2025 HEALTH DELIVERY RESEARCH PROJECT GRANT FULL APPLICATION FORM

Coversheet

HRC Ref ID#: Click here to enter text.

First named investigator: Click here to enter text.

This form is used for applying for a Health Delivery Research Project Grant, refer to **the 2025 Health Delivery Research Project Grant Application Guidelines** for detailed guidance on how to complete each module.

A Health Delivery Research Project Grant Full application 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, 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’ and ‘FTE summary’ are completed in the **2025 Health Delivery Research Project 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 HRC Gateway.

Module 6 ‘Research Classification’ is for HRC evaluation purposes only and need to be updated on HRC Gateway (with the exception of section 6D, which is found at the bottom of this form).

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Please check your application carefully as incorrectly uploaded files will result in your application being rejected or withdrawn by the HRC.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 not 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 application was created using the original 2025 Health Delivery Research Project Grant Full 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.

[ ]  Any changes to the Named Investigators (removal, replacement or adding) from EOI to Full stage have been approved by HRC staff.

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

[ ]  Information on collaborators has been added to this application on HRC Gateway and is included in Module 1.

[ ]  Module 2, Module 3, Sections 4A-4C in Module 4 and Section 6D in Module 6 have been completed in the 2025 Health Delivery Research Project Grant Full Application form.

[ ] [ ]  In Module 2, Section 2A fits within 1 page and Section 2B fits within 10 pages.

[ ]  In Module 4, Sections 4E-4G have been completed in the 2025 Health Delivery Project Budget form (Microsoft Excel template).

[ ]  The 2025 Health Delivery Project Grant Full Application form has been converted to a PDF format. All figures, tables and text have been converted intact.

[ ]  The 2025 Health Delivery Project Grant Full Application form has been uploaded to HRC Gateway in the ‘Uploads’ section of the application.

[ ]  The 2025 Health Delivery Project Budget form has been converted to a PDF format and all spreadsheet tabs are included.

[ ]  Both the .xlsx format and PDF format of the 2025 Health Delivery Project Budget form have been uploaded to HRC Gateway in the ‘Uploads’ section of the application.

[ ]  All named investigators’ CVs use the HRC template and have been uploaded to HRC Gateway.

[ ]  Letters of collaboration/support documents have been uploaded to HRC Gateway as separate PDF files. 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****.**

# Module 2: Research

Please refer to the **2025 Health Delivery Research Project Grant Application Guidelines** for the details on the information required under each heading in this section. The section headings provided should be used (please delete this text before submitting).

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

### Rationale for research

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**)

### Expertise and track record of the research team

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 (10-page limit)

## A detailed description of what information is required under each heading can be found in the 2025 Health Delivery Research Project Grant Application Guidelines. The section headings provided should be used. Your audience includes discipline-specific peer reviewers and a more 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.

### Rationale for research

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**).

### Expertise and track record of the research team

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**).

# Module 3: References

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 Health Delivery Research Project 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. If staff changes (personnel or FTE) are required from the Expression of Interest application, you must follow the HRC procedure to obtain approval for these changes. Otherwise, your changes may not be accepted – please contact your Research Office (or the HRC if your organisation does not have one) for further details. 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.

## 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. Please also complete this table for any **HRC Health Delivery Research Activation Grant** funding that has contributed to the development of this application.

|  |  |
| --- | --- |
| 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 it is an 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.

## Section 4C – Other support

### Other research applications awaiting a decision

Through your research office, you must advise the HRC 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)

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.

# Module 6: Research Classification

## Section 6D – Research methodology categorisation

Please enter the keywords that broadly reflect the proposed research methodologies being undertaken in your research.

Click here to enter text. This information will be used to inform HRC assessment process and policy analyses.

We appreciate there are a range of different research methodologies and that these can be described in different ways. The research methodology keywords entered in this section should be descriptive and provide a greater level of detail than simply ‘quantitative’, qualitative’ or ‘trial’. However, only single words or terms should be entered in this section – we are not expecting a detailed written description of the methodologies to be used.

Possible examples of research methodology keywords may include terms such as participatory action research; cluster randomised controlled trial; kaupapa Māori methods; systematic review; meta-analysis; implementation science; animal model studies; epigenetics; etc.