

# **Research Proposal Template**

## A. PROJECT TITLE

Insert Title

## B. PROJECT TEAM

|  |  |
| --- | --- |
| **Project Leader:**  *Name, Institution*  *Postal Address*  *Email Address*  *Telephone* | **Investigators:**  *Name, Institution,*  *Name, Institution,* |

## C. ABSTRACT

To be readable by the general public. Max 500 words.

## D. INTRODUCTION

Insert details. Max 500 words.

## E. AIMS

Max 200 words.

## F. PROPOSED RESEARCH

Insert details of work plans and methodology. Max 1500 words.

## G. RESEARCH ROLES

|  |  |  |
| --- | --- | --- |
| Researcher | Organisation | Contribution |
|  |  |  |
|  |  |  |

Add more rows as required.

H. LINKAGES AND DEPENDENCIES

Explain how your research will compliment other research projects within the Challenge. Max 500 words.

I. RISK AND MITIGATION

Highlight risks to the success of your proposal and demonstrate mitigation measures. Max 500 words.

J. ALIGNED FUNDING AND CO-FUNDING

Indicate any aligned or co funding for this project. Max 500 words.

K. VISION MᾹTAURANGA (VM)

Explain how your research incorporates the principals of matauranga Maori. Max 300 words

L. CONSENTS AND APPROVAL

Does your proposal require any marine consents or ethics approvals before it can take place? Outline the processes required and demonstrate they can be achieved within the timeframes and budgets requested. Max 300 words.

M. OUTPUTS AND TIMETABLE

*Please note:*

* That each output should have a number of milestones leading up to it.
* You need to have at least one milestone per quarter.

|  |  |
| --- | --- |
| **Project Name:**  **Project Leader:** | |
| **Milestones and Outputs** | **Delivery date** |
|  |  |
| Milestone 1.1 |  |
| Milestone 1.2 |  |
| Milestone 1.3 |  |
| Milestone 1.4 |  |
| Milestone 1.5 |  |
| Milestone 1.6 |  |
| Milestone 1.7 |  |
| **Output 1:** |  |
|  |  |
|  |  |
| Milestone 2.1 |  |
| Milestone 2.2 |  |
| Milestone 2.3 |  |
| Milestone 2.4 |  |
| **Output 2:** |  |
|  |  |  |
|  |  |
| Milestone 3.1 |  |
| Milestone 3.2 |  |
| Milestone 3.3 |  |
| Milestone 3.4 |  |
| Milestone 3.5 |  |
| Milestone 3.6 |  |
| Milestone 3.7 |  |
| **Output 3:** |  |
|  |  |
|  |  |
| Milestone 4.1 |  |
| Milestone 4.2 |  |
| Milestone 4.3 |  |
| Milestone 4.4 |  |
| Milestone 4.5 |  |
| Milestone 4.6 |  |
| Milestone 4.7 |  |
| Milestone 4.8 |  |
| Milestone 4.9 |  |
| Milestone 5.0 |  |
| **Output 4:** |  |

Add others as required.

N. BUDGET

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Year 1\*** |  | **Year 2** |  |
| **Personnel Costs (giving names):** | **BUDGET** | **FTE** | **BUDGET** | **FTE** |
| **Project Leader:** |  |  |  |  |
|  |  |  |  |  |
| **Investigator(s):** |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| *\*\*Postgraduate student(s):* |  |  |  |  |
|  |  |  |  |  |
| **Total Personnel Cost (a)** |  |  |  |  |
| **Operating Costs: (listed)** |  |  |  |  |
| e.g. travel and accommodation, comms and outreach, workshops, publication costs etc. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total Operating Costs (b)** |  |  |  |  |
| **Sub Total (a)+(b)** |  |  |  |  |
| G.S.T at 15% |  |  |  |  |
| **Totals** |  |  |  |  |

Note, the Challenge will not pay salaries to international researchers or for the purchase of equipment.

P. REFERENCES

## Q. CURRICULUM VITA

CVs must be presented in the standard MBIE format asper the template provided here

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1a. Personal details** | | | | | | | | | |
| **Full name** | *Title* | | *First name* | | *Second name(s)* | | | *Family name* | |
| **Present position** | | | |  | | | | | |
| **Organisation/Employer** | | | |  | | | | | |
| **Contact Address** | |  | | | | | | | |
|  | | | | | | | |
|  | | | | | **Post code** | |  |
| **Work telephone** | |  | | | | **Mobile** |  | | |
| **Email** | |  | | | | | | | |
| **Personal website (if applicable)** | |  | | | | | | | |

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| **1b. Academic qualifications** |

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| --- |
| **1c. Professional positions held** |

|  |
| --- |
| **1d. Present research/professional speciality** |

|  |  |
| --- | --- |
| **1e. Total years research experience** |  |

|  |
| --- |
| **1f. Professional distinctions and memberships (including honours, prizes, scholarships, boards or governance roles, etc.)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1g. Total number of *peer reviewed* publications and patents** | Journal articles | Books, book chapters, books edited | Conference proceedings | Patents |
|  |  |  |  |

**PART 2**

|  |
| --- |
| **2a. Research publications and dissemination** |
| Peer-reviewed journal articles |
|  |
| Peer reviewed books, book chapters, books edited |
|  |
| **2b. Previous research work** |
|  |
| **2c. Describe the commercial, social or environmental impact of your previous research work** |
|  |
| **2d. Demonstration of relationships with end-users** |
|  |