



The New Zealand Dental Association Research Foundation

Guidelines

For applying to the NZDA Research Foundation Oral Health Research Fund

Information Sheet for Applicants – *Please read carefully*

1. Application and Award: Applications for grants from the NZDA Research Foundation close on **30 April** each year. Awards will normally be announced within two weeks of the July Board meeting. Each applicant must provide **10 copies** of their application (**plus** the original unstapled master) together with an **e-copy** in **PDF format** (maximum size 5MB) emailed to the NZDA Research Foundation (see 14. below).
2. Applications should not exceed \$15,000 (increased from the previous ceiling of \$10,000).
3. There are no prescribed forms for grant applications (with the exception of Ethical and Administrative Agreements). Applications should be submitted using the enclosed guidelines as appropriate. Please type your application on A4 paper, single-sided, using font size 12 or larger. Appendices such as quotations should be submitted on A4 size paper. A completed Ethical Agreement is not required with this application. However, if the research requires Ethics Committee approval, funding will not be released until evidence of Ethical Agreement plus a copy of letter confirming ethical approval is received by the Board (Section 7), **Health Information Privacy** acknowledgement (Section 7) and **Administrative Agreement** (Section 7) **MUST** be included, using the attached forms. Section 7 is not required for travel grant applications. Please direct enquiries concerning the application procedure for scholarships and other awards to the Chair, NZDA Research Foundation Board, c/- PO Box 28084, Remuera, Auckland or the Associate Director – Research & Policy, NZDA. E-mail: research@nzda.org.nz
4. During the preparation of grant applications, novice applicants are strongly advised to consult with colleagues experienced in research. It is important that projects are designed to produce objective and reproducible findings, and this can be a challenge particularly for clinical research based in dental practice.
5. For research which has relevance to commercially available drugs, materials or instruments, applicants are advised to check with the suppliers to see if they might be made available for the research project at reduced cost.
6. Normally project grants are made for a period of one (1) year. However at the Board's discretion they may be made for any period up to three (3) years. Grants may be activated at any time within six (6) months of the date of award.
7. The **Lay Summary** of research (Section 1) **must** be intelligible to those not expert in the field of research proposed, and include a brief progress update on your research if your current application seeks additional funding towards a project previously supported by the Foundation. The Summary **must not exceed 300 words**. Recipients of awards can expect their lay summaries to be circulated to the NZDA Research Foundation Trustees (whose responsibility it is to raise funds for the annual Foundation round of research grants) and to the NZ Dental Association membership by way of the 'Research Column' in the Association's bi-monthly magazine, the *NZDA News*.

The **remaining sections** of the application should be written for experts in the field and referenced appropriately.

8. Provision is made for amounts to be requested for the employer's contribution to approved Superannuation schemes for personnel employed on a grant (Section 5). This is not required for staff employed on grants held within universities.
9. All equipment funded by an award must be ordered within three (3) months of the date of the award.
10. The cost of domestic travel may be requested as working expenses (Section 5).
11. Expenses of appointment of staff may be requested up to the rates and allowances of the sponsoring body (Section 5).
12. Applicants **must** provide a **progress report** to the Foundation (either emailed PDF file or posted or couriered) on their research award from the Foundation in the previous year. This **must be submitted by 1 June** in the year following the research award
13. Applicants **must** provide a **final report** upon completion of their research – for the Foundation Board to review. This report should also include an abstract suitable for publication in the *NZDA News*.
14. **Ten** copies of the application (**plus** the unstapled master copy) to be either mailed to: NZDA Research Foundation, PO Box 28084, Remuera, Auckland 1541, or couriered to: NZDA House, Building 1, 195 Main Highway, Ellerslie, Auckland 1051. Please also forward an **electronic-copy** of your application (maximum size 5MB) to: research@nzda.org.nz

The New Zealand Dental Association Research Foundation

During the 1950s, the New Zealand Dental Association became concerned that more should be done to stimulate dental and oral research in this country and, in 1961, commissioned a report that recommended the creation of a dental research foundation. The objectives were to help foster a research environment at the School of Dentistry, to assist graduates undertake research for advanced degrees, and to support research projects by individual dental practitioners.

The NZ Dental Research Foundation (NZDA Research Foundation) was eventually established in 1964 when trust deeds were drawn up by several far-sighted practitioners of the day, the arrangements being that trustees would invest the funds and generate income for the board to disperse in accordance with the objectives, the Foundation to be administered by the New Zealand Dental Association. Fund-raising started with an inaugural grant of £2,000 from the Association, and a subsequent campaign eventually raised £70,000 from dental practitioners, the dental supply industry and other businesses.

Since its inception, the Foundation has provided financial support for numerous research projects related to dental and oral health, in fulfilment of its objective to help extend the boundaries of dental knowledge and to promote the fostering and extension of the study and practice of the art and science of dentistry in New Zealand.

In 2000, the Association launched a further fundraising effort which has resulted in considerable growth of this Fund. NZDA biennial conferences now donate one third of profits to the Foundation, and many NZDA members individually add to the investment via annual donations.

Application for Project Grant

Please provide information under the following headings:

Section 1 – Summary of Application

Applicant: Title/First name/Surname, Position/Department/Institution, Address, E-mail address, Title of project, Summary of research written in plain English for the lay reader, Total support requested

Section 2 – Personal Data

Full name, Position, Degree/Diplomas/University/Year conferred/Field, Honours/Prizes, Academic and/or research experience, Total number of publications, Most important recent publications (Max 5), Working time to be devoted to the project (approx. percentage). If the proposed research is part of a degree course for any of the applicants then indicate which applicant(s), list the degree and the year of the course the applicant(s) are in at present.

Section 3 – Proposed Investigation

Aims of investigation, Background, Research design including specific objectives, research hypotheses, experimental approach, methodological detail and statistical analysis, Significance of this research, Relevant previous research by applicant, Results obtained by others with key references. Restrict this section to no more than four (4) A4-sized pages. If the investigation uses a questionnaire(s) then applicants are strongly advised to include a copy of their questionnaire(s) as an appendix to their application. There is no page limit to the size of the questionnaire(s).

Section 4 – Supporting Information

Describe the facilities available to you to conduct this research, List and explain the role of each research worker, Justify each proposed item of expenditure, List financial support already obtained for this research or other applications in progress. If ethical agreement is not required please state why.

Section 5 – Details of grant requested

Salaries for each year up to three:

Applicant, Other professional/scientific, Technical, other e.g. clerical

Equipment:

These are individual items or 'integrated systems' costing over \$500 (normally one request in the first year). Quotations from suppliers are essential and must be appended. Items of equipment costing less than \$500 are to be budgeted as working expenses Application for equipment should include a statement of the expected rate of use by the applicant or other research workers.

Working expenses:

List each item of expenditure (for each year up to three) under the following headings:

Materials and consumables, Computer charges, Technical services, ACC levies, Publication costs (specify), Other costs (specify).

Note - give relevant totals.

Section 6 – List of Researchers in the Field

The names, postal addresses and **e-mail** addresses of **four** (4) researchers who are experts in your area of study **must** be supplied along with a brief statement of their contributions to the field.

Section 7 – Ethical and Privacy Agreements (complete attached form)

Section 8 – Administrative Agreement (complete attached form)

Application for Equipment Grant

Please provide information under the following headings:

Section 1 – Summary of application

Applicant: Title/First name/Surname, Position/Department/Institution, Address, E-mail address, Type of equipment required, Summary of research in which equipment will be used, Total support requested.

Section 2 – Personal Data

Full name, Position, Degrees/Diplomas/University/Year conferred/Field Honours/Prizes, Academic and/or research experience, Total number of publications, Most important recent publications (Max 5), Total working time to be devoted to the project (approx. percentage).

Section 3 – Proposed Equipment

Full description of equipment including model number etc., Supplier, and if an 'integrated system' is required give details of each major component. If major components are provided by different manufacturers give evidence that they will operate satisfactorily together, Delivery arrangement, Consumables necessary for operation of equipment, Alternative equipment available and reasons why not selected.

Section 4 – Supporting information

Describe each project in which you intend to employ the equipment, Describe facilities available for the research, State where the equipment will be located and how often it will be used, Name other researchers who may use this equipment and for what purpose, State how the equipment will be disposed of when your project(s) is/are completed, List financial support already obtained for this equipment.

Section 5 – Details of Grant Requested

State full cost of equipment, GST, Detail the cost of consumables, service contracts etc. Quotations from suppliers are essential and must be appended
Note – Give relevant totals.

Section 6 – List of Researchers in the Field

The names, postal addresses and **e-mail** addresses of **four** (4) researchers who are experts in your area of study **must** be supplied along with a brief statement of their contributions to the field.

Section 7 – Ethical and Privacy Agreements (complete attached form)

Section 8 – Administrative Agreement (complete attached form)

Application for Travel Grant

Please provide information under the following headings:

Section 1 - Summary of application

Applicant: Title/First name/Surname, Position/Department/Institution, Address, E-mail address, Purpose of travel, Total support requested.

Section 2 – Personal Data

Full name, Position, Degrees/Diplomas/University/Year conferred/Field Honours/Prizes, Academic and/or research experience, total number of publications, most important recent publications (Max 5).

Section 3 – Proposed Travel

Full description of conference(s) or courses to be attended and/or laboratories to be visited. Provide full itinerary.

Section 4 – Supporting information

Provide abstract/summary of any paper/lecture that you will present. Describe research projects which you consider will benefit from this travel, State how your research/academic career will benefit, List your overseas travel in past three years, Provide evidence that your employer will grant leave to allow this travel. List financial support already obtained for this travel.

Section 5 – Details of grant requested

State full cost of air fares etc., Detail daily support requested, Travel insurance. A quotation from a travel agent is essential and must be appended
Note – Give relevant totals

Section 6 – List of Researchers in the Field

The names, postal addresses and **e-mail** addresses of **four** (4) researchers who are experts in your area of study **must** be supplied along with a brief statement of their contributions to the field.

Section 7 – Ethical and Privacy Agreements (not required)

Section 8 – Administrative Agreement (complete attached form)

Grant for any other project that will promote oral research or research findings in New Zealand

(e.g. publication expenses, expenses in relation to organizing a conference etc.)

Please provide information under the following headings:

Section 1 - Summary of application

Applicant: Title/First name/Surname, Position/Department/Institution, Address, E-mail address, Brief summary of the activity to be funded, Total support requested.

Section 2 – Personal Data

Full name, Position, Degrees/Diplomas/University/Year conferred/Field Honours/Prizes, Academic and/or research experience, Total number of publications, Most important recent publications (Max 5), Total working time to be devoted to the activity (approx. percentage).

Section 3 – Proposed Activity

Full description of the activity to be funded.

Section 4 – Supporting Information

Describe research projects which you consider will benefit from this activity, State how your research/academic career will benefit. State how dental research in New Zealand will benefit generally from this activity. List financial support already obtained.

Section 5 – Details of grant requested

State the anticipated expenses. Give relevant totals.

Section 6 – List of Researchers in the Field

The names, postal addresses and **e-mail** addresses of **four** (4) researchers who are experts in your area of study **must** be supplied along with a brief statement of their contributions to the field.

Section 7 – Ethical and Privacy Agreements (not required)

Section 8 – Administrative Agreement (complete attached form)

Ethical Agreement

Title of Project:

You are *not* required to apply for Ethics Committee approval *prior* to submitting this grant proposal. However, the undersigned signify that in any research project involving experimentation with animal or human subjects, a properly constituted University or other recognised Ethics Committee will examine the proposal to ensure that it meets with appropriate ethical standards for such experimentation.

The undersigned also acknowledge that if a grant is awarded and prior ethics approval has *not* been obtained, it is awarded **subject** to the New Zealand Dental Association Research Foundation Board being sent evidence that ethical approval **has been applied for and conferred**, before the grant is activated.

Signed
(Applicant) (Date)

Signed
(Head of School,
Faculty or Institution) (Date)

Health Information Privacy

The Privacy Act 1993 imposes certain obligations on researchers. For example, if individuals can be identified in a report, permission must be obtained from each person; records concerning human subjects must be kept safe and secure; records collected for one purpose may not be used for another; and all personal research information must be destroyed when a project is complete.

The undersigned signify that all relevant requirements of the Health Information Privacy Code 1994 will be complied with in this research.

Signed
(Applicant) (Date)

Administrative Agreement

1. It is understood and agreed by the undersigned that any grant received as a result of this application is subject to conditions regarding grants made from time to time by the Dental Research Foundation and that the grant funds will not be expended for any other purpose than that described in this application without the prior consent of the Dental Research Foundation.
2. The host institution agrees and undertakes to bear all risks and claims connected with any operation covered by this application and to indemnify and hold harmless the Dental Research Foundation against any and all liability suits, actions, demands, damages, costs or fees on account of death, injuries to persons or property, or any other losses resulting from or connected with any act or omission performed in the course of the research.
3. The host institution agrees and undertakes to support for the duration of any grant the work described in this application by making available accommodation, basic facilities for research and the services necessary for its fulfillment.

We the undersigned have read the administrative agreement above and undertake to abide by the conditions of this agreement in respect of any grant made by the Dental Research Foundation as a result of the present application.

Signed
(Applicant) (Date)

Signed
(Head of Department) (Date)

Signed
(Head of School,
Faculty or Institution) (Date)

Signed
(Authorised official on
behalf of host institution
University or District Health Board) (Date)