

Research For Life

WELLINGTON MEDICAL RESEARCH FOUNDATION

Research Grant Application

Information Statement and Administrative Agreement

Conditions

- **All grants and payments of claims are subject to the Research For Life Board's approval, and absolutely no correspondence will be entered into. Individual applicants must not approach the Executive or members of the Research Advisory Committee for feedback or comment on application outcomes or processes**
- **Salaries and overheads are not funded**
- **Every application to include a 100-200 word media summary understandable to a lay reader and a high-resolution photo in jpeg format of the applicant**
- **One electronic copy of your application is required along with the signed Administrative Agreement**

The application for a grant in aid of research should be concise (restricted to no more than five pages exclusive of curriculum vitae), in PDF or Word format, and emailed to the Research For Life Secretary:

office.researchforlife@gmail.com

Applicants must:

- Arrange ethical review of any research proposals involving human subjects or animals.
- Ensure that referees send their reports to comply with the timetable given.
- **Ensure that referees are not involved with their work, organisation, or section at which the research work will be undertaken.**
- Ensure that the Host Institution and the signatories are clearly identified on the Administrative Agreement.

Information Required in the Application for a Grant in Aid of Research

Applicants are required to provide responses under the following headings:

1. Personal Information

Your full name, qualifications, position, address, email and contact telephone numbers.

2. Title of the Project

3. Specific Objectives of the Project

Include one paragraph indicating briefly the specific objectives of the proposed research.

4. Subject Review

Include a brief background review of the problem, with references.

5. Method and Research Plans

Provide a brief description with references of how the problem is to be tackled, indicating experimental and statistical methods, animals etc. to be used, precautions to be taken and justifying the number of specimens, or animal and human subjects to be studied. Any feasibility considerations must be clearly addressed.

6. Potential Significance of Project

Indicate the potential significance of the project.

7. Research Site and Resources

Indicate location of research and available resources.

8. Assistance Required

Indicate the nature of the assistance requested with justification. Please detail the amounts required. Sometimes it may only be possible to assist in part, therefore applicants should list priorities.

9. Assistance Available

Indicate such other assistance as is already, or may be, available for the project including financial assistance.

10. Time Available and Duration of Project

Indicate the estimated time to be spent by each person on the project expressed as a proportion of their total working hours. The estimated duration of the project should also be stated.

11. Research Experience

Indicate research experience of the personnel, particularly in the field related to the project.

12. Referees

State names, addresses and positions of two referees. State what your relationship is with your referees, ie, any collaborations, publications.

Send a copy of your application to each of your referees and request that they send a report to the Research For Life Secretary regarding the scientific value and medical relevance of the proposal, and the capacity of the investigator to conduct the research.

Student researchers may seek one reference in the form of a letter of support from a supervisor. Otherwise, referees must not be involved with your work or organisation or section at which your

research work will be undertaken. Substantial collaborators may write letters of support but cannot be used as referees.

The Chair of the Research Advisory Committee may from time to time request a review from another independent referee. Research For Life attaches importance to the objectivity of referees.

13. Ethical Review

Provide a statement to the effect that the proposed work involving human or animal experimentation has been approved by an appropriate committee. Funds cannot be allocated prior to ethical approval of the study but applications may be considered while ethical review is being completed.

14. Appendices

i. Curriculum Vitae

An abbreviated CV of members of the project team, this CV should be limited to two pages.

ii. Recent Photo

Please include a high-resolution recent photo in jpeg format (with or without co-applicants and preferably taken in your work setting).

iii. Media Summary

A brief summary of the aims of the project (approximately 100-200 words in total). Please ensure that this summary is understandable to a lay reader as it may be incorporated in a news release announcing the successful recipients of the funding round and posted on the Research For Life website: researchforlife.org.nz

This is an example of what we are looking for, if you could follow this format that would be most helpful:

Dr Max Berry received a \$10,000 Research for Life grant to undertake research to help preterm babies. Preterm birth affects one in 12 New Zealand children and carries a significant risk of later neuro-developmental and psychiatric dysfunction. Dr Berry's research is exploring new treatment options to prevent the late neurological and metabolic complications of preterm birth. Dr Berry is deputy director of the Centre for Translational Physiology at the University of Otago, Wellington, and a consultant neonatologist at Capital and Coast District Health Board.

You may be contacted by Board Member Rob McGregor about media activity. Rob looks after Research For Life's public relations.

Timetable

Applications due: no later than 5pm Friday 27 March 2020

Referees reports due: no later than 5pm Friday 3 April 2020

Outcome letters will be issued to applicants by email after 28 April 2020.

Send to: office.researchforlife@gmail.com

Research For Life Administrative Agreement

The Applicant understands and agrees that:

- a. Any grant received as a result of this application is subject to the conditions set out in the current Information Statement, and grant funds will only be expended for the purpose described in the application.
- b. Successful research grant recipients agree to supply reports on progress of the work as required, and on completion of the work are required to provide a final report on their project including the original aims (and any modifications if necessary), results, publications and presentations arising from this project. Begin your final report with an executive summary understandable to a lay reader of up to 400 words.
- c. Any format guidelines from the Research Review Editor for the final report are to be followed.

The Institution understands and agrees the following terms:

- a. Research grants are 'up to' amounts and any residual amounts not required to complete a project may not be claimed. These amounts are written back into the Foundations' accounts.
- b. Invoices must include an itemised summary of the expenditure claimed, the Research For Life grant number, and project title.
- c. Approved claims will be paid quarterly in March, June, September and December.

Print your name:

Signed (Applicant)

Date:

The Head of Department approves this application and agrees to accept this research within the department.

Print your name:

Signed (Head of Department)

Date:

The Institution agrees and undertakes to support the research outlined in this application.

Print your name:

Signed (Institution Representative)

Date:

Host Institution Name:

Please ensure that the signatories and the institution are clearly identified.