

# 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](mailto:office.researchforlife@gmail.com)

Applicants must:

- Arrange ethical review of any research proposals involving human subjects or animals.
- **Ensure that the expert reviewers suggested are not involved with their work, organisation, or section at which the research work will be undertaken (item 12 below).**
- 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. Please include any relevant preliminary data.

### **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 **inclusive of GST**. 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. Independent Reviewers**

**Members of the Research Advisory Committee may from time to time request a review of aspects of your application from an independent expert in the field of your research. Please suggest names, addresses and positions of two relevant experts who may be contacted at the discretion of the Research Advisory Committee.**

### **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](http://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.*

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## Timetable

Applications due: no later than 5pm Thursday 24 August 2023.

Outcome letters will be issued to applicants by email in October.

Send to: [office.researchforlife@gmail.com](mailto: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 inclusive of GST, and any residual amounts not required to complete a project may not be claimed. These amounts are written back into the Foundation's 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.

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Print your name:

**Signed (Applicant)**

**Date:**

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

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Print your name:

**Signed (Head of Department)**

**Date:**

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

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Print your name:

**Signed (Institution Representative)**

**Date:**

**Host Institution Name:**

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