



NZPERF GRANT APPLICATION FORM (Cover Sheet)

Name of applicant(s):		
Position with organisation:		
Organisation/Agency name:		
Address:		
Applicant telephone:		
Applicant fax:		
Applicant email:		
Project Title:		
Total Cost of Project:		
Amount requested from NZPERF:		Date:
Signature Applicant:		
Authorised by <i>(if applicable)</i>	Name: Signature:	

Ethics Approval

	Animal Ethics	Human Ethics
Is ethics approval required for this project?	Yes [] No []	Yes [] No []
If 'yes' have you applied for approval?	Yes [] No []	Yes [] No []



NZPERF GRANT APPLICATION GUIDELINES

NZPERF Grant Application - Complete your application by using the following headings and guidelines:

Note: Please use:

Font style: Times New Roman; Font size: 12pt; Margins left & right: 2cm
All applications are to be single sided. **Do Not** double side.

- **Project Details:** (Maximum of two pages)
 - Project title
 - Applicant(s) name
 - Address
 - Project staff - Provide details of those who will supervise and undertake this research, and brief information on their ability to do so
 - Project Background
 - Aim
 - Objectives of the project
 - Methodology – this must be clear and it is suggested that those not associated with a university should seek guidance from a university researcher
 - Time lines for this project, including a completion date
- **How will the project benefit New Zealand Pharmacy?** (Maximum of half a page)
- **Budget** (Maximum half a page)
 - Has funding been sought from elsewhere, if so where and what was the result?
 - Total cost of project (Include a breakdown of costs)
 - Amount of funding requested from NZPERF
 - How balance of costs will be met
 - Justification of budget

Note: NZPERF is a charitable organisation and as such is not GST registered

- **Likely success of the research:** (Maximum of half a page)
 - What is the capability and capacity of your “organisation” to ensure that the project is carried through to completion?
 - What quality assurance processes are in place?
- **Dissemination of Findings:** (Maximum of a quarter of a page)
Describe to whom and how you intend to disseminate findings of this research
- **Curriculum Vitae:** **Brief** overview CV of applicant(s) (Maximum half a page)

Maximum total of 4 pages for application as detailed above, plus Cover sheet, plus up to 1 page for references (any over 4 pages will not be considered by the Board)

Please remember to use the NZPERF GRANT APPLICATION FORM Cover Sheet as your first page

Any applications that do not meet these guidelines will be returned to the applicant

Post completed application to The Secretary, NZPERF to arrive by the appropriate close off date.



Key Points/Policies used by the NZPERF Board for Assessing Applications

The Board will only consider those applications that meet the criteria set down in the guidelines to applicants.

- Aims and objectives clearly described
- Innovative idea
- Background reasons for project clearly described
- Methodology
 - Well planned investigation
 - Scientifically sound proposals
 - Suitably trained staff to undertake research
- Likely success of research
- Dissemination of results planned
- Significance to NZ Pharmacy
- Reasonableness of Budget

Policy:

The Trust Deed specifies that the purpose of the Foundation is to stimulate advances in pharmacy education and research in New Zealand. **Thus, grants are only made when the Board is of the opinion that the completion of the project will benefit pharmacy in this country.**

If a person is applying for funding for education they need to show evaluation of outcomes and how these will be applied to pharmacy in New Zealand and not just personal development.

A person who applies for a grant to undertake study overseas will be required to give an assurance that if a grant is made, he or she will return to New Zealand and remain involved with the profession of pharmacy for a subsequent period to be specified by the Board at the time the grant is awarded.

- **Travel:**
The Board does not normally fund travel, however, travel expenses incurred in the undertaking of the research project may be considered.
- **Consumables:**
Are considered as part of a project's expenses and are therefore funded.
- **Salaries of Research Assistants:**
Financial support of assistants will be decided on a case by case basis.