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# **PROJECT Information SHEET**

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| --- | --- |
| **Submission Date** |  |
| **Project Title** |  |
| **Which Ember Research Grant are you applying for? (Tick one)** | 1 - Mental Health / Addiction Innovationor2 - Lived Experience |
| **Principal Investigator** |  |
| **Organisation** |  |
| **Other investigator(s) & organisation(s)** |  |
| **Email** |  |
| **Phone** |  |
| **Proposed Project Funding** | **Yr1** | **Yr2** | **Yr3** | **Other** | **Total** |
|  |  |  |  |  |
| **Proposed Start Date** |  |
| **Proposed End Date** |  |
| **Key Milestones .**  | **Description** e.g ethics approval, complete recruitment, data analysis complete, paper submitted for publications…. | **Completion Date** |
|  | [Name / brief description] | [Estimated completion date] |
|  | [Name / brief description] | [Estimated completion date] |
|  | [Name / brief description] | [Estimated completion date] |

# **Summary**

[Please describe in no more than **100 words** the nature of the proposed research. This should be in plain English and should cover the following items: rationale for research, aims, design and methods, and research impact.]

# **Description of Proposed Research**

**All sections will be waited equally**

**SUMMARY**

[Provide a brief overview of your research including rationale for research, aims, design and methods, and research impact]

**Rationale for Research**

[A statement of the research objectives and significance of the issue; potential to advance knowledge and address an important gap in the field; aims and hypothesis building on existing knowledge; and originality of the approach. Explain the ambitious nature of your research - how does your proposal challenge conventional practice or theory in the field? Does the research promise radically different methods/insights/techniques or tools? How will the research potentially lead to transformative change and be paradigm shifting?]

**Design, Methods and Approach**

[Provide details sufficient for technical assessment of scientific protocol, feasibility and validity. Describe the practicalities of how key outputs such as techniques or processes will be achieved and/or implemented by the team.]

**Impact Potential**

[Clearly state the anticipated outcomes, and the importance of the outcomes with respect to how they will contribute to increased knowledge, health, social and/or economic gains.]

[If relevant, describe the opportunity to commercialise the findings from this research and/or how the research findings are likely to enable the mental health sector to make informed decisions or valuable changes to its practice, expenditure and/or systems in the short term]

**Team capability to produce outcomes**

[Provide evidence that the team has the qualifications, experience and knowledge in the proposed research area; right mix of expertise, and appropriate networks and collaborations; history of productivity and delivery, and the right research environment. Describe how you intend to collaborate with stakeholders]

**Project Plan**

[Describe the timeline, milestones and deliverables for the project. Include the knowledge transfer and the process or steps in place that will support uptake of the research findings by Participants. This could include how clinical, health consumer, commercial and technical Participant stakeholders are integrated throughout the research process; how the dissemination strategies will be tailored to meet the needs of diverse stakeholders so the results are of maximum utility; whether there is a plan to build a prototype as part of the project]

**Data and Ethics**

[Comment on data availability for this work, and on any ethical or consent requirements and considerations including how data will be stored.]

**How does this research impact/benefit Māori?**

[All research in New Zealand is of interest to Māori, and research that includes Māori is of paramount importance to Māori.

Describe how this research project can contribute to addressing inequities faced by Māori participants and their whānau, for example, the steps you have taken to ensure your public documents are appropriate for Māori.

How have Māori been involved in the development of the project?

How will the research benefit Māori?]

**Informing Participants, Recruitment & Consent**

[Te Ara Tika principle:  WHAKAPAPA.  Research should involve the development and maintenance of respectful relationships, engage Māori in decision-making, and include clear, appropriate communication.

Describe in detail how you will identify potential participants and the method by which participants will be invited to take part in the research.

Provide details of the strategies that will be used to ensure culturally appropriate recruitment of Māori:

Explain the process by which potential participants will be provided with information about the study, an opportunity to ask questions, and be asked to give their informed consent]

**Background IP**

[Please outline any Background IP that this project will use. If you require assistance with defining Background IP, please contact your commercialisation office and legal advisors who should be able to assist you in doing so.]

# **References**

[It is important to support the application by means of references. Please ensure that these are not restricted or limited to the applicants’ own work. Please also ensure that the references have been published, to ensure that they are readily accessible when the proposal is being assessed. Please bold any applicant’s names if they appear in the reference list.] These are not included in any of the page limits.

# **Curriculum Vitae and Publications**

[A CV should be appended at the end of this document for each named researcher, using the standard HRC format. http://www.hrc.govt.nz/sites/default/files/NZ%20Standard%20CV%20Template.doc

up to a maximum of **5 pages**. In the publications list, please bold the named applicant].

# **Justification of Expenses**

[In this section, briefly outline the contribution that each team member will make to the proposed research. This should include PIs, AIs, mentors, and postgraduate students, regardless of the FTE funding sought. This section should illustrate that the project has the personnel to manage the expected workload of the project, to ensure its smooth management, and to deliver results. Clearly state the resources required for the proposed research that the team will have access to. This should not exceed 1 page in length.]

# **Project Budget**

[All costs for the project should be included

The time that each member of the research team will spend on the proposed project should be listed.

Please describe any additional funding you have for this project.

Please work with your research support team if needed to ensure you include the correct costs etc.]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Resource Type** | **Cost** | **Yr1** | **Yr2** | **Yr3** | **Total** |
| [Name, Grade, Dept. FTE] | [PI, AI, PhD etc.] | $x | $x | $x | $x | $x |
| [Name, Grade, Dept. FTE] | [PI, AI, PhD etc.] | $x | $x | $x | $x | $x |
| [Name, Grade, Dept. FTE] | [PI, AI, PhD etc.] | $x | $x | $x | $x | $x |
| **Other Costs** |  |  | $x | $x | $x | $x |
| [Please Specify] |  |  |  |  |  |  |
| **Additional funding sources** |  |  | $x | $x | $x | $x |
| [Please Specify] |  |  |  |  |  |  |
| **Total** |  |  | **$x** | **$x** | **$x** | **$x** |

**PROJECT TEMPLATE: GENERAL GUIDELINES FOR COMPLETION and FORMATTING.**

The proposed research must not exceed **7 pages** (excluding the Project Information Sheet, Summary and CVs). If diagrams, images or footnotes are used, they must be contained within this page limit. References should be listed separately. Typeface should be 11 point, Arial or of similar size font, single spacing, with margins of 2.5 cm on the left and 2.5 cm on the right side of the page.