



New Zealand Government
Te Kāwanatanga o Aotearoa

hrc nz Health Research Council
of New Zealand
Te Kaunihera Rangahau Hauora o Aotearoa

2027 Health Delivery Research Career Development Award Application Guidelines



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Health Delivery Research Career Development Award – key information and requirements

This section sets out the requirements for the Health Delivery Research Career Development Award, including:

- information about the award, the duration and value
- eligibility criteria that applicants must meet
- an overview of the application process and requirements including key dates
- an overview of the assessment process and assessment criteria.

Sections 2-4 contain instructions on how to submit an application, including how to meet the funding requirements.

1. Description

The Health Delivery Research Career Development Award is an opportunity for health professionals (clinical or non-clinical) and academic health researchers to undertake a funded placement in a health delivery research team, health sector setting or health delivery policy setting. This grant is designed to directly engage health professionals and researchers on issues of priority for our health system and improve the delivery of healthcare in New Zealand.

This grant supports:

- a part-time or full-time funded placement in a health delivery research team for health professionals (clinical or non-clinical) with five years of cumulative experience; or
- a part-time or full-time funded placement in a health sector or health delivery policy setting for health researchers with five years of cumulative experience.

During the placement, you will lead or contribute to research or research-related activities. The research must be connected to health delivery at a policy, practice or systems level. This award is designed as an alternative pathway into health delivery research to attract more people with relevant skills into this discipline.

The placement can be within your existing place of employment or a different organisation; however, it should be clear how the placement is different from your current role or business as usual.

2. Value

- The value of the salary will be based on your qualifications and research experience and will be confirmed in the contracting process. This will be pro-rated where FTE is less than 1 (i.e. you can apply for part-time FTE).
- The levels of salary-associated costs (e.g. ACC levies, employer's contribution to superannuation) will be set by your host organisation.
- There are no additional overhead costs associated with the Health Delivery Research Career Development Award; however, \$20,000 (pro-rated based on FTE and duration) is available to your host organisation for specific expenses related to your placement.

3. Host organisation options

For this award, you can have a 'contract host' and a 'placement host'. The contract host is the organisation who will be responsible for submitting your application and administering an awarded contract, and the placement host is where your placement will take place. This is to

allow flexibility around employment arrangements for you and your organisation(s). Note: the contract host and the placement host can be the same organisation.

4. Eligibility criteria

1. You can only submit one Research Career Development Award application.
2. The maximum term for this award is 1 FTE over 12 months. You can undertake this award part-time over a term of up to 24 months (e.g. 0.5 FTE over 24 months). You can also complete this award part-time over shorter durations.
3. You must have at least five years' cumulative experience in a health sector or health delivery research setting.
4. If you are a health professional, your placement must be within a team and/or location that undertakes health delivery research. If you are a health researcher, your placement must be in a health sector or health delivery policy setting.
5. A letter of support must be provided from your host organisation(s) to confirm organisational support for the placement, appropriate supervision and mentoring, and the specific placement research or related activities to be undertaken.
6. You are not eligible to apply if you have any overdue HRC progress or end-of contract reports.

Note: Host organisations are responsible for ensuring that New Zealand is the applicant's principal domicile and principal place of employment. By submitting an application, the host organisation is satisfied that this has been met.

5. Key dates

Event	Description	Date (1 pm)
Registration and applications open	Open date for creating your registration and application on HRC Gateway	4 June 2026
Registration closes	Deadline for submitting your registration on HRC Gateway	23 July 2026
Applications close	Deadline for submitting your application on HRC Gateway	23 July 2026
Outcomes confirmed	Results announced on HRC Gateway	December 2026
Placement start deadline	Date research activity must commence by	1 March 2027

6. Application process

To apply, you must complete and submit:

1. an online **registration** on HRC Gateway
2. the **2027 Health Delivery Research Career Development Award Application Form**. This can be downloaded from HRC Gateway.

Full details on the application process are provided in later sections.

7. Assessment

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

Applications may be pre-scored by HDCDAC members before the assessing committee meeting. If so, the HRC will calculate the mean pre-scores and rank candidates. Lower-ranked applications may be triaged and not discussed at the HDCDAC meeting.

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

A. Applicant

Based on the information in the HDCDA application form, the assessing committee will determine whether the applicant demonstrated:

- clearly describe how the placement progresses your health delivery research career development
- there is evidence of appropriate mentoring and support

B. Scope

Based on the information in the HDCDA application form, the assessing committee will determine whether the placement activity:

- is within the scope of the [2026 Health Delivery Research Investment Signal.pdf](#)
- has the potential to directly inform changes to health delivery policy, practice or systems
- includes relevant end-user engagement (comprising consumer, clinical, health provider, support worker, and/or community or population collaboration/partnership).

C. Research methodology and outcomes

Based on the information in the HDCDA application form, the assessing committee will determine whether the proposed research design and methodology:

- are excellent, comprehensive and appropriate
- incorporates appropriate research methodologies
- clearly describes progression to further health delivery research engagement.

D. Māori health advancement and equity

Based on the information in the HDCDA application form, the assessing committee will determine whether the applicant demonstrated:

- has described how their research could lead to improved Māori health or reductions in health inequity over time

- is undertaking activities to address Māori health advancement, as appropriate to the nature and scope of the research. This may include, but is not limited to, activities such as:
 - establishing meaningful, collaborative, and reciprocal relationships with Māori
 - undertaking research that addresses Māori health need and inequity
 - forming appropriate research teams
 - developing current and future workforce capacity and capability, including upskilling of research team members
 - adhering to culturally appropriate research practices and principles (as appropriate to the context of the research).

HDCDAC members individually review the applications against the assessment criteria and confirm one of three options for each criterion:

- Yes – the application fully meets the criterion
- Yes – the application adequately meets the criterion
- No – the application does not meet the criterion.

If the majority of the HDCDAC agrees that any assessment criterion has not been met, the application is considered not fundable.

If an application is deemed fundable but receives one 'No' for the Māori health advancement, it will undergo additional consideration by the HDCDAC members with specific Māori health advancement expertise to reach a consensus on whether the application meets this criterion.

Weighting of scoring criteria

The HDCDAC 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
Scope	7	20
Research methodology and outcomes	7	20
Māori health advancement and equity	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.

8. Grant contract and reporting

- The standard HRC contract will be used for this award.
- \$20,000 (pro-rated based on FTE and duration) will be offered to your host organisation for specific expenses related to the placement. If your placement host is different from your contract host, your contract host must ensure the payment is made to your placement host.
- The HRC expects that costs (beyond the \$20,000 as described above) associated with your research or research-related activities will be covered by your host organisation(s). The host organisation(s) should confirm that adequate resources are in place to ensure you can successfully complete your award.
- If you are successful, you must start the grant by **1 March 2027**. You will need to submit an 'end of contract' report to the HRC on HRC Gateway within one month of your contract end date.

General information on submitting an application to the 2027 Health Delivery Research Career Development Award

This section sets out general information on how to apply to the 2027 Health Delivery Research Career Development Award.

The information provided in this section 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 help with your application.

Please follow the instructions in this section.

1. Preparation

1.1 Creating an HRC Gateway user account

You will need an HRC Gateway account to apply. You may use your existing account or create a new one if you do not have one, via the following URL: <https://gateway.hrc.govt.nz>.

Please note that everyone in 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 annually.

1.2 Prior to submission

Before submitting an application form, please read:

- [2026 Health Delivery Research Investment Signal.pdf](#)
- 2027 Health Delivery Research Career Development Award Application Guidelines (this document)
- [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)

Click on the document name to access the file. These documents can also be found on HRC Gateway.

1.3 Host organisation

The (contract) host organisation is the institution or organisation that will be responsible for submitting your application and administering a contract awarded. New host organisations that have not previously been funded by the HRC will be required to provide due diligence information before a contract can be offered. The HRC will provide further information and relevant forms for the organisation to complete if your application is successful.

2. Formatting your application

2.1 General formatting

Use the **2027 Health Delivery Research Career Development Award Application Form** as it contains content specific to this grant type.

Please write your application in a clear, concise manner with sufficient detail. The portfolio panel assessing your application includes 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).

Please:

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

2.2 Compliance

The HRC will withdraw your application if you do not use the correct HRC application form or does not comply with stated page limits and font sizes/styles.

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.
2. If your host organisation has a research office (or equivalent), your application must first be approved by the research office. 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 your host organisation's research office rather than to the HRC directly.
3. 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.
4. 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. All additional material and hyperlinks will be removed from your application.
5. 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.

3. Privacy provisions

3.1 Statistical and reporting purposes

The information you provide 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 undertakes to store all applications in a secure place, which may include the New Zealand Research Information System (NZRIS) 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 in your application will be available to HRC staff and those involved in assessing the Health Delivery Research Career Development Award applications.

3.3 Media release

The HRC publishes details of research contracts including named investigators, the host organisations, 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 your application or research contract, beyond information that has already been publicly disclosed, will be discussed with you and your host organisation before responding to the request. Where appropriate, the request may be transferred to your host organisation.

4. Enquiries

If you have any questions about HRC applications, 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).

Health Delivery Research Career Development Award – instructions for completing the registration

This section outlines the registration process. This step is completed on HRC Gateway and forms Module 1 of your application.

1.1 General registration information

You need to register your application in HRC Gateway to receive an HRC Reference ID#. The information entered as part of the registration will form Module 1 of your application. Once you have submitted your registration, it will be forwarded in HRC Gateway to your host organisation's research office (if it has one). They must approve your registration and forward it to the HRC. Always allow sufficient time near the registration closing date for this process. If your host organisation does not have a research office, your registration will be automatically forwarded to the HRC.

Incomplete or late registrations will not be accepted.

Notes:

The term 'first named investigator' is used in HRC Gateway and in the final HRC Gateway-generated PDF of the application. However, for the purposes of the Health Delivery Research Career Development Award, this role should be considered as the 'developing researcher'.

You can update the information you provide when registering before submitting your final application (except for 'Milestones and objectives' which can only be updated after the registration has been submitted). However, the intent is that your registration should be an accurate reflection of the final information that will be included in your application.

2.1 Step 1

Start the registration process by clicking the 'Apply now' button on the 2027 Health Delivery Research Career Development Award information page. The 'Apply now' button will only appear when the application submission period is open. Clicking this button will open a dialog form where the following information will be required.

2.1 Research title

This 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 the funded proposals.

2.2 Host organisation

The host organisation is the institution or organisation that will be responsible for administering any contract awarded and for supporting you as the developing researcher. If there is a separate contract host and placement host, enter the contract host in this section.

Select the relevant 'Host organisation' from the drop-down list (this shows host organisations currently recognised by the HRC). If applicable, a specific research office and research office contact can be selected.

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'. A field 'Host organisation details' will appear in the next section, and the name of the host organisation should be entered here.

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

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

3 Step 2

3.1 First named investigator (developing researcher)

Note: This field will be captured as 'first named investigator' in HRC Gateway, but for the purposes of this award, is considered as the 'developing researcher'.

Some of this information will be automatically populated from your profile in HRC Gateway (e.g. organisation and department). If your profile is not current, details must be updated. The details listed on the application will be automatically refreshed after you update your profile. Click the 'Update' button to enter and update the information requested.

As the developing researcher, you 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 about your application will be addressed to you and your host organisation. Once you have created an application, you cannot change the developing researcher.

4 Step 3

Note: The following fields can also be updated between submitting the registration and submitting the final application (except 'Milestones and objectives' which can only be updated after the registration has been submitted).

Click the 'Update' button to enter details for the following fields.

4.1 Support personnel

Support personnel can be added if applicable. Examples of support personnel include individuals who will help you upload your application to HRC Gateway. Do not list named investigators, mentors/advisors or your host organisation's research office staff (or equivalent) in this section. All support personnel need to have an HRC Gateway account to view and edit your application.

4.2 Named investigators

All named investigators must have an HRC Gateway account before they can be added to your application. Each named investigator will need 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.

Role in project should include brief information on what activities the investigator will undertake (1-2 sentences maximum). Clearly state which individual(s) are contributing in a mentoring capacity.

Enter a defined **FTE value** for each named investigator. This is to indicate the level of commitment or responsibility of each team member (including where a team member is time-only).

4.3 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. Milestones and objectives are entered on HRC Gateway after the registration has been completed. This section is inserted immediately after the list of named investigators in the final system-generated PDF.

Objectives

Briefly describe the intended objectives of your application. Objectives should relate to the overall goal or aim of the research. The HRC suggests a minimum of three objectives, with sufficient standalone operational detail and scientific information to assess your performance in subsequent years. All objectives must be added before milestones can be added. There is no limit to the number of objectives and milestones.

Milestones

Provide key milestones that you aim to achieve. Each milestone must relate to one or more of the objectives. Remember that any contract will be monitored, and progress will be measured against the milestones and objectives provided in this proposal.

For contract monitoring and HRC accountability reporting, if the research requires ethics and/or regulatory approval (human, animal or biological safety), these should be identified as separate milestones, even if you expect to gain these approvals before starting the proposed research award.

4.4 Research location

This is the specific department(s) and organisation where the placement will be undertaken.

4.5 Discipline

Select from the drop-down box. This should be the area of health delivery research that the proposed placement and research relates to.

4.6 Type of research

Choose from the drop-down list what you consider the most appropriate term for broadly describing the research proposal for assessment purposes.

4.7 Duration

Enter the proposed term of the work (months), not exceeding 12 months (for 1 FTE) or equivalent on a part-time basis (up to a maximum of 24 months).

4.8 Commencement date

Enter your proposed commencement date. Please note that the placement must commence by 1 March 2027.

4.9 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.

Health Delivery Research Career Development Award – instructions for completing the application

This section outlines how to complete the Health Delivery Research Career Development Award application form (Modules 2 to 6).

It also includes the score criteria and how to demonstrate the funding requirements.

1 About the application form

The **2027 Health Research Delivery Research Career Development Award Application Form** is a Microsoft Word form that contains a Coversheet, Module 2, Module 3, and Module 4.

Please ensure you download and use the correct application form. If not, your application will be withdrawn.

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

2 Completing the application form

The **2027 Health Delivery Research Career Development Award Application Form** is compatible with Windows PC and MAC computers. The form has default formatting that conforms to the HRC's requirements. If you are inserting figures and tables, create these in a separate Microsoft Word document and then copy them into the application form.

Please:

- Use the original HRC document templates as it contains special features.
- Complete all sections following the instructions on the form and these guidelines.
- Enter the HRC reference ID# and developing researcher's surname on the coversheet.
- Enter information only in the indicated form fields.
- Do not reformat Module and Section headings.
- Do not delete spreadsheet columns/shaded rows; you may insert more unshaded rows.

Notes: Once you have completed the application form, upload a PDF version to HRC Gateway. You can then download the system-generated PDF version from HRC Gateway to check that all six modules have been included in your final copy.

Your application will be withdrawn if the system-generated PDF version of your application does not include all six modules.

2.1 Module 2A: Developing researcher, host and mentor information (one-page limit)

Note: You will need to consider and describe, where relevant in this section, how you (and your proposed placement research activity) meet the eligibility requirements for the Health Delivery Research Career Development Award.

Personal statement

Describe how your experience applies to health delivery research, your intent in applying for this award, interest in or current role in health delivery research, and how this award will support your development as a health researcher.

Provide evidence that you have at least five years' cumulative experience as a health care provider and/or researcher.

What is your current role?

Provide brief details, including whether you are currently working in a research environment or health sector environment (or both).

Where will the proposed placement be undertaken?

Provide brief details of the placement location, and how the placement is different from your existing role.

Mentor details

Provide information on your mentor(s) and why you selected them. Describe the nature and level of support provided by your mentor(s), as well as other colleagues, and how this will ensure you have the opportunity to thrive and succeed. The information in this section must be supported through a detailed letter(s) of support, and the letter(s) must be uploaded to HRC Gateway as supporting documents.

Host organisation details

Provide details about your host organisation and their suitability to support this award. Confirm that the host organisation(s) has committed to financially support this placement and outline any financial support that will be provided by the host (as required).

Provide separate details about the contract host and placement host if applicable (see section 1.3 for further detail on this distinction), as well as the relationship between the two organisations.

The placement environment must be well described and suitable for the nature of the proposed placement research activity; describe how there is potential for development, training and advancing collaborative relationships.

The information in this section must be supported through a detailed letter(s) of support, and the letter(s) must be uploaded to HRC Gateway as supporting documents. There is a separate contract host and placement host, letters of support should be provided for each organisation.

2.2 Module 2B: Placement research activity information (3-page limit)

What is the placement research activity?

Provide details of the planned research activity to be completed in this placement. Describe how the placement activity is in scope of the [2026 Health Delivery Research Investment Signal.pdf](#) and how it will lead to future health delivery research.

The details in this section should be discussed and agreed with your host organisation(s), and the letter(s) of support should confirm and endorse the planned research activities.

How will you undertake the placement research activity?

Provide detail on, and clearly justify, the proposed methods and/or steps for undertaking the placement research activity, providing evidence that the methods described are appropriate for the specified activity. Include details of any individuals involved (and their roles) in the research activity.

How will the placement research activity contribute to further health delivery research engagement?

Outline how this proposed placement research activity will contribute to your development as a health researcher and your potential for further health delivery research engagement. Include the next steps that would allow this to be achieved.

How will the placement support and further develop contributions to Māori health advancement?

Describe your collaborations or partnerships with Māori and your host organisation's ability to support and supervise contributions to Māori health advancement. If neither you nor your host organisation has any existing relationships, describe your plan to ensure connections are developed so that the placement and/or intended future research could lead to improved Māori health. Provide details as appropriate to the nature and scope of the placement. See the HRC's [Māori Health Advancement Guidelines](#) for further information.

How will the placement research activity contribute to improving equity?

Describe the downstream impacts on health equity stemming from this placement research activity and/or potential future research connected to this activity. Outline the steps you are taking in your placement research activity to ensure you are contributing to improving equity in New Zealand. A broad definition of equity should be considered, e.g. a range of social determinants and demographics. Provide details on whether your host organisation has anything in place to support this.

2.3 Module 3: References (one-page limit)

Ensure this section starts on a new page. References may be provided as applicable to the research activity being undertaken. (Note: these references are not those contained in personal CVs.)

Limit your references to one page. Place an asterisk beside your publications. Endnote lists must be copied into a plain text editor before pasting them in your application form. Details should include a full list of all authors, the title of article, journal, year, volume and page numbers. If references are multi-authored, you can limit the author list to fit the page limit.

A reference to Māori terms used in your application, with a brief translation, should also be included in this section.

2.4 Module 4: Budget information

Section 4A – Budget details

Enter your FTE, requested salary and salary-associated costs. All values should be **GST exclusive**.

Provide the total for the expenses related to the placement. There is a maximum allowance of \$20,000 (pro rata based on your FTE and placement duration).

Section 4B – Budget justification

Justify the requested salary based on your qualifications and research experience and the levels of salary-associated costs (e.g. ACC levies, employer's contribution to superannuation).

Section 4C – Other support

Other research applications awaiting decision

List any relevant research applications pending with the HRC and/or other funders that might alter the budget. If applicable, indicate any overlap (research, resources and personnel) that the listed application might have with this application. By providing this information, you agree that the HRC may seek clarification details from the other funders if required.

Co-funding

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

Financial or other interest(s)

For HRC funding applications, a financial or other interest is anything of economic value or a political/philosophical perspective, including relationships with entities outside of the research host organisation. While not an exhaustive list, examples of financial interests include positions such as consultant, director, officer, partner or manager of an entity (whether paid or unpaid); salaries; consulting income; honoraria; gifts; loans and travel payments. Examples of other interests include alignment with special interest groups seeking to advance or promote a particular world view or policy.

Please disclose and provide details of any significant relationship to third parties (e.g. commercial sector entities contributing to project costs, equipment, staff joint appointments). A clear description of how the current application relates to those relationships is desirable, but assessing commercial links is **not** part of the HRC's peer-review process.

A conflict of interest is a situation in which an individual's financial relationships or interests may compromise, or have the appearance of compromising, the individual's professional judgment in conducting or reporting research. If you have identified financial or other interests in a funding application, please also outline the specific details of their proposed conflict management strategy.

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, placement host, contract host and mentor(s). They must provide evidence that they will support you and your proposed placement research activity
- Memoranda of Understanding (MOUs) or letter of support for any individual who is not employed by your host organisation and will receive a salary or budget through this career development 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.

2.5 Module 5: NZ standard CV template

Upload your CV as a PDF file to HRC Gateway. 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.

2.6 Module 6: Research classification – ANZSRC codes and keywords

Complete this module in HRC Gateway.

The classification of research is for the HRC's evaluation purposes only. This information is not used when allocating funding.

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 area of health delivery research that this research activity is connected to.