

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 required, the commencement date of the project and the expected completion date.
- B. **Contact details of Principal Researcher.** The full name, postal address, the contact telephone number and email address, and the organisation and department name of the principal researcher.
- C. **Names and addresses of any additional investigators.** The full names and titles, the contact telephone numbers and email address, and the organisation and department names of any additional investigators. If there is more than one additional investigator, copy and paste extra panels 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 address, and the organisation and department names of up to three referees

F. Financial Information. The following financial information is required

1. *Information about any other successful applications or pending applications for funding related to this project.* Please give details of the amounts received or applied for and the time when the decisions around pending applications will be known.
2. *Budget information.* Please include a basic budget for the research project. This budget will indicate how an Oakley Foundation grant would be used in relation to any existing or pending funding. The budget should be itemised and prepared under the following headings:
 - salaries
 - travel
 - equipment
 - working expenses

G. Administrative requirements

1. You must have applied for Ethics Approval from an HRC accredited ethical body. You must either attach the approval letter, or the date that you expect approval to be given and the completed ethics application forms.
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 (see admin.doc).
3. A curriculum vitae of the Principal Researcher of no more than 5 pages must be attached. 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.
4. All of the required documentation for your application should be emailed in Word or pdf format to oakleymentalhealth@malnz.co.nz.