



RESEARCH GRANT INFORMATION

BACKGROUND

The Foundation exists to support and encourage medical research within the Waikato region and to assist the publication of the results of this research. The level of support offered to particular projects will be dependent upon the quality of research proposals and the availability of funds.

As limited funding is available to the Trustees, partial funding may be offered as a grant-in aid for larger projects.

Research proposals are carefully considered by the Grants Committee, which pays close attention to such matters as:

- Aims of the research
- Literature review
- Methodology used
- Sampling methods and size
- Statistical methods
- Contribution to knowledge
- Expected benefits to health

Applicants are encouraged to discuss their proposals with experienced colleagues and the referees that they invite to support their applications. The Grants Committee may seek advice from its own referees whose reports will remain confidential. The Trust's decision is final and no discussion will be entered into.

Applications for Research Grants

- (a) Complete the application form and comply with its requirements. It is available from the Administrator or may be downloaded from the following website address: www.wmrf.org.nz/research/wmrf-grant-form-2012 or by contacting the Administrator on (07) 839 8750.

For 2012 applications, your application must be received by the Administrator no later than 5 pm on Friday, 9th March 2012. A signed original and 8 photocopies of your application must be received by the Administrator by 5 pm on the closing date. You must also email an electronic copy to wmrf@waikatodhb.health.nz.

- (b) All successful applications involving human and animal subjects must seek Ethical Approval. This is not required on application, but is required before funding will be given out. Ethics Approval must be obtained within six months of Grant Approval. A copy of this approval should be forwarded to the administrator to complete the Grant Requirements prior to funds being released.

For human subjects, this is Northern Y Ethics Committee, BNZ Building, P O Box 1031, Hamilton 3240.

- (c) A minimum of two referees' reports are required for all submitted proposals. **These reports should be from independent scientists; they should not be from the applicant's own team or department or from scientists with whom the candidate has a working relationship.**
- (d) Referees reports should be sent directly to the Foundation, not through the applicant. **It is the responsibility of the applicant to ensure that the Foundation receives these reports by the closing date.** Please include name, position, postal and email addresses of each referee.
- (e) Include the curriculum vitae of the principal researcher(s). The total CV should not exceed 5 pages.
- (f) A detailed budget for the project must be provided. It should clearly indicate which part of the total cost you are asking the Foundation to fund.
- (g) Goods and Services Tax (GST)
Waikato Medical Research Foundation grants are considered a donation to the recipient. The Waikato Medical Research Foundation is not registered for GST and its grants do not include a GST component.
- (h) Conditions of Allocation of Funds
It is a condition of Waikato Medical Research Foundation that the proposed grant funding will be used for the purpose stated on the application form and for no other purpose. Waikato Medical Research Foundation will cover direct costs only. It does not fund any element of overhead recovery or large capital expenditure. The Grants are not intended to pay for conference expenses. They do not normally cover travel expenses, unless directly related to conducting research.
- (i) The Grant is required to be taken up by the end of November 2012. This may be extended at the discretion of the Trustees.

Reporting

- (a) Successful applicants are required to provide annual reports by 31 May each year while the project is ongoing. A written final report is required on its completion. Each report shall include a scientific statement, a financial statement and copies of each publication or report which results from the research. Please include the aim, method, results, discussion and conclusion in your interim and full reports.
- (b) If you have previously received a research grant from the Waikato Medical Research Foundation, please ensure you have supplied an interim or final report prior to submitting a new application.
- (c) The contribution of the Waikato Medical Research Foundation should be acknowledged on all publications arising from the research. In some cases, a specific grant may have been provided by an external organisation (e.g., Cancer Society), which should also be acknowledged.
- (d) Awardees should provide an abstract of up to 500 words, suitable for a lay readership, on their project for inclusion in the Foundation's Annual Report. They may also be invited to take part in a seminar or public function.

Unspent Grants

Unspent Grants or parts of Grants must be returned to the Foundation at the completion of the project or as soon as it becomes apparent that the project cannot be completed.

NO LATE APPLICATIONS WILL BE ACCEPTED

Applications to be sent to:

The Administrator
Waikato Medical Research Foundation
Peter Rothwell Academic Centre
Private Bag 3200
Hamilton
Email: wurf@waikatodhb.health.nz

Please note that all applications and research reports/interim reports must be received with a signed original and 8 copies.

APPENDIX A

Check list for use by applicant.

1. Complete title page of application form
2. Complete description of proposed research
3. Arrange a minimum of two referee's reports
4. Prepare a detailed budget
5. Curriculum vitae of applicant and participating staff
6. Obtain certification by head of department / institution
7. Send one signed copy & 8 photocopies to Administrator
8. Attach application and email to wurf@waikatodhb.health.nz

Important dates

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| Application closes : | Friday 9 March 2012, 5pm |
| Candidates will be notified by : | End of May 2012 |
| Grants must be uplifted by : | End of November 2012 |
| Lay abstract for Annual Report: | 31 May 2012 |

APPENDIX B

If application is successful, provide evidence of Ethics Approval, if required