2026 Career Development Awards (CDA) Application Form – Sir Charles Hercus Health Research Fellowship

This application form contains a Coversheet, Module 2, Module 3 and Module 4.

Refer to the **2026 Career Development Awards Application Guidelines** for details on how to complete this form.

Module 1 is completed on HRC Gateway when registering your application. Once you have completed the registration process, you will receive an HRC Reference ID#.

Module 6 should also be completed on HRC Gateway.

Documents that should be uploaded separately on HRC Gateway are:

* all CVs
* letters of collaboration/support and Memoranda of Understanding
* the budget Excel spreadsheet (for Module 4).

Once you have completed this application form, save it as a PDF file. Upload the PDF version to HRC Gateway. You can then download the system-generated PDF file to review your application.

# COVERSHEET

HRC Ref ID#: Click here to enter text.

First named investigator: Click here to enter text.

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>).

Information can only be entered in the fields indicated. Enter the details above before going to Module 2.

When completed, save this form as a pdf file before uploading to Gateway. In the pdf version of this document, Module 2 must begin on a new page.

Hints for adding content to forms

* Form fields have Arial 10-point font as the default; bold and underlined variations are acceptable.
* Create a draft document using Arial 10-point font and then copy your text into this form in the designated places to avoid reformatting headings.
* The instructions are useful to the reader, so leave these in place.
* Ensure adequate white space so your application can be easily read.
* Referencing with bibliographic software, such as Endnote, may not function in this form. Copy Endnote lists from the draft as text only.

MODULE 2: APPLICANT AND RESEARCH INFORMATION

## Section 2A: Applicant eligibility

Please describe how you are eligible for the award, e.g. years since last qualification, career interruptions, etc.

Click here to enter text.

## Section 2B: Applicant CV

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

## Section 2C: New Zealand residency and employment

|  |  |
| --- | --- |
| Are you a NZ citizen or permanent resident? (please specify) |  |
| Do you intend to be employed during the tenure of your award? List your employer and hours per week |  |
| Briefly explain how you will manage your research workload while working. *Ensure your supervisor includes their approval of this arrangement in their letter of support.* |  |

## Section 2D: Research Environment

Provide details of your research supervisor and/or other investigators on this research if applicable:

Click here to enter text.

Reasons for selection of supervisor/other investigator(s):

Click here to enter text.

## Section 2E: Career plans (two-page limit)

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.

Click here to enter text.

Describe collaborations, service to research, students, invitations to give talks or reviewing, research outputs and papers.

Click here to enter text.

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.

Click here to enter text.

## Section 2F: Research (five-page limit)

In the description of the proposed research, include your previous and current research experience.

### Health significance

Click here to enter text. 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.

### Research design and methods

Click here to enter text.

### Māori health advancement

Click here to enter text. All potential ways in which your proposal will advance Māori health, and to outline what actions you will undertake to help achieve this potential. Assessment of Māori health advancement will explicitly consider two components:

* an outline of contributions the 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.

All applicants will be required to address these two questions in their proposals. In responding to these questions, applicants should consider how their research is informed by the four domains of Māori health advancement (see the Māori Health Advancement Guidelines for more details). Researchers are encouraged to consider the domains during development of their research, as this may identify aspects of the research not previously considered. It is not a requirement that all four domains are specifically addressed in the proposal, but researchers are advised to consider each in formulating the strongest rationale for the application.

### Dissemination of results

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

### Potential for realising health and economic gains for New Zealand

Click here to enter text.

MODULE 3: REFERENCES

Click here to enter text. Reference list needs to fit on a single page. Place an asterisk beside your publications. Provide references in full and state full authorship (for example not Smith et al). Endnote lists must be copied into a plain text editor before pasting them here.

MODULE 4: CONTRACT INFORMATION

## Section 4A – Contract information

### Host organisation support

Click here to enter text. Has your host Institution/organisation committed to the financial support of this research?

### Justification of research staff

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

## Section 4B – Previous / current contracts and awards

List previous / current contracts awarded to **you** within the past five years.

|  |  |
| --- | --- |
| Funding agency |  |
| Title of research |  |
| Investigators |  |
| Start date and duration |  |
| Total value |  |
| Nature of support, role and FTE of the applicant |  |
| If HRC contract (HRC Ref #), are **all** due reports filed? Reason if due report not submitted? |  |

Click here to paste in as many copies of the above table as required.

## Section 4C – Other support

### Other research applications awaiting decision

Through your research office, you must advise the HRC of the outcome of other research applications if known up to the date of submission.

|  |  |
| --- | --- |
| Names of the grant/fellowship and funder |  |
| Title of research |  |
| Investigators |  |
| Start date and duration |  |
| Total value |  |
| Date of Outcome |  |

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 interest(s)

Do you or any named investigator have a financial interest related to the research or sponsorship of the research?

Click here to enter Yes or No.

If yes, outline below and provide details of your conflict of interest management strategy.

Click here to enter text.

## Section 4D – Letters of collaboration/support documents

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 stating their resource arrangements during the tenure of the proposed award
* 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
* Memoranda of Understanding (MOUs) or letters of support for any individuals not employed by your host organisation and will receive a salary or budget through this career development award.