

Green Lane Research and Educational Fund

A Guide to Applicants for Research and Other Support



*Clinical Excellence Through
Research and Education*

*Charities Commission registration
CC21111*

2. SENIOR FELLOWSHIP AND PROJECT SUPPORT

2.1 Senior Fellowship

Senior Fellowships are primarily directed towards graduate health professionals who are seeking additional training for a career in clinical research in New Zealand. Applicants may include, but may not be restricted to;

- Those who wish to undertake an appropriate postgraduate qualification that has a significant research component e.g. medical graduates who have, or are about to, complete vocational training, and intend to enrol in an MD or PhD e.g. nurses or other health professionals progressing to a MHS, or PhD
- Those recently awarded a postgraduate research qualification who wish to further their research training i.e. a post-doctoral position
- Those returning to a clinical position in New Zealand after undertaking research overseas, and wish to continue their research
- Preference will be given to full time applicants but part time applicants will be considered. This would include those appointed to a position without substantial research components
- Established investigators will not normally be regarded as appropriate applicants

2.2 Project Support

- Substantive detail should be provided of the specific research to be undertaken during the tenure of the Support to assist the committee in rating the application
- Applications should include any referees' comments from prior unsuccessful applications to HRC, AMRF or HF.

2.3 Conditions

2.3.1 Closing Dates

Senior Fellowship: only one Fellowship can be current at any time, so the Administrator will advertise when the Fellowship is next available. Usually, but not always, the Fellowship **closing date is 31 July** in the year preceding availability. Applications are then reviewed early September and the outcome made known shortly thereafter.

Project Support: The closing dates are 19 February and 31 July (if funding available after earlier round) for consideration in April and September respectively. Applications received after one closing date will not be considered until the subsequent meeting.

2.3.2 Method of Application

Applications should be in typescript on A4 paper and follow the format set out in Part **2.3.10**. The **original (hard copy with signatures)** should be sent to The Chairman, Green Lane Research and Educational Fund Board, PO Box 110042, Auckland City Hospital, Grafton, Auckland or delivered to the Fund's administrator at her office c/o Cardiology Department, Level 3, Auckland City Hospital **and 1 electronic copy to email: SOConnell2@adhb.govt.nz**. Applications must be presented in a **clear** and **concise** manner with sufficient detail to enable the Trustees to be fully appraised of the project. Estimates of costs should be realistic, having regard to inflation and the time likely to pass before the project is commenced.

2.3.3 Assessment Procedures

Applications will be considered by the Review Committee in April and September. The Review Committee includes five senior medical staff in addition to the Trustees.

The main assessment criteria used by the Fund are:

- The scientific merit of the project.
- The relevance of the project to the aims of the Fund (**1.1.1**).
- The demonstrated ability of the investigators to carry out the project.

2.3.4 Support Activation and Completion Dates

The activation date is taken as the date that the first request for payment of expenses is received by the Fund. An award will not be activated unless ethics approval and a signed administration agreement (2.3.5) have been obtained. The duration of the support is stated on the original letter of notification about the award from the Fund. The completion date will be taken as the duration after the activation date. An award which has not been activated within one year after being awarded will be closed, unless otherwise approved by the Fund.

2.3.5 Administrative Agreement - General Information

The application should be accompanied by signed approval form the Head of the relevant department and the Manager Research and Development Office.

Applicant

The Applicant is a clinical employee of ADHB for the period of the fellowship who accepts scientific responsibility for the conduct of the research project supported by the Fund. The Applicant is responsible to the Administrative Head of ADHB and, through that officer, to the Fund for the direction of the research and for the associated expenditure. In cases where more than one person has applied for an award, one of these must sign the Agreement as the Applicant. This person will be administratively responsible for the awarded funding.

Head of Department

The Head of the appropriate Department must sign. If the Applicant is a Head of Department he should also sign this section.

ADHB

Where the research is to be carried out in ADHB, the Manager of the Research & Development Office would be the appropriate signatory.

ADHB is responsible for the research and employs the personnel involved. ADHB agrees to make available basic research facilities including accommodation, heat, light, power, gas, water, laundry, cleaning, general maintenance and financial accounting services.

Refer to http://www.adhb.govt.nz/ResearchOffice/Budget/develop_a_budget.htm for the list of overhead charges for different types of projects. For simple investigator initiated public good funded projects (level II), a fixed fee of \$1500 is applied.

2.3.6 Reports on Support

The Applicant must submit an annual report to the Fund and to ADHB, to include evidence of ongoing ethics committee approval of the project. Support reports must be submitted independently of any new application. A report incorporated within a new application is not acceptable. Annual reports will be requested at the end of each year, irrespective of the date of commencement.

2.3.7 Publications

Publications should carry an acknowledgement of the Fund's support but responsibility for the direction of the research should not be ascribed to the Fund. The acknowledgement should be in the following form:

“This research was supported by an award from The Green Lane Research and Educational Fund Board.”

2.3.8 Presentation of Research at the Green Lane Scientific Sessions

Recipients of Fellowship and Project Support will be asked at the conclusion of their research to present their findings at the next suitable Green Lane Scientific Session (usually held in September of each year).

2.3.9 Conditions

Awards are subject to the conditions set out herein, but may also be subject to special conditions imposed by the Fund and may be withdrawn if the conditions are not complied with.

2.3.10 Format for Senior Fellowship and Project Support applications

All applications should be prepared using the information provided on the following pages.

GREEN LANE RESEARCH AND EDUCATIONAL FUND BOARD

SENIOR FELLOWSHIP APPLICATION FORM

START EACH SECTION ON A NEW PAGE - Closing date: 31 July

Section 1: Senior Fellowship - Application Summary

Name of Applicant: _____
(Principal Investigator)

Names of Co-Applicants: _____

Postal address: _____

Tel: _____ Mobile: _____ Email: _____

ADHB Department where research will be carried out:

Summary of amount requested	Year 1	Year 2	Year 3
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Salaries
Equipment
Working expenses

Totals requested (GST excl):	\$	\$	\$
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Grand total (GST excl):	\$
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Period covered by the Application:

_____	_____
Commencement Date	Duration

GREEN LANE RESEARCH AND EDUCATIONAL FUND BOARD

SENIOR FELLOWSHIP ADMINISTRATIVE AGREEMENT

The Applicant understands and agrees that any support received as a result of this application is subject to the conditions of the Fund, as set out in the Fund's booklet, *A Guide to Applicants for Research Support*, and that the support funds will not be expended for any other purpose than that described in the application. The Applicant agrees to supply a report annually, on request, to the Fund. The Applicant has read the section *Ethical Aspects of Research* in the Fund's booklet and agrees to abide by the principles outlined therein.

The Applicant also understands that support from ADHB for the project, such as accommodation, basic facilities for research and services, will be consistent with its internal policies and that risks will be managed in accordance with standard ADHB and ACC procedures.

Signed: _____ **Date:** _____
(Applicant)

The Head of Department approves the application and agrees to accept this research within the Department, if an award is made.

Name: _____

Signed: _____ **Date:** _____
(Head of Department)

ADHB approves the application and agrees to support the project(s) described in this application on the basis that where a clinical trial is involved prior ethics committee approval is obtained and that in all cases the ethics committee must also certify that the trial is not conducted principally for the benefit of the manufacturer or distributor of the medicine or item being trialled (if any), thereby to ensuring ACC coverage.

ADHB understands that any award received as a result of this application will be subject to the conditions set out in the Fund's booklet, *A Guide to Applicants for Research and Other Support*.

Name: _____

Signed: _____
(Manager Research Development Office, ADHB)

Date: _____

The Fund understands that support from ADHB for the project, such as accommodation, basic facilities for research and services will be consistent with its internal policies and that risks will be managed in accordance with standard ADHB and ACC procedures.

GREEN LANE RESEARCH AND EDUCATIONAL FUND BOARD

PROJECT SUPPORT APPLICATION FORM

START EACH SECTION ON A NEW PAGE - Closing dates: 19 February and 31 July (if funding available after earlier round)

Section 2: Project Support - Application Summary

Name of Applicant: _____
(Principal Investigator)

Names of Co-Applicants: _____

Postal address: _____

Tel: _____ Mobile: _____ Email: _____

ADHB Department where research will be carried out:

Short title of Project: _____

Key words: _____

Summary of amount requested	Year 1	Year 2	Year 3
Salaries			
Equipment			
Working expenses			
	_____	_____	_____
Totals requested (GST excl):	\$	\$	\$
Grand total (GST excl):	\$		

Period covered by the Application:

_____	_____
Commencement Date	Duration

Section 3: Other Support

This section is intended to provide an overall summary of support for this research. Details of previous awards and applications awaiting decision for the support of this or closely related research should be provided under the appropriate headings. Awards from all sources should be listed. Title, commencement date, duration, total dollar value and agency should be noted for each award.

Section 4: Proposed Investigation

The following format should be used in the preparation of the application. The application must be self-supporting. All information required by external assessors must be included. Font size must be no smaller than 10 cpi or 12 point.

Part 1. Abstract

The abstract should be written in **plain English**, avoiding abbreviations where possible, and should cover aims, proposal, and significance of the research. **No more than 100 words in length.**

Part 2. Report of previous awards (if relevant)

If the research proposed in this application arises directly from research undertaken on previous projects, provide a statement of the original aims and objectives of those projects and the degree to which these were met. If the research did not progress as anticipated, please provide explanations. **Use no more than two pages.**

Part 3. Aims

Part 4. Background

In addition to relevant work by Applicants and other workers, include further information essential for the assessment of the application.

Part 5. Research design

Include goals and specific objectives, hypotheses, methodological detail, sample size calculations (where relevant) and statistical analyses. Consultation with a senior statistician is strongly recommended prior to submission.

Part 6. Timeline

Include a timeline indicating how the research will be staged over the duration of the award, if appropriate.

Part 7. Significance

Include relevance to ongoing research efforts or significance to the overall research field.

Part 8. How results will be disseminated

Describe how research results will be disseminated.

Part 9. References

Key references cited in the text should be supplied. An asterisk should be placed beside Applicant's publications.

Section 5: Budget Requested

While occasionally unforeseen circumstances may impact on the budget once research is underway, the committee expects a high level of responsibility from the applicant(s) in accurately costing all aspects of the research and allowing for reasonable contingencies. The Trust will have a high threshold for subsequent requests for additional funding of approved projects.

The budget for each year requested and the total should be shown in a table under the following headings:

Part 1. Staff

Details of all staff (including names where known) who will be associated with the research should be included and whether or not a salary is being requested. Indicate the percentage full-time equivalent (% FTE) for each staff member. Grades and levels of positions should be noted. If increases in grades are anticipated these should be accounted for in the salary estimations. ACC levies should be included under working expenses. Casual salaries should be requested under working expenses. **Quote GST exclusive amounts.**

Part 2. Equipment

Only items of value greater than \$500 should be individually itemised. Items below this value should be budgeted as working expenses. Written quotations must be supplied. **Quote GST exclusive amounts.**

Part 3. Working expenses (See 2.2.4)

Estimates of costs should be itemised under appropriate headings such as: Materials and Consumer Items (under \$500 in value); Animal Costs; Computer Charges; ACC Levies; Transport Costs; Telephone/Fax; Stationery; Postage and Freight, etc. Include, if appropriate, conference costs for presentation of research. Indirect costs must be covered by ADHB. **Costs should be current direct costs. Quote GST exclusive amounts.**

Part 4. ADHB charge for overhead costs

Refer to http://www.adhb.govt.nz/ResearchOffice/Budget/develop_a_budget.htm for the list of overhead charges for different types of projects. For simple investigator initiated public good funded projects (level II), a fixed fee of \$1500 is applied.

Section 6: Supporting Detail

Part 1. Justification of budget

List and explain the role of each research worker for whom salary is requested and justify the need for each major item of expenditure under the following headings:

- Salaries
- Equipment
- Working expenses

Part 2. Priorities

List the budget items in order of priority, to show which are more essential to the research.

Part 3. Facilities available

Describe facilities available under suitable headings such as: computer facilities; laboratory space; equipment; animal facilities; clerical; secretarial and administrative support.

Section 7: Biographical Sketches

Include biographical sketches (**not curriculum vitae**) for senior research workers on this project. Include: name, address, date of birth, present positions, % FTE on this project, qualifications, honours and prizes, research experience, number of publications, recent important peer reviewed publications. **Use no more than two pages per research worker.**

Section 8: Ethics Approval

Enclose a copy of the ethics approval.

Section 9: Administrative Agreement

Only one signed copy is required. Photocopy form on page 16 (Senior Fellowship) or page 17 (Project Support) for inclusion in application.

Section 10: Senior Fellowships only: Nominated Assessors/Referees

Only one copy is required. Place your name and research title at the top of the page. Nominate three New Zealand or overseas contributors to the field from whom an opinion may be sought on the merit of the application. Include the full postal address, telephone, fax and email address of each. If there are individuals or groups who would not be acceptable to the Applicant, these should also be named. The Fund will be guided, but not bound, by this advice from Applicants and additional or different assessors/referees may be sought. Note that this section will not be included in material sent to external assessors/referees.

DO NOT COPY – PLEASE SUPPLY ONLY ONE COPY WITH THE ORIGINAL

GREEN LANE RESEARCH AND EDUCATIONAL FUND BOARD

PROJECT SUPPORT ADMINISTRATIVE AGREEMENT

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The Applicant also understands that support from ADHB for the project, such as accommodation, basic facilities for research and services will be consistent with its internal policies and that risks will be managed in accordance with standard ADHB and ACC procedures.

Signed: _____ **Date:** _____
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The Head of Department approves the application and agrees to accept this research within the Department, if a support is made.

Name: _____

Signed: _____ **Date:** _____
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ADHB approves the application and agrees to support the project(s) described in this application on the basis that where a clinical trial is involved prior ethics committee approval is obtained and that in all cases the ethics committee must also certify that the trial is not conducted principally for the benefit of the manufacturer or distributor of the medicine or item being trialled (if any), thereby to ensuring ACC coverage.

ADHB understands that any support received as a result of this application will be subject to the conditions set out in the Fund's booklet, *A Guide to Applicants for Research and Other Supports*.

Name: _____

Signed: _____
(Manager Research Development Office, ADHB)

Date: _____

The Fund understands that support from ADHB for the project, such as accommodation, basic facilities for research and services will be consistent with its internal policies and that risks will be managed in accordance with standard ADHB and ACC procedures.