

Arthritis New Zealand External Research Grants: **Information and Conditions Form 2021/2022**

ARTHRITIS NEW ZEALAND OVERVIEW

Arthritis New Zealand aims to improve the life of every person affected by arthritis. We are a national charity that provides information, advice and support to people diagnosed with any of the more than 140 forms of arthritis. Arthritis affects more than 700,000 New Zealanders and is a leading cause of disability. There is no cure, but the condition can usually be managed effectively. Most people with arthritis continue to lead productive and fulfilling lives. We also advocate for people with arthritis by funding research, contributing to health policy, and collaborating with healthcare professionals.

ARTHRITIS NEW ZEALAND RESEARCH OBJECTIVES

Arthritis New Zealand uses its research funding programme to achieve the following key objectives:

1. To contribute to the body of research that seeks to determine the cause of arthritis, prevention of arthritis, improvement of early diagnosis and treatment of all forms of arthritis.
2. To contribute to the growing body of research that documents and describes the impact of arthritis on the individual, the community, and the wider New Zealand society.
3. To contribute to international research on arthritis through assisting New Zealand participation in international research projects and/or through a contribution to the body of research on gout arthritis, osteoarthritis, rheumatoid arthritis, Lupus/SLE, juvenile idiopathic arthritis, and other forms of arthritis.
4. To evaluate specific programmes or treatments to ascertain effectiveness and improvement in the quality of life for people with arthritis.

ARTHRITIS NEW ZEALAND RESEARCH ACTION PLAN (2021-2023)

Arthritis New Zealand has developed a proactive and translational research programme which includes clinical, social and economic research. Significantly, this ensures that our organisation has a robust evidence-base to inform the development and delivery of our programmes, services and awareness. Our five strategic initiatives for the period 2021 to 2023 are as follows:

1. We will develop an External Research Grants programme that is targeted towards our research objectives.
2. We will work towards co-funding research opportunities with other organisations working in the non-communicable diseases and long-term conditions arena (i.e. with “partner” organisations).
3. We will promote the participation of Māori and Pacific peoples in arthritis research (especially gout arthritis).
4. We want to engage the consumer more in research projects and related activities.
5. We will further encourage social and community-based research relating to arthritis.

By submitting an EOI/full application, the applicant confirms they have met, considered and agreed to the following criteria:

GENERAL

1. Arthritis New Zealand has a limited pool of funding available to contribute to quantitative and qualitative research projects. As such, our organisation is likely to be the sole funder only for small research projects or pilots for larger projects.

2. The purpose of Arthritis New Zealand External Research Grants is to engage and support researchers or professionals in this country working in the wider arthritis research field who are based in academia, health service provision or other types of institutional organisations.
3. Research projects must be clearly related to arthritis with the precise topic to be determined by applicants. Research projects must also be translational in nature and clearly align with Arthritis New Zealand's research objectives and Research Action Plan for 2021-2023.
4. External Research Grants will only be awarded for proposed research projects which are of a high standard, maintaining the reputation of the New Zealand scientific community and Arthritis New Zealand as a funding body. Projects which have an identified major funder are particularly encouraged.
5. Arthritis New Zealand's External Research Grants are tenable within the following types of host institutions: New Zealand universities, health service or industry organisations, or other research-related institutions approved by Arthritis New Zealand.
6. If an applicant is not already employed by their proposed host institution, the proposed host institution must agree to employ the applicant for the duration of their External Research Grant if they are successful in their application.
7. There are no overhead costs associated with our External Research Grants. Arthritis New Zealand anticipates that overhead costs of the research project to be undertaken will be met by the applicant's host institution.
8. Applicants must be a New Zealand citizen or resident.
9. Requests for overseas travel will not be accepted as part of External Research Grant applications.
10. Please note that unlike previous years the application process for External Research Grants will be comprised of a **two-stage process** from 2021/2022 onwards. At the general level this involves: a) the completion of an **Expression of Interest (EOI) form** by all applicants, and b) the completion of a **full application form** but only by those applicants who are invited to progress to stage two.

APPLICATIONS

11. Potential applicants are encouraged to contact Dr. Richard Griffiths, Research Manager at Arthritis New Zealand, to discuss their proposed research project ahead of the EOI closing date.
12. An applicant's EOI and full application form (if invited to submit) should be self-supporting without attached appendices.
13. Project grants are intended to provide short-term support of a terminable nature to a single individual or small group working on a clearly defined project. They are not normally renewable and at the conclusion of the maximum three-year grant period, any fresh application by the grantee should be for a new project or for a clearly defined project, which has emerged from the old.
14. Programme grants represent support for the longer-term development of a broad research field by a larger group of workers. Although budgetary approval by Arthritis New Zealand is reviewed each

year, programme support is in effect an approval in principle for up to three years in duration. Such grants will be awarded only after critical examination of both scientific merit and the long-term implications of the research and applicants should describe in some detail the long-term planning of the programme and possible later developments.

15. The two-stage process for External Research Grants is now as follows:

a. Stage One: Expression of Interest Form

- i. All applicants must complete the **official three-page** Arthritis New Zealand External Research Grants EOI form and associated details.
- ii. All EOI must use Calibri (body) font size 12.
- iii. Applicants must indicate on the first page of their EOI form the type of grant they are applying for. Arthritis New Zealand reserves the right to re-categorise EOI forwarded to it or withdraw or modify its support at any time in the light of changed circumstances.
- iv. All applicants must also provide a separate copy of their CV with their EOI using the standard CV template for any research proposals submitted to the Foundation for Research, Science and Technology, the Health Research Council (HRC), or the Marsden Fund.
- v. Please note that those who do not complete the EOI or provide an EOI longer than the three-page maximum will not be considered at the initial evaluation stage.
- vi. All EOI must be submitted **via email only in PDF format** to Dr. Richard Griffiths, Research Manager at Arthritis New Zealand, by **5pm Monday 28th February 2022**:
richard.griffiths@arthritis.org.nz
- vii. All EOI will be evaluated by the Research Committee of Arthritis New Zealand who will make a recommendation regarding which applicants are invited to submit a full application form for the 2021/2022 External Research Grants round.
- viii. All applicants will be notified via email of the outcome of the EOI evaluations by **Friday 25th March 2022**.

b. Stage Two: Full Application Form

- i. Those who are invited to progress to stage two will subsequently need to complete a full application form.
- ii. There is a **maximum of 20 pages** allowed per full application. Any full applications that exceed this length will not be considered.
- iii. While the sub-headings provided in the full application form must remain in the order they are presented, they can be on different pages to ensure applicants have ample room to convey the necessary information requested.
- iv. Details of all professional and scientific staff that will be associated with the research should also be included, whether or not a salary is being requested, and the role of each staff member should be explained in Section IV of their full application form (see page 12). Provision is made for an applicant to request all or part of their own salary, but where a full-time salary is required, it is expected that this application will be made on behalf of the principal investigator by a senior colleague associated with the research (e.g. the Head of their Department or a comparable senior colleague). Please note that it is important that estimated salary increases (including promotions) are also included to cover the whole grant period.
- v. Provision is made in the full application form for amounts to be requested for the employer's contribution to approved superannuation schemes for personnel employed on the grant.
- vi. All full application forms must use Calibri (body) font size 12.

- vii. All full applications must include one signed and dated copy of the Arthritis New Zealand External Research Grants Administrative Agreement with signatures provided by the applicant, a relevant Head of Department (or equivalent), Head of the Host Institution's School, etc. and an Authorised Official on behalf of the Host Institution.
- viii. All full applications (including the aforementioned CV) must be submitted **via email only in PDF format** to Dr. Richard Griffiths, Research Manager at Arthritis New Zealand by **5pm Friday 6th May 2022**: richard.griffiths@arthritis.org.nz

TE TIRITI O WAITANGI

16. Arthritis New Zealand upholds the principles of Te Tiriti o Waitangi in our everyday mahi (work) through partnerships, participation and protection. Applicants must provide a brief statement of up to 150 words in their EOI of how their proposed research project aligns with the principles of Te Tiriti o Waitangi, potentially promotes inclusion and may be beneficial to Māori communities and/or Māori who are affected by arthritis. A more detailed statement of up to 250 words will be expected from applicants who progress to the second stage of the application process.

HEALTH EQUITY

17. Māori and Pacific peoples are priority populations for our organisation's equity focus. Arthritis New Zealand seeks to fund research which has the potential to also advance Māori and Pasifika health and wellbeing, works towards achieving health equity and ultimately better health outcomes for Māori and Pacific peoples. Applicants must therefore provide a brief statement of up to 150 words in their EOI of how their proposed research project may address health equity for Māori, Pacific peoples and other groups who experience disparity. A more detailed statement of up to 250 words will be expected from applicants who progress to the second stage of the application process.

ETHICAL APPROVALS (FULL APPLICATIONS ONLY)

18. Applicants are responsible for obtaining any necessary ethics approval ahead of their research project commencing. Applicants must include any ethics approval details or their intention to apply for relevant ethics approval in relation to their project in their full application form if they progress to stage two.

REFEREES (FULL APPLICATIONS ONLY)

19. Applicants who progress to the second stage of the application process **must include a minimum of three referees of their choice**. These must be New Zealand or overseas contributors to the relevant research field, and do not have a conflict of interest with the applicant or the research process.
 - Members of the same department with whom you have frequent contact, and/or collaborators, family members and friends should not be listed as potential referees.
20. Applicants must ensure their referees have agreed to review their full application and be available from **Wednesday 11th May to Wednesday 1st June 2022** to complete their referee reports.
21. A maximum of two individuals or groups whom the applicant does not want to referee the proposed research project may be listed. Reasons must be indicated.

22. Arthritis New Zealand also reserves the right to reject nominated referees and also reserves the right to seek reports from other contributors in the relevant research field.

PRIVACY

23. The information requested will only be used for the purpose of assessing EOI and full application forms. All EOI and full application forms received for the 2021/2022 External Research Grants funding round will be stored on a secure cloud-based server.
24. Personal information contained in any EOI and full application forms may be made available to members of Arthritis New Zealand Committees relevant to the evaluation process. This includes any electronic and paper-based copies of EOI and full application forms.
25. In the event an applicant is successful, Arthritis New Zealand has the right to release their name, the title and a lay summary of their project and the amount of funding awarded for public interest purposes via a range of our organisation's communication channels (please see Completion of External Research Grants Projects section for further details).

EVALUATION

26. As stated above, EOI will be evaluated by the Research Committee of Arthritis New Zealand at the end of stage one of the application process for this funding opportunity.
27. The Research Committee of Arthritis New Zealand will subsequently evaluate the full application forms that have been submitted by those who have progressed to stage two of the application process. The Research Committee will then make a recommendation to the Board of Trustees shortly after the evaluation process has been completed advising which full applications have been successful in the round.
28. All applicants will be informed via email of the outcome of the evaluation of full applications for the External Research Grants review process by **Friday 10th July 2022.**
29. The Research Committee reserves discretion as to the criteria which it will use for evaluation of EOI and full applications, but in general these will include:
- i. The proposed research project's potential to advance knowledge and address an important gap in the wider arthritis research field.
 - ii. The scientific merit of the proposed research project (including study design and appropriateness of the research methods chosen).
 - iii. Alignment with Arthritis New Zealand's key objectives and Research Action Plan (2021-2023).
 - iv. The potential of the proposed research project to help people with arthritis.
 - v. The qualifications and track record of the applicant.
 - vi. The proposed research project's alignment with the principles of Te Tiriti o Waitangi and how it intends to address health equity for Māori, Pacific peoples and other groups who experience disparity.

COMPLETION OF EXTERNAL RESEARCH GRANTS PROJECTS

30. Any External Research Grant awarded **must be taken up within six months** of award notification. Funding not uplifted within this period may be withdrawn at the discretion of Arthritis New Zealand.
31. Grants are made at Arthritis New Zealand's discretion for any period not exceeding three years, although approval in principle for a longer period may be given. Applicants may request support for a full three years but grants to new or unproven projects will generally be made for a lesser period.
32. Successful applicants are expected to update the Research Manager from Arthritis New Zealand as follows to demonstrate progress is being made on their research project and to also build a positive working relationship between the two parties:
- i. A two-page progress report on the anniversary of their External Research Grants award.
 - ii. Two meetings per annum either via Zoom (or a similar platform) and/or in person.
 - iii. A concise signed report from the applicant's host institution which offers their perspective on the applicant's progress.
33. Arthritis New Zealand recognises that longer research projects have the potential to change whilst in field. If the contractual details of an External Research Grant change, a variation request will need to be prepared by successful applicants in writing and submitted in PDF form via email to Arthritis New Zealand's Research Manager at the earliest opportunity.
34. All successful applicants must complete the official Arthritis New Zealand External Research Grant reporting template **within two calendar months** of completing their research project.
- i. While the sub-headings provided in the official reporting template must remain in the order they are presented, they can be on different pages to ensure applicants have ample room to convey the necessary information requested.
 - ii. There is a **maximum of 5 pages** allowed for reporting.
35. Any additional published material that relates to a successful External Research Grants award must appropriately acknowledge the funding assistance of Arthritis New Zealand (i.e., a publication in peer reviewed scientific or medical journals, book chapters, presentations to conferences or other similar assemblies, conference proceedings, etc.).
36. **All successful applicants agree to any aspect of their research findings being shared in summary or visual form by Arthritis New Zealand across a range of our organisation's communication channels.**
This includes the following:
- i. The Arthritis New Zealand website (<https://www.arthritis.org.nz/>).
 - ii. Arthritis New Zealand's various social media channels (e.g., Facebook and Twitter).
 - iii. *E-News* reports (usually published on a monthly basis).
 - iv. *Joint Support* print and digital magazine (published bi-annually).
 - v. Any other relevant Arthritis New Zealand communication channels or events.
37. In addition to 36 above, it is expected that the successful applicants will collaborate with the Arthritis New Zealand Research Manager to promote/showcase their research. It is not anticipated that this will be onerous and would include for example writing several short articles for Arthritis New Zealand's communication channels or relevant media interviews.

38. The Research Manager at Arthritis New Zealand will liaise with the successful applicants wherever possible when preparing content based on their research findings to ensure that they approve of the final material which Arthritis New Zealand elects to publicly share.

CONTACT

39. For further information about Arthritis New Zealand's External Research Grants funding round in 2021/2022, please do not hesitate to contact:

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