Please complete all sections of this Application. Your final application should include:

* This completed application form
* A separate PDF containing background information to the project (see Section [2.2](#_2.2_Background_and))
* A separate CV for the Project Investigator and each Co-investigator (See Section [5](#_Section_5:_Applicants_1))

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# Section 1: Summary

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Project Investigator:** |  |
| **Institution:** |  |

|  |  |
| --- | --- |
| **Total Funds requested:**  *This should match with your total budget for Section 5.* |  |

|  |  |
| --- | --- |
| **Field of research:**  *Brief description of field of research* |  |
| **Proposed start date:** |  |
| **Duration (months):** |  |
| **Simple summary of project:**  *Limit to 500 words*  *Provide in lay language* |  |
| **Relevance of project to the objectives of the NZ Equine Trust:**  *See NZET* [*website*](http://www.equinetrust.co.nz) *for the most recent trust research objectives and priorities* |  |

# Section 2: Research Plan and Methodology

## 2.1 Scientific Abstract

*Limit to 500 words*

|  |
| --- |
|  |

## 2.2 Background and literature review

*Cover the reason for the for application, background literature – what is known, what are the gaps, and finish with the research question (maximum of 2 x A4 pages)*

Upload as a pdf attached to this application

## 2.3 Hypothesis

*State a well-defined hypothesis that you intend to test*

|  |
| --- |
|  |

## 2.4 Power calculation

*Provide a power calculation based on the testable hypothesis stated above for the project. Please describe clearly (or present workings) on how power analysis was conducted (assumptions on effect size used and references to support assumptions)*

|  |
| --- |
|  |

## 2.5 Project timeline

*Insert Gantt chart here*

## 2.6 Milestones

*Please provide milestones that represent a logical completion of phases of work, how many months from initiation of the project it is expected to reach the milestone and a quantifiable deliverable (metric) to demonstrate achievement of milestones***.**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Months after  Project  Commencement | Milestone | Deliverables |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

# Section 3: Research Outcomes and Evaluation

## 3.1 Project Outcomes

*List at least three practical outcomes to illustrate why resolving the hypothesis would make a meaningful contribution in terms of advancement in scientific knowledge. These outcomes should be SMART – Specific, Measurable, Achievable, Realistic and Timely*

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |

## 3.2 Monitoring and evaluation

*Describe how the Project Team will regularly monitor and evaluate the research to determine how the project is progressing in relation to the “Milestones” and "Project Outcomes" stated.*

|  |
| --- |
|  |

## 3.3 Risks and mitigating measures

*Describe potential risks that you foresee may impact completion of your study and measures that you may take to mitigate these.*

|  |
| --- |
|  |

## 3.4 Public / industry engagement:

*Describe your plan to disseminate research findings to the public and relevant stakeholders. Outline the format of engagement activity and the size and profile of target audience.*

|  |
| --- |
|  |

## 3.5 Impact and future directions

*Briefly describe how outcomes from this project are likely to improve equine welfare.*

*How are your findings likely to influence future research?*

|  |
| --- |
|  |

## 3.6 Facilities and equipment

*Describe facilities, equipment and personnel where appropriate that are available to support the project work.*

|  |
| --- |
|  |

## 3.7 Animal and Human Ethics:

1. *Justify the need to use animal(s) and the lack of realistic alternatives to conduct the proposed research; and*
2. *Describe the type and number of animal(s) and frequency of measurements or interventions involved in the proposed research*

|  |
| --- |
|  |

# Section 4: Budget

**Total Budget**

|  |  |  |
| --- | --- | --- |
| No | Title | Budget |
| 4.1 | Project Staff |  |
| 4.2 | Consumables and other operating costs |  |
| 4.3 | Assets |  |
| 4.4 | Travel |  |
| 4.5 | Contracted Services |  |
| 4.6 | Miscellaneous |  |
| **Total Budget** | |  |

## 4.1 Project Staff

*Include postgraduate stipends if any.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Designation** | **Proportion of time on project (%)** | **Costs** | |
| **Year 1** | **Year 2** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Personnel Expenditure** | | |  |  |

*Notes: Staff costs able to be claimed are intended to be only for Post Graduate stipends and fees (e.g. Masters and PhD) and Post-Doctoral positions. For other members of the project team please provide percentage of time allocated to the project and insert "N/A" in the space allocated for costs per year for those staff. Provide any details to support costs claimed in the box below.*

|  |
| --- |
|  |

## 4.2 Consumables And Other Operating Costs

|  |  |  |
| --- | --- | --- |
| **Items** | **Costs Year 1** | **Costs Year 2** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| **Total Operating Expenditure** |  |  |

*Provide details, justification and calculations for costs of consumables in the space below if required*

|  |
| --- |
|  |

## 4.3 Assets

*Includes equipment and facilities*

|  |  |  |
| --- | --- | --- |
| **Items** | **Costs Year 1** | **Costs Year 2** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
| **Total Assets Costs** |  |  |

*Provide details, justification and calculations for costs of assets in the space below if required*

|  |
| --- |
|  |

## 4.4 Travel

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Travel From** | **Travel To** | **Travel Purpose** | **Costs Year 1** | **Costs Year 2** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| **Total Travel Expenditure** | | |  |  |

Please do not include any conference costs. If an abstract is accepted in relation to the project, then you can approach the Trust for further funding.

*Provide details, justification and calculations for travel below.*

|  |
| --- |
|  |

## 4.5 Contracted Services

|  |  |  |
| --- | --- | --- |
| **Service Provider** | **Costs Year 1** | **Costs Year 2** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Contracted Services Expenditure** |  |  |

*Provide details, justification and calculations for costs of contracted services in the space below if required*

|  |
| --- |
|  |

## 4.6 Miscellaneous Costs

*Include GST if NZ-based provider*

|  |  |  |
| --- | --- | --- |
| **Miscellaneous Costs** | **Costs Year 1** | **Costs Year 2** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Miscellaneous Expenditure** |  |  |

*Provide details, justification and calculations for costs of miscellaneous costs in the space below if required*

|  |
| --- |
|  |

## 4.7 Other Financial Support

*Include directly associated with this project, whether approved or still being considered*

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Providing Support** | **Nature of support**  *e.g. funding, equipment* | **Value Year 1** | **Value Year 2** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Additional Support** | |  |  |

*Provide details of other financial support in the space below if required*

|  |
| --- |
|  |

# Section 5: Applicants

Please provided names below.

|  |  |
| --- | --- |
| **Principal Investigator** |  |
| **Co-investigator 1** |  |
| **Co-investigator 2** |  |
| **Co-investigator 3** |  |

*Important Note: For each applicant (Project Investigator and* ***all*** *co-investigators) please complete the RS&T CV template attached at Appendix 1. Guidelines are provided.*

# Appendix 1: New Zealand RS&T Curriculum Vitae Template

**TEMPLATE GUIDELINES**

This template allows you to maintain your own master CV, from which you can draw on when submitting research proposals to NZET.

The template allows you to expand/reduce sections as you see fit and depending on the sort of proposal you are submitting.

**Sections**

**Part 1**

1a. This section is for personal details. It identifies who you are and where you can be contacted most readily. A space is provided if you have your own personal website about your research - this is an optional field, not mandatory.

1b. You should list your academic qualifications in this section.

1c. You should list the professional positions you have held in this section.

1d. You should briefly describe your field of expertise in this section.

1e. Please list your total years of research experience in this section. Exclude periods away from research.

1f. This section is for significant achievements, including, but not limited to, honours, prizes, previous grants, scholarships, memberships or board appointments.

1g. This section is to record the total number of peer-reviewed publications and patents you have produced during your career. Only peer-reviewed or refereed publications, or patents should be counted in *each* section.

**Part 2**

2a. This section lets you list some of the peer-reviewed publications you have produced and that are relevant to your proposal. Recognising that research dissemination occurs other than through peer-reviewed publications, this section also lets you list other forms of research dissemination, such as technical reports or popular press. You should **bold** your name in the list of authors.

In total, your CV must not be more than five pages long when submitted. This allows up to two pages for personal and work history information in Part 1, and up to three pages for evidence of track record in Part 2. All instructions in *italics* should be deleted before you submit your CV.

**New Zealand RS&T Curriculum Vitae**

|  |
| --- |
| *Notes: Rows and columns may be expanded or reduced, but a CV must be no more than two pages for part 1 and no more than three pages for part 2. Use Arial 12 point font. Do not alter page margins. Instructions in italics should be deleted before you submit your CV.* |

**PART 1:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1a. Personal details** | | | | | | | |
| **Full name** | *Title* | *First name* | *Second name(s)* | | | *Family name* | |
| **Present position** | |  | | | | | |
| **Organisation/**  **Employer** | |  | | | | | |
| **Contact Address** | |  | | | | | |
|  | | | | | |
|  | | | **Post code** | |  |
| **Work telephone** | |  | | **Mobile** |  | | |
| **Email** | |  | | | | | |
| **Personal website (if applicable)** | | http:// | | | | | |

|  |
| --- |
| **1b. Academic qualifications** |

*Delete and start typing here. List in reverse date order. Start each qualification on a new line as per the example:*

*e.g. Year conferred, qualification, discipline, university/institute.*

|  |
| --- |
| **1c. Professional positions held** |

*Delete and start typing here. List in reverse date order. Start each position on a new line as per the example:*

*e.g. Year-year, job title, organisation.*

|  |
| --- |
| **1d. Present research/professional speciality** |

*Delete and start typing here.*

|  |  |
| --- | --- |
| **1e. Total years research experience** | *[insert]* years |

|  |
| --- |
| **1f. Professional distinctions and memberships (including honours, prizes, scholarships, boards or governance roles, etc)** |

*Delete and start typing here. List in reverse date order. Start each professional distinction on a new line as per the example:*

*e.g. Year / year-year, distinction.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1g. Total number of *peer reviewed* publications and patents** | Journal articles | Books, book chapters, books edited | Conference proceedings | Patents |
|  |  |  |  |

|  |
| --- |
| *Part 2 should include information pertinent to your research proposal. You should complete* ***all*** *sections. The following sections should not total more than three pages.* |

**PART 2:**

|  |
| --- |
| **2a. Research publications and dissemination** |

*Expand/reduce the following table as needed, listing publications relevant to your proposal. List in reverse date order.* ***Bold*** *your name in lists of authors.*

|  |
| --- |
| **Peer-reviewed journal articles** |
|  |
| **Peer reviewed books, book chapters, books edited** |
|  |
| **Refereed conference proceedings** |
|  |
| **Patents** |
|  |