

Green Lane Research and Educational Fund

A Guide to Applicants for Research and Other Support



*Clinical Excellence Through
Research and Education*

*Charities Commission registration
CC21111*

2. RESEARCH FELLOWSHIPS

2.1 Research Fellowships

The Research Fellowship aims to provide investigators at all career stages with pro-rata salary support for full-time or part-time research up to \$100,000 per annum. Fellowships are tenable for one year and may be extended up to three years if a doctoral degree is being pursued. Applicants will be either an ADHB employee in one of the Services represented by the Trustees on the Fund Board:

- Adult Cardiology
- Cardiothoracic Surgery
- Cardiothoracic Anaesthesia/Cardiothoracic and Vascular Intensive Care
- Paediatric and Congenital Cardiac Services
- Respiratory Medicine

or may be a University of Auckland employee where the proposed research is part of a conjoined program with one of the Services represented by the Fund. Two fellowships will be funded at any one time and must be taken up within 12 months of the award.

2.3 Conditions

2.3.1 Closing Dates

Research Fellowships: Two fellowships will be funded at any one time and must be taken up within 12 months of the award. Usually, but not always, the Research Fellowship **closing date is 17 May** in the year preceding availability. Applications are then reviewed early July and the outcome made known shortly thereafter.

2.3.2 Method of Application

Applications should be in typescript on A4 paper and follow the format set out in Part 2.3.10. An **electronic original** should be **emailed to Sarah O’Connell: SOConnell2@adhb.govt.nz**. **There is no need for a hard copy.**

2.3.3 Assessment Procedures

Applications will be considered by the Review Committee in July. The Review Committee includes five senior medical staff in addition to the Trustees.

The main assessment criteria used by the Fund are:

- The scientific merit of the project.
- The relevance of the project to the aims of the Fund (1.1.1).
- The demonstrated ability of the investigators to carry out the project.

2.3.4 Support Activation and Completion Dates

The activation date is taken as the date that the first request for payment of expenses is received by the Fund. An award will not be activated unless ethics approval and a signed administration agreement (2.3.5) have been obtained. The duration of the support is stated on the original letter of notification about the award from the Fund. The completion date will be taken as the duration after the activation date. An award which has not been activated within one year after being awarded will be closed, unless otherwise approved by the Fund.

2.3.5 Administrative Agreement - General Information

The application should be accompanied by signed approval form the Head of the relevant department and the Manager Research and Development Office.

Applicant

The Applicant is a clinical employee of ADHB for the period of the fellowship who accepts scientific responsibility for the conduct of the research project supported by the Fund. The Applicant is responsible to the Administrative Head of ADHB and, through that officer, to the Fund for the direction of the research and for the associated expenditure. In cases where

more than one person has applied for an award, one of these must sign the Agreement as the Applicant. This person will be administratively responsible for the awarded funding.

Head of Department

The Head of the appropriate Department must sign. If the Applicant is a Head of Department he should also sign this section.

ADHB

Where the research is to be carried out in ADHB, the Manager of the Research & Development Office would be the appropriate signatory.

ADHB is responsible for the research and employs the personnel involved. ADHB agrees to make available basic research facilities including accommodation, heat, light, power, gas, water, laundry, cleaning, general maintenance and financial accounting services.

Refer to http://www.adhb.govt.nz/ResearchOffice/Budget/develop_a_budget.htm for the list of overhead charges for different types of projects. For simple investigator initiated public good funded projects (level II), a fixed fee of \$1500 is applied.

2.3.6 Reports on Support

The Applicant must submit an annual report to the Fund and to ADHB, to include evidence of ongoing ethics committee approval of the project. Support reports must be submitted independently of any new application. A report incorporated within a new application is not acceptable. Annual reports will be requested at the end of each year, irrespective of the date of commencement.

2.3.7 Publications

Publications should carry an acknowledgement of the Fund's support but responsibility for the direction of the research should not be ascribed to the Fund. The acknowledgement should be in the following form:

"This research was supported by an award from The Green Lane Research and Educational Fund Board."

2.3.8 Presentation of Research at the Green Lane Scientific Sessions

Recipients of Fellowship will be asked at the conclusion of their research to present their findings at the next suitable Green Lane Scientific Session (usually held in September of each year).

2.3.9 Conditions

Awards are subject to the conditions set out herein, but may also be subject to special conditions imposed by the Fund and may be withdrawn if the conditions are not complied with.

2.3.10 Format for Research Fellowships applications

All applications should be prepared using the information provided on the following pages.

GREEN LANE RESEARCH AND EDUCATIONAL FUND BOARD

RESEARCH FELLOWSHIPS APPLICATION FORM

START EACH SECTION ON A NEW PAGE – Closing date: 17 May

Section 1: Research Fellowships - Application Summary

Name of Applicant: _____
(Principal Investigator)

Names of Co-Applicants: _____

Postal address: _____

Tel: _____ Mobile: _____ Email: _____

ADHB Department where research will be carried out:

Summary of amount requested	Year 1	Year 2	Year 3
Salaries			
Equipment			
Working expenses			
Totals requested (GST excl):	\$	\$	\$

Grand total (GST excl):

\$

Period covered by the Application:

_____ **Commencement Date** _____ **Duration**

GREEN LANE RESEARCH AND EDUCATIONAL FUND BOARD

RESEARCH FELLOWSHIPS ADMINISTRATIVE AGREEMENT

The Applicant understands and agrees that any support received as a result of this application is subject to the conditions of the Fund, as set out in the Fund's booklet, *A Guide to Applicants for Research Support*, and that the support funds will not be expended for any other purpose than that described in the application. The Applicant agrees to supply a report annually, on request, to the Fund. The Applicant has read the section *Ethical Aspects of Research* in the Fund's booklet and agrees to abide by the principles outlined therein.

The Applicant also understands that support from ADHB for the project, such as accommodation, basic facilities for research and services, will be consistent with its internal policies and that risks will be managed in accordance with standard ADHB and ACC procedures.

Signed: _____ **Date:** _____
(Applicant)

The Head of Department approves the application and agrees to accept this research within the Department, if an award is made.

Name: _____

Signed: _____ **Date:** _____
(Head of Department)

ADHB approves the application and agrees to support the project(s) described in this application on the basis that where a clinical trial is involved prior ethics committee approval is obtained and that in all cases the ethics committee must also certify that the trial is not conducted principally for the benefit of the manufacturer or distributor of the medicine or item being trialled (if any), thereby to ensuring ACC coverage.

ADHB understands that any award received as a result of this application will be subject to the conditions set out in the Fund's booklet, *A Guide to Applicants for Research and Other Support*.