

# Guidelines

## For applying to the Ministry of Health Oral Health Research Fund in 2010

### Information Sheet for Applicants— *Please read carefully*

1. Application and Award: applications for the next round of grants from the Ministry of Health Research Fund close on **30 April 2010**. Each applicant must provide 11 copies of their application (**including** unstapled master copy) together with an **e-copy in Word format** emailed to the Associate Director – Research & Policy (see 15. below). Recipients will be advised of their awards (or otherwise) within 3 weeks following the mid-late July awards meeting. If the NZDA's discussions and assessment process or other circumstances make it necessary to extend the date by which the NZDA wishes to notify applicants of the outcome, the NZDA may notify applicants who have submitted a proposal of the necessary extension of time.
2. There are no prescribed forms for grant applications (with the exception of Ethical and Administrative Agreements, Health Information Privacy acknowledgement and Referee Confirmation Statement below). Applications should be submitted using the enclosed guidelines as appropriate. Please type your application on A4 paper, single sided, using font size 12. Appendices such as quotations should be submitted on A4 size paper. A completed **Ethical Agreement plus copy of letter confirming ethical approval** (Section 6), **Health Information Privacy** acknowledgement (Section 6), **Referee Confirmation Statement** (Section 7) and **Administrative Agreement** (Section 8) **MUST** be included, using the attached forms.
3. 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.
4. Applicants are advised that under the funding agreement with the Ministry of Health, the New Zealand Dental Association is to ensure that (i) where the funding to any one applicant is for a sum between \$10,000 and \$25,000, either a proportion of the funding will be retained until the work is completed to the New Zealand Dental Association's satisfaction or payments will be attached to deliverable milestones (e.g. the production of a draft and final report); (ii) where the funding to any one applicant is for a sum greater than \$25,000, the payments will be attached to deliverable milestones. The New Zealand Dental Association will not enter into any contracts with applicants that enable the applicant to retain any surplus payments as profit. All payments will be attributed to milestones.
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 a reduced cost.
6. Project grants are made at the awarding panel's discretion for any period not exceeding three (3) years. Grants may be activated at any time within six (6) months of the date of award. The NZDA will advise successful applicants of the invoicing process to obtain the funds.
7. The NZDA and the Ministry must be satisfied that you and your proposal meet certain eligibility criteria before your proposal will be considered for the Ministry funding. The eligibility criteria are that the NZDA are satisfied your proposal complies with these Guidelines, in particular that your proposal has focused on the priority or action areas identified in the Ministry's strategic document *Good Oral Health for All, for Life* (2006) or *Maternal and Child Oral Health – Systemic Review and Analysis*.
8. The following criteria will be used when assessing the proposals received and selecting the projects to fund (if any). The criteria are not in any particular order, are not exhaustive and will not necessarily be accorded equal weight or any particular weight at all: e.g. experience and expertise of organisation, the capacity of the proposer, the extent the proposal will reduce inequalities, suitability of approach, and cost efficiency.
9. 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 Ministry of Health. The Lay Summary must be confined to **300 words or less**. The **remaining sections** of the application should be written for experts in the field and referenced appropriately.
10. Provision is made for amounts to be requested for the employer's contribution to an approved superannuation scheme for personnel employed on a grant (Section 5). This is not required for staff employed on grants held within universities.
11. The cost of domestic travel may be requested as a working expense. If your application includes travel expenses please provide justification for the travel under the section *Details of Travel Expenses*.
12. Expenses of appointment of staff may be requested up to the rates and allowances of the sponsoring body (Section 5).
13. Successful applicants **must** provide an annual report to the NZDA Associate Director – Research and Policy (below), on their research. This must be **submitted by 1 June** in the year following the research award.
14. **Eleven** copies of the application (**includes** original unstapled master) should be mailed to: the Associate Director – Research & Policy, NZDA Research Foundation Board, PO Box 28 084, Remuera, Auckland 1541, or couriered to: NZDA House, Building 1, 195 Main Highway, Ellerslie, Auckland 1051.
15. Please also forward an **e-copy** of your application in **not exceeding 5MB** format to Associate Director – Research & Policy – E-mail: [grame@nzda.org.nz](mailto:grame@nzda.org.nz)

## The Ministry of Health Oral Health Research Fund

There is very little New Zealand-specific oral health research, or comprehensive evaluation of oral health interventions in current use which is hindering informed policy and programme development at both the Ministry of Health and sector levels.

The Ministry has provided research funding and will make available \$140,000 annually for community, university or practice-based research in fields related to oral health. The New Zealand Dental Association Research Foundation Board has been appointed by the Ministry to manage this Fund. The application assessment meeting is held mid- to late July each year in conjunction with the annual research awards from the Foundation.

Applications are invited for grants to support research in oral health-related areas. Priority will be given to:

- projects that target one or more of the four priority groups identified in the Ministry's strategic document *Good Oral Health for All, for Life* (2006) these being:
  - children and adolescents;
  - people of all ages with physical, intellectual, behavioural or cognitive disabilities, or who are medically compromised;
  - people experiencing inequalities in outcome (eg Māori, Pacific and low-income populations); and
  - older adults; and/or
- projects that focus on at least one of the seven key action areas identified in the Ministry's strategic document *Good Oral Health for All, for Life* (2006) - in particular, promoting oral health, building links with primary care and building the oral health workforce.
- maternal oral health as identified in the report *Maternal and Child Oral Health - Systematic Review and Analysis*.

All of the Ministry's development work in oral health is focusing on reducing inequalities in oral health. Applicants should consider how their proposed research will contribute to improving the oral health of and reducing oral health inequalities for these population groups. The Health Equity Assessment Tool (HEAT) provides a structure for considering health inequalities<sup>1</sup>.

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<sup>1</sup> Te Rōpu Rangahau a Eru Pōmare., Ministry of Health and Public Health Consultancy. 2003. *A Health Equity Assessment Tool*. Wellington: Public Health Consultancy, Wellington School of Medicine and Health Sciences.

## 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, Title of project, Summary of research written in plain English for the lay reader, Total support requested.

### Section 2 – Personal Data

Full name, Position, Birth date, Degree/Diplomas/University/Year conferred/Field, Honours/Prizes, Academic and/or Research Experience, Total number of publications, Most important recent publications (maximum 5), Working time to be devoted to the project (approx. percentage).

### 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 4 pages.

### Section 4 – Supporting Information

Describe what effect this research will have on oral health inequalities.

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. List other contributors to this field (maximum 3) and briefly state their contributions. Give names and addresses of two referees from whom an opinion might be obtained and sign the *Referee Confirmation Statement* to affirm that the referees you have approached are prepared to write a report on your behalf. 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, travel etc.

Note: Overheads and Salary Support – Financial support towards salaries may on occasion be considered as an eligible expense of a project grant for the Ministry of Health Research Fund, but this will only be considered when capacity to deliver the research is fully dependent upon this support and the salary costs would not be payable otherwise (i.e. if the project did not go ahead). The justification for inclusion of salary costs must be clearly explained. Institutional overheads will not be funded through these project grants.

### Section 6 – Ethical and Privacy Agreements (complete attached form)

### Section 7 – Referee Confirmation Statement (complete attached form)

### Section 8 – Administrative Agreement (complete attached form)

## Details of Travel Expenses

Please provide information under the following headings:

### Proposed Travel

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

### Supporting information

Describe what effect this travel will have on the research and its ability to reduce health inequalities.

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. Give names and addresses of two referees from whom opinions might be obtained and complete the *Referee Confirmation Statement*.

### Details of Travel

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.

**Grant for any other project that will promote oral health research or research findings in New Zealand**  
(eg 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, Brief summary of the activity to be funded, Total support requested.

Section 2 – Personal Data

Full name, Position, Birth date, Degrees/Diplomas/University/Year conferred/Field Honours/Prizes, Academic and/or research experience, Total number of publications, Most important recent publications (maximum 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 what effect this research will have on reducing oral health inequalities. State how oral health research in New Zealand will benefit generally from this activity. List financial support already obtained. Give names and addresses of two referees from whom an opinion might be obtained.

Section 5 – Details of grant requested

State the anticipated expenses. Give relevant totals.

Section 6 – Ethical and Privacy Agreements

Section 7 – Referee Confirmation Statement (complete attached form)

Section 8 – Administrative Agreement (complete attached form)

## Ethical Agreement

Title of Project:

The undersigned signify that in any research project involving experimentation with animal or human subjects a properly constituted university or hospital ethical committee has examined and agreed to the ethics of the proposal outlined in this application. **Please enclose a copy of the letter from the ethics committee agreeing to this proposal.**

Signed.....  
(Applicant) (Date)

Signed.....  
(Head of School,  
Faculty or Hospital) (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)

## Referee Confirmation Statement

The undersigned researcher signifies that the persons named as referees have agreed to provide reports about this proposed research for review by the Grant Assessment Panel.

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 fulfilment.

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 Hospital) (Date)

Signed.....  
(Authorised official on  
behalf of host institution,  
University or Hospital Board) (Date)