



## Biennial Contestable Grants Programme - 2012

### Proposal Submission Guide

**There are 3 pages to this submission guide.  
Please read before completing proposal form.**

#### **Submission Process**

- The ***Biennial Research Detailed Proposal Form*** (**attached**) must be used for registering all proposals. It is important that the completed form contains sufficient information to stand alone as a project summary.
- The Proposal must meet the EQC criteria for *research* and the qualifying criteria for the Biennial Fund listed in the ***Guidelines and Qualifying Criteria*** (see **attached**, and note the requirement to recognise the special situation arising from the Canterbury earthquakes). All of the information requested in this Submission Guide must be provided in a document that should not exceed 10 pages, exclusive of the attached forms.
- Submission of a full proposal does not bind the Commission to accept the project for funding.
- No costs incurred by the applicant in the preparation of the proposal will be met by the Commission.
- The Proposal must be received by the Commission not later than **5pm, Wednesday, 31 August 2011**.

#### **Proposal Content**

##### ***Research Theme and Topic Area***

- EQC will fund research that contributes to one or more of the four research themes and associated topic areas listed in the ***Key Research Themes and Topic Areas*** (see **attached**). The listed themes and topics are derived from a review of EQC's historical research investment, its knowledge of risk and uncertainty pricing and feedback from researchers and end-users attending research strategy forums and workshops, sponsored by EQC and other end users.
- The topic areas indicate the preferred content of an overall research programme, but the listing should not be viewed as a rigid prescription for individual projects. If the topic area being addressed is not listed, please explain the topic area.
- If the proposal was previously submitted to, and declined by, the Commission or has been declined by another funding agency, please explain why this was the case and what changes have been made to address the concerns raised.

##### ***Scope of Project***

- Describe the research proposed, including a review of the development and present state of the topic, with brief reference to published research and a clear statement of objectives.
- The statement of objectives should explain how the proposed research applies, adapts or complements any earlier work; its relevance and urgency of application to New Zealand conditions and by what means it is intended to address a gap in present knowledge and practices.

- Note that for this funding round, there is a preference for projects that will utilise the data and information arising from the Canterbury earthquakes or meet priority objectives associated with them, or both, including a revision of EQC's earthquake hazard model, Minerva).

### **Research Programme**

- The proposal should set out the availability of any existing data and information required.
- The methods of data collection and analysis and the co-operative role of other organisations/consultants should be clearly explained.
- All research proposals for projects involving voluntary or involuntary human participants or their information that are awarded grants by the EQC Research Foundation will be required to obtain ethical approval from the ethics committee of a recognised tertiary institution or CRI before the grant will be activated.
- Target dates for commencement and completion must be provided.
- Key personnel must be listed and summary curriculum vitae relevant to the proposed work, included.
- The listing of personnel must identify the project leader, senior researchers and the extent of any anticipated involvement of students, post-doctoral fellows, subcontractors or consultants.
- Any one researcher may be named as a project leader on **no more than two (2)** proposals in the same biennial round.
- Any one researcher may be involved in **no more than four (4)** proposals.
- EQC encourages the use of GeoNet data and information in all projects, where relevant.
- EQC encourages collaboration between New Zealand researchers and the fostering of strong international links. Projects that foster collaboration and those that introduce new skills and experience, eg, through the involvement of post-doctoral fellows or reciprocal exchange of senior researchers may receive preference if preliminary proposals are equally ranked.

### **Costs**

- A budget of indicative costs must be stated on the template provided, with projects of more than 12 months duration showing expenditure split for each financial year (being 1 July to 30 June).
- Costs for capital equipment are normally considered to be the responsibility of the applicant's organisation, so exceptional requests should be explained and justified.
- Costs for conference or workshop attendance should **not** be included. EQC may approve travel funding for external personnel under a separate agreement, where the applicant presents the results of research in a conference or seminar, and has no access to other funds without complete or partial support from the Commission.
- Proposals to the value of \$50,000 or less are preferred.
- All costs are to be quoted exclusive of GST and in New Zealand dollars.
- The proposal shall indicate how co-funding, where available, is integrated into the project.
- EQC will not be responsible for budget overruns unless prior written approval for further funding has been granted by EQC.



***Duration and Completion***

- Care should be taken to establish a project duration and completion date which can be met with certainty. In the event that a project is not completed within the specified agreed time, EQC will consider its responsibility for funding terminated.
- Applicants must provide (at applicant's cost) 4 bound copies, 1 loose-leaf copy and 1 electronic copy of the final report to the Commission. Included must be a technical abstract and an abstract suitable for laypersons.

***Terms of Agreement***

- Successful applicants will be required to enter into a Funding Agreement.
- If approved for funding this proposal will be attached to the Funding Agreement.
- Care should be taken to read the terms and conditions of the specimen funding agreement, as both applicant and employers' acknowledgement that they will adhere to the terms and conditions of the funding agreement is a prerequisite for inclusion in the final selection.

***Peer Review***

- Applicants are asked to name **two** referees appropriate to the topic area. The referees need not reside in New Zealand, but must be sufficiently familiar with the topic area and its potential relevance to New Zealand conditions.
- Referees will be asked to provide a brief statement which specifically addresses:
  - The applicant's capacity to complete the project satisfactorily;
  - The value of the intended outcome;
  - The quality of the research methodology.
- The nominated referees must **not** be: a) members of the applicants' organisation(s), or; b) members of the EQC Research Panel.