**Te Poutama Māori Advancing Research Collaboration Grants 2024/25 - Guidelines**

# GENERAL OVERVIEW

## Purpose

Te Poutama Māori (TPM) is the collective representative body of Māori academic staff at the Ōtākou Whakaihu Waka | University of Otago, with a primary mandate of supporting Māori academic excellence. Our activities align with the university’s strategic imperatives in relation to research, teaching and the creation of a culturally stimulating environment for Māori academics at Otago.

TPM offers annual grants to promote stronger research pathways for Māori academics. With “Te Poutama Māori Advancing Research Collaboration Grants” (TPMARC), TPM aim to encourage broad research-related activity that demonstrates a strong commitment to, and support of, engagement with Māori communities.

* The primary objective of TPMARC grants is to support the development and strengthening of research collaborations specific to Māori researchers and research, in line with the University’s [Māori Strategic Framework](https://www.otago.ac.nz/__data/assets/pdf_file/0026/586520/Te-Aka-Matua-2030-web-version.pdf).
* A secondary objective is to provide opportunities for non-Māori staff to create and/or further develop competencies in researching with Māori.

In line with the purpose of TPMARC grants, the assessment panel will take into consideration some or all of the following criteria:

1. To support the development of Māori research-related activity of Māori academic and professional staff;
2. To support early-career Māori academic staff;
3. To support engagement with Māori communities for research that has direct benefit to Māori;
4. To provide funding for research collaborations that are of specific relevance and benefit to Māori that will lead to future applications with external funding sources; and
5. To encourage the pursuit of research that will translate into benefit for Māori communities in particular, and the wider New Zealand society.

## Timetable

TPMARC grants are awarded annually.

Grants will have a start date between 1st December 2024 and 28th February 2025. 'Out of season' applications will be considered on a case-by-case basis.

## Nature of the Grants

TPMARC grants are intended to provide support for the advancement of either existing or new Māori research collaborations and research-related activity. The kinds of initiatives funded are for example, relationship building with researchers, community, industry or government; hosting a research hui/symposium with the express intention of building a collaborative project with specific input and outcomes relevant to Māori; supporting culturally appropriate modes of research dissemination to Māori communities; supporting researchers from other New Zealand institutions or Māori community members to travel to attend such events and research hui; or conversely, Otago researchers travelling to other New Zealand locations, attending relevant national symposia or conferences or hui with Māori communities with the intention of making research connections.

# ELIGIBILITY

## Staff Eligibility

TPMARC grants are available to support initiatives that have a Māori academic as Principal Investigator or Co-Principal Investigator and that meet the criteria outlined above.

To be eligible as a Principal Investigator for a TPMARC grant the University of Otago staff member must:

*Either*

* Hold a teaching and research position which is funded fully or partly (at least 0.2 FTE) from the University block grant, whose appointment in such a role at the University of Otago includes the full term of the proposed project.

*or*

* Be appointed to a research-only position (Post-Doctoral/Research Fellow or above) at an average of at least 0.2 FTE for the full term of the proposed project.

*or*

* Be a University of Otago staff member (Professional/Teaching Fellow/Professional Practice Fellow) at an average of at least 0.2 FTE for the full term of the proposed project.

*Note:*

* The Principal Investigator is required to make a time commitment on the application of at least 0.10 FTE per annum.
* The panel will consider whether a post-doctoral fellow (and their research collaboration) is likely to remain at Otago and build upon the work supported with this funding.
* The panel will take into consideration Māori academic career pathways, including those academics in non-tenured positions that meet the eligibility criteria (e.g. at least 0.2 FTE). Each application will be reviewed and managed in context of the applicant’s position at the University. Note that applicants must still comply with the eligibility criteria above.
* The panel will consider applications from non-Māori staff whose research meets the criteria above, and where the co-PI of the proposal is a Māori staff member. In some instances, specifically where in the Māori researcher is early-career a Māori mentor(s)/advisor(s) must be identified to support the project.
* In determining eligibility, periods of parental leave or other circumstances (e.g. absences caused by health issues) will be considered on a case by case basis.
* Any queries regarding eligibility should be directed to your Research Advisor before submission.

## Early Career Staff Eligibility

Special consideration is given to **Early Career Staff** members. The definition of an **Early Career Staff** member is one whose first appointment to the equivalent of a PBRF eligible position at **any university or research institute** (foreign or New Zealand) was after 1 July 2018. Time spent in non-research-related activity is excluded from the yearly count of research experience.

Primary caregivers are allowed an extra two years per dependent child born after completing their PhD to be added to the eligibility calculation i.e. if the applicant was primary caregiver for one child the cut off date would be 1 July 2016. This extension of two years is inclusive of any periods of parental leave.

Early Career applicants may apply as Principal Investigators, even if they have been previously awarded a TPMARC grant and provided that they still meet the Early Career definition.

**Early Career staff** must identify a Māori research mentor(s)/advisor(s) to support the project.

## Term of Grant

The grant must be expended within the year (12-month period) for which it has been applied. Grants may not be deferred, except in exceptional circumstances. A request must be made to the grant convenor providing details for why a deferral is required.

## Research Eligibility

The project **should be distinct** from the applicant’s other research projects funded by external research agencies or internal sources (e.g., University of Otago Research Grant). TPMARC funding does not cover shortfalls in external or internal funding, it is intended to fund new, and distinct from existing, research-related activity.

TPMARC grants may be complementary to existing and proposed grants. In these cases, the applicant must explain clearly how the grants are complementary and fully justify the distinction.

## Concurrent Grants

TPMARC grants may be held concurrently with other grants, such as the Otago University Research Grants, Health Research Council Grants, Marsden, MBIE for example.

## Number of Applications

Only one application as a Principal Investigator/Co-Principal Investigator will be accepted from any eligible staff member and no more than two other applications as an Associate Investigator.

A maximum of two consecutive awards can be received before a stand-down period of one-year is required.

## Length of Grants

Applications may be submitted for one year (12 months) projects. The proposal must outline the work that will be completed as the TPMARC panel may decide to fund the grant in part or in full. If you believe your project will require more than one year, please discuss with your Research Advisor.

**A TPMARC grant is intended to support the applicant’s own research project/programme development**. Although graduate students may contribute to the research project, students’ own research or research-related activities are not eligible to seek funding from a TPMARC grant.

**A PhD student’s research must not depend on a TPMARC grant**. The grant cannot support data collection for the PhD.

## Financial Limitations

The minimum limit for TPMARC applications is $2,000 GST excl per annum.

The maximum limit for TPMARC applications is $25,000 GST excl per annum.

## Research and Study Leave, Retirement, Leave Without Pay, Resignation

The staff member should not plan to retire or resign during the year for which the funding is sought.

If leave without pay is planned during the proposed project timeline, the applicant must indicate how the research will be managed.

If Research and Study Leave (RSL) is planned during the proposed TPMARC project, the applicant must explain how the funding for the proposed research is distinct from any additional internal\* or external funds the applicant has received or will be applied for during their RSL.

\* Internal funds can be Departmental, Programme, School, or Divisional.

## Reporting

At the completion of the grant term, recipients must submit an electronic report on the prescribed form to both the TPM executive and the Research and Enterprise Office on the use of the grant no later than three months’ after the grant’s end date. E.g., for 2024 TPMARC which begin on 1st December 2024, a final report must be submitted by 28th February 2026.

Download the report template from www.otago.ac.nz/research/forms/. A reminder will be sent to grant recipients. **Failure to submit a report will exclude your future applications from consideration.**

# OUT-OF-SEASON APPLICATIONS

Occasionally exceptional requests for a TPMARC grant may be considered at times outside the usual annual application round. Applicants should contact their Research Advisor to confirm whether a proposal meets TPMARC Out-of- Season eligibility before applying.

Out-of-Season TPMARC applications must meet all the criteria of the standard TPMARC scheme and be of sufficient quality to have been funded in the previous round. An application will be accepted if:

* there are exceptional and/or unforeseen reasons; or
* a case can be made in regards to lost opportunity to engage with potential research collaborators.

In both circumstances, funding may be made available to PIs who are within their TPMARC stand down period. In these circumstances, the PI will serve their stand down the following year.

In addition to the standard criteria, an Out-of-Season TPMARC application must present a strong and compelling justification which:

* Identifies the one-off research collaboration opportunity which will be lost if the funding is not available within the timing of the usual annual funding round;
* Emphasises the extraordinary reason, with respect to timing, for the request; and,
* Explains why the request could not have been submitted in the previous round and the urgency that prevents it being developed and submitted in the subsequent round.

Out-of-Season applications should be sent to the Research and Enterprise Office on the standard TPMARC application form, with a cover letter outlining the three conditions above. The application will be assessed by the TPM executive with the power to co-opt expertise as required.

# ASSESSMENT

## Assessment Panel

Applications will be assessed by the TPMARC grant panel of between 3 to 4 senior Māori academics (where possible having a representative from the four University Divisions). The assessment panel reserves the right to co-opt additional members or seek feedback from suitably qualified persons if it believes it lacks any specific topic expertise to adequately assess an application.

## Assessment Criteria

The panel will consider:

* The quality and clarity of the proposal;
* The relevance and benefit of the proposed activity to Māori;
* The potential of the research to build capacity within the Māori research community;
* The appropriate use of te reo Māori, kaupapa Māori and other Māori pedagogies;
* The degree of collaboration with other Māori researchers, communities, providers, organizations, hapū, and or iwi;
* The evidence of an appropriate track record in working with Māori researchers and community; and,
* The level of knowledge/familiarity of tikaka Māori in research\*.
* The Assessment Panel may, if it considers it desirable, provide feedback to applicants and ask for resubmission in line with that feedback. The resubmitted application will then be considered by the panel as part of the original application’s round.

*\*If the team is not confident in* tikaka *Māori within the research context an additional comment must be made regarding how the research team and project will be supported eg., mentoring.*

# THE APPLICATION FORM

## General Information

1. **Use language that a well-informed reader who is a non-specialist in the field will comprehend.** Applications modified from applications submitted to external granting agencies (e.g., Marsden HRC, MBIE) will normally need rewording for non-specialists.

2. **Do not change the default margins, single line spacing, or type font and size** (Arial 11-point type font or larger).

3. **Research Advisors can assist with application advice**, but it is the applicant’s responsibility to ensure that the application is completed correctly. Care should be taken to ensure that budgets are accurate and that early career applicants meet the criteria. A Head of Department/Resource Centre must approve the application prior to the due date.

4. If the grant is required to conduct research **consultation with the Ngāi Tahu Research Consultation Committee**, this should be undertaken as part of the standard University process. Please refer to ‘Research consultation with Māori’ on the University website: [www.otago.ac.nz/research/Māoriconsultation/](http://www.otago.ac.nz/research/maoriconsultation/)

Note: Staff from University of Otago Christchurch should follow this link: <https://www.otago.ac.nz/christchurch/research/researchoffice/maoriconsultation/index.html> and undertake their consultation through Karen Keelan (Māori Research Advisor, UOC).

5. A copy of any required ethics approvals must be forwarded to the Research and Enterprise Office before the account can be opened.

6. All signatures are to be electronic (either a typed name or a scan of the signature).

Please contact your Research Advisor if you have any problems or queries.

# SECTION GUIDELINES

**Please use Arial 11-point font or larger. Applications in which page or word limits are exceeded will not be considered.**

## Section 1 Applicant Details

* Name of Principal Investigator or Co-Principal Investigators;
* Name of Associate Investigators;
* Current position, and FTE employed at University of Otago for duration of the project (not including the FTE for the TPMARC proposed project);
* Department/School and Division;
* Contact details including phone number and e-mail address;
* Identify whether early-career, and include name and details of mentor; and
* Outline if and how Kaupapa Māori mentoring is required for the project to be successful. This will depend on the team composition and degree of experience the PIs have in research with Māori. If a Kaupapa Māori mentor is required provide a brief explanation of the mentor’s experience, what role they play and include their CV as per Section Four below (300 words max).

**Section 2 The Proposal**

## 2.1: The TPMARC grant (max 3 pages including references – weighting 70%)

1. **Description of intended research collaboration (20%)**
* A brief overview and aim of the intended research collaboration and or activity.
1. **Why do you need this TPMARC funding? What are your anticipated outcomes and or objectives from utilising this funding? How will it contribute to the success of the external funding application? (30%)**
* Provide a lay summary of the proposed use of the funding and potential outcomes including the development of research collaborations.
* How the project will further the aims and purposes of the TPMARC.
* Details of how TPMARC funding will result in future external funding applications (e.g. MBIE, HRC), the current status of any related application(s) and description of any overlap.
1. **Proposed work-plan for utilizing the TPMARC funding (20%)**
* Time frame of the research collaboration in months (maximum 12 months).
* Describing procedural steps, role of each participant; include a full timeline with projected date of submission of external funding application).
* Explanation of roles and responsibilities of all researchers involved in the project.

## 2.2: The External application research topic (2 pages max – weighting 10%)

1. Describe the intended research project/activity.
2. Name of funder(s) and round.
3. Level of funding (approximate) expected.
4. Does the funder pay overheads?
5. Describe the connection to specific external funder(s):
* Identify the explicit linkages to the funding priorities of external funders;
* Explain how the project will build a more substantial research endeavour;
* Explain how the project will further the aims and purposes of supporting Māori research excellence including strategic alignment with Vision Mātauraka (Māori Health Advancement) and other related policies, where applicable. (see Appendix 1 for University of Otago expectations regarding vision mātauraka).
1. Describe the impact and or benefits that will result from this research.

## 2.3: References (Maximum one page)

Use the standard referencing method for your discipline area. If references are multi-authored, there is discretion to limit the author list to a more convenient number to fit space limitations.

## 2.4: Curriculum Vitae (weighting 20%)

*Include CVs (Narrative or RS&T format) to demonstrate how the Principal Investigator(s) and Associate Investigators are qualified to undertake and complete this project. CVs for Mentors associated with the application/project must also be included.*

Please use the New Zealand RS&T Curriculum Vitae Template

Available from [https://www.otago.ac.nz/research/forms/5\_NZ%20RS&T%20CV%20Template/](https://www.otago.ac.nz/research/forms/5_NZ%20RS%26T%20CV%20Template/)

## Section Three: Budget for TPMARC Grant

All requests for funding must be fully justified. Applicants must explain why requested items are required, with attention to any costs outside the general categories of assistance*.*

TPMARC’s support direct costs only. Direct staff (e.g. Research-only staff members, research assistants) are eligible costs. Overheads, academic (indirect staff) salaries and salary-related costs are ineligible costs.

In all cases, tasks and funding of all staff (indirect and direct) and requests for operating expenses must be fully justified and explained. *Note: The level of financial support will be influenced by your budget justification.*

**No extensions** will be available without formal prior approval.

Staffing and Salaries

Research-only Staff Principal Investigators:

Research-only staff Principal Investigators funded at less than 1.0 FTE, but at least 0.5 FTE at the time of their TPMARC application and during the term of the TPMARC, may apply for their own salary up to an additional 0.2 FTE. Ensure that these calculations **do not** include any FTE proposed in this application.

The FTE total of any research-only staff member **should not exceed 1.0 FTE across all applications**, including external research that is already contracted during the period of the TPMARC.

Salary costs:

* Use the projected salary rates from the drop-down Grade and Salary boxes in the CCW Staff pages.
* 2025 salary rates are to be used. Applicants must factor in increases due to increments and promotions.
* **Include salary-related costs** (i.e. ACC and superannuation) for each direct salary in the application (i.e. University policy for every research funding application).
* When considering salary costs for directly funded staff, such as Research Assistants, please also consider adding holiday pay to the FTE portion. Discuss this with your Research Advisor if you are unsure. For example, 0.05 FTE should be calculated at 0.055 FTE (100 hours of work over 12 months).
* Make an appointment to see your divisional Finance Associate and Research Advisor if you have any questions about budgeting aspects.

Appointing staff:

**Undertakings to staff should not be made until a grant is awarded**. Contact the Human Resources Division before advertising for and appointing staff to confirm employment and other details.

**Appointment of staff** (both named and unnamed in the application) must be made within two months of the proposed appointment date or by 31 March 2025 if no appointment date is noted. If the requested staff position has not been filled, notify the Research and Enterprise Office by 31st March 2025. Failure to secure the services of suitably qualified personnel may render the grant inoperable.

**Research-only positions,** such as Postdoctoral researchers or Research Fellows and above, who are employed at an average of at least 0.2 FTE for the full term of the project, can apply for a TPMARC grant including their salary costs. These individuals may receive funding provided the TPMARC grant does not conflict with any other contractual requirements. *Note: the total commitments of a postdoctoral researcher must not be more than 1.0 FTE*. For example, a Postdoctoral Fellow working 0.5 FTE on one project, and 0.1 FTE on another, in theory can apply for funding within the maximum funding amount of the TPMARC grant.

**Postgraduate student stipends** or research-related costs cannot be funded by the TPMARC.

Operating Expenses

* Consumables and equipment should be listed individually in the table and fully justified. A listing in itself does not constitute a justification.
* **User-charges for equipment** must be carefully justified and detailed, and accompanied by a written quotation from the Administrator of the Department/Programme/School in which the equipment is housed.
* **Equipment and library materials** purchased via TPMARCs become the property of the University. This includes laptops and phones.
* **Publishing costs** must be fully justified and include a timeframe indicating when and where publishing is intended. The assessment panel will consider these requests with reference to the costs usually experienced with publishing in that discipline. NOTE: Funding for publishing costs is capped at $2,000 per TPMARC application. Applicants should consider the University of Otago Open Access Policy when determining where and how to publish their findings (<https://www.otago.ac.nz/administration/policies/otago664881.html>).
* Requests for funding of **specialised equipment** (including computers and software) may be put forward only if the item:
* Would not normally be expected to be available in a Department/Programme/School; and
* Is essential to the project because of its specialised research nature; and
* Is fully justified, including why it cannot be purchased through normal Department or School processes.
* Orders for **capital equipment** (other than computers) should be placed only after consultation with staff of the Procurement Office, Financial Services Division.
* **Travel, accommodation, and sustenance expenses** will be funded only where the research **cannot be undertaken or completed** without the requested travel.

Regardless of travel type, **all travel requests must be fully justified**.

There are three types of travel that might be funded:

1. Travel to *access specific physical locations* such as archives or special collections not available through electronic or published means, archaeological or field sites, or, in limited cases, specialised equipment that requires the PI to operate it. Access to the site may, at times, require the PI to pay travel expenses for non-research personnel.
2. Travel to *access individuals or groups in specific locations*, such as iwi, hapū, community focus group or clinical research participants, where other means, such as phone, zoom or electronic communication are inappropriate to either the subject group or the methodology. Access to the individual or group may, at times, require personnel to accompany the PI.
3. Travel to *access a specific named research collaborator* who needs to be physically present to undertake the project. This might require the PI to travel to the collaborator or vice versa. The *collaborator should be a co-PI or AI* on the project.

[**Note:** such travel can be to *undertake the research itself* or a specified approach to planning research or accessing a particular skill or technique, which may form an indirect element of the project but should not be the focus].

Applicants are expected to address the following points (as applicable):

1. Applicants should provide detailed explanations for travel which should align to the Proposed Research and Timetable in sections 7 and 8.
2. Travel requests to *museums, libraries and archival* sites should include a detailed estimate of the volume of information needed and the time required to do this.
3. If use is to be made of *University pool vehicles*, then calculations should be as set by the Department or Division. The University Policy is to use *rental vehicles*. Where use of a personal vehicle is unavoidable, an explanation should be made and claims should be made at the standard University rate.
4. Use of *helicopters, boats, or other unusual travel* must be clearly detailed and justified. Additionally, where Departments/Programmes/Schools regularly use such travel, explain whether economies might be made (e.g. by joining other already planned expeditions or voyages).
5. Where access to a site, object or people requires *travel funding in an overseas country for a non-researcher* to accompany the PI, explain the access requirements of the research, the specific role of the person within the research (i.e., why that person *must* accompany the PI), and whether other funding avenues for the person have been explored.
6. Where travel funding is sought for a research collaborator who is either from NZ or overseas, explain why other funding sources, such as William Evans Fellowships, external international travel funding or conference travel to meet colleagues has not been sought. There should also be an explanation about the *collaborator’s own efforts* to secure funding/resources for the travel component of the research (e.g., what is the co-funding).

**Note:** TPMARCs do not fund travel or other expenses for collaborators to travel to the Antarctic.

1. Requests for accommodation and sustenance should be based on actual and reasonable rates but may not exceed the University guidelines: [www.otago.ac.nz/administration/policies/otago025562.html](https://www.otago.ac.nz/administration/policies/otago025562.html)
2. All travel should we well justified and take into account the University’s travel and sustainability policies.

**Research-related travel between the Dunedin, Christchurch and Wellington campuses:** Applicants should consider the use of the University’s videoconferencing facilities for meetings, instead of travel, in order to reduce costs.

**University of Otago travel insurance for University research personnel** should be included in the budget at the current rate.

**Only University of Otago employees on the grant** are eligible to receive travel, accommodation or sustenance payments except as noted above in 5 and 6.

Compensation of research participants:

Some research requires participants to be compensated for the reasonable and/or actual costs associated with taking part in research. Typical compensation includes travel and food vouchers. In some, **very limited cases**, employers may require some form of employment compensation – in whole, part or in addition – so that a participant may take part in the research. In all cases, the compensation should be commensurate with the standards established within the discipline area. Applicants should be clear about the need to either ‘release’ participants from their employment or why additional compensation is required. All such requests will be carefully scrutinised by the panel.

Koha:

Finance maintains its own policy for determining when paying or imparting a koha is relevant.

Research and Enterprise recommends that, where relevant, panels and researchers consult this policy:

<https://www.otago.ac.nz/administration/policies/otago003233.html>

But, for the purposes of TPMARCs, additional guidelines may assist.

* The University defines koha as a “present, gift, parting or final instruction” which is “unconditional… given or received for unsolicited services”;;

as a general rule, it is appropriate to koha for hospitality received or where an acknowledgement is due. For example, hospitality received includes when a researcher is hosted on a Marae or in a Māori community setting of any kind. Where an acknowledgement is due includes at a tangihanga (funeral) or where a Māori cultural service has been rendered. Cultural service can include where a kaumātua (a person of status) has conducted a mihi whakatau (welcome) on behalf of a researcher or related group;

* In most circumstances koha should take the form of cash. Travel vouchers and other reimbursements may be appropriate where the koha is to acknowledge a particular service – for example, travelling to conduct a mihi whakatau – but even then cash that adequately covers the travel and then some (for example, enough also to cover the time given) is considered more appropriate.

There are also cases where a koha is inappropriate. For example, where a research service is rendered, the external person(s) should be paid a salary, wage, or contractual payment. Māori researchers who are involved in a research project – whether named participants or simply consultants – should be paid for their intellectual and professional contribution.

There will also be cases where a researcher may wish to koha in their personal capacity rather than a University capacity. This type of koha will usually occur to acknowledge the development of a relationship above and beyond the University or the particular research project.

For more information please consult the University’s koha policy: [Koha Payments Policy and Procedure, Policies and regulations, University of Otago, New Zealand](https://www.otago.ac.nz/administration/policies/otago003233.html)

**Subcontracting**

Subcontracting is permitted for payment of services or operating expenses where the work can’t be carried out within the University. Salaries for non-University staff will not be covered, except in exceptional circumstances as described in Compensation above.

Items not normally funded:

* Travel to conferences
* Miscellaneous items of stationery, printer paper, postage and courier, and general photocopying[[1]](#footnote-1)
* General reusable laboratory consumables, e.g. glassware, safety glasses
* General computer storage (e.g. external hard drives, flash drives, cloud storage, software, and license fees)
* Computers, including laptops, for routine data analysis and word processing. [[2]](#footnote-2)
* Digital cameras and audio recorders.
* Any other expenses normally paid for by Department/ Programme/ School funds
* Travel and other expenses to fund overseas researchers visiting NZ or a researcher located outside NZ except in circumstances as described in Travel above.
* Salaries for non-University staff except in circumstances as described in Compensation above.

## Section Four: Ethical approval:

Indicate whether ethical approval (Human or Animal) is required.

Note: A copy of the approval must be forwarded to Research & Enterprise before a research account can be created.

## Section Five: Signatories:

* Applicant (Principal Investigator)
* Head of Department
* Statement of support and an indication of specific strategic value to the Department
* Declaration that the HoD undertakes that, to the best of their knowledge, their Department is able to secure sufficient funding for the applicant for the length of this study.

**Signatures**

All signatures are to be electronic. To sign the application, either type your name or insert a scan of your signature.

The Signatory Page must be signed by the PI to acknowledge that all information in the application is true and correct.

The application must also be signed by the Head of Department or Dean (or Head of School for the Humanities Division only, or Head of Resource Centre) to acknowledge that, should the application be approved, the basic resources will be made available.

The HOD must check the following:

• confirm whether the applicant meets the criteria of an Early Career Staff member; and

• also indicate if they are aware of any conflict of interest relating to this application or any other pertinent information that should be brought to the attention of the assessment panel.

# APPENDIX 1 – VISION MĀTAURAKA

**The Government Vision Mātauraka Policy**

In the Research Division, and in internal grants in particular, part of our commitment takes the form of a Vision Mātauraka (VM) statement. It is noted in the Ministry of Business, Innovation and Employment Vision Mātauraka Policy that “all research is relevant to Māori.”

In the Ministry of Business, Innovation, and Employment’s words VM exists to:

* To use the science and innovation system to help unlock the potential of Māori knowledge, people and resources for the benefit of New Zealand.
* To recognise Māori as important partners in science and innovation; both as inter-generational guardians of significant natural resources and indigenous knowledge, and owners and managers of commercial assets.
* To build the capability of Māori individuals, businesses, incorporations, rūnanga, trusts, iwi, hapū, and marae to engage with science and innovation.
* To maximise the quality of the relationship between Māori and the Crown through science and innovation through the Treaty of Waitangi.

There are four themes within the VM policy, these are:

* Indigenous Innovation, which involves contributing to economic growth through distinctive research and development;

• Taiao, which is concerned with achieving environmental sustainability through iwi and hapū relationships with land and sea;

• Hauora/Oranga, which centres around improving health and social wellbeing; and

• Mātauraka, which involves exploring indigenous knowledge.

Research relevance to Māori will vary and not all research will need to involve engagement with Māori communities. In all instances and where you have decided your research is of low or limited relevance to Māori, you should describe how you have considered how your research could be of relevance to Māori. We also recommend seeking advice.

In all applications, VM is relevant. For example, where a research project is relevant to the general population of New Zealand, it is also relevant to Māori. Or application utilises a kaupapa Māori methodology or Mātauraka Māori (Māori knowledge systems), even in a minor way, or involves Māori as researchers, participants, or subjects then it might be highly relevant. The application will require a VM statement. It will also require a VM statement if the research is relevant to outcomes for Māori or to their collective aspirations.

In articulating VM relevance, researchers may find it useful to consider the following questions adapted from the Royal Society guidelines:

* **Does / how could the research *involve or affect* Māori?**
	+ Involve could mean that Māori people, data, information or narratives important if affecting Māori, whether individually or collectively, participate in the research’s design or undertaking;
	+ Involve a research theme or domain important to Māori (eg: Māori land, ethics, philosophy, climate change, NZ fauna and flora, natural resource management, human health, NZ society, history, economics, development, law, sustainability, business, ecology).
	+ Involve Māori staff or researchers.
	+ That the research utilises Mātauraka Māori, usually in a minor way, in its design and undertaking; or
	+ That the research contributes to or is expected to contribute to Māori (iwi/hapū/whānau/etc) aspirations and outcomes.
	+ Utilise comparative measures involving or affecting Māori or Māori information.
	+ Utilises, involves or might affect taoka / taonga or data rendered from taoka / taonga.
	+ Utilises, involves or might affect environment, economy and / or the society of Aotearoa New Zealand.
* **Is or how could the research become *specifically relevant* to Māori?**
	+ Specific relevance is often self-evident, but for the purposes of this exercise it can include research that utilises Mātauraka Māori, usually in a more than minor way, in the design and undertaking; or
	+ Research that identifies, contributes to, often in a direct way, Māori aspirations and outcomes.
	+ Utilise comparative measures involving or effecting Māori or Māori information.
* **Does or how could the research *centre* Māori?**
	+ Research that centres Māori can include research that is Māori-led;
	+ That utilises Mātauraka Māori in a major way (for example, in the method, models, frameworks, tools, etc);
	+ That consults or collaborates with Māori, usually collectively (e.g. iwi) but can also individually (e.g. Māori researchers);
	+ That directly identifies, affects or contributes to Māori aspirations and outcomes.
	+ Utilises, involves or might affect taoka / taonga or data rendered from taoka / taonga.
	+ Utilises, involves or might affect environment, economy and / or the society of Aotearoa New Zealand.

The last category where VM applies might involve **kaupapa Māori research** (KMR). If you are conducting KMR it will be self-evident that VM applies.

It is important to note that giving effect (by way of implementation throughout the research life cycle) to VM is an active obligation. For example, where a geographer proposes to model coastal inundation in Otago in 2050, and expects to find Ngāi Tahu Marae are at greater risk of inundation, giving effect to VM could mean taking the following minimum steps: consulting with the relevant Marae committees and explaining the research; inviting those committees to participate in the research and creating formal mechanisms to allow that (e.g. a co-governance board); and undertaking to consult with the committees in the publication and distribution of results.

**Researcher relationships with Māori**

Where research warrants Māori involvement, input, advice or engagement researchers should have readily available relationships with Māori researchers or community organisations. Expectation is that Māori will be provided adequate time (from their perspective) to participate and respond fully. Research should provide opportunities for engagement, participation, contribution and benefit – as a minimum.

**What if research is of low or limited relevance to Māori?**

If none of these categories apply to your research, you may consider that VM may be of low relevance. Research can be more relevant to Māori in most instances. It commits to, for example, training mentored Māori researchers (e.g. postdocs), even where the research is not specifically relevant to Māori.

In the event that VM is still not considered very relevant applicants should provide a detailed rationale for this assumption explaining why and how they came to that conclusion.

For those cases where **VM remains of limited or low relevance**, we would like to see researchers explain how their research:

* Is low or limited relevance to Māori.
* Involves no mātauraka Māori;
* does not involve Māori in the research design or undertaking (e.g. they do not sit on any research management/advisory/governance panels);
* is not inclusive of Māori land, institutions, or aspirations and outcomes and nor are these the subject of any component of the research;
* the work is unlikely to be of greater direct relevance to Māori than members of any other group.

**Do clinical applications require a VM statement?**

Yes. Given that applications primarily or partially involving clinical work may include the participation of Māori as subjects or participants, a VM statement is required.

In applications involving clinical work and Māori the applicant must formulate, in consultation with Māori colleagues or partners, a cultural safety plan that includes – at a minimum – mechanisms for protecting Māori participants and their data and a plan for training members of the research team in cultural safety.

Clinical applicants may wish to consult the Health Research Council’s Māori Health Advancement Strategy.

**Research domains particularly important to Māori**

The following domains are a list which are considered by the University to be important to Māori communities, it is not exhaustive. Nor do these domains sit in isolation from each other. A preferred approach is for increasingly investigation from a Te Ao Māori lens, in a multidisciplinary approach which maintains wholistic and its distinct character from that of western science.

* Holistic wellbeing
* De-colonisation of identity, data, economy, mātauraka Māori
* Environmental Planning
* Māori land
* Housing
* Psychology of colonisation – decolonisation
* Ethics – Artificial Intelligence, native fauna, flora and Māori comparative research
* Human rights and development rights
* Philosophy of science and tikaka
* Climate change
* NZ fauna and flora (endemic or otherwise found in NZ)
* Natural resource management
* Human health
* NZ society
* NZ History / Indigenous history
* Economics
* Business tool development
* Law
* Sustainability
* Ecology

For further information, the following links may be helpful:

<https://www.mbie.govt.nz/science-and-technology/science-and-innovation/agencies-policies-and-budget-initiatives/vision-matauranga-policy/>

<https://www.mbie.govt.nz/assets/9916d28d7b/vision-matauranga-booklet.pdf>

<https://royalsociety.org.nz/assets/Uploads/2018-MFCA-Guidelines-for-Applicants.pdf>

<http://www.hrc.govt.nz/news-and-publications/publications/te-ara-tika-guidelines-m%C4%81ori-research-ethics-framework-researcher>

<https://gateway.hrc.govt.nz/funding/downloads/HRC_Maori_Health_Advancement_Guidelines.pdf>

<https://www.sftichallenge.govt.nz/vision-matauranga>

<https://vimeo.com/488338682>

1. Where large surveys form part of the research proposal, for example, printing and postage costs may be requested. This needs to be fully justified and items costed in detail. [↑](#footnote-ref-1)
2. These are considered to be standard departmental items. [↑](#footnote-ref-2)