

Dental Research Guidelines

Continuing Dental Education Trust (Auckland) Award



The application process should mirror that of the NZDA Research Foundation with some modifications given the intent of the award and the funds available as follows.

1. The Continuing Dental Education Trust (Auckland) Award for Dental Research is intended to support New Zealand based dental research which has clinically applicable outcomes. The award may be used to fund all or part (grant-in-aid) of a research project.
2. Applications for the award close on 30 April each year. Awards will normally be announced within two weeks of the July NZDA Research Board meeting.
3. Each applicant must provide 10 copies of their application (plus the original unstapled master) delivered to the NZDA Research Foundation together with an e-copy in PDF format (maximum size 5MB) e-mailed to the NZDA Research Foundation.
4. There are no prescribed forms for grant applications (with the exception of Ethical and Administrative Agreements). Applications should be submitted using the following guidelines as appropriate on A4 paper, single-sided, using font size 12 or larger. Appendices such as quotations should be submitted on A4 size paper.

Section 1 – Summary of Application

Title of project Applicant: (Title/First name/Surname) Position/Institution,
Contact details: (Address, telephone, e-mail address) Total support requested.

A Lay Summary of research (not exceeding 300 words) must be intelligible to those not expert in the field of research proposed. Recipients of awards can expect their lay summaries to be circulated to the Continuing Dental Education Trustees and to the NZ Dental Association membership by way of the 'Research Column' in the Association's bi-monthly magazine, the *NZDA News*.

Section 2 – Personal Data

Full name, Position, Degree/Diplomas/University/Year conferred/Field, Honours/Prizes, Academic and/or research experience, Total number of publications, Most important recent publications (Max 5), Working time to be devoted to the project (approx. percentage). If the proposed research is part of a degree course for any of the applicants then indicate which applicant(s), list the degree and the year of the course the applicant(s) are in at present.

Section 3 – Proposed Investigation

Aims of investigation, Background, Research design including specific objectives, research hypotheses, experimental approach, methodological detail and statistical analysis, Significance of this research, Relevant previous research by applicant, Results obtained by others with key references. Restrict this section to no more than four (4) A4-sized pages. If the investigation uses a questionnaire(s) then applicants are strongly advised to include a copy of their questionnaire(s) as an appendix to their application. There is no page limit to the size of the questionnaire(s).

Section 4 – Supporting Information



Describe the facilities available to you to conduct this research, List and explain the role of each research worker. Justify each proposed item of expenditure, List financial support already obtained for this research or other applications in progress. If ethical agreement is not required, please state why.

Section 5 – Details of grant requested

Salaries for each year up to three: Applicant, Other professional/scientific, Technical, other e.g. clerical. Equipment: These are individual items or 'integrated systems' costing over \$500 (normally one request in the first year). Quotations from suppliers are essential and must be appended. Items of equipment costing less than \$500 are to be budgeted as working expenses Application for equipment should include a statement of the expected rate of use by the applicant or other research workers. Working expenses: List each item of expenditure (for each year up to three) under the following headings: Materials and consumables, Computer charges, Technical services, ACC levies, Publication costs (specify), Other costs (specify). Note - give relevant totals.

Section 6 – List of Researchers in the Field

The names, postal addresses and e-mail addresses of four (4) researchers who are experts in your area of study must be supplied along with a brief statement of their contributions to the field.

Section 7 – Ethical and Privacy Agreements A completed Ethical Agreement (NZDARF form) is not required with this application. However, if the research requires Ethics Committee approval, funding will not be released until evidence of Ethical Agreement plus a copy of letter confirming ethical approval is received by the Board.

Section 8 – Administrative Agreement Health Information Privacy acknowledgement and Administrative Agreement MUST be included. Using the NZDARF forms.

5. Where the value of a grant application exceeds the funding available the applicant is to clearly describe from where the additional funding will be obtained and/or the impact that partial funding will have on the outcomes of the research proposal.
6. During the preparation of grant applications, novice applicants are strongly advised to consult with colleagues experienced in research. It is important that projects are designed to produce objective and reproducible findings, and this can be a challenge particularly for clinical research based in dental practice.
7. Normally project grants are made for a period of one (1) year. However, at the Board's discretion they may be made for any period up to three (3) years. Grants may be activated at any time within six (6) months of the date of award.
8. Provision is made for amounts to be requested for the employer's contribution to approved Superannuation schemes for personnel employed on a grant (Section 5). This is not required for staff employed on grants held within universities.
9. All equipment funded by an award must be ordered within three (3) months of the date of the award.
10. The cost of domestic travel may be requested as working expenses (Section 5).
11. Expenses of appointment of staff may be requested up to the rates and allowances of the sponsoring body (Section 5).



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12. Applicants must provide a progress report to the Foundation (either emailed PDF file or posted or couriered) on their research award from the Foundation in the previous year. This must be submitted by 1 June in the year following the research award.
13. Applicants must provide a final report upon completion of their research – for the Foundation Board to review. This report should also include an abstract suitable for publication in the NZDA News.
14. Enquiries concerning the application procedure for the awards can be made to the Chair, NZDA Research Foundation Board or the Associate Director – Research and Policy, NZDA Research Foundation Board, C/- PO Box 28084, Remuera, Auckland. E: research@nzda.org.nz

