

# 2019 Marsden Fund Council Award Application Guidelines for Applicants

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## Funding for research excellence

The Marsden Fund is administered by The Royal Society Te Apārangi, PO Box 598, Wellington 6140. Tel: +64 4 470 5799  
Email: marsden@royalsociety.org.nz, <http://royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden>

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## Introduction

The Marsden Fund operates a yearly funding cycle and makes an annual call for applications in November / December.

## Marsden Fund Council

The Marsden Fund Council, appointed by the Minister of Research, Science and Innovation, makes decisions on Marsden Funding. The Council consists of eleven eminent researchers spanning a range of disciplines.

### Marsden Fund Council Mission Statement

“To drive world-class research in New Zealand by supporting and incentivising excellent researchers to work on their best and boldest ideas and to connect internationally, leading to new knowledge and skills with the potential for significant downstream impact for New Zealand”.

## Award Categories

	Maximum amount per year (ex GST)	Duration	Cycle
<b>Fast-Start</b>	\$100k	Up to 3 years	Two stages: February (EOI) and June (Full)
<b>Standard</b>	Varies by panel - up to \$320k/year	Up to 3 years	Two stages: February (EOI) and June (Full)
<b>Marsden Fund Council</b>	\$1 million	Up to 3 years	One application stage ONLY: Full proposal due February. Two stages of assessment by Council.

There are three categories of proposals available for the Marsden Fund:

*Fast-Start:* For emerging researchers, capped at \$100,000 per year for up to three years. Two-stage process, with an Expression of Interest to be submitted by the February deadline. The EOI consists of a one-page abstract of proposed research, CVs plus supporting information. Assessed by discipline-based panels.

*Standard:* Open to all eligible researchers, amount of funding is flexible and is capped. These are larger than Fast-Start applications. Funding can be sought for up to three years. Two-stage process, with an Expression of Interest to be submitted by the February deadline. The EOI consists of a one-page abstract of proposed research, CVs plus supporting information. Assessed by discipline-based panels.

*Marsden Fund Council Award:* Open to all eligible researchers. Larger than Standard grants, up to \$1 million per year for up to 3 years. One-stage application process, with a full proposal to be submitted by the February deadline. Assessed in a two-stage process by the Marsden Fund Council.

**These guidelines pertain to Marsden Fund Council Award proposals ONLY. Applicants wishing to submit a Fast-Start or Standard proposal should consult the separate *2019 Expression of Interest Guidelines for Applicants*.**

## Funding Deadlines

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The deadline for all Marsden Fund Council Award proposals is 5:00pm (NZDT) Thursday, 21 February 2019. Research Offices and private applicants will be advised by 10 May 2019 of the outcome of Marsden Fund Council Award proposals that have been recommended to go forward to Stage 2.

## Proposals On-Line

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Marsden Fund proposals should be submitted on the Proposals On-Line web-based portal.

Researchers should write their proposals directly into this portal using the forms and templates provided.

Researchers who submit proposals through an institutional co-ordinator should contact their Research Office for log-in details for Proposals On-Line. Independent researchers and researchers from small institutions should contact the Marsden Fund (marsden@royalsociety.org.nz or 04-470 5799) to obtain their log-in details.

Separate instructions for using Proposals On-Line are available on the portal. However, the guidelines provided here should also be referred to as they contain background information about the Fund and what information is expected in each section of the proposal.

## Changes for 2019 – relating to Marsden Fund Council Award proposals

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- The PI exclusion rule has been altered for Marsden Fund Council Award proposals: the previous FTE restriction on excluded PIs who want to apply as AIs has been removed.
- An extra two pages will be provided for MFCA proposals, where each assessment criterion should be addressed explicitly
- For Vision Mātauranga: If N/A is ticked, there will be a small comment box on the portal to briefly explain your rationale.
- Personal declaration section on the portal is now called Terms and Conditions; wording slightly altered

## Information on Applying

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Information on making applications is available:

- From your research coordinator if you are at a university, CRI, or TEO
- On the Marsden Fund web site: <https://royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/application/>
- From the Marsden Fund office (phone 04-470 5799).

## 2019 Marsden Fund Timetable

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Early December 2018	Application forms and guidelines available
<b>February 21, 2019</b>	<b>Closing date for EOIs and Marsden Fund Council Award proposals</b>
April 8-18	Assessment Panel meetings

May 8	Marsden Fund Council meeting
May 10	Invitations for Full Proposals sent to applicants (Fast-Start and Standard); notifications of Stage 1 outcome sent to Marsden Fund Council applicants
June 19	Closing date for Full Proposals
July 31 – August 1	Marsden Fund Council meeting
August 14	Referees' reports available from web portal (for applicants and panellists) (note that inevitably some reports will come in after the deadline)
Sept 16-27	Assessment Panel meetings
October 16	Marsden Fund Council meeting
TBA: Approximately early November	Results announced

## Marsden Fund Objectives

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The Marsden Fund invests in excellent, investigator-led research aimed at generating new knowledge, with long-term benefit to New Zealand. It supports excellent research projects that advance and expand the knowledge base and contributes to the development of people with advanced skills in New Zealand. The research is not subject to government's socio-economic priorities.

The Marsden Fund encourages New Zealand's leading researchers to explore new ideas that may not be funded through other funding streams and fosters creativity and innovation within the research, science and technology system.

The primary objectives of the Marsden Fund are to:

- Enhance the quality of research in New Zealand by creating increased opportunity to undertake excellent investigator-initiated research; and
- Support the advancement of knowledge in New Zealand, and contribute to the global knowledge base.

The secondary objectives of the Marsden Fund are to:

- Contribute to the development of advanced skills in New Zealand including support for continuing training of post-doctoral level researchers, and support for the establishment of early careers of new and emerging researchers.
- Contribute in the long-term to economic, social, cultural, environmental, health or other impacts for New Zealand

***Note: Impact will be monitored at the level of the whole Fund over a long timeframe.***

The full Terms of Reference, last updated in 2017, are on the Marsden Fund website:

<https://royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/about/tor/>

## Eligibility Criteria

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The Marsden Fund is fully contestable and is open to applicants who meet the Fund's eligibility criteria. The criteria are determined by the Marsden Fund Council. Eligibility to apply for funding as a contact Principal Investigator is restricted to New Zealand-based researchers. The research should be carried out in New Zealand, except in cases where its nature demands that it be carried out elsewhere.

For Marsden Fund Council Award applications, "New Zealand-based," for researchers who have overseas appointments, has been defined by the Marsden Fund Council as being employed in New Zealand for 0.5 FTE (or more) per year.

## Definition of Principal and Associate Investigators

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Principal Investigators (PIs) are researchers who lead the research, contribute the main ideas and are responsible for the achievements of the objectives and the management of the contract.

Associate Investigators (AIs) are researchers who play a lesser role than Principal Investigators and may only be involved with limited aspects of the work. These can include, for example, cultural advisors.

Collaborators providing a service may be named in the Roles and Resources section; no CV is required for them.

## Number of Proposals per Person

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For each annual funding cycle, eligible applicants must:

- Be involved in no more than ONE proposal as a Principal Investigator per funding round (assuming no exclusion – see below)
- Be involved in no more than TWO proposals in total per funding round; either as a Principal Investigator on one and an Associate Investigator on another, or as an Associate Investigator on two proposals.

This applies across **all** categories of grants; for example, if an applicant is a Principal Investigator on a Marsden Fund Council Award proposal, they cannot be a Principal Investigator on a Standard proposal in the same funding round.

## Principal Investigator Exclusion Rule (Changed for MFCA proposals)

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Researchers cannot be a Principal Investigator on more than one Marsden Fund grant at a time. If successful as a Principal Investigator in a particular funding year, the researcher will be excluded from applying for another Marsden Fund grant as a Principal Investigator for the next 2 funding years. The exclusion period is not affected by any approved contract time extensions. **This applies across all grant categories, and applies to all Principal Investigators whether they are contact PIs or co-PIs.**

Any Principal Investigator who is excluded by this rule in any particular funding round may still apply as an Associate Investigator on a maximum of two proposals, for up to 0.05 FTE per year on each. For Standard proposals, the maximum FTE is 0.05 per year; for **Marsden Fund Council Award proposals, this restriction on AI FTE time has been removed.**

For example:

A Principal Investigator who was awarded a Marsden Fund grant in 2017 will not be permitted to apply as a Principal Investigator to the Fund in 2019, but will be permitted to apply in the 2020 round.

A Principal Investigator who was awarded a Marsden Fund grant in 2018 will not be eligible to apply as a Principal Investigator in 2019 or 2020, but will be permitted to apply in 2021.

A Principal Investigator who was awarded a Marsden Fund grant in 2016 is eligible to apply in 2019, even if the 2016 contract has been extended past its original completion date.

## Assessment Criteria

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The key assessment criteria are:

- **Proposals must use an interdisciplinary approach to significantly expand research possibilities and ambition through new researcher and institutional links.**
- Proposals must have the potential for significant scholarly impact\* because of the proposal's novelty, originality, insight and ambition
- Proposals must be rigorous, and should have a basis in prior research and use a sound research method
- The research team must have the ability and capacity to deliver
- Proposals should develop research skills in New Zealand, particularly those at the post-doctoral level and emerging researchers

Where relevant to the proposal:

- Proposals should consider the relation of the research to the themes of Vision Mātauranga and, where relevant, how the project will engage with Māori.

*\***Scholarly impact** is a demonstrable contribution to shifting understanding and advancing methods, theory and application across and within disciplines.*

The cost of the project is not considered until the second assessment stage. Once the overall grades and rankings have been determined, the cost of each proposal is then considered with a view to the Council funding the top ranked proposals up to the overall level of funds available.

All proposals funded must:

- Comply with the terms and process of any government policy or directive; and
- Be consistent with the nature and objectives of the Marsden Fund and the criteria set out above.

## How the new criteria will be assessed (Changed for 2019)

- Applications to the Fund must meet each individual criterion to the satisfaction of the Marsden Fund Council to be considered for funding.
- Once Council are satisfied that a proposal meets each criterion individually, they will score the proposal based on a holistic assessment across all relevant criteria and relative to other proposals being considered. Proposals with an inspirational, exciting and compelling research goal that transcends the sum of the individual assessment criteria are likely to score more highly in this process.
- The 'ability and capacity to deliver' criterion will be judged relative to opportunity, with career achievements assessed in the context of career history, allowing for breaks for family or other responsibilities. Where applicants already hold a Marsden contract in a related area, performance on this will also be considered as evidence of ability, but existing award holders will not be privileged versus new applicants because of this.
- **NEW for 2019:** An extra two pages will be provided for MFCA proposals, where each of the assessment criteria should be addressed explicitly.

## Marsden Fund Council Award

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The Marsden Fund Council Award was introduced by the Marsden Fund Council in 2018. The expectation is that Marsden Fund Council Awards will enable teams of researchers to come together to engage in collaborative projects that might have difficulty being assessed by a single panel due to their interdisciplinary nature. This will expand the opportunities for interdisciplinary researcher-led projects of the highest ambition, and encourage creativity and innovation through greater connections between specialists across disciplines with larger teams.

The assessment criteria for the Marsden Fund Council Award are those outlined in the Terms of Reference and are the same as for all other Marsden proposals, with an extra criterion:

*Proposals must use an interdisciplinary approach to significantly expand research possibilities and ambition through new researcher and institutional links.*

Proposals should clearly demonstrate the potential for significant scholarly impact due to novelty, originality, insight and ambition that characterises Marsden Fund research, plus the potential for fostering new and sustainable linkages between researchers and between institutions beyond the period of the award.

Marsden Fund Council Awards will be particularly suited to projects where the expertise and skills required for the project could not be supported by a Marsden Fund Standard grant. Applications that require multiple skill sets, incorporate more than one post-doctoral fellow across different research areas, or develop research infrastructure and co-operation across disciplines are encouraged. While joint proposals from multiple institutions are encouraged, only one institution will be the contractor.

The Marsden Fund Council will set aside \$6 million per year for projects up to three years in duration, to cover applications in this category of grant. The Council expects to fund between 1 and 3 grants in this category, dependent upon application budgets. For example, this grant may fund 2-3 smaller proposals that collectively fit within the cap of \$1 million, or one larger proposal at or under the cap. The Awards are up to 3 years.



The Council reserves the right to not grant any Marsden Fund Council Awards if they are of the opinion that the purpose of the fund would be better served by allocating the money to the general pool of Marsden Fund Fast-Start and Standard applications.

For each MFCA proposal, the Council expects a minimum of two Principal Investigators to be involved, each representing separate discipline areas (two or more) that are fundamental to the application.

**NEW for 2019:** Council will accept applications where Associate Investigators provide major additional input, where these individuals are constrained to act as PIs by the PI exclusion criteria (see page 6). In this case, the normal FTE restriction of 0.05 per year **does not apply to AIs on a MFCA proposal**. Applicants should discuss this in the 'Roles and Resources' section.

## Marsden Fund Council Award: Assessment process

There are two main points of difference to the Fast-Start and Standard schemes:

1. Marsden Fund Council Award applications will be assessed by the members of the Marsden Fund Council, rather than by disciplinary panels. The Marsden Fund Council is composed of top researchers from all ten of the Marsden panels, and as such the Council is well placed to assess interdisciplinary proposals.
2. There is a one-stage application process. Applicants for this award are required to submit a Full Proposal at the February deadline.

Proposals to this category will be assessed in two stages. In Stage 1, they will be triaged by the Marsden Fund Council. In May, Council will select a number of proposals to go forward to Stage 2. These will be assessed by international referees. Applicants will have the opportunity to respond to referees' reports. A final decision will then be made by the Marsden Fund Council.

## How to Apply

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Applicants should register their intent to submit a Marsden Fund Council Award on the portal. Please enter the name of the contact Principal Investigator (with all initials) and select "Marsden Fund Council Award" as the grant category.

The final date for registration of intent will be determined by Research Offices in each institution. Note that the Marsden Fund does not have a deadline for registration, and does not require Research Offices to notify the Fund of registrations. Institutional applicants will be registered by their co-ordinator, or, if there is no co-ordinator, by the Marsden Fund administration.

The strict deadline for submission of proposals is 5:00 pm (NZDT) Thursday, 21 February 2019.

After the Council has considered all applications (Stage 1), a number will be selected for international peer review and reviewed again by the Council at Stage 2. Another proposal will not be required. The results of the final allocation process will be announced in early November 2019 (date to be confirmed).

It is not intended that any pre-selection of applications should occur within proposers' institutions but researchers must ensure that any proposal they submit has the approval of their research institute or other employing agency, where appropriate.

## Vision Mātauranga

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Vision Mātauranga is a policy about innovation, opportunity and the creation of knowledge that highlights the potential contribution of Māori knowledge, resources and people.

<https://royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/application/submitting-a-proposal/vision-matauranga/>

<http://www.mbie.govt.nz/info-services/science-innovation/agencies-policies-budget-initiatives/vision-matauranga-policy/?searchterm=vision%20matauranga%2A>

There are four themes:

- Indigenous Innovation, which involves contributing to economic growth through *distinctive research and development*;
- Taiao, which is concerned with achieving *environmental sustainability* through iwi and hapū relationships with land and sea;
- Hauora/Oranga, which centres around improving *health and social wellbeing*; and
- Mātauranga, which involves exploring *indigenous knowledge*.

Please note that Vision Mātauranga is now included as an assessment criterion, where relevant:

*Proposals should consider the relation of the research to the themes of Vision Mātauranga and, **where relevant**, how the project will engage with Māori.*

More information about how to apply Vision Mātauranga to proposed research can be found in sections 3 and 2d later in these guidelines.

## Other Funding

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Applicants are asked to provide details of funding sought or received for the Marsden-proposed research, or for research relating to the proposal. This is consistent with information asked for at the Standard and Fast-Start Full Proposal stage.

## Format of Proposals

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All proposals should be submitted via the Proposals On-Line portal using the prescribed document templates. These can be downloaded from the portal with the original format retained from the templates. The layout of the entire application is automatic for Proposals On-Line. The limit on space in all sections of the templates should be adhered to. The typeface should be 12 point, Times or of similar size font, single spacing (12 point), with margins of 2 cm on the left and 2 cm on the right side of the page. Instructions may be removed, but not the margins. No additional pages or attachments will be accepted other than where requested.

A hard copy of the last page of the proposal that contains the declaration page is not required. Instead, all contact Principal Investigators are required to tick a box on the portal to indicate their acceptance of the proposal declaration. The declaration is the same as that for Standard and Fast-Start applications. For institutional sign-off, a single signature covering all submitted proposals is all that is required, and a form for this is available on the portal for Research Offices. For private individuals, the tick-box alone is sufficient.

**IMPORTANT:** Coloured images or text should only be included in the Background / Overall Aims/ Proposed Research section ONLY. Images are not permitted in CVs and the Roles and Resources sections. The guidelines on formatting must be followed. Failure to do so may result in the proposal not being considered.

## Application Numbers

When you register your proposal on Proposals On-Line, a unique application number will automatically be generated.

- This consists of: 19-(Institution)-(Number).
- The first two numbers refer to the year of application (2019). The institution is a three-letter abbreviation.
- For example: LCR – Manaaki Whenua Landcare Research, UOW – University of Waikato.
- The numbers are consecutive 3-digit numbers. Your number can be obtained from your institution's Research Office.
- Private individuals or researchers need to contact the Marsden Fund for their application number.

You will need to select the category of proposal: Fast-Start, Standard, or Marsden Fund Council Award.

As applications will be assessed by the Marsden Fund Council, no panel choice is necessary.

The information entered will appear automatically at the top of each page of the application form, along with the name and initials of the contact Principal Investigator (see notes on "*Contact Person and Principal Investigators*" below).

Example for Dr A.B. Jones:

Proposal:	Contact PI's surname	Initials	Application Number
Award	Jones	AB	19-UOA-001

## Application Section by Section

Most sections of the Marsden Fund Council Award (MFCA) application have brief explanatory statements about what is required.

### Section 1a. Title

The title of your proposal should be descriptive, in plain English, and no more than 25 words in length.

### Section 1b. Contact Person, and Principal and Associate Investigators

For each MFCA proposal, the Council expects a minimum of two Principal Investigators to be involved. However, one should be nominated as the contact person for the proposal and all correspondence between the Marsden Fund and the proposers must be directed through the contact person. Administrative contact on the research proposal is through the institution's Research Office. Private applicants may sign as their own host.

**Please note that all PIs and AIs on each proposal will need to confirm their own contact details via an individual URL, which will be emailed to each person after their email address has been entered into the portal by the contact PI. Each individual person will therefore be able to provide their own FOR codes, contact details and statistical information, and give consent for their involvement in the proposal, without a requirement for the contact PI to provide details.**

**ORCID:** For 2019, there is a facility in the "People" section of the portal for each named investigator to add or create an ORCID ID. An ORCID ID is preferred for all named investigators, but is not mandatory. Please click on the "Create or Connect your ORCID ID" button on the top right of the "Contact Details" section and follow instructions.

Statistical information (gender, ethnicity, years since PhD) provided by the applicants will not be shared with the Council or referees.

All named PIs and AIs are requested to provide up to five Fields of Research (FOR) codes about their own research interests and expertise. A list of codes will be available on the portal, and can also be referred to at:

<https://royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/application/submitting-a-proposal/fields-of-research-calculator/>

Each named person on the proposal will be required to agree to the "Terms and Conditions" section on the portal to give their consent to be named on the proposal.

## Section 1b and Use of Personal Information

The Royal Society Te Apārangī maintains a database of researchers. This information is used for such purposes as finding experts in particular fields and advising people of upcoming events relating to specialist fields of interest. The database is not available to people outside the Royal Society Te Apārangī. Please signify your permission to be included in this database by ticking the "Allow RSNZ to use Contact details" box under the contact details in section 1b of the proposal.

Section 1b should contain the title, first name, first and middle initials, and last name of all Principal and Associate Investigators, and also the contact email address for all investigators. Please note that although contact details of all investigators are required, only the contact details of the contact Principal Investigator and names of all other investigators will be displayed when previewed as a document on Proposals On-Line. **It is important to list all Principal and Associate Investigators, including those based overseas, as new Principal and Associate Investigators cannot be added later except in extraordinary circumstances.**

## Section 1c. Fields of Research

Please enter up to FIVE 6-digit codes, using codes that are as specific as possible. For a list of codes, please refer to the Field of Research Calculator at:

<https://royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/application/submitting-a-proposal/fields-of-research-calculator/>

Please also give key words or key phrases of no more than 255 characters in total, in a single list (separated by commas or semi-colons; please avoid using the return key). This information will be used to assist the process of finding referees and also to provide data for a strategic report on funding.

## Section 1d: Summary

This summary is up to 200 words in length. It should summarise the proposed research in straightforward language, but without loss of accuracy or excessive over-simplification. Note that this will be made publicly available should the proposal be successful, and may be published as part of the Marsden Fund's publicity.

If the summary contains confidential or sensitive material, please indicate this at the summary start: “This summary contains sensitive or confidential information and will be released when the contract is completed”.

## **Sections 2a – 2e: Background, Overall Aim, Proposed Research, Vision Mātauranga, Assessment Criteria**

*Please address section 3 (Vision Mātauranga theme tick boxes) before completing this section, to ensure that the correct page limits are applied:*

- If no Vision Mātauranga theme is identified in Section 3, the total page limit for this section is **seven pages**, with no set limit for each section within this.
- If one or more Vision Mātauranga theme is identified in Section 3, the total page limit for this section is **eight pages**, with no set limit for each section within this.

Please read the definitions of these sections clearly, and avoid repetition.

### ***Section 2a: Background***

Use this section to give a context for the proposal by summarising in plain English the state of knowledge in the field.

### ***Section 2b: Overall Aim of the Research***

Use this section to state the general goals and specific objectives of the research proposal. Outline the potential for significant scholarly impact of your proposal (incorporating novelty, originality, insight and ambition). Applicants should also use this section to explain the interdisciplinary nature of the proposal, and how it will significantly expand research possibilities and ambition through new researcher and institutional links.

### ***Section 2c: Proposed Research***

This section should cover, where appropriate, the hypotheses being tested, the methodology to be used, sampling design, and methods of data analysis. Please ensure that your description covers the period of funding sought (up to three years), and that it includes contributions by collaborators and any postgraduate students.

If you identify one or more Vision Mātauranga themes in Section 3, please elaborate here how this fits in with your proposed research. For example, you may wish to discuss consultations and linkages, relevance, conceptual framework and/or proposal design, and outcomes (in addition to statements in Section 2d).

As signalled in the past few years, the Council has recommended an increased emphasis on ethical considerations of the proposed research, particularly in the social sciences disciplines.

- If the proposed research requires ethics approval, please use this section to show that you have considered all of the ethics issues associated with your research. Your discussion should satisfy the Council that your processes are meaningful, and for social science disciplines in particular, that you have fully considered how your methods will affect the communities you are working with. It is important that you do not concentrate solely on your theoretical argument at the neglect of methodology, implementation, and community safety.
- Compliance information (e.g. permit numbers, details of ethics approvals gained) should be detailed in Section 2i (Ethical or Regulatory Obligations).

## **Section 2d: Vision Mātauranga**

If you identify one or more Vision Mātauranga themes in Section 3, please include discussion of this within Section 2d, for example, on consultation and linkages, relevance, conceptual framework and/or proposal design, and outcomes.

Where research projects are of relevance to Māori or involve Māori, the Marsden Fund Council expects that applicants are in consultation with Māori at the planning stage, so as to achieve the best possible outcomes.

If unsure or in doubt about the relevance of the proposal for Māori, researchers should consult their institutional advisor. For the guidance of applicants, the relevance does vary according to research discipline. Examples of relevance could include proposals that involve biomedical research of significance to Māori health, social research, educational research, entrepreneurship, indigenous research, natural hazards, native flora and fauna, anthropology, the environment, sporting and cultural activities, literature, and language (even if the approach to these topics is seemingly irrelevant, such as algorithm development, biochemical pathways or mechanical properties).

Statements on Vision Mātauranga should be contained within Section 2d, following the description of research (Sections 2a-2c). This is to enable Vision Mātauranga to be more easily integrated into the conceptual framework and/or research design. Where Vision Mātauranga is appropriate to a proposal, it can contribute to the overall excellence.

Compliance aspects, such as access to culturally sensitive material and knowledge, should be covered in Section 2i, “Ethical or Regulatory Obligations”.

Aspects of Vision Mātauranga relating to relevant experience can be included in the “Roles and Resources” section (2h) and can also be incorporated into sections 2a-2c.

## **NEW Section 2e: Addressing the Assessment Criteria**

This section is for applicants to state explicitly how their proposed research relates to each MFCA assessment criterion. Applicants should address each individual criterion. These are listed on the template. This section should not exceed **two pages** in length.

## **Section 2f: References**

This section is for references associated with the Background, Overall Aims, Proposed Research, Vision Mātauranga and Assessment Criteria sections (2a-2e). It is important to support the application by means of references. Please ensure that these are not restricted or limited to the applicants’ own work. Applicants are also requested to:

- Ensure that the references have been published, so that they are readily accessible when the proposal is being assessed.
- Bold any applicants’ names if they appear in the reference list.
- Include titles of each reference.

There is a limit of **three pages** for this section when previewed as a document on Proposals On-line. This section does not include the use of footnotes; it should contain a list of references only, rather than further explanation of ideas covered in sections 2a-2e.

## Sections 2g – 2i: Timetable, Roles and Resources, and Ethical or Regulatory Obligations

The assessment criterion includes the ability of the researchers to carry out the research. Sections 2f, 2g and 2h are an opportunity to demonstrate that the research is feasible, and that the researchers have a clear plan. Researchers should indicate how they intend to use their time, what the roles of various personnel will be, any anticipated ethical or regulatory obligations, and any potential administrative hurdles (such as permits, access or approvals) that they will need to deal with.

**The total page limit for Sections 2g to 2i is two pages**, with no set limit for each section within this. Please read the definitions of these sections clearly and avoid repetition. Where practical, utilise paragraph breaks, subheadings or bold fonts to clearly signpost your proposal.

### ***Section 2g: Timetable***

Describe in general terms the advances you hope to make in each year. It is acknowledged that this timetable may be revised as the research progresses.

### ***Section 2h: Roles and Resources***

In this section, please explain briefly:

**Roles:** The contribution that each named team member will make to the proposed research. This should clearly explain the FTE requests. If un-named personnel are included in the proposal (e.g. technicians, students, post-doctoral fellows, etc.) please indicate role, what skills are being sought, and what steps will need to be taken to fill these positions. This section should additionally include a description of the role of team members for which no FTEs are being sought.

If AIs are named on the proposal and are constrained from being PIs due to the PI exclusion rule, please address this here.

**Resources:** Clearly state the resources required for the proposed research that the team will have access to. This is an opportunity to discuss the practical requirements of your proposed research. For example: Access to libraries/collections/archives; access to required instruments/equipment/techniques/materials; ability to do fieldwork (e.g. site access, assistance, etc.); access to pools of participants.

If there are any special requirements for the proposed research, please explain how these will be met.

Please note that if applicants will require logistical support from Antarctica New Zealand, this should be signalled here. If logistical support will be required, applicants on any MFCA application that is selected to go to Stage 2 will then need to engage with Antarctica New Zealand.

### ***Section 2i: Ethical or Regulatory Obligations***

Any permissions, approvals, etc., should be listed in this section.

It is your responsibility to ensure that all ethical or regulatory obligations are met (for example, from ERMA, MPI, Animal Ethics, Human Ethics). It is also your responsibility to organise access to facilities, fieldwork sites, archives, materials etc. This section should make clear that you have anticipated or gained the necessary formal approvals for your intended research, for instance, Department of Conservation permits, ERMA permits, and so forth.

Researchers should plan the necessary approvals well in advance, to ensure no delays on the project should it be funded. Researchers should contact their institutional ethics committee and research offices for



further information. Researchers will need to provide information on the current state of their ethics approval.

Note that only compliance aspects related to ethical or regulatory considerations should be covered here. Ethical considerations in the context of the research methodology should be discussed in detail in the Proposed Research section (2c), as mentioned previously.

### ***Social Research***

Researchers collecting personal information should be aware of their obligations around obtaining consents, data security, maintaining the anonymity of individuals, sensitivity around cultural issues and all other ethical considerations as appropriate. If there is any uncertainty, researchers should consult their institutional ethics committee.

Please note that there is now a requirement that any researchers working with children follow the guidelines of their host institution's child protection policy, in accord with section 19 of the Vulnerable Children's Act 2014. Should the host institution not have a child protection policy, researchers should comply with the Society's guidelines:

<https://royalsociety.org.nz/who-we-are/our-rules-and-codes/policy-on-child-protection/child-protection-policy/>

### ***Research Using Animals***

Research using animals is covered by the Animal Welfare Act 1999, which is administered by the National Animal Ethics Advisory Committee (NAEAC)

The Act encourages researchers to consider the Three Rs:

- Replacement: Replacing animals with non-animal alternatives. Computer models can sometimes be used for teaching instead of live animals.
- Reduction: Using as few animals as necessary.
- Refinement: Pain or suffering must be reduced as much as possible, for example, by using painkillers.

For further information on NAEAC and your obligations as a researcher, you should contact your institutional ethics committee well in advance of your proposal. More information on research involving animals is available at <http://www.mpi.govt.nz/protection-and-response/animal-welfare/overview/national-animal-ethics-advisory-committee/>

Please note that animal welfare legislation requires animal ethics committees to **explicitly** consider whether a research proposal has assessed the "replacement" option.

**Details of ethical approval for social science research or animal research, or regulatory approval (e.g. ERMA approval for use of GMOs) need to be received before any grant is paid.**

## **Section 3: Vision Mātauranga (Changed for 2019)**

*Please address this section before completing sections 2a-2e, to ensure that the correct page limits for 2a-2e are applied.*

Proposals should consider the relation of the research to the themes of Vision Mātauranga and, where relevant, how the project will engage with Māori.



Principal Investigators should identify which, if any, of the four Vision Mātauranga themes, can be associated with the proposed research. Please note that more than one box may be ticked. If none apply, please tick N/A. The themes are:

Indigenous innovation: Research that utilises distinctive products, processes, systems and services from Māori knowledge.

Taiao: Research that furthers environmental sustainability by engaging with local hapū and iwi and their researchers and initiatives.

Hauora/Oranga: Improving Health and Social Wellbeing.

Mātauranga: Exploring Indigenous Knowledge.

If one or more themes do apply, up to one additional page will be available for statements on Vision Mātauranga immediately following the description of research in Sections 2a-2c. This is to enable Vision Mātauranga to be more easily integrated into the conceptual framework and/or research design. Where Vision Mātauranga is appropriate to a proposal, it can contribute to the overall excellence.

**NEW for 2019:** If N/A is ticked, there is a small comment box on the portal to briefly explain your rationale. Council will be looking for affirmation that applicants have considered whether or not their proposed research has Vision Mātauranga theme(s). If you feel that Vision Mātauranga does not apply to your proposed research, please state this here. Consultation is not a requirement, however if you have received feedback from your institution that Vision Mātauranga does not apply to your proposed research, please state this here.

## Section 4: FTE Table (Personnel)

The personnel information requested in Sections 4 (FTE Table) and 6 (Budget) should contain the total time (expressed as a proportion of full-time equivalent [FTE], where 0.1 means 10% of one FTE, or one day per fortnight) that each researcher will spend on the project.

**All FTEs should be included in the FTE table (Section 4), regardless of whether Marsden funding is being requested for them.** However, in the budget (Section 6), FTEs should be recorded as zero if Marsden funding is not requested for them. Note that this distinction means that the total FTE count per year may differ between the FTE table and the budget.

Please note that overseas investigators cannot have their time or institutional costs paid for by Marsden.

Those involved in the assessment of the proposal require this information to determine whether the total resources requested are sufficient and realistic to achieve the goals and objectives indicated in the proposal in Section 2. The Marsden Fund Council expects that sufficient Principal Investigator time be allocated to carry out the project successfully. The total time that is to be devoted to the project, specified in Section 4, will form part of the contractual obligations to the Royal Society Te Apārangi.

## Section 5: CV and Publications

A CV should be completed for each named applicant, up to a maximum of five pages (see instructions below). CVs are not required for students, technicians or un-named post-docs, but are required for any post-docs who are named on the proposal. No photographs are permitted on CVs. The Ministry of Business, Innovation and Employment (MBIE), the HRC and the Marsden Fund use a similar template, which largely standardises the type of information asked for. Please follow these guidelines, which are included with the

CV template on the Proposals On-Line portal. This template allows you to maintain your own master CV, from which you can draw on when submitting a research proposal.

Please note: sections 2b, 2c, 2d of the standard template are relevant only to MBIE proposals and have been deleted from the template on the portal. The template allows you to expand/reduce sections as you see fit.

## **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 (optional).

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, excluding periods away from research.

You can describe any significant interruptions to your research career in the text box underneath section 1e – for example, parental leave, illness, administrative responsibilities. The information included here should give an idea of research relative to opportunity.

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. Books should be listed separately in this 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. Please **only** include publications that are either published or in press. Submitted articles should not be included.

You should **bold your name** in the list of authors and include names of all other co-authors (up to 12).

You should **bold the year** of the publication if it was published in the **last 5 years**. For 2019, applicants should bold the year of publication from **2014 onwards only**.

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.

- Note that the list of publications should include all publications relevant to the proposal; these are not limited to publications from the previous 5 years.

For book chapters or volumes, please give page numbers and also names of publishers.

For any published books, please indicate the number of pages for each book.

Please note that page limits are the same for each named person on the application.

## Sections 6 and 7: Budget

The budget information is contained in Sections 6 and 7. The Marsden Fund is operated under Terms of Reference set down by the Minister of Research, Science and Innovation. The Terms of Reference state that funds awarded are to cover the full costs of a proposal. Full costing shall include direct costs, associated personnel costs and an appropriate share of overhead costs such as institutional administration and depreciation of capital assets and buildings. Please note that collaborating researchers from outside New Zealand are able to be included in proposals, **but are not able to receive direct funding support for their time or institutional costs**. However, costs associated with collaboration (i.e. travel and accommodation) may be covered under “direct costs”.

The Terms of Reference also state that shared funding in the form of one party paying direct costs and the other paying indirect costs will not be permitted. The Marsden Fund may, however, support pieces of work that are related to programmes already being sustained through some other funding route (e.g. CoREs) providing that the application is for a discrete piece of work. Where relevant, the wider programme should be described to demonstrate that the Marsden proposal complements other work being carried out by the applicant. This procedure has been adopted to prevent cross-subsidisation, especially where Government funds are involved.

The Marsden Fund Council wishes to be assured that the funding arrangements for Marsden projects are appropriate. If insufficient information is available to provide this assurance, the Council will seek to obtain these details before funding is approved. Applicants are advised that this need for further information will not play any part in the Marsden Fund Council’s assessment of the merit of the proposed research.

In identifying the full cost of their proposal, applicants should see the sample budget on page 22, which is prepared as a guide.

### *Guide on Project Size*

The Marsden Fund Council has set a maximum amount per Marsden Fund Council Award of \$1 million (exc GST) per year, for up to 3 years.

Where other funding for research relevant to the proposal is being provided or sought, it must be detailed, as required, in Section 8 (Other Funding). It is appreciated that many other applicants will be involved in applications to other funding sources, or have funding for related work. **This is to be encouraged**. However, to assist in the assessment of Marsden proposals, the Council need to be aware of other funding applied for or received. Although the price of a proposal is of secondary consideration, after the grading of proposals on the basis of the Marsden criteria, the price of each proposal will be taken into account by the Council. Applicants should also bear in mind that approximately \$6 million (excluding GST) is expected to be allocated to up to 3 Marsden Fund Council Awards Proposals in the 2019 round.

If any applicants have sought other funding for work related to the Marsden application and they are subsequently successful, they should let the Marsden office know immediately.

In Section 8 (Other Funding), please also fill in the table (b), giving details of previous or current Marsden funding held by Principal or Associate Investigators, FTEs, their role in the project (Principal or Associate Investigator) and the completion date for the research. Please also indicate any periods of leave to be sought during the period of proposed Marsden funding (8c).

## ***Budget Template***

The budget template is an Excel file with a “Budget” tab (section 6) and a “Direct Costs” tab (section 7). Any inputs into the “Direct Costs” tab will automatically be carried through to the corresponding category on the “Budget” tab and show up in grey cells.

The budget template automatically calculates all subtotals and totals, as well as total FTEs.

Note: White cells on either tab can have data entered into them, but grey cells cannot.

## ***Budgeted Categories***

### ***Salaries & Salary-related Costs***

The figures in this category are to cover only the costs of personnel employed on the research proposal in the application. This should include the direct costs (i.e. salary) and indirect or salary related costs (e.g. superannuation, ACC and fringe benefits). Costs of general management and administration are to be excluded from this section and included as overheads. Any subcontracted personnel should not be included in this section but incorporated under the “Direct Costs” part of “Other Costs”.

Collaborating researchers from outside New Zealand are able to be included in proposals, but are not able to receive direct funding support for their time (FTE) or institutional costs (overheads)

The FTEs of personnel shown in the *budget* page **should only be those where costs and time are associated with Marsden funding**. If Marsden funding is not sought for particular individuals (e.g. overseas investigators, post-doctoral researchers with stand-alone fellowships, or postgraduate students with other sources of funding) then the individual should still be named on the budget page but with zero FTEs recorded.

### ***Postdoctoral Fellows***

Postdoctoral researchers may be part-time (usually 0.3 FTE or more) or full-time on a Marsden proposal. This should be indexed to L1 to L3 salary scales, or as appropriate. Please check with your host institution for more information.

### ***Postgraduate Students***

Postgraduate students are awarded scholarships free of income tax and may be supported on Marsden proposals at the stipulated rate. This is currently set at \$27.5k scholarship per year, plus fees (New Zealand resident rates) for PhD students, or \$17k scholarship plus fees (New Zealand resident rates) for Masters students. These figures assume the postgraduate students are assigned to the research on a full time basis. Fees should be included in the direct costs.

### ***Indirect Costs:***

#### ***Overheads***

Indicate the cost of overheads that relate to the research proposal. These should be directly proportional to the time spent on the project. Overheads include managerial time not included in the proposal, the cost of support services, the cost of financial and accounting systems, corporate activities, the cost of premises and other indirect costs. Cost of premises may be either the annual rental cost, or the depreciation cost, of premises and should be proportional to the project's use of the institution's premises for the research proposal.

#### ***Direct Costs:***

Details of costs should be listed in Section 7 (“Direct Costs” tab of the template), and should be broken down by year.

### Expendables

This category should include the general operating expenses associated with the research proposal such as consumables, travel (for conferences, collaboration etc.), capital purchases under \$5,000, and other miscellaneous costs associated with research. (This does not mean that equipment, such as a spectrometer, can be divided into separate components all less than \$5,000 each). Details of expendables should be given in Section 7(a). Please give details of major working expenses. Equipment costs should be included under Equipment Depreciation/Rental, Section 7(b). Items with a large cost (i.e., over \$5,000) should be included under Extraordinary Expenditure and explained in Roles and Resources (Section 2g).

### Equipment Depreciation/Rental

The Marsden Fund does not fund the purchase of equipment directly but may allow for an annual depreciation or rental cost. In the case of rental costs, the share of the total cost of the equipment should be proportional to the proposal's use of the equipment. For example, if a confocal microscope costs \$40,000/annum to run, and the proposal uses the microscope for 10% of its time, the Full Cost to the project would be \$4,000/annum.

**Note:** Many institutions make a general provision for depreciation in their overhead costs. If this is the case, depreciation costs should be incorporated in “Indirect Costs”. If not, depreciation costs should be included here. In the case of depreciation not already provided for under “Indirect Costs”, the cost of equipment should be assigned in proportion to the expected life of the equipment and the planned usage. If a request is made for equipment depreciation or rental, the details should be listed in Section 7(b).

### Sub-contractors

Any costs where services are purchased from other organisations should be included in this section. Where personnel are sub-contractors they should be shown in this section, named, and their time-commitments shown in the FTE column with details in Section 7(c). If sub-contractors are also Principal or Associate Investigators, they should be listed in both places, with the FTEs and associated costs included **only** in the “Sub-contractor” section. Named sub-contractors for whom a CV is supplied will generally be Principal or Associate Investigators.

Where a sub-contractor is a New Zealand research organisation, please break down costs per year into salary, overheads and direct costs according to the table shown in Section 7(c). Other sub-contractors (e.g. private individuals) may provide the annual cost as a single figure in the budget, rather than breaking down the costs.

### Extraordinary Expenditure

These are the costs of any extraordinary items that make the research significantly costlier than standard laboratory or office-based research efforts. An example might be time on a major facility, like a research ship or a linear accelerator and, as mentioned above under Expendables, travel costs where these are a major item. If you use this category, you need to identify the nature of the expenditure in Roles and Resources (Section 2h).

### Postgraduate Students

See page 20.

### GST

The cost of the research proposal should be GST inclusive. Note that the budget template provided will automatically calculate GST at 15% and the GST-inclusive total. The GST-exclusive amounts shown in the “subtotal (a) + (b)” row should not exceed \$1 million per year.

### ***Budget Example***

You may be requesting up to three years funding. This example shows three years.

## 6. BUDGET(NZ \$)

	Year 1		Year 2		Year 3	
	BUDGET	FTE	BUDGET	FTE	BUDGET	FTE
<b>Salaries (giving names):</b>						
<b>Principal Investigator (s)</b>						
Professor Green	\$30,000	0.20	\$32,000	0.20	\$17,000	0.10
Dr Kahurangi (see below)						
<b>Associate Investigator(s)</b>						
Dr Black (see below)						
Professor Kōwhai (see below)						
Dr Scarlet (see below)						
Professor Good (overseas; no salary requested)		0.00		0.00		0.00
Dr Amarillo (overseas, no salary requested)		0.00		0.00		0.00
<b>Post-doctoral fellow(s)</b>						
	\$80,000	1.00	\$82,000	1.00	\$82,000	1.00
<b>Research/Technical Assistant(s)</b>						
	\$65,000	1.00	\$67,000	1.00	\$69,000	1.00
<b>Others (name)</b>						
<b>Salary-related costs</b>						
ACC levies	\$850		\$900		\$840	
<b>Total Salaries &amp; Salary-related costs (a)</b>	\$175,850	2.20	\$181,900	2.20	\$168,840	2.10
<b>Other Costs:</b>						
<u>Indirect Costs:</u>						
Overheads (105%)	\$184,643		\$181,900		\$177,282	
<u>Direct Costs:</u>						
Expendables* (specify) <sup>1</sup>	\$64,000		\$75,500		\$68,000	
Equipment depreciation /rental (specify) <sup>1</sup>	\$4,500		\$4,500		\$4,500	
Postgraduate students						
2 x PhD	\$55,000	2.00	\$55,000	2.00	\$55,000	2.00
Masters			\$34,000	2.00	\$17,000	1.00
<b>Sub contractors (specify)<sup>1</sup></b>						
Univ of Southland	\$455,900	3.50	\$407,150	3.00	\$429,750	3.00
<b>Extraordinary expenditure (specify)</b>						
<b>Total Other Costs (b)</b>	\$764,043	5.50	\$758,050	7.00	\$751,532	6.00
<b>Sub Total (a) + (b)</b>	\$939,893	7.70	\$939,950	9.20	\$920,372	8.10
G.S.T. at 15%	\$140,984		\$140,993		\$138,056	
<b>TOTALS</b>	\$1,080,877	7.70	\$1,080,943	9.20	\$1,058,428	8.10

\* Including student fees if applicable

<sup>1</sup> Data from Direct Costs Sheet

In this example Expendables, Equipment depreciation/rental and Sub-contractors need to be further explained on the separate page provided for Section 7, i.e.:

## 7. DIRECT COST BUDGET DETAILS

Please specify the items for the following (excluding GST). Please break down into costs per year.

### a) Expendables

	Year 1	Year 2	Year 3
	BUDGET	BUDGET	BUDGET
Student fees (2 PhD, 3 Masters students)	\$ 14,000.00	\$ 25,000.00	\$ 20,000.00
Conference attendance	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
Travel & costs to visit overseas AI Good's group	\$ 8,000.00		\$ 8,000.00
DNA sequencing and bioinformatics	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Publication costs	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Volunteer costs and koha	\$ 2,000.00	\$ 2,500.00	
AI Amarillo visit to host institution		\$ 8,000.00	
<b>TOTALS (excl GST)</b>	<b>\$ 64,000.00</b>	<b>\$ 75,500.00</b>	<b>\$ 68,000.00</b>

### b) Equipment depreciation/rental

	Year 1	Year 2	Year 3
	BUDGET	BUDGET	BUDGET
Spectrometer used 50% for this project	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
<b>TOTALS (excl GST)</b>	<b>\$ 4,500.00</b>	<b>\$ 4,500.00</b>	<b>\$ 4,500.00</b>

### c) Subcontractors

University of Southland						
	Year 1		Year 2		Year 3	
	BUDGET	FTE	BUDGET	FTE	BUDGET	FTE
<b>Salaries: (giving names)</b>						
Dr Kahurangi	\$20,000	0.20	\$22,000	0.20	\$24,000	0.20
Professor Kōwhai	\$15,000	0.10	\$17,000	0.10	\$18,000	0.10
Dr Scarlet	\$20,000	0.20	\$22,000	0.20	\$24,000	0.20
Un-named post-doc	\$83,000	1.00	\$85,000	1.00	\$87,000	1.00
Research Assistant	\$60,000	1.00	\$31,000	0.50	\$32,000	0.50
<b>Other Costs:</b>						
<u>Indirect Costs:</u>						
Overheads	\$207,900		\$185,850		\$194,250	
<u>Direct Costs:</u>						
Expendables* (specify)						
Student fees	\$7,500		\$7,800		\$8,000	
Fieldwork & permits	\$9,000		\$9,000		\$9,000	
Travel to AI's group	\$6,000				\$6,000	
Postgraduate students						
Un-named PhD student	\$27,500	1.00	\$27,500	1.00	\$27,500	1.00
<b>TOTALS (excl GST)</b>	<b>\$455,900</b>	<b>3.50</b>	<b>\$407,150</b>	<b>3.00</b>	<b>\$429,750</b>	<b>3.00</b>

For extraordinary expenditure – please describe under “Roles and Resources” (Section 2g)



## Section 8: Other Funding

Indicate whether non-Marsden funding (e.g., MBIE/HRC/CoRE/TEC/MPI/commercial/other) has been i) received or ii) applied for, for this or for research relevant to this proposal.

Include information on the FTEs applied for or received from non-Marsden government funding sources (such as MBIE/HRC/CoRE). This section should not exceed two pages.

## Section 9: Declaration Page

All contact Principal Investigators are required to tick a box to indicate their acceptance of the Full Proposal, and should read the declaration page before they do so. Institutions should sign a collective declaration, which is available from the “Agent Declaration” menu and should be uploaded.

## Referees

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If there is any person whom you do not wish to referee your proposal, please state this, providing reasons, in a communication provided to the Society on letterhead. The latest date to receive referee exclusion notifications is **May 17<sup>th</sup> 2019** - within 1 week of being notified of the outcome of the Stage 1. **The number of people that can be excluded as potential referees is strictly limited to three.**

The process of finding referees will start after Council have made a shortlist of MFCA proposals in May. The Marsden Fund Council will endeavour to get between three and five reports for each shortlisted proposal. Referees are not identified to applicants, nor are grades made available to applicants.

Referee reports will be posted on a web portal. The main batch of referee reports will be posted on the portal on 14<sup>th</sup> August; from this date onwards, reports will be posted as they are received. Applicants should submit their responses through the web portal. The main deadline for responses will be 28<sup>th</sup> August; response deadlines will be extended for reports received later than August 14<sup>th</sup> and will be indicated on the portal.

**Applicant responses to the referee reports are limited to one page per referee report.** For example, if a proposal has three referees, then three separate responses of one page each can be submitted. If you do not wish to reply to a particular report, please could you indicate this on the portal by ticking “No Response”, so that we can be certain that we have all the responses back.

## Statistical Information and Use of Personal Information

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The Marsden Fund Council encourages applications from all members of the New Zealand research community. To monitor the profile of different groups within Marsden funding and identify funding trends and gaps, the Council would appreciate applicants providing the information requested in the “Statistical Information” section relating to each applicant on Proposals On-Line.

This information will only be available to Society staff, and will not be seen by either panellists or reviewers. The data will be used by the Marsden Fund administration for statistical purposes only, and personally identifiable information will not be shared with third parties without your authorisation.

In order to evaluate, and assess the long-term impact of our activities, we will keep an electronic record of the information we hold about you indefinitely unless you request that your private data be destroyed.

If you want to verify, modify, correct or delete any private data, you should apply to the Society's Privacy Officer <privacy.officer@royalsociety.org.nz>.

For "Gender", there is a "Gender Diverse" category in addition to Male and Female. This is in line with guidelines and categories used by Statistics New Zealand. See

<http://www.stats.govt.nz/methods/classifications-and-standards/classification-related-stats-standards/gender-identity.aspx> for further information.

## Feedback

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The nature of feedback at both stages from the Marsden Fund Council is yet to be determined, as the approximate number of proposals received is not yet known.

## Deadlines

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Proposals should be released via Proposals On-Line. Hard copies are not required.

For institutions, a combined declaration covering all proposals must be signed and submitted by the deadline below. The combined declaration can be downloaded from Proposals On-Line and after signing, is then submitted via the portal.

**All Marsden Fund Council Award applications need to be released via Proposals On-Line no later than 5.00pm, Thursday 21<sup>st</sup> February 2019 (NZDT).**

## Marsden Fund Contact Details

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### *Postal Address:*

The Administration Officer  
Marsden Fund  
Royal Society Te Apārangi  
PO Box 598  
WELLINGTON 6140

### *Courier Address:*

The Marsden Fund  
Royal Society Te Apārangi  
11 Turnbull Street  
Thorndon  
WELLINGTON 6011  
(Phone: 04-470 5799)

For general information on the Marsden Fund, please see our website:

<https://royalsociety.org.nz/what-we-do/funds-and-opportunities/marsden/>