FORMAT FOR APPLICATIONS AND ADMINISTRATIVE AGREEMENT FOR GRANTS IN AID OF RESEARCH

The application for a grant-in aid of research should be typed, concise (restricted to no more than five pages exclusive of curriculum vitae) and addressed to the Chief Executive Officer, NZ Continence Association, PO Box 270 Drury 2247.

Applications for support of research will normally be made by the supervisor of the particular project whose research record will be taken into account in the Research Committee's deliberations. This stipulation does not prevent the appropriate recognition of an undergraduate or graduate student or other persons who will be appointed to work on the project but emphasizes the line of accountability for funds that may be granted by the NZ Continence Association.

Applicants are required to provide responses under the headings shown below. Five copies are required but only one requires all signatures.

Applicants should particularly note that they,

a) must arrange ethical review of any research proposals involving human subjects or animals.

b) must ensure that the Host Institution and the signatories are clearly identified on the Administrative Agreement.

APPLICATION FOR GRANT IN AID OF RESEARCH

1. Personal Data
Include the applicant's name, qualifications, position, address and telephone number.

2. Title of Project

3. Specific Objectives
Include one paragraph indicating briefly the specific objectives of the proposed research.

4. Subject Review
Include a brief background review of the problem, with references.

5. Method and Research Plans
Provide a brief description with references of how the problem is to be tackled; indicate experimental and statistical methods, animals etc to be used, precautions to be taken and justifying the number of specimens, or animal and human subjects to be studied.

6. Potential Significance of Project
Indicate the potential significance of the project and in particular how it meets the general aims of the NZ Continence Association

7. Research site and Resources
Indicate location of research and available resources.

8. Assistance Required
Indicate the nature of the assistance requested with justification. Please detail the amounts required. Sometimes it may only be possible to assist in part, therefore applicants should list priorities.

9. Assistance Available
Indicate such other assistance as is already, or may be, available for the project including, financial etc.

10. Time Available and Duration of Project
Indicate the estimated time to be spent by each person on the project expressed as a proportion of their total working hours. The estimated duration of the project should also be stated.

11. Research Experience
Indicate research experience of the personnel, particularly in the field related to the project.

13. Ethical Review
Provide a statement to the effect that the proposed work involving human or animal experimentation has been approved by an appropriate committee. Ethical approval must be obtained between approval of funding an uplifting of the grant

14. Curriculum Vitae
Append to each copy of the application an abbreviated CV of members of the project team, such CV not to exceed two pages.

ADMINISTRATIVE AGREEMENT

Only one signed copy required with each application.

a) The applicant understands and agrees that any grant received as a result of this application is subject to the conditions of the NZ Continence Association as set out in the information statement and that the grant funds will only be expended for the purpose described in the application. The applicant agrees to supply reports on progress of the work as required and on completion of the work.

Signed

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(Applicant) (Date)

b) The Head of Department (where applicable) approves this application and agrees to accept this research within the department.

Signed

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(Date)

c) The institution agrees and undertakes to support the research outlined in this application.

Signed

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(Date)

Host Institution

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