CHECKLIST FOR APPLICANTS

When preparing an application, applicants should ensure that proposals fully cover the following items. Applicants should follow this checklist when writing their proposals.

GENERAL INFORMATION

A. **Basic Information**. The short descriptive title of the project, the total amount of funds being requested (inclusive of any GST which applies), the commencement date of the project and the expected completion date.

B. **Contact details of Principal Investigator**. The full name, title, postal address, the contact telephone number and email address, and the organisation and department name of the principal investigator.

C. **Names and addresses of any additional investigators**. The full names and titles, the contact telephone numbers and email addresses, and the organisation and department names of any additional investigators. If there is more than one additional investigator, copy and paste extra tables of section C as needed.

D. **Proposed Research**. Write no more than 4 pages. Write as if you were writing to experts in the field. Use the following headings for your proposal:

1. A summary of the significant mental health issues being addressed by this research and the expected outcomes of the research.

2. The objectives of the research and the research questions to be addressed.

3. The justification for the research (rationale, prior literature, etc).

4. The proposed methodology and timeline of the research, covering design and participants. This should include information on what data will be collected, how it will be collected, the use and analysis of the data and the approach to be adopted towards understanding the results. No one methodology or approach is given preference but the research should be scientifically sound.

5. The relationship (if any) between this project and other current projects undertaken by the researchers (attach other documents as required).

6. The extent to which this research addresses issues relevant to Maori and to cultural minority groups in New Zealand. This section includes information on expertise in working with different cultural communities.

7. The expected outputs (publications, dissemination events, etc).

E. **The names and contact details of up to three referees.** The full names and titles, the contact telephone numbers and email addresses, and the organisation and department names of up to three referees.

F. **Financial Information.** The following financial information is required:

1. *Budget information.* Please include a basic budget for the research project. This budget will indicate how an Oakley Foundation grant would be used and how this relates to the use of any existing or pending funding. The budget should be itemised and prepared under the following headings:
   • salaries *
   • travel *
   • equipment
   • operating expenses

   * Please refer to the document "What does the Oakley Mental Health Research Foundation fund?", which is available on the website, for more detailed information about the types of expense that the Foundation will fund.

2. *Information about any other successful applications and/or pending applications for funding related to this project.*
   Please give details of the amounts received or applied for and the expected time when the decisions around pending applications will be known.
   Please provide information about how receiving / not receiving other pending funding amounts will impact upon your project. Eg If other pending applications *are not* successful, but you do receive funding from Oakley Foundation, will your project be able to proceed, and how will your plans be affected? If other pending applications *are* successful, will you still require funding from Oakley Foundation?

G. **Administrative requirements**

1. Appropriate Ethics Approval from an HRC accredited ethical body will be required prior to any grant being paid out. This does not need to have been applied for at the time of application to the Foundation, but if you have received it please supply a copy of the approval letter with your application.

2. You must have the support of the Head, Manager or Chair of your organisation or department. An Administrative Agreement approving your project must be attached. The signature of the organisation's authorising person will be an indication to the Oakley Mental Health Research Foundation that there is confidence in the applicant's ability to undertake the proposed research and that the necessary support is available should the grant be awarded. The Administrative Agreement is available on the Foundation's website.

3. Please indicate your consent to have basic information about your application published on the Foundation's website eg applicants' names, research title and amount granted. If you do not want information about your project published please indicate this and explain why not. The Foundation will consider cases where a genuine concern exists about the publishing of these details.

4. A curriculum vitae of the Principal Investigator of no more than 5 pages must be included. The focus of the curriculum vitae should be work undertaken in the last 5-10 years and will contain:
   a. personal details such as name, address, date of birth, present position, degrees and other academic qualifications, honours and/or prizes; and

    b.   academic and/or research experience, relevant work experience, titles of publications and other relevant information.

5.   All of the required documentation for your application should be emailed in Word or pdf format to <u>oakleymentalhealth@malnz.co.nz</u>.