



Collecting Diversity Information

The Ministry of Business, Innovation and Employment (MBIE) is now collecting data on key research roles which will inform a pathway to equity in the science system.

For funding applications, we are now collecting diversity information for team members with key roles. These roles will differ depending on the fund you are applying to; see the relevant fund's Call for Proposals for more information. As part of your funding application process, when entering team members with these roles in the Information Management System (IMS) – MBIE's secure online portal, you may need to invite them to register separately to the IMS portal where they can then complete and manage their profile which includes diversity information. The IMS portal will guide you through the process which is summarised below.



When entering team members into the IMS portal as part of your funding application ...

1. Click the **+Add Person** button and select the team member's role.
 - › Group One comprises the roles for which MBIE is collecting diversity information.
 - › Group Two comprises the remaining project team roles.

If a team member is performing roles in both groups, add them with a Group One role first to add them to the **Project Team** list. Once added to the **Project Team** list you can then assign other roles by clicking the team member's name.

2. Enter the team member's full name. The system will automatically search all profiles for a match.

If a match is found and they display in the drop down list:

- › They are already registered in the IMS portal and can manage their profile which includes diversity information.
- › A red asterisk * may display next to their name; this indicates that their profile is incomplete. This status will not affect your ability to submit your funding application.

Click their name and then click the **Add person to team** button. This action will add them directly to the **Project Team** list.

If their name does not display in the dropdown list:

1. Enter their email address.
2. Click the **email address (new person)** pop-up.
3. Click the **Invite person to join team** button.

They will be:

- › Added to the **Pending Invitations** list (*located at the bottom of the Project Team list*).
- › Sent a system generated email inviting them to register in the IMS portal. Once they have completed their registration, they will be able to complete and manage their profile which includes diversity information and their name will automatically display in the **Project Team** list.

3. You can now continue to complete entering your remaining team information as per your funding application requirements, for example, entering FTEs and attaching CVs.

Before you submit your funding application check ...

All team members with roles mandatory to your application must display in the **Project Team** list before you can submit your funding application. At the time of submission, if you still have team members listed in the **Pending Invitations** list, this means that they have not completed their registration and you will need to do one of the following as appropriate:

- › Manually add them to the **Project Team** list. To do this, click the **Add** button next to their name, re-enter their first and last name and then click the **Create** button. OR
- › Remove them from the **Pending Invitations** list. To do this, click the **Un-invite** button next to their name.

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)

MBIE's [Diversity in Science Statement](#) sets out the ambition to promote diversity in science and research. This diversity statement is MBIE's first step towards raising awareness of the importance of diversity in science and signals our commitment to do more in this space. By putting a focus on diversity we can make sure that we capture the very best ideas and talent to support the highest quality research. We believe that everyone should have a fair and equal opportunity to participate in the science system to their fullest potential.

See for our [Diversity webpage](#) for more information on our policy, the diversity data, research and target measures, and some personal journeys of New Zealand researchers.