

NZIMLS RESEARCH GRANT

Guide for Applicants



Eligibility

The Principle Investigator (PI) must be compliant with the Prerequisites for Applicants stated below.

Prerequisites for Applicants

1. The applicant must have been a Member of the New Zealand Institute of Medical Laboratory Science (Inc) (NZIMLS) for a minimum period of two (2) years.
2. The applicant must be a current financial member of the NZIMLS and must remain so for the duration of the research project.
3. The applicant must be currently employed in a New Zealand medical laboratory or university.
4. The Application Form must be fully completed.
5. In the event of any delays to the prescribed research timetable, the successful applicant must notify the Executive Office immediately upon identification of such delays. Failure to do so may result in the NZIMLS cancelling the research grant and requiring the return of all grant funds..
6. At the end of the research period, any unspent monies from the NZIMLS funded research grant must be returned to the NZIMLS.
7. The applicant must supply a final written report, to be in hands of the NZIMLS Journal Editor within three (3) months of completion of project for consideration of publication.
8. The decision of the NZIMLS Council on the awarding of scholarships is final and no correspondence will be entered into.
9. The application must comply with this “Guide for Applicants”.

Definition of Participants

Principal Investigator (PI):

This person is the lead investigator for the proposed research and has the responsibility for the overall research project. This would include overseeing the budget, ensuring that the research is conducted in an appropriate manner and that any consents, ethical and regulatory requirements are complied with. Depending on the relative contribution to the research project there can be more than one PI. However, not everyone included in the application would be a PI.

Co-Investigator (CI):

This person would be involved in the research. However, the CI would not be expected to take a lead role. It would be anticipated that they will have contributed to the development and writing of the research project and/or for example, provided access to material such as patient information, samples and interpretation of data.

Application Process

The application form is available from the NZIMLS website (www.nzimls.org.nz) and the application can be submitted electronically. Handwritten applications will not be accepted. Completed application forms can be submitted at any time and the PI would be notified on the receipt of the application and of the outcome of the application.

Research Review Process

All applications will undergo a review by at least two NZIMLS Council delegated members familiar with the research discipline area. The NZIMLS reserves the right to obtain additional reviewers when required. The reviews are collated and the Research Committee will make a decision on the outcome of all applications. In certain circumstance further information may be requested from the PI before a decision is made. All reviewer's comments are returned to the PI.

The Research Committee will make recommendations on all applications and pass the recommendation to the NZIMLS Council for a final decision. Please note that members of the Research Committee cannot be consulted on preparing an application.

Structure of the Application

The research project must be formulated from an original idea or the development of a technology within Pathology. It should not normally be part of a larger project e.g. a Health Research Council Project. If there is any doubt regarding eligibility the PI should contact the NZIMLS Office for advice.

The application form is structured in a way to have a natural progression for writing the application.

Title:

This should accurately reflect the basis of the research and should be as concise as possible.

Summary:

This should be 250 words (or less) and provide a concise overview of the project (background), which would include why the research is relevant (aims) and propose the research question(s) to be investigated.

Research Proposal:

This is the main part of the application. It is limited to a single A4 word processed page. Within the proposal there must be included:

- Background to the research
- Overall Aim of the proposed research
- Specific Objectives
- Research questions
- Intended methods for conducting the research and the anticipated outcomes.

If data analysis and/or statistical analysis are applicable then this needs to be stated in this section in relation to the intended methods of data and statistical analysis. When writing this section, the research should be planned with a timeline, which should be indicated as part of the proposal. Any special requirements such as equipment or additional analytical services must be indicated and how access to these will be obtained.

It is important that the page limit is not exceeded, as the application will be returned. A research proposal in this format is not a major literature review.

Budget:

Currently the budget for any single application is capped at NZ\$7,000. The Budget section of the application form provides full details of the budget requirements. If goods and/or services in kind are being provided e.g. donation of test kits, this should be indicated, as well as funding requirements for the research.

References:

These are provided on a separate page and should be relevant to the research proposal. It would be anticipated that they would be current. If any of the named investigators have included references relating to their own publications their names should be highlighted. All references should comply with style for the New Zealand Journal of Medical Laboratory Science.

Ethical or Regulatory Compliance:

It is expected that at the time of application all ethical and related requirements will be completed and that this must be indicated on the Application Form. The NZIMLS reserves the right to request any documentation relating to the request and approval for applications to any ethics or regulatory approval committee. If direct patient contact is involved with the research then the patient information sheet and consent form must accompany the Research Application. A copy of the ethical approval for the proposed research must accompany the application or be received by the NZIMLS Office who will forward the approval to the Research Committee prior to any monies being distributed. If the approval is delayed for any reason the NZIMLS Office must be notified.

Consultation with Māori:

If Māori participants were involved in the research, then consultation would be undertaken prior to the application and indicated on the Application Form. If the results or outcomes of the research may impact on Māori, this needs to be considered in relation to the consultation process. It is important that the research is compliant with local Iwi and Health New Zealand/Hospital policy.

Approval for Research

All PIs are required to sign the Application Form. Approval by the Head of Department or Laboratory Manager where the research project will be undertaken must be given on the Application Form at the time of application.

Curriculum Vitae

Each named PI must provide a curriculum vitae using the NZIMLS Curriculum Vitae form.

Publication

It is expected that an outcome of the research will result in a scientific publication and that preference would be given to the New Zealand Journal of Medical Laboratory Science. Any resulting publication must acknowledge the research funding from the NZIMLS. Please note that this research funding is not normally awarded for publication costs in journals. If it is considered possible that publication costs might be considered then it should be indicated in the budget and the NZIMLS reserves the right not to award publication costs. If the research is not submitted to the NZIMLS Journal for consideration to be published then the PI should notify the Research Committee (via the NZIMLS Office) of their publication plans including any later notification of acceptance for publication(s).

New Zealand Journal of Medical Laboratory Science

Information for publication in this Journal can be located on the NZIMLS web site. (www.nzimls.org.nz). The Journal accepts original full-length articles, reviews, case studies and short scientific letters (brief communications). All submitted material is peer reviewed and the Journal is referenced in a number of international referencing services and is available online. There are no page charges for this Journal.

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