

New Zealand Aid Programme Nga Hoe Tuputupu-mai-tawhiti

Awards for Postgraduate Field Research

Award Regulations

The Ministry of Foreign Affairs and Trade (MFAT), is making available Postgraduate Field Research Awards (the Awards) to assist Masters and Doctoral students meet a proportion of their travel expenses and associated costs in carrying out field research in developing countries.

Goal

The goal of the Awards is to support research by New Zealand students on development issues of relevance to the New Zealand Aid Programme and to foster capacity (development field knowledge and research skills) of future New Zealand development professionals.

Objectives

1. Assist New Zealand postgraduate students to conduct field research on development issues.
2. Foster body of knowledge and future pool of New Zealand expertise on topics of interest to countries and sectors in which New Zealand delivers aid.
3. Build student capacity for conducting development research, applying practical development field knowledge, and delivering targeted research products for use in policy and practice.
4. Build awareness of the approach, focus and objectives of the New Zealand Aid Programme.
5. Generate critical analysis, research findings and knowledge of potential use to the New Zealand Aid Programme, developing country partners and other development organisations.

Eligibility

To be eligible to apply for an award applicants must:

- be a New Zealand citizen or permanent resident; and
- be undertaking the research as part of a New Zealand based Master's degree or Doctorate; and

- be undertaking the research in a developing country (or multiple countries) listed in the Eligible Research Locations and Themes document.
- be undertaking the research for a minimum period of four weeks in the year following the year of application.
- have received (or will receive prior to commencement) university ethics approval to conduct the research.
- have received (or will receive prior to commencement) approval to conduct research from the appropriate government authorities of the country in which research will be conducted.

Postgraduate students are not eligible to apply for an award if they have previously received an award for the same research under the same degree programme in an earlier year.

However if an applicant has previously received an award but is applying for separate research under a separate degree programme then these applications are eligible.

Number and Value

The number of awards available in any year will be determined by MFAT.

The value of an award is:

- up to NZ\$4,000 for research as part of a Master's programme
- up to NZ\$6,000 for research as part of a Doctoral programme.

Costs covered by an award:

- international and national flights (cheapest available economy fares)
- travel and health insurance
- domestic travel such as bus, ferry, taxi and train (cheapest available, safe and practical means)
- daily allowance of \$40 (to contribute towards food and accommodation costs)

Selection Criteria

The criteria used to select the most suitable applications will be:

1. Quality of the Research Proposal.
2. Relevance of the proposed research to the priority and focus areas of the New Zealand Aid Programme as listed in the Eligible Research Locations and Themes document.

Applicants should note that while research is allowed within Latin America and Southern Africa the focus of MFAT remains on the Pacific.

The selection committee is requested, where possible, to ensure that more than 70% of the selected research is within the Pacific region.

3. The extent to which the Research Proposal has appropriately considered and addressed relevant cross-cutting issues (gender, environment, and human rights).
4. Potential of the proposed research to contribute to development knowledge (particularly for doctoral candidates). *
5. Potential of the proposed research to contribute to development policy and practice (can the research be applied, does it link research questions through to development practice?). *
6. Capacity of the applicant to carry out the proposed research and demonstrated commitment to development (eg through previous employment, active membership of relevant NGOs, and/or previous study and study visits). *
7. Other awards that the applicant may have received or be seeking.
8. Applications are complete, with all required documents.

* These are the selection criteria that must be addressed in the statement required on page 5 of the Application Form.

Selection

The Selection Committee will usually consist of:

- two members nominated by MFAT.
- two academic members with expertise in Development Studies or related fields.

The Selection Committee will consider eligible applications at a meeting which will be held as soon as possible after the closing date. Applicants will be advised of the results of the committee decisions as soon as possible after the meeting.

If in the opinion of the Selection Committee there are no applications of sufficient merit then no awards will be made.

The decisions of the Selection Committee are final and no correspondence will be entered into concerning those decisions.

Tenure

The field research supported by an award must be carried out in the year following the year of application.

The award must support research taking place over a minimum period of four weeks.

Award holders may hold other awards, scholarships and prizes but must be able to demonstrate that the total amount of other funding received towards their field research costs is less than the total budgeted cost of their field research.

The New Zealand Aid Programme Award will only fund the remaining field costs, up to the total Field Research Budget.

Award Payments

Award payments will be made in two instalments into the award holder's New Zealand bank account.

The first instalment will be 75% of the value of the award.

This instalment will be available after the award holder has formally accepted the terms and conditions of the award and has delivered proof of country and ethics approvals. It will be paid as soon as possible after all required documentation has been delivered to Universities New Zealand.

The second instalment will be the remaining 25% of the value of the award.

This instalment will be paid after the field research has been completed and is subject to:

- delivery of a completed Policy Brief that fully complies with the template provided.
- delivery of a completed Questionnaire (see the Policy Brief template).
- delivery of written confirmation from the award holder's supervisor that the research has been conducted according to the Research Proposal.
- delivery of written confirmation from the award holder that the funds have been used according to the research budget.

It is the award holder's responsibility to arrange for this information to be delivered to Universities NZ by the date specified in the Letter of Offer.

Obligations of Award Holders

As a condition of acceptance award holders will be asked to commit to the following obligations:

- to not change without prior approval from Universities NZ:
 - the start and end dates of the award.
 - the country in which the field research will be conducted.
 - the overall subject matter and objectives of the field research.
- to allow their name and photograph and a description of their field research activities and results to be posted on the MFAT web site.

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- to provide a Policy Brief to Universities NZ, for use by MFAT, on completion of the period of field research.
 - to return a completed the Questionnaire.
 - to deliver an electronic copy (preferably PDF) of their completed postgraduate thesis to Universities NZ.
 - to accept invitations from MFAT to make presentations to appropriate audiences on the aims, experiences and results of their field research.
 - to behave professionally and considerately while conducting research and to avoid any course of action or conduct which would reflect adversely on New Zealand.

The Policy Brief

The Policy Brief should comply with the template provided and be no longer than 4 pages.

The Policy Brief must be approved and authorised by the award holder's academic supervisor and be submitted electronically to Universities NZ by the date specified in the Letter of Offer.

The information provided in the Policy Brief may be used by MFAT for development policy and practice, and may be shared with others in New Zealand and overseas.

Administration

This Award programme is administered by Universities NZ.

Power to Vary

MFAT may at any time vary or revoke any rules or regulations relating to this Award programme, consistent with the general purposes of the Award.

Universities NZ, with guidance from MFAT, may at any time deviate from strict adherence to the rules and regulations relating to this Award programme according to demands of the situation.