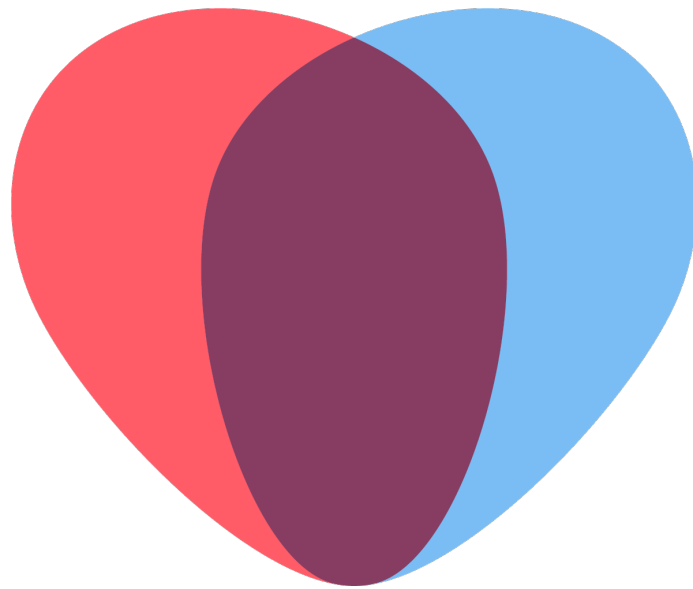
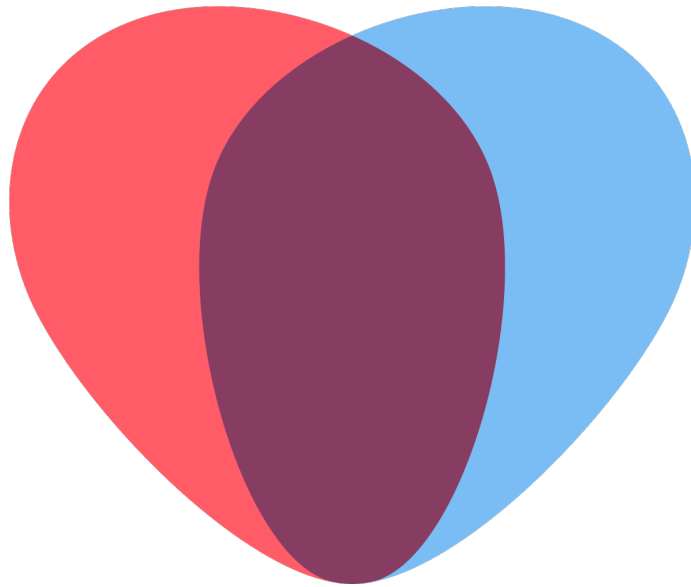


# Heart Lung Foundation



## Statistical Support Grant Application



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## Statistical Support Grant

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### Closing Dates

Applications for Statistical Support Grant will be considered throughout the year.

Value- Up to \$3,000 per project

The applicant's research must pertain to the activities of one of the five departments and must be a member of one of these five departments. However, applicants may apply with co-investigators who are not members of one of the five departments as long as the applicant is actively involved in the research.

### Applications

Applications should be in typescript on A4 paper and follow the format set out. Please email an **electronic original (with signatures) to Sarah O'Connell: [SOConnell2@adhb.govt.nz](mailto:SOConnell2@adhb.govt.nz)**. There is no need for a hard copy.

### Assessment Procedures

Applications will be considered by the Review Committee in February and June.

### Statistical Support Grant Activation and Completion Dates

The activation date is taken as the date of receipt by the fund administrator of the first request for payment of expenses. An award will not be activated unless ethics approval and a signed administration agreement have been obtained. The duration of the scholarship is stated on the original letter of notification about the award from the Fund. The completion date will be taken as the duration after the activation date. A scholarship which has not been activated one year after being awarded will be closed, unless otherwise approved by the Fund.

### Reports on Statistical Support Grant

The Applicant must submit an annual report to the HLF at the end of each year, irrespective of the date of commencement, which should include evidence of ongoing ethics committee approval of the project. A report incorporated within a new application is not acceptable.

### Publications

Publication of research undertaken during the scholarship should have the accompanying acknowledgement:

***"This research was supported by an award from The Heart Lung Foundation."***

### Presentation of Research at the Heart Lung Foundation Scientific Sessions

Recipients of the Statistical Support Grant will be asked at the conclusion of their research to present their findings at the next suitable Heart Lung Foundation Scientific Session (usually held in October/November of each year).

### Conditions

Statistical Support Grant are subject to the conditions set out herein, but may also be subject to special conditions imposed by the Fund and may be withdrawn if the conditions are not complied with.

**Format for Applications**

All applications should be prepared using the information provided on the following pages.

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## Statistical Support Grant

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*START EACH SECTION ON A NEW PAGE*

### Section 2: Statistical Support Grant Summary

Name of Applicant: \_\_\_\_\_  
(Principal Investigator)

Names of Co-Applicants: \_\_\_\_\_  
\_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

ADHB Department where research will be carried out:

\_\_\_\_\_

Short title of Project: \_\_\_\_\_

Key words: \_\_\_\_\_

Summary of amount requested	Year 1	Year 2	Year 3
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Salaries			
Equipment			
Working expenses			

Totals requested (GST excl):	\$	\$	\$
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Grand total (GST excl):	\$		
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Period covered by the Application:

Commencement Date	Duration
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**Other Support**

This section is intended to provide an overall summary of support for this research. Details of previous awards and applications awaiting decision for the support of this or closely related research should be provided under the appropriate headings. Awards from all sources should be listed. Title, commencement date, duration, total dollar value and agency should be noted for each award.

**Proposed Investigation**

The following format should be used in the preparation of the application. The application must be self-supporting. All information required by external assessors must be included. Font size must be no smaller than 10 cpi or 12 point.

**Abstract**

The abstract should be written in **plain English**, avoiding abbreviations where possible, and should cover aims, proposal, and significance of the research. **No more than 100 words in length.**

**Report of previous awards (if relevant)**

If the research proposed in this application arises directly from research undertaken on previous projects, provide a statement of the original aims and objectives of those projects and the degree to which these were met. If the research did not progress as anticipated, please provide explanations. **Use no more than two pages.**

**Aims****Background**

In addition to relevant work by Applicants and other workers, include further information essential for the assessment of the application.

**Research design**

Include goals and specific objectives, hypotheses, methodological detail, sample size calculations (where relevant) and statistical analyses. Consultation with a senior statistician is strongly recommended prior to submission.

**Timeline**

Include a timeline indicating how the research will be staged over the duration of the award, if appropriate.

**Significance**

Include relevance to ongoing research efforts or significance to the overall research field.

**How results will be disseminated**

Describe how research results will be disseminated.

**References**

Key references cited in the text should be supplied. An asterisk should be placed beside Applicant's publications.

**Budget Requested**

While occasionally unforeseen circumstances may impact on the budget once research is underway, the committee expects a high level of responsibility from the applicant(s) in accurately costing all aspects of the research and allowing for reasonable contingencies. The Trust will have a high threshold for subsequent requests for additional funding of approved projects.

The budget for each year requested and the total should be shown in a table under the following headings:

### **Staff**

Details of all staff (including names where known) who will be associated with the research should be included and whether or not a salary is being requested. Indicate the percentage full-time equivalent (% FTE) for each staff member. Grades and levels of positions should be noted. If increases in grades are anticipated these should be accounted for in the salary estimations. ACC levies should be included under working expenses. Casual salaries should be requested under working expenses. **Quote GST exclusive amounts.**

### **Equipment**

Only items of value greater than \$500 should be individually itemised. Items below this value should be budgeted as working expenses. Written quotations must be supplied. **Quote GST exclusive amounts.**

### **Working expenses**

Estimates of costs should be itemised under appropriate headings such as: Materials and Consumer Items (under \$500 in value); Animal Costs; Computer Charges; ACC Levies; Transport Costs; Telephone/Fax; Stationery; Postage and Freight, etc. Include, if appropriate, conference costs for presentation of research. Indirect costs must be covered by ADHB. **Costs should be current direct costs. Quote GST exclusive amounts.**

### **ADHB charge for overhead costs**

Refer to [http://www.adhb.govt.nz/ResearchOffice/Budget/develop\\_a\\_budget.htm](http://www.adhb.govt.nz/ResearchOffice/Budget/develop_a_budget.htm) for the list of overhead charges for different types of projects. For simple investigator initiated public good funded projects (level II), a fixed fee of \$1500 is applied.

### **Supporting Detail**

#### **Justification of budget**

List and explain the role of each research worker for whom salary is requested and justify the need for each major item of expenditure under the following headings:

- Salaries
- Equipment
- Working expenses

### **Priorities**

List the budget items in order of priority, to show which are more essential to the research.

### **Facilities available**

Describe facilities available under suitable headings such as: computer facilities; laboratory space; equipment; animal facilities; clerical; secretarial and administrative support.

### **Biographical Sketches**

Include biographical sketches (**not curriculum vitae**) for senior research workers on this project. Include: name, address, date of birth, present positions, % FTE on this project, qualifications, honours and prizes, research experience, number of publications, recent important peer reviewed publications. **Use no more than two pages per research worker.**

### **Ethics Approval**

Enclose a copy of the ethics approval.

### **Administrative Agreement**

**Only one signed copy is required.** Photocopy form overleaf for inclusion in scholarship application.

### **Nominated Assessors/Referees**

Please provide either existing referees' reports on the proposed research constituting the thesis or alternatively two referees whose opinions may be sought. Include the full postal address, telephone, fax and email address of each. If there are individuals or groups who would not be acceptable to the Applicant, these should also be named. The Fund will be guided, but not bound, by this advice from Applicants and additional or different assessors/referees may be sought. Note that this section will not be included in material sent to external assessors/referees.

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## Statistical Support Grant Administrative Agreement

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The Applicant understands and agrees that any support received as a result of this application is subject to the conditions of the Heart Lung Foundation, as set out in *A Guide to Applicants for Research Supports*, and that the support funds will not be expended for any other purpose than that described in the application. The Applicant agrees to supply a report annually, on request, to the Fund. The Applicant has read the section *Ethical Aspects of Research* in the Fund's booklet and agrees to abide by the principles outlined therein.

The Applicant also understands that support from ADHB for the project, such as accommodation, basic facilities for research and services, will be consistent with its internal policies and that risks will be managed in accordance with standard ADHB and ACC procedures.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Applicant)

The Head of Department approves the application and agrees to accept this research within the Department, if a support is made.

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Head of Department)

ADHB approves the application and agrees to support the project described in this application on the basis that where a clinical trial is involved prior ethics committee approval is obtained and that in all cases the ethics committee must also certify that the trial is not conducted principally for the benefit of the manufacturer or distributor of the medicine or item being trialled (if any), thereby to ensuring ACC coverage.

ADHB understands that any support received as a result of this application will be subject to the conditions set out in the Fund's booklet, *A Guide to Applicants for Research and Other Supports*.