2026 Pacific Health Research Knowledge Translation Grant Application Form

Module 1A of the application must be completed on HRC Gateway to register the application and receive an HRC Reference ID#. This form contains a Coversheet, Module 1 section 1B, Module 2, Module 3 and Module 4. Supporting documents (as listed in Section 4C) are required to be uploaded separately in HRC Gateway. Module 5 contains NI CVs that are uploaded separately. Module 6 is the research classification of the research that must be completed online.

This form must be downloaded and completed by applicants before being uploaded to HRC Gateway as a pdf file. The complete application with all Modules will be generated by HRC Gateway for downloading and printing.

# COVERSHEET

HRC Ref ID#: Click here to enter text.

First named investigator: Click here to enter text.

See the **2026 Pacific Health Research Career Development Awards Application Guidelines** for details on how to use this form.

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 Section 1B.

When completed, save this form as a pdf file before uploading to Gateway. In the pdf version of this document, Section 1B must begin on a new page.

Hints for adding content to forms

* Form fields use Arial 10-point font as the default, although bold and underlined variations are acceptable.
* Develop your draft document using Arial 10-point font and then copy into this form in the designated places to avoid reformatting headings.
* 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 1: APPLICANT INFORMATION

## Section 1B: Personal information

**Details of indigenous Pacific descent**

**Pacific descent:** Click here to enter text.

MODULE 2: DISSEMINATION INFORMATION

## Overview of proposed knowledge translation activities (one page)

Provide an outline of how this grant will be used, including the primary target audience(s) and dissemination method(s).

Click here to enter text.

MODULE 3: REFERENCES

Click here to enter text. Your reference list needs to fit on a single page. Place an asterisk besides 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 in here.

MODULE 4: BUDGET AND CONTRACT INFORMATION

## Section 4A: Contract information

Outline costs associated with your knowledge translation activities.

|  |  |
| --- | --- |
| Item | Costs |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total (≤ $5,000)** |  |

**Budget justification**

Justify why the costs listed above are deemed necessary, and how the cost for each item was determined. Provide quotes where possible.

Click here to enter text.

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

List previous / current contracts related to development of this project awarded to the **applicant** 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: Letters of collaboration / supporting 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 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.