



A Guide to Applicants for Research and Other Grants

The National Heart Foundation of New Zealand

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Updated: February 2010

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1. GENERAL INFORMATION

This publication is to guide those who may wish to apply for scientific grants awarded by The National Heart Foundation.

1.1 The National Heart Foundation

The National Heart Foundation was incorporated under the Charitable Trusts Act on April 26, 1968. The relevant sections of the Aims and Objects of the Foundation, taken from the Strategic Plan, are as follows:

1.1.1 Strategic Plan Objectives of The National Heart Foundation

The National Heart Foundation of New Zealand is the charity that leads the fight for heart health for all New Zealanders.

The Foundation's Goal is to '**Stop New Zealanders dying prematurely from heart disease**'. The Foundation has three key objectives:

Objective 1: Life-long improvement in heart health:

- a) Make healthy heart choices easier for all New Zealanders.
- b) Majority of eligible* adult New Zealanders have had a CV risk assessment (Heart WOF) and are being effectively managed, with priority given to those who need it most.

*As defined by the NZ Guidelines

Objective 2: The Heart Foundation is highly visible and engaged with communities and the health sector as THE authority on heart health.

Objective 3: Research funding increased and refocused to provide credible evidence that improves heart health in New Zealand.

1.1.2 Scientific Advisory Group

Grants are awarded by the Scientific Advisory Group of The National Heart Foundation. There are normally 12 members of the Scientific Advisory Group. The collective expertise of the Group covers a wide range from basic sciences, clinical medicine and cardiology through to public health. The President of the Foundation is an ex-officio member of the Scientific Advisory Group as are the Chairperson (or representative) of the Public Health Strategic Advisory Group, Medical Director and the Executive Director. Members of the Advisory Group are appointed for three-year terms, renewable once. The Chairperson of the Scientific Advisory Group, Medical Director, Executive Director and Chairperson of the Public Health Strategic Advisory Group are members of the Board.

1.2 Grants Criteria

1.2.1 Grants Available

Project Grants

Fellowships and Scholarships

- Senior Fellowships
- Overseas Training & Research Fellowships
- Research Fellowships
- Postgraduate Scholarships

Limited Budget Grants

- Small Projects
- Grants-in-Aid
- Travel Grants

1.2.2 Summer Studentships

Summer Studentships are offered annually through the Medical Schools at the University of Auckland and the University of Otago. The Studentships will cover projects related to cardiovascular research and have a value of \$4,000 each. The National Heart Foundation expects a report from all of the Studentships upon their completion. Administration of these Studentships will be through the appropriate channels of each Medical School. Other conditions pertaining to the Studentships can be obtained through each Medical School.

1.2.3 Persons Eligible to Apply

Provided the application falls within the aims of the Foundation, grant applications will be considered from any professional person including medical practitioners, nurses, technicians, engineers, dietitians, and appropriate others. In this publication, the male personal pronoun is used. In all instances, the female pronoun is also implied.

1.2.4 Subjects Eligible for Consideration

The Foundation is prepared to consider a wide variety of means by which research may be fostered. In accordance with the aims of the Foundation, the subjects within the terms of reference will relate to research which increases knowledge about the causes, prevention and treatment of diseases of the heart and circulation.

From time-to-time the Scientific Advisory Group may establish priorities for research and other grants and these will be taken into account in determining awards.

Applications are particularly encouraged in areas of research that align with the goal of the National Heart Foundation. Refer 1.1.1.

The National Heart Foundation seeks a balanced investment between biomedical, public health and clinical research.

The criteria for awarding grants include scientific merit, design and methods, the project achievability /expertise of the scientific team and relevance to the aims of the National Heart Foundation.

1.3 Administration of Grants

1.3.1 General Policy of Administration

The Host Institution, in supporting a project grant application, undertakes to administer the grant and to abide by the conditions of the Administrative Agreement. Copies of all documents relevant to the administration of a grant are sent to the Host Institution. Expenditure is subject to the administrative procedures imposed by the Host Institution but, in addition, is subject to the rules imposed by the Foundation. Some Fellowships, Scholarships and Limited Budget Grants may not need to be administered by a Host Institution, depending on the circumstances. The Executive Director is responsible for the financial administration of the Foundation.

1.3.2 Taxation

The National Heart Foundation is registered for GST purposes. **BUDGETS SUBMITTED BY APPLICANTS MUST BE EXCLUSIVE OF GST.** Claims from Host Institutions must be supported by copies of tax invoices, where appropriate.

There may be income tax implications and Goods and Services Tax implications to the recipients of Fellowship payments. Fellowship recipients should seek independent advice to confirm the tax implications under their particular circumstances.

1.3.3 Methods of Payment of Grants

Project Grants are not generally paid out in a lump sum, but an advance may be made to the Host Institution. Thereafter, expenditure properly chargeable to the grant may be recovered at intervals arranged by mutual agreement between the Foundation and the Host Institution, on submission of statements of expenditure. Some Limited Budget Grants may be paid in a lump sum, depending on the circumstances. Arrangements for payment of Fellowships and Scholarships will be made with each Applicant, unless they are also administered through a Host Institution in New Zealand.

1.3.4 Accounts

Each grant is unique and related expenditure must be recorded and claimed separately from other grants awarded. **The grant number must be quoted in all relevant correspondence.**

1.3.5 Equipment and Capital Items

Unless otherwise stated, all equipment and capital items become the property of the Host Institution from the commencement of the grant. The purchase of equipment should be made through the channels normally used by the Host Institution.

1.3.6 Over-expenditure

Any over-expenditure of the grant is the responsibility of the Host Institution. This does not include normal salary increments. Intended salary movements must be notified to The National Heart Foundation's Executive Director for approval.

1.3.7 Re-budgeting of Funds

For Project Grants, the amount granted for working expenses may be used at the reasonable discretion of the Applicant and within the policies of the Host Institution. The category limits stated in the application will not be strictly applied. Any such variations must be defined in claims lodged by the Host Institution. The amounts granted for salaries and equipment may not be used for any other purpose without approval from the Medical Director.

1.3.8 Unexpended Funds

At the expiry of the grant period, the Applicant will be notified that the grant will be closed in three months and any outstanding expenses will need to be claimed within this time period. Any unexpended funds revert to the Heart Foundation. The disposal of any unexpended consumable supplies will be a matter for discussion between the Applicant, the Host Institution and the National Heart Foundation.

1.3.9 Intellectual Property

The National Heart Foundation makes no claims on the intellectual property, which may arise, from research it helps to fund. It does, however, have an agreement with Host Institutions about the uses for profits derived from such intellectual property.

1.3.10 Acknowledgement of the National Heart Foundation

It is expected that all presentations, publications and any media publicity related to the research will acknowledge the Foundation's support.

1.3.11 Extension of Project Grants

The Scientific Advisory Group reviews existing grants at its March meeting. If an Applicant wishes to apply for an extension, it must be clearly stated in the Administration Section of the annual report submitted to the Foundation at the beginning of the calendar year. A new administrative agreement is not required unless requested by the Medical Director. If the original completion date has passed and no extension has been approved, the Applicant will be notified that the grant will be closed in three months.

1.3.12 Resignation, Transfer or Absence of Applicant

If the Principal Applicant resigns from the Host Institution or from an association with the grant, the Foundation must be notified. Appropriate alternative arrangements will be made or the grant will be terminated.

If the Principal Applicant transfers to a different institution within New Zealand, the original grant is normally terminated, unless otherwise approved by the Scientific Advisory Group.

If the Principal Applicant is to be absent from the research for a period of more than two months, the Medical Director must be notified to assure The National Heart Foundation that satisfactory arrangements have been made for supervision of the research and its administration.

1.3.13 Leases

No Grantee or Host Institution may enter into any agreement, lease or other similar commitment implying any liability on the part of the Foundation, without its express authority.

1.4 Ethical Aspects of Research

1.4.1 General

All research supported by the Foundation on human participants or animals must conform to the following ethical principles which are based on those of the Health Research Council.

The Foundation expects investigators to conduct and report their work with objectivity and scientific honesty, bearing in mind and reporting on the limitations of the research design. As part of the obligation to the research participants and (where relevant) the community concerned and the public at large, investigators must ensure that the results of the research and an account of the methods employed are adequately disseminated. They must refrain from making claims or advancing conclusions that are not supported by evidence. Investigators must also recognise the boundaries of their professional competence and must not undertake research of any kind that they are not qualified to carry out.

It is a basic tenet of research with human participants that their interests, whether individual or collective, must always take precedence over the interests of others. Where conflict may arise, particularly concerning the larger public good, open discussion must be invited.

Investigators must periodically review the ethics of their research. If significant variations to the protocol have occurred or if the interim results of the research indicate that it may not be ethical to continue, they must approach their local ethics committee at an early stage for comment and further discussion.

1.4.2 Ethics Approval

In any research project involving experimentation, the Applicant must submit an approval by an appropriate independent ethics review committee or indicate that this process is in progress. **A copy of the ethics committee's approval must be forwarded with the application.** Grants will not be activated without this approval.

Research protocols must not be modified subsequently without an amendment approved or a new approval being obtained.

All applications for National Heart Foundation grants must include a signed statement within the Administrative Agreement that the research conforms to the ethical standards of the Foundation, as outlined in this section.

1.4.3 Research Involving Human Participants

The Foundation endorses the following guiding principles for clinical investigators as adopted by the Health Research Council, based on the Declaration of Helsinki and revised by the 35th World Medical Assembly.

The investigator must be satisfied by forethought, by study of the literature and by consultation that the proposed research is likely to contribute to the understanding of the matter being investigated.

The investigator must be satisfied that, where appropriate, research on human participants is based, as far as possible, on the results of experiments conducted *in vitro* or on animals.

The investigator must be satisfied that adequate facilities will be used for the solution of the problem being investigated.

The investigator must be satisfied that the research will not impose unreasonable discomfort or hazard upon the participant. In order to ensure the safety of the participant in any untoward event, the investigator must ensure that appropriately qualified persons are present during experiments and that proper facilities are at hand to ensure the safety of the participant in any emergency.

The investigator must appropriately modify or discontinue the research, if it becomes apparent that the procedure is likely to cause unreasonable risk to the participant or participants.

The investigator must be satisfied that the participant or the guardian has been informed, in terms capable of being understood, of the nature and purpose of the proposed research, methods to be employed, and possible risks and discomfort that may be involved.

Before the research is undertaken, the investigator must obtain the free consent of the participant, or guardian, in writing and in the presence of a witness. The consent must be obtained without the exertion of pressure on the participant and without dependence on any obligation of the participant toward the investigator.

Special care must be taken in the case of participants at particular risk, for example, children, the mentally infirm and the unconscious patient. Children must never be the participants of research which could appropriately be undertaken in adults. In the case of unconscious patients, the written consent of the next-of-kin must always be obtained.

The participant or the guardian shall be free at any time to withdraw consent for further participation in the research and must be made aware of his right in this respect.

New therapeutic or experimental procedures which are at the stage of early evaluation and which might have long-term effects should not be undertaken unless adequate provision has been made for long-term care and observation of the participant, as appropriate.

Research funded by the Foundation must conform to the above principles. Grants may be terminated at any time, should the Scientific Advisory Group judge that the principles have not been observed.

1.4.4 Social, Community-Based and Health Services Research

The responsible authority must make every effort to safeguard the rights of individuals. Ethical considerations which are applicable to individual participants must, insofar as possible, be applied in the community context. All reasonable means must be used to inform the community involved of the aims and intent of the proposed research and the possible advantages or disadvantages which may arise from it.

1.4.5 Obtaining and use of Privileged Information

All information that can be related to an identified individual must be treated as confidential. It may be communicated only to investigators who are engaged in research in the interests of the health of the community and only if, in the opinion of the professional practitioner holding that information, such communication will not harm the participant's interests.

The transfer of confidential medical information between members of the medical profession is an accepted practice in certain contexts. The Foundation accepts that non-medically qualified investigators do, at times, have access to such information and must ensure that their studies are reviewed by a properly constituted ethics committee. Particular care should be taken to ensure

confidentiality of material passed between investigators during the course of their research.

The results of investigations must never be presented in such a way that identification of individual participants might be possible.

1.4.6 Research Involving Animals

A 1983 amendment to the Animals Protection Act (Sections 19A and 19B) prohibits any research, experimental, diagnostic, toxicity or potency testing work involving the manipulation of any live animal "... unless that work (is) ... carried out in accordance with a code of ethical conduct relating to the welfare and humane treatment of the live animal involved".

The National Heart Foundation will require all Applicants for research grants involving experimentation with animals to conform to the following:

The application must include a written certificate of approval from an ethics committee properly constituted under the Animals Protection Amendment Act 1983. Applicants will be expected to abide by the Code of Recommendations and Minimum Standards for the Care and Use of Animals for Scientific Purposes. (Code of Animal Welfare Number 17, 1995. Prepared by the Animal Welfare Advisory Committee of the Ministry of Agriculture, PO Box 2526, Wellington.)

Researchers applying to The National Heart Foundation for project support should use alternatives to live animals wherever possible.

Research studies involving animals must be designed to provide specific and significant information and avoid the unnecessary sacrifice of animals.

When animals are used, the experimental design should prevent their unnecessary death.

Animals used for experimental purposes must be lawfully acquired. They must be kept and used in strict compliance with the relevant laws and by-laws.

Animals used for experimental purposes must be treated with care and must be properly fed.

Animal accommodation must be adequate in size and must be maintained in a sanitary condition.

During operative procedures, appropriate anaesthetics must be used to eliminate sensitivity to pain. This point must be especially noted when neuro-muscular blocking agents are used. Where a recovery from anaesthesia is necessary during a study, any pain must be relieved by appropriate measures. Where recovery from anaesthesia is not intended, the animal must be killed in a humane way at the conclusion of the experiment. The post-operative care of animals must be such as to minimise discomfort and pain and should be consistent with the accepted practice of veterinary surgeons.

The principal investigator has the ultimate responsibility for the conduct of the research project, including the appropriate care and management of the animals throughout the course of the experiment.

2. PROJECT GRANTS

2.1 Introduction

Project Grants provide short-term support for a single individual or small group working on a clearly defined research project. The usual term for a Project Grant is one or two years with a maximum of three years. The Scientific Advisory Group has determined that the average award for a project grant will be \$100,000-\$150,000, and only under exceptional circumstances will the award exceed \$200,000.

2.1.1 Closing Date

The closing date is 1 March for consideration in July. When 1 March falls on a weekend or a public holiday, the closing date will be the first working day after 1 March. Applications received after the closing date will not be considered until the July meeting of the following year.

2.1.2 Method of Application

Applications should be in typescript on A4 paper and follow the format set out in Part 2.3. The **original and 16 copies (not stapled)** should be sent to the Medical Director, The National Heart Foundation, PO Box 17-160, Greenlane, Auckland 1546, or delivered to the Foundation's offices at 9 Kalmia Street, Ellerslie, Auckland.

The Host Institution Research Office should also include an electronic PDF version of the application on a CD-ROM. **Please DO NOT include Section 9: Administrative Agreement, nor Section 10: Nominated Assessors/Referees in the electronic version of the application.**

Applications must be presented in a **clear** and **concise** manner with sufficient detail to enable the Scientific Advisory Group and its referees 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.

2.1.3 Assessment Procedures

Applications will be considered by the Scientific Advisory Group at its July meeting. Prior to this meeting, the applications will be sent to referees for independent assessment. The Applicant is asked to nominate referees who may be approached by the Foundation but, in addition, the opinions of independent referees familiar with the research field will be sought.

Referees' comments will be sent to the Applicant and a short response to their comments will be invited. Some referees' reports may not have been received by the deadline set them and these, if they subsequently arrive, will not normally be sent to the Applicants for comment prior to the Scientific Advisory Group meeting. However, copies of late referees' reports will be forwarded to Applicants after the Scientific meeting for their information.

In certain circumstances, Applicants may be interviewed or asked to supply further information. This will be at the instigation of the Medical Director or the designated presenter for that project on the Scientific Advisory Group. Communication from an Applicant about his application to the Scientific Advisory Group must be through the Medical Director and not directly to the Scientific Advisory Group members.

The main assessment criteria used by the Scientific Advisory Group are:

- Importance to the National Heart Foundation
- Scientific merit
- Design and methodology
- Project achievability / Expertise and track record of research team.

2.1.4 Grant Activation and Completion Dates

The activation date is taken as the date of the first invoice to The National Heart Foundation. A grant will not be activated unless ethics approval has been obtained. The duration of the grant is stated on the original letter of notification about the award from The National Heart Foundation. The completion date will be taken as the duration after the activation date. A grant which has not been activated one year after being awarded will be closed, unless otherwise approved by the Scientific Advisory Group.

2.1.5 Administrative Agreement - General Information

One signed copy of the Administrative Agreement set out in Part 2.3.9 Section 9 must be submitted with the application. The grant application will not be considered unless all signatures to the Agreement have been completed. Applicants are urged to allow sufficient time for the Agreement to be considered and signed, and it should be only in exceptional circumstances that applications are forwarded without the completed Agreement.

The following are definitions of those terms referred to in the Agreement:

Applicant

The Applicant is the staff member of the Host Institution who accepts scientific responsibility for the conduct of the research project supported by the Foundation. The Applicant is responsible to the Administrative Head of the Host Institution and, through that officer, to the Foundation for the direction of the research and for the associated expenditure. In cases where more than one person has applied for a grant, one of these must sign the Agreement as the Applicant. This person will be responsible for administration of the grant.

Head of Department

In the case of university-employed Applicants, the Head of the appropriate academic department must sign the Agreement. When Applicants are employed by a Hospital / District Health Board, the Head of the appropriate Department must sign. If the Applicant is a Head of Department he should also sign this section. Where there is more than one Applicant belonging to both the University and a Hospital / District Health Board, the designated Head of Department must be from the Host Institution.

Head of Institution

The Institution is the place where the research is actually being carried out. For example, if the research is being carried out at a hospital, the Manager of that hospital should sign. This applies even if the Applicant is a university employee, provided the actual research is being done at that hospital. This ensures that the Manager is fully aware of any financial or other implications of the research upon the Institution. If the research is being carried out at a clinical school or medical school, the Dean would be the Head of the Institution.

Host Institution

The Host Institution is the University, the Hospital / District Health Board or other institution which undertakes to provide facilities and accept overall responsibility for the conduct of the research and administration of grant funds.

The official authorised to sign for the Host Institution will be a matter for decision by that Institution. In the case of a university-employed Applicant carrying out research on university property, the Vice-Chancellor or his nominee would normally sign. Where the research is to be carried out in a hospital, the Manager of that hospital would normally sign for the Host Institution.

The Host Institution is responsible for the research, administers the grant and employs the personnel involved. The Host Institution agrees to make available, free of charge, basic research facilities including accommodation, heat, light, power, gas, water, laundry, cleaning, general maintenance and financial accounting services.

These indirect costs are not covered by grants from The National Heart Foundation.

2.1.6 Annual Reports on Grants

The applicant must submit an annual report to the Foundation. Grant 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 beginning of each year, irrespective of the date of commencement. The report will include:

- Part A Research report for review by the Scientific Advisory Group
- Part B Research reports for the lay reader (*not more than 100 words*)
- Part C Research report publications
- Part D Dissemination and implementation of research results
- Part E Administrative Aspects
- Publications – Any publications arising from NHF funded research are to be attached to the report.

The short lay summary may be used in the Foundation's publications and published on the Heart Foundation website. The submission of annual reports is a requirement for ongoing funding of research projects.

2.1.7 Publications

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

"This research was supported by a grant from The National Heart Foundation of New Zealand."

The results of research work must be published in scientific journals or communicated to scientific meetings before being published in the lay press. In interviews with the news media concerning research funded by the Foundation, research workers should request that there is acknowledgement or reference to the Foundation's (or any other body's) funding support.

In all publications, grant reports and grant applications, the usual ethical rules about subject anonymity must be maintained.

2.1.8 Conditions

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

2.1.9 Site Visits

The Scientific Advisory Group may from time to time arrange site visits to inspect the progress of research projects. Members of the Scientific Advisory Group and/or others seconded for this purpose will carry out site visits.

2.2 Permissible use of Grants

2.2.1 Introduction

Grants are allocated according to three categories: an amount for the support of personnel, an amount for the purchase of equipment, and an amount for working expenses.

2.2.2 Support of Personnel

Employment of Staff

Grants may be used for the payment of salaries but the personnel are, for all purposes, the employees of the Host Institution and are subject to the discipline, rules and regulations, salary scales and allowances of the Host Institution. The Foundation will not pay for staff receiving a salary from the Host institution. The Foundation will pay normal cost of living and salary increases arising from general wage and salary increases, and the amount of the grant will be adjusted accordingly. The number, categories and grades of staff required must be stated in the application. Annual grading increases will be paid, provided these are detailed in the grant application. The Foundation must be kept informed of appointments and resignations, and of changes in salary. Budgetary provision for accident compensation must be included. Superannuation is not normally included.

Alteration to Staff Establishment

The approval of the Foundation must be sought for changes in the number or category of staff, or for the employment of personnel of higher grade than that awarded. Promotions above the grades in the original application must be negotiated with the Medical Director.

Duties of Personnel

The duties of personnel engaged under grants shall be determined by the Applicant having regard to the policies of the Host Institution and to the requirements of the research programme. Teaching commitments averaging not more than six hours per week during academic sessions shall be regarded as a normal part of the duties of professional personnel, and clinical staff are encouraged to take part in clinical work relevant to the research topic.

Leave

The Foundation will meet the costs of leave for which employees may be eligible under the regulations of their Host Institution. This leave must be taken during the period approved for the grant and should not be allowed to accumulate without the authority of the Medical Director.

Employment of PhD Candidates within Funded Projects

The approval of the Medical Director must be obtained before an employee, funded under a Project Grant, applies to a university for PhD registration. If such permission is granted, the employee is not entitled to be designated a National Heart Foundation Fellow or Scholar.

Designation of Research Workers

Research workers supported on Project Grants are not entitled to describe themselves as employees of the Foundation or Research Fellows of the Foundation. When grants are awarded, the Scientific Advisory Group will indicate whether research workers to be employed on the grant are entitled to any special designation.

2.2.3 Equipment

Purchase of Equipment

Grants may cover the cost of equipment specifically required for the conduct of the research. Any items costing more than \$500 must be separately identified in the application as equipment items. Items of equipment of lesser value should be budgeted as working expenses.

The budget must include installation charges, the costs of special site requirements, plumbing and electrical services, if relevant.

The Foundation does not fund the purchase of computers.

Maintenance Charges

Provided application is made at the time of the grant application, in certain circumstances, the Foundation may accept a limited responsibility for the maintenance of equipment for the duration of the project up to a maximum of three years. Expected maintenance costs may be listed under working expenses. Otherwise, maintenance costs are the responsibility of the Host Institution.

Quotations

The specific brand name, models and accessories should be detailed and one copy of a recent written quotation from suppliers must be attached.

Ownership of Equipment

The equipment awarded shall normally become the property of the Host Institution from the commencement of the grant. In certain circumstances, the Foundation may retain ownership - this will be stated when the grant is made.

2.2.4 Working Expenses

Recurring Costs

Day-to-day expenses incurred in carrying out the project should be requested and accounted for as working expenses. These may include the cost of chemicals and other consumable supplies, maintenance of equipment, animals and animal foodstuffs, postage and freight charges on research materials, computer charges, ACC levies, photocopying charges, stationery and bench books. Scientific journals may not be purchased from grant funds.

Publications

Costs for publication of a book or monograph are not chargeable except with the express permission of the Scientific Advisory Group. The Foundation does not fund publication or reprint costs.

Expenses of Appointment

These may include the cost of advertising a post in New Zealand publications. The cost of bringing candidates for interview requires approval by the Medical Director. Removal expenses will not be paid without prior notice and approval.

Domestic and Overseas Travel

Domestic travel related to the conduct of the project should normally be included under working expenses. This does not include domestic and overseas travel and expenses to attend conferences. These may be separately applied for as a travel grant.

2.3 Format for Project Grant Applications

Applications for Project Grants should be submitted to the Medical Director. Applications will not be considered, unless the Administrative Agreement (see Part 2.3.9 Section 9) is completed. Applications should be typewritten on A4 paper. Section 1 (General Summary) and Section 9 (Administrative Agreement) can be photocopied directly from this booklet (or use the electronic version – available through the Heart Foundation website or University/Medical School Research Office). If this is not possible, please set your application out in the same format. There is no paper or electronic template for the remaining Sections. All applications should be prepared in the following manner:

An original, 16 copies secured with a paper or bulldog clip (**NOT STAPLED OR BOUND PLEASE**) and a CD-ROM with the electronic version from the Host Institution Research Office as outlined in **2.1.2**.

The format is similar to that of the Health Research Council. Applications on Health Research Council forms are acceptable, provided the following are included:

- Direct costs only.
- National Heart Foundation Administrative Agreement.
- Lay summary (Section 8).

THE NATIONAL HEART FOUNDATION

PROJECT GRANT APPLICATION FORM

START EACH SECTION ON A NEW PAGE - Closing date: 1 March

2.3.1 Section 1: General Summary

Name of Applicant: _____
(Principal Investigator)

Names of Co-Applicants: _____

Department/Institution: _____

Postal address of Institution: _____

Tel: _____ Fax: _____ Email: _____

Institution where applicant is based:

Host Institution administering grant:

Short title of Project: _____

Key words: _____

Summary of amount requested	Year 1	Year 2	Year 3
Salaries			
Equipment			
Working expenses			
Total requested (GST exclusive)			

Grand total \$

Period covered by the Application:

Commencement Date	Duration
-------------------	----------

2.3.2 Section 2: Other Support

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

- Relevant current and completed grants (past 6 years).
- Grant applications awaiting decision. **(State clearly the degree of overlap between the current application and applications to other funding agencies.)**

2.3.3 Section 3: Proposed Investigation

The following format should be used in the preparation of the application. **An upper page limit of 12 pages for Parts 3-9 of this section will be strictly enforced.** 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 grants (if relevant)

If the research proposed in this application arises directly from research undertaken on previous projects (whether National Heart Foundation funded or not) provide a statement of the original aims and objectives of that grant 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.

Part 6. Timeline

Include a timeline indicating how the research will be staged over the duration of the grant, 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.

2.3.4 Section 4: Budget Requested

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

Part 1. Staff (See 2.2.2)

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. **GST exclusive figures must be quoted.** The Foundation does not fund staff receiving a salary from the Host institution.

Part 2. Equipment (See 2.2.3)

Only items of greater value than \$500 should be individually itemised. Items below this value should be budgeted as working expenses. Written quotations must be supplied. The Foundation does not fund the purchase of computers. **Prices should be exclusive of GST.**

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. Indirect costs must be covered by the Host Institution (**see 2.1.5**). **Costs should be current direct costs and exclusive of GST.**

2.3.5 Section 5: 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.

2.3.6 Section 6: 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 and recent important peer reviewed publications. **Use no more than two pages per research worker.**

2.3.7 Section 7: Ethics Approval

Enclose a copy of the ethics approval, or state from which ethics committee approval will be sought, or state reasons why approval is not required.

2.3.8 Section 8: Lay Summary

Describe in **lay terms** the proposed project and the significance of this research to the understanding of cardiovascular disease and, in particular, how it may help to promote health or reduce suffering and premature death from cardiovascular disease. **This summary may be included in publications intended for use by the public so it must be simple and intelligible and no more than 100 words in length.**

2.3.9 Section 9: Administrative Agreement

Only one signed copy is required. Photocopy form overleaf for inclusion in grant application. Note that there are two different Administrative Agreements – one is specifically for District Health Board employees. Ensure the correct Agreement is completed.

2.3.10 Section 10: Nominated Assessors/Referees

Only one copy is required. Place your name and research title at the top of the page. Nominate up to four New Zealand or overseas contributors to the field from whom an opinion may be sought on the merit of the project. 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 National Heart Foundation will be guided, but not bound, by this advice from Applicants and additional or different assessors/referees will be sought. Note that this section will not be included in material sent to external assessors/referees. **Approval must be sought from the referees before being named on the application.**

DO NOT COPY – PLEASE SUPPLY ONLY ONE COPY OF SECTIONS 9 AND 10 WITH THE ORIGINAL

2.3.11 Changes from Original Proposal

Once funding has been approved by the Scientific Advisory Group for a project, any changes to the original aims and objectives must be discussed with the Medical Director as soon as possible. If only partial funding is obtained, and the aims of the research project revised, the applicant should send the revised aims to the Medical Director as soon as possible, so approval may be sought from the Scientific Advisory Group.

The National Heart Foundation

PROJECT GRANT ADMINISTRATIVE AGREEMENT

1. The Applicant understands and agrees that any grant received as a result of this application is subject to the conditions of The National Heart Foundation, as set out in the Foundation's booklet, *A Guide to Applicants for Research and Other Grants*, and that the grant 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 Foundation. The Applicant has read the section *Ethical Aspects of Research* in the Foundation's booklet and agrees to abide by the principles outlined therein.

Signed: _____ Date: _____
(Applicant)

2. The Head of Department approves the application and agrees to accept this research within the Department, if a grant is made.

Name: _____

Signed: _____ Date: _____
(Head of Department)

3. The Head of the Applicant's Institution (The Hospital and Health Services, Medical or Clinical School, etc) approves the application.

Name: _____

Signed: _____
(Head of Institution) (Name of Institution)

Date: _____

4. The Host Institution (University, The Hospital and Health Services, etc) agrees and undertakes to support the project described in this application by making available accommodation, basic facilities for research and the services necessary for its fulfilment. The Host Institution agrees and undertakes to bear all risks and claims connected with any operation covered by this application and to indemnify and hold harmless the Foundation against any and all liability suits, actions, demands, damages, costs or fees on account of death, injuries to persons or property, or any other losses resulting from or connected with any act or omission performed in the course of the research. The Host Institution understands and agrees that any grant received as a result of this application is subject to the conditions set out in the Foundation's booklet, *A Guide to Applicants for Research and Other Grants*.

Name: _____

Signed: _____
(Authorised official on behalf of Host Institution, University, etc) (Name of Institution)

Date: _____

The National Heart Foundation

DHB PROJECT GRANT ADMINISTRATIVE AGREEMENT

1. The Applicant understands and agrees that any grant received as a result of this application is subject to the conditions imposed by The National Heart Foundation, as set out in the Foundation's booklet, *A Guide to Applicants for Research and Other Grants*, and that the grant 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 Foundation. The Applicant has read the section *Ethical Aspects of Research* in the Foundation's booklet and agrees to abide by the principles outlined therein.

The Applicant also understands that support from the District Health Board (DHB) 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 DHB and ACC procedures.

Signed: _____ Date: _____
(Applicant)

2. The Head of Department approves the application and agrees to accept this research within the Department, if a grant is made.

Name: _____

Signed: _____ Date: _____
(Head of Department)

3. The DHB 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 ensuring ACC coverage.

The DHB understands that any grant received as a result of this application will be subject to the conditions set out in the Foundation's booklet, *A Guide to Applicants for Research and Other Grants* and agrees to abide thereby insofar as applicable to the DHB.

Name: _____

Signed: _____
(Manager, Research Development Office or authorised official, DHB)

Date: _____

4. The National Heart Foundation understands that support from the DHB 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 DHB and ACC procedures.

3. FELLOWSHIPS AND SCHOLARSHIPS

3.1 General

The Foundation supports medical and non-medical graduates by providing Fellowships and Scholarships. Some Fellowships or Scholarships may be sponsored in whole, or in part by a Trust, Corporate Organisation or individual. The name of the sponsoring Trust, Corporate Organisation, or individual may be linked to The National Heart Foundation in the naming of the Fellowship.

Applications for Senior Fellowships, Overseas Training & Research Fellowships, Research Fellowships and Postgraduate Scholarships will be advertised annually.

Awards will be considered at the July meeting of the Scientific Advisory Group and will be dependent on the merit of Applicants and funds available. The Scientific Advisory Group where appropriate will fund one or more Fellow in each of the Fellowship categories. At any one time, The National Heart Foundation normally supports only one Senior Fellowship.

Fellowships are not usually awarded to candidates who already hold senior positions at the time of application.

3.2 Senior Fellowships

These are intended to support trained New Zealand cardiologists or scientists working in the cardiovascular field as established and independent investigators, pending the availability of appointments in Universities, the Hospital and Health Services or similar institutions in New Zealand. Senior Fellows will be expected to work primarily in cardiovascular research, including clinical research.

Senior Fellowships will be tenable only in New Zealand for a maximum total duration of three years. Candidates must possess an appropriate postgraduate degree or diploma.

Senior Fellowship applicants will be interviewed by a sub-committee of the Scientific Advisory Group of the Foundation.

3.3 Overseas Training & Research Fellowships

These are intended to support medical graduates who propose to engage in further clinical training and research in the field of cardiovascular disease. They are normally tenable for one year only. In exceptional circumstances, Overseas Training & Research Fellowships may be extended for a second year but it is expected that Fellows will attempt to obtain funding for further training or research from the institution where they are based.

Applications for Overseas Training & Research Fellowships require a research component outlining proposed outputs.

Overseas Training & Research Fellows will be expected to devote their entire time to the approved training and research programme. Fellows are not excluded from sitting for higher degrees or diplomas while holding an Overseas Training & Research Fellowship. Overseas Training & Research Fellowships will be awarded on the understanding that the Fellow will return to continue a career in New Zealand.

Overseas Fellowship applicants will be interviewed by a sub-committee of the Scientific Advisory Group of the Foundation.

3.4 Research Fellowships

These are designed to support graduates who propose to engage in full-time research related to the aims of the Foundation. Research Fellowships are available for medical graduates or non-medical graduates who will normally be at a post-doctoral level. They are tenable in New Zealand for up to three years in duration.

3.5 Postgraduate Scholarships

These scholarships are intended to provide personal support for selected graduate students of New Zealand universities whose proposed programme of research for a higher degree will further the aims of the Foundation. They are designed to attract well-qualified New Zealand graduates into cardiovascular research. It is expected that successful Scholars will be enrolled for a degree at doctoral level, usually the degree of Doctor of Philosophy.

National Heart Foundation Postgraduate Scholarships are tenable only in New Zealand and normally within a faculty of medicine at a New Zealand university.

The Scholarships are normally awarded for a total period of three years and must be taken up within 12 months of the award.

3.6 Fellowship and Scholarship Conditions

3.6.1 Applications

Calls for applications will be advertised and considered at the July meeting of the Scientific Advisory Group. **The closing date for applications is 1 June.** When 1 June falls on a weekend or a public holiday, the closing date will be the first working day after 1 June.

3.6.2 Form of Application

This must follow the format set out in Section 3.8. The **original plus 16 copies (not stapled)** of the application are required and these should be typed on A4 paper and forwarded to the Medical Director, The National Heart Foundation, PO Box 17-160, Greenlane, Auckland 1546.

3.6.3 Remuneration

Remuneration for Senior Fellowships will be individually determined in conjunction with the Host Institution according to the qualifications and seniority of the Fellow and will normally maintain parity with appropriate rates paid by Universities and the Health Research Council. Fellows may not receive regular remuneration, in addition to the Fellowship except with the approval of the Scientific Advisory Group.

The remuneration for Overseas Training & Research Fellows will be a salary stipend of \$80,000 per annum paid quarterly in advance, and up to \$10,000 plus GST, if applicable, for actual expenses incurred (for travel and insurance), unless alternative arrangements are made.

Remuneration for Research Fellowships will be linked to the appropriate University scale up to a maximum of \$60,000 plus GST, if applicable, for non medically-

qualified Fellows, and up to \$80,000 plus GST, if applicable, for medically-qualified Fellows.

The stipend for Postgraduate Scholarships will be \$23,000 (tax-free) and up to \$3,000 plus GST for University fees.

3.6.4 Taxation

There may be income tax implications and Goods and Services Tax implications to the recipients of Fellowship payments. Fellowship recipients should seek independent advice to confirm the tax implications under their particular circumstances.

3.6.5 Designation of Fellowship/Scholarship

When each Fellowship or Scholarship is awarded, the Scientific Advisory Group will determine the title by which it will be known. This may include the name of a benefactor to the Foundation.

3.6.6 Teaching and Clinical Duties

Fellows and Scholars may undertake teaching or other duties relevant to their research or training programme with their supervisor's approval, to a maximum of six hours per week.

3.6.7 Publications

Fellows and Scholars who publish the results of work performed during the tenure of a National Heart Foundation award, shall make acknowledgement of the Foundation's support.

3.6.8 Reports

Fellows and Scholars are required to submit an annual report to the Foundation. This will be requested at the beginning of each calendar year.

3.6.9 Leave

Fellows are entitled to annual, sick and conference leave, in accordance with the practice of their Host Institution. Funding for conference expenses must be applied for separately.

3.6.10 Special Conditions for Senior Fellowships

The Foundation may provide an initial grant-in-aid of up to \$1,500 to enable research work to commence. In subsequent years, Senior Fellows may apply for working expenses not exceeding \$1,000 annually with no single item to exceed \$500. Further research funding will require an application for project grant funds from the Foundation or other source. If a Senior Fellow is based overseas when appointed, financial assistance for travel to New Zealand may be approved at rates and under conditions determined by the Foundation.

3.6.11 Special Conditions for Overseas Training & Research Fellowships

Overseas Training & Research Fellows proceeding to posts abroad will receive an economy class airfare for the Fellow and partner. Return airfares will be paid if these are not being met from University or Hospital/Health Services sources. Arrangements for air travel may be arranged by the Fellow directly with a travel agent. The account should be sent to the Foundation's Finance Manager for reimbursement (if the costs have been paid for by the Fellow) or for payment to be

made direct to the travel agent concerned. The Foundation will not be responsible for removal expenses. Fares for children are not normally included. Overseas Training & Research Fellows are encouraged to seek health insurance from their Host Institution. Particulars for travel arrangements and health cover, working within the specific guidelines, are best arranged directly by the Fellow to suit their particular circumstances for subsequent payment by the Foundation.

3.6.12 Special Conditions for Postgraduate Scholarships

A designated supervisor must be nominated by the Applicant and approved by the Head of the Academic Department. The Supervisor will normally be responsible for the registration of the PhD within the University system. An allowance for dependent children may be included in the stipend. University tuition fees up to \$3,000 will be paid, in addition to the stipend.

3.7 Format for Fellowship/Scholarship Applications

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

THE NATIONAL HEART FOUNDATION

FELLOWSHIP/SCHOLARSHIP APPLICATION FORM

Senior Fellowship Research Fellowship
Overseas Training & Research Fellowship Postgraduate Scholarship
(Please tick appropriate box)

START EACH SECTION ON A NEW PAGE - Closing date: 1 June

3.7.1 Section 1: General Summary

Name of Applicant: _____

Present position: _____

Department: _____

Institution: _____

Mailing address of Institution: _____

Tel: _____ Fax: _____ Email: _____

Name of proposed Supervisor: _____

Position held: _____

Department: _____

Institution: _____

Commencement date: _____ Duration: _____

Proposed examination course or higher degree: _____

3.7.2 Section 2: Applicant's Curriculum Vitae

Give a brief curriculum vitae including date of birth, nationality, qualifications, current research position, prizes and awards, special experience in the field relating to the application, the number of publications to date and details of recent publications (upper limit 3 pages).

3.7.3 Section 3: Proposal for Fellowship/Scholarship

Give details of the purpose for which the Fellowship/Scholarship is required. Research proposals should include the following sections, (for details see project grant application form):

- Part 1: Abstract
- Part 2: Aims
- Part 3: Background
- Part 4: Research Design
- Part 5: Timeline
- Part 6: Significance
- Part 7: References

An upper page limit of 5 pages for parts 1-6 of this section will be strictly enforced. In the case of some Applicants, a project grant may be applied for concurrently and, therefore, an outline need only be provided. Otherwise the full details of the proposed research project or training programme are required.

In the case of Applicants for Overseas Training & Research Fellowships, copies of relevant correspondence with proposed Supervisors and/or Heads of Department should be enclosed.

3.7.4 Section 4: Budget

Salary

The Applicant should state his/her present grading and salary (if applicable).

Expenses

Applicants for a *Senior Fellowship* should detail the relevant expenses related to the Fellowship as outlined in Part 3.6.10. *Postgraduate Scholarship* Applicants who have dependent children should detail this in the budget. (Refer to Part 3.6.12.)

3.7.5 Section 5: Supporting Detail

Other support

State the financial support obtained, applied for or expected from, other sponsors, or from the employing body. Evidence that the **project** is being fully supported needs to be included.

Referees

Applicants for National Heart Foundation Fellowships and Scholarships must arrange for two referees to write directly to the Medical Director giving a confidential report on the Applicant and his ability to carry out and benefit from the proposed research or training.

It is the Applicant's responsibility to make these arrangements but the application should also include the names and addresses of these two referees. These references must be received by The National Heart

Foundation no later than 1 June. When 1 June falls on a weekend or a public holiday, the closing date will be the first working day after 1 June.

The Foundation may, in addition, seek confidential reports from other referees.

3.7.6 Section 6: Administrative Agreement

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

3.7.7 Changes from Original Proposal

Once funding has been approved by the Scientific Advisory Group for a project, any changes to the original aims and objectives must be discussed with the Medical Director as soon as possible. If only partial funding is obtained, and the aims of the research project revised, the applicant should send the revised aims to the Medical Director as soon as possible, so approval may be sought from the Scientific Advisory Group.

THE NATIONAL HEART FOUNDATION

FELLOWSHIP/SCHOLARSHIP ADMINISTRATIVE AGREEMENT

Part 1 of this Agreement covers all applications for Fellowships and Scholarships, whether they are to be held in New Zealand or overseas. Parts 2, 3 and 4 should be completed for all Fellowships/Scholarships to be based in New Zealand.

1. The Applicant understands and agrees that any grant received as a result of this application is subject to the conditions of The National Heart Foundation as set out in the Foundation's booklet, *A Guide to Applicants for Research and Other Grants* and that the grant funds will not be expended for any other purpose than that described in the application. The Applicant agrees to supply an annual report to the Foundation. The Applicant has read the section *Ethical Aspects of Research* in the Foundation's booklet and agrees to abide by the principles outlined therein.

Signed: _____ Date: _____
(Applicant)

2. The Applicant's Head of Department approves the application and agrees to accept the Applicant within the Department if a Fellowship/Scholarship is awarded.

Name: _____ Date: _____

Signed: _____
(Head of Department)

3. The Head of the Applicant's Institution (The Hospital and Health Services, Medical or Clinical School, etc) approves the application.

Name: _____ Date: _____

Signed: _____
(Name of Institution) (Authorised official on behalf of Host, Institution, University etc.)

4. The Host Institution (University, The Hospital and Health Services, etc) agrees and undertakes to support the project described in this application by making available accommodation, basic facilities for research and the services necessary for its fulfilment. The Host Institution agrees and undertakes to bear all risks and claims connected with any operation covered by this application and to indemnify and hold harmless the Foundation against any and all liability suits, actions, demands, damages, costs or fees on account of death, injuries to persons or property, or any other losses resulting from or connected with any act or omission performed in the course of the research. The Host Institution understands and agrees that any grant received as a result of this application is subject to the conditions set out in the Foundation's booklet, *A Guide to Applicants for Research and Other Grants*.

Name: _____ Date: _____

Signed: _____
(Name of Host Institution) (Authorised official on behalf of Host Institution, University, etc.)

4. LIMITED BUDGET GRANTS

4.1 General Information and Administration

4.1.1 Purpose

The purpose of these grants is to fund a wide variety of research-related activities which support the aims of The National Heart Foundation. Awards are made in three areas: Small Projects, Grants-in-Aid and Travel Grants.

4.1.2 Applications

Applications for Small Projects, Grants-in-aid and Travel Grants will be considered three times a year, **the closing dates being 1 February, 1 June and 1 October** for consideration at the March, July and November meetings of the Scientific Advisory Group. When 1 February, 1 June or 1 October falls on a weekend or a public holiday, the closing date will be the first working day after this date. Applications must follow the format set out in Part 4.5. The **original plus 16 copies (not stapled or bound)** of the application are required and these should be typed on A4 paper and forwarded to the Medical Director, The National Heart Foundation, PO Box 17-160, Greenlane, Auckland 1546.

4.1.3 Applications by Organisations

If an organisation applies for a Grant-in-Aid the application must be made by an authorised official of the organisation or society.

4.1.4 Reports

The Foundation requires an annual report for Small Project grants be submitted each year. Annual reports will be requested at the beginning of each year irrespective of the date of commencement. The Foundation requires a report concerning the Grant-in-Aid and Travel Grant, upon completion of the work or travel.

4.1.5 Budgets

All quoted costs must be exclusive of GST and direct costs only. Indirect costs (rent, power, heating, financial services, etc) are **not** covered by the Foundation.

4.2 Small Projects

4.2.1 Purpose

It is expected that the research projects would cover a wide variety of areas related to the aims of The National Heart Foundation. They could be a small research project or a small part of a wider research project. These could include needs assessments, systematic literature reviews (such as for a Cochrane review), case series, analyses of existing data sets, pilot projects, policy research and programme evaluations. While programme audits should ordinarily be budgeted for as part of the programme, some audit projects could be considered if they are to be published. The main purpose of these grants is to support emerging investigators including (but not limited to) registrars, post doctoral students, general practitioners and public health practitioners. Investigators however need to ensure that they have strong academic support for their research. **Studies which need ethics approval should state whether this has been obtained or is being applied for.**

4.2.2 Budgets

The maximum value for a Small Project grant will be \$15,000. In general, this amount will not be able to cover significant salary costs.

4.3 Grants-in-Aid

4.3.1 Purpose

A Grant-in-Aid is an award for a particular purpose designed to further the aims of the Foundation but not within the categories of a Project Grant or one of the other grants previously described.

Examples of Grants-in-Aid include: a grant to support the publication of a book or production of educational resources, or the purchase of research equipment. Awards will also be considered for research training and career development through attendance at short courses and the like outside New Zealand.

4.3.2 Equipment

Unless otherwise stated, any equipment purchased as the result of a Grant-in-Aid will become the property of the recipient organisation or Host Institution which will also be responsible for its maintenance from the time of the grant.

4.3.3 Supporting Detail

Reasonable detail (2-3 pages) is expected in support of Grant-in-Aid publications, particularly justification in terms of likely benefits for individuals, organisations and more broadly, institutional support and relevance to Heart Foundation priority objectives.

4.4 Travel Grants

4.4.1 Purpose

The Foundation awards Travel Grants to enable medical or non-medical workers to travel in New Zealand or overseas to attend conferences. (*For short-term study overseas refer to 4.3 Grants-in-Aid.*) These awards are not intended to relieve the Applicant's employing body of its obligation to assist with the travel costs of its employees in relation to continuing education. The award does not necessarily cover all costs. Awards shall not normally exceed \$3,500 except for very special circumstances. Travel to take up a position overseas, such as a postdoctoral position, is not normally covered.

Retrospective funding of travel will not be considered. Refer to the research grant advertisement on the Heart Foundation website for the actual scientific meeting dates.

4.4.2 Supporting Detail

Information such as conference programmes, and copies of abstracts, should be supplied wherever possible. When the Applicant is presenting data based on a Heart Foundation grant this should be reported. Supporting statements from Applicants or their supervisors about the value of the conference, course or study programme is helpful. Details of other visits to other centres should also be included.

4.4.3 Abstracts

The usual requirement for a Travel Grant to an overseas conference is that an abstract shall have been submitted. Presentation of research funded by the Foundation is viewed favourably. In certain instances, acceptance of the abstract shall be a condition of an award. The Applicant should clearly state if the abstract and/or poster have been accepted for presentation.

4.5 Format for Limited Budget Grant Applications

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

THE NATIONAL HEART FOUNDATION

LIMITED BUDGET GRANT APPLICATION FORM

Small Project Grant **Grant-in-Aid** **Travel Grant**
(Please tick appropriate box)

START EACH SECTION ON A NEW PAGE - Closing dates: 1 February, 1 June, 1 October

4.5.1 Section 1: General Summary

Name of Applicant: _____

Names of Co-Applicants: _____
(for Small Projects)

Position of Applicant: _____

Department: _____

Institution: _____

Mailing address of Institution: _____

Tel: _____ **Fax:** _____ **Email:** _____

Institution where applicant is based:

Host Institution administering the grant:

Short Title (of Small Project / Equipment Purchase / or Title of Conference): _____

Total amount requested (GST exclusive): _____

Period covered by application:
Commencement date: _____ **Duration:** _____

4.5.2 Section 2: Purpose for which Grant is Required

Small Projects

Give details of the abstract, aims, background, research design, timeline, significance and references. Include other important details such as facilities available and the input of other collaborators/supervisors. An upper page limit for this section is **five pages**. Font size must be no smaller than 10cpi or 12 point.

Grant-in-Aid

State clearly and concisely the purpose of the Grant-in-Aid including its relevance to the aims of The National Heart Foundation.

Travel Grant

Give details of the purpose of the travel and, in the case of conference travel, enclose a copy of the conference programme and copies of any abstracts submitted or accepted. State whether the abstract is based on a National Heart Foundation grant or award. State the relevance of the proposed travel to the Applicant's present work and to the aims of The National Heart Foundation. Give details of previous overseas travel to any scientific meetings or conferences within the past three years. State the institutions or persons the Applicant proposes to visit and the duration of the visit.

4.5.3 Section 3: Budget

Costs

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

Other support

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

4.5.4 Section 4: Curriculum Vitae

Give a brief curriculum vitae including date of birth, nationality, qualifications, current research position, prizes and awards, special experience in the field relating to the application, the number of publications to date and details of recent publications (upper limit 3 pages).

4.5.5 Section 5: Ethics Approval (*Small Project Grant application*)

Enclose a copy of the ethics approval, or state from which ethics committee approval will be sought, or state reasons why approval is not required.

4.5.6 Section 6: Administrative Agreement

Only one signed copy is required. Photocopy form on next page for inclusion in application. Note that there are two different Administrative Agreements – one is specifically for District Health Board employees. Ensure the correct Agreement is completed.

4.5.7 Changes from Original Proposal

Once funding has been approved by the Scientific Advisory Group for a project, any changes to the original aims and objectives must be discussed with the Medical Director as soon as possible. If only partial funding is obtained, and the aims of the research project revised, the applicant should send the revised aims to the Medical Director as soon as possible, so approval may be sought from the Scientific Advisory Group.

THE NATIONAL HEART FOUNDATION

LIMITED BUDGET ADMINISTRATIVE AGREEMENT

Parts 1 and 2 of this Agreement are for Travel Grants. Parts 1 to 4 of this Agreement are for Small Projects or Grants-in-Aid involving the purchase of equipment.

1. The Applicant understands and agrees that any grant received as a result of this application is subject to the conditions of The National Heart Foundation as set out in the Foundation's booklet, *A Guide to Applicants for Research and Other Grants*, and that the grant funds will not be expended for any other purpose than that described in the application. The Applicant agrees to supply a report within two months of the completion of the project or travel. For Small Projects - The Applicant has read the section *Ethical Aspects of Research* in the Foundation's booklet and agrees to abide by the principles outlined therein.

Signed: _____ Date: _____
(Applicant)

2. The Head of Department approves the application.

Name: _____

Signed: _____ Date: _____
(Head of Department)

3. The Head of the Applicant's Institution (The Hospital and Health Services, Medical or Clinical School, etc) approves the application.

Name: _____ Date: _____

Signed: _____
(Head of Institution) (Name of Institution)

4. The Host Institution (University, The Hospital and Health Services, etc) agrees and undertakes to support the project described in this application, by making available accommodation, basic facilities for research and the services necessary for its fulfilment. The Host Institution agrees and undertakes to bear all risks and claims connected with any operation covered by this application and to indemnify and hold harmless the Foundation against any and all liability suits, actions, demands, damages, costs or fees on account of death, injuries to persons or property, or any other losses resulting from or connected with any act or omission performed in the course of the research. The Host Institution understands and agrees that any grant received as a result of this application is subject to the conditions set out in the Foundation's booklet, *A Guide to Applicants for Research and Other Grants*.

Name: _____ Date: _____

Signed: _____
(Authorised official on behalf of Host Institution, University, etc) (Name of Institution)

THE NATIONAL HEART FOUNDATION

DHB LIMITED BUDGET ADMINISTRATIVE AGREEMENT

Parts 1 and 2 of this Agreement are for Travel Grants. Parts 1 to 4 of this Agreement are for Small Projects or Grants-in-Aid involving the purchase of equipment.

1. The Applicant understands and agrees that any grant received as a result of this application is subject to the conditions imposed by The National Heart Foundation as set out in the Foundation's booklet, *A Guide to Applicants for Research and Other Grants*, and that the grant funds will not be expended for any other purpose than that described in the application. The Applicant agrees to supply to the National Heart Foundation an appropriately detailed written report within two months of the completion of the project or travel. For Small Projects - The Applicant has read the section *Ethical Aspects of Research* in the Foundation's booklet and agrees to abide by the principles outlined therein.

The Applicant also understands that support from the District Health Board (DHB) 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 DHB and ACC procedures.

Signed: _____ Date: _____
(Applicant)

2. The Head of Department approves the application and agrees to accept this research within the Department, if a grant is made.

Name: _____

Signed: _____ Date: _____
(Head of Department)

3. The DHB 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 ensuring ACC coverage.

The DHB understands that any grant received as a result of this application will be subject to the conditions set out in the Foundation's booklet, *A Guide to Applicants for Research and Other Grants* and agrees to abide thereby insofar as applicable to the DHB.

Name: _____ Date: _____

Signed: _____
(Manager, Research Development Office or authorised official, DHB)

4. The National Heart Foundation understands that support from the DHB 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 DHB and ACC procedures.

Notes:

Notes: