Proposal Submission Guide (NZARI RFP 2016-2)  
Type B Collaborative Research Programme

These notes are intended to assist applicants in completing the NZARI Collaborative Research Programme application forms and ensure the best opportunity for success.

Each section should be confined to the word/page count given. Any figures are to be included in the page count. Use 12-point font and use the margins and formatting given.

Applications are to be submitted as a single, complete PDF file to gary.wilson@nzari.aq by 30 March 2016 using the templates provided.

1. Information

1a. Contact person and investigators
Each tender requires one Contact Principal Investigator who will commit at least 0.2 FTE to the project. Tenders that include more than one New Zealand research organization AND/OR international collaborators with a substantive role (both intellectual and co-funding) are strongly favoured.

1b. Fields of Research
Please provide three descriptors of the field of research proposed from www.royalsociety.org.nz/programmes/funds/marsden/application/codes/

1c. Summary for media (100 words)
Please describe in 100 words the nature of the research programme. This should be in language understandable to a non-expert and cover why the research is needed, what the researcher(s) propose(s) to do, how they will do it, and what the expected outcomes will be.

1d. Summary Budget Information
Copy the totals from section 4a.

2. The Project

2a. Project Summary (500 words)
A one-page, self-contained summary description of the activity that would result if the tender was funded. The summary should cover all aspects of the programme including a clear statement of the research objectives and methods to be employed. It should address each of the evaluation criteria outlined in the request for proposals. The summary should be informative to others working in the same or related fields and understandable to a scientifically or technically literate lay reader. The summary should end with a one sentence "future headline" that succinctly describes the expected outcome and importance of the programme if it is successfully completed.

2b. Project Description (5,000 words)
A clear and concise statement of the work to be undertaken. Include the following headings:
- Statement of the Problem – this section should include specific hypotheses to be tested
- Methods and Procedures
- Work Plan – by year
- Projected outcomes
- Significance of the work
Use appropriate headings and ensure that the proposal address the assessment criteria outlined in the request for proposals.

2c. Fieldwork Plan (1,000 words)
If your tender requires an Antarctic field component, please submit an Antarctica New Zealand Support Request to f.shanhun@antarcticanz.govt.nz. Additionally, explain here the fieldwork
requirements and how the fieldwork will support the hypotheses. Please provide details by season under the following headings:

- Where are you proposing to undertake the research (field locations)
- Is there a specific time of year that you need to do the research (explain)?
- What specifically do you need to achieve at each location?
- Detail how you expect to conduct the fieldwork to achieve the field goals?
- What types, volumes and weights of any sample material do you expect to return to Scott Base/New Zealand
- Do you have any special equipment support needs in the field?

2d. Collaboration Plan (500 words)
Provide a detailed description of how the different partners will be working together. Not role descriptions but how you will work collaboratively as a team. E.g. what are the modes and tools to ensure a successful collaboration?

2e. Roles and Resources (1,000 words)
Describe who will participate in the project, what their contribution will be and available resources to carry out the work. Include international collaborators and opportunities for Post-Doctoral Researchers and student projects, if available. This section should illustrate that the project has the personnel and resources required to successfully complete the programme as proposed.

2f. Alignment with Priorities (500 words)
Alignment of the tender with the RfP and international research initiatives (including, but not limited, to SCAR programmes).

3. References cited (1,500 words)
Include all references from the programme description in a standard format that allows the references to be accessed by reviewers. Include only references required to support the proposed work. References must not be restricted to or limited to the applicants’ own work. Only published references should be cited so they are readily accessible during proposal evaluation.

4. Budget and FTE Information

4a. Budget Template
Please include all costs to complete the proposed programme. Include FTEs and salary costs for all named investigators, indirect costs where salary support is requested from NZARI, and direct costs for all consumables, field expenses, travel costs. Also include any student, subcontractor or other extraordinary costs. Please itemize each cost item. Because NZARI funds are limited, investigators may propose directing NZARI support to any area(s) where support is required. Where costs of the project can be met from other sources, please include these as resource-in-kind commitments to the project. Salary support can only be requested for NZ employed participants. Matching support should be equal to or greater than the requested amount in cash or as resources-in-kind is required.

4b. Budget explanation and justification (1500 words)
Please explain and justify all project costs including resources-in-kind allocated to the project for each year. Successful proposals will only be funded to the level fully justified and required to complete the proposed research project. NZARI will remove any items not clearly justified.

5. Plan to share knowledge (500 words)
Please detail your presentation, publication, and education & public outreach plans that ensure the research outcomes are disseminated to appropriate audiences.
6. Data management plan (300 words)

Please detail your plans to manage any data collected in accordance with the SCAR Data Policy / National Antarctic Data Center http://tinyurl.com/o99ey3w.

7. Project milestones (1,500 words)

Please list the milestones required to achieve the project (e.g. fieldwork, specific sample and data analyses, student tasks, project write-up and publication, etc) for each individual year. This section will form part of the contracted requirements if the proposal is successful. NZARI will expect 6-monthly reporting beginning with an immediate science report from the field season and ending with a final-report 6-months after completion of the project in-order to capture the outputs of the research project. The milestones should be designed to ensure that each report has milestones to report against. Each milestone should be specific, measurable, attainable, relevant, and time limited.

8. Track Record

Include a curriculum vitae and publications list for all investigators. CVs are not required for technicians, students or unnamed post-doctoral researchers. CVs are required for named post-doctoral researchers. Use the standard New Zealand template. Part 1 is limited to 2 pages and Part 2a is limited to 3 pages.

9. Signatures

Fill in and sign template. Include a scanned copy of the signature page.

9a. Contact Principal Investigator

9b. Delegated authority of Primary Institution

This is to confirm that the investigators will be available to conduct the proposed research and that any resources-in-kind will be made available to the project.