

Grant Application Guidelines

New Zealand Dental Research Foundation



INFORMATION SHEET FOR APPLICANTS - *Please read carefully*

1. Applications for grants from the NZ Dental Research Foundation (NZDRF) 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. 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.
3. 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 circulated to the NZDRF Trustees and published in the NZ Dental Association membership newsletter, the *NZDA News*. The **remaining sections** of the application should be written for experts in the field and referenced appropriately.
4. Applications should not exceed \$15,000. Provision is made for amounts to be requested for the employer's contribution to approved superannuation schemes for personnel employed on a grant (Section 4). 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).
5. Normally grants are made for a period of one (1) year, however at the Board's discretion this may be extended up to three (3) years. Applicants are to detail expected start and end dates for the project. Grants should be uplifted within six (6) months of the date of award.
6. 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).
7. Health Information Privacy acknowledgement (Section 6). and Administrative Agreement (Section 7) **MUST** be included, using the attached forms. Section 6 is not required for travel grant applications.
8. Successful applicants **must** provide a **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.



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9. 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 concerning the application procedure 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



New Zealand Dental Research Foundation



BACKGROUND

During the 1950s, the New Zealand Dental Association became concerned that more should be done to stimulate dental and oral research in this country and, in 1961, commissioned a report that recommended the creation of a dental research foundation. The objectives were to help foster a research environment at the School of Dentistry, to assist graduates undertake research for advanced degrees, and to support research projects by individual dental practitioners.

The NZ Dental Research Foundation (NZDRF) was eventually established in 1964 when trust deeds were drawn up by several far-sighted practitioners of the day, the arrangements being that trustees would invest the funds and generate income for the board to disperse in accordance with the objectives, the Foundation to be administered by the New Zealand Dental Association. Fund-raising started with an inaugural grant of £2,000 from the Association, and a subsequent campaign eventually raised £70,000 from dental practitioners, the dental supply industry and other businesses.

Since its inception, the Foundation has provided financial support for numerous research projects related to dental and oral health, in fulfilment of its objective to help extend the boundaries of dental knowledge and to promote the fostering and extension of the study and practice of the art and science of dentistry in New Zealand.

In 2000, the Association launched a further fundraising effort which has resulted in considerable growth of this Fund. NZDA biennial conferences now donate one third of profits to the Foundation, and many NZDA members individually add to the investment via annual donations.



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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).

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.

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.

Working expenses:

List each item of expenditure under the following headings: Materials and consumables. Computer charges.

Technical services. ACC levies. Travel. Other costs (specify). Note – NZDRF funding does not normally cover publication costs.

Note - give relevant totals.

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)



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APPLICATION FOR EQUIPMENT 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.

Type of equipment required. Summary of research in which the equipment will be used. Include a statement of the expected rate of use by the applicant and other research workers. Total funding requested.

Section 2 – Personal Data for all Applicants

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).

Section 3 – Proposed Equipment

Full description of equipment including model number etc. If an 'integrated system' is required give details of each major component. Supplier details. If major components are provided by different manufacturers give evidence that they will operate satisfactorily together. Delivery arrangement. Consumables necessary for operation of equipment. Alternative equipment available and reasons why not selected.

Section 4 – Supporting information

Describe where the equipment will be located and how it will be used and how often it will be used. What is the anticipated life of the equipment and how will it be disposed of at end of life. List financial support already obtained for this equipment.

Details of Grant Requested

Detail the full cost of the equipment including GST when relevant. Detail the cost of consumables, service contracts etc. **Quotations from suppliers are essential and must be appended.** Note – Give relevant totals.

Section 5 – List of Researchers in the Field

The names, postal addresses and **e-mail** addresses of **four** (4) researchers who are experts in the area of study in which this equipment will be used but **who are not involved in your project.**

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

Section 7 – Administrative Agreement (complete attached form).



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APPLICATION FOR TRAVEL GRANT

Please provide information under the following headings:

Section 1 - Summary of application

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

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

Purpose of travel. 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).

Section 3 – Proposed Travel and justification

Full description of proposed travel and reason/justification for this travel. Provide full itinerary. Provide evidence that your employer will grant leave to allow this travel. List financial support already obtained for this travel.

Section 4 – Details of grant requested

State full cost of travel. **Quotations for travel cost are essential and must be appended.** Note – Give relevant totals

Section 5 – Referees

The names, postal addresses and **e-mail** addresses of **two (2)** referees who are familiar with your research contributions and whom can comment of the relevance and importance of this travel.

Section 6 – Administrative Agreement (complete attached form)



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

(e.g. publication expenses, expenses in relation to organizing 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. 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.

Section 4 – Supporting Information

Describe the benefits of this project. State how dental research in New Zealand will benefit generally from this activity. List financial support already obtained.

Details of grant requested

State the anticipated expenses. Give relevant totals.

Section 5 – 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 6 – 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:

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

HEALTH INFORMATION POLICY

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 Institution)

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