



## **The McCutchan Trust Scholarships and Grants**

### **Scholarship Criteria**

These notes have been written to assist you in completing an application for a McCutchan Trust scholarship or grant. This is contestable funding, and we look forward to receiving high quality applications.

#### **Background**

The McCutchan Trust was established following the death of Ailsa McCutchan in 2008. Ailsa McCutchan trained as a nurse after serving as a corporal in charge of a Link trainer in the Air Force during World War II. She then taught nursing as a tutor sister in several hospital schools of nursing before completing her post-graduate diploma studies in 1951. She completed her midwifery training in 1959 and was then appointed as Waikato's deputy Matron-in-Chief in 1960. Eight years later she became Matron-in-Chief of the Waikato Hospital Board. She continued in the position until the mid-1970s. Miss McCutchan also served as the Vice President of the then NZNA for a time. She was committed to the transfer of nursing education from apprentice-based hospital schools of nursing to the system of general education and worked tirelessly to see this happen. Following her retirement, Miss McCutchan was keenly involved in a variety of groups and interests. In her will, Miss McCutchan left a significant bequest to the Nursing Education and Research Foundation (NERF) for the benefit of professional nursing.

Miss McCutchan's will noted that the scholarships to be awarded by the Trust are intended to "advance professional nursing so that nursing in general will benefit, rather than promoting the interests of the awardee or donee." The scholarships or grants have a diverse range of intended recipients – individuals; a group of nurses; and/or "a school of learning for the purposes of training nurses". The purpose of the scholarships and grants can be diverse as well, with the intent of them being directed towards: gaining higher qualifications; facilitating nursing research; providing resource material; enabling seminars to take place; and completing and/or publishing any thesis or study.

The Nursing Education and Research Foundation (NERF) administers the McCutchan Trust Scholarships and Grants. NERF was established in 1968 by the New Zealand Nurses Association. It is administered by a Board of Trustees working under the terms of the Trust Deed. Most trustees are nominated by the New Zealand Nurses Organisation and the remainder are nominated by the Board itself.

## Purpose of the McCutchan Trust Scholarships and Grants

The following points must be considered by all applicants:

- Scholarships or grants will be awarded for projects which will raise or be calculated to raise the standard of competence of professional nursing in Aotearoa New Zealand to the best possible level.
- In general, scholarships or grants to be awarded or given should advance professional nursing so that nursing in general will benefit, rather than promoting the interests of the awardee.
- The Board will also consider, if it thinks relevant, the extent to which new knowledge or expertise can be shared and/or widely applied if the scholarship and/or grant be awarded or made.
- Scholarships or grants may be awarded or given to an individual holding a professional nursing qualification or a body, including a school of learning for the purposes of training nurses.
  - *Note: any individual RN or body (e.g. organisation such as a university, polytechnic, professional body, NGO who will undertake work that will benefit nursing in general) may be a recipient of a grant or scholarship. It is preferable that a lead applicant is a registered nurse and a member of NZNO.*
- Scholarships or grants may be made for any one or more of the following purposes:
  1. To assist individuals to gain a higher qualification after their basic preparation, including specialization in a clinical field. Scholarships or grants may be made to cover costs to enable them to study, practice or carry out research.
    - *Note: higher qualification at post graduate certificate (level 800) or above. Would include research, practicum, travel, equipment, supervision costs (see below). Graduate certificate (level 700) would not be a higher qualification and therefore not eligible for funding.*
  2. To facilitate nursing research either in Aotearoa New Zealand or overseas by an applicant whose research will benefit nursing in Aotearoa New Zealand.
  3. To provide resource material.
  4. To enable seminars to be held in Aotearoa New Zealand and may include the cost of bringing experts from within Aotearoa New Zealand (or from overseas) to teach or participate at such seminars.

5. To assist in completing and/or publishing any thesis or study.
  - *Note: Does not have to be specific to enrolment in a course of study.*
- Scholarships or grants may be awarded or given to cover costs, expenses or fees related or incidental to the purpose or purposes of the trust. Such costs, expenses or fees may include those related to travelling, accommodation, acquisition of study or research material and hireage.

## Application Criteria for Funding (all contestable)

All applications will be judged based on merit. The judge's decision is final and no correspondence will be entered into.

On occasion, the Trustees of NERF who administer the McCutchan Trust Scholarships and Grants may elect to nominate a particular theme of relevance for any projects or applications.

One scholarship round will be held every two years. Funds will be awarded based on the merits of all applications. Applications are encouraged from groups who require funding to undertake larger research projects. This is a competitive application and awards process.

### Part A: Formal requirements

1. Applications are available online at <http://www.nzno.org.nz/support/scholarships>. All applications must be made online, and all questions must be answered providing as much detail as possible. If a question is not applicable to your application this must be indicated. It may be appropriate to include a justification for not answering a question.
2. The closing dates for applications are available on the NZNO website.
3. If a scholarship is granted, administrative requirements will be notified in the letter of notification. It would be worth noting the following requirements if an award is made:
  - a. A written report must be submitted on completion of the research/project/study to the trustees of NERF (oral presentations may be appropriate in some circumstances – please discuss with the Secretary of NERF in the first instance).
  - b. Your research/project/study may be written up in Kai Tiaki Nursing New Zealand journal (this will be a summary and will not preclude publication of your work in other journals).
  - c. An abstract and details of any research will be made available online at [www.nzno.org.nz](http://www.nzno.org.nz).
  - d. NZNO would appreciate a copy of any thesis or report for their library – this may be digital or hard copy.
  - e. Your research/project/study will be included in the Nursing Research Index.
  - f. A signed administrative agreement outlining the responsibilities and accountabilities with regards to the receipt of funding may be required of the recipient prior to any funding being awarded.

## Part B: Specific requirements

Robust applications are welcome from individuals or groups of individuals who meet the criteria outlined below:

### Category 1. Research:

All applications will be expected to include:

1. A statement on how the proposed research will contribute to nursing in Aotearoa New Zealand.
2. Recognition of the Treaty of Waitangi in the study design including evidence of consultation processes that have been undertaken, and the implications of the study for Māori. NERF recommends the use of the Te Ara Tika: Guidelines for Māori Research Ethics: A Framework for Researchers and Ethics Committee Members to guide your thinking on the impact of your research on Māori. This document outlines a framework for addressing Māori ethical issues in relation to research design, cultural and social responsibility, justice and equity and relationships; within the context of decision-making by ethics committee members. It draws on a foundation of tikanga Māori (Māori protocols and practices).  
<http://www.hrc.govt.nz/sites/default/files/Te%20Ara%20Tika%20Guidelines%20for%20Mao%20Research%20Ethics.pdf>
3. Evidence of robust design and methodology.
4. Evidence of ethics approval (if ethics approval has not yet been received then no funding will be released until evidence that ethics approval has been gained is received by the Trustees). If ethics approval is not required for the study, then a clear justification for this is required including any correspondence with an ethics committee.
4. Evidence that the study can be undertaken in the proposed area of work i.e. locality assessment, research contract with ward/area etc. Applications from students will also be expected to include evidence of enrolment, a letter of support from the relevant institution, and evidence of appropriate supervision.
5. Applications from those who are not students will be expected to include evidence of peer review/peer supervision throughout the research process including the application to NERF and review of findings. A letter of support from the peer reviewer/supervisor is recommended.

While many applications for research scholarships come from experienced researchers who do not need guidance on completing the application forms, many applicants are new to the scholarship process. The suggestions below are designed to guide all applicants in completing their application to ensure both the content of the application is robust and the application is of high quality. See application form for suggested word limits.

- a) **The Aims and Research Design:** The aim of the project should be briefly and clearly defined. The classical protocol sets out a hypothesis and describes how it is to be tested. In nursing research, it may not be possible to do exactly this, but this format should be observed as closely as possible. The way in which the question arose and its position in the current thinking on the subject should then be given. This will require a review of the literature.
- b) The general design of the research should be described in a way that will allow non-expert reviewers, as well as specialist referees, to judge whether the design is sound. This section should give an overview of the whole project. For quantitative research, you should be particularly explicit about matters such as the adequacy of controls and whether the plan provides a sufficient number of experiments to produce a significant result. The sources of error and the means to counter them should be described. It should also be plain exactly what is to be measured and how the results will be analysed statistically. For qualitative research, a clear description of the methodology and why this approach has been selected should be included.
- c) **Methods:** In general, an abridged form of the method will suffice if supported by reference to readily available literature. A description in detail may be necessary if the methods are new, not easily available or constitute an important part of the proposal. This section will be addressed particularly to the expert referee, who will need to know that the applicant has considered the risks and advantages of their techniques and why they have chosen them.
- d) **Significance:** The proposal and its wider implications need to be discussed. The Committee will place considerable weight on the significance of the work to nursing, midwifery and/or population health.
- e) **References:** Publications referred to in the text should be listed at this stage, using APA styling.

## Category 2. Providing resource material

1. The NERF trustees anticipate a wide range of projects seeking resource material may be eligible for funding under this category and recommend that any potential applicants contact Sue Gasquoine, Nursing Adviser to the NERF Board, to discuss how a project may meet the criteria for funding.
2. In brief, the Assessment Panel expects project applications seeking resource material to utilise a business model to identify the purpose, background and justification, budget, timeline, and projected outcomes of the proposed project including what resource material is required and why. It is expected that applications will include formal quotes for costs. Exceptionally high standards of application are expected.
3. Applications must include a detailed explanation of how the intended project is consistent with the Treaty of Waitangi. The explanation should include an outline of the potential of this project to improve Maori health and a description of the consultation and other activities carried out to date to realise that potential. NERF recommends the use of the Te Ara Tika: Guidelines for Māori Research Ethics: A Framework for Researchers and Ethics Committee Members to guide your thinking on the impact of your project on Māori. Although this document is designed for researchers, it provides useful information for all people considering the impact of their work on Māori. This document is available at <http://www.hrc.govt.nz/sites/default/files/Te%20Ara%20Tika%20Guidelines%20for%20Maori%20Research%20Ethics.pdf>

## Category 3. Completing and/or publishing a thesis or study:

4. Often finding the time to complete or publish from a thesis or study can be the most challenging aspect of research. This funding source is intended to support applicants compete this aspect of the research process and may include funded time or funded release time to write, or the costs of binding and printing where applicable.
5. Applications will need to include an outline of the research project, evidence of ethics approval where applicable, and a statement on progress to date. A budget outlining the proposed costs of time and/or publication is required. Formal quotes for printing and binding will be required where relevant.
6. A letter of support from your place of employment and/or educational institution will be required.

## Category 4. Seminar funding:

All applications will be expected to include:

1. An outline of the proposed conference or seminar including detailed budget and formal quotations and reasons for seeking funding.
2. If the purpose of the application is to fund a conference or seminar speaker, details of the speaker and why this person has been selected to speak must be included.
3. An outline of how the proposed conference or seminar speaker will contribute to nursing in Aotearoa New Zealand.

### Category 5. Individual applications seeking support for study:

This prestigious scholarship is for those studying for post-graduate qualifications including post graduate certificates and diplomas, master's degrees and PhD degrees.

An extremely high standard of application is expected. The following aspects must be included:

1. Details of the institution you will be enrolling at and the specific programme of study and major you are undertaking e.g. Masters of Nursing (child and family), Masters of Philosophy (Nursing), PhD (Nursing).
2. A letter of support from your employer or the institution.
3. A detailed career plan outlining how this course of study will contribute to your individual career and how your intended course of study will advance professional nursing practice so that nursing in general will benefit.
4. An outline of how you integrate Treaty of Waitangi principles into your study and practice. NERF recommends the use of the Te Ara Tika: Guidelines for Māori Research Ethics: A Framework for Researchers and Ethics Committee Members to guide your thinking on the impact of your study and practice on Māori. Although this document is designed for researchers, it provides useful information for all people considering the impact of their work and study on Māori. This document is available at <http://www.hrc.govt.nz/sites/default/files/Te%20Ara%20Tika%20Guidelines%20for%20Mao%20Research%20Ethics.pdf>
5. A statement on how the proposed programme of study will contribute to nursing in Aotearoa New Zealand.
6. Proof of enrolment.

Applications that do not meet the specific requirements listed will not be considered.

### **Part C: Suggestions to applicants**

1. Process of application
  - a. Once applications are received, they will be reviewed for completeness by the NERF administrator.
  - b. Complete applications that have passed the initial screening process will be reviewed by the Assessment Panel of NERF for quality, relevance, and applicability to nursing.
  - c. Applications are reviewed by three members of the NERF Board of Trustees, two of whom are NZNO representatives and one a Māori nurse nominated by Te Rūnanga o Aotearoa. An advisor to NERF sits on the committee as a non-voting member. Where further methodological or content expertise is required, the Assessment Panel may appoint an appropriately experienced person to advise the committee.
  - d. The Assessment Panel meets within one month of the closing date of applications.
  - e. Results of all applications are released within four weeks of the Assessment Panel meeting.
  - f. The Assessment Panel may require further information from an applicant before a final decision is made.
  - g. All decisions are final, and no correspondence will be entered into.
  - h. The Assessment Panel may make recommendations to the applicant regarding their application and invite the applicant to reapply at another scholarship round.

## Part D: Other

### 1. Confidentiality

Personal information contained in the application will be removed prior to assessment by the Assessment Panel. The information contained in applications will be used for the purpose of assessing each application and in a non-identifiable form some information will be used for NERF statistical purposes. NERF undertakes to store all applications in a secure place and to destroy declined applications after due process to preserve confidentiality. For public interest purposes, NERF reserves the right to release the applicant's name, sponsoring institution (if any), contact details, scholarship title and funding awarded.

### 2. Recipient's Obligations

Successful recipients of scholarships or grants must:

- a) Write to the NERF Trustees accepting the scholarship or grant. This includes signing and returning any administrative agreement provided indicating agreement to all scholarship or grant conditions. If applicable, this must be returned before the scholarship or grant can be uplifted.
- b) Spend the scholarship or grant only for the approved purpose and in accordance with any terms and conditions set by NERF.
- c) Funds which are not utilised for the approved purpose must be returned to NERF.
- d) Funds which are not spent within two years of the date the scholarship or grant was approved must be returned to NERF unless further authorisation is obtained from the NERF Trustees.
- e) Inform the NERF Trustees if any problems arise which may endanger the completion of the project.
- f) Complete a report to NERF outlining scholarship or grant expenditure, progress made on the project including any outcomes:
  - a. 12 monthly (six monthly for scholarships or grants over \$10,000)
  - b. within three (3) months of completing any research/project/study/seminar
- g) Submit the results of any research for publication in a nursing journal within 6 months of completion.
- h) Acknowledge the assistance of NERF in all publications associated with the research project (guidelines for the use of the NERF logo must be followed).



### 3. Payment of the scholarship or grant

Payment of the scholarship or grant is made to the first named investigator or sponsoring organisation once any signed administrative agreement is received by NERF.

Payment will be made against a schedule of expected expenditure as indicated in the original applications for scholarships or grants \$10,000 and over.

Draw down of monies may be reliant on satisfactory progress reports.