

# Grant Application Guidelines

## Ministry of Health

### Oral Health Research Fund

Administered by the NZ Dental Research Foundation



#### INFORMATION SHEET FOR APPLICANTS - *Please read carefully*

1. The Ministry of Health Oral Health Research Fund (MoH OHRF) is administered by the NZ Dental Research Foundation (NZDRF) on behalf of Health NZ/Te Whatu Ora. Applications for grants from the MoH OHRF 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 submit their application online through the NZDRF Submittable platform accessed via the link on the NZDA website. The Submittable platform opens on 1 April to receive submissions and closes on 30 April. Applications entered into Submittable may be edited while in draft form. Once you submit your application by clicking on the “APPLY” box editorial changes cannot be made.
2. The NZDRF and Health NZ/Te Whatu Ora must be satisfied that the proposal meets certain eligibility criteria before the proposal will be considered for oral health fund support. 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 of Health’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. The online application platform will include fields for all required information, as well as download/upload capabilities for Ethical and Administrative Agreements.
4. The **Summary of research** section **must be intelligible to those not expert in the field of research proposed**. The summary **must not exceed 300 words**. Recipients of awards can expect the 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 the 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.
6. A Privacy of Health Information Agreement is required for applications where the project intends to have human participants and/or utilise patient health records.
7. An Administrative Agreement **MUST** be included with **ALL** applications.
8. 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.

## Dental Research: Grant Application Guidelines

9. Applicants are advised that under the funding agreement with Health NZ/Te Whatu Ora, 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); or
  - (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 Health NZ/Te Whatu Ora 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.
10. Provision is made for amounts to be requested for the employer's contribution to approved superannuation schemes for personnel employed on a grant. This is not required for staff employed on grants held within universities.
11. Successful applicants agree to provide the following reporting requirements.
  - a. An abstract suitable for publication in the NZDA News
  - b. Annual progress report(s) due by **1 June** each year following the research award
  - c. A final report by **1 June** following completion of the research project along with PDF copies of any associated publications
  - d. Details regarding 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. Applicants are also advised to submit succinct and clear methodology plans, for example, making use of flow charts. Submission of clear, easy to read and understand applications will enhance applicants' chance of success.**

Please direct enquiries concerning the application procedure to NZDRF Administration (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](mailto: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.

Health NZ/Te Whatu Ora makes 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 Health NZ/Te Whatu Ora to manage this Fund. The application assessment meeting is usually held in July each year in conjunction with the Foundation's annual research awards meeting.

## 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 operational<sup>1</sup> 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

<sup>1</sup> "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 (e.g. toothbrushing programmes) and at the population level (e.g., 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 (e.g. 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.

# Ministry of Health

## Oral Health Research Fund

### APPLICATIONS FOR GRANTS

Please refer to the templates available on the NZDA website for fields required under each of the grant applications. <https://www.nzda.org.nz/about-us/research-and-grants/nzda-research-foundation>

- Project Grant
- Other Grant

Templates can be used to assist applicants in drafting their submissions offline.

Fields in each template mimic those in the Submittable application. Grant specific questions in these templates are relevant to the application type you are submitting. This will be selected by each applicant in Section 2 of the online application (e.g., Project Grant, or Other).

**DO NOT** attempt to upload this template to Submittable, doing so will **invalidate** your grant application.

### APPLICATION FOR PROJECT GRANT

Please provide information under the following headings:

Project Title  
Principal Investigator  
FTE devoted to the role  
Total funding requested

#### Section 1 – Applicant Details

-Principal Investigator: Name, Title, Qualifications, Institution or Practice, Position, E-mail, Phone, Honours/Prizes, Total number of publications, Most important recent publications (max 5), Previous academic and/or research experience (including any relevant to the project), Principal investigator's role in this project, Working time devoted to the project (FTE equivalent), If the proposed research is part of a degree please advise what degree and the year you are in.

-Co-applicant(s): Name, Title, Qualifications, Institution or Practice, Position, E-mail, Phone, Honours/Prizes, Total number of publications, Most important recent publications (max 5), Previous academic and/or research experience (including any relevant to the project), Role of the co-applicant in this project, Working time devoted to the project (FTE equivalent), If the proposed research is part of a degree please advise what degree and the year the co-applicant is in.

-Add further co-applicants (max 5)

# Dental Research: Grant Application Guidelines

## Section 2 – Proposed Investigation

- Project title
- Summary of research
- Project start date
- Project end date
- Timeline for the project (optional, may be uploaded to Submittable)
- Aims of investigation (*As a guide - Aims of investigation, Background, Literature review and Research design {including Specific objectives, Research hypotheses, Experimental approach, Methodological detail, Statistical analysis and Significance of this research} inclusive, should be no more than four (4) A4-sized pages equivalent*)
- Background to project
- Literature review including results obtained by others with key references
- Research design including specific objectives, research hypotheses, experimental approach, methodological detail (be clear and succinct e.g. consider using a flow chart) and statistical analysis (where appropriate a power analysis is expected), significance of this research, a description of the effect this research will have on oral health inequalities, questionnaires for this research (to be uploaded to Submittable), other supporting documentation (to be uploaded to Submittable)
- Facilities available for your project
- Details of grant requested - itemise and justify each proposed item of expenditure
  - Total salaries* for each year - applicant, other professional/scientific, technical, other e.g. clerical. Justification for inclusion of salary costs must be clearly explained<sup>2</sup>
  - Equipment* – include details of the expected rate of use by the applicant or other research workers. These are individual items or ‘integrated systems’ costing over \$500. Quotations from suppliers **are essential** for equipment costing over \$500 (to be uploaded to Submittable). Items of equipment costing less than \$500 are to be budgeted as working expenses. All equipment funded by an award must be ordered within three (3) months of the date of the award.
  - Working expenses* - list each item of expenditure (to be uploaded to Submittable) under the following headings: Materials and consumables. Computer charges. Technical services. ACC levies. Travel. Other costs (specify).
- Note – give relevant totals. Institutional overheads will not be funded through these project grants.
- Justification of budget items.
- Detail financial support already obtained for this project
- Detail other relevant applications in progress for this project.
- Literature references (list)

## Section 3 – Reviewers

Provide the details of four (4) researchers who are experts in your area of study but who **are not involved in your project, with whom you have no research connection and are ideally located outside of the organisation within which the study will be undertaken.**

**Ensure you have the reviewer's** consent to include their details in the application.

Include a brief statement of their contributions to the field.

- Name, Email, Contribution to the field

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

## Dental Research: Grant Application Guidelines

### Section 4 – Required Forms

-Signed Ethical Agreement (to be uploaded to Submittable)

If ethical agreement is not required, please state why.

-Signed Privacy Agreement (to be uploaded to Submittable)

Required if using private health information or patient records

-Administrative Agreement (to be uploaded to Submittable)

### 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:

Project Title

Principal Investigator

FTE devoted to the role

Total funding requested

### Section 1 – Applicant Details

-Principal Investigator: Name, Title, Qualifications, Institution or Practice, Position, E-mail, Phone, Honours/Prizes, Total number of publications, Most important recent publications (max 5), Previous academic and/or research experience (including any relevant to the project), Principal investigator's role in this project, Working time devoted to the project (FTE equivalent), If the proposed research is part of a degree please advise what degree and the year you are in

-Co-applicant(s): Name, Title, Qualifications, Institution or Practice, Position, E-mail, Phone, Honours/Prizes, Total number of publications, Most important recent publications (max 5), Previous academic and/or research experience (including any relevant to the project), Role of the co-applicant in this project, Working time devoted to the project (FTE equivalent), If the proposed research is part of a degree please advise what degree and the year the co-applicant is in

### Section 2 – Proposed Activity

-Full description of the activity to be funded.

-Project start date

-Project end date

-Timeline for the project (optional, may upload to Submittable)

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

-Describe research projects which you consider will benefit from this activity

-State how your research/academic career will benefit

-State how oral health research in NZ will benefit generally from this activity

## Dental Research: Grant Application Guidelines

- Detail financial support already obtained for this project
- Detail other relevant applications in progress for this project
- Detail anticipated expenses - give relevant totals.
- Detail justification of budget items
- Total funding requested
- Upload supporting documentation
- Literature references (list)

### Section 3 – Reviewers

Provide the details of four (4) researchers who are experts in your area of study but who are not involved in your project, with whom you have no research connection and are ideally located outside of the organisation within which the study will be undertaken.

**Ensure you have the reviewer's consent** to include their details in the application.

Include a brief statement of their contributions to the field.

- Name, Email, Contribution to the field

### Section 4 – Required Forms

- Administrative Agreement (to be uploaded to Submittable)

### 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 fulfilment.

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:** .....

**Co-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)

Acceptable file types: .pdf

## ETHICAL AGREEMENT

If appropriate, the option to upload the signed ethical agreement will be available when completing your application in Submittable.

**If your project does not require an ethical agreement, you will be required to state why.**

### 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 participants (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: .....  
(Head of School, Faculty or Institution)

Signed: .....

Date: .....

Acceptable file types: .pdf

### PRIVACY OF HEALTH INFORMATION

The Privacy Act 2020 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 participants 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.

It is necessary that all relevant requirements of the Privacy Act 2020 and Health Information Privacy Code 2020 are complied with in the research.

You are required to upload this form in Submittable if your project includes private health information or patient records.

### PRIVACY OF HEALTH INFORMATION AGREEMENT

The Privacy Act 2020 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 participants 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 2020 and Health Information Privacy Code 2020 will be complied with in this research.

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

Acceptable file types: .pdf