferment, which should be confirmed in the application
- are not studying for a PhD degree.

There is a clear distinction between eligibility, defined above, and suitability. Applicants are required to clearly state their suitability in Section 2B: Description of proposed research – Suitability of applicant. The committee’s assessment, that an applicant is not suitable because, for example, they do not meet the definition of an emerging leader, will be accepted by the HRC as final.

4. Additional eligibility requirements

4.1 Eligibility restrictions on publicly funded research

As part of the New Zealand Government’s broader response to Russia’s continued assault on Ukraine, a new eligibility criterion has been implemented for government research funding.

For proposals to be eligible, they must not benefit a Russian state institution (including but not limited to support for Russian military or security activity) or an organisation outside government that may be perceived as contributing to the war effort.

This is not a broad ban on collaborations with individual Russian researchers. The focus is on ensuring that government funding does not support scientific research collaborations that could further Russia’s ability to continue its aggression in Ukraine.

As a Crown Agent, investing in health research for the public good with taxpayer funding, the HRC reserves the right to make ineligible any application for funding that will provide benefit to a state institution or other organisation identified for exclusion by the New Zealand Government.

5. Conditions of tenure

The following conditions of tenure will apply to successful recipients of a Pacific Health Research Emerging Leadership Fellowship:

- Usually successful applicants will be involved in full-time research. The HRC will, however, consider applicants wishing to undertake part-time research on a case-by-case basis. In this case, applicants be involved in research for a minimum of 0.5 FTE and the maximum duration of the fellowship will remain at four years.
- The fellowship must commence within 3 months of the offer.
- Fellowships are tenable within New Zealand universities, hospitals, or other research organisations approved by the HRC. 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.
- The fellow is permitted to continue to be involved with existing projects, but should use released funds to buy out their time, i.e. to fund others to assist with the projects (e.g. PhD student stipend). The fellow (through their Research Office) will need to apply for a contract variation to record staff changes. Details of the proposed variations are to be advised to the

¹ Note: Host organisations are responsible for ensuring that New Zealand is the principal domicile and principal place of employment for the first named investigator. By submitting an application, the host is satisfied that this condition has been met.

HRC in all cases.

- Fellows can submit research proposals to the HRC and other funding agencies. Where these involve a significant time commitment by the fellow (>0.1 FTE), the HRC must be notified. Where an HRC proposal including a proportion of a fellow's salary is funded after the fellowship has been awarded, the new funding will be reduced by the salary and overhead costs attributable to the fellow for the period of duplicate funding. The HRC will expect the fellow's host institution to negotiate with any other funding agencies to ensure funds allocated to the fellow's salary are retained for the research contract. Overall, the HRC would anticipate that no more than 0.4 FTE is to be committed to non-HRC research contracts.
- Fellows may wish to devote time to external consultancies. The HRC expects that any consultancy commitments remain within the rules of the fellow's host institution. If the time commitment is to be significant (>0.1FTE) the HRC must be advised.
- Fellows may undertake limited clinical and/or teaching duties relevant to their research to a maximum of 400 hours in a calendar year. They may receive remuneration for such duties. Except in relation to approved limited clinical and teaching duties, Fellows may not receive remuneration for other work without the permission of the HRC.

Part B: General rules for submitting a Pacific Health Research Emerging Leader Fellowship application

1. Use of 2024 Pacific Health Research Emerging Leader Fellowship Application Form

1.1 Which form to use

- The 2024 Pacific Health Research Emerging Leader Fellowship Application Form

1.2 Prior to submission

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

Before submitting this application form, applicants should read:

- this document for eligibility and specific instructions
- Guidelines on Ethics in Health Research
- Guidelines for Researchers on Health Research Involving Māori
- HRC Research Impact Slideshow.

The most up-to-date reference documents and forms are on HRC Gateway.

1.3 New host organisation

New host organisations that have not previously been funded by the HRC will be required to provide due diligence information before a contract can be offered. Please contact the HRC for further information. The host organisation is the institution or organisation that will be responsible for ensuring an awarded grant is completed according to the requirements of this grant type.

2. Format

2.1 General formatting

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

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

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 any page limits.

2.2 Compliance

The HRC will not process any application that does not comply with stated page limits, font sizes/styles or eligibility requirements.

2.3 Additional documents

No other documents are to be included.

3. Copies of applications required

3.1 Electronic copy

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

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

HRC Gateway will allocate file names.

Important

The application is submitted to the host Research Office when the applicant uploads the files through HRC Gateway. The application will be forwarded to the HRC after host Research Office approval. Always allow sufficient time before the HRC closing date for this approval step. For organisations without a Research Office, the application will be forwarded 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 with using HRC Gateway should contact the HRC in the first instance.

4. Closing dates

4.1 Submission of Pacific Health Research Emerging Leader Fellowship application online

Upload the Pacific Health Research Emerging Leader Fellowship Application Form using HRC Gateway.

The closing date for registration of applications to the HRC is **1pm, Thursday 7 September 2023**. The closing date for online submission of the Pacific Health Research Emerging Leader Fellowship application to the HRC is **1pm, Thursday 28 September 2023**. The application is released to the HRC only after approval by the Research Office. It must be submitted to the HRC online by the closing date and time. No applications will be accepted after the closing date and time unless written authorisation has been received from the HRC at least one week prior to the closing date.

Note: Host institutions will be notified of the outcome of the assessment process in **early March 2024**.

4.2 Incomplete applications

Incomplete applications will be regarded as withdrawn.

5. Privacy provisions

5.1 Statistical and reporting purposes

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

5.2 Personal information

Personal information contained in the application will be made 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 summary, 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 are to be directed in the first instance to the Research Office of the applicant's host institution.

For organisations without a Research Office or where the Research Office cannot assist, or for technical enquiries relating to applications, please send an email to info@hrc.govt.nz and one of our team will be in touch.

Part C: Submitting an application – Completion of the 2024 Pacific Health Research Emerging Leader Fellowship Application Form

Module 1 of the Pacific Health Research Emerging Leader Fellowship application must be completed on HRC Gateway. The 2024 Pacific Health Research Emerging Leader Fellowship Application Form contains a coversheet, Module 2, Module 3, and Sections 4A – 4D of Module 4. Supporting documents (as listed in Section 4D) are required to be uploaded separately in HRC Gateway. The budget Excel file for Module 4 must be uploaded separately. Module 5 contains named investigator CVs that are uploaded separately. Module 6 is the research classification that must be completed online.

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

Note: By submitting an application to HRC Gateway, the applicant and the host organisation are confirming that the submitted application complies with all requirements, including formatting and page limits. The HRC will not accept changes after the closing date.

1. Use of 2024 Pacific Health Research Emerging Leader Application Form

Please use the original application forms and budget Excel file as these contain special features. Please ensure the correct form for the relevant research investment stream is used.

The form is compatible with most Windows PC and MAC computers. The form has default formatting that conforms to HRC requirements. Figures and tables are best pasted in from a draft document instead of created directly in the form.

Remember:

- Input HRC reference ID# and first named investigator surname on the coversheet (HRC Gateway will remove the coversheet from the final system-generated PDF).
- Use the original HRC document templates. Do not copy and paste into a new document as this can drastically change fonts and remove other features required for HRC processes.
- Enter information only at the indicated form fields.
- Do not reformat Module and Section headings.
- Do not delete spreadsheet columns/shaded rows, but you may insert more unshaded rows.

2. Module 1: General information

This Module must be completed in HRC Gateway. Start the application process by clicking on the 'Apply now' button on the 2024 Pacific Health Research Emerging Leader information page. The 'Apply now' button will only appear when the application submission period is open. Clicking on the 'Apply now' button will open a dialog form where the following information will be required.

First step

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

Research title

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

Host organisation

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

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

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

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

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

Second step

First named investigator

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

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

Third step

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

Named investigators

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

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

Information on ethnicity, gender, and whether the researcher is a clinician (and is practicing) is used for HRC information purposes only.

Note: Ethnicity, iwi, clinician, or practising clinician are not required to be entered as these details will automatically populate from the individual person profiles. Each named investigator will need to sign-in to HRC Gateway and check and update their details before applications are submitted.

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

FTE for each named investigator is also required, as the assessing committee needs to know the level of commitment or responsibility of each team member. It is particularly important to identify more junior investigators who may undertake key components for the proposed research. The FTE value should be the value for the first year of that investigator's involvement (from the budget spreadsheet).

Research location(s)

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

Discipline

Select from the drop-down box.

Duration

Enter the proposed term of the research (months).

Type of research

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

Commencement date

Enter the proposed commencement date.

Note: Contracts cannot be activated until 1 April 2024 at the earliest. Recipients are required to begin within three months of contract offer.

Lay summary

The lay summary should summarise the intent of the research, planned methodologies, as well as the potential health benefits or outcomes that could arise as a result of the HRC supporting this application. This information will be used to inform the Council in the final approval process if the application is recommended for funding. The lay summary will also be publicised through the HRC's communication channels (e.g. website) and should be written to be readily understood by members of the public (150-word limit).

Research costs

Enter in the relevant totals for staff costs, working expenses, and total cost of research (from the Excel budget spreadsheet).

Objectives and milestones

Objectives and milestones are assessed along with budget requests, included in awarded research contracts, and used for contract reporting templates. This section is inserted immediately after the list of named investigators in the final system-generated PDF.

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

Objectives

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

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

Milestones

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

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

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

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

ANZSRC and keywords

This information is for HRC data collection purposes only.

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 per cent for each category to a total of 100 per cent.

Enter keywords that categorise the research.

3. Module 2: Research

3.1 Section 2A: Summary of proposed research (1-page limit)

This section should clearly summarise the suitability of the applicant, rationale for research, design and methods and the impact of the research. A clear and succinct summary including all important points of the application provides a good overview and is useful as a quick reference for assessing committee members. Use the headings and add subheadings if required.

3.2 Section 2B: Description of proposed research (7-page limit, excluding references)

The section headings provided must be used. The assessing committee membership is broadly discipline-based, matched to the range of applications assigned to that committee, so not all members will have working knowledge of every research topic. Write the proposal for scientists with a general understanding of the research area.

The use of graphics and tables is an efficient use of space but ensure that the format of non-text content is compatible with PDF conversion software.

Suitability of applicant

Pacific health research emerging leader

Justify how you fit the Pacific health research emerging leader definition, briefly taking into account your postgraduate qualifications and other factors. Please specify the date of your most recent postgraduate degree conferment and provide justification of any career breaks, if applicable. Also state why you would be a suitable recipient for this funding support. Describe the direction of your research career to date, note any highlights and outline your career aspirations.

Research capabilities

Include here information that you feel is essential for the reader of the application to better appreciate and understand your research capabilities. Describe how your current or previous research outcomes are relevant to the proposed research, and any new research skills this project will help you to develop. Provide information about your track record that demonstrates your commitment to Pacific health research and advancing Pacific health outcomes. Highlight the number of publications for which you have been lead, senior, or corresponding author. Describe other forms of outputs or outcomes that demonstrate your track record of advancing Pacific health.

Ensure that end of contract reports on previous HRC contracts have been submitted, as assessing committees may incorporate this information in their scoring of track record.

Attach a letter of support from your programme leader/head of department/research mentor. The letter should confirm that you will be working independently and specifically outline your contribution to the research, as well as your potential to develop into a leader in Pacific health research. Confirmation that you will have access to necessary resources and support should also be included. The letter of support must be included with the application and state the relevant HRC reference number. A screenshot of the letter can be inserted at the end of Section 2B (this is not included in the page limit).

Leadership development plans

Include your vision of how your research career would develop over the duration of this contract, should it be funded. How will this project enable you to develop your research leadership skills? For example, you could comment on opportunities to train and manage research staff and supervise students. How will this project enable you to establish your independence and take overall responsibility for the research? How will the project enable you to expand your networks and connections? Some projects by necessity are carried out in a team environment, so it is helpful to identify new and existing collaborations. Outline how mentors and colleagues will support your leadership journey. It is also important to define which parts of the project are your responsibility,

especially when continuing to work with previous mentors/colleagues. Overall, this section ought to clearly articulate how this project will help you to realise your potential as a Pacific health research leader.

Rationale for research

Include information that you feel is essential for the assessor to appreciate or understand the rationale for your research application. Describe how this research responds to the needs of, and works in partnership with, Pacific stakeholders and communities. Outline the significance of the health issue for Pacific, and how the proposed activities will contribute to the creation of Pacific health knowledge. Where does this research fit relative to the worldwide perspective? For example, is it unique to New Zealand? Does it support or contribute to research being conducted elsewhere? Is it part of a worldwide collaborative research project? Outline how the focus of the research will support your development as a Pacific health research leader.

Research design and methods

Include your specific research hypothesis (if relevant), and a detailed design that describes, for example, subject recruitment and characteristics (including number, recruitment rate, gender, and ethnicity, where relevant), study methodology, technical development and proposed methods of data analysis. Outline how consideration of Pacific ethics processes has informed study design. Describe how Pacific health research processes have informed or been incorporated into the proposed research. Indication of timelines for the research should be included. Consult specialists such as methodologists, statisticians, and health economists before finalising your research design. Clinical trial applications must include a description of data and safety monitoring processes.

Research impact

In addressing research impact for the Pacific Health Research Emerging Leader Fellowship, applicants should focus on describing the potential benefits arising from the proposed research and the likely pathway to impact. This description of research impact should be considered relative to the scope and context of a Pacific Health Research Emerging Leader Fellowship.

Assessment of impact includes two components:

1) a **description** of how your research might be used and the anticipated benefits for Pacific and New Zealand.

What types of benefits are expected to arise from your research, and **who will benefit?** This section should provide a realistic description of how research findings could contribute to improved Pacific health or other societal benefits over time (a 'line of sight' or 'pathway' to impact). Importantly, it should also identify the more immediate benefits, and users of the research who will form a focal point for your action plan (below). Describe how the research may support translation of research findings into improvements in Pacific health outcomes. Outline the benefits for building a highly skilled Pacific health research workforce. Specifically, outline how these benefits will support and demonstrate your development as a leader in Pacific health research. The balance between describing short-term benefits and potential longer-term impact will be dependent on the specific research context, with emphasis on considerations within your sphere of influence throughout the life of the research project.

The [HRC's impact assessment slideshow](#) includes discussion of elements that should be covered in this section, including the **types of benefits and research users**, and the **geographical distribution of benefits** (such as how contribution to international research effort will benefit New Zealand). Research-related benefits, such as capacity and capability gains for New Zealand, and influence on future research agenda setting, may be included where relevant.

2) the **action plan** to maximise the use and benefits of the research. See the [HRC's impact assessment slideshow](#) for additional guidance on completing this section.

What specific activities have been, or will be, undertaken, throughout the life of the research project, to maximise the use and benefits of your research?

Note: Applicants are encouraged to cross-reference sections written under other headings to avoid repetition. Applicants must use the following subheadings in section 2 to describe activities that have contributed, or will contribute to, each of the following goals:

[i] support the applicant to develop into a leader in Pacific health research

[ii] support the translation of research findings into improvements in Pacific health outcomes

[iii] contribute to building a highly skilled Pacific health research workforce.

Describe what targeted actions have been, or will be, taken to improve the likelihood of research uptake and impact, and to ensure that the next-users or end-users (identified in the previous section) can meaningfully contribute to, and/or benefit from, the research. Describe other planned dissemination activities that are designed to reach broader audiences. Who can enable the uptake of your research, and how have they been involved in your research? Identify uncertainties to uptake, or systematic/institutional barriers, and your mitigation strategies (where relevant).

What elements of the **team's track record of knowledge transfer** provide confidence in the likelihood of research uptake? For example: existing links, relationships, or networks with relevant research next-users or end-users; demonstrable examples of knowledge mobilisation, or changes in health outcomes or societal impact generated from similar research. This component is considered relative to opportunity.

4. Module 3: References

Ensure this section starts on a new page.

Citations for key references in the text in Module 2 should be supplied. There is no limit to the number of reference pages. Reference to Pacific terms in the application with brief translation should be included here. Asterisks are to be placed beside applicants' publications. Endnote lists must be copied into a plain text editor before pasting in here. Details must include a **full list of all author(s)**, title of article, journal, year, volume and page numbers; however, if references are multi-authored, there is discretion to limit the author list to a more convenient number to fit any space limitations.

5. Module 4: Contract information and budget

Section 4A – 4D are parts of this form.

Section 4E – 4H are to be completed on the separate Excel file (2024 Pacific Health Research Emerging Leader Fellowship Budget.xlsx.)

Note: Salary can be claimed for the first named investigator.

5.1 Section 4A: Justification of expenses

Justification of research staff

Note: For the Pacific Health Research Emerging Leader Fellowship, salary can be claimed for the first named investigator. For full details on other salary costs that can be claimed, please see the Salary sub-below section – 5.5 Section 4E: Research proposal budget.

Use this section to justify the role and FTE of the named investigators and any other research staff listed in Section 4E. Also explain the role of **all other** personnel (named or un-named, funded or not funded by the proposal), who will actively contribute to this research. These may be research assistants, technicians, medical staff, interviewers and support staff or similar, whose names or position titles are listed in the budget under 'research staff' and who have specific FTE involvements. Un-named postdoctoral fellows should be justified but it is recommended that named postdoctoral fellows should be included as named investigators and should provide a CV. Assessing committees may decline funds for roles that are not fully justified or are simply described as a 'training opportunity'. Provide evidence that biostatisticians, data managers, and health economists are integrated into the team as appropriate, e.g. sufficient FTE is allocated for each year of the contract. It is the responsibility of the applicants to ensure that no personnel in this section will exceed 100 per cent FTE of their combined commitments during the term of the contract. The roles of students and casual staff should be justified under 'working expenses'.

Justification of working expenses and casual staff

All items listed under 'materials and research expenses' in the budget should be justified, with costs broken down per item, and full costs for number of units requested. The application review process will consider the appropriateness of the budget and working expenses. If there are exceptional requests for working expenses, ensure that the assessing committee will clearly understand why the requested materials, travel, research tools and significant one-line items are necessary for the

successful completion of the research. Clearly justify the role of students (must be named) and casual staff so that the assessing committee can appreciate how these persons are necessary for the proposed research. It is the responsibility of the applicants to ensure that no students in this section will exceed 100 per cent FTE on their combined commitments with the host institution during the term of the contract. The HRC encourages the inclusion of allowable costs associated with knowledge transfer activities.

Quotes must be provided to support discretionary costs, where available.

List all supporting budget documents in Section 4D (Letters of collaboration/supporting documents list) and upload separately via HRC Gateway.

5.2 Section 4B: Previous/current contracts and awards

List contracts awarded to the first named investigator within the past 5 years

Using the table provided, outline current and previous support from any agency that has been received by **the first named investigator as principal investigator**. Copy the table and repeat for each received grant as required.

For 'nature of support', indicate whether the funding supports salaries only, working expenses only, both salary and working expenses, equipment, a junior research fellow, etc.

If applicable, please detail how this previous/current contract relates to and/or overlaps with the application.

Note: The table and text after the heading of this subsection can be deleted and replaced by an Excel spreadsheet using the layout and required information in the original table.

Previous HRC end of contract reports

The HRC no longer requires, or accepts, previous HRC contract reports to be uploaded as part of the application process.

Please note that the submission of progress and end of contract reports are an HRC contract requirement. For existing HRC contracts, delayed submission without justification will result not only in contract suspension but also will prohibit the submission of new research applications.

5.3 Section 4C: Other support

Other research applications awaiting decision and co-funding

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

Co-funding

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

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

Financial and other interest(s)

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

A conflict of interest is a situation in which an individual's financial relationships or interests may compromise, or have the appearance of compromising, the individual's professional judgment in

conducting or reporting research. If an applicant has identified financial or other interests in a funding application, the applicant should also outline the specific details of their proposed conflict management strategy.

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

List any subcontracts/MOU, letters of collaboration, appendices and any other supporting documents. Please see the sub section 'Subcontracts/Memorandum of Understanding (MOU)' in Section 4E below for further details.

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

A letter of collaboration should outline how the interested party intends to implement the findings of the research upon its completion, or provide material or actual support for the research, **not simply to state that the research is necessary**. Please ensure that any organisation providing a letter of collaboration recognises their intended commitment to the conduct of the proposed research and timeline of their involvement.

5.5 Section 4E: Research proposal budget

The budget spreadsheet in Section 4E can be used for different types of applications. Select 'Emerging Leader Fellowship' from the dropdown list. Further instructions are contained in the Notes tab of the file.

For more information refer to the HRC Rules document, which is available on HRC Gateway.

Budget calculations and spreadsheet

All calculations are GST exclusive and in whole dollar amounts, i.e. no cents or decimals.

The 'salary', 'working expenses' and 'total cost of this research' are components of Section 4E. The spreadsheet automatically calculates totals for each year of costs. Insert more rows into the table if required.

The 'total cost of research' shaded section automatically calculates all the figures in this box.

Do not enter any details into any shaded areas as these are completed automatically.

Salary

For the Pacific Health Research Emerging Leader, salary can only be claimed for the first named investigator, and for research assistants, research managers, research fellows etc. Salary can also be claimed for other named investigators, only where they are supporting the applicant and/or research in a capacity beyond what would be expected of them as part of any mentoring responsibilities in their employed position (this should be clearly justified). All other academics, professional supervisors or senior researchers should be included as named investigators on a time-only basis.

Any salary request should specify grade and level, FTE and salary; 'time only' or part-funding of salary is permissible.

The budget form does not accept FTE less than 3 per cent.

Do not enter salary associated costs (i.e. amounts requested for employer's contribution to approved superannuation schemes and accident compensation levies) for research staff in this 'salary' section – instead enter them in the 'working expenses' section.

Staff that must **not** be entered into the 'salary' section of the budget are subcontracted staff, named Masters and PhD students on stipends, and casual staff.

- a) Subcontracted staff are those who are **not** employees of the host institution. The salary and all other expenses for these staff should be broken down into appropriate categories on a detailed subcontract/MOU between the host institution and non-host institution using Section 4F. The total GST-exclusive dollar figure for the subcontract/MOU should be all-inclusive. The subcontract/MOU total should then be entered under 'working expenses - subcontracts' for each year.
- b) If funding to provide a stipend for a PhD (\$30,000 per year) or Masters student (\$20,000 per year) is requested, the student must be named. Enter Masters and PhD stipends (for named students only) into 'working expenses – materials and research expenses'.

- c) Casual staff (those persons without an ongoing role or commitment to the research, but providing one-off services to the research on a part-time, hourly or per diem basis, e.g. interviewers) should also be requested under 'working expenses - materials and research expenses'.

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

Working expenses

Working expenses include 'direct costs' only. The only exception is in the case of subcontracts, as described above. Estimates of costs should be expressed in current prices **exclusive of GST**.

Materials and research expenses

The direct costs of the research include all the disbursements that can be identified, justified and charged to a contract and may include the following:

- Research consumables (these should be itemised at current cost per unit and full cost for number required).
- Other costs **directly** related to the research – telephone calls/communications, mail and freight.
- Computer-related license fees for research-specific software; access to High Performance Computing infrastructure (NeSI).
- Minor research equipment (to a total of \$5,000).
- A proportionate part of new specialised equipment (equipment to be acquired) may be included and **fully** justified on research applications (upload budgetary supportive documents separately via HRC Gateway and list in Section 4D).
- Depreciation on specialised equipment: depreciation and capital costs on existing equipment are included in the overhead rate. If an institution's auditors have certified that specific items of equipment have been excluded from the research rate, then depreciation on the excluded equipment can be included in research applications and justified in the same manner as other direct costs.
- Expenses of research participants.
- Costs associated with knowledge transfer activities.
- Travel costs **directly** related to the conduct of the research. Contract funds may be used to provide assistance with overseas travel provided the HRC is satisfied that such travel is directly relevant to the conduct of the research and that alternative sources of funding are not available. This is not intended to relieve the applicant's host institution of its obligation to assist with the costs of overseas travel by its employees.
- Costs for Masters (\$20,000 pa) or PhD (\$30,000 pa) named students only can be claimed if a description of the student's research project is provided in Section 4A. Funds will be conditional upon the institution arranging a tax-free stipend that satisfies the Inland Revenue and host institution's rules. Ensure that PhD students requested are supported for three years of PhD study, either entirely or partly through this project. **Note:** Students' fees and thesis costs cannot be claimed.
- Dissemination of research results (fair and reasonable charges associated with the approved publication of the results of HRC-sponsored research in journals, reports, monographs or books may be paid from contract funds. Also, costs incurred from other forms of dissemination, such as meeting with community groups, or conference dissemination can be claimed if reasonable and justified).
- Conference allowance: The maximum allowance for conference attendance is \$1,000 per annum per named investigator **if fully supported at 100 per cent FTE** by the grant and must be fully justified. The allowance cannot be distributed proportionately between grants. This allowance is distinct from the cost to disseminate findings from this proposed research; this cost must also be fully justified. Fares and allowances should be calculated in accordance with the regulations and scales of the host institution.
- Note: If you are intending to ask the HRC's Data Monitoring Core Committee (DMCC) to monitor this study, there is no cost involved in using the HRC's DMCC. However, if the DMCC agrees to monitor the trial, costs for members of the study team (including the study

statistician) to attend the meetings (and preparation of biannual statistical reports) will need to be included in the budget for the application. If you have any questions, please contact the secretary to the DMCC, info@hrc.govt.nz.

Subcontracts/Memorandum of Understanding (MOU)

Subcontract staff are not employees of the host institution. The salaries for these staff and all other expenses (e.g. working expenses) requested for the subcontract must appear in a detailed subcontract/MOU between the host institution and non-host institution.

Note: A *pro forma* MOU is available upon request from the HRC. If a subcontract/MOU is greater than \$50,000, all expenses requested should be broken down into the appropriate categories in Section 4F (MOU budget). Upload the MOUs separately via HRC Gateway (see Section 4D).

MOUs must also be provided for 'time only' subcontracted staff. If MOUs are unable to be provided for time only subcontracted staff, it is acceptable to include a support letter with description of the level of involvement and role of these individuals in the application. If the application is successful, copies of MOUs for any time-only individuals not provided in the application may be required at the contracting stage.

Salary associated costs

Amounts requested for employer's contribution to approved superannuation schemes and accident compensation levies for research staff – these are not to be entered in 'salary' but in the 'working expenses' section. The amounts for each year should be entered separately in the budget form and the percentage rates for both ACC and Super should be noted for each individual (and justified in Section 4A where required, i.e. for non-standard rates).

International expenses

The HRC will not contribute to the overhead of the overseas investigators and the total proportion of contract budget allocated to overseas investigators must not exceed 20 per cent for the Pacific Health Research Emerging Leader Fellowship.

Total cost of research

Researchers should seek advice from their host institution Research Office on the costing of their research applications.

5.6 Section 4F: MOU budget

When a substantial proportion of the total budget of a research proposal is contained in a subcontract/MOU, the expenditure must be itemised in the same way as the overall research proposal budget (see above). Use Section 4F to provide budget details for all MOU requesting more than \$50,000; add a copy of Section 4F for each subcontractor.

The total dollar amount for each year should then be entered under 'working expenses – subcontracts' and a copy of the subcontract/MOU should be uploaded separately in HRC Gateway.

A CV must be provided in Module 5 for all named investigators on MOUs to enable assessing committees to determine whether the investigator's expertise is appropriate and/or necessary. Without this information the assessing committees may decide not to support the budget for the MOU. CVs are not necessary for employees of commercial enterprises providing service for fees.

All subcontracts/MOUs must be listed in Section 4D (Letters of collaboration/supporting documents list). If there are no subcontracts/MOUs for this application, or none requesting more than \$50,000, you may delete or ignore Section 4F.

5.7 Section 4G: FTE summary

List the time involvement of **all** personnel (including those on a subcontract/MOUs) in terms of full-time equivalents, e.g. 10 per cent FTE. Give all names (for un-named positions, indicate as 'technician', 'research nurse' and 'postdoctoral fellow', etc.). Half percentages (e.g. 4.5 per cent) are not allowed. Indicate when named investigators are 'time-only' (i.e. **not** receiving salary for their involvement in the research project). Identify all postgraduate students by 'Masters or 'PhD' as well as by their names. Ensure the FTE figures are the same as those in the budget and MOU budget sections (Sections 4E and 4F), as well as in Module 1. Heads of department will be required to agree to provide workload relief for research staff working on HRC contracts (principles of full cost funding).

5.8 Section 4H: List of collaborators (national and international)

Please complete the 'collaborators' section (not named investigators) by providing full name, organisation, and country (the location where the organisation is based, and the collaborators undertake their research).

For **collaboration purpose** select one of the following options: research; commercialisation; knowledge transfer.

For 'support' please indicate the value of any funding for this research provided by the collaborator in New Zealand dollars or list any in-kind support.

6. Module 5: NZ standard CV

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

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

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

CVs 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 per cent for each category to a total of 100 per cent.

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
- value generated from IP and innovation.

7.3 Section 6C: Health issues and mapping category

Health issues

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

Mapping category

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

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

Appendix 1: Criteria for assessing and scoring Pacific Health Research Emerging Leader Fellowship applications

Score criteria: Pacific Health Research Emerging Leader Fellowship

Applications are scored on a 7-point word ladder considered against each of the following assessment outlines below (listed A-D). The 7-point word ladder assists assessing committee scoring according to the descriptors rather than other considerations such as success rates of applications. Assessing committee members may only allocate whole scores.

The criteria are scored using a 7-point scale using the following four criteria, such that the total maximum score is 28.

Score	Criteria descriptor	Criteria	Points	% score
7	Exceptional	Suitability of the applicant	7	40
6	Excellent	Rationale for research	7	20
5	Very good	Design and methods	7	20
4	Good	Research impact	7	20
3	Adequate	Total	28	100
2	Unsatisfactory			
1	Poor			

A. Suitability of the applicant

The assessment of the suitability of the applicant, **relative to opportunity**, includes:

- the extent to which the applicant meets the definition of an emerging leader
- evidence of the applicant's qualifications, skills and ability, and established track record
- demonstration of the applicant's commitment to Pacific health research
- the applicant's potential for leadership in Pacific health research
- the extent to which the proposal represents an independent research stream
- the applicant's ability to take overall responsibility for the work to be completed
- the nature and level of support provided by the applicant's mentors and colleagues.

B. Rationale for research

The research is important, worthwhile and justifiable because:

- it responds to the needs of, and works in partnership with, Pacific stakeholders and communities
- it addresses a significant health issue that is important for Pacific
- the aims, research question and hypotheses will build on existing knowledge, address a knowledge gap, and contribute to the creation of Pacific health knowledge
- the research findings will be original and innovative
- it will support the leadership development of the applicant.

C. Design and methods

The proposed research will answer the research questions, because:

- the study design is comprehensive, feasible and achievable within the timeframe
- the study design is appropriate to address the objectives of the research
- there is demonstrated awareness of statistical considerations, technical or population

- issues/practicalities
- considerations relating to Pacific ethics processes have been incorporated into the study design
- there is appropriate demonstration and incorporation of Pacific health research processes.

D. Research impact

In addressing research impact for Pacific Health Research Emerging Leader Fellowship, applicants should focus on describing the potential benefits arising from the proposed research and the likely pathway to impact. The description of research impact should be considered relative to the scope and context of a Pacific Health Research Emerging Leader Fellowship.

The proposed research is likely to benefit Pacific and New Zealand because:

- it will support the applicant to develop into a leader in Pacific health research
- applicants have described a credible pathway for how their research will result in benefits or opportunities for future research in New Zealand, or influence policy, practice, or health services or technologies in New Zealand, leading to improved health or other social/economic impacts.
- it will support the translation of research findings into improvements in Pacific health outcomes
- it will contribute to building a highly skilled Pacific health research workforce.

Appendix 2: Assessment process for Pacific Health Research Emerging Leader Fellowship applications

The assessment process for the 2024 Pacific Health Research Emerging Leader Fellowship is outlined below.

1. Compliance check

The HRC will not process any application that does not comply with stated page limits, font sizes/styles or requirements set out in the 2024 Pacific Health Research Emerging Leader Fellowship Application Guidelines.

2. Assessing committee assessment

A multidisciplinary assessing committee will be convened to assess applications based on the assessment criteria. Applicants are advised to familiarise themselves with these criteria.

Members of the assessing committee will be selected for their knowledge and expertise and reflect the diversity of expertise required to deliver the objectives of this funding round. Where the assessing committee has insufficient representation of specific subject matter or methodological areas based on application demand, the HRC may co-opt additional experts to undertake aspects of the assessment of individual applications.

The assessment process will consist of the following:

2.1 Pre-meeting triage process (if required)

Depending on the number of full applications received, a triage process may be utilised prior to the meeting to determine which applications will be discussed in full at the assessing committee meeting. This process would involve committee members scoring applications in advance of the meeting using the assessment criteria to yield a ranked list. The lowest-ranked applications based on the pre-scores would then be triaged and not proceed to the next stages of the assessment process.

2.2 Assessing committee and applicant interview

Short-listed applicants applying to this grant will be expected to participate in an interview with the assessing committee. The interview is intended to provide further insights into the proposed research and the applicants potential for leadership in Pacific health research. This process will enable the assessing committee to ask the applicant questions based on any areas for improvement identified in the initial assessment of the application and to allow the applicant to provide further clarity on their vision of the proposed research and leadership plans.

2.3 Assessing committee discussion, scoring and recommendation

Following the interview, the assessing committee will discuss and score the application, based on the assessment criteria. The interview dialogue, along with the original application, will form the basis of this assessment. Outcomes of the interview and the subsequent committee assessment will be used to inform the negotiation process outlined below.

The assessing committee will make a recommendation for up to seven applications to be funded. Should the assessing committee deem that further enhancements to the successful applications are required to ensure the application meets the objectives of the funding round, the HRC will engage in a negotiation process with the applicant.

The negotiation process will be informed by conditions that are set by the assessing committee. The HRC will work with the applicant to develop an appropriate remediation of the conditions set by the assessing committee.