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|  | University of Otago Research Grant Guidelines 2024  University of Otago Research Committee |
|  | Deadline for Submission  to Research Advisor  Midday Thursday 25th May 2023 |

Changes to 2024 UORG Funding Round Guidelines

Your attention is drawn to the following areas, but note that this is not an exhaustive list and applicants should read the guidelines and application carefully.

* Primary Purpose;
* Section 10: Strategic Benefit – Vision Mātauranga; and
* Section 11: Professional development of junior/early career researchers.

Support from Research & Enterprise

As usual, your Research Advisors are here to help. However, applicants must bear in mind that UORG is an internal funding round, for which all funds go towards enabling research at Otago with no external competition. It does not increase the amount of research funding available to the Otago research community.

The UORG funding round also overlaps with major external funding opportunities in which we compete with other universities and research providers. These tend to be more competitive, and it is imperative that the Research & Enterprise Office prioritise these to maximise *new* research resources at the University. Therefore, with limited staff capacity, unless it is negotiated otherwise in advance, UORG applications will be reviewed *once only* by Research Advisors. Please submit a full complete draft application and costing sheet, including the Vision Mātauranga section, to your Research Advisor **well before the deadline**.

Timetable

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| Midday 25th May 2023 | Final electronic application **in Word** (with HOD signature) and UORG Costing and Consents Worksheet (Excel file only, unsigned) to be submitted to your Research Advisor. |
| August 2023 | Discipline Panels meet and make provisional recommendations |
| October 2023 | Notification of results to Principal Investigator |
| 1 January 2024 | Research accounts opened once a copy of the ethical approval (where appropriate) has been received by the Research and Enterprise Office |
| 31 March 2025 | One-year grants’ accounts are closed, no further expenditure can be processed after this date for one-year grants. |
| 30 June 2025 | Project report due for one-year grants to the Research and Enterprise Office  Note: Multi-year grants have their accounts closed on the 31st March following the project’s end i.e. for a project that ends on 31st December 2025 the account will close 31st March 2026 and final reports due 30th June 2026. |

Research and Enterprise Contacts

### Research Advisors

|  |  |  |
| --- | --- | --- |
| Division of Humanities & HEDC |  |  |
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### Administrative Contact

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| --- | --- |
| University of Otago Senior Research Administrator | |
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Primary Purpose

The primary purpose of the University of Otago Research Grant (UORG) scheme is to support excellence in research and scholarship at the University of Otago. Assessment panels will prioritise funding for early career and newly appointed researchers, Māori or Pacific research or researchers, and seeding new collaborative or community engaged research activities, that will translate into the benefit of society.

To achieve the primary purpose of the UORG, panels take into consideration some or all of the following:

1. To support the development of early- and mid-career researchers, and Māori and Pacific researchers establishing themselves for future grant applications;

2. To provide funding for the initial or additional scoping or preliminary investigations of novel and innovative research, prior to approaching, or on the advice of, external funding sources;

3. To support applications that align with the University of Otago Vision 2040; and

4. To support research projects that will provide important advances to fundamental knowledge and understanding where there are limited sources of external funding.

Matariki Network

The University of Otago is a member of the international Matariki Network of Universities, comprising the University of Otago, University of Western Australia, Dartmouth College (USA), Queen’s University (Canada), Uppsala University (Sweden), University of Tubingen (Germany), Durham University (UK). This network serves to promote best practise in research and education. Funding is available by application through the Matariki Collaboration Fund to build and maintain links between the institutions in teaching and research and various communities of practise, including IT systems, research & enterprise, business, humanities, and ethics. The University of Otago Research Committee wishes to measure the scale of active and proposed Matariki Network research collaborations through the UORG process, where applications involving Matariki partners will be recorded.

Eligibility

Staff Eligibility (see also Diagrams 1 & 2)

To be eligible as a Principal Investigator (PI, **Note:** *this includes co-PIs*) for a UORG the University of Otago staff member must:

either

* Hold a teaching and research position which is funded fully or partly (at least 0.2 FTE) from the University block grant, whose appointment in such a role at the University of Otago is **at least two consecutive years** and includes the full term of the proposed project.

or

* Be appointed to a research-only position (Research Fellow or above) at an average of **at least 0.5 FTE for two consecutive years**, including confirmed funding for the full term of the proposed project. **Note:** PIs eligible under this criterion with at least 0.5 FTE at the time of the UORG application and during the full term of the proposed project, may apply for their own salary up to an additional 0.2 FTE.

*Note*

* ***The current application is not “confirmed funding”.***

In addition to the above:

Stand Down Periods

* PIs who qualify for Early or Mid Career status must have a one year break after holding two consecutive UORGs (regardless of the duration of the UORG).
* PIs who do not qualify for EMCR status must take a two year break after holding two consecutive UORGs (regardless of the duration of the UORG).
* Postdoctoral Fellows and Scientific Officers are not eligible to be PIs on UORGs.

In determining eligibility, periods of parental leave or other circumstances will be considered on a case-by-case basis. Any queries regarding eligibility should be directed to your Research Advisor before submission.

The Principal Investigator is required to make a time commitment on the application of at least 0.10 FTE per annum.

Early and Mid-Career (EMCR) Staff

Special consideration is given in the assessment of proposals from EMCR PIs. The definition of an EMCR PI is one whose first appointment to the equivalent of a PBRF eligible position at **any university or research institute** (NZ or International) was after 1 July 2013. Time spent in non-research related activity is excluded from the yearly count of research experience.

Primary care givers are allowed an extra two years per dependent child born after completion of your PhD to be added to the eligibility calculation i.e. if the applicant was primary care-giver for one child the definition would change to when their first PBRF-eligible position was after 1 July 2011, for two 1st July 2009 etc. This extension of two years per dependent child is inclusive of any periods of parental leave.

A primary caregiver is defined as:

* A female who is pregnant or has given birth to a child (i.e. the biological mother); or
* The spouse or partner of the biological mother, if the spouse or partner becomes the person with primary responsibility for the care, development and upbringing of the child; or
* A person who takes on the permanent primary responsibility for the care, development and upbringing of a child under the age of six years who is not their biological child (this includes formal adoption, [whāngai adoption](https://www.cab.org.nz/article/KB00000551" \t "_blank), [Permanent Care](https://www.orangatamariki.govt.nz/caregiving/types-of-caregiving/) for Oranga Tamariki (previously known as Home for Life carers), and grandparents caring for their grandchildren - but not foster parents or respite carers).

Eligibility as an EMCR PI is *in addition to* the Staff Eligibility criteria above.

Applicants may apply as EMCR Principal Investigators, even if they have been previously awarded a UORG grant and provided they still meet the EMCR definition at the submission deadline date.

Early Career Principal Investigators (those whose first PBRF-eligible appointment was between 1st July 2013 and 30th June 2018, excluding any extension due to dependent children) should work with a mentor. The Mentor’s name should be recorded on the application form.

Annual Reporting Requirements

All grant recipients, including those who have been awarded two-year grants, are required to submit an electronic report to the Research and Enterprise Office on the use of the grant no later than 30 June of the year following the start of the grant. E.g., for 2024 single year UORGs, a final report must be submitted by 30 June 2025. For a 2 year UORG an interim report would be required by that date. Download the report template from [www.otago.ac.nz/research/forms/](http://www.otago.ac.nz/research/forms/). A reminder will be sent to all grant recipients. **Failure to submit a report (whether interim or final) will exclude your future applications from consideration.**

Research and Study Leave, Retirement, Leave Without Pay, Resignation

The staff member should not plan to retire or resign during the year for which the funding is sought. If RSL is planned, the applicant must explain how the funding for the proposed research is distinct from any Departmental/Programme/School, Divisional or external funds that have been received or will be applied for, for RSL. If leave without pay is planned, the applicant must indicate how the research will be managed.

Eligibility Flowcharts

Diagram 1: Am I Eligible to Apply as PI on a 2024 UORG?



Diagram 2: I am Eligible, but am I Early and Mid-Career?



Note: When calculating EMCR eligibility do not forget to factor if you are the primary care giver for children. Details for this calculation are given on page 12.

Number of Applications

Only **one** application will be accepted from any eligible staff member as the Principal Investigator and no more than **two** other applications as an Associate Investigator (AI).

Any researcher who is not a Principal Investigator on an application in this round may be an Associate Investigator on a maximum of three applications.

Applicants may apply for **either** a University of Otago Research Grant or a University of Otago Prestigious Writing Grant (UOPWG) but not both grants in any one year. For details about the UOPWG, see: [www.otago.ac.nz/research/forms/UORG\_University\_of\_Otago\_Research\_Grants/](http://www.otago.ac.nz/research/forms/UORG_University_of_Otago_Research_Grants/))

Length of Grants

Applications for projects up to two years duration are welcomed. The proposal must outline the work that will be completed in each year. The rigour of scrutiny increases proportionately to the proposed size of the grant, so the longer the proposed term and the greater the costs, the greater the depth of assessment by the Panel.

Funded UORGs commence on 1st January and end 31st December.

Research Eligibility

The project **should be distinct** from the applicant’s research projects already funded by external research agencies or internal sources (e.g., Departmental/Programme/School or Divisional). *UORG funding does not cover shortfalls in external funding*. There may be instances when there is a strong justification for supplementary UORG funding, such as when early career or new staff are establishing a research platform or research facility or if industry co-funding is available. In such cases, the applicant must provide a justification for why the supplementary funding is required (including evidence of any industry support/leverage) and explain how the requested UORG funding would be used to supplement other funding.

**A UORG is intended to support the applicant’s own research project**. Although graduate students may contribute to the research project (for example being employed on the project), the achievement of the project should not depend on the efforts of graduate students whose own research is expected to be supported through the teaching Divisions. **A PhD or Masters student’s research must not depend on this UORG project**. The only exception to this rule is that an eligible staff member who is undertaking PhD study may apply for UORG funding to support their PhD project.

Financial Limitations

The minimum limit for applications for UORGs is $2,500. For two-year applications, at least one of the years must meet the minimum requirement. Requests below the minimum limit will not be considered by the Research Committee.

In the 2023 Round, Research Committee distributed grants ranging from $8,987 to $79,134. The average size of grant was $41,065.

Applications requesting over $80,000 per annum will not be funded in full. Two-year UORGs may apply for up to $80,000 in funding for each year.

The amount of funding for each panel will be determined by the proportion of funding requested.

Assessment

Assessment Panels

Applications will be assessed by eight discipline panels as below.

Each panel will be chaired by a nominee of the Research Committee. The discipline panels will provide the Research Committee with a ranked list from which awards (allocated on a merit basis) will be made.

Applicants should complete the application and nominate a **single** discipline panel. Some subjects appear in more than one panel – the applicant needs to choose the best fit, based on the proposed project, not the Department/Programme/School where the work will be done. If additional expertise is required to assess the application, this will be sought by the Panel Chair during the assessment process.

Panel Chairs may, if they consider it necessary, refer an application to a panel different from that nominated by the applicant if the Chair believes that the nominated panel lacks the expertise to assess the application.

Assessment Panel Descriptions

Business, Economics and Innovation (BEI)

Research related to commercial activity, consumption and the economy.

Subject areas include economics; finance, accounting, tourism, business studies; commerce; management studies; marketing, commercialisation, consumer psychology.

Clinical and Public Health (CPH)

Research related to individual and community health, its determinants, and health policy and systems.

Subject areas include ethics, medicine; marketing; nursing; public health; physiotherapy; occupational therapy; surgical science; psychological medicine; medical/health policy; pharmacy; primary health; general practice; preventive and social medicine; physical education; human nutrition; pathology; anatomy.

Human and Biomedical Sciences (HBS)

Research related to human health and disease.

Subject areas include physiology; pathology; pharmacology; pharmacy; molecular biology; genetics; cell biology; biochemistry; microbiology; anatomy; neurobiology (including animals as a model species for humans); human genomics and related bioinformatics; physical education.

Humanities (HUM)

Research related to human society, its origins, development, and culture.

Subject areas include: English; languages; history; religion; philosophy; law; classics; linguistics; literature; cultural studies; media studies; art history; film; peace and conflict studies; Māori studies; indigenous studies; political studies; education.

Life Sciences (LIF)

Research related to understanding the processes that occur within and among biological cells and tissues, the study of whole organisms, and interactions between organisms and the environments they inhabit.

Subject areas include: biochemistry; pharmacology & toxicology; zoology; microbiology and immunology; anatomy; marine science; environmental genomics; pathology; chemistry; botany; food science.

Mathematical and Information Sciences (MIS)

Research related to the study of abstract entities, models, reasoning and computation.

Subject areas include pure mathematics; applied mathematics; statistics; operations research; logic; computer science; information systems; information science; software engineering.

Physical, Earth and Biochemical Sciences (PEB)

Research related to the physical environment.

Subject areas include: geology; biochemistry; chemistry; physical geography; marine science; surveying; physics.

Social, Human and Behavioural Sciences (SHB)

Research related to social behaviour (individual or community), its origins, development, organisation and institutions.

Subject areas include community and health psychology; social, cultural and human geography; bioarcheology; social anthropology; psychology (social, personality, cognitive, neuro); education.

Assessment Criteria

The panel will consider:

* The quality and clarity of the research proposal
* The novelty and innovation of the research
* The national or international significance and relevance of the research, including Vision Mātauranga

Applications will be assessed on the following criteria (with weightings as indicated):

1. Background, Overall aim of the research 20%
2. Proposed research, Timetable 30%
3. Strategic Benefit - Vision Mātauranga 15%
4. Strategic Benefit - Impact and outputs 15%
5. Track Record (CVs and Other funding) 20%

During assessment, applications will be graded on each criterion on a scale from A+ to D, considering the merit or compelling nature of the justification and the clarity of the information provided.

The Application Form

General Information

1. **Use language that a well-informed reader who is a non-specialist in the field will comprehend**. Applications modified from applications submitted to external granting agencies (e.g., Marsden, HRC, MBIE) will normally need rewording for non-specialists.
2. **Do not change the default margins, single line spacing, or type font and size** (Arial 12-point type font for CV component).
3. Microsoft Office 2016 or later must be used for these forms.
4. The application is fully self-supporting. No other documents are to be included, except for quotations for user-charges for equipment (where applicable).
5. A signed electronic copy of the application and the Excel file of the completed UORG Costing and Consents Worksheet (CCW) must be submitted to your Research Advisor by the due date. The HOD signature on the application indicates acceptance of the budget, *so the Costing and Consents Worksheet does not require signatures*.
6. Research Advisors can assist with application advice, but it is the applicant’s responsibility to ensure that all sections are completed correctly. Care should be taken to ensure that **budgets are accurate** and that EMCR applicants **meet the criteria**. A Head of Department/Resource Centre **must** approve the application prior to the due date.
7. Any application that does not comply with the stated page limits, font sizes/styles, margins, spacing around headings and subheadings, and NZ RS&T CV template will be withdrawn from the funding round.
8. **Consultation with the University of Otago Ngāi Tahu Research Consultation Committee** should be undertaken as part of the standard University process. Please refer to ‘Research consultation with Māori’ on the University website: [www.otago.ac.nz/research/maoriconsultation/](https://www.otago.ac.nz/research/maoriconsultation/)

**Note:** Staff from University of Otago Christchurch should follow this link: [www.otago.ac.nz/christchurch/research/researchoffice/maoriconsultation/index.html](https://www.otago.ac.nz/christchurch/research/researchoffice/maoriconsultation/index.html) and undertake their consultation through Linda Lee (Māori Research Advisor, UOC).

1. **A copy of any required ethics approvals** or any other regulatory approvals required by the project must be forwarded to the Research and Enterprise office before the account can be opened.

Please contact your Research Advisor (see page 5) if you have any problems or queries.

Section Guidelines

The overall goal of the panel will be to assess whether the objectives address the research question and can be achieved over the time period of the research project.

Section 3: Budget Summary

After completing the CCW, from the **UORG Summary** tab of the CCW, copy and paste the ‘Total Amounts Requested’ table into the **front page** of the application form.

Section 4: Summary

Provide a summary up to 150 words, for a general academic audience, who will not be specialists in your area.

Sections 5 and 6: Background and Overall Aim of the Research (20%)

**Maximum combined length of Sections 5 and 6 must not exceed one page.**

The goal for these sections is to write a concise explanation of **why** you are undertaking this project and the aims of this proposal.

1. State a research question, hypothesis or any appropriate alternative that captures the *central problem addressed by the research*. Explain why the research question or hypothesis is original, insightful, rigorous, has national or international significance.
2. Explain the relationship between the research question and the background research literature.
3. Explain how the research question or hypothesis is a key link, process or direction in achieving the overall aims of the research proposal.

Sections 7 and 8: Proposed Research and Timetable (30%)

**Maximum combined length of Sections 7 and 8 must not exceed two pages.**

1. Describe your research design and methods giving details of how you intend to carry out the proposal, including statistical analysis (if applicable).
2. Explain why your chosen research design and methodology is the most appropriate for the proposal. You might discuss aspects such as alternate design theories, methodologies, value for money, techniques, practices or processes and whether your approach is consistent with, advances, or revises these approaches.
3. Provide evidence that the resources (such as time, specialised assistance, access to equipment) are available.
4. Show evidence of forward planning by including a description of any key activities, collaborations, processes, advice/consultation – including Māori consultation – that have already occurred prior to the proposal.
5. Provide a timetable of key activities, identifying who and what will be involved in each phase.

Section 9: References

**Maximum one page**

Use the standard referencing method for your discipline area. If references are multi-authored, there is discretion to limit the author list to a more convenient number to fit space limitations.

**Section 10: Strategic Benefit - Vision Mātauranga (VM, 15%)**

***Maximum one page***

**Introduction**

The University of Otago maintains a commitment to the Treaty of Waitangi. In particular the University is required to participate to an education system which honours Te Tiriti o Waitangi and supports the Crown-Māori relationship (Education Act 2020).

* How could your research contribute to an education system which honours Te Tiriti and supports the Crown-Māori relationship?

The University is also committed to fostering academic freedom and autonomy, **within the law**, while balanced against the **highest ethical standards** (Education Act 2020).

Where the research theme or domain may not be covered by the current ethics processes of the University, the highest ethical standards rule still applies to all research. University expectation is that researchers will strive for the highest ethical standards applicable to professional conduct and academic practice.

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| ***Please note: The University will be implementing a new process where it requires all research ideas to provide a Māori Research Plan. This will not be in place for the 2024 round, but applicants should be aware that it will be required for subsequent rounds.*** |

**The government Vision Mātauranga Policy**

In the Research Division, and in UORG grants in particular, part of our commitment takes the form of a Vision Mātauranga (VM) statement. It is noted in the Ministry of Business, Innovation and Employment Vision Matauranga Policy that “all research is relevant to Māori.”

In the Ministry of Business, Innovation, and Employment’s words VM exists to:

* To use the science and innovation system to help unlock the potential of Māori knowledge, people and resources for the benefit of New Zealand.
* To recognise Māori as important partners in science and innovation; both as inter-generational guardians of significant natural resources and indigenous knowledge, and owners and managers of commercial assets.
* To build the capability of Māori individuals, businesses, incorporations, rūnanga, trusts, iwi, hapū, and marae to engage with science and innovation.
* To maximise the quality of the relationship between Māori and the Crown through science and innovation through the Treaty of Waitangi.

There are four themes within the VM policy, these are:

* Indigenous Innovation, which involves contributing to economic growth through distinctive research and development;

• Taiao, which is concerned with achieving environmental sustainability through iwi and hapū relationships with land and sea;

• Hauora/Oranga, which centres around improving health and social wellbeing; and

• Mātauranga, which involves exploring indigenous knowledge.

Research relevance to Māori will vary and not all research will need to involve engagement with Māori communities. In all instances and where you have decided your research is of low or limited relevance to Māori, you should describe how you have considered how your research could be of relevance to Māori. We also recommend seeking advice.

In all applications, VM is relevant. For example, where a research project is relevant to the general population of New Zealand, it is also relevant to Māori. Or application utilises a kaupapa Māori methodology or Mātauranga Māori (Māori knowledge systems), even in a minor way, or involves Māori as researchers, participants, or subjects then it might be highly relevant. The application will require a VM statement. It will also require a VM statement if the research is relevant to outcomes for Māori or to their collective aspirations.

In articulating VM relevance, researchers may find it useful to consider the following questions adapted from the Royal Society guidelines:

* **Does / how could the research *involve or affect* Māori?**
  + Involve could mean that Māori people, data, information or narratives important of effecting Māori, whether individually or collectively, participate in the research’s design or undertaking;
  + Involve a research theme or domain important to Māori (eg: Māori land, ethics, philosophy, climate change, NZ fauna and flora, natural resource management, human health, NZ society, history, economics, development, law, sustainability, business, ecology).
  + Involve Māori staff or researchers.
  + That the research utilises mātauranga Māori, usually in a minor way, in its design and undertaking; or
  + That the research contributes to or is expected to contribute to Māori (iwi/hapū/whānau/etc) aspirations and outcomes.
  + Utilise comparative measures involving or effecting Māori or Māori information.
  + Utilises, involves or might affect taoka / taonga or data rendered from taoka / taonga.
  + Utilises, involves or might affect environment, economy and / or the society of Aotearoa New Zealand.
* **Is or how could the research become *specifically relevant* to Māori?** 
  + Specific relevance is often self-evident, but for the purposes of this exercise it can include research that utilises mātauranga Māori, usually in a more than minor way, in the design and undertaking; or
  + Research that identifies, contributes to, often in a direct way, Māori aspirations and outcomes.
  + Utilise comparative measures involving or effecting Māori or Māori information.
* **Does or how could the research *centre* Māori?** 
  + Research that centres Māori can include research that is Māori-led;
  + That utilises Mātauranga Māori in a major way (for example, in the method, models, frameworks, tools, etc);
  + That consults or collaborates with Māori, usually collectively (e.g. iwi) but can also individually (e.g. Māori researchers);
  + That directly identifies, effects or contributes to Māori aspirations and outcomes.
  + Utilises, involves or might effect taoka / taonga or data rendered from taoka / taonga.
  + Utilises, involves or might effect environment, economy and / or the society of Aotearoa New Zealand.

The last category where VM applies might involve **kaupapa Māori research** (KMR). If you are conducting KMR it will be self-evident that VM applies.

It is important to note that giving effect (by way of implementation throughout the research life cycle) to VM is an active obligation. For example, where a geographer proposes to model coastal inundation in Otago in 2050, and expects to find Ngāi Tahu Marae are at greater risk of inundation, giving effect to VM could mean taking the following minimum steps: consulting with the relevant Marae committees and explaining the research; inviting those committees to participate in the research and creating formal mechanisms to allow that (e.g. a co-governance board); and undertaking to consult with the committees in the publication and distribution of results.

**Researcher relationships with Māori**

Where research warrants Māori involvement, input, advice or engagement researchers should have readily available relationships with Māori researchers or community organisations. Expectation is that Māori will be provided adequate time (from their perspective) to participate and respond fully. Research should provide opportunities for engagement, participation, contribution and benefit – as a minimum.

**What if research is of low or limited relevance to Māori?**

If none of these categories apply to your research, you may consider that VM may be of low relevance. Research can be more relevant to Māori in most instances. It commits to, for example, training mentored Māori researchers (e.g. postdocs), even where the research is not specifically relevant to Māori.

In the event that VM is still not considered very relevant applicants should provide a detailed rationale for this assumption explaining why and how they came to that conclusion.

For those cases where **VM remains of limited or low relevance**, we would like to see researchers explain how their research:

* Is low or limited relevance to Māori.
* Involves no mātauranga Māori;
* does not involve Māori in the research design or undertaking (e.g. they do not sit on any research management/advisory/governance panels);
* is not inclusive of Māori land, institutions, or aspirations and outcomes and nor are these the subject of any component of the research;
* the work is unlikely to be of greater direct relevance to Māori than members of any other group.

**Do clinical applications require a VM statement?**

Yes. Given that applications primarily or partially involving clinical work may include the participation of Māori as subjects or participants, a VM statement is required.

In applications involving clinical work and Māori the applicant must formulate, in consultation with Māori colleagues or partners, a cultural safety plan that includes – at a minimum – mechanisms for protecting Māori participants and their data and a plan for training members of the research team in cultural safety.

Clinical applicants may wish to consult the Health Research Council’s Māori Health Advancement Strategy.

**Research domains particularly important to Māori**

The following domains are a list which are considered by the University to be important to Māori communities, it is not exhaustive. Nor do these domains sit in isolation from each other. A preferred approach is for increasingly investigation from a Te Ao Māori lens, in a multidisciplinary approach which maintains wholistic and its distinct character from that of western science.

* Holistic wellbeing
* De-colonisation of identity, data, economy, mātauraka Māori
* Environmental Planning
* Māori land
* Housing
* Psychology of colonisation – decolonisation
* Ethics – Artificial Intelligence, native fauna, flora and Māori comparative research
* Human rights and development rights
* Philosophy of science and tikaka
* Climate change
* NZ fauna and flora (endemic or otherwise found in NZ)
* Natural resource management
* Human health
* NZ society
* NZ History / Indigenous history
* Economics
* Business tool development
* Law
* Sustainability
* Ecology

For further information, the following links may be helpful:

<https://www.mbie.govt.nz/science-and-technology/science-and-innovation/agencies-policies-and-budget-initiatives/vision-matauranga-policy/>

<https://www.mbie.govt.nz/assets/9916d28d7b/vision-matauranga-booklet.pdf>

<https://royalsociety.org.nz/assets/Uploads/2018-MFCA-Guidelines-for-Applicants.pdf>

<http://www.hrc.govt.nz/news-and-publications/publications/te-ara-tika-guidelines-m%C4%81ori-research-ethics-framework-researcher>

<https://gateway.hrc.govt.nz/funding/downloads/HRC_Maori_Health_Advancement_Guidelines.pdf>

<https://www.sftichallenge.govt.nz/vision-matauranga>

<https://vimeo.com/488338682>

Section 11: Strategic Benefit – Impact and Outputs (15%)

**Maximum one page.**

Impact and Outputs:

*Research impact* is the demonstrable contribution that research makes to the economy, society, environment and/or culture beyond the contribution to academic research. The uptake and utilisation of research findings by policy makers, academia, industry or society is a key component of impact and should be explained in your application.

*Research outputs* are the products of your research and may include journal articles, books, data sets, creative works, training materials, public talks, videos, podcasts, and software. Your application should outline the outputs expected to come from this research project.

The goal for these sections is to write a concise explanation of what you hope to achieve (in the short, medium, and long term) and what sort of outputs you are expecting to come from this research project.

1. Describe the impact (short term and long term) that will result from this proposal and the local, national, international impact and/or benefits of the research. These might be scholarly, scientific, technological, commercial, or policy-related. For example:

* Better meeting the needs of end-users/audiences (cultural, business, social, educational, policy, health etc.), whether as a direct user of your research or as developers or intermediaries who might take your research further.
* Changing your research trajectory to a strategically aligned new direction to take advantage of the opportunities in this new area.
* Working towards commercialisation of your research by developing intellectual property and/or marketable products or processes.
* Seeking funding from external organisations by piloting new methodologies; gathering additional data; developing new or strengthening research relationships, such as with government, business or community groups; validating a process or approach; better meeting the expectations of an external funder after advice.
* Developing or strengthening an inter/intra-disciplinary and/or trans-organisational research profile in an area of national/international significance by undertaking a coherent set of aligned research investigations.
* Indicate how the project will contribute to the professional development of junior and early career researchers.

1. Describe the intended outputs of your research (e.g. publication, report, process, performance etc.) and where you intend to publish or disseminate your findings.

Section 12: Budget and Justification

UORGs support direct costs only. Overheads, academic (indirect staff) salaries and salary-related costs are not included. Direct staff (e.g. Research-only staff members, research assistants) are eligible costs.

The final electronic Excel version of the completed UORG Costing and Consents Worksheet (CCW), matching the application, must be forwarded to your Research Advisor along with the electronic copy of the signed application by the deadline.

After completing the CCW, from the **UORG Summary** tab:

* Copy and paste the Total Amounts Requested table to Section 3 of the application form.
* Copy and paste the Indirect Staff tab and the Direct Staff tab to Section 12 of the application form.
* Copy and paste the Operating Expenses tab to Section 12 of the application form.
* Then populate the justification sections for both Staff and Operating Expenses in Section 12 of the UORG application form.

In all cases, tasks and funding of all staff (indirect and direct) and requests for operating expenses must be fully justified and explained. *Note: The level of financial support will be influenced by your budget justification.*

**No expenditure from a grant will be possible before 1 January 2024**. A single year UORG is funded from 1 January 2024 to 31 December 2024. For two-year funded projects, the project end date will be 31 December 2025.

**No extensions** will be available without formal prior approval.

Staffing and Salaries

Research-only Staff Principal Investigators:

Research-only staff Principal Investigators funded at less than 1.0 FTE, but at least 0.5 FTE at the time of their UORG application and during the term of the UORG, may apply for their own salary up to an additional 0.2 FTE.

The FTE total of any research-only staff member **should not exceed 1.0 FTE across all applications**, including external research that is already contracted during the period of the UORG.

Salary costs:

* Use the projected salary rates from the drop-down Grade and Salary boxes in the CCW Staff pages.
* 2024 salary rates are to be used for year one and 2025 projected salaries for year two, if applicable. Applicants must factor in increases due to increments and promotions.
* **Include salary-related costs** (i.e. ACC and superannuation) for each direct salary in the application (i.e. University policy for every research funding application).

Appointing staff:

**Undertakings to staff should not be made until a grant is awarded**. Contact the Human Resources Division before advertising for and appointing staff to confirm employment and other details.

**Appointment of staff** (both named and unnamed in the application) must be made within two months of the proposed appointment date or by 31 March 2024 if no appointment date is noted. If the requested staff position has not been filled, notify the Research and Enterprise Office. Failure to secure the services of suitably-qualified personnel may render the grant inoperable.

**Postdoctoral researchers** funded at less than 1.0 FTE may be funded by a UORG up to 0.5 FTE, provided the UORG does not conflict with any other contractual requirements. *Note: the total commitments of a postdoctoral researcher must not be more than 1.0 FTE*.

**Postgraduate student stipends** cannot be funded by the UORG.

Operating Expenses

* Consumables and equipment should be listed individually in the table and fully justified. A listing in itself does not constitute a justification.
* **User-charges for equipment** must be carefully justified and detailed, and accompanied by a written quotation from the Administrator of the Department/Programme/School in which the equipment is housed.
* **Equipment and library materials** purchased via UORGs become the property of the University.
* **Publishing costs** must be fully justified and include a timeframe indicating when and where publishing is intended. The assessment panel will consider these requests with reference to the costs usually experienced with publishing in that discipline. Funding is capped at $2,000 per UORG application. Applicants should consider the University of Otago Open Access Policy when determining where and how to publish their findings (<https://www.otago.ac.nz/administration/policies/otago664881.html>).
* Requests for funding of **specialised equipment** (including computers and software) may be put forward only if the item:
* Would not normally be expected to be available in a Department/Programme/School; and
* Is essential to the project because of its specialised research nature; and
* Is fully justified, including why is cannot be purchased through normal Department or School processes.
* Orders for **capital equipment** (other than computers) should be placed only after consultation with staff of the Procurement Office, Financial Services Division.
* **Travel, accommodation, and sustenance expenses** will be funded only where the research **cannot be undertaken or completed** without the requested travel.

Regardless of travel type, **all travel requests must be fully justified**.

There are three types of travel that might be funded:

1. Travel to *access specific physical locations* such as archives or special collections not available through electronic or published means, archaeological or field sites, or, in limited cases, specialised equipment that requires the PI to operate it. Access to the site may, at times, require the PI to pay travel expenses for non-research personnel.
2. Travel to *access individuals or groups in specific locations*, such as community focus group or clinical research participants, where other means, such as phone, skype or electronic communication are inappropriate to either the subject group or the methodology. Access to the individual or group may, at times, require personnel to accompany the PI.
3. Travel to *access a specific named research collaborator* who needs to be physically present to undertake the project. This might require the PI to travel to the collaborator or vice versa. The *collaborator should be a co-PI or AI* on the project.

[**Note:** such travel is to *undertake the research itself* as opposed to planning research or accessing a particular skill or technique, which may form an indirect element of the project but should not be the focus].

Applicants are expected to address the following points (as applicable):

1. Applicants should provide detailed explanations for travel which should align to the Proposed Research and Timetable in sections 7 and 8.
2. Travel requests to *museums, libraries and archival* sites should include a detailed estimate of the volume of information needed and the time required to do this.
3. If use is to be made of *University pool vehicles*, then calculations should be as set by the Department or Division. The University Policy is to use *rental vehicles*. Where use of a personal vehicle is unavoidable, an explanation should be made and claims should be made at the standard University rate.
4. Use of *helicopters, boats, or other unusual travel* must be clearly detailed and justified. Additionally, where Departments/Programmes/Schools regularly use such travel, explain whether economies might be made (e.g. by joining other already planned expeditions or voyages).
5. Where access to a site, object or people requires *travel funding in an overseas country for a non-researcher* to accompany the PI, explain the access requirements of the research, the specific role of the person within the research (i.e., why that person *must* accompany the PI), and whether other funding avenues for the person have been explored.
6. Where travel funding is sought for as research collaborator who is either from NZ or overseas, explain why other funding sources, such as William Evans Fellowships, external international travel funding or conference travel to meet colleagues has not been sought. There should also be an explanation about the *collaborator’s own efforts* to secure funding/resources for the travel component of the research (e.g., what is the co-funding).

**Note:** UORGs do not fund travel or other expenses for collaborators to travel to the Antarctic.

1. Requests for accommodation and sustenance should be based on actual and reasonable rates but may not exceed the University guidelines: [www.otago.ac.nz/administration/policies/otago025562.html](https://www.otago.ac.nz/administration/policies/otago025562.html)
2. All travel should we well justified and take into account the University’s travel and sustainability policies.

**Research-related travel between the Dunedin, Christchurch and Wellington campuses:** Applicants should consider the use of the University’s videoconferencing facilities for meetings, instead of travel, in order to reduce costs.

**University of Otago travel insurance for University research personnel** should be included in the budget at the current rate.

**Only University of Otago employees on the grant** are eligible to receive travel, accommodation or sustenance payments except as noted above in 5 and 6.

Compensation of research participants:

Some research requires participants to be compensated for the reasonable and/or actual costs associated with taking part in research. Typical compensation includes travel and food vouchers. In some, **very limited cases**, employers may require some form of employment compensation – in whole, part or in addition – so that a participant may take part in the research. In all cases, the compensation should be commensurate with the standards established within the discipline area. Applicants should be clear about the need to either ‘release’ participants from their employment or why additional compensation is required. All such requests will be carefully scrutinised by the panel.

Koha:

Finance maintains its own policy for determining when paying or imparting a koha is relevant.

Research and Enterprise recommends that, where relevant, panels and researchers consult this policy:

<https://www.otago.ac.nz/administration/policies/otago003233.html>

But, for the purposes of UORGs, additional guidelines may assist.

* The University defines koha as a “present, gift, parting or final instruction”;

as a general rule, it is appropriate to koha for hospitality received or where an acknowledgement is due. For example, hospitality received includes when a researcher is hosted on a Marae or in a Māori community setting of any kind. Where an acknowledgement is due includes at a tangihanga (funeral) or where a Māori cultural service has been rendered. Cultural service can include where a kaumatua (a person of status) has conducted a mihi whakatau (welcome) on behalf of a researcher or related group;

* In most circumstances koha should take the form of cash. Travel vouchers and other reimbursements may be appropriate where the koha is to acknowledge a particular service – for example, travelling to conduct a mihi whakatau – but even then cash that adequately covers the travel and then some (for example, enough also to cover the time given) is considered more appropriate.

There are also cases where a koha is not appropriate. For example, where a research service is rendered the researcher should be paid a salary, wage, or contractual payment. Māori researchers who are involved in a research project – whether named participants or simply consultants – are being paid for their intellectual and professional contribution.

There will also be cases where a researcher may wish to koha in their personal capacity rather than a University capacity. This type of koha will usually occur to acknowledge the development of a relationship above and beyond the University or the particular research project.

For more information please consult the University’s koha policy: [Koha Payments Policy and Procedure, Policies and regulations, University of Otago, New Zealand](https://www.otago.ac.nz/administration/policies/otago003233.html)

**Subcontracting**

Subcontracting is permitted for payment of services or operating expenses where the work can’t be carried out within the University. Salaries for non-University staff will not be covered, except in exceptional circumstances as described in Compensation above.

Items not normally funded:

* Travel to conferences
* Miscellaneous items of stationery, printer paper, postage and courier, and general photocopying[[1]](#footnote-2)
* General reusable laboratory consumables, e.g. glassware, safety glasses
* General computer storage (e.g. external hard drives, flash drives, cloud storage, software, and license fees)
* Computers, including laptops, for routine data analysis and word processing. [[2]](#footnote-3)
* Digital cameras and audio recorders.
* Any other expenses normally paid for by Department/ Programme/ School funds
* Travel and other expenses to fund overseas researchers visiting NZ or a researcher located outside NZ except in circumstances as described in Travel above.
* Salaries for non-University staff except in circumstances as described in Compensation above.

Sections 13 and 14: Track Record (CVs and Other funding) (20%)

Each researcher’s track record (CV) and their capability and skills to complete the project will be assessed.

CV:

Use the standard NZ Research Science and Technology CV template, retaining the default settings (i.e. in Arial 12 font), for **each of the named investigators** (other than technical assistants) who is **contributing 0.05 FTE or more to this project**. You may name collaborators within the body of the proposal, however their CVs are not required. **Complete Part 1 and Part 2a only of the CV template only**.

In Section 1f, include graduate student supervision, grants awarded, research community service and so on.

In Section 1g, please clearly indicate the numbers of books, book chapters, books edited in the order listed in the box header, e.g. 7/5/16 or 7-5-16 representing 7 books, 5 book chapters and 16 books edited. Do not give one total figure, e.g. ‘28’.

Other funding:

For PIs:

* List all current internal and external funding received that is related to this proposal, and note the degree of overlap where applicable.
* List all internal and external funding applied for that is related to this proposal, and note the degree of overlap where applicable.   
  **Note:** it is expected that where applicants are successful in being awarded alternative funding, UORG funding will be returned.

Signatory Page

RSL/Leave Without Pay

* PI to indicate if they will be on Research Study Leave or Leave Without Pay for a period longer than six weeks.
* If the PI will be on RSL, briefly explain the difference between funding sought for this proposal and any funding made available through Department, Division or external sources.
* If the PI will be on Leave Without Pay, indicated the dates and how the research will be managed.

Signatures

All signatures are to be electronic. To sign the application, names can be either typed or scanned signatures inserted.

The Signatory Page must be signed by the PI to acknowledge that all information in the application and Costing and Consents Worksheet is true and correct.

The application must also be signed by the Head of Department (or Head of School for the Humanities Division only, or Head of Resource Centre) to acknowledge that, should the application be approved, the basic resources will be made available. The HOD must also confirm whether the applicant meets the EMCR criteria. The HOD must also indicate if they are aware of any conflict of interest relating to this application or any other pertinent information that should be brought to the attention of the assessment panel.

Where the HOD is the applicant, the appropriate Dean/PVC should sign the application.

Antarctic Research

Special consideration will be given to Antarctic research. The Physical, Earth and Biochemical Sciences panel (or any other appropriate assessment panel) has the authority to commit funds forward under this scheme.

* Where a project requires Antarctica NZ logistics support and the UORG funding, an application may be made 18 months in advance of the Antarctic fieldwork (e.g., in the current 2024 round, to be considered for funding for the period 1 January 2025 – 31 March 2026).
* For research done in later years, the projected salary scales for the appropriate years should be used.
* The start and end dates of the research programme should be clearly identified in the application.
* All other UORG guidelines and conditions will apply.
* Release of funds will be contingent on the research group gaining the relevant associated logistics support from Antarctica NZ.
* **Note:** UORGs *do not* fund travel or other expenses for collaborators to travel to the Antarctic.

Out-of-Season Applications

Occasionally exceptional requests for research funding may be considered at times outside the normal annual application round. Applicants should contact their Research Advisor to confirm whether a proposal meets Out-of-Season eligibility before applying.

Out-of-Season UORG applications must meet all the criteria of the standard UORG scheme and be of sufficient quality to have been funded in the previous round. An application will only be accepted if there are exceptional and/or unforeseen reasons. In exceptional circumstances, funding may be made available to PIs who are within their stand down period. In these circumstances, the PI will serve their stand down the following year.

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 research opportunity which will be lost if the funding is not available before the beginning of the next calendar year
* Emphasises the extraordinary reason, with respect to timing, for the request, and
* Explains why the request could not have been submitted in the previous round and the urgency that prevents it being developed and submitted in the subsequent round.

Out-of-Season applications should be sent to the Research and Enterprise Office on the special “Out-of-Season UORG” application form endorsed by the Head of Department or Resource Centre. Applications must reach the Research and Enterprise Office **10 days** prior to the Research Committee meetings.

1. Where large surveys form part of the research proposal, for example, printing and postage costs may be requested. This needs to be fully justified and items costed in detail. [↑](#footnote-ref-2)
2. These are considered to be standard departmental items. [↑](#footnote-ref-3)