NPMSER- 2018:

Office use only

**Seeding and Scoping New Research Application Form – NPMSER-2018**

**Ngā Pae o te Māramatanga Research Commissioning**

**All sections are to be clearly completed and submitted as instructed in the form via the NPM online portal by 4pm on 10 August 2018.**

**Note:** **1.** While we are asking for a research proposal, this is a seeding and scoping project and plan. You do need to be clear of the research idea its foundations and potential as a larger project or programme.

**2.** Multi-organisational or cross-institutional collaboration and leadership on projects is encouraged.

**3.** All applications will be peer-assessed by the NPM Research Committee to ensure NPM’s requirements for excellence are clear and achieved.

READ ME

**4.** **Projects can range from 6 to 12 months’ duration and the budget must total no more than $60,000** excluding GST.

**5.** Font and size should be Arial 12pt.

**6.** The Budget Workbook Template ‘NPM-BudgetWorksheets\_Seed&Scope 2018’ must be completed and submitted along with this application form.

1. **Title of Research Project**

Delete and type here

1. **Primary Research Theme**

*(Please select the* ***research theme the research project primarily aligns*** *and contributes to, select one only).*

**Whai Rawa: Māori Economies** [ ]

**Te Tai Ao: The Natural Environment** [ ]

**Mauri Ora: Human Flourishing** [ ]

**Te reo me ngā tikanga Māori** [ ]

1. **Project Type**

*(Please select the type of project –* [*refer to definitions in Request For Proposals*](http://www.maramatanga.ac.nz/funding-opportunity/npm-seeding-and-scoping-request-proposals)*).*

**Kia Tō Kia Tipu; Seeding Excellence (up to $25,000)** [ ]

**Kia Ārohi Kia Mārama; Scoping Excellence (up to $60,000)** [ ]

1. **Research Question/s**

Delete and type here

1. **Support and Leveraged Funding**

*(Outline your strategy and intentions, answering the following: 1) What scope or plans are there for co-funding or further support in this project? 2) Outline the credible pathway for leveraging funding beyond the term of this current research/project).*

Delete and type here

1. **Lay Summary**

*(Provide a plain language summary (approximately 300 words) to describe the research project, its aims, methods and rationale.* ***Note:*** *this is used to share information publically regarding the project so please write for a general audience).*

Delete and type here

1. **Research Process and Rationale (3 pages minimum - 5 pages maximum)**
	1. **Objectives of the Research**

*(Please include the project’s objectives below, include as many as required. Place cursor at end of table row and hit ‘enter’ to add further lines if necessary).*

|  |  |  |
| --- | --- | --- |
|  | **Objective text** | **TIMEFRAME** |
| **1** | Delete and type here | (MM/YY TO MM/YY) |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

|  |
| --- |
| **Total duration of Project (Months)** |
|
| Enter total months here |

* 1. **Duration of Project**

*(Projects are expected to be between 6-12 months)*

* 1. **Rationale**

Delete and type here

* 1. **Methodology and Methods**

Delete and type here

* 1. **Community Engagement/Participants**

*(Explain if this project has a local, national and/or international community/participant engagement component, and how this community/these participants will be engaged).*

|  |
| --- |
| Delete and type here |

* 1. **Capability and Capacity Building**

*(Explain how this project will contribute to building Māori capability and capacity).*

|  |
| --- |
| 1. **Māori Capability**

Delete and type here**ii. Māori Capacity**Delete and type here |

* 1. **Enhancing and Using Te Reo Māori**

*(Explain how the project will contribute to enhancing the revitalisation and normalisation of te reo Māori within your research settings, communities and/or society i.e. explain how you would ensure regular or increased use of te reo Māori throughout the project, interactions, reporting etc, publication or written and other outputs in te reo Māori*).

|  |
| --- |
| Delete and type here |

* 1. **Enhancing and Practicing Tikanga Māori**

*(Explain how the project will contribute to enhancing tikanga Māori revitalisation, normalisation and practice within your research settings, communities and/or society i.e. how is or will tikanga Māori be used throughout the research, are Māori approaches, values and methods adopted and utilised and what is the impact of this?).*

|  |
| --- |
| Delete and type here |

* 1. **Project Outputs Plan**

*(Please describe and list the outputs of this research project, including publications, activities, events, new funding applications or initiatives, partnerships and groups and their delivery dates. Please be as specific as possible. ).*

Delete and type here

|  |  |  |
| --- | --- | --- |
|  | **Outputs** | **Date** |
| **1** | Delete and type here | (MM/YY TO MM/YY) |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
|  | [add more rows if required] |  |
|  |  |  |

1. **Excellence, Benefits and Transformation (1 page maximum)**

a. How is this project excellent? How will it achieve excellence?

b. Who will benefit from this research?

c. How will this project support transformation and positive change?

1. **Theme Alignment and Contribution (250 word minimum)**

*(Explain how the proposed project contributes to* [*NPM’s research theme or themes*](http://www.maramatanga.ac.nz/research/research-themes)*, and what it adds to the NPM programme and vision).*

|  |
| --- |
| Delete and type here |

1. **References (1 page maximum)**

*(List all references cited in this application here)*

1. **Project Budget – Summary from Budget Workbook**

*(Project budgets may range from $10,000 to $60,000 in total, exclusive of GST. Applicants must use the NPM template (‘NPM-BudgetWorksheets\_Seed&Scope 2018.xlsx) to complete the summary budget table below. The full budget workbook (with detailed budget working) is to be submitted with the application in the online portal).*

|  |  |  |
| --- | --- | --- |
| **Budget Categories**  | **Year 1/Total** |  |
|   | **Budget $** | **FTE** |  |
| **Salaries:** |   |   |  |
| Principal Investigator/s |  -  | 0.00 |  |
| Associate Investigator/s |  -  | 0.00 |  |
| Postdoctoral Fellows |  -  | 0.00 |  |
| Research & Technical Assistants |  -  | 0.00 |  |
| Others |  -  | 0.00 |  |
| **Total salaries** |  **-**  | **0.00** |  |
| (Salary related costs) |  -  |   |  |
| **Total salaries and related costs (a)** |  **-**  | **0.00** |  |
|   |   |   |  |
| **Other costs:** |   |   |  |
|   |   |   |  |
| ***Indirect costs -***  |   |   |  |
| Overheads (institutional infrastructure/indirect costs) |  -  |   |  |
|   |   |   |  |
| ***Direct costs -*** |   |   |  |
| Project Costs |  -  |   |  |
| Travel |  -  |   |  |
| Postgraduate student stipends |  -  | 0 |  |
| Subcontractors |  -  | 0 |  |
| Extraordinary expenditure |  -  |   |  |
| **Total other costs (b)** |  **-**  |  |  |
| **Subtotal (a + b)**  |  **-**  |  |  |
| Including GST (15%) |  -  |   |  |
| **Grand Total (inclusive of GST)** |  **-**  |  |  |
|  |  |
|  |
|  |
|  |  |  |  |
|   |  |   |   |
| **Duly Authorised Signatory for host organisation** |  |  |
|   |  |  |  |
| **Name:** |  |   |   |
| **Position:** |  |  |  |
|  |  |   |   |
| **Signature:** |  |   |   |
| **Date:** |   |   |   |

1. **Budget Justification**

*(****All budget items must be specified in this section along with a brief justification****. The justification must outline the calculation of budget line items. For personnel, an explanation of FTEs on the project and why the named investigators are engaged for that salary and amount of time is required).*

***Salaries***

Delete and type here

***Direct Costs - Operating Expenditure***

Delete and type here

***Extraordinary Expenditure***

*(Costs specific to the research project but not usual items or costs e.g. special equipment, access to files or proprietary data)*

Delete and type here

***Please note in-kind and other contributions/co-funding or support for the project***

Delete and type here

1. **Name and Contact Details of the Principal Investigator/s**

*(Collaboration, cross-institutional or otherwise, is encourage where and when appropriate. Copy and complete table if more than one PI)*

|  |  |
| --- | --- |
| Name (with title): |  |
| Iwi/Tribal Affiliation: |  |
| Organisation: |  |
| Address: |  |
|  |
| Telephone: |  |
| Mobile: |  |
| Fax: |  |
| Email: |  |

1. **Host Institution**

*(A single host or lead contractor is required)*

Delete and type here

1. **Project Team**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Title** | **Preferred Name(s)** | **Surname** | **Tribal affiliation/s** | **Project Position/Role**  | **Organisation** | **FTE (%)\*** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*(List all project investigators and team members/collaborators e.g. academic and community. Add more rows as necessary).*

\* FTE = Full Time Equivalent must be included whether directly funded or time only. Please ensure all funded FTE are justified in the Budget Justification section.

1. **Curriculum Vitae (8 pages maximum)**

*(Include a CV for all named investigators and researchers contributing to the research (use the RS&T CV format). Copy the template below as required for each team member)*

**PART 1 – Personal and professional details**

|  |
| --- |
| **1a. Personal details** |
| **Name** | Title | First name | Second name(s) | Family name |
| **Present position** |  |
| **Organisation/employer** |  |
| **Contact address** |  |
|  |
|  | **Post code** |  |
| **Work telephone** |  | **Mobile** |  |
| **E-mail** |  |
| **Personal website** (if applicable) |  |

|  |
| --- |
| **1b. Academic qualifications** |

*List in reverse date order. Start each qualification on a new line, ie year conferred, qualification, discipline, university/institute.*

|  |
| --- |
| **1c. Professional positions held** |

*List in reverse date order. Start each position on a new line, ie year-year, job title, organisation.*

|  |
| --- |
| **1d. Present research/professional speciality** |

|  |  |
| --- | --- |
| **1e. Years of research experience** (exclude periods away from research) | years |

|  |
| --- |
| **1f. Professional distinctions and memberships** (eg honours, prizes, scholarships, governance roles etc) |

*List in reverse date order. Start each item on a new line, ie year / year-year, distinction.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1g. Number of peer- reviewed publications and patents** | Journal articles | Books, book chapters, books edited | Conference proceedings | Patents |
|  |  |  |  |

 **PART 2 – Information relevant to this proposal**

|  |
| --- |
| **2a. Research publications and dissemination relevant to this project** |

*List in reverse date order.*

|  |
| --- |
| **2b. Previous research work relevant to this project** |

*Repeat and expand box below as necessary.*

|  |
| --- |
| **Research title:** **Principal outcome:** **Principal end user(s):**  |
| **Research title:** **Principal outcome:** **Principal end user(s):**  |
| **Research title:** **Principal outcome:** **Principal end user(s):**  |

1. **Administrative Declaration**
	1. **Title of research project**

Delete and type here

* 1. **Principal investigator/s declaration**

I declare that the details provided in this proposal are true and correct.

Signature:

Name:

Date:

* 1. **Host Institution declaration - Authorised official on behalf of host institution**

I declare that:

1. The host institution agrees to support this research for the duration of any contract, including the work described in this application by making available accommodation, basic facilities for research and the services necessary for its fulfilment.

2. The authorised Head/Director or Manager agrees to accept this research within his/her organisation/school/department/unit if a contract is made, and agrees to provide workload relief for research staff working on this contract.

Signature:

Name:

Position:

Organisation:

Date:

**Please submit your completed project application via the Seeding and Scoping New Research online portal by 4pm on 10 August 2018 at:**

<http://www.maramatanga.ac.nz/funding-opportunity/npm-seeding-and-scoping-projects>

Ngā mihi nui

Ngā Pae o te Māramatanga

[www.maramatanga.ac.nz](http://www.maramatanga.ac.nz)

**Contact:**

09 923 4220

info@maramatanga.ac.nz