**Performance-Based Research Fund (PBRF) Allocation**

**to the School of Medicine**

**Grant Information and Application Form 2017**

**The SOM Research Committee Criteria for 2017**

PBRF funds will be used to enhance PBRF performance of the SOM. This contestable fund provides for special activities related directly to research and research initiatives within the School of Medicine. It is sourced from the annual PBRF allocation to the SOM. The SOM Research Committee (SOMRC) is the body which runs the process of the grants, and makes recommendations to the SOM Executive who are the final decision-making body.

**1. Grant applications must clearly enable research capacity and enhance the SOM PBRF performance, specifically:**

1. Activities which enhance the performance of staff with respect to Research Outputs, Peer Esteem, Contribution to the Research Environment, and support of emerging researchers. Particular attention will be given to moving PBRF staff from grades R to C, from C to B and from B to A (staff wishing to be considered under this criterion need to provide their personal grade breakdowns as received from TEC on personal request).
2. Activities which lead to more external research income.

**2. How much is available in the SOM PBRF fund?**

The fund for the SOM in 2017 is yet to be confirmed, but at this stage is expected to be less than previous years. However the maximum grant size will remain the same (see note 7).

**3. What will not be funded?**

Funds cannot be used for the purchase of capital items (>$5,000), computers or to pay student fees. (There is a separate process for CAPEX and computers).

To find alternative funding opportunities refer to the FMHS grant list at:

<http://www.fmhs.auckland.ac.nz/faculty/research/research-funding.aspx>

**4. Who can apply?**

The funds are open to any academic staff member in SOM who is PBRF eligible. Applications from different PBRF individuals within the same department will be considered, notwithstanding that (especially for small departments) these applications may be in closely related areas.

**5. What can you apply for? Examples may include:**

1. Start-up funding for a new research project.
2. Funding to enable an existing research project to continue.
3. Proposals that generate central or shared “resources”, excluding capital items.
4. Assistance with publication costs to an accepted paper in a major journal with high impact in the field (paper must have been accepted).
5. Support for a workshop or meeting you are organizing that has a special interest or involvement with SOM.
6. Consideration may be given to a grant-in-aid to:
	* 1. Attend an international or national meeting where you have been accepted to give a talk.
		2. To visit a laboratory(s) or a research group with the aim of new beneficial collaborations.
7. *Only staff who do not get any CME funding from a DHB or other funding towards travel will be considered for a grant-in-aid.* This section of the form MUST be completed for anyone requesting grant-in-aid for travel purposes. If not completed the application will not be considered further.

**6. Criteria for judging the grant**

Grants to support research projects will be prioritised.

Research grants will be judged against the following:

* A clearly articulated research question
* Quality of the project to answer the research question
* Ability of the researcher(s) to conduct the research
* Feasible to be done within the timeframe and within the budget

**7. What needs to be in the application?**

The Committee will not process incomplete applications nor those that exceed length criteria specified on the form, so please follow the headings in the form. The content must include:

* Your contact details including physical address.
* The ways in which the grant would help the PBRF performance of the SOM need to be specified (see 1. above).
* Quotations need to be provided for all items requested.

All applicants will need a statement supporting the application from their supervisor/manager or Head of Department, unless the applicant is an HOD.

**8. How much can be granted?**

This will depend upon the importance to the SOM PBRF performance and the funds available. There are a large number of applications of a high standard and thus these funds have become highly competitive. The maximum grant amount that can be given in 2017 is $10,000 and requests for amounts of <$1000 up to $10,000 will be considered. All previous PBRF grants must be reported and will be taken into account so that all worthy applicants are given a fair go.

**9. When does the PBRF grant need to be spent?**

All granted funds must be spent by 31 December 2016.

**10. Can the PBRF grant be transferred to another project**

No. The grants are awarded to the project that was submitted as that was the project that was assessed as being of high enough quality for funding. If funds cannot be used on that project they should be relinquished back to the school as soon as this is known so that the funds can be used for other SOM purposes, or redistributed to another assessed project.

**11. Can I be awarded more than one in a single year?**

No. However see note 4 above.

**12. Can someone submit an application on my behalf?**

No.

**13. Can I put in more than one application for a round?**

No. However see Note 4 above.

**14. Granting Rounds 2017**

As in 2016, there is only a single granting round in 2017. The application deadline is 5pm on 21st April 2017.

**15. Grant review process**

The grants will be assessed by the SOMRC over the 2 weeks following the application deadline. Then recommendations will be made to the following SOM Executive meeting. You can expect to be notified of the outcome of your grant application within 8 weeks.

**16. Sending in your application**

All applications are electronic, and to be completed online at <https://form.jotform.co/61440431167852>