2025 PROGRAMME APPLICATION FORM

## Coversheet

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

First named investigator: Click here to enter surname.

|  |  |
| --- | --- |
| Director eligibility – Please state which eligibility requirement(s) the director meets |  |
| Co-director name (if applicable): |  |
| Co-director eligibility - Please state which eligibility requirement(s) the co-director meets |  |

A full application for a 2025 Programme Grant consists of six modules. Refer to the **2025 Programme Application Guidelines** for detailed guidance on how to complete each module.

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 Programme 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 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Please check your application carefully as incorrectly uploaded files will result in your application being rejected or withdrawn by the HRC.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.

# Module 2: Research

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

### Rationale for research

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

### Aims

### 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)

### 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 – List of proposed research objectives or projects

## List the proposed research objectives or projects within the Programme and the named investigators leading each part of the Programme.

|  |  |
| --- | --- |
| Objective or project title(80 characters maximum) | Leading named investigator(Surname, initial) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Section 2C – Description of proposed research (16-page limit)

## Research objectives or projects

Click here to enter text (font must be **Arial 10-point**). Clearly demonstrate how your research programme aligns with and contributes to the HRC’s research priorities. Describe how the research programme has been designed to deliver maximum value for public investment in health research. Ensure your research objectives or projects form a cohesive theme of research and use diagrams as appropriate. For each objective, describe the rationale, design and methods, impact, Māori health advancement and research team track record, as these are the scoring criteria assessed by the assessing committee. In addition, the assessing committee considers ‘cohesiveness of research programme’ and the Programme Assessing Committee will score ‘quality of health research’ and ‘potential for outcomes’. If your application includes randomised controlled trials, refer to Appendix 5 in the 2025 Programme Application Guidelines for additional guidance.

## The long-term goals of the research group

Click here to enter text (font must be Arial **10-point**). Outline your long-term research goals and how they benefit New Zealand. Describe how this programme will help the group achieve its goals. The Programme Assessing Committee will assess the ‘Vision of Programme’ scoring criterion.

## The collaborative nature of the research

Click here to enter text (font must be Arial **10-point**). Describe collaborations with others critical to the success of your research programme, including connections with the next-users and end-users of the research, such as health service providers and health policy advisors (where appropriate).

## Staffing, management and organisation of the research Programme

Click here to enter text (font must be Arial **10-point**). Describe the research programme’s staffing, management and organisation. Include details of leadership and communication, administrative mechanisms, resource and financial management. Describe the group’s productivity and synergy of skills. Declare any relevant career disruptions. The Programme Assessing Committee will assess the ‘Research team collaboration and integration’ scoring criterion.

## Workforce development

Click here to enter text (font must be Arial **10-point**). Describe how your research programme will contribute to building the critical health research capability New Zealand needs to address priority health outcomes now and for the future. Outline the training opportunities to develop early career researchers and next programme leaders and/or health professionals that exist or will be developed within the programme. Describe the consideration of gender balance throughout the research team.

## Host organisation support

Click here to enter text (font must be Arial **10-point**). Describe the level of support and facilities that will be provided by the host organisation.

## Collective benefits

Click here to enter text (font must be Arial **10-point**). Describe the collective benefits of the programme and overall progress towards impact on improving health outcomes, including clearly articulated potential benefits for areas of high health need and population groups with the highest health needs. The Programme Assessing Criteria will assess the ‘Potential for outcomes’ scoring criterion.

## The group’s track record

Click here to enter text (font must be Arial **10-point**). Describe the group’s track record of, and policies and practices for, the dissemination and uptake of research results. Include plans for stakeholder engagement and maximising the potential use of research findings.

## Māori health advancement

Click here to enter text (font must be Arial **10-point**). Describe how the outcomes of your research will contribute to Māori health advancement. Outline the activities you have already undertaken that are relevant to this programme, and what you will undertake during this programme that will realise your research contribution to Māori health advancement. Potential benefits for other population groups experiencing inequitable health outcomes in New Zealand (e.g. Pacific peoples) should not be conflated with contributions to Māori health advancement and will not be considered when assessing and scoring the MHA criterion. Refer to Appendix 6 in the 2025 Programme Application Guidelines for additional guidance.

# Module 3: References

Click here to enter text (font must be **Arial 10-point**). This section does not have a page limit. **Endnote** lists should be copied into a plain text editor before adding here. Details must include a full list of all author(s), title of article, journal, year, volume and page numbers. Place an asterisk (\*) beside all named investigators’ publications.

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 and will not be used when assessing your application.

If you are applying in the General category, you need to answer this question.

There are four domains in the New Zealand Health Research Prioritisation Framework (NZHRPF). Please read the [NZHRPF](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 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 Programme 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’**.**

### Justification of working expenses, casual staff, and students (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. 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 funding contracts from any agency that has been received in the last 5 years by:

* The director and co-director (if applicable).
* Any named investigator if they were the first named investigator on an awarded grant and their FTE contribution for the current programme application is at least 10%

|  |  |
| --- | --- |
| 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 this is an HRC contract (enter HRC Reference #), have **all** progress, end of contract or deliverable due reports been filed? If the due report has not been submitted, please provide an explanation\* |  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

### Project applications related to this Programme

|  |  |
| --- | --- |
| Are any named investigators on this Programme also named investigators on a Project application? If yes, provide the Project **HRC Reference ID**# and **first named investigator’s surname.** |  |
| Is the Project a component of this Programme application? If not, explain how this programme is separate from the Project. |  |
| Will the Project be withdrawn if the Programme is fully funded? Provide **clear justification** if the Project will not be withdrawn.  |  |

Copy and paste the above table if there are multiple projects.

### Other research applications awaiting decisions

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

Through your host organisation’s Research Office, you must advise the HRC of the outcome of your other research applications that might alter the final Programme 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 Reference 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 or 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.