

2020 NZ AND CHINA (NSFC) COVID-19 COLLABORATION FUND APPLICATION FORM

Module 1 of the application must be completed on HRC Gateway.

This form contains a Coversheet, Module 2, Module 3 and Sections 4A-4D of Module 4.

Section 4D is the Letters of Collaboration/Supporting Documents, please list the name of the documents in this form and upload these documents on HRC Gateway separately. The contract information and/or budget file for Section 4E – 4H must be uploaded separately. Module 5 contains Named Investigator CVs that are uploaded separately. Module 6 is the research classification of the research that must be completed online.

This form must be downloaded and completed by applicants before being uploaded to HRC Gateway as a PDF file (Module 2 must begin on a new page). The complete application with all Modules will be generated by HRC Gateway for downloading and printing. This application must be checked carefully as incorrectly uploaded files will result in applications being rejected or withdrawn by HRC.

Coversheet

HRC Ref ID#: [Click here to enter HRC Ref ID#](#)
Research Title: [Click here to enter Research title.](#)

This COVERSHEET is for identification purposes. It will be replaced by the online pages (Module 1) in the final submitted application compiled by HRC Gateway (<https://gateway.hrc.govt.nz>).

Hints for adding content to forms

Refer to the **2020 NZ and China (NSFC) COVID-19 Collaboration Fund Application Guidelines** for full information for completing applications, including the online section.

This form is compatible with recent versions of MS Office. Form fields have Arial 10-point font as default although bold and underlined variations are acceptable. Develop draft information in a separate document and then copy into this form. The draft should use Arial 10-point font to avoid the automatic formatting that may cause problems. Referencing with Endnote may not function in this form. Copy Endnote lists from the draft as text only.

Please note: no extension shall be given for an incomplete application.

Failure to comply with the application formatting, as stated in the guidelines, may result in your application being withdrawn from this funding round. This includes incorrect font size & style and altering margins and spacing around headings and subheadings, or exceeding page limits or submitting CVs not using the CV form available on the HRC website.

Module 2: Research

Section 2A – Summary of Proposed Research (1-page limit)

Rationale for Research

Click here to enter text (font must be **Arial 10-point**)

Fit with RFP

Click here to enter text (font must be **Arial 10-point**)

Aims

Click here to enter text (font must be **Arial 10-point**)

Design and Methods

Click here to enter text (font must be **Arial 10-point**)

Main Outcome Measures

Click here to enter text (font must be **Arial 10-point**)

Section 2B – Description of Proposed Research (10-page limit)

A detailed description of what information is required under each heading can be found in the 2020 NZ and China (NSFC) COVID-19 Collaboration Fund Application Guidelines. The section headings provided must be used.

Rationale for Research

Click here to enter text (font must be **Arial 10-point**). A statement of the significance of the health issue; potential to advance knowledge and a robust demonstration of the research gap; aims and hypotheses build on existing knowledge; and originality of the approach.

Fit with RFP

Click here to enter text (font must be **Arial 10-point**). The relevance and contributions of this research application to the aims and objectives of the RFP must be clearly expressed. For example, what is the significance and contribution of the research to this research field; where relevant, how could the research impact upon health policy and/or the provision of health services? Rather than wasting valuable space with large amounts of background information on the general health problem, focus on how your research will contribute to address the problem and/or develop new knowledge.

Design and Methods

Click here to enter text (font must be **Arial 10-point**). Provide sufficient details for technical assessment of scientific protocol, feasibility (including evidence of preliminary studies using the methodology) and validity of data. Fully describe the actual practicalities (not just experimental protocol), explain how all techniques or processes will be achieved and/or implemented by the team, describe and justify statistical considerations and how research data will be collected and analysed. Clinical trial applications must include a description of data and safety monitoring processes.

Responsiveness to Māori

Click here to enter text (font must be **Arial 10-point**). Consideration should be given to how the research will contribute to the health needs of Māori, recognising that the most appropriate approach to advancing Māori health will vary by the type of research and consideration should be context-specific, as determined by the nature and scope of the research.

Dissemination of Results and Knowledge Transfer

Click here to enter text (font must be **Arial 10-point**). Provide full details of your proposed dissemination strategy. As all partnership initiatives are designed to contribute to an evidence base in key areas of need, and strengthen the links between evidence, policy and practice, this should include how the research results will be appropriately disseminated to the following end-users: Policy-makers, professional colleagues, health service funders and providers, the general public, study participants, iwi and other important groups. Describe how knowledge transfer activities have been integrated into the research plan. Specify who is responsible for any key knowledge transfer activities.

Expertise and Track Record of the Research Team

Click here to enter text (font must be **Arial 10-point**). Provide evidence that the team has the qualifications, experience and knowledge in the proposed research area; right mix of expertise, and appropriate networks and collaborations; history of productivity and delivery (noting career breaks); and the right research environment. Declare any career disruptions that may be relevant to your career history. Outline previous or current research by the applicants relevant to this application. The role of each team member is required.

Partnership

Click here to enter text. Describe how the international partnership will enable a unique research contribution that has the potential to advance the field further due to the collaborative nature. Provide details of how the partnership will enhance the transfer of new knowledge and/or technologies and build New Zealand research capacity to address global health research priorities.

Module 3: References

Click here to enter text (font must be **Arial 10-point**). There is no limit to the number of reference pages. Reference to Māori terms in the application with brief translation should be included here. Asterisks are to be placed beside applicants' publications. **Endnote** lists must be copied into a plain text editor before pasting in here. Details should include a full list of all author(s), title of article, journal, year, volume and page numbers; however, if references are multi-authored, there is discretion to limit the author list to a more convenient number.

Module 4: Contract Information and Budget

Section 4A – Justification of Expenses

Detailed description of what information is required under each heading can be found in the 2020 NZ and China (NSFC) COVID-19 Collaboration Fund Application Guidelines.

Justification of Research Staff (as listed in budget)

Click here to enter text (font must be **Arial 10-point**). Justify the role of all staff (named and unnamed) including unnamed postdoctoral fellows. Unnamed PhD students are not permitted. “Staff” may include research assistants, technicians, medical staff, interviewers, support staff or similar, whose names or position titles are listed in the budget under “Research Staff” and who have specific FTE involvements. **Clearly state if staff will be promoted during the Project (and provide details and justification), or the annual salary inflation will automatically be capped to 3%. Note: the HRC doesn’t consider annual scale increments or across-the-board wage increases as promotions.**

Justification of Working Expenses and Casual Staff (as listed in budget)

Click here to enter text (font must be **Arial 10-point**). All items listed under Materials and Research Expenses in the budget should be detailed and justified, with costs broken down per item unit, and full costs per item for number of units requested.

Section 4B – Previous / Current Contracts and Awards

Outline current and previous support from any agency that has been received by the First Named Investigator as principal investigator in the last 5 years.

Funding agency	Click here to enter text.
Title of research	Click here to enter text.
Investigators	Click here to enter text.
Start date and duration	Click here to enter text.
Total value	Click here to enter text.
Nature of support (1 sentence)	Click here to enter text.
If applicable, please detail how this previous/current contract relates to and/or overlaps with the application	Click here to enter text.
If HRC contract (enter HRC Ref #), are all progress, end of contract or deliverable due reports filed? Reason if due report not submitted?*	Click here to enter text.

* Delayed submission without justification will result not only in contract suspension but HRC Gateway will also not allow submission of new research applications.

Click here to paste in as many copies of the above table as required or replace the table with a spreadsheet using the same layout.

Previous HRC End of Contract Report(s)

End of Contract reports for recently completed HRC contracts are part of this application.

- Ensure that reports are for the **First Named Investigator** of this application, when they were also the **Principal Investigator** for a previously funded contract, awarded in the last **5 years**.
- **Programme** contract reports for the **senior Named Investigators**, who were the **Principal Investigators** can also be included, for contracts awarded in the last **6 years**.
- Do not upload full deliverable reports from HRC **Research Partnerships** contracts; only upload the **executive summary** of deliverable reports.

List here the report HRC Reference number, application type and title.

Section 4C – Other Support

Other Research Applications Awaiting Decision

Applicants, through their Research Office, must advise the HRC of the outcome of other research applications that might alter the final project budget.

Funding agency	Click here to enter text.
Title of research	Click here to enter text.
Investigators	Click here to enter text.
Start date and duration	Click here to enter text.
Total value	Click here to enter text.
Date of Outcome	Click here to enter text.
Areas of overlap with this application. HRC Ref ID#?	Click here to enter text.

Click here to paste in as many copies of the above table as required.

Co-Funding

What other agencies or end-users have been approached or committed to joint or partial funding of this research?

Click here to enter text.

Financial and Other Interest(s)

Do you or any named investigator have a financial or other interest related to the research or sponsorship of the research?

Click here to enter text.

If yes, outline below and provide details of your conflict management strategy.

Click here to enter text.

Section 4D – Letters of Collaboration/Supporting Documents List

List below all memoranda of understanding (MOU) or sub-contracts, letters of collaboration which outline material or actual support and supporting budget documents. MOUs are **required** for all Named Investigators who are not directly employed by the host organisation. For support letters, list the name of the writer and their organisation in the table below. Upload documents separately on HRC Gateway **in the order listed**.

Support Letters/Emails/Other

Name of the writer	Organisation

MOUs

Name of Investigator MOU is for	Subcontractor