

# 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 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 online application platform will include fields for all required information, as well as download/upload capabilities for Ethical and Administrative Agreements.
3. 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 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. 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. Note – NZDRF funding does not normally cover publication costs.
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 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.
7. A Privacy of Health Information Agreement is required for applications where the project intends to have human participants and/or utilise patient health records.
8. An Administrative Agreement **MUST** be included with **ALL** applications.
9. 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



## Dental Research: Grant Application Guidelines

**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)



# 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 undertaking 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 were that trustees would invest the funds and generate income for the board to disperse in accordance with the objectives and the Foundation would 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. Oral health research projects now occur at the University of Otago Faculty of Dentistry and at numerous other universities, departments and research groups throughout 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. The contribution from conference profits is currently suspended.

The NZDRF also administers research funds on behalf of:

- The Health NZ/Te Whatu Ora, providing annual funding for New Zealand-specific research for community, university or practice-based research in fields related to oral health.
- The Medical Protection Society Foundation in support of leadership and well-being in the dental industry.
- The Continuing Dental Education Trust (Auckland) in support of community-based and oral health research in New Zealand with a focus on population health or clinical outcomes.
- The Dental Industry Group in support of clinical dental research in New Zealand.



# New Zealand Dental Research Foundation

## 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
- Equipment Grant
- Travel 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, Equipment Grant, Travel 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)



### Section 2 – Proposed Investigation

(Guidance - no more than four (4) A4-sized pages equivalent to cover 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})

- Project title
- Summary of research (*written in plain English, no more than 300 words*)
- Project start date
- Project end date
- Timeline for the project (*to be uploaded via submittable. Acceptable file types: .csv, .doc, .docx, .pdf*)

- Aims of investigation
- Background to project
- 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, questionnaires for this research (no page limit, 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, for example laboratory expenses must be itemised.

*Total 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** (to be uploaded to Submittable). 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 (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 and NZDRF funding does not normally cover publication costs.

- Justification of budget items
- Detail financial support already obtained for this project and/or other relevant applications in progress
- 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 should ideally be 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

- 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)



### APPLICATION FOR EQUIPMENT 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)

#### Section 2 – Proposed Equipment

- Type of equipment
- Summary of research in which equipment will be used (*written in plain English, no more than 300 words*)
- Expected rate of use by the applicant and other research workers
- Total funding requested
- Full description of equipment (including model number etc.)
- If an 'integrated system' is required give supplier details, details of each major component, 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
- Describe where the equipment will be located and how it will be used and how often it will be used.
- Anticipated life of the equipment
- How will it be disposed of at end of life
- List financial support already obtained for this equipment
- Details of grant requested
  - Full cost of the equipment including GST when relevant
  - Cost of consumables
  - Cost of service contracts etc.
- **Quotations from suppliers are essential and must be uploaded to Submittable**
- Upload other supporting documentation



### 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)

## APPLICATION FOR TRAVEL 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)

### Section 2 – Proposed Travel and Justification

-Full description of proposed travel

-Reason/justification for this travel

-Departure date

-Return date

-Details of full itinerary (or upload to Submittable)

-Provide evidence that your employer will grant leave to allow this travel (or upload to Submittable)

-Detail financial support already obtained for this travel

-Total cost of travel, **quotations are essential and must be uploaded to Submittable**

-Note – Give relevant totals





### Section 3 – Reviewers

Provide the details of two (2) 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)

## 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

-Add further co-applicants (max 5)

### Section 2 – Proposed Activity

-Full description of the activity to be funded.

-Project start date

-Project end date

-Timeline for the project (upload to Submittable)

-Detail the benefits of this project

-Describe how dental research in New Zealand will benefit generally from this activity





## Dental Research: Grant Application Guidelines

- Details of financial support already obtained for this project and/or other relevant applications in progress
- Details of grant requested – itemise and justify each proposed item of expenditure, or upload a file
- Details of anticipated expenses - give relevant totals.
- Justification of budget items
- Total funding requested
- Upload supporting documentation
- Literature references

### 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: .....

Co-applicant name: ..... Signed: ..... Date: .....

Co-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:**

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

*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*

