

Te Niwaha

Infectious Diseases Research Platform

Kia Niwaha Te Ao Travel Award Guidelines

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Tēnā koe,

He tīmatanga kōrero - Introduction

Te Niwha is the Infectious Diseases Research Platform, with the Mission to ensure Aotearoa New Zealand has world-class research capability to support our preparedness for current and future infectious disease challenges.

Te Niwha aims to:

- Build and coordinate domestic research capability in infectious diseases.
- Continue to address COVID-19 and other serious infectious diseases in New Zealand
- Improve preparedness for future pandemics.
- Support New Zealand's Health Research Strategy and infectious disease research priorities of Māori as Te Tiriti partners
- **Link with international research.**

Kia Niwha Te Ao - International Travel Award

The Kia Niwha Te Ao – International Travel Awards are intended to support researchers from New Zealand in establishing and fostering international relationships and partnerships in the field of infectious diseases. This includes international travel for researchers to disseminate their research and build relationships with international collaborators at conferences or other relevant meetings, or to pursue the same aims by bringing international researchers to New Zealand, hosted by an individual at a New Zealand-based organisation.

Guidelines:

1. The Research Engagement Manager/ Pou Rangahau and Cultural and Partnership Manager/ Pouārahi will work with leaders of Te Niwha funded research to assess support required for their international collaboration needs for this research in the first instance (taking into consideration travel funding already in place). Further rounds may open these travel grants to the wider field of infectious disease researchers in Aotearoa New Zealand depending on funding availability.
2. A maximum of \$5,000 will be awarded for any proposed activity. Grants-in-aid may be offered.
3. Applications should be received at least 2 months prior to the date of the planned activity.
4. Applicants must be employed or subcontracted by a New Zealand research organisation or enrolled in a formal course of study at a New Zealand tertiary education provider. The applicant's organisation must support the activity for which this travel grant is made and accept this travel grant on the applicant's behalf. The applicant's institution will receive the travel grant funds and use the entirety of the funds to cover the travel costs incurred.
5. Submission of the application is to be made through your organisation's research office who are asked to e-mail the application to Te Niwha [teniwha@otago.ac.nz].
6. Costs budgeted for can include travel, travel insurance, accommodation, registration costs including networking events like conference dinners. Per diems are not funded. Quotations are not required unless specifically requested. The [Travel Policy](#) of the University of Otago can be used for guidance on what can be funded.
7. Applicants must check visa conditions and ensure any travel is permitted. All applicants must make themselves aware of, and adhere to, entry requirements for any country they intend to travel to. If there are additional costs associated with entry requirements, these can form part of the application. Visits to research institutions, etc. whilst away can be included.
8. Until notice is given otherwise, applications will only be accepted by personnel contributing to research funded by Te Niwha. Applications from PhD students will be considered. Applications from Masters students will be considered if relevance for their capability building and commitment to continued research is demonstrated.
9. The form asks for a short biography of the applicant. A CV is not required unless specifically requested.
10. If the applicant is a student, the application needs to be endorsed by their supervisor.
11. For incoming international visitors, the applicant is the host researcher based in New Zealand.
12. The conference or activity should have major international standing OR significant relevance to the researcher's field [provide statement in that regard in justification].
13. For outgoing travel, the researcher must be presenting either orally or by poster, or actively contribute to the conference or activity in a different way [for example in panel discussion or conference organisation].

Kia Niwaha Te Ao – International Travel Grant

14. For outgoing travel, there needs to be a clearly defined relationship between the traveler and how their role in the research activities is related to the travel (for example: listed as investigator on the project grant, receives a salary or scholarship from the project, presenting author on an abstract).
15. For incoming travel, the international visitor must be presenting orally at one or several events that infectious diseases researchers in Aotearoa have access to, or provide expertise to a research group in a specific technique or topic, and the host researcher must coordinate opportunities for others to interact with the international visitor.
16. Incomplete applications will be returned to the applicant and can be re-submitted for consideration in the next month.
17. A report must be submitted within one month of completion of the activities (for example return from the conference).
18. Retrospective applications will not be accepted.
19. The Te Niwaha branding is to be displayed on presentation materials in acknowledgement of the travel fund and where the travel award relates to a Te Niwaha funded research project or student.
20. Where relevant, the Te Niwaha Communications Advisor may approach the grant recipient to further promote international linkages.

Considerations:

During the review of applications, Te Niwaha will consider whether one or more of the following aspects relating to the principles of Te Niwaha's Charter have been taken into account in the application:

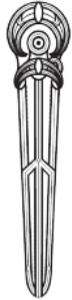
1. Tiakitanga | Accountability. The proposed activities are directly related to establishing international linkages for the infectious diseases research. The cost for proposed activities is reasonable and represents prudent use of funds.
2. Hononga | Relationships. Proposed grant activities are necessary for relationship building relating to the research and that align with the Te Niwaha Mission.
3. Tūhonotanga | Partnerships. Proposed grant activities are necessary to foster enduring research partnerships that support the Te Niwaha Mission.
4. Rangatiratanga | Leadership. Proposed grant activities provide forums for dissemination of research findings and knowledge exchange.

Timelines

Time frame for activities: Any activities need to be completed by 30 June 2025.

Approval timeline: At the end of each calendar month, Te Niwaha will review all applications received during that month in line with the above considerations and the outcome will be communicated to the applicant by the end of the month following the application (for example application submitted during Oct 2024 – notification of outcome by 30 Nov 2024). Urgent applications may be considered on a case-by-case basis at the discretion of Te Niwaha.

Reporting: If you receive a Travel Grant, Te Niwaha requests a report within one month after the activities are completed.



Te Kawenata o Te Niwha

Te Niwha Charter

Te Whakakitenga | Vision

Aotearoa New Zealand's response to current, ongoing and emerging infectious disease threats is characterised domestically and internationally as a strong, prepared and unified network.

Te Ahunga | Mission

To ensure Aotearoa New Zealand has world-class research capability to support our preparedness for current and future infectious disease challenges.

Te Tuatahi | Article One

Kāwanatanga | Governorship

Obligation to protect Māori rights

- Representation & kaitiakitanga
- Structural mechanisms
- Decision-making partnership

Te Tuarua | Article Two

Tino Rangatiratanga | Self-Determination

Māori exercising authority over their affairs

- Engaged, involved
- Capacity & capability building
- Design & implementation

Te Tuatoru | Article Three

Ōritetanga | Equity

Protection and rights

- Equitable outcomes
- Tikanga & kawa
- Mana enhancement & due regard

A tātou Mātāpono | Our Principles

Tiakitanga | Accountability

We are accountable to those involved in or affected by the conduct of our research.

Hononga | Relationships

Our connection to each other, through shared work and experience, provides a sense of belonging.

Tūhonotanga | Partnerships

We commit to healthy relationships that are transparent, positively impactful and honourable.

Rangatiratanga | Leadership

We bring people together, encouraging participation, and developing future leaders.

Ngā Tikanga | Our Values

Kia pono ai Integrity

Actively strive for research excellence, demonstrate the highest standards of behaviour and foster a culture of integrity.

Understand the impact of your role and relationship within the research ecosystem.

Partner with tāngata tiriti, tāngata whenua, where we undertake rangahau for whom there are reasonably foreseeable direct impacts.

Act with honesty and transparency. Disclose and manage conflicts of interest. Acknowledge those who have contributed and acknowledge relevant work by others.

Aroha Respect & compassion

Understand and implement all ethical, tikanga, kawa, and regulatory requirements and standards.

Reach into Mana Whenua and communities when undertaking rangahau to recognise their mana and respect their interests, aspirations and priorities.

Exhibit respect for individuals and communities. Nurture cultural confidence through an appreciation of diversity of thought and values.

Reflect on the consequences of research for communities. Disseminate results and findings and feedback findings to communities.

Mahi tahi Collaboration

Behave with openness, honesty, professionalism, responsibility and integrity to safeguard the health, safety, wellbeing and rights of communities.

Actively seek collaboration with partners across different disciplines, organisations, and diverse communities.

Engage in bi-directional learning to advance and enhance the benefit of collaborations

Ensure partnerships contribute to building capacity by supporting the development of future research leaders.

Kotahitanga Unity

Use appropriate methodologies that are collaboratively designed and collaboratively delivered with research partners.

Acknowledge the expertise and disciplines of research partners and communities.

Seek to understand, learn and appreciate the aspirations of all partners.

Lead and Influence to ensure the health and wellbeing of our communities are supported by everyone.

If Printing – The Charter is optimised at size A3