A*STAR Biomedical Research Council Singapore
and
Health Research Council of New Zealand

International Investment Opportunities Fund Request for Proposals
Application guidelines IIOF210-O2
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IMPORTANT NOTE: The IIOF210 application will differ from that used in previous years. Do not use forms from previous rounds

1. Use of Form IIOF210-O2

1.1 Form IIOF210 should be used for all Partnership Programme applications.

1.2 Before submitting a research application, applicants should read the:
   • HRC’s Investment Strategy 2009,
   • Guidelines on Ethics in Health Research,
   • Guidelines for Researchers on Health Research Involving Maori, and the
   • Guidelines for Pacific Health Research.

   Applicants should also familiarise themselves with the Research Application Review Process, and the Criteria for Assessment and Scoring of Partnership Programme Research Applications, as detailed in Section 6 of the HRC Assessment Processes Handbook.

   All documents are available on the HRC web site.

1.3 New enterprises (e.g. Independent Hosts) who have not previously been funded by the HRC will be required to answer “due diligence” questions before their application is processed. Please contact Suzanne Rolfe, Project Coordinator (srolfe@hrc.govt.nz), for further information.

2. Format

2.1 Applications must be written in a clear, concise manner with sufficient detail to enable the reviewers to fully assess the scope and implications of the application.

   Applications must be prepared in English or te reo Maori (if in te reo Maori a translation in English must also be provided) using MSWord document and MSExcel spreadsheets. Please note that the HRC cannot guarantee that Maori macrons will be translated correctly when forms are converted to pdf.

   The application must be filled in using default fonts and other settings (e.g. margins, line spacing). The spreadsheets may be expanded by copying sheets, or by expanding row heights, but not column widths. Single line spacing should be used at all times. Documents must be printed on white A4 paper, single-sided for the original, double sided for copies. Paper copies must be reproduced at the original size. The use of colour is not recommended. Please use the original IIOF210 files as they contain special features.

   a) Do not copy and paste the Module or Section headings.
   b) Do not merge tables.
   c) Do not alter table headings (shaded blue), or remove table columns.

   Use only Arial 10 point or 11 point type for typing outside of Tables. Within Tables use only the default font.

   **NOTE:** This is an example of Arial 11 point font.

2.2 Assessing Committees find well constructed and properly presented applications more user-friendly. The HRC reserves the right to **not process** any application that does not strictly comply with stated page limits, line spacing or font size restrictions.

2.3 Applications must be written in a clear, concise manner with sufficient detail to enable the reviewers to assess the scope and implications of the application. Applications must be **fully**
**self-supporting**, and must be able to stand alone. Any additional documentation (including letters of commitment/supporting documents) must arrive at the HRC by the due date for applications, and must show the application reference number (if applicable - only issued following Expression of Interest). Co-funding commitments from other sources other than A*STAR and HRC that are confirmed after the closing date should be provided as they become known and may be useful to the committee.

2.4 Applications must be **correctly collated**. No collation of inserts can take place after receipt of the application. All copies should be double-sided and stapled, not clipped. **Please do not staple the original application.**

2.5 Applications must be received in **hard copy** format AND in **electronic format** (see Section 3 for details). The HRC will not accept faxed research applications.

2.6 **PAGE LIMITS** where indicated must be strictly adhered to. The HRC reserves the right to **not process** any application that does not comply with stated page limits or font size restrictions.

3. **Copies of Applications Required**

3.1 **Paper copies**

Project applications submitted to the HRC Research Partnerships Programme team should include the **signed original** and **9 hard copies**.

Copies of the Administration sections (pages with the following headings) are **not required** (i.e. these pages should be part of the signed original only):

- Module 7A: Ethical and Regulatory Agreement
- Module 7B: Administrative Agreement
- Module 7C: Declaration of Ethics Consideration (Singapore)
- Module 8: Classification of Research

* The Application Index (front page) is required for the **electronic copy** only.

3.2 **Electronic copies**

Submit sets of the IIOF210 files for each project. Note that for **New Zealand researchers**, the Objective and Milestones Tables, the FTE Summary Table AND the Budget Tables are all contained in the Excel spreadsheet (IIOF210Budget.xls). For **Singapore researchers**, budgetary information should be provided in Annex 1 of the application form.

i. **Submit each project IIOF210 form** as a Word (*.doc) file. Rich Text format (*.rtf) can be used in preparation but must be converted/saved to the Microsoft Word format. Use the original IIOF210 form – this contains special features and will be used internally for HRC processes.

ii. **Submit each project spreadsheet** as an Excel (*.xls) file. Use the original IIOF210 spreadsheet – this contains special features and will be used internally for HRC processes.

Please ensure both Word and Excel documents are not password protected and do not have macros embedded. When saving the Word document for the final time please ensure that the “track changes” function is off and all corrections have been accepted and comments removed. These two files must be named as follows:
Part B: Guidelines for the Completion of the IIOF210 Application Form

IIOF210<separator>10-xxx<separator>Named Investigator Surname Form.doc
IIOF210<separator>10-xxx<separator>Named Investigator Surname Budget.xls

Where:
- IIOF210 is the form type
- 10 is the current HRC financial year
- xxx is the allocated HRC code e.g. 123
- <separator> can be a SPACE, Underscore (_) or dash (-) character
- .doc is a mandatory extension for the application Word form
- .xls is a mandatory extension for the budget Excel spreadsheet

The HRC code will be allocated after submission of the RoI.

An example would be:

IIOF210_10-123_Smith Form.doc - for the IIOF210 Full Application form (Word)
IIOF210_10-123 Smith Budget.xls - for the IIOF210 Budget spreadsheet (Excel)

Where:
- IIOF210 is the form type
- 10 is the current HRC financial year
- 123 is the allocated HRC code (if applicable)
- Smith is the First named investigator’s surname

It is very important to have the space, underscore (_) or dash (-) in between these

Important:
- It is likely that you will need to submit both the hard copy and the electronic copy of the application’s set of files to the Research Office of your research host institution prior to submitting them to the HRC Research Partnerships team. Please check the timeline for submission with your designated Research Office (if applicable).

3.3 Do not send these files directly to the HRC. Independent researchers and smaller research providers not currently funded by the HRC should contact Suzanne Rolfe, Project Coordinator (srolfe@hrc.govt.nz) on the process.

3.4 No part or parts of an application can be returned to the applicant.
4. Closing Dates

4.1 The closing date for the A*STAR / HRC joint initiative full research proposals is 5:00pm 31 May 2010 (NZST). No applications will be accepted after 5:00pm on the closing date unless written authorisation has been received from the HRC at least one week prior to the closing date.

4.2 A Registration of Intent application must be completed prior to submission of full applications. Registration of Intent forms must be received by 5:00pm 7 April 2010 (NZST).

4.3 Incomplete applications will not be accepted.

5. Privacy provisions

5.1 The information requested in an application will be used for the purpose of assessing that application and, in a non-identifiable form, some information will be used for HRC statistical purposes. The HRC undertakes to store all applications in a secure place and to destroy declined applications after due process to preserve confidentiality, unless applications are required to be kept by the National Archives.

5.2 Personal information contained in the application may be made available to external referees and members of the HRC Committees relevant to the review of the application. This includes electronic and paper copies of the application. The HRC may seek reports from referees, where appropriate, to assess the scientific merit, public health importance and cultural appropriateness of the application.

5.3 In the event that an application is successful, the HRC reserves the right to release applicants' names, details of the host institution, contact details (work phone, fax or email), contract title, lay summaries and funding awarded for public interest purposes and to meet the statutory requirements of the Health Research Council of New Zealand Act 1990.

5.4 Should the HRC receive requests for information in an application via the Official Information Act then we will consult with your research host institution in handling the request. Where appropriate, or in certain circumstances the request may be transferred by the HRC to the host institution.

6. Mailing Address

6.1 The application should be sent via your Host Institution’s Research Office (if applicable) to the Council’s office as shown below:

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>Physical/ Courier Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTENTION: Research Partnerships Team</td>
<td>ATTENTION: Research Partnerships Team</td>
</tr>
<tr>
<td>Health Research Council of New Zealand</td>
<td>Health Research Council of New Zealand</td>
</tr>
<tr>
<td>P O Box 5541, Wellesley Street, 110 Stanley Street, Grafton</td>
<td>3rd Floor, 110 Stanley Street, Grafton</td>
</tr>
<tr>
<td>AUCKLAND 1141</td>
<td>AUCKLAND 1010</td>
</tr>
</tbody>
</table>

6.2 The first Named Investigator will be sent confirmation of receipt of his/her application via their designated Research Office within 7 working days from the closing date. Contact your Research Office if you do not receive confirmation (please do not contact the HRC Partnership Programme team to check whether your application has arrived).
7. Enquiries

Enquiries relating to research applications can oftentimes be directed in the first instance to the Research Office of the applicants host institution (New Zealand) or equivalent from Singapore.

Where the research office cannot assist, or for technical enquiries relating to applications, contact the following member of the HRC Research Partnerships team:

Suzanne Rolfe
(Project Coordinator)  

Telephone: (+64 9) 303 5085  
E-mail: srolfe@hrc.govt.nz

Queries on the initiative and submission of forms by Singapore-based researchers should be addressed to the following A*STAR email address (Koh Hui Shan):

A-STAR_NZHRC_Grant_Call@a-star.edu.sg
PART B: Guidelines for completion of the IIOF210 Application form

Use of electronic forms
Please use the original IIOF210 form and spreadsheet as these contains special features.
   a) Do not copy and paste the Module or Section headings, these contain bookmarks.
   b) Do not merge tables.
   c) Do not alter table headings (shaded blue), or remove table columns, even if blank.
   d) Do not delete spreadsheet columns/shaded rows, but you may insert more unshaded rows
   e) Use the original documents. Do not copy and paste into a new document.
   f) Remove passwords, macros, and track changes. Accept all changes prior to final saving.
   g) Remember to input HRC REF (if applicable) and NI surname in the page header as directed.

NB: Refresh the Application index (front page) in the electronic Word (*.doc) file when you have completed the application. Right-mouse click just outside the right side of the index. Select “Update field”, then select “Update entire table”, then press OK.

MODULE 1: GENERAL INFORMATION

Research Title
The research title should be succinct and clearly describe the proposed project. For administrative purposes, the title must not exceed 80 characters (letters), including spaces and punctuation (e.g. ‘growth factors’ contains 14 characters).

Host Institution
The host institution is the institution or organisation that will be responsible for administering any contract awarded. For those New Zealand applicants at Wellington School of Medicine, Dunedin School of Medicine or Christchurch School of Medicine, the host institution is The University of Otago.

Primary Research Location
This is the specific department and organisation where the majority of research or data analysis will be undertaken and may be New Zealand or Singapore. For example, “Department of Community Health, School of Medicine” is an example of a research location. Another way of looking at this is, “which group should be credited in any A*STAR / HRC publication of successful applications?” This is usually where the First Named Investigator is based.

Named Investigator(s)
The title (e.g. Associate Professor, Dr), preferred name(s), and surname of the first named investigator should be entered into the first row of this table. The first Named Investigator for each country will be considered the first point of contact during the application and assessment process, and will be understood to be acting for, and in concurrence with, the other named investigators. All correspondence for the application will be addressed to this person. For consistency with other funding agencies, only the first named investigators will usually be cited in press releases of the applications awarded funding.

The title (e.g. Associate Professor, Dr), preferred name(s), and surname should also entered here for all other named investigators. Named investigators are defined as those researchers duly responsible for the conduct of the proposed research (this may include subcontractors who are named investigators). Typically these persons would constitute those doing the research. Please see the Annex, on what constitutes a named investigator (excerpt from the Vancouver Convention).

The ethnic identity column is optional and is used for HRC information purposes only.

Total Cost of Research
For New Zealand applicants, please type in this box the figure calculated from the ‘Total Cost of Research’ in Module 5C of the Research Proposal Budget.
For Singapore applicants, please type in this box the figure (Singapore dollars) calculated from the ‘Grand Total’ in Annex 1 for the total research cost.

**Proposed Commencement Date and Proposed Term of Research**
Enter the proposed commencement date of the research (day/month/year), and the term (months) of the research.

**Lay Summary of Research**
The lay summary should be a statement of not more than 150 words suitable for dissemination to, and understanding by, a lay audience. **Ensure that the following are included:**
- a) Nature of the proposed collaboration
- b) Research Objectives
- c) Principal methodologies
- c) Potential health outcomes and/or impact.
Also ensure the content has been reviewed, and is in a final form ready for publication if needed.

**Details of Investigators**
Use the boxes provided to enter the requested details for each investigator. Copy and renumber (to 6, 7, etc) the last table to add more investigators. This table will be used by the HRCs Research Partnership Team to identify the discipline mix of investigators and assist with assignment of proposals for peer review.

**MODULE 2: PROPOSAL**

**Section 2A – Summary of Research (one page only)**
The summary should clearly describe goals and objectives, research plan (including outline of methods) and significance and/or relevance of the research and a concise description of the respective contribution of each team member (New Zealand and Singapore). The summary should be a maximum of one page for all research applications.

The Summary should be structured under the following headings:
Background, Aim, Design, Subjects and Main Outcome Measures.

**Hint:** A clear and succinct summary including all the important points of the application can help Referees get a good grasp of the research, and is useful as a quick reference for Assessing Committee members.

**Section 2B – Description of Proposed Research (12-page limit)**
The following section headings should be used to structure the discussion of your application. Throughout your discussion, remember that your audience includes not only your discipline-specific referees, but also a more broadly experienced Peer Review Committee that is comparing your application’s merits against many others. It is in your best interest to structure your discussion in a clear and logical fashion. Ideally, seek feedback from a colleague outside your immediate research area.

Each team member’s (New Zealand and Singapore) role should be clearly described where appropriate - including contribution to achieving goals, specific objectives, and responsibilities regarding methodology, analysis and dissemination.

1. **Rationale** - Include information that you feel is essential for the reader of the application to better appreciate or understand the rationale for your research application. Where does this research fit relative to the world-wide perspective (e.g. Is it unique to New Zealand / Singapore? Does it support or contribute to research being conducted elsewhere?). Explain why collaboration between the New Zealand and Singapore is essential to the success of the research.
2. **Research Design and Methods** - Include details for the project as a whole, not just the activities for which support is being requested. Include the proposed location for each part of the research and/or data analysis. Include your specific research hypothesis (if relevant), and a detailed design that describes sample recruitment and characteristics (including number, gender and ethnicity where relevant), study methodology, and proposed methods of data analysis. Consult specialists such as statisticians and health economists before finalising your research design.

3. **Relevance to Health** - The relevance and contributions to health of this research application must be clearly expressed. For example, what is the significance and contribution of the research to this research field; where relevant, how could the research impact health policy and/or the provision of health services. Rather than wasting valuable space with large amounts of background information on the general health problem, focus on how your application will contribute to address the problem and/or develop new Knowledge.

4. **Expertise and Track Record of the Research Team** - Describe the project management practices that are to be utilised in this research application. Please specify the day-to-day management practices, the risk management considerations, and acknowledge the research team member(s) with responsibilities for overall project management. If the application is composed of separate phases, clarify those people responsible for these phases. Detail the track record of the research team, both within New Zealand and Singapore, with respect to this type of research. Demonstrate how the team as a whole covers all the key research areas. Specify how the collaboration strengthens or extends the research teams. Include research users if they are an integral part of the team. Specify whether the international collaborators have worked together before or not; if they have, clarify why the application is for a new collaborative project without an established funding route.

To avoid unnecessary duplication, cross-reference this sub-section to CVs.

5. **Potential benefit to New Zealand and Singapore from the Proposed International Collaboration** - Discuss the potential benefit to New Zealand and Singapore from the proposed international collaboration. The potential benefit should be quantified wherever possible.

   Include in the discussion the potential benefit to build New Zealand / Singapore research capacity in terms of access to data, research findings (or prototypes, patents, know-how, etc), equipment, advances in science and technology, expertise, international funders, or international users/investors involved in the international programme.

   Describe the type of international opportunity that would be secured through this funding, and discuss the potential for accessing larger programmes or opportunities.

   Include in the discussion the potential benefit in terms of specific, measurable health outcomes for New Zealand / Singapore should the research be successfully completed.

   Briefly discuss how the research aligns with relevant New Zealand Government / Singapore goals for investment in research, science and technology.  

6. **Dissemination of results** - Describe how the research results will be disseminated to professional colleagues, the general public, health service funders and providers, study participants, New Zealand iwi and other important groups. As well as peer reviewed publications; examples include patient leaflets, participant newsletters, clinical guidelines, hui and public meetings and mass media items as appropriate.

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1 In doing so, New Zealand applicants consider any priorities that have been identified by:
   a. the Ministry of Research, Science & Technology (i.e. the International Linkages Strategy)
   b. the Ministry of Economic Development (i.e. the Economic Transformation agenda)
   c. the HRC (i.e. the HRC’s research portfolio framework and priority populations)
   d. any other relevant Government Agencies
References for section 2B should be listed in Module 3

MODULE 3: REFERENCES

Ensure this section is on a new page, to avoid it being included in electronic checks for page limits: there is no limit to the number of reference pages.

Citations for key references in the text in Section 2B should be supplied. Details must include author(s), title of article, journal, year, volume and page numbers. Asterisks are to be placed beside applicant's publications.

Applicants wishing to upload their references into Module 3 from EndNote should first paste the references into a blank document, and then copy and paste these into the IIOF210 form.

MODULE 4: RELEVANCE OF RESEARCH TO SPECIFIC POPULATION GROUPS

1. Does your research involve one or more of the HRC’s priority population groups? – indicate with which groups your research is involved by marking the appropriate row(s) in the table (by copying and pasting the “tick” (✓) provided). If your research does not involve, as a subject or in a cohort/dataset or researcher, any of these populations you can leave the spaces blank.

Section 4A – Questions 2-7 (two pages)

Your answers to the questions in this section will be used to assess whether your research would contribute to Maori health outcomes, and assist in ensuring that appropriate peer review processes are used in assessment of the research application. Depending on the specific involvement of Maori in your application you may answer “No” or “not applicable” to some questions.

Note that if the proposed research is not designed specifically to involve Maori you can still answer any question where you feel that the information you provide will assist the reader to understand or appreciate the scope of your application (e.g. groups consulted, plans for dissemination) in terms of responsiveness to Maori.

Please also note that the host institution is required to meet obligations with respect to Maori and must complete the declaration on Responsiveness to Maori which forms part of the Administrative Agreement (Section 7B).

Section 4B – Questions 8-13 (two pages)

Note that if the proposed research does not involve any of the HRC’s priority population groups (all parts of Question 1 are answered “No”), applicants do not need to complete this section.

Populations groups can be defined in terms of demographic factors (e.g. ethnicity, gender and age), culture, by special needs (e.g. people with disability) or behavioural factors (e.g. tobacco, drug or alcohol consumption).

The HRC has five priority population groups, Maori, Pacific peoples, children and youth, older adults, and people with disability. Please refer to the prioritisation criteria developed for the HRC’s five priority population groups. The relevance criteria are available on the HRC’s website [http://www.hrc.govt.nz/root/HRC%20Policy/Research%20Policy/Priority%20Populations/Priority_Populations.html](http://www.hrc.govt.nz/root/HRC%20Policy/Research%20Policy/Priority%20Populations/Priority_Populations.html).

The HRC is committed to ensuring that all research involving human participants meets ethical standards and complies with international best practice. Best practice in this instance includes the expectation that researchers consult with the participants of research. Applicants should refer to the
HRC’s guidelines for Research with Maori, the Pacific Health Research guidelines, and the Ethics guidelines, located on the HRC’s website (www.hrc.govt.nz)

In some cases it may not be either reasonable or feasible to consult with population groups involved in the study. However, consideration should be given to consultation with other key stakeholders and representative bodies (e.g. relevant non-government organisations (e.g. Alzheimer’s Association), support groups, parents or care givers).

The study design, the methodology and the dissemination of research findings must be appropriate for the participants involved.

**MODULE 5: CONTRACT INFORMATION AND BUDGET**

Sections 5A – 5E are to be completed on the separate Excel file (IIOF210 Budget.xls). Sections 5F – 5I are part of the IIOF210 form (IIOF210 Form.doc).

a) Attach printouts of the Excel spreadsheet sections, in the correct order, in the relevant part of the original application form and the copies. If your application DOES NOT request funds for Sub-contractors/Memoranda of Understanding OR funds requested for Sub-contract MoUs are less than $50,000, do not include a printout of Section 5D. For all sheets of the Excel file, page orientation may be in Portrait (preferred) or Landscape. Try to have page breaks at logical points.

b) For the purposes of preparing electronic files for submission, the Contract Information and Budget spreadsheet must be submitted as a separate Excel file when submitting the application Word file.

**Section 5A and 5B – Objectives and Timeline**

Please note, that should the application be funded, these tables will form the basis of the contract objectives and may be amended prior to commencement.

1. **Objectives** - Briefly describe the intended deliverables of this research application as numbered points within the table provided. Objectives should be clear and measurable, as your research performance will be evaluated against these objectives.

2. **Timeline for completion of milestones for Objectives** - For each year of the proposed study, provide key milestones that you aim to achieve. Each milestone must relate to one or more of the Objectives listed (in 1), e.g.;

<table>
<thead>
<tr>
<th>Year</th>
<th>Milestone</th>
<th>Objective(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Recruit patients for clinical study</td>
<td>Objective 2</td>
</tr>
<tr>
<td>2</td>
<td>Complete data entry (lab study)</td>
<td>Objective 1</td>
</tr>
<tr>
<td>2</td>
<td>Complete data entry (clinical study)</td>
<td>Objective 2</td>
</tr>
<tr>
<td>3</td>
<td>Dissemination of findings at Hui</td>
<td>All Objectives</td>
</tr>
</tbody>
</table>

You may expand the table by adding a row for each milestone if required but remain within the single page limit.

**Section 5C - Research Proposal Budget (New Zealand funding only)**

The guidelines below should be considered only a summary of the HRC funding rules. For more complete information refer to the Health Research Council of New Zealand Rules which are available on the HRC website.

1. **Budget calculations and spreadsheet**
All calculations should be GST exclusive and be in whole $ amounts i.e. no cents or decimals. Page orientation may be in Portrait (preferred) or Landscape. Try to have page breaks at logical points.

The “Salary,” “Working Expenses” and “Total Cost of This Research” are components of Section 5B. The spreadsheet contains formulae to automatically sum each year of costs. To insert more rows into a table, select a cell where you require the extra row, go to Insert on the Menu bar and choose Insert row (or right click and insert). This will not affect the formulae.

The ‘Total Cost of Research’ shaded table automatically calculates all of the figures in this box.

Do not enter any details into any shaded areas. Shaded areas contain either column/row labels or formulae.

If you require a budget that will cover more than 3 years (e.g. a clinical trial or a research application from a researcher with six years of HRC salary support) or have other difficulties editing your excel spreadsheet, please contact Suzanne Rolfe, Project coordinator (srolfe@hrc.govt.nz).

Note: If you are intending to ask the HRC’s Data Monitoring Core Committee (DMCC) to monitor this study, there is no cost involved in using the HRC’s DMCC. However, if the DMCC agrees to monitor the trial, costs for members of the study team (including the study statistician) to attend the meetings will need to be included in the budget for the application. If you have any questions please contact Maren Frerichs, ethics@hrc.govt.nz.

2. Salary
Only enter Contract Research Staff employed or to be employed by the Host Institution (this includes Academics) in this section.

All positions should specify grade and level. The monetary value ($) should be the actual salary amount that the named staff member is expected to receive for the research proposed during that period (i.e., the product of their Annual Salary X %FTE devoted to this research application). Salaries for years 2 and 3 can be increased by 3% per annum from year 1, or by more if specific details of expected promotion/increment are provided.

NOTE: Overheads will be paid at a negotiated rate for each institution on all eligible contracts.

Do not enter Salary associated costs (i.e. amounts requested for employer’s contribution to approved superannuation schemes and accident compensation levies) for Research Staff in this Salary section – instead enter them in the Working expenses section.

Staff that must NOT be entered into the Salary section of the budget are Subcontracted Staff, Masters and PhD Students on stipends and Casual Staff.

a) Subcontracted Staff are those who are NOT employees of the host institution. The salary and all other expenses for these staff should be broken down into appropriate categories on a detailed subcontract/memorandum of understanding between the host institution and non-host institution (see point 3. Working Expenses, for details). The total GST-exclusive dollar figure for the subcontract/memorandum of understanding should be all-inclusive, including overhead calculations. The subcontract/memorandum of understanding total should then be entered under ‘Working expenses - Subcontracts’.

b) If funding to provide a stipend for a PhD or Masters Student is requested, the allowance should not be entered into the Staff section of the budget. Please enter Masters and PhD stipends into ‘Working expenses – Materials and Research Expenses’.

c) Casual Staff (those persons without an ongoing role or commitment to the research, but providing one-off services to the research on a part-time, hourly or per diem basis, e.g. interviewers) should also be requested under ‘Working expenses - Materials and Research Expenses’.

3. Working Expenses
Working expenses shall include 'direct costs' only. The only exception is in the case of subcontracts, as described above. Estimates of costs should be expressed in current prices \textit{exclusive of GST}. 

Materials and Research Expenses
The direct costs of the research include all the disbursements that can be identified, justified and charged to a contract and may include the following:

- Research consumables (these should be itemised at current cost per unit and full cost for number required)
- Other costs directly related to the research – telephone calls/communications, mail and freight
- Computer-related license fees for research-specific software
- Minor research equipment (to a total of $5000)
- A proportionate part of new specialised equipment (equipment to be acquired) may be included and justified on research applications. (Insert all budgetary supportive documents at the end of Module 5.)
- Depreciation on specialised equipment: depreciation and capital costs on existing equipment are included in the overhead rate. If an institution’s auditors have certified that specific items of equipment have been excluded from the Research Rate, then depreciation on the excluded equipment can be included in research applications and justified in the same manner as other direct costs
- Expenses of research participants
- Travel costs directly related to the conduct of the research. Contract funds may be used to provide assistance with overseas travel provided the HRC is satisfied that such travel is directly relevant to the conduct of the research and that alternative sources of funding are not available. This is not intended to relieve the applicant’s host institution of its obligation to assist with the costs of overseas travel by its employees
- Stipends for Masters or PhD students. Stipends for named or un-named students can be claimed if a description of the student’s research project is provided in Section 5E. Funds will be conditional upon the institution arranging a tax-free stipend that satisfies the Inland Revenue and host institution’s rules. Ensure that PhD students requested are supported for three years of PhD study, either entirely or partly through this project. NOTE students’ fees and thesis costs cannot be claimed.
- Dissemination of research results (fair and reasonable charges associated with the approved publication of the results of HRC sponsored research in journals, reports, monographs or books may be paid from contract funds. Also, costs incurred from other forms of dissemination, such as meeting with community groups, can be claimed)
- Conference allowance: The Maximum allowance for conference attendance is $1,000 per annum per \textbf{senior} named investigator (above RO5/LG1 salary level) working \textbf{full time} on the contract, to a maximum of $1,500 per annum. The allowance cannot be distributed proportionately between grants. This allowance is intended to contribute to the cost of relevant domestic travel to attend one conference, meeting or seminar annually. Domestic travel is considered to include Australia, excluding Northern Territory and Western Australia. Fares and allowances should be calculated in accordance with the regulations and scales of the host institution.

The following are considered to be expenses included in overhead rate and may not be claimed as direct costs against contract funding: contributions to property costs or laboratory space, cost of staff appointments, utility charges such as lighting, heating and water, telephone installation and connection fees and line charges, laboratory "bench fees", capital costs, (with the exception of minor equipment), equipment charges (includes computer hardware and office based software), contributions to any central or group service or utility, and all library charges. Such institutional costs are included in the overhead costs paid on an HRC Contract.

Subcontracts/Memorandum of Understanding (MoU)
Subcontract staff are staff that are not employees of the host institution. The salary for these staff (including FTEs) and all other expenses (e.g. working expenses) requested for the sub-contract should appear in a detailed sub-contract/MoU between the host institution and non-host institution. A MoU should also include overhead calculations for salaries. (A pro forma MoU is available upon request.
from the HRC). If a sub-contract/MoU is greater than $50,000, all expenses requested should be broken down into the appropriate categories in Section 5C (MoU Budget). Include a copy of the sub-contract/MoU after Section 5C. If the sub-contract/MoU is less than $50,000 include the copy of the sub-contract/MoU after Section 5B and exclude Section 5C from the application.

**Salary associated costs**

Amounts requested for employer's contribution to approved superannuation schemes and accident compensation levies for Research Staff – these are not to be entered in Salary but in the Working expenses section.

**4. Total Cost of Research**

Enter the appropriate overhead rate (OHR) in the spreadsheet. Researchers should seek advice from their host institution Research Office on the costing of their research applications and the overhead rate negotiated with the HRC.

After entering the appropriate overhead rate, this table will automatically calculate the total cost of the research. The applicant should enter onto the front page of the research application that figure which results in "Total Cost of Research".

**Section 5D – MoU Budget**

When a substantial proportion of the total budget of a research proposal is contained in a sub-contract/MoU, having the expenditure itemised in the same way as the overall research proposal budget (see above) will greatly assist the assessing committee in their evaluation of the proposal. Use the tables in Section 5C to provide budget details for all MoUs requesting more than $50,000. The overhead rate used should be that for the Host Institution of the subcontracted staff, not that of the main Host Institution of the applicant. The total dollar amount for each year of the subcontract/MoUs should then be entered under ‘Working expenses - Subcontracts’ and a copy of the subcontract/MoU should be included at the end of 5C with all copies of the application. For subcontract/MoUs to a value of less than $50,000, insert copies after 5B.

A signed Biographical Sketch should be included in Module 6 for all named investigators on MoUs to enable the Assessing Committees to determine whether the investigator’s expertise is appropriate and/or necessary. Without this information the Assessing Committee’s may decide not to support the budget for the MOU. Biographical Sketches are not necessary for employees of commercial enterprises. If you require any further advice contact Suzanne Rolfe, Project coordinator (srolfe@hrc.govt.nz).

All sub-contract/MoUs should be listed in Section 5H (Letters of Collaboration/Supporting Documents Index). If there are no sub-contract/MoUs for this application, or none requesting more than $50,000 you may delete Section 5C from the IIOF210 Budget.xls file. To do this, first save the file, then right mouse click on the tab for sheet Section 5C at the bottom of the screen, and select ‘Delete’. To copy the spreadsheet for more than one MoU Budget, right-click on the Section 5C tab at the bottom of the spreadsheet, choose the option ‘Move or Copy’, select Section 5C and tick ‘Create a copy’.

**Section 5E – FTE Summary**

List the time involvement of ALL personnel (including those on sub-contract/MoUs) in terms of Full Time Equivalents (%FTE). Give all names (for un-named training positions, indicate as “Technician”, “Research Nurse”, “PhD Student”, “Post-doctoral Fellow” etc). State FTE as a percentage and not a decimal proportion, e.g. “10%” instead of “0.1”. Half percentages (e.g. 2.5%) are not allowed. Indicate when Named Investigators are “Time Only” (i.e. NOT receiving salary for their involvement in the project). All investigators on sub-contract/MoUs should be identified as “Time Only”. Identify all Post-graduate students by “Masters” or “PhD” as well as by their name, and their ethnicity, if known. Ensure the FTE figures are the same as those in the budget and MOU budget sections (Sections 5B and 5C). Heads of Department will be required to agree in writing to provide workload relief for research staff working on HRC contracts (Principles of Full Cost Funding).
Guideline for completing ANNEX 1 for Singapore researchers

I. Proposed Budget

Provide a detailed breakdown of the budget. The total sum requested should be same as Module 1 for Total Amount Requested from A*STAR.

You are advised to prepare the budget carefully under each category. Please refer to Appendix 3 – Preparing the Budget for a Grant Application while working on this section.

Only expenses directly related to the proposed project are allowed. You will not need to budget in for indirect cost funding.

II. Details and Justifications of Proposed Budget

Provide the details and justifications for all items requested in section (14). A*STAR reserves the rights to not fund items that are not clearly justified in the application.

Note that the total amount of funding for equipment is capped at $100,000 and OOE - Overseas Travel is capped at $6,000 per year.

III. Milestones and Performance Indicators

Propose scientific milestones, at a minimum of half-yearly intervals, and final target values of performance indicators in order for A*STAR to assess the progress of the research during the course of the study. Publication of papers is considered as a performance indicator and not a milestone.

Milestones and performance indicators proposed must be attainable within the grant duration of 3 years.

Section 5F - Justification of Expenses

Justification of Research Staff

DO NOT use this section to justify the role of the Named Investigators or any other research staff for whom Biographical Sketches have been provided (see excerpt from the Vancouver Convention in the Annex for a definition of a Named Investigator). These justifications should be given with each investigator’s Biographical Sketch (Module 6). Instead, use this section to explain the role of ALL OTHER personnel (named or un-named) who will be actively associated with the research and for whom you are seeking funding. These may be research assistants, technicians, medical staff, interviewers and support staff or similar, whose names or position titles are listed in the budget under “Research Staff” and who have specific FTE involvements. Un-named post-doctoral fellows should be justified here, but it is recommended that named post-doctoral fellows provide a Biographical Sketch in Module 6. Assessing Committees may consider not awarding funds for roles that are not fully justified or are simply described as a “training opportunity”. It is the responsibility of the 1st Named Investigator to ensure that no personnel justified in this section will exceed 100% FTE on their combined commitments during the term of the contract. The roles of students and casual staff should be justified in the following section (Justification of Working Expenses).

Justification of Working Expenses and Casual Staff

All items listed under Materials and Research Expenses in the budget should be justified, with costs broken down per item unit, and full costs per item for number of units requested. The application review process will consider the appropriateness of the budget and working expenses. If there are exceptional requests for working expenses, ensure that the Steering Committee will clearly understand why the requested materials, travel, or research tools are necessary for the successful completion of the research. Ensure any significant one-line items are justified adequately enough for the Steering Committee to understand the appropriateness. Clearly justify the roles of students (named and un-named) and casual staff so that the Assessing Committee can appreciate how these
persons are important and necessary for the proposed research to be completed. It is the responsibility of the 1st Named Investigator to ensure that no students justified in this section will exceed 100% FTE on their combined commitments with the Host Institution during the term of the contract.

Insert all supporting budget documents at the end of Module 5, and list these documents in 5H, Letters of Collaboration/Supporting Documents Index.
Section 5G – Previous / Current Contracts

Outline of current and previous support from all agencies
Using the tables provided, outline current and previous support from all agencies that has been received by the research team in the past three years (maximum of six contracts/support agreements). Only include support for any named investigators whose FTE contribution is 10% or more on the current application. Copy the table and repeat as required. This section is intended to provide the referees and committee reviewers with an overall summary of the applicants’ abilities to secure research funding for this type of research. Final reports for recently completed HRC contract may be made available to Assessing Committees and should be on file at the HRC.

For “Nature of Support,” indicate whether the funding supports salaries only, working expenses only, both salary and working expenses, equipment, a junior research fellow, etc.

Section 5H - Other Support

Other Research Applications Awaiting Decision
List the research applications the team has pending with other funding agencies. If applicable, indicate in the spaces provided any overlap of resources and personnel that the listed research application might have with this application submitted to the HRC. Applicants must advise the HRC Research Partnerships team through their Research Office / host institution of the outcome of these applications.

If the first NI, or any NI believes that disclosure of a significant relationship to companies would be valuable (e.g. contribution to project costs, staff joint appointments or equipment), provide details. A clear description of how the current application relates to those relationships is desirable but assessment of commercial links is NOT part of the peer review process. This statement has been presented to referees and Committee members assessing applications.

Co-funding
Please indicate and provide details if the research group has approached other agencies for joint funding of this research. If applicable, detail the support and joint funding arrangements.

Section 5I – Letters of Collaboration/Supporting Documents Index

Use this section to list any sub-contract/MoUs, letters of collaboration, appendices and any other supporting documents. The documents should NOT be attached to this section (see below for instructions about where to include documents).

The sub-contract/MoUs should be included in both the original application and all copies. For New Zealand requests / budgets, include sub-contract/MoUs for over $50,000 after Section 5C. If the sub-contract/MOU is less than $50,000, include after Section 5B.

A letter of collaboration should outline how the interested party intends to implement the findings of the research upon its completion, or provide material or actual support for the research, not simply to state that the research is necessary. Please ensure that any organisation providing a letter of collaboration recognises their intended commitment to the conduct of the proposed research. Letters of collaboration and any other supporting documents should be paper-clipped separately after Section 7C (Applicant Referee Nomination) and included with the original application only. These do not need to be copied and will only be made available to referees on request.

If Appendices need to be attached (e.g. example of a questionnaire) then please contact the HRC for approval and guidelines for inclusion.

For Singapore researchers: Please submit information if applicable.
MODULE 6: BIOGRAPHICAL SKETCHES

This section is to be completed for each Named Investigator (named on the front page of the application), and named investigators on sub-contract/MoUs, named post-doctoral fellows, and any other named research staff not justified in Section 5E (see excerpt from the Vancouver Convention in the Annex for a definition of a Named Instigator if in doubt about who should provide a Biographical Sketch). They must be signed and be up to date. Signatures may be faxed, but electronic signatures are not acceptable. Named investigators who are overseas are not exempt. Do not attach a Curriculum Vitae. Please list information in chronological order. (Copy section and repeat as needed for the number of named investigators on the application).

For Singapore researchers, please provide the biological sketches for the PI, co-Investigators, and collaborators only.

Pacific Ethnicity - Building the capacity of the Pacific Workforce is an HRC priority, therefore, if relevant please indicate if the researcher is of Pacific ethnicity.

Justification of Role

It is essential that Assessing Committee members understand why the investigators requested on this application are important and necessary for the proposed research to be successfully completed (not just a description of their background or expertise). Failure to do so may result in an Assessing Committee assuming a staff person is not necessary. The application review process will also consider the appropriateness of the nominated %FTE for each post. In general, Assessing Committees will deem very small %FTE contributions of staff members as non-essential.

Important note: the justification of role for each Biographical Sketch should be completed by the 1st Named Investigator before the individual investigators fill in their details. By signing the sketch the investigator is agreeing to the role described. It is especially important to ensure this is done if investigators are intending to return their sketches by fax.

Number of Publications

State the total number of publications in refereed journals in the box provided (do not include abstracts, proceedings or letters published or presented).

List of Publications from previous five years (2004 onwards)

Applicants should list all of their peer-reviewed publications from the previous five years, starting from current year first. Identify the investigator's publications most relevant to the research proposed by bolding the Author(s) name. You may include citations and journal impact factors/rankings.

Other forms of research dissemination (Maximum one page)

Use this section to describe other forms of research dissemination relevant to the proposed research, (e.g., media broadcasts, conference papers, editorials, newspaper articles, monographs, reports to groups, government publications and so forth).

Signature

See the above rules for signatures. Applicants certify the accuracy of all information provided and agree to the stated FTE contribution and role in the proposed research.

MODULE 7: ADMINISTRATION

Sections are not copied for external referees. These sections are for use by the Secretariat and/or Committee assessing your application.
Section 7A - Ethical and Regulatory Agreement
(Do not copy. Send with the original application only).

All areas must be fully and accurately completed for this section to be accepted. Indicate if the application requires human or animal ethical approval. If ethical approval is not required, reasons must be given. List any regulatory consents required from other bodies that must be gained before the research can commence.

Note:
1) The ethical agreement page is a contract stating that you will obtain appropriate ethical approval and regulatory consents, if required, before research commences.
2) The importance of adherence to the Council's Guidelines on Ethics in Health Research is emphasised. Especially where research involves human or animal subjects, human or animal materials, or personal information, you must signify that the research application has been submitted to, and given ethical approval by a properly constituted ethics committee approved for this purpose by the HRC.
3) Once applications have been received by the HRC, major procedural changes to your research protocol resulting from decisions of an Ethics Committee will require withdrawal of the application and resubmission to a later funding round. It is therefore suggested that you apply for ethical approval before submitting your application to the HRC to avoid unnecessary delays in contract commencement.
4) No contract funds will be released by the HRC until all ethical and administrative agreements, as detailed in this form, are fully met.
5) If appropriate, more than one Ethics Committee approval may be necessary, for example, if the research geographically covers an area serviced by more than one committee or if human and animal studies will be undertaken. Details are available from the HRC or the Ministry of Health.
6) Ethics Committees accredited to review research applications to the HRC are listed in the “Guidelines on Ethics in Health Research”, contained on the HRC web site. Also refer to the “National Application Form for Ethical Approval of a Research Projects” (form EA0502) also available on the HRC website.

Section 7B - Administrative Agreement (New Zealand)
(Do not copy. Send with the original application only).

The administrative agreement should be signed by authorised officers of the New Zealand host institution that will administer the contract. The host institution must be clearly and unambiguously identified. After signing the originals, forward these with your application, via your supervisor and Head of Department, to the University Registry or other institutional head office with sufficient time for them to be completed and delivered to the HRC by the closing date.

A fully completed administrative agreement must be received with the original application. Those received without an agreement will not be processed.

Section 7C - Administrative Agreement (Singapore)
(Do not copy. Send with the original application only).

(I) Declaration of Ethics Considerations
The approval of the grant is subject to the relevant ethics approval. Indicate whether the study involves human subjects, human tissues or cells, animal experimentation, animal

(II) Undertaking by Principal Investigator and all Co-Investigators
(III) Undertaking by Head of Department (HOD)
(IV) Undertaking by the Institution

Applications with missing signatures or signed by non-authorised personnel will be rejected. APPEALS WILL NOT BE ENTERTAINED. The signatures of the PI and all Co-Investigators and collaborators, Head of Department and the Director of Institution must be original at the point of submission as far as possible. Non-original signatures (electronic or faxed) must be followed up with the original as soon as possible.
MODULE 8: CLASSIFICATION OF RESEARCH

Module 8 for use by the Secretariat evaluation and reporting.
(Do not copy. Send with the original application only).

Section 8A - Australian and New Zealand Standard Research Classification (ANZSRC)

In addition to the information the HRC collects on Discipline (Appendix 1), Fields of Research (Appendix 2) and Keywords, a new classification structure for R&D, endorsed by MoRST, has been introduced. The ANZSRC codes will be used by MoRST and other Government Departments to classify R&D across sectors in New Zealand. The HRC in alignment with all other FIAs will now use these codes for consistency across the RS&T sector.

The ANZSRC has been produced by the Australian Bureau of Statistics and Statistics New Zealand to create consistency in the classification of R&D across sectors, and for use in official statistics. The three classifications in the ANZSRC are:

- Type of Activity (TOA)
- Fields of Research (FOR); and
- Socio-economic Objective (SEO)

Applicants can use the HRC code finder to select codes and weighting (https://secure.hrc.govt.nz/classifications).

HRC Applicants are required to categorise their research according to the Fields of Research (FOR) and Socio-economic Objective (SEO) classifications in the table provided.

**FOR Classification**

This classification allows R&D activity to be categorised according to the field of research. In this respect, it is the methodology used in R&D that is being considered, rather than the purpose of the R&D.

The FOR is a hierarchical classification with three levels. Each level is identified by a unique number:

- Divisions (2 digits)
- Groups (4 digits)
- Fields (6 digits)

Each division is based on a broad discipline. Groups within each division are those which share the same broad methodology, techniques and/or perspective as others in the Division. Each Group is a collection of related Fields of research. Group and Fields of research are categorised to the Divisions sharing the same methodology rather than the Division they support.

An example of this hierarchical structure is illustrated below:

<table>
<thead>
<tr>
<th>Level</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>11 Medical and Health Sciences</td>
</tr>
<tr>
<td>Group</td>
<td>1103 Clinical Sciences</td>
</tr>
<tr>
<td>Field</td>
<td>110301 Anaesthesiology</td>
</tr>
</tbody>
</table>

Where a defined field cannot be identified within a group for a research project or programme, the ‘not elsewhere classified’ category at the field level is to be used.

**SEO Classification**

This classification allows R&D to be categorised according to the purpose or outcome of the R&D. It consists of discrete economic, social, technological or scientific domains for identifying the principal purposes of the R&D.
The SEO is a four level hierarchical classification with Sector at the broadest level. While the Sector forms part of the structure of the SEO, it is however used only for the grouping of divisions and for publication of R&D data, not for data collection. The Sector is identified by a letter. Divisions, Groups and Objectives form the next three hierarchical levels in the SEO in decreasing order. Divisions, Groups and Objectives are assigned unique 2-digit, 4-digit and 6-digit codes respectively. The SEO classification has 5 Sectors, 17 Divisions, 119 Groups and 847 Objectives.

An example of this hierarchical structure is illustrated below:

<table>
<thead>
<tr>
<th>Level</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sector</td>
<td>C: Society</td>
</tr>
<tr>
<td>Division</td>
<td>92 Health</td>
</tr>
<tr>
<td>Group</td>
<td>9201 Clinical Health</td>
</tr>
<tr>
<td>Objective</td>
<td>920104 Diabetes</td>
</tr>
</tbody>
</table>

**Entering codes (Weightings)**

Applicants must select at least one six-digit FOR and SEO code, up to a maximum of three. If more than one code is chosen, each code must be assigned a weighting, rounded to the nearest 10%, which indicates the codes relevance to their proposal. Weightings for all FOR and SEO codes must sum to 100%. The selection of a single code will be treated as having a weighting of 100%.

Applicants can use the HRC code finder to select codes and weighting (https://secure.hrc.govt.nz/classifications).

**Section 8B - Mapping Categories**

**Research Mapping Categories** (for HRC evaluation purposes only)

Select the research mapping category from the table below that best describes the area of your research. Use the starting point for your research, rather than what your research may lead on to.

For definitions of each research mapping category, see the table below.
### Biomedical

<table>
<thead>
<tr>
<th>Mapping Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gene</td>
<td>Research into the genetic basis of disease, identification of genes involved. Linkage analysis falls here and not under clinical studies.</td>
</tr>
<tr>
<td>Cell Biology</td>
<td>Analysis of molecular-level interactions. This includes protein-protein interactions, determination of the function of genes involved in diseases, and whole cell studies (e.g. immunological studies, transfections, etc).</td>
</tr>
<tr>
<td>Physiology</td>
<td>This includes all physiology and anatomy. Animal models of disease are included in this category, and studies on host-pathogen interactions.</td>
</tr>
<tr>
<td>Diagnostics</td>
<td>This includes innovations, and the development/refinement of new or existing diagnostic tools.</td>
</tr>
<tr>
<td>Pharmaceuticals /Treatments</td>
<td>This includes the development of new pharmaceuticals (drug design and development), as well as new treatments for diseases (e.g. vaccines, other therapies).</td>
</tr>
</tbody>
</table>

### Clinical

<table>
<thead>
<tr>
<th>Mapping Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Studies</td>
<td>Research involving human subjects. This excludes research in which samples from human subjects are used for fundamental biomedical research, such as genetic linkage analyses.</td>
</tr>
<tr>
<td>Clinical Trials</td>
<td>Randomised clinical trials, usually randomised controlled clinical trials.</td>
</tr>
</tbody>
</table>

### Health Services

<table>
<thead>
<tr>
<th>Mapping Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Economics</td>
<td>Research into the cost-effectiveness of treatments/services etc.</td>
</tr>
<tr>
<td>Clinical Services</td>
<td>This includes primary and secondary care services. Access to and appropriateness of services are also included, and safety of services and compensation. Macro-level analysis of health system changes falls into this area.</td>
</tr>
</tbody>
</table>

### Public Health

<table>
<thead>
<tr>
<th>Mapping Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Resources</td>
<td>This includes all epidemiology, underpinning social science (qualitative and quantitative), development of tools and new methodologies, and development of indicators.</td>
</tr>
<tr>
<td>Risk Factors</td>
<td>Research linking life experiences, behaviours, exposures etc. with health outcomes.</td>
</tr>
<tr>
<td>Interventions</td>
<td>Research that includes the design and evaluation of interventions.</td>
</tr>
<tr>
<td>At-Risk Populations</td>
<td>Includes research on specific population groups. These groups may be based on age, ethnicity, occupation, etc. Includes research using diagnostics in a particular group.</td>
</tr>
<tr>
<td>Community services</td>
<td>Research around community-run services and community groups, e.g. Marae-based healthcare services.</td>
</tr>
</tbody>
</table>
Checklist
Please read this carefully to ensure you have not missed anything.

- Make sure you have used the correct font size and have not exceeded page limits, since doing so may result in your application being returned and not considered.

- Check that the HRC Reference number (assigned to your application by the HRC) is entered (if applicable).

- Check that all relevant signatures have been obtained for the Biographical section (Module 6) of each named investigator.

- Check that the ethics section has all the necessary signatures.

- Check that all other relevant signatures have been obtained (e.g. Administrative Agreement).

- Check that you have included the administration pages (Module 7) in your original application ONLY, and NOT in the copies submitted with the original.

- Be sure that your ORIGINAL copy is single-sided and PAPER-CLIPPED together, and that all of your PHOTOCOPIES are double-sided and individually STAPLED.
  
  Copies of sub-contracts/MoU should be included with all copies, other letters of collaboration/supporting documents should be paper-clipped together and included with the original only.

- Be sure that the original plus 9 copies are enclosed.

- Ensure that Sections 5A – 5E (from IIOF210 Budget.xls) are printed out and inserted/attached in the paper copies.

- Ensure that Annex 1 (Singapore budget form) is printed out and inserted/attached in the paper copies and soft copies.

- Be sure that the electronic copies required are correctly named and in the correct format (Word *.doc and Excel *.xls only), and when saving Word documents for the final time please ensure that the “track changes” function is off.

- Refresh the Referee’s index in the electronic Word (*.doc) file.
  
  (Short-cut hint: Right-mouse click just outside the right side of the index. Select “Update field”, then select “Update entire table”, then press OK).
APPENDIX 1:
DISCIPLINES LIST

Alcohol/drug dependence
Anaesthesia
Anatomy and histology
Anthropology
Audiology and acoustics
Behavioural science
Biochemistry
Bioengineering
Biology: bone
Biophysics
Biostatistics
Carcinogenesis
Cardiovascular disease
Chemistry: basic
Child health
Clinical trials
Community health
Demography
Dentistry
Diabetology
Drug design/development
Economics
Education and promotion
Embryology and development
Endocrinology: basic
Endocrinology: clinical
Environmental health
Epidemiology
Ethics
Evaluation
Fetology
Gastrointestinal disease
General practice/family medicine
Genetics: basic
Genetics: clinical
Geography
Geriatrics
Gynaecology
Haematology: basic
Haematology: clinical
Health economics
Health planning
Health policy
Health services research
Hepatology
Immunoochemistry
Immunology: basic
Immunology: clinical
Infectious diseases
Information sciences
Injury
Intensive care
Management studies
Maori health
Microbiology
Molecular and cellular biology
Molecular pharmacology
Neonatology
Nephrology
Neurology
Neuropharmacology
Neuroscience
Neuroscience: cellular
Neuroscience: molecular
Neuroscience: systems
Neurosurgery
Nursing
Nutrition and metabolism: basic
Nutrition and metabolism:
clinical
Obstetrics
Occupational health
Oncology
Ophthalmology
Optometry
Oral surgery
Orthodontics
Orthopaedics
Otolaryngology
Pacific Islander's health
Paediatrics
Pathology
Perinatology
Periodontics
Pharmacology
Pharmacy
Physical education
Physiology
Physiotherapy
Political studies
Preventive medicine
Psychiatry
Psychology: basic
Psychology: clinical
Psychology: community
Public health
Radiology and nuclear medicine
Rehabilitation medicine
Renal disease and urology
Reproduction
Respiratory disease
Rheumatology
Social policy
Social work
Sociology
Sports medicine
Surgery
Toxicology
Virology
Vision
Women's health
### APPENDIX 2: FIELDS OF RESEARCH

<table>
<thead>
<tr>
<th>Food safety</th>
<th>HSR: service delivery</th>
<th>Mol &amp; cell biology: hormones &amp; growth factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gastroenterology: colorectal</td>
<td>HSR: utilisation</td>
<td>Mol &amp; cell biology: membranes</td>
</tr>
<tr>
<td>Gastroenterology: JVI</td>
<td>Imaging</td>
<td>Mol &amp; cell biology: receptors</td>
</tr>
<tr>
<td>Gastroenterology: bladder</td>
<td>Immunisation</td>
<td>Mol &amp; cell biology: signal transduction</td>
</tr>
<tr>
<td>Gastroenterology: general</td>
<td>Immunology: allergy</td>
<td>Mol &amp; cell biology: tumour</td>
</tr>
<tr>
<td>Gastroenterology: hepatobiliary</td>
<td>Immunology: antibody</td>
<td>Morphology</td>
</tr>
<tr>
<td>Gastroenterology: peptic ulcers</td>
<td>Immunology: autoimmunity</td>
<td>Muscular dystrophy</td>
</tr>
<tr>
<td>Gastroenterology: small bowel</td>
<td>Immunology: basic</td>
<td>Neonatology</td>
</tr>
<tr>
<td>Gastroenterology: stomach/oesophagus</td>
<td>Immunology: cellular</td>
<td>Nephrology</td>
</tr>
<tr>
<td>Gastrointestinal disease</td>
<td>Immunology: clinical</td>
<td>Neural plasticity</td>
</tr>
<tr>
<td>Gastrointestinal: surgical</td>
<td>Immunology: cytokines and growth factors</td>
<td>Neuroanatomy</td>
</tr>
<tr>
<td>General practice/family medicine</td>
<td>Immunology: general</td>
<td>Neurobiology</td>
</tr>
<tr>
<td>Genetic diseases</td>
<td>Immunology: humoral</td>
<td>Neurochemistry</td>
</tr>
<tr>
<td>Genetics: biochemical</td>
<td>Immunology: immune complex</td>
<td>Neurology</td>
</tr>
<tr>
<td>Genetics: clinical</td>
<td>Immunology: immune regulation</td>
<td>Neumuscular disease</td>
</tr>
<tr>
<td>Genetics: engineering</td>
<td>Immunology: inflammatory processes</td>
<td>Neuropathology</td>
</tr>
<tr>
<td>Genetics: gene expression</td>
<td>Immunology: molecular biology</td>
<td>Neuropeptides</td>
</tr>
<tr>
<td>Genetics: gene mapping</td>
<td>Immunology: monoclonal antibody</td>
<td>Neuropharmacology</td>
</tr>
<tr>
<td>Genetics: gene therapy</td>
<td>Immunology: serology</td>
<td>Neurophysiology: basic</td>
</tr>
<tr>
<td>Genetics: molecular</td>
<td>Immunology: therapy</td>
<td>Neurophysiology: clinical</td>
</tr>
<tr>
<td>Genetics: oncogenes</td>
<td>Immunology: tolerance</td>
<td>Neuropsychology</td>
</tr>
<tr>
<td>Geography</td>
<td>Immunology: tumour immunity</td>
<td>Neuroscience</td>
</tr>
<tr>
<td>Geriatrics</td>
<td>Immunology: vaccines</td>
<td>Neurosurgery</td>
</tr>
<tr>
<td>Gerontology</td>
<td>Immunopathology</td>
<td>Neurotransmitters/modulators</td>
</tr>
<tr>
<td>Growth factors</td>
<td>Immunosuppression</td>
<td>Nursing</td>
</tr>
<tr>
<td>Gynaecology</td>
<td>Infectious diseases</td>
<td>Nursing: clinical</td>
</tr>
<tr>
<td>Haematology: basic</td>
<td>Inflammation</td>
<td>Nursing: community</td>
</tr>
<tr>
<td>Haematology: clinical</td>
<td>Injury</td>
<td>Nutrition and metabolism: basic</td>
</tr>
<tr>
<td>Handicapped persons</td>
<td>Injury: prevention</td>
<td>Nutrition and metabolism: clinical</td>
</tr>
<tr>
<td>Health care evaluation</td>
<td>Injury: unintentional</td>
<td>metabolism: clinical</td>
</tr>
<tr>
<td>Health economics</td>
<td>Intensive care</td>
<td>metabolism: clinical</td>
</tr>
<tr>
<td>Health planning</td>
<td>Learning</td>
<td>Obesity</td>
</tr>
<tr>
<td>Health policy</td>
<td>Management studies</td>
<td>Obestrics</td>
</tr>
<tr>
<td>Health services research</td>
<td>Maori health</td>
<td>Occupational health</td>
</tr>
<tr>
<td>Health: education</td>
<td>Maternity services</td>
<td>Occupational health: injury prevention</td>
</tr>
<tr>
<td>Health: promotion</td>
<td>Mental health: illness</td>
<td>Occupational health: risk reduction</td>
</tr>
<tr>
<td>Health: protection</td>
<td>Mental health: services</td>
<td>Occupational health: screening</td>
</tr>
<tr>
<td>Hearing</td>
<td>Mental health: wellbeing</td>
<td>Oncology and carciogenesis</td>
</tr>
<tr>
<td>Hepatitis</td>
<td>Metabolic disease</td>
<td>Oncology: chemotherapy</td>
</tr>
<tr>
<td>Hepatology</td>
<td>Microbiology</td>
<td>Oncology: drug development</td>
</tr>
<tr>
<td>HSR: access</td>
<td>Mol &amp; cell biology</td>
<td></td>
</tr>
<tr>
<td>HSR: community services</td>
<td>Mol &amp; cell biology: apoptosis</td>
<td></td>
</tr>
<tr>
<td>HSR: consumer</td>
<td>Mol &amp; cell biology: cell cycle</td>
<td></td>
</tr>
<tr>
<td>consultation</td>
<td>Mol &amp; cell biology: differentiation</td>
<td></td>
</tr>
<tr>
<td>HSR: hospital services</td>
<td></td>
<td></td>
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<tr>
<td>HSR: quality assurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSR: resource allocation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Oncology: immunotherapy
Ophthalmology
Optometry
Oral surgery
Oral: biology
Oral: medicine
Oral: pathology
Orodental: microbiology
Orodental: oral biology
Orthopaedics
Osteoporosis
Otolaryngology
Pacific Islander's health
Paediatrics
Paediatrics: adolescent
Paediatrics: behaviour
Paediatrics: development
Paediatrics: neonatal
Paediatrics: nutrition
Pathology
Pathology: experimental
Pathology: molecular
Pathology: neuropathology
Perinatology
Pharmacokinetics
Pharmacology
Pharmacology: clinical
Pharmacy
Physiology
Physiology: cardiovascular
Physiology: cellular/molecular
Physiology: developmental
Physiology: fetal
Physiology: ion
Physiology: exchange/transport
Physiology: muscle
Physiology: renal
Physiology: respiratory
Physiology: sensory
Pregnancy
Prescribing
Preventive medicine
Primary health care
Psychiatry
Psychiatry: adolescent
Psychiatry: adult
Psychiatry: child
Psychiatry: epidemiology
Psychiatry: liaison
Psychiatry: psychosomatic
Psychiatry: social
Psychology: adolescent
Psychology: adult
Psychology: basic
Psychology: behaviour analysis
Psychology: child
Psychology: clinical
Psychology: community
Psychology: development
Psychology: human factors
Psychology: social
Psychopathology
Puberty
Public health
Quality of life
Radiation therapy
Rehabilitation medicine
Reproduction
Reproduction: female
Reproduction: male
Respiratory disease
Respiratory: airways disease
Respiratory: disordered breathing
Respiratory: epidemiology
Respiratory: infection
Rheumatic fever
Rheumatology
Rural health
Sexuality
Sleep
Smoking
Social policy
Social work
Sociology
Sports medicine
Stress
Sudden Infant Death Syndrome
Suicide
Surgery
Surgery: clinical
Surgery: experimental
Survey methodology
Tissue culture: embryonic stem
cells
Toxicology
Transplantation biology
Trauma
Tropical diseases
Tuberculosis
Ultrasonography
Vitamins
Vision
Violence
Virology
Women's health
APPENDIX 3: PREPARING THE BUDGET FOR A*STAR GRANT BUDGET

1 OVERVIEW

1.1 Each proposal must contain a budget for each year of support and a cumulative budget for the duration of the project. The budget must specify and itemise direct costs associated with each of the four line items – Expenditures on Manpower (EOM), Equipment, Other Operating Expenses (OOE) and OOE - Overseas Travel.

1.2 Goods & Services Tax (GST) that is payable for any item, such as equipment and consumables, should be included as part of the budget.

1.3 Any direct cost charged to a BMRC grant award must be reasonable and directly allocable to the supported activity.

1.4 Please note that the duration of funding is capped at two years (24 months).

1.5 BMRC reserves the right not to fund items that are not stated or justified in the grant proposal.

2 BUDGET LINE ITEMS

2.1 Expenditures on Manpower (EOM)

2.1.1 These include the salaries for research fellows/postdoctoral fellows, research assistant/research associate/research officer/project officer, research nurse and laboratory technicians and other personnel needed for the conduct of the research.

2.1.2 Each position must be clearly specified and proposed budget must reflect prevailing organisational practices for salaries and allowances. State the qualifications of each personnel to be employed under the grant.

2.1.3 You are advised to budget for annual increments, National Service increments, staff welfare, medical, commuted leave pay and other related manpower costs required for the entire project life. Consult your Host Institution on the prevailing rates in preparing this portion of the budget.

2.1.4 Salaries of staff already supported by the Host Institution or other sources should not be augmented by the grant. Salaries for clerical or support staff should also not be supported by the grant.

2.2 Equipment

2.2.1 Every equipment item must be specified with an estimation of the cost. Note that the total amount of funding for equipment is capped at $100,000.

2.2.2 In general, BMRC would consider funding laboratory equipment and apparatus that are necessary in conducting the proposed research. Items such as computers, workstations and printers will not be funded unless they are exclusively used in conduct of the proposed research.
2.2.3 In general, you should find out if you could make use of existing equipment within your organization for your project. You should also enquire if you could make use of equipment in other local shared facilities or research institutes (in A*STAR, universities, research centres etc) instead of purchasing similar equipment.

2.2.4 At the end of the project, BMRC shall have the option to require that the Host Institution transfer ownership or make available the use of any of the Assets and Materials funded by a BMRC grant to BMRC or any other person or body at no cost.

2.3 Other Operating Expenses (OOE)

2.3.1 All necessary items, including materials and consumables, animal costs, local conferences costs, equipment maintenance costs, publications, overseas travel costs and other expenses that are directly related to the funded research such as the costs incurred for the use of shared facilities must be specified.

2.3.2 The award should not be used to support overheads (e.g. rental, furniture, clerical support, telephone or facsimile expenses, etc.).

2.4 OOE - Overseas Travel

2.4.1 Attendances at meetings and conferences must enhance the PIs work or provide an opportunity to disseminate the results. Note that travel must be by economy class airfare only.

2.4.2 Support for overseas travel should not exceed the standard rate of $6,000 per year.

3 JUSTIFICATION

3.1 Detailed justifications for the resources required in section I of Annex 1 must be provided in section II of Annex 1 of the application form. In particular, justify and provide information on the following:

3.2 EOM

3.2.1 The type and level, the duration of employment and the specific role of each manpower request. Please consult your Host Institution on prevailing terms and conditions.

3.2.2 Indicate clearly and justify the need for manpower that would be employed by organizations other than the Host Institution.

3.3 Equipment

3.3.1 List and provide justification for all equipment items required for the research proposal.

3.3.2 Explain why each piece of equipment is essential and how often it would be used for the project.

3.3.3 If similar equipment exists in the PI or Co-Investigator's laboratories, or in the PI's department/school, provide justification why the new equipment is required for the project.

3.4 OOE
3.4.1 All items listed under OOE should be appropriately justified.

3.4.2 For projects working with animals, state the number, type and source of supply of animals to be used in the research. Show that the number of animals to be used is the minimum required to produce valid results.

3.5 OOE - Overseas Travel

3.5.1 For overseas travel (includes overseas conferences and other purposes directly related to the research project), list down the details of the places and/or countries to be visited, the purpose (state the names of conferences and meetings if available), duration and persons travelling, and emphasize any proposed international collaborations.

3.5.2 All travel requests made on proposals should be evaluated against IT alternatives such as e-mail and video conferencing, and cogent reasons must be given for not using such less expensive means.

3.5.3 A breakdown of the travel budget into airfare and allowance for board and lodging is advised. PIs are advised to only provide fair and reasonable estimates for travel expense. **Travel must be by economy class airfare.** For all other travel-related claims, the Host Institution's policy must be consistently adhered to.

4 NON-FUNDABLE ITEMS UNDER DIRECT COSTS

4.1 The following provides a list of non-fundable items under direct costs for a funded project.

4.2 All claims incurred should be in accordance to established and consistently applied policy of the Host Institution, and directly related to the Research.

4.3 Items that are non-fundable under the direct costs for Extramural grants may be claimed under indirect costs, with the exception of the following: patent costs, commercialisation expenses, fines and penalties, and other activities not related to research.

4.4 The guidelines are subject to change at A*STAR's discretion at any time and it is the responsibility of the Institutions and Investigators to obtain the latest copy. A*STAR will provide the Office of Research or equivalent the latest copy and also post it on our grant system websites.

4.5 EOM Related Expenses

<table>
<thead>
<tr>
<th>Type of Expenses</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Policy</td>
<td>There shall be no new hires supported later than 6 months before the completion date of the project. The completion date of the project refers to latest approved completion date. Not allowable for Research Personnel not provided for in the approved budget with prior approval from the Council.</td>
</tr>
<tr>
<td>Overtime</td>
<td>Not allowable.</td>
</tr>
<tr>
<td>Type of Expenses</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PI’s &amp; Co-Investigators’ EOM cost</td>
<td>Not allowable.</td>
</tr>
<tr>
<td>Staff Insurance</td>
<td>Not allowable unless they are incurred under an established and consistently applied policy of the host institution. Host institution may be requested to certify that such payments are in accordance with its established policy or on the same terms as the other staff.</td>
</tr>
<tr>
<td>Staff Recruitment and related cost</td>
<td>Not allowable. Examples of such costs are advertisement, recruitment agency cost, staff relocation, housing allowances, etc. Where projects are inter-related with A<em>STAR, the cost for the common advertisement would be covered by A</em>STAR.</td>
</tr>
<tr>
<td>Student Assistants</td>
<td>Not allowable unless specifically provided for in the grant and approved by the Council and is only allowable for students already residing in Singapore, and who are not receiving any stipends or awards.</td>
</tr>
</tbody>
</table>

### 4.6 Equipment Related Expenses

<table>
<thead>
<tr>
<th>Type of Expenses</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Policy</td>
<td>There shall be no purchase of equipment later than 6 months before the completion date of the project. The completion date of the project refers to latest approved completion date.</td>
</tr>
<tr>
<td>Cost of capital works and general infrastructure</td>
<td>Not allowable unless specifically provided for in the grant and approved by the Council.</td>
</tr>
<tr>
<td>(including the costs associated with the establishment and running of the Grant Administration Office)</td>
<td></td>
</tr>
<tr>
<td>IT Equipment (including computer equipment and printers)</td>
<td>Not allowable unless specifically provided for in the grant and approved by the Council. Purchase of IT equipment must be in accordance with the IT policy of the host institution regardless of source of funds.</td>
</tr>
<tr>
<td>Office Equipment, Furniture &amp; Fittings, etc</td>
<td>Not allowable unless specifically provided for in the grant and approved by the Council.</td>
</tr>
<tr>
<td>Purchase of PDAs, Mobile Phones, etc</td>
<td>Not allowable unless specifically provided for in the grant and approved by the Council.</td>
</tr>
</tbody>
</table>
### 4.7 OOE Related Expenses

<table>
<thead>
<tr>
<th>Type of Expenses</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Policy</td>
<td>Not allowable for expenses that are <em>not directly related</em> to the Research.</td>
</tr>
<tr>
<td>Audit Fees</td>
<td>Not allowable. This includes both internal and external audit fees.</td>
</tr>
<tr>
<td>Conference and Seminar Organisation</td>
<td>Not allowable unless specifically provided for in the grant and approved by the Council.</td>
</tr>
<tr>
<td>Entertainment &amp; Refreshment</td>
<td>Not allowable.</td>
</tr>
<tr>
<td>Equipment Usage Charges</td>
<td>Not allowable for internal (intra-institution) equipment usage charges unless the equipment/service is part of the host institution's central/shared facilities, such as animal holding units and central laboratory, and <em>specifically provided for in the grant and approved by the Council</em>. However, external (inter-institution) equipment usage charges are allowable.</td>
</tr>
<tr>
<td>Fines and Penalties</td>
<td>Not allowable.</td>
</tr>
<tr>
<td>Insurance Premiums</td>
<td>Not allowable. This includes insurance premiums for equipment, workmen compensation and professional indemnity of researchers funded from A*STAR grants. The host institution is responsible for the insurance of the equipment, relevant workmen compensation and professional indemnity insurance which are in line with the host institution’s risk policies. However, personal travel insurance for approved overseas trips is claimable.</td>
</tr>
<tr>
<td>IT Peripherals</td>
<td>Not allowable unless specifically provided for in the grant and approved by the Council. (e.g. thumbdrives, optical media, data storage devices)</td>
</tr>
<tr>
<td>Legal Fees</td>
<td>Not allowable.</td>
</tr>
<tr>
<td>License Fees</td>
<td>Not allowable. (e.g. radiation licence from HSA) unless the license is required for the handling of machines funded under the grant.</td>
</tr>
<tr>
<td>Local &amp; International Students’ fees or other stipends or awards to students</td>
<td>Not allowable.</td>
</tr>
<tr>
<td>Type of Expenses</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Local Training</td>
<td>Not allowable unless the training is directly required for the research or is specifically provided for in the grant and approved by the Council.</td>
</tr>
</tbody>
</table>
| Overhead Expenses                      | Not allowable unless specifically provided for in the grant and approved by the Council based on the nature of the research.  
This includes rental, utilities, facilities management, telephone charges, internet charges, etc. |
This includes patent application filing, maintenance and other related cost. |
<p>| Payments to Volunteers and Research Patients | Not allowable unless specifically provided for in the grant and approved by the Council. |
| Professional Fees (including fees to consultants) | Not allowable. |
| Professional Membership Fees           | Not allowable. This applies to PI and Co-investigators as well as all research staff funded from the grant. |
| Publications                           | Not allowable for costs of reprints and publishing in media such as books, monographs and pamphlets unless it is for publication in professional journals or specific approval has been obtained from the Council. |
| Repairs and Maintenance of Equipment   | Not allowable unless specifically provided for in the grant and approved by the Council. The period of maintenance funded from the research grant, if approved, should be only for the duration of the project and new equipment purchased or modified for the project. |
| Software                               | Not allowable for generic software unless specifically provided for in the grant and approved by the Council. Software licenses, if approved, should be only for the duration of the project. |
| Staff Retreat                          | Not allowable. |
| Stationery and Printer consumables     | Not allowable unless specifically provided for in the grant and approved by the Council. This includes printing and photocopying charges. |</p>
<table>
<thead>
<tr>
<th>Type of Expenses</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation, Postage &amp; Courier services</td>
<td>Not allowable for general transport, postage &amp; courier charges. Only allowable for postage, courier and freight charges for bringing in equipment, specialised research consumables, and the submission of manuscripts and posters. Not allowable for rental of vehicles (land/sea/air) unless specifically provided for in the grant and approved by the Council.</td>
</tr>
<tr>
<td>Vaccinations</td>
<td>Not allowable for routine health vaccinations. Only allowed when working with micro-organisms carrying infectious diseases.</td>
</tr>
<tr>
<td>Visiting Professors</td>
<td>Not allowable unless specifically provided for in the grant and approved by the Council. The visiting professor must be identified and his/her contribution to the project must be clearly defined and described in the proposal. Faculties should verify that the rates comply with the institution’s standard rates.</td>
</tr>
</tbody>
</table>
### 4.8 Overseas Travel Related Expenses

<table>
<thead>
<tr>
<th>Type of Expenses</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Policy</td>
<td>Not allowable unless specifically provided for in the grant and approved by the Council. Travel must be by <em>economy class airfare</em>, for all other travel-related claims; the host institution's policy must be consistently adhered to.</td>
</tr>
<tr>
<td>Meeting Overseas Collaborator</td>
<td>Not allowable for students.</td>
</tr>
<tr>
<td>Overseas Conferences</td>
<td>The conference should be directly relevant to the research area or necessary to accomplish the project objectives for PI, Co-Investigators, researchers and lab technicians funded under the project grant. Not allowable for students unless they are PhD students who are presenting papers.</td>
</tr>
<tr>
<td>Overseas Training</td>
<td>Not allowable unless specifically provided for in the grant and approved by the Council.</td>
</tr>
</tbody>
</table>

### 5 INDIRECT COSTS

5.1 Grants awarded by A*STAR on or after 1 December 2007 are eligible for indirect costs funding. The eligibility of the Institutions to receive this support is at the absolute discretion of A*STAR.

5.2 Funds approved under indirect costs shall not be used for patent costs, commercialisation expenses, fines and penalties, and any other activity not related to research.
Introduction
This annex of general information contains definitions and terms in the forms, guidelines and other publications, that may be used to develop research applications and applications.

Health Research Council of New Zealand (HRC)
The HRC is a Crown Entity established in 1990 to administer part of the Government’s investment in public good health research. The Council will invest in a portfolio of research that advances human health and is relevant to the needs of the health sector in New Zealand and to the Government’s goals for the RS&T Sector. These objectives are outlined in the HRC Investment Strategy 2009.

As a Crown Entity, bound to the State Services Standards of Integrity and Conduct, the HRC must maintain political neutrality. According to the Health Research Council Act 1990, the HRC may initiate and support health research, and may promote and disseminate the results of health research in way that will be most effective in encouraging their contribution to health science, health policy, and health care delivery.

What research does the Health Research Council of New Zealand fund?
Research purchased by the HRC must reflect the council’s mission of ‘benefiting New Zealand through health research’, with a vision of ‘improved health and quality of life for all’. Goals within that mission are to invest in research that meets New Zealand health needs and research that has international impact, maximise the benefits of health research, champion the integrity of the health research environment, and enhance the value of the organisation.

The HRC is a strategic funding agency, which supports a range of fundamental, strategic and applied research within the general categories of biomedical, clinical, Maori health, public health, health services and Pacific Health research. HRC investments contribute primarily to the social goal for the government investment in Research, Science and Technology but may also contribute to the government’s economic and knowledge goals.

Consultation with Stakeholders
The HRC has a strong expectation that research involving human participants will be conducted in partnership with appropriate stakeholders. In some cases it may not be either reasonable or feasible to consult with the population group involved in the study. However, consideration should be given to consultation with other key stakeholders and representative bodies, such as relevant non-government organisations (e.g. Alzheimer’s Association), support groups, parents or care givers.

The study design, the methodology and the dissemination of research findings must be appropriate for the participants involved.
Responsiveness to Maori

The HRC is committed to demonstrating that its investment policies and assessment processes are responsive to the needs and diversity of Maori. While this may be reflected in the alignment of individual research proposals to Maori Development and/or Maori Advancement, it is also an expectation that research provider institutions demonstrate the quality and extent of their partnership and relationship with Maori in the portfolio of research applications submitted to the HRC.

Researchers should discuss with their host institution their policies and procedures with respect to consultation with Maori. To ensure that host institutions have met this requirement, the HRC requires a declaration on the Administrative Agreement, which forms part of each application, that appropriate consultation with Maori has taken place.

What constitutes a Named Investigator?

The HRC expects the designation of investigators to named status should conform to International best practice, as detailed in the ‘Vancouver Convention’ [The Uniform Requirements for Manuscripts Submitted to Biomedical Journals, October 2001 (http://www.icmje.org/)], i.e.:

- All persons designated as authors/named investigators should qualify for authorship/named investigator status, and all those who qualify should be listed. Each author/named investigator should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. One or more authors/named investigators should take responsibility for the integrity of the work as a whole, from inception to published article.

- Authorship/named investigator credit should be based only on 1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Conditions 1, 2, and 3 must all be met. Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship.