2025 NZ–China Biomedical Research Alliance Request for Proposals (RFP) 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 2025 NZ-China Biomedical Research Alliance Request for Proposals Grant. Refer to the **2025 NZ-China Biomedical Research Alliance Request for Proposals (RFP) Application Guidelines** for detailed guidance on how to complete each module.

The application for a 2025 NZ–China Biomedical Research Alliance 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, Module 2 ‘Research’, Module 3 ‘References’ and Module 4 Sections 4A-C ‘Contract information and budget’.

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-G ‘Research proposal budget’, ‘Subcontract budget’, and ‘FTE summary’ are completed in the **2025 NZ**–**China Biomedical Research Alliance** **Request for Proposals (RFP) 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, an NZ RST CV is required for all named investigators, the CV template can be downloaded from HRC Gateway. They should be uploaded to HRC Gateway once complete.

Module 6 ‘Research Classification’ is for HRC evaluation purposes only and needs 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Please check your application carefully as incorrectly uploaded files will result in your application being rejected or withdrawn by the HRC.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 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 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 NZ–China Biomedical Research Alliance Request for Proposals (RFP) funding round as the 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.

☐ You have identified suitable research collaborators from a leading China-based research organisation(s), and the Chinese collaborators have been added as collaborators to this application on HRC Gateway and are included in Module 1.

☐ At least two nominated impartial peer reviewers have been listed in the “Nominated Peer Reviewers” section on Gateway to review your application.

☐ The application was created using the original 2025 NZ–China Biomedical Research Alliance Request for Proposals (RFP) Application Form, which was downloaded from HRC Gateway.

☐ Module 2, Module 3 and Sections 4A-4C in Module 4 have been completed in the 2025 NZ-China Biomedical Research Alliance Request for Proposals (RFP) Application form.

☐ In Module 2, Section 2A fits within 1 page and Section 2B fits within 7 pages.

☐ In Module 4, Sections 4E-4G have been completed in the 2025 NZ–China Biomedical Research Alliance Request for Proposals (RFP) Budget form (Microsoft Excel template).

☐ The 2025 NZ–China Biomedical Research Alliance Request for Proposals (RFP) Application form has been converted to a PDF format. All figures, tables and text have been converted intact. This form has been uploaded to HRC Gateway.

☐ The 2025 NZ–China Biomedical Research Alliance Request for Proposals (RFP) Budget form has been converted to a PDF format and all spreadsheet tabs are included. Both the .xlsx format and PDF format of 2025 NZ–China Biomedical Research Alliance Request for Proposals (RFP) Budget form have been uploaded to HRC Gateway.

☐ All named investigators’ CVs use the NZ RST CV 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

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

☐ 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 NZ**–**China Biomedical Research Alliance Request for Proposals (RFP) Application Guidelines** for the details on the information required under each heading in this section. 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 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**)

### Fit with RFP

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

### Research design and methods

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

### Dissemination and knowledge transfer

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

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

### Rationale for research

Click here to enter text (font must be **Arial 10-point**). A statement of the significance of the health issue; potential to advance knowledge and a robust demonstration of the research gap; aims and hypotheses build on existing knowledge; and originality of the approach.

### Fit with RFP

Click here to enter text (font must be **Arial 10-point**). The relevance and contributions of this research application to the aims and objectives of the RFP must be clearly expressed. For example, what is the significance and contribution of the research to this research field; where relevant, how could the research impact upon health policy and/or the provision of health services? Rather than wasting valuable space with large amounts of background information on the general health problem, focus on how your research will contribute to address the problem and/or develop new knowledge.

### Research design and methods

Click here to enter text (font must be **Arial 10-point**). Provide sufficient details for technical assessment of scientific protocol, feasibility (including evidence of preliminary studies using the methodology) and validity of data. Fully describe the actual practicalities (not just 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. Clinical trial applications must include a description of data and safety monitoring processes.

### Responsiveness to Māori

Click here to enter text (font must be **Arial 10-point**). Consideration should be given to how the research will contribute to the health needs of Māori, recognising that the most appropriate approach to advancing Māori health will vary by the type of research and consideration should be context-specific, as determined by the nature and scope of the research.

### Dissemination of results and knowledge transfer

Click here to enter text (font must be **Arial 10-point**). Provide full details of your proposed dissemination strategy. As all partnership initiatives are designed to contribute to an evidence base in key areas of need, and strengthen the links between evidence, policy and practice, this should include how the research results will be appropriately disseminated to the following end-users: Policy-makers, professional colleagues, health service funders and providers, the general public, study participants, iwi and other important groups. Describe how knowledge transfer activities have been integrated into the research plan. Specify who is responsible for any key knowledge transfer activities.

### 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, experience and knowledge in the proposed research area; right mix of expertise, and appropriate networks and collaborations; history of productivity and delivery (noting career breaks); 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 relevant to this application. The role of each team member is required.

### Partnership

Click here to enter text (font must be **Arial 10-point**). Describe how the international partnership will enable a unique research contribution that has the potential to advance the field further due to the collaborative nature. Provide details of how the partnership will enhance the transfer of new knowledge and/or technologies and build New Zealand research capacity to address global health research priorities.

# 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 with brief interpretation and any technical terms used in the application 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 NZ**–**China Biomedical Research Alliance Request for Proposals (RFP) 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 costs 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 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 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 decision

Through your 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.