

Guidelines for Completion of Research Application Form (RAF-08)

Introduction

To conduct research in the Cook Islands all researchers are required to obtain approval from the Cook Islands Research Committee (CIRC). Applications to the CIRC must be made on the approved Application Form (RAF-08). This can be accessed from the Cook Islands Research Unit website (www.research.gov.ck). Applications should be made on-line or by downloading and completing a word document. These guidelines are designed to provide assistance to applicants and should be read together with the Cook Islands Research Policy and the Cook Islands Code of Conduct for Researchers (see www.research.gov.ck).

Applications should be on Application Form (RAF-08)

A. Proposal Summary

1. Contact Details (First Named Investigator)
The First Named Investigator should be the project leader and they will be the individual to whom all correspondence will be addressed.
2. Other named Investigator(s)
Contact details should be provided for all other Named Investigators.
3. Contact details of Cook Island Investigator(s)
All research conducted in the Cook Islands should have at least one Cook Islands person working in partnership with the Named Investigator(s). This individual(s) should be identified prior to submission of the proposal and their experience and expertise should be used in the design of the research project. For further information Named Investigators should contact the National Research Unit (info@research.gov.ck).
4. Title of Research Project and Lay Summary
The title of the project should be no more than 20 words in length and it should describe what the research is about.

The lay summary (max 80 words) will be used by the National Research Unit in its Registry of Research and in media releases. Applicants should note that details of the Project Title, Named Investigator(s) and lay summary will be included on the Cook Islands Research Website, if the proposal is approved.
5. Research Sector(s)
To ensure that a research proposal receives appropriate review the Research

Sector(s) which describes the research should be checked. Information on the research priorities for each of the sectors is available on the www.research.gov.ck. If your research falls outside the research sectors listed check the 'other' box and briefly describe the research sector.

B. Description of the Project

1. Rationale for Project (max half a page)
This section should be no more than half a page and it should explain the links between the proposed research and the Cook Islands priorities for the research area. It should also describe the potential contribution that the research will make to the economic, environmental, social and health goals and to development of knowledge.
2. Description of Project (max 1 page)
This section should describe the goals and specific objectives of the research project. Details of methodologies and proposed methods of analysis should be described. Proposed outputs of the research should be detailed.
3. Dissemination of Research Results (max 1 page)
This section should describe how the results of the research project will be disseminated to end-users. Plans which describe how the Cook Islands will benefit from the research should also be described.
4. Description of Research Capacity Strengthening (max half a page)
It is important that research conducted in the Cook Islands contributes to strengthening of the local research capacity. This section should describe how the proposed research will contribute to this goal. Where possible training positions should be supported on the research project.
5. Collection of Samples (max half a page)
This section should describe what samples (e.g. minerals, marine, fauna, flora or human) are to be collected during the research project. Details of where and how they will be used together with the proposed plans to dispose of the samples at the end of the project should be described.

C. Regulatory Approvals

1. Source of Research Funds
It is expected that all research projects will have received full financial support prior to applying for and receiving a Research Permit. This section seeks details of the funding agency/donor agency supporting the research, together with an estimate of the total costs and the % of the total project costs which would be expended in the Cook Islands.

2. Type of Research Permit Sought (for administrative purposes)
This section seeks information as to whether the research project is led by a Cook Island researcher or permanent resident of the Cook Islands (i.e. as First Named Investigator) or by a foreign researcher.

3. Type of Research (for administrative purposes)
This section seeks information on the origins of the research. Is it commissioned by a Ministry in the Cook Islands, commissioned/sponsored by a donor agency (e.g. ADB, WHO, NZAID), investigator initiated or initiated by a private sector agency/organisation (e.g. pharmaceutical company).

4. Research Location (for administrative purposes)
This section seeks information on the location of the research within the Cook Islands. Applicants should check each of the islands involved. If it is a marine study consider checking box for Territorial Waters.

5. Ethics and Other Regulatory Approvals
All research to be carried out in the Cook Islands is required to have ethics approval (animal and/or human) *before* a research permit is issued. The approving ethics committee(s) for foreign/overseas Named Investigator(s) would usually be that of the host institution. For Cook Islands led projects ethics review approval will be conducted by the relevant Cook Islands Government Ministry (e.g. Ministry of Health). Where necessary the CIRC may seek advice ('second opinion') on ethical issues from international bodies with appropriate expertise (e.g. Health Research Council of New Zealand Ethics Committee).

Where other regulatory approvals are likely to be required (e.g. bio security, hazardous substances, clinical trials) investigators should seek advice on requirements from the Cook Islands Research Unit prior to submission of an application.

6. Intellectual Property
The underlying principle of is that benefits arising from development of IP should benefit the Cook Islands. Where IP generation is a possible outcome of a research project the First Named Investigator should describe how protection and development of any project related IP will benefit the Cook Islands.

D. Curriculum Vitae

A brief CV (no more than two pages) for the First Named Investigator must be attached to the application. It should include a description of qualifications and expertise relevant to the proposed research. The CV should be dated. Relevant information should also be included for all other named investigators.

E. Declarations

The First Named Investigator and Institutional Authority must sign and date the application. The signed Declaration page should be faxed or sent as a PDF to the National Research Unit if the application is completed online.

CHECKLIST: Your application should include the following;

1. Completed RAF08 form
 2. Reference (s)
 3. A copy of your photo identification (passport or license)
 4. A copy of your Curriculum Vitae
- Please fill in all sections of RAF08
 - Do not amend RAF08 by removing any sections within