# Pacific Academic Staff Caucus Advancing Research Collaboration Grant Fund 2023

The purpose of the Pacific Academic Staff Caucus Advancing Research Collaboration (PARC) grant is to support the development, or further strengthening, of research collaborations specific to Pacific research, and increase external grant income, which includes salary and overhead recovery.

*Please ensure you complete this form in full. Incomplete applications will* ***not*** *be considered.*

***Completed application and Costing and Consent Worksheet (CCW) should be submitted electronically to your Research Advisor***

***by 12 noon Thursday 17th August***

**ALL SECTIONS OF THIS APPLICATION SHOULD BE WRITTEN IN LANGUAGE SUITABLE FOR A WELL-INFORMED NON-SPECIALIST READER.**

Use Arial 11-point font or larger

## APPLICANT DETAILS

**Discipline within which application is being made (one only):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Humanities** |  |  | **Life Sciences** |  |  | **Physical Earth and Biochemical Sciences** |  |
| **Social Human & Behavioural Sciences** |  |  | **Clinical & Public Health** |  |  | **Human & Biomedical Sciences** |  |
| **Business, Economics & Innovation**  |  |  | **Mathematical and Information Sciences** |  |  |  |  |

**Principal Investigator(s) / Representative of Research Group:**

|  |  |  |
| --- | --- | --- |
| Name (with title, role, contact details, Pacific Island ethnicity): | Project FTE | Department/School |
|  |  |  |
|  |  |  |

**Early Career? (***strike out one)* **Yes / No**

**If yes, details of mentor:**

|  |  |
| --- | --- |
| Name (with title, role, contact details): | Department/School |
|  |  |

**Outline if and how Kaupapa Māori mentoring is required for the project to be successful. This will depend on the team composition and degree of experience the PIs have in research with Māori. If a Kaupapa Māori mentor is required provide a brief explanation of the mentor’s experience, what role they play and include their CV as per section D below (300 words max).**

**Outline if and how cultural mentoring is required for this project. This will depend on the team composition and degree of experience the PIs have in research with Pacific. If a cultural mentor is required provide a brief explanation of the mentor’s experience, what role they play and include their CV as per section D below (300 words max).**

**Associate Investigator(s) / Members of Research Group:**

|  |  |  |
| --- | --- | --- |
| Name (with title, role, contact details) and Pacific ethnic affiliation(s): | Project FTE | Department |
|  |  |  |
|  |  |  |

## SUMMARY DESCRIPTION

**Title of PARC project:** ***(15 words maximum)***

**Name of potential external funding body:**

**Budget summary of PARC funding requested** (up to **$20,000** in total):

(*transfer total values from* Section E: Budget)

|  |  |
| --- | --- |
| Salaries and salary-associated costs |  |
| Travel Costs |  |
| Materials and Running Costs |  |
| Other |  |
| **TOTAL GST excl** |  |

## THE PARC GRANT PROPOSAL (*weighting 70%)*:

## *(3-page maximum, including References)*

1. **Description of intended research collaboration.**
2. **Why do you need this PARC funding?**
3. **Proposed work-plan for the PARC funding.**

## THE EXTERNAL APPLICATION RESEARCH TOPIC (*weighting 10%)*:

## *(2-page maximum, including References)*

1. **Description of intended research project;**
2. **Name of Funder and External Funding Round;**
3. **What level of funding (approximate) do you expect to request from this funder?;**
4. **Does the funder pay University overheads?** *(Yes/No/Partial and %)*;
5. **Describe the connection to specific external funder(s**);
6. **Describe the impact and or benefits that will result from this research.**

## REFERENCES

## 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.

## D. CURRICULUM VITAE *(weighting 20%)*

Include CVs (RSNZ or MBIE format, narrative or standard) to demonstrate how the Principal Investigator, Co-Principal Investigator, and Associate Investigators are qualified to undertake and complete this project. CVs for Mentors associated with the application/project must also be included.

Please use the New Zealand RS&T Curriculum Vitae Template

Available from [https://www.otago.ac.nz/research/forms/5\_NZ%20RS&T%20CV%20Template/](https://www.otago.ac.nz/research/forms/5_NZ%20RS%26T%20CV%20Template/)

## E. BUDGET

Provide full details of proposed expenditure in each category below, and transfer totals to Budget Summary table on cover page (2. Summary Description) above.

1. Salaries for Research Assistants (include justification of RA level, number of hours, FTE, nature and type of tasks, role, experience needed.)

Salaries for Research Assistants (RAs) should be budgeted using a Costing and Consents Worksheet (CCW) and the University of Otago salary rates for RAs. RA level (e.g. 01- 04) should be commensurate with level of experience required.

|  |  |
| --- | --- |
| Description (hours (or FTE), salary level) | Amount $ |
|  |  |

2. Materials and operating costs

Include details of any koha, compensation for study participants here

|  |  |
| --- | --- |
| Description | Amount $ |
|  |  |

3. Travel, accommodation and other related costs for researchers named on this grant (including University travel insurance where relevant)

|  |  |
| --- | --- |
| Description | Amount $ |
|  |  |

|  |  |
| --- | --- |
| **Total GST excl** | **$**  |

**E. BUDGET JUSTIFICATION: *(1-page maximum)***

Explain why requested items are required, with attention to any costs outside the general categories of assistance (see ‘Guidelines for Applicants’). Provide specific details within the space constraints.

**F. ETHICAL APPROVAL:**

Applicants should note that if Human or Animal ethical approval is required, funding cannot be uplifted until the approval has been granted and a copy of that approval sent to Research & Enterprise. The University of Otago Policy on Ethical Practices in Research and Teaching Involving Human Participants can be found at: *http://www.otago.ac.nz/acadcomm/policyethicalpractices.html*

|  |  |  |
| --- | --- | --- |
| Does this research require ethical approval? | Yes  | No  |
| If Yes: | has approval been sought? | Yes  | No  |
|  | has approval been granted? | Yes  | No  |

Has consultation with the Ngāi Tahu Research Consultation Committee

been initiated or undertaken?Yes £ No £

If **YES**, has consultation reached a conclusion?Yes £ No £

If **NO**, I agree to undertake consultation and bring it to

a satisfactory conclusion. Yes £ No £

**G. SIGNATORIES**

**Applicant (Principal Investigator):**

I confirm that all information included in this application is true and correct. If successful, I undertake to submit an external funding application as per this application.

I also confirm that I am a named Principal Investigator on this PARC grant application:

Name: ……………………………………………………

Signature: ……………………………………………………

Date: ……………………………………………………

**Head of Department:**

I confirm that this project can be managed within this staff member’s workload and that the proposed project will assist the staff member in applying for an external research grant and that should the application be approved, the basic resources will be made available.

To the best of their knowledge, the Department is able to secure sufficient funding for the applicant for the length of this study.

*I support this application:*

Name: ……………………………………………………

Signature: ……………………………………………………

Date: ……………………………………………………

**HoD comments (MANDATORY):**

*Statement of support and an indication of specific strategic value to the Department. In addition, the HOD must confirm whether the applicant meets the criteria of an* ***Early Career Staff*** *member and 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.*

**PARC Panel**: Approved [ ]  Declined [ ]

**Comments:**

**Amount granted:**

**Date:**