|  |  |  |
| --- | --- | --- |
|  | **New Zealand Aid Programme Awards****for Postgraduate Field Research****Application Checklist** | O:\Scholarships - New\Mfat NZAid\nzaid logo.jpg |

Any questions regarding requirements for applications should be directed to one of the following DevNet steering committee members:

[Kelly Dombroski](http://www.geog.canterbury.ac.nz/department/staff/kellyd.shtml) kelly.dombroski@canterbury.ac.nz

[Regina Scheyvens](http://www.massey.ac.nz/massey/expertise/profile.cfm?stref=700330) R.A.Scheyvens@massey.ac.nz

[John Overton](http://www.victoria.ac.nz/sgees/about/staff/john-overton) john.overton@vuw.ac.nz

Submit your completed application to info@devnet.org.nz

You must complete the application form and include all documents listed below and requested in the Award Regulations.

Check that the application form is complete and the necessary documents are attached:

|  |  |  |
| --- | --- | --- |
|  |  | Application Form fully completed. |
|  |  |  |
|  |  | Certified copy of your tertiary academic record.  |
|  |  |  |
|  |  | Written evidence that the field research proposal for which this award is sought has been accepted by an appropriate authority in the country/countries where the research is to be conducted. **\*** |
|  |  |
|  |  |  |
|  |  | The research proposal - a maximum of 3 pages, excluding references. **\*\***  |
|  |  |  |
|  |  | Your budget for the research and the support being sought in this award application. |
|  |
|  |  |  |
|  |  | A Health and Safety Plan for your travel and time in country that complies with the requirements of your university. |
|  |  |  |
|  |  | Your primary academic supervisor supports the statement addressing the Selection Criteria on page 7. |
|  |
|  |  |  |
|  |  | The Privacy Declaration. |
|  |  |  |
| **\*** | If approval/acceptance has not already been obtained you may still apply for an award. Should your application be successful you will need to provide evidence of approval/acceptance before any funds can be released. If you are not sure what constitutes in country approval, see appendix 1. |
| **\*\*** | Pages beyond the maximum will be discarded. |

**Applicant Details**

|  |  |
| --- | --- |
| Full nameMr/Miss/Ms/Mrs |  |

|  |  |
| --- | --- |
| Email Address |  |

|  |  |
| --- | --- |
| Non-UniversityEmail Address |  |

|  |  |
| --- | --- |
| Mobile Phone Number |  |

|  |  |
| --- | --- |
| AddressInclude Post Code |  |
|  |  |
|  |  |
|  |  |
| Phone Number |  |

Are you a New Zealand citizen/Permanent Resident or International Student?

(Please tick one)

* New Zealand citizen/Permanent Resident
* International Student

(NB international students receiving Ministry of Foreign Affairs and Trade scholarships for postgraduate study in New Zealand are *not* eligible to apply for Field Research Awards.

Are you a New Zealand based Master’s degree or Doctorate student? (Please tick one)

* Yes
* No

**Postgraduate Programme**

|  |  |
| --- | --- |
| At which university are you currently enrolled?  |  |
| For which degree? |  |
| What is the field of your research? |  |
| Date of initial enrolment? |  |
| Expected degree completion date |  |

**Primary Academic Supervisor**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Department |  |
| Email |  |
| Phone Number |  |

**Proposed Field Research**

|  |  |
| --- | --- |
| Title of Research  |  |
|  |  |
|  |  |
| Country/Countries where research will be performed |  |
| Funds requested | (Total from budget) **NZ$** |
| Summary of proposed research -maximum of 50 words |  |
|  |
|  |
|  |
|  |  |
|  |  |
|  |  |
|  |  |

Has your research proposal gained Ethics approval from your university? \*Yes No

Has your research proposal been accepted by the destination country? \*Yes No

|  |  |
| --- | --- |
| \* | If approval/acceptance has already been obtained attach written evidence.If approval/acceptance has not already been obtained you may still apply for the award. Should your application be successful you will need to provide evidence of approval/acceptance before any funds can be released. |

**Research relevance**

Please describe the relevance of your research to the Ministry’s development cooperation efforts towards the Sustainable Development Goals, and our Pacific priorities. More information can be sought on the MFAT website: <https://www.mfat.govt.nz/en/>

|  |
| --- |
|  |
|  |
|  |
|  |

**Field Research Proposal**

Include your Field Research Proposal with this application.

(The maximum length is three pages excluding references).

Doctoral candidates are expected to show critical academic insight and to display key theoretical outcomes in their research proposal for the Award.

The Research Proposal must cover all the following areas:

1. background to the research.
2. review of relevant literature.
3. key questions to be explored/addressed.
4. proposed methodology.
5. references used.

**Field Research Schedule**

|  |  |
| --- | --- |
| Start date of field research |  |
| End date of field research |  |
| Number of weeks planned |  |
| Planned completion date of your Masters/PhD |  |

**Field Research Health and Safety Planning**

Please attach any planning you have begun to ensure your health and safety while conducting field research. This planning should highlight the key risks of your research location and topic, and how you plan to mitigate the risks you face.

Your University will likely have policies and procedures that you need to follow. Please provide supporting evidence that you have begun to think about health and safety while conducting field work.

For more information on Health and Safety Planning, see https://www.mfat.govt.nz/assets/Aid-Prog-docs/Tools-and-guides/NZ-Aid-Programme-HS-information-for-Partners-and-Contractors.pdf

**Estimated Field Research Budget for this Award**

|  |  |  |
| --- | --- | --- |
| **Item** | **Description and quantity** | **Cost (NZ$)** |
| **Costs covered by this Award:** |  |  |
| International Return airfares (economy) |  |  |
| Local transport |  |  |
| Accommodation cost |  |  |
| Other research costs (please specify) |  |  |
| Travel and Health Insurance |  |  |
| Daily living allowance (contribution towards food, and other living costs). |  |  |
| **TOTAL**  |  | **NZ$** |
| ***Please provide quotes to demonstrate expenses where available*** |
| **Other research costs not covered by this Award:** |  |
| **Item** | **Comment** | **Cost (NZ$)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Other Funding for the Field Research**

Give details of any other funding for which you have applied or which you have received to assist with the costs of this **field research**. Please state the amount of funding, the source of the funding and the expenses that will be covered with this funding:

|  |
| --- |
|  |
|  |
|  |
|  |

**Other Funding for the overall Research Programme**

Give details of any other funding for which you have applied or which you have received to assist with the costs of your **overall Masters/PhD research programme**:

|  |
| --- |
|  |
|  |
|  |
|  |

**Selection Criteria**

In the sections below provide a statement addressing these selection criteria (as noted in the Award regulations):

* 3- potential of proposed research to contribute to development knowledge, policy or practice.
* 4- capacity of the applicant to carry out the proposed research and a demonstrated commitment to development.

This statement should be completed by your academic supervisor and/or yourself (The maximum length for this section is one page).

Potential of the proposed research to contribute to development knowledge, policy or practice.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Capacity of the applicant to carry out the proposed research and demonstrated commitment to development

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Declaration by the Applicant**

I confirm that I will:

* repay the award in full if for any reason the field research is not completed.
* use the award to cover only eligible expenses, as set out in List of Eligible Expenses
* only embark on the research if university ethics approval is received
* register my travel on the SafeTravel website
* take all necessary steps to ensure that I am safe during my travel, in line with the steps I have set out in the Health & Safety Plan
* repay any funding received but not utilised in the course of the approved field research.
* notify DevNet if other sources of funding are secured, and ensuring that there is no duplication of funding for any costs or expenses.
* avoid any course of action or conduct which would reflect adversely on New Zealand and deal considerately with all those with whom I come into contact.

I have read and understood the Regulations for the New Zealand Aid Programme Postgraduate Field Research Awards and I agree to abide by them.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |
| Name |  |

**Privacy Declaration**

I understand that:

* the information I have provided in this application form and in the attached documents will be used for the purposes of assessing my application.
* DevNet may obtain any personal information about me that is necessary to assess my application, including academic results from organisations such as NZQA.
* personal information contained in my application will be made available to members of the Selection Committee for this award.
* in assessing my application members of the Selection Committee may use references received from any individuals that I have nominated.
* DevNet undertakes to store and dispose of my application in accordance with the Records Management policies and procedures of MFAT. No part of the application can be returned.

Should I have reason to believe that information held about me is incorrect I have the right of access to, and correction of, that information.

I acknowledge that any personal references from any persons I have nominated are obtained on the strict understanding that they are confidential and that I may not have access to those references through MFAT.

I agree to co-operate with any publicity for this scholarship and understand that such publicity may include material supplied with my application.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_agree to the above conditions in respect of this application.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |