

Partnerships

# Assessment Guidelines

---

2018

---



MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HĪKINA WHAKATUTUKI

[newzealand.govt.nz](http://newzealand.govt.nz)

---

The material contained in this document is subject to Crown copyright protection unless otherwise indicated. The Crown copyright protected material may be reproduced free of charge in any format or media without requiring specific permission. This is subject to the material being reproduced accurately and not being used in a derogatory manner or in a misleading context. Where the material is being published or issued to others, the source and copyright status should be acknowledged. The permission to reproduce Crown copyright protected material does not extend to any material in this report that is identified as being the copyright of a third party. Authorisation to reproduce such material should be obtained from the copyright holders

Published February 2019

---

# Contents

INTRODUCTION	1
<hr/>	
ASSESSMENT PROCESS	2
<hr/>	
Assessment stages	2
Recommendations and funding decisions	2
CONFIDENTIALITY AND CONFLICTS OF INTEREST	3
<hr/>	
Confidentiality	3
Official Information Act 1982	3
Conflicts of interest	3
ROLE OF ASSESSORS	5
<hr/>	
Time commitment	5
MBIE support	5
Accepting Proposals	5
Performing assessment	6
ROLE OF THE MODERATION PANEL	7
<hr/>	
Time commitment	7
MBIE support	7
Prior to the meeting	8
During the Panel meeting	8
EXCELLENCE ASSESSMENT CRITERIA AND SCORING GUIDE	9
IMPACT ASSESSMENT CRITERIA AND SCORING GUIDE	10
VIEWING ASSIGNED PROPOSALS AND RECORDING ASSESSMENTS	11
<hr/>	
Accessing the IMS Portal	11
Accepting/Declining Assigned Proposals	12
Recording Assessments	13

---

The 2018 Partnerships funding round funds seeks to fund proposals for highly innovative research with potentially transformational impacts that contribute to sustainable economic development through:

- > Growing emerging, high-tech, knowledge intensive sectors
  - > Developing technologies that radically improve resource efficiency, or reduce environmental impact of (or render obsolete) an existing resource use
  - > Transitioning to a low emissions economy by 2050
  - > Ensuring a rich and protected environment.
-

# Introduction

Thank you for agreeing to assess proposals submitted for funding from the 2018 Partnerships investment round.

The purpose of Partnerships is to stimulate sector-led investment and collaborative effort in longer term, innovative research activity with potential for transformative impact in areas of future value, growth or critical need for New Zealand, and to give effect to the Vision Mātauranga policy. Support for sector-led research with a focus on developing emerging ideas is the dominant focus of Partnerships, which aims to maximise sector investment and build linkages between industry and research organisations as part of the proposed research programme.

The assessment of Proposals is a critical aspect of MBIE's investment process, as it forms the basis of MBIE's recommendations on whether to fund a proposal.

These guidelines describe the assessment process, the roles involved and, for assessors, provide guidance on how to record your assessments in MBIE's Investment Management system (IMS) – a secure online portal.

If you have any questions, please feel free to contact us:

**Content queries:**

[partnerships@mbie.govt.nz](mailto:partnerships@mbie.govt.nz)

**Portal queries:**

[imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz)

**Phone:**

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

## 2 Assessment Process

The following details the steps involved in the assessment timeline.



### Assessment stages

Proposals submitted for funding in the 2018 investment round of Partnerships will be assessed in two stages:

1. An initial assessment by individual assessors (Excellence and Impact) against the assessment criteria with assessment scores and comments submitted via MBIE's Investment Management System (the IMS Portal)
2. A review by a moderation panel of the assessments for all Proposals, and consideration of the additional assessment criteria for the fund. Applicants will be invited to present to this panel. Any focus for the presentation will be advised in advance.

### Recommendations and funding decisions

The Chair of the moderation panel will prepare a panel report including recommendations for the Science Board.

The Science Board will make the funding decisions in mid-May 2019, after which the successful projects will be announced and MBIE will provide feedback to successful and unsuccessful applicants.

# Confidentiality and Conflicts of Interest

## Confidentiality

To ensure confidentiality, as an assessor or panel member, you must:

- > ensure the safekeeping of all Proposals and related documents (e.g. workbooks, notes, etc.)
- > destroy any remaining documentation securely or return it to MBIE at the end of the assessment process
- > not correspond with or discuss the contents or assessment of any Proposal with the applicant or any other party. If an applicant contacts you about a Proposal email MBIE at [partnerships@mbie.govt.nz](mailto:partnerships@mbie.govt.nz), with the details of your contact
- > use the information you received about the Proposal solely for the purpose of the assessment and not for any other purpose.

## Official Information Act 1982

Proposals and the assessment of Proposals are confidential. However, as MBIE is subject to the Official Information Act 1982, information relating to an assessment may be released.

## Conflicts of interest

MBIE follows a rigorous process to maintain the credibility of investment decisions and to assure applicants that their Proposals are given fair and reasonable appraisal.

Before commencing your assessments, you need to check your list of assigned Proposals for any potential conflicts of interest and either accept or decline the assignments as appropriate.

## What is considered a conflict?

Conflicts of interest may occur on two different levels:

- > A **direct** conflict of interest; where an assessor or panel member 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, or
  - a collaborator or in some other way involved with an applicant's proposal.
- > An **indirect** conflict of interest; where an assessor or panel member:
  - 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, for example, an acquaintance.
  - is assessing a proposal under discussion that may compete with their business interests.

## Reporting identified conflicts

All possible conflicts of interest must be declared.

If you identify a clear and direct conflict, decline the proposal.

If you feel you have an indirect conflict email MBIE using [partnerships@mbie.govt.nz](mailto:partnerships@mbie.govt.nz) advising the details for further discussion.

## 4

### Handling conflicts during the moderation panel meeting

If a panel member has a conflict of interest with a Proposal about to be discussed during the Panel meeting, declare the conflict to the Chair. The Chair will adjudicate the response to your conflict. All conflict of interest declarations and resulting actions during the panel meeting will be recorded.

If there is a **direct conflict**, you will be required to leave the room during the ensuing assessment discussion.

The actions required for a declared **indirect conflict** of interest is the discretion of the Chair; this could be to:

- > leave the room
- > stay but remain silent unless asked to respond to a direct question
- > contribute to the assessment of the Proposal.

Should the Chair declare a conflict of interest with a Proposal, a Deputy Chair will be appointed for the assessment discussion of that Proposal.

# Role of Assessors

## Assessors

There will be up to four **Excellence** assessors and four **Impact** assessors per proposal. There is no lead assessor assigned.

As an assessor your role is to assess Proposals to the Partnerships fund and provide advice to MBIE. Your responsibilities include:

- > reading all accepted Proposals
- > assigning your assessment scores (*using a 7-point scoring scale*) against
  - the **Excellence** assessment criteria, if you have been asked to assess Excellence, and/or
  - the **Impact** assessment criteria, if you have been asked to assess Impact
- > recording your scores and supporting commentary in the IMS Portal.

## Time commitment

The time commitment for an assessor is estimated as follows.

Up to:	To:
Half a day	Read through these guidelines and background documents
One day	Assess, score and record your comments for each Proposal assigned to you in the IMS portal

## MBIE support

In mid-**February 2019**, you will receive an email(s) advising that Proposal(s) that have been assigned to you. MBIE allocates Proposals to assessors:

- > based on their experience and areas of expertise
- > mindful of any confidentiality or conflict of interest issues raised.

MBIE is available to assist assessors as required through your assessment.

## Accepting Proposals

You complete all further actions in MBIE's IMS Portal. This first involves:

1. Logging on the portal to view Proposals assigned to you, ascertain and identify any conflicts of interest and then accept or decline to assess accordingly.
2. Opening (*download and/or print*) all assigned, accepted Proposals.
  - > Proposals are in PDF.
  - > Downloading and saving Proposals to your computer allows you to access them without having to be logged into the portal. Ensure safe-keeping of all information as set out in the Confidentiality section of these guidelines.

Refer to page 11 for further instruction on the IMS Portal.

## 6 Performing assessment

Based only on the content provided in the Proposal(s), assess each Proposal with regard to the extent that it meets the assessment criteria **and** the extent that it gives effect, where relevant, to the Vision Mātauranga policy in achieving research of relevance and impact to Māori and New Zealand.

### 1. Read and understand the assessment criteria

Read and understand the Excellence and Impact assessment criteria on pages 9 and 10. These provide a common interpretation of terms, promoting consistency in assessment between assessors. Other relevant documents you must be familiar with are the *Partnerships Investment Plan* and the *Vision Mātauranga policy*<sup>1</sup>. Do not assess a Proposal until you have completed this step.

### 2. Read the Proposals

Only assess the information presented in the Proposals. Applicants are obliged to present the relevant information, therefore, if a Proposal has obvious gaps, you need to reflect this in your score and detail the significant issues in your comments.

### 3. Select an assessment score and record associated commentary

Partnerships Scheme Proposals are assessed against assessment criteria that reflect the excellence of the science, the ability of the team to deliver, the potential benefits and the pathways to implementation.

Independently score each Proposal assigned to you using the Excellence and Impact scoring guides (*see pages 9 and 10*). When selecting a score, be mindful of the *Vision Mātauranga* policy giving due weight to any contribution made by the Proposal to achieving Vision Mātauranga outcomes.

While certain sections of Proposals specifically align with the assessment criteria, evaluate the Proposals as a **whole** before finalising your assessment.

Record your assessment scores in the IMS Portal (*see page 11*) under each of the relevant assessment criteria and comment on why you selected that score. Your comments on the criterion you are addressing should include reference to Vision Mātauranga.

---

Your comments should comprise 1-2 paragraphs and summarise a Proposal's:

- > strengths and highlights
- > deficiencies, weaknesses or any other concerns.

All comments should be accurate, professional, honest, and correlate to the score and description associated with scoring guides.

---

Enter the assessment scores and commentary into the IMS portal.

### 4. Submit and archive your assessment.

---

Refer to page 11 for further instruction on the IMS Portal.

---

<sup>1</sup> See <https://www.mbie.govt.nz/assets/9916d28d7b/vision-matauranga-booklet.pdf> for the Vision Mātauranga policy.

# Role of the Moderation Panel

## Moderation panel

The role of the moderation panel is to:

- > review the scores and comments submitted by assessors, and highlight any issues/risks or areas of concern with the Proposals
- > clarify any aspects via applicant presentations to the panel
- > consider whether the additional assessment criteria (e.g. Vision Mātauranga policy, governance and commercial arrangements, investment signals in the current Partnerships Investment Plan) would prioritise certain Proposals
- > provide further guidance on the ranking for the Science Board
- > comment on Key Performance Indicators listed in each Proposal.

The role of the moderation panel is **not** to:

- > change the assessor scores
- > change the assessor comments.

## Moderation panel Chair

The role of the Chair is to:

- > identify and take appropriate action over conflicts of interest
- > mediate if views become polarised
- > ensure that the Panel meeting discussions are robust and that the assessment of the Proposals, including the additional criteria and ranking, is defensible
- > ensure that the outcome of the panel meeting is an appropriate commentary on the Proposals to inform funding recommendations and to enable appropriate feedback to applicants
- > present panel findings to the Science Board.

## Time commitment

The time commitments for moderation panel members are estimated as follows.

Up to:	To:
Half a day	Read through these guidelines and background documents Attend a briefing session, which may be via teleconference
Three days	Read all proposals, assessor scores and comments
Three days	Attend the moderation panel meeting in Wellington, New Zealand

## MBIE support

MBIE staff assist panel members and the Chair prior to, and at, the moderation panel meeting, including:

- > recording the panel's consensus commentary
- > delivering, in a draft report, assessor scores, panel comments and advice to the Chair for approval.

# 8

## Prior to the meeting

### 1. Read and understand the background documents

Read and understand the *Partnerships Gazette Notice*, which sets out the policy objectives of the fund, and the criteria and other considerations the Science Board must take into account when making funding decisions. The assessment criteria are also set out in these guidelines on pages 9 and 10. Other relevant documents you must be familiar with are the *Partnerships Investment Plan* and the *Vision Mātauranga* policy.

### 2. Read the Proposals and review assessor scores and comments

Only assess the information presented in the Proposals. Applicants are obliged to present the relevant information. Consider whether the assessor comments fairly reflect their scores and whether any significant differences of opinion or significant issues should be highlighted.

### 3. Consider the additional assessment criteria and whether any significant issues should be highlighted

Consider whether the ranking of Proposals reflects the extent that Proposals meet the assessment criteria and the extent that they address the additional assessment criteria. The additional criteria are:

- > The Government's **policy objectives** for Partnerships. Partnerships should be for research, science, or technology, or related activities that focus on areas of future value, growth or critical need for New Zealand. They should facilitate sector-led investment and collaborative effort in longer-term research activity, focus on developing emerging ideas, and give effect to the *Vision Mātauranga* policy.
- > **Governance and commercial arrangements**, which must be well positioned to support the proposed programme of research.
- > The **investment signals** in the *Partnerships Investment Plan*.

## During the Panel meeting

### 1. Reach a consensus view on the relative ranking of the proposals

The panel:

- > reviews the initial scoring and comments provided by the assessors (the panel cannot change the scores)
- > highlights any issues
- > considers whether the additional assessment criteria would prioritise certain Proposals
- > interacts with applicants via presentations to the panel, including questions and answers
- > can only use the information provided by the applicant through the Proposal and presentation (if any).

### 2. Develop consensus comments

The panel develops:

- > a consensus ranking of proposals and supporting commentary, highlighting any issues
- > consensus comments suitable to support decision-making and as feedback to applicants.

# Excellence Assessment Criteria and Scoring Guide

For each criterion, select a score ranging from 1 (lowest) to 7 (highest) from the Scoring Guide that best matches your assessment **and** how well the Proposal would deliver on the Government's investment goals. Record your scores in MBIE's IMS Portal (see page 11) and comment on why you selected that score. Your comments should also identify strengths along with the specific reasons for any deficiencies, particularly if you are recording a score of 4 or less. Your scores should be based on the assessment of information provided in the Proposal only.

EXCELLENCE ASSESSMENT CRITERIA	SCIENCE	Weighting: 25%	TEAM	Weighting: 25%
	<p>Research should be well-designed, well-performed, and leverage additional value from wider research. Assessment must have particular regard to whether the proposed research, science, technology or related activities:</p> <ul style="list-style-type: none"> <li>&gt; progress and disseminate new knowledge;</li> <li>&gt; possess scientific risk, technical risk or innovative approaches;</li> <li>&gt; are well-positioned in the domestic and international research context; and</li> <li>&gt; have a well-managed research plan and credible approach to risk management.</li> </ul> <p>When making your assessment also consider <b>Is Vision Mātauranga relevant to the Proposal?</b> The Vision Mātauranga policy aims to unlock the science and innovation potential within Māori knowledge, resources, and people to assist New Zealanders to create a better future.</p> <ul style="list-style-type: none"> <li>&gt; If Vision Mātauranga is relevant to the Proposal, you need to consider how well the applicant has addressed the policy and incorporated it into the design of the work programme, and include in your assessment. Your assessment of a Proposal should include whether it shows low, adequate or high potential to give effect to Vision Mātauranga.</li> <li>&gt; If Vision Mātauranga is not relevant to a Proposal, and this is consistent with the applicant's view, record the comment <i>Vision Mātauranga is not relevant to that Proposal</i> and the reasons why.</li> </ul> <p>Where there is a divergence between your view and the applicant's view as to whether or not Vision Mātauranga applies, state this in your comments along with your rationale.</p>			

## EXCELLENCE SCORING GUIDE

SCORE	KEY WORDS		
1 (low)	<i>Missing Irrelevant No potential No credibility</i>	The proposal contains no stretch or innovative approach, is poorly positioned and has a very weak research plan and approach to risk.	The mix and level of skills, knowledge and resources in the team are inadequate to deliver the proposed research and to manage risks.
2	<i>Minimal Low relevance Little potential Little credibility</i>	The proposal lacks innovation and recognition of existing information, has low stretch, poor risk management and few additional benefits. Plan has few expected elements.	The mix and level of skills, knowledge and resources in the team lacks most, but not all of what is needed to deliver the proposed research and to manage risks.
3	<i>Some Partially relevant Some potential Some credibility</i>	There is some recognition of existing information and innovation in the proposal. It has low stretch with little benefit. It has most of the expected elements in the plan but lacks detail.	The mix and level of skills, knowledge and resources in the team has some significant gaps in what is needed to deliver the proposed research and to manage risks.
4	<i>Most Generally relevant Overall potential Generally credible</i>	There is good recognition of existing information and innovation in the proposal. It has moderate stretch justified by additional benefit. It contains all of the expected elements in the plan but detail is limited.	The mix and level of skills, knowledge and resources in the team is generally well-matched to deliver the proposed research and manage its risks but with some question marks.
5	<i>Substantial Relevant Good potential Credible</i>	There is comprehensive recognition of existing information that is well leveraged. It has moderate stretch more than justified by additional benefit. The plan contains all of the expected elements, with no gaps.	The mix and level of skills, knowledge and resources in the team is well-matched to deliver the proposed research and manage its risks with no significant gaps.
6	<i>Comprehensive Very relevant Very good potential Very credible</i>	There is comprehensive recognition and excellent leverage of existing information. It has high stretch with good potential for additional value. The work plan exceeds expectations.	The mix and level of skills, knowledge and resources in the team is very well-matched to the proposal. The team has the ability to leverage significant affiliations.
7 (high)	<i>Complete Highly relevant Excellence potential Highly credible</i>	There is high stretch, outstanding recognition of existing information with excellent potential for additional scientific value, the plan is highly innovative and exceeds expectations.	The mix and level of skills, knowledge and resources in the team are outstanding. It is exceptionally well-matched to deliver the proposed research, manage its risks and to leverage very significant affiliations.

# Impact Assessment Criteria and Scoring Guide

For each criterion, select a score ranging from 1 (lowest) to 7 (highest) from the Scoring Guide that best matches your assessment **and** how well the Proposal would deliver on the Government's investment goals. Record your scores in MBIE's IMS Portal (see page 11) and comment on why you selected that score. Your comments should also identify strengths along with the specific reasons for any deficiencies, particularly if you are recording a score of 4 or less. Your scores should be based on the assessment of information provided in the Proposal only.

IMPACT ASSESSMENT CRITERIA	BENEFITS	Weighting: 25%	IMPLEMENTATION PATHWAY(S)	Weighting: 25%
	<p>Research should have direct and indirect benefits or effect on individuals, communities or society as a whole, including broad benefits to New Zealand's economic, social, human or natural capital.</p> <p>Assessment must have particular regard to:</p> <ul style="list-style-type: none"> <li>&gt; the credibility of the need for, scale and extent of potential benefits from the proposed research, science or technology or related activities; and</li> <li>&gt; the relevance and additional value they deliver to New Zealand.</li> </ul> <p>When making your assessment also consider <b>Is Vision Mātauranga relevant to the Proposal?</b> The Vision Mātauranga policy aims to unlock the science and innovation potential within Māori knowledge, resources, and people to assist New Zealanders to create a better future.</p> <ul style="list-style-type: none"> <li>&gt; If Vision Mātauranga is relevant to the Proposal, you need to consider how well the applicant has addressed the policy and incorporated it into the design of the work programme, and include in your assessment. Your assessment of a Proposal should include whether it shows low, adequate or high potential to give effect to Vision Mātauranga.</li> <li>&gt; If Vision Mātauranga is not relevant to a Proposal, and this is consistent with the applicant's view, record the comment <i>Vision Mātauranga is not relevant to that Proposal</i> and the reasons why.</li> </ul> <p>Where there is a divergence between your view and the applicant's view as to whether or not Vision Mātauranga applies, state this in your comments along with your rationale.</p>			<p>The credibility of implementation pathway(s) to deliver public benefits to New Zealand, not limited to a single firm or end user, and the strength of relationships with relevant end users, beneficiaries, or stakeholders.</p>

## IMPACT SCORING GUIDE

SCORE	KEY WORDS		
<b>1</b> (low)	<i>Missing Irrelevant No potential No credibility</i>	The benefits are negligible and not credible, are captured by an area of limited impact, are irrelevant to areas of strategic importance.	There are no credible pathways and there is no supporting information.
<b>2</b>	<i>Minimal Low relevance Little potential Little credibility</i>	The benefits are very low, not very credible, are captured by a small area with limited spread, are only marginally relevant to areas of strategic importance.	Implementation pathways are of poor credibility. The supporting information is very limited and largely unsatisfactory.
<b>3</b>	<i>Some Partially relevant Some potential Some credibility</i>	The benefits are low, not very credible, are captured by a small area but with some spread, have some relevance to areas of strategic importance.	Implementation pathways are of limited credibility. There is some supporting information but it is largely unconvincing.
<b>4</b>	<i>Most Generally relevant Overall potential Generally credible</i>	The benefits are moderate with some impact within a sector or across sectors, are reasonably credible but not entirely convincing, are largely relevant to areas of strategic importance.	Implementation pathways are partly credible but there are gaps in the supporting information that leave key questions unanswered.
<b>5</b>	<i>Substantial Relevant Good potential Credible</i>	Benefits are large and credible with significant impacts within a sector or across sectors. Very relevant to one or more areas of strategic importance.	Implementation pathways are credible, fit for purpose and the supporting information is satisfactory in scope and competent.
<b>6</b>	<i>Comprehensive Very relevant Very good potential Very credible</i>	Benefits are very large and credible, with substantial impacts within a sector or across sectors. There is substantial significance to areas of strategic importance.	Implementation pathways are of a high standard, very credible, fit for purpose and the supporting information is satisfactory in scope and competent.
<b>7</b> (high)	<i>Complete Highly relevant Excellence potential Highly credible</i>	Benefits are of national significance, strategically important, very credible and extremely large. They are captured across multiple sectors.	Implementation pathways are of a very high standard, completely credible, fit for purpose and the supporting information is satisfactory in scope and competent.

# Viewing Assigned Proposals and Recording Assessments

This section details how assessors access the Proposals assigned to you for assessment and how to record your assessment. Both of these actions are performed in MBIE's Information Management System (IMS) – a secure online portal.

For IMS Portal support, contact MBIE's Investment Operations Team Monday to Friday between 8.30am and 4.30pm:

- > email [imssupport@mbie.govt.nz](mailto:imssupport@mbie.govt.nz)
- > call 0800 693 778

## Accessing the IMS Portal

To access the portal you require:

- > Chrome or Firefox
- > Your MBIE IMS Username and Password.

You would have received an email from MBIE containing your portal username and a temporary password. This password will expire in 72 hours and can only be used once.

### ■ To log in to the IMS Portal:

Five or more failed log in attempts will automatically lock you out of the system. If this occurs, contact the Investment Operations Team and ask for your account to be unlocked.

#### For first time assessors:

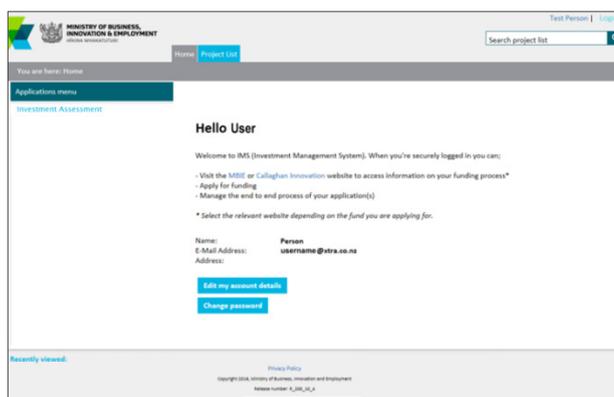
1. Click the **portal URL** link in your Welcome email. The **IMS Portal Login** screen displays.
2. Type your email address (your username is your email address) and your temporary password into the relevant fields.
3. Click the **Login** button. The **IMS Portal Edit Password** screen displays
4. Type your new password.
5. Retype your new password in the **Confirm new password** field.
6. Click the **Save Changes** button. The **Portal Access Agreement** displays.
7. Read and accept this agreement.

This will only appear once, the first time you log in.

Once accepted the portal's **Home** screen displays.

#### For existing assessors:

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



The Home page of the IMS Portal

## 12 Accepting/Declining Assigned Proposals

### ■ To accept (or decline) an assignment:

1. On the **Home** tab, click the **Investment Assessment** link > **Current** tab.
2. Read and accept the confidentiality agreement. This agreement details the terms and conditions governing the assessment process.

This agreement will only display once when you first access your list of assignments. You can revisit this agreement at any stage by clicking the **Your Confidentiality Agreement** button located top right of the **Investment Assessment** link > **Current** tab.

Once accepted, the list of all Proposals assigned to you displays.

View Project	Assessment Role	Assessment Stage	Status	View Assessment	Action
<a href="#">Our Networked Future</a>	Assessor	Impact	Accept Decline	PRDP-xxxxx-PSHP-xxxxxxx	Active

3. Scroll down the list to see your assigned Proposals.  
The Proposals assigned to you are listed under the **View Project** column, grouped by investment process. If you have performed assessments in the past, your new **Partnerships** assignments are at the top of the list under the heading **2018 Partnerships (Proposal)**.
4. For the first Proposal listed, click the link **under View Project**. The Proposal opens in a new browser tab.
5. After reading the Proposal, if:
  - You deem a **direct conflict of interest** exists:
    1. Select the browser tab displaying the IMS Portal.
    2. Click the **Decline** button adjacent to the proposal.
    3. In the resulting dialog, enter a reason and click the **Save** button.  
The declined proposal is automatically removed from your assigned list.  
Remember to also close the Proposal.
  - You deem an **indirect conflict of interest** exists, close the Proposal and email MBIE at [partnerships@mbie.govt.nz](mailto:partnerships@mbie.govt.nz) to discuss further.
  - There is **no conflict of interest**, close the summary and click the **Accept** button adjacent to the proposal.  
The Proposal is allocated a status of **In progress**.
6. Repeat the above steps for all the Proposals in your list.

## Recording Assessments

Assessor scores and supporting comments must be entered by **11 March 2019**.

Proposals must be read and assessed, and your scores, comments and funding recommendations entered in the IMS Portal on or before noon on **11 March 2019**.

While certain sections of Proposals specifically align with the four assessment criteria, consider the Proposal as a whole before finalising your assessment. If you consider that a Proposal does not meet the requirements for other reasons, make a note of this when recording your preliminary scores.

For each Proposal, MBIE compiles the assessment scores, comments and funding recommendations entered in the IMS Portal.

### ■ To record an individual assessment:

1. Access the **Home** tab > **Investment Assessment** page > **Current** tab.
2. Click a Proposal's **View Assessment** link. A **Scoring** page opens in a separate browser tab.

The screenshot displays the 'Scoring' page for a proposal. The header includes the Ministry of Business, Innovation & Employment logo and navigation links: Home > Assessments > [Project ID]. The left sidebar contains the following menu items: 'Assessment scores and comments' (highlighted), 'Impact: Benefit to New Zealand score', 'Impact: Implementation Pathway score', 'Vision Mātauranga', 'Relevance in your opinion', 'Applicant recognition', 'How well addressed', and 'Vision Mātauranga comments'. The main content area shows two assessment sections. The first section is 'Impact: Benefit to New Zealand score' with a scoring scale of 1 (low) to 7 (high) and a text input field labeled 'Impact: Benefit to New Zealand score \*'. The second section is 'Impact: Implementation Pathway score' with the same scoring scale and a text input field labeled 'Impact: Implementation Pathway score \*'. A 'Print' icon is visible in the top left corner of the page.

3. Click the **Print** icon  (located top left). The full Proposal opens in a new browser tab.

The Proposal number is prominently displayed in the header of the Proposal. You can download and save/print the Proposal as required.

You **must**:

- \* ensure the safe keeping of all Proposals and related documents, e.g. workbooks, notes, etc.
- \* destroy all saved/printed Proposals after the assessment process is completed.

4. Read the Proposal, and then select your preliminary scores and enter any supporting commentary into the **Scoring** page.
5. Record how well the applicant has addressed Vision Mātauranga and whether you agree with them or not, using the links in the left hand menu under **Vision Mātauranga**.
6. Click the **Save** button.

The **Submit** button will only become active once you have completed all fields and saved your assessment.

7. Click the **Submit** button. A summary of your assessment displays in a pop up window.

Review of assessment xxxxxxx	
Impact: Benefit to New Zealand score	4
Impact: Benefit to New Zealand comment	
Test data	
Impact: Implementation Pathway score	4
Impact: Implementation pathway comment	
Test data	
Relevance in your opinion	Yes
Applicant recognition	Yes
How well addressed	Moderately well
Vision Mātauranga comments	
Test data	

8. When your assessment is complete and satisfactory to you, click the **Submit** button.

Click the **Back** button to modify your scores if necessary and/or add additional comments.

The Proposal is automatically assigned the status **Submitted**.

9. Close the browser tab displaying the **Scoring** Page and return to the tab displaying your list of assignments.

You may need to refresh the browser page to display the change in status.

10. For the Proposal you have just scored, click the **Archive** button. The Proposal is automatically removed from your list of assignments.

2017 Partnerships (Proposal)					
View Project	Assessment Role	Assessment Stage	Status	View Assessment	Action
	Assessor	Impact	Submitted	PROP-XXXXX-PSRP-XXXXX	<b>Archive</b>

View all archived assignments on the **Archived** tab. You can retrieve the Proposal at any stage by clicking the **Unarchive** button.

You are here: Home > Current > Archived [Your Confidentiality Agreement](#)

**Archived Investment Assessments**  
This page lists the projects you assessed and selected to archive. You can contact us by email if you need assistance.

2017 Partnerships (Proposal)					
View Project	Assessment Role	Assessment Stage	Status	View Assessment	Action
	Assessor	Impact	Submitted	PROP-XXXXX-PSRP-XXXXX	<b>Unarchive</b>

**Remember to destroy all saved/printed Proposals after the assessment process is completed.**

## UPDATING YOUR DETAILS

From the **Home** screen of the IMS Portal, you can maintain your personal details 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:**
  1. Click the **Change password** button on the **Home** tab.
  2. Enter your new password and click **Save**.

---

**TIP:** You can also access these details by clicking the  button (*where UN is your initials*) located top right of assessment scoring pages.

---



MINISTRY OF BUSINESS,  
INNOVATION & EMPLOYMENT  
HĪKINA WHAKATUTUKI

[newzealand.govt.nz](http://newzealand.govt.nz)