



ASIA NEW ZEALAND FOUNDATION
APPLICATION FOR RESEARCH GRANTS



asia:nz
FOUNDATION

GUIDELINES FOR RESEARCH GRANTS APPLICATION

OBJECTIVES OF THE ASIA:NZ RESEARCH GRANTS PROGRAMME:

The Asia:NZ Research Grants programme supports capability-building of Asia specialists in New Zealand, particularly emerging researchers, those researching Track 2/International Relations topics, and those organising relevant conferences. By informing and supporting others undertaking relevant research on Asia-related issues, the Asia:NZ Research Grants programme builds the capacity of New Zealanders to leverage opportunities and linkages in the region. The programme's specific objectives are:

- To provide grants for emerging and research issues that will contribute to the capacity of New Zealand academics
- To support research and initiatives which transfer Asia knowledge across New Zealand.

WHAT DO ASIA:NZ RESEARCH GRANTS COVER?

Asia:NZ offers four types of research grants: the Emerging Researcher grant, the Big Issues research grant, the International Relations research grant, and the Conference Support grant. Read on for information on each individual grant.

Emerging Researcher grant: There are two rounds a year (\$6,000 each) in areas relating to Asia:NZ's work, including doing business in Asia, preparing New Zealand for a future with Asia, increasing New Zealand's Asia literacy, Asia in the media, Asian cultural expressions, and New Zealand's international relations with Asia. Preference is given to postgraduate researchers, new academics and those who have not already received significant funding from other sources.

Big Issues research grant: There is one grant round a year (\$10,000) for research on important contemporary or emerging issues relating to New Zealand's future with Asia. Research may address culture, business, public policy, international relations, education or the media. The grant is intended to support timely, innovative and original research that will promote debate and discussion on matters relating to Asia and New Zealand, or that has implications for policy and/or business. New or established researchers may apply.

International Relations research grant: There is one grant round a year (\$6,000) for emerging and established researchers to examine contemporary issues in the Asia-Pacific region, with a specific focus on New Zealand's relations with the region, or its relations with an Asian country. Research may cover topics such as regional security, economic integration, Asian development, cultural diplomacy, inter-faith issues, defence and policing, international politics, anti-terrorism cooperation, regional environmental issues.

Conference Support grant: There are two grant rounds a year (\$3,000 each) to assist New Zealand institutions in hosting a New Zealand-based conference on a theme related to the work of Asia:NZ. Preference will be given to applications where the grant is to support costs associated with bringing international speakers to New Zealand. The grant will be awarded to an organisation or the host institution, not an individual. It is a requirement that Asia:NZ be acknowledged in all conference materials and publicity.

WHO CAN APPLY?

Any organisation or individual that meets the criteria for each respective research grant is eligible to apply. To find out if you can apply for a grant, please consult our list of eligibility criteria available on <http://www.asianz.org.nz/opportunities/knowledge-research/research-grants-guidelines>. Priority will be given to applicants who can demonstrate their ability to plan and undertake activities effectively and can accurately account for how the funds will be spent.

TIMING

Deadlines for each of the four research grants vary throughout the year, and can be viewed on Asia:NZ Online at <http://www.asianz.org.nz/opportunities/knowledge-research>. Please ensure your application reaches the Asia:NZ office by 5.00pm on the day of the deadline. Late applications or applications sent in between grant rounds will not be considered. You will be notified of the result of your application within six weeks of the deadline.

COMPLETING THE APPLICATION FORM

All sections of the form must be completed and the full supporting documentation attached. Instructions on how to fill out the application form appear alongside questions in the form. Incomplete application forms will not be considered. Use the checklist at the end of the form to make sure your application is complete.

IMPORTANT: When you fill in the form below electronically, do not type any further if you see a vertical scroller or a + sign – any text going below the visible borders of a box will not show when the form is printed.



APPLICATION FOR RESEARCH GRANTS

READ THE GRANT GUIDELINES ON THE PRECEDING PAGE BEFORE COMPLETING THIS FORM.

A. YOUR DETAILS

1. Name of applicant organisation or individual

This must be the same as your bank account name.

2. Postal address

Postcode

Physical address (If different from postal)

3. Phone

Mobile

Email

Fax

Website

4. Are you, or is your organisation, GST registered?

Yes No

If yes, please fill in your GST number

5. If you are a non-profit organisation, are you registered with the Charities Commission?

Yes No

If yes, please fill in your charity registration number

6. Primary contact individual in case of emergency

Name

Position

Daytime telephone number (include area code)

Mobile number

E-mail address

Please ensure emails from Asia:New Zealand do not end up in the junk mail/SPAM folder.

B. YOUR PROJECT DETAILS

7. Name of project

Please provide a project name, even if the name is not official yet.

8. Timeline

Expected start date

Expected finish date

9. Location(s) of project

Provide city/suburb and country

If your project will take place overseas, list the New Zealand locations that will benefit on your return

If this is the case, you must show which areas of New Zealand will benefit on your return. For example, Susan Smith is a researcher planning to complete a research project in China. On her return she will conduct a seminar in Dunedin. She will enter "Dunedin" in this section.

10. Select the type of grant you are applying for:

- Read the grant application guidelines at the front of this form to ensure you select the right type of grant.
- You can only apply for one type of grant.
- Contact Heather Judson at hjudson@asianz.org.nz if you are unsure which type of grant to apply for.

Emerging Researcher Grant

Big Issues Research Grant

International Relations Research Grant

Conference Support Grant

Asia:NZ-NZASIA Postgraduate Research Award

- Please attach a cover letter to your application

Attach the cover letter to the front of this application form which briefly summarises your project, methodology, budget and relevance to Asia:NZ

- Please provide an abstract and detailed methodology, approximately 1-2 pages in length

Attach the abstract and methodology to the front of this application form, behind the cover letter.

OFFICE USE ONLY

Received:

Accepted/Declined Amount: \$

Amount requested: \$

Category:

11. Briefly describe your project

Give a summarised description only.

DO NOT ANSWER THIS QUESTION ON A SEPARATE PAGE

16. What will the outputs of the project be?

For example, reports, publications, seminars etc. Give a summarised description, but include a separate page if necessary.

12. What are the aims/objectives of your project, and how will they be achieved?

Give a summarised description only.

DO NOT ANSWER THIS QUESTION ON A SEPARATE PAGE

17. How will you measure the success of your project?

You will be required to report back to Asia:NZ on these outcomes if your grant is successful.

DO NOT ANSWER THIS QUESTION ON A SEPARATE PAGE

OUTCOME	PERFORMANCE MEASURE

13. What is the current state of research knowledge relating to your topic? How will your research extend this knowledge?

Give a summarised description, but also include a separate page if necessary.

14. How was need for the project identified? What support/proof is there for the need?

Give a summarised description, but also include a separate page if necessary.

Please attach your CV, along with a listing of two referees who can comment on your academic, personal or work performance.

C. FUNDING

18. Total project cost \$

Attach a full and detailed budget showing all income and expenses for the projects, including your personal or organisation's contribution

15. Who is your intended audience?

Give a summarised description, but also include a separate page if necessary.

19. If you do secure a grant from Asia:NZ, what will it be used for?

Detail specifically what the funding will be used for – e.g. Survey development, data gathering (specify – e.g. data gathering tools/ programmes etc), costs related to fieldwork (specify – e.g. airfares for transportation to from fieldsite/ field materials etc), research stipend. The costs described in this section should be identifiable in the budget.

20. Have you applied, or are you in the process of applying, to any other organisations for funding on this project?

Yes No

If yes, please list organisations and indicate either “successful”, “unsuccessful” or “pending” in the Outcome column. Applications to other organisations should not be for the same purposes that you are applying to Asia:NZ for.

ORGANISATION

PURPOSE

AMOUNT

\$

OUTCOME

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ORGANISATION

PURPOSE

AMOUNT

\$

OUTCOME

.....

ORGANISATION

PURPOSE

AMOUNT

\$

OUTCOME

D. DECLARATION

20. Read carefully and sign the following declaration:

I declare that the information supplied here and in the attached document(s) is true and correct, and consent to the information contained in the application being made available to the public. This consent is given in accordance with the Privacy Act 1993.

I give permission for any reports or photos to be used by Asia:NZ for promotional purposes in publicity material such as media releases, Asia:NZ Online website and Asia:NZ publications.

Signature:

(if you are submitting this application in an electronic format, your typewritten name is sufficient to constitute a signature)

Name: *(Please print)*

Date

/ /

CHECKLIST

- Research grant guidelines read and met
- All sections of form completed
- Cover letter attached
- Abstract and methodology attached
- CV attached
- Two referees provided
- Budget attached
- Application form signed and dated
- Application photocopied for applicant's/organisation's records

Your application is complete if all checklist boxes are ticked. Incomplete applications will not be considered.

NOTE: APPLICATIONS SENT BY FAX WILL NOT BE CONSIDERED.

POST OR EMAIL APPLICATIONS TO:

Heather Judson
Project Officer, Policy and Research
Asia New Zealand Foundation
PO Box 10 144
Wellington 6143
Email: research@asianz.org.nz

DELIVER OR COURIER APPLICATIONS TO:

Heather Judson
Project Officer, Policy and Research
Asia New Zealand Foundation
Level 7, 36 Customhouse Quay
Wellington

APPLICATIONS MUST BE RECEIVED BY 5.00PM ON THE DEADLINE DATE - SEE ASIA:NZ ONLINE [www.asianz.org.nz] FOR DATE.