

CONTESTABLE RESEARCH GRANT GUIDELINES

GENERAL

The Contestable Research Grant is an annual round and exists to stimulate and support original high quality, investigator-initiated research conducted in the Health New Zealand - Waitematā District.

2024 Funding Categories

- 1 x \$100,000 (Category A)
- 1 x \$50,000 (Category B)
- 1 x \$30,000 (Category C)
- 1 x \$20,000 (Category D)

The level of funding available for each category is dependent upon the funds available and may be adjusted from year to year at the discretion of the Waitematā District Research Governance Group (RGG).

PART 1

Eligibility for Funding

The principal investigators for these funds must be an employee of Health New Zealand - Waitematā or be collaborating with a Waitematā team or service on a research project that is primarily focused on and conducted within the geographical area that Waitematā DHB previously represented under the New Zealand Public Health and Disability Act 2000.

The research must be equity focussed and have relevance to the Health New Zealand - Waitematā community. Other criteria used to judge applications will be the quality and scientific merit of the proposal and the feasibility of the project overall.

New and emerging researchers are encouraged to apply with the aim of helping to develop and foster research capability.

The grants are intended to support research within the Health New Zealand - Waitematā District, and not to support 'add-on' studies of larger, external projects. However, assistance and advice with developing the research project can be accessed from external sources.

Locality and Ethics Approval

All project proposals associated with an application for Contestable Research Grant funds must have evidence of manager and clinical leader sign-offs which may be either from a pre-existing Locality Application or on the grant application form itself.

Applications must be for health research and may require an ethical review by either a Health & Disability Ethics Committee (HDEC), Auckland Health Research Ethics Committee (AHREC) or other Institutional Ethics Committee (IEC).

Should the award be granted then confirmation of ethics committee approval and any relevant Health New Zealand - Waitematā approvals must be received by the Research & Knowledge Centre before the research activity may proceed.

NOTE: The Three Harbours Health Foundation Trust will not release funds until the Research & Knowledge Centre provides notification of the required approvals.

Budget Considerations

The project budget should be realistic. Budgets must be reviewed by the Health New Zealand - Waitematā [Research Management Accountant](#). Expenses can include direct costs associated with the project, such as minor items of equipment, ancillary resource use (e.g. labs, pharmacy, radiology, etc.), creation and printing of surveys, data analysis, courier fees, koha etc.

The grant money may:

- Finance a project entirely.
- Provide seed funding to obtain preliminary data to support applications for external funding.

Ineligible Expenses

Contestable Research Grant funds are not to be used to:

- Support post graduate study unless it is research that contributes to a thesis (i.e. not to cover course fees or act as a stipend or scholarship).
- Fund direct salary costs of the investigator or co-investigators including salary buy-back.
- Cover conferences and associated costs unless attendance is to report on the outcomes of the funded research project.
- Major items of equipment (costing more than \$5000).
- Computers.

Term of Awards

- Funds are for costs incurred within the agreed period of the funded project as stated in the Award letter. Application for extensions (for a defined period) will be considered upon written request prior to Award expiry.
- Awarded funds will be held in a Three Harbours Health Foundation research trust account and must be used for the purpose intended and according to the approved budget.
- Unused funds will be returned to the Contestable Research Grant fund.
- If the applicant receives simultaneous funding from another source for the same project, so that the total support available exceeds the amount required, the Contestable Research Grant fund must be reimbursed for the excess amount.

Reporting

- Email to research@waitematadhb.govt.nz
- Submission of a final report to the RGG.
- Submission of annual and final reports to the Ethics Committee (if EC approved).

Publications /Presentations

All publications and/or presentations* arising from the funded research must:

- Acknowledge the support of the Health New Zealand - Waitematā Contestable Research Grant, and
- Copies forwarded to the Research & Knowledge Centre of journal publications, conference abstract / posters and any other form of dissemination related to the project (email to research@waitematadhb.govt.nz)

* e.g. Journal publications, conference abstract / posters and any other form of dissemination related to the project.

PART 2

Application Instructions

The **Contestable Research Grant Application Form** is available online from the [Health New Zealand - Waitemata website](#).

The grant closes on **Wednesday, April 3rd at 12pm**.

The **Proposal** section (**2A**) of the application, excluding references and tables, must not exceed **six (6)** pages in length in Calibri font size 12. The **Equity** section (**2B**) must not exceed **(one) 1** page. Biographical sketches are to be a maximum of **three (3)** pages for each investigator / advisor.

The application should include:

- Summary of proposed research in educated lay terms to facilitate review of the application by members of the RGG who may not have a background in that area of research.
- A statement of the objectives of the project.
- Review of the background literature (if any) evidencing the purpose and importance of the project.
- Details of the research plan and/or experimental design, including the kind of data and the method of data analysis. Justification of the number of participants should be included. Qualitative research should include discussion of methodology, participant population and sampling strategy, type of data collection or generation method, analysis framework.
- Discussion of feasibility, anticipated difficulties and alternative approaches, the availability of equipment and support personnel should be noted.
- Relevance to Māori health.
- Evidence of the applicants' competence in the proposed field of endeavour.
- Clear description of the roles of the applicant and any co-applicants / advisors.
- Detailed project budget and justification of all identified project budget items as well as evidence of budget review.
- Existing signed Approval of Research form or signed Section 7 of this application form.
- Any additional supporting documents e.g. Ethics approval, peer review, letters of collaboration, survey questions or interview schedules.

To submit an application to the Contestable Research Grant:

- Save the application form and biographical sketches as pdfs.
- Include a covering list of any accompanying documents e.g. Ethics correspondence, letters of recommendation or support, cost justification (quotes/invoices) to support budget. See Section 5, question 3.
- Hard copies of any supplementary documents should be scanned and named as per the list in Section 5, question 3.
- Send the completed application form with attachments by email to: research@waitematadhb.govt.nz by **12pm on Wednesday, April 3rd**.

Late applications, incomplete applications, applications sent in the wrong format, incorrect versions of the application form or which exceed the maximum length, may not be considered.

The Waitematā District Research Governance Group (RGG) will review the proposals for funding and applicants will be notified of the outcome by the end of May. The RGG's decision will be final.

Please note:

If this or another grant committee has previously reviewed the proposal, copies of the reviewers' comments should be included. In a cover letter, the applicant should explain how the comments have been addressed in this application.

The application should be prepared with care and attention to detail. It is the applicant's responsibility to ensure that the application is accurate and complete.

Any queries should be sent to: research@waitematadhb.govt.nz