

Grant Application Guidelines

Ministry of Health Oral Health Research Fund

Administered by the NZ Dental Research Foundation



2018

INFORMATION SHEET FOR APPLICANTS - *Please read carefully*

1. The Ministry of Health Oral Health Research Fund (MoHOHRF) is administered by the NZ Dental Research Foundation (NZDRF) on behalf of the Ministry of Health. Applications for grants from the MoHOHRF close on **30 April** each year. The NZDRF Board normally considers grant requests in July with advice to applicants provided in August. Each applicant must provide one (1) printed, unstapled and **signed** application together with an **e-copy** in **PDF format** (maximum size 5MB) emailed to the NZDRF (see contact details below).
2. The NZDRF and the Ministry must be satisfied that the proposal meets certain eligibility criteria before the proposal will be considered for MoHOHRF funding. The eligibility criteria are that the NZDRF are satisfied the proposal complies with these guidelines, and that the proposal has focused on the priority or action areas identified in the Ministry's strategic document *Good Oral Health for All, for Life* (2006) or *Maternal and Child Oral Health – Systemic Review and Analysis*. The priority areas are outlined in subsequent sections of this guideline.
3. There are no prescribed forms for grant applications (with the exception of Ethical and Administrative Agreements). Applications should be submitted using the section headings and guidelines as appropriate. Please type your application on A4 paper, single-sided, **using font size 12 or larger**. Appendices such as quotations should be submitted on A4 size paper.
4. The **Lay Summary** of research (Section 1) **must be intelligible to those not expert in the field of research proposed**. The lay summary **must not exceed 300 words**. Recipients of awards can expect the lay summary to be viewed by a wide audience. The **remaining sections** of the application should be written for experts in the field and referenced appropriately.
5. A completed Ethical Agreement is not required with this application. However, if the research requires Ethics Committee approval or registration as a clinical trial, funding will not be released until a copy of the letter confirming full ethical approval and the Clinical Trial number (if relevant) is received by the NZDRF (Section 6).
6. Health Information Privacy acknowledgement (Section 6). and Administrative Agreement (Section 7) **MUST** be included, using the attached forms.
7. Project grants are made for any period not exceeding three (3) years. Grants may be activated at any time within six (6) months of the date of award. The NZDRF will advise successful applicants of the invoicing process to obtain the funds.
8. Applicants are advised that under the funding agreement with the Ministry, the NZDRF is to ensure that (i) where the funding to any one applicant is for a sum between \$10,000 and \$25,000, either a proportion of the funding will be retained until the work is completed to the NZDRF's satisfaction or payments will be attached to deliverable milestones (e.g. the production of a progress and final report); (ii) where the funding to any one applicant is for a sum greater than \$25,000, the payments will be attached to deliverable milestones. In accordance with its agreement with the Ministry the NZDRF will not enter into any contracts with applicants that enable the applicant to retain any surplus payments as profit. All payments will be attributed to milestones.



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9. 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. All equipment funded by an award must be ordered within three (3) months of the date of the award. The cost of domestic travel may be requested as working expenses (Section 4).
10. Successful applicants **must** provide an annual **progress report** to the NZDRF (preferably emailed in PDF format) on their research in accordance with the dates detailed on the Advice Form, usually **by 1 June** each year following the research award and until completion of the project. Details regarding progress reporting requirements will be provided to successful grant applicants.
11. Applicants **must** provide a **final report** on completion of their research along with copies of any associated publications. The final report should also include an abstract suitable for publication in the *NZDA News*. Details regarding final reporting requirements will be provided to successful grant applicants.

NOTE: *During the preparation of grant applications, applicants are strongly advised to consult with and seek advice from colleagues experienced in research. It is important that projects are designed with a reproducible methodology to provide objective findings.*

Please direct enquiries to administration – NZDRF (see contact details below)

NZDRF CONTACT DETAILS

Post NZ Dental Research Foundation, PO Box 28084, Remuera, Auckland 1541
Courier NZDA House, Building 1, 195 Main Highway, Ellerslie, Auckland 1051
Email research@nzda.org.nz



Ministry of Health

Oral Health Research Fund

There has been very little New Zealand-specific oral health research, or comprehensive evaluation of oral health interventions in New Zealand.

The Ministry of Health has provided research funding and will make available \$140,000 annually for community, university or practice-based research in fields related to oral health. The New Zealand Dental Research Foundation Board has been appointed by the Ministry to manage this Fund. The application assessment meeting is held mid- to late July each year in conjunction with the annual research awards from the Foundation.

Background

The Ministry of Health Oral Health Research Fund:

- Complements other research funds which tend to fund larger scale scientific and clinical research rather than smaller oral health related research which is the focus of the fund.
- Supports applied and service-related research by practitioners and interested persons working in the publicly funded sector, tertiary training institutions and the private sector
- Stimulates researchers in the public, private and university sector to undertake work of benefit to publicly funded oral health services, thus building greater understanding and alliances across disciplines and between academics and working clinicians
- In some cases provides seeding funding to support the development of practical research projects
- Promotes the dissemination of research findings to the sector (e.g. through publication in journals and magazines, circulation of research reports to DHBs, service managers, clinicians and other stakeholders, and presentations to professional groups and sector forums)
- Fosters oral health research in New Zealand that generates information relevant to the Ministry of Health's oral health policy priorities.
- Provides the opportunity to collect and analyse objective or subjective information on New Zealander's oral health that is not available through other means such as health system records.

Priorities

Applications are invited for grants to support research in oral health-related areas. The Ministry of Health Oral Health Research Fund will prioritise:

Research, including, applied clinical, non-clinical, epidemiological, or operational¹ research:

- related to publicly funded services, in particular the Community Oral Health Service, Maori oral health services, adolescent dental services provided by private dentists under the Combined Dental Agreement, hospital dental services, DHB subsidised / supported basic or emergency oral health care for low-income populations, WINZ-funded oral health care, and Well Child / Tamariki Ora services
- related to the reduction of inequalities in enrolment and service utilisation within publicly funded oral health services, and in child and adolescent oral health outcomes, particularly for Maori and Pacific children or adolescents
- related to improvements in maternal oral health
- related to service development and service innovation within publicly funded oral health services

¹ "Operational" research includes research related to arrangements for service delivery (for example, service structure and operations, enrolment, referral, booking and recall processes, systems for monitoring service performance, etc).



Priorities (continued)

- related to oral health promotion at the personal health level (eg, toothbrushing programmes) and at the population level (eg, community water fluoridation).
- related to diseases of the oral region in people of all ages with physical, intellectual, behavioural or cognitive disabilities, who are medically compromised and/or have higher prevalence in people experiencing inequalities in outcome (eg Māori, Pacific and low-income populations)

Evaluation and analysis of:

- models of service delivery, potential new services within existing policy settings, or trials of new service arrangements
- models of workforce development and training relevant to publicly funded oral health services
- clinical practice and intervention programmes relevant to the reduction of inequalities in oral health outcomes.

Review and analysis of:

- international scientific and clinical literature relevant to publicly funded oral health services in New Zealand
- Community Oral Health Service data
- Confidentialised Unit Record File (CURF) datasets from the New Zealand Health Survey, the Oral Health Survey 2009, and other New Zealand survey datasets as they become available.

Exclusions

The Oral Health Research Fund does not usually support:

- salaries for full-time, permanent employees of universities, DHBs or other publicly funded providers
- capital items or non-consumable items such as laptops or dental equipment which usually would be available within the service
- research into specialist dental procedures predominantly carried out in the private sector (such as implants or cosmetic dentistry) unless carried out as part of integrated patient care facilitated by a publicly funded service
- research undertaken outside New Zealand
- international travel.

Multi-stage research

Where a research project involves sequential stages that are dependent on the outcome of preceding stages, each stage must be costed separately and dependencies identified. If applications for grants for any such projects are approved, the grants for second and any later stages of each project will be regarded as provisional, pending satisfactory progress reporting.



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APPLICATION FOR PROJECT GRANT

Please provide information under the following headings:

Section 1 – Summary of Application

Primary applicant: Title/First name/Surname, Position/Department/Institution, Address, E-mail address.

Co-applicant(s): Title/First name/Surname, Position/Department/Institution.

Academic and/or research experience relevant to the project. Explain the role of each applicant in the project. 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.

Title of project, Lay summary written in plain English (no more than 300 words). Total funding requested.

Section 2 – Personal Data for all Applicants

Full name, Position, Degree/Diplomas/University/Year conferred/Field, Honours/Prizes. Total number of publications. Most important recent publications (Max 5). Relevant previous research by applicant(s).

Section 3 – Proposed Investigation (No more than four (4) A4-sized pages)

Aims of investigation. Background. Literature review including results obtained by others with key references. Research design including specific objectives, research hypotheses, experimental approach, methodological detail and statistical analysis (where appropriate a power analysis is expected). Significance of this research. If the investigation uses a questionnaire(s) then copies of questionnaire(s) should be included as an appendix to the application. There is no page limit to the size of the questionnaire(s).

Describe what effect this research will have on oral health inequalities.

Section 4 – Supporting Information

Describe the facilities available to conduct this research.

Details of grant requested

Itemise and justify each proposed item of expenditure; for example laboratory expenses must be itemised.

Salaries for each year:

Applicant, other professional/scientific, technical, other e.g. clerical. Justification for inclusion of salary costs must be clearly explained.²

Equipment:

These are individual items or 'integrated systems' costing over \$500. 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.²

Working expenses:

List each item of expenditure under the following headings: Materials and consumables. Computer charges. Technical services. ACC levies. Travel. Publication costs. Other costs (specify).

Note - Give relevant totals. Institutional overheads will not be funded through these project grants.

List financial support already obtained for this project or other applications in progress.

Section 5 – 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 but **who are not involved in your project**. Include a brief statement of their contributions to the field.

Section 6 – Ethical and Privacy Agreements (complete attached form)

If ethical agreement is not required please state why.

Section 7 – Administrative Agreement (complete attached form)

² Note guidance on payment of salaries and capital items (see Exclusions – page 4)



Ministry of Health Oral Health Research Fund

GRANT FOR ANY OTHER PROJECT THAT WILL PROMOTE ORAL RESEARCH OR RESEARCH FINDINGS IN NEW ZEALAND

(e.g. publication expenses, expenses in relation to organising a conference etc.)

Please provide information under the following headings:

Section 1 - Summary of application

Primary applicant: Title/First name/Surname, Position/Department/Institution, Address, E-mail address.

Co-applicant(s): Title/First name/Surname, Position/Department/Institution.

Brief summary of the activity to be funded. Total funding requested.

Section 2 – Personal Data

Full name, Position, Degrees/Diplomas/University/Year conferred/Field Honours/Prizes. Academic and/or research experience. Total number of publications. Most important recent publications (Max 5). Experience relevant to the project. Relevant previous research by applicant(s). Explain the role of each applicant in the project. Total working time to be devoted to the activity (approx. percentage).

Section 3 – Proposed Activity

Full description of the activity to be funded. Describe what effect this research will have on oral health inequalities.

Section 4 – Supporting Information

Describe research projects which you consider will benefit from this activity, State how your research/academic career will benefit. State how dental research in New Zealand will benefit generally from this activity. List financial support already obtained.

Section 5 – Details of grant requested

State the anticipated expenses. Give relevant totals.

Section 6 – List of Researchers in the Field

The names, postal addresses and **e-mail** addresses of **four** (4) researchers, **not involved in this project**, who are able to comment on the validity and merit of this project. Include a brief statement of their contributions to the field.

Section 7 – Administrative Agreement (complete attached form)



ETHICAL AGREEMENT

Title of Project:

You are *not* required to apply for Ethics Committee approval *prior* to submitting this grant application. However, the undersigned affirm that in any research project involving experimentation with animal or human subjects (or material), will subject the proposal to a properly constituted University or other recognised Ethics Committee for consideration by that group to ensure that it meets with appropriate ethical standards for such experimentation.

The undersigned also acknowledge that if a grant is awarded prior to ethics approval, the award is conditional on the NZDRF **receiving** evidence that ethical approval **has been approved** before the grant is activated.

Applicant name:..... Signed: Date:

Name: Signed: Date:
(Head of School, Faculty or Institution)

HEALTH INFORMATION PRIVACY

The Privacy Act 1993 imposes certain obligations on researchers. For example, if individuals can be identified in a report, permission must be obtained from each person; records concerning human subjects must be kept safe and secure; records collected for one purpose may not be used for another; and all personal research information must be destroyed when a project is complete.

The undersigned signify that all relevant requirements of the Privacy Act 1993 and Health Information Privacy Code 1994 will be complied with in this research.

Applicant name:..... Signed: Date:



ADMINISTRATIVE AGREEMENT

- 1. It is understood and agreed by the undersigned that any grant received from the NZDRF will not be expended for any other purpose than that described in this application without the prior consent of the NZDRF.
- 2. The host institution agrees and undertakes to bear all risks and claims connected with any operation covered by this application and to indemnify and hold harmless the NZDRF against any and all liability suits, actions, demands, damages, costs or fees on account of death, injuries to persons or property, or any other losses resulting from or connected with any act or omission performed in the course of the research.
- 3. The host institution agrees and undertakes to support for the duration of any grant the work described in this application by making available accommodation, basic facilities for research and the services necessary for its fulfillment.

We the undersigned have read the administrative agreement above and undertake to abide by the conditions of this agreement in respect of any grant made by the NZDRF.

Applicant name:..... Signed: Date:

Name: Signed: Date:
(Head of Department)

Name: Signed: Date:
(Head of School, Faculty or Hospital)

Name: Signed: Date:
(Authorised official on behalf of host institution, University or District Health Board)

