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| \\staff.hcs-p01.otago.ac.nz\corp-rd\UserShare\hulti19p\Documents\Custom Office Templates\UoO Logo - Portrait.jpeg | University of Otago Research Committee **University of Otago Out of Season Research Grant**  **2024 Application Template**    **Submit to your Research Advisor** |

1. Title of Research Proposal

Insert title of research proposal.

Panel: Choose...

1. Named Investigators

Contact Principal Investigator

|  |  |
| --- | --- |
| Honorific: | Click or tap here to enter text. |
| Name: | Click or tap here to enter PI’s name. |
| Ethnicity 1: | Choose an item. |
| Ethnicity 2: | Choose an item. |
| Ethnicity 3: | Choose an item. |
| Department/Programme: | Click or tap here to enter text. |
| School: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Early Career (Y/N): | Choose an item. |
| If Early Career, mentor: | Click or tap here to enter text. |
| Matariki Network? | Please indicate if you are working with a Matariki Network organisation. Click or tap here to enter text |

Other Principal Investigator(s), Associate Investigators

Click in row and then click + sign at end of row to add more roles

|  |  |  |  |
| --- | --- | --- | --- |
| Role (co-PI/AI) | Honorific | Name | Department/Programme/Institution |
| Choose an item. |  | Click or tap here to enter text. | Click or tap here to enter text. |
| Choose an item. |  | Click or tap here to enter text. | Click or tap here to enter text. |
| Choose an item. |  | Click or tap here to enter text. | Click or tap here to enter text. |
| Choose an item. |  | Click or tap here to enter text. | Click or tap here to enter text. |

1. Budget Summary

Cut and paste table from the UORG Summary tab

1. Summary

Click here to enter summary, 150 word maximum.

**Reasons for Out-of-Season Request:** (maximum of one page)

**Out-of-Season UORG applications must meet all the criteria of the standard UORG scheme and be assessed to be of sufficient quality to have been funded in the previous round.**

**In addition to the standard criteria an Out-of-Season UORG application must present a very strong and compelling justification which:**

* **identifies the “one-off” opportunity which will be lost if the funding is not available as soon as possible, before the beginning of the next calendar year**
* **emphasises the extraordinary reason, with respect to timing, for the request**
* **explains why the request could not have been submitted in the previous round and the urgency which prevents its being developed and submitted in the subsequent round.**

Combined sections 5 and 6 must not exceed one page (20%)

1. Background

Click or tap here to enter text.

1. Overall Aim of the Research

Click or tap here to enter text.

Combined sections 7 and 8 must not exceed two pages (30%)

1. Proposed Research

Click or tap here to enter text.

1. Timetable

Click or tap here to enter text.

1. References (maximum one page)

Click or tap here to enter text.

1. Strategic Benefit - Vision Mātauranga (maximum one page, 15%)

Click or tap here to enter text.

1. Strategic Benefit - Impact and Outputs (maximum one page, 15%)

Click or tap here to enter text.

1. Budget and Justification

### Staff

Cut and paste Indirect Staff table from UORG Summary Tab. Delete example table.



Cut and paste Direct Staff table from UORG Summary Tab. Delete example table.



Detailed explanation of roles and responsibilities of all indirect and direct staff:

Click or tap here to enter text.

### Operating Expenses

Cut and paste operating expenses table from UORG Summary Tab. Delete example table.



List operating expenses in the table below as appropriate. Descriptions and values should be entered manually. Click in row and then click + sign at end of row to add more expenses. To calculate totals, right click where total figure should be and click ‘update field.’ Mac users: control click where total figure should be and click ‘update field’.

| Operating expenses breakdown | Year 1 | Year 2 | Total |
| --- | --- | --- | --- |
| Click or tap here to enter text. | $0 | $0 | $0 |
| Click or tap here to enter text. | $0 | $0 | $0 |
| Click or tap here to enter text. | $0 | $0 | $0 |
| Click or tap here to enter text. | $0 | $0 | $0 |
| Click or tap here to enter text. | $0 | $0 | $0 |
| Click or tap here to enter text. | $0 | $0 | $0 |
| Click or tap here to enter text. | $0 | $0 | $0 |
| Click or tap here to enter text. | $0 | $0 | $0 |
| Click or tap here to enter text. | $0 | $0 | $0 |
| Click or tap here to enter text. | $0 | $0 | $0 |
| **Total** | **$0** | **$0** | **$0** |

Details and justification of all operating expenses requested:

Click or tap here to enter text.

### Subcontracting

*Cut and paste operating expenses table from UORG Summary Tab. Delete example table.*



Details and justification of subcontracting costs requested:

Click or tap here to enter text.

1. CV of Named Investigators 0.05 FTE and above on this proposal (20%)

CV must be no more than two pages for Part 1 and no more than three pages for Part 2. **Use Arial 12 point font**. Insert *all* required investigator CVs into application form. Please ensure original source formatting is kept when pasting in new CVs. *Instructions should be deleted before you submit your CV.*

**PART 1**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1a. Personal details** | | | | | | | | | |
| **Full name** | *Title* | | *First name* | | *Second name(s)* | | | *Family name* | |
| **Present position** | | | |  | | | | | |
| **Organisation/Employer** | | | |  | | | | | |
| **Contact Address** | |  | | | | | | | |
|  | | | | | | | |
|  | | | | | **Post code** | |  |
| **Work telephone** | |  | | | | **Mobile** |  | | |
| **Email** | |  | | | | | | | |
| **Personal website (if applicable)** | | http:// | | | | | | | |

|  |
| --- |
| **1b. Academic qualifications** |

Delete and start typing here. List in reverse date order. Start each qualification on a new line:

e.g. Year conferred, qualification, discipline, university/institute.

|  |
| --- |
| **1c. Professional positions held** |

Delete and start typing here. List in reverse date order. Start each position on a new line:

e.g. Year-year, job title, organisation.

|  |
| --- |
| **1d. Present research/professional speciality** |

Delete and start typing here.

|  |  |
| --- | --- |
| **1e. Total years research experience** | years |

|  |
| --- |
| **1f. Professional distinctions and memberships (including honours, prizes, scholarships, boards or governance roles, etc)** |

Delete and start typing here. List in reverse date order. Start each professional distinction on a new line:

e.g. Year / year-year, distinction.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1g. Total number of *peer reviewed* publications and patents** | Journal articles | Books, book chapters, books edited | Conference proceedings | Patents |
|  |  |  |  |

**PART 2**

|  |
| --- |
| **2a. Research publications and dissemination** |

Expand/reduce the following table as needed. List in reverse date order. **Bold** your name in lists of authors.

|  |
| --- |
| Peer-reviewed journal articles |
|  |
| Peer reviewed books, book chapters, books edited |
|  |
| Refereed conference proceedings |
|  |
| Patents |
|  |
| Other forms of dissemination (reports for clients, technical reports, popular press, etc) |
|  |

1. Other Funding
   1. Indicate if other funding has been i) received or ii) applied for, for this or a related research objective or piece of work.

*Click the plus symbol in the bottom right of each row to insert new rows*

1. Funding received

|  |  |  |  |
| --- | --- | --- | --- |
| Short title of application | Funding source & amount | Investigator(s) involved | Degree of overlap with current UORG proposal |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

1. Funding applied for

|  |  |  |  |
| --- | --- | --- | --- |
| Short title of application | Funding source & amount | Investigator(s) involved | Degree of overlap with current UORG proposal |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

* 1. List current and previous UORG funding received by **Principal Investigator** since 1 January 2015.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PI/AI name | Role in current/ previous UORG (PI or AI) | Short title of research project | Dates of UORG project | Report submitted (Y/N) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |

Signatory Page

|  |
| --- |
| Applicant |
| I confirm that:   * All information included in this application is true and correct * I am a named Principal Investigator on this application only, and a Named  Investigator on **no more than two other applications** * I will be on Research Study Leave (RSL) for a period greater than 6 weeks Choose Yes/No Dates: Click or tap here to enter text.   If **Yes**, and you applied for/received RSL funding, explain how this UORG is separate from the RSL funding.  Click or tap here to enter text.   * I will be taking Leave Without Pay for a period greater than six weeks Choose Yes/No Dates: Click or tap here to enter text.   If **Yes**, explain how the UORG research will be managed.  Click or tap here to enter text.  Name: Enter PI’s name here.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Either type your name or insert a scan of your signature  Date: Click or tap to enter a date. |

|  |
| --- |
| Head of Department /Programme/ Head of Resource Centre |
| I confirm that, should this application be approved, the basic resources required for the project will be made available at Departmental/School level. I approve the Principal Investigator’s level of research commitment and I support this application:  The applicant meets the criteria for Early Career Staff Yes/No  Name: Click or tap here to enter text.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Either type your name or insert a scan of your signature  Date: Click or tap to enter a date.  HOD/HORC additional comments:  Click or tap here to enter text. |

|  |  |
| --- | --- |
| Checklist to be Completed by PI  Failure to comply with the application formatting, as stated in the guidelines, will result in your application being withdrawn from this funding round. | 🗹 |
| Application formatting and page limits |  |
| Default margins and single line spacing unchanged |  |
| Text written in Arial 10-point type font or larger |  |
| Sections 5-6 (Background and Overall aim) combined, no longer than 1 page |  |
| Section 7 & 8 (Proposed research and Timetable) combined no longer than 2 pages |  |
| Section 9 (References) no longer than 1 page |  |
| Section 10 (Vision Mātauranga) no longer than 1 page |  |
| Section 11 (Impact and Outputs) no longer than 1 page |  |
|  |  |
| Curriculum Vitae |  |
| CVs are included for all named investigators ≥0.05 FTE |  |
| For all CVs, standard CV template rules have been adhered to (Arial 12 pt. font, part 1 is no more than 2 pages; part 2 is no more than 3 pages; only sections 1 and 2a included) |  |
|  |  |
| Signatory Page |  |
| Early Career sections in Signatory Page and Section 2 match |  |
| Completed and signed by PI and HOD |  |
|  |  |
| UORG Costing and Consents Worksheet |  |
| UORG Costing and Consents Worksheet completed, including Ethics and Consents |  |
| Numbers in UORG Costing and Consents Worksheet match those in the application |  |