**PAPUA NEW GUINEA SCIENCE AND TECHNOLOGY SECRETARIAT**

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| **Research Application Form**(This application should be filled by all researchers, academics, development partners and agencies who wish to conduct research in Papua New Guinea) |
| 1. **Principal Investigator**

Provide details of the Principal Investigator. |
| **Name:** |
| **Position:** |
| **Organisation:**  |
| **Postal Address:** |
| **Telephone:** |
| **Email:** |
| 1. **Category of Research**

Please indicate the category of the research project.  |
| Basic ResearchApplied Research Technological or Product Development |

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| 1. **National Research Agenda Strategic Research Focus Area (SRFU)**

Please indicate which Strategic Research Focus Area from the National Research Agenda the research project will address.  |
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| 1. **Proposal Title**

Please provide a short descriptive title. |
| **Title:** |
| 1. **Time Frame**

Provide the estimated start and completion dates and total number of years/months of the research project. Detailed information must be provided in the Work Plan in Attachment 1. |
| **Completion Date:**  |
| **Total Number of Years/Months:** |
| 1. **Ethics Approval**

Was the proposed research vetted and has ethical approval? If yes, provide copy of ethical approval. |
|  **YES NO** |
| 1. **Research Background, Aims and Objectives**

State the background information, the aim and specific objectives of the project.  |
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| 1. **Rationale, Significance and Benefits.**

State the rationale for the research, indicating the need and its significance (with reference to PNG development plans i.e. Vision 2050, DSP, MTDP). Highlight what specific gap in knowledge this research is seeking to address. Outline the benefits of the research project proposed. What contribution will this research make to the body of knowledge in the particular field of study? How will the research extend, contribute to, or improve knowledge and understanding of relevant PNG issues? |
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| 1. **Research Design and Methodology**

Provide detail on the proposed research design and methodology. This section should include an introduction/background, experimental approach or technical development challenges, sampling, data collection, analysis, reporting and dissemination. Justify the research approach (quantitative and/or qualitative), including the timeframe, data sources, sampling frame and numbers and types of analyses. Also indicate how gender considerations and ethical considerations will be incorporated in the research study (if relevant). |
| **Design and Methodology:****Cited Literature:** |

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| 1. **Location(s) where study will take place**

Clearly outline ALL province(s), district(s) and communities where the activities related to the research project will take place. |
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| 1. **Work Plan/milestones**

Provide a work-plan, outlining when different components of the project will be undertaken, when outputs will be delivered and which members of the study team will be involved. The work-plan for the first year should be particularly detailed. |
| (Fill out Work Plan in Attachment 1) |
| 1. **Communication of Research Findings**

Detail the communication strategy for the research project, outlining how the activities and findings of the project will be communicated to the stakeholders. Special attention should be given to how the project will seek to communicate findings to stakeholders outside of the research and academic community. |
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| 1. **Risk Management**

Identify potential risks related to the project and plans for risk management and risk mitigation. This outline should include potential risks related to the success of the project as well as any potential risk to the project team members, potential participants or communities.  |
| (Fill out Risk Management Table in Attachment 2) |
| 1. **Research Team Experience and Expertise**

Provide a brief description of all members of the study team.  |
| **Name & Organization** | **Role in study research team**  | **Qualifications** (Attach CV of the Principal Investigator, and for each Co-Investigators) |
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| 1. **Research Capacity Strengthening and Training**

Describe all plans within the proposed research project aimed at strengthening Papua New Guinean research capacity  |
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| 1. **Intellectual Property**

Provide a full disclosure of all work to be carried out on samples and specimens of flora and fauna collected, including marine biota, the objectives of such work, and any intention needs, or potential requirements to patent, or otherwise formally or generally establish exclusivity of usage of any material, discoveries, or by-products derived therefrom.  |
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| 1. **Material Transfer**

If materials (cultural property, biological and plant specimens) are required to be transferred out of Papua New Guinea, provide details of the use of the material, ownership of the original material and modifications or derivatives, further distribution, publication rights and rights to inventions arising out of the use of the material. |
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| 1. **Prior Informed Consent (PIC)**

State how Prior Informed consent (PIC) will be established with traditional landowners, provincial or local level governments. If PIC was established, provide copy of consent.  |
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| 1. **Institutional Affiliation and Collaboration**

Research Applications from outside Papua New Guinea, must demonstrate meaningful partnerships and collaboration with Papua New Guinean research leaders and/or institutions. |
| **Name of the Affiliated Institution and Contact Person(s):** |

**THE SUBMITTED APPLICATION MUST NOT EXCEED 20 PAGES**

*Attachments:*

1. *Work Plan/Implementation and Milestone Schedule*
2. *Risk Management Table*
3. *Ethical Approval Letter*
4. *Material Transfer Agreement (if any)*
5. *Prior Informed Consent (if any)*

**Attachment 1: Work Plan/Implementation and Milestone Schedule**

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| **No** | **Project Work activities** | **YEAR:**  | **Remarks** |
|  |  | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |  |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Milestone Schedule** |
| **Milestone** | **Due Date** |
| *[insert event]* | *[insert date]* |
| *[insert event]* | *[insert date]* |
| *[insert event]* | *[insert date]* |

**Attachment 2: Risk Management Table**

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| **Risks****(list of possible risks)** | **Consequence** | **Probability** | **Risk Rating****(Consequence X Probability)** | **Risk Management Strategy** |
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**Note:**

**Consequence:** Extreme (**4**), High (**3**), Medium (**2**), Low (**1**)

**Probability:** Almost Certain (**4**), Likely (**3**), Possible (**2**), Unlikely (**1**)