

# 2024 New Zealand Mana Tūānuku Research Leader Fellowship Proposal guidelines for applicants

NGĀ ARATOHU TUKU TONO MĀ NGĀ KAITONO

The **Mana Tūānuku Research Leader Fellowship** is one of the Aotearoa New Zealand Tāwhia te Mana Research Fellowships. Mana Tūānuku is designed to support Aotearoa New Zealand's talented **mid-career researchers** to firmly establish themselves as experts in their research domain and as leaders within the research landscape.

Supported by the New Zealand Government with funding from the Ministry of Business, Innovation and Employment. Nā Te Hīkina Whakatutuki te mana hāpai.

**Te Kāwanatanga o Aotearoa**  
New Zealand Government



**MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT**  
HĪKINA WHAKATUTUKI

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# Background to the Tāwhia te Mana Research Fellowships

## He whakamārama mō Tāwhia te Mana

The Aotearoa New Zealand Tāwhia te Mana Research Fellowships are administered by Royal Society Te Apārangi on behalf of the Ministry of Business, Innovation and Employment (the Ministry).

The Fellowships will support researchers at different career stages to produce excellent and impactful research and to develop into leaders in their fields, their respective host organisations and across the whole of the Aotearoa New Zealand science, innovation and technology (SI&T) system. It is expected that Fellows, throughout their careers, will contribute to positive outcomes for Aotearoa New Zealand, including by [embedding Te Tiriti o Waitangi](#) in their work and their community.

Receipt of an Aotearoa New Zealand Tāwhia te Mana Research Fellowship is expected to have significant value for the future career development and leadership potential of a researcher.

The Māori terms in the fellowship names reference the Ministry of Business, Innovation and Employment's values, which includes Tāwhia tō Mana (building and retaining your reputation) as part of enabling the aspiration to "Hīkina Whakatutuki - Grow Aotearoa New Zealand for all". Tāwhia te Mana Fellowships contribute to building excellence in the SI&T sector.

The Aotearoa New Zealand Tāwhia te Mana Research Fellowships consist of three schemes, targeted at early, mid- and established career researchers respectively. The three schemes are:

- New Zealand Mana Tūāpapa Future Leader Fellowship
- New Zealand Mana Tūānuku Research Leader Fellowship (discussed in these guidelines)
- New Zealand Mana Tūārangi Distinguished Researcher Fellowship.

The schemes target excellent candidates at three career stages: early-career researchers/future leaders building the foundations of their career (mana tūāpapa); mid-career researchers, further establishing themselves as research leaders (mana tūānuku); and distinguished researchers with expansive career success and a prominent international reputation (mana tūārangi).

# New Zealand Mana Tūānuku Research Leader Fellowships

## Mana Tūānuku

The application guidelines below provide applicants with information on how to apply for the New Zealand Mana Tūānuku Research Leader Fellowship. The fellowship targets mid-career researchers, further establishing themselves as research leaders (mana tūānuku).

## Objectives

### Ngā whāinga

The New Zealand Mana Tūānuku Research Leader Fellowships will support talented mid-career researchers to firmly establish themselves as experts in their research domain and as leaders within the research landscape.

All Aotearoa New Zealand Tāwhia te Mana Research Fellowships include the overriding objective to develop the future leaders of the Aotearoa New Zealand science, innovation and technology system, and:

- improve the retention of talented future research leaders within the SI&T system, both during the fellowship and in their post-fellowship careers, through development of a strong track record
- support career development, to empower Fellows to become leaders in their fields, their organisations and across the SI&T system
- improve equity and diversity within the SI&T system, in particular by creating opportunities for Māori, Pacific peoples and women who are excellent researchers and future leaders of research
- reward and support a range of boundary-pushing research activities, including those that focus on generating impact from research.

## Description

### Whakamāramatanga

Around ten New Zealand Mana Tūānuku Research Leader Fellowships of four years in length will be awarded annually, for research in any field based in an Aotearoa New Zealand host organisation. The scheme aims to fulfil the following diversity goals where possible:

- around 20 per cent of fellowships are awarded to applicants who whakapapa Māori
- around 10 per cent of fellowships are awarded to applicants who identify as being of Pacific ethnicity
- around 50 per cent of fellowships are awarded to applicants who identify as female.

## Scheme operation

### Whakahaere o te kaupapa

Fellowships may be awarded between a 0.4 and 0.8 Full Time Equivalent basis as requested by the applicant at the time of application, unless otherwise agreed by Royal Society Te Apārangi. The remainder of Fellows' time may be used for other research, teaching and non-research related development opportunities.

The duration of the Fellowship will be four years. The Fellowship may be undertaken on a part-time basis to enable the Fellow to fulfil family and/or care responsibilities, including personal care, subject to agreement by the host and Royal Society Te Apārangi, in which case the duration of the Fellowship may be extended up to a maximum of eight years.

The total value of the Mana Tūānuku Research Leader Fellowship is \$1,160,000. The Fellowship will award per annum (excl. GST):

- \$115,000 towards the researcher's salary
- \$115,000 in organisational overheads
- \$60,000 for research-related expenses.

These amounts will be pro-rated depending on the agreed FTE basis of the Fellowship. By exception, with agreement of the applicant, the host and Royal Society Te Apārangi, the contributions above may be shifted between the different components.

## Rules

### Ngā Ture

- A Mana Tūānuku Research Leader Fellowship applicant may not apply for another Tāwhia te Mana Research Fellowship in the same funding round.
- A former successful applicant for a Mana Tūānuku Research Leader Fellowship may not apply for a second Mana Tūānuku Research Leader Fellowship.
- A previous holder of a Rutherford Discovery Fellowship may not apply for a Mana Tūānuku Research Leader Fellowship.
- Successful applicants will commence their programme of research within twelve months of the award notification.
- Successful applicants may not engage in other professional employment during the Fellowship without prior approval by Royal Society Te Apārangi.

## Applicant eligibility

### Āheinga o te Kaitono

To be eligible applicants must:

- be either a New Zealand citizen or permanent resident
- be a mid-career researcher whose PhD was conferred more than six years and less than twelve years from the closing date for applications (PhD conferred on or after 25 July 2012 and before 24 July 2018). The eligibility period for PhD conferral may be extended beyond

twelve years under any of the following scenarios at the discretion of Royal Society Te Apārangī:

- Extended sickness leave
  - Part-time employment or career interruptions as a result of care giving responsibilities. If the applicant has been the [primary caregiver](#) of a dependent child born after the conferral of their PhD, the applicant is able to extend the period of eligibility by two years per child. The extension of two years per dependent child is inclusive of any periods of parental leave. There is no maximum identified
  - To account for work or service in the community or in industry
  - As otherwise agreed by Royal Society Te Apārangī.
- be supported by a New Zealand-based research organisation, with a supporting declaration that affirms that:
    - the applicant satisfies the eligibility criteria
    - the applicant has good potential to develop and progress their research career
    - it will employ the applicant at least for the duration of the Fellowship
    - it will facilitate the provision of support and facilities to enable the applicant to succeed in their Fellowship for the duration of the Fellowship.

## Host eligibility

### Āheinga o te Kaitaurima

The host must be a New Zealand-based research organisation that can demonstrate it is capable and willing to provide support and facilities that will enable the applicant to succeed in their Fellowship.

The host cannot be a department of the public service as listed in Part 1 of Schedule 2 to the *Public Service Act 2020*.

Eligible hosts are research organisations based in New Zealand that meet the following definition: “An organisation that has sufficient internal capability for carrying out research, science or technology, or related activities in New Zealand.”

## Additional requirement

### Whakaritenga Tāpiri

In accordance with the Russia Sanctions Act 2022, the applicant and their research must not benefit a Russian state institution (including but not limited to support for Russian military or security activity) or an organisation outside government that may be perceived as contributing to the war effort.

## Selection process

### Hātepe mō te tīpako

#### Overview

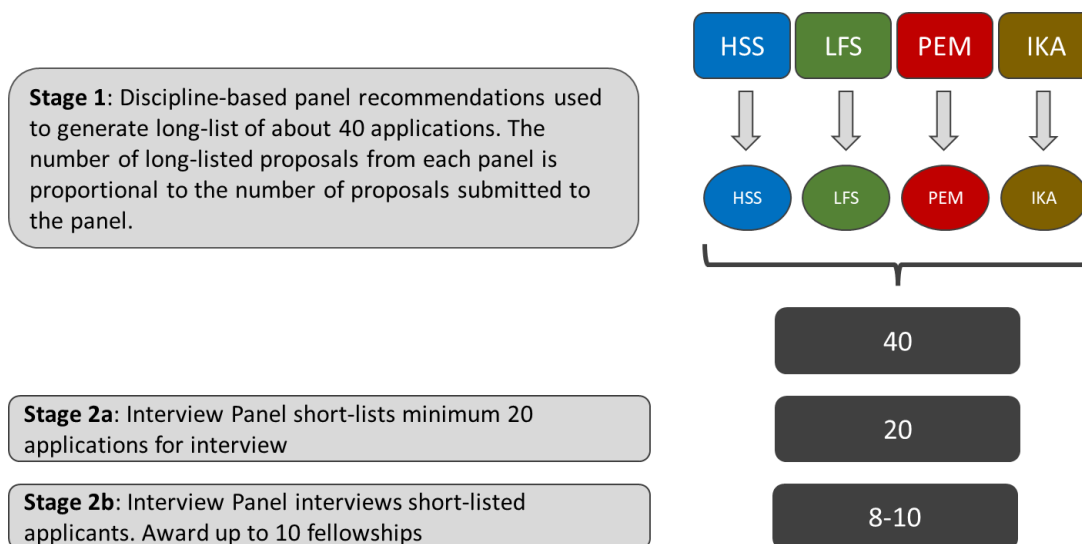
The assessment of proposals is a two-stage process.

**Stage one** is the assessment of all proposals by a discipline-based panel. Applicants can select which of the four panels they wish to assess their proposal:

- **Humanities and the Social Sciences (HSS):** Research related to the human condition or aspects of human society
- **Life Sciences (LFS):** Research related to understanding the activities that occur in cells and tissues and the interrelationships between organisms and their environment
- **Physical sciences, Engineering and Mathematics (PEM):** Research related to the physical world and mathematics
- **Indigenous Knowledge and Approaches (IKA):** Research related to indigenous knowledge, data, and/or methodologies.

For panel descriptions please see the [Discipline-based panel](#) section below. The discipline-based panels make recommendations of a proportional number of applications for consideration by the Interview Panel. The discipline-based panels are advisory only, providing recommendations on the relative merits of proposals to the interview panel.

**Stage two** is in two parts: The assessment of the long list of applicants by the interview panel; and, interviewing a shortlist of applicants and making recommendations for the successful Fellows.



**Figure 1:** Process flow (panels: HSS – Humanities and the Social Sciences; LFS – Life Sciences; PEM – Physical Sciences, Engineering and Mathematics; IKA - Indigenous Knowledge and Approaches)

For more detailed information on the selection process please see the Panellist guidelines.

## Criteria

Proposals are assessed on the information provided in the application, the accompanying forms and the applicant's self-nominated referee reports.

Applicants will be assessed on:

1. calibre of the applicant as a research leader, which may include: vision for their field of work, team leadership, knowledge transfer activity, entrepreneurial activity and how they will embed Te Tiriti o Waitangi in their research community (*weighted at 40%*)
2. applicant track record and potential to establish, re-enter or progress their career in research relative to opportunity (*weighted at 40%*)
3. the clear articulation of a research plan with high likelihood to deliver research outcomes (*weighted at 20%*)
4. suitability of the host's capability to support the Fellow (including cultural support and commitment to embedding Te Tiriti o Waitangi) throughout the Fellowship (*weighting: approved/concerns to be addressed by host/not approved*).

## Closing date

Applications and supporting information must be submitted to Royal Society Te Apārangi on the online portal by the closing date of **Thursday 25 July 2024 at 2 pm (NZST)**.



## Timetable Wātaka

Date	Activity
From now	Registration of prospective hosts to the online web-based application system (portal) opens
Thursday 30 May 2024	Online web-based application system (portal) opens to applicants
Thursday 25 July 2024	Online portal closes, 2pm New Zealand Standard Time (NZST)
Monday 29 July 2024	Royal Society Te Apārangi sends out referee invitations
Wednesday 21 August 2024	Deadline for receipt of applicant-solicited referee reports at 2pm NZST.
Monday 26 August 2024	Applications are made available to discipline-based panels
Tuesday 23 September 2024	Deadline for discipline panel scores
25 September – 01 October 2024	Discipline panel meetings (dates TBC)
Friday 04 October 2024	Longlisted applications forwarded to interview panel
Friday 01 November 2024	Deadline for discipline panellists short-list recommendations
Wednesday 06 November 2024	Last day for Interview panel short-listing meeting (day TBC)
22-29 November 2024	Interviews (exact dates TBC)
Friday 13 December 2024	Results announced

## Additional information for applicants

Ētahi atu kōrero mā ngā kaitono

### Feedback process

Applicants will receive feedback in the form of quartiles for the three graded criteria at the conclusion of the funding round. A general statement about the funding round will also be prepared and given to all applicants. Additional feedback will be available for unsuccessful interviewees.

Applicants will also be notified:

- if the applicant was successful in making the 'long-list'

## **MBIE Open Research Policy**

Royal Society Te Apārangi, as an administrator of Government research funding, has adopted the [MBIE Open Research Policy](#). A condition of contract for successful proposals will therefore be that research outputs fully or partially arising from Mana Tūānuku Research Leader Fellowship funding must comply with the MBIE Open Research Policy.

## **Contact us**

For any enquiries, please first seek clarification from your research office.

Please address enquiries by email to: [tawhia@royalsociety.org.nz](mailto:tawhia@royalsociety.org.nz) or phone: + 64 4 470 5764

Additional information on the [Tāwhia te Mana Fellowships](#) is available on our website.

## Using the application portal

### Te whakamahi i te tomokanga tono

This section contains guidance about what information is expected in each section of a Mana Tūānuku Research Leader Fellowship proposal.

Note: To apply for a Fellowship you must register with your selected host organisation, which will provide you with access to the Mana Tūānuku online application portal.

**Please read all the application information before you start the process.**

### Application format

#### Hōputu Tono

Proposals must be submitted on the Royal Society Te Apārangi online application portal (see “Sign up to portal” below).

The online application consists of information entered directly into the portal in combination with the upload of specific templates and documents. The limit on space in all sections of the templates should be adhered to and the typeface should be 11 point, Times or similar type font, single spacing (11 point), with margins of 2 cm on the left and 2 cm on the right sides of the page. Instructions in italic may be removed, but not the margins. No additional pages or attachments will be accepted other than where requested or required.

The following is an overview of all the sections of the application, an explanation for each section, and information on how to enter the information on the online application portal.

Section	Information	Type of entry	
<b>Profile</b>	Applicant details: contact email, name, ethnicity, privacy, organisation, PhD conferral date	Entered online.	
<b>Application</b>	<b>Applicant</b>	Individual applicant contact details	Entered online.
	<b>Categories</b>	Categories including NZRIS reporting categories and years of research experience (post PhD)	Entered online.
	<b>Project title and summary</b>	Title and summary of the proposed project. Note that this information will be uploaded to the Royal Society Te Apārangi website if the application is successful.	Entered online.
	<b>Forms</b>	Narrative CV, host support, proposed project, budget, proof of citizenship/permanent residency, proof of PhD conferral date, and declaration.	Download templates are available. Upload the finished forms when completed.
	<b>Referees</b>	Names of three referees (additional referees can be added after the application closing date)	Entered online
	<b>Terms and Conditions</b>	Confirm that you have read and agreed to the Terms and Conditions	Entered online

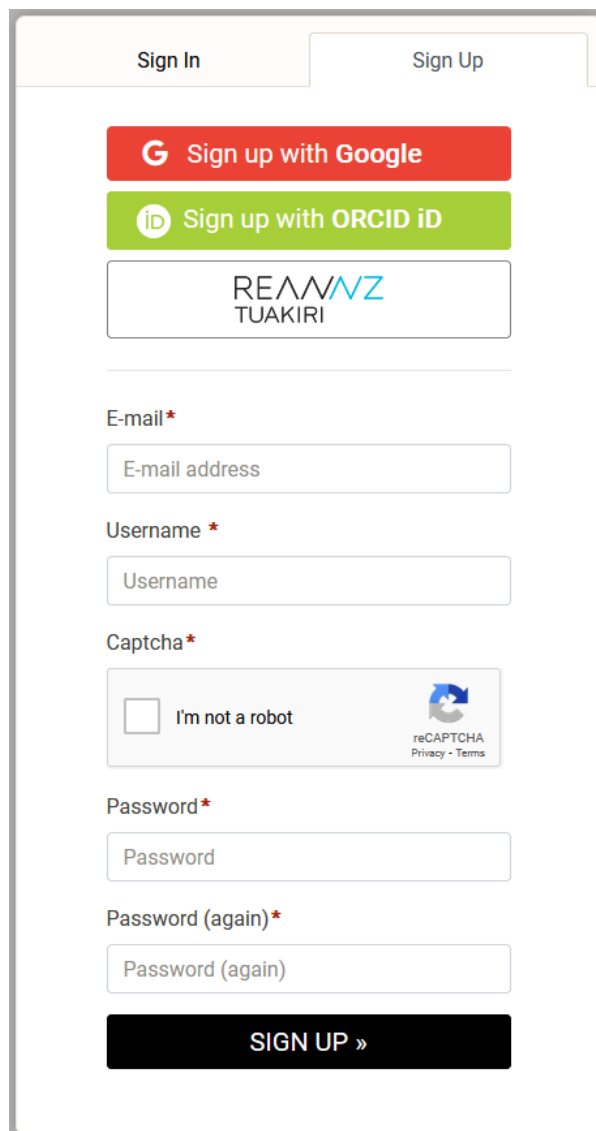
## Applying in te reo Māori

Applicants are welcome to submit some, or all, sections of their application in te reo Māori. As some panellists assessing their proposal may not be fluent in te reo Māori, an English translation of the section(s) will be necessary. To ensure the application is correctly interpreted, applicants are encouraged to provide an English translation for those sections in addition to their application in te reo Māori. If a translation is not provided by the applicant, Royal Society Te Apārangi will engage a third party accredited translation service to provide a translation, although, in this case, accuracy of the translation cannot be guaranteed.

It is also acknowledged that expressing ideas and information in te reo Māori can require more words than English. Therefore, the panel will accept an increase in word/page limit of approximately 30% for applications submitted in te reo Māori. This decision ultimately sits with the panel concerning necessary length, and appropriate outcome.

## Sign up to the portal Rēhita ki te tomokanga

Contact your research office in order to receive a link via email to the application portal. If your link does not arrive as expected, check your “junk” folder. If you have applied via this portal before (e.g., for the Prime Ministers Science Prize or Ngā Puanga Pūtaiao Fellowships), you will already have a profile. Please use this existing Username and Password for your Mana Tūānuku Research Leader Fellowship application. Otherwise, you will need to sign up to the portal.



The screenshot shows a web form for signing up to the portal. At the top, there are two tabs: "Sign In" and "Sign Up". Below the tabs are three buttons for social login: "Sign up with Google" (red), "Sign up with ORCID iD" (green), and a button for REANZ TUAKIRI. Below these are input fields for "E-mail\*", "Username\*", and "Password\*", each with a corresponding label and a red asterisk. There is also a "Password (again)\*" field. A reCAPTCHA widget is present, including a checkbox for "I'm not a robot" and the reCAPTCHA logo. At the bottom is a large black button labeled "SIGN UP »".

It is preferred that all applicants sign up by adding or creating an ORCID iD, but this is not mandatory. Alternatively, you can sign up using a number of options using i.e. TUAKIRI; Google or create a new account.

- To sign up with ORCID click the green “Sign up with ORCID iD” option and add your 16 digit ORCID iD and password.
- To create an ORCID iD click the green “Sign up with ORCID iD” option and follow the link “Don't have an ORCID iD yet? Register now” and follow the instructions.

Please continue to **use the same logon** for all interactions with Royal Society Te Apārangi portals. Creating multiple user accounts will cause problems with your portal profile and records.

## Personal profile

Every person (including applicants and referees) using the portal for the first time must create a profile and must input at a minimum of the following (some fields may be auto filled from nomination, please ensure these are accurate):

- Name
- Contact email address
- Primary place of employment or education (Include completion date of current employment if on fixed term contract)
- Agree to the Privacy Statement
- Provide Protection Pattern settings.

Other questions that are asked for making a profile are optional and if you do not wish to answer then please press “next”. It is also possible to import the data for many of these sections from your ORCID profile if available.

Note: Royal Society Te Apārangi must ask to collect the Personal Profile information to be compliant with the New Zealand Research Information System ([NZRIS](#)).

## Ethnicity and gender

One of the objectives of all Tāwhia te Mana Research Fellowship schemes is to improve equity and diversity within the ST&I system, in particular by increasing opportunities for Māori, Pacific peoples and women. While supplying this profile information is entirely optional for applicants, please consider entering your **gender and ethnicity information** (particularly if you identify as a member of any of the priority groups), so that your application includes this information for the purposes of panel selection and fulfilment the Fellowships equity and diversity requirement. You are also able to indicate any iwi group(s) to which you identify.

For the purposes of these Fellowships, Pacific ethnicity is intended to take into consideration the complex configurations and multiple ethnic identities of Pacific Peoples and cultures. It is intended to be inclusive of people who affirm their identity as Indigenous Pacific Peoples and those of Fijian Indian descent.

## Privacy statement

You will need to read and agree to the “Privacy Statement” by ticking the check box.

## Organisation affiliations (compulsory)

If you have received access to the portal via a research office nomination, this host will automatically be identified as your primary organisation. If it does not auto populate correctly you can enter your organisation manually. Optionally you can add any other organisations that you are associated with. You are able to enter your position/job title and dates, please add a new entry for each organisation and role.

### **Career stages (optional)**

Please select the research career stages that apply to you, and when you think they first applied. If not applicable or you do not wish to answer, please leave blank or select “Not Applicable”. This information is used for NZRIS reporting purposes only.

### **External IDs (optional)**

Please enter any authenticated ORCID iD, Scopus ID, ResearcherID or other Identifier here.

### **Curriculum vitae (optional)**

You are welcome to upload a copy of your CV here. Please note that this is separate from the Narrative CV that is required to be submitted for your application.

### **Academic record (optional)**

Please enter your qualifications and course of study.

For applicants, please enter the details of your PhD Qualification including the date that your PhD was conferred under “Academic records”. If your degree has not yet been conferred, enter the date you expect to graduate in the future (if known).

### **Prizes and/or medals (optional)**

Please enter information about any prizes or medals you may have won.

### **Professional bodies (optional)**

You can enter any professional bodies that you belong to.

### **Protection pattern (compulsory)**

You control how your information can be used by specifying the protection to be applied to your data. By default, your demographic details (gender) and birth date are kept private. For the purposes of the Mana Tūānuku Research Leader Fellowship, demographics data on gender and ethnicity will be used to fulfil the Fellowships equity and diversity requirement as explained under “Objective” and “Selection Process” of the Terms of Reference. The data will additionally be used for statistical purposes to monitor the profile of different groups of applicants and identify funding trends and gaps.

If you are comfortable with sharing other demographic information with the Ministry of Business Innovation and Employment, you may do so by de-selecting the tick box for the protection you wish to relax, or by toggling “no protection needed”.

## Mana Tūānuku Research Leader Fellowship application

### Tono ki te Mana Tūānuku

Once all of the steps to obtain a profile have been completed, you will then be able to click on "Start Application" to progress to the application for a Mana Tūānuku Research Leader Fellowship. You can also Start or continue applications via the "Home" tab in the portal.

To ensure the application process goes smoothly, we recommend that you click "**Save**" **regularly** as you complete the application form. You will need to click "Edit" after saving to continue your application.

### Applicant

Some of the applicant data will be pulled from your profile. Please ensure that all required fields (marked\*) are correct and complete, including Postal address, City and Postcode.

### Categories

The collection of this data is for the purpose of our reporting obligations to NZRIS, for statistical purposes to track application numbers and success across different fields of research, and to provide information to the selection panel for the assessment of your proposal.

### Research experience in years (Post PhD)

Please enter the number of years of research experience you have attained **after conferment of your doctoral degree**. This should be a whole number (round where needed) between six to twelve years and exclude any agreed career interruptions (e.g. accounting for extended sickness leave, part-time employment or career interruptions as a result of care giving responsibilities, work or service in the community or an industry, see eligibility criteria). Periods of part-time work can be factored in by multiplying the length of time with the FTE component for the period, e.g. 1 year working at 0.5 FTE counts for half a year of research experience etc...

Applicants should additionally list the same years of research experience in narrative CV template in the field "Total years of relevant experience post PhD" and describe any "Career break events" in the section immediately below in the Narrative CV template. This information will aid panellists in assessing your proposal, under the selection criteria, relative to the opportunity you have had. Royal Society Te Apārangi reserves the right to request further documentation supporting your stated years of research experience.

A [career gaps calculator](#) is available on the Mana Tūānuku Research Leader website to assist you in determining your years of research experience post-PhD.

If you are unsure about your eligibility, we recommend you get in touch with Royal Society Te Apārangi prior to making an application.

### Discipline based panel

Please select one of the following categories that best fits the theme of the proposed project: Humanities and Social Sciences, Life Sciences, Physical sciences, Engineering and Mathematics, or Indigenous Knowledge and Approaches. This information will be used to determine which



discipline-based panel will review your proposal. It will also be used for statistical purposes to track application numbers and success across different fields of research.

Please be aware that the panel descriptors below are advisory only as many proposals are interdisciplinary in nature. Ultimately, it is up to the applicant to select the panel they think best reflects their proposal. Likewise, applicants working with indigenous knowledge and approaches can choose to submit their proposal to any panel, depending on which panel they think is the most appropriate panel for their proposal.

Please use the following information as a guide:

### **Humanities and the Social Sciences (HSS)**

Research related to the human condition or aspects of human society.

This includes, but is not limited to: English; languages; history; religion; philosophy; law; classics; linguistics; literature; cultural studies; media studies; art history; film; economics; education; psychology (cognitive, social, developmental, organisational, community and health); cognitive science; linguistics; archaeology; anthropology; sociology; social, cultural and human geography; social anthropology; architecture, urban design and environmental studies; public health; nursing; public policy; marketing; political science; and business studies.

### **Life Sciences (LFS)**

Research related to understanding the activities that occur in cells and tissues and the interrelationships between organisms and their environment.

This includes, but is not limited to: physiology (plant or animal); pathology (animal or plant); pharmacology; molecular biology; genetics; cell biology; microbiology; neurobiology and neuropsychology (including animals as a model species for humans); animal behaviour; population genetics; functional genomics and related bioinformatics; biostatistics and modelling; animal, plant and microbial ecology; biogeography; biodiversity; phylogenetics; systematics and evolution; biophysics, chemical biology; and biochemistry.

### **Physical sciences, Engineering and Mathematics (PEM)**

Research related to the physical world and mathematics.

This includes, but is not limited to: physics; physical chemistry; organic chemistry; analytical chemistry; inorganic chemistry; pure and applied mathematics; statistics; logic, theoretical and engineering aspects of computer and information sciences; complexity theory; operations research; nanotechnology; software and hardware engineering; applications and robotics; materials science; engineering (including bioengineering and other cross-disciplinary research activities); geology; geophysics; physical geography; oceanography; hydrology; meteorology; atmospheric science; earth sciences; astronomy; and astrophysics.

### **Indigenous Knowledge and Approaches (IKA)**

*Research related to indigenous knowledge, data, and/or methodologies*

This includes, but is not limited to: Te ahurea, reo me te hītori o te Māori (Māori culture, language and history); Mātauranga Māori (Māori education); Ngā mātauranga taiao o te Māori (Māori environmental knowledges); Te hauora me te oranga o te Māori (Māori health and wellbeing); Ngā tāngata, te porihanga me ngā hāpori o te Māori (Māori peoples, society and community); Ngā pūtaiao Māori (Māori sciences); Pacific Peoples culture, language and history; Pacific Peoples education; Pacific Peoples environmental knowledges; Pacific Peoples health and wellbeing; Pacific Peoples sciences; Pacific Peoples society and community;

Mātauranga Māori, Kaupapa Māori and Pacific Peoples and other indigenous models, methodological frameworks and approaches; Other Indigenous data, methodologies and global Indigenous studies.

### Type of Activities

The four activities are:

- **Pure basic research (default setting):** is experimental and theoretical work undertaken to acquire new knowledge without looking for long term benefits other than the advancement of knowledge.
- **Strategic basic research:** is experimental and theoretical work undertaken to acquire new knowledge directed into specified broad areas in the expectation of practical discoveries. It provides the broad base of knowledge necessary for the solution of recognised practical problems.
- **Applied research:** is original work undertaken primarily to acquire new knowledge with a specific application in view. It is undertaken either to determine possible uses for the findings of basic research or to determine new ways of achieving some specific and predetermined objectives.
- **Experimental development:** is systematic work, using existing knowledge gained from research or practical experience, which is directed to producing new materials, products, devices, policies, behaviours or outlooks; to installing new processes, systems and services; or to improving substantially those already produced or installed.

### Socio-economic objectives (SEO)

The Australian and Aotearoa New Zealand Standard Research Classification (ANZSRC) and SEO classification allow Research and Development (R&D) activity in Australia and Aotearoa New Zealand to be categorised according to the intended purpose or outcome of the research rather than the processes or techniques used in order to achieve this objective. The purpose categories include processes, products, health, education and other social and environmental aspects in Australia and Aotearoa New Zealand that R&D activity aims to improve. Please enter up to FIVE codes from the drop-down field, using codes that are as specific as possible. For a list of codes, please refer to the Socio-Economic Objectives Calculator at:

<https://royalsociety.org.nz/what-we-do/research-practice/socio-economic-objectives-calculator/>

As part of our NZRIS obligations, we will be required to report the share of each SEO code to the proposed research. Please indicate the % share of each SEO code to the proposed research. The shares should add up to 100%.

### Fields of research (FOR)

The FOR classification allows R&D activity to be categorised according to the field of research. In this respect, it is the methodology used in the R&D that is being considered. Please enter a minimum of THREE and up to FIVE codes from the list of research codes supplied in “Fields of Research Classification Codes” here. For a list of codes, please refer to the Field of Research Calculator at: <https://royalsociety.org.nz/what-we-do/research-practice/field-of-research-calculator/>. Please use codes that are as specific as possible, i.e. 6 digits.

As part of our NZRIS obligations, we will be required to report the share of each FOR code to the proposed research. Please indicate the % share of each FOR code to the proposed research. The shares should add up to 100%.

### **Vision Mātauranga themes**

[Vision Mātauranga](#) is a policy about innovation, opportunity and the creation of knowledge that highlights the potential contribution of Māori knowledge, resources and people.

Applicants should identify which, if any, of the four Vision Mātauranga themes below are associated with the proposed research. A Vision Mātauranga theme must be included for all research that has relevance for Māori. The panel has an expectation for applicants to address Vision Mātauranga where applicable. If this is not applicable to your proposed research, you should tick N/A, and provide a justifiable rationale for your decision.

The four themes are:

- **Indigenous Innovation**, which involves contributing to economic growth through distinctive research and development
- **Taiao**, which is concerned with achieving environmental sustainability through iwi and hapū relationships with land and sea
- **Hauora/Oranga**, which centres around improving health and social wellbeing
- **Mātauranga**, which involves exploring indigenous knowledge.

Collection of the % of the research that aligns to each Vision Mātauranga theme will form part of our reporting obligations for NZRIS. If you have identified one or more Vision Mātauranga theme(s), please consider each theme one at a time. Indicate the proportion of the proposed research that aligns with that theme. Note that it is possible for the combined total to be over 100% (for example, if the proposed research is entirely Mātauranga and also has a Hauora/Oranga theme, the contributions could be 100% and 10% respectively).

Please note that the percentages do not form part of the assessment criteria and are solely for NZRIS reporting purposes.

For more information on engagement with the Vision Mātauranga Policy see [Appendix I](#).

## **Summary and forms**

### **Title of proposed research**

Please provide a title that describes the nature of your proposed project. Keep the title brief and to the point. If your application is successful, it will be used for reporting and public information.

### **Summary**

Please provide a summary of the planned project suitable for a lay audience with some limited science knowledge and using a maximum of 300 words. If your application is successful, it will be used for reporting and public information.

## Curriculum vitae: Narrative CV

Applicants may use a total page limit of FOUR pages for their CV.

Please use the template provided which is based on the Endeavor Fund Narrative CV with minor amendments to align the template with the requirements of the Mana Tūānuku Research Leader Fellowship. Further information on Narrative CVs including examples and a webinar can be found on the [MBIE website](#). Note that the CV template for Mana Tūānuku Research Leader Fellowships uses a smaller 11 point font than the MBIE template to provide a consistent font size across the application. This accounts for the reduced 4 page limit.

## Application form: Visionary statement

To assist the panel in assessing the calibre of the applicant as a research leader, using only ONE page, please further expand on areas of your research leadership. The panel will be able to assess your past leadership experience from your narrative CV, so this section should primarily be future focussed.

You may wish to discuss any future focussed leadership as relevant, including but not limited to: your vision for your field of work (research, community and/or industry); how the fellowship will support you to establish, re-enter, or progress your career in research; leadership roles; project management; stakeholder relationships; mentoring activity with students or early career researchers; knowledge transfer activity; presence in relevant research communities; collaborator networks; entrepreneurial activity; how you will embed Te Tiriti o Waitangi in your research community; and/or other ways your intend to create impact from your fellowship and research.

## Application form: Host support of fellow

As set out in the Mana Tūānuku Research Leader Fellowship Terms of Reference, hosts must demonstrate their capability to support the Fellow (including cultural support and commitment to embedding Te Tiriti o Waitangi) throughout the Fellowship. This section has a total page limit of one page to address this requirement. This could include, but is not limited to, information about how the host:

- will provide appropriate and timely support (including appropriate cultural support) for the fellow, their research programme, and their career development during (and potentially beyond) the Fellowship
- will support the Fellow to develop a strong track record and become leaders in their field, their organisations and across the SI&T system
- will support the Fellow to embed Te Tiriti o Waitangi in their research and community
- upholds the principles and values of Te Tiriti o Waitangi
- where relevant, will provide support structures and/or services for Māori, Pacific peoples and women more generally. These could include associations, groups, programmes, partnerships, mentorship, dedicated cultural support staff, etc...
- where relevant, support the Fellow to develop and maintains connections with Māori and Pacific Communities
- any other relevant information.

It is expected that duly authorised person(s) at the host organisation will complete this section.

## Application form: Proposed research

- If no Vision Mātauranga theme is identified for this application, the TOTAL page limit for this section is THREE pages, with no set limit for each section within this. You may delete the Vision Mātauranga section from the template.
- If one or more Vision Mātauranga theme is identified for this application, the TOTAL page limit is FOUR pages, with no set limit for each section within this.

This gives applicants an opportunity to more easily integrate Vision Mātauranga into the conceptual framework and/or research design of the proposed programme, for example, demonstration of consultation, linkages, outcomes or other relevant information. Alternatively, applicants may choose to gather all relevant Vision Mātauranga information under the separate Vision Mātauranga heading, or use any combination of information across the various sections of the template. For more information on Vision Mātauranga, see [Appendix I](#).

NOTE: the additional space of up to one page provided for proposals aligned with a Vision Mātauranga theme is for providing additional information related to Vision Mātauranga. Applications that fill this space with information that is not relevant to Vision Mātauranga will be seen less favourably by the panel than applications that fulfil the intent of the extra space.

The scope of research may be broader than that of a single defined project, where there is often a limited three-year period in which to complete the proposed objectives. It should be possible to address some of the larger themes of a research area in the four-year term of a programme of research. In doing so, you may have more than one specific question or inter-related projects to pursue.

The *Proposed Research Template* has four headings. It is up to the applicant to decide on how much space to allocate to each section. Please read the definitions of these sections clearly and avoid repetition.

### Background

Please use this section to give an overview of the design and rationale of the proposed research, and indicate how it relates to work already done, by yourself and/or others, in this field. This section should give a context for the proposal by summarising in plain language the state of knowledge in the field. Please give consideration to offering both a primary design and an alternative plan.

### Research Plan

Please use this section to clearly state your proposed research objectives, methods, timetable, data sources, and how you plan to transfer the knowledge gained from your research.

### Vision Mātauranga

As noted above, applicants may integrate Vision Mātauranga into the conceptual framework and/or research design of the proposed Research Plan above, e.g., demonstration of consultation, linkages, outcomes or other relevant information. Alternatively, applicants may choose to gather all relevant Vision Mātauranga information under this separate heading, or use any combination thereof.

## References

It is important to support the Research Plan by means of references. Please ensure that these are not restricted to your own work. Please also ensure that the references have been published, to ensure that they are readily accessible when the proposal is being assessed. Authors must verify all references.

- The list can be in 10-point font size.
- Start each reference on a new line (numbering is optional).
- For three or more authors, list the first three names followed by “et al.”
- Ensure you include the journal name (abbreviated if desired), year of publication, volume number and page numbers.
- If you wish, you can bold your own references.

## Budget

Download the Mana Tūānuku Leader Fellowship budget spreadsheet template. There are four components to this budget, each on a separate worksheet: Budget, Direct costs, Sub-contractors, and Other funding. When the Direct costs and Sub-contractors worksheets are completed, the front Budget worksheet should automatically update these line items.

### Vision Mātauranga costs

If a proposal contains one or more Vision Mātauranga themes, it is essential that any costs associated with Vision Mātauranga capability development and engagement are accounted for in the budget. Examples include (but are not limited to):

- research assistant time
- student stipend support
- costs of engagement or consultation (direct expenses; e.g. donation to the organisation or marae committee as a way of recognising expertise and contribution; koha; vouchers; providing resources such as books or research findings to the communities involved)
- costs of dissemination (direct expenses; e.g. hui).

### Salaries

The figures in this category are to cover only the costs of personnel employed on the research proposal in the application. This should include the direct costs (i.e. salary) and salary related costs (for example, superannuation, ACC and fringe benefits). The salary and salary-related costs combined for the Fellow may not exceed the Fellowship’s contribution to the Fellow’s (researcher’s) salary listed under “Scheme Operation”

Any subcontracted personnel should not be included in this section but incorporated under the Sub-contractors worksheet.

The FTEs of personnel shown in the budget page **should only be those where costs and time are associated with Mana Tūānuku Research Leader Fellowship funding**. If this funding is not sought for particular individuals (for example, overseas investigators, post-doctoral researchers with stand-alone fellowships, or postgraduate students with other sources of funding) then the individual should still be named on the budget page, but with zero FTEs recorded.

Post-doctoral researchers may be part-time or full-time on your proposal. Please check with your host organisation for more information.

Postgraduate students are awarded scholarships free of income tax and may be supported on your proposal on a fixed-rate basis. This is set at \$35,000 stipend per year, plus fees (Aotearoa New Zealand resident rates) for PhD students or \$22,000 stipend plus fees (Aotearoa New Zealand resident rates) for Masters students. These figures assume the postgraduate students are assigned to the research on a full-time basis. Fees should be included in the direct costs.

Please note that the **Mana Tūānuku Research Leader Fellow must be the primary supervisor** for the postgraduate student for the student to be funded from fellowship funding. PhD students funded by Mana Tūānuku Research Leader Fellowship funding **must begin their studies in the first year of the Fellowship** unless otherwise approved by Royal Society Te Apārangi.

### Indirect costs

Fellowships are accompanied by an award of \$115,000 per year contribution to host organisation overheads. This is represented under indirect costs on the budget spreadsheet. If applicable, indicate the cost of any additional overheads that relate to personnel other than the Fellow. These should be directly proportional to the time spent on the programme of research. Overheads include managerial time not included in the proposal, the cost of support services, the cost of financial and accounting systems, corporate activities, the cost of premises and other indirect costs. Cost of premises may be either the annual rental cost, or the depreciation cost of premises and should be proportional to the project's use of the organisation's premises for the research proposed.

An example of a budget worksheet appears below (please note the recognised contribution of other funding sources in the first year of the proposed budget).

Budget (\$NZ)	Year 1		Year 2		Year 3		Year 4	
	Budget	FTE*	Budget	FTE*	Budget	FTE*	Budget	FTE*
<b>Salaries (giving names):</b>								
Principal Investigator (Applicant)								
Dr AB Kahurangi	115,000	0.80	115,000	0.80	115,000	0.80	115,000	0.80
Post-doctoral Fellow(s)								
Research or Technical Assistant(s)								
Mx Robin Smith							12,000	0.20
Salary-related costs							840	
<b>Total Salaries &amp; Salary-related costs (a)</b>	<b>115,000</b>	<b>0.80</b>	<b>115,000</b>	<b>0.80</b>	<b>115,000</b>	<b>0.80</b>	<b>127,840</b>	<b>1.00</b>
<b>Other Costs:</b>								
<b>Indirect Costs:</b>								
Host Contribution	115,000		115,000		115,000		115,000	
Overheads (PI excluded)							14,800	
<b>Direct Costs:</b>								
Expendables	20,350		20,460		20,570		11,660	
Equipment depreciation/rental	0		0		600		600	
Sub-contractor(s)	8,280	0.02	8,280	0.02	8,280	0.02	8,280	0.02
Postgraduate student(s)	35,000	1.00	35,000	1.00	35,000	1.00		
Masters student (unknown)								
<b>Total Other Costs (b)</b>	<b>178,630</b>	<b>1.02</b>	<b>178,740</b>	<b>1.02</b>	<b>179,450</b>	<b>1.02</b>	<b>150,340</b>	<b>0.02</b>
<b>Sub Total (a) + (b)</b>	<b>293,630</b>	<b>1.82</b>	<b>293,740</b>	<b>1.82</b>	<b>294,450</b>	<b>1.82</b>	<b>278,180</b>	<b>1.02</b>
GST at 15%	44,045		44,061		44,168		41,727	
<b>TOTALS</b>	<b>337,675</b>	<b>1.82</b>	<b>337,801</b>	<b>1.82</b>	<b>338,618</b>	<b>1.82</b>	<b>319,907</b>	<b>1.02</b>
<b>5 Year Budget Total (ex GST) 1,160,000</b>								
<b>Total Award (ex GST) 1,160,000</b>								
<b>Error Check OK</b>								

\* At least 80% of the Fellow's time will be dedicated to the research objectives identified in the proposal. Any shortfall in the salary will be covered from other research funding and/or the Host Institution.

### Direct costs

Expendables, Equipment depreciation/rental and Sub-contractors need to be further explained on the Direct costs worksheet of the spreadsheet.

## Expendables

This category should include the general operating expenses associated with the research proposal such as consumables, travel (for conferences, collaboration etc...), costs associated with Vision Mātauranga, student fees (but not stipends), capital purchases under \$5,000, and other miscellaneous costs associated with research. This does not mean that equipment, such as a spectrometer, can be divided into separate components all less than \$5,000 each. Details of expendables should be given on the Direct costs worksheet. Please give details of major working expenses.

## Equipment depreciation/rental

The Mana Tūānuku Research Leader Fellowship scheme does not fund the purchase of equipment directly but may allow for an annual depreciation or rental cost. In the case of rental costs, the share of the total cost of the equipment should be proportional to the use of the equipment as outlined in the proposal.

Many organisations make a general provision for depreciation in their overhead costs. If this is the case, depreciation costs should be incorporated in “Indirect Costs” as Overheads.

An example of a Direct costs worksheet appears below.

<b>Direct cost budget details (\$NZ)</b>					
		Year 1	Year 2	Year 3	Year 4
<b>Expendables</b>					
Annual hui attendance (flights and accommodation)		1,000	1,000	1,000	1,000
Lab consumables		7,850	7,960	8,070	8,160
Resources for Vision Mātauranga engagement		1,000	1,000	1,000	1,000
Student fees (Masters)		9,000	9,000	9,000	
Conference travel		1,500	1,500	1,500	1,500
<b>Sub Total (a)</b>		<b>20,350</b>	<b>20,460</b>	<b>20,570</b>	<b>11,660</b>
<b>Equipment depreciation/rental</b>					
confocal microscopy hire (\$150/h)				600	600
<b>Sub Total (b)</b>		<b>0</b>	<b>0</b>	<b>600</b>	<b>600</b>
<b>TOTAL (excl. GST)</b>		<b>20,350</b>	<b>20,460</b>	<b>21,170</b>	<b>12,260</b>

## Sub-contractors

Break down the sub-contractors into costs per year for each organisation. If required, please insert more sub-contractors in the sub-contractor worksheet of the spreadsheet.

Any costs, where services are purchased from other organisations, should be included in this section. Where personnel are sub-contractors they should be shown in this section, named, and their time-commitments shown in the FTE column.

Where a sub-contractor is an Aotearoa New Zealand research organisation, please break down costs per year into salary, overheads and direct costs. Other sub-contractors (for example, private individuals) may provide the annual cost as a single figure in the budget, rather than breaking down the costs.



An example of a sub-contractors worksheet appears below.

<b>Sub-contractors (\$NZ)</b>									
	<b>Year 1</b>		<b>Year 2</b>		<b>Year 3</b>		<b>Year 4</b>		
	Budget	FTE	Budget	FTE	Budget	FTE	Budget	FTE	
<b>Sub-contractor 1</b>									
<u>Name(s):</u>	Dr J Mo'unga	2,320	0.02	2,320	0.02	2,320	0.02	2,320	0.02
<u>Institution:</u>									
<u>Indirect Costs:</u>	Overheads	2,768		2,768		2,768		2,768	
<u>Direct Costs:</u>	Expendables (specify below)								
	lab consumables	3,192		3,192		3,192		3,192	
	<b>Total Sub-contractor 1</b>	<b>8,280</b>	<b>0.02</b>	<b>8,280</b>	<b>0.02</b>	<b>8,280</b>	<b>0.02</b>	<b>8,280</b>	<b>0.02</b>
<b>Sub-contractor 2</b>									
<u>Name(s):</u>									
<u>Institution:</u>									
<u>Indirect Costs:</u>	Overheads								
<u>Direct Costs:</u>	Expendables (specify below)								
	<b>Total Sub-contractor 2</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>Sub-contractor 3</b>									
<u>Name(s):</u>									
<u>Institution:</u>									
<u>Indirect Costs:</u>	Overheads								
<u>Direct Costs:</u>	Expendables (specify below)								
	<b>Total Sub-contractor 3</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>TOTAL (excl. GST)</b>		<b>8,280</b>	<b>0.02</b>	<b>8,280</b>	<b>0.02</b>	<b>8,280</b>	<b>0.02</b>	<b>8,280</b>	<b>0.02</b>

### Other funding

Fellows are permitted, and encouraged, to continue to be involved with existing or new projects where the research projects are aligned with the objectives of their Mana Tūānuku Research Leader Fellowship. In these situations, Fellows should use released funds to support others to assist with these projects. After award of a Fellowship, details of the variations are subject to agreement by Royal Society Te Apārangi.

Where other funding for research relevant to the proposal is being provided or sought, it must be detailed here in the Other Funding worksheet of the budget spreadsheet. It is appreciated that the applicant will be involved in applications to other funding sources, or have funding for related work. This is to be encouraged. However, to assist in the assessment of the Mana Tūānuku Research Leader Fellowships the panel needs to be aware of other funding applied for or received.

Indicate whether non-Mana Tūānuku Research Leader Fellowship funding (for example, Marsden Fund, Health Research Council (HRC), Centre of Research Excellence (CoRE), Tertiary Education Commission (TEC), Commercial, Other) has been: (i) received; or, (ii) applied for, for this or for research relevant to this proposal. Include information on the FTEs applied for or received from non- Mana Tūānuku Research Leader Fellowship government funding sources.

An example of an Other funding worksheet appears below.

<b>Other funding</b>				
Indicate whether non-Mana Tūānuku Research Leader Fellowship funding (e.g., Marsden Fund, HRC, CoRE, TEC, Iwi, Commercial, Other) has been: (i) received; or, (ii) applied for, for this or for research relevant to this proposal. Include information about your FTEs applied for or received from non-Mana Tūānuku Research Leader Fellowship funding sources.				
<b>(i) Funding received</b>				
Title of application	Funding source	FTE	Contract term	Relationship to current proposal
Investigating the effect in the next round	Marsden Fund	0.1	1 March 2023 - 28 Feb 2026	Extension of objective 1 of Mana Tūānuku Fellowship.
International Collaboration to develop improved assay for research	Catalyst Seeding	0	1 July 2023 - 30 June 2025	Improvement of specificity for assay used in objective 2 (Travel and consumables only).
<b>(ii) Funding applied for</b>				
Title of application	Funding source	FTE	Relationship to current proposal	
Use of this research to improve health and wellbeing in Aotearoa	HRC	0.1	This will build on preliminary findings from objective 3 to move research into the wider community.	

### Application form: Translation

If you have completed any or all sections of your application in te reo Māori, and wish to submit an English translation, please upload a concatenated document of any translated sections here.

### Document: Proof of citizenship or permanent residency

Proof of citizenship or copy of a permanent resident visa must be scanned and uploaded to the application portal. Original or certified copies of the documents may be requested by Royal Society Te Apārangi.

### Document: PhD certificate or completion of requirements

PhD certificate or other evidence must be scanned and uploaded to the application portal **demonstrating the date your PhD was conferred**. Original or certified copies of the documents may be requested by Royal Society Te Apārangi.

### Document: Declaration

A declaration form signed by you, and a duly authorised agent at the host organisation confirming that the proposed host organisation supports the application, and that the applicant is eligible (see [Eligibility](#) section).

## Referees

To support the panel decision, we ask applicants to solicit **three referee reports** to support their proposal. The panel will be unable to fairly and equitably compare your application to others if it does not have a full complement of three referee reports. You will therefore be required to secure three referee to support your application by the closing date of **Wednesday 21 August 2024 at 2pm (NZST)**.

At least two of your referees should be able to comment on your capability as a researcher. Where relevant, you may choose to have one referee comment on other aspects important for your career as a researcher, e.g. working with communities, stakeholder relationships, demonstration of leadership, research service or any other aspects you see relevant. Referees

are asked comment on your abilities, relative to opportunity, in a series of questions on various aspects of a research career. Referees also have an opportunity to give a free text reference of the applicant to provide other commentary. Referees are also asked to indicate in what capacity they know the applicant and to detail any real or perceived conflict of interest. For more information about the referee reports and the questions we ask referees, please see “Guidelines for Referees”.

Referee reports will be treated as confidential by Royal Society Te Apārangi.

### **Conflicts of interest**

We want to make sure that there is a practically and procedurally fair process to apply to Mana Tūānuku Research Leader Fellowship. Therefore, we will aim to take into account real and perceived conflicts of interest between applicants, referees and panel members along the application and assessment process.

Referees should not have a direct conflict of interest with the applicant, i.e. they should not hold a line of management role over the applicant at the proposed host organisation, and they should not be directly involved in the applicant’s proposed project, as funding of the application would be seen to benefit the referee. It is recommended to use referees you have not co-published with within the last 5 years.

It is expected and acknowledged that each participant in the application and assessment process will have a range of outside interests and obligations. We also imagine you will likely have wide-ranging whakapapa and whanaunga relationships across Aotearoa and the rest of the Pacific due to whānau, iwi, hapū, motu/island, community and research sector ties. We believe that the best approach to deal with potential conflicts of interest is:

- for some relationships to be generally considered conflicted
- to clearly outline, and declare, a perceived conflict as it arises
- for all participants to be flexible in navigating potential conflicts
- for a clear record of the nature of any perceived conflict and the action taken in accounting for this to be noted/documentated.

For the purposes of Mana Tūānuku Research Leader applications, a referee is generally deemed to be conflicted if:

- they are a panel member in the current funding round
- they are the applicant’s parent, sibling or child
- they have a low level of comfort assessing the application due to their relationship with the applicant.

### **Entering referees into the portal**

It is recommended that you first ensure your proposed referees are willing to provide the Royal Society Te Apārangi with a referee report for you before the application closing date listed in the timeline.

All referees listed by the applicant in their application by the application closing date, will be emailed by Royal Society Te Apārangi after the application closing date. This is the only time we will email referees on behalf of the applicant. The referee email invite contains a URL link to a separate online portal to be used for referees to upload their reports.

the portal no later than the closing date for referee reports. **To be eligible for a Fellowship, a complete set of referee reports must be received by Royal Society Te Apārangī by the deadline for referee reports stated in the time timetable.**

To ensure this happens, it is prudent for you to check that the referee has received the invitation to review your application and the URL link. Occasionally, the email that is automatically generated is inadvertently identified as spam and ends up in a “junk” folder. If a referee does not receive their URL, please ask them to check their “junk” folder or contact [tawhia@royalsociety.org.nz](mailto:tawhia@royalsociety.org.nz).

You can check if Royal Society Te Apārangī has received each of the applicant-solicited referee reports by logging in to the application portal and go to the Referee section. An envelope symbol in the Status section indicates an email has been sent, and a tick symbol indicates the referee report has been received.

### **Adding additional referees**

Although past experience has shown that most referees only complete their reports in the last few days, it may be wise for applicants to contact their referees and confirm that a report is still expected.

If an applicant is concerned that one of their referees will not complete a report in time, they do have the option of approaching an alternative referee. However, do note that Royal Society Te Apārangī will only accept the **first three reports received**.

To add additional referees, applicants can log on to the portal and add contact details for additional referees. Once their details are entered in the portal, using the “Submit” button to send the referee the appropriate information. Again, it is advised that the applicant check that the referees have received the invitation to review their application after the email request has been sent from the web-based portal.

At the deadline for referee reports, applicants are given a 24-hour period to solicit any missing or new referee reports needed to obtain three referee reports.

### **Terms and conditions**

Please read and tick the check box to confirm you accept the Terms and Conditions.

### **Submitting your application**

Once you are happy with your application, click “Submit”. This flags to your research office that the proposal has been completed and can be released to Royal Society Te Apārangī. If you need to make changes to your application after you have marked it as completed, you must confer with your research office.

# Appendix I: Vision Mātauranga

## Āpitianga I: Vision Mātauranga

[Vision Mātauranga](#) is a policy about innovation, opportunity and the creation of knowledge that highlights the potential contribution of Māori knowledge, resources and people.

The four themes are:

- **Indigenous Innovation**, which involves contributing to economic growth through distinctive research and development
- **Taiao**, which is concerned with achieving environmental sustainability through iwi and hapū relationships with land and sea
- **Hauora/Oranga**, which centres around improving health and social wellbeing
- **Mātauranga**, which involves exploring indigenous knowledge.

### How do I decide whether Vision Mātauranga applies to my proposed research?

The five ways of conceptualising Vision Mātauranga in your research (see below) may help you decide if this applies to your project. The categories have been adapted from those on the National Science Challenge, Biological Heritage website <https://bioheritage.nz/about-us/vision-matauranga/> hosted by Manaaki Whenua Landcare Research. Please note, however, that these categories are fluid. There may well be overlap between them in terms of the nature and degree of relevance to Māori, and not every point in each category need apply. The original categories were set out by MBIE in information for the Endeavour Fund c. 2015.

### Ways of conceptualising Vision Mātauranga in your research

#### a. Research with no specific Māori component

- No mātauranga Māori (Māori knowledge) is used.
- Māori are not associated with the research process (e.g. not on any research management / advisory / governance panels, it is not inclusive of Māori land or institutions, nor the subject of any component of the research).
- Work is not likely to be of greater direct relevance to Māori than members of any other group.

#### b. Research specifically relevant to Māori

- There is specific relevance to Māori.
- Mātauranga Māori may be used in a minor way to guide the work and its relevance to Māori.
- It includes work that contributes to Māori aspirations and outcomes.

#### c. Research involving Māori

- Mātauranga Māori may be incorporated in the project, but is not central to the project.
- Research is specifically and directly relevant to Māori and Māori are involved in the design and/or undertaking of the research.

- The work typically contributes to Māori (e.g., iwi / hapū, organisations) aspirations and outcomes.

**d. Māori-centred research**

- The project is Māori led, and where Mātauranga Māori is used alongside other knowledges (e.g. through frameworks, models, methods, tools, etc...).
- Kaupapa Māori research is a key focus of the project.
- Research is typically collaborative or consultative, with direct input from Māori stakeholders.
- There is alignment with and contribution to Māori (e.g., iwi / hapū, organisations) aspirations.

**e. Kaupapa Māori research**

- Mātauranga Māori is incorporated, used and understood, as a central focus of project and its findings.
- Research is grounded in te ao Māori and connected to Māori philosophies and principles.
- Research typically uses kaupapa Māori research methodologies.
- Te reo Māori may be a central feature to this kaupapa or research activity, and the applicant has medium to high cultural fluency or knowledge of tikanga and reo.
- The research is generally led by a Māori researcher; non-Indigenous researchers may carry out research under the guidance/mentoring of a Māori researcher.
- Māori participation (iwi/hapū/marae/individual) is high.
- The work contributes strongly to Māori (e.g., iwi/hapū, organisations) aspirations and outcomes and is mana enhancing.

### Developing a Vision Mātauranga statement

The Vision Mātauranga statement can be integrated into your proposed research or provided as a separate statement.

It is important to keep in mind that there is no single approach or prescription for Vision Mātauranga: one size does not fit all and there are many possible ways of addressing Vision Mātauranga. Vision Mātauranga should not, however, be seen as an add-on, nor should it be treated as separate from the research, methods or people involved in the project. A holistic approach that considers reciprocity and relationships is therefore desirable. It is also essential that any costs associated with Vision Mātauranga capability development and engagement are accounted for in the budget.

Vision Mātauranga does not begin and end with your Vision Mātauranga statement. You should document how you have considered Vision Mātauranga and demonstrate applicable actions and relationships throughout the research. The following questions may be useful to consider when conceptualising and writing your project:

- Have you co-created the research topic/issue with an iwi or Māori organisation?
- What does working in partnership with iwi mean to you as a researcher?

- To what extent have you discussed the research with Māori stakeholders and agreed on the methodology you will use?
- Was there full disclosure and informed consent to the proposed research with Māori stakeholders? How has that agreement/informed consent been agreed to?
- Has the budget been disclosed and agreed to with Māori partners? Is there provision in that budget for Māori involvement, capability development and consultation?
- What provisions have you made to ensure there is appropriate technology transfer to Māori stakeholders as the research proceeds and as findings become available towards the end of the project?
- Are there benefits to Māori? What are they? And how have these been agreed with Māori partners?
- How is the project an opportunity to build the capacity of Māori researchers or students in your discipline?
- How will you share the research outcomes with Māori?
- Has there been agreement about the intellectual property ownership of research findings with Māori partners? What is the nature of that agreement?
- Is there a need for members of the research team to be proficient in te reo Māori? How has this aspect been addressed?
- Is there a Tiriti o Waitangi component or requirement in your research?
- Is the research mana enhancing?

### Vision Mātauranga resources

Below you will find a non-exhaustive list of published resources that describe, discuss, and talk about how researchers have engaged with Vision Mātauranga and kaupapa Māori research. These range from early conceptions of Vision Mātauranga to more recent frameworks. The resources underscore the diverse ways Vision Mātauranga may be approached across disciplines and methodologies.

For a glossary provided to panellists and referees of commonly used Māori concepts, words and phrases commonly seen in Mana Tūānuku Research Leader Fellowship proposals, please see [Appendix II](#): Glossary of te reo Māori terms.

Allen, W., Jamie M. Ataria, J. M., Apgar, J. M., Harmsworth, G., and Tremblay, L. A. (2009). Kia pono te mahi putaiao—doing science in the right spirit. *Journal of the Royal Society of New Zealand*, 39:4, 239-242. [DOI: 10.1080/03014220909510588](https://doi.org/10.1080/03014220909510588)

Crawford, S. (2009). Mātauranga Maori and western science: The importance of hypotheses, predictions and protocols, *Journal of the Royal Society of New Zealand*, 39:4, 163-166. [DOI: 10.1080/03014220909510571](https://doi.org/10.1080/03014220909510571)

Broughton, D. (Te Aitanga-a-Hauiti, Taranaki, Ngāti Porou, Ngāpuhi), and McBreen, K. (Waitaha, Kāti Māmoe, Ngāi Tahu). (2015). Mātauranga Māori, tino rangatiratanga and the future of New Zealand science. *Journal of the Royal Society of New Zealand*, 45:2, 83-88. [DOI: 10.1080/03036758.2015.1011171](https://doi.org/10.1080/03036758.2015.1011171)

Kana, F. and Tamatea, K. (2006). Sharing, listening, learning and developing understandings of Kaupapa Māori research by engaging with two Māori communities

involved in education. *Waikato Journal of Education*, 12, 9-20.

<https://researchcommons.waikato.ac.nz/bitstream/handle/10289/6198/Kana%20Sharing.pdf?sequence=3&isAllowed=y>

Macfarlane, S., Macfarlane, A. and Gillon, G. (2015) Sharing the food baskets of knowledge: Creating space for a blending of streams. In A. Macfarlane, S. Macfarlane, M. Webber, (eds.), *Sociocultural realities: Exploring new horizons*. Christchurch: Canterbury University Press, 52-67.

Moewaka Barnes, H. (2006). Transforming Science: How our Structures Limit Innovation. *Social Policy Journal of New Zealand Te Puna Whakaaro*, 29, 1-16.

<https://www.msd.govt.nz/documents/about-msd-and-our-work/publications-resources/journals-and-magazines/social-policy-journal/spj29/29-pages-1-16.pdf>

Pihama, L., Tiakiwai, S.-J., and Southey, K. (eds.). (2015). *Kaupapa rangahau: A reader. A collection of readings from the Kaupapa Rangahau workshops series*. (2nd ed.). Hamilton, New Zealand: Te Kotahi Research Institute.

[https://researchcommons.waikato.ac.nz/bitstream/handle/10289/11738/Kaupapa%20Rangahau%20-%20A%20Reader\\_2nd%20Edition.pdf?sequence=7&isAllowed=y](https://researchcommons.waikato.ac.nz/bitstream/handle/10289/11738/Kaupapa%20Rangahau%20-%20A%20Reader_2nd%20Edition.pdf?sequence=7&isAllowed=y)

Smith, L. T., Maxwell, T. K., Puke, H., and Temara, P. (2016). Indigenous knowledge, methodology and mayhem: What is the role of methodology in producing indigenous insights? A discussion from Mātauranga Māori. *Knowledge Cultures*, 4(3), 131–156.

<https://addletonacademicpublishers.com/component/content/article?id=2834:feature-article-indigenous-knowledge-methodology-and-mayhem-what-is-the-role-of-methodology-in-producing-indigenous-insights-a-discussion-from-matauranga-maori>



## Appendix II: Glossary of te reo Māori terms

### Āpitianga II: Papakupu o ngā kupu reo Māori

Definitions taken from [maoridictionary.co.nz](http://maoridictionary.co.nz)

Ka mihi ki a Ahorangi Angus Macfarlane, Te Whare Wānanga o Waitaha, mō tēnei. With thanks to Professor Angus Macfarlane, University of Canterbury, for his input.

Aotearoa	the Māori name for New Zealand
Aroha	affection, sympathy, charity, compassion, love, empathy
Atua	ancestor with continuing influence, god, demon, supernatural being, deity, ghost, object of superstitious regard, strange being - although often translated as "god" and now also used for the Christian God
Hapū	kinship group, clan, tribe, subtribe - section of a large kinship group and the primary political unit in traditional Māori society. It consisted of a number of whānau sharing descent from a common ancestor, usually being named after the ancestor, but sometimes from an important event in the group's history. A number of related hapū usually shared adjacent territories forming a looser tribal federation (iwi)
Hau kāinga	home, true home, local people of a marae, home people
Hauora	Health, wellbeing
Hui	gathering, meeting, assembly
Iwi	extended kinship group, tribe, nation, people, nationality, race - often refers to a large group of people descended from a common ancestor and associated with a distinct territory
Kāinga	home, address, residence, village, settlement, habitation, habitat, dwelling
Kaitiaki	trustee, minder, guard, custodian, guardian, caregiver, keeper, steward
Kaitiakitanga	guardianship, stewardship, trusteeship
Kaumātua	adult, elder, elderly man, elderly woman, senior person - a person of status within the whānau or iwi

Kaupapa	Philosophy, topic, policy, matter for discussion, plan, purpose, scheme, proposal, agenda, subject, programme, theme, issue, initiative
Kaupapa Māori	Māori approach, Māori topic, Māori customary practice, Māori institution, Māori agenda, Māori principles, Māori ideology - a philosophical doctrine, incorporating the knowledge, skills, attitudes and values of Māori society
Koha	gift, present, offering, donation, contribution - especially one maintaining social relationships and has connotations of reciprocity
Kōiwi tangata	Human bones or remains
Kōrero	to tell, say, speak, read, talk, address; speech, narrative, story, news, account, discussion, conversation, discourse, statement, information
Mamae	be painful, sore, hurt
Mana	prestige, authority, control, power, influence, status, spiritual power, charisma - mana is a supernatural force in a person, place or object. Mana goes hand in hand with tapu, one affecting the other. The more prestigious the event, person or object, the more it is surrounded by tapu and mana. Mana is the enduring, indestructible power of the atua and is inherited at birth, the more senior the descent, the greater the mana. The authority of mana and tapu is inherited and delegated through the senior line from the atua as their human agent to act on revealed will. Since authority is a spiritual gift delegated by the atua, man remains the agent, never the source of mana. This divine choice is confirmed by the elders, initiated by the tohunga under traditional consecratory rites (tohi). Mana gives a person the authority to lead, organise and regulate communal expeditions and activities, to make decisions regarding social and political matters. A person or tribe's mana can increase from successful ventures or decrease through the lack of success.
Manaakitanga	hospitality, kindness, generosity, support - the process of showing respect, generosity and care for others
Māori	Māori, Indigenous New Zealander, Indigenous person of Aotearoa/New Zealand - a new use of the word resulting from Pākehā contact in order to distinguish between people of Māori descent and the colonisers
Marae	courtyard - the open area in front of the whareniui (meeting house), where formal greetings and discussions take place. Often also used to include the complex of buildings around the marae

Mātauranga	knowledge, wisdom, understanding, skill - sometimes used in the plural; education - an extension of the original meaning and commonly used in modern Māori with this meaning
Mauri	life principle, life force, vital essence, special nature, a material symbol of a life principle, source of emotions - the essential quality and vitality of a being or entity. Also used for a physical object, individual, ecosystem or social group in which this essence is located
Moana	sea, ocean, large lake
Te Moana-nui-a-Kiwa	the Pacific Ocean
Pākehā	English, foreign, European, exotic - introduced from or originating in a foreign country; New Zealander of European descent - probably originally applied to English-speaking Europeans living in Aotearoa/New Zealand
Pepeha	tribal saying, tribal motto, proverb (especially about a tribe), set form of words, formulaic expression, saying of the ancestors, figure of speech, motto, slogan - set sayings known for their economy of words and metaphor and encapsulating many Māori values and human characteristics
Pūrākau	myth, ancient legend, story
Rangatahi	younger generation, youth
Rangatira	chief (male or female), chieftain, chieftainess, master, mistress, boss, supervisor, employer, landlord, owner, proprietor - qualities of a leader is a concern for the integrity and prosperity of the people, the land, the language and other cultural treasures (e.g. oratory and song poetry), and an aggressive and sustained response to outside forces that may threaten these
Rangatiratanga	chieftainship, right to exercise authority, chiefly autonomy, chiefly authority, ownership, leadership of a social group, domain of the rangatira, noble birth, attributes of a chief
Rohe	boundary, district, region, territory, area, border (of land)
Rūnanga	council, tribal council, assembly, board, boardroom, iwi authority - assemblies called to discuss issues of concern to iwi or the community
Tamariki	children - normally used only in the plural

Tāne	husband, male, man
Tāngata whenua	local people, hosts, Indigenous people - people born of the whenua, i.e. of the placenta and of the land where the people's ancestors have lived and where their placenta are buried
Taonga	treasure, anything prized - applied to anything considered to be of value including socially or culturally valuable objects, resources, phenomenon, ideas and techniques
Tapu	be sacred, prohibited, restricted, set apart, forbidden, under atua protection; restriction, prohibition - a supernatural condition. A person, place or thing is dedicated to an atua and is thus removed from the sphere of the profane and put into the sphere of the sacred. It is untouchable, no longer to be put to common use
Te reo Māori	Māori language
Te Tiriti o Waitangi	The Treaty of Waitangi
Tikanga	correct procedure, custom, habit, lore, method, manner, rule, way, code, meaning, plan, practice, convention, protocol - the customary system of values and practices that have developed over time and are deeply embedded in the social context
Tino rangatiratanga	self-determination, sovereignty, autonomy, self-government, domination, rule, control, power
Tipuna	ancestor, grandparent, grandfather, grandmother - singular form of tīpuna and the eastern dialect variation of tupuna
Tohunga	skilled person, chosen expert, priest, healer - a person chosen by the agent of an atua and the tribe as a leader in a particular field because of signs indicating talent for a particular vocation
Tupuna	ancestor, grandparent – singular form of tūpuna and the western dialect variation of tipuna
Tūrangawaewae	domicile, standing, place where one has the right to stand - place where one has rights of residence and belonging through kinship and whakapapa
Wairua	spirit, soul - spirit of a person which exists beyond death. It is the non-physical spirit, distinct from the body and the mauri
Wahine/wāhine	wahine - woman, female, lady, wife; wāhine - women, females, ladies, wives – plural form of wahine; female, women, feminine

Wairuatanga	spirituality
Wānanga	seminar, conference, forum, educational seminar; tribal knowledge, lore, learning - important traditional cultural, religious, historical, genealogical and philosophical knowledge; tertiary institution that caters for Māori learning needs - established under the Education Act 1990
Whaikōrero	oratory, oration, formal speech-making, address, speech - formal speeches usually made by men during a pōhiri/pōwhiri and other gatherings
Whakapapa	genealogy, genealogical table, lineage, descent - reciting whakapapa was, and is, an important skill and reflected the importance of genealogies in Māori society in terms of leadership, land and fishing rights, kinship and status. It is central to all Māori institutions. There are different terms for the types of whakapapa and the different ways of reciting them including: tāhū (recite a direct line of ancestry through only the senior line); whakamoe (recite a genealogy including males and their spouses); taotahi (recite genealogy in a single line of descent); hikohiko (recite genealogy in a selective way by not following a single line of descent); ure tārewa (male line of descent through the first-born male in each generation)
Whakataukī	proverb, significant saying, formulaic saying, cryptic saying, aphorism. Like whakatauākī and pepeha they are essential ingredients in whaikōrero
Whānau	extended family, family group, a familiar term of address to a number of people - the primary economic unit of traditional Māori society. In the modern context the term is sometimes used to include friends who may not have any kinship ties to other members
Whānaungatanga	relationship, kinship, sense of family connection - a relationship through shared experiences and working together which provides people with a sense of belonging. It develops as a result of kinship rights and obligations, which also serve to strengthen each member of the kin group. It also extends to others to whom one develops a close familial, friendship or reciprocal relationship
Whenua	land - often used in the plural; territory, domain; country, land, nation, state