

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*

3. LIMITED BUDGET SUPPORT

3.1 General Information and Administration

3.1.1 Purpose

The purpose of these awards is to fund a wide variety of research-related activities which support the aims of the Fund.

3.1.2 Applications and Eligibility

Applications for Small Projects and Support-in-Aid will be considered twice a year, **the closing dates being 4 February and 20 May** for consideration at the March and July meetings of the Fund. Applications must follow the format set out in Part 3.2. 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**.

The GLREF provides support for research and continuing professional education. To be eligible for financial support from GLREF, applicants must be clinical employees of ADHB from one of the following five departments:

- Adult Cardiology
- Cardiothoracic Surgery
- Cardiothoracic Anaesthesia/Cardiothoracic and Vascular Intensive Care
- Paediatric and Congenital Cardiac Services
- Respiratory Medicine

Research must pertain to the activities of one of the five departments and the applicants must be a member of one of these five departments. However, applicants may apply with co-investigators who are not members of one of the five departments as long as the applicant is actively involved in the research. The GLREF does not fund activities related to routine clinical care including database development. Application forms and guidelines for submission are provided below.

3.1.3 Reports

The Fund requires a report upon completion of the work. Annual reports will be requested at the end of each year, irrespective of the date of commencement.

3.1.4 Presentation at Green Lane Scientific Session

Recipients of Limited Budget 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).

3.1.5 Budgets

Quote GST exclusive amounts for direct costs only. Indirect costs (rent, power, heating, financial services, etc) are **not** covered by the Fund.

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.

3.1.6 Maximum Value of Support

The maximum value for Limited Budget Support will be \$20,000.

3.2 Format for Limited Budget Support Applications

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

GREEN LANE RESEARCH AND EDUCATIONAL FUND

LIMITED BUDGET SUPPORT APPLICATION FORM

START EACH SECTION ON A NEW PAGE - Closing dates: 4 February and 20 May

Section 1: General Summary

Name of Applicant: _____

Position: _____

ADHB Department: _____

Tel: _____ **Mobile:** _____ **Email:** _____

Postal address: _____

Purpose of Support: _____

Amount requested (GST excl): _____

Period covered by application:

Commencement date: _____ **Duration:** _____

Section 2: Purpose for which Support is required

Small Projects

Give details of the aims, objectives, background, methods, timeline, significance and dissemination of results. Include other important details such as facilities available and the input of other collaborators/supervisors. Advise ethics approval status. Font size must be no smaller than 10cpi or 12 point.

Section 3: Budget

Costs

Itemise the proposed costs under appropriate headings. Quote direct costs only and GST exclusive figures.

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.

Other support

State the financial support obtained, applied for or expected from other sponsors or the employing body.

Section 4: Biographical Sketches

Brief (no more than 2 pages) biographical sketches of the Applicant. These should include current position research experience, honours and prizes, number of publications to date and details of recent publications.

Section 5: Administrative Agreement

Only one signed copy is required. Photocopy form overleaf for inclusion in application.

GREEN LANE RESEARCH AND EDUCATIONAL FUND

LIMITED BUDGET 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 Supports*, 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 a support is made.

Name: _____

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

ADHB approves the application and agrees to support the project 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*.