



# James G. Hay Travel Award

## 2023 Applicant Guidelines

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## Note

Please note this form is to be used **in conjunction with** the following documents:

- [RSNZ-James G Hay 2023 Application Form](#)
- [RSNZ-JGH-2023 Referee Report Template](#)

## Background

The James G. Hay Travel Award, named after a pioneer in the discipline of biomechanics in New Zealand, has been endowed by the International Society of Biomechanics (ISB) and is managed by the Royal Society Te Apārangi (the Society).

Dr Hay was born in Waipukurau and over a career of more than 40 years, became one of the world's pre-eminent sport biomechanists. He made a substantial contribution to New Zealand sport science in the 1960's and 70's, and the US Olympic teams through their Elite Athlete Programme. Dr Hay was a former President of the ISB, and a Charter Member of the Olympic Academy of Science. He began his professional career at the University of Otago, School of Physical Education before his appointment at the University of Iowa, USA, a position he held until retirement in 1998. On his retirement, Dr Hay returned to New Zealand and continued his work at the University of Auckland until his death in 2002.

## Objective

The objective of the James G. Hay Travel Award is to enable New Zealand university staff or post-graduate students engaged in research or study in the field of Biomechanics to attend and present a paper at the biennial Congress of the International Society of Biomechanics (ISB).

## Description

Applications are invited from registered post-graduate students or current academic staff at New Zealand Universities who are members in good standing of the ISB and wish to attend the XXIX Congress of the International Society of Biomechanics in 2023 in Fukuoka, Japan.

## Date and Venue

- **Congress:** July 30 – August 3, 2023
- **Location:** Fukuoka, Japan
- **Venue:** Fukuoka International Congress Centre

## Award Categories

A James G Hay Travel award may be granted in either of the following categories:

### Category A: Post-graduate student

To enable New Zealand citizens or Permanent Residents, who are:

- registered and enrolled for a post-graduate degree or diploma at a New Zealand university; and
- student members of ISB in good standing

to attend the Congress of the ISB and deliver an oral or poster presentation of research or original work related to their degree study.

### Category B: University Academic staff member

To enable New Zealand citizens or Permanent Residents, who are:

- on the academic staff of a New Zealand university; and
- members of ISB in good standing

to attend the Congress of the ISB and deliver an oral or poster presentation of biomechanics research.

## Value of Award

The value of each award shall be decided by the Selection Committee according to such criteria as it shall publish from time to time. Funding is awarded for the ISB Congress immediately following application. In any year, funds disbursed shall not exceed the total income of the fund (less expenses) since the last award.

## Number of Award

The number of awards presented in any year in either of the categories above shall be determined by the Selection Committee having regard to the income available for the purpose. No award shall be made upon any occasion if the Selection Committee shall be of the opinion that there is no candidate of sufficient merit.

## Additional Notes

1. Transfer of funds to the recipient shall normally be made on receipt of confirmation of acceptance of paper and no earlier than 2 months prior to the ISB Congress.
2. Awards may be made to contribute to airfares and/or other travel costs.
3. The amount of any award shall be decided by the selection committee.

## Eligibility Criteria

To be considered eligible for the award, applicants must meet all the following criteria:

- Be a New Zealand Citizen or Permanent Resident (proof of status must be included in the application).
- Be undertaking postgraduate study at a recognised New Zealand University (**Category A** only), OR be directly and currently affiliated with a New Zealand University (**Category B** only).
- Be members of the ISB in good standing.
- Be able to provide a high-quality oral or poster presentation in the field of Biomechanics.
- Have submitted an abstract to the ISB Congress website by the specified deadline.
- **Note:** awards will not normally be made more than once to the same recipient.

## Selection Criteria

The awards shall be made by the Selection Committee set up for the purpose. The Committee may consult with the universities and others as it sees fit.

The selection committee shall use the following criteria to select successful applicants from those eligible applications correctly submitted by the closing date.

Prospective applicants will be assessed on the basis of **FIVE** selection criteria, with bracketed percentages providing the relative weights in assessment:

**Criterion One:** Scientific merit of the work to be reported at the Congress (20%)

**Criterion Two:** Originality of the work to be reported at the Congress (20%)

**Criterion Three:** Potential application of the work in New Zealand society (20%)

**Criterion Four:** Recipient's intention to pursue a research career in New Zealand (20%)

**Criterion Five:** Value of the work to New Zealand's biomechanics community (20%)

## Māori research and innovation

It is also expected that the programme will support relevant activities that contribute to unlocking the innovation potential of Māori knowledge, resources, and people as outlined in MBIE's Vision Mātauranga policy framework. The Vision Mātauranga policy aims to unlock the science and innovation potential of Māori knowledge, resources, and people for the benefit of New Zealand, and focuses on four areas:

- Indigenous innovation – contributing to economic growth through distinctive science and innovation
- Taiao/environment – achieving environmental sustainability through iwi and hapū relationships with land and sea
- Hauora/health – improving health and social wellbeing
- Mātauranga – exploring indigenous knowledge and science and innovation.

## Application Process

All applications must be submitted to the Royal Society of New Zealand.

The required application forms are available at the Society website [here](#).

## Application Format

Since the application form is designed for rapid email transmission, please help us by avoiding formatting such as tables, graphs, charts and diagrams wherever they are not essential. In many cases, you may be able to express the idea as plain text.

- Proposals must be typed in English.
- Please follow the instructions provided, keeping to the space requirements.
- Applications must be written in a clear, concise manner with sufficient detail to enable the Selection Committee to fully appraise the scope and implications of the application.
- Applications must be **fully self-supporting**. Any additional documentation (including letters of support) that arrives after the closing date and time will not be made available to the Selection Committee.
- Applications must be submitted either as a Microsoft Word or PDF file **electronically**, digital signatures are accepted.
- Please note that a mailbox limit of 10MB applies.

## Supporting Material

Each application to the James G. Hay Award shall be accompanied by:

1. Proof of New Zealand citizenship or Permanent Residency status (e.g. copy of passport or birth certificate)
2. The submitted abstract of the original work or research that is to be reported at the ISB Congress.
3. A full, itemised account of all estimated travel expenses in the detailed Budget section of the application.
4. A letter of support for your application from your Academic Supervisor, Head of Department or equivalent, as appropriate (see below for details).
5. The name and contact details of a nominated Academic Referee (see below for details).
6. Evidence of good standing as a Member (**Category B**) or Student Member (**Category A**) of ISB.

**Please note:** Digital copies of all the documents above are sufficient to support applications; however original documents must be available on request.

## Letter of Support

You must include a letter of support with your application.

- For a **Category A** application, this is expected to be provided by your Academic Supervisor or equivalent.
- For a **Category B** application, this is expected to be provided by your Manager, Head of Department or equivalent.

The letter of support should comment on:

- the research work you are proposing to present at ISB, and
- its value to the New Zealand biomechanics community.

The letter should also include words to the following effect:

*“[We] confirm that the applicant satisfies the eligibility criteria and the application abides by rules stipulated in the Royal Society Te Apārangi JGH-2023 Application Guidelines.*

*Should this application be successful, [we] undertake to ensure that the support and resources necessary for the proposed research to proceed will be provided.”*

## Academic Referee Report

It is your responsibility to contact a suitable referee and ask for their report to be forwarded directly to the Society, by the closing date, at the email address: [International.Applications@royalsociety.org.nz](mailto:International.Applications@royalsociety.org.nz)

Referees should not be asked to send their reports to you, as they must have the opportunity to be completely frank. References MUST be clearly marked with your full name.

Referees are asked to comment confidentially on the five selection criterion, using the template provided on the [Society website](#).

## Closing Dates

### ISB Abstract Submission deadline

The ISB Abstract Submissions close on **Thursday 31 January 2023**.

Further information is available on the Congress website at <https://www.isb-jsb2023.com/>

Please be aware that this date is before the deadline to submit your application to the Society.

### Royal Society Application deadline

Applications and all supporting information (including applicant-solicited referee reports) must reach the Royal Society of New Zealand by the closing date of **Friday 3 March 2023, 5.00 pm (NZDT)**.

## Submitting your application

When you are satisfied with your application, save the document for your records, and email the application in a **single compiled document** as a Microsoft Word or pdf file to the attention of the International Contracts Coordinator at [International.Applications@royalsociety.org.nz](mailto:International.Applications@royalsociety.org.nz) **only electronic copies will be accepted, no hard copies are required. Please note a mailbox limit of 10MB applies.**

Receipt of all applications will be acknowledged by email. If you do not receive this acknowledgement within 5 working days please contact us.

Information provided by applicants will be administered in accordance with the requirements of the Privacy Act 2020.

## Notification

Decisions on which applicants will be supported are expected to be announced in March 2023.

## Contact

For all enquiries relating to the application please contact the International Contracts Coordinator at:

**Royal Society Te Apārangi**

PO Box 598, Thorndon, Wellington

[International.Applications@royalsociety.org.nz](mailto:International.Applications@royalsociety.org.nz)

Phone: +64 4 470 5756

## Appendix A: Additional Information

### Reporting

In all cases, recipients shall make a report on their attendance at the ISB Congress to the Royal Society of New Zealand (the Society) and shall make a transcript or copy of their presentation available to the Society for dissemination either on a web site or otherwise.

### Suspension or Termination

The Society may at any time suspend or terminate any award, or require the forfeiture of such proportion of the award value as the Selection Committee may determine, if it is satisfied that the recipient has failed to comply with any of the terms and conditions of the award.

### Power to Vary Conditions

It shall be lawful for the Society, on the recommendation of the Selection Committee, at any time and from time to time to amplify, vary, or rescind all or any of the conditions relating to the said award specified in the preceding clauses and to add any further or substitute other conditions, provided that no such conditions shall be inconsistent with the general purpose of the Award.

All variations to Award conditions or eligibility criteria will be published by Society in an appropriate way.

Applications must arrive by the date and time shown on the application form. No undertaking is given to accept late applications.