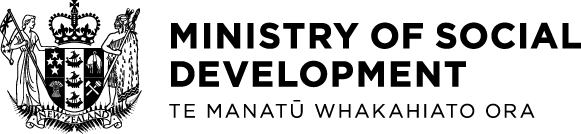
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**Children and Families Research Fund**

**Application Pack**

**for the 2019/2020 funding round**



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# Background

## Purpose of the Children and Families Research Fund

The Ministry of Social Development (MSD) provides funding for both the Growing Up in New Zealand (GUiNZ) study and the Children and Families Research Fund (the Fund) in order to support research for the public good that informs government policy.

The Fund supports policy-relevant research that uses data from the GUiNZ study. Its aims are to produce more research that meets New Zealand’s evidence needs and to build the number and diversity of researchers using GUiNZ data to inform priority government policy development and decision-making. The current round of funding for 2019/20 is the fourth round of funding available.

## Funding categories

In 2019, the Children and Families Research Fund has two funding categories:

* **Standard research grants** will support well-defined, high quality research projects that have been developed in response to (or anticipation of) government policy questions. Proposals will demonstrate a high level of research capability, including experience or knowledge of working with longitudinal data, and be developed in close collaboration with or by government policy professionals. Standard research projects can apply for up to $125,000 per proposal, with a maximum term of 12 months. A total of $500,000 is available for Standard research projects.
* **New user grants** also represent high quality, policy-relevant research proposals, and are focused on increasing the diversity of GUiNZ data users. Crucially, New user projects must be led by a Principal Investigator who has not previously published research using GUiNZ data. They may be more focused in scope than Standard research projects (eg conducting a descriptive analysis of some GUiNZ data or a preliminary piece intended to inform later work). New user projects can apply for up to $50,000 per proposal with a maximum term of 12 months. New users grant applicants can also apply for up to $5,000 for training or support to build the capability of the research team.

Applicants are welcome to discuss potential proposals with the Fund administrators by emailing [researchfund@msd.govt.nz](mailto:researchfund@msd.govt.nz)

Proposals should demonstrate clear links to current policy issues and be developed in collaboration with relevant policy agencies. Proposals should also relate to one or more of the areas in the [proposed outcomes framework of the Government’s Child and Youth Wellbeing Strategy](https://dpmc.govt.nz/publications/proposed-outcomes-framework-and-potential-focus-areas).

## Overview of the *Growing Up in New Zealand* study and data

*Growing Up in New Zealand* is New Zealand’s largest contemporary longitudinal study of child development.

It tracks the diverse lives of children growing up in the complex world of 21st Century New Zealand. It provides fascinating insights about the health and wellbeing of Kiwi children growing up in diverse families and explores how they navigate the cultural, economic, societal and technological challenges of modern life.

The University of Auckland-led study brings together a wealth of information across several domains to provide scientific and policy-relevant evidence about what it is like to grow up in New Zealand today. The study is particularly focused on what can optimise child development and resilience and what can be done to give children the best start in life.

The study has followed a cohort of more 6000 children born in 2009 and 2010 since pregnancy and intends to do so until the children are at least 21-years-old. The ethnicity and socio-demographic characteristics of the children and families in the cohort broadly reflect those of current births in New Zealand today.

The unique life stories of these children have been captured since 2008 via a series of data collection waves. *Growing Up in New Zealand* has carried out more than 90,000 interviews and collected more than 50-million pieces of data to date. The analysis of this information will help to shape government policy so that it better meets the needs of children and families in New Zealand\*.

At each data collection wave, age and stage appropriate information is gathered across six key developmental areas:

* Health and wellbeing
* Psychosocial and cognitive development
* Education
* Family/whānau
* Culture and identity
* Societal context, neighbourhood and environment.

The data collection waves undertaken to date include eight face-to-face interviews (mothers, partners and children); six telephone interviews and one web-based interview (with mothers only).

Data has been collected at the following milestones and these data sets are currently available:

* During pregnancy
* Children aged nine-months
* Children aged two-years
* Children aged four-and-a-half
* Children aged six-years old.

The Eight-Year Data Collection Wave was completed in January 2019. The initial report and anonymised datasets are planned for release in 2020.

For *Growing Up in New Zealand* reports, policy briefs, scientific manuscripts and other information about the study, including how to access and use its data please visit: [www.growingup.co.nz](http://www.growingup.co.nz) or email: [contact@growingup.co.nz](mailto:contact@growingup.co.nz).

\**Information from*Growing Up in New Zealand*has provided insights into a diverse range of areas such as paid parental leave, immunisation, child poverty and material hardship, family housing and mobility, household safety, bullying, participation in Early Childhood Education, and pre- and post-natal depression among parents.*

# Applying for funding

## How to apply to the Fund

The Fund is open to government agencies, non-government organisations, academics, and public or independent research organisations with demonstrated research capability.

Research proposals must constitute discrete research projects in their own right and make use of GUiNZ data.

Applicants must collaborate with social sector agencies to maximise the policy relevance of their proposed research. Where appropriate and required by the researcher(s), the Fund administrators can facilitate links with relevant agencies.

Applicants are entirely responsible for ensuring that their proposed research meets appropriate ethical standards of their organisation or otherwise.

Applicants will note that there are two application processes involved – a funding application to MSD and an external data access application to the GUiNZ Data Access Committee (DAC). See page 8 for more detail about the data access application process.

The first step in applying to the Fund is to read and complete the application form provided in this application pack. Complete the form in plain English, avoiding the use of unexplained terms and writing all acronyms and abbreviations in full on their first use.

## Submitting your application

Email:

* the completed application form
* a completed budget and timeline, using the associated template
* a completed [Data Access Application Form](https://cdn.auckland.ac.nz/assets/growingup/access-to-data/External%20DA%20Application_1003_V.pdf)

to [researchfund@msd.govt.nz](mailto:researchfund@msd.govt.nz) **by 1pm 26 July 2019.**

# Funding process

The process from submitting your application to conducting and disseminating the research supported by the Fund involves a number of stages which are outlined in the following diagram[[1]](#footnote-1) and detailed further in this section.

## Application assessment and selection

Applications for funding will be assessed by an independently chaired panel with collective expertise across research and government policy sectors, who can assess proposals’ methodological rigor and relevance to the Fund objectives. The panel will assess applications in accordance with prescribed assessment criteria derived from the Fund objectives. Panel members will declare conflicts of interest related to any applications. The panel may seek additional information or clarification as part of the assessment process.

The panel will recommend to the Ministry of Social Development which proposals should be funded, based on proposals’ final scores against the assessment criteria. Consideration of the overall mix of recommended proposals and value for money will also be included in final funding decisions. It is not required that all available funding is allocated (for example, if the total amount required to fund recommended applications is less than the funding available).

Unsuccessful applicants will be provided with feedback and welcome to submit revised applications in a subsequent funding round.

## Data access

Proposals recommended by the panel must gain approval from the *Growing Up in New Zealand* Data Access Committee before they will be granted access to data sets.

MSD will forward data access applications from the successful proposals to the *Growing Up in New Zealand* Data Access Committee for consideration at their next meeting (currently scheduled for 6 November).

As part of the application for data access, applicants must demonstrate that their research will be carried out in accordance with the study’s Data Access Protocol: <https://cdn.auckland.ac.nz/assets/growingup/access-to-data/DA_protocol_V11.pdf>.

Please note that applications to the Fund and to the Data Access Committee are two **separate** processes. Information in data access applications will not be considered by the Fund Assessment Panel, and vice versa. MSD requests data access applications from successful applicants to the Data Access Committee at the time of application to the fund only to facilitate the progress of research projects and to allow for the simultaneous completion of both applications (as they often contain overlapping content). MSD does not forward data access applications from unsuccessful Fund applicants.

Please note that as part of the *Growing Up in New Zealand’s* Data Access Committee process, all applications submitted are reviewed for feasibility to ensure research questions can be answered via the available data sets; that they meet the study’s Kaitiaki principles; that they respect the privacy of the study participants; and that the research is in the public good. Once applications have been reviewed for feasibility they will be considered by the Data Access Committee.

## Contracting for services

Applications approved by the Data Access Committee will be contracted and funded by the Ministry of Social Development. Funding will be issued under a government model contract for services. Contracts will include the delivery of interim progress reports (including an analysis plan) and of final deliverables including research reports, policy briefs and seminars by the completion of the contract. A sample contract can be found at <https://www.msd.govt.nz/about-msd-and-our-work/work-programmes/research/children-families-research/information-for-successful-applicants.html>

Applicants must ensure that all deliverables meet quality assurance standards (including peer review) of the Ministry of Social Development and allow adequate time for review processes in their submissions. Analysis plans, final research reports and policy briefs must be peer reviewed and be of sufficient quality to gain approval from MSD’s Publications Committee before projects can proceed and deliverables will be published on MSD’s website.

During the research period, applicants must notify the Ministry of Social Development of any significant issues (eg relating to data access or quality, unavoidable impacts on resourcing and staff) that could endanger the viability of the research or affect the contract conditions.

## Dissemination and publication

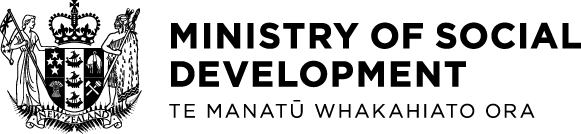
Research dissemination includes the outputs such as contract deliverables of a final research report, a policy brief and a seminar. Applicants must ensure all research outputs of GUiNZ data are approved by the Data Access Committee (consistent with the Data Access Protocol). Contract deliverables must also undergo peer review by the Ministry of Social Development, approval by the MSD Publications Committee, and will then be published on the Ministry of Social Development website.

Applicants may also publish their work elsewhere in parallel (but not prior) to that on the Ministry of Social Development website. Further publications are expected to carry the acknowledgment text:

“This [product] was made possible with funding by the Ministry of Social Development, using Growing Up in New Zealand (GUINZ) data collected by the University of Auckland and in accordance with the Data Access Protocol. The crown funding of GUiNZ is managed by the Ministry of Social Development. The views reported in this paper are those of the authors and do not necessarily represent the views of the Ministry of Social Development or the Growing Up in New Zealand study investigators.”

## Feedback and Fund evaluation

Applicants are invited to provide feedback to the Ministry of Social Development on the Fund at any stage. Successful applicants are expected to be available for participation in evaluations of the Fund during or following the contracted research period.



# Children and Families Research Fund

## Application Form

**Closing date 26 July 2019**

**Email the completed application form and associated material to** [**researchfund@msd.govt.nz**](mailto:researchfund@msd.govt.nz)

**Applications close on 26 July 2019**

For questions about applying for funding and completing this application form please email [**researchfund@msd.govt.nz**](mailto:researchfund@msd.govt.nz).

# Summary and eligibility information

## Grant type

|  |  |
| --- | --- |
| **Standard Research grant** |  |
| **New User grant** |  |

## Research topic

Proposed topic/working title:

|  |
| --- |
|  |

Provide a brief overview of the research project summarising the research objectives and methodology (up to 250 words).

|  |
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## Researchers and collaborators

Detail the roles and contact details of the researchers and collaborators, including at least one relevant policy collaborator, involved in the project.

### Principal investigator

|  |  |
| --- | --- |
| Name: | Position: |
| Organisation: |  |
| E-mail[[2]](#footnote-2):  CC: | Phone: |

### Co-researchers and collaborators

|  |  |
| --- | --- |
| Name: | Position: |
| Organisation: | |
| E-mail: | Phone: |

|  |  |
| --- | --- |
| Name: | Position: |
| Organisation: | |
| E-mail: | Phone: |

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| Name: | Position: |
| Organisation: | |
| E-mail: | Phone: |

## Use of GUiNZ data

The Fund is dedicated to research using GUiNZ data, specifically GUiNZ ‘external’ datasets. These datasets contain anonymised data and are governed by the [Data Access Protocol](https://cdn.auckland.ac.nz/assets/growingup/access-to-data/DA_protocol_V11.pdf) and the [Data Access Committee](https://cdn.auckland.ac.nz/assets/growingup/access-to-data/in505_guinz_dac_terms_of_reference_en_v3.pdf), both of which are managed by The University of Auckland. It is expected that all researchers using the GUiNZ data will familiarize themselves with the Data Access Protocol. We strongly recommend attending a Data Access Workshop if possible.

Applications must make significant use of GUiNZ data and demonstrate researchers’ familiarity with GUiNZ data through either:

* attendance at a GUiNZ Data Access [Workshop](http://www.growingup.co.nz/en/access-to-guinz-data/growing-up-in-new-zealand-data-access-guide/data-access-workshop-presentations.html) (recommended)
* familiarisation with the [materials](http://www.growingup.co.nz/en/access-to-guinz-data/growing-up-in-new-zealand-data-access-guide.html#par_contentblock_5) covered in a workshop

|  |  |  |
| --- | --- | --- |
| Does the proposed research primarily use GUiNZ data? | **Yes** | **No** |
| Has the Principal Researcher and/or co-researcher(s) attended a GUiNZ Data Access Workshop? | **Yes** | **No** |
| **OR** |  |  |
| Has the Principal Researcher and/or co-researcher(s) familiarised themselves with the workshop materials? | **Yes** | **No** |
| Has the Principal Investigator previously published any work that uses GUiNZ data? | **Yes** | **No** |

### GUiNZ data access

GUiNZ data sets will be accessed through the University of Auckland Remote Access Data Platform and approved research teams will be required to complete the GUiNZ Data Access Committee application process. Applicants will be required to state in their DAC application form that they have applied to the Fund. Funding is conditional on a successful application to the GUiNZ Data Access Committee.

### Data from other sources

The Fund covers research that makes significant use of GUiNZ data. For wider studies that include additional data sources, the GUiNZ component of the study should be foremost. In these cases, the wider study should be described in your application to demonstrate how information from the use of GUiNZ data can be compared or supplemented with information from other data sources and implications thereof for the GUiNZ Data Access Protocol and principles. This procedure has also been adopted to prevent funding overlaps, especially where government funds are involved.

## Funding sources

This Fund is not intended to be the exclusive source of funding for GUiNZ-related research. Other sources of funding include:

* Agencies may choose to independently purchase research using the GUiNZ data.
* Researchers may access funding from other sources such as the Health Research Council or the Marsden Fund under existing conditions for external data access.
* Applications from government agencies may have access to baseline funding to support research with GUiNZ data.

|  |  |  |
| --- | --- | --- |
| Will the proposed research be funded exclusively through the Children and Families Research Fund? | **Yes** | **No** |
| *Describe linkages to other work programmes and funding sources and how they complement (and not duplicate) this research. Include a description of how this research might or would not be possible without funding from the Children and Families Research Fund.* | | |

## Conflicts of interest

Declare any actual, potential or perceived conflicts of interest between research team members and the Fund or associated parties (eg Ministry of Social Development, *Growing Up in New Zealand* team, Data Access Committee, members of the Fund assessment panel). Include information about the parties involved, the nature of their involvement and how it relates to the proposed research, and what steps will be taken to manage the conflict of interest.

Please note that even seemingly obvious or already managed conflicts of interest (eg team members who are part of the Data Access Committee or who have worked with members of the *Growing Up in New Zealand* team) **must** bedeclared. Failure to disclose conflicts and any foreseeable impacts arising from them may result in your application to the Fund being judged ineligible for assessment.

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# Project information

This section asks you to explain how the proposed research delivers on the criteria used to assess applications for the Fund, in line with the Fund’s objectives. Final funding decisions are made on the basis scores against the assessment criteria, value for money, and the overall mix of applications.

## Project quality

Demonstrate the quality of the proposed research with:

* a clear statement outlining the research questions, aims and objectives
* a brief but informative discussion of background literature on the topic, including a case for why the project is necessary and important and what it adds to the field
* a description of how GUiNZ data can be used to answer the research questions
* a description of the research methodology and proposed analyses, including reference to the GUiNZ data and variables to be used at each stage
* a description of cultural factors and how they will be considered
* a description of the arrangements for peer reviews for each deliverable, including the analysis plan, research report and policy brief, stating named reviewers for both subject matter expertise and research and analysis methods.
* describe the major risks to the project and how they will be managed

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| (limit 2000 words) |

### Budget and timeline

Funding is intended to cover direct research and associated research costs, including the costs of contracted researchers (eg research assistants and postgraduate students), specialist expertise and replacement teaching costs. Funding may also cover appropriate overhead and indirect costs; however these costs should not be included in your application where they are already covered by Government funding.

Please complete the budget and timeline template provided at <https://www.msd.govt.nz/about-msd-and-our-work/work-programmes/research/children-families-research/applying-for-funding.html> and submit with this application.

## Team capability

Outline the research team’s capability, providing a description of each team member’s role in the project and the tasks they will be responsible for (including whether leading, advising, supporting, learning etc in each task), the expertise they bring to the project and why those skills are necessary in order to deliver the project. Note that the Principal Investigator must devote a minimum of 0.1 FTE to the project. Principal Investigators of *New User* grant applications must be new to the use of GUiNZ data.

For *New User* grant applications: Please explain if there is any training or support that will be requested as part of this application (more detail can be provided in the *Training Grant* section on page 21) that will increase the capability of the research team.

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| (limit 1500 words) |

## Policy relevance and partnership

Explain the policy relevance of the proposed research and how it has been developed and will be delivered in partnership with government policy agencies. Explain:

* the relevant emergent or enduring policy problem, issue or opportunity from which the research questions were derived, and how the proposed research addresses current policy knowledge gaps.
* how this research addresses one or more areas outlined in the [proposed outcomes framework of the Government’s Child and Youth Wellbeing Strategy](https://dpmc.govt.nz/publications/proposed-outcomes-framework-and-potential-focus-areas). Applicants may also wish to read the [Summary Report – National engagement on New Zealand’s first Child Youth and Wellbeing Strategy](https://dpmc.govt.nz/publications/summary-report-national-engagement-child-and-youth-wellbeing) and [the OCC ‘What is a good life?’ report](http://www.occ.org.nz/publications/reports/what-makes-a-good-life/), which present findings from public engagement on the strategy[[3]](#footnote-3).
* what information policy makers need to know to answer the policy questions, what level of precision they need for findings to be useful.
* the process of how this research has been developed as a collaboration between government policy professionals and researchers, and consideration of other stakeholders across the government sector.

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| (limit 1000 words) |

## Impact

Demonstrate the likely impact of the proposed research:

* Explain who the potential end users of these research findings are, why and for what aspects, and how the research team plans to engage effectively with them. Outline potential actions or decisions that could result from this research.
* Outline the dissemination activities that will be undertaken, with who, and how these will be used to maximise the potential impact of the research. Note that dissemination activities are in addition to the research report, policy brief and seminar presentation, which are compulsory deliverables for all funded research projects.
* Describe the implications of the research strengths and limitations on the potential research findings and how these will be balanced against the information needs of the potential audiences.
* Explain how the methods and learnings gained from the project will be shared with other researchers and interested audiences and used for continuous improvement.

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| (limit 1000 words) |

## Training (New User grant applicants only)

Funding is available for New User grant holders to build the research capability of the Principal Investigator and/or research team in longitudinal data analysis methods, statistical software or other advanced skills relevant to the proposed research. This can include in-person or online training, or ongoing support (such as costs associated with mentoring or regular technical support). Applicants can apply for up to $5,000.

Please provide:

* The name, dates, costs and a short description of the training or support
* A description of the skills that will be gained and how those skills will benefit the project and the research team.
* Any risks to the project associated with the training being unavailable and how these will be mitigated

Funding requests can include reasonable travel costs. Successful grant applicants may be asked to provide further details of the training to MSD before payment will be released.

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| (limit 500 words) |

## References and supporting information

List here any references cited in other sections of your application and any necessary additional supporting information not covered in other sections.

|  |
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# Declarations

We the undersigned confirm that to the best of our knowledge, the information provided on this form is true and accurate. We have read the final research proposal and agree with its content.

**Principal investigator**

|  |  |
| --- | --- |
| Name: | Date: |
| Signature: | |

**Co-researchers and collaborators**

|  |  |
| --- | --- |
| Name: | Date: |
| Signature: | |

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| Name: | Date: |
| Signature: | |

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| Signature: | |

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| Signature: | |

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| Name: | Date: |
| Signature: | |

**Organisational signatory** (Chief Executive Officer or assigned delegate)

I confirm that [name of organisation] supports this research project, including accepting all liability, associated costs and FTE commitments for the research project.

|  |  |
| --- | --- |
| Organisation: | |
| Name: | |
| Position: | Team/Unit/Group: |
| Signature: | Date: |

# Evaluation information

This section asks about your experience with the Children and Families Research Fund, and with GUiNZ data. It is voluntary to provide and is **not** assessed as part of your application to the Fund. The purpose of this section is for MSD to understand more about users and potential users of the Fund to enable continuous improvement. Answers are confidential to the MSD Children and Families Research Fund team. These questions should be answered by the Principal Investigator.

* Which members of the research team have *applied* to the Fund before? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Which members of the research team have previously been named on a *successful* application to the Fund? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Which members of your team have used GUiNZ data before? On what topics? Describe the extent of their familiarity with the data. \_\_\_\_\_\_\_\_\_\_\_\_\_
* What (if any) other sources of funding have you used for projects involving GUiNZ data?
  + Organisational baseline funding
  + Other contestable research funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Private funders
  + None
  + Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Is your organisation a:
  + tertiary education institution
  + private research firm
  + social service provider
  + government agency
  + other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* List any government policies, policy makers, teams or agencies who have previously been involved in your work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Timeframes beyond 26 July 2019 are indicative only. [↑](#footnote-ref-1)
2. All project correspondence will be communicated via email to the Principal Investigator. If you require other parties (eg contract managers, research support offices) to also be included, please provide their email addresses in the cc field above. [↑](#footnote-ref-2)
3. The outcomes framework is currently being updated to reflect feedback from public engagement and will be included in the Child and Youth Wellbeing Strategy to be published later this year. However, the draft proposed framework, together with the public feedback, provides a good indication of likely areas of interest and focus. [↑](#footnote-ref-3)