

Application form: **Research host institution**

Cure Kids supports research to transform the health of children in Aotearoa New Zealand. Cure Kids will award Grant Funding to researchers who are hosted by institutions which have appropriate and robust structures and processes to:

- manage and administer grant funding to an auditable standard,
- ensure that the research is conducted to the highest ethical standards and complies with all applicable legislation and regulations governing health research, and
- support researchers to deliver the proposed research and its potential benefits for the health of children.

Host institutions must ensure that they can comply with the guidelines and terms and conditions for Cure Kids grants before making an application.

Please provide the following information, attaching evidence where appropriate:

Institution:

- Evidence of the legal status of the institution in New Zealand
- Date and place of incorporation in New Zealand
- Name and title of the principal contact (e.g. Chief Executive or Chair)
- Evidence of the ownership structure of the institution
- Description of the governance structure of the institution including constitution or governing documents
- Please indicate whether there is any petition, claim, action, judgement, decision, orders, contract, joint venture, collaboration, or other commitment which could adversely affect your institution's capacity to support the Research, and if so, give details.
- If you are unable to supply any of the documents, please indicate the reason below

Finance:

- Evidence of GST registration with number
- Pre-printed deposit slip or proof of bank account number
- Name and contact details of solicitor
- Copies of audited financial statements from the past 3 years

- Description of the financial processes which will be used to administer the grant (e.g. signing rights for bank accounts, grant tracking process, and details of financial reporting).

- If you are unable to supply any of the documents, please indicate reason below

Research:

- The latest strategic plan and/or annual report, to demonstrate the history of the institution, its mission statement and mandate for research
- Name and title of the person with responsibility for research governance (e.g. Director of Research)

- If you are unable to supply any of the documents, please indicate reason below

Declaration:

By signing below, I confirm that the host institution will:

- cover all indirect costs of the research, including facilities and IT infrastructure.
- negotiate the necessary subcontracts with other organisations and institutions, such as those of named investigators, to enable the research.
- ensure that the researchers obtain ethical approvals for human or animal research, facilitate appropriate consultation with Māori, adhere to a relevant Code of Professional Standards or Research Charter, maintain data protection and privacy standards, obtain all necessary informed consents, meet health and safety obligations, uphold principles of child protection, and comply with all other applicable legislation, statutes and regulations governing the research.
- support the Principal Investigator to maintain full records of the research to enable annual reporting on the progress of the Research according to the agreed schedule.

I, _____ am authorised on behalf of _____ to register this institution with Cure Kids as a Research Provider and host institution.

Signed by: _____

Date: _____