# **RESEARCH AND ENTERPRISE**

# Updates and Announcements from week commencing 15 July 2024

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# **Lottery Health Research - NEW**

The Te Tahua Rangahau Hauoratanga - Lottery Health Research (LHR) funding round has opened. The message from this funder is that LHR funding is for community benefit; your application must show this to be eligible. The R&E processes for this year's round are outlined below. Internal deadlines will be enforced to mitigate the last-minute rush, handle the other concurrent funding rounds and allow for quality feedback to applicants.

# Important note

Before registration, applicants must get support from their Head of Department to proceed, noting that the Lottery Grants Board will not fund indirect salaries/costs or overheads.

# **Internal deadlines**

Deadline for registration: 5pm, Monday 5 August 2024 Deadline for full applications: 5pm, Tuesday 20 August 2024

These deadlines will be enforced. Late registrations/applications will not be submitted. If you have extenuating circumstances for not meeting deadlines, you need to request an extension from your Research Advisor. R&E reserves the right to deny any requests that are not reasonable given workload and time remaining to closing of the round.

#### Eligibility

- For Post-Doctoral Fellowship applications: PhD must be conferred prior to 31 October 2024 and applicants must have completed no more than two years post-doctoral research and/or study prior to the closing date.
- For PhD scholarship applications: you must be able to provide confirmation of acceptance of enrolment
- If you hold a current LHR grant you may only submit an application in this round if your contract expires and all reporting is submitted to LHR prior to 31 August 2024 (an earlier deadline than in previous years)
- There is no requirement for citizenship or permanent residency to be deemed eligible to apply for LHR funding.

# **Internal Registration**

To signal your intent to submit an application, please send an email from your UoO email address to research@otago.ac.nz advising the following information

- Your department
- Supervisor/mentor (if applicable)
- Confirmation of HOD support
- Title of your application
- Type of application (translational research project, shared research equipment, post-doctoral fellowship or PhD scholarship)

# **Full applications**

Please provide a complete draft, using the provided templates, for your Research Advisor to review as soon as possible. **Completed applications must be in the portal by 20 August 2024** to be compliance checked by R&E

before submission. If applications are not in the portal or are incomplete at that time, your application may be removed from the portal.

**CCW:** Please provide a signed CCW that matches the amount and budget requested in the application to your Research Advisor by **20 August 2024**.

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# MBIE Endeavour Fund – 2025 Investment Round Summary of Changes - NEW

MBIE has introduced changes for Endeavour Fund 2025 round Smart Ideas funding mechanism. Please click here for the **Special Research News** about this.

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# Ako Aotearoa Pacific Professional Development Scholarships – Closing date 5pm 18 September 2024 - NEW

Ako Aotearoa is committed to supporting Pacific staff and emerging Pacific leaders in tertiary education. The **Pacific Professional Development Scholarships** aim to support Pacific tertiary staff on their pathways to leadership positions through career development and building leadership capability. The scholarship is open to all Pacific staff working in tertiary education in New Zealand.

Round opens 19 July 2024. Further information can be found here

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# New Zealand Association of Scientists (NZAS) 2024 Science Medals

Applications are invited for the four NZAS 2024 Science Awards: Hill Tinsley, Shorland, Marsden, and Cranwell Medals. Applicants can apply directly or can be nominated by a third party. Team applications are also eligible for the Shorland and Cranwell Medals. **Closing date is 5pm 31 July 2024**. Full guidelines, application forms and past awards are available here

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# Royal Society Te Apārangi postgraduate scholarships - closing date 31 August 2024 -

**RHT Bates Postgraduate Scholarship** is a study award of \$6,000 for a PhD in the Physical Sciences and Engineering in a New Zealand university. Preference will be given to those whose research aims to apply information/image processing to studies in medicine, the physical sciences, astronomy or engineering.

The Call for Applications is now open with a closing date of 31 August 2024. Information about how to apply is available on the Society's website.

The Sir Hugh Kawharu Masters Scholarship for Innovation in Science is a \$10,000 scholarship for study by Māori at masters level in the sciences. The Scholarship is applicable across a broad range of science disciplines including the physical, mathematical and computational, earth, environment, marine, social, health, biological, biomedical, human, and behavioural sciences.

The Call for Applications is now open with a closing date of 31 August 2024. Information about how to apply is available on the Society's website.

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#### Neurological Foundation Portal update – NEW

The Neurological Foundation Grants portal will be offline for the remainder of 2024 so changes can be made. Expressions of interest for Programmes and Platforms and Grant round B applications will now be accepted via email. Please contact your Research Advisor as the Research Office will arrange email submission of your application. Templates are available on the <a href="Neurological Foundation website">Neurological Foundation website</a>. Please see the funding opportunities calendar for due dates.

Report templates will be sent to researchers with reports due.

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# **Lund University Get Started Funding**

Lund University (LU) has launched a call for Get Started Funding. The funding is designed to foster collaboration between researchers at LU and select partner universities in countries newly associated or soon to be associated to Horizon Europe.

While the LU researcher is the main applicant, the funds aim to support networking activities such as visits and meetings for researchers at both our institutions. Funds of up to SEK 60 000 (≈EUR 5 500) per award are available for non-European partnerships and SEK 25 000 (≈EUR 2 200) for partnerships with Swiss, UK and Ukrainian partners.

Interested researchers should connect with colleagues at LU to learn more about the funding opportunity and to plan the application. The application deadline is 21 August 2024. Applicants will be notified of outcomes during September 2024. Funded collaborative activities must take place before 31 July 2025. For any questions, contact Richard Stenelo <u>richard.stenelo@er.lu.se</u> or Teresia Rindefjall (Teresia.rindefjall@er.lu.se).

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# Aotearoa New Zealand Tāwhia te Mana Research Fellowships

The Aotearoa New Zealand Tāwhia te Mana Research Fellowships are administered by Royal Society Te Apārangi on behalf of the Ministry of Business, Innovation and Employment. Refer <a href="here">here</a> and the Funding Calendar for further information regarding these fellowships. Please click <a href="here">here</a> to view the recording of the Tāwhia Te Mana Roadshow.

Please note if the grant you have been nominated for requires Host Support Template please contact your RA – R&E have a template for this and HoDs can add further relevant information to this. HoDs must sign the application CCW to ensure they commit to the support as required by the funder

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# **Horizon Europe**

If you want to learn more, please refer to this **document** for further information and the <u>Funding and Tenders</u> Portal.

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# **Aotearoa New Zealand Infectious Diseases and Pandemic Preparedness Summit**

Save the date for the 3rd Te Niwha-hosted research hui:

Date - Raa: Tuesday 12th to Thursday 14th November 2024

**Venue - Waahi:** Rutherford House, Victoria University of Wellington Pipitea Campus, e Whanganui a Tara, Wellington.

See further details here. See highlights and register now

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# Te Niwha Funding opportunities

Te Niwha now invites applications for Summer Studentships, PhD and Master Scholarships. An open information session will be held on Wed, 17 Jul 2024, 1 pm. Register here in advance. See the funding calendar below for further information about these rounds.

Te Niwha are also interested in hearing from both students and supervisors which other forms of student research they are seeking support for, for example internships. If you have something in mind, please send your Expression of Interest to <a href="mailto:teniwha@otago.ac.nz">teniwha@otago.ac.nz</a>.

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### **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 <u>here</u>.

#### **Upcoming Fulbright Deadlines**

Fulbright Ngā Pae o Te Māramatanga Graduate Award - Applications close 11pm 1 August 2024

Fulbright Specialist Awards - Applications close 1 August 2024

Fulbright Scholar Awards – Applications close 1 October 2024

Fulbright Ngā Pae o te Māramatanga Scholar Award - Applications close 1 October 2024

Fulbright US Graduate Awards - Applications close 8 October 2024

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# **2024 AINSE Research and Education Opportunities**

<u>Early Career Researcher Grant (ECRG)</u> Up to A\$10,000 to persons in the first five years (full-time equivalent) of their postdoctoral research career. at an AINSE Member Institution and planning to undertake work in collaboration with ANSTO in the period 1st October 2024 – 31st December 2025.. Applications close 31<sup>st</sup> July 2024.

Click on the above link for further information, and please discuss with your supervisor

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# **FUNDING OPPORTUNITIES from Week Commencing 15 July 2024**

TYPE AF Awards and Fellowships

**RE** Research projects and Equipment grants

TC Funding for Travel and Conferences (attendance/registration)

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 - <a href="mailto:ej.sinclair@otago.ac.nz">ej.sinclair@otago.ac.nz</a>
Suzanne Benjes, Research Advisor, University of Otago, Christchurch - <a href="mailto:suzanne.benjes@otago.ac.nz">suzanne.benjes@otago.ac.nz</a>
Ian Cooke, Research Advisor, University of Otago, Christchurch - <a href="mailto:ian.cooke@otago.ac.nz">ian.cooke@otago.ac.nz</a>
Kosta Tabakakis, Research Advisor, University of Otago, Christchurch - Medicine Department

<a href="mailto:re.research.uoc@otago.ac.nz">re.research.uoc@otago.ac.nz</a> (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 - <a href="mailto:christine.groves@otago.ac.nz">christine.groves@otago.ac.nz</a>
Nina Barton, Research Advisor, University of Otago, Wellington - <a href="mailto:nina.barton@otago.ac.nz">nina.barton@otago.ac.nz</a>

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	ТҮРЕ	FUNDING BODY	FUNDING OPPORTUNITY	INTERNAL DUE DATE
	AF	Health Research Council of NZ	<ul> <li>2024 Māori Career Development Awards</li> <li>Māori Health Research Postdoctoral Fellowships</li> <li>Māori Rangahau Hauora Training Grant</li> <li>Māori Health Clinical Research Training Fellowships</li> <li>Māori Health Research PhD Scholarships</li> <li>Māori Health Research Masters Scholarships</li> <li>Māori Health Research Summer Studentships</li> <li>Māori Health Research Knowledge Translation Grants</li> <li>Māori Health Research Development Grants</li> </ul>	16-Jul-2024
	AF	Health Research Council of NZ	<ul> <li>2024 Pacific Career Development Awards</li> <li>Pacific Health Research Postdoctoral Fellowships</li> <li>Sir Thomas Davis Te Patu Kite Rangi Ariki Health Research Fellowship</li> <li>Pacific Clinical Research Training Fellowship</li> <li>Pacific Health Research PhD Scholarships</li> <li>Pacific Health Research Masters Scholarship</li> <li>Pacific Health Research Summer Studentships</li> <li>Pacific Health Research Knowledge Translation Grants</li> </ul>	16-Jul-2024
	AF	Royal Society of New Zealand	<ul> <li>Mana Tūāpapa Future Leader Fellowship</li> <li>Mana Tūānuku Research Leader Fellowship</li> <li>Mana Tūārangi Distinguished Researcher Fellowship</li> </ul>	17-Jul-2024
	RE	<u>Vic Davis</u> <u>Memorial Trust</u>	Research Grant	23-Jul-2024
	AF	Vic Davis Memorial Trust	Postgraduate Scholarship	23-Jul-2024
	RE	New Zealand Lottery Grants Board	Lottery Environment and Heritage (Round 1)	23-Jul-2024
	RE	Associated New Zealand Myalgic Encephalomyelitis Society Incorporated	Grant and Scholarship Programme	23-Jul-2024

NEW	ТҮРЕ	FUNDING BODY	FUNDING OPPORTUNITY	INTERNAL DUE DATE
	RE	Te Niwha – Infectious Disease Research Platform	<ul> <li>Summer Studentships</li> <li>PhD and Masters Scholarships</li> <li>Open information session Wed, 17 July 2024,</li> <li>1pm. Register here</li> </ul>	24-Jul-2024
	RE	Cancer Research Trust New Zealand	<ul><li>Research Project Grant</li><li>Special Purpose Grant</li></ul>	25-Jul-2024
NEW	AF	Arthritis New Zealand	2024 Summer Scholarships	26-Jul-2024
	AF	Arthritis New Zealand	Lupus/SLE Postdoctoral Fellowship EOI	30-Jul-2024
	RE	Cure Kids	Project Grant	31-Jul-2024
	RE	John Templeton Foundation	Small Grants – Online Funding Enquiry	8-Aug-2024
	RE	New Zealand Council for Educational Research (NZCER)	Whatua Tū Aka – Full Proposal	14-Aug-2024
NEW	AF	Health Research Council	2024 Ethics Summer Studentships	15-Aug-2024
NEW	RE	NZ Lottery Grants Board	<ul> <li>Translational Research Projects</li> <li>Shared Research Equipment</li> <li>Refer to details on page 1 above re internal registrations due by 5pm Monday 5 August</li> <li>2024</li> </ul>	20-Aug-2024
NEW	AF	NZ Lottery Grants Board	<ul> <li>Post-Doctoral Fellowships</li> <li>PhD Scholarships</li> <li>Refer to details on page 1 above re internal registrations due by 5pm Monday 5 August 2024</li> </ul>	20-Aug-2024
NEW	RE	Health Research Council	2024 Health Delivery Research Activation Grant 2 Portal registrations due 7 August, 1pm	21-Aug-2024
NEW	RE	Health Research Council	2024 Health Delivery Research Career Development Award 2 Portal registrations due 7 August, 1pm	21-Aug-2024

NEW	ТҮРЕ	FUNDING BODY	FUNDING OPPORTUNITY	INTERNAL DUE DATE
Updated application process – see announceme nts	RE	Neurological Foundation of New Zealand	<ul> <li>Project Grant</li> <li>Small Project Grant</li> <li>Conference or Training Course Grants</li> <li>Catwalk Trust Project Grant</li> <li>Catwalk Trust Translational Award</li> <li>Summer Studentships</li> </ul>	23-Aug-2024
	AF	Cancer Research Institute	CRI Irvington Postdoctoral Fellowship	23-Aug-2024
	AF	Cancer Research Trust New Zealand	<ul> <li>Professional Development Award</li> <li>Cancer Education Development</li> <li>Postgraduate Scholarship</li> <li>John Gavin Postdoctoral Fellowship</li> <li>Murray Jackson Clinical Fellowship</li> <li>Cancer Nurse Fellowship</li> </ul>	12-Sept-2024
	RE	Oakley Mental Health Research Foundation	Research Grant	19-Sept-2024
	RE	Prime Minister's Science Prizes Secretariat	<ul> <li>Prime Minister's Science         Communication Prize</li> <li>Prime Minister's Science Prize</li> <li>Prime Minister's MacDiarmid Emerging         Scientist Prize</li> </ul>	20 Sept 2024
	RE	Brian Mason Scientific and Technical Trust	Project Grant	20 Sept 2024
	RE	Maurice and Phyllis Paykel Trust	Project and Equipment	23-Sept-2024
	RE	Maurice and Phyllis Paykel Trust	<ul><li><u>Travel</u></li><li><u>Conference</u></li></ul>	23-Sept-2024
Updated application process – see announceme nts	AF	Neurological Foundation of New Zealand	<ul> <li>First Fellowship</li> <li>VJ Chapman Fellowship</li> <li>Dawn Fellowship</li> <li>Neurology Postgraduate Scholarship</li> <li>Doctoral Scholarship</li> <li>Catwalk Trust Postdoctoral Fellowship</li> <li>Catwalk Trust Doctoral Scholarship</li> </ul>	23-Sept-2024
NEW	RE	MedTech-CMDT	RAP (Research Acceleration Programme) Stage II Concept Seeding Fund Rfp released 5 August	27-Sept-2024

NEW	ТҮРЕ	FUNDING BODY	FUNDING OPPORTUNITY	INTERNAL DUE DATE
	RE	Gut Cancer Foundation	Pancreatic Cancer Research Funding Round	3-Oct-2024
NEW Forms not yet available	AF	Cancer Society of New Zealand	Māori Cancer Researcher Awards 2024	3-Oct-2024
Updated application process – see announceme nts	RE	Neurological Foundation of New Zealand	<ul> <li>Platform Grant EOI</li> <li>Programme Grant EOI</li> <li>Online information and Q&amp;A session available here.</li> </ul>	24-Oct-2024
	AF	Commonwealth Fund	Harkness Fellowship in Health Care Policy and Practice	24-Oct-2024

# **Recurring Funding Opportunities**

NEW	TYPE	FUNDING BODY	FUNDING OPPORTUNITY	DUE DATE
	RE	<u>AGMARDT</u>	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 (For travel to Germany and research based there)	Anytime (please note some awards do have closing dates)
	RE	Breast Cancer Foundation NZ	RES Research Grant (This is for ad hoc time-dependent opportunities such as supporting clinical trials)	Anytime Contact your Research Advisor or funder
	RE	CMDT & MedTech Research Network	Research Acceleration Programme  – Stage 1 (Collaboration and Ideation Fund)	Anytime (Proposals reviewed every 2 months) External closing dates 29th July 23rd September TBC for December round

NEW	TYPE	FUNDING BODY	FUNDING OPPORTUNITY	DUE DATE
	RE	Embassy of France in New Zealand	French related Research Projects	Anytime until 15 Nov 2024
	Oth	NZ Lottery Grants Board	Lottery Minister's Discretionary Fund	Anytime
	TC	Neurological Foundation of New Zealand	Travel 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) (Adjunct/visiting faculty positions in Indian Institutions)	Anytime (Considered twice a year in January & July)
	RE	The Association of Commonwealth Universities	Various Opportunities	As indicated on ACU grant Calendar

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 <u>Website</u>.

# **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 <a href="mailto:research@otago.ac.nz">research@otago.ac.nz</a>, 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, signed by the applicant, their Head of Department/Resource Centre and their Dean/PVC, in accordance with University policy on externally funded research. You can download the latest version of our CCW <a href="here">here</a>. For advice on the use of the CCW to develop costings for your project, please contact your <a href="Research Advisor">Research Advisor</a>.

# 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. 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 <a href="Ethics and Regulatory Consents">Ethics and Regulatory Consents</a> webpage for further information.

**Human Ethics applications and assessment via Conduit** 

A new way of submitting and processing human ethics applications is **now live**. The new system – Conduit – has replaced Word-based application templates with online applications.

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

If you have any questions, please contact orisproject@otago.ac.nz

A reminder that Conduit relates **only** to **human ethics.** Processes for submitting animal ethics applications through IARMS (Integrated Animal Research System) are **not** changing.

# From Tuesday, 16<sup>th</sup> April 2024: important notes for applications

- If you have already submitted an application including response to a Committee decision or an amendment you do not have to re-submit in Conduit.
- If you are **submitting an application on or after 16<sup>th</sup> April 2024** including response to a Committee decision or an amendment **please do this in Conduit**.
- All communications from 16<sup>th</sup> April 2024 will be via Conduit.
- If you have any questions regarding applications for the May meetings of the UOHEC and UOHEC (Health) please email <u>jo.farrondediaz@otago.ac.nz</u>

# **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, HoD and Dean/PVC)
- 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 <u>Research Advisor</u> 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: <a href="mailto:research.finance@otago.ac.nz">research.finance@otago.ac.nz</a>

<u>Closures</u> - In order to help speed up the closure process of Research Projects, Research and Enterprise has provided a copy of the "Research Project Closure form" at <u>link</u>. This form can also be found on F1 under the chart enquiry screen.

Finance Associates in each department need to download and complete this form for each account that is to be closed and save it down into the relevant CLOSURE FORMS folder accordance with the instructions issued by Research Finance. 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 REDs and Finance One.

# **Closure Form for Internally Funded Research Grants:**

A form has been created and placed on the Research and Enterprise webpage - <u>link</u>
The sole purpose of this form is to instigate the closure and repayment of overspends within Internally Funded Research Grants (R accounts - University of Otago Research Committee funded grants).

# 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.

# **Accounts Receivable Account Application Form (Research Funder):**

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