2025 ARTIFICIAL INTELLIGENCE IN HEALTHCARE APPLICATION FORM

Coversheet

HRC Ref ID#: Click here to enter text.

First named investigator: Click here to enter text.

This is the application form for the 2025 Artificial Intelligence in Healthcare Request for Proposals. Refer to the **2025 Artificial Intelligence in Healthcare Application Guidelines** for detailed guidance on how to complete each module.

The application for a 2025 Artificial Intelligence in Healthcare Grant consists of six modules.

This COVERSHEET is for identification purposes. It will be replaced by the online pages (Module 1) in the final submitted application compiled by HRC Gateway (<https://gateway.hrc.govt.nz>).

Module 1 ’General information’ must be completed on HRC Gateway.

This application form contains a Coversheet (for identification purposes and will be replaced by Module 1 once you have completed your application), Module 2 ‘Research’, Module 3 ‘References’, Module 4 Sections 4A-C ‘Contract information and budget’ and Module 6 ‘Classification’.

Section 4D is for letters of collaboration/supporting documents/memorandums of understanding. These documents will need to be uploaded to HRC Gateway; a list of uploaded documents will be automatically generated under Section 4D.

Sections 4E-H ‘Research proposal budget’, ‘Subcontract budget’, ‘FTE summary’, ‘List of collaborators’ is completed in the **2025 Artificial Intelligence in Healthcare Budget Form** (Microsoft Excel template). Please complete all sections and then upload the budget form as both .xlsx and PDF formats to HRC Gateway. You will need to make sure ALL appropriate budget tabs are included in the PDF.

In Module 5, a NZ standard CV is required for all named investigators, and they should be uploaded to HRC Gateway.

Module 6 ‘Research Classification’ is for HRC evaluation purposes only and need to be updated on HRC Gateway.

Once you have completed this application form, upload it to HRC Gateway as a PDF File. **Module 2 must begin on a new page.** The complete application with all Modules will be generated by HRC Gateway for downloading and printing. Please check your application carefully as incorrectly uploaded files will result in your application being rejected or withdrawn by the HRC.

This form is compatible with recent versions of MS Office. Form fields have Arial 10-point font as the default; bold and underlined variations are acceptable. Referencing with Endnote may not function in this form. Copy Endnote lists from the draft as text only.

**If you do not comply with the application formatting** as stated in the guidelines, your application may be withdrawn from this funding round. This includes using the incorrect font size and style; altering margins and spacing around headings and subheadings; exceeding page limits; or submitting CVs that were not created using the CV template form available on HRC Gateway.

Application checklist

Please carefully review your application and click the boxes to indicate that your application meets the HRC’s requirements.

☐ The first named investigator has New Zealand as their principal domicile and principal place of employment.

☐ The first named investigator has only submitted one application in the 2025 Artificial Intelligence in Healthcare funding round as the first named investigator.

☐ The co-first named investigator (if applicable) has New Zealand as their principal domicile and principal place of employment.

☐ The co-first named investigator (if applicable) has only submitted one application in the 2025 Artificial Intelligence in Healthcare funding round as the first named investigator/co-first named investigator.

☐ All members named on the research team have been added to this application on HRC Gateway and are included in Module 1.

☐ The application was created using the original 2025 Artificial Intelligence in Healthcare Application Form, which was downloaded from HRC Gateway.

☐ The application was written using Arial 10-point type font or larger, default margins, and single line spacing.

☐ The completed application form has been uploaded to HRC Gateway as a PDF file. The PDF version downloaded from Gateway begins with Module 1 (i.e. the coversheet has been automatically replaced).

☐ ‘Section 2B: Research’ does not exceed one page.

☐ ‘Section 2C: Description of proposed research’ does not exceed 10 pages.

☐ Evidence of collaboration or support has been uploaded to HRC Gateway as separate PDF files. A list of the uploaded files has been automatically generated by HRC Gateway in Module 4 of the application. Additional documents such as protocols, other funding applications and CVs have not been added to this section.

☐ Your host organisation’s Research Office (if applicable) has checked your application.

By ticking these boxes, you agree that you have followed HRC’s requirements. If you do not follow these requirements, your application may be withdrawn.

**If you cannot meet any of these requirements, please contact your host organisation’s Research Office for guidance or the HRC at** [**info@hrc.govt.nz**](mailto:info@hrc.govt.nz)**.**

# Module 2: Research

## Section 2A – Type of project

|  |  |  |
| --- | --- | --- |
| Indicate the type of project you are applying for | | Tick (✓) |
| Small | Up to $100,000 excluding GST over a term of 6 to 12 months |  |
| Medium | up to $400,000 excluding GST over a term of 12 to 18 months |  |
| Large | up to $700,000 excluding GST over a term of 18 to 24 months |  |

## Section 2B – Summary of proposed research (1-page limit)

A detailed description of what information is required under each heading can be found in the **2025 Artificial Intelligence in Healthcare Application Guidelines**. The section headings provided should be used. Your audience includes a broadly experienced assessing committee. Therefore, not all members will have specialist knowledge of your research topic. It is in your best interest to structure your writing clearly and logically. Please delete this section when completing your application.

### Fit with Request for Proposals (RFP)

Click here to enter text (font must be **Arial 10-point**)

### Design and methods

Click here to enter text (font must be **Arial 10-point**)

### 

### Research impact

Click here to enter text (font must be **Arial 10-point**)

### Māori health advancement

Click here to enter text (font must be **Arial 10-point**)

### Expertise and track record of the research team

Click here to enter text (font must be **Arial 10-point**)

## Section 2C – Description of proposed research (10-page limit)

## A detailed description of what information is required under each heading can be found in the 2025 Artificial Intelligence in Healthcare Application Guidelines. The section headings provided should be used. Your audience includes a broadly experienced assessing committee. Therefore, not all members will have specialist knowledge of your research topic. It is in your best interest to structure your writing clearly and logically. Please delete this section when completing your application.

### Fit with Request for Proposal

Click here to enter text (font must be **Arial 10-point**).

**Fit with RFP**: Demonstrate how the proposal is relevant to the RFP’s key objectives.

**Timely access to quality healthcare**: Describe how your proposed research will support timely access to quality healthcare for New Zealanders.

**AI as a transformative technology**: Describe why this proposed AI research is potentially transformative and how it will directly address government priorities.

**Ethical, safety and data management**: Provide details of your data management plan and monitoring arrangements including your mitigation plan addressing limitations and biases with the datasets.

**Contribute to improved health outcomes**: Describe how the proposed research contributes to improved health outcomes for New Zealanders, including for populations with the highest health needs as specified in the Government Policy Statement on Health 2024 – 2027 and the Pae Ora (Healthy Futures) Act 2022.

### Research design and methods

Click here to enter text (font must be **Arial 10-point**). Include a comprehensive and feasible study design to achieve the objectives of the research. Provide details of ethical, safety, data governance and data sovereignty. Describe the actual practicalities (not just the experimental protocol); explain how all techniques or processes will be achieved and/or implemented by the team; describe and justify statistical considerations and how research data will be collected and analysed.

### Research impact

Click here to enter text (font must be **Arial 10-point**). See **the 2025 Artificial Intelligence in Healthcare Application Guidelines** for specific requirements.

You should structure your response in two sections as follows:

* A **description** of the anticipated benefits of the proposed research and how it will influence healthcare practice, health delivery policy and or the health system leading to improved health outcomes. **What types of benefits** are expected to arise from your research, and **who will benefit**? Clearly discuss the benefits over time (a ‘line of sight’ or ‘pathway’ to impact) including identifying the more immediate benefits and users of the research. Describe how the proposed research will generate timely and actionable evidence with potential for economic benefit to the health system.
* The **action plan specific activities will you undertake**, during the life of the project, to maximise the use and benefits of your research? Summarise **the team’s track record of knowledge transfer** from similar research. Describe your current connection and collaboration within healthcare and evidence of engagement with key stakeholders to maximise impact, including social and economic impacts. Describe the research-related benefits of the proposed research including developing the research capacity and capability of the health research workforce.

### Māori health advancement

Click here to enter text (font must be **Arial 10-point**). Consider all potential ways your proposal will advance Māori health, and outline what actions you will undertake to help achieve this potential. Assessment of Māori health advancement will explicitly consider two components:

1. **How will the outcomes** of your research contribute to Māori health advancement?
2. **What activities have you already undertaken** (that are relevant to this project), and **what will you undertake** during this project, that will realise your research contribution to Māori health advancement?

You must address these two questions in your application. In your response, consider how your research is informed by the four domains of Māori health advancement (see the Māori Health Advancement Guidelines[[1]](#footnote-2) for more details).

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### Expertise and track record of the research team

Click here to enter text (font must be **Arial 10-point**). Provide evidence that the team has the qualifications, AI experience and healthcare knowledge; right mix of expertise, and appropriate healthcare, health system networks and collaborations with policymakers; history of productivity and delivery; and the right research environment. Declare any career disruptions that may be relevant to your career history. Outline previous or current research by the applicants that is relevant to this application. Clearly define the role, expertise and track record of each member of the team, giving particular weight to those with high FTE commitments to the project. The role and FTE of each team member is required in Module 1.

Module 3: **R**eferences

Click here to enter text (font must be **Arial 10-point**). There is no page limit. 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. Endnote lists must be copied into a plain text editor before pasting it here. Place an asterisk beside named investigators’ publications.

A reference to Māori terms in the application with brief interpretation should be included here.

# Module 4: Contract information and budget

## Section 4A – Justification of expenses

### A detailed description of what information is required under each heading can be found in the 2025 Artificial Intelligence in Healthcare Application Guidelines.

### Justification of research staff (as listed in budget)

Click here to enter text (font must be **Arial 10-point**). Justify the role of all staff (named and unnamed) including unnamed postdoctoral fellows. ‘Staff’ may include research assistants, technicians, medical staff, interviewers, support staff or similar, whose names or position titles are listed in the budget under ‘research staff’ and who have specific FTE involvements. Clearly state if staff will be promoted during the Project (and provide details and justification).

### Justification of working expenses and casual staff (as listed in budget)

Click here to enter text (font must be **Arial 10-point**). All items listed under ‘Materials and Research expenses’ in the budget should be detailed and justified. Provide costs per item unit, and full costs per item for the number of units requested. Casual staff and postgraduate student (both named and unnamed) roles should be detailed and the costs should be justified.

## Section 4B – Previous / Current contracts and awards

**Outline current and previous support from any agency that has been received by the first named investigator/co-first named investigator as principal investigator in the last 5 years.**

|  |  |
| --- | --- |
| Funding agency | Click here to enter text. |
| Title of research | Click here to enter text. |
| Investigators | Click here to enter text. |
| Start date and duration | Click here to enter text. |
| Total value | Click here to enter text. |
| Nature of support (1 sentence) | Click here to enter text. |
| If applicable, please detail how this previous/current contract **relates to and/or overlaps** with the application | Click here to enter text. |
| If HRC contract (enter HRC Ref #), are **all** progress, end of contract or deliverable due reports filed? Reason if due report not submitted?\* | Click here to enter text. |

\* Late submissions of any progress, end of contract or deliverable due reports without justification will result in your contract being suspended. You will also not be allowed to submit a new application.

Click here to paste in as many copies of the above table as required or replace the table with a spreadsheet using the same layout.

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## Section 4C – Other support

### Other research applications awaiting a decision

List any funding applications that all named investigators have submitted that are pending a result.

Click here to enter text.

Through your host organisation’s research office, you must advise the HRC of the outcome of other research applications that might alter the final project budget.

|  |  |
| --- | --- |
| Funding agency | Click here to enter text. |
| Title of research | Click here to enter text. |
| Investigators | Click here to enter text. |
| Start date and duration | Click here to enter text. |
| Total value | Click here to enter text. |
| Date of outcome | Click here to enter text. |
| Areas of overlap with this application. HRC Ref ID#? | Click here to enter text. |

Click here to paste in as many copies of the above table as required.

### Co-funding

What other agencies or end-users have been approached or committed to joint or partial funding of this research?

Click here to enter text.

### Financial and other interest(s)

For HRC funding applications, a financial or other interest is anything of economic value or potential political/philosophical perspective, including relationships with entities outside of the research host organisation. Do you or any named investigator have a financial or other interest related to the research or sponsorship of the research?

Click here to enter text.

If yes, outline below and provide details of your conflict management strategy.

Click here to enter text.

1. <https://gateway.hrc.govt.nz/funding/downloads/HRC_Maori_Health_Advancement_Guidelines.pdf> [↑](#footnote-ref-2)