

GUIDE FOR APPLICANTS

BACKGROUND:

The Oakley Mental Health Research Foundation is a charitable trust established from bequests to promote research and investigation into mental health, through exploring social and scientific trends in psychiatry. The Foundation is required by its charter to ensure that projects that it supports are scientifically sound and are of benefit to the community at large

PROGRAMME:

The Foundation provides funds to assist individuals and groups to conduct both pure and applied research into mental health, and to investigate various aspects of existing and prospective mental health delivery programmes.

For further information about what the Foundation does and does not fund, please refer to the document "What does the Oakley Mental Health Research Foundation fund?" which is available on the Foundation's website.

APPLICATION FORMS:

Applicants must use the Foundation's application forms which are available as Word documents on the Foundation's website.

AMOUNT APPLIED FOR:

Please note that the amount applied for in section A should specify the total amount requested inclusive of any GST that applies. The Foundation is not registered for GST and as such the grants made by the Foundation are inclusive of GST, if any is applicable. The Foundation does not add GST on to the amount requested in your application form.

PROJECT COMMENCEMENT AND DURATION:

It is expected that the project will commence as soon as possible, and at the latest within 12 months of the applicant being advised of the result of their application.

The Foundation does not specify the duration allowed for a project but requests that an expected completion date is provided in the application.

If there are significant delays in commencing and/or completing the project the Foundation would appreciate being advised of this.

ETHICAL APPROVAL:

Applicants proposing to conduct research will need to obtain ethical approval from an appropriate ethics committee. It is not necessary to have applied for ethical approval prior to submitting an application to the Foundation, however proof of ethical approval having been obtained will be required before a grant can be paid out.

CLOSING DATES & SUBMISSION:

Applications are considered annually by members of the Foundation with assistance from external referees where appropriate. *Please refer to the Oakley Mental Health Research Foundation website for the application closing date.*

A copy of the application should be emailed in Word or pdf format to oakleymentalhealth@malnz.co.nz.

Receipt of your application will be acknowledged as soon as possible after it is received.

A 'Checklist for Applicants' to assist applicants is available on the Foundation's website.

PART FUNDING AND CO-SPONSORSHIP:

The Foundation will consider applications for part funding of projects and for co-sponsorship of projects with other funding bodies. The Foundation will view favourably projects that have already attracted support from other funding agencies.

PARTIAL FUNDING OF APPLICATIONS:

It is possible that the Foundation may not grant the full amount requested in your application.

The Foundation may grant an amount specifically towards a particular aspect of your project e.g. to purchase a specific piece of equipment or to fund certain expenses.

Or an amount less than the total amount applied for may be granted without any particular use being specified. If this occurs then, unless otherwise advised to you, it is your choice whether you seek additional funding from other sources to preserve the scope of the research or reduce the scope of the research to fit the amount granted. However the Foundation would appreciate being advised of your chosen course of action in this regard.

PUBLICATION OF RESULTS:

All applicants will receive a letter notifying them of the result of their application.

The Foundation may choose to publish information about grants that it makes to successful applicants on its website. This may include information such as applicants' names, host organisation, research title, a lay summary of the research, and the amount granted.

If you do not want information about your project published please indicate this in your application and provide an explanation of why. The Foundation will consider cases where a genuine concern exists about the publishing of these details.

PROJECT ADMINISTRATION:

The Foundation does not administer the funds that it has awarded. Research funds awarded will be administered by the applicant's host institution in accordance with all institutional procedures including all submission, post-award and reporting requirements.

Successful applicants are requested to provide a copy of their results letter to their host institution so that the host institution can administer the funds awarded.

It is expected that the Foundation will be invoiced and that the funds granted will be taken up by the host institution, on behalf of the applicant, within 12 months of receiving notice of the successful result of their application, or the grant will automatically lapse. Extensions will be considered in appropriate circumstances upon application.

REPORTS:

The Foundation has a duty to ensure that the projects it funds are completed. To this end, successful applicants are required to furnish reports on their research activities. This enables the Foundation to monitor, measure and communicate the benefits of the grants to benefactors, potential benefactors, and to society at large.

With effect from November 2021 the Foundation has formalized its requirements for reporting. The Foundation now requires:

- A Progress Report, which is due 10 months after the grant funds are paid to the host institution, and
- A Final Report, which is due within 3 months of the project completion date

Details about what must be included in each report are provided in their respective Report Requirements documents, which are available on the Foundation's website.

All research projects completed after 15 November 2021 will need to provide a Final Report which meets the new requirements.

The requirement for a Progress Report applies to all research projects which receive funding as a result of the 2021 or subsequent granting rounds.

For further queries contact:

The Secretary:

Claire Bennett

Phone 09-414 0001

P O Box 302499, North Harbour, Auckland 0751

Email: oakleymentalhealth@malnz.co.nz

Website: www.oakleymentalhealth.co.nz