# For Tertiary Education Commission (TEC) reporting purposes and in adherence to our reporting duties, we kindly request you please complete the following information for ***each person listed*** on the team.

**Principal Investigator(s)**

|  |  |
| --- | --- |
| **Name** | *Enter text here* |
| **What is your gender?** | Female  Male  Other |
| **What is your ethnicity?** Please select your ethnic group(s)/code(s) from the Ethnicity New Zealand Standard Classification 2005V2.0.0 [here](http://aria.stats.govt.nz/aria/?_ga=2.101893121.1287486253.1628573070-745068022.1628573069#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/l36xYpbxsRh7IW1p) | *Code(s):* |
| *Ethnicity (Please state)* |
| **Pacific Island(s) and village(s) of Heritage/Origin** (if applicable) | *Enter text here* |
| **What is your highest academic qualification?** | *Enter text here* |
| **Iwi affiliations (If applicable)** | *Enter text here* |
| **What year did you complete this?** | *Enter text here* |

**Named Investigator(s)**

|  |  |
| --- | --- |
| **Name** | *Enter text here* |
| **What is your gender?** | Female  Male  Other |
| **What is your ethnicity?** Please select your ethnic group(s)/code(s) from the Ethnicity New Zealand Standard Classification 2005V2.0.0 [here](http://aria.stats.govt.nz/aria/?_ga=2.101893121.1287486253.1628573070-745068022.1628573069#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/l36xYpbxsRh7IW1p) | *Code(s):* |
| *Ethnicity (Please state)* |
| **Pacific Island(s) and villages of Heritage/Origin** (if relevant) | *Enter text here* |
| **Iwi affiliations (If applicable)** | *Enter text here* |
| **What is your highest academic qualification?** | *Enter text here* |
| **What year did you complete this?** | *Enter text here* |

*Please repeat this box as necessary.*

*Please delete any italicised instructions.*

*Please adhere to the overall page or word limits where applicable.*

*Where applicable, please follow your internal institutional processes, for example consulting your local research office.*

***Please use size 10, Arial font and maintain margins at the current setting.***

# Section A:

|  |  |
| --- | --- |
| **What is the total amount you are applying for?** | *Enter text here* |
| **What is the duration of your project? e.g 6 months, 2 yrs etc** | *Enter text here* |

|  |  |
| --- | --- |
| **How did you hear about Le Alamea Pūtahi Manawa?** | *Enter text here* |

## Research Team (*include all Leads and Named Investigators/Collaborators; add rows as required*)

*The Lead Investigator/Project Leads(s) have the main responsibility for everything that happens in the project, including preparing the research, how the research is done, and all the budgeting and paperwork for the project. It is also their job to make sure everything is correctly handled, observing proper cultural practice with the way data are collected, protected, stored and analysed, and to manage conflicts of interest within the study team.*

*A Named Investigator/Collaborator is an individual(s) who makes substantial contributions to the study /programme through planning, preparing and designing the study/programme, and/or collecting, analysing and interpreting data.*

*FTE (Full-Time Equivalent):  
FTE is a way to measure how much time a person is working on the project, based on a standard full-time workload. Full-time in NZ is usually between 35 and 40 hours per week. To calculate FTE, divide the number of hours a person will work on the project each week by the normal full-times hour at their organisation.  
For example, if normal full-time hours are 40 and someone works 20 hours per week on the project, their FTE is 0.5.*

*Please include CVs for all investigators/Project Lead. A narrative CV is likely to provide the most helpful information in this context, but you are welcome to submit an academic CV if you prefer.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full name** *(incl title & qualifications)* | **Role on project** | **FTE** | **Organisation** *(if applicable)* | **Email** |
|  |  |  |  |  |
|  |  |  |  |  |

# Section B: Research /Project or Programme Plan

# Section B.1 (Maximum 1 page)

|  |
| --- |
| **Host Institution/Community Organisation**  This is the organisation where the research will be based. The “Host” holds the research contract and manages the funding. It is usually where the Lead Investigator / Project Manager works. |
| *Enter text here* |
| **Project Title** |
| *Enter text here* |
| **Lay summary (250 words)**  Summarise your research/project plan in a way that a member of your community could understand it |
| *Enter text here* |
| **Background**  Include information about where you got the idea for this research/project, describe the problem you are addressing and why it is important. |
| *Enter text here* |
| **Research aims**  What do you aim to find out or achieve from this research/project? |
| *Enter text here* |

# Section B.2 (Maximum 3 pages)

|  |
| --- |
| **How will you carry out this work?** Please describe the research plan, including objectives (the things you will achieve in this project), methods, participants, and analysis. Further details about objectives, milestones and timeframes are requested in Section D (below). |
| *Enter text here* |
| **How will you use what you learn from this research?** Eg, create resources? Hold community education talanoa or event?, etc. |
| *Enter text here* |
| **How will this research contribute to improving heart health for Pacific Peoples?** Eg, bringing services to specific communities? Finding new ways of delivering health care for Pacific Peoples? etc. |
|  |
| **How do you plan to strengthen this work into the future, after the project is finished? How will this research help with that?** |
| *Enter text here* |
| **What are your plans for co-funding your project? That is, will you apply for more funding from other organisations or partners? If so, please name them here.** |
| *Enter text here* |

# Section C: *(maximum 2 pages). You may refer to Section B if this is covered in the research plan already*

|  |
| --- |
| **How will this project build research skills within your community?** |
| *Enter text here* |
| **Community involvement** – How will the community of interest be included in this work/research? What is your co-design or community involvement plan? What community-based activities have occurred to date? |
| *Enter text here* |
| **Explain why your team is best suited to both carry out and deliver this work.**  Please explain what each team member brings to the team, such as their experience, skills, and connections. Are there any gaps in your team? What support do you need? |
| *Enter text here* |
| **Originality of research.** To the best of your knowledge can you confirm that this research has not previously been explored or carried out by another team? |
| *Enter text here* |
| **Explain how the community will benefit from this research project.** What ways are you ensuring the community is gaining by contributing or participating in your research project? |
| *Enter text here* |

# Section D: Milestones (6-monthly milestone reports)

|  |  |
| --- | --- |
| **Milestones** | **Due Date** |
| *Milestones are the things you will achieve throughout the project, and the dates by which you will achieve them.*  ***For each objective listed in Section B2, include at least one milestone.*** *These milestones will go into the funding contract, and you will be asked to report against them every six months. (For shorter projects these will be created case by case). Enter milestones here and their associated date to describe how the outlined work is doable in the set timeframe. Add additional rows as needed. Delete this text before submission.* |  |

# Section D. The budget/ Paketi (Fuafuaaga fa’atatau)

|  |
| --- |
| **Budget Justification (max 500 words)** |
| *Please complete the separate budget template and follow the provided instructions.*  *Provide any justification in the text box below. Delete this text before submission*  **Please briefly explain your thinking behind each of the costs listed in your budget spreadsheet. Outline why the costs are necessary and how you worked out the cost for each item.** |

# Section E: References (one page maximum)

|  |
| --- |
| **References** |
| *Enter text here* |

# Section G:

# Complete and attach the New Zealand RS&T Curriculum Vitae Template or Narrative CV template provided for all Investigators

# Please attach appropriate CVs for project managers or collaborators.

# Please ensure the budget template is completed and attached. Please attach it as a separate Excel file, not in a PDF.

# Please attach any letters of support or memorandums of understanding from collaborating organisations. Each letter/MOU should be limited to a single page for each collaborator.

# Scoring/weighting schedule for Le Alamea Pūtahi Manawa Fund

|  |  |
| --- | --- |
|  | **Weighting** |
| **Significance and Rationale** | 30% |
| **Methods and Approach** | 20% |
| **Team Strength** | 20% |
| **Likelihood for tangible impact** | 30% |