

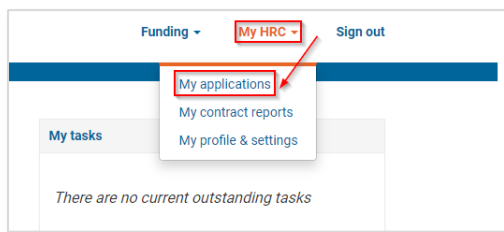
Create and Submit Funding Applications

Applications for funding are created and submitted through HRC Gateway. The number of stages and the information required in an application process varies according to the application type. This guide is suitable for use with all application types.

This guide assumes that you already have a sign-in for HRC Gateway and know how to sign-in and navigate the site. If you need assistance with these tasks, please see the other user guides at the [User Guides](#).

Create an application

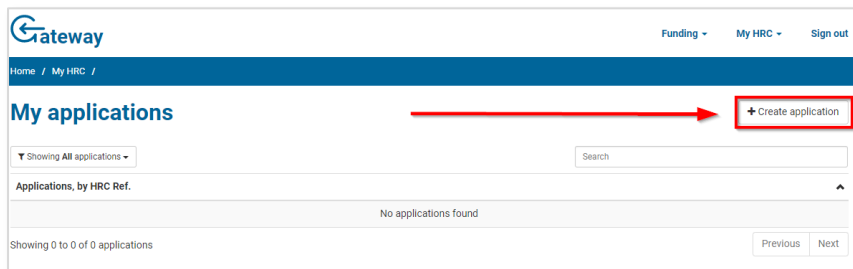
1. Navigate to the *My applications* page



Top navigation menu

From the *My HRC* navigation menu, select *My applications*.

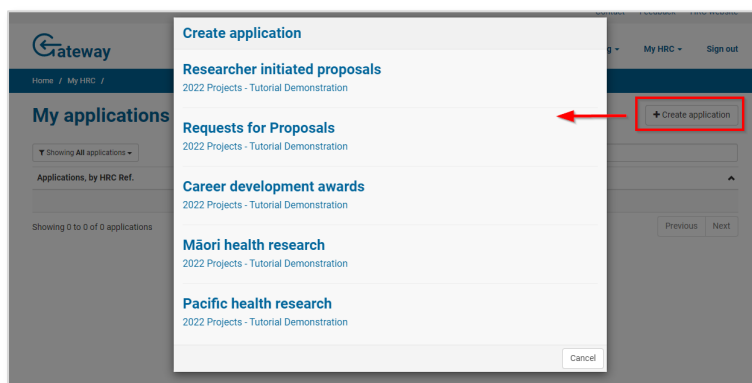
2. Click the *Create application* button



My applications page

The *My applications* page shows all your current applications. The *Create application* button is on the right-hand side of the page near the top.

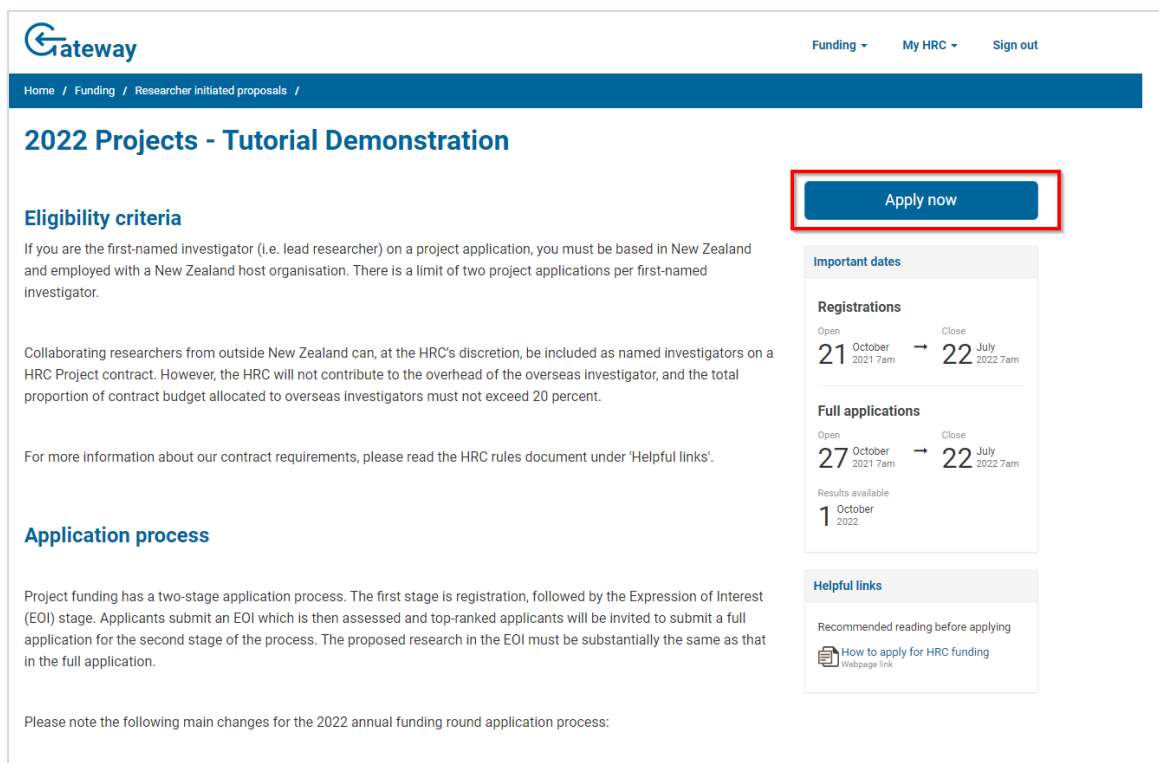
3. Select the funding type



The Create application dialog box

The *Create application* dialog box shows all the funding types that are open for new applications right now. Click on the funding type that you want to apply for.

4. Start application process



The funding type details page

Review the funding type details to ensure it is the correct application type that you want to apply for, then click the *Apply now* button near the top right-hand side of the page.

5. Complete the *Create application* dialog box form.

Create application dialog box form

Some applications will require you to select a research investment stream. Please refer to the application guide for your type of funding for details about this. Type the name of your *Research title* (this is a required field and will help you identify this research application if you have more than one current research application). Select the *Host organisation* from the list. If your research host has not yet been approved by the HRC then tick the box below that your host is not in the list. You will be required at a later stage to provide more details.

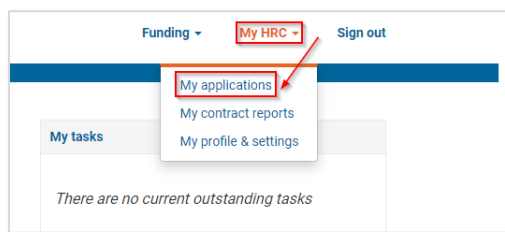
Additional research office settings

If your host institution's research office has more than one staff member, you will be required to select which office staff member will be handling this application. If your host has more than one research office, you will be required to select which research office will be handling this application.

Click the *Save & continue* button to create the application. Once your application is created you can find it under your *My applications* list.

Complete & submit an application

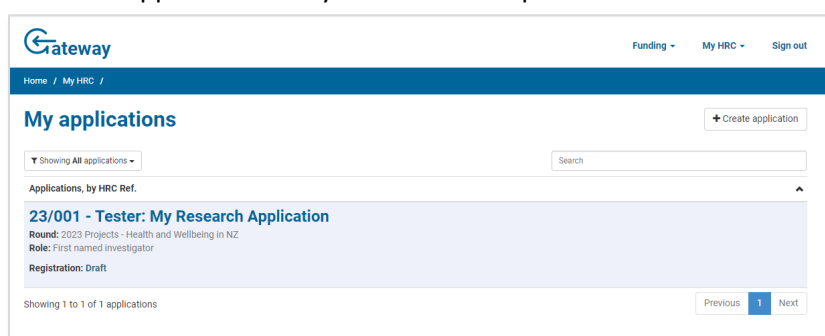
1. Navigate to the *My applications* page



Top navigation menu

From the *My HRC* navigation menu, select *My applications*.

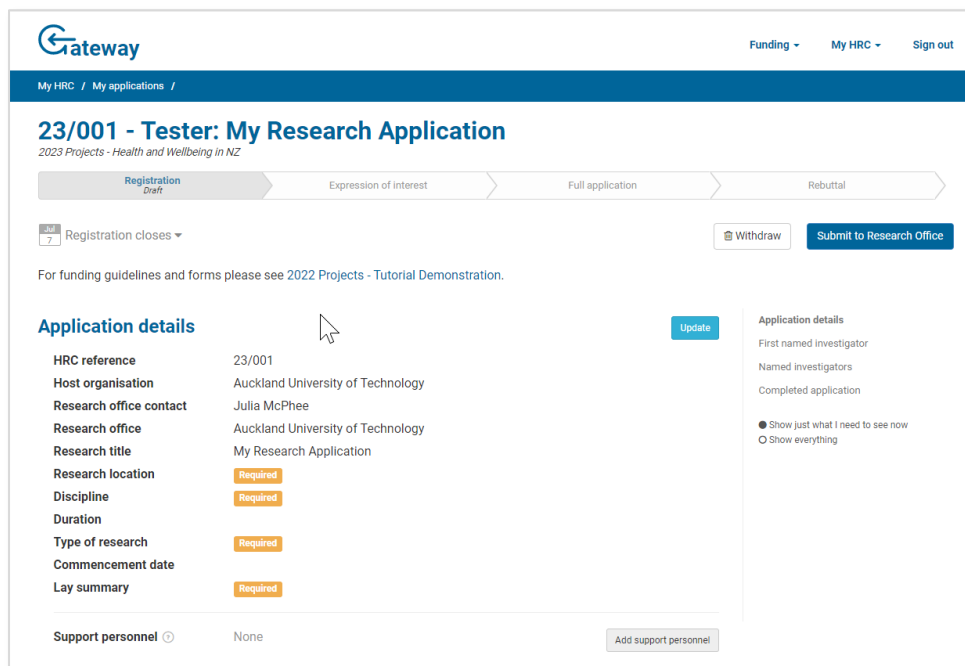
2. Select the Application that you want to complete and submit



My applications page

If you have more than one current application, locate the application you need to complete in the list. Click on the application name to open the application page.

3. Complete the application

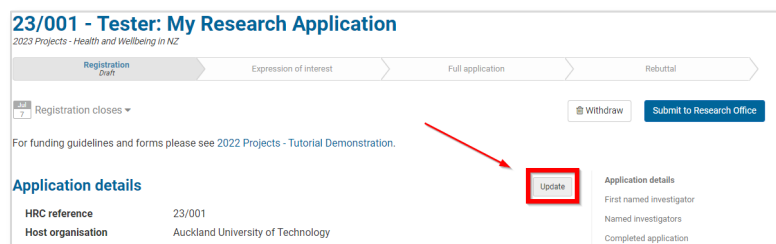


The application page

The application page shows all the information currently required for you application. Some parts of the

application that have been supplied in previous stages, or will be required in future stages, are often hidden so you can just focus on the current required data fields.

Edit details



23/001 - Tester: My Research Application
2022 Projects - Health and Wellbeing in NZ

Registration Draft Expression of interest Full application Rebuttal

Registration closes 7 days

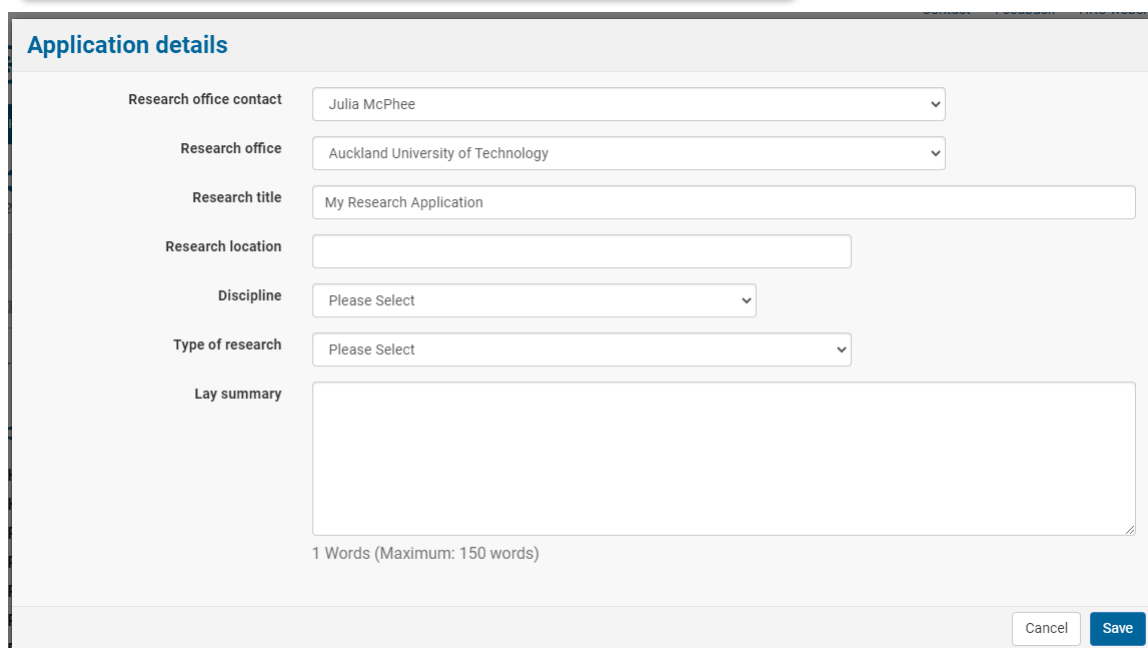
For funding guidelines and forms please see 2022 Projects - Tutorial Demonstration.

Application details

HRC reference 23/001
Host organisation Auckland University of Technology

Update

Application details
First named investigator
Named investigators
Completed application



Application details

Research office contact Julia McPhee

Research office Auckland University of Technology

Research title My Research Application

Research location

Discipline Please Select

Type of research Please Select

Lay summary

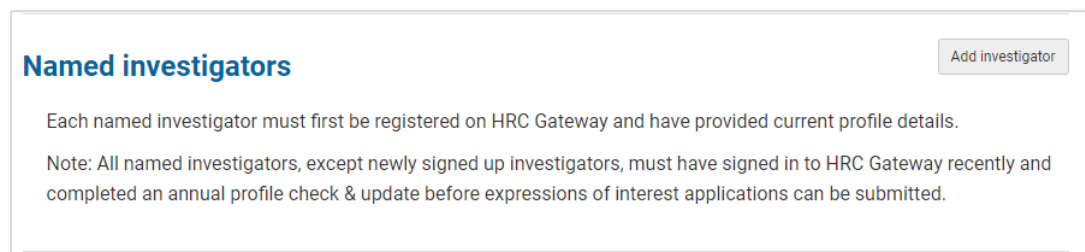
1 Words (Maximum: 150 words)

Cancel Save

Application details dialog box

To edit details for your application, click the *Update* button next to the information you want to edit. A dialog box with the details in a form will now appear for you to edit. After you have edited the details click the *Save* button to save the details and return to the main application page view.

Add named investigators



Named investigators

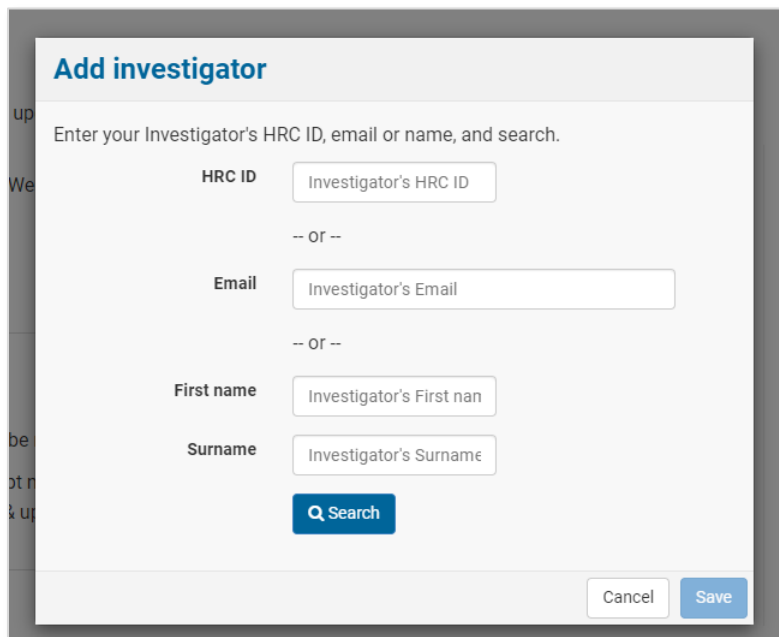
Each named investigator must first be registered on HRC Gateway and have provided current profile details.

Note: All named investigators, except newly signed up investigators, must have signed in to HRC Gateway recently and completed an annual profile check & update before expressions of interest applications can be submitted.

Add investigator

The named investigators section of the application page

All named investigators on an application must be registered HRC Gateway users. To add a named investigator, click the *Add investigator* button on the top right-hand side of this section. A search dialog box will open.



Add investigator

Enter your Investigator's HRC ID, email or name, and search.

HRC ID

-- or --

Email

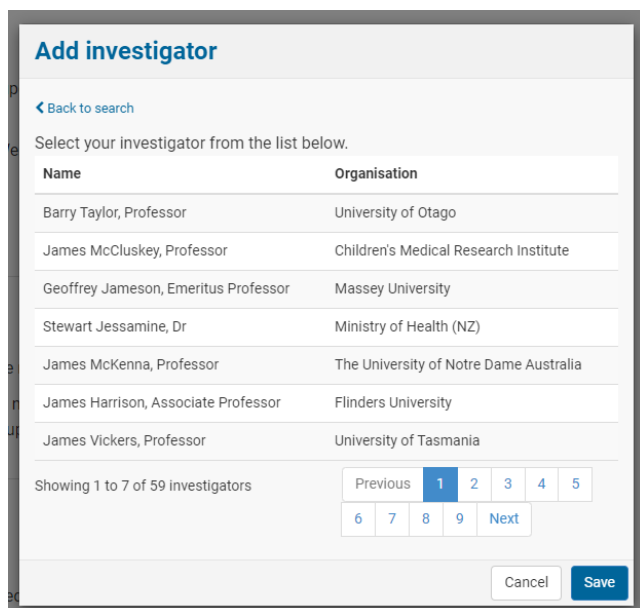
-- or --

First name

Surname

The Add investigator search screen

There are three ways to search for named investigators. You can search by their email address, first name and/or surname, or their HRC ID (if they have supplied it to you). Fill in either of these option fields and click the *Search* button. HRC Gateway will then search by the first completed option and return a list of investigators that meet your search parameters.



Add investigator

[Back to search](#)

Select your investigator from the list below.

| Name | Organisation |
|--------------------------------------|--|
| Barry Taylor, Professor | University of Otago |
| James McCluskey, Professor | Children's Medical Research Institute |
| Geoffrey Jameson, Emeritus Professor | Massey University |
| Stewart Jessamine, Dr | Ministry of Health (NZ) |
| James McKenna, Professor | The University of Notre Dame Australia |
| James Harrison, Associate Professor | Flinders University |
| James Vickers, Professor | University of Tasmania |

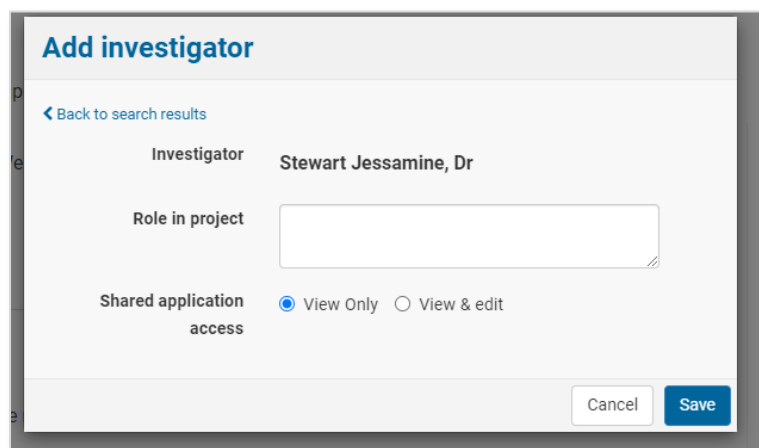
Showing 1 to 7 of 59 investigators

Previous

[Next](#)

Add investigator search results page

Once you have found the investigator you are looking for, click on their name to select them.



Add investigator

[← Back to search results](#)

Investigator: **Stewart Jessamine, Dr**

Role in project:

Shared application access: ☒ View Only ☐ View & edit

[Cancel](#) [Save](#)

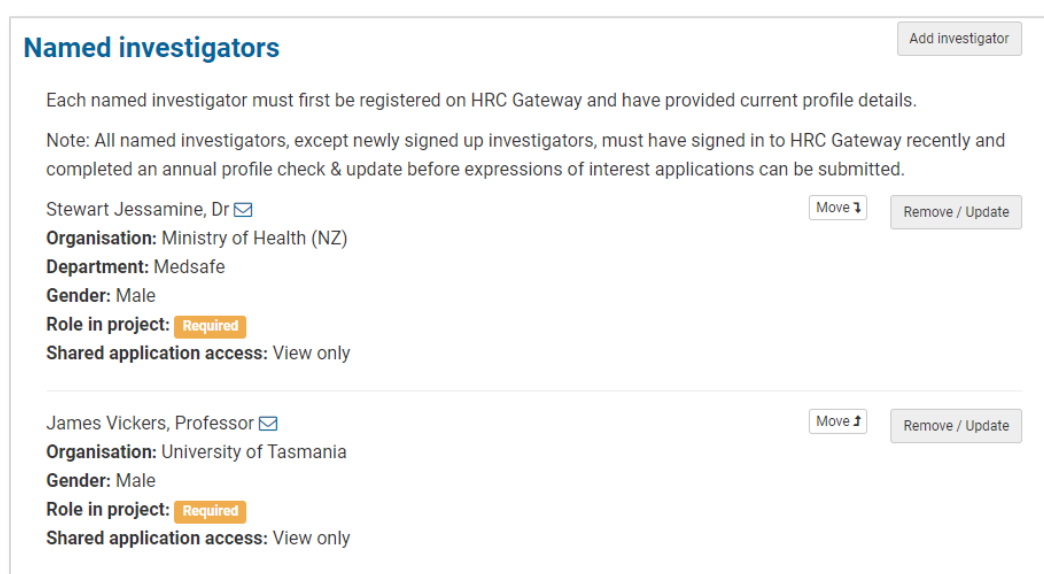
Add investigator, details screen

Complete, or update, the investigator details with information that is not currently held on record by the HRC.

All named investigators can view applications when they are listed as a named investigator. You can also give a named investigator the ability to edit this application by changing the *Shared application access* to *View & edit*.

Click the *Save* button to add this investigator to your application.

Edit named investigators



Named investigators [Add investigator](#)

Each named investigator must first be registered on HRC Gateway and have provided current profile details.

Note: All named investigators, except newly signed up investigators, must have signed in to HRC Gateway recently and completed an annual profile check & update before expressions of interest applications can be submitted.

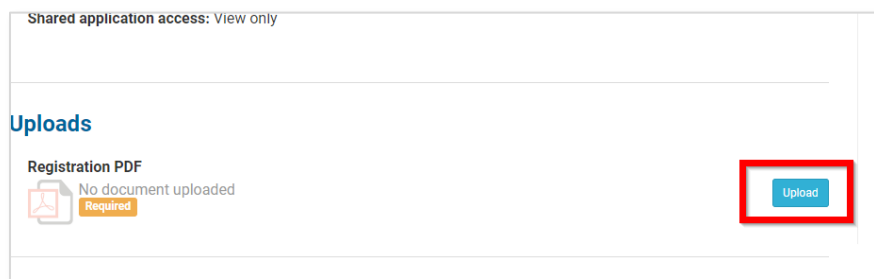
| | |
|---|--|
| Stewart Jessamine, Dr ✉ Organisation: Ministry of Health (NZ) Department: Medsafe Gender: Male Role in project: Required Shared application access: View only | Move ↕ Remove / Update |
| James Vickers, Professor ✉ Organisation: University of Tasmania Gender: Male Role in project: Required Shared application access: View only | Move ↕ Remove / Update |

Named investigators list

You can edit the investigator details, or remove the investigator from your application, by clicking on the *Remove/Update* button to the right of the investigator's name.

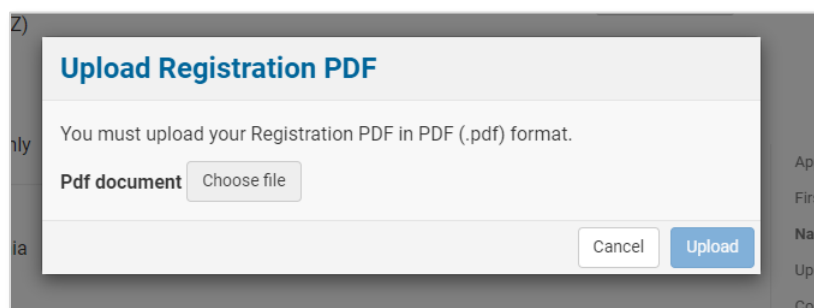
You can also change the order of your named investigators by clicking on the *Move Up* or *Move Down* buttons to the right of the investigator's name.

Upload documents to your application



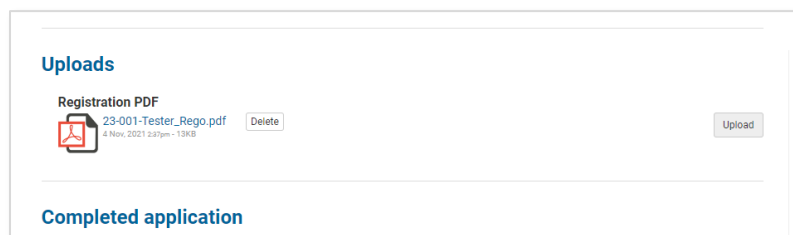
Application section requiring the uploading of a completed document

Some applications require you to upload completed documents. To upload a document, click on the *Upload* button to the right of the section requiring it. The document upload dialog box will appear.



Document upload dialog box

The document dialog box will tell you what format the document should be in if there is a restriction of document type. To upload a document, click the *Choose file* button and select the correct file from your computer. Once you have selected a document to upload you will be able to click on the *Upload* button. The document will then be uploaded to your application.

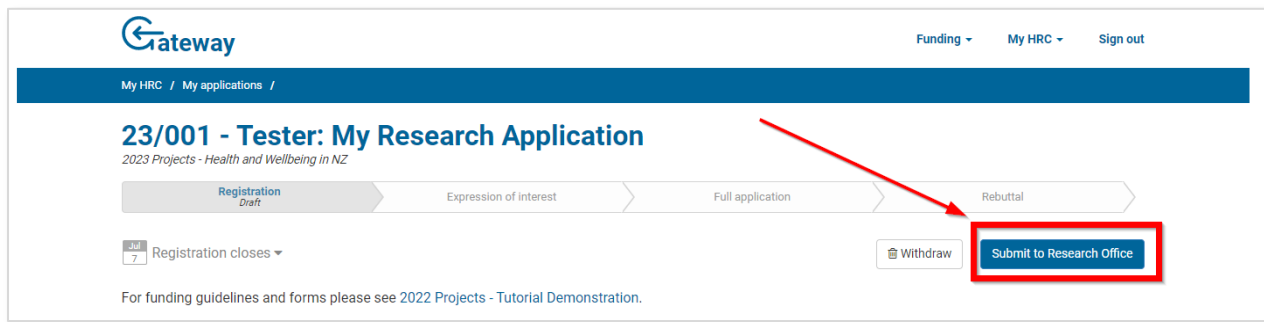


Uploaded document

If you have uploaded the wrong document and want to replace it with another document, you can upload another document to replace the original upload.

You may also remove the existing uploaded document by clicking the *Delete* button next to the document name.

Submit your application



Gateway

Funding ▾ My HRC ▾ Sign out

My HRC / My applications /

23/001 - Tester: My Research Application

2023 Projects - Health and Wellbeing in NZ

Registration Draft Expression of Interest Full application Rebuttal

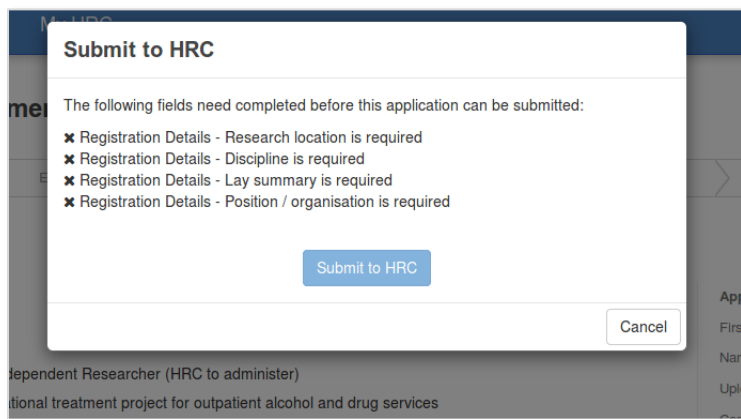
Jul 7 Registration closes ▾

Withdraw Submit to Research Office

For funding guidelines and forms please see [2022 Projects - Tutorial Demonstration](#).

Application submit button

Once you have completed your application you will need to submit it by clicking on the *Submit* button near the top right-hand side of the page. If your host organisation has a research office, you will submit your application to the research office. Your research office will check the application and submit it to the HRC. If your host organisation does not have a research office, you will submit your application directly to the HRC.



Submit to HRC

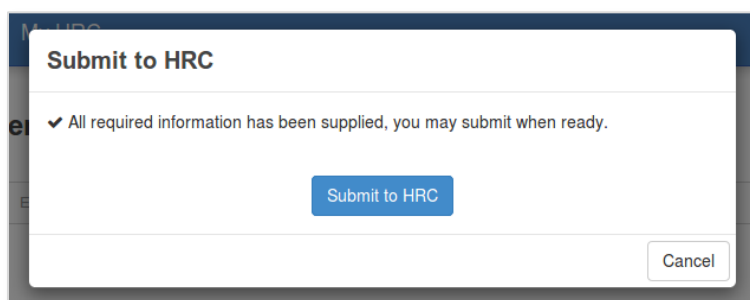
The following fields need completed before this application can be submitted:

- ✗ Registration Details - Research location is required
- ✗ Registration Details - Discipline is required
- ✗ Registration Details - Lay summary is required
- ✗ Registration Details - Position / organisation is required

Submit to HRC Cancel

Submission dialog box with errors

Once you click the *Submit* button your application will be checked for errors. If there is any missing required information or errors you will not be allowed to submit your application.



Submit to HRC

✓ All required information has been supplied, you may submit when ready.

Submit to HRC Cancel

Submission dialog without errors

If your application has no errors then you will be allowed to submit it.