Commercialisation Partner Network Fund

Call for Proposals

2019 Investment Round

Contents

Improving the commercialisation outcomes of research organisations

The Commercialisation Partner Network Fund

The objective of the Commercialisation Partner Network Fund (the Fund) is to enable research organisations and businesses to more effectively identify and exploit market opportunities and distribution channels for products and services generated from research and development. The vision is that businesses, investors and entrepreneurs will actively seek the Network's Commercialisation Centres to access opportunities for wealth creation.

The New Zealand Government seeks an integrated approach to commercialisation where those involved in commercialisation activities work together to:

> generate benefit to New Zealand from Government investment in research and development
> create scale, enhance capability and improve collaboration
> raise their investment in, and uptake of, research and development

Up to four Centres will make up the Network. MBIE will select Centres to ensure the best mix to create scale, enhance capability, and improve collaboration to generate increased wealth and maximise net benefit for New Zealand.

For the purposes of this Fund, commercialisation is the process of creating value from the sale of products or services that originate from research results. Capability development and network development are critical to commercialisation and are part of commercialisation.

MBIE invites proposals for the creation or continuation of a Commercialisation Centre. This Call for Proposals contains the information required to prepare and submit a funding proposal.

What Funding is Available?

$13,600,000 (excluding GST) over four years is available for investment from 1 July 2019.

The total amount available may be influenced by Government changes to investment levels.

Successful applicants will be contracted for a four year period.

Further Information

Web page   Commercialisation Partner Network

Email   Application queries: CPN@mbie.govt.nz
Portal queries: imssupport@mbie.govt.nz

Phone   0800 693 778 (Monday to Friday, 8:30am to 4:30pm)

You can also subscribe to MBIE's Science and Innovation updates to be informed of any changes to dates, process or documentation.

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How Commercialisation Partner Network Funding Can Be Used

The Objectives of Commercialisation Centres

CPN funding is provided for the operation of Commercialisation Centres. The services provided by the Centres will enable research organisations and businesses to more effectively identify and exploit market opportunities and distribution channels for products and services generated from research and development.

The Centres will manage CPN funding to:
> operate efficient and effective processes for the selection of and investment in portfolios of commercialisation projects
> improve commercialisation capabilities in and across commercialisation units within research organisations
> build domestic and international linkages with incubators, commercial investors, entrepreneurs, business and industry groups, and expertise so that commercialisation offices can tap into supportive networks
> work together to create scale, enhance capability, and improve collaboration

Centres may also oversee other government commercialisation funding and oversight of commercialisation components of economic research.

Centre activity will contribute to:
> increased rates of formation of technology or intellectual property that firms can use
> increased rates of formation of investable entities (e.g. spin-out and start-up companies)
> stronger linkages between research organisations, individuals, organisations and firms with capabilities and interests in commercialisation
> improved commercialisation capabilities in commercialisation offices

Each Commercialisation Centre must run at least one investment committee, which can be used for review, assistance and recommendation of PreSeed Accelerator Fund projects.

The role of CPN recipients should fit with but not overlap the roles of regional economic development agencies.

How Commercialisation Partner Network Funding Is Used

Funding will be granted to successful applicants to create or continue Commercialisation Centres. The Centres will establish and run pre-seed investment management processes and will oversee and facilitate commercialisation units that will undertake:
> Investment Services:
  - Developing investment process best practice and expertise
  - Project investment assessment
  - Investment decision making
  - Project, fund, and portfolio management
> Commercialisation Capability Development:
  - Capability evaluation
  - Capability and skill development programmes
  - Developing best practice in commercialisation training
  - Facilitating access to commercialisation expertise
> Networking and Collaboration:
  - Working together to create scale, share learning, and extend reach
  - Building extensive, trusted, and shared domestic and international networks of investors, market contacts, development partners, government agencies, and commercialisation experts

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Funding will not be provided for:

> educational fees
> transfer of knowledge and technologies originating from research organisations to firms and industry groups through mechanisms such as conferences, field days, and publications
> transfer of knowledge and technologies originating from any other commercial research
> the pursuit of commercial R&D income
> commercial consultancy work

4 The Application and Assessment Process

Who Can Apply?

To apply for CPN funding, you must be either a public or not-for-profit private New Zealand research organisation with a regular and demonstrated flow of eligible commercialisation projects or an organisation that has strong links to such research organisations.

A research organisation is defined as a New Zealand legal entity that has internal capability for carrying out research, science or technology or related activities.

You **must** confirm that you meet this eligibility criterion in your funding application.

The Application Process

Applications can be developed using the application template and guidance provided on page 10. When complete, follow the instructions on page 17 to submit the application to MBIE.

See MBIE's Commercialisation Partner Network Fund web page for the key reference documents that support the application process.

Key Dates

Submission period for Applications	**13 December 2018 until 12 noon, Wednesday 13 February 2019**
MBIE funding decisions announced	**May 2019**
Contracts begin	**1 July 2019**

Any change to key dates will be notified via MBIE's Science and Innovation email updates.

The Assessment Criteria

Eligible proposals will be assessed against their ability to deliver both the:
> commercialisation services criteria
> national network criteria

Eligible proposals will be assessed by a panel of independent experts on the extent to which they meet the following criteria. The members of the assessment panel will be published on MBIE's Commercialisation Partner Network Fund web page prior to the application close date.

KEY QUESTION

COMMERCIALISATION SERVICES - 50%

INVESTMENT PRACTICES

How strong is the applicant's ability to manage commercialisation project pipelines, investment performance and robust investment practices, including using an expert investment committee?

Assessment will consider:

> The nature of any significant commercial deals arising from commercialisation investment decisions made to date by those involved in the proposal. Include the total number of complete deals and their average value.
> The value of technologies and IP realised from the investment decisions with an explanation of the valuation formula/technique used.
> How Māori opportunities or resources are included.
> The mechanisms put in place to develop and manage a sustainable pipeline of high quality projects, including the quality of relationships with key people and research organisations to facilitate this pipeline.
> The ideas or methods that will ensure a robust project assessment process; the qualitative and quantitative criteria and assessment of wider benefit to New Zealand.
> How the proposed Centre will ensure the commercial impact of the proposed portfolio of commercialisation prospects is significant and not incremental.
> The proposed approach to a robust investment review process to support Centre's management and review of pre-seed projects.
> The stage-gate or milestone process reporting that will be used to manage projects and how it will be used to ensure "fast failure" when appropriate.

BUILDING COMMERCIALISATION CAPABILITY

How well will the proposal build commercialisation capability?

Assessment will consider:

> The track record of the organisation in delivering previous CPN contracts, when applicable.
> How the proposed Centre will enhance research organisation and researcher contact with the private sector (including investor networks and Māori interests) throughout the life of the contract, and increase participants' understanding of commercialisation drivers and processes.
> The processes that will enhance the technology management and commercialisation capabilities of the commercialisation units the Centre works with.
> How the proposed Centre will provide opportunities for research organisations and commercialisation units to meet with and participate in activities (e.g. project investment, networking or capability building initiative) with the Centre and how that will ensure those activities provide genuine value.

GOVERNANCE AND MANAGEMENT

How well does the proposal demonstrate robust governance and management practices and the engagement of experienced and skilled key personnel?

Assessment will consider:

> The calibre of the governance and investment panel personnel.
> The key people and evidence of their capability and reach (including into the Māori economy), the proposed modus operandi for the investment committee, and evidence of relevant accomplishment.
> The experience of key personnel in the proposed Centre with portfolio investment management, specifically noting capability and capacity (e.g. number of investments under management).

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KEY QUESTION

NATIONAL NETWORKING - 50%

COLLABORATION

How well will the applicant work collectively across the network of Centres to develop New Zealand's commercialisation capability?

Assessment will consider:

> The Centre management's commitment to and understanding of the goals and values of CPN. Include how the applicant has helped to deliver on these goals and values, where appropriate.

> How the proposed Centre will develop and broaden the New Zealand Inc. approach to commercialisation including developing value-based enterprises and Māori needs, opportunities, resources, and interests.

> The Centre's commercialisation ecosystem partners (e.g. incubators, investor groups, industry associations), who will be actively involved and describe how the applicant will ensure early and appropriate engagement with pre-seed projects.

> The evidence of interaction with investors, incubators, relevant professional service providers, specialist sector expertise organisations, what has been learned and how this has been applied to improve commercialisation.

> The external expertise the Centre will access and how you will ensure the right balance of skills and expertise.

NETWORK REACH

How well does the proposal demonstrate effective reach into local and international research, commercialisation and investment networks?

Assessment will consider:

> How the proposed Centre will link with international commercialisation networks, ecosystems and expertise and share these links with Centre participants and other Centres and their participants. Describe existing links, where appropriate.

> How the proposed Centre will facilitate the development of commercialisation networks in key target markets including relationships with potential investors or syndicates of investors, end-users, purchasers, distribution partners etc.

COMMERCIALISATION SERVICES ACCESS AND SCALE

What is the ability of the applicant to deliver adequate and appropriate access to commercialisation services at sufficient scale across New Zealand?

Assessment will consider:

> How the Centre will ensure effective engagement with those within and familiar with commercialisation and with relevant external parties interested in commercialisation but who are not integrally engaged.

> The initiatives the applicant will instigate with research organisations, business and pathway partners to facilitate effective two-way communication and engagement between science and business.

BALANCING COMPLEXITY AND BENEFITS

How will the applicant balance the additional costs and complexity associated with an increase in the number of Centres against the benefits generated from developing a more co-ordinated approach to commercialisation?

Assessment will consider:

> What initiatives have been run by Centre's participants, the organisations involved, cost effectiveness, what has been learnt, and how this has been shared and applied.

> How the Centre will interact with the commercialisation organisations it supports and facilitates.

> How the Centre's accountability and interface with MBIE will be managed.

> How the Centre will balance the increase in costs and complexity of an additional Centre against the benefits of working coherently across the innovation ecosystem and the diverse practice against best practice.

Assessment of Vision Mātauranga

Māori have a potential interest in all research unless the applicants provide a rationale to show that Vision Mātauranga is not applicable. We expect to see conscious consideration of meaningful and evolving practice in how Māori-held knowledge, resources and people are involved in research and its uptake.

Every proposal must show how the applicant has undertaken an analysis of Māori needs and

opportunities, and how thinking shaped by that process, before developing their proposal.

Vision Mātauranga is assessed within all of the assessment criteria. It is not a separate or additional assessment. For each criterion, you will need to consider the specific Māori-relevant component. See Appendix 1: Strengthening your approach to Vision Mātauranga on page 26 for more.

Funding Decisions

Pursuant to section 5(2) of the Research, Science and Technology Act 2010, and as set out in the New Zealand Gazette Notice Number 3833, 7 July 2016, MBIE determines the decision-making process and makes funding decisions for the Fund.

MBIE's funding decisions are informed by the recommendations of independent expert Assessors. A final decision on which of the proposals that will be funded and the amounts contracted will be made by the Deputy Chief Executive, Labour, Science and Enterprise Group, MBIE.

In making its funding decisions, MBIE will consider the best mix to achieve the level of activity, capability and depth of networks that will yield a high level of performance. MBIE may:

> set pre-contractual conditions that must be met before MBIE and the Applicant organisation can enter into a Commercialisation Partner Network Investment Contract and any Work Programme Agreement

> set special contract conditions

> vary the proposed term of a proposal, or require specified conditions to be met during the term of a contract before the proposal is funded for the full term

> vary the funding allocated from that requested

Contracting

By submitting an application you are agreeing to the terms and conditions listed in Appendix 1 on page 27 and those in the Commercialisation Partner Network Investment Contract. A sample contract will be available on MBIE's Commercialisation Partner Network Fund web page.

If your proposal is successful, MBIE will enter into a Commercialisation Partner Network Investment Contract and an associated Work Programme Agreement with your organisation (subject to any pre-contractual conditions being met). The Work Programme Agreement sets out the details of the commercialisation and related activities for which applicants have been funded and, subject to any variation required by MBIE, are extracted directly from the information applicants provide in their proposal.

Payments and Reporting Requirements

MBIE will pay monthly or quarterly in arrears on receipt of an invoice and activity report showing expenditure for that period.

The following table details the contract reporting requirements.

REPORT TYPE	REPORT DUE DATE	DESCRIPTION
Progress Report	Monthly or Quarterly to suit applicant	Describes the contractor's use of CPN funds alongside an invoice for work done
Annual Reports	Within one month of the end of the Financial Year	Describes the contractor's progress towards their agreed Key Performance Indicators
Final Report	Within one month of the contract end date	Summarises the overall performance of the contract

Report templates and guidelines will be provided to contract holders.

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Conflicts of Interest

You must declare in your funding application any person considered to have a direct or indirect conflict of interest with the proposed activities.

MBIE will publish details of the assessment panel members on MBIE's Commercialisation Partner Network Fund web page prior to the application close date. You should check for any conflicts of interest. As soon as you identify a conflict of interest or if you are unsure whether interests present a conflict, email CPN@mbie.govt.nz with the details.

Conflicts of interest may occur on two different levels:

> A **direct** conflict of interest; where an Assessor is:
  - directly involved with a proposal *(as a participant, manager, mentor, or partner)* or has a close personal relationship with the Applicant, for example, family members
  - a collaborator or in some other way involved with an Applicant's proposal
> An **indirect** conflict of interest; where an Assessor:
  - is employed by an organisation involved in a proposal but is not part of the Applicant's proposal
  - has a personal and/or professional relationship with one of the Applicants, e.g., an acquaintance
  - is assessing a proposal under discussion that may compete with their business interests

Privacy

You are responsible for ensuring that all parties mentioned in your application:

> have confirmed their personal details and the nature and level of their involvement in the work described in the proposal is correct
> are aware of MBIE's IMS Privacy Statement that describes how this information will be used and know the process to follow should any changes to this information be required

Meeting the New Zealand Government Data Requirements

MBIE is committed to ensuring that all science data generated through its investments meets minimum expectations of good data management and public availability. If you receive funding, MBIE expects you to comply with the New Zealand Government Open Access and Licensing Framework. This framework advocates the use of Creative Commons[1] licences.

Proposals that include environmental science are subject to MBIE's Environmental Data Management Policy Statement. If you receive new funding for research that includes environmental science you must agree to license under a Creative Commons Attribution 3.0 New Zealand licence (CC-BY) copyright for works produced.

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[1] Creative Commons, best known for its licenses, is a global non-profit organisation that enables sharing and reuse of creativity and knowledge through the provision of free legal tools. You can read more about Creative Commons at http://creativecommons.org/.

Preparing your Funding Application

This section contains a template that you can use to prepare your funding application. The template contains the information required and guidance on preparing that information. This is a guide and is not intended to constrain the information you provide. Mandatory information is marked with an asterisk (*).

Ensure that information provided about the proposed activities:

> complies with the eligibility criteria and addresses the assessment criteria outlined in this document
> addresses the Government's investment priorities and signals such as those detailed in the Endeavour Fund Investment Plan
> does not duplicate investment through the wider innovation or research system which is already underway elsewhere, either domestically or overseas
> considers and addresses, where appropriate, the aims of the Vision Mātauranga policy to achieve excellent research of relevance and impact to Māori and New Zealand

Proposals are entered and submitted to MBIE in MBIE's Investment Management System (IMS) – a secure online portal. We recommend you use the templates to draft your application using a word processer of your choice. When ready to submit, copy and paste the necessary segments into the appropriate IMS portal fields and upload your supporting documentation as directed. See page 17 for more detailed IMS portal information.

Diversity in Science and Research

MBIE is committed to understanding and promoting diversity in Science and Research. Individuals fulfilling key roles in your proposed project will be required to individually register in the IMS Portal and are then invited to enter their diversity data. For more information, see our Diversity Statement.

Key Reference Documents

When developing your funding application, we encourage you to consult the following key reference documents.

> The Commercialisation Partner Network Fund Assessment Guidelines 2019 Investment Round details how proposals will be assessed.
> The Endeavour Fund Investment Plan 2019-2021 details the Government's goals and priorities for investment through the Endeavour Fund.
> The National Statement of Science Investment 2015-2025 details the Government's ten-year vision for New Zealand's science system.
> The Gazette Notice (number 2016-go3833) sets the criteria for use in making funding decisions for the Fund.
> The Vision Mātauranga policy outlines the Government's policy framework that aims to unlock the innovation potential of Māori knowledge, resources and people to assist New Zealanders to create a better future.
> MBIE's Diversity Statement.
> Any other Government sector specific strategy documents as relevant to the proposed activities.

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Application Template

This template details the information you should cover in your application for funding from the Commercialisation Partner Network Fund's 2019 investment round. Use it to help gather the information you need to formulate your proposal. An asterisk (*) indicates mandatory information.

> Applications can be submitted to MBIE in the IMS portal from **13 December 2018** until **12 noon, Wednesday 13 February 2019**.
>
> These dates are subject to change. Any change will be notified via MBIE's Science and Innovation email updates. See page 17 for more detailed IMS portal information.

APPLICATION TEMPLATE

INFORMATION REQUIRED *This is a guide and is not intended to constrain the information you provide. An asterisk * indicates mandatory information.*		WORD LIMIT
PROPOSAL INFORMATION		
NZBN Number	If applicable, provide the NZBN or registration number of the contracting organisation.	
Company/Trust Number	If applicable, provide the Company or Trust Number of the contracting organisation.	
Total Funding Requested	The total funding across all years that you are requesting using GST exclusive figures. This information is pulled through from the impact statement funding subsection so does not need to be entered here.	
*Title	Provide a meaningful title that identifies the nature of proposal. Do not include acronyms or abbreviations.	*12 words*
	Titles should clearly reflect the nature of the activity involved. Avoid cryptic or humorous "tabloid" style titles.	
*Commercially Sensitive Information	Detail if applicable any special confidentiality requests.	
Keywords	Specify up to 15 key words (between 3 and 55 characters in length) that describe the nature of your commercialisation programme. Do not include acronyms or abbreviations.	
*Primary Contact	Provide the name, email address and telephone number of your primary contact person. This contact must have the mandate to discuss the proposal with MBIE.	
*Secondary Contact	Provide a name, email address and telephone number for a second contact person. This secondary contact must differ from the primary.	

APPLICATION TEMPLATE

INFORMATION REQUIRED		WORD LIMIT
*This is a guide and is not intended to constrain the information you provide. An asterisk * indicates mandatory information.*		
PROPOSAL SUMMARY & ELIGIBILITY		
*****Executive Summary**	Summarise the overall objective of your proposal and how you will achieve it, including: > why your activities are needed (the issue or problem you are addressing) > what you propose to do (your approach) > the results, impacts or outcomes you expect, how they will be achieved, and who will use or benefit from them. The Executive Summary is your opportunity to introduce Assessors to your proposed activities, the potential impact(s) of those activities and your methodology. It should only introduce material that is present in the Assessment Criteria sections of your proposal. Do not include references, hyperlinks, images, video or audio files.	*1000 word*
*****Public Statement**	Provide a summary of your proposal for a public audience. Include brief explanations of why your proposal is needed, how you will achieve your objectives, the benefits you expect to deliver, and the key beneficiaries. If you wish, include publishable contact details for members of the public or media. The statement is not used for assessment.	*280 words*
*****Eligibility**	Answer (Yes or No) the following question: Is the applicant a New Zealand-based public or not-for-profit private research organisations in New Zealand that have a regular and demonstrated flow of eligible commercialisation projects or is the applicant an organisation that has strong links to such research organisations? A research organisation means an organisation that has internal capability for carrying out research, science or technology or related activities. Eligible organisations include but are not limited to: > Crown Research Institutes > universities, wānanga, and polytechnics > District Health Boards > majority owned subsidiaries of eligible research organisations > collectives of eligible research organisations > New Zealand-based not for profit private research associations If **No**, explain why.	
*****Collaborations/ Partnerships**	List the entities (legal and financial providers) involved in the proposal that will co-ordinate Centre activity and service delivery and explain, for each, their legal structure. Include all relevant agreements (formal and informal) that illustrate the willingness of those entities to be part of the proposed Centre.	

APPLICATION TEMPLATE

INFORMATION REQUIRED	WORD LIMIT
*This is a guide and is not intended to constrain the information you provide. An asterisk * indicates mandatory information.*	

COMMERCIALISATION SERVICES
You may include images but not hyperlinks, video or audio files.

*Investment Practices	Tell us: > The nature of any significant commercial deals arising from commercialisation investment decisions made to date by those involved in the proposal. Include the total number of complete deals and their average value. > The value of technologies and IP realised from the investment decisions with an explanation of the valuation formula/technique used. > How Māori opportunities or resources are included. > The mechanisms put in place to develop and manage a sustainable pipeline of high quality projects, including the quality of relationships with key people and research organisations to facilitate this pipeline. > The ideas or methods that will ensure a robust project assessment process; the qualitative and quantitative criteria and assessment of wider benefit to New Zealand. > How the proposed Centre will ensure the commercial impact of the proposed portfolio of commercialisation prospects is significant and not incremental. > The proposed approach to a robust investment review process to support Centre's management and review of pre-seed projects. > The stage-gate or milestone process reporting that will be used to manage projects and how it will be used to ensure "fast failure" when appropriate.	*1280 words*
*Building Commercialisation Capability	Describe: > The track record of the organisation in delivering previous CPN contracts, when applicable. > How the proposed Centre will enhance research organisation and researcher contact with the private sector (including investor networks and Māori interests) throughout the life of the contract, and increase participants' understanding of commercialisation drivers and processes. > The processes that will enhance the technology management and commercialisation capabilities of the commercialisation units the Centre works with. > How the proposed Centre will provide opportunities for research organisations and commercialisation units to meet with and participate in activities (e.g. project investment, networking or capability building initiative) with the Centre and how that will ensure those activities provide genuine value.	*1280 words*
*Governance and Management	Describe: > The calibre of the governance and investment panel personnel. > The key people and evidence of their capability and reach (including into the Māori economy), the proposed modus operandi for the investment committee, and evidence of relevant accomplishment. > The experience of key personnel in the proposed Centre with portfolio investment management, specifically noting capability and capacity (e.g. number of investments under management).	*1280 words*

APPLICATION TEMPLATE

INFORMATION REQUIRED *This is a guide and is not intended to constrain the information you provide. An asterisk * indicates mandatory information.*	WORD LIMIT
NATIONAL NETWORKING *You may include images but not hyperlinks, video or audio files.*	
*Collaboration Describe: > The Centre management's commitment to and understanding of the goals and values of CPN. Include how the applicant has helped to deliver on these goals and values, where appropriate. > How the proposed Centre will develop and broaden the New Zealand Inc. approach to commercialisation including developing value-based enterprises and Māori needs, opportunities, resources, and interests. > The Centre's commercialisation ecosystem partners (e.g. incubators, investor groups, industry associations), who will be actively involved and describe how the applicant will ensure early and appropriate engagement with pre-seed projects. > The evidence of interaction with investors, incubators, relevant professional service providers, specialist sector expertise organisations, what has been learned and how this has been applied to improve commercialisation. > The external expertise the Centre will access and how you will ensure the right balance of skills and expertise.	*1280 words*
*Network Reach Describe: > How the proposed Centre will link with international commercialisation networks, ecosystems and expertise and share these links with Centre participants and other Centres and their participants. Describe existing links, where appropriate. > How the proposed Centre will facilitate the development of commercialisation networks in key target markets including relationships with potential investors or syndicates of investors, end-users, purchasers, distribution partners etc.	*1280 words*
*Commercialisation Services Access and Scale Tell us: > How the Centre will ensure effective engagement with those within and familiar with commercialisation and with relevant external parties interested in commercialisation but who are not integrally engaged. > The initiatives the applicant will instigate with research organisations, business and pathway partners to facilitate effective two-way communication and engagement between science and business.	*1280 words*
*Balancing Complexity and Benefits Tell us: > What initiatives have been run by Centre's participants, the organisations involved, cost effectiveness, what has been learnt, and how this has been shared and applied. > How the Centre will interact with the commercialisation organisations it supports and facilitates. > How the Centre's accountability and interface with MBIE will be managed. > How the Centre will balance the additional costs and complexity of an additional Centre against the benefits of working coherently across the innovation ecosystem and the diverse practice against best practice.	*1280 words*

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APPLICATION TEMPLATE

INFORMATION REQUIRED	WORD LIMIT
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PROJECT DETAILS

*Team Members	Using the following sample table, list the key personnel responsible for the accountability, management, and key activities of the Centre in all participant organisations and provide supporting CVs:

Key personnel

> *Project Leader: the team member responsible for the overall delivery of the contract
> *Leaders: the team member responsible for the activities for an individual impact statement, e.g., the Impact Statement Leader. At least one leader must be named
> Key individuals: team members whose contribution is critical to the success of the project, e.g., implementation
> Contract manager: a person who has the mandate to manage the contract with MBIE
> Others: remaining team members not listed elsewhere.

CVs should conform to MBIE's RS&T CV format.

Sample Table

Role	Full Name	CV	*FTE (year n)	Email address	[1]Diversity Registration
*Project Leader	Mandatory	Mandatory	Mandatory	N/A	Yes
*Leader	Mandatory	Mandatory	Mandatory	N/A	Yes
*Key individual	Mandatory	Mandatory	Mandatory	N/A	Yes
*Contract manager	Mandatory	N/A	N/A	Mandatory	Not Required
Other	Optional	N/A	N/A	N/A	Not Required

* A minimum of 0.15 per year is required for roles where the FTE is mandatory.

[1]As part of MBIE's diversity policy, these roles will be invited to register separately in the IMS Portal. Diversity information is not assessed. For more information on the collection of diversity information, see MBIE's IMS portal web page.

*Governance	Enter the proposed details of the governance and management personnel, i.e. the manager or Chief Executive Officer for the application, the Chair and as many governance members as possible.	*560 words*

APPLICATION TEMPLATE

INFORMATION REQUIRED	WORD LIMIT
*This is a guide and is not intended to constrain the information you provide. An asterisk * indicates mandatory information.*	

*Work Programme	Detail your impact statements and for each statement, the applicable objectives and milestones. Statements, objectives and milestones must be measurable and achievable within the term of the contract and on or before the end date of the related statement or objective.

Detail at least one impact statement. Each statement must have at least one objective, one milestones, and start and end dates.

An impact statement describes the impacts or outcomes the proposal aims to achieve by the end date specified. It does not include impacts or outcomes delivered beyond the end of the contract term. Impact statements go one-step beyond outputs (such as research papers or client reports), and typically include transfer to, or uptake of the research by users.

An objective is a goal that will be delivered by the proposed activities.

A milestone is an activity that, if not delivered, will significantly affect the impact of the proposal. Regulatory and/or ethical approvals, for example, should be listed as milestones. Milestones should be measurable, defined events, not incremental progress. | *140 words for each impact statement, specific objective, and critical step* |
| *Risk Management Plan | Present an initial risk management plan, which may be in table format. Identify the key risks to the project at this point in time (e.g. technical risks, uptake risks) with estimates of the likelihood and impact for each risk, mitigations and management proposed, and any residual risk. | *1000 words* |
| *Key Performance Indicators (KPIs) | Detail how you will measure performance throughout the life of the contract through KPIs.

The KPIs should show how progress towards delivery of the contract's objective and post-contract outcomes will be measured with targets to be achieved during the life of the contract. Each KPI must include a measure, targets and dates to be achieved.

KPI measures might include some early indicators of performance where appropriate, for example:

> The extent to which the programme of commercialisation is being delivered
> The quality of the governance and management
> Stakeholder engagement and uptake

You should also include aspirational 'target KPIs'.

MBIE will agree KPIs with successful applicants based on this section as part of the contracting process. | |

Performance area	Measure	Target	Date
e.g. Delivery of Objective	e.g. Internal Rate of Return achieved	X%	30 June 2023
e.g. Investing in People	e.g. Number of researchers upskilled	X Number	Annual
e.g. Capability	e.g. Projects receiving joint advice from national network	X number	30 June 2023

APPLICATION TEMPLATE

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FUNDING REQUESTED & PROJECT BUDGET

*Funding Requested	Specify the funding requested for each impact statement in each year of the work programme.	
*Project Budget	Provide the annual budget for the MBIE funding you have requested. Use the table that follows as a guide. The total budget must be within $1,000 of the per annum amount of funding you are requesting. CPN cannot be used to fund capital expenditure. However, it can be used to meet the full overhead cost and depreciation.	

Personnel	0.00
General operating expenses	0.00
Building depreciation/rental	0.00
Equipment depreciation/rental	0.00
Overheads	0.00
Subcontracting	0.00
Other expenditure	0.00
Annual budget	0.00

SUPPORTING INFORMATION

*Special Ethical and Regulatory Requirements	Tell us: > The ethical and regulatory requirements and approvals you need to conduct the proposed research, and indicate whether these have been obtained. Include any significant safety issues or issues of public concern. > If approvals have not yet been obtained, how and by when you expect to do so.	*280 words*
*Intellectual Property Management	Tell us: > How you will identify, protect, and if appropriate share, any intellectual property generated by the research. > If you are collaborating with other organisations, any intellectual property management plans in place. You may include images but not hyperlinks, video or audio files.	*560 words*
References	Provide key references/citations that support and strengthen your proposal. These are uploaded in the IMS portal as separate documents. All forms of documents *(e.g., Excel, Word and PDF)* can be uploaded. Ensure PDFs are unsecured as if secured we will not be able to access or print your proposal. Image files cannot be uploaded.	
Glossary	If appropriate, upload a glossary to explain any acronyms, names, terms or use of Te Reo Māori that may be unfamiliar to readers of your proposal. Your glossary should not include references, hyperlinks or images. A glossary template can be downloaded from the IMS portal in the **Glossary** section.	
Conflicts of Interest	Declare any direct or indirect conflicts of interest here. See page 8 for more details.	
*Health and Safety Declaration	Describe how you will ensure that you manage any health and safety issues that may arise in the conduct of your project.	*280 words*

Submitting your Funding Application

Proposals for funding from Commercialisation Partner Network Fund 2019 investment round are entered and submitted in MBIE's Investment Management System (IMS) – a secure online portal. Proposals can be entered and submitted to MBIE in the IMS portal from **13 December 2018** until **12 noon, Wednesday 13 February 2019.**

These dates are subject to change. Any change will be notified via MBIE's Science and Innovation email updates.

A proposal is considered submitted if it has a status of **Submitted to IMS** in the IMS portal. If your proposal is being submitted by a university or a Crown research institute, see your research office for additional submission advice.

Accessing MBIE's IMS Portal

■ **To log in to the IMS portal:**

Access the IMS portal using either Chrome or Firefox. Five or more failed log-in attempts will automatically lock you out of the system. If this occurs, contact MBIE and ask for your account to be unlocked.

For all IMS portal queries, e-mail or call:	
Email	imssupport@mbie.govt.nz
Phone	0800 693 778
	(Monday to Friday, 8:30am to 4:30pm)

For first time users:

If you have not used the IMS portal before, complete and email a portal registration form to imssupport@mbie.govt.nz. On acceptance, you will receive a Username and temporary password.

1. Click the **Portal URL** link in your Welcome email.
2. Type your Username and temporary password **(as detailed in your registration email)**. The IMS portal's **Edit password** screen displays.
3. Type your new password.
4. Retype your new password in the **Confirm new password** field.
5. Click the **Save Changes** button. A **Portal Access Agreement** displays.
6. Read the access agreement and then click the **Accept** button. The portal's **Home** screen displays.

For existing users:

Log in using your existing username and password. If you've forgotten this, use the **I've forgotten my password** option.

1. Click the MBIE IMS Portal link (ims.msi.govt.nz/) .
2. Type your Username and Password.
3. Click the **Login Securely** button. The Portal's **Home** screen displays.

■ **To logout,** click the **Logout** hyperlink *(located top right of every screen)*.

User Access Roles

What you can do and see in the IMS portal is dependent on your access. There are two user roles.

A	CAN
User	> See and/or work only on funding applications to which they are authorised
	> Submit completed registrations/applications to your Super User quality assurance (QA).
Super User	> Perform all the functions of a regular user
	> Manage IMS portal access; add, delete or modify the users in their organisation, including changing the views and applications they can see
	> QA and submit completed applications to MBIE.

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Navigating the IMS Portal

The IMS portal **Home** screen

From the **Home** screen of IMS portal you can:

> manage access to the portal for your organisation's personnel
> maintain your personal details, including your portal password
> access your **Project List** (containing the funding applications for your organisation).

Customising your View

The **Home** screen's **Project List** tab lists the applications submitted by your organisation. Here you open and view the details of all applications and contracts to which you have access. You can filter and sort this list to view only those of interest, and customise the columns to show only the information required.

You can also determine the number of applications that display on each screen using the **Display** field *(located bottom left of the screen)*.

You will only see information to which you have permission.

Entering and Submitting a Funding Application

Proposals for CPN 2019 funding can be submitted to MBIE in the IMS portal from 13 **December 2018** until **12 noon, 13 February 2019.**

Complete all the required fields. Mandatory fields are marked with an asterisk.
Ensure all sections are completed and meet the requirements as per this Call for Proposals.

■ **To enter and submit an application in the IMS portal:**

1. On the **Home** screen of IMS portal, click the **Project List** tab.

2. Click the **New Application** button (located to the right of the screen).

3. Select **2019 Commercial Partner Network Fund** from the drop down menu and then click the **Create** button. The first section you need to complete displays.

The IMS portal will guide you through the completion of the required fields. We recommend that you familiarise yourself with the portal well before the deadline. When complete, click the **Save & next section** button to move to the next section.

You can copy and paste your prepared information directly into the IMS portal fields.

Where directed upload documents containing your references/citations. All forms of documents *(e.g., Excel, Word and PDF)* can be uploaded. If a PDF, ensure that it is unsecured. If secured, we will not be able to access or print your application. Image files cannot be uploaded.

You can save, log out, and return to the IMS portal to edit your application before submitting it.

Mandatory fields are marked with an asterisk *.
> Fields with a red * must be completed before you can save and close the current section.
> Fields with a black * must be completed before you can submit your application.

We recommend that you regularly click the **Save** button to save work as you are going.

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Symbols alongside each section in the navigation panel allow you to easily check the completeness of your submission.

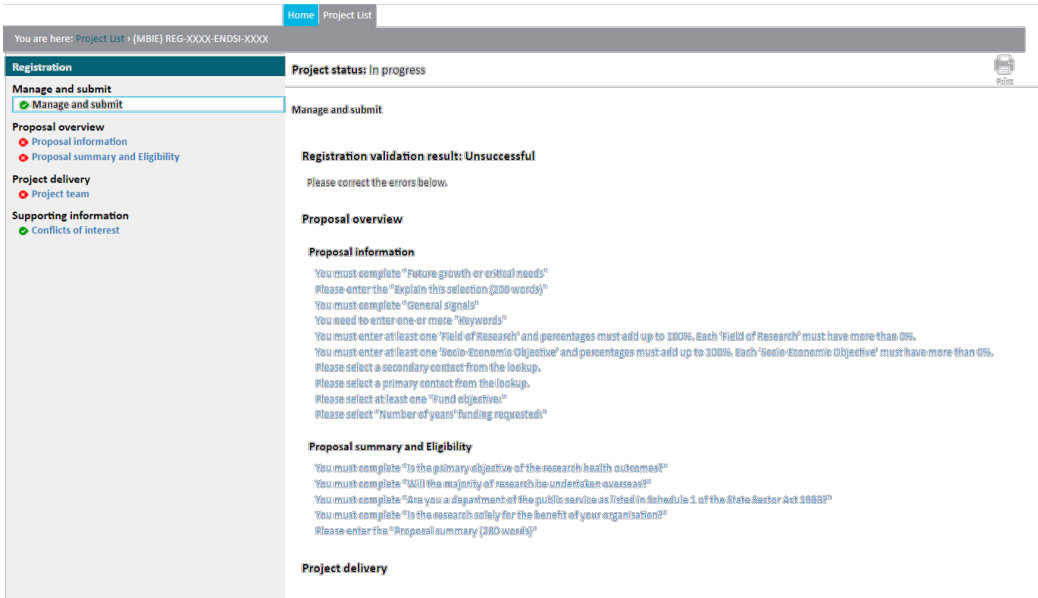| THE SYMBOL…	INDICATES THE SECTION…
○	has not started.
◑	is in progress.
❌	contains invalid or incomplete fields.
✅	Is complete and valid.

The sections to complete are listed in the left hand navigation panel. You can click these to access the section directly or move through the sections sequentially by completing them and clicking the **Save & next** section button.

A warning will display if you attempt to leave the current section without saving your information. Choose to either:

> **Leave this Page** to exit the section without saving *(all changes made during that session be lost), or*
> return to the section and either continue to add information or click the **Save & next section** button.

4. When all sections are complete, scroll to the top of navigation panel and click the **Manage and submit** link.

5. Click the **Check my application before submission** button to run a validation check.
This will verify the completeness of your application and will detect any missing content.


If the validation is successful, every section in the navigation panel is marked with the symbol ✅.
If errors and/or incomplete fields are detected, these will display as:

> light blue error message hyperlinks in the **Proposal validation result** section.
> a ❌ beside the relevant sections.

6. Click the first error message to open the section, make the required corrections/additions and then click the **Save** button.

7. If applicable, repeat for other sections marked with ❌ .

8. Once you have corrected all of the errors and/or added all missing information, click the **Manage and submit** link then the **Check my application before submission** button again.

9. On achieving a successful validation:
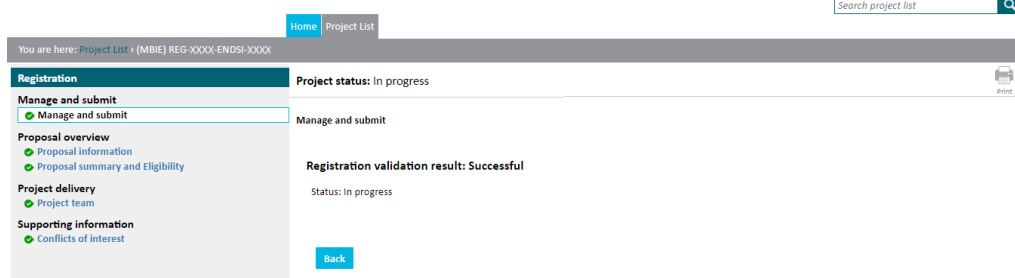
› If you are completing a Registration click the **Register interest** button.

› If you are submitting a Concept or Full proposal, click the **Submit to QA** button *(Users)* or the **Submit to IMS** button *(Super Users)*.

10. Read and accept the declaration.

If you clicked **Submit to IMS** your application has been successfully submitted and is now listed on the **Project List** tab with a status of **Submitted to MBIE**. If you clicked **Submit to QA** you will need to ensure that your Super User performs their QA and submits your application before the deadline.

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Administering Applications

Checking the Progress of your Application

There are three key features in the IMS portal that enable you to quickly see where you are at in the application process.

1. The status of your current application
2. The completeness of your application
3. The number of days until the submission is due.

CHECKING THE STATUS OF YOUR APPLICATION

The status of your current application phase displays in the **Project** List and at the top of key application screens.

THE STATUS...	INDICATES YOUR APPLICATION...
In progress	has been created and is under completion.
Submitted for QA	has been completed and submitted to a super-user for QA.
Submitted to IMS	has been submitted to MBIE.
Registered	has been registered.
Not Progressing	has been withdrawn.
Not submitted	has not been submitted. If you miss the cut-off-date for submitting your application, MBIE can make the application 'Not Submitted'. You will be able to view the application and/or delete it, however you will not be able to edit or submit it.
Ineligible	does not meet the criteria of the investment process applied for. The application cannot be edited or resubmitted.
Declined	has been declined by MBIE for funding. The application cannot be edited or resubmitted.
Approved	has been approved by MBIE. You can proceed to the next phase in the contracting process. You will not be able to edit the application.

CHECKING WHEN YOUR APPLICATION IS DUE

The status bar at the top of the screen displays when the application must be summitted.

Project status: In progress The registration has not been submitted (You have 15 day(s) to submit the Project)

Withdrawing an Application

You can withdraw your application at any time **before** it has been submitted.

A withdrawn application cannot be edited or resubmitted to MBIE. It remains in your organisation's project list with a status of **Not Progressing** and can be viewed and printed.

If you wish to withdraw a submitted application, contact the Investment Operations team.

■ **To withdraw an un-submitted application:**

1. Locate and open the application.
2. Click the **more actions** link.
3. Click the **Make not progressing** button.

IMS Portal Tips

A few common actions and commands you may find useful when using MBIE's IMS portal.

Searching and Filtering

- **To find an application:**
  - › Use **Search** field *(located top right)*.
  - › Scroll through the list using the controls [«] [<] [>] [»] at the bottom left of the screen.
  - › Use the **Advanced Search** link *(located directly under the* **Search** *field)* to enter a more detailed search criterion.

- **To apply a filter:**
  1. Click the 🔍 next to column header.
  2. Select one or more categories of interest.
 3. Click the **Apply Filter** button.

> **To reset all filters**, click the **Reset Filter** button on the **Project List** tab.

Working with Columns

- **To sort a column,** click the **column header** once to apply an ascending to sort and/or twice for descending.

- **To change the columns that display on the Project List tab:**
  1. Click the **Advanced Search** link (located top right of the **Home** screen).
  2. Click the **Configure** headers 🖊 icon.
  3. Drag and drop the columns you want to view from the left hand panel into the right.
     To remove a column, simply reverse the action.
  4. Reorder as required by selecting them and dragging them up or down the list.
  5. Click **OK** and then click the **Save as Default** button.
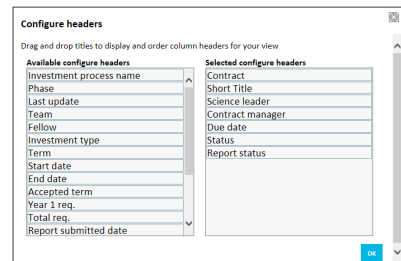
> **To reset the customisation**, click the **Advanced Search** link and then click the **Reset** button.

Formatting Text, and Adding Images and Hyperlinks

Use the text panel toolbar to format your information and if applicable add images, hyperlinks and/or tables. Adhere to the word limits specified. This limit includes words in a table and references/citations. It does not include images. To help you there is an automatic word count tracker at the bottom right hand corner of every text panel.

> Use Plain Text when copying and pasting into the IMS portal fields.
> Use subheadings to highlight your key messages.
> Avoid large blocks of text. White space enhances the visual impact and makes reading easier.
> Use images sparingly. Make them count by extending not just illustrating your word count.

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Updating your Details

From the **Home** screen of the IMS portal, you can maintain your details held in the portal as and when required.

- **To view and/or update your details:**

  1. Click the **Edit my account details** button on the **Home** tab.

  2. Update your details as required and click **Save**.

- **To change your password,** click the **Change password** button on the **Home** tab.

Managing IMS Portal Access

If you are a Super User, you can set up and maintain access to the portal for the users in your organisation as necessary. If you require a user to be deactivated, email imssupport@mbie.govt.nz.

- **To grant access to the IMS portal:**

  New users are automatically granted regular **User** permissions. If they require **Super User** permissions, email imssupport@mbie.govt.nz. Note that this request must be endorsed by a Super User.

  1. On the **Home** screen > **Home** tab, click **Manage Users**.

  2. Click the **Add new** button.

  3. Enter the details for the user and click the **Create** button.

     An automatic email is sent to the user with a temporary password and link enabling them to change this.

  4. Grant the user access to the necessary applications. For each application:

     1. On the **Home** screen > **Project List** tab, open the application and click the **Manage users for this application** button.

     2. Click the **Add** button.

     3. Search for and locate the new user you want to grant access. Select them and click the adjacent **Use** button.

  5. By default they will have **Edit** access. If required, click the adjacent **Change to Edit** button to restrict this to *View only* rights.

Maintaining your Organisation's Contact Details

On person fields, use the **Lookup** button [Lookup] to locate and auto complete fields with the details of individuals in your organisation as well as add and maintain these details.

- **To locate:**

  1. Enter the person's name and click the **Search** button.

  2. Locate them in the list and click the **Use** button.

- **To add:**

  1. Click the **Add** button.

  2. Enter the contact details and click the **Save & Use** button.

     The phone number and email address is mandatory.

- **To modify:**

  1. Select the person and click the **Edit** button.

  2. Edit the details and click the **Save & Use** button.

- **To delete,** select the person and click the **Delete** button.

Person lookup

Enter a person's name and/or organisation to search for. You may enter both part and multiple keywords.

Person:
joe bloggs

Organisation:

[Search] [Reset]

[Add]

1 person found.

	Lastname	Firstname	Organisation	
Mr	Bloggs	Joe	Bloggs Research Lir	[Use] [Delete] [Edit]

<< first < prev   next > last >>

[Cancel]

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Appendix 1: Strengthening your approach to Vision Mātauranga

This guidance is to help you consider Vision Mātauranga when you develop your proposal.

Through the Vision Mātauranga policy, we encourage appropriate and distinctive research arising from the interface between Māori knowledge and science, to deliver effective and innovative products, services and outcomes for Māori and all New Zealand.

Vision Mātauranga comes alive when the following principles guide proposals that involve Māori:

Partnership — genuine partnership with Māori, integrated through the programme

Reciprocity — co-development and contribution each way, sharing of benefits

Empowering Māori — active roles and responsibilities for Māori, contributing to Māori capability

Creativity — the generation of distinctive research arising from and responding to Māori.

Your proposal should show how you have responded to opportunities presented by relevant Māori knowledge, resources or people. This could include:

> the steps you have taken to identify research opportunities relevant to Māori interests

> how particular Māori interests will be involved, and how you propose to respond to the distinctive issues and needs of those Māori interests

> how contributions or innovations drawn from Māori are integrated in the proposal

> which of the four Vision Mātauranga outcome benefits outlined in the Endeavour Fund Investment Plan 2019-2021 you propose to address and how.

We would rather see Vision Mātauranga embedded in proposals rather than added in through retrofitting or by writing one golden paragraph. Please consider if you have provided sufficient information to show how your proposal:

> analyses Māori needs, opportunities or resources

> responds to values, histories, relationships, rights, and aspirations held by Māori interests

> outlines where and why your research is taking a generic approach, a Māori-centric approach, kaupapa Māori research approach, or a mix across the proposal

> incorporates authentic Māori voices and expertise relevant to the design of the proposal, especially if it includes kaupapa Māori research

> details agreed engagement methods or principles specific to the proposal, especially if you are proposing work at the interface between knowledge systems

> details specific and agreed Māori roles and responsibilities. These could include Māori as: researchers, funders, knowledge contributors, participants, end users, partners, leaders, advisors, or governance members

> support other specific commitments between your team and Māori, e.g., decision-making, ownership of IP, appropriate use of Māori characterisation, implementation, contribution to the interface between knowledge systems

> how the above is being resourced and supported.

Keep in mind that people with expertise in Vision Mātauranga and related research methodologies are often called upon for many applications across multiple research areas, and this can take their time away from other Māori development opportunities. Early and authentic engagement, and following the principles above, will help Applicants and Māori organisations manage their use of such expertise.

If you think Vision Mātauranga is not relevant to your research, you should test this assumption with independent advisors with relevant strategic Vision Mātauranga experience. You will need to provide evidence to explain why you consider Vision Mātauranga is not applicable.

Appendix 2:
Terms and Conditions Relating to this Call for Proposals

Proposals must be submitted to MBIE in the IMS portal on or before **12 noon, Wednesday 13 February 2019** or as notified through MBIE's Science and Innovation email updates.

By submitting an application you are agreeing to these terms and conditions.

1. General

1.1 The terms and conditions are non-negotiable and do not require a response. Each applicant that submits a proposal (hereafter referred to as "you") will be deemed to have agreed to the Call for Proposals terms and conditions without reservation or variation.

2. Investigations and reliance on information

2.1 You must examine this Call for Proposals and any documents referenced by this Call for Proposals and carry out all necessary investigations before submitting a proposal. If you are in doubt as to the meaning of any part of this Call for Proposals, you must set out in your proposal the interpretation and any assumptions you used.

2.2 MBIE will not be liable (in contract or tort, including negligence, or otherwise) to anyone who relies on any information provided by or on behalf of MBIE in or in connection with this Call for Proposals.

3. Reliance by applicants

3.1 All information contained in this Call for Proposals or given to you by MBIE is for the purpose of allowing you to prepare your proposal. MBIE has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be up to date.

4. Reliance by MBIE

4.1 MBIE may rely upon all statements you make in your proposal and in correspondence or negotiations with MBIE or its representatives. If a proposal is funded by MBIE, any such statements may be included in a Work Programme Agreement.

4.2 You must ensure all information you provide to MBIE is complete and accurate. MBIE is under no obligation to check any proposal for errors, omissions, or inaccuracies. You must notify MBIE promptly upon becoming aware of any errors, omissions, or inaccuracies in your proposal or in any additional information you provide.

5. Inducements

5.1 You must not directly or indirectly provide any form of inducement or reward to any assessment panel member, officer, employee, advisor, or other representative of MBIE in connection with this Call for Proposals.

5.2 Business-as-usual communications (relating to funding under existing arrangements between MBIE and your organisation) will be maintained with the usual contacts. However, during the Call for Proposal process, you must not use business-as-usual contacts to solicit or discuss details of this Call for Proposals or any application you have, or intend to, submit, with any person at MBIE or its agents, including the assessment panel members.

6. Ownership and intellectual property

6.1 This Call for Proposals and any other documents MBIE provides to you remain the property of MBIE. All copyright and other rights in this Call for Proposals and in any other documentation or information provided to you or any other person by or on behalf of MBIE in connection with this Call for Proposals will remain with, and belong at all times to, MBIE or its licensors.

6.2 MBIE may request at any time the immediate return of all documents supplied and any copies made of them. You must comply with any such request in a timely manner.

6.3 Any proposals or information you supply to MBIE will become the property of MBIE and may not be returned to you. Ownership of the Intellectual Property rights in a proposal does not pass to MBIE. However, in submitting a proposal, you grant MBIE a non-exclusive, non-transferable, perpetual licence to retain, use, disclose, and copy your proposal for any purpose related to this Call for Proposals process.

6.4 By submitting a proposal, you warrant that the provision to MBIE of the information contained in your proposal, and MBIE's use of it for the evaluation of your proposal and for any resulting negotiation, will not breach any third-party intellectual property rights.

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7. Confidentiality

7.1 You and MBIE will each take reasonable steps to protect Confidential Information and, subject to paragraph 7.3, and without limiting any confidentiality undertaking agreed between them, will not disclose Confidential Information to a third party without the other's prior written consent.

7.2 You and MBIE may each disclose Confidential Information to any person who is directly involved in the Call for Proposals process on its behalf, such as officers, employees, consultants, contractors, professional advisors, evaluation panel members, partners, principals or directors, but only for the purpose of participating in the Call for Proposals.

7.3 You acknowledge that MBIE's obligations under paragraph 7.1 are subject to requirements imposed by the Official Information Act 1982 (OIA), the Privacy Act 1993, parliamentary and constitutional convention and any other obligations imposed by law. Where MBIE receives an OIA request that relates to your Confidential Information, MBIE will consult with you and may ask you to explain why the information is considered by you to be confidential or commercially sensitive.

8. The proposal process

8.1 Despite any other provision in this Call for Proposals, MBIE reserves the following rights:

> MBIE may amend, suspend, cancel and/or re-issue the Call for Proposals or any part of the Call for Proposals.

> MBIE may make any material change to the Call for Proposals (including any date) on the condition that you are given a reasonable time within which to respond to the change.

> In exceptional circumstances, MBIE may accept a late proposal where it considers that there is no material prejudice to other applicants.

> MBIE may waive irregularities or requirements in or during the Call for Proposals process where it considers it appropriate and reasonable to do so.

> Your proposal may not be approved for funding.

> All or any proposal(s) may be rejected.

> Your proposal may be accepted in whole, or in part.

> Any information you provide to MBIE with your proposal may be retained or destroyed.

> Clarification may be sought from any applicant(s) in relation to any matter in connection with the Call for Proposals process.

> Any applicant(s) may be contacted, which may be to the exclusion of any other applicant(s), at any time before or after the approval (if any) of proposal(s).

> MBIE may reject, or not consider further, any documentation related to your proposal that may be received from you, unless it is specifically requested.

> This Call for Proposals process may be run in such manner as MBIE may see fit.

9. No contractual obligations created

9.1 No contract or other legal obligations arise between you and MBIE out of or in relation to this Call for Proposals or Call for Proposals process, until a formal written contract (if any) is signed by both you and MBIE.

9.2 This Call for Proposals do not constitute an offer by MBIE to provide funding or enter into any agreement with you. The call for and receipt of proposals does not imply any obligation on MBIE to contract any funding requested in your proposal. MBIE will not be bound in any way until a contract is executed.

9.3 MBIE makes no representations nor gives any warranties in this Call for Proposals.

9.4 Any verbal communications made during the Call for Proposals process will not be binding on MBIE and are subject to the terms of this Call for Proposals.

10. No process contract

10.1 Despite any other provision in this Call for Proposals or any other document relating to this Call for Proposals, the issue of this Call for Proposals does not legally oblige or otherwise commit MBIE to proceed with or follow the process outlined in this Call for Proposals or to assess your proposal or enter into any negotiations or contractual arrangements with you.

10.2 For the avoidance of doubt, this Call for Proposals process does not give rise to a process contract.

11. Exclusion of liability

11.1 Neither MBIE nor any assessment panel members, officers, employees, advisers or other representatives will be liable (in contract or tort, including negligence, or otherwise) for any direct or indirect damage, expense, loss or cost (including legal costs) incurred or suffered by you, your affiliates or any other person in connection with the this Call for Proposals process, including without limitation:

> the assessment process

> the preparation of any proposal

> any investigations of or by any applicant

> concluding any contract

> the acceptance or rejection of any proposal

> the suspension or cancellation of the process contemplated in this Call for Proposals, or

> any information given or not given to any applicant(s).

11.2 By participating in this Call for Proposals process, you waive any rights you may have to make any claim against MBIE. To the extent that legal relations between MBIE and you cannot be excluded as a matter of law, the liability of MBIE is limited to $1.

11.3 Nothing contained or implied in or arising out of this Call for Proposals or any other communications to any applicant shall be construed as legal, financial, or other advice of any kind.

12. Costs and expenses

12.1 MBIE is not responsible for any costs or expenses incurred by you in the preparation of an application.

13. Governing law and jurisdiction

13.1 This Call for Proposals will be construed according to, and governed by, New Zealand law and you agree to submit to the exclusive jurisdiction of New Zealand courts in any dispute concerning this Call for Proposals or any proposal.

14. Public statements

14.1 MBIE may make public the following information:

> the names of team members

> the proposal title

> the research fund from which the application would be funded

> the public statement given by the team when applying for funding

> the total amount of funding and the period of time for which funding has been approved

> the sector to which the research relates.

14.2 MBIE asks that you don't release any media statement or other information relating to the process outlined in this Call for Proposals, or the submission or approval of any proposal to any public medium without providing sufficient advance Notice to MBIE.

New Zealand's science and innovation systems are critical to boosting the number of knowledge-intensive, internationally-connected firms. The Ministry of Business, Innovation & Employment (MBIE) works to lift business expenditure on research and development, improve the benefits to the wider economy from business development assistance, and harness the potential of the digital economy.

MBIE's funding and support programmes aim to build a high-performing science and innovation system that will transform New Zealand into a more diverse, technologically advanced, smart nation.

For more information on how we invest, see our website.