

## **A GUIDE TO APPLICANTS FOR PROJECT GRANTS FROM THE CANTERBURY MEDICAL RESEARCH FOUNDATION**

**Please read these notes carefully before completing your application**

### **GENERAL**

The Foundation's purpose is to improve the quality of healthcare in Canterbury by fostering the quality of local research.

The Foundation has a policy of supporting emerging researchers, therefore applicants must have completed a PhD within the five years preceding the closing date of the Grants Round or a Medical Graduate who has completed vocational training within the five years preceding closing date of the Grant Round.

In preparing an application to the Foundation the following points should be noted:

1. The Foundation funds projects for terms not exceeding two years.
2. The value of any grant is limited to a total \$100,000. The Foundation will accept projects for a one or two year duration, but total funding is limited to \$100,000.
3. Working expenses are limited to \$10,000 pa. There is no limit to MRI Scan costs.
4. The Foundation does not fund equipment or computers.
5. Travel to conferences to report on the research must be applied for separately through our Travel Grant application.
6. An applicant must be a New Zealand citizen or a permanent resident currently residing in New Zealand.
7. The applicant must have tenure, or an employment contract, for the term of the grant requested.
8. If the project involves a clinical trial, please indicate if the trial is registered and with which clinical trial registry. Also provide details of your data monitoring committee if applicable.
9. Applications will not be considered unless the Administrative Agreement is completed.
10. Procedures  
Applications meeting the pre-entry criteria and received by the closing date stated below will undergo preliminary assessment by the Scientific Assessing Committee of the CMRF before final consideration by the CMRF Executive, initially through the Grants Sub Committee.
11. Reporting  
A report is required by the Foundation every six months, by the end of June and December for each year of the grant and one on completion of the project. This is a condition of the Project Grant and failure to comply will jeopardise continuing funding of the Project.

## **Pre-entry Qualifying Criteria for Applications**

Applicants are advised that all applications submitted to the Canterbury Medical Research Foundation for CMRF Contestable Research Grants must comply with the following conditions.

### **1. Fields of Research**

The Foundation **considers proposals for** research in all areas of medicine, health care, health promotion and community health. The research must have the potential to support the ultimate goal of the CMRF, which is to improve the quality of medical and health care in Canterbury.

### **2. Host Institutions and Supervision**

The project must be conducted in Canterbury under the control, management and supervision of a host institution located in Canterbury, which has the necessary facilities for the conduct and successful completion of the project. These include: University of Canterbury, Lincoln University, University of Otago - Christchurch CSM&HS, Canterbury District Health Board, CPIT and the Van der Veer Institute.

The host organisation must have the necessary in-house management in place to ensure that an appropriate environment, resources and guidance are provided to the applicant.

### **3. Funding from Alternative Sources**

In the event that an application to the CMRF is successful, no funds from alternative sources may be accepted for the same costs funded under this scheme. CMRF grants must be repaid if this condition is breached.

**NB:** This condition does not preclude the applicant from applying to alternative sources in addition to the CMRF, provided that such information is declared in the application. However, the likelihood of alternative funding may be taken into account by CMRF in prioritising the application, because the CMRF favours projects which, for valid reasons, are less likely to attract support elsewhere.

### **4. Ethics**

The applicant must have read the section "Guidelines on Ethics in Health Research" in the NZARC Handbook. If experimentation on humans or animals is involved, approval of the appropriate Ethics Committee must be applied for at time of application. The CMRF will not issue payments until the necessary approval has been obtained.

### **5. Methodology**

Applications which do not provide adequate detail regarding statistical methods of analysing data will not be considered.

**NB:** It is recommended that applicants seek advice, in the early stages of project planning, from an appropriate Biostatistician.

### **6. Intellectual Property**

Research projects which may lead to Intellectual Property ownership issues must state how the issues will be managed.

**7. Form of Application**

Applications must be submitted on the following form:  
*PG/2010*

**8. Closing and Notification Dates**

Applications must be submitted by closing date. Late applications will not be considered.

*Submitted on Form PG/2010*

Closing date: 1 May 2010

Notification date: 1 September 2010

**9. MRI Scanning**

If your research project has an MRI scanning component please contact Dr Richard Watts, Director of MRI Scanning, Van der Veer Institute:

Phone 0211393062

[Richard.watts@vanderveer.org.nz](mailto:Richard.watts@vanderveer.org.nz)

**10. Grant Funding**

Grant funding must be taken up by researchers with 2 months of being notified by CMRF by way of returning signed administration agreement with Host Institution. Failure will result in the forfeiture of funds unless by prior arrangement.

**11. Acknowledgments**

All publications which result from CMRF Research Project Grants must acknowledge the funding from the CMRF.

**PUBLIC DECLARATION**

The Foundation is supported by private donations and therefore has an obligation through the news media, and its own newsletters to members and supporters, to give news of projects that it is supporting. Statements concerning this are more effective if the grantee is mentioned by name. Agreement of the applicant is therefore sought but authority may be declined for professional reasons.

The Foundation would like to raise the awareness of the general public to the aims of the Foundation, by encouraging CMRF funded researchers to discuss their research with local interest groups (Rotary, U3A etc). Agreement of the applicant, to be included on a list of available guest speakers, is therefore sought, but may be declined.

**Working Expenses**

Working expenses are to include direct costs only. The Foundation will not fund any element of overhead recovery.

The Foundation does not fund costs of rental accommodation, heating, lighting and what might be termed the usual office facilities and accessories.

Provision may be included for reasonable expenses of appointment of essential staff.

The Foundation will allow costs of domestic travel where this is a key element of the project. It will not fund the costs of attending conferences either within NZ or overseas. Separate application may be made for one of the Foundation's travel grants.

The estimated cost of materials and consumables must be realistic. Materials and consumables should be ordered through the Host Institution.

In special circumstances and by prior arrangement with the CMRF Secretary, consumables may be obtained outside the University or hospital purchasing systems (even though the work might be done in a Department of either organisation) and may be paid for either by:

- a) requesting the firm from whom the goods are ordered to invoice the Foundation directly **quoting the grant number of the project on the invoice,**  
or,
- b) by the Principal Investigator paying the account and asking for reimbursement.  
**The grant number must be quoted on the invoice or covering note.**

## **SUBMISSION PROCEDURE**

The closing date for applications will be advised on the Foundation website [www.cmrf.org.nz](http://www.cmrf.org.nz) by public notice and directly with the Host Institutions. Please check with the Host Institution as they may have earlier closing dates.