

# **TE HERENGA WAKA – VICTORIA UNIVERSITY OF WELLINGTON**

# **PACIFIC POST-DOCTORAL APPLICATION FORM**

## Purpose

The purpose of the fellowship is to nurture the intellectual curiosity that pushes the boundaries of new knowledge and enhances the world around us through the significant value we gain from bringing Pacific knowledge to bear on basic and applied research activities.

## Objective

Attract, retain, and employ two early-career Pacific postdoctoral research fellows into the University. To ensure greater outcomes in their early-career research, fellows will progress through a three-year programme and grow their knowledge, experiences, and innovation through basic or applied research activities relevant to their field.

## Eligibility

Applicants must be of Pacific descent, either Pacific Island or New Zealand born, and be either an Aotearoa New Zealand citizen, or permanent resident. Applicants must meet the requirements to graduate with a PhD on or before the start of the fellowship. Please see the Applicant Guidelines for more information.

## Duration

Applicants must be prepared to engage with the Fellowship programme full-term and spend the fully allocated budget by July 2025.

## Value

The grant is awarded on at least 1.0 EFT basis of $85,000 per annum towards the researcher’s salary, with a contribution $20,000 per annum in research-related expenses and 10% in Oncosts.

## Important Dates

Applications: Opens Monday 05 December 2022, at 8am.

Closes Friday 17 February 2023, at 5pm.

Selection: Starts Monday 2-0 February. Finishes Friday 10 March 2023

Matchmaking: Starts Monday 05 December 2022. Finishes Friday 10 March 2023

Final Decision: Friday 31 March 2023

Fellowship Start: No later than Monday 30 June 2023, however this can be negotiated.

## How to apply

Applications are to be submitted to THW-VUW’s Research Office, Rangahau Māori Team by the closing date, and time.

## Contact

For application submissions and queries please email: rangahau@vuw.ac.nz

# INSTRUCTIONS

## Before filling out your application

1. Read the Applicant Guidelines and this Application form thoroughly.
2. Contact the Rangahau Māori team to discuss your application and to ask any questions.

## Filling out your application

1. DELETE all grey highlighted insert text within the response boxes of the application.
2. Ensure all responses on this application form are in font 11pt and coloured black.

## Completing your application

1. DELETE all informational and instructional pages (p1-2).
2. INSERT a cover page that best reflects you, your research, and your research project.
3. Save your FINAL DRAFT of the application to the PDF format using this filename format:
	* YOUR SURNAME-THWVUW PostDocFellowship2022-PROJECT TITLE

## Supporting documents

1. Copy of poof of identity: birth certificate or passport
2. Copy of proof of eligibility to work in New Zealand: Permanent Residence etc.
3. Certified copy of relevant licences, certificates, registrations, or memberships.
4. Copy of Ministry of Justice check.
5. Copy of academic learning and PhD Certificate.

## Submitting your application

1. Compose your email submission with the following:
	1. **Subject line:** YOUR SURNAME, THWVUW Post-doc Fellowship 2022.
	2. **Message:** Introduce yourself, your project and if applicable cc in your confirmed Supervisor.
	3. Attachments: Application Form and Supporting Documents.
2. Submit your application to the Rangahau Māori team: rangahau@vuw.ac.nz

# SECTION 1 – APPLICANT DETAILS

## Applicant Information

*Complete the following details: name, iwi or hapū affiliations, email, contact number and postal address. Enter the date that your PhD was conferred. Please provide evidence of when your doctoral degree was conferred (see Supporting Information).*

|  |  |
| --- | --- |
| **Name** | Click here to insert Title, First and Last Names |
| **Contact email** | Click here to insert email address |
| **Contact number** | Click here to insert contact number |
| **Postal address** | Click here to insert address |
| **Date PhD Conferred** | DD/MM/YYYY | **Institution** | Click here to insert institution |

## Eligibility Criteria

*You will need to include copies of proof of your identity, your citizenship or permanent resident visa, your academic transcript, and PhD Certificate. These must be scanned and uploaded with the application. Original or certified copies of the documents may be requested by the University at a later date.*

***Citizenship***

*Along with completing this question, you will also need to provide scanned copies of your citizenship or permanent resident visa.*

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes** | **No** |
| Are you a citizen of Aotearoa New Zealand? |[ ] [ ]
| If you answered no, are you a permanent resident of Aotearoa New Zealand? |[ ] [ ]
| If you answered no to both questions, can you work in Aotearoa New Zealand? |[ ] [ ]

***PhD Eligibility Exemption (if applicable)***

*Please enter the reasons for why you are asking for a PhD exemption. Note that this requires prior approval from the University.*

|  |
| --- |
| Click here to insert reason for exemption. Max 100 words. |

## Qualifications and Employment

*This includes your academic and professional qualifications and positions you have held in relation to your study and research career to date.*

***Qualifications***

*Please enter the date the qualification was granted, the type of qualification and the institution from which it was granted. These include Degrees, Diplomas, and Doctorates. Please start with your most recent qualification and add additional rows if necessary.*

|  |  |  |
| --- | --- | --- |
| Dates | Qualifications | Institution |
| DD/MM/YYYY |  |  |
| DD/MM/YYYY |  |  |
| DD/MM/YYYY |  |  |

***Employment***

*Please include current and previous positions you’ve held including full-time, part-time, and voluntary roles, such as internships, research assistant, and research support for your iwi, hapū or whānau. Please start with your most recent role and add additional rows if necessary.*

|  |  |  |
| --- | --- | --- |
| Dates | Position | Employer |
| DD/MM/YYYY |  |  |
| DD/MM/YYYY |  |  |
| DD/MM/YYYY |  |  |

# SECTION 2 – RESEARCH PROFILE

## Applicants Statement

*Please provide a brief description of who you are, your research career goals, interests, achievements and why you are applying for this Fellowship.*

|  |
| --- |
| Click here to insert research profile. Max 150 words. |

## Publications

*These include any peer reviewed publications, your doctorate thesis, and contributions to other publications. Please start with your most recent qualification and add additional rows if necessary.*

|  |  |  |
| --- | --- | --- |
| Dates | AwardAward | Institution |
| DD/MM/YYYY |  |  |
| DD/MM/YYYY |  |  |
| DD/MM/YYYY |  |  |

## Awards

*These include grants, awards, deans’ lists, honours or recognitions from institutes, organisations or iwi. Please start with your most recent qualification and add additional rows if necessary.*

|  |  |  |
| --- | --- | --- |
| Dates | AwardAward | Institution |
| DD/MM/YYYY |  |  |
| DD/MM/YYYY |  |  |
| DD/MM/YYYY |  |  |

## Contributions

*Other notable contributions must be research related yet can be drawn from personal or professional achievements or experiences. These include research for your iwi, hapū or whānau, voluntary work for an organisation. Please start with your most recent qualification and add additional rows if necessary.*

|  |  |  |
| --- | --- | --- |
| Dates | ContributionAward | Institution |
| DD/MM/YYYY |  |  |
| DD/MM/YYYY |  |  |
| DD/MM/YYYY |  |  |

## Fields of Research

*The Fields of Research (FOR) allows all research and development (R&D) to be categorised according to the field of research. You can use up to FIVE (5) codes from the list of codes at the Stats NZ ĀRIA website:* [*http://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/d3TYSTsmz2uc8CY1*](http://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/d3TYSTsmz2uc8CY1)*. Please use codes that are as specific as possible, i.e. 6 digits.*

|  |  |
| --- | --- |
| **4 Digit Code**  | **Label** |
|  |  |
|  |  |
|  |  |
|  |  |

## Referee Statements

*Please list each referees’ details; name, iwi, hapū or church affiliation (if applicable), role/position, institute or organisation, a contact email and phone number, your relationship with the Referee, and supporting Referee statement.*

|  |  |
| --- | --- |
| **Referee 1.** | Click here to insert Title, First and Last Names |
| **Affiliation (if applicable)** | Click here to insert affiliations. Separate with a comma |
| **Role/Position** | Click here to insert Position |
| **Institute/Organisation** | Click here to insert Institute |
| **Contact Email** | Click here to insert email address |
| **Contact Number** | Click here to insert contact number |
| **Relationship**  | Click here to insert the relationship to the applicant |
| **Referee Statement** | Click here to insert the Referee Statement. Max 250 words. |

|  |  |
| --- | --- |
| **Referee 2.** | Click here to insert Title, First and Last Names |
| **Affiliation (if applicable)** | Click here to insert affiliations. Separate with a comma |
| **Role/Position** | Click here to insert Position |
| **Institute/Organisation** | Click here to insert Institute |
| **Contact Email** | Click here to insert email address |
| **Contact Number** | Click here to insert contact number |
| **Relationship**  | Click here to insert the relationship to the applicant |
| **Referee Statement** | Click here to insert the Referee Statement. Max 250 words. |

|  |  |
| --- | --- |
| **Referee 3.** | Click here to insert Title, First and Last Names |
| **Affiliation (if applicable)** | Click here to insert affiliations. Separate with a comma |
| **Role/Position** | Click here to insert Position |
| **Institute/Organisation** | Click here to insert Institute |
| **Contact Email** | Click here to insert email address |
| **Contact Number** | Click here to insert contact number |
| **Relationship**  | Click here to insert the relationship to the applicant |
| **Referee Statement** | Click here to insert the Referee Statement. Max 250 words. |

# SECTION 3 – RESEARCH PROJECT

*The Research Project should be consistent with the purpose and objective of the Fellowship. The Research Project will act as a roadmap for the three-year Fellowship Programme.*

## Research Practice

*Please select from one of the following options that best fits the type of research practice of your proposed project: research with no specific Pacific component, research involving Pacific peoples, Pacific-centred research, Pacific-led research. See Applicant Guidelines for further information.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Research with no specific Pacific component** | **Research relevant to Pacific peoples** | **Research involving Pacific knowledge, peoples, resources** | **Pacific-centred research** | **Pacific-led research** |
|[ ] [ ] [ ] [ ] [ ]

## Research Category

*Please select one of the following categories that best fits the theme of the proposed project: Humanities and Social Sciences, Life Sciences, or Physical Sciences and Mathematics. See the Applicant Guidelines for further information.*

|  |  |  |
| --- | --- | --- |
| **Humanities and the Social Sciences (HSS)** | **Life Sciences (LFS)** | **Physical Sciences, Engineering and Mathematics (PEM)** |
|[ ] [ ] [ ]

## Research Type

*Please select one from the following options that best fits the type of research of your proposed project: pure basic research, strategic basic research, applied research, or experimental development. See Applicant Guidelines for further information.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Pure Basic Research** | **Strategic Basic Research** | **Applied Research** | **Experimental Development** |
|[ ] [ ] [ ] [ ]

## Title

*Please provide a title that best describes the nature of your proposed Research Project. Keep the title brief and to the point.*

|  |
| --- |
| Click to insert Project title. Max 20 words |

## Summary

*Please provide a summary of the planned project that is suitable for a lay audience with some limited knowledge of your FOR and using a maximum of 500 words. It may be used for reporting and public information.*

|  |
| --- |
| Click to insert your Project Summary. Max 300 words |

## Background

*Please provide the relevant background information for your research project. It should outline your motivation, interest, and reason why you are researching this field. You must also include your research question.*

|  |
| --- |
| Click to insert your Project Background. Max 150 words |

## Description

*Please provide a description of your research project including your research and analysis methodologies, and if your project has some to significant Pacific component, Pacific-centred research, or is Pacific-led research.*

|  |
| --- |
| Click to insert your Project Description. Max 300 words |

## Outputs

*Please provide a list of tangible outputs. These may include, but limited to, a detailed report, a series of published articles, a series of presentations, a contribution to a symposium, a strategy framework, or an outreach program. See Applicant Guidelines for more examples. Add or delete rows where needed.*

|  |
| --- |
| Click to insert output |
| Click to insert output |
| Click to insert output |

## Outcomes

*Please provide details on how your Project will impact on your cultural growth and development, your professional academic and research career, your field of research,*

|  |
| --- |
| Click to insert outcome |
| Click to insert outcome |
| Click to insert outcome |

## Management

*Please provide strategies on how you will manage your engagement with Pacific knowledge, resources, peoples, data, and intellectual property.*

***Pacific Knowledge***

|  |
| --- |
| Click to insert how you will manage Pacific Knowledge. Max 150 words |

***Pacific Resources***

|  |
| --- |
| Click to insert how you will manage Pacific Resources. Max 150 words |

***Pacific Peoples***

|  |
| --- |
| Click to insert how you will manage Pacific relationships. Max 150 words |

***Data Management***

|  |
| --- |
| Click to insert how you will manage Pacific data. Max 150 words |

***Intellectual Property***

|  |
| --- |
| Click to insert how you will manage intellectual property. Max 150 words |

## Stakeholders

*Please provide details of your key stakeholders, partners, or contributors. See the Applicant Guidelines for further information.*

***Organisation***

*Please provide details of any iwi, hapū, charity, church, business, government department or organisation you have partnered with or will be working with. Please copy, add, or delete where needed.*

|  |  |
| --- | --- |
| **Organisation** | Click here to insert Institute |
| **POC Name** | Click here to insert Title, First and Last Names |
| **POC Role** | Click here to insert Position |
| **POC Email** | Click here to insert email address |
| **POC Number** | Click here to insert contact number |

|  |  |
| --- | --- |
| **Organisation** | Click here to insert Institute |
| **POC Name** | Click here to insert Title, First and Last Names |
| **POC Role** | Click here to insert Position |
| **POC Email** | Click here to insert email address |
| **POC Number** | Click here to insert contact number |

***Individual***

*Please provide details of any individual, kaumatua, advisor, mentor, or consultant that you have partnered with or will be working with. Please copy, add, or delete where needed.*

|  |  |
| --- | --- |
| **Name** | Click here to insert Title, First and Last Names |
| **Role/Position** | Click here to insert Position |
| **Organisation** | Click here to insert Institute |
| **Contact Email** | Click here to insert email address |
| **Contact Number** | Click here to insert contact number |

|  |  |
| --- | --- |
| **Name** | Click here to insert Title, First and Last Names |
| **Role/Position** | Click here to insert Position |
| **Organisation** | Click here to insert Institute |
| **Contact Email** | Click here to insert email address |
| **Contact Number** | Click here to insert contact number |

|  |  |
| --- | --- |
| **Name** | Click here to insert Title, First and Last Names |
| **Role/Position** | Click here to insert Position |
| **Organisation** | Click here to insert Institute |
| **Contact Email** | Click here to insert email address |
| **Contact Number** | Click here to insert contact number |

## Important Dates and Milestones

*Use the space provided the start and end dates of your proposed project, starting no earlier than June 2023 and finishing no later than July 2026. List all key milestones of your research project and the expected completion date. Add additional rows if necessary*

|  |  |  |
| --- | --- | --- |
|  | **Milestones** | **Expected Completion Date** |
| **1** | **Start date of Project** | **DD/MM/YYYY** |
| 2 | Click to insert your Milestone | DD/MM/YYYY |
| 3 | Click to insert your Milestone | DD/MM/YYYY |
| 4 | Click to insert your Milestone | DD/MM/YYYY |
| **5** | **End date of project** | **DD/MM/YYYY** |

## Budget

*Please use the following table to complete your budget, feel free to add or delete rows and items where necessary.*

|  |
| --- |
| **Budget Summary** |
| **Item** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| Salaries (Research Assistants) |  |  |  |  |
| Domestic Travel Costs |  |  |  |  |
| Material Costs |  |  |  |  |
| Equipment Hire Costs |  |  |  |  |
| Catering and Food |  |  |  |  |
| Conference Fees |  |  |  |  |
| Accommodation Costs |  |  |  |  |
| Courier, Freight & Postage |  |  |  |  |
| Field Trips/Productions |  |  |  |  |
| Functions, Venues, & Equip Hire |  |  |  |  |
| Lab, Test, AV Eqp <$5000 |  |  |  |  |
| Photocopying – copy ctrs |  |  |  |  |
| Lab and Classroom supplies |  |  |  |  |
| Plant & Equip <$5000 |  |  |  |  |
| Print Design |  |  |  |  |
| Purchase-IT Equip <$5000 |  |  |  |  |
| Consultancy & Prof Services |  |  |  |  |
| Salaries-General-Temporary |  |  |  |  |
| Taxi Costs |  |  |  |  |
| Vehicle Running Expenses |  |  |  |  |
| Volunteer Payments & Koha |  |  |  |  |
| **Total** |  |  |  |  |

# SECTION 4 – FELLOWSHIP SUPPORTS

*The supervisor must articulate how they intend to provide the wrap-around support for the applying Fellow.*

## Supervisor Details

*Applicants with a confirmed Supervisor, who meets the Supervisor criteria, will need to complete the following. Those applicants without a confirmed Supervisor, will be placed through the Matchmaking process and when a supervisor is confirmed, by the deadline, will also need to complete the following.*

|  |  |
| --- | --- |
| **Supervisor Name** | Click here to insert Title, First and Last Names |
| **Affiliation (if applicable)** | Click here to insert affiliations. Separate with a comma |
| **Role/Position** | Click here to insert Position |
| **Faculty/School/CSU/Institute** | Click here to insert Institute |
| **Contact Email** | Click here to insert email address |
| **Contact Number** | Click here to insert contact number |

## Supervisor Statement

*The Supervisor must provide details on how they will support the applicants cultural, research, academic, and professional development needs.*

|  |
| --- |
| Click here to insert the Supervisor Statement. Max 200 words. |

## Host Details

*The Supervisor will need to complete the following in conjunction with the Faculty Dean, School Head, or Director of the Host, guided by the Associate Dean Research. A point of contact (POC) is someone other than the Supervisor.*

|  |  |
| --- | --- |
| **Faculty/School/CSU/Institute** | Click here to insert Institute |
| **POC Name** | Click here to insert Title, First and Last Names |
| **POC Role** | Click here to insert Position |
| **POC Contact Email** | Click here to insert email address |
| **POC Contact Number** | Click here to insert contact number |

## Host Statement

*The Supervisor works in conjunction with the Host and must provide details on how they will support the applicants cultural, research, academic, and professional development needs.*

|  |
| --- |
| Click here to insert the Host Statement. Max 200 words. |

# SECTION 5 – GLOSSARY AND SUPPORTING DOCUMENTS

*This section is dedicated to providing a space for a glossary of terms you have used throughout the application to minimise the need explain specific terms or concepts within the spaces provided and lessen the use of the word count. This section also provides a helpful checklist for the supporting documents required.*

## Glossary

*Please provide a list of definitions for any terms, words, or phrases specific to your FOR or any Pacific words, concepts, or phrases.*

|  |  |
| --- | --- |
| **Word, Phrase, Term, Concept** | **Definition** |
| Click here to insert term. | Click here to insert definition. |
| Click here to insert term. | Click here to insert definition. |
| Click here to insert term. | Click here to insert definition. |

## Reference List

*Please insert any reference material that supports your proposed Project. Feel free to use your preferred referencing system such as APA, MLA, IEEE etc. yet this must be consistent, well-spaced, and in font 11point.*

Click here to begin inserting your reference list.

## Supporting Documents Checklist

*Please use this space to confirm you have attached all the relevant supporting documents. These documents should be complied into one PDF file with the following filename format:* YOUR SURNAME- THWVUW PostDocFellowship2022-SUPPORTING DOCUMENTS

|  |  |
| --- | --- |
| **Item** | **Check** |
| Copy of birth certificate or passport  |[ ]
| Copy of Permanent Residence visa |[ ]
| Certified copy of relevant licences, certificates, registrations, or memberships. |[ ]
| Copy of Ministry of Justice check |[ ]
| Copy of academic learning and PhD Certificate. |[ ]
| Copy of PhD Certificate. |[ ]