2025 PROJECT 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 a project in the ‘**General**’ category, refer to the **2025 Project Full Application Guidelines** for detailed guidance on how to complete each module.

A full application for a 2025 Project 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 Project 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Please check your application carefully as incorrectly uploaded files will result in your application being rejected or withdrawn by the HRC.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.

# Module 2: Research

A detailed description of what information is required under each heading can be found in the **2025 Project Full Application Guidelines**. The content should be similar to your EOI.

## 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**)

###

### 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 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 Project Full 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**). State the significance of the health issue; potential to advance knowledge and a robust demonstration of the research gap; aims and hypotheses building on existing knowledge; and originality of the approach.

### Research design and methods

Click here to enter text (font must be **Arial 10-point**). Provide sufficient details to assess your scientific protocol, feasibility (including evidence of preliminary studies using the methodology) and validity of data. 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.

### Research impact

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

You should structure your 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**? The balance between describing both short-term and longer-term considerations is dependent on the specific research context.
2. the **action plan** to maximise the use and benefits of research. **What 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.

Disseminating results and knowledge transfer should also be considered as part of the action plan.

Include plans for stakeholder engagement and how research results will be communicated to ensure knowledge transfer and achieve change.

### Māori health advancement

Click here to enter text (font must be **Arial 10-point**). Consideration 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 responding to these questions, 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).

###

### 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; 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: 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.

**New Zealand Health Research Prioritisation Framework Domains**

This information is for HRC data collection purposes and will not be used when assessing your application.

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 description of what information is required under each heading can be found in the 2025 Project Full 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, 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.**

|  |  |
| --- | --- |
| 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

|  |  |
| --- | --- |
| Are any named investigators on this Project also named investigators on a Programme application? If yes, provide the Programme **HRC Reference ID#** and the **first named investigator’s surname.** | Click here to enter Yes or No. |
| Is the Project a component of a Programme application? | Click here to enter Yes or No. |
| Will the Project be withdrawn if the Programme is fully funded?  |  |

If ‘No’, then identify the Programme, outline its area of research, and clearly explain how this Project is separate from it.

Click here to enter text.

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)

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: 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.

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