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Te Kāwanatanga o Aotearoa

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

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2027 Pacific Health Research Career Development Awards Application Guidelines

These Guidelines apply to:

Career Development Awards

Pacific Health Research Masters Scholarship

Pacific Health Research PhD Scholarship

Pacific Health Research Postdoctoral Fellowships

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Part A: The Health Research Council Career Development Awards

This section outlines the **HRC Pacific Health Research 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.

1. Pacific Health Research Career Development Awards

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. A range of awards is also available to support emerging health researchers undertaking postgraduate research qualifications.

This section provides an overview of each Pacific Health Research Career Development Award. For further information on each award type and its specific eligibility criteria, refer to Part D.

1.1 Master's Scholarship

The Master's Scholarship provides up to \$20,000 towards one year of personal support, plus tuition fees, and a \$1,000 tufungatika allowance, for students completing the research component of a Master's degree in any discipline whose proposed research programme will contribute to improving health and economic outcomes for Pacific peoples. Working expenses are not included in this award.

1.2 PhD Scholarship

The PhD Scholarship provides three years of personal support of up to \$30,000 per annum, plus tuition fees, up to \$10,000 in total research working expenses, and a \$3,000 tufungatika allowance, for outstanding graduate students in any discipline whose proposed research programme will contribute to improving health and economic outcomes for Pacific peoples.

1.3 Postdoctoral Fellowships

The Postdoctoral Fellowships are available to applicants from all disciplines undertaking a research programme, which will contribute to improving health and economic outcomes for Pacific peoples. Postdoctoral Fellowships must commence within five years of completion of a PhD. The fellowships are to the value of \$100,000 for research-associated costs plus a salary capped up to \$100,000 year and for up to four years. A \$2,500 conference allowance and \$5,000 tufungatika allowance can also be claimed.

3. HRC priorities

All HRC investment must have a clear line of sight to improving health outcomes for all New Zealanders.

New Zealand's investment in health research must contribute to achieving the goals of the health system and the science, innovation and technology sector. For the health system, the Government is committed to improving health outcomes by providing New Zealanders with timely access to high quality healthcare.¹ A key focus for the science, innovation and technology system is to harness the benefits of research and innovation to drive economic transformation.²

Council is particularly interested in opportunities to invest in research that:

- maximises benefit for healthcare delivery, such as:
 - new models of care and treatments
 - improved effectiveness and efficiency
 - innovation and technology in healthcare, and/or
- demonstrates a pathway to commercialisation, and/or
- enhances the development of clinician-researchers,³ and/or
- contributes to achievement of the health and/or mental health and addiction targets.⁴

It is important to consider and identify how your research will add value and contribute to one or more of these goals and to reflect this in the relevant sections of your application.

Please note that Council will take into consideration alignment with the HRC priorities when making decisions on the Postdoctoral Fellowships and the Sir Charles Hercus Health Research Fellowships.

4. Key dates

Event	Description	Date (1pm)
CDA applications open	Open date for creating registration and CDA applications on HRC Gateway	4 June 2026
Registration closes	Deadline for creating a registration	23 July 2026
Applications due	Deadline for submitting applications	23 July 2026
Outcomes released	Applicants will be notified through their Research Office and on HRC Gateway	December 2026

5. Application assessment process

Applications are assessed by a multidisciplinary Pacific Health Research CDA Assessing Committee. Details on the assessment process are provided in Part D and Part E of these guidelines. Council makes final decisions on funding, informed by the assessing committee

¹ The Government Policy Statement on Health (2024-2027): <https://www.health.govt.nz/publications/government-policy-statement-on-health-2024-2027>

² <https://www.mbie.govt.nz/business-and-employment/economic-growth/going-for-growth>

³A clinician-researcher conducts research and provides clinical services in any setting, under formal work arrangement and is eligible to undertake clinical practice in New Zealand either under the Health Practitioners Competence Act 2003, through registration with the relevant responsible authority, or as a member of Allied Health Aotearoa New Zealand.

⁴ The five health targets are: faster cancer treatment; improved immunisation for children; shorter stays in emergency departments; shorter wait times for first specialist assessment; and shorter wait times for elective treatment. For more information see: <https://www.healthnz.govt.nz/about-us/what-we-do/planning-and-performance/health-targets>

The five mental health and addiction targets are: faster access to specialist mental health and addiction services; faster access to primary mental health and addiction services; shorter mental health and addiction-related stays in emergency departments; increased mental health and addiction workforce development; and strengthened focus on prevention and early intervention. For more information see: <https://www.healthnz.govt.nz/about-us/what-we-do/planning-and-performance/mental-health-and-addiction-targets>

recommendations, the balance of investments across our portfolios, and consideration of HRC priorities, where applicable.

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 Pacific health outcomes. However, please note that HRC awards are highly competitive, and all criteria will be considered when assessing your application.

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).

6. 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.

7. 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.

8. 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.

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 or an HRC Research 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.

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.

9. Publications and publicity

Publications and any other publicity that result from research undertaken during the tenure of a scholarship/fellowship should acknowledge the assistance of the HRC, state that the research was conducted during the tenure of a Pacific Health Research Career Development Award, and specify the scholarship/fellowship.

NEW: This year, Clinical Research Training Fellowships are no longer being offered through the Māori and Pacific Career Development Award streams. We encourage Māori and Pacific Clinical Research Training Fellowship applicants to apply via this open opportunity. It is the responsibility of the HRC to ensure all assessing committees are comprised of appropriate expertise to assess the applications receive.

Part B: Rules for submitting an application form

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

- The 2027 Pacific Health 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)
- HRC CDA Peer Review Manual

Click the document name to access the file.

2. Format

2.1. General formatting

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.
2. 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.
3. Ensure you complete all modules, including the first part of 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. The HRC will remove all additional material and hyperlinks 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.

The HRC will not accept any late applications unless you have written permission from the HRC 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 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. Additional eligibility requirements

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 technologies, and may require funded applications to identify, mitigate, and monitor risks as part of the contractual conditions of the grant.

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 completion of the 2027 Pacific Health Research CDA Application Form

This section outlines how to complete the 2027 Pacific Health Career Development Award Application.

1. The application forms

You must use the correct application form.

1.1. Pacific Health Career Development Award Application Form

The **2027 Pacific Health Career Development Award Application Form** is a Microsoft Word form that contains a coversheet, Module 1 section 1B-1F, Module 2, Module 3 and Module 4.

Use this form if you are applying for a:

- Pacific Health Research Master's Scholarship
- Pacific Health Research PhD Scholarship
- Pacific Health Research Postdoctoral Fellowship

If you are applying for a **Pacific Health Postdoctoral Fellowship**, you will also need to complete and submit a Microsoft Excel spreadsheet '**2027 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.

Important instructions

The application 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.

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

This Module must be completed 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. 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 proposals.

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 your 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 acceptance as a research provider.

Research location(s)

This is the department and organisation where most of the research or data analysis will be undertaken, 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 relates to.

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 2027. You must start within three months of 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 maximum).

2.4 Collaborators

For each collaborator provide the full name, organisation, and country (the location where the organisation is based and where the collaborator undertakes 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 NZ dollars or list any in-kind support.

2.5 Research costs

The HRC will usually 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 your research programme.

2.6 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 three 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 1: Applicant Information – to complete in the application form

Complete this section by following the headings on your application form. Details on how to complete some specific sections are provided below.

Section 3.1 of these guidelines applies to the 2027 Pacific Health Research Career Development Awards.

3.1 Pacific Health Research Career Development Awards

3.1.1 Section 1B: Personal information

Employment intended or otherwise (if applicable)

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. You may not hold positions of employment without the express permission of the HRC. Normally, this permission will be given for teaching duties or clinical activities in support of your professional development, approved by your supervisor, but only up to 500 hours per calendar year (this will be pro-rated for part-time fellowships/scholarships).

Description of field of interest (if applicable)

Provide a brief description of your research field of interest.

Overview of previous experience (if applicable)

Provide a brief overview of previous research/work undertaken that is relevant to your application.

3.1.2 Section 1C: Career plans

Use no more than one page.

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

3.1.3 Section 1D: Academic support

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)

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 research 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.

3.1.4 Section 1E: Academic transcript

Upload a JP-certified copy of your academic transcript or professional qualifications under 'support documents' on HRC Gateway.

3.1.5 Section 1F: Standard CV - applicant

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 in HRC Gateway, and follow the instructions provided in the template.

4. Module 2: Research information

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.

Section 4.1 of these guidelines applies to the 2027 Pacific Health Research Career Development Awards.

4.1 Overview of proposed research (for Career Development Awards only)

Timelines

Include a timeline in the form of a Gantt chart indicating how the research will be conducted over the duration of the contract. Consider your objectives and milestones that you provided online in Module 1 when creating your timeline.

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 outcomes and aligns with HRC priorities (outlined in Section A3).

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 methods of data analysis.

Dissemination of results

Describe how the research results will be disseminated to professional colleagues, the general public, health service funders and providers, study participants, iwi and other important groups. As well as peer reviewed publications, examples include 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.

Indication of iwi and/or community support for the research (if relevant)

Describe who you have consulted with, outline the process, and state whether you have gained support for your research. You will need to provide evidence in the form of a supporting letter from a person, group or organisation mandated by the community/organisation, e.g. chair or chief executive, to represent them, show a clear understanding of the research proposed, and how their community/organisation will be affected by, utilise, and/or benefit from, the outcomes of the research. Their involvement in the research as 'host organisation or named investigators may also suffice as support for your research.

5. Module 3: References

Start this section on a new page.

Provide the citations for key references in the text in Module 2. Details must include a **full list of all 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 within the one-page limit.

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

6. Module 4: Budget and contract information

6.1 Section 4A: Contract information

For **master's and PhD applicants**, outline the costs associated with your study. Ensure that all costs associated with the scholarship are listed (stipend, tikanga allowance etc). Provide an estimate of fees for study. Any costs not entered here cannot be claimed from the HRC if your application is successful.

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.

6.2 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. You are not required to provide copies of HRC reports as the HRC already has copies. Please note reports may be made available upon request.

6.3 Section 4C: Other support

Include other applications awaiting 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.

6.4 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:

- a letter of support from your supervisor/mentor stating their supervisory and resource arrangements during the tenure of the proposed award
- a JP-certified copy of your academic transcript or professional qualifications, Memoranda of Understanding (MOUs) or letters 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 (if within your specific award's 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

If you are applying for a **Pacific Health Postdoctoral Fellowship**, you will also need to complete and submit a Microsoft Excel spreadsheet '**2027 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.

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

Upload a CV for all named investigators (including those on an MOU).

Use the NZ Standard CV template from HRC Gateway and follow the template's instructions. The HRC will not accept any other form of CV.

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

Your CV may indicate when career breaks have taken place as track record will be assessed relative to opportunity.

7. Module 6: Research classification

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

7.1 Section 6A 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 Section 6B 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 Section 6C Category and health issue

Portfolio mapping category

Enter the requested information on HRC Gateway. Choose the category that best describes the starting point for their research. The following table provides a description of each category.

Mapping category	Description	✓
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).	
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.	

Mapping category	Description	✓
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. Choose the health issue that best describes their research and, if required one secondary health issue.

Part D: Explanatory notes for Career Development Awards

Pacific Health Research Master's Scholarship

Description

The Master's Scholarships are intended to provide 1 year of personal support for students completing the **research component** of a master's degree. Applicants may come from any discipline, as long as the proposed research clearly links to improving health and economic outcomes for Pacific peoples. The applicant must be enrolled in the **final year** and undertaking the research component of their master's degree.

Value

- The current value of the Master's Scholarship is \$20,000, to be used as a stipend to support the student.
- The academic host institution will be responsible for administering the scholarship.
- Activation of the contract for the award shall take place only upon proof of enrolment.
- Tuition fees appropriate to the proposed course of study for the institution at which the student is enrolled may be claimed from HRC, to be activated after enrolment.
- Successful applicants for a Pacific Health Research Master's Scholarship may apply for a tufungatika allowance of \$1,000.

Eligibility

You are eligible to apply if you are:

- a New Zealand citizen or hold residency in NZ at the time of application
- of indigenous Pacific descent
- enrolled, or intend to enrol, for a master's degree. Successful applicants are usually enrolled full-time; however, the HRC will consider applications from students enrolled part time on their individual merit. The Pacific Health Research Master's Scholarship will not be granted for a period longer than the equivalent of one year full-time or a maximum of two years part-time.

If you have not yet enrolled for master's degree, but are intending to do so, you can still apply for a Pacific Health Research Master's Scholarship. In this case, any award will be conditional on your successful enrolment.

During the year of the Pacific Health Research Master's Scholarship, your only activity must be conducting research and preparing a thesis or dissertation. The research will take place over a full academic year. **If your master's course only involves completing papers, you are not eligible for this award.**

Conditions of tenure

- You may only be enrolled at a New Zealand university or another approved New Zealand tertiary institution. The HRC also considers the suitability of the proposed department and research supervisor when applications are reviewed.
- You may not hold other positions of employment without the express permission of the HRC. Normally, this permission will be given in respect of teaching duties, up to 500 hours in a calendar year, and with the approval of the research supervisor.
- If you have been offered an additional scholarship or award, the combined stipend may not exceed the co-funder's conditions.
- Tenure of the Master's Scholarship terminates on the date set out in the contract or on the date of examination (whichever comes first).

- The HRC expects that costs of the research undertaken by Pacific Health Masters Scholarship recipients will be borne by the host institution. Applicants should confirm that such resources are in place to ensure the successful completion of their award.
- Successful applicants have four months from the date of award to take up the scholarship.

Assessment

A Pacific Health Career Development Award Assessing Committee (CDAC) will assess your application. The CDAC will assign a score for each of the assessment criteria outlined below using a 7-point scale.

Applications may be pre-scored by CDAC 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 CDAC meeting.

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

A. Academic ability of applicant

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

- is technically and academically capable
- has a proven track record in being able to study
- shows discipline and the ability to achieve success.

B. Pacific health significance

Based on the information in the CDA application form, the assessing committee will determine whether the applicant has demonstrated that the proposed research has the potential to:

- advance knowledge relevant to improving Pacific health outcomes
- address a Pacific health priority
- contribute to Pacific workforce development or intellectual capital.

C. Pacific community links, health background and potential

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

- is actively involved in a leadership capacity in relevant Pacific communities
- demonstrates knowledge of the health or research sector
- demonstrates commitment to a future in Pacific health research
- has the potential to make a significant contribution to the Pacific health research sector.

D. Design and methodology

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

- are feasible, comprehensive and appropriate
- uses culturally appropriate methods for data handling and involvement of Pacific participants
- incorporates appropriate research methodologies.

E. Suitable supervision

Based on the information in the CDA application form, the assessing committee will determine whether the supervisor:

- has the necessary academic qualifications, research background and skills to guide the applicant
- has topic-based knowledge and experience using the proposed research design and methodology
- has sufficient time and funding to support, direct and guide the applicant
- will foster a supportive research environment
- has a high level of cultural competency in Pacific health issues.

Pacific Health Research PhD Scholarship

Description

PhD scholarships in Pacific health research are intended to provide three years of personal support for students undertaking a PhD. Applicants eligible to apply may come from any discipline, as long as the proposed research links to improving health and economic outcomes for Pacific people..

Note: If you wish to enrol in a PhD and you have a current clinical role, consider your eligibility to apply for a **Clinical Research Training Fellowship**. You can only apply for one career development award.

Value

- The current value of the PhD scholarship is \$30,000 (tax free stipend) per annum.
- The academic host institution will be responsible for the administration of the scholarship.
- Activation of the contract for the award shall take place only upon proof of enrolment.
- Tuition fees appropriate for the institution at which the student is enrolled may be claimed from the HRC, to be activated after enrolment.
- A one-off grant of \$10,000 will be allocated to successful applicants. These funds are to contribute towards the working expenses of the doctoral research.
- An allowance of up to \$550 for thesis production may be claimed from the HRC.
- The HRC agrees that a portion of this scholarship may be undertaken overseas, in agreement with the host institution and with the appropriate support and training in place. The HRC particularly supports training and research undertaken in Canada and Australia in accordance with the Tripartite Agreement. This must be fully justified, negotiated and detailed within the application.
- Successful applicants for a Pacific Health Research PhD Scholarship may apply for a tufungatika allowance of \$3,000 over the tenure of the award.

Eligibility

You are eligible to apply if you are:

- a New Zealand citizen or hold residency in NZ at the time of application
- of indigenous Pacific descent
- enrolled, or intend to enrol, for a PhD. Successful applicants are usually enrolled full-time; however, the HRC will consider applications from students enrolled part time on their individual merit. The Pacific Health Research PhD Scholarship will not be granted for a period longer than the equivalent of three years full-time.

If you have not yet enrolled for your proposed course of study, but are intending to do so, you can still apply for a Pacific Health Research PhD Scholarship. In this case, any award will be conditional on your successful enrolment.

Note – Programmes of study where the primary focus is a clinical practice qualification rather than advancing the individual's research skills do not meet the PhD grant requirements.

Conditions of tenure

- The PhD applicant may only be enrolled at a New Zealand universities or other approved New Zealand tertiary institution. The HRC also considers the suitability of the proposed department and research supervisor when applications are reviewed. In exceptional circumstances, it is possible that part of the training could be carried out at an overseas institution.

- Tenure of the Pacific Health PhD Scholarship terminates on the date set out in the contract or on the date of the oral examination (whichever comes first).
- If you have been offered an additional scholarship or award, the combined stipend may not exceed the co-funder's conditions.
- An applicant may not hold other positions of employment without the express permission of the Council. Normally, this permission will be given in respect of teaching duties, not exceeding 500 hours in a calendar year (pro-rated for part-time scholarships), and with the approval of the research supervisor.
- The HRC expects that costs of the research undertaken by PhD scholarship recipients will be borne by the host institution. Applicants should confirm that such resources are in place to ensure the successful completion of their award. The prospective PhD applicant may, through their host institution, submit a proposal in the HRC funding round to cover the costs of undertaking their research project. Applicants should understand however that such funding is contestable and not guaranteed.
- Successful applicants have four months from the date of award to take up the scholarship
- Please note that in the event that an applicant submits their PhD prior to the original contract end date, the HRC will agree to continue support until either the PhD is conferred, or the term of the award has expired (whichever comes first).

Assessment

A Pacific Health Career Development Award Assessing Committee (CDAC) will assess your application. The CDAC will assign a score for each of the assessment criteria outlined below using a 7-point scale.

Applications may be pre-scored by CDAC 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 CDAC meeting.

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

A. Academic ability of applicant

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

- is technically and academically capable
- has a proven track record in being able to study
- shows discipline and the ability to achieve success.

B. Pacific health significance

Based on the information in the CDA application form, the assessing committee will determine whether the applicant has demonstrated that the proposed research has the potential to:

- advance knowledge relevant to improving Pacific health outcomes
- address a Pacific health priority
- contribute to Pacific workforce development or intellectual capital.

C. Pacific community links, health background and potential

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

- is actively involved in a leadership capacity in relevant Pacific communities
- demonstrates knowledge of the health or research sector
- demonstrates commitment to a future in Pacific health research
- has the potential to contribute to the Pacific health research sector.

D. Design and methodology

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

- are feasible, comprehensive and appropriate
- uses culturally appropriate methods for data handling and involvement of Pacific participants
- incorporates appropriate research methodologies.

E. Suitable supervision

Based on the information in the CDA application form, the assessing committee will determine whether the supervisor:

- has the necessary academic qualifications, research background and skills to guide the applicant
- has topic-based knowledge and experience using the proposed research design and methodology
- has sufficient time and funding to support, direct and guide the applicant
- will foster a supportive research environment
- has a high level of cultural competency in Pacific health issues.

Pacific Health Research Postdoctoral Fellowship

Description

All Postdoctoral Fellowships offered in Pacific health research are intended for the support of outstanding graduates who have recently completed a degree at doctoral level and propose to conduct research relating to improving health and economic outcomes for Pacific peoples. Their purpose is to provide support for up to four years for researchers to gain further experience in their chosen fields and become established as an independent health researcher. Where appropriate, the fellowship could include a period of up to two years of training that is undertaken overseas.

Value

- For all postdoctoral fellowships offered, the current value of the fellowship is based on the recipient's qualifications and research experience in regard to salary levels set by the University up to \$100,000 per year. This usually equates with the academic salary scale of LG1-LG4, (or LM1-LM4 for applicants who hold an MBChB, BDS or equivalent degree). Salary scales vary from institution to institution. Please contact your host institution for the appropriate salary scale.
- The HRC will provide a grant of up to \$100,000 for research expenses associated with the research. The applicant must submit a detailed budget on the appropriate excel budget form.
- The HRC will provide an annual allowance of \$2,500 to travel to a scientific meeting.
- The HRC will pay ACC levies proportionate to the fellowship.
- If a portion of this fellowship is partly undertaken overseas, an adjustment for cost of living may be made. This adjustment will be indexed to a value of US\$25,000 per annum. Please note the exact sum will be determined by, and vary in accordance with, the exchange rate. The HRC particularly supports training and research undertaken in Canada and Australia in accordance with the Tripartite Agreement.
- Successful applicants for a Postdoctoral Fellowship in Pacific health research may apply for a tufungatika allowance of \$5,000 over the tenure of the fellowship.
- Provided fellows meet their host institution rules for entry, they may apply to join the superannuation scheme administered by their host. Any fellow who prior to commencing their HRC award is a member of a superannuation scheme administered by their host institution will be eligible to continue in that scheme. Employer contributions will be paid by the HRC.

Eligibility

You are eligible to apply if you:

- are a New Zealand citizen or hold residency in NZ at the time of application
- are of indigenous Pacific descent
- hold a degree of PhD or an equivalent degree. Although applications will be received from individuals who have not yet received results of their thesis examination, the award and commencement of the fellowship will be conditional on awarding of the degree. The thesis must be submitted for examination at the time of application. Written confirmation will be requested.
- have a proven track record of research in the area of Pacific health development.

Applicants should not normally have had more than five years' postdoctoral experience.

Conditions of tenure

- Usually, successful applicants will be involved in full time research. The HRC will however consider applicants wishing to undertake part-time research on their individual merit. In the case of part-time fellowships, applicants must be involved in research for a minimum of 0.5FTEs and the maximum duration of the Postdoctoral

Fellowship will remain at four years. Fellowships will be reviewed annually and will be renewed subject to provision of satisfactory annual progress reports.

- Pacific Health Research Postdoctoral Fellowships are tenable within New Zealand universities, hospitals or other research institutions approved by the HRC. The institution, department and supervisor must be approved by the HRC and should not usually be the department or institution in which the research leading to the award of a doctorate was performed.
- Postdoctoral Fellowship awards 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.
- Tenure of the Pacific Health Research Postdoctoral Fellowship terminates on the date set out in the contract.
- The HRC expects that costs of the research undertaken by Postdoctoral Fellowship recipients will be borne by the host institution. Applicants should confirm that such resources are in place to ensure the successful completion of their award. The prospective postdoctoral fellow may, through their host institution, submit a proposal in the HRC funding round to cover the costs of undertaking their research project. Applicants should understand however that such funding is contestable and not guaranteed.
- Fellows may undertake limited clinical and teaching duties relevant to their research to a maximum of 500 hours in a calendar year (pro-rated for part-time fellowships). They may accept remuneration for such duties. Except in relation to approved limited clinical and teaching duties, postdoctoral fellows may not receive remuneration for other work without the permission of the HRC.
- Other forms of awards may not be held in conjunction with a Postdoctoral Fellowship without the permission of the HRC.
- Fellows may not enter examinations for higher qualifications during tenure of their fellowship without permission of the HRC.
- Successful applicants have four months from the date of the award to take up the fellowship. This will be enforced unless a written request is submitted from the host institution and confirmed by the HRC. Only exceptional circumstances will be accepted.

Assessment

A Pacific Health Career Development Award Assessing Committee (CDAC) will assess your application. The CDAC will assign a score for each of the assessment criteria outlined below using a 7-point scale.

Applications may be pre-scored by CDAC 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 CDAC meeting.

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

A. Academic ability of applicant

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

- has outstanding qualifications and some post-doctoral research experience
- is likely to achieve success.

B. Pacific health significance

Based on the information in the CDA application form, the assessing committee will determine whether the applicant has demonstrated that the proposed research:

- has the potential to significantly advance knowledge relevant to improving Pacific health outcomes
- has to potential to comprehensively address a Pacific health priority
- has justified why the research should be completed in New Zealand
- has the potential to contribute substantively to Pacific health research workforce development or intellectual capital.

C. Pacific community links, health background and potential

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

- is actively involved in a leadership capacity in relevant Pacific communities
- demonstrates a comprehensive knowledge of the health or research sector
- demonstrates a high level of commitment to a future in Pacific health research
- has the potential to make a significant contribution to the Pacific health research sector.

D. Design and methodology

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

- are excellent, comprehensive and appropriate
- uses culturally appropriate methods for data handling and involvement of Pacific participants
- incorporates appropriate research methodologies.

E. Career development and support

Based on the information in the CDA application form, the assessing committee will determine whether:

- the applicant is well supported in terms of mentorship and personal development
- the mentor(s) can provide the applicant with comprehensive advice and support
- the mentor(s) have a high level of cultural competency in Pacific health issues.