2025 GENERAL EMERGING RESEARCHER FIRST GRANT APPLICATION FORM

## Coversheet

HRC Ref ID#: Click here to enter HRC Ref ID#

First Named Investigator: Click here to enter surname.

This form is used for applying to an Emerging Researcher First Grant in the ‘**General**’ category, refer to the **2025 Emerging Researcher First Grant Application Guidelines** for full information for completing applications, including the online section.

A full application for a 2025 Emerging Researcher First Grant consists of six modules.

Module 1 ‘General information’ must be completed in HRC Gateway. You will need to register your application to receive an HRC Reference ID#. This registration step must be approved by your host organisation’s research office (if it has one) to complete and submit the full application.

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 4A-C ‘Contract information and budget’.

Module 4D are 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 Module 4D.

Modules 4E-H ‘Research proposal budget, ‘subcontract budget’, ‘FTE summary’, ‘List of collaborators’ is completed in the **2025 Emerging Researcher First Grant 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 the HRC Gateway.

Module 6 ‘Research classification’ is for HRC evaluation purposes only and needs to be updated on the 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Please check your application carefully as incorrectly uploaded files will result in your application being rejected or withdrawn by the HRC.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 rounds. This includes using the incorrect font size and style; altering margins and spacing around headings and subheadings; exceeding page limits; or submitting CVs that do not match the CV template form available on HRC Gateway.

# Module 2: Research

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

### Suitability of applicant

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

### Rationale for research

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

### 

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### 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**)

## Section 2B – Description of proposed research (7-page limit)

### Suitability of applicant

#### Emerging researcher

Click here to enter text (font must be **Arial 10-point**). Please specify the date of your most recent postgraduate degree conferment.

#### Research capabilities

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

#### Plan for independence

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

### Rationale for research

Click here to enter text (font must be **Arial 10-point**). Include information that you feel is essential for the assessor to appreciate or understand the rationale for your research application.

### Research design and methods

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

### Research impact

Click here to enter text (font must be **Arial 10-point**). Please refer to the 2025 Emerging Researcher First Grant Application Guidelines for specific requirements.

Applicants should structure their response in two sections as follows:

1. a **description** of how your research might be used and the anticipated benefits for New Zealand – **What types of benefits** are expected to arise from your research, and **who will benefit**?
2. the **action plan** to maximise the use and benefits of research – **What specific activities will you undertake**, during the life of the grant, to maximise the use and benefits of your research? Summarise **the team’s track record of knowledge transfer** from similar research.

### Māori health advancement

Click here to enter text (font must be **Arial 10-point**). Consideration should be given to all potential ways in which the application will advance Māori health, and to 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 grant), and **what will you undertake** during this grant, that will realise your research contribution to Māori health advancement?

In responding to these questions, applicants should consider how their research is informed by the four domains of Māori health advancement (refer to the Māori Health Advancement Guidelines for more details).

# Module 3: References

Click here to enter text (font must be **Arial 10-point**). There is no limit to the number of reference pages. 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.

If you use Māori terms in your application, include a brief translation for each term in this section.

### New Zealand Health Research Prioritisation Framework Domains

This information is for HRC data collection purposes only.

There are four domains in the New Zealand Health Research Prioritisation Framework. Please read the [New Zealand Health Research Prioritisation Framework](https://www.hrc.govt.nz/resources/new-zealand-health-research-prioritisation-framework) for more details and identify the primary domain that your proposed research is most aligned with, and up to one additional secondary domain.

**Primary Domain**

Click to select Domain from dropdown list

**Secondary Domain**

Click to select Domain from dropdown list

# Module 4: Contract information and budget

## Section 4A – Justification of expenses

Detailed guidance can be found in the 2025 Emerging Researcher First Grant 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.

### 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, with costs broken down per item unit, and full costs per item for number of units requested.

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

Outline current and previous support from any agency that has been received by the first named investigator as principal investigator in the past 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 an HRC contract (enter HRC Ref #), have **all** progress, end of contract or deliverable due reports been filed? If the due report has not been submitted, please detail the reason\*. | 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.

## Section 4C – Other support

### Other research applications awaiting decision

You must advise the HRC through your Research Office of the outcome of other research applications that might alter the final 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.