

# Guide to Planning Research and Innovation Projects

# April 2024

## Planning Template for Ako Aotearoa Research and Innovation Agenda Projects

Ako Aotearoa is specifically seeking proposals that align with the Ako Aotearoa Research and Innovation Agenda (AARIA) Priorities Guide 2024 (Schedule 1, attached below).

This template is intended to act as a tool to help research teams step through the set up and design phases of research/innovation/resource development projects. It uses a series of questions to help generate the full research plan on which a contract will be based. The template can be worked through by teams within organisations as well as with the assistance of the Ako Aotearoa staff member who has responsibility for specific projects. It needs to be completed prior to submission to Ako Aotearoa for final approval and signing of the contract.

You can find out more about the AARIA Fund and the projects it has funded here (Category: Project): <https://ako.ac.nz/knowledge-centre/>

Submit your application:

1. Prepare and complete the two application documents required (Proposal Form and Lead Researcher’s CV in New Zealand Standard Curriculum Vitae Template).
2. Email these two documents to Dr. Marvin Hao Wu ([marvin.wu@ako.ac.nz](mailto:marvin.wu@ako.ac.nz)).
3. Applicants will receive an email acknowledging that their proposal has been received. If you have not received an email by the deadline, please email [marvin.wu@ako.ac.nz](mailto:marvin.wu@ako.ac.nz) or phone +64 9 213 6238 ext. 43238.

## Phase One: Getting Started

Before starting a project, it is useful to be able to articulate why you are undertaking the work and give some thought to what it might take to do it, and some things that might get in the way.

**Table One**

|  |  |
| --- | --- |
| **Proposed Project Title and Focus Area** |  |
| **What do we want to know?**  The research question(s) helps to clarify what you want to find out. Questions need to be open, specific, and concise. | Key research question  Sub questions |
| **Why do we want to know about this?**  e.g., What problem might it help us solve? What hypothesis do we want to test out? What do we have a general hunch about? What do we want to try? |  |
| **How will answering these questions help**   * the practice of ako at our and other organisations * ākonga at our and other organisations |  |
| **What outcomes are we expecting?** |  |
| **How will we know we are achieving these?** |  |
| **What do we already know about the topic?**  e.g., background (from literature, observations, organisation data, ākonga voice) |  |
| **What is the nature of the work?**  e.g., research, innovation (trying something new - action research), evaluation (how well is something working and for whom), resource development |  |
| **Who do we need to:**   * consult with * have on the team |  |
| **What will we produce?**  e.g., report, guidelines / good practice guide, video, webinar |  |
| **What are some of the risks we might encounter and how will we mitigate these?**  e.g., time, personnel, organisational buy-in, evidence availability, communicating |  |
| **How long do we think this will take?** |  |

## Phase Two: Design and Planning

This phase is the ‘what and how’ of the project. It is worth spending quite a bit of time on design and planning as this sets you up well to conduct the research. But it is also a living document, so if things are quite working as expected there is scope to shift what you intended to do. Answering these questions will lead you into the full design of your project.

**Table Two**

|  |  |
| --- | --- |
| **What is our overarching approach?**  Quantitative, qualitative,  multi-method, mixed method?  Descriptive, experimental … |  |
| **What methodology will we use?**  e.g., Kaupapa Māori; Pacific research methodologies; case study; action research. |  |
| **How will we gather the data (the methods)?**  e.g., literature/evidence review; student data (quant); interviews (narrative, semi-structured, structured); survey; observations; reflections  Sampling approach, e.g., random; systematic; purposive; convenience. |  |
| **How will we analyse the data?**  Quant – looking for trends / patterns?  Qual – inductive, deductive  Please provide a detailed overview of your data analysis plan, including the specific data collection and analytical methods you intend to use? |  |
| **How will we ensure the trustworthiness of findings?**  e.g., validity, reliability, generalisability in quant research; credibility, transferability, dependability, confirmability in qual research; how to be transparent; triangulation/ crystallization |  |
| **What are our ethical considerations and how will we address these?**  e.g., care, respect, inclusion, protection, reciprocity, power dynamics, cultural awareness, information for participants, insider / outsider status, subjectivity / objectivity / health and safety |  |

## Phase Three: Reporting

While milestone reporting happens throughout the project, the final report (written, video clip, PowerPoint, guidelines) follows the data collection and analysis.

**Table Three**

|  |  |
| --- | --- |
| **What type of report will we produce?** |  |
| **How will we ensure our findings are used / reach the intended audiences?** |  |
| **How will we contribute to the dissemination process?**  (during and after completion) |  |

## Practical Considerations

Alongside the thinking, design, conducting, and reporting go a range of practical considerations that support the project to work and the relationship with Ako Aotearoa.

**Table Four**

|  |  |
| --- | --- |
| **The research leader**  (person responsible for the contract and relationship with Ako)  **Research leader’s CV in New Zealand Standard Curriculum Vitae Template is required.** |  |
| **The research team and their individual responsibilities and relevant experience** |  |
| **Project milestones for reporting to Ako Aotearoa**  (timeframe, dates, work completed) |  |
| **Budget and Resource Management**  e.g., staff, equipment, operational costs, travel – see table below |  |
| **Evaluation Indicators**  How will you know that what you are doing is working? Short term? Medium term? Long term? Please refer to the Workplan. |  |

## Project budget

Please describe the full costs of the project and specify the amount of funding requested from Ako Aotearoa and the contribution of the participating organisation(s) separately. Please expand the table as required e.g., to describe different stages of a project.

It is expected that the Organisation to match the funding with in-kind contributions, including but not limited to staffing hours and overheads.

Please see table on next page.

**Table Five**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Description (provide detail *e.g.,* number of staffing hours as FTE proportions, type and purpose of equipment, type and purpose of travel, allocation for dissemination activities)** | **Ako Aotearoa’s contribution** | **Organisation’s contribution** |
| Staffing |  |  |  |
| Equipment |  |  |  |
| Operational Costs |  |  |  |
| Travel |  |  |  |
| Dissemination(10% of total budget from each contribution) |  |  |  |
| Other,  please specify |  |  |  |
| Other,  please specify |  |  |  |
| Other,  please specify |  |  |  |
| Other,  please specify |  |  |  |
| Overheads |  |  |  |
| ***Ako Aotearoa’s contribution*** | |  | *N/A* |
| ***Organisation’s contribution*** | | *N/A* |  |
| **TOTAL BUDGET (GST exclusive)** | | **$** | |

## Schedule 1: AARIA Priorities Guide 2024

Ako Aotearoa proposed the “broader priorities” and “targeted priorities” as below. “Broader priorities” are high-level funding priorities that bring together the strategic aims of Ako Aotearoa. “Targeted priorities” identify specific areas of research, learning, and teaching provision that we want to see growth or change in. These priorities are more specific and focus on what provision we are seeking in the year ahead.

We consider quality research outcomes above all and expect all providers to align their research proposals with our strategic direction, as explained in the broader priorities.

We expect all providers to align their research proposals with one or more of our targeted priorities, which is a key factor in our selection criteria. Nevertheless, we will consider provision outside targeted priority areas if it meets the broader priorities and there is sufficient evidence of stakeholder demand.

We encourage combining several targeted priorities into one research project.

## Broader Priorities:

1. **Ōritetanga (Equity):** Achieving system-wide equity for all ākonga, including Māori, Pacific, neurodiverse, disabled, youth, and learners from low-income backgrounds.
2. **Te Tiriti o Waitangi (Treaty of Waitangi):** Honouring Te Tiriti o Waitangi through tertiary education, including Te Reo provision, Kaupapa Māori education, Mātauranga Māori provision.
3. **Auaha (Innovation):** Responding to changes in education, especially developments in technology (eg: Artificial Intelligence), innovative and flexible programmes which can support the immediate needs of ākonga, tertiary education system such as Te Pūkenga and the Reform of Vocational Education (RoVE), and work-based learning.
4. **Hua Akoranga (Learner Outcomes):** Education and training that delivers for all learners, including supporting work readiness of all learners, online and distance learning options meets the needs of all learners, providing learning opportunities for people who wish to change careers.

## Targeted Priorities:

|  |  |
| --- | --- |
| **Categories** | **Targeted Priorities** |
| Education | Neurodiversity |
|  | Leadership and Management Training |
|  | Te Tiriti o Waitangi (Treaty of Waitangi) |
|  | Mātauranga Māori (Māori knowledge) |
|  | Pacific Cultures |
|  | Reflective Practice |
| Technology | Artificial Intelligence |
|  | Education Technology |