

## Veterans' Health Advisory Panel

### Stage 2: Application Pack for 2017 Research Funding

#### Request for full project proposals on veterans' health

This is the application pack for researchers formally invited to submit a full Stage 2. project proposal for funding consideration.

Please read all the attached information.

Within this pack is:

- information on the Stage 2 project proposal format/process—[Appendix A](#)
- the Panel's *Guiding Principles for Investment*—[Appendix B](#)
- the Stage 2 application form—[Appendix C](#) and [Appendix C1](#).

Deadline for receipt of Stage 2 proposals is **noon, 21 November 2017**.

Incomplete or late applications will not be considered.

Please send your proposal to the email address in the contact details below, addressed to

Members  
Veterans' Health Advisory Panel

#### ***Funding***

A funding pool of approximately \$100,000 is available in the 2017 round. This could be used to fund more than one research proposal. Research proposals over this threshold will need to clearly demonstrate the merits of an increased funding request, and/or co-funding to support the research delivery.

#### ***Contact details***

If you have any questions about this opportunity please contact Tracey Rayner, Secretary, Veterans' Health Advisory Panel, by email at [tracey.rayner@nzdf.mil.nz](mailto:tracey.rayner@nzdf.mil.nz) or by phone on (04) 495 2264.

## APPENDIX A

### Stage 2: Project Proposal Format and Process

#### FORMAT

Your project proposal should include the following information.

Please use a font size no smaller than Arial 12 pt.

#### A. Coversheet

##### Principal and Associate Investigators involved

Provide contact details (names, address, phone numbers, and email) for the Principal and Associate Investigators.

##### CVs

Please provide CVs for all named investigators and contributing researchers. A template is provided at [Appendix C1](#) - at the end of the application form. Copy the template as required for each member.

##### Referees x 2

Please provide the names of two independent referees and the context in which they are your referees (e.g. relationship to you). Please note the Panel also reserves the right to use other referees.

#### B. Main project proposal – Expand on Stage 1 proposal

##### 1. Research title

Provide the name that your research project will be known by.

## **2. Abstract project proposal**

Provide a 350 word maximum plain language summary to describe the research to a general audience, by:

- outlining the aims of the research
- describing the research participants as a group
- outlining the key methodology to be used
- providing details of why the research is needed
- explaining how the research will impact policy and practice
- explaining the involvement of any other interested parties, including funders, supervisors, or other groups with an interest in this research.

*NB: This will be used to share information regarding the project.*

## **3. Project duration and milestone dates**

Provide

- the duration of the project (total months)
- the proposed start date (dd/mm/yy)
- the proposed completion date (dd/mm/yy).

## **4. Questions / aims / objectives of the research**

Explain the research question(s) and the aims and objectives of the research and how it will assist in improving health outcomes for New Zealand veterans.

## **5. Background and rationale for the research**

Outline in one page the proposed research background and rationale, referencing relevant literature and studies.

## 6. Impact of the research to veterans' health

### i.e. What difference will the project make?

Outline in a one page maximum the expected impact of the research, including its significance to the participant group(s) and the funders, and how it will assist in generating knowledge and understanding of New Zealand veterans to improve their mental, and/or physical, and/or social health outcomes.

## 7. Addressing the *Guiding Principles for Investment*

Clearly outline within a maximum of two pages how the project will meet each of the principles (see Appendix B for full details).

## 8. Research design and methodology

### a) *Design and methodology*

Provide details of your design and methodology.

### b) *Participants and location(s)*

- i. Provide details on the estimated numbers of participants and a description of the characteristics of the participants involved.
- ii. Provide details on:
  - how you intend to recruit
  - how you intend to obtain informed consent
  - the criteria you intend to use for selection
  - the criteria you intend to use for discontinuing a participants involvement, should this prove necessary.
- iii. Identify all the sites at which the research will be conducted.

### c) *Data collection, analysis, and management*

- i. Outline the methods of data collection that will be used.
- ii. Outline how the collected data will be analysed.

- iii. Outline how the collected data will be managed and your plans to engage and provide data to Statistics New Zealand for input into the IDI; if data is not being provided to Statistics New Zealand provide an explanation for this.

**d) Quality assurance**

Specify the quality assurance mechanisms that will be in place and who will monitor quality.

**9. Publication and dissemination plan**

Outline your dissemination plan, including publications, activities and any events and their expected delivery dates.

Provide details of the mechanisms in place that establish a clear link to the requirement in *Guiding Principle 2* for a knowledge translation strategy.

- i. Outline how you intend:
  - to provide feedback to participants on research results
  - to present the research findings, including to the VHAP, Veterans' Affairs, and the NZDF
  - the research findings to be used, including by Veterans' Affairs and/or the NZDF.
- ii. Outline the main outcome measures/standard(s) against which the results of the research will be determined and assessed/evaluated.
- iii. Outline where the research will be published and disseminated.

**10. Ethical issues**

Provide details of any ethics approvals already granted for this research, including the names of the bodies and the dates that approval was granted. If ethics approval has not yet been received, please outline who you will gain approval from and when.

Also note:

- any specific risks (physical, social, psychological, or legal) to the participants, researchers, or the Panel
- how these 'risks' will be managed
- the procedures to be followed in the event that issues arise
- an explanation of how participants are to be anonymised, and how this is to be dealt with
- an explanation of how the confidentiality of records identifying participants will be maintained, where the records will be kept, and the procedures for storage and access.

## **11. Funding budget**

Please complete a full project budget by project years. Take care to include all items correctly and note if any overheads are required. Please provide GST exclusive figures. If you need to provide GST inclusive figures please say so.

## **12. Budget justification**

Please outline a reason for each of the budget items, their calculation, units, hours, etc, and ensure if any overheads are required there is a clear indication of the percentage and justification for this.

## **13. Host declaration and signatures**

The proposal should be dated and signed by a duly authorised signatory on behalf of the applicant's (i.e. lead researchers) host organisation.

## PROCESS

### Assessment of Stage 2 applications

Stage 2 applications will be assessed by the Veterans' Health Advisory Panel using the following criteria:

- research fit with the *Guiding Principles for Investment*
- relevance of the research to veterans
- the capability and relevant experience of the researchers/team
- the outcomes expected i.e. research impact (e.g. inform policy or practice around veterans' health and well-being)
- the research design and methods
- the feasibility of the research to be within budget and the parameters of the fund.

NB: All applicants will be informed of the Panel's decision in writing.

### Successful Stage 2 applicants

Successful applicants will be required to sign a research contract (deed) to secure the research funding (administered by Veterans Affairs), which outlines the services and deliverables, responsibilities of the parties involved, intellectual property rights, publication constraints, payment and reporting dates.

Should the Panel require changes to the submitted proposal, this will be done by negotiation.

## APPENDIX B

### ***Guiding Principles for Investment***<sup>1</sup>

*What sort of research will we consider?*

**1. Take a broad holistic view of health research, including the physical and mental health and wellbeing, and social outcomes of veterans and/or their families**

- Health is more than the absence of disease, and includes physical and mental health and wellbeing, and social outcomes (such as employment outcomes and family wellbeing).

**2. Focus on research that aims to benefit the health of veterans and/or their families by informing policy and practice**

- Research should have the potential to have a meaningful impact on policy or practice.
- A knowledge translation strategy should be included in any funding proposal.

**3. Focus on contemporary veterans (from the 1990 Gulf War onwards)**

- Substantial research has already been carried out on earlier cohorts of veterans. A focus on contemporary veterans (from the 1990 Gulf War onwards) will help to identify emerging health risks.
- Research projects could include the whole contemporary cohort or particular deployments or sub-sets of the cohort.

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<sup>1</sup> The *Guiding Principles* were revised on 14 July 2017 - Principle 7 changed from that in place during the 2016 funding round.

#### **4. Focus on issues relevant to New Zealand**

- There are many opportunities for New Zealand to learn from research conducted with veterans in countries such as the United Kingdom, the United States, Canada, and Australia; we do not wish to replicate existing research.
- A focus on issues that are relevant to New Zealand will help to achieve real and meaningful policy and practice results for New Zealand veterans.
- Consulting with the key policy agencies that work with veterans (such as Veterans' Affairs and NZDF) prior to making funding decisions will help the Panel to ensure that investment will achieve maximum policy and practice results for New Zealand veterans.

*What are we looking for?*

#### **5. Work collaboratively with other agencies, including Veterans' Affairs and the New Zealand Defence Force, to help ensure the relevance of research, optimise research design, leverage funding, and maximise the benefit for veterans**

- A co-design approach to research, which identifies how research outcomes will have an impact on New Zealand veterans, will help to ensure the relevance of any research conducted.
- Research partnerships are encouraged, and where appropriate may be jointly funded (for example by making use of the Partnership Funding administered by the Health Research Council) to leverage the use of trust funds for maximum impact.

## **6. Build on existing research infrastructure and capability, including the Statistics NZ Integrated Data Infrastructure (IDI)**

- The IDI combines key administrative and survey data from across the public sector into a single anonymised dataset. It is an important tool for evidence-based policy evaluation and research in New Zealand.
- A key factor in assessing research proposals will be that the results of any funded research can be fed back into the IDI.

## **7. Align with the principles set out in the New Zealand Health Research Strategy 2017–2027**

- The New Zealand Health Research Strategy 2017–2027 sets out a vision that, by 2027, New Zealand will have a world-leading health research and innovation system. There are four guiding principles for the system: research excellence, transparency, partnership with Māori and collaboration for impact. Given its over-arching strategy, research should align with the principles of the strategy.<sup>2</sup>

*What process will we follow?*

## **8. Compliance with Government procurement guidelines will be a paramount consideration when making investment decisions**

- Government procurement guidelines set standards for procurement for all bodies operating in the state sector that enter into contracts using public or government funding.

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<sup>2</sup> The strategy was published on 22 June 2017 and is available as a PDF on the Ministry of Health website at <https://www.health.govt.nz/publication/new-zealand-health-research-strategy-2017-2027-summary-submissions-and-consultation>.

- Compliance with these guidelines will be a matter of course when entering into contracts for research.
- The flexibility of the guidelines means they can be applied in a way that is suitable to the circumstances.