

Health Sciences Career Development Programme

2024 Māori Early Career Fellowship

Guidelines for Applicants



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Objectives

These Fellowships are intended to support and develop Māori doctoral graduates to undertake a research fellowship in a department within the Division of Health Sciences. The purpose of the Fellowship is to provide support for two years for researchers to gain further experience in their chosen fields, for them to become established as independent researchers and to support their development as future research leaders for their communities and academia.

Eligibility

- Applicants **must hold the degree of Doctor of Philosophy** or an equivalent degree. Although applications will be received from persons who have not received results of their thesis examination at the time of application, the award and commencement of the fellowship would be conditional on awarding of the degree. The thesis should preferably have been submitted at the time of application and **must** have been submitted for examination by **1 November 2024**. There will be no exceptions to this rule.
- Applicants must be of Māori ethnicity
- Competitive candidates are likely to have research related papers published prior to 1 February 2025 but candidates will be considered holistically on their research and leadership potential.
- Each application needs to have a named Māori mentor, who may also be the primary supervisor.
- These fellowships are open to any Māori candidate who have not held a position at SL or SRF level.

Primary supervising staff members may not be named as a primary supervisor on more than one application, though co-supervisors are able to advise on multiple applications.

Value

The annual salary paid to Postdoctoral Fellows will be \$ 86,210 (PD01) per annum and is not subject to annual increment, although candidates will be entitled to apply for promotion. Research Fellow appointments are also possible depending on experience.

Vision Mātauranga (VM) and Māori Health Advancement

Candidate should outline how the research gives effect to either VM, including benefits to New Zealand and Māori (iwi, communities/groups and/or businesses), or Māori Health Advancement as per the HRC criteria:

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

<https://www.hrc.govt.nz/resources/maori-health-advancement-guidelines>

Duration of Tenure

- The Fellowships are awarded for a period of **two years only**.
- This applies even if you apply for an FTE <1.
- The Fellowships will be reviewed annually and will be renewed subject to provision of satisfactory annual progress reports.
- Extension of the award beyond 12 months will be dependent on an acceptable level of progress of the research and on the basis of confidential reports from the Fellow's mentors.
- It is expected that start-dates will be **no later than 1 February 2025**. **Deferral of take-up of the fellowship will not be possible beyond this date.**

Conditions of Tenure

- These Fellowships are tenable at the University of Otago in a department or centre within the Division of Health Sciences. The department or centre and supervisor must be approved.
- The Fellows are employees of the University of Otago and the general conditions of the appointment are outlined in the accompanying Human Resources document.
- The costs of the research undertaken by career development award recipients and overheads will be borne by the department. **Applicants should confirm that such resources are in place before submitting their application to ensure the successful completion of their award.**
- **Mentors/supervisors need to make their HoD aware of the associated costs of the and allow time for HoD's consideration of the costs and HoDs must sign their approval.**
- The Fellows may undertake limited clinical duties relevant to their research external to the University to a maximum of 200 hours in a calendar year. If the duties are outside the normal expectations for a Fellow, they may accept appropriate remuneration for that work as approved by the Vice Chancellor (or VC's delegate). For additional teaching or clinical work internal to the University the total FTE that the postdoc may be employed at must not exceed 1 FTE.
- Except in relation to approved limited clinical and teaching duties, the Fellows may not receive remuneration for other work without the permission of the University. **Fellows are encouraged to apply for external research grants and successful proposals can be accommodated by an agreed reduction in the fellowship proposal and FTE.**
- Terms and conditions are outlined in the University of Otago Academic Employment Agreement.

Principal Supervisor

Applicants must have a **principal supervisor** who will take management responsibility for the applicant, though there may be others who are part of an overall supervisory and advisory team for the research.

Māori Mentor

Applicants must have a Māori mentor who can support and guide their development as a Māori researcher. The principal supervisor and mentor may, or may not be, the same person. The Māori Mentor may be from outside of the University of Otago. Applicants may ask this office for help in finding an appropriate mentor.

Applications

Applications must be made to the Division of Health Sciences through the Head of Department and Dean of School as per the email memorandum circulated by the Associate Deans Māori and Research (Health

Sciences). One signed **electronic copy** should be sent as outlined in the Guide to Application under Completed Applications.

Approvals

The candidates should be aware of any ethics or regulatory approvals that are required to undertake the proposed research and list them as per the application format. The approvals do not need to be in place at the time of application but will need to be obtained before the research can commence.

Reporting

The recipients are required to submit an annual report on the approved research report form. These reports are due on the anniversary of commencement of the award in each year of the award. The award recipients are also required to submit a final report on the same form within 28 days of completion of their Fellowship. Reports should be sent to Dr Michele Coleman in the office of the Division of Health Sciences. The Division may also ask the recipients of all its fellowships to participate in engagement activities with relevant communities.

Publications

Publications that result from research undertaken during the tenure of a Health Sciences Career Development Award should acknowledge the assistance of the University by stating that: "This research was conducted during tenure of a Health Sciences Career Development Award of the University of Otago".

Suspension or Withdrawal of Fellowship

The University may, at its discretion for what is considered grave cause, suspend the tenure of a Health Sciences Career Development Award for such time as is thought fit, or deprive a fellow of his/her fellowship, and from that date the emoluments or other payments due shall cease.

Intellectual Property Rights and Commercial Considerations

The University has a policy on intellectual property which will apply to the Fellows (as University employees) and the applicant should familiarise themselves with this policy.

Guide to Completing the Application

Please complete the Māori Early Career Research Fellowships application form to the best of your ability in the first instance. Below is a guide to the format and the information that is required. The form is designed in a way that you will need to click into the box “click here to enter text” or select from the box the information required.

Do not worry if you do not have a mentor or are unsure of what to put. [Ask Howard](#) in the first instance.

Font Requirements - Please use Calibri, Arial or Times New Roman no smaller in size than 11.

Section 1: Administrative Information

You will need to provide all of the information requested in section one. This information is used for administrative purposes and to ensure you met the criteria to apply for a Fellowship. This includes stating your Māori heritage, -what is your iwi?

Section 2: Current Circumstances and Intended External Grant or Other Salary Applications

You will need to provide an indication of any external or other applications for salary that you have under consideration at the time of application. You will also need to include the date of expiry of any current funding/position (if applicable). And for those presently employed, the date on which your current employment concludes.

Section 3: Summary of Research (150 Words)

Please include a summary of your research written in plain English for the lay reader in no more than 150 words.

Section 4: Proposed Investigation (Maximum two pages excluding references)

Please include the aims of investigation, background, research design including specific objectives, research hypotheses, experimental/study approach, methodological detail and statistical analysis, significance of this research, relevant previous research you have undertaken and the results obtained by others with key references. Proposals purporting to examine the effect of size of an intervention should state the approximate effect size they expect to see. Outline on how your research gives effect to Vision Mātauranga or Māori Health Advancement. If appropriate, also explain how this research will contribute to improving Pacific Islands Health outcomes.

This section should show that the proposed research is an independent project that will be led by you as the candidate. It should not usually be a simple extension of your PhD work. The proposal should clarify what new skills and new areas of knowledge you will undertake and explore as part of the project. *(Section 3 should not be more than **two** A4 pages - excluding references – and font used Calibri, Times or Arial, not less than 11 point). **Please ensure that you write for a generalist audience.***

Section 5: Building Māori Research Capacity (At least half and up to one A4 page)

This section should be completed by the candidate themselves. Describe how the proposed research in this location/department provides an opportunity for you to establish yourself as an independent

researcher and potential Māori leader in research. Describe what mentorship from appropriate Māori researchers will be available to you. Describe what engagement you currently have with Māori communities and what you are planning through the course of this research. Describe your pathway towards independence over the two year period.

Section 6: Approvals

A statement outlining whether ERMA, human or animal ethics approvals would be required to undertake the research. They do not need to have been applied for yet, but will need to be in place before the fellowship can be taken up.

Section 7: Support

This fellowship is for salary and travel only. Your application should include a statement from the Head of Cost Centre as to the availability of resources to support the research. **Mentors need to make their HoD aware of the associated costs of the proposal well in advance to allow for HoD's consideration of the costs.**

Section 8: Signatures

Your application needs to include the signatures of Head of Department and Dean of School. The costs of the research undertaken by career development award recipients will be borne by the department or departmental research grant.

Section 9: CV of the Candidate

Please attach a copy of your CV, **using the MBIE Narrative CV format** to this application. Competitive candidates are likely to have research related papers but candidates will be considered holistically on their research and leadership potential. Make sure that you include your relevant Te Ao Māori activities in your CV.

Assessment Criteria

Applications will be assessed on the following criteria (weighting in brackets):

- Academic and research record as noted in CV (4)
- Excellence of research proposal and experimental / study design (4)
- Independence and skills enhancement that the candidate will gain and development of a pathway towards independent research (4)
- Links with Māori communities (4)
- Significance of research for Māori Health outcomes (4)

Completed Applications

Please send a signed electronic copy to: healthsciences.research@otago.ac.nz

All applications must be received no later than **5:00pm Tuesday 23rd July 2024**

**All applicants please ensure the Dean has received your applications in advance to allow time for your applications to be signed and sent in time for the close off date.*

These documents are available for download from the Divisional website at:

<http://www.otago.ac.nz/healthsciences/research/fellowships/index.html>

For further information and help with completing this form please contact **Dr Howard Maxwell, Māori Health Advancement Officer, Health Sciences**
Phone 027 7552 129 email h.maxwell@otago.ac.nz