



June 2025

2026 Career Development Awards Application Guidelines

To use with forms:

2026 Career Development Awards Application Form

Clinical Practitioner Research Fellowship

Clinical Research Training Fellowship

Foxley Fellowship

Sir Charles Hercus Health Research Fellowship

HRC and Girdlers' UK Fellowship

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Part A: The HRC Career Development Awards

This section outlines the **HRC Career Development Awards**, including:

- an overview of the different award types, including the maximum value and duration
- the HRC priorities
- an overview of the application process, including key dates.

The HRC Career Development Awards (CDA) provide research training opportunities for people who will contribute to improving health and economic outcomes for all New Zealanders.

These guidelines are for the general and advanced fellowships outlined in Section 1.

1. General and advanced fellowships

This section provides an overview of each fellowship.

For further information on each award type and its specific eligibility criteria, please refer to Part D.

1.1 Clinical Practitioner Research Fellowship (CPRF)

The CPRF provides an opportunity for a clinician with a proven track record of research and is currently practising and employed by a healthcare organisation to undertake a programme of research that aligns with their clinical practice and will enhance healthcare delivery in New Zealand.

1.2 Clinical Research Training Fellowship (CRTF)

The CRTF provides an opportunity for medical, dental and allied health professionals who have a **current** clinical role to undertake a PhD or equivalent qualification in any discipline whose proposed research programme will contribute to improving health and economic outcomes in New Zealand. The fellowship offers a stipend and covers university fees plus research costs for up to three years full-time (or four years part-time)

1.3 Foxley Fellowship

The Foxley Fellowship provides support for a health sector professional to undertake a research sabbatical at a tertiary institution. The award aims to enhance links between HRC-funded research and healthcare delivery or health policy. The fellowship can be held for up to one year full-time or two years part-time.

1.4 HRC and Girdlers' UK Fellowship

The fellowship provides two years' postdoctoral experience at Green Templeton College and the University of Oxford for a New Zealand citizen whose research programme is relevant to health sciences. The fellowship includes a repatriation component of a third year on return to New Zealand.

1.5 Sir Charles Hercus Health Research Fellowship

The fellowship provides salary support for up to four years for an outstanding researcher whose scientific field has the potential to contribute to both the health and economic goals for the government's investment in research, science and technology.

2. HRC priorities

All HRC investment must have a clear line of sight to improving health outcomes for all New Zealanders, with a focus on areas of highest health need and communities with the highest health needs¹.

New Zealand's investment in health research must contribute to achieving the goals of the health system and the science, innovation and technology (SI&T) sector. It is important to consider and identify how your research will add value and contribute to these goals and wider system performance. The vision for the health system is timely access to quality healthcare². A key focus for the science system is to harness the benefits of research and innovation to drive economic transformation.

3. Key dates

Event	Description	Date (1pm)
CDA applications open	Open date for creating registration and CDA applications on HRC Gateway	4 June 2025
Registration closes	Deadline for creating a registration	2 July 2025
Applications due	Deadline for submitting applications	2 July 2025
Applicant rebuttal	Applicants to respond to the reviewers' reports (CPRF and Hercus applicants only)	Early September 2025
Interviews	Interviews for shortlisted CPRF and Hercus applicants	*Late September 2025
Outcomes released	Applicants will be notified through their Research Office and on HRC Gateway	6 November 2025

* Once the interview dates have been set, they cannot be changed.

4. CDA assessment process

Applications are assessed by a multidisciplinary CDA Assessing Committee. Details on the assessment process are provided in these guidelines.

The assessing committee will primarily focus on the candidate and their potential development as a health researcher during the term of an award, as well as consider the potential contribution of the health research project to improving health outcomes. However, please note that HRC awards are highly competitive, and all criteria will be considered when assessing your application.

¹ Areas of highest health need and communities with the highest health needs are identified in the Government Policy Statement on Health 2024-2027

² The Government Policy Statement on Health (2024-2027) outlines 5 priority areas; 5 non-communicable diseases; 5 modifiable behaviours; 5 health targets; and 5 mental health targets.

The HRC intends that, where appropriate, the assessment considers the productivity of an applicant relative to their opportunities. This can take into account both career disruption (for example, serious illness or parental leave), and specifics of an applicant's employment history (including clinical, teaching and administrative commitments, and time working in sectors such as industry or government that might restrict research outputs).

5. Host support

The HRC's contribution to research costs is intended to help establish your research objectives. There are no overhead costs associated with any career development award. The HRC expects that overhead costs relating to your research (contributions to property costs or laboratory space, utility charges, equipment charges, laboratory "bench fees", library charges, etc.) are covered by your host organisation. You should therefore confirm that your host organisation has adequate resources before applying for a career development award.

You may submit a proposal in another HRC funding round to cover the costs of completing your research project. However, HRC funding rounds are contestable and funding is not guaranteed. Therefore, relying on other funding sources to complete your research may place your career development award in jeopardy.

If you move to another host organisation after the application's due date, you will need to inform the HRC of your proposed change as it could affect your application. The change request will be considered on a case-by-case basis.

6. Notification and feedback to applicants

The outcome of your application will be updated on HRC Gateway. If your application was discussed at the committee meeting, you will also receive feedback as a written review summary.

The HRC reserves the right to not make an award in any particular category and to determine the number of awards allocated in a particular round.

Scholarships and fellowships must be taken up within four months of the date of the award. In exceptional cases, the HRC may consider applications for deferral beyond four months if an acceptable justification is provided at the time of the original application, e.g. for relocation purposes.

7. Contract reporting

If you are successful, you will need to submit annual progress reports to the HRC within a month of your contract's anniversary. Reports should include your time commitments (i.e. HRC contract, other funders, teaching, clinical duties). You will also need to submit an end of contract report within three months of completing your contract. All reports must be submitted on HRC Gateway. Individuals named on your contract and your research office will have access to HRC Gateway and are responsible for submitting reports.

The HRC reserves the right to require special reports at any time during the term of your fellowship. Any awards that are extended beyond the original term will have additional reporting dates, as notified in the amended contract.

The HRC will review all reports and reserves the right to suspend or terminate your fellowship if your progress is unsatisfactory.

7.1 Suspension

The Council may, under the terms of the HRC Research Contract at its discretion for what is considered grave cause, suspend the tenure of an HRC Career Development Award for such time as is thought fit or deprive a fellow of their fellowship. From that date, payments will cease or be suspended.

7.2 Intellectual property rights

The HRC has published guidelines on implementing research, including an intellectual property policy, on the HRC website.

As provided in the Fifth Schedule of the HRC research contract, new intellectual property resulting from HRC-funded research is owned by the host organisation. Please read the provisions of the contract to understand your obligations with respect to the ownership and application of new intellectual property from HRC-funded research.

Part B: Guidance on applying for a 2026 Career Development Award

This section includes general information on how to apply for a Career Development Award and includes:

- instructions for using HRC Gateway to submit an application
- formatting requirements for applications
- guidance about the privacy of application content
- contact information if you need assistance with your application.

When applying, you must follow the instructions in this section.

1. Preparation

1.1 HRC Gateway user account

To apply, you will need an HRC Gateway account. You can use your existing account or create a new one if you do not have one via the following URL: <https://gateway.hrc.govt.nz>. If you have issues logging into your HRC Gateway account, contact info@hrc.govt.nz.

Note: All members named on your proposed research team must have an HRC Gateway user account so that their details can be included in the online form. Individual HRC Gateway accounts must be updated each year.

1.2 Important documents

Before completing your application, please read:

- [Government Policy Statement on Health \(2024-2027\)](#)
- [New Zealand Health Research Strategy \(2017-2027\)](#)
- [New Zealand Health Research Prioritisation Framework](#)
- [HRC Research Ethics Guidelines](#)
- [Guidelines for Researchers on Health Research Involving Māori](#)
- [HRC Māori Health Advancement Guidelines](#) and [supporting resources](#)
- [Guidelines for Pacific Health Research](#)
- [HRC Research Impact Slideshow](#)
- [ARRIVE guidelines for animal research](#) (if applicable)
- HRC CDA Peer Review Manual

Click the document name to access the file.

2. Format

2.1 General formatting

Use the **2026 Career Development Award Application Form** as it contains special features specific to this grant type.

Please write your application in a clear, concise manner with sufficient detail. The assessing committees reviewing your application include a broad range of expertise. It is important that they can understand the scope and implications of your application.

Applications must be in English or Te Reo Māori; if in Te Reo Māori, a translation in English must also be provided (any translation will not be included in the page limit).

When applying, please:

- use Arial 10-point type font or larger
- use default margins
- use single line spacing
- keep to the page limits.

2.2 Compliance

The HRC will not process your application if you do not use the correct HRC application forms or follow the stated page limits and font sizes/styles. Your application may be withdrawn.

Please avoid these common pitfalls:

1. Only submit your application using HRC Gateway. Do not send applications or supporting documents to the HRC via email or any other means.
 - If your host organisation has a research office (or equivalent), your application must be approved by the research office first. The application will then be released to the HRC. Please allow enough time for this approval process before the HRC's closing deadline. All queries regarding applications should be directed to the host's research office rather than to the HRC directly.
2. Ensure you complete all modules, including Module 1 which must be completed in HRC Gateway. Incomplete applications after the closing date will be considered withdrawn and deleted from HRC Gateway.
3. Do not include any additional material (e.g. slides, protocols, other funding applications) as 'supporting documents' on HRC Gateway, and avoid using hyperlinks in the application form. The HRC will remove all additional material and hyperlinks from your application.
4. Do not send digital files directly to the HRC. Independent researchers and research providers requiring assistance with using HRC Gateway should contact the HRC in the first instance.

The HRC will not accept any late applications unless you have written permission at least one week before the application deadline.

3. Privacy provisions

3.1 Statistical and reporting purposes

The information provided in your application will be used to assess your application. In a non-identifiable form, some information will be used for HRC's statistical and reporting purposes. The HRC stores all applications in a secure place, which may include the National Research

Information System (NRIS) curated by the Ministry of Business, Innovation and Employment (MBIE) with details provided by funders of the science sector.

3.2 Personal information

Personal information contained in your application will be available to HRC staff and those involved in assessing your application.

3.3 Media release

The HRC publishes details of research contracts including named investigators, host organisation, research title, lay summaries and funding awarded for public interest purposes and to meet the statutory requirements of the Health Research Council Act 1990.

3.4 Official Information Act

Official Information Act requests for information about an application or research contract, beyond information that has already been publicly disclosed, will be discussed with the host organisation and first named investigator before responding to the request. Where appropriate, the request may be transferred to the host organisation.

4. Additional eligibility requirements

If you have any questions about your HRC funding application, please contact your host organisation's research office.

4.1 Eligibility restrictions on publicly funded research

As part of the New Zealand Government's broader response to Russia's invasion of Ukraine, a new eligibility criterion has been implemented for government research funding.

For applications to be eligible, they must not benefit a Russian state institution (including but not limited to support for Russian military or security activity) or an organisation outside government that may be perceived as contributing to the war effort.

This is not a broad ban on collaborations with individual Russian researchers. The focus is on ensuring that government funding does not support scientific research collaborations that could further Russia's ability to continue its aggression in Ukraine.

As a Crown Agent, investing in health research for the public good with taxpayer funding, the HRC reserves the right to make ineligible any application for funding that will provide benefit to a state institution or other organisation identified for exclusion by the New Zealand Government.

4.2 Trusted Research Guidance

Please familiarise yourself with the [Trusted Research Guidance for Institutions and Researchers](#). New Zealand has an open and collaborative research and innovation system and values academic freedom and research conducted independently by individuals and organisations. As part of preserving trust, the HRC screens applications for risk related to sensitive technologies³, and may require funded applications to identify, mitigate, and monitor risks as part of the contractual conditions of the grant.

³ Technologies become sensitive when they: are or could become dual use i.e., have both a civil and military/security application; or, underpin, or have the potential to underpin, significant economic value for New Zealand.

5. Enquiries

If you have any questions about your HRC funding application, please contact your host organisation's research office.

You can contact the HRC at info@hrc.govt.nz if:

- your organisation does not have a research office
- your organisation's research office cannot assist you
- you have any technical difficulties (i.e. with HRC Gateway).

HRC Gateway will show the status of any application. Please do not contact the HRC for an update on your application.

Part C: Guidelines for completing the 2026 CDA Application Form

This section outlines how to complete the 2026 Career Development Award Application Form.

1. The CDA Application Form

The **2026 Career Development Award Application Form** is a Microsoft Word form that contains a coversheet, Module 2 and Module 3.

The form is compatible with Windows PC and Mac computers. You must download and use the correct application form from HRC Gateway as it contains special features. When inserting figures and tables, paste these from a draft document instead of creating them directly in the form.

Remember:

- Enter the 'HRC Reference ID#' and first named investigator's surname on the coversheet.
- Enter information only in the indicated form fields.
- Do not reformat Module and Section headings.
- Use the original HRC forms. Do not copy and paste the form into a new document as this can drastically change fonts and remove other features required for HRC processes.
- Do not delete spreadsheet columns and shaded rows; you can insert more unshaded rows.
- HRC Gateway will remove the coversheet from the final system-generated PDF.

Once you have completed the application form, you will need to upload it to HRC Gateway as a PDF file. HRC Gateway will generate the complete application form with all modules (including Module 1), which you can download and review.

You will also need to complete and submit a Microsoft Excel spreadsheet '**2026 Career Development Awards (CDA) Budget**' for Module 4 Sections 4E-4F. You will need to save this as both a .xls file and a .PDF file and upload both versions to HRC Gateway.

Note: By submitting an application on HRC Gateway, you confirm that your application complies with all requirements, including formatting guidelines and page limits. The HRC will not accept changes after the closing date.

2. Module 1: General information

Complete this module on HRC Gateway.

Create a new application by clicking the 'Apply' button and providing the requested information. Use the 'Save & Continue', 'Update' and 'Save' buttons to move through the application or scroll down the page to see all sections. Use the 'Submit' button at the top of the page to complete this part of the application. HRC Gateway will only accept the submission if all required details have been provided.

2.1 Application details

Research title

The research title should be succinct, written in plain language, and clearly describe the proposed research without using metaphorical terms. The title must not exceed 80 characters, including

spaces and punctuation (e.g. 'growth factors' contains 14 characters). Please use sentence case. The HRC reserves the right to amend the title of funded applications.

Lay summary

The lay summary must clearly state: 1) the purpose of the research and why it is needed; 2) how the research will be completed including the research activities; and 3) anticipated health benefits, expected outcomes, and value for money. Your lay summary must be 150 words or less. Please use plain language that can be easily understood by members of the public and avoid using technical terms.

This information will be used to inform the HRC Council in the final approval process if the application is recommended for funding. The HRC reserves the right to amend the lay summary of funded applications.

Host organisation

This is the organisation that will administer the award contract for a successful application. Select the relevant 'host organisation' from the drop-down list. If applicable, select a specific research office and research office contact.

If your host organisation has a research office with more than one staff member, select the contact who will most likely handle your application or will be the principal contact.

If your host organisation has more than one research office, select the office who will be handling your application.

Note: If your host organisation does not appear in the drop-down list, please tick the check box 'My host organisation is not in the list'. The field 'Host organisation details' will appear in the next section and the name of the host organisation should be entered here. New organisations are required to provide due diligence information before being accepted as a research provider.

Research location(s)

This is the department(s) and organisation(s) where most of the research or data analysis will be completed, e.g. 'Department of Community Health, Christchurch School of Medicine' or 'Te Runanga o Ngati Porou'.

Discipline

Choose from the drop-down box. This should be the area that your application is connected with.

Duration

Enter the proposed term in months. You can apply for a shorter full-time term at a *pro rata* value. Part-time award values will not exceed the full-time maximum.

Type of research

Select from the drop-down list the most appropriate term for broadly describing the research proposal for assessment purposes.

Commencement date

Your research must commence by **1 March 2026**. You must start within 4 months of the contract offer, or by a date approved by the HRC.

Support personnel

Examples of support personnel include individuals who will help you with the application process (i.e. upload your application to HRC Gateway). Do not list named investigators or your host organisation's research office staff. All support personnel need to have an HRC Gateway account to view and edit your application.

2.2 First named investigator

Some information will be automatically populated from the first named investigator's profile in HRC Gateway (e.g. organisation and department). If your profile is not current, update your details in your Gateway profile rather than the application form. The details listed on the application will be automatically refreshed after your profile is updated. Click the 'Update' button to enter and update the information requested.

The first named investigator will be considered the first point of contact during the application and assessment process, and will be understood to be acting for, and in concurrence with, the other named investigators. All correspondence for the application will be addressed to this person and the host.

2.3 Named investigators

All named investigators must have an HRC Gateway account before they can be added to the application. This includes your supervisor(s). You will need to upload a CV for each named investigator. Each named investigator needs to sign in to HRC Gateway and update their details before you submit your application. Certain information (i.e. ethnicity, gender, and whether the researcher is a clinician) is used for HRC information purposes only and will automatically populate from the individual's profile.

You may wish to designate a hapū, iwi or Māori organisation conducting the research to be acknowledged as investigators on the application. It is still essential to list supporting named investigators.

Click the 'Update' button to enter additional information as requested. All named investigators on successful applications may be cited by the HRC in its various communication channels.

Role in project should include brief information on what the investigator will undertake in the study (1-2 sentences max).

2.4 Collaborators

Provide all collaborators' full name, organisation, and country (the location where the organisation is based and where the collaborators undertake their research). For 'collaboration purpose', select one of the following options: research; commercialisation; knowledge transfer. For 'support', indicate the value of any funding for this research provided by the collaborator in New Zealand dollars or list any in-kind support.

2.5 Research costs

The HRC will pay up to the maximum award amount, with variation dependent on salary level and term as applicable. The awarded amount will include applicable course fees and research expenses.

There are no overhead costs associated with any career development award. The HRC expects that overhead costs relating to your research (contributions to property costs or laboratory space, utility charges, equipment charges, laboratory "bench fees", library charges, etc.) are covered by your host organisation.

You must confirm that such resources are in place to ensure you can successfully complete your award. The HRC's contribution to research cost (if any) is intended to facilitate the establishment of the Fellow's research programme.

2.6 Unacceptable peer reviewers

You can name up to two individuals or groups that you do not want as reviewers for your application. You will need to explain why they are unacceptable.

2.7 Objectives and milestones

Objectives and milestones are assessed, included in a resulting research contract, and are used for contract monitoring in progress and end of contract reports. Objectives and milestones must be measurable and achievable within the term of a contract. There is no limit to the number of objectives and milestones.

Objectives

Briefly describe the intended objectives of your research application. Objectives should relate to the overall goal or aim of the research. The HRC suggests you include at least 3 objectives, with sufficient standalone operational detail and scientific information to assess your performance in subsequent years.

Each of the objectives must be listed separately and added before the milestones can be added.

Milestones

Provide key milestones that you aim to achieve by the end of each year of a resulting contract. Each milestone must relate to at least one of your objectives. For contract monitoring and HRC accountability reporting, if your research requires ethics and/or regulatory approval (human, animal or biological safety) and/or clinical trial registration, these **must** be identified as separate year 1 milestones, even if you expect to gain these approvals before starting the proposed research award.

Each of the 'milestones' must be listed separately and written in the present tense.

3. Module 2: Applicant and research information

Note: Each award type has its own application form with different headings and a different order. Guidance on how to complete each section can be found under the corresponding headings in this section. Please refer to your specific application form and only address the provided headings.

3.1 Applicant eligibility

Describe fit with eligibility requirements, years since last qualification and career interruptions, if any.

3.2 Applicant CV (and academic transcript)

Upload a PDF copy of your CV to HRC Gateway. The details in your CV should match your application. Use the CV template available in HRC Gateway, and follow the instructions provided in the template.

Other relevant awards (half page maximum)

Please list any awards that are specifically relevant to this proposal.

Academic transcript

If you are applying for a Clinical Research Training Fellowship or a Girdlers' Fellowship, upload a JP-certified copy of your academic transcript or professional qualifications to the 'support documents' on HRC Gateway.

3.3 New Zealand residency and employment

To be eligible to apply, you must be a New Zealand citizen or hold New Zealand residency.

If you intend to work during the tenure of the award, please provide details of where you will be employed and the intended number of hours per week. In addition, briefly explain how you will manage your research workload while working, and ensure your supervisor includes their approval of this arrangement in their letter of support.

With the exception of the Clinical Practitioner Research Fellowship, you may not hold positions of employment without the HRC's permission. Normally, this permission is given for teaching duties or clinical activities in support of your professional development, approved by your supervisor, for up to 500 hours per year (which is pro-rated if you are not completing the fellowship on a full-time basis).

3.4 Research environment

Provide details on:

- the research environment you will be in
- your academic/research support (e.g. research groups, specialist methodological expertise, access to research equipment, researcher development opportunities, etc.)
- your supervisors and/or mentors (including why they have been selected)
- how this proposal will benefit your research and contribute to your research growth and capability.

When explaining why your supervisors and/or mentors have been selected, explain how their expertise and skill set relate to your research programme. In addition, include evidence of their track record in mentoring and/or supervision.

Indicate if the environment is new or a continuation of your current work environment. If the research environment is a continuation of your current work, explain how the research environment will continue to improve/help your research and development as a health researcher. If your local options and opportunities are limited, explain the steps you have taken to address this.

3.5 Healthcare organisation support

Describe the support you will receive from your employer (which must be a healthcare organisation).

3.6 Career plans

Notes: Please follow the page limits stated in your application form. Your application will be withdrawn if it exceeds the stated page limits.

Your application will be assessed by a multidisciplinary committee, so it is in your best interest to write this section in clear, simple language.

Clinical Research Training Fellowship applicants:

Describe your background and potential; specifically, describe how the proposed award will support your development as a health researcher.

Clinical Practitioner Research Fellowship applicants:

Describe your clinical and research experience and potential, how the proposed research aligns with your clinical practice, and how it will strengthen healthcare practice and health services in New Zealand. Clearly outline why investing in your particular research skillset and capability is important for New Zealand, both now and for the future. State how this fellowship will extend your health research and add to your organisation's health research environment.

Provide information on your collaborations, service to the research community, supervision of students, and other elements of peer esteem such as invitations to give talks or complete reviews.

In addition, include up to five research outputs and briefly explain why these papers are important, how they represent the evolution of your work, and where the work is headed. Clearly describe your role in these papers.

Sir Charles Hercus Health Research Fellowship applicants:

Describe your background and potential; specifically, describe how the proposed award will support your development as a health researcher. Clearly outline why investing in your particular research skillset and capability is important for New Zealand, both now and for the future.

Provide information on your collaborations, service to the research community, supervision of students, and other elements of peer esteem, such as invitations to give talks or completing reviews.

In addition, include up to five research outputs and briefly explain why these papers are important, how they represent the evolution of your work, and where the work is headed. Clearly describe your role in these papers.

HRC and Girdlers' UK Fellowship applicants:

Provide details about the New Zealand research organisation you plan to return to, and the direction of your research to be undertaken once you have returned to New Zealand.

3.7 Research

Notes: Please follow the page limits stated in your application form. Your application will be withdrawn if it exceeds the stated page limits.

Your application will be assessed by a multidisciplinary committee, so it is in your best interest to write this section in clear, simple language.

Health significance

Describe why this research is important and why it needs to be done in New Zealand. Clearly describe how your research has a clear line of sight to improving health and economic outcomes and aligns with HRC priorities (outlined in Section 1.3).

Research design and methods

Include your specific research hypothesis (if relevant), and a detailed design that describes, for example, participant recruitment and characteristics (including number, gender and ethnicity where relevant), study methodology, and proposed data analysis methods.

Māori health advancement

You will need to consider all potential ways that your proposal will advance Māori health and outline what actions you will undertake to help achieve this potential. You must address two components in your application:

- the contributions your research may make to advancing Māori health
- specific actions that have been, and will be, undertaken to realise the contribution to advancing Māori health through the life of the project and also beyond it.

In your response, consider how your research is informed by the four domains of Māori health advancement (see the Māori Health Advancement Guidelines for more details). Try to consider these domains when developing your research, as this may identify aspects of the research that were not previously considered. You do not have to specifically address all four domains in your application; however, doing so can help create the strongest rationale for your application. The consideration of Māori health advancement is context-specific, as determined by the nature and scope of the research. Any iwi and/or community support for your research needs to be clearly stated.

Dissemination of results

Describe how your research results will be disseminated to professional colleagues, the general public, health service funders and providers, study participants, iwi and other important groups. In addition, provide details of peer reviewed publications, patient leaflets, participant newsletters, clinical guidelines, hui and public meetings and mass media items as appropriate.

Potential for realising health and economic gains for New Zealand

Describe your proposed research's potential for realising health and economic gains for New Zealand. For example, does the proposed research focus on a priority health issue for New Zealand or community with high health needs? Does the proposed research build on and advance existing knowledge, address an important knowledge gap, and demonstrate clear potential to improve health outcomes?

Where does the contribution of this research fit relative to the worldwide perspective? For example, does it support or contribute to research being conducted elsewhere, or is it part of an international collaborative research project? Does it have potential to advance international science, achieve unique competitive advantage, and/or contribute to economic gain?

Where relevant, discuss how the research could impact health policy and/or the provision of health services; what intellectual property may be developed or advanced from this research; the training opportunities and collaborations that may arise; or the potential return on this research investment.

4. Module 3: References

Ensure this section starts on a new page. This section has a one-page limit, except for Clinical Practitioner Research Fellowship applications which do not have a page limit.

Provide the citations for key references in the text in Module 2. Details must include a full list of author(s), title of article, journal, year, volume and page numbers. Place an asterisk (*) beside your publications. If references are multi-authored, you can limit the author list to a more convenient number to fit any space limitations.

Reference lists generated by bibliographic software may need to be copied into a blank Word document and then copied into the form.

5. Module 4: Contract information

5.1 Section 4A: Contract information

Host organisation

Your host organisation must commit to financially supporting your research. Please outline the financial support you will be receiving from them.

If you move to another host organisation after the application due date, please notify the HRC of the proposed change as this could affect your application's outcome.

Justification of research staff

Explain and justify the role of personnel who will be associated with your research, including any supervisors or investigators not funded through this research. These may be research assistants, technicians, medical staff, interviewers, support staff or similar, who have specific FTE involvements listed in Section 4F.

Assessing committee members need to understand why the staff requested on the proposal are important and necessary for the proposed research to be successfully completed.

5.2 Section 4B: Previous/current contracts and awards

List previous and current contracts and awards. The table can be replicated below the first one if more are required.

5.3 Section 4C: Other support

Include other applications awaiting a decision. You must advise the HRC of the outcome of other applications through your research office as soon as possible. The table can be replicated below the first one if more are required.

Provide details of committed or potential co-funding.

Provide details of any financial interest related to the research or sponsorship of the research.

5.4 Section 4D: Letters of collaboration/support

You will need to upload evidence of collaboration/support. These documents should be uploaded as separate PDF files under 'Letters of collaboration/support documents' on HRC Gateway. A list of uploaded documents will be automatically included in the system-generated PDF version of your application form.

You will need to provide:

- letters of support from your host organisation (Sir Charles Hercus Health Research Fellowship and Clinical Practitioner Research Fellowship applicants only)
- a letter of support from your supervisor(s) stating their supervisory and resource arrangements during the tenure of the proposed award (for Clinical Research Training Fellowship, Foxley Fellowship and Girdlers' applicants only).
- evidence of preliminary acceptance from Green Templeton College at Oxford University and a letter of support from the senior research fellow at Oxford to whose group you would like to join (Girdlers' applicants only)
- a JP-certified copy of your academic transcript or professional qualifications (for Clinical Research Training Fellowship and Girdlers' Fellowship applicants only).
- Memoranda of Understanding (MOUs) or letters of support for any individuals not employed by your host organisation and who will receive a salary or budget through this career development award (if within your award's specific budget allowances).
- letters of support from any individuals or organisations who are contributing their time but are not receiving payment.
- any relevant letters of collaboration to support your application. These should outline how the interested party intends to contribute resources or to be actively involved in the proposed placement and research activity, not simply to state that this work is necessary. Please ensure that any other organisation providing a letter of collaboration recognises their intended commitment to the conduct of the proposed activity and timeline of their involvement.

5.5 Section 4E – 4F

Upload the completed Microsoft Excel spreadsheet '2026 Career Development Awards (CDA) Budget' for Sections 4E-4F. You will need to save this as both a .xls file and a .PDF file. You will need to upload both versions to HRC Gateway.

6. Module 5: Standard CV – supervisor(s)/investigator(s)

You will need to upload your CV to HRC Gateway. In addition, a CV is required for all named investigators (including those on an MOU).

Use the NZ standard CV template with the default font from HRC Gateway. Please stay within the page limits. The HRC will not accept any other form of CV.

The information provided in the CV **must match** your application and HRC Gateway profile.

If applicable, your CV should indicate when career breaks (including pandemic-related disruptions) have taken place as your track record will be assessed relative to opportunity.

7. Module 6: Research classification

The classification of research is for HRC's evaluation purposes only. The information is not used in allocating funding. Required details must be entered in HRC Gateway.

7.1 ANZSRC and keywords

Categorise the proposed research using the ANZSRC codes for the Fields of Research (FOR) and Socioeconomic Objective (SEO). Enter the percentage to the nearest 10% for each category to a total of 100%.

Enter keywords that categorise the research.

7.2 Economic benefits

Briefly describe any potential economic benefits you consider may arise from your research. If no direct economic benefits are anticipated, please state this rather than leaving the field blank. The HRC's interpretation of economic benefits is broad and includes:

- contributing to maintaining a healthy and productive population
- contributing to an efficient and cost-effective health system, and
- value generated from IP and innovation.

7.3 Category and health issue

Portfolio mapping category

Enter the requested information on HRC Gateway (select one). Select the category that best describes the starting point for your research. The following table describes each category.

Mapping category	Description	ü
Biomedical		
Gene	Research into the genetic basis of disease, identification of genes involved. Linkage analysis falls here and not under clinical studies.	
Cell biology	Analysis of molecular-level interactions. This includes protein-protein interactions, determination of the function of genes involved in diseases, and whole cell studies (e.g. immunological studies, transfections, etc).	

Mapping category	Description	ü
Physiology	This includes all physiology and anatomy. Animal models of disease are included in this category, and studies on host-pathogen interactions.	
Diagnostics	This includes innovations, and the development/refinement of new or existing diagnostic tools.	
Pharmaceuticals /treatments	This includes the development of new pharmaceuticals (drug design and development), as well as new treatments for diseases (e.g. vaccines, other therapies).	
Clinical		
Clinical studies	Research involving human subjects. This excludes research in which samples from human subjects are used for fundamental biomedical research, such as genetic linkage analyses.	
Clinical trials	Randomised clinical trials, usually randomised controlled clinical trials.	
Health services		
Health economics	Research into the cost-effectiveness of treatments/services etc.	
Clinical services	This includes primary and secondary care services. Access to and appropriateness of services are also included, and safety of services and compensation. Macro-level analysis of health system changes falls into this area.	
Public health		
Knowledge resources	This includes all epidemiology, underpinning social science (qualitative and quantitative), development of tools and new methodologies, and development of indicators.	
Risk factors	Research linking life experiences, behaviours, exposures <i>etc.</i> with health outcomes.	
Interventions	Research that includes the design and evaluation of interventions.	
At-risk populations	Includes research on specific population groups. These groups may be based on age, ethnicity, occupation, etc. Includes research using diagnostics in a particular group.	
Community services	Research around community-run services and community groups, e.g. marae-based healthcare services.	

Health issue

Enter the requested information on HRC Gateway. Select the health issue that best describes their research and, if required, one secondary health issue.

Part D: Explanatory notes for HRC Career Development Awards

Clinical Practitioner Research Fellowship (CPRF)

Objectives

The purpose of the Fellowship is to strengthen healthcare practice and health services by providing the opportunity for experienced clinicians to sustain and expand a programme of research. The fellowships will also support integration of research into clinical practice, provide a focus for the development of additional research within the healthcare environment, and promote translation of health research into practice. An essential feature is that the fellowship must promote the growth of the individual's research activities, thereby benefiting healthcare in New Zealand, and also provide a focus for additional research within the individual's organisation.

Value

You can only hold the fellowship on a part-time basis. The fellowship provides part-time salary support (0.2 – 0.5 full time equivalent) and some research working expenses, including up to 0.3 FTE salary support for a research assistant/trial manager of similar, for a maximum term of 5 years. The fellowship will pay base salary, ACC and superannuation but not on-call or other clinical allowances, CME costs, college or professional body membership, NZMC registration or practice indemnity premiums *pro rata* for FTE.

In addition, the fellowship will provide \$50,000 per annum for research expenses, including knowledge transfer activities. Note that each recipient agrees to the stated FTE% contribution and that funding to any recipient from any source will not exceed 100% FTE.

Eligibility

For this fellowship, clinical practice includes delivery of community and public health services. A broad view will be taken of clinical practice, so the Fellowship is open to a range of health professionals engaged in delivering clinical care. Applicants must demonstrate that they will be undertaking a significant FTE to clinical care delivery during the Fellowship. The HRC reserves the right not to accept applications from candidates considered not to fit the objectives of the fellowship.

You can apply for the fellowship if you:

- are a New Zealand citizen or hold New Zealand residency at the time of applying
- are based in New Zealand and will undertake both your programme of research and clinical care responsibilities in New Zealand
- already have a significant track record of research that shows leadership in your field nationally (if not internationally)
- have engaged in postgraduate clinical practice for less than 20 years. Exceptions for time spent outside the research environment will be considered (e.g. time taken for parental leave or illness)
- have been working in clinical healthcare and will maintain your clinical practice, which aligns with your research, alongside the fellowship
- are employed by the host organisation to provide clinical care to at least the same FTE as the fellowship. The host organisation must be a healthcare organisation to provide clinical care or public health services

- can demonstrate a research programme that strongly aligns with your clinical practice and will enhance clinical care delivery
- have approval from your host organisation to undertake the fellowship's specific time commitment
- have not previously received this grant.

Assessment

Your application will first be assessed by external peer reviewers. Their reports may be excluded for several reasons (e.g. exceptionally poor quality) or if more than four reports have been received. You will have an opportunity to provide a 2-page rebuttal to the reviewer reports. Your application, along with the reviewers' reports and your rebuttal, will be reviewed by the Career Development Award assessing committee (CDAC).

Note that the applicant rebuttal is an opportunity for you to respond to the comments or questions raised by the external reviewers. You are advised to address all the issues raised by the reviewers and remain objective in your response.

Scoring criteria

Your application will be scored on a 7-point scale for each of the scoring criteria:

Applicant	Research expertise and achievement relevant to the proposal. Clinical experience and achievement relative to opportunity. Evidence of why investing in this particular research skillset and capability is important for New Zealand, both now and for the future.
Research environment	Suitability and quality of the research environment. Contribution to enhancing the research environment of the host organisation and the broader health research system.
Research characteristics	Potential to address a significant health issue that is important for New Zealand, advance existing knowledge or international science, achieve unique competitive advantage or contribute to economic gain.

The 7-point word ladder assists the CDAC scoring according to the descriptors:

Score	Criteria descriptor
7	Exceptional
6	Excellent
5	Very good
4	Good
3	Adequate
2	Unsatisfactory
1	Poor

Weighting of scoring criteria

The CDAC will use the 7-point scale, but the applicant score will be given a 50% weighting, research environment 20%, and research characteristics 30%.

The assessing committee will primarily focus on the candidate and their potential development as a health researcher during the term of an award, as well as consider the potential contribution of the health research project to improving health outcomes. However, HRC awards are highly competitive, and all criteria will be considered when assessing your application.

Criteria	Points	% score
Applicant	7	50
Research environment	7	20
Research characteristics	7	30
Total score	21	100

Pre-meeting

Applications are pre-scored by CDAC members before the meeting. The HRC investment process coordinator calculates mean pre-scores and ranks candidates.

The ranking is used to select candidates for a shortlist, who will be asked to take part in a Zoom interview with CDAC. The order of discussion will be dependent on available interview times.

Conditions of tenure

- Fellowship funds must not be used to contribute to any type of cost that is prohibited in the HRC Rules for "Permissible use of research funding and operation of contracts", academic supervision costs, overhead charges related to the fellow's salary, fees for examinations or subscriptions to professional colleges. The fellowship is not an opportunity to enrol in and/or fund postgraduate qualifications.
- The fellowship award will be administered through the host institution. Fellows are employees of the host institution and the general conditions of the appointment are those of that institution.
- Fellows may undertake limited teaching and supervision duties. Such work should be directly relevant to their research programme and must be justifiable as enhancing the research environment of their host institution.
- Other forms of awards may not be held in conjunction with a Clinical Practitioner Research Fellowship without the permission of the HRC.
- Fellows must adhere to the standard codes of scholarly, professional and ethical conduct (<http://www.ssc.govt.nz/integrityandconduct>).

Publications and publicity

Publications and any other publicity that result from research undertaken during the tenure of the fellowship should acknowledge the assistance of the HRC by stating that "The research was conducted during tenure of a Clinical Practitioner Research Fellowship from the Health Research Council of New Zealand".

Clinical Research Training Fellowship (CRTF)

Objectives

Clinical Research Training Fellowships are awarded to suitably qualified and practising health professionals, such as medical and dental graduates, psychologists, nurses, allied health professionals and other clinical researchers to enable them to undertake specialised or further clinical research training in areas that can improve health and economic outcomes or health services.

A CRTF provides broad research training of academic coursework and/or a thesis-based degree plus on-the-job research experience and training within a multidisciplinary research group. The award is designed for health professionals seeking additional training for a career in a new clinical research discipline within New Zealand. From time to time, the HRC may offer fellowships in designated priority areas to develop a particular clinical research discipline.

Value

The fellowship provides up to \$80,000 per annum for the Fellow's **stipend** and university fees plus research costs of \$20,000 for a three-year full-time fellowship, at a maximum value of \$260,000 (fellow's stipend, university fees, and research costs). Shorter fellowship durations are permitted at a pro rata value. A four-year part-time Fellowship is permitted at the maximum value of \$260,000.

The value of your stipend is based on your qualifications and research experience and will be set by the university. Fellowship funds must not be used towards any types of cost that is prohibited in the HRC Rules for "Permissible use of research funding and operation of contracts", academic supervision costs, overhead charges, fees for examinations or subscriptions to professional colleges. You will need to agree with the stated FTE% contribution, and funding from any source cannot exceed 100% FTE.

Eligibility

You can apply for this fellowship if you:

- are a New Zealand citizen or hold New Zealand residency at the time of application
- are based in New Zealand and will undertake the research activity in New Zealand
- are a practising medical graduate, dental graduate, psychologist, nurse, allied health professional, or a graduate with research ability, background training and expertise in fields relevant to clinical research
- have a current clinical role
- will enrol for an appropriate postgraduate qualification with a research component, e.g. medical and dental graduates progressing to MD or PhD, or nurses and other health professionals progressing to MHSc, DPH, MPH or PhD. You will need to identify a suitable research training environment and develop a research training programme in consultation with your proposed supervisor and head of the relevant academic department(s).

Assessment

Your application will be assessed by the Career Development Award assessing committee (CDAC).

Scoring criteria

Each application is scored on a 7-point scale for each of the scoring criteria:

Applicant	The academic record, research experience relative to opportunity and research potential of the applicant. Evidence of why investing in this particular research skillset and capability is important for New Zealand, both now and for the future.
Supervisory and research environment	The quality of the supervisory and research environment; track record of supervisor(s) and collaborators.
Rationale, design and methods	Potential to advance knowledge in the field; aims and hypotheses are presented, and originality of the approach. Appropriate study design and research methods.
Health significance of research	Potential to address a significant health issue that is important for New Zealand, advance existing knowledge or international science, achieve unique competitive advantage or contribute to economic gain.

The 7-point word ladder assists the CDAC scoring according to the descriptors:

Score	Criteria descriptor
7	Exceptional
6	Excellent
5	Very good
4	Good
3	Adequate
2	Unsatisfactory
1	Poor

Weighting of scoring criteria

The CDAC will use the 7-point scale, but the applicant score will be given a 40% weighting and the other three criteria will be worth 20% each.

The assessing committee will primarily focus on the candidate and their potential development as a health researcher during the term of an award, as well as consider the potential contribution of the health research project to improving health outcomes. However, HRC awards are highly competitive, and all criteria will be considered when assessing your application.

Criteria	Points	% score
Applicant	7	40
Supervisory and research environment	7	20
Rationale, design and methods	7	20
Health significance of research	7	20
Total score	28	100

Pre-meeting

Applications may be pre-scored by CDAC members before the assessing committee meeting. If so, the HRC investment process coordinator calculates the mean pre-scores and ranks candidates. Lower-ranked applications may be triaged and not discussed at the CDAC meeting.

Conditions of tenure

- The fellowships may be held for one to three years full-time or four years part-time. Fellowships are renewed annually on the basis of a satisfactory progress report.
- The fellowships are tenable within New Zealand universities, hospitals or other research institutions approved by the HRC. Rotation of training under more than one supervisor may be approved.
- Contracts will be administered through the host institution. Fellows are enrolled postgraduate **students** of the host institution, and the general conditions of the recruitment are those of that institution.
- Fellows may undertake limited clinical and teaching duties relevant to their research to a maximum of 500 hours in a calendar year. They may receive remuneration for such duties. Except in relation to approved limited clinical and teaching duties, fellows may not receive remuneration for other work without HRC permission.
- Other forms of awards may not be held in conjunction with the fellowship without the permission of the HRC.
- Fellowships are subject to the terms and conditions of the HRC research contracts and the HRC Rules.
- Tenure of the fellowship terminates on the date stated in the contract or on the date of the final examination (whichever comes first).

Publications and publicity

Publications and any other publicity from research undertaken during the tenure of the fellowship should acknowledge the HRC by stating that "The research was conducted during the tenure of a Clinical Research Training Fellowship from the Health Research Council of New Zealand".

8. Foxley Fellowship

Objectives

The Foxley Fellowship will enable an individual with at least five years' experience within the health sector to undertake a research sabbatical within an academic institution. The fellowship's primary objective is to enhance links between HRC-funded academic research and healthcare delivery and/or health policy environment. Therefore, an ideal position for the recipient would be within an HRC funded research project or programme. The research undertaken by the applicant should aim to increase the use of health research results within the health sector.

Value

The stipend offered equates (pro rata) to the applicant's base salary (rather than a set stipend) and up to \$20,000 per annum per 1.0 FTE as research expenses. The Fellowship can be held for up to two years part-time. The recipient must agree to the stated FTE% contribution, and funding from any source cannot exceed 100% FTE.

Eligibility

You are eligible to apply if you:

- are a New Zealand citizen or hold New Zealand residency at the time of application
- are based in New Zealand and will undertake the research activity in New Zealand
- can commit 1.0 FTE to this fellowship for one year (or at least 0.2 FTE for up to two years)
- are a health professional engaged in clinical or non-clinical work, a health sector manager or a policy analyst. Full-time academics or other professionals who are not employed in the health sector are not eligible
- have written approval from your current employer of your intention to take a sabbatical and confirmation that your previous FTE will resume when this award has concluded.

Assessment

Your application will be assessed by the Career Development Award assessing committee (CDAC). Each application is scored on a 7-point scale for each of the scoring criteria:

Applicant	The academic record and research potential of the applicant. Evidence of why investing in this particular research skillset and capability is important for New Zealand, both now and for the future.
Supervisory and research environment	The quality of the supervisory and research environment; track record of supervisor(s) and collaborators.
Rationale, design and methods	Potential to advance knowledge in the field; aims and hypotheses are presented; and originality of the approach. Study design; appropriateness of the research methods.
Health significance of research	Potential to address a significant health issue that is important for New Zealand, advance existing knowledge or international science, achieve unique competitive advantage or contribute to economic gain.

The 7-point word ladder assists the CDAC scoring according to the descriptors:

Score	Criteria descriptor
7	Exceptional
6	Excellent
5	Very good
4	Good
3	Adequate
2	Unsatisfactory
1	Poor

Weighting of scoring criteria

The CDAC will use the 7-point scale, but the applicant score will be given a 40% weighting and the other three criteria will be worth 20% each.

The assessing committee will primarily focus on the candidate and their potential development as a health researcher during the term of an award, as well as consider the potential contribution of the health research project to improving health outcomes. However, HRC awards are highly competitive, and all criteria will be considered when assessing your application.

Criteria	Points	% score
Applicant	7	40
Supervisory and research environment	7	20
Rationale, design and methods	7	20
Health significance of research	7	20
Total score	28	100

Pre-meeting

Applications may be pre-scored by CDAC members before the assessing committee meeting. If so, the HRC investment process coordinator calculates the mean pre-scores and ranks candidates. Lower-ranked applications may be triaged and not discussed at the CDAC meeting.

Conditions of tenure

- Foxley Fellowships are tenable within New Zealand universities or other research institutions approved by the HRC Council. The department and supervisor must be approved by the HRC.
- The fellowship is not an opportunity to fund an academic degree.
- Foxley Fellowship contracts will be administered through the host institution. Fellows are employees of the host institution and the general conditions of the appointment are those of that institution.
- Fellows may not receive remuneration for other work without HRC's permission.
- Other forms of awards may not be held in conjunction with a Foxley Fellowship without the permission of the HRC.
- Fellowships are subject to the terms and conditions of the HRC research contract and the HRC Rules.

Publications and publicity

Publications and any other publicity from research undertaken during the tenure of the fellowship should acknowledge the HRC by stating that "The research was conducted during the tenure of a Foxley Fellowship from the Health Research Council of New Zealand".

9. HRC and Girdlers' UK Fellowship

Objectives

The HRC and Girdlers' UK Fellowship provides two years of advanced research experience at the University of Oxford, with membership at Green Templeton College (www.gtc.ox.ac.uk). The intended research programme should be considered likely to bring eventual benefit to the health research sector in New Zealand. The fellowship is co-funded by the Girdlers' Company, London, which traces its foundation back to medieval times as a craftsmen's guild and, as a charitable trust, has had a relationship with New Zealand since 1933. The HRC and Girdlers' UK Fellowship was established in 1999.

The fellow will receive a further year of support from the HRC upon returning to New Zealand after their two years at the University of Oxford. The conditions of this support will be determined and approved by the HRC upon notification of repatriation and the proposed location.

Value

The total value of the fellowship at Oxford includes salary to the University of Oxford Grade 07S03 level. In addition, the award covers the cost of National Insurance and Pension (superannuation) payments and the college's membership fee. Return airfares and visa costs of up to \$7,500 will be provided for the fellow to travel between New Zealand and Oxford at the start and end of the Fellowship. An allocation of up to \$2,500 will also be provided to enable the fellow to attend scientific meetings to present their research. The recipient is expected to be 100% FTE as the fellow in Oxford.

The annual salary and college membership fees will be confirmed annually in time for the start of the academic year at the University of Oxford. For reference, the current rate for Grade 07S03 is £52,361 including National Insurance and Pension (superannuation) contributions.

Payment of salary including National Insurance and Pension (superannuation) will be made directly to the University of Oxford. Return airfares, visa costs, and conference travel allowance are claimed from the HRC directly.

A budget is not required to be submitted for this application.

On repatriation, the fellow will be eligible to receive salary support of up to \$120,000 (including salary-related costs) for 12 months upon their return to New Zealand and employment at a research organisation acceptable to the HRC. The New Zealand-based residence and employment must commence within 1 year of the end of the 2-year fellowship at Oxford, after which the offer will lapse. If the Fellow does not return to a position in New Zealand within twelve months of completing the Fellowship at Oxford, the HRC will withdraw the offer of the last year's support.

Eligibility

You are eligible to apply if you:

- are a New Zealand citizen or hold New Zealand residency at the time of application
- have held a PhD (or an equivalent qualification acceptable to the HRC and the University of Oxford) for less than five years at the time of application
 - For graduates in medicine: hold a PhD, MD or a college fellowship qualification with research experience
- For non-medical graduates: are involved in research relevant to health sciences

- have arranged a research location that is supervised by a Green Templeton College Senior Research Fellow and is acceptable to Green Templeton College. You can download a list of potential supervisors from HRC Gateway. You will need to obtain a letter of support from the senior research fellow at Oxford to whose group you would like to join.

Assessment

Your application will be assessed by the Career Development Award assessing committee (CDAC). Each application is scored on a 7-point scale for each of the scoring criteria:

Applicant	The academic record, research experience relative to opportunity and research potential of the applicant.
Supervisory and research environment	The quality of the supervisory and research environment; track record of supervisor(s) and collaborators.
Rationale, design and methods	Potential to advance knowledge in the field; aims and hypotheses are presented; and originality of the approach. Study design; appropriateness of the research methods.
Health significance of research	Assessment of the health issue; advancement of knowledge relevant to health; and contribution to improvements in health and health outcomes.

The 7-point word ladder assists the CDAC scoring according to the descriptors:

Score	Criteria descriptor
7	Exceptional
6	Excellent
5	Very good
4	Good
3	Adequate
2	Unsatisfactory
1	Poor

Weighting of scoring criteria

The CDAC will use the 7-point scale, but the applicant score will be given a 40% weighting and the other three criteria will be worth 20% each.

The assessing committee will primarily focus on the candidate and their potential development as a health researcher during the term of an award, as well as consider the potential contribution of the health research project to improving health outcomes. However, HRC awards are highly competitive, and all criteria will be considered when assessing your application.

Criteria	Points	% score
Applicant	7	40
Supervisory and research environment	7	20

Rationale, design and methods	7	20
Health significance of research	7	20
Total Score	28	100

Pre-meeting

Applications may be pre-scored by CDAC members before the meeting. If so, the HRC investment process coordinator calculates mean pre-scores and ranks candidates. The ranking is used as the framework for discussion at the CDAC meeting. This is not necessary if the number of applicants is small.

In agreement with the Girdlers' Company with respect to the selection of a suitable fellow, the HRC will obtain two external reviewer reports from appropriate reviewers (including past Girdlers' fellows). The HRC will provide applications to the Girdlers' Company to provide an assessment of the suitability of the applicants.

Publications and publicity

Publications and any other publicity from research undertaken during the tenure of the Fellowship should acknowledge the HRC by stating that "The research was conducted during the tenure of a Health Research Council of New Zealand and Girdlers' UK Fellowship".

Sir Charles Hercus Health Research Fellowship

The Sir Charles Hercus Health Research Fellowship recognises the contributions that Sir Charles Hercus, Kt, DSO, OBE, MD, FRCP, FRCPE, FRACP, FRACS, Hon LLD (1888-1971) made to biomedical, clinical and public health research in a distinguished career of 36 years at the University of Otago. Sir Charles Hercus was also recognised for his encouragement and mentorship of talented emerging researchers. In 1937, he was a founding member of the committee that subsequently became the Medical Research Council, now the Health Research Council of New Zealand. Sir Charles Hercus has also been recognised by the Royal Society of New Zealand with the biennial award of the Hercus Medal for achievement in health sciences.

Objectives

The HRC established this fellowship as a contribution to building New Zealand's future capability to conduct world-class research. Therefore, the fellowship is for untenured applicants and will support a researcher whose scientific field has the potential to contribute to both the health and economic goals for the government's investment in research, science and technology.

The fellowship is intended to support emerging scientists who have demonstrated outstanding potential to develop into highly skilled researchers able to initiate new avenues of investigation. Successful candidates are likely to have published papers in their chosen area in leading journals and should be able to demonstrate their ability to carry out independent research.

Value

The total value of the fellowship package is \$600,000 over four years full-time, or five to six years part-time (at a minimum of 0.5 FTE). The HRC will pay a maximum of \$500,000 to the fellow's host institution for salary and salary-associated costs (e.g. ACC levies, employer's contribution to superannuation). It is expected that fellows are appointed within an academic salary scale set by the hosts for those applicants who hold an MBChB, BDS or equivalent degree. The HRC will also provide a total of \$100,000 for research expenses. The recipient must agree to the stated FTE% contribution, and funding from any source cannot exceed 100% FTE.

Eligibility

You are eligible to apply if you:

- are a New Zealand citizen or hold New Zealand residency at the time of application
- are based in New Zealand and will undertake the research activity in New Zealand
- have held a PhD or an equivalent degree for six to ten years on the application date.
Exceptions for time spent outside the research environment will be considered (e.g. time taken for maternity or paternity leave, or illness) as your track record is assessed relative to opportunity.

You are not eligible to apply if you:

- have been awarded more than one HRC Project Grant as first named investigator, or equivalent support (value/term), or
- are an established academic, e.g. associate professors and professors, regardless of number of years post-PhD, or
- are employed in full-time, permanent academic roles at the time of application.

Assessment

Your application will first be assessed by external peer reviewers. Their reports may be excluded for several reasons (e.g. exceptionally poor quality or if more than four reports have been received). You will have an opportunity to provide a 2-page rebuttal to the reviewer reports. Your application, along with the reviewers' reports and your rebuttal, will be reviewed by the Career Development Award assessing committee (CDAC).

Note that the applicant rebuttal is an opportunity for you to respond to the comments or questions raised by the external reviewers. You are advised to address all the issues raised by the reviewers and remain objective in your response.

Scoring criteria

Each application is scored on a 7-point scale for each of the scoring criteria:

Applicant	Value of service to New Zealand academic and research community; Research experience and achievement relative to opportunity; Potential for development. Evidence of why investing in this particular research skillset and capability is important for New Zealand, both now and for the future.
Research environment	Suitability and quality of research environment; Potential for training; Potential for collaboration.
Research characteristics	Potential to address a significant health issue that is important for New Zealand, advance existing knowledge or international science, achieve unique competitive advantage or contribute to economic gain.

The 7-point word ladder assists the CDAC scoring according to the descriptors:

Score	Criteria descriptor
7	Exceptional
6	Excellent
5	Very good
4	Good
3	Adequate
2	Unsatisfactory
1	Poor

Weighting of scoring criteria

The CDAC will use the 7-point scale, but the applicant score will be given a 60% weighting, research environment 20% and research characteristics 20%.

The assessing committee will primarily focus on the candidate and their potential development as a health researcher during the term of an award, as well as consider the potential contribution of the health research project to improving health outcomes. However, HRC awards are highly competitive, and all criteria will be considered when assessing your application.

Criteria	Points	% score
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Applicant	7	60
Research environment	7	20
Research characteristics	7	20
Total score	21	100

Pre-meeting

Applications are pre-scored by CDAC members before the meeting. The HRC investment process coordinator calculates mean pre-scores and ranks candidates.

The ranking is used to select candidates for a shortlist, who will be asked to take part in a Zoom interview with CDAC. The order of discussion will be dependent on available interview times.

Conditions of tenure

- Fellowships are tenable within New Zealand universities, hospitals or other research institutions approved by the HRC.
- Fellowships will be administered through the host institution. Fellows are employees of the host institution and the general conditions of the appointment are those of the institution.
- Before a contract is signed by the HRC, the host institution must agree to employ the fellow for an agreed period beyond the term of the fellowship at a minimum of 20% FTE. The intent is that the fellowship will provide full salary during its term and the host will continue to provide at least 20% salary support on completion of the fellowship for that agreed period.
- Other forms of awards may not be held in conjunction with the fellowship without the permission of the HRC.
- Fellows may not enter examinations nor enrol for higher qualifications during tenure of their fellowship without permission of the HRC.
- Fellowships are subject to the terms and conditions of the HRC research contracts and the HRC Rules: "Permissible use of research funding and operation of contracts".

Policy on Sir Charles Hercus Research Fellowship salary support

If the fellow's salary is on an existing contract (all funders)

As a fellow, you can continue to be involved with an existing project(s) but should use released funds to buy out your time, i.e. to fund others to assist with the project(s) (e.g. PhD student stipend). Through your research office, you will need to apply to the HRC for contract variations to record the staff changes.

If the fellow's salary is on a new proposal or a proposal under review at the time of the award

As a fellow, you can submit research proposals to the HRC and other funding agencies. However, if they involve a time commitment greater than 0.10 FTE, you must notify the HRC. Where an HRC proposal including a proportion of a fellow's salary is funded after the fellowship has been awarded, the new funding will be reduced by the salary and overhead costs attributable to the fellow for the period of duplicate funding. The HRC will expect the fellow's host institution to negotiate with any other funding agencies to ensure funds allocated to the fellow's salary are retained for the research contract. Overall, the HRC would anticipate that no more than 0.40 FTE is committed to non-HRC research contracts.

Consultancies

Any consultancy commitments remain within the rules of your host organisation. However, if your time commitment is to be greater than 0.10 FTE, you must inform the HRC.

Conduct of clinical and teaching duties

As a fellow, you can undertake limited clinical and/or teaching duties relevant to your research to a maximum of 500 hours per calendar year. You may receive remuneration for such duties. However, you may not receive remuneration for other work outside of approved limited clinical and teaching duties without the HRC's permission.

Publications and publicity

Publications and any other publicity that result from research undertaken during the tenure of the fellowship should acknowledge the HRC by stating that "The research was conducted during tenure of the Sir Charles Hercus Health Research Fellowship of the Health Research Council of New Zealand".