

## General Instructions for Applicants

There are **3 sections** to this application form, see below for instructions about which sections you need to complete

If you are a first time applicant we suggest you also read the detailed instructions in [Joint Ethics Grant Application Appendix 1 General Instructions.docx](#)

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### Applicants Seeking Ethical Approval:

Complete [Section 1 and 2](#) of the application form

Applications must be submitted to:

- Otago Polytechnic Research Ethics Committee Secretary: Alex Morales-Garcia (Sections 1 & 2, in hardcopy)
- Otago Polytechnic Research Ethics Committee: EthicsAdmin@tekotago.ac.nz (Sections 1 & 2, in a **single** Word document format)
- Otago Polytechnic Treaty Compliance c/- Kaitohutohu: Khyla Russell (Sections 1 & 2)

For assistance with filling out this form contact:

Alex Morales-Garcia ext 8119

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### Applicants Seeking a Research Grant:

Complete [Section 1 and 3](#) of the application form

Applications (one hard copy with signatures and one electronic copy) must be submitted to:

- Otago Polytechnic Research Administrator: Alex Morales (Sections 1 & 3) alexm@tekotago.ac.nz
- Otago Polytechnic Treaty Compliance c/- Kaitohutohu: Khyla Russell (Sections 1 & 3)

For assistance with filling out this form contact

Research Co-ordinator, Jenny Aimers ext 8407

# Section 1 – General Information

*(to be completed by all applicants)*

**Name**

**Department**

**Phone (office & mobile)**

**Email**

**Postal Address**

**Title of Project**

**Total \$ amount requested from the Committee**

**Commencement Date**

**Completion Date**

**Lay Summary of Project**

*Please make this jargon-free so it can be understood by someone not from your discipline*

**Research Question and objectives**

*What you hope to achieve by this research*

**Background, Justification and Literature Review**

*Link the literature to your own project. Explain why the project is needed and how your project fits into the local, national or international context for your discipline*

**Design and Methodology**

*Describe the methodology you will use in the project. Argue the appropriateness of the design for your project aims. In Ethics applications this will be used to evaluate the integrity of your consent forms*

**References****Treaty of Waitangi and acknowledgement of Māori knowledge**

*How are you acknowledging the Treaty, Maori knowledge and/or facilitating the participation of Māori participants. If you think your project has any implications for Māori you should consult with the Kaitohutohu, Dr Khyla Russell, for advice before you submit your application*

**Other participation issues**

*How are you going to deal with inclusion and exclusion of issues related to specific communities e.g. people with disabilities or people from other cultures*

**Timeline**

*Outline the time frame you are proposing for all the stages of your project*

**Health and Safety**

Provide evidence that any health and safety issues will be dealt with in a satisfactory manner. You may need to consult with the Occupational Health and Safety Advisor (extn 8340) in this regard

**Name of Supervisor, Referee or Consultant (where relevant):**

**Position of Supervisor, Referee or Consultant:**

**What benefits will this research bring to Otago Polytechnic?**

*(insert x in pale blue boxes if applicable):*

<b>A research output will be generated from this project</b>
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<b>Journal article</b> <i>(which journals will you submit to?)</i>

<b>Exhibition</b> <i>(which gallery?)</i>

<b>Design object</b> <i>(where will it be displayed?)</i>

<b>Book/Book chapter</b> <i>(who will be the publisher?)</i>

<b>Conference presentation/Proceedings</b> <i>(which conference?)</i>

<b>Other</b> <i>(please specify)</i>

<b>The project will contribute to the overall development of the research environment or research culture</b> <i>(please specify how)</i>

<b>The project will give other staff and/or students opportunities to gain research skills or experience</b> <i>(please explain how this will be facilitated)</i>

**Is this study related to enrolment at another institution?**

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If 'yes', which:

**Does your project require ethical approval?**

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

**If you require ethical approval and have previously had this approved please tick here**

Tick box:

**Is this application for** *(x more than one box as applicable):*

Ethical Approval (Complete Sections 1 & 2)	<input type="checkbox"/>
Funding (Complete Sections 1 & 3)	<input type="checkbox"/>

**I understand that I will need to supply each committee with a brief report at the conclusion of the research.**

Signed .....

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**To be completed by your Head of School/Manager**

*Please insert x in pale blue box as applicable (you may select more than one):*

<input type="checkbox"/>	This research project is consistent with the Research Plan of this Department
<input type="checkbox"/>	This research project is approved to be part of the staff member's workload/duties
<input type="checkbox"/>	I am acting as a supervisor or referee for this research proposal
<input type="checkbox"/>	I am aware of this research project but it is being conducted outside of the School/Department's Research Plan
<input type="checkbox"/>	A supervisor has been approved for this project
Correspondence related to this application should be copied to (Please provide names):-	

Note: When your application is ready for submitting print down to here for your Manager/HoS to sign.

Name of Head of Department/ Manager .....

Department .....

Signature .....

**Do you need Ethics approval? Go on to complete Section 2 – Ethics**

[Section 2 Ethics Application 2009.docx](#)

**Do you need Research Funding? Go on to complete Section 3 – Research**

[Section 3 Research Grant Application.docx](#)