

## **Application for research funding**



## **All applications should be addressed to:**

The Secretary  
Technical Advisory Committee  
c/- Ministry of Transport  
PO Box 3175  
Wellington

### **1. Title of the project**

### **2. The applicant**

1. If the application is being made by an individual, please supply:  
Applicant's full name and title.  
Applicant's job title.  
Mailing address.  
Phone and fax numbers.
2. If the application is being made on behalf of an organisation please supply:  
Name of organisation.  
Name of contact person.  
Mailing address.  
Phone and fax numbers.

### **3. Abstract of project**

A brief outline of the project, in no more than 100 words.

### **4. Referees**

The name, title, address and phone number for three referees from whom the Technical Advisory Committee may seek an opinion.

**N.B. Referees other than those nominated may be consulted if required by the Technical Advisory Committee. Their comments will only be made available to applicants at the Committee's discretion.**

### **5. Background**

A brief historical background to demonstrate the need for this project. If the project is part of a continuing process, or previous funding has been received, please give details. If this project forms part of another project, please supply the relevant details. You should also certify that the work is new and that none of it has previously been paid for by another funder.

## **6. The proposal**

Please outline your proposal, in no more than 10-12 pages, using the following details:

1. Aims and objectives
2. Target group
3. Relevant previous project activity by applicant and other investigators
4. Necessity for the project
5. Methodology (the project design by which the aims and objectives will be achieved). Such methods as sampling techniques, questionnaire design, pamphlets, video or similar should be included
6. Tangible outputs (this should include the proposed production of research reports, videos publications, establishment of new organisations, courses/seminar/meetings conducted, surveys, establishment of databases). You should also cover who will make use of the results of the research and what form this use is likely to take.

## **7. Timetable**

Please provide the information under the headings below:

1. Definable stages of the project.
2. Dates by which each stage will be completed.
3. Date of completion of the entire project.
4. If work has commenced on any part of this project, please state what stage has been reached at the date of this application.

## **8. Budget**

- (a) Please give a detailed breakdown of costs using the format on the next page:

## Budget template

<b>Items of expenditure</b>	<b>Financial year 2008-2009</b>	<b>Financial year 2009-2010</b>	<b>Financial year 2010-2011</b>
<b>1. Operational expenses</b>			
<b>Equipment</b>			
<b>Materials</b>			
<b>Rents</b>			
<b>Running costs</b>			
<b>Salaries/ contract fees</b>			
<b>2. General expenses</b>			
<b>Travel expenses</b>			
<b>Other</b>			
<b>Subtotal</b>			
<b>GST</b>			
<b>Total</b>			

- (b) Amount requested.
- (c) Detail any financial support received or requested for this project from other organisations.
- (d) Balance still required (please advise how you intend to obtain the further funds required).

## **9. Staffing**

Please provide details of all project staff using the format below:

1. Name
2. Title
3. Position
4. Qualifications
5. Relevant experience (CV's may be attached)
6. Identify "key" or "essential" personnel
7. Input to project
8. Percentage of total working time to be devoted to the project
9. Publications
10. Charge-out rate (if applicable)

## **10. Evaluation criteria**

To assist you with your application please use the checklist on the next page of the evaluation criteria and their relative weightings. These aspects of the application will be considered by the project referees and the Technical Advisory Committee in the approval process.

## **11. General conditions**

It should be noted that projects relying primarily upon descriptive analyses of traffic accident statistics are unlikely to be approved for funding. Note also that the Road Safety Trust is not a research grants body but a purchaser of research. Once funding is approved for a particular proposal, the researchers can expect active management of their projects by the Technical Advisory Committee acting on behalf of the Trust.

### Technical Advisory Committee proposal evaluation criteria

Strategic priority/relevance	Weighting
1. How well is the proposal aligned with the Road Safety to 2010 Strategy?	20
2. Will the results of the research be useful to identified end users?	15
<b>Subtotal</b>	<b>35</b>
Quality/capability	
3. Has the purpose of the research been clearly described? 4. Does it address a well-defined problem area? 5. Has knowledge of the relevant literature been demonstrated? 6. Are the aims of the project clear? 7. Method - is it adequately described? 8. Has the problem been demonstrated as significant?	30
9. Is the applicant's ability to undertake the task clear? 10. Is there the necessary infrastructure to support the research?	20
11. Has the applicant provided adequate budget justification?	15
<b>Subtotal</b>	<b>65</b>
<b>Total</b>	<b>100</b>