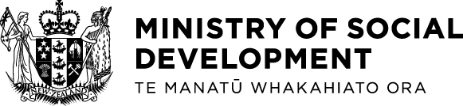
# Children and Families Research Fund

**New User Research Grant - Application Pack**

**for the 2022/2023 funding round**

**Research Fund launch: 20 June 2022**

**Applications close: 19 August 2022**



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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 that informs government policy and contributes to public good.

The purpose of the Fund is to support 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 2021/22 is the sixth round of funding available.

## Funding categories

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 government policy professionals. Standard research projects can apply for up to $125,000 per proposal, with a maximum term of 12 months.
* **New user grants** also represent high quality, policy-relevant research proposals, and are focused on increasing the diversity of GUiNZ data users and be developed in close collaboration with government policy professionals. New User projects must be led by a Principal Investigator who has not previously conducted 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 $75,000 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).

This application pack provides relevant information and an application form for the **New Users Research Grant**. There is a separate application pack specifically for the Standard Research Grant

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  [outcomes framework of the Government’s Child and Youth Wellbeing Strategy](https://childyouthwellbeing.govt.nz/our-aspirations/strategy-framework/outcomes).

## 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 than 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. The collection of information from the children and their families continues to enable us to better understand why we see differential wellbeing for children growing up in diverse families, with diverse identities, cultures and backgrounds. We can use this information to explore how to better support all children and families in Aotearoa New Zealand and ensure that strategies are context relevant and meet the needs of all children. 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[[1]](#footnote-1).

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, neighborhood and environment.

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
* Children aged eight years

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).

# Applying for funding

## How to apply to the Fund

The Fund is open to 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. **It is recommended that applicants identify policy collaborators early in the development of their proposals**. Where appropriate and required by the researcher(s), the Fund administrators can assist in facilitating links with relevant agencies, if contacted early in the development of the application.

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

Applicants will note that there is a two-stage application process:

* **a funding application to MSD** (the application form attached to this pack); and, if shortlisted after this stage,
* **an external data access application** to the GUiNZ Data Access Committee (DAC). This application needs to be completed by applicants who are shortlisted. It is recommended that all applicants review this application form so that they are aware of what is required. This will assist in the completion of funding application to MSD (as they often contain overlapping content). See page 7 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

By sending your application and any support documents as a **PDF package** to researchfund@msd.govt.nz **by 1pm 19 August 2022** submit:

* the completed application form
* a completed budget and timeline, using the associated template
* an acknowledgement that the [Data Access Application Form](https://cdn.auckland.ac.nz/assets/growingup/access-to-data/External%20DA%20Application_1003_V.pdf) has been reviewed and applicants will complete this on time to send to the Data Access Committee if short-listed

# 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[[2]](#footnote-2) 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 on the following evaluation criteria:

|  |  |
| --- | --- |
| Criteria |  |
| **Project Scope** | Overall Rating (average 1.1 – 1.3) |
|  | * 1. Research questions and objectives: * Are clearly stated? * Based on a sound literature scan? * Are realistic for the size of the project? * Fill a clear knowledge gap? * Clear statement of how GUiNZ data can potentially address the research question? |
|  | 1.2 Methodology:   * Clear rationale behind choice of analysis methods. * Analysis methods are likely to answer the research questions. * Analysis represents current good practice in the field. * Detailed description of the data and variables to be used in analysis. * Verification that the intended variables are available in the external GUiNZ data set. |
|  | 1.3 Cultural factors:   * These are given explicit consideration. * Plan includes sensitive and appropriate treatment of cultural factors and advice where needed. |
| **Project Management** | Overall Rating (average 2.1 – 2.4) |
|  | 2.1 Peer review arrangements:   * Includes named reviewers of the final research report who are independent of the research team, covering both: * subject matter expertise on the research topic * research and analysis methods experts * Clear description of the scope and extent of each review. * Describes a responsive and realistic plan for incorporating reviewer feedback. |
|  | 2.2. Budget:   * Team member payment rates are reasonable for the types and lengths of tasks assigned to each team member. * Evidence of organisational overhead rates provided where relevant. * Operating expenses only include essential travel and training costs as detailed in template. * Evidence of attempts to reduce requested funding where possible (eg employing minimal level of necessary expertise, exchanging time in kind, reducing travel costs where possible). |
|  | 2.3 Timeline:   * Describes projected time commitments for each task and for each team member, in detail (at least monthly). * Projected time commitments are neither overly optimistic nor protracted. * Includes planned policy engagement activities. * Includes adequate time for peer review arrangements prior to final submission of research report, including revision after feedback from policy agencies and MSD. * Includes ‘buffer’ time to accommodate unforeseen delays. |
|  | 2.4 Risk management:   * Identification of likely and potential risks to the project (including both personnel and data analysis factors), and sound strategies to mitigate/manage these. * Demonstrated understanding of the limitations of proposed analyses and the potential implications of these on the findings and their impact; including consideration of alternative methods. |
| **Team capability** | Overall Rating (average 3.1 – 3.2) |
|  | 3.1 Research team demonstrates the relevant expertise and skills (or seeks advice) for proposed research components:   * statistical analysis – including longitudinal research * other types of analysis in the project * either: subject matter knowledge, or a substantive literature review is planned as part of the project * relevant cultural expertise or advice to be sought * project management * report writing * adequate capacity for each team member to commit to their assigned role and tasks |
|  | 3.2 Leadership of the team by new GUiNZ data user is genuine, with data mentorship/advice/oversight only as required and for clearly identified appropriate reasons. |
| **Policy relevance and partnership** | 4.1 The application demonstrates:   * Clear framing of policy issue, what information policy-makers require, and how the research questions relate to the issue or address a specific gap * Proposal includes references to evidence of policy priorities (e.g. existing agency documentation), including discussion in relation to 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). * Evidence that research proposal has been informed by needs of relevant government policy agencies. * Evidence of consideration of other stakeholders across government sector and sound management of potential implications for them. |
| **Impact** | 5.1 The application demonstrates:   * End users of the research and their evidence needs are considered and articulated, with a credible plan for engagement of end users with research findings. * Planned dissemination methods are appropriate to the named audiences and likely to maximise the research impact. * Clear description of how learnings from the research process will be communicated to other researchers. |

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 for funding 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.

Applicants shortlisted by the Data Access Committee will be expected to submit their data access applications from the successful proposals to the *Growing Up in New Zealand* Data Access Committee, by a specified due date, for consideration.

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.

Please note that as part of the *Growing Up in New Zealand’s* Data Access Committee process, all data access 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 for up to 12 months. 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, and policy briefs 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

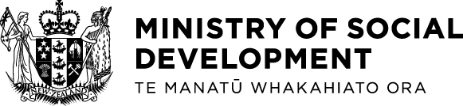
Research dissemination includes the outputs such as contract deliverables of a final research report, a policy brief and a seminar. Applicants must ensure all research outputs of GUiNZ data are approved by the Data Access Committee (consistent with the Data Access Protocol). Contract deliverables must 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

## New User Research Grant Application Form

**Closing date 19 August 2022 (1pm)**

**Submit the completed application form and associated material to** [**researchfund@msd.govt.nz**](mailto:researchfund@msd.govt.nz) **in a complete PDF package**

**Applications close on 19 August 2022 (1pm)**

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

For further information and to review relevant guidelines and templates for the Fund:

<https://www.msd.govt.nz/about-msd-and-our-work/work-programmes/research/children-families-research/information-for-successful-applicants.html>

# New User Research Grant - Summary and eligibility information

## Research topic

Proposed topic/working title:

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| --- |
|  |

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 involved in the project. We encourage the inclusion of a relevant policy collaborator.

### Principal investigator

|  |  |
| --- | --- |
| Name: | Position: |
| Organisation: |  |
| E-mail[[3]](#footnote-3):  CC: | Phone: |

### Co-researchers and collaborators

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

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

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

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

*\*Duplicate contact details box if required to include more co-researchers or collaborators*

## 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 familiarise themselves with the Data Access Protocol. We strongly recommend attending a Data Access Workshop if one is available. More information about the data access process is available [here](https://www.growingup.co.nz/data-access-application).

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 covered in a workshop

statistical software available on the eResearch platform is SPSS, STATA and R. Having knowledge and access to these platforms within your research team is essential

|  |  |  |
| --- | --- | --- |
| 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?  **OR**  Has the Principal Researcher and/or co-researcher(s) familiarised themselves with the workshop materials? | **Yes**  **Yes** | **No**  **No** |
| Has the Principal Investigator previously published any work that uses GUiNZ data?  *If yes, then complete the Standard User Grant application not the New User Grant application* | **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 must 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:

* 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.

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| --- | --- | --- |
| Does the proposed research use **other data** in addition to GUiNZ data? | **Yes** | **No** |
| *If YES, briefly describe linkages to other data and their importance to this research.* | | |
| Will the proposed research be **funded** exclusively through the Children and Families Research Fund? | **Yes** | **No** |
| *If 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). 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.

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| 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. |

# 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 selection decisions are based on: scores against the assessment criteria; value for money; and the overall mix of new user applications.

## Project quality and need

Demonstrate the quality of the proposed research with:

* a clear statement outlining the research questions, aims and objectives and how GUINZ data can be used to answer them
* a brief but informative summary 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 the research methodology and proposed analyses, including reference to the GUiNZ data and variables to be used and any Māori, Pasifika or other wellbeing frameworks informing the analysis.
* a description of how the evidence needs of Māori and Pacific peoples have been considered and how the proposed research meets these identified needs
* the ability of the proposed research to contribute to a greater understanding of whānau, hapu, iwi and/or Māori wellbeing
* a description of the arrangements for peer reviews/quality assurance for each deliverable, including the analysis plan, research report and policy brief. This should cover subject matter expertise, methods and, if required, cultural expertise.
* describe the major risks to the project and how they will be mitigated and 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 on the MSD website 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.

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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 [outcomes framework of the Government’s Child and Youth Wellbeing Strategy](https://childyouthwellbeing.govt.nz/our-aspirations/strategy-framework/outcomes).
* consideration of what information policy makers need to know to answer the policy questions, what level of precision they need for findings to be useful.
* consideration of relevant government policy agencies/ stakeholders across the government sector. If this research has been developed as a collaboration between government policy professionals and researchers, then describe the process of how this was done.

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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 potential impact of the findings for Māori and Pacific peoples and how findings will be disseminated in culturally appropriate ways.
* 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 and policy brief which are compulsory deliverables for all funded research projects.)

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| (limit 1000 words) |

## Training for New User grant applicants

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 which is included in the overall $75,000 grant but can be ring fenced for training.

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: |
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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: |

1. *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.* [↑](#footnote-ref-1)
2. Timeframes beyond 19 August 2022 are indicative only. [↑](#footnote-ref-2)
3. 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-3)