



RESEARCH AND ENTERPRISE

Updates and Announcements from week commencing 10 February 2025

Royal Society Te Apārangi Marsden Fund 2025 – Updated

The Royal Society Te Apārangi Marsden 2025 Expression of Interest [Guidelines for Fast-Start and Standard](#) applications are now available.

Important Dates:

Draft Proposals to Research Advisor by 11th February 2025

Final Proposals to Research Advisor by 18th February 2025

Applicants need to be registered on the Marsden portal to be able to access the application forms. LaTeX proposal templates now available on the Marsden portal.

To register:

- If you want a Standard registration, please email your name and department to research@otago.ac.nz. (For UoW researchers, please contact Christine directly at christine.groves@otago.ac.nz). The Research Office will register your details on the Marsden portal and email your personal logon details and instructions to you.
- If you want a Fast Start Registration, please contact your [Research Advisor](#) as you will need to provide confirmation that you are a permanent staff member or get HOD/PVC approval (a template will be provided by your Research Advisor) before you can be registered on the portal.

Changes for 2025

There are a number of major changes this year, signalled in the guidelines. Please refer to page 4 on the [Guidelines for Fast-Start and Standard](#)

Marsden Fund Council Award guidelines are now available (changes for 2025 are available on page 5)

Virtual Roadshows

The virtual roadshow presentation is now available as a video here with information about how to apply for Marsden in 2025, along with the slideshow presentation as a pdf, and registration details for the Q&A sessions.

<https://www.royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/marsden-fund-application-process/information-for-applying-to-the-marsden-fund/>

Q&A dates and times are as follows (also at the above link). Please click on each link to register.

Session 2 (Fast-Start applicants): 11:30 Monday 10 February

ZoomLink: https://us02web.zoom.us/webinar/register/WN_rYYAyAATSve2P16Yre98Nw

Session 3 (all applicants): 14:00 Monday 10 February

ZoomLink: https://us02web.zoom.us/webinar/register/WN_5xnmtcV1R-SNC4TXDCEwtw

Questions will be collected on the day via the chat function, but if people want to send in questions ahead of time, they are very welcome to email Dr Rachel Averill.

Royal Society Te Apārangi – 2025 Research Honours Aotearoa

The [call for nominations](#) to the 2025 Royal Society Te Apārangi Research Honours Aotearoa round is now available. For further information visit <https://www.royalsociety.org.nz/what-we-do/medals-and-awards/>

The following medals and awards are being offered in 2025 by the Royal Society Te Apārangi. Full details about the medals and awards can be found [here](#)

Rutherford Medal – for preeminent research, scholarship, or innovation by a person, or team, in any field of engineering, humanities, mathematics, sciences, social sciences, or technology

Te Rangaunua Hiranga Māori Award – for excellent and innovative research co-created by Māori, that has made a distinctive contribution to community wellbeing and development in Aotearoa New Zealand

Awards are also offered in the following categories:

- Communication, Leadership and Application
- Early Career Researcher Awards
- Humanities and Social Sciences
- Physical and Biological Sciences
- Technology and Applied sciences, and
- Other research funds and opportunities (comprising named funding grants/awards).

The closing date for nominations and applications is Monday, 31 March 2025.

Please email academy@royalsociety.org.nz if you wish to submit a nomination and you will be provided with a URL to access an individual web based application form. As in the past, the Society's Academy is keen to receive nominations from under-represented groups, particularly with respect to gender, ethnicity and employment context.

Also open for application are the following Royal Society Te Apārangi research grants:

- [Charles Fleming Senior Scientist Award](#) – an annual research grant worth up to \$10,000 to support the research of a senior scientist in New Zealand.
- [Charles Fleming Publishing Award](#) – an annual award worth up to \$8,000 to support the preparation of scientific books and relevant publications.
- [Hutton Fund](#) – Funding of \$1,000 for research in New Zealand zoology, botany and geology.
- [Skinner Fund](#) – Funding of \$1,000 for research in the study of the history, art, culture, physical and social anthropology of Māori and Polynesian peoples

A new Research Administration System is on its way to manage externally contracted projects- updated

A new Research Administration System to manage externally contracted projects is now live

The University's new Research Administration System (RAS) is a database and approvals mechanism designed for intuitive, efficient research administration. In time, it will replace (amongst other things) the use of Costing and Consents Worksheets (CCWs) for budgeting.

What you need to know

RAS is being implemented in two phases. It is now live for the following first-phase users:

- Senior Research Administrators
- Research Advisers
- Business Development Managers
- Research Finance Associates and Finance Associates
- Those with responsibility for funding application approvals (e.g. HoDs, Deans, PVCs)

The way in which these RAS users manage research administration is changing, but their roles are not, so you can continue to seek advice as you would normally, but please be patient while they navigate the new system.

RAS will be available to researchers as soon as possible, with preparations under way for training and familiarisation in the coming weeks. Until then, please note that the Costings and Consents Worksheet (CCW) has been amended for use during the first phase of go-live. To access the amended CCW, follow [this link](#). This will require the Principal Investigator to sign the CCW, but all other approvals will happen via RAS.

For and SeO codes must be entered in the relevant section of the CCW. A full list of the codes is included in the electronic version of the ccw. If this information is not provided R&E won't be able to enter your project into the system. Please talk to your Research Advisor or Business Development Manager if you have any queries regarding these.

You can find more information about RAS on the [RAS SharePoint](#) site. If you have any questions, please contact orisproject@otago.ac.nz

Matariki Network of Universities' Travel Awards - NEW

Applications are invited for the University of Otago's Matariki Network of Universities' (MNU) Travel Awards. The purpose of these Awards is to enable academic, professional and research only staff at the University of Otago to meet with colleagues from MNU member universities to develop and/or enhance collaboration. That collaboration can be research or teaching/curriculum related. Further information regarding the MNU, member institutions and its objectives, is available at www.matarikinetz.org

Applications are available from Lynda McIver (lynda.mciver@otago.ac.nz). Applications will be considered at the 10 March Internationalisation Committee meeting. Applications are due 1 March 2025.

A maximum of \$2000 is available for each award.

Cancer Research Trust NZ – new portal - NEW

Cancer Research Trust's March 2025 grants round is now OPEN for applications. There are two grants on offer - Professional Development Awards and Cancer Education + Development awards. See the funding calendar for further information.

In order to apply, individuals need to register for an account https://grants.cancerresearchtrustnz.org.nz/users/sign_up

Competition for funds is high as the Trust receives many more applications than it can fund. Each grant type has a set of guidelines to help applicants understand the review process plus essential information and tips to preparing a quality application. These guidelines contain a lot of new information, so even applicants with a successful track record should review these before writing their application. [Click here for details](#).

Cancer Research Trust NZ – Zoom session for applicants - **NEW**

Join the Trust's General Manager Michelle Sullivan in an online session to learn more about the different grants available and how applications are assessed, plus plenty of time for your questions.

These sessions are for everyone - whether you're considering applying to the Trust for the first time, are a seasoned grant writer wanting an update or need some tips on how to navigate our grant portal.

Option 1: Feb 11 2025, 9.30am. Register [here](#)

Option 2: Feb 18 2025, 4.30pm. Register [here](#)

Changes to the 2025 Health Research Council Health Delivery round - **Updated**

Refer [here](#) for key changes to the Health Research Council's Health Delivery Research Project funding round.

The HRC's Health Delivery funding round is the primary investment mechanism focused on supporting research that directly informs health policy, practice, or systems. Up until now, **Health Delivery Research Career Development Awards** have been offered twice a year. From 2025 onwards, however, HRC will bring these awards in line with all their other grant types and **offer them once a year**.

HRC have not yet set a date for when the 2025 Health Delivery Research Career Development Awards will be offered, however, keep up to date via the HRC's news update and [HRC Gateway's homepage](#). Information about the **Health Delivery Research Activation Grants** will be announced in due course.

CSL Research Acceleration Initiative

CSL Research Acceleration Initiative aims to fast-track discovery of innovative biotherapies through partnerships between CSL and global research organisations

See the [flyer](#) for further details. For online application instructions please email Dr Alex Tickle at

alexandra.tickle@otagoinnovation.com

Applications close **20th February 2025**.

ZiF Bielefeld - CfP 'Research in Groups'

The Center for Interdisciplinary Research (Zentrum für interdisziplinäre Forschung, ZiF) is Bielefeld University's Institute for Advanced Study, serving as a pivotal hub of interdisciplinary research. The funding format "[Research in Groups](#)", has regularly recurring calls, enabling groups of researchers to focus on their work while hosted on ZiF campus

The deadline of the current call is **24 April 2025**. Further information available [here](#) or view the attached flyer

The call includes three different group formats with varying time spans and funding options:

- Visiting Groups (one stay at ZiF of 1 to 3 months)
- Resident Groups (one stay at ZiF of 4 to 6 months)
- Long-Term Groups (several visits to ZiF over a period of up to three years).

Horizon Europe – **Updated document**

If you want to learn more, please refer to this [special research news](#), this [document](#) and the [Funding and Tenders Portal](#).

CrowdHelix Presentation Recording

The recording of the demonstration for [CrowdHelix](#) by Cais Jurgens (Head of Membership Development, CrowdHelix) can be found [here](#). Please contact Kosta Tabakakis ([Research Adviser](#), R & E) if you have difficulty accessing the recording.

MBIE – Catalyst: New Zealand – Singapore Leveraging AI for Healthy Ageing 2025

Proposals are invited for New Zealand research organisations to work with Singapore research organisations to develop health related Artificial Intelligence (AI) solutions to support healthcare providers to deliver better health outcomes.

New Zealand and Singapore applicants must jointly develop a single proposal using the proposal template provided on the AISG website and submitted in the AISG Grant Management System (GMS) portal. The Singapore partner will be responsible for submitting the proposal. The New Zealand project team is required to confirm they have the agreement of their host institution before submitting their proposal. You will need to provide evidence of this agreement to your Singapore partner when they submit your joint proposal. Please refer to the Endorsement Form under Supporting Documents on the AISG website.

Proposal submission period is open. Applicants submit their joint proposal through the AISG online portal by 17 March 2025 12:00pm (SGT) / 5:00pm (NZST)

Refer [here](#) for further information.

Universities New Zealand Te Pōkai Tara Critic and Conscience of Society Award 2025 – Closing Date 28 February 2025

New Zealand university academics who excel at keeping the public informed with their expert commentary could receive a \$50,000 grant. Click [here](#) for further information. To apply click [here](#)

2025 AINSE Research and Education Opportunities – Updated

[AINSE Pathway Scholarship](#): Eligible students enrolled in an Honours degree (final year) OR a Masters Degree, at an AINSE Member University, for some period between 1st January 2025 and 31st March 2025 can apply.

The student's research project must involve the use of ANSTO facilities, or the analysis of data previously collected from ANSTO facilities, in collaboration with an ANSTO staff member. Applications close 15 March 2025.

[AINSE Postgraduate Research Award \(PGRA\) - NEW](#): Eligible students from AINSE Member institutions who are enrolled in a PhD and receiving an RTP scholarship or equivalent can now apply. The research project must require the use of ANSTO's facilities and expertise. Applications close 15 April 2025

[AINSE Residential Student Scholarship \(RSS\) - NEW](#): For PhD students who need to stay at ANSTO facilities for a period averaging no less than 6 months per year. Eligible students from AINSE Member institutions who are enrolled in a PhD and receiving an RTP scholarship or equivalent can now apply. The research project must require the use of ANSTO's facilities and expertise for an minimum of 6 months per year on average. Applications close 15 April 2025

Cancer Society: In Pursuit 2025 Cancer Research and Innovation Conference

6-7 March 2025

Te Pae Conference Centre | Christchurch

This inaugural event will bring together leading researchers, healthcare professionals, and innovators to explore cutting-edge research, innovative approaches, and collaborative efforts to combat cancer.

[See the conference website](#) for more information and to register.

Fulbright New Zealand

Fulbright NZ offers a variety of awards throughout the year, some of these awards are in conjunction with Ngā Pae o te Māramatanga. Awards will be advertised below in due course. Professor Phil Bremer is the Fulbright New Zealand Campus Advisor for the University of Otago; should you wish to seek further information please find Phil’s contact details [here](#).

FUNDING OPPORTUNITIES from Week Commencing 10 February 2025

- TYPE** **AF** Awards and Fellowships
- RE** Research projects and Equipment grants
- TC** Funding for Travel and Conferences (attendance/registration)
- Oth** **Other** grants (including research support for proposal development, dissemination of findings through hui or stakeholder meetings, running conferences/workshops, etc)

ONLINE APPLICATIONS Where applications are to be submitted through an online portal, please note that a signed CCW still needs to be submitted to your Research Advisor by the due date detailed below.

DUE DATE (Internal Deadline):

Deadline, for **Dunedin Researchers**, for the final signed hard copies of the Application and Costings and Consents Worksheet (CCW) to be received by your Research Advisor. Register your interest in a fund with your Research Advisor, who can assist you in the development of these documents, in the weeks **prior** to the DUE DATE.

University of Otago, Christchurch Researchers: To confirm your ‘Due Date’ please contact
 EJ Sinclair, Research Advisor, University of Otago, Christchurch - ej.sinclair@otago.ac.nz
 Suzanne Benjes, Research Advisor, University of Otago, Christchurch – suzanne.benjes@otago.ac.nz
 Ian Cooke, Research Advisor, University of Otago, Christchurch - ian.cooke@otago.ac.nz
 Kosta Tabakakis, Research Advisor, University of Otago, Christchurch – Medicine Department
re.research.uoc@otago.ac.nz (Please note Kosta is working remotely based in the UK time zone. Hence correspondence from Kosta will be outside the normal NZ working hours. Hours (NZ time): approx. 8pm-4am

University of Otago, Wellington Researchers: to confirm your ‘Due Date’ please contact
 Christine Groves, Research Advisor, University of Otago, Wellington - christine.groves@otago.ac.nz
 Nina Barton, Research Advisor, University of Otago, Wellington – nina.barton@otago.ac.nz

Please note, internal due date advertised below may differ for University of Otago, Wellington, and University of Otago Christchurch researchers. Please liaise with your respective Research Advisors for further clarification.

NEW	TYPE	FUNDING BODY	FUNDING OPPORTUNITY	INTERNAL DUE DATE
	RE	Cancer Society of New Zealand Inc	Research Grants – Expression of Interest <i>Please contact your Research Advisor if you wish to apply</i>	13-Feb-2025

NEW	TYPE	FUNDING BODY	FUNDING OPPORTUNITY	INTERNAL DUE DATE
	AF	Cancer Society of New Zealand Inc	Post-Doctoral Fellowships – Expression of Interest <i>Please contact your Research Advisor if you wish to apply</i>	13-Feb-2025
	TC	Leukaemia and Blood Cancer New Zealand	Travel Grant	13-Feb-2025
	RE	New Zealand Lottery Grants Board	Lottery Environment and Heritage	18-Feb-2025
	RE	Royal Society of New Zealand	Marsden Fund – Expressions of Interest Standard and Fast-Start Grants NB: Draft proposal to Research Advisor by 11 Feb 2025 Final proposal to Research Advisor by 18 Feb 2025	18-Feb-2025
	RE	Royal Society of New Zealand	Marsden Fund Council Award	18-Feb-2025
	RE	Arthritis NZ	Research Grants - Eol	20-Feb-2025
	RE	Veteran's Medical Research Trust	Research Grant – Stage One Project Inquiry	20-Feb-2025
	RE	Ministry of Business, Innovation and Employment	Catalyst: New Zealand – Singapore Biotech in Future Food Research Programme	20-Feb-2025
	AF	Cancer Research Institute	CRI Irvington Postdoctoral Fellowship	21-Feb-2025
	RE	Maurice and Phyllis Paykel Trust	Project/Equipment	21-Feb-2025
	TC	Maurice and Phyllis Paykel Trust	<ul style="list-style-type: none"> Travel Conference Support 	21-Feb-2025
NEW	AF	L'Oreal UNESCO For Women in Science	Young Talent Fellowships	25-Feb-2025

NEW	TYPE	FUNDING BODY	FUNDING OPPORTUNITY	INTERNAL DUE DATE
NEW	AF	Cancer Research Trust NZ	Professional Development Award	27-Feb-2025
NEW	Oth	Cancer Research Trust NZ	Cancer Education Development Fund	27-Feb-2025
	RE	Royal Australian and New Zealand College of Obstetricians and Gynaecologists	Mercia Barnes Trust – Research Grant	28-Feb-2025
	RE	National Heart Foundation of NZ	<ul style="list-style-type: none"> • Project Grants – Expression of Interest • Small Project Grant • Grant-in-Aid 	6-Mar-2025
	AF	National Heart Foundation of NZ	<ul style="list-style-type: none"> • Overseas Training and Research Fellowships • A.H Couch Trust Heart Foundation Scholarship • Māori Fellowships • Pacific Research Fellowships • Nurse Practitioner Training Fellowship • Postgraduate Scholarship • Research Fellowship • Senior Fellowships 	6-Mar-2025
	TC	National Heart Foundation of NZ	Travel Grant	6-Mar-2025
	RE	Australia and Pacific Science Foundation	Project Grant	6-Mar-2025
	AF	Neurological Foundation of NZ	<ul style="list-style-type: none"> • VJ Chapman Fellowship • O'Brien Clinical Fellowship • Philip Wrightson Fellowship • Senior Clinical Research Fellowship • Senior Research Fellowships • First Fellowships • Neurology Postgraduate Scholarship 	10-Mar-2025
NEW	RE	Health Research Council of New Zealand	Health Delivery Research Project Grant – EOI Registration due 11 March 2025, 1pm	18-Mar-2025
	RE	Human Frontier Science Program Organisation	<ul style="list-style-type: none"> • Program • Early Career Initiation of appln on portal due by 18 March 2025	19-Mar-2025

NEW	TYPE	FUNDING BODY	FUNDING OPPORTUNITY	INTERNAL DUE DATE
	RE	Brian Mason Scientific and Technical Trust	Project Grant	21-Mar-2025
	AF	Royal Society Te Apārangī	<ul style="list-style-type: none"> • Charles Fleming Senior Scientist Award • Charles Fleming Publishing Award • Hutton Fund • Skinner Fund 	21-Mar-2025
	RE	Neurological Foundation of NZ	<ul style="list-style-type: none"> • Project Grant • Small Project Grant • Catwalk Trust Project Grant • Catwalk Trust Translational Award 	24-Mar-2025
NEW	RE	Royal National Institute for Deaf People	Discovery Research Grant – preliminary application	28-Mar-2025
NEW	AF	L’Oreal UNESCO For Women in Science	PhD Mentoring Scheme	10-Apr-2025
NEW	AF	Einstein Foundation	Einstein Award for Promoting Quality in Research	17-Apr-2025
NEW	AF	Wellcome	Climate Impacts Awards Webinar: 3 March 2025, 12:00 GMT	17-Apr-2025

Recurring Funding Opportunities

NEW	TYPE	FUNDING BODY	FUNDING OPPORTUNITY	DUE DATE
	RE	AGMARDT	Various Research Grants, Scholarships & Fellowships	Anytime (please note closing dates align to monthly meetings)
	AF	Alexander von Humboldt Foundation	Humboldt Research Fellowship for: Postdoctoral & Experienced Researchers <i>(For travel to Germany and research based there)</i>	Anytime (please note some awards do have closing dates)
	RE	Breast Cancer Foundation NZ	RES Research Grant <i>(This is for ad hoc time-dependent opportunities such as supporting clinical trials)</i>	Anytime Contact your Research Advisor or funder

NEW	TYPE	FUNDING BODY	FUNDING OPPORTUNITY	DUE DATE
Guidelines to be updated Mid-Feb 2025	RE	CMDT & MedTech Research Network	Research Acceleration Programme – Stage 1 (Collaboration and Ideation Fund)	Anytime (Proposals reviewed every 2 months) External closing dates
	Oth	NZ Lottery Grants Board	Lottery Minister’s Discretionary Fund	Anytime
	TC	Neurological Foundation of New Zealand	Travel Grants	Anytime
	TC	Neurological Foundation of New Zealand	Education and Training Grants (previously called Conference and Training Courses Grants)	Anytime
	RE	Rule Foundation	Research Grants	Anytime
	RE	Southland Medical Foundation	Research Grants	Anytime
	RE	Science and Engineering Research Board India	Visiting Advanced Joint Research Faculty Scheme (VAJRA) <i>(Adjunct/visiting faculty positions in Indian Institutions)</i>	Anytime (Considered twice a year in January & July)
	RE	The Association of Commonwealth Universities	Various Opportunities	As indicated on ACU grant Calendar
	RE	United States Office of Naval Research Funding	United States Office of Naval Research Funding	Anytime – initial paragraph

If you have any queries or would like further information regarding any of these Funding Opportunities, **please contact your Research Advisor**. Our contact details are available on the Research and Enterprise [Website](#).

Research News and Upcoming Funding Opportunities

If you would like the Research Opportunities emailed out to you fortnightly, you can join the **ResearchInfo** List. To subscribe, please email research@otago.ac.nz, with subject line: 'Subscribe to Research News' and we will add your email address to the Research News mailing list.

GENERAL INFORMATION REGARDING RESEARCH FUNDING AT OTAGO

When you need to contact us

Staff are reminded that **every application for external research funding must come through Research and Enterprise, via your [Research Advisor](#)**. If you are not sure, please call and we will be able to advise you. All grant applications and proposals should be submitted by academic staff. Please inform your Research Advisor if you intend to apply as Principal Investigator for *any* contestable funding, whether advertised here or not, at the beginning of the development of your application. The same situation exists if you have been approached by researchers at another institution/organisation to collaborate on a funding proposal where Otago is not the lead institution and/or is not submitting the proposal.

Costings and Consents Worksheet – Please use the latest version on website

A UoO Costings and Consents Worksheet (CCW) is required for all applications, Later in 2025, RAS will be available to researchers. Until then, please note that the Costings and Consents Worksheet (CCW) **should still be completed by the PI, but** has been amended for use during the first phase of go-live. To access the **amended** CCW, follow [this link](#). This will require the Principal Investigator to sign the CCW, but all other approvals will happen via RAS. For advice on the use of the CCW to develop costings for your project, please contact your [Research Advisor](#).

Requirement for Field of Research (FOR) and Socio-Economic Objective (SEO) codes

It is now a requirement that Universities report to the Ministry of Business, Innovation and Employment on FOR and SEO codes for all research and commercial projects. These codes must be entered in the relevant section of the costing and consent worksheet. A maximum of three codes can be selected for each category and percentages should be in blocks of 10. A full list of the codes is included in the electronic version of the ccw. If this information is not provided R&E won't be able to enter your project into the system. Please talk to your Research Advisor or Business Development Manager if you have any queries regarding these.

The **UoO Policy Document on Externally Funded Research**, which outlines both the need for and the usage of the CCW, can be viewed [here](#).

Panui Rangahau Māori – Māori Research Consultation

This message clarifies that The Ngāi Tahu Research Consultation Committee is not being disestablished. The University is providing new roles alongside existing support through the Research and Enterprise Office which will support researchers in developing your research ideas.

As many may be aware the Ngāi Tahu Research Consultation Committee (NTRCC) is experiencing significant delay due to continuing support staff shortages. Unfortunately, this has yet to be resolved.

The recommended course of action for researchers is to continue to submit to NTRCC as usual. Working within your divisions and department, work with your [Research Advisors](#) (who are there to help) to develop your Vision Mātauranga Policy statements and progress developing your ideas toward ethics approval. Document your thoughts regarding VM, relevance to Māori, and pathways to impact on society, this is all valuable thinking even in early stages.

Your [Research Advisors](#) will be able to provide support in the first instance or may choose to escalate if necessary.

Please note for Christchurch researchers the Māori Health Advancement Programme for researchers at UOC has two components:

- a professional development programme and
- a new research review process

For all information about how to complete the professional development programme and complete the research review process please head to this page:

<https://www.otago.ac.nz/christchurch/services/researchoffice/maoriconsultation>

For any queries or pātai please email the Kaitohutohu Rangahau Māori/Māori Research Advisor at:

maorihealthadvancement.uoc@otago.ac.nz

Ethics and Regulatory Consents

The University requires that any research involving human participants and/or animals is conducted in accordance with the highest ethical standards. Where appropriate, compliance includes ethical approval from the relevant ethics committee. Please refer to our [Ethics and Regulatory Consents](#) webpage for further information.

Human Ethics applications and assessment via Conduit

All applications for Human Ethics consents and amendments (Health, Minimal Risk Health Research (MRHR), Category A Non-Health, Category B Low Risk Non-Health) must now be made via Conduit. This system replaces all previous methods of applying for Human Ethical consents. Note that applications for Animal Use protocols will remain via IARMS.

You can access the web-based system via [this link](#) and then use your Otago University log in and password.

You can find recorded online training sessions, further resources and more information about Conduit on this SharePoint site: <https://otagouni.sharepoint.com/sites/Conduit/SitePages/training-home.aspx>

Staff at the Research Integrity Office (who manage the Human Ethics application process) are happy to talk through questions or queries you may have about ethics applications. Please contact them on humanethics@otago.ac.nz or via 03 479 8256

Checklist for submitting grant proposals

Remember to include:

- **Copy of the application** (*signed by applicant, and HoD/Dean if requested by funder*)
- **University of Otago Costing & Consents Worksheet (CCW)** (*signed by applicant*)
- **Evidence of Māori Research Consultation**
- **Ethical / Regulatory approvals** (*if required and already approved*)

Research and Enterprise then obtains the authorised signature of the University for you (**if required**), copies the application, and sends it to the funding body by the due date.

Contact Details for the Research Advisor Team

For further information, advice, and assistance regarding anything to do with contestable research funding, please contact the [Research Advisor](#) for your Division/Department:

Contact Details for General Enquiries

Dunedin Research Office: research@otago.ac.nz

Fiona Seaton (Research Committee) – ph (03) 479 5967

Sharon Helm – ph (03) 479 8448

Nikki Shaw – ph (03) 479 5294

Sarah-Jane Robertson – ph (03) 479 9093

Melanie Adams – ph (03) 479 8468

Tegan Ferrier – ph (03) 479 8438

Laura Childs – ph (03) 556 8489

Ondine Godtschalk – ph (03) 556 5541

Christchurch Research Office:

Sarah-Jane Best - 03 364 1133

Wellington Research Office:

Beck O'Shaughnessy – ph (04) 918 6552

Administrative Details**Extension and Closure of Research Accounts – Notice to all Departments**

Extensions - All requests for an extension should be done before the end date of the contract. Researchers will need to contact their Research Advisor or Business Development Manager in the first instance. This process replaces all previous notifications by Research and Enterprise. Research Finance Administrators, Research and Enterprise - Email: research.finance@otago.ac.nz

Closures – Closure processing will now occur in RAS, with the Research Finance team initiating this process. Research Finance will action any journals for surpluses or deficits and organise credit notes for the return of surplus funds where applicable. Research Finance will also close the accounts in RAS and Finance One.

University of Otago Bridging Scheme Register and Continuation of Research Achievement Grant (CRAG) for External-Grant-Funded Research-Only Staff

University of Otago Research Committee has introduced a **Bridging Scheme** to provide a mechanism to protect the continued contributions of Research-Only Principal Investigators. Further information regarding application for membership can be found [here](#).

The **Continuation of Research Achievement Grant (CRAG)** has also been introduced to support highly productive research leaders within the University in the event of significant grant failure. It is linked to the Bridging Scheme (see above) but also applies to academic staff with confirmed appointments. Application Forms and Guidelines can be found [here](#).

Accounts Receivable Account Application Form (Research Funder):

The current Accounts Receivable Account Application Form (Research Funder) can be downloaded [here](#)