

Supporters of Tiritiri Matangi Inc. Guidelines for research funding applications

Revised June 2016



The Supporters of Tiritiri Matangi Inc. (SoTM) offer modest amounts of financial support to assist with research projects that benefit Tiritiri Matangi Island. These guidelines are intended to help researchers wishing to make an application for funding.

1. What is SoTM?

The Supporters of Tiritiri Matangi Incorporated (SoTM) is a non-profit volunteer conservation group consisting of members of the public who share an interest in Tiritiri Matangi Island, a scientific reserve located in the Hauraki Gulf.

SoTM manages the Island in conjunction with the New Zealand Department of Conservation (DOC). SoTM was formed in 1988 to assist with the ecological restoration of the Island and to promote it as an 'open sanctuary', where the public may visit and appreciate rare or threatened native wildlife in natural surroundings.

SoTM's work on the Island, which is carried out mainly by volunteers, includes the following:

- Managing, monitoring and researching the Island's ecology, including continued restoration of the ecosystem through the introduction of new species,
- Organising and conducting guided walks of the Island for the public,
- Running the Island's education programme,
- Managing the Island's gift shop and Visitor Centre,
- Constructing and maintaining some of the Island's infrastructure such as tracks, dams and buildings,
- Raising funds to support the management and development of the Island.

This work is managed and overseen by the SoTM Committee and several subcommittees, including the Biodiversity Subcommittee, the Infrastructure Subcommittee and the Visitor Experience Subcommittee. Most research on the Island focuses on flora and fauna, and is therefore overseen by the Biodiversity Subcommittee, but research in other disciplines may also benefit the Island's management and development (see below).

2. Who may apply for research funding?

Applications are welcomed from all groups and individuals, including academics, students, community groups, schools and members of the public. Preference is generally given to applicants affiliated to a recognised research or education institution.

Research in all disciplines relevant to the management and development of the Island will be considered, including ecological science, history, cultural, social and management studies. All applications are subject to assessment by independent expert advisors.

As a guide to the kinds of projects that could be considered in the broad field of ecological science, a useful starting point is the *Tiritiri Matangi Island Biodiversity Plan 2013* (available at: <http://www.tiritirimatangi.org.nz/biodiversity-plan>), which sets out the proposed management of the Island's biodiversity up to 2023. SoTM is particularly interested in research projects that generate knowledge relevant to the implementation of this plan.

3. What are the main criteria on which applications are assessed?

- The key criterion is benefit to Tiritiri Matangi. Any project submitted must show clearly how the research could benefit the future management and/or development of the Island.
- It is expected that the research will be conducted on Tiritiri Matangi, but projects which do not include fieldwork on the Island may be considered if clear benefit to the management or development of the Island is demonstrated.
- Projects should be well planned and should take into account past research and current knowledge in relevant fields. Ideally they should be aimed at generating knowledge worthy of publication.
- Applications should demonstrate that researchers are well qualified to carry out the work in question.
- Funding is not retrospective; the research must be planned to start after the application has been processed (see below for dates).
- All relevant legal obligations must be met, including the need for a permit from DOC (see below).
- In organisations in which approval by an ethics committee is a research requirement, this must be obtained if the proposed research involves handling or otherwise disturbing wildlife.

4. Research permits

Because Tiritiri Matangi is public conservation land, any research conducted on the Island must be covered by a permit issued by the Department of Conservation. The process of obtaining such a permit can be lengthy and should be started well before any funding application is submitted. Potential researchers are encouraged to consult SoTM as early as possible in the planning of the project (whether or not they are considering applying to SoTM for funding). DOC are obliged to consult SoTM, along with other stakeholders, as part of the permitting process, and early discussion between SoTM and researchers can help to iron out potential difficulties and provide helpful guidance.

Potential applicants should also be aware that SoTM has been granted a general permit to carry out non-invasive research and monitoring of flora and fauna on Tiritiri Matangi. It is possible that projects which do not involve the handling or disturbance of protected wildlife might be able to be

conducted under this permit. Again, early discussion with SoTM will determine whether this is the case.

5. What funding is available?

SoTM offers two levels of funding as follows:

- Established researcher (e.g. tertiary institution staff, government scientist): up to \$10,000.
- All other categories (e.g. tertiary or school students, community groups, school groups, etc.): up to \$2500.

SoTM recognises that it is not always possible to categorise projects along these lines. For instance, funding might be sought for a postgraduate or undergraduate student whose research is part of a larger project run by an established researcher. In such cases, the level of funding will be decided on a case-by-case basis in discussion with potential applicants.

At both levels, funding received from SoTM may be used to cover the following costs:

- Equipment (which becomes the property of SoTM) and materials,
- Transport of personnel, personal luggage and research equipment/materials to and from Tiritiri Matangi,
- Accommodation on Tiritiri Matangi,
- Any services essential to the completion of the research (e.g. analysis of genetic samples).

Successful applicants are granted free membership of SoTM for the agreed duration of their project.

6. What should you cover in your application?

A full application is required for either level of funding. Each application is expected to be about 7-8 pages long and should provide the following information (number of pages is a rough guide):

- Background to the project (1-2 pages)
- Aims and objectives, with particular reference to the benefit to Tiritiri Matangi (1 page)
- Project design and methods (1-2 pages)
- Anticipated outcomes, with particular reference to the benefit to Tiritiri Matangi (1 page)
- Personnel involved in the project, including names, qualifications and profile (1 page)
- Progress to date on permit applications and ethics approval where appropriate (half a page)
- Itemised budget indicating total cost of project and identifying items for which funding is sought from SoTM. Indicate whether funding is also being sought from other sources. For items of equipment and materials costing \$250 or more, please include quotes (electronic or scanned hard copies) from two separate sources.

All applications must be accompanied by a cover sheet (available for download from the Tiritiri Matangi website: <http://www.tiritirimatangi.org.nz/research-funding-criteria>) giving the title of the project, your institutional affiliation (if applicable), your supervisor (if applicable) and your full contact details.

7. How are funds disbursed?

For items of \$100 or more, costs are reimbursed or paid on invoice. Funding for all other purposes is paid in instalments, the timing of which is agreed with the successful applicant. The final instalment is paid once a satisfactory final report on the project has been received by SoTM (see below).

8. Obligations of the successful applicant

Acceptance of funding from SoTM requires you to meet the following obligations:

- Before the start of the research, provide a Health and Safety Plan for the project which identifies possible risks and how they will be addressed,
- Before the start of the research, provide SoTM with copies of relevant permits and ethics approval (if applicable),
- Throughout the research on Tiritiri Matangi, abide by the *Code of Conduct for Researchers and Volunteers on Tiritiri Matangi Island* (a copy can be downloaded [here](#)),
- At the end of the research, provide SoTM with a final report on the project (payment of the final instalment of funds is normally conditional on receipt of a satisfactory report),
- At or before the agreed end of the project, remove any flagging tape or other markers on the Island that have been placed to indicate study sites associated with the project (payment of the final instalment of funds is normally conditional on the satisfactory removal of such markers),
- At or before the agreed end of the project, transfer equipment purchased with SoTM funds to SoTM (payment of the final instalment of funds is normally conditional on receipt of such equipment),
- SoTM's financial support must be acknowledged in all publications resulting from the research.
- SoTM must be provided with copies of any reports or other publications arising from the research.

9. Important dates

There are two closing dates per year for applications: 15 March and 15 September. Applications received after these dates will be processed in the next funding round. SoTM will endeavour to process all applications and inform applicants of their decision within eight weeks of the closing date.

Send an electronic copy of your application to: research@tiritirimatangi.org.nz