2026 PROGRAMME APPLICATION FORM

## Coversheet

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

First named investigator/Director: Click here to enter surname.

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

A full application for a 2026 Programme Grant consists of six modules. Refer to the **2026 Programme Application Guidelines** for detailed guidance on how to complete each module.

A Programme application consists of six modules.

This COVERSHEET is for identification purposes. It will be replaced by the online pages (Module 1) in the final submitted application compiled by HRC Gateway.

Module 1 ’General information’ must be completed on HRC Gateway.

Module 2 ‘Research’, Module 3 ‘References’, Module 4A-C ‘Contract information and budget’ must be completed in the form below.

Module 4D are letters of collaboration/supporting documents/memorandums of understanding. These documents must be uploaded to HRC Gateway.

Modules 4E-G ‘Research proposal budget, ‘Subcontract budget’ and ‘FTE summary’ are completed in the **2026 Programme Budget Form** (Microsoft Excel template). Please complete all sections and then upload the budget form as both .xlsx and PDF formats to HRC Gateway.

In Module 5, a NZ standard CV is required for all named investigators, and these should be uploaded to the HRC Gateway.

Module 6 ‘Research classification’ must be completed on HRC Gateway.

Once you have completed this application form, upload it to HRC Gateway as a PDF File. **Module 2 must begin on a new page**. The complete application with all Modules will be generated by HRC Gateway for downloading and printing. Please check your application carefully as incorrectly uploaded files will result in your application being rejected or withdrawn by the HRC.

This form is compatible with recent versions of MS Office. Form fields have Arial 10-point font as the default; bold and underlined variations are acceptable. Referencing with Endnote may not function in this form. Copy Endnote lists from the draft as text only.

**If you do not comply with the application formatting** as stated in the guidelines, your application may be withdrawn from this funding round. This includes using the incorrect font size and style; altering margins and spacing around headings and subheadings; exceeding page limits; or submitting CVs not using the CV template form available on HRC Gateway.

## Application Checklist

Please carefully review your application and click the boxes to indicate that your application meets the HRC’s requirements.

The application was created using the original **2026 Programme Application Form**, which was downloaded from HRC Gateway.

The application was written using Arial 10-point type font or larger, default margins, and single line spacing.

The Programme’s research activities are not included in section 1.3 of the **2026 Programme Application Guidelines** ‘Out of scope for the 2026 Programme Grants’

The first named investigator (director) and co-first named investigator (if applicable) meet the eligibility requirements outlined in Section 1.8 of the 2026 Programme Application Guidelines.

☐ All members named on the research team have been added to this application on HRC Gateway and are included in Module 1.

The requested Programme budget is up to $5,000,000 over a 5-year term.

All members named on the research team have been added to this application on HRC Gateway and are included in Module 1.

The application content is within the specified page limits.

Completion of an ethics review by an HRC-approved ethics committee has been listed as a Year 1 milestone.

The CVs of all named investigators (including those on a Memorandum of Understanding) have been uploaded to HRC Gateway using the New Zealand standard CV template downloaded from HRC Gateway.

Module 6 has been completed on HRC Gateway.

The 2026 Programme Application form has been uploaded to HRC Gateway as a PDF file. All figures, tables and text have been converted intact.

The 2026 Programme Budget spreadsheet has been uploaded to HRC Gateway as a PDF file (.pdf) and Excel spreadsheet (.xlsx). All sheets are included in both files.

Your host organisation’s research office (if applicable) has checked your application.

By ticking these boxes, you agree that you have followed HRC’s requirements. If you do not follow these requirements, your application may be withdrawn.

If you cannot meet any of these requirements, please contact your host organisation’s research office for guidance or the HRC at [info@hrc.govt.nz](mailto:info@hrc.govt.nz).

## Alignment with health research priorities

Not all applications are required to align with the specified health research priorities.

Please indicate if your application aligns with one or more of the priorities outlined in Section 1.3 (select all that apply).

Maximises benefit for healthcare delivery

Demonstrates a pathway to commercialisation

Enhances the development of clinician-researchers

Contributes to achievement of the health and/or mental health and addiction targets

In the most relevant sections of your application, clearly articulate how your research programme aligns with the chosen priority/priorities.

# Module 2: Research

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

### Rationale for research

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

### Aims

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

### Research design and methods

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

### Research impact

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

### Māori health advancement

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

## Section 2B – List of proposed research objectives or projects

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

|  |  |
| --- | --- |
| Objective or project title  (80 characters maximum) | Leading named investigator  (Surname, initial) |
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## Section 2C – Description of proposed research (16-page limit)

## Research objectives or projects

Click here to enter text (font must be **Arial 10-point**). Clearly demonstrate how your research programme aligns with and contributes to the health research priorities. Describe how the research programme has been designed to deliver maximum value for public investment in health research. Ensure your research objectives or projects form a cohesive theme of research and use diagrams as appropriate. For each objective, describe the rationale, design and methods, impact, Māori health advancement and research team track record, as these are the scoring criteria assessed by the assessing committee. If your application includes randomised controlled trials, refer to Appendix 5 in the 2026 Programme Application Guidelines for additional guidance.

## The long-term goals of the research group

Click here to enter text (font must be Arial **10-point**). Outline your long-term research goals and how they benefit New Zealand. Describe how this programme will help the group achieve its goals.

## Collective benefits

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

## The group’s track record

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

## The collaborative nature of the research

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

## Staffing, management and organisation of the research programme

Click here to enter text (font must be Arial **10-point**). Describe the research programme’s staffing, management and organisation. Include details of leadership and communication, administrative mechanisms, resource and financial management. Describe the group’s productivity and synergy of skills. Declare any relevant career disruptions.

## Workforce development

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

## Host organisation support

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

## Māori health advancement

Click here to enter text (font must be Arial **10-point**). Describe how the outcomes of your research will contribute to Māori health advancement. Outline the activities you have already undertaken that are relevant to this programme, and what you will undertake during this programme that will realise your research contribution to Māori health advancement. Potential benefits for other population groups experiencing inequitable health outcomes in New Zealand (e.g. Pacific peoples) should not be conflated with contributions to Māori health advancement and will not be considered when assessing and scoring this criterion. Refer to Appendix 6 in the 2026 Programme Application Guidelines for additional guidance.

# Module 3: References

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

This section should start on a new page. There is no page limit for this section.

Include a **full list of all authors**, the title, journal, year, volume and page numbers. Place an asterisk beside applicants’ publications.

Endnote lists should be copied into a plain text editor before adding here.

A reference to Māori terms in the application with a brief translation can be included in this section.

# Module 4: Contract information and budget

## Section 4A – Justification of expenses

### Detailed guidance on how to complete each section can be found in the 2026 Programme Application Guidelines.

### Justification of research staff (as listed in Section 4E and Section 4G of the budget)

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

Justify the role and FTE of the named investigators and any other research staff listed in Section 4E (Research Proposal Budget) and Section 4G (FTE Summary).

Explain each person’s role (named or unnamed, funded or not funded by the proposal), who will be actively associated with the research. These may be research assistants, technicians, medical staff, interviewers, and support staff, whose names or position titles are listed in the budget under ‘research staff’ and who have specific FTE involvements. Time-only staff require clear justification.

### Justification of working expenses, casual staff, and students (as listed in budget)

Click here to enter text (font must be **Arial 10-point**). All items listed under ‘materials and research expenses’ in the budget should be detailed and justified, with costs broken down per item unit, and full costs per item for number of units requested. Casual staff and postgraduate student (both named and unnamed) roles should be detailed and costs justified.

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

Outline current and previous funding contracts from any agency that has been received in the last five years by:

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

|  |  |
| --- | --- |
| Funding agency | Click here to enter text. |
| Title of research | Click here to enter text. |
| Investigators | Click here to enter text. |
| Start date and duration | Click here to enter text. |
| Total value | Click here to enter text. |
| Nature of support (1 sentence) | Click here to enter text. |
| If applicable, please detail how this previous/current contract **relates to and/or overlaps** with the application. | Click here to enter text. |
| If this is an HRC contract (enter HRC Reference #), have **all** progress, end of contract or deliverable due reports been filed? If the due report has not been submitted, please provide an explanation\* | Click here to enter text. |

\* Late submissions of any progress, end of contract or deliverable due reports without justification will result in your contract being suspended. You will also not be allowed to submit a new application.

Click here to paste in as many copies of the above table as required or replace the table with a spreadsheet using the same layout.

## Section 4C – Other support

### Project applications related to this Programme

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

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

### Other research applications awaiting decisions

List all funding applications that any named investigators have submitted that are pending a result with the HRC and other agencies. Through your host organisation’s research office, you must advise the HRC of the outcome of your other research applications that might alter the final Programme budget.

|  |  |
| --- | --- |
| Funding agency | Click here to enter text. |
| Title of research | Click here to enter text. |
| Investigators | Click here to enter text. |
| Start date and duration | Click here to enter text. |
| Total value | Click here to enter text. |
| Date of outcome | Click here to enter text. |
| Areas of overlap with this application. HRC Reference ID#? | Click here to enter text. |

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

### Co-funding

Provide details if you have approached other funders to co-fund this research. If applicable, detail the joint funding arrangements.

Click here to enter text.

### Financial or other interest(s)

Please disclose any financial or other interests and provide details of any significant relationship to third parties (e.g. commercial sector entities contributing to project costs, equipment, staff joint appointments). Clearly describe how the current application relates to those relationships. Refer to the 2026 Programme application guidelines for further guidance.

Click here to enter text.

If you can identify any financial or other interests in a funding application, provide details of your conflict management strategy.

Click here to enter text.